

Peralta PeopleSoft Functionality Survey Spring 2011

Introduction

Welcome to the PeopleSoft Functionality Survey, Spring, 2011, administered by the Peralta Office of Educational Services.

The purpose of the survey is to obtain feedback from Peralta faculty, staff, and administration about PeopleSoft functionality.

Please take a few minutes to complete the survey questionnaire. You do not need to give your name.

The items on the survey are based on input from PeopleSoft end-users along with those directly involved in PeopleSoft implementation.

We hope that this survey will lead to improvements in the functionality and usage of PeopleSoft.

If you want to exit the survey before you are finished and come back to work on it later, click the "Exit this survey" button at the top of the page. Once you click the "Done" button, you will not be able to return.

After taking the survey, if you would like to request further information feel free to contact us at: psf-survey@peralta.edu

General Information

*** 1. Which of the following best describes you?**

- Full time instructional faculty member
- Part time instructional faculty member
- Student services faculty member
- Classified Staff
- Administrator
- Other

*** 2. Which is your home campus?**

- Alameda
- Berkeley
- Laney
- Merritt
- District
- No home campus

*** 3. Which PeopleSoft systems do you use regularly as part of your job (check all that apply)?**

- Student Administration (rosters, add/drop, census, etc)
- Financial Administration
- Human Resources
- Other

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Student Administration

* 4. Please identify how much you are affected by the following situations.
Check "N/A" if you don't use this part of PeopleSoft.

	Not a problem	Minor problem	Major problem	Urgent - Needs immediate attention	N/A
a. I don't know how to save work in progress on census rosters.	jn	jn	jn	jn	jn
b. I don't know how to save work in progress on attendance verification rosters.	jn	jn	jn	jn	jn
c. I don't know how to save work in progress on grade rosters.	jn	jn	jn	jn	jn
d. There are missing class rosters.	jn	jn	jn	jn	jn
e. There are incorrect class rosters.	jn	jn	jn	jn	jn
f. The "printer friendly" version doesn't print out the entire census roster.	jn	jn	jn	jn	jn
g. There is no notification that a grade roster has been successfully submitted.	jn	jn	jn	jn	jn

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Student Administration - Continued

* 5. Please identify how much you are affected by the following situations.
Check "N/A" if you don't use this part of PeopleSoft.

	Not a problem	Minor problem	Major problem	Urgent - Needs immediate attention	N/A
a. Instructors aren't notified when census roster is available.	jn	jn	jn	jn	jn
b. Students in late start classes can't enroll after first day of classes.	jn	jn	jn	jn	jn
c. You can't toggle back and forth between student information screens without re-entering student ID.	jn	jn	jn	jn	jn
d. There is no notification of instructors who don't turn in rosters.	jn	jn	jn	jn	jn
e. The system allows maximum enrollment to be exceeded without instructor permission.	jn	jn	jn	jn	jn

Student Administration - Continued

* 6. Please identify how much you are affected by the following situations.
Check "N/A" if you don't use this part of PeopleSoft.

	Not a problem	Minor problem	Major problem	Urgent - Needs immediate attention	N/A
a. It takes too long to download a transcript.	jn	jn	jn	jn	jn
b. You can't get a quick view of a student's number of units completed to date.	jn	jn	jn	jn	jn
c. Prerequisite enforcement doesn't work properly.	jn	jn	jn	jn	jn
d. System does not allow view to identify who (counselor or A&R staff) cleared the milestone/pre-co/req & reason.	jn	jn	jn	jn	jn
e. System inappropriately allows anyone who has access to clear milestone/pre-co/req or override to use any reason, even those they should not have access to.	jn	jn	jn	jn	jn

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Student Administration - Continued

* 7. Please identify how much you are affected by the following situations.
Check "N/A" if you don't use this part of PeopleSoft.

	Not a problem	Minor problem	Major problem	Urgent - Needs immediate attention	N/A
a. Clearing prerequisites is cumbersome.	jq	jq	jq	jq	jq
b. Can't see the names of instructors for courses taken in student's record.	jq	jq	jq	jq	jq
c. The student portal is confusing for students to navigate.	jq	jq	jq	jq	jq
d. The wait time is too long between student registering in CCCApply and enrolling in PeopleSoft.	jq	jq	jq	jq	jq
e. It is difficult for students to determine at which college course is offered.	jq	jq	jq	jq	jq
f. The drop process for non-payment of fees has led to confusion.	jq	jq	jq	jq	jq
g. The drop process for unsatisfactory completion of prerequisites has led to confusion.	jq	jq	jq	jq	jq

8. Please state any additional problems or modifications for PeopleSoft Student Administration (optional).

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Financial Administration

* 9. Please identify how much you are affected by the following situations.
Check "N/A" if you don't use this part of PeopleSoft.

	Not a problem	Minor problem	Major problem	Urgent - Needs immediate attention	N/A
a. The purchasing/ordering process is overly complicated.	jq	jq	jq	jq	jq
b. It's difficult to look up vendors when completing a requisition.	jq	jq	jq	jq	jq
c. Can't check the status of a requisition in the system.	jq	jq	jq	jq	jq
d. Taxes are not included when purchase is itemized.	jq	jq	jq	jq	jq
e. Relevant financial data (expenditures, budgets, etc) is not available.	jq	jq	jq	jq	jq
f. Payroll data is not posted in a timely manner.	jq	jq	jq	jq	jq
g. It's difficult to generate budget and expense reports.	jq	jq	jq	jq	jq

10. Please state any additional problems or modifications for PeopleSoft Financial Administration (optional).

Human Resources

* 11. Please identify how much you are affected by the following situations.
Check "N/A" if you don't use this part of PeopleSoft.

	Not a problem	Minor problem	Major problem	Urgent - Needs immediate attention	N/A
a. Employees can't update personal information in system.	jñ	jñ	jñ	jñ	jñ
b. There is no online PA.	jñ	jñ	jñ	jñ	jñ
c. There is no online LAR form (B-form).	jñ	jñ	jñ	jñ	jñ
d. Seniority information is not in the system.	jñ	jñ	jñ	jñ	jñ

12. Please state any additional problems or modifications for PeopleSoft Human Resources (optional).

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New Features

* 13. Please evaluate the following new features to PeopleSoft and their benefit to you.

	Beneficial	Not Beneficial	N/A
a. Wait list process	jn	jn	jn
b. Census Roster due dates in Faculty Center	jn	jn	jn
c. PeopleSoft Functionality Teams	jn	jn	jn
d. Attendance Roster due dates in Faculty Center	jn	jn	jn

Training

*** 14. For which of the following areas would you like to see training?**

	Yes	No	N/A
a. Using the Waitlist	jn	jn	jn
b. Creating a roster in Excel	jn	jn	jn
c. Dropping students	jn	jn	jn
d. Submitting your census roster	jn	jn	jn
e. Entering and submitting grades	jn	jn	jn
f. Setting your user preferences and favorites	jn	jn	jn
g. Using your Faculty Center	jn	jn	jn
h. Training for new staff and faculty	jn	jn	jn

Peralta Email - Communicating With Students

* 15. Please respond to the following statements about using Peralta email to communicate with your students.

	Yes	No	N/A
a. I use the Peralta email system to communicate with my students.	jn	jn	jn
b. I find it easy to communicate with my students using their Peralta email addresses.	jn	jn	jn
c. I use the "Notify Students" function in my Faculty Center.	jn	jn	jn
d. I find that the "Notify Students" function in my Faculty Center works well.	jn	jn	jn

16. Please state any additional comments regarding the use of Peralta email to communicate with your students (optional).

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