

# People @ Columbia

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## PeopleSoft Desktop Requirements

### Overview

Columbia University is implementing a new integrated Human Resources, Payroll and Benefits system called PeopleSoft that will go-live in October 2004. The PeopleSoft application will provide a single source of data for payroll, human resources and benefits. Department and school DAs and managers will have the ability to view employees' personal and job data via Manager Self Service functionality and employees will be able to view their personal data via Employee Self Service. The application will be accessed via a web browser. This document describes the minimum and recommended desktop requirements that departments/schools need to meet for each DA and manager desktop that will be accessing PeopleSoft Manager and/or Employee Self Service, as well as requirements for day-to-day users, such as Central Payroll, Human Resources and Benefits employees.

### Hardware Minimum Requirements

The PeopleSoft application requires either a Windows or Apple computer.

### *Manager and/or Employee Self-Service Users – Department Administrators and Managers*

Listed below are the minimum and recommended specifications for a desktop computer to run the Manager and/or Employee Self Service application.

#### Windows Computer

Hardware	Configuration	Considerations
Intel Processor	Pentium 266MHz	Minimum speed requirement only for casual self-service users. <b>(500 MHz RECOMMENDED)</b>
Memory	64MB	Memory needed for OS, plus 10MB for each internet window the user has open. <b>(128MB RECOMMENDED)</b>
Disk space	Minimal disk space for swap files	Less free disk space will reduce performance of the machine overall.
Devices	SVGA controller and display	800 x 600 resolution or higher <b>(1024x768, 16 bit color RECOMMENDED)</b>
	Network Interface Card	Must connect to the Internet
	Mouse pointing device	

#### Macintosh Computer

Hardware	Configuration	Considerations
Motorola Processor	Power PC	Minimum speed requirement only for casual self-service users. <b>(PowerPC G3 RECOMMENDED)</b>
Memory	64MB	Memory needed for OS, plus 10MB for each internet window the user has open. <b>(128MB RECOMMENDED)</b>
Disk space	Minimal disk space for swap files	Less free disk space will reduce performance of the machine overall.
Devices	Apple video card and a display	800 x 600 resolution or higher <b>(1024x768, 16 bit color RECOMMENDED)</b>
	Network Interface Card	Must connect to the Internet
	Mouse pointing device	

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## ***Day-to-Day Users – Central Payroll, Human Resources, Benefits***

Listed below are the minimum and recommended specifications for a Central Payroll, Benefits or Human Resources employee's desktop computer to run the PeopleSoft application.

### **Windows Computer**

<b>Hardware</b>	<b>Configuration</b>	<b>Considerations</b>
<b>Intel Processor</b>	Pentium 500MHz	Day-to-day users should have higher speed processors than self-service users. <b>(800 MHz RECOMMENDED)</b>
<b>Memory</b>	128MB	Memory needed for OS, plus 10MB for each internet window the user has open. <b>(256MB RECOMMENDED)</b>
<b>Disk space</b>	Minimal disk space for swap files	Less free disk space will reduce performance of the machine overall.
<b>Devices</b>	SVGA controller and display	800 x 600 resolution or higher <b>(1024x768, 16 bit color RECOMMENDED)</b>
	Network Interface Card	Must connect to the Internet
	Mouse pointing device	

### **Macintosh Computer**

<b>Hardware</b>	<b>Configuration</b>	<b>Considerations</b>
<b>Motorola Processor</b>	Power PC	Day-to-day users should have higher speed processors than self-service users. <b>(PowerPC G4 RECOMMENDED)</b>
<b>Memory</b>	128MB	Memory needed for OS, plus 10MB for each internet window the user has open. <b>(256MB RECOMMENDED)</b>
<b>Disk space</b>	Minimal disk space for swap files	Less free disk space will reduce performance of the machine overall.
<b>Devices</b>	Apple video card and a display	800 x 600 resolution or higher <b>(1024x768, 16 bit color RECOMMENDED)</b>
	Network Interface Card	Must connect to the Internet
	Mouse pointing device	

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## Software Minimum Requirements

The PeopleSoft application requires specific OS, web browser, and Adobe Acrobat Reader combinations on certain hardware platforms. Listed below are the supported and tested software configurations necessary for all users.

Browser	Acrobat	Operating System	Considerations
<b>Internet Explorer 5, 5.5, or 6</b>	<b>Reader 5</b>	<b>Windows NT4, 2000, or XP</b>	<b>RECOMMENDED</b>
Internet Explorer 6	Reader 4	Windows 98, NT4, 2000, or XP	Supported and tested configurations
Internet Explorer 5 and 5.5	Reader 4	Windows NT4, 9x, or 2000	Supported and tested configurations
Internet Explorer 5	Reader 4	Mac OS 7.6.1+	Supported and tested configurations
Netscape Navigator 6.2	Reader 4	Windows 9x, NT4, 2000, XP, Mac OS 9/X	Supported and tested configurations
Netscape Communicator 4.7x	Reader 4	Windows NT4, 9x, 2000, Linux, UNIX, Mac OS 7.6.1+	Supported and tested configurations
Netscape 7	Reader 4	Windows NT4, 2000, XP, Linux, UNIX, Mac OS 9/X	Supported and tested configurations

## Desktop Technical Contacts

- To download the latest browsers or troubleshoot browser install/upgrade issues, please visit the AcIS web site at <http://www.columbia.edu/acis/software/inet/> or call 212-854-1212. If you are on the Medical Center campus, please call Take Five at 212-305-HELP. As a reminder, all critical updates to the operating system and browser need to be installed and kept current.
  - If you are the technical manager for your department and you have a question about the hardware or software requirements listed above, please email our technical desktop liaison Liang Huang at [lh71@columbia.edu](mailto:lh71@columbia.edu).
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