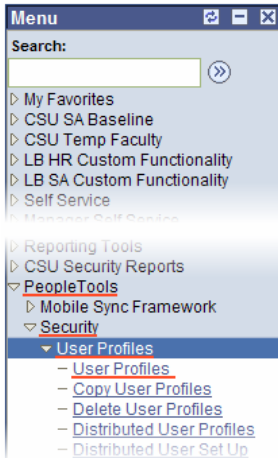




What's New in HCM 8.9

Getting Where You Need to Go

A. Navigate



Vertical Navigation. Navigation in HCM 8.9 has changed a bit. All navigation in the system is similar to the navigation you use in Windows Explorer. For example, to navigate to the User Profiles page, you will click on the links as noted on the right hand side..

Menu > People Tools > Security > User Profiles > User Profiles

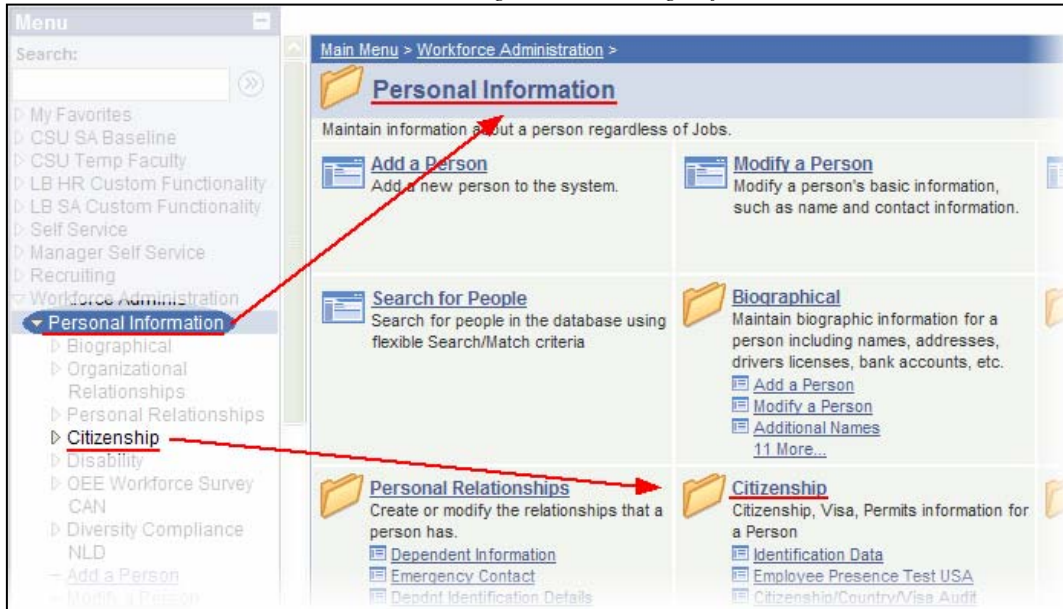
Navigation shows you which menu items to click, and in which order, to reach a particular screen. In this example, you would choose "People Tools", then "Security", then "User Profiles", which allows you to choose a page also called "User Profiles". *PeopleSoft* also shows you the path, which grows as you click through the menus. In case you get lost, you can always follow the path back to where you started.

You will notice that some menu items have triangles (▷) next to them while others have a dash (–). Those with triangles are folders, and to click on one is to reveal what sub folders and pages are inside. Notice how the contents are indented slightly.

Those Menu items with a dash are pages, and to click on one of these is to go directly to the page, or to its search screen.

Fan Pages. As you click on a Menu item you will also see that a page of icons will appear to the right. This is called a Fan Page, and the contents of a Menu item are also reflected here. These Fan Pages advance with you as you click on sub folders.

An illustration showing how the Fan Page reflects what is listed in the Menu.



Hiding the Menu. To make more room for screen information, the Menu bar can be hidden by clicking on a minimize button. Find the button at the top of the Menu.



To restore the menu, simply click on the expand button.



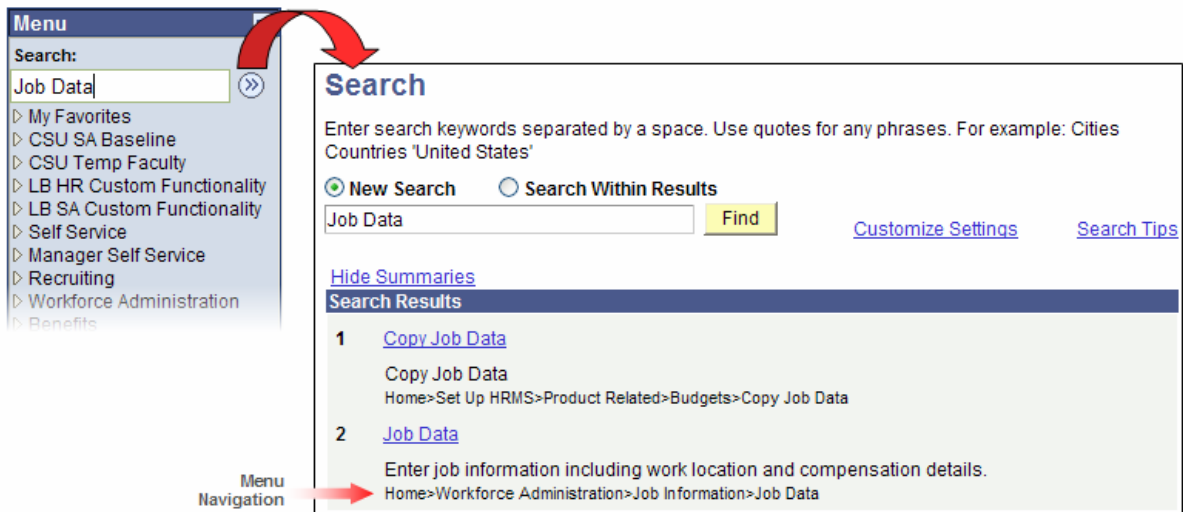
My Favorites. To quickly reach a page you use often, or easily find a page that you use occasionally, store them in My Favorites -- the top most item in the Menu.

To save a page, first navigate to it and click on the **Add to Favorites** link. Next, give a name to your Favorite, and click OK to save. Your page should now appear in your My Favorites list. Now, every time you click the link it will take you back.

My Favorites is a feature that is tied to your personal User ID. Should you log into PeopleSoft from another computer, your favorites will still be there.



Menu Search. The fastest way to find a page. By typing in all or part of the name, you can bring up a list of pages or folder within PeopleSoft. Each item in the search list is a link that will take you there directly. Below that is the actual Navigation you would use to get there manually.



Search Saves

Any searches you conduct within a given area can be saved for that area. When in a search screen, enter your search criteria and press the *Save Search* button. Next, name and save your search, and return to the search screen. Now you can Use Saved Search by choosing it from the pop down menu.

Saved searches are not universal. If you do not see a *Use Saved Search* pop down menu, then that particular search screen does not have any available saved searches.

Saved searches are tied to your personal User ID. Should you log into *PeopleSoft* from another computer, your saved searches will still be there.

1 Enter your search criteria and press the Save Search button.

2 Name & save your search.

3 Choose to use your saved search from the pop-down menu.

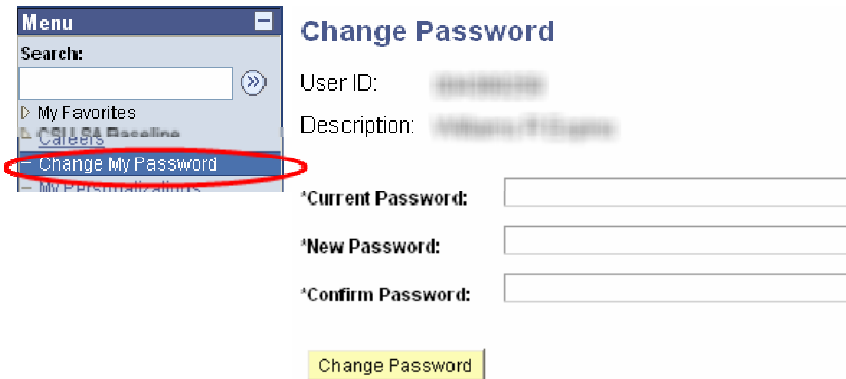
Remember to change your password!

You reach *PeopleSoft* by using a web browser and typing this address: <https://cmsweb.cms.csulb.edu/hlbprd>, which brings you to the sign-in screen shown below. *User ID* is your 9-digit employee ID number. Your trainer has your temporary password. The goal for your first visit is to change that password to one of your own.



Now, Sign-in to *PeopleSoft* and follow the short navigation, below, on your own.

Menu > - Change My Password



To change your password, (1) type your current and new passwords in the appropriate fields, (2) repeat your new password in the Confirm Password field, and (3) press 'Save'.

**Change your password 4 times a year!
Because even the trickiest password can be cracked,
with enough time.**

How To Get Around

Job Data

Navigation: *Home>Workforce Administration>Job Information>Job Data*

Work Location	Job Information	Job Labor	Payroll	Salary
Sally Miller		EMP		
Work Location				
HR Status:	Active	Payroll Status:	Active	
Effective Date:	04/14/2006	Sequence:	0	
Action / Reason:	Hire			
Last Start Date:	04/14/2006	Termination Date:		
Expected Job End Date				

Personal Data

Navigation: *Home>Workforce Administration>Personal Information>Modify a Person*

CSU ID Search

Navigation: *Home>CSU ID Search*

Department Budget Table

Home>Set Up HRMS>Product Related>Commitment Accounting>Budget Information>Department Budget Table USA

Position Pool Table

Home>Set Up HRMS>Product Related>Commitment Accounting>Budget Information>Position Pool Table

Position Data

Home>Set Up HRMS>Product Related>Organizational Development>Position Data

Position Data Summary

Home>Organizational Development>Position Management>Review Position/Budget Info>Position Summary

Position History

Home>Organizational Development>Position Management>Review Position/Budget Info>Position History

Vacant Budgeted Positions

Home>Organizational Development>Position Management>Review Position/Budget Info>Vacant Budgeted Positions

Position Budget Status

Home>Organizational Development>Position Management>Review Position/Budget Info>Budget Status

Education

Home>Workforce Development>Faculty Events>Education

Honors & Awards

Home>Workforce Development>Faculty Events>Honors & Awards

Licenses & Certificates

Home>Workforce Development>Faculty Events>Licenses and Certifications