



UNIVERSITY *of* MARYLAND
BALTIMORE

Payroll Reps/HR Partners Meeting

Wednesday, June 16, 2021

11 am – noon

Agenda

- eUMB HRMS Fluid Navigation
 - Office Of The Controller- Payroll Services
 - Human Resources Services

OOTC- PAYROLL SERVICES

NEW FLUID NAVIGATION

New Fluid Navigation

- Effective Monday, 6/21/21, a classic menu-based navigation will be replaced by a modern, fluid, tile based navigation for the eUMB HRMS Home page
- No change for the application pages and functionality
- Favorites and worklists will continue to be available for quick navigation
- Users who access eUMB only for submitting and/or approving timesheets from the Portal Self-service will not notice many changes

New Fluid Navigation

- An overview document is available for you to review:
 - eUMB HRMS: Transition to Modern Navigation
 - The document has been published on Payroll Services website > Helpful Payroll Links at <https://www.umaryland.edu/financialservices/payroll/helpful-links/>

New Fluid Navigation

- The 3 payroll training courses have been updated with the new navigation and are available in the Portal page at <http://cf.umaryland.edu/ondemandtraining/enterprise/PlayerPackage/data/toc.html>
 - Introduction to eUMB HRMS
 - Departmental Payroll Processing (DPP)
 - Commitment Accounting (CA)
- HR-Training Team is working on publishing the updated courses in the LMS

New Fluid Navigation

- Please make sure your browser cache must be cleaned on 06/21/21 before accessing Portal and HRMS or you may not be able to see the new navigation
- Clearing system cache is very important after upgrades so that you access the most up-to-date version.
- Best practice suggestion is to clear your browser cache everyday. Instructions can be found at CITS website:
<https://www.umaryland.edu/cits/clearing-your-browser-cache-and-cookies/>

Portal Page

UNIVERSITY of MARYLAND BALTIMORE

myUMB

2021.06.01 1:47 PM

Home Sign out

My Page My UMB Employee Self Serv MB TBE Self Serv

Personalize Content Layout

Enterprise Menu

- UMB Developers Only
- Worklist
- Reporting Tools
- Kuali Research
- UMBiz
- Core Clinical Trial Tracking
- eUMB HRMS**
- eUMB Business (FNCBPY88)
- eUMB Financials (FNCBPY88)
- RAVEN(RVCPY88)
- Quantum Financials
- Quantum Analytics
- Enroll In UMB Systems Training
- Quantum System Tutorials
- UMB Systems Tutorials Browser
- UMB Systems Tutorials HTML
- UMB Community System
- Faculty & Staff Links
- UMB Directory
- UMB One Card
- Lookup UM Bar Code
- Change Password
- Manage myUM Account

eUMB/Quantum News

- UPDATED Payroll Calendar (November 2020)
- Quantum Financials Training Schedule on Calendar (08/20/20)
- UPDATED Quantum Financials Calendar (4/7/21)

IT Alerts

IT Public Alerts - [Calendar View](#)

RAVEN Financial Inqu(RVCPY88)

Error getting content

Please contact your System Administrator.

[Detailed error description.](#)

UMB News and Events

- [UMB Campus Alerts](#)
- [University Calendar](#)
- [University News](#)
- [H-1B LCA Postings](#)
- [Technology News](#)

UMB eTravel Alerts

You currently have no eForm(s) that require your [approval](#).

UMB Application Signon Req'd

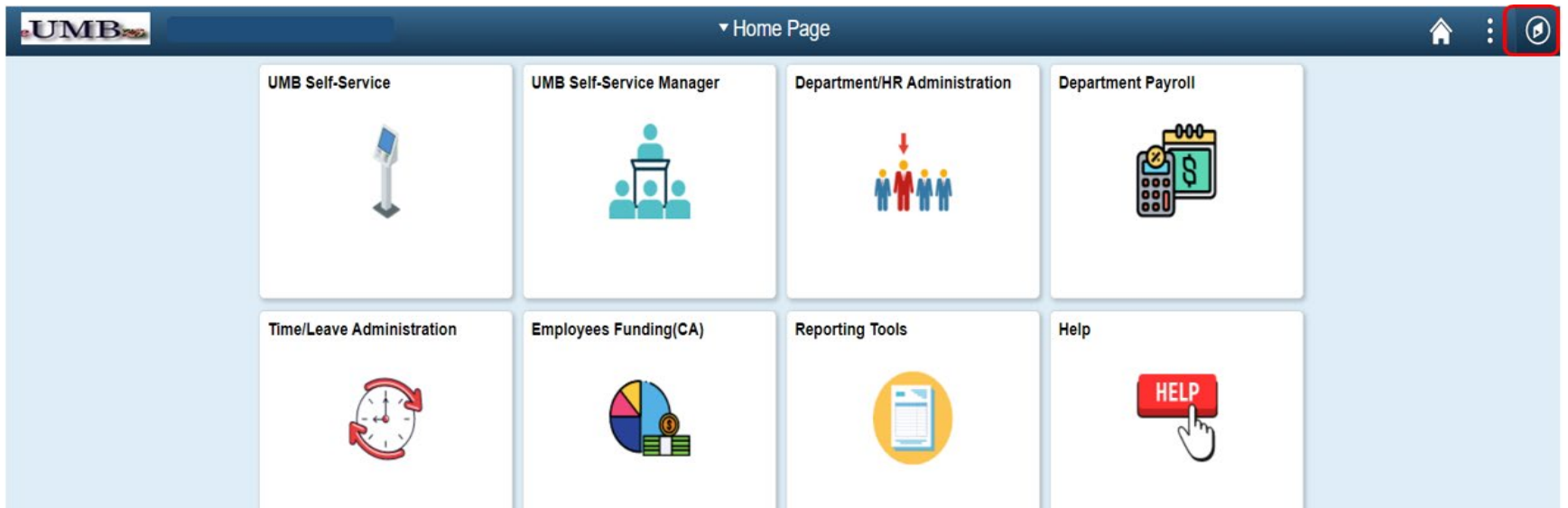
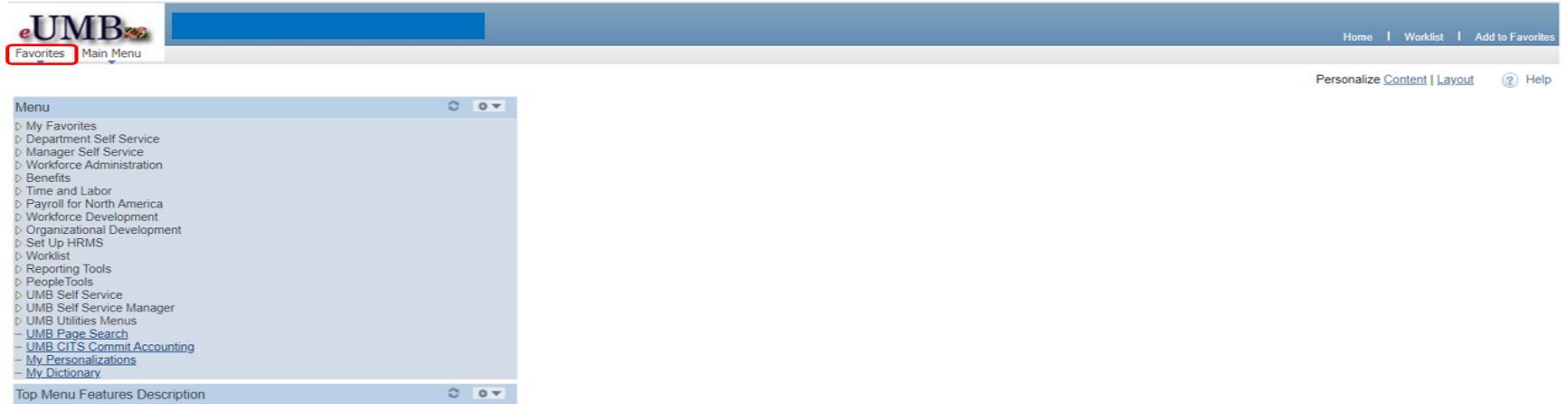
Click the "Customize" icon above to add/remove links

UMB Email Systems

Click the "Customize" icon above to add/remove links

- (1) If employees access their timesheet via 'My UMB Employee Self Serv', they will not see new navigation changes or Tiles on the Home Page. They can continue completing their timesheet entries or other tasks as usual.
- (2) If employees access their timesheet or other application pages via 'eUMB HRMS' link (usually these employees hold certain role(s) in eUMB HRMS), they will see the new HOME page with Tiles.

Classic Menu-based vs Fluid Navigation (HOME Page)



Classic Menu-based Navigation (Current)

The screenshot displays the UMB e-UMB interface. At the top left is the UMB logo. To its right is a blue horizontal bar. In the top right corner, there are links: [Home](#) | [Worklist](#) | [Add to Favorites](#). Below the logo, there are two buttons: **Favorites** (highlighted with a red box) and **Main Menu**. On the right side, there are links: [Personalize](#) [Content](#) | [Layout](#) and a [Help](#) button with a question mark icon. The main content area features a 'Menu' panel on the left. This panel has a title bar with a refresh icon and a dropdown arrow. The menu list includes: My Favorites, Department Self Service, Manager Self Service, Workforce Administration, Benefits, Time and Labor, Payroll for North America, Workforce Development, Organizational Development, Set Up HRMS, Worklist, Reporting Tools, PeopleTools, UMB Self Service, UMB Self Service Manager, UMB Utilities Menu, [UMB Page Search](#), [UMB CITS Commit Accounting](#), [My Personalizations](#), and [My Dictionary](#). Below the menu list is a 'Top Menu Features Description' section, also with a refresh icon and a dropdown arrow.

UMB

Home | Worklist | Add to Favorites

Favorites Main Menu

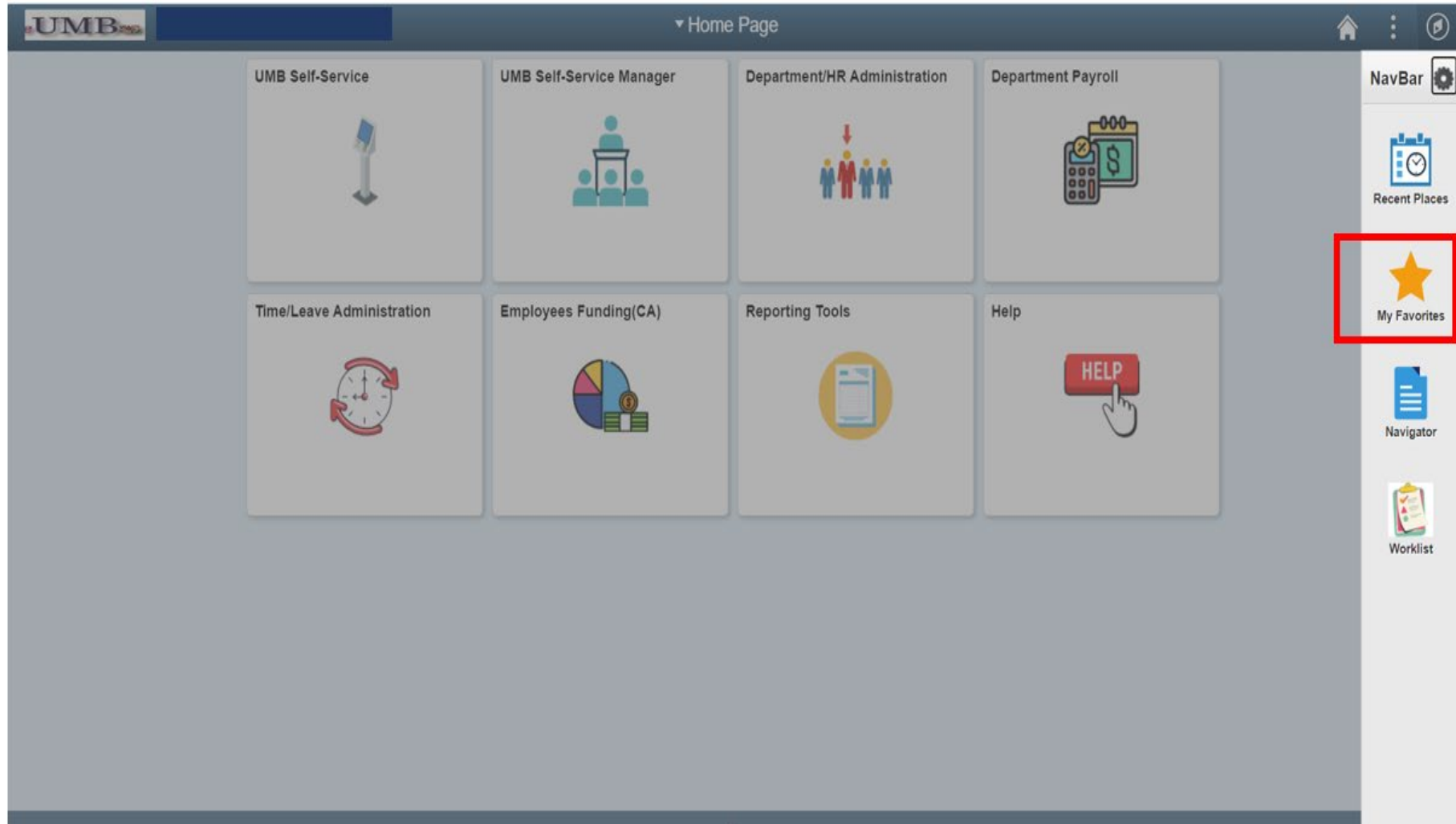
Personalize [Content](#) | [Layout](#) ? Help

Menu

- My Favorites
- Department Self Service
- Manager Self Service
- Workforce Administration
- Benefits
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Set Up HRMS
- Worklist
- Reporting Tools
- PeopleTools
- UMB Self Service
- UMB Self Service Manager
- UMB Utilities Menu
- [UMB Page Search](#)
- [UMB CITS Commit Accounting](#)
- [My Personalizations](#)
- [My Dictionary](#)

Top Menu Features Description

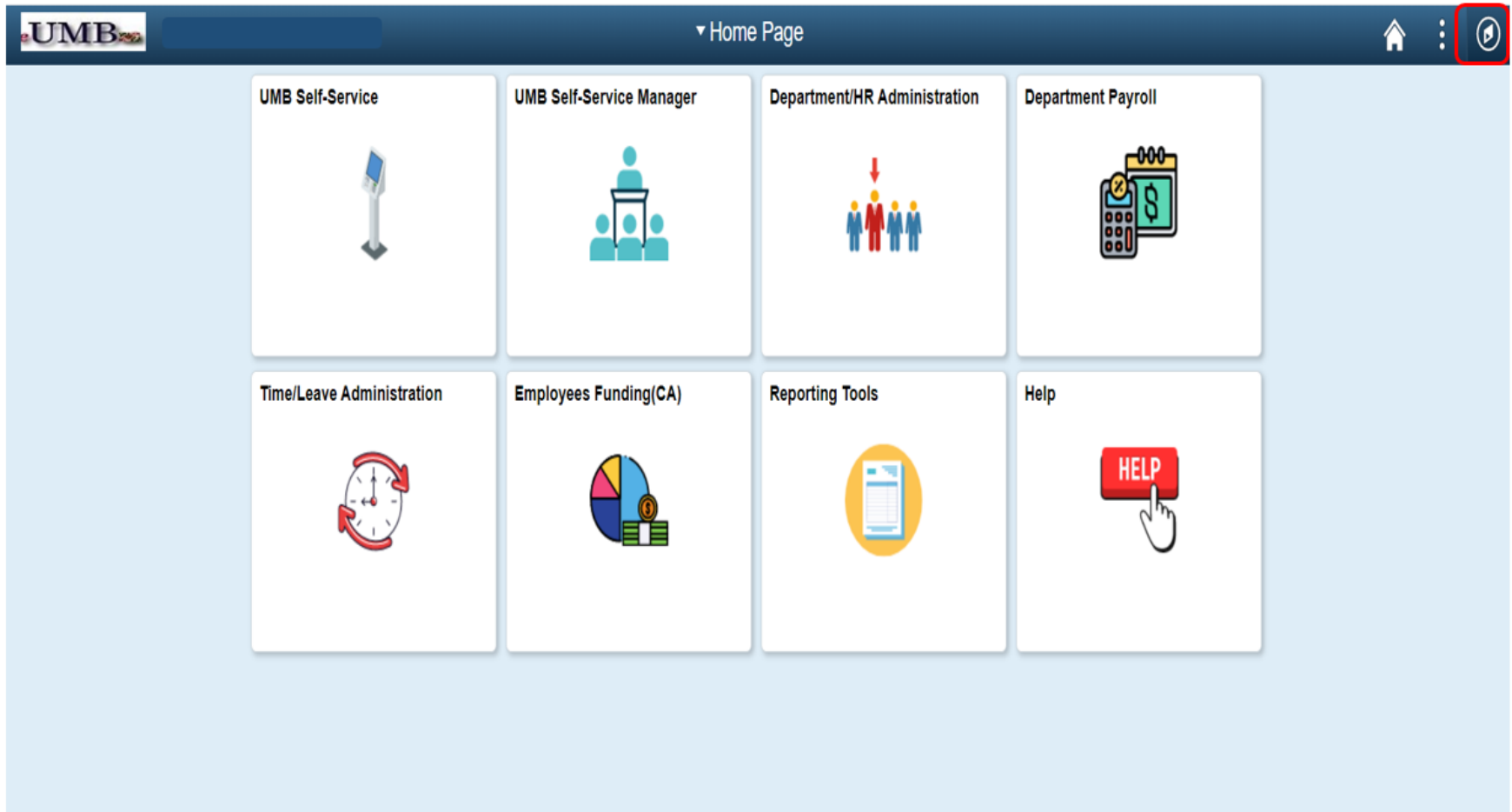
Fluid Navigation (NEW)



Fluid Navigation

- The tiles on your Home page reflect the role(s) you hold in eUMB HRMS
- The Tiles on your Homepage include the menus you use today
- You can find links to the application pages that you have access to when you click on each tile

Fluid Navigation






User with CA, Department Admin, EPAF, and ETS Approver access


UMB Self-Service Tile


[← Home Page](#)


Self-Service





New Window


 My Timesheet History


 My UMB Information and Tasks


 UMB Employee Timesheet Profile


 UMB Exempt/Faculty Timesheet


 UMB Leave Inquiry

 UMB Non-Exempt Timesheet

 UMB Personal Information

 UMB Self Service Redirect

 UMB Furlough/TSR Inquiry



UMB Timesheet Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

▼ Search Criteria

Empl Record:

=


▼



End Date:

=

▼



Pay Run ID:

begins with

▼

Sequence Number:

=

▼

Reported Time Source:

=

▼

▼

Timesheet Load Status:

=

▼

▼

Timesheet Status:

=


▼

▼

Search

Clear

Basic Search

 Save Search Criteria

UMB Self-Service Manager Tile

[Home Page](#)

Manager Self-Service

New Window | Personalize Page

UMB Approve Timesheet

UMB ETS Reconciliation Comment

UMB ETS Statistics

UMB Exempt/Faculty Timesheet

UMB Timesheet History

UMB Employee Leave Inquiry

UMB EE Furlough / TSR Inquiry

UMB Employee Emergency Contact

UMB Employee Home Address

UMB Employee Timesheet Profile

UMB Non-Exempt Timesheet

Update Employee Information

Time To Approve | Time Not Submitted | Time Approved

Current Time Approval Pay Period is: 21-18 [02/14/2021 to 02/27/2021] For ETS Approvers the Time Approval is OPEN System Date: 03/22/2021

Search Criteria

Department: Empl ID: Empl Group: Supervisor: Thru Pay End Date:

Thru Pay Period:

☒ Submitted ☒ Error-APRVL
☒ Sub-W-Warn ☒ SPRV-APRVD

Sort Order: ☒ Employee Name ☐ Employee ID ☐ Dept ID ☐ Primary Supervisor

Fetch Select All for Approval Deselect All for Approval ☐ Display Combo Codes / Override Reason Code?

Employee Time to Approve

Personalize Find View All

First 1 of 1

Employee Name	Empl ID	#	Pay Period	Empl Group	Timesheet Status	Corr?	Pay Period Total	Approve	Recycle	Comments	TRC Total	TRC	Description	Combo Code?	Ovrd Rsn?	Warn/Errors	Details	Apvr Role	Primary Supervisor	Dept ID	Start Date
		0						<input type="checkbox"/>	<input type="checkbox"/>	Comments						Warn/Errors	Details				




UMB ETS Statistics

Save Notify

Department/HR Administration Tile

[← Home Page](#)

Department/HR Administration



New Window

Assign Work Schedule

Emergency Contact

ePAF Home Page

Job Data

Position Summary

UMB Employee Emergency Contact

UMB Employee Home Address

UMB Reports to Set Up

UMB Roles/Dept Security

UMB User Security

Update Contracts

Update Employee Information

Vacant Budgeted Positions

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:

begins with

Empl Record:

=

Name:

begins with

Last Name:

begins with

Business Unit:

begins with

Department:

begins with

Organizational Relationship:

=

Case Sensitive

Search

Clear




Basic Search

Save Search Criteria


Department Payroll Tile


[← Home Page](#)


Department Payroll





New Window


 Job Data


 Review Paycheck

 UMB Paycheck / Distributions

 UMB Roles/Dept Security

 UMB User Security

 View a Person

 Reports

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:

begins with

Empl Record:

=

Name:

begins with

Last Name:

begins with

Second Last Name:

begins with

Alternate Character Name:

begins with

Middle Name:

begins with

Preferred First Name:

begins with

Preferred Last Name:

begins with

Preferred Name Search:


begins with

☐ Case Sensitive

Search

Clear




Basic Search

 Save Search Criteria


Time/Leave Administration Tile


[← Home Page](#)


Time/Leave Administration





New Window


 Assign to Benefit Program


 Assign Work Schedule


 Comp Plan Enrollment


 Leave Plans


 Maintain Time Reporter Data


 Review Accrual Balances


 UMB Advanced Sick Leave Setup

 UMB Approve Timesheet

 UMB Employee Leave Inquiry

 UMB Employee Timesheet Profile

 UMB ETS Reconciliation Comment

 UMB ETS Statistics

Assign to Benefit Program

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID:

begins with ▼

Benefit Record Number:

= ▼

Name:

begins with ▼

Last Name:


begins with ▼

Business Unit:

begins with ▼


Department Set ID:

begins with ▼



Department:

begins with ▼



Organizational Relationship:

= ▼

▼


Alternate Character Name:


begins with ▼

☐ Case Sensitive

Search

Clear




Basic Search 

Save Search Criteria 


Employee Funding (CA) Tile


[Home Page](#)


Employees Funding(CA)





New Window


 ChartField Transaction Table


 Combination Code Table


 Department Budget Table USA

 UMB Direct Retro Request

 UMB EFP in Workflow

 UMB EFP Inquire

 UMB EFP Workflow Status

 Reports

ChartField Transaction Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Combination Code:

begins with ▼

Description:

begins with ▼

Search Additional Chartfields:

= ▼

Object:

begins with ▼

Org:

begins with ▼

Project:

begins with ▼

Award Funding Source:

begins with ▼

Source:

begins with ▼

Function:

begins with ▼

Unit:

begins with ▼

Purpose:

begins with ▼

Activity:


begins with ▼

☐ Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)

 [Save Search Criteria](#)

Reporting Tools Tile

The screenshot displays the 'Reporting Tools' interface. At the top, a dark blue header bar contains a navigation link '< Home Page' on the left, the title 'Reporting Tools' in the center, and three icons (home, vertical ellipsis, and a circular arrow) on the right. Below the header, the main content area is divided into two sections. On the left is a vertical sidebar with five items: 'My Reports' (highlighted with a green background), 'Process Monitor', 'Query Viewer', 'Worklist', and 'Worklist Details'. Each item has a small icon to its left. On the right is the main content area, which currently displays a message 'No Reports To Display' above a table with three empty rows. Below the table is a link labeled 'Report Manager'. In the top right corner of the main content area, there are two links: 'New Window' and 'Personalize Page'.

< Home Page

Reporting Tools

My Reports

Process Monitor

Query Viewer

Worklist

Worklist Details

No Reports To Display

Report Manager

New Window | Personalize Page

QUESTIONS?



**EMPLOYEES ONLY SUBMITTING
AND APPROVING ETS VIA
PORTAL SELF-SERVICE PAGE**

ETS SUPERVISOR

Portal Page

The screenshot displays the UMB Portal Page. At the top left is the University of Maryland Baltimore logo. The top right features the 'myUMB' logo. A red banner at the top contains the date '2021.06.01', the time '1:47 PM', and navigation links 'Home' and 'Sign out'. Below the banner, a 'My Page' section shows 'My UMB Employee Self Serv' (highlighted with a red box and a red '1') and 'UMB TBE Self Serv'. A 'Personalize' button is also visible. The left sidebar contains an 'Enterprise Menu' with various links, including 'eUMB HRMS' (highlighted with a red box and a red '2'). The main content area features several tiles: 'IT Alerts', 'IT Public Alerts - Calendar View', 'RAVEN Financial Inqu(RVCPY88)', 'Error getting content' (with a 'Detailed error description' link), 'UMB News and Events' (with links for 'UMB Campus Alerts', 'University Calendar', 'University News', 'H-1B LCA Postings', and 'Technology News'), 'UMB eTravel Alerts' (with a link for 'approval'), 'UMB Application Signon Req'd', 'UMB Email Systems', and 'eUMB/Quantum News' (with links for 'UPDATED Payroll Calendar (November 2020)', 'Quantum Financials Training Schedule on Calendar (08/20/20)', and 'UPDATED Quantum Financials Calendar (4/7/21)').

- (1) If employees access their timesheet via 'My UMB Employee Self Serv', they will not see new navigation changes or Tiles on the Home Page. They can continue completing their timesheet entries or other tasks as usual.
- (2) If employees access their timesheet or other application pages via 'eUMB HRMS' link (usually these employees hold certain role(s) in eUMB HRMS), they will see the new HOME page with Tiles.

ETS Supervisor- Access via My UMB Employee Self-Service on Portal Page

UNIVERSITY of MARYLAND BALTIMORE

2021.05.28 1:04 PM

Home Sign out

My Page **My UMB Employee Self-Service** My UMB TBE Self-Service

Personalize Content Layout

My UMB Employee Self Service

My UMB Information and Tasks

Timesheet Tasks Information

- My Exempt/Faculty Timesheet**
Enter or Review your Timesheet
- My Timesheet Profile**
View your Timesheet Profile
- Approve Timesheets**
Approve Timesheets
- My Timesheet History**
Access your old timesheet

Personal Information

- My Personal Information**
My Personal Information Summary
- Additional HR Self Service Resources**
For Name Change, Healthcare etc, visit HR Services website

Pay Related Information

- My UM Leave Balances**
Inquire your Leave Balances
- My Furlough / Salary Reduction Info**
Review your Furlough/Salary Reduction Schedule
- CPB Payroll Service Center**
Inquire Pay Stubs, Direct Deposit, Check Address, W-4.

ETS Supervisor- Timesheet Page (Current)

Favorites | Main Menu > UMB Self Service > UMB Exempt/Faculty Timesheet

 New Window

UMB Exempt/Faculty Timesheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

End Date: = ▼ 

Timesheet Status: = ▼ ▼

Search

Clear

Basic Search

 Save Search Criteria

ETS Supervisor- Timesheet Page (NEW)

Favorites ▾

Main Menu ▾

>

UMB Self Service ▾

>

UMB Exempt/Faculty Timesheet







New Window

UMB Exempt/Faculty Timesheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

End Date:

Timesheet Status:

Search

Clear

Basic Search



Save Search Criteria

Find an Existing Value | Add a New Value

ETS Supervisor- ETS Approval Page (NEW)

Favorites ▾Main Menu ▾

New Window | Personalize Page

Time To ApproveTime Not SubmittedTime Approved

Current Time Approval Pay Period is: 21-18 [02/14/2021 to 02/27/2021]For ETS Approvers the Time Approval is OPENSystem Date: 03/22/2021

Search Criteria

Department: Empl ID: Empl Group: Supervisor: Thru Pay End Date: Thru Pay Period:

☒ Submitted☒ Error-APRVL☒ Sub-W-Warn

Sort Order: ☒ Employee Name ☐ Employee ID ☐ Dept ID ☐ Primary Supervisor

Fetch

Select All for Approval

Deselect All for Approval

☐ Display Combo Codes / Override Reason Code?

Employee Time to Approve

Personalize | Find | View All | First 1 of 1 Last

Employee Name	Empl ID	#	Pay Period	Empl Group	Timesheet Status	Corr?	Pay Period Total	Approve	Recycle	Comments	TRC Total	TRC	Description	Combo Code?	Ovrd Rsn?	Warn/Errors	Details	Apvr Role	Primary Supervisor	Dept ID	Start Date	End Date
		0						<input type="checkbox"/>	<input type="checkbox"/>	Comments						Warn/Errors	Details					

UMB ETS Statistics

Save

Notify

ETS Supervisor- NavBar Page (NEW)

Favorites ▾ Main Menu ▾ > UMB Self Service ▾ > UMB Exempt/Faculty Timesheet

UMB Exempt/Faculty Timesheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

End Date: [= ▾] 🔍

Timesheet Status [= ▾] ▾

Search Clear Basic Search 📄 Save Search Criteria

Find an Existing Value | Add a New Value

NavBar ⚙️

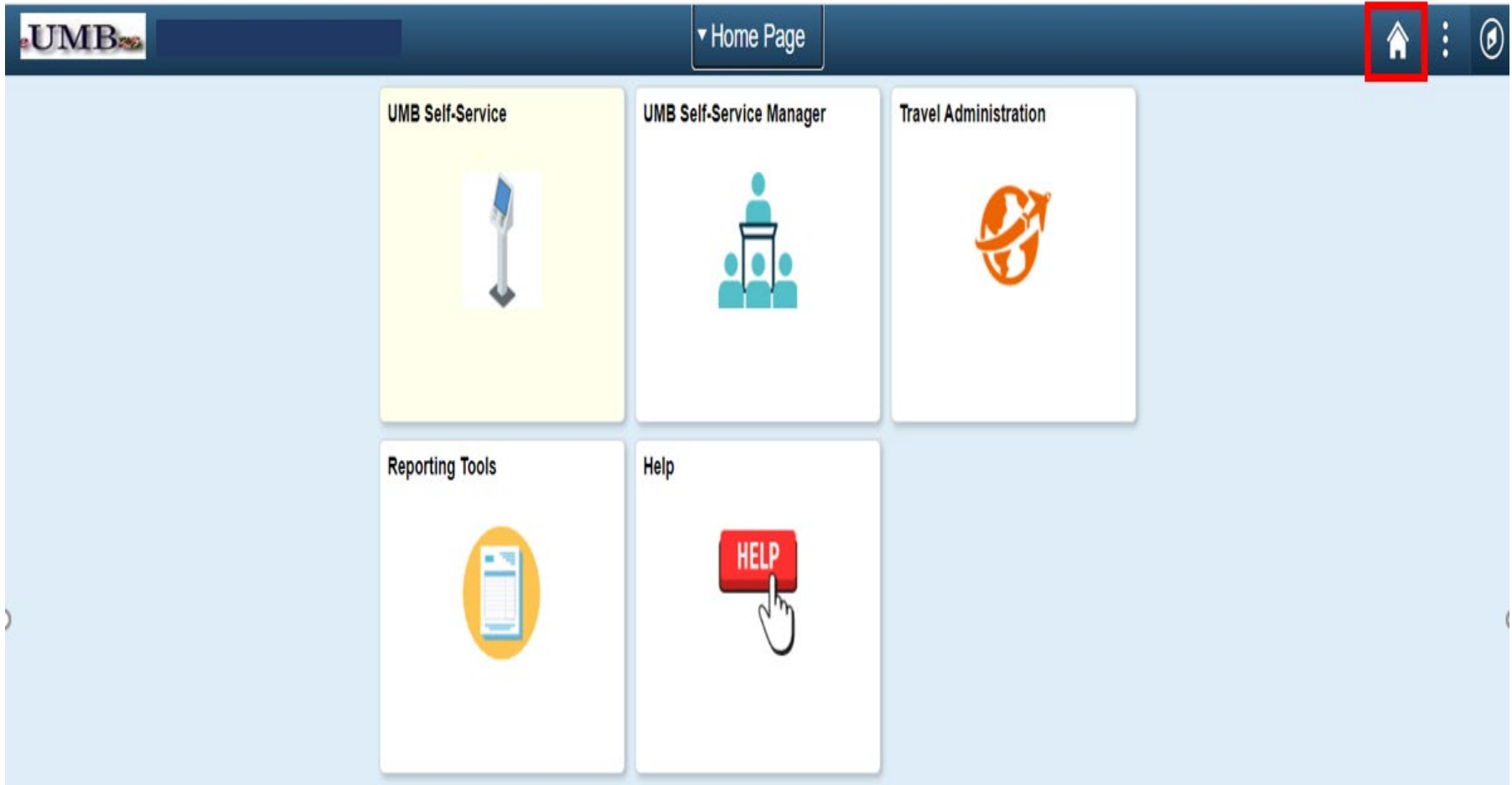
Recent Places

My Favorites

Navigator

Worklist

ETS Supervisor- HOME Page (NEW)



EMPLOYEES WITHOUT EUMB HRMS ROLE

Portal Page

- (1) If employees access their timesheet via 'My UMB Employee Self Serv', they will not see new navigation changes or Tiles on the Home Page. They can continue completing their timesheet entries or other tasks as usual.
- (2) If employees access their timesheet or other application pages via 'eUMB HRMS' link (usually these employees hold certain role(s) in eUMB HRMS), they will see the new HOME page with Tiles.

NFY Employee- Access via My UMB Employee Self-Service on Portal Page

UNIVERSITY of MARYLAND
BALTIMORE

myUMB

2021.05.28 1:48 PM

Home Sign out

My Page My UMB Employee Self Service My UMB TBE Self Service

My Links Select One: ▼

My UMB Employee Self Service

My UMB Information and Tasks

Timesheet Tasks Information

- My UM NonExempt / Student Timesheet
Enter or Review your Timesheet
- My Timesheet Profile
View your Timesheet Profile
- My Timesheet History
Access your old timesheet

Personal Information

- My Personal Information
My Personal Information Summary
- Additional HR Self Service Resources
For Name Change, Healthcare etc, visit HR Services website

Pay Related Information

- My UM Leave Balances
Inquire your Leave Balances
- My Furlough / Salary Reduction Info
Review your Furlough/Salary Reduction Schedule
- CPB Payroll Service Center
Inquire Pay Stubs, Direct Deposit, Check Address, W-4:

NFY Employee- Timesheet Page (NEW)

Favorites ▾

Main Menu ▾ > UMB Self Service ▾ > UMB Non-Exempt Timesheet



New Window

UMB Non-Exempt Timesheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

End Date:

Timesheet Status:

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

NFY Employee- NavBar Page (NEW)

Navigation: Favorites ▾ Main Menu ▾ > Home Page > UMB Non-Exempt Timesheet

UMB Non-Exempt Timesheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

End Date: [= ▾] [🔍]

Timesheet Status: [= ▾] [▾]

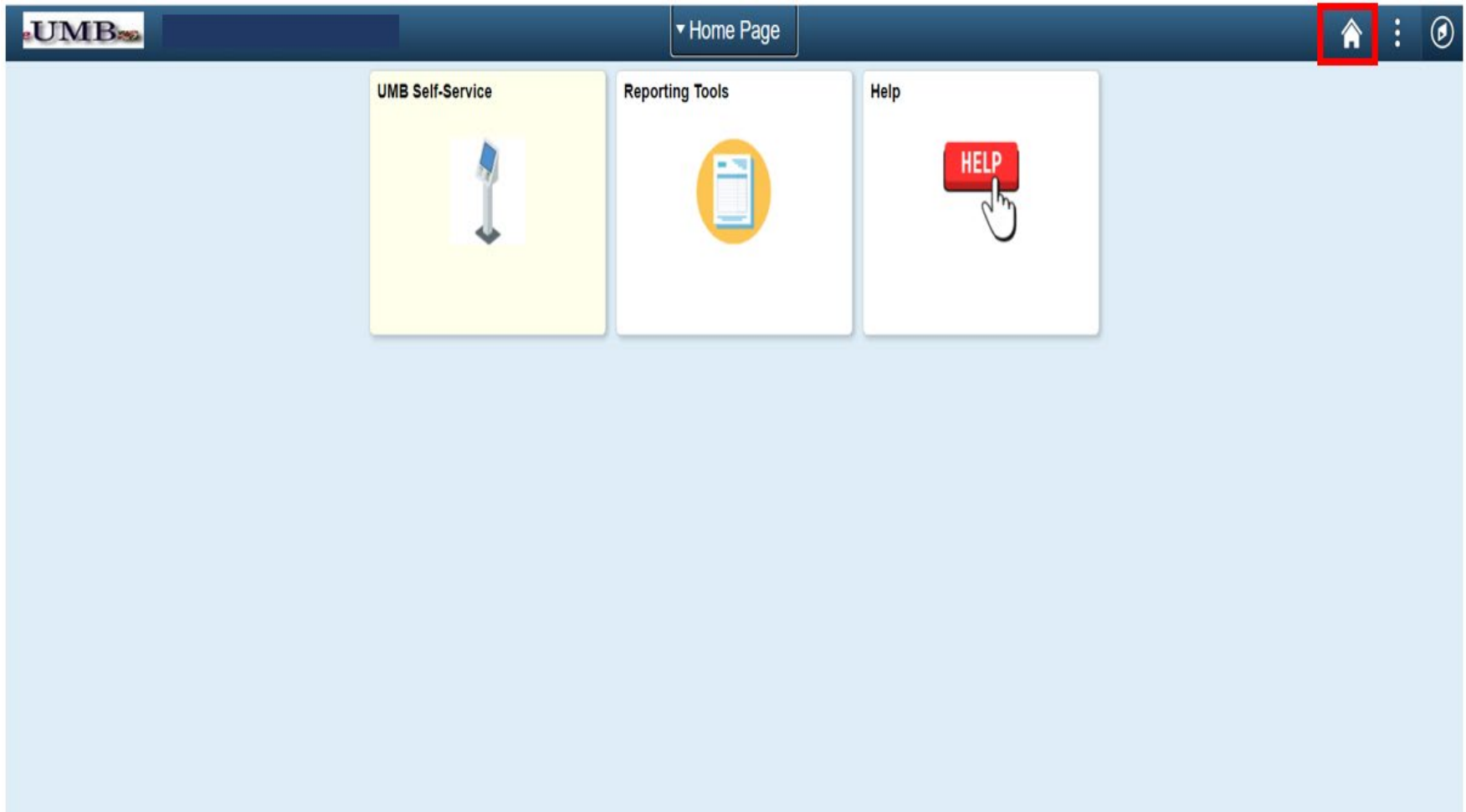
Search | Clear | Basic Search [📄] Save Search Criteria

Find an Existing Value | Add a New Value

NavBar [⚙️]

- Recent Places [📅]
- My Favorites [★]
- Navigator [📄]
- Worklist [📋]

NFY Employee- HOME Page (NEW)



HUMAN RESOURCES SERVICES

ePafs Home Page

← Home Page

Yaw Tweneboah-Koduah (030810) on HRCPY91

Department/HR Administration

New Window

Personalize P

Assign Work Schedule

Emergency Contact

ePAF Home Page

Identification Data

Job Data

Modify a Person

Position Summary

Search by National ID

UMB Reports to Set Up

UMB Roles/Dept Security

UMB User Security


Update Contracts

Vacant Budgeted Positions


Workforce Job Summary

Reports


Electronic Personnel Action Forms (ePAF) Home Page




[My Worklist](#)
ePAFs that have been routed to you.



[Start a new ePAF](#)
Start a new ePAF



[Resubmit, Change, or Withdraw an ePAF](#)
Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.



[View an ePAF](#)
View a submitted ePAF, including information about its handling so far. This is a read-only view.

39

Job Data

[Home Page](#) Yaw Tweneboah-Koduah (030810) on HRCPY91

Department/HR Administration

New

[Assign Work Schedule](#)

[Emergency Contact](#)

[ePAF Home Page](#)

[Identification Data](#)

[Job Data](#)

[Modify a Person](#)

[Position Summary](#)

[Search by National ID](#)

[UMB Reports to Set Up](#)

[UMB Roles/Dept Security](#)

[UMB User Security](#)

[Update Contracts](#)

[Vacant Budgeted Positions](#)

[Workforce Job Summary](#)

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID:

begins with ▼

Empl Record:

= ▼

Name:

begins with ▼

Last Name:

begins with ▼

Second Last Name:

begins with ▼

Alternate Character Name:

begins with ▼

Middle Name:

begins with ▼

Preferred First Name:

begins with ▼

Preferred Last Name:

begins with ▼

Preferred Name Search:

begins with ▼

☐ Include History

☐ Correct History

☐ Case Sensitive

||

Search

Clear

Basic Search

Save Search Criteria

Personal Information

[Home Page](#) Yaw Tweneboah-Koduah (030810) on HRCPY91 Department/HR Administration Home Menu New Window

Assign Work Schedule

Emergency Contact

ePAF Home Page

Identification Data

Job Data

Modify a Person

Position Summary

Search by National ID

UMB Reports to Set Up

UMB Roles/Dept Security

UMB User Security

Update Contracts

Vacant Budgeted Positions

Workforce Job Summary

Reports

Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Empl ID:

begins with

Name:

begins with

Last Name:

begins with

Second Last Name:

begins with

Alternate Character Name:

begins with

Middle Name:

begins with

Preferred First Name:

begins with

Preferred Last Name:

begins with

Preferred Name Search:

begins with

☐ Include History

☐ Correct History

☐ Case Sensitive

Search

Clear

Basic Search

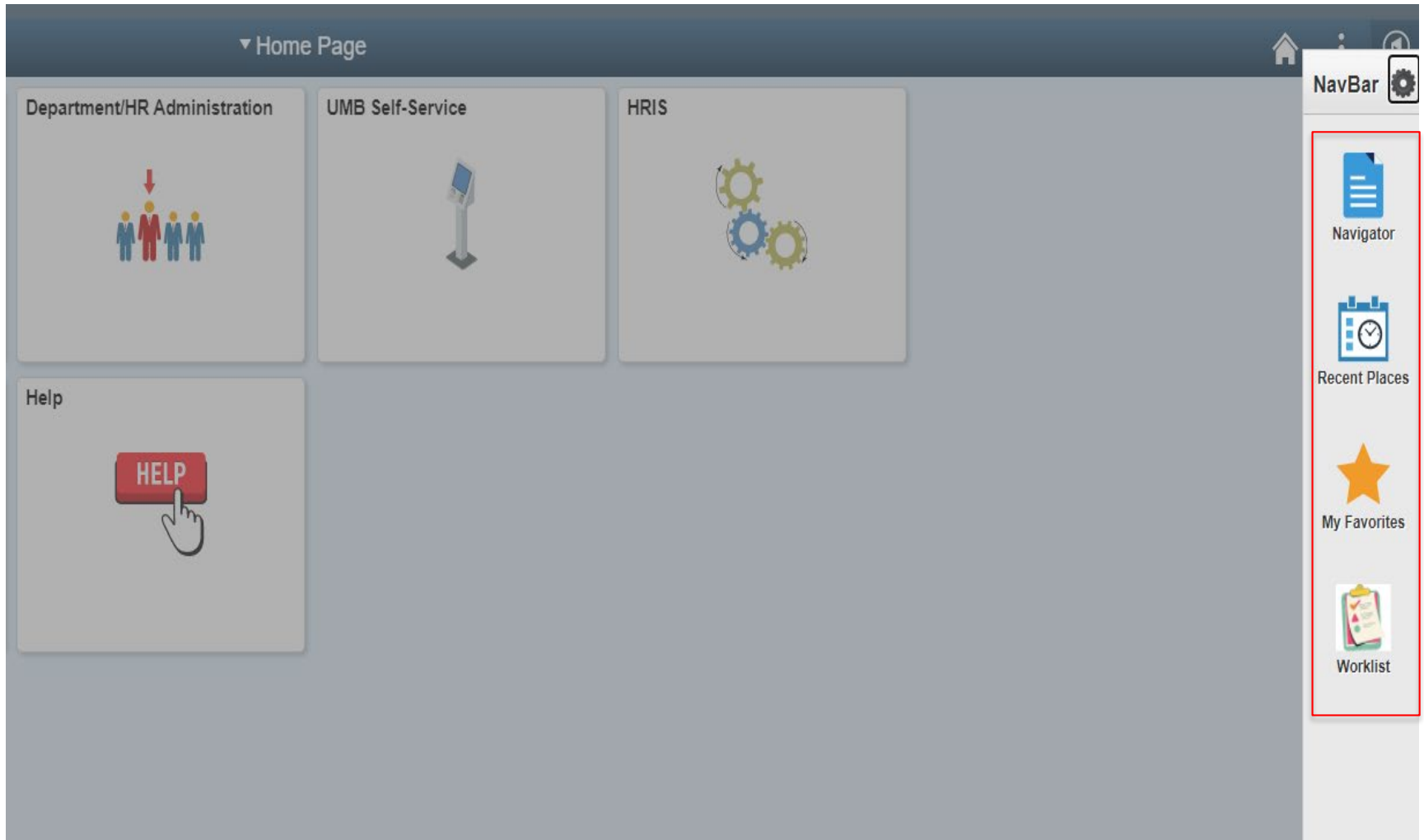
Save Search Criteria

Find an Existing Value

Add a New Value

CAN'T FIND A LINK?


Using the Navigation Bar




Using The Navigator

▼ Home Page


Office of Affirmative Action




Department/HR Administration




UMB Self-Service




HRIS



Reporting Tools



Help

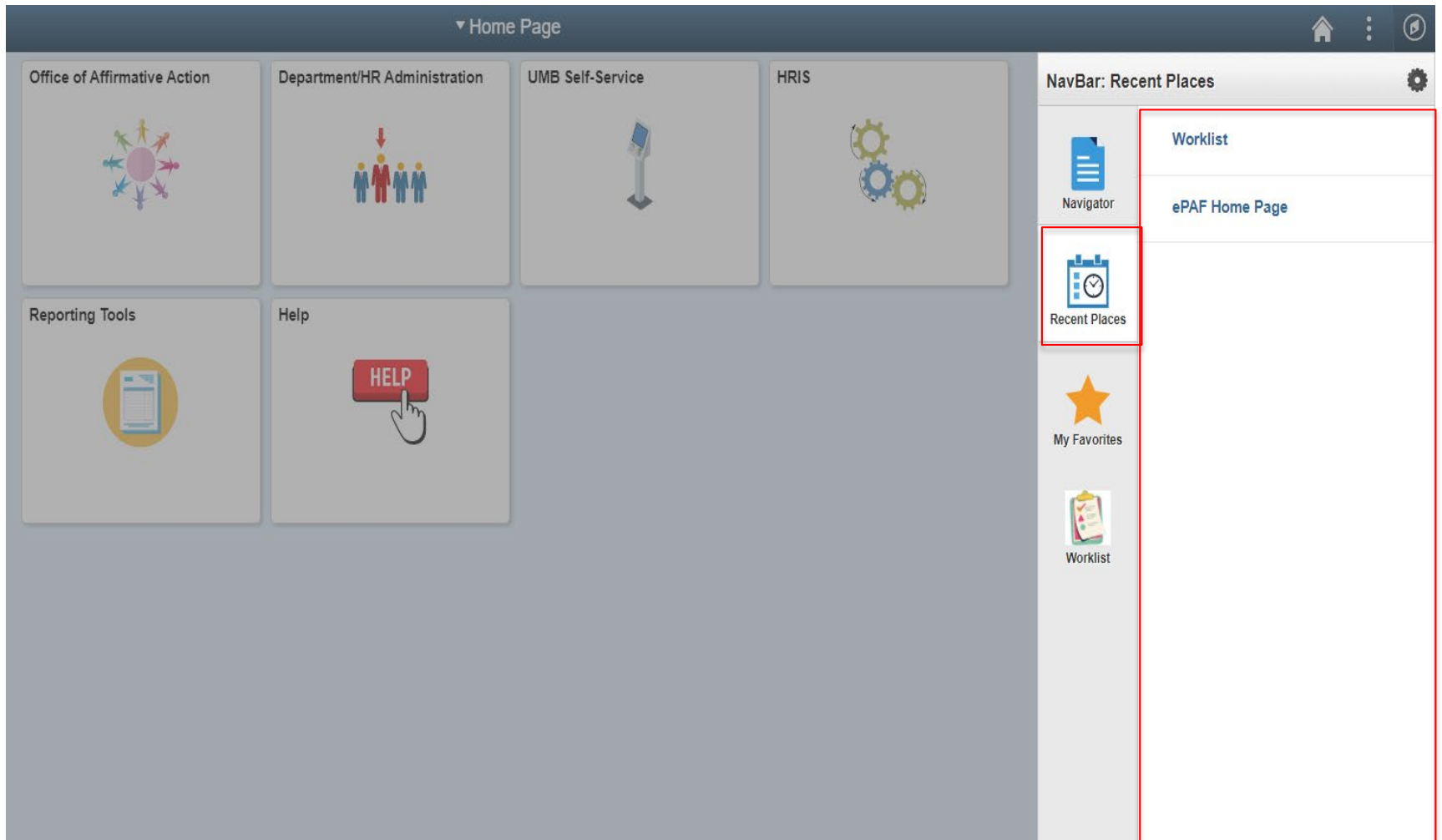


NavBar: Navigator

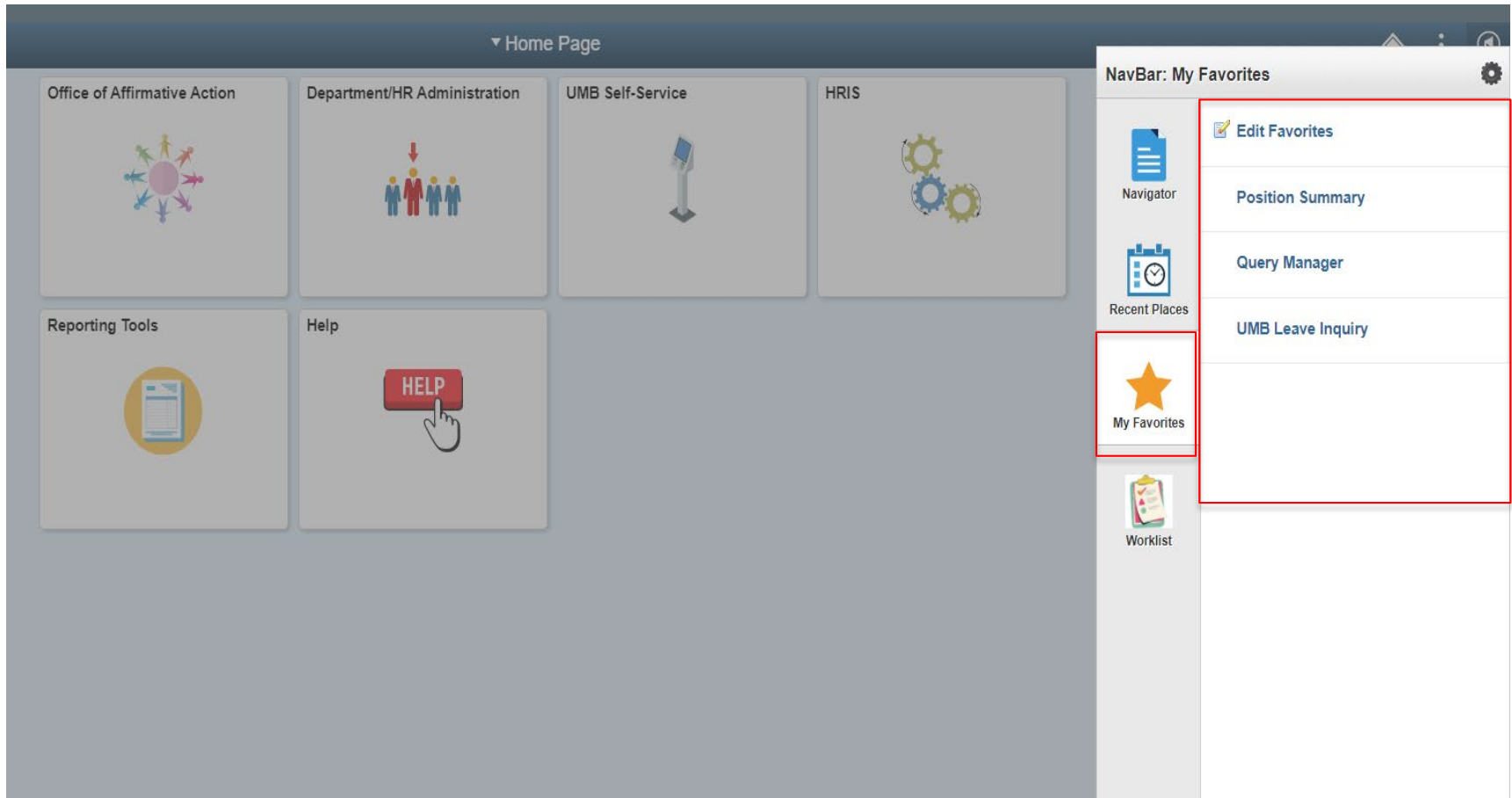
- Navigator
- Recent Places
- My Favorites
- Worklist

- Department Self Service >
- Manager Self Service >
- Workforce Administration >
- Benefits >
- Compensation >
- Time and Labor >
- Payroll for North America >
- Workforce Development >
- Organizational Development >
- Workforce Monitoring >
- Set Up HRMS >
- Worklist >
- Reporting Tools >
- Manage GT eForms >
- People Tools >

Using Recent Places



Using My Favorites



Using My Favorites

The screenshot shows the 'Reporting Tools' interface. The top navigation bar includes a 'Home Page' link, the user name 'Yaw Tweneboah-Koduah (030810) on HRCPY91', and the title 'Reporting Tools'. On the right side of the navigation bar, there is a home icon, a three-dot menu icon, and a refresh icon. A red box highlights the three-dot menu icon, and a tooltip with the text 'Add to Favorites' is visible below it. The left sidebar contains a list of navigation items: 'My Reports', 'Process Monitor', 'Query Manager', 'Query Viewer' (which is highlighted in green), 'Schedule Query', 'Worklist', and 'Worklist Details'. The main content area is titled 'Query Viewer' and contains the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this instruction is a search form with a '*Search By' dropdown menu set to 'Query Name', a 'begins with' label, and a text input field. There are two buttons: 'Search' and 'Advanced Search'.

030810 hrcpy91

< Home Page Yaw Tweneboah-Koduah (030810) on HRCPY91

Reporting Tools

My Reports

Process Monitor

Query Manager

Query Viewer

Schedule Query

Worklist

Worklist Details

Query Viewer

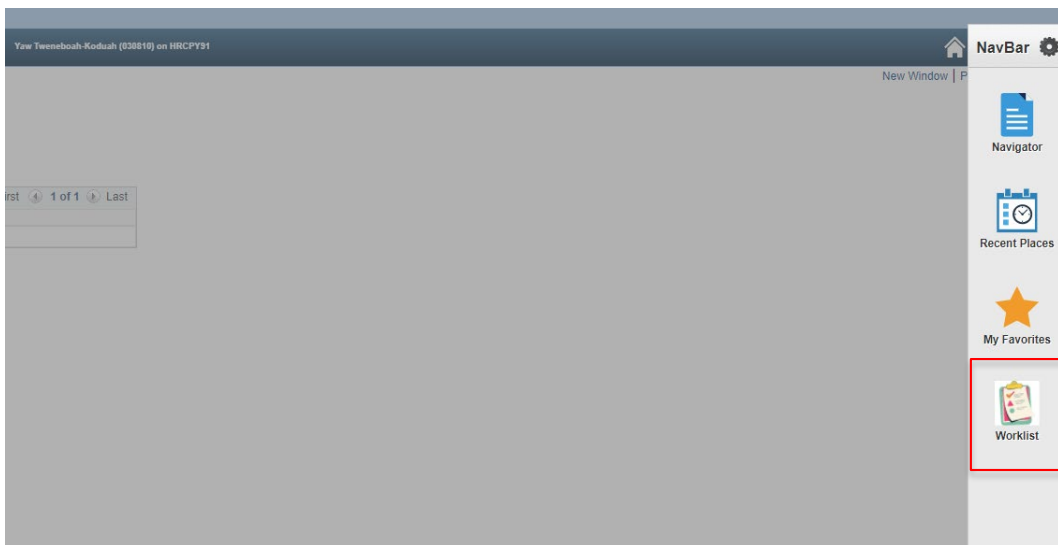
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name begins with

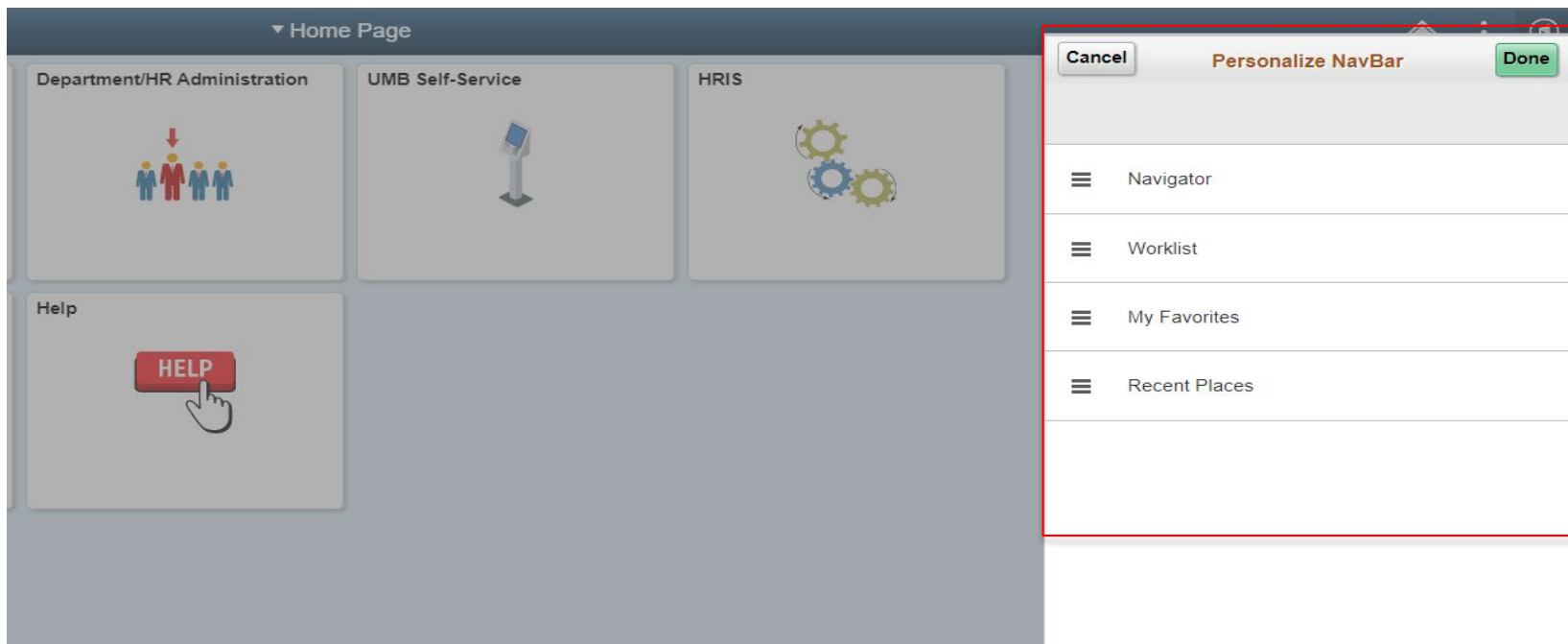
Search Advanced Search

Add to Favorites

Using Worklist



Re-arrange Navigation Menu



QUESTIONS?

