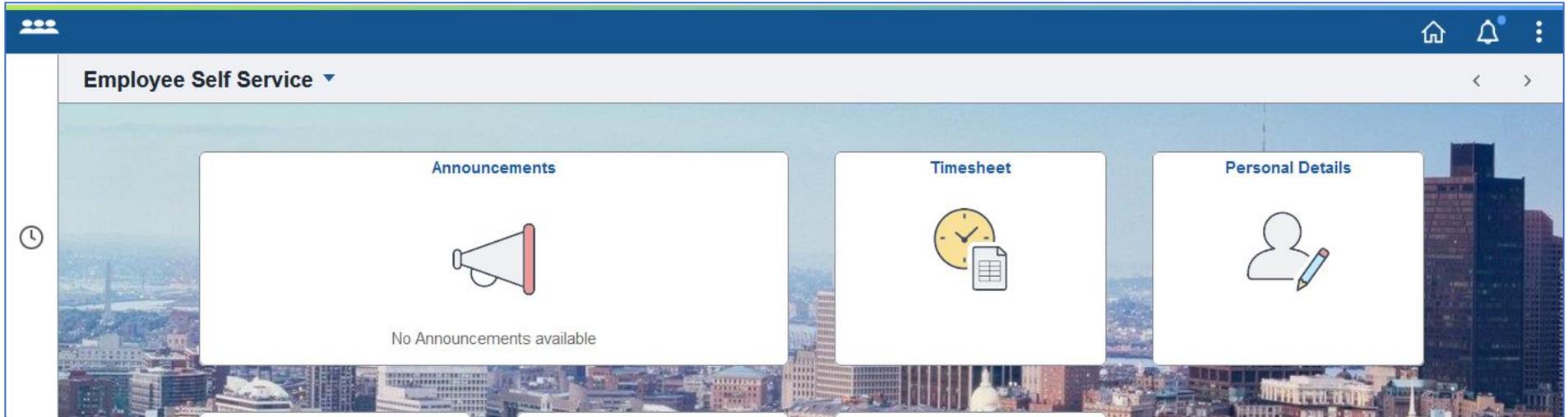


This guide will go over the updates to HR/CMS with this upgrade. Image 47 introduces Remote Worker (Telework) functionality for employees and approvers, and enhanced search and notes functions. We will go over each change in this document.

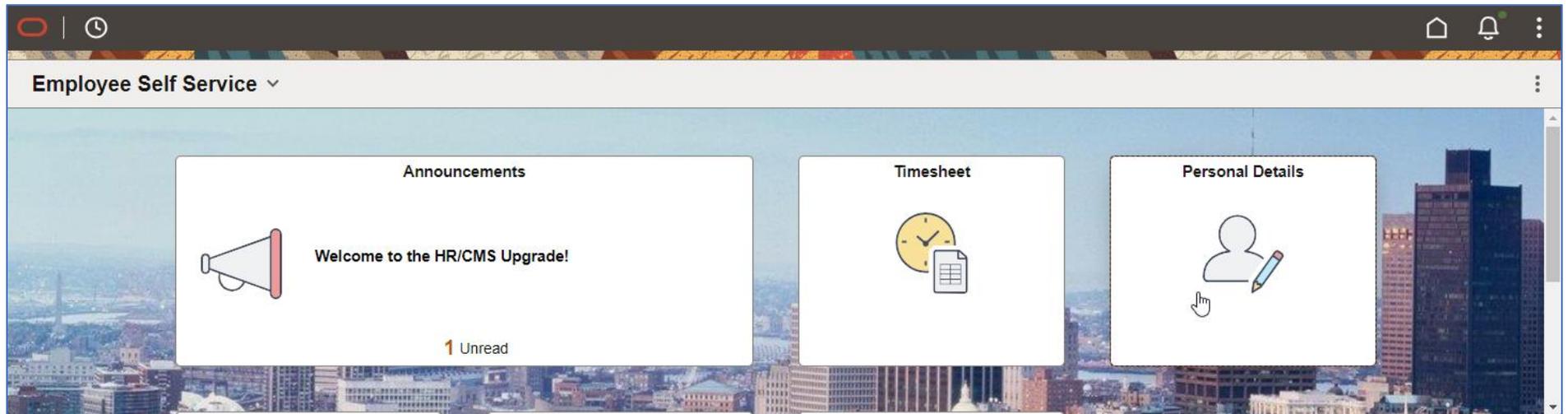
### HR/CMS view prior to upgrade

- Recent quick link is on the left side of the homepage.
- The Bell icon shows a blue dot to show that you have notifications.
- The Action icon (3 dots) contains 5 links, Refresh, New Window, My Preferences, Help, and Sign Out.



### HR/CMS view after upgrade

- Recent quick link is on the left top of the page and is available on all pages.
- The Bell icon shows a green dot to show that you have notifications.
- The Action icon (3 dots) has split in two. The upper Action icon contains New Window, My Preferences, Help, and Sign Out. The lower Action icon contains Refresh.



## Employee/Manager Self Service Tiles

### Navigation while in Tiles



- Arrow brings "Back" one page.
- Clock shows list of "Recent" tiles.
- Home has no changes.
- Bell has no changes.
- Three dots updated as noted in previous section.

### Employee Self Service



#### **Announcements**

- No Changes



#### **Timesheet**

- No Changes



#### **Personal Details**

- \*New\* Form to request Telework



#### **Payroll**

- No Changes



#### **Benefit Details**

- No Changes



#### **Support**

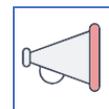
- No Changes

### Manager Self Service



#### **Approvals**

- \*New\* Tile for approving Telework requests



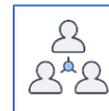
#### **Alerts**

- No Changes



#### **Manage Employee Time**

- No Changes



#### **Manager WorkCenter**

- No Changes



#### **HR Analytics**

- No Changes



#### **Manage Telework Form**

- \*New\* Tile for managing employees Telework