

Excel & PeopleSoft HCM

HCM SESSION A/B

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PEOPLESOFT

San Diego County Office of EDUCATION
FUTURE WITHOUT BOUNDARIES


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Session Topics

- Welcome & Introductions (5 min)
- Excel Functions (5 min)
- Hands On Excel Functions (40 min)
- Group Discussion (5 min)
- Wrap up & Closing (5 min)

SESSION A/B - Excel & PeopleSoft HCM

2

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Excel Functions

- Apply Filters
- Date Difference (DAYS)
- If Statement (IF)
- Conditional Formatting
- Concatenate

SESSION A/B - Excel & PeopleSoft HCM 3

Hands On Excel Functions

4

Getting Started

- Please turn to your **Excel & PeopleSoft HCM Activity Sheet**.
- Follow the instructions in the **Getting Started** section.
- Make sure you open the appropriate “*Session*” spreadsheet based on which Session you are attending, either Session A from 9:00 am to 10:00 am, or Session B from 10:10 am to 11:10 am.



Excel & PeopleSoft HCM Activity Sheet

Group Discussion

How do you use Excel to get the most out of queries?
What kinds of tips & tricks can you share?

Session Notes

These slides and session notes are published on the CRC Website.
<http://crc.sdcoe.net/peoplesoftconference>