
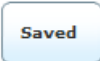




HRIS/Employee Self Service (Human Resource Information System)

New Features

New Features

- New Menu Navigation
- Cascading/Sorting Menu
- Breadcrumbs
- Expanded Window View
- New Processing  icon
- New Saved  icon
- New Zoom icon
- Recently Used Favorites

Sort Main Menu

Click the sort icon to display the main menu alphabetically in ascending or descending order.



Cascading Menus

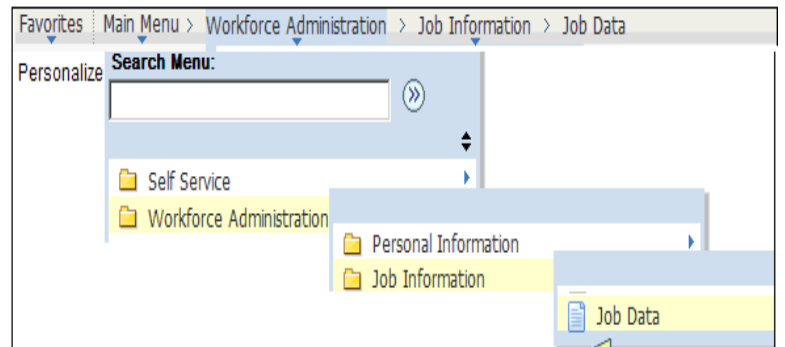
Use the arrows to access each menu.

Favorites | Main Menu > Workforce Administration > Job Information > Job Data

Navigation Breadcrumbs

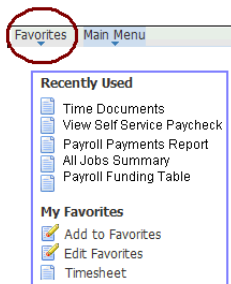
(i.e., Workforce Administration > Job Information > Job Data)

Each area will cascade to display additional pages.



Place your mouse over menu folders to expand the menu, and then click the page you want to open.

Favorites Menu



Five (5) most recently used Favorites will appear at the top of the Favorites List.