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

(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)

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

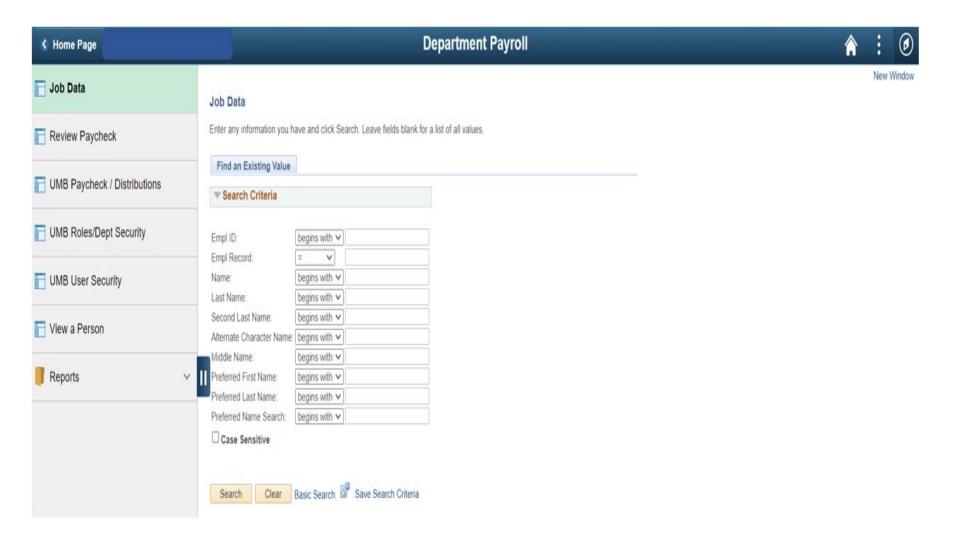User with CA, Department Admin, EPAF, and ETS Approver access

UMB Self-Service Tile

UMB Self-Service Manager Tile

Department/HR Administration Tile

Department Payroll Tile

Time/Leave Administration Tile

Employee Funding (CA) Tile

Reporting Tools Tile

QUESTIONS?

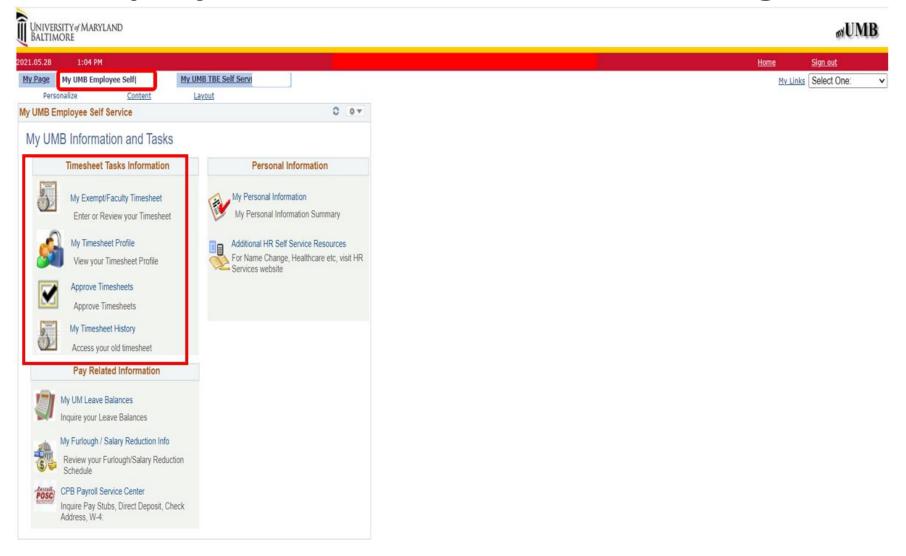# EMPLOYEES ONLY SUBMITTING AND APPROVING ETS VIA PORTAL SELF-SERVICE PAGE
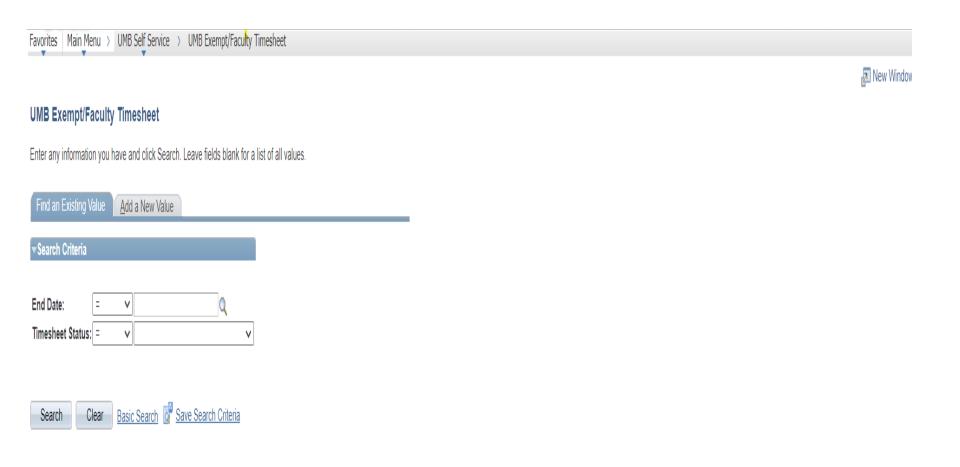
ETS SUPERVISOR

Portal Page

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ETS Supervisor- Access via My UMB Employee Self-Service on Portal Page
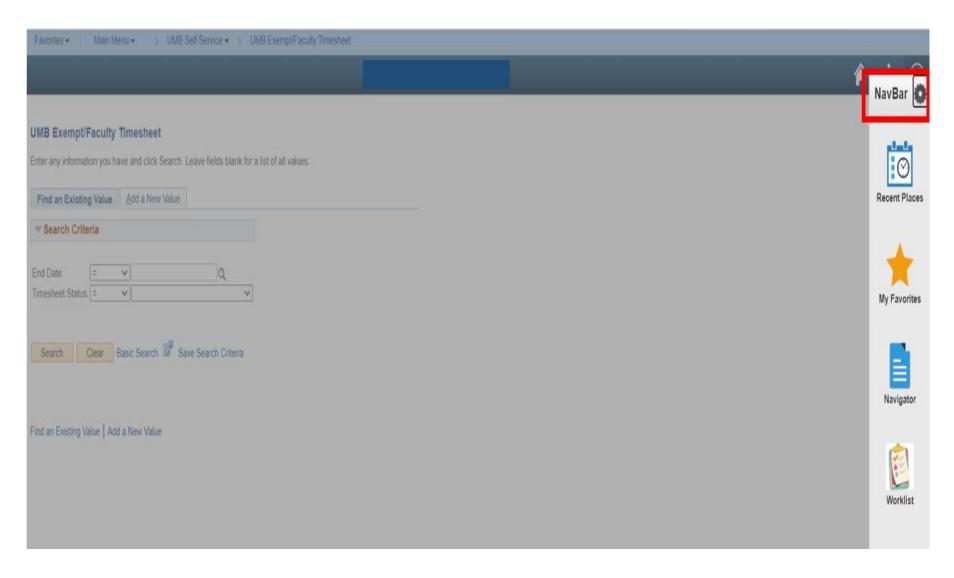
ETS Supervisor- Timesheet Page (Current)

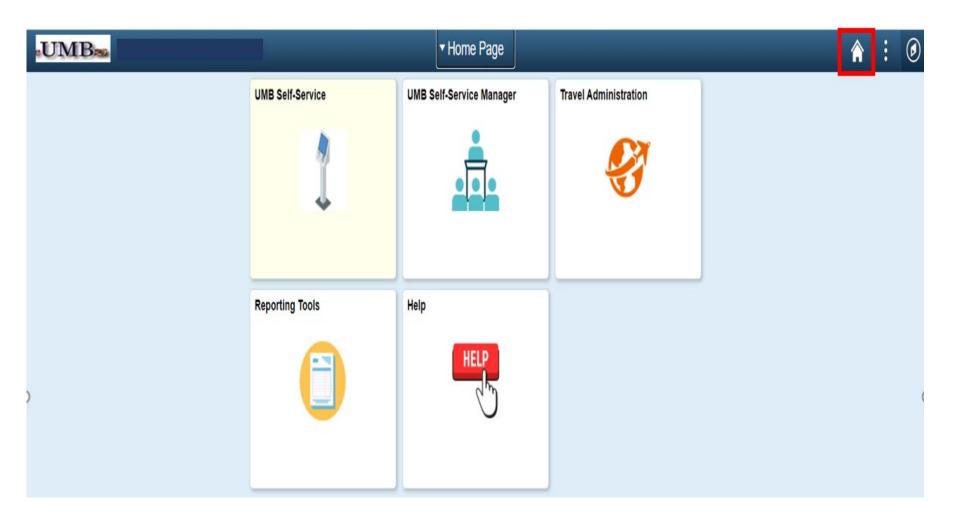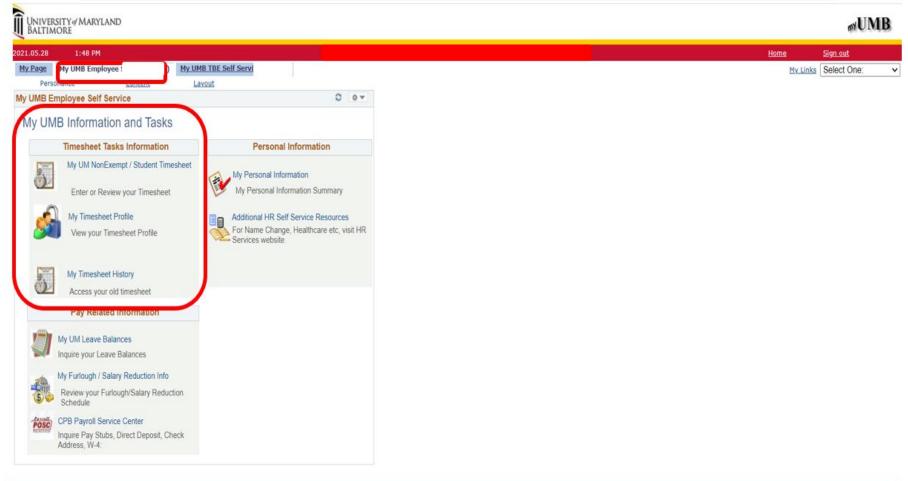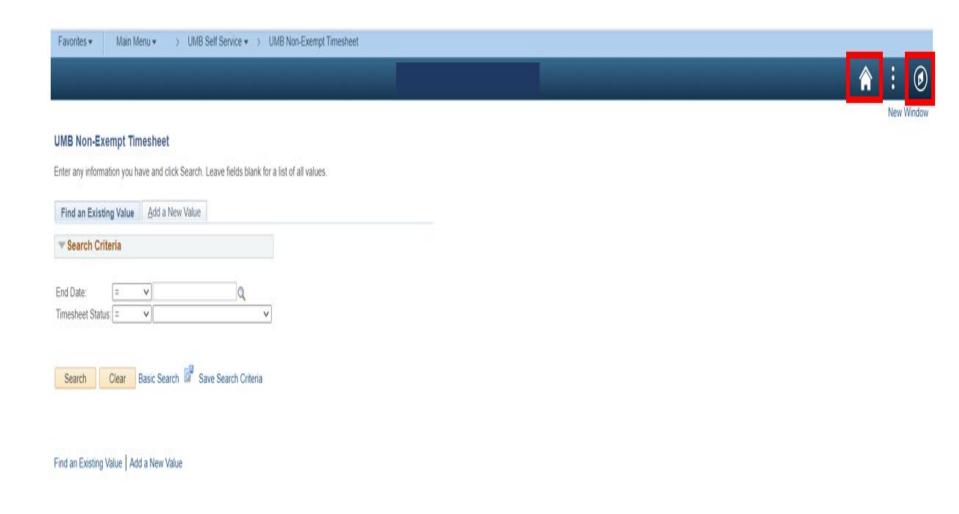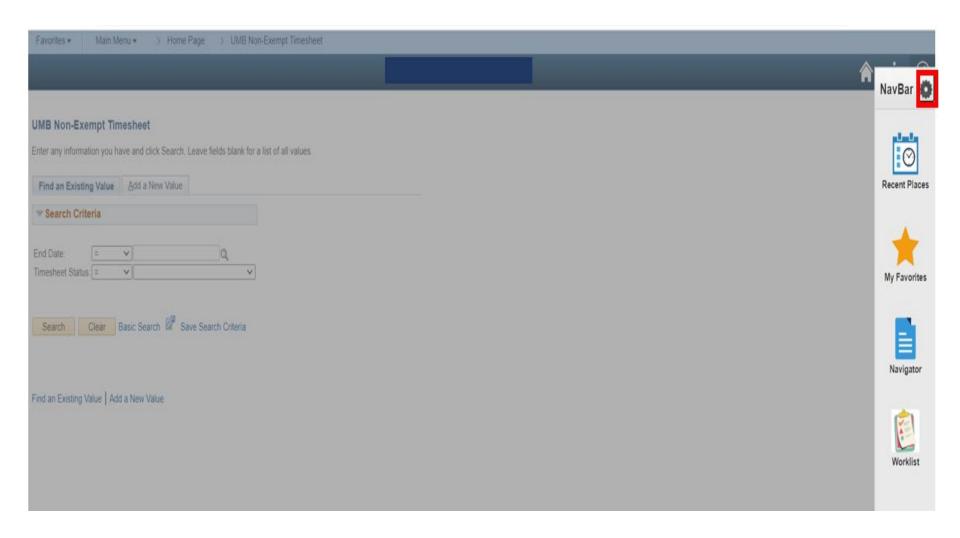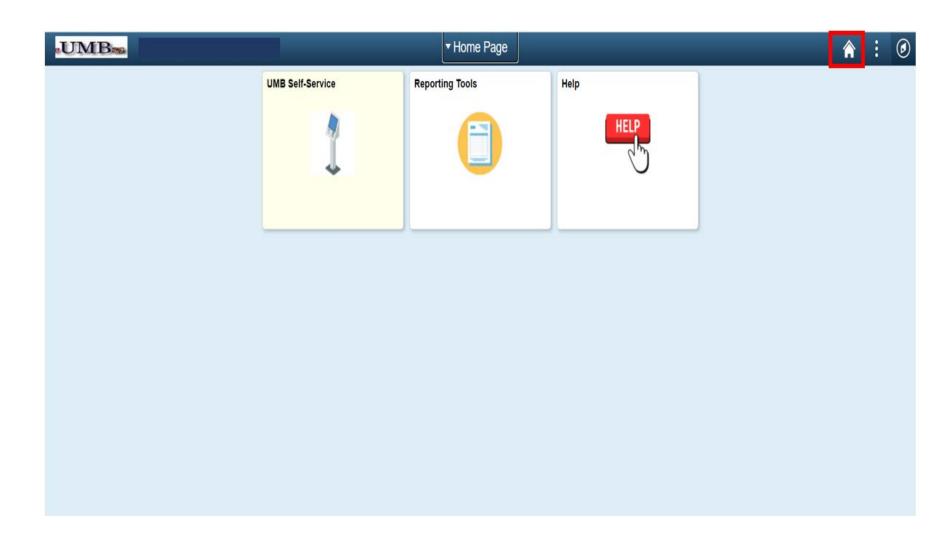# ETS Supervisor- Timesheet Page (NEW)

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)

ETS Supervisor- NavBar Page (NEW)

ETS Supervisor- HOME Page (NEW)

EMPLOYEES WITHOUT EUMB HRMS ROLE

Portal Page

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

NFY Employee- Timesheet Page (NEW)

NFY Employee- NavBar Page (NEW)

NFY Employee- HOME Page (NEW)
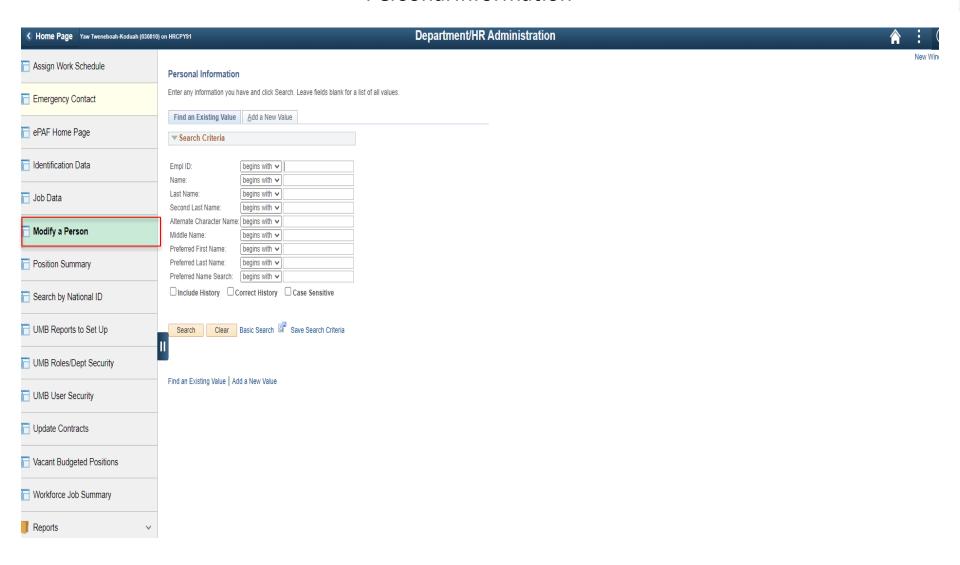
HUMAN RESOURCES SERVICES
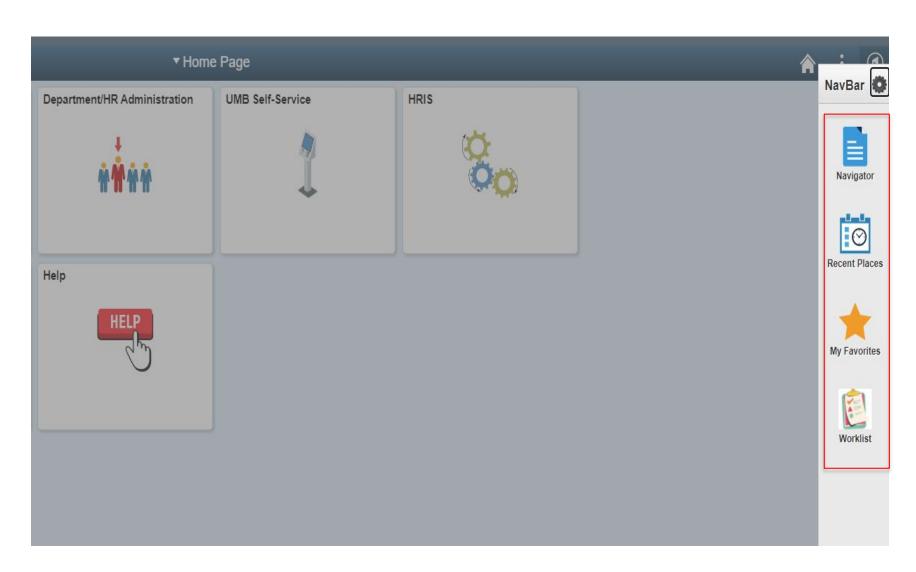
ePafs Home Page
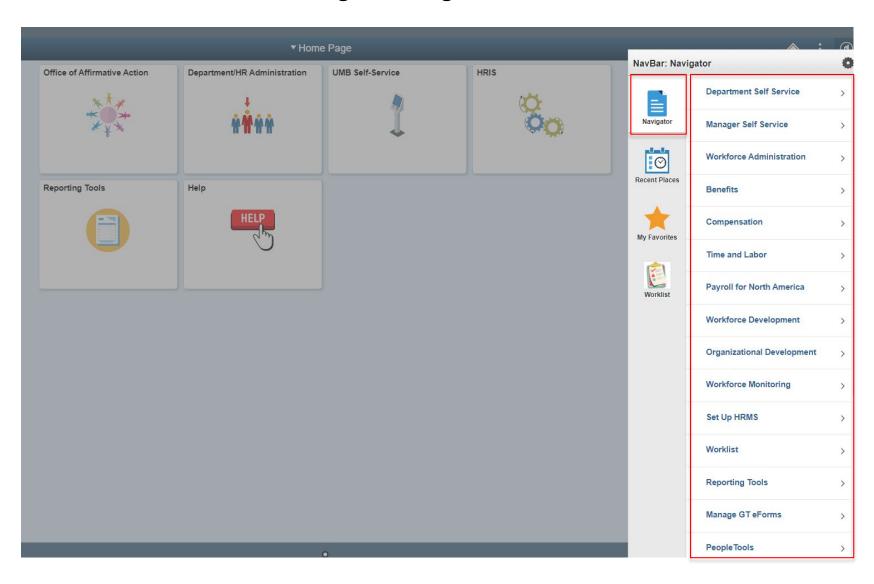
Job Data

Personal Information
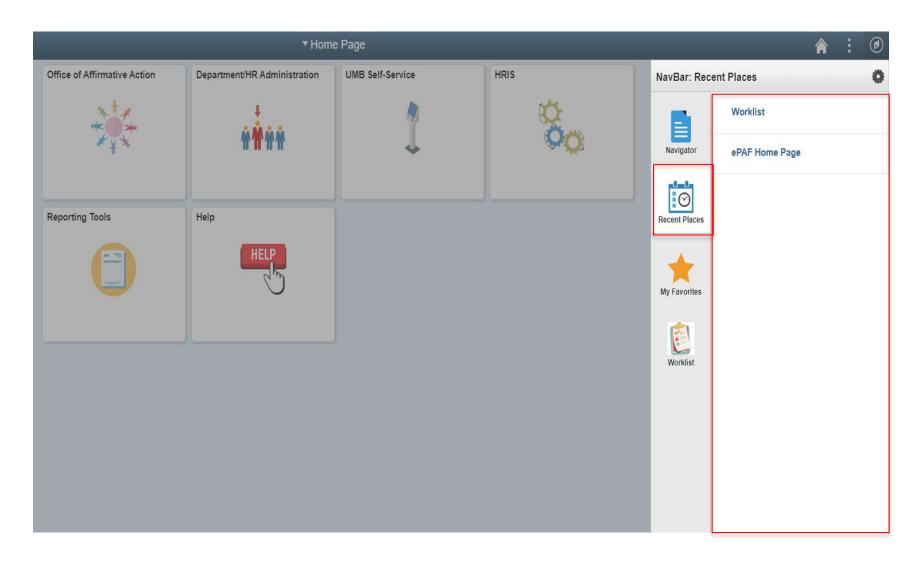
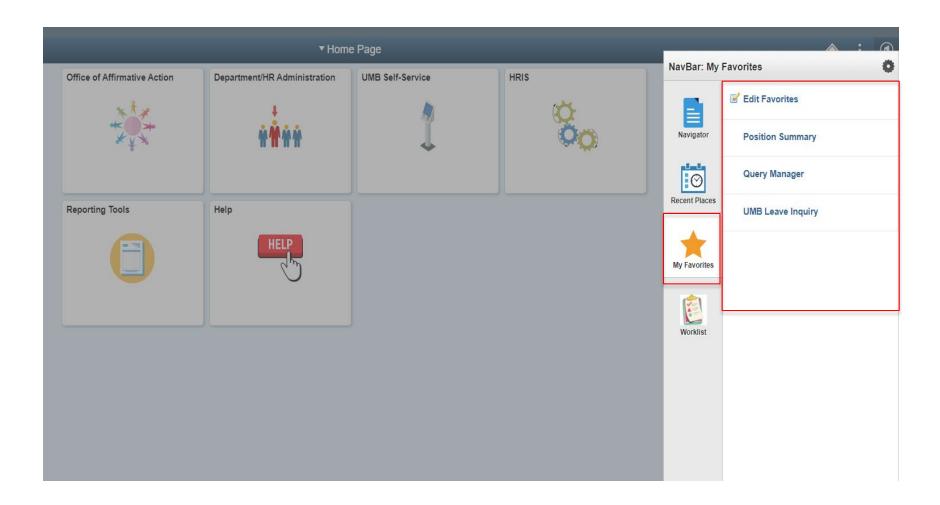# CAN'T FIND A LINK?
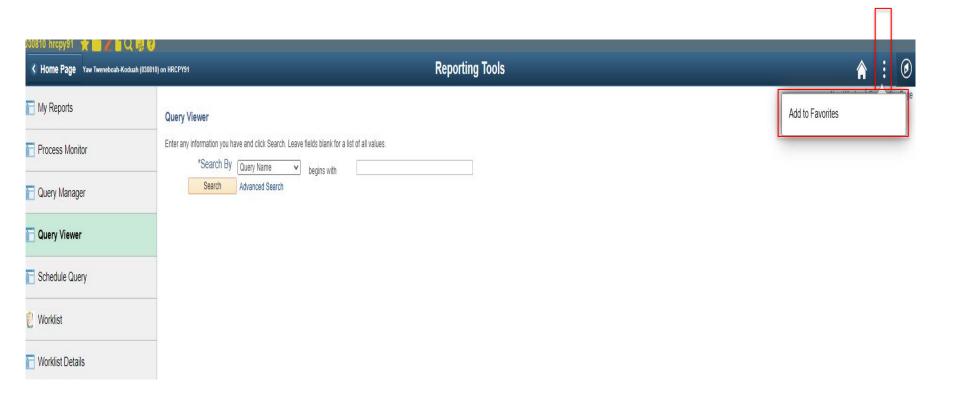
Using the Navigation Bar
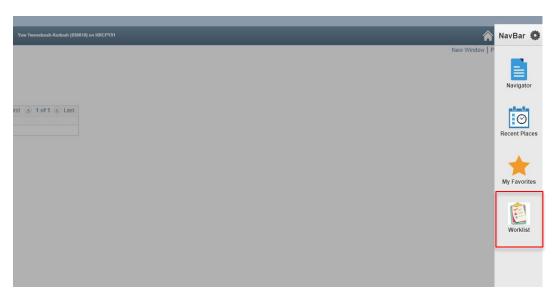
Using The Navigator

Using Recent Places
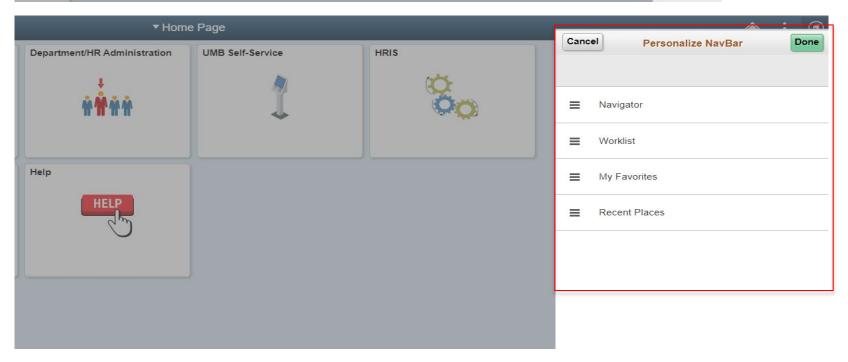
Using My Favorites

Using My Favorites

Using Worklist

Re-arrange Navigation Menu

QUESTIONS?