



# Using the BSC Employee Portal

The Employee Portal is an internal website for agency people who have access to PeopleSoft. Key links, forms, tasks, and reports are listed and easily accessible to complete your job functions. The Employee Portal can only be accessed from an MTA location.

Portal link: <http://www.mta-bsc.org>

The screenshot shows the BSC Employee Portal interface. Callout boxes A through H highlight the following sections:

- A**: PeopleSoft Core (Financials & Supply Chain, Human Resources)
- B**: Time & Labor (Report Time)
- C**: Training (BSC e-Learning Center)
- D**: News & Update (UAT Kick-off)
- E**: Download: Forms (Finance Forms)
- F**: Download: Policies / Other (Finance: Job Aids)
- G**: Document Search
- H**: My Tasks (Approval Workflow)

Other visible sections include My Reports, My Home page, About Us, FAQs, and a search bar.

## Section A – PeopleSoft Core

This section provides access to PeopleSoft 9.0 modules based on your PeopleSoft 9.0 security as assigned by your agency.

## Section B – Time & Labor (HQ Only)

Time can be entered and submitted by clicking the link in this section.

## Section C – Training

Click the BSC e-Learning Center link to access all BSC web-based and classroom training course materials, organized by function.

## Section D – News & Updates

This section provides information about the BSC and updates pertaining to the PeopleSoft system.

## Section E – Download: Forms

HR, Finance, and IT forms can be downloaded here. A description of the form pops up when hovering over the link to the form.

## Section F – Download: Policies / Other

Important policies and other documents can be accessed and downloaded in this section.

## Section G – Document Search

This box allows users to search all Portal content. It will conduct a full text search of documents by using key words.

## Section H – My Tasks

Tasks in progress are tracked and listed according to the due date. Click on the “Add a Task” button to add a personalized task to your work queue.

## Section I – My Reports

Reports that are scheduled to automatically run are listed and accessed in this section.