



# 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 Oracle HR/CMS v9.2 interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'ORACLE' logo. On the right side of the navigation bar are links for 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are two tabs: 'My Page' (selected) and 'My Team'. The main content area is divided into three columns. The left column contains an 'Announcements' section with the text 'No Current Announcements.' and a 'Quick Link(s)' section with several links: 'Timesheet', 'Personal Information Summary', 'Direct Deposit', 'View Paycheck', 'View W2', 'Profile Management', and 'Access Employee Service Center'. The middle column contains two sections: 'Employee Expiring Memberships' and 'Employee Expiring Licenses', both showing 'No expiring licenses in the next 60 days'. The right column contains a 'My Delegation' section with a message: 'Below is the count of the pending delegation request(s) either assigned to me or assigned by me and not accepted yet.' and a table with columns 'Status' and 'Pending Delegation(s)'. Three red arrows point to the 'Quick Link(s)' section, the 'Employee Expiring Memberships and Licenses' section, and the 'My Delegation' section respectively.



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## My Team Overview

Alerts 1

Manager Links 2

Direct Line Reports 3

The screenshot shows the Oracle HR/CMS v9.2 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 'You have no Alerts right now.' The Manager Link(s) section contains links for 'Time and Labor WorkCenter', 'Profile Management', 'Manage Delegation', and 'Emergency Contact'. The Direct Line Reports section shows a table of reports with columns for Name, Job Title, and Position in Salary Range. The table contains 10 rows of data. At the bottom of the Direct Line Reports section, there is a link for 'Headcount Analytics'.

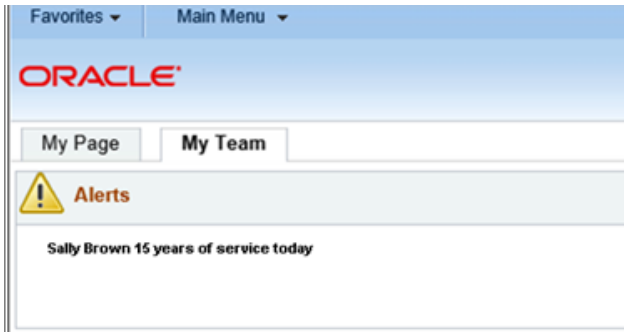
Name	Job Title	Position in Salary Range
X104920X,ZZZZZ	Personnel Officer II	
X106600X,ZZZZZ	Personnel Officer I	
X128463X,ZZZZZ	Personnel Officer I	
X130983X,ZZZZZ	Personnel Analyst III	
X244388X,ZZZZZ	Personnel Officer I	
X244451X,ZZZZZ	Personnel Analyst III	
X365880X,ZZZZZ	Personnel Officer II	
X366471X,ZZZZZ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



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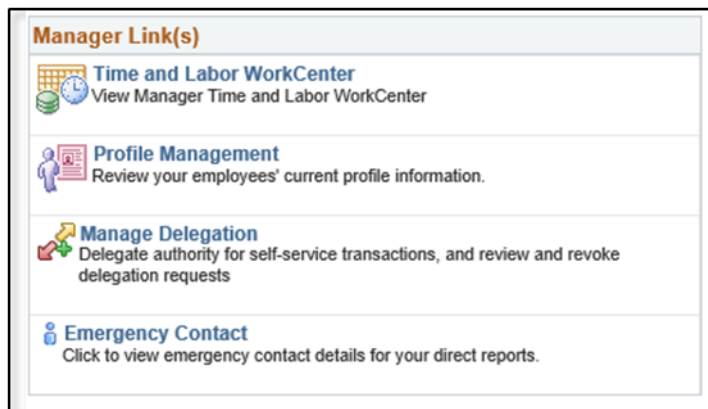
### Alerts ❶

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



### Manager Links ❷

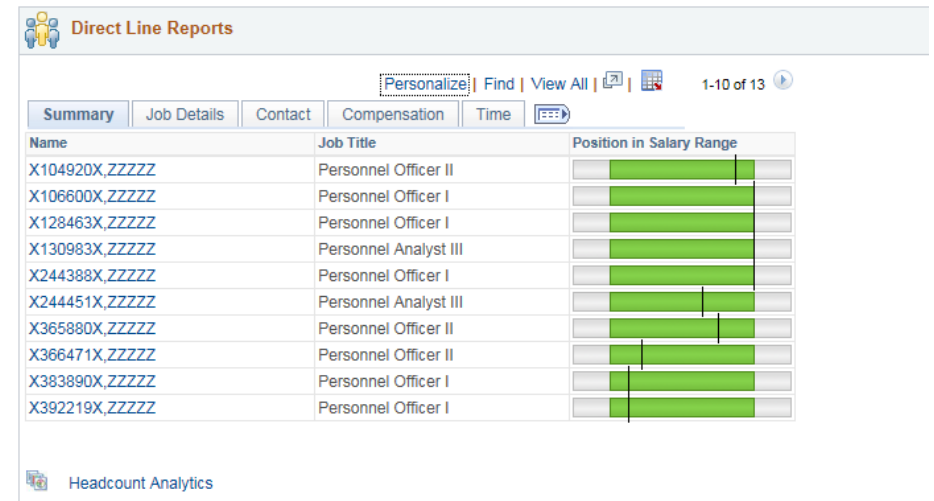
The Manager Links provide quick access to Time and Labor WorkCenter, Profile Management, Manage Delegation and Emergency Contact.



### 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

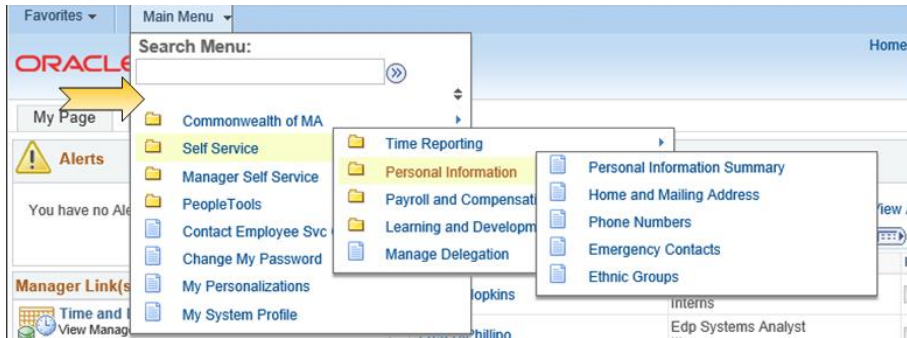
For non-ESC supported agencies, please contact your HR department.



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### Cascading Menus

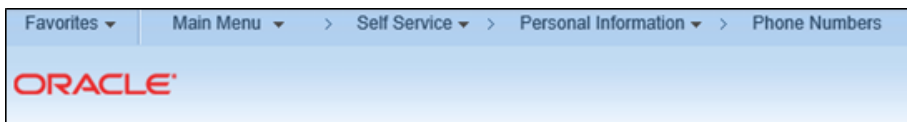
New cascading menus are a feature of v 9.2. Organization of the content into smaller sub-categories makes navigation more efficient.



### Navigational Breadcrumbs

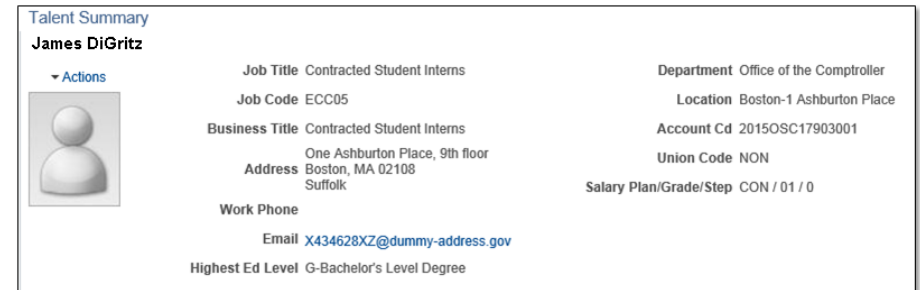
Navigational breadcrumbs show each page that you navigated through to get to where you are.

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.

