University of Massachusetts

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HCM 9.2
General Communications

The University is upgrading its HR Direct PeopleSoft application. The HR Direct application will be moving from version 9.0 to 9.2. By updating the software that runs our HR system, this will position the university to be able to take advantage of new functionality and keep up-to-date with future Oracle Feature Packs and Releases.

General Tips:

1. Clearing Cache:
   a) **All users** must clear local browser cache. It is recommended that the check box for Active X filtering is also checked. Refer to your specific browser instructions.

   b) *View some browser examples with the bookmarks below:
      i. IE
      ii. Firefox
      iii. Chrome
      iv. Safari

2. Bookmark to HCM 9.2 supported browsers and site and software requirements

3. Favorites: Favorites will come over from 9.0.
   a) However, if a user finds that their Favorites are not working, they should delete that favorite and add it back using "Edit Favorites" Option. This might happen when the navigation has changed.

   b) If a user has a favorite for Self Service Timesheet, they may get an error message. The user should click okay to the error message and proceed as normal with submitting time. This issue will be resolved as soon as we receive a fix from Oracle.

4. Browser Issues:
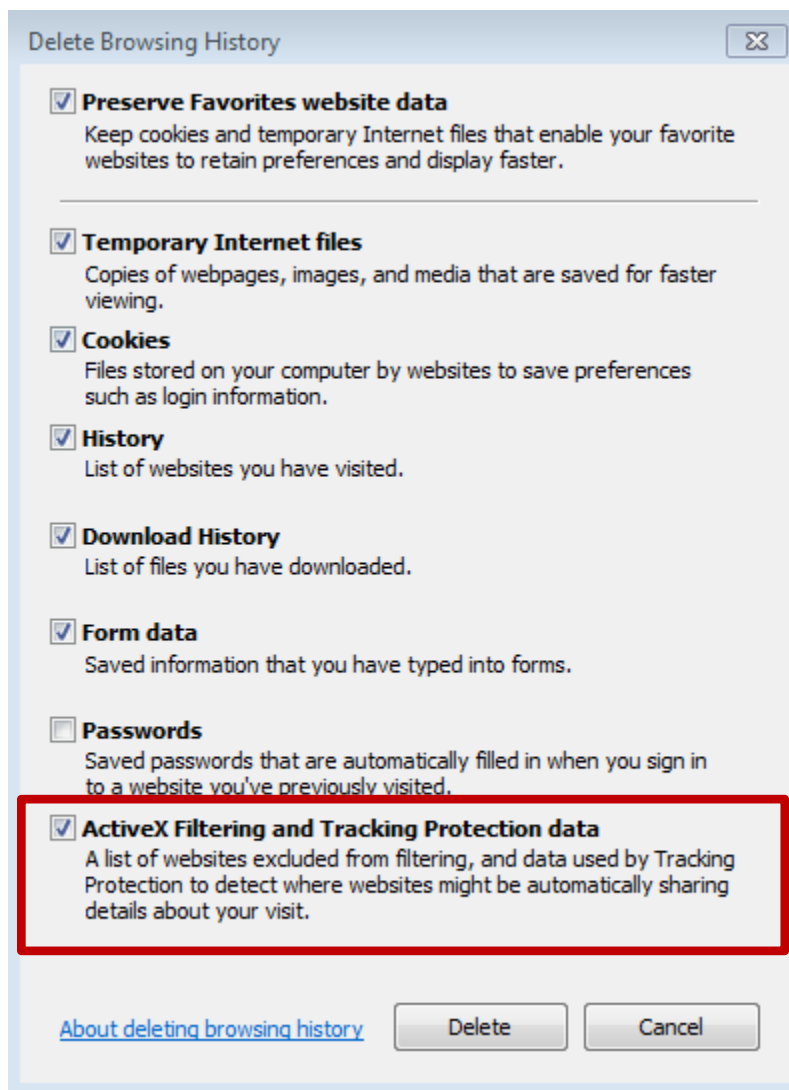   a) When trying to edit a field, user may need to click into the field a few times before it becomes editable.

5. Formatting All Date fields:
   a) All the numbers of a date field need to be entered when a user is trying to enter a date quickly **without** the slashes (mmddyy, mmddyyyy).
      i. Example: for June 30, 2014 users must enter 06302014 or 063014. The system will not accept 6302014 or 0630.
   b) Note: If you use one slash, then you have to use slashes throughout.
      i. Example: 06/30/14 or 06/30/2014
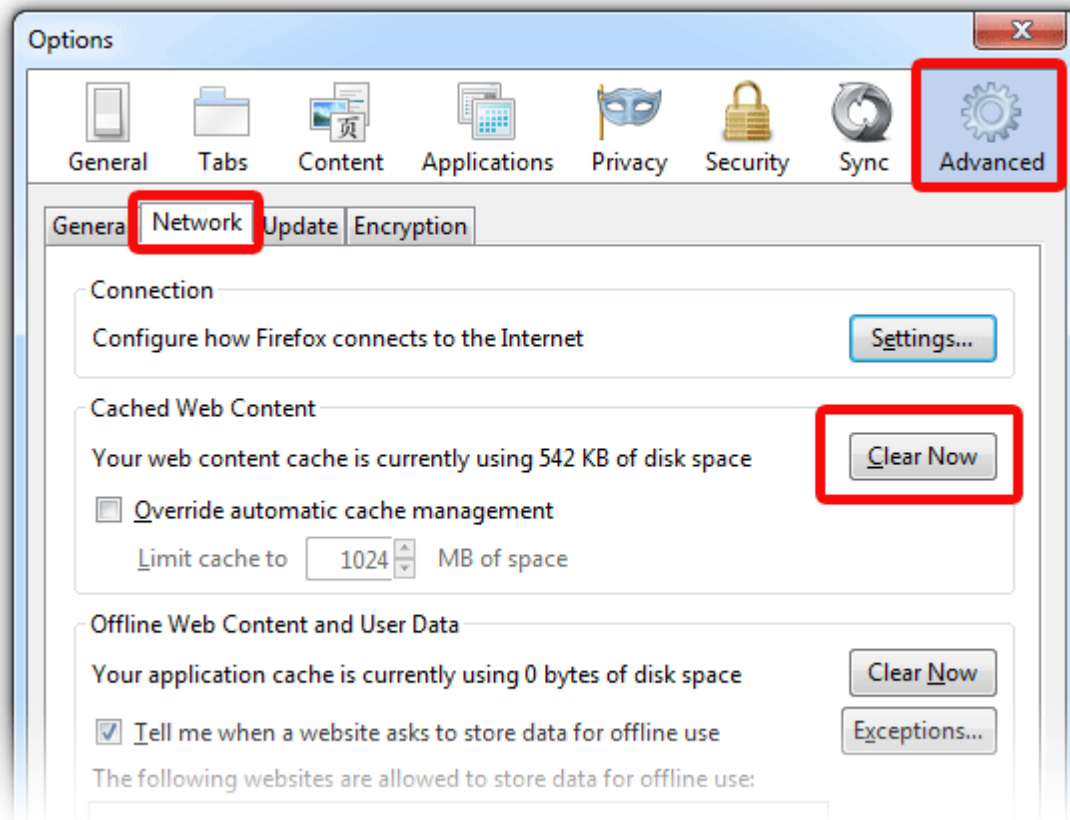
*Browser examples

Clear cache in IE example:

1. IE 8: From the **Tools** menu choose **Internet Options**.
   IE 9: In the upper right corner, click the small gear icon (to the right of the star icon) and choose **Internet Options.**
2. On the General tab, under Browsing history, click **Delete**.
3. **Follow the checkbox diagram below exactly, including check the Active X Filtering box**.
4. Click **Delete**.
5. When finished, click **OK** to return to your Internet Explorer window.
6. Close the Internet Explorer window and reopen.

Delete Browsing History

☑ **Preserve Favorites website data**
Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster.

☑ **Temporary Internet files**
Copies of webpages, images, and media that are saved for faster viewing.

☑ **Cookies**
Files stored on your computer by websites to save preferences such as login information.

☑ **History**
List of websites you have visited.

☑ **Download History**
List of files you have downloaded.

☑ **Form data**
Saved information that you have typed into forms.

☐ **Passwords**
Saved passwords that are automatically filled in when you sign in to a website you've previously visited.

☑ **ActiveX Filtering and Tracking Protection data**
A list of websites excluded from filtering, and data used by Tracking Protection to detect where websites might be automatically sharing details about your visit.

About deleting browsing history   Delete   Cancel

Clear cache in Firefox example:

1. Click the menu button ☰ and choose Options

2. Select the Advanced panel.
3. Click on the **Network** tab.
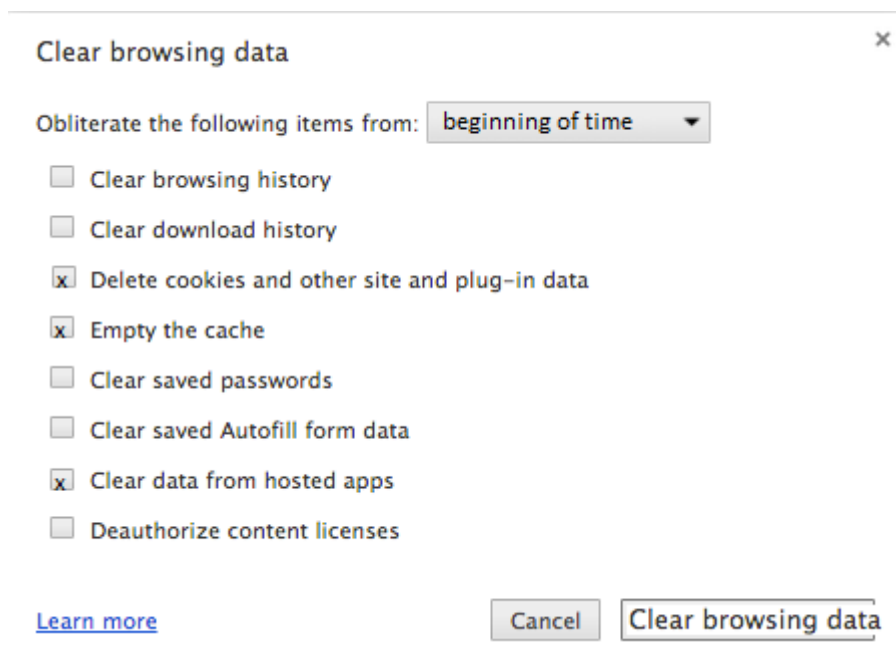4. In the **Cached Web Content** section, click Clear Now.

5. Click OK to close the Options window

<u>**Clear cache in Chrome example**</u>:

You have control over your browsing data. This data includes things like your browsing and download history and saved form data. Use the "Clear browsing data" dialog to delete all your data or just a portion of your data, collected during a specific period of time.

Delete all your data

1. Click the Chrome menu ☰ on the browser toolbar.
2. Select **Tools**.
3. Select **Clear browsing data**.
4. In the dialog that appears, select the checkboxes for the types of information that you want to remove.
5. Use the menu at the top to select the amount of data that you want to delete. Select **beginning of time** to delete everything.
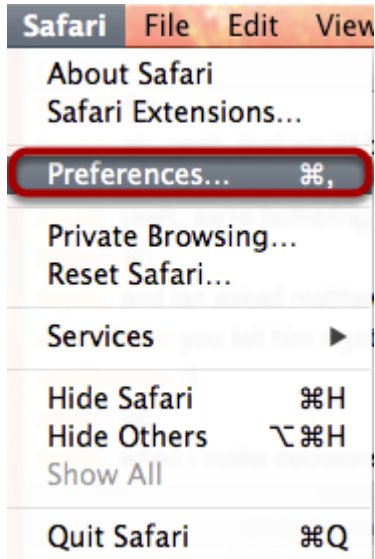6. Click **Clear browsing data**.

Clear cache in Safari example:

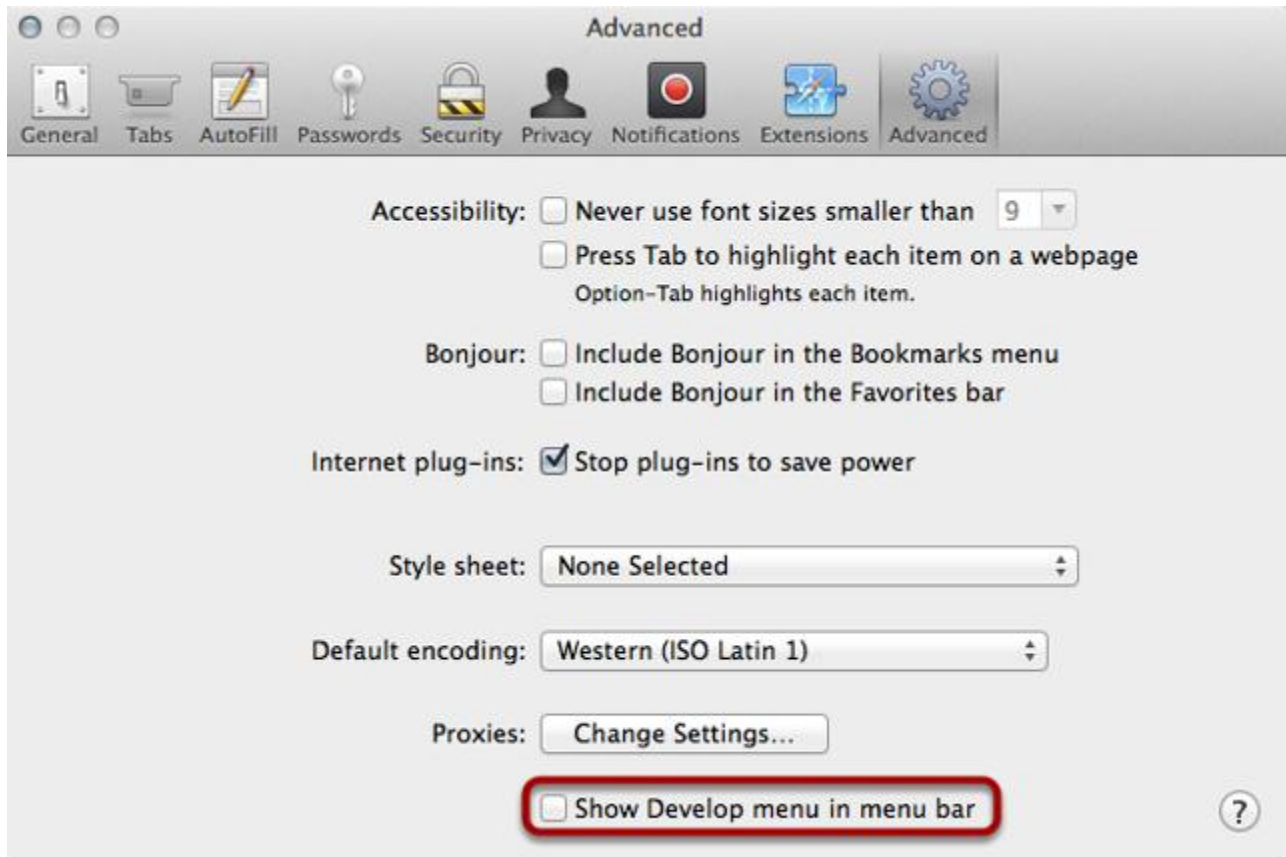1. In the Safari menu bar, click the **Safari** option.
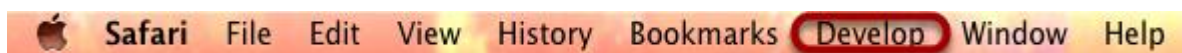

2. Select the **Preferences** link.

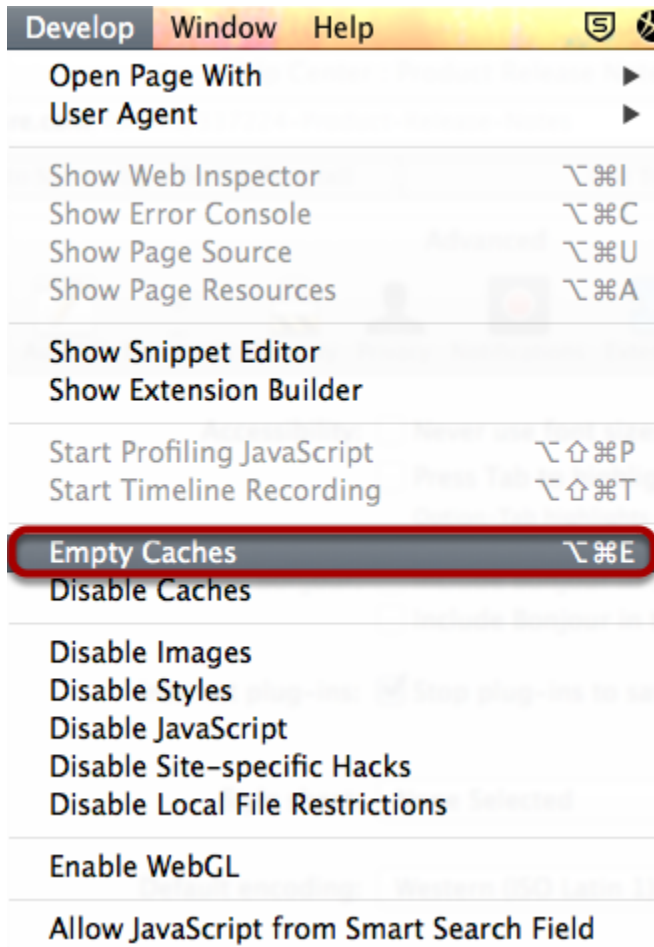3. In the Preferences window, click the **Advanced** tab.

4. At the bottom of the window, select the **Show Develop menu in menu bar** checkbox.

5. Return to the Safari menu bar and click the **Develop** option.

6. Select the **Empty Caches** link.

**HCM 9.2
Supported Browsers**

The table below indicates the software versions supported by UITS for HCM 9.2. Newer versions of the software listed will be supported when they have been certified by PeopleSoft/Oracle.

PeopleSoft HCM version 9.2

Browser Support
Firefox: 17
Chrome: 24
Internet Explorer : 11, 10, 9, 8
Safari : 7, 6, 5

For more detailed Site and Software Requirements, please refer to the Browser Compatibility Guide from Oracle:

https://www.umassworkspaces.net/sites/team-sites/sharedservices/Campus%20Change%20Services%20Library/BrowserCompatibilityGuide_Jul2014_V17.pdf

and the UITS Shared Applications Browser Setting Requirements:

https://www.umassworkspaces.net/sites/team-sites/sharedservices/Campus%20Change%20Services%20Library/UITS%20Shared%20Applications%20Browser%20Setting%20Requirements.docx