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

My Team Overview

Alerts  Manager Links  Direct Line Reports

You have no Alerts right now.

Manager Link(s)
- Reviews the employees' current profile information.
- Manages delegation and reviews delegation requests.
- Click to view emergency contact details for your direct reports.

Direct Line Reports

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Position in Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>X10490X</td>
<td>Personnel Officer II</td>
<td></td>
</tr>
<tr>
<td>X10660X</td>
<td>Personnel Officer I</td>
<td></td>
</tr>
<tr>
<td>X12093X</td>
<td>Personnel Analyst II</td>
<td></td>
</tr>
</tbody>
</table>
Alerts

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

Manager Links

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

Direct Line Reports

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.
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.