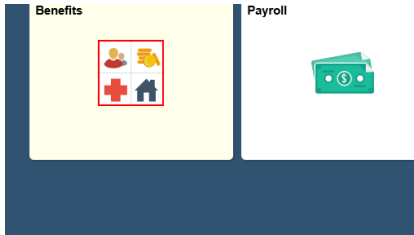
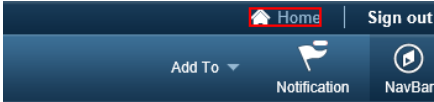

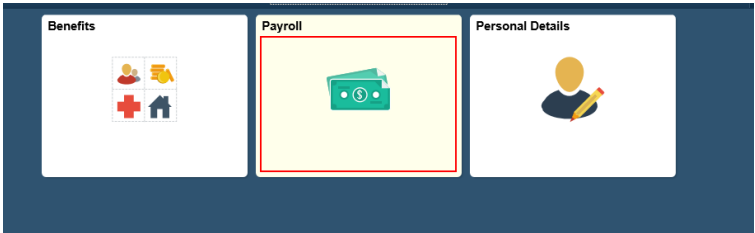




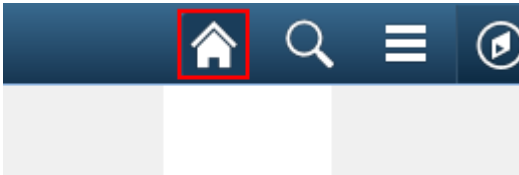
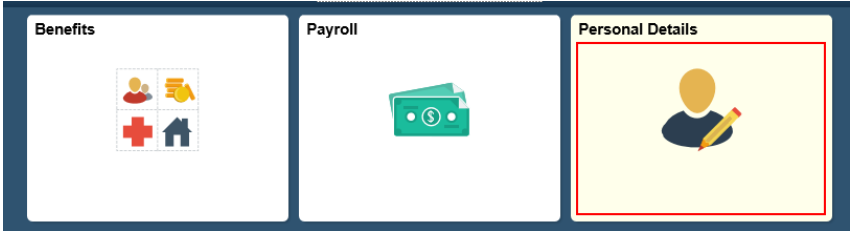
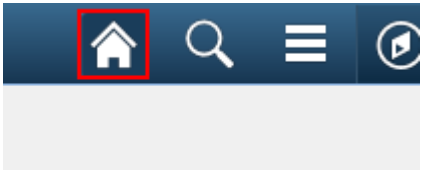
Employee Self Service Home Page

Step	Action
1.	<p>As a Employee Self Service user, when you sign in to the system you will landed on the Employee Self Service home page, a Fluid page.</p> <p>This page displays now.</p> <p>The key elements on this page are:</p> <ul style="list-style-type: none">-- The banner that appears at the top of the page-- A set of Tiles that provide access to PeopleSoft components <p>In this topic you will explore each. Your start with the tiles.</p>
2.	<p>There are three tiles on the Employee Self Service home page:</p> <ul style="list-style-type: none">-- Benefits--this tile provides access to eBenefits-- Payroll: this tile provides access to ePay-- Personal Details: this tile provides access to eProfile <p>You explore each of this in this topic. Each is covered in greater detail in other part of PeopleSoft Training.</p> <p>Your start with the Benefits tile.</p>
3.	<p>Click the Benefits button.</p> 

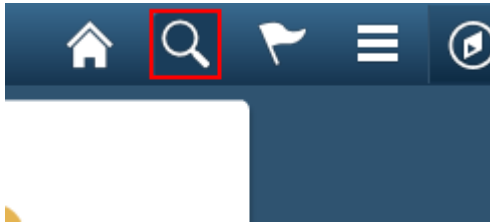
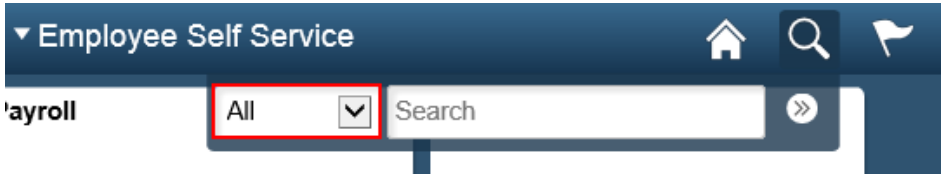
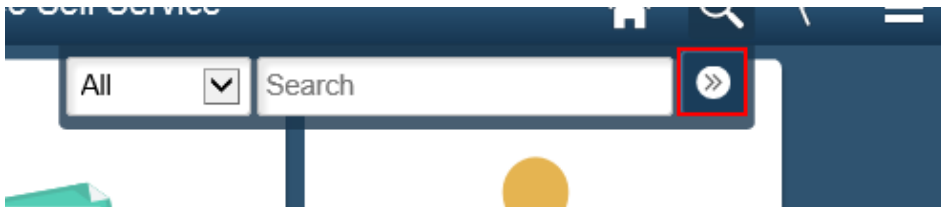
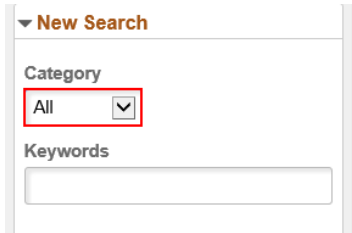



Step	Action
4.	<p>The Benefits Self Service page displays. This page is a classic page. Working with classic pages is covered later in this topic.</p> <p>This page provides links that enable you to</p> <ul style="list-style-type: none"> - Review your benefits elections - Review and edit your dependent/Beneficiaries - Review and adjust allocations on savings (deferred compensation) plans and life insurance - Add beneficiaries - Change enrollments as part of a life event - Enroll in benefits during open enrollment or at the time of hire/rehire - Upload supporting documents - Access benefit plan guides, benefits forms, and provider links - Request a CVC voucher
5.	<p>Click the Home link to return to the Employee Self Service Home page.</p>  
6.	<p>Next you will use the Payroll tile.</p> <p>Click the Payroll tile.</p> 
7.	<p>The Payroll Self Service page displays.</p> <p>You can use the links in the Action panel on this page to:</p> <ul style="list-style-type: none"> - View your paycheck - Manage your direct deposit (request, edit, delete) - Review and update your W-4 and DE-4 tax information - Manage your voluntary deductions (add, edit, cancel) - Manage advance pay (request, edit, cancel)


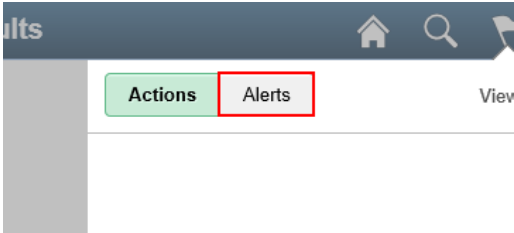

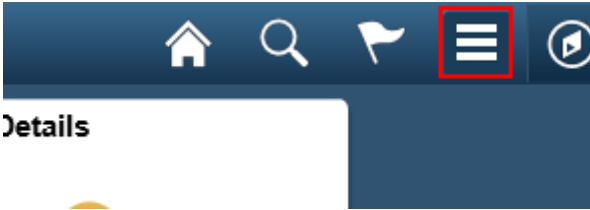


Step	Action
8.	<p>Click the Home button to return to the Employee Self Service home page.</p> 
9.	<p>Next you will review the Personal Details tile.</p> <p>Click the Personal Details object.</p> 
10.	<p>The Personal Details page displays.</p> <p>You can use the links in this page to</p> <ul style="list-style-type: none">- Review and edit your address information- Review and edit your e-mail and phone information- Request a name change- Manage your emergency contacts (add, edit, delete)- Review additional information about yourself- Update your disability and veteran statuses
11.	<p>Click the Home button to return to the Employee Self Service home page.</p> 
12.	<p>Next you will explore the icons that appear on the banner.</p> <p>You have already used the Home icon.</p> <p>This navigates back to your fluid home page</p>
13.	<p>Next, you will briefly explore the Global Search icon.</p> <p>This icon allows you to search by navigation. Global Search is used more by core users than Employee Self Service Users.</p>

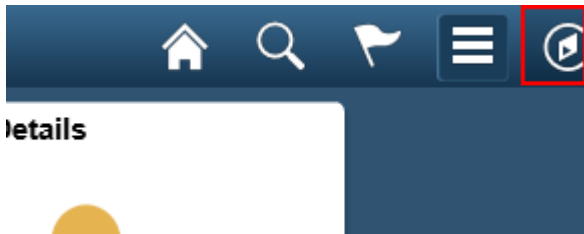

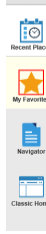


Step	Action
14.	Click the Global Search button. 
15.	Click the Category list. 
16.	Notice, the drop down for global search contains two options--All and Navigator. You can use Global Search to search for specific navigations.
17.	Click away from the Drop down to close it.
18.	Click the Search button to display advanced search features. 
19.	The Search Results page displays. You can use the New Search panel to set search criteria.
20.	Click the Category list. 
21.	Click the Navigator list item. 
22.	Next, you will review the Notifications Icon.


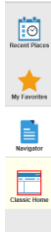



Step	Action
23.	<p>Click the Notifications button.</p> 
24.	<p>The Notifications window displays.</p> <p>There are two tabs, Actions and Alerts.</p> <p>Actions are links that take you directly to a page on which you must perform an action, i.e. an approval.</p>
25.	<p>Click the Alerts button.</p> 
26.	<p>Alerts are links that take you to a page where some data or a status has changed.</p>
27.	<p>Click away from the Notifications window to close it.</p>
28.	<p>Click the Home button.</p> 
29.	<p>Next, you will explore the Actions List.</p>
30.	<p>Click the Actions List button.</p> 
31.	<p>The Actions List menu displays a set of actions that are available to you.</p> <p>This list will vary depending on your security and what page you are on.</p>
32.	<p>Click away from the Actions List to close it.</p>




Step	Action
33.	<p>Click the NavBar button.</p> 
34.	<p>The NavBar displays.</p> <p>By default, four icons display. You can change the order this display using the Personalize the NavBar button. These four icons are:</p> <p>Recent Places My Favorites Navigator Classic Home</p>
35.	<p>Click the Recent Places button.</p> 
36.	<p>Recent Places display.</p> <p>This section contains links to pages that you have visited recently.</p>
37.	<p>Click the My Favorites button.</p> 
38.	<p>My Favorites display.</p> <p>This section of the NavBar contains links to pages that you have marked as favorites.</p> <p>Working with favorites is covered in other topics.</p>

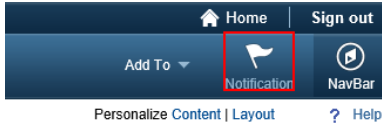
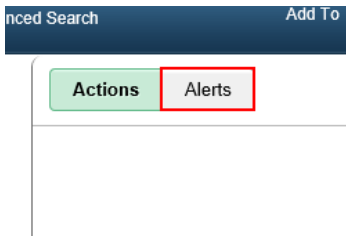
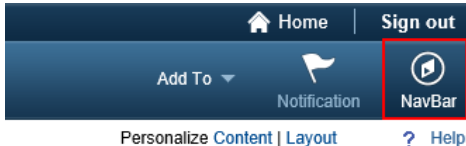


Step	Action
39.	<p>Click the Navigator button.</p> 
40.	<p>The Navigator displays a set of links. These links are the same links that appear on the Main Menu on a classic page.</p> <p>The links that you will see depend on your security. You will see the links that you will need to use to complete job tasks.</p>
41.	<p>Click the Classic Home button.</p> 
42.	<p>The Classic Home page displays. All classic pages have the Menu Bar and the Banner that appear at the top of the page.</p> <p>In this topic, you will explore each of the features on the Menu Bar and Banner:</p> <ul style="list-style-type: none">- Favorites- Main Menu- Home- Sign out- Add To- Notification- NavBar
43.	<p>Click the Favorites button.</p> 

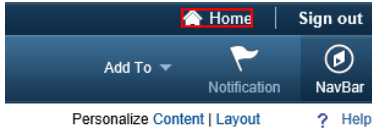


Step	Action
44.	<p>The Favorites menu displays. This menu contains two sections:</p> <ul style="list-style-type: none"> - Recently Used: this section lists pages you have recently visited - My Favorites: this section contains two links that allow you to manage your favorites (Add to Favorites and Edit Favorites). It also lists pages that you have identified as favorites. <p>Note: Working with favorites is covered in other portions of Navigation training.</p>
45.	Click away from the Favorites menu to close.
46.	<p>Click the Main Menu button.</p> 
47.	<p>The Main Menu displays. You can use the links on this menu to navigate to other portions of PeopleSoft.</p> <p>The links that you will see will depend on your security. You will be able to see the links that you'll need to do your job. The links that display here are typical of what Employee Self Service Users will see. Depending on your role, you may see additional links.</p> <p>If you currently use PeopleSoft, the Main Menu will be familiar.</p>
48.	Click away from the Menu to close it.
49.	<p>You can use the Search feature to search on Navigation.</p> <p>For this topic, you will not explore this further.</p>
50.	<p>Click the Add To link.</p> 
51.	<p>The Add To menu displays.</p> <p>You can use the options on this menu to</p> <ul style="list-style-type: none"> -- Add the page you are on to your Fluid Home page -- Add an icon for this page to the NavBar -- Add this page to your favorites



Step	Action
52.	Examples of Personalization.
53.	Click away from the Add To menu to close it.
54.	<p>Click the Notification button.</p>  <p>The screenshot shows a dark blue navigation bar. On the left is a 'Home' icon and text. In the center is an 'Add To' dropdown menu. To its right is a 'Notification' button with a flag icon, which is highlighted with a red box. Further right is a 'NavBar' button with a circular icon. At the bottom of the bar are links for 'Personalize Content Layout' and a 'Help' link with a question mark icon.</p>
55.	<p>The Notification window displays. This window displays two buttons:</p> <ul style="list-style-type: none">-- Actions: links to transactions that require your attention, i.e., a request that is awaiting your approval-- Alerts: links to transactions where a status or other information may have changed <p>These links enable you to go directly to the page that requires your action or which displays the changed status/information.</p> <p>For this example, you have no actions or alerts.</p>
56.	<p>Click the Alerts button.</p>  <p>The screenshot shows a window titled 'Notification Search' with an 'Add To' button in the top right. Below the title bar are two buttons: 'Actions' (green) and 'Alerts' (white with a red border), with the 'Alerts' button highlighted by a red box.</p>
57.	Click away from the window to close it.
58.	<p>Click the NavBar button.</p>  <p>The screenshot shows the same dark blue navigation bar as in step 54. The 'NavBar' button, which has a circular icon, is now highlighted with a red box. The 'Notification' button is no longer highlighted.</p>



Step	Action
59.	<p>The NavBar displays. By default, this bar displays four icons:</p> <ul style="list-style-type: none"> -- Recent Places -- My Favorites -- Navigator -- Classic Home <p>The NavBar on a classic page is identical to the NavBar that displays on a Fluid page.</p>
60.	Click away to close the NavBar .
61.	<p>Click the Home link.</p> 
62.	End of Procedure.