



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 displays the 'My Page Overview' interface. At the top, there is a navigation bar with 'Favorites' and 'Main Menu' dropdowns, the 'ORACLE' logo, and links for 'Home', 'Add to Favorites', and 'Sign out'. Below this, there are tabs for 'My Page' and 'My Team'. The main content area is divided into three columns. The left column contains 'Announcements' (showing 'No Current Announcements') and 'Quick Link(s)' with links for Timesheet, Personal Information Summary, Direct Deposit, View Paycheck, View W2, Profile Management, and Access Employee Service Center. The middle column contains 'Employee Expiring Memberships' and 'Employee Expiring Licenses', both showing 'No expiring licenses in the next 60 days'. The right column contains 'My Delegation' with a summary of pending requests and a table with columns 'Status' and 'Pending Delegation(s)'. Three red arrows point to specific areas: one to the 'Quick Link(s)' section, one to the 'Employee Expiring Memberships and Licenses' section, and one to the 'My Delegation' section.



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My Team Overview

Alerts ❶

Manager Links ❷

Direct Line Reports ❸

The screenshot shows the 'My Team Overview' page in the HR/CMS v9.2 system. The page is divided into three main sections, each highlighted with a red arrow and a numbered label:

- Alerts ❶:** Points to the 'Alerts' section, which displays a message: 'You have no Alerts right now.'
- Manager Links ❷:** Points to the 'Manager Link(s)' section, which lists several links for managing team members, including 'Time and Labor WorkCenter', 'Profile Management', 'Manage Delegation', and 'Emergency Contact'.
- Direct Line Reports ❸:** Points to the 'Direct Line Reports' section, which displays a table of reports for direct line reports.

The 'Direct Line Reports' section includes a table with the following data:

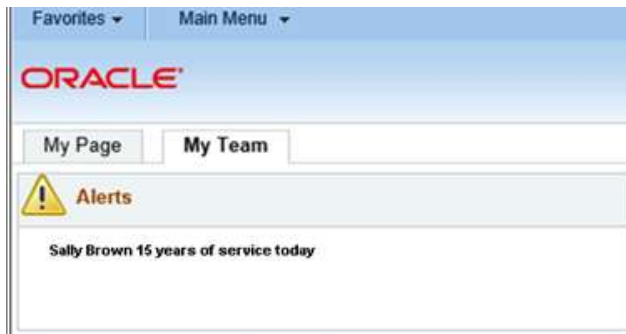
Name	Job Title	Position in Salary Range
X104920X,ZZZZZ	Personnel Officer II	
X106600X,ZZZZZ	Personnel Officer I	
X128463X,ZZZZZ	Personnel Officer I	
X130983X,ZZZZZ	Personnel Analyst III	
X244388X,ZZZZZ	Personnel Officer I	
X244451X,ZZZZZ	Personnel Analyst III	
X365880X,ZZZZZ	Personnel Officer II	
X366471X,ZZZZZ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



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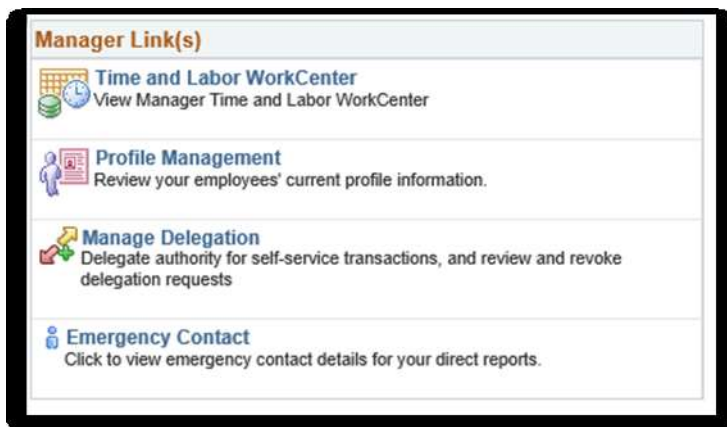
Alerts ❶

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



Manager Links ❷

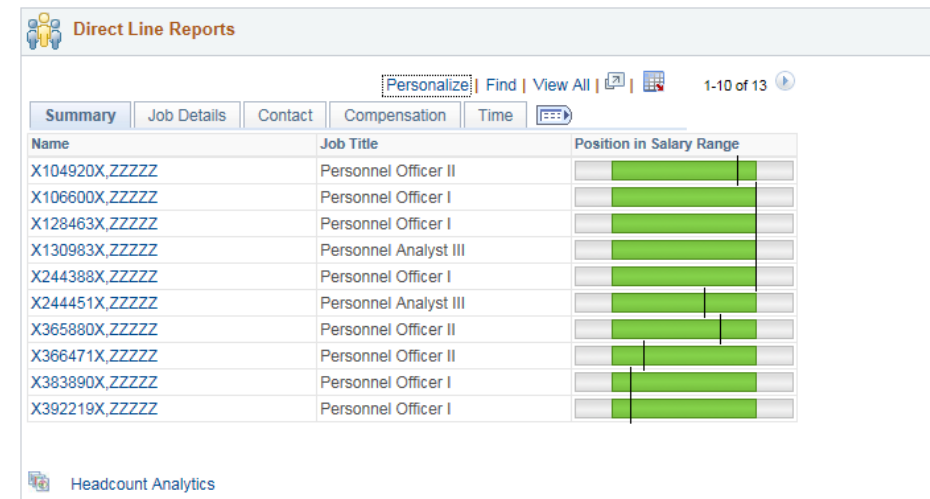
The Manager Links provide quick access to Time and Labor WorkCenter, Profile Management, Manage Delegation and Emergency Contact.



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

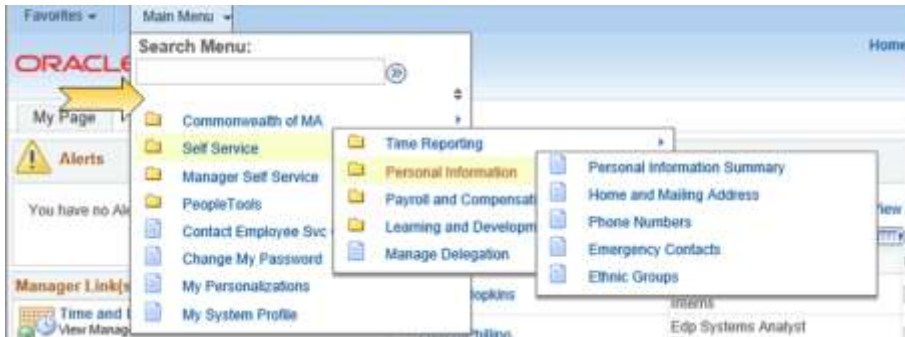
For non-ESC supported agencies, please contact your HR department.



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Cascading Menus

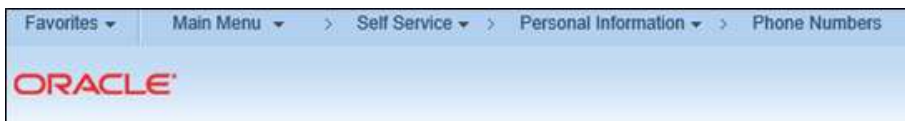
New cascading menus are a feature of v 9.2. Organization of the content into smaller sub-categories makes navigation more efficient.



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.

