

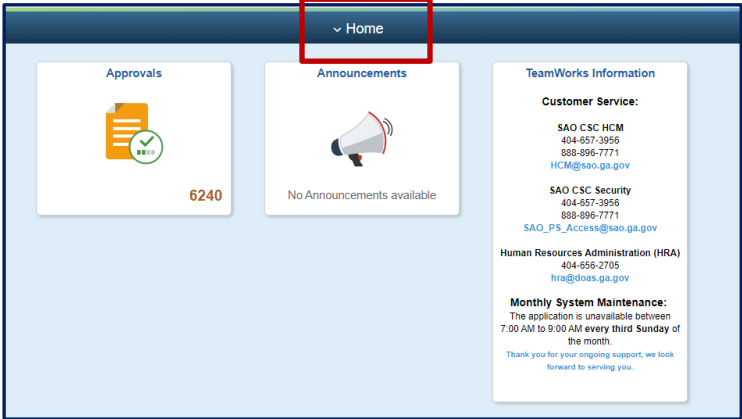
TeamWorks HCM System Updates


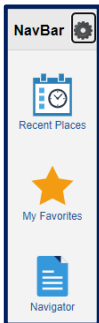
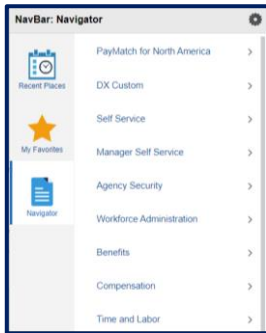
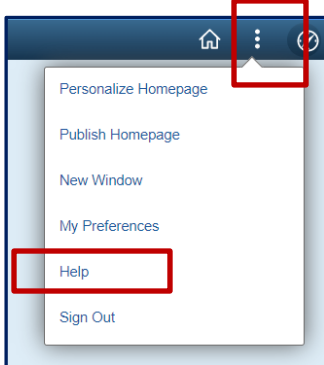
TeamWorks HCM System Updates are coming in October 2022. These PeopleSoft updates will continue to support strategic goals, business objectives, and regulatory requirements.

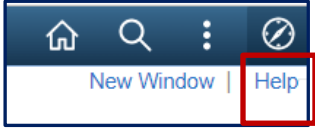



What are some of the benefits of the HCM System Updates?

- 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 modern look that displays TeamWorks on any compatible device (PC’s tablets 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 Page	<p style="text-align: center;">What’s new? – New Look to the Home page</p> <p>After logging in, the Home 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="text-align: center; margin-top: 10px;">  </div>

<p>NavBar</p>	<p style="text-align: center;">What's new? – Navigation to TeamWorks Modules</p> <p>The NavBar icon, (located in the upper right corner) allows users to navigate all modules within TeamWorks (based on security access).</p> <p>Navigation: NavBar > Navigator > [Select the appropriate TeamWorks Module]</p> <div style="text-align: center;">  </div>
<p>Help Link</p>	<p style="text-align: center;">What's new? – In-application help</p> <p>There are two options to access in-application help. Users have the option to either click on the vertical ellipsis icon (3 dots) or the word Help (located in the upper right corner).</p> <div style="text-align: center;"></div>

	
<p>Announcements</p>	<p style="text-align: center;">What's new? – Option to mark Announcements</p> <p>Announcements 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>
<p>Back Button</p>	<p>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)</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <div data-bbox="441 1241 534 1320">  </div> <div data-bbox="565 1247 1177 1314"> <p>Use this button to navigate back up one level in the Navigator (for example, Back).</p> </div> <div data-bbox="441 1358 534 1446">  </div> <div data-bbox="565 1367 1211 1434"> <p>Use this button to navigate back to the top level in the Navigator (for example, Back to Top)</p> </div> </div>

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 the **Home** page.

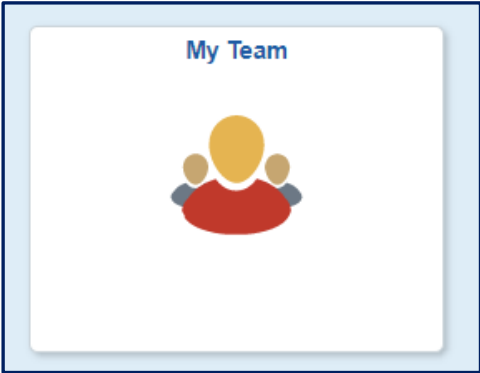

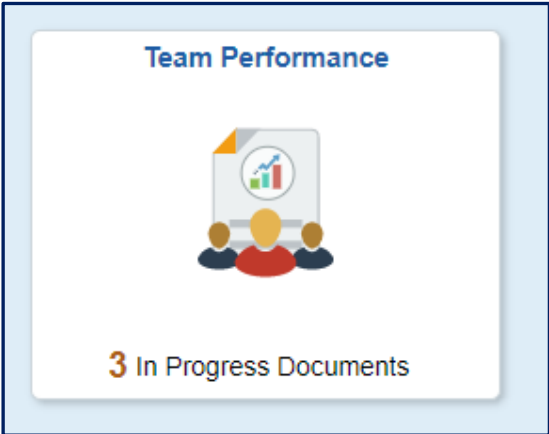
Manager Self-Service Functions

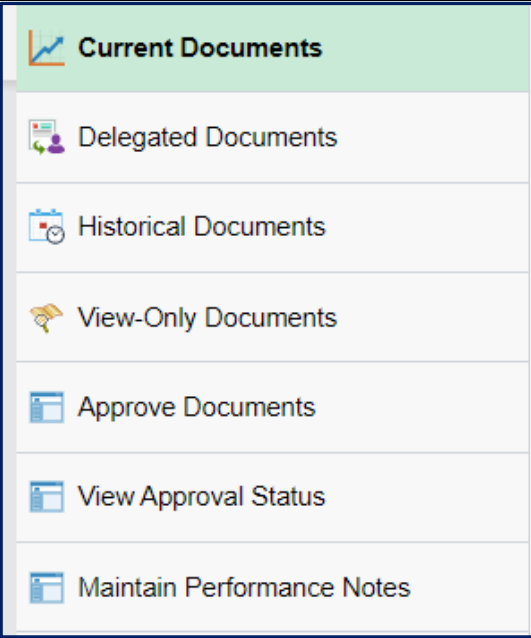
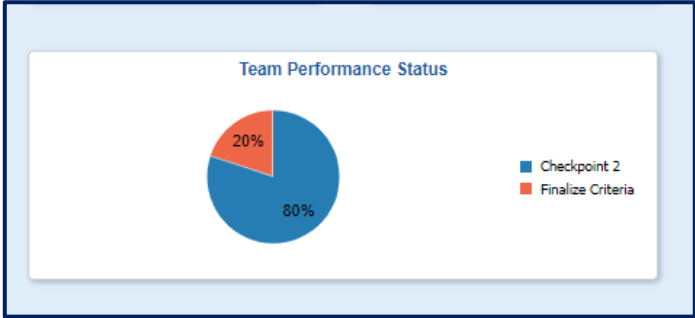
Home Page


What's new? – New Look to the Manager Self Service Home page

The **Manager Self-Service** page allows, managers access to various functions including My Team, Time and Labor, and Employee Snapshot.

Navigation: Home > Manager Self-Service

<p>My Team</p>	<p style="text-align: center;">What's new? – My Team Tile</p> <p>The My Team tile gives managers a view of their direct reports. This tile replaces the Manager Dashboard.</p> <p>Navigation: Home > Manager Self Service > My Team</p> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div>
<p>Team Performance</p>	<p style="text-align: center;">What's new? – Team Performance Tile</p> <p>The Team Performance tile gives managers access to their direct report's performance documents. By clicking on a direct reports name, the manger can view the individual document(s).</p> <p>Navigation: Home > Manager Self Service > Team Performance</p> <div style="text-align: center;">  </div>

							
<p>Team Performance Status</p>	<p style="text-align: center;">What's new? – Team Performance Status Tile</p> <p>The Team Performance Status tile allows managers to view their team's performance document review status.</p> <div style="text-align: center;">  <table border="1" style="margin: 10px auto;"> <caption>Team Performance Status Data</caption> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Checkpoint 2</td> <td>80%</td> </tr> <tr> <td>Finalize Criteria</td> <td>20%</td> </tr> </tbody> </table> </div>	Category	Percentage	Checkpoint 2	80%	Finalize Criteria	20%
Category	Percentage						
Checkpoint 2	80%						
Finalize Criteria	20%						
<p>View Compensation History</p>	<p style="text-align: center;">What's new? – View Compensation History Tile</p> <p>The View Compensation History tile allows managers to view their team's compensation history information. After selecting an employee from the list managers can view compensation history using the new grid and filter options.</p> <p>Navigation: Home > Manager Self-Service > View Compensation History</p>						

	<div data-bbox="711 226 1112 548" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center; color: #0070c0;">View Compensation History</p>  </div> <div data-bbox="443 583 1357 764" style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Select Employee 4 rows</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left; padding: 2px;">Name / Title / ID - Record</th> <th style="text-align: left; padding: 2px;">Directs / Total</th> <th style="text-align: left; padding: 2px;">Status / Type</th> <th style="text-align: left; padding: 2px;">Position</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Name / Title / ID - Record	Directs / Total	Status / Type	Position				
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<p>Team Leave Balances</p>	<p style="text-align: center;">What's new? – Team Leave Balances Tile</p> <p>The Team Leave Balances tile allows managers have quick view of their direct report leave balances.</p> <p>Navigation: Home > Manager Self Service > Team Leave Balances</p> <div data-bbox="659 1108 1162 1503" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <div style="text-align: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <p style="margin: 0; color: #0070c0;">Team Leave Balances ↗</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">ID</th> <th style="text-align: left; padding: 2px;">Name</th> <th style="text-align: left; padding: 2px;">Leave Type</th> <th style="text-align: left; padding: 2px;">SOG Accr Bal</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> </div>	ID	Name	Leave Type	SOG Accr Bal				
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For more information, visit the [TeamWorks HCM System Updates](#) page.