



## HR/CMS v9.2 Navigation - Quick Reference for Approvers

### My Page Overview

#### Quick Links

Quick Links provides one click access to commonly used functions including timesheet and paycheck

#### Employee Expiring Memberships and Licenses

Displays employee licensure and membership expirations

#### My Delegation

Allows managers to remove, accept, track and assign delegations

The screenshot shows the 'My Page Overview' interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'ORACLE' logo. Below this, there are tabs for 'My Page' and 'My Team'. The main content area is divided into three columns:

- Quick Link(s):** A list of links for 'Timesheet', 'Personal Information Summary', 'Direct Deposit', 'View Paycheck', 'View W2', 'Profile Management', and 'Access Employee Service Center'. A red arrow points from the 'Quick Links' text to this section.
- Employee Expiring Memberships and Licenses:** Two summary boxes, both showing 'No expiring licenses in the next 60 days'. A red arrow points from the text to this section.
- My Delegation:** A summary box stating 'Below is the count of the pending delegation request(s) either assigned to me or assigned by me and not accepted yet.' with a table below it. A red arrow points from the text to this section.



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## My Team Overview

Alerts 1

Manager Links 2

Direct Line Reports 3

The screenshot shows the Oracle HR/CMS interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'ORACLE' logo. On the right, there are links for 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are tabs for 'My Page' and 'My Team'. The 'My Team' tab is active. The main content area is divided into three sections: 'Alerts', 'Manager Link(s)', and 'Direct Line Reports'. The 'Alerts' section shows a warning icon and the text 'You have no Alerts right now.' The 'Manager Link(s)' section contains several links: 'Time and Labor WorkCenter', 'Profile Management', 'Manage Delegation', and 'Emergency Contact'. The 'Direct Line Reports' section is expanded, showing a table of reports with columns for Name, Job Title, and Position in Salary Range. The table contains 10 rows of data. Below the table, there is a 'Headcount Analytics' link.

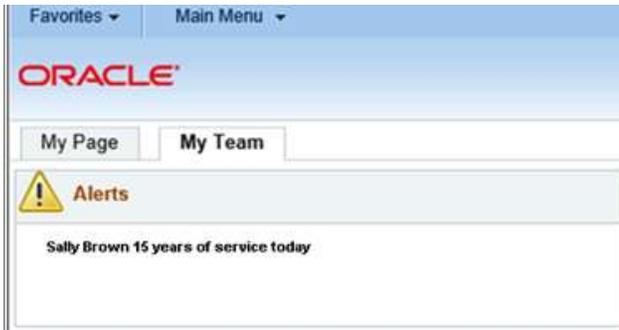
| Name           | Job Title             | Position in Salary Range |
|----------------|-----------------------|--------------------------|
| X104920X,ZZZZZ | Personnel Officer II  |                          |
| X106600X,ZZZZZ | Personnel Officer I   |                          |
| X128463X,ZZZZZ | Personnel Officer I   |                          |
| X130983X,ZZZZZ | Personnel Analyst III |                          |
| X244388X,ZZZZZ | Personnel Officer I   |                          |
| X244451X,ZZZZZ | Personnel Analyst III |                          |
| X365880X,ZZZZZ | Personnel Officer II  |                          |
| X366471X,ZZZZZ | Personnel Officer II  |                          |
| X383890X,ZZZZZ | Personnel Officer I   |                          |
| X392219X,ZZZZZ | Personnel Officer I   |                          |



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### Alerts ❶

There are three types of alerts: pending Delegations, License Expirations and Employee years-of-Service Anniversaries



### Manager Links ❷

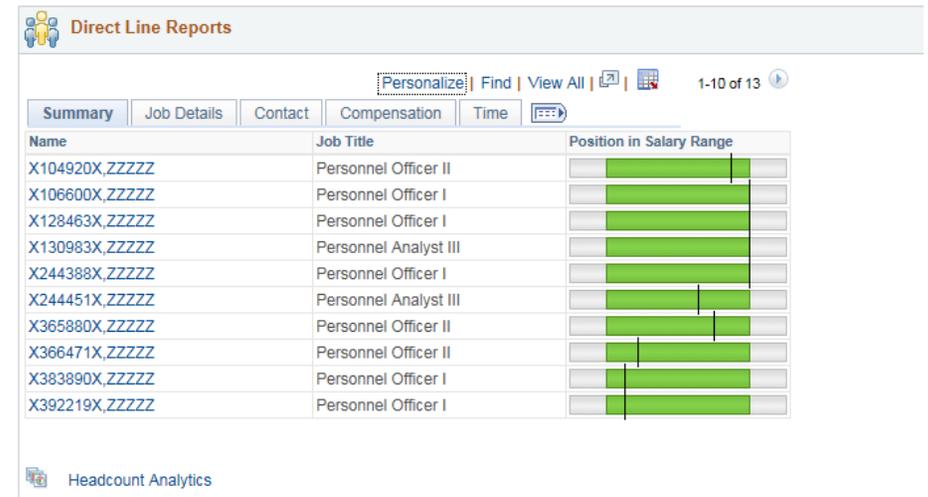
The Manager Links provide quick access to Time and Labor WorkCenter, Profile Management, Manage Delegation and Emergency Contact.



### Direct Line Reports ❸

Direct Line Reports provides managers with a view of their direct reports.

Tabbed information includes Summary, Job Details, Contact, Compensation and Time.



### For More Information

For more information contact:

Employee Service Center (ESC): 617-979-8500

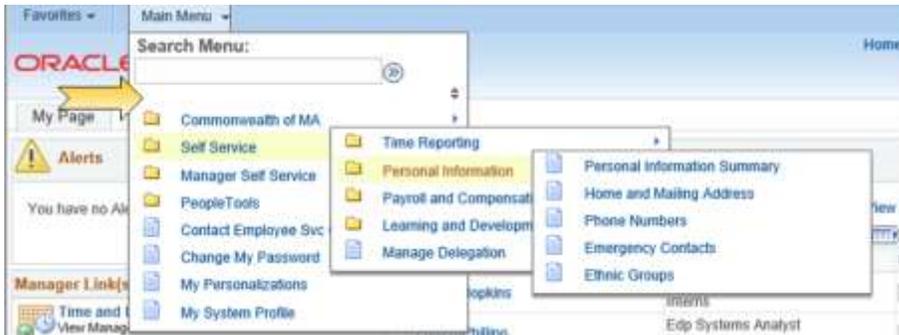
For non-ESC supported agencies, please contact your HR department.



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### Cascading Menus

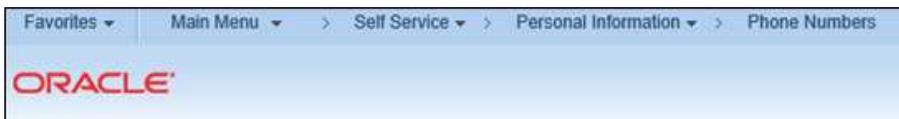
New cascading menus are a feature of v 9.2. Organization of the content into smaller sub-categories makes navigation more efficient.



### Navigational Breadcrumbs

Navigational breadcrumbs show each page that you navigated through to get to where you are.

They appear horizontally across the top of a Web page, and provide links back to each previous page you have visited to get to the current page.



### Mouse Over pop-Up

Employee details popup windows appear when hovering the mouse over the name. Click on the Email link for quick email messaging.



### Favorites

Your favorites carry over from v9.0.

