



State Accounting Office  
of  
*Georgia*  
Fiscal Leadership for Georgia

# User Guide for HCM Production Application Link

---

**Denoting Screen Differences between HCM Portal and Non-Portal Link**

**November 2011**

## Contents

Introduction .....	3
HCM Sign-In Page.....	4
HCM Production URL Sign-In Page.....	5
ESS TeamWorks Main Menu.....	6
Pagelet Shortcuts .....	7

# User Guide for HCM Production Application Link

## Denoting Screen Differences between HCM Portal and Non-Portal Link

---

### Introduction

Although the HCM Portal sign-in page works normally for some users, for others, there are several issues with their login through the HCM Portal. These issues include such things as: inability to login, inability to view screens or PDF files within screens (such as paycheck), or the system either requiring password changes weekly or logging the user out involuntarily. While SAO works with PeopleSoft and Infrastructure vendors to understand and resolve these issues, SAO has provided the following two URL links to enable the users with this issue to log into HCM production and query database without having to login through the HCM Portal:

- **HCM Query Database URL:** <https://route88qry.state.ga.us>
- **HCM Production Application URL:** <https://route88.state.ga.us>

However, for the users that have no issues with the HCM Portal—the HCM Portal will remain active and ready to be logged into through the same link users have been using, which is:

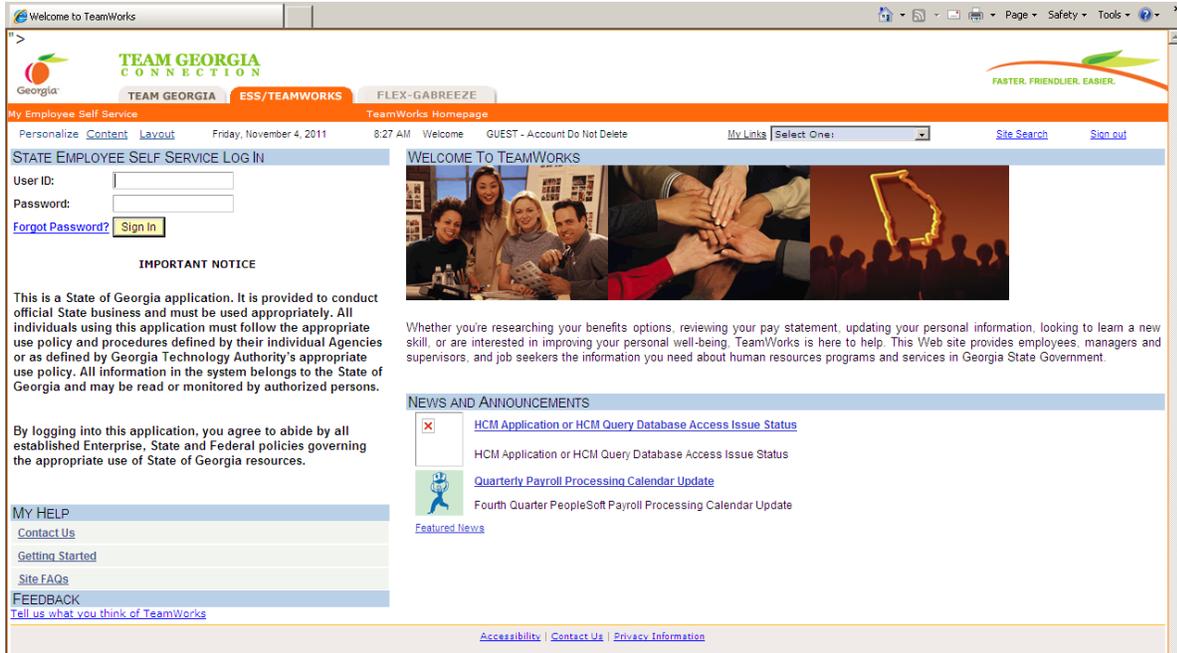
- **HCM Portal URL:** [https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST)

This document is to guide those users using the HCM Production and Query Database URLs concerning screen/ path differences. These differences include:

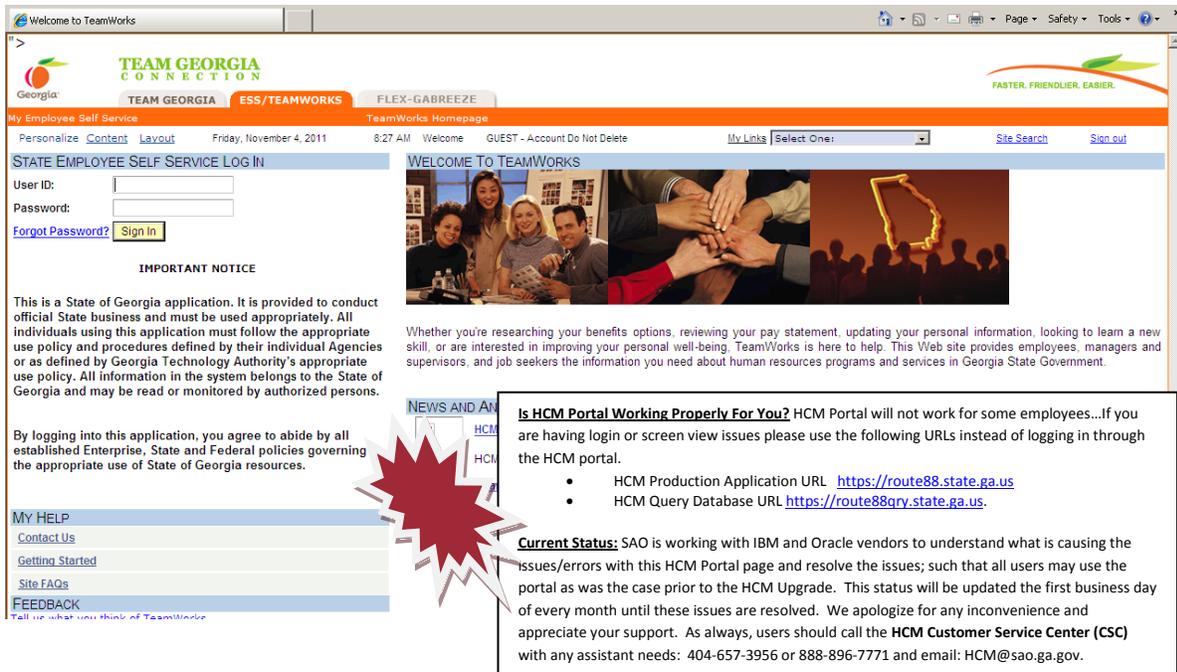
- HCM Sign-In Page Differences
- HCM Main Menu Page Differences

## HCM Sign-In Page

The **HCM Portal home screen** provides the user the ability to sign-in to all HCM modules, read communications from SAO regarding PeopleSoft under News and Announcements, and provides shortcut links to Team Georgia, FLEX-GABREEZE, Contact Us, Getting Started, FAQs, and Feedback.



The **HCM Portal home screen** will denote a temporary alert to users of the HCM production and query database URLs to use if the Portal is not working—as well as any updates on the status of when the Portal will be working again for all users. Updates will be posted to the News and Announcements section of the Portal home screen.



Please note that your view may be different from that of others due to different security privileges.

## HCM Production URL Sign-In Page

The **HCM production URL sign-in page** currently looks like the generic HCM Oracle sign-in page today. However, to assist users with using this URL, SAO has edited this sign-in page to the extent possible to allow users to have familiar shortcuts from the sign-in page.

The HCM production URL sign-in page will look like the screen shot below. Please note that the links noted on this sign-in page can only be viewed prior to logging into HCM. If these links are needed post logging in, the user will have to log out of the system to view this screen again, or the user can go directly to these links via the My Favorite links they build within HCM. The following links have been added to this sign-in page:

1. Forgot your password
2. Link to HCMQUERY Application
3. Team Georgia
4. FLEX-GABreeze
5. Contact Us
6. Communications

Please note that your view may be different from that of others due to different security privileges.

## ESS TeamWorks Main Menu

### 1. The HCM Portal page today enables a user to do the following:

Pagelets that enable users to shortcut to:

- Employee Self Service
  - Benefits
  - Payroll and Compensation
    - View Paycheck
  - Personal Information
- Manager Self Service
  - View Employee Personal Info
- Employee Leave Summary
  - Sick Leave Earned
  - Annual Leave Earned
- My Help
  - Contact Us
  - Getting Started
  - FAQs\*
  - Feedback \*\*

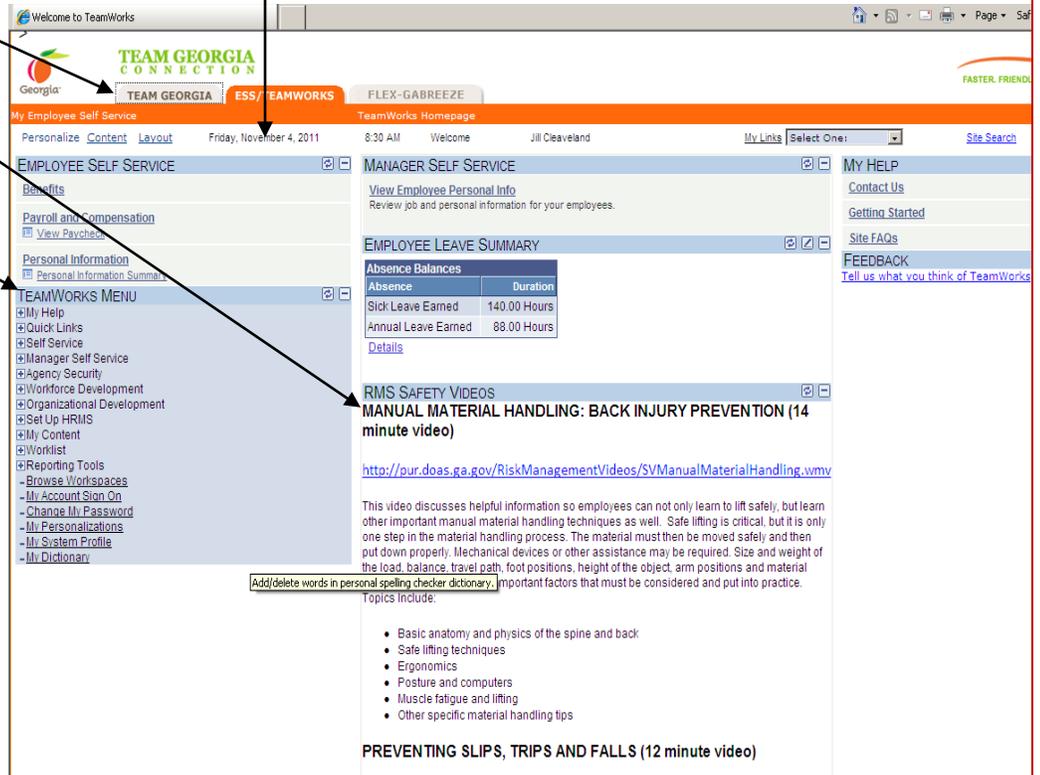
### 2. Shortcut Links for:

- Team Georgia
- Flex GABreeze

### 3. RMS Safety Videos

### 4. TeamWorks Menu (Blue Box)

*View more detail on each of these items on the following pages.*



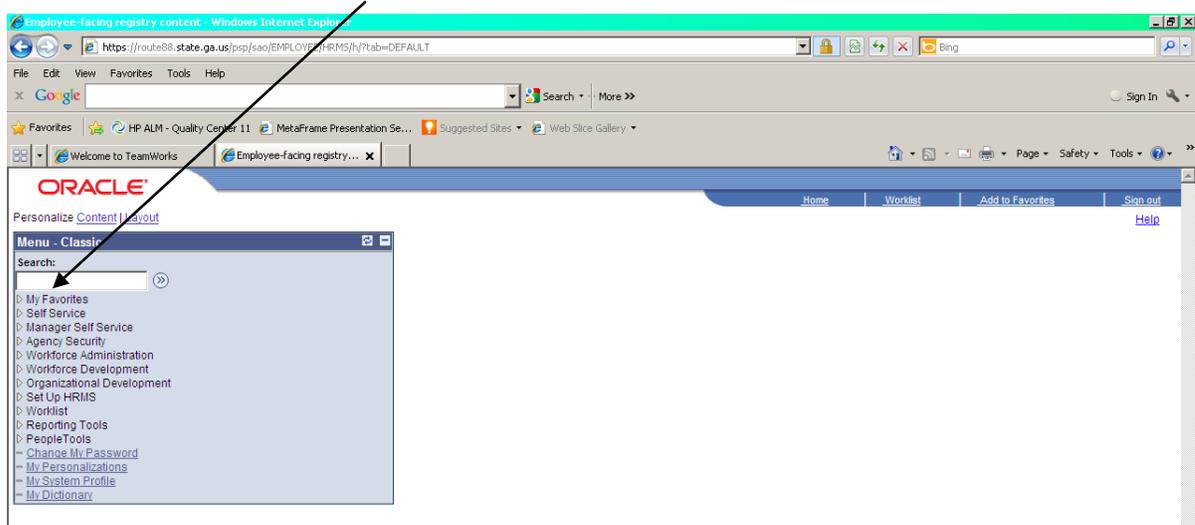
\* Pertains to HCM Portal questions only, thus not used within HCM Production URL

\*\* Pertains to HCM Portal questions only, thus not used within HCM Production URL

Please note that your view may be different from that of others due to different security privileges.

## Pagelet Shortcuts

1. The **Pagelet shortcuts** are not able to be added to the HCM Production URL; therefore, users will need to use the TeamWorks Menu to gain access to these options. Once the user has gained access to the page desired, the page can be added to “My Favorites” within the **HCM Production URL main menu page**.



The path within the blue menu above, which mimics the HCM Portal TeamWorks menu, to each of these pagelets is as follows:

HCM Portal Pagelets	HCM Production URL Blue Menu
Employee Self Service	Self Service
Benefits	Quick Links/ Benefits or Self Service/ Benefits
Payroll and Compensation/ View Paycheck	Self Service/ Payroll and Compensation/ View Paycheck
Personal Information	Self Service/ Personal Information
Manager Self Service/ View Employee Personal Info	Manager Self Service/ Job and Personal Information
Employee Leave Summary (Sick Leave Earned/ Annual Leave Earned)	Self Service/Time Management/ View Time/ Absence Balances
Leave Balance	Self-Service/Leave Balance
Contact Us	This link was provided on the HCM Production URL sign-in page. The HCM Customer Service Center contact information is: 404-657-3956 888-896-7771 <a href="mailto:hcm@sao.ga.gov">hcm@sao.ga.gov</a>
Getting Started	<a href="http://route88upk.state.ga.us/">http://route88upk.state.ga.us/</a>

2. The **shortcut links of Team Georgia and Flex GABreeze** (<http://team.georgia.gov/>) will be added to the HCM Production URL sign-in page as of November 15<sup>th</sup>, 2011.

3. **RMS Safety Videos** will only be viewable within the HCM Portal.

4. **TeamWorks Menu** has a few differences from the HCM Production URL blue menu; however, most of the menu paths are the exact same. The differences between these menus include:

- **Quick Links menu** within the HCM Portal sign-in page is not listed within the HCM Production URL. However, most are links from the SPA home page: links provided below. Other items within the Quick Links are within the HCM Production URL blue screen. See below for details:



- **SPA Home Page:** <http://www.spa.ga.gov/> /

- **Benefits:** This path is within the HCM Production URL at: Self Service/ Benefits and the actual URL is:

<http://www.spa.ga.gov/employees/flexiblebenefits.asp>

- **Compensation and Payroll:** This path is within the HCM Production URL at: Self Service/ Payroll and Compensation. The URL is:

<http://www.spa.ga.gov/agencysservices/retention/compensation.asp>

- **Flex Forms:** [http://www.spa.ga.gov/employees/flex\\_forms.asp](http://www.spa.ga.gov/employees/flex_forms.asp)

- **Teleworking:** <http://www.spa.ga.gov/employees/telework.asp>

- **Job Postings:** <https://www.careers.ga.gov/>

- **Job Descriptions:** <http://www.spa.ga.gov/jobdescriptionsapp/jobsalaryinfo.asp>

- **State Personnel Board Rules:** <http://www.spa.ga.gov/employees/rules/index.asp>

- **SPA Policies:** [http://www.spa.ga.gov/employees/rules/gms\\_policies.asp](http://www.spa.ga.gov/employees/rules/gms_policies.asp)

- **Performance Management:** <http://www.spa.ga.gov/employees/perfMgmtProcess.asp>

- **Workforce Planning:** [http://www.spa.ga.gov/agencysservices/retention/wfp\\_index.asp](http://www.spa.ga.gov/agencysservices/retention/wfp_index.asp)

- **Self Service menu:**

- This menu is the same in both the HCM Portal TeamWorks menu and the HCM Production URL blue menu.

- **Manager Self Service menu:**

- This menu is the same in both the HCM Portal TeamWorks menu and the HCM Production URL blue menu.

**QUESTIONS:** SAO Customer Service Center – HCM  
404-657-3956  
888-896-7771  
[hcm@sao.ga.gov](mailto:hcm@sao.ga.gov)