


# PeopleSoft Quick Reference Guide

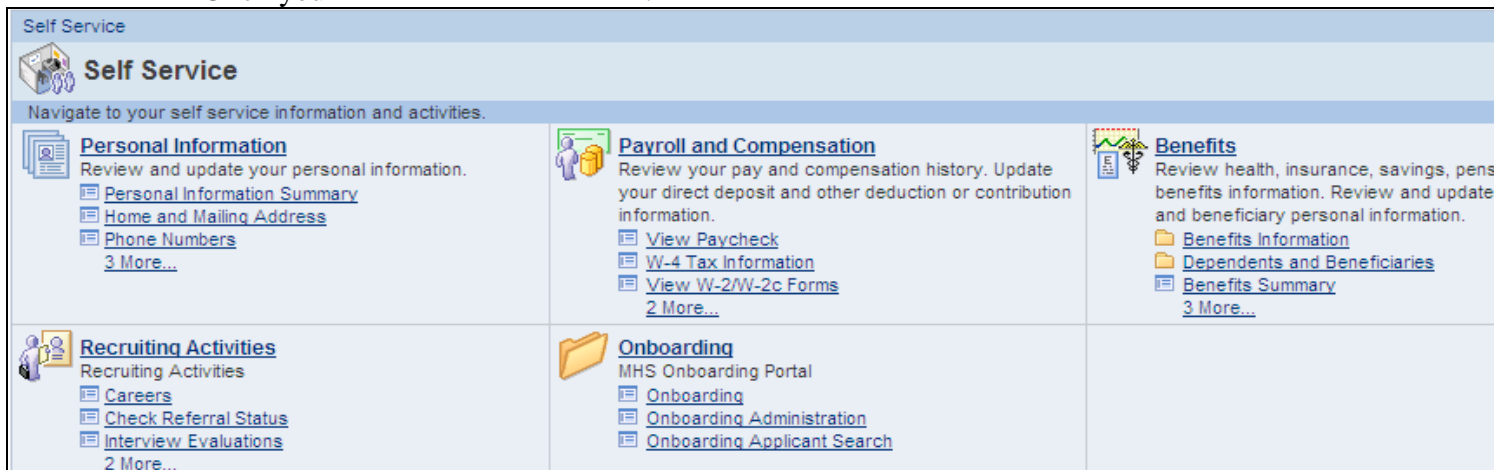
## What I will utilize PeopleSoft for?


- Signing up for Benefits
- Viewing your Pay Stub
- Printing your W2
- Bidding on open positions


## Signing into PeopleSoft for the first time:


Signing in to PeopleSoft for the first time you will need to create a user ID and password. To do this go to Intranet > Password changes. Click on Change Outlook/Network Password.

- You will not be able to sign into PeopleSoft until your first day of work
- You can access PeopleSoft from any computer that has Internet connection.
- In Address line, type: <http://www.qualityoflife.org>
- Click on >For Employee > Peoplesoft Employee Home > enter User ID and Password > click login
- Click your  link.



- Under **Payroll and Compensation** – click on  [View Paycheck](#) to see your pay stub.

- Under **Benefits** – click on  [Benefits Enrollment](#) to enroll as a new employee.

- Under **Recruiting Activities** – click on  [Careers](#) to see what positions are posted internally.

## Accessing PeopleSoft from Home:

- You can access PeopleSoft from any computer that has an Internet connection.
- In the Address line, type: <http://www.qualityoflife.org>
- Click on For Employee > Peoplesoft Employee Home > user ID and password