

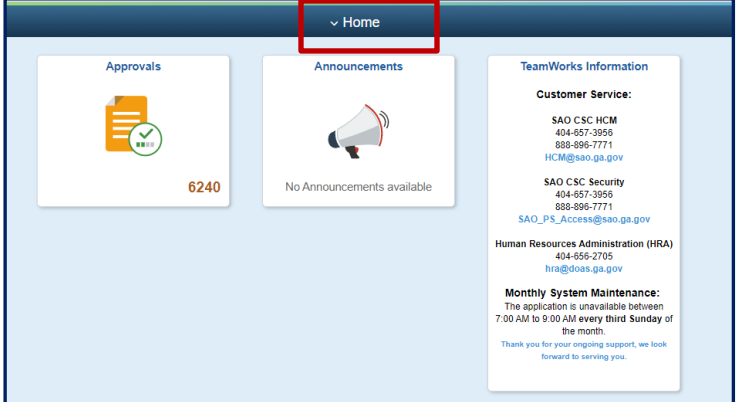
## TeamWorks HCM System Updates

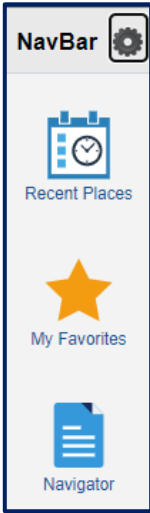
TeamWorks HCM System Updates are coming in October 2022. These PeopleSoft updates will continue to support strategic goals, business objectives, and regulatory requirements.

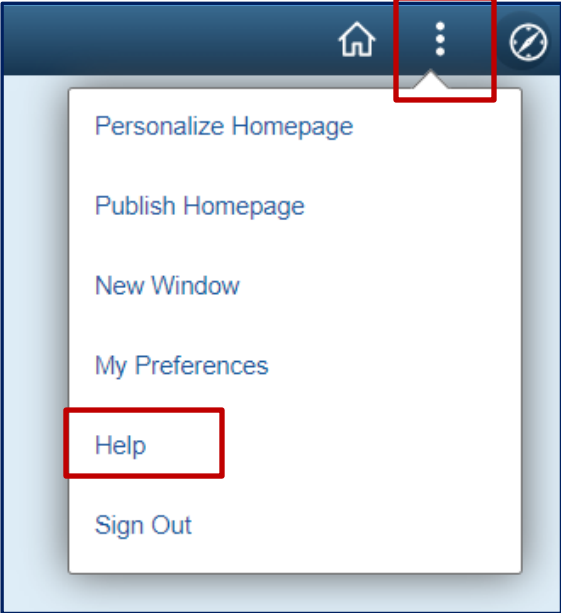
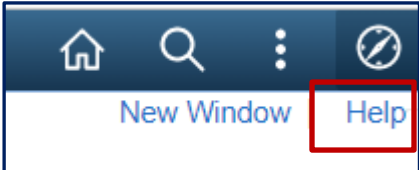
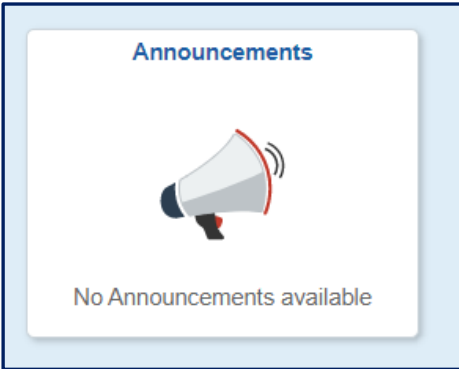
### What are some of the benefits of the HCM System Updates?

- Improved navigation to streamline access to information and key pages.
- Users will be able to work more efficiently by consolidating tasks, alerts, links, reports, and queries into a single, secure, and role-based “WorkCenter”.
- New mobile features will be available on compatible mobile devices.

### Here’s a look at “What’s New”

Glossary of Terms	
Fluid	A new modern look that displays TeamWorks on any compatible device (PC’s tablet and smartphones).
Tile	Provides a quick way to perform routine tasks and direct access to targeted transactions.
WorkCenter	Provide a central area for users to access key components within TeamWorks.
Tile Navigation	
Home Pages	<p style="text-align: center;"><b>What’s new? – New Look to the Home page</b></p> <p>After logging in, the <b>Home</b> page now contains tiles. Tiles allow you to quickly access modules.</p> <p>From the Home page drop-down arrow, users can access Employee Self-Service (ESS), Manager Self-Service (MSS) and WorkCenters.</p> <div style="border: 1px solid #0056b3; padding: 10px; margin: 10px 0;">  </div>

NavBar	<p style="text-align: center;"><b>What's new? – Navigation to TeamWorks Modules</b></p> <p>The <b>NaBar</b> icon, (located in the upper right corner) allows users to navigate all modules within TeamWorks (based on security access).</p> <p><b>Navigation: NavBar &gt; Navigator &gt; [Select the appropriate TeamWorks Module]</b></p> <div style="text-align: center;">  </div>
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<p>Help Link</p>	<p style="text-align: center;"><b>What's new? – In-application help</b></p> <p>There are two options to access in-application help. Users have the option to either click on the vertical <b>ellipsis</b> icon (3 dots) or the word <b>Help</b> (located in the upper right corner).</p> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div>
<p>Announcements</p>	<p style="text-align: center;"><b>What's new? – Option to mark Announcements</b></p> <p><b>Announcements</b> are located on the Home page. Users now can mark announcements as 'read' and/or delete them if allowed.</p> <div style="text-align: center;">  </div>

Back Button

What's new? – Using the Back Button

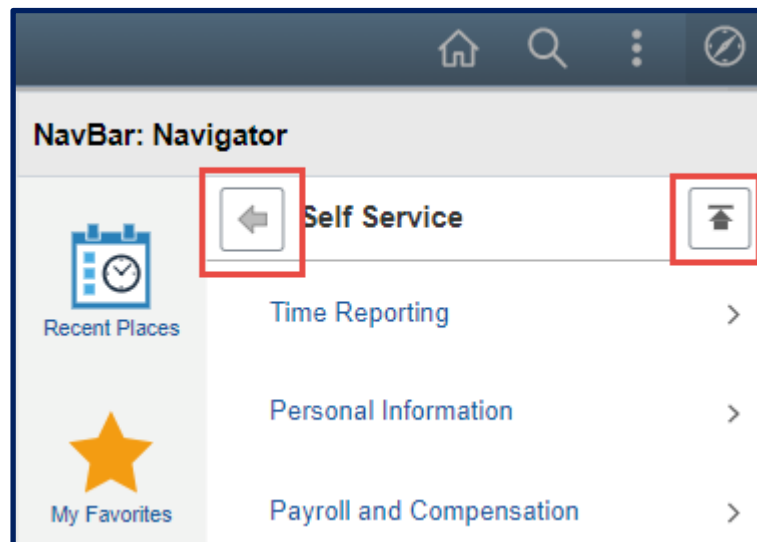
The **Back button** is displayed on the left side of the banner. The Back button is used to navigate back to the previously visited item (for example, component, homepage, activity guide, navigation collection, or WorkCenter). The label on the Back button varies to indicate the item to which the user will return. (See example below)



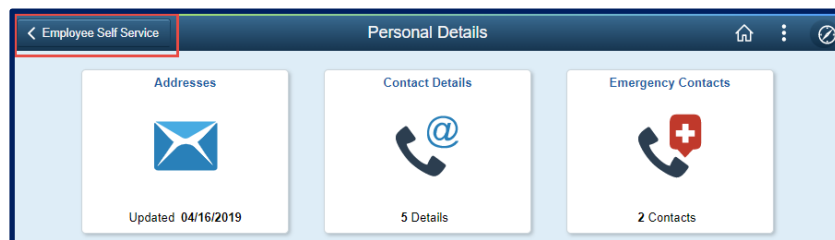
Use this button to navigate back up one level in the Navigator (for example, Back).



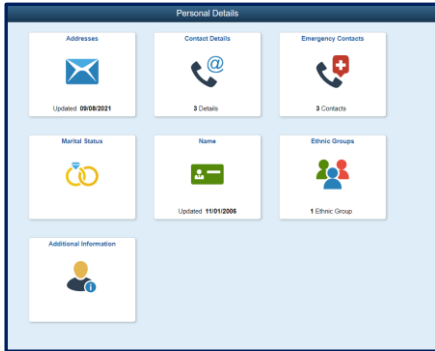


Use this button to navigate back to the top level in the Navigator (for example, Back to Top)



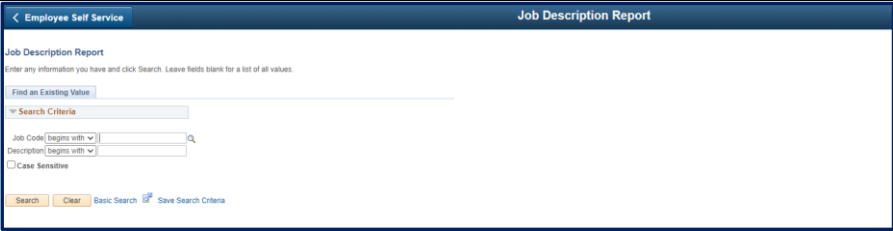
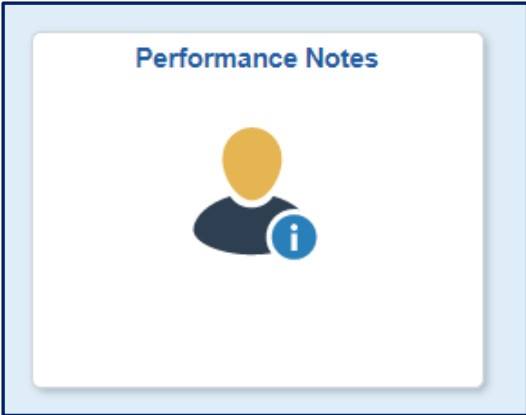
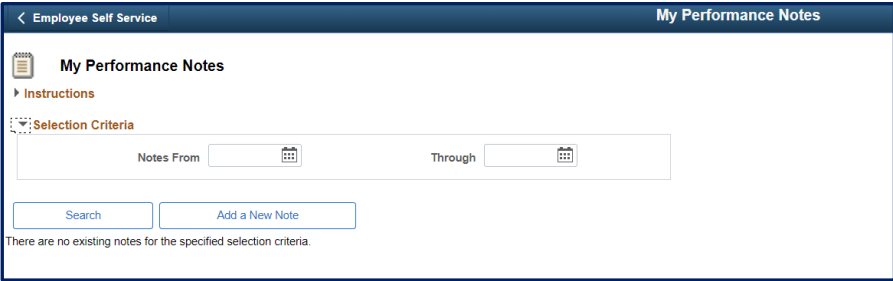
After clicking on **Employee Self Service** from the drop-down arrow on the **Home** page, users can click on the **Employee Self Service** back button to return to return to the **Home** page.



Employee Self-Service Functions	
Payroll	<p style="text-align: center;"><b>What's new? – ESS Payroll Tile</b></p> <p>The <b>Payroll</b> tile, provides access to paychecks, W-2's, W-4, G-4, review deductions and to update Direct Deposit and Employee Expense Reimbursement.</p> <p><b>Navigation: Home &gt; Employee Self Service &gt; Payroll tile</b></p> <div style="text-align: center; margin: 20px 0;"> </div> <div style="text-align: center; margin: 20px 0;"> </div>
Personal Details	<p style="text-align: center;"><b>What's new? – ESS Personal Details Tile</b></p> <p>The <b>Personal Details</b> tile will be used to view and update Address, Contact Information, Emergency Contacts and Ethnic Group. <b>Note:</b> A personal profile picture may not be added to this tile.</p> <p><b>Navigation: Home &gt; Employee Self Service &gt; Personal Details tile</b></p> <div style="text-align: center; margin: 20px 0;"> </div>

	
<p>Personal Details – Contact Details</p>	<p style="text-align: center;"><b>What's new? – Contact Details – Email Address</b></p> <p>The <b>Contact Details</b> page, the <b>Work Type</b> email address will now read <b>Business Alternate</b>. Note: Employee email address can be edited in ESS however the Business Type cannot be edited by individual users.</p> <p><b>Navigation: Home &gt; Employee Self Service &gt; Personal Details tile &gt; Contact Details tile</b></p> 
<p>Compensation History</p>	<p style="text-align: center;"><b>What's new? – Compensation Tile</b></p> <p>The <b>Compensation History</b> tile allows users to view their compensation history using the new grid and filter options.</p> <p><b>Navigation: Home &gt; Employee Self Service &gt; Compensation History</b></p> 


	<div data-bbox="443 226 1339 401"> <p>Compensation History</p> <p><a href="#">View Chart</a></p> <table border="1"> <thead> <tr> <th>Date of Change</th> <th>Amount</th> <th>Salary Change Amount</th> <th>Salary Change Percent</th> <th>Source</th> <th>Type</th> <th>Currency</th> <th>Job Title</th> </tr> </thead> </table> </div> <div data-bbox="711 432 1075 1146"> <div style="text-align: right;"> <input type="button" value="Apply"/> <input type="button" value="Reset"/> </div> <p><b>Grid Display Options</b></p> <p>Salary Frequency  <input type="text" value="Annual"/></p> <p>View In  <input type="text" value="Issued Currency"/></p> <p><b>Filter Options</b></p> <p>Source  <input type="text"/></p> <p>Type  <input type="text"/></p> <p>Job Title  <input type="text"/></p> <p>Time Period  <input type="text" value="All"/></p> </div>	Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Type	Currency	Job Title
Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Type	Currency	Job Title		
<p>Job Description Report</p>	<p style="text-align: center;"><b>What's new? – Job Description Report Tile</b></p> <p>The <b>Job Description Report</b> tile, allows users to view job descriptions.</p> <p><b>Navigation: Home &gt; Employee Self Service &gt; Job Description Report</b></p> <div data-bbox="651 1413 1133 1801" style="text-align: center;"> </div>								

	
<p>Performance Notes</p>	<p style="text-align: center;"><b>What's new? – Performance Notes Tile</b></p> <p>The <b>Performance Notes</b> tile, allows users to enter, edit and view performance notes.</p> <p><b>Navigation: Home &gt; Employee Self Service &gt; Performance Notes</b></p> <div style="text-align: center;">  </div> 
<p>Performance</p>	<p style="text-align: center;"><b>What's new? – Performance Tile</b></p> <p>The <b>Performance</b> tile, allows users to view current or historical performance documents.</p> <p><b>Navigation: Home &gt; Employee Self Service &gt; Performance</b></p>



	<div data-bbox="646 226 1138 621" style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p><b>Performance</b></p> </div> <div data-bbox="443 655 1300 850" style="border: 1px solid #ccc; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 2px;"> <b>My Current Documents</b> <span style="float: right; border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">0</span> </td> <td style="padding: 2px;"><b>My Current Documents</b></td> </tr> <tr> <td style="padding: 2px;">My Historical Documents</td> <td style="padding: 2px;">No data exists</td> </tr> <tr> <td style="padding: 2px;">Evaluations of Others <span style="float: right; border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">0</span></td> <td></td> </tr> <tr> <td style="padding: 2px;">Historical Evaluations of Others</td> <td></td> </tr> </table> </div>	<b>My Current Documents</b> <span style="float: right; border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">0</span>	<b>My Current Documents</b>	My Historical Documents	No data exists	Evaluations of Others <span style="float: right; border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">0</span>		Historical Evaluations of Others									
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Historical Evaluations of Others																	
<p>Leave Balances</p>	<p style="text-align: center;"><b>What's new? – Leave Balances Tile</b></p> <p>The <b>Leave Balances</b> tile, allows users a quick view of their leave balances.</p> <p><b>Navigation: Home &gt; Employee Self Service &gt; Leave Balances</b></p> <div data-bbox="716 1094 1068 1619" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center; margin: 0;"><b>Leave Balances</b></p> <table style="width: 100%; border-collapse: collapse; margin: 0;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Leave Type</th> <th style="text-align: right; padding: 2px;">Balance</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Annual Leave</td> <td style="text-align: right; padding: 2px;">367</td> </tr> <tr> <td style="padding: 2px;">Education Support Leave</td> <td style="text-align: right; padding: 2px;">8</td> </tr> <tr> <td style="padding: 2px;">Forfeit Annual Leave</td> <td style="text-align: right; padding: 2px;">511.37</td> </tr> <tr> <td style="padding: 2px;">Georgia Comp Time Plan</td> <td style="text-align: right; padding: 2px;">0</td> </tr> <tr> <td style="padding: 2px;">Holiday Leave</td> <td style="text-align: right; padding: 2px;">0</td> </tr> <tr> <td style="padding: 2px;">Personal Leave</td> <td style="text-align: right; padding: 2px;">0</td> </tr> <tr> <td style="padding: 2px;">Sick Leave</td> <td style="text-align: right; padding: 2px;">556.35</td> </tr> </tbody> </table> </div>	Leave Type	Balance	Annual Leave	367	Education Support Leave	8	Forfeit Annual Leave	511.37	Georgia Comp Time Plan	0	Holiday Leave	0	Personal Leave	0	Sick Leave	556.35
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Holiday Leave	0																
Personal Leave	0																
Sick Leave	556.35																
<p>Payroll/Direct Deposit</p>	<p style="text-align: center;"><b>What's new? – Payroll and Direct Deposit Tile</b></p> <p>The <b>Payroll &gt; Direct Deposit</b> tile is used to access direct deposit information. <b>Note:</b> For security, when viewing direct deposit information, the full account number will not be displayed. See example.</p> <p><b>Navigation: Home &gt; Employee Self Service &gt; Payroll &gt; Direct Deposit</b></p>																

### Payroll



Last Pay Date **02/28/2022**

### Direct Deposit

# 2

Accounts

Updated **07/10/2019**

< PayrollDirect Deposit🏠 🔍 🔔 ⋮

**Direct Deposit**

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	Test	Direct Deposit	061000052	XXXXXXXX4321	Savings	\$100.00	>

For

more information, visit the [TeamWorks HCM System Updates](#) page.