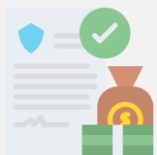# PeopleSoft

What can you use PeopleSoft for?

Check your pay slips on your phone

Fill in your timesheet

Request and approve absences on the go

Update your personal details

Who can use PeopleSoft?

- Everyone!

P&W Staff excluded

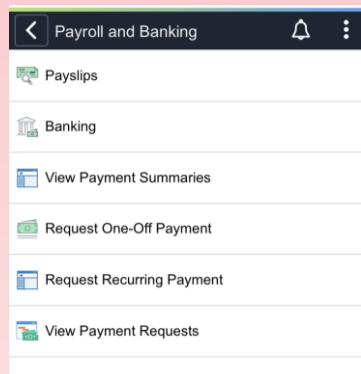## Setting up Peoplesoft

1 Download and open the application
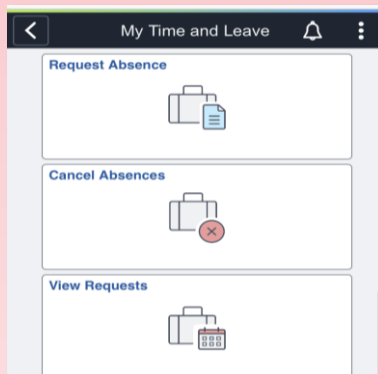
2 Log in using your Endeavour Foundation credentials

3 Start using PeopleSoft just as you would at a laptop!

View your payslips

Payroll and Banking
Payslips
Banking
View Payment Summaries
Request One-Off Payment
Request Recurring Payment
View Payment Requests

Request leave

My Time and Leave
Request Absence
Cancel Absences
View Requests

Update your details

Personal Details
Addresses — Updated 11/05/2017
Contact Details — 3 Details
Emergency Contacts — 2 Contacts

Connect2Work@endeavour.com.au

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