

Coming end of March 2013...a whole new way to interact with PeopleSoft. Introducing the **Manager Hub** and **Employee Hub**! The **Manager Hub** will be seen by those that supervise other employees. All employees will see the **Employee Hub**.

Gone are the multiple tabs, clunky interface and non-intuitive navigation. With the Manager and Employee Hubs:

- Navigation has been simplified and combined to make sense for all users
- Tabs have been reduced down to two
- Processes have been reduced down to single clicks, saving time

Now, lets take a look at the **Manager Hub** and **Employee Hub**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

Under the old Portal, a manager would have to navigate between multiple tabs to access their needed functions. The **Manager Hub** eliminates these tabs by combining everything into a clean, ordered Navigation Menu.

The screenshot displays the Manager Hub interface with the following components:

- Navigation Menu (Left):**
  - Team HR Desktop:** View Employee Personal Info, Request Reporting Change, Approve Reporting Change, View Reporting Change Status, Employee Job Change, Approve Job Change, View Job Change Status, Request Location Change, Change Full/Part Time Status, Retire Employee, Terminate Employee.
  - Team Career & Succession Plans**
  - Team Profiles Management**
  - Team Absence/Time Management**
  - Team Performance**
  - ELM Manager Self Service**
  - Quick Links:** Financials, HR/Payroll, ELM Admin, Cognos.
- Managers Self Service (Right):**
  - Absence/Time Management:** Approve absences, manage schedules, view and approve reported and payable time, overtime requests, exceptions, and more. Includes links for Absence Requests, View Absence Request History, View Absence Balances, Request Employee Absence, and Assign Work Schedule.
  - ELM Manager Self Service:** Approve or decline training requests, browse or search the catalog, enroll employees, and review an employees training transcript. Includes links for Team Members, Team Transcripts, Team Search Catalog, Team Browse Catalog, Team Learning, Team Certification Status, Team Supplemental Learning, and ELM Query Viewer.
  - Current Team Profiles:** Review your current team profile information. Includes a link for Approve Profiles.
- Team HR Desktop (Center):** A sub-menu for the 'Team HR Desktop' item, containing:
  - View Employee Personal Info:** Review job and personal information for your employees.
  - Request Reporting Change:** Initiate a reporting change for one or more of your employees.
  - Approve Reporting Change:** Approve or deny a reporting change request.
  - View Reporting Change Status:** Review the status of a reporting change request.
  - Employee Job Change:** Initiate a Job Change request for an employee.

The Quick Links provides the manager with the access to **HR/ Payroll, Fin** and **ELM** that used to be available through the old tabs. The list is dynamic, meaning you'll only see those items that you have access to. Quick Links also goes directly into the environment, eliminating additional clicks.

New to the **Manager Hub** are the interactive pagelets. Pulling from **ELM, Talent Management, Financials** and **HR/Payroll**, the pagelets are interactive boxes that allow you to analyze your data and take action on it when necessary.

A wide variety of pagelets will be at your disposal, with the ability to add more as business needs grow and change. In addition, the pagelets are customizable, allowing the manager to reposition them on the page in a manner that makes sense for their business needs.

The screenshot displays the Manager Hub interface with several pagelets:

- Financial Approvals:** A table with columns: Event Name, Date/Time, Submitted By.
- Training Pending Approvals:** A table with columns: Title, Name, Status, Enrolled Date, Price.
- HR/Payroll Pending Approvals:** A message: "No approvals are pending at this time."
- Direct Line Reports:** A summary card for Barbara Dammen, Job Title: HUMAN RESOURCE OFFICER I. Includes tabs for Summary, Job Details, Contact, Career Plan, Performance, Time.
- Team Performance Status:** A table showing performance alerts for Barbara Dammen.
 

Icon	Alert Level	Employee	Due
◆	On Schedule	Barbara Dammen	05/17/2013
■	Critical	Barbara Dammen	12/16/2012
◆	On Schedule	Barbara Dammen	04/16/2013
◆	On Schedule	Barbara Dammen	03/31/2013
◆	On Schedule	Barbara Dammen	04/13/2013
◆	On Schedule	Barbara Dammen	04/30/2013
- State Employee Directory:** Search by Name, Job Title, Department, or Email. Includes links for My Profile and Advanced Search.
- Alerts:** A list of alerts with trash icons:
  - License/Certificate Expires on 02/25 for Barbara Dammen - Certified Case Manager
  - License/Certificate Expires on 03/02 for Barbara Dammen - Six Sigma Green Belt
  - OMB Probationary Review Due on 03/17 for Barbara Dammen
  - Court System Performance Eval Due on 03/31 for Barbara Dammen
  - ITD Annual Perf Eval Due on 04/05 for Barbara Dammen
  - Court System Performance Eval Due on 04/16 for Barbara Dammen
  - OMB Probationary Review Due on 05/17 for Barbara Dammen
- Team Expiring Licenses:** A table showing licenses and certificates for Barbara Dammen.
 

Name	License/Certificate
Barbara Dammen	Certified Case Manager
Barbara Dammen	Six Sigma Green Belt

What used to be located under **My Page** has now been condensed into an easy to read navigation menu. Items which were once scattered across the screen are now logically organized, allowing for quicker access to the functions that matter to you.

Quick Links provides the employee access to the environments that used to be accessible through the multiple tabs across the top. The items are role driven, meaning you'll only see those that you have access to.

New to the **Employee Hub** is the scrolling news banner. Information presented in here will be relevant to all State employees. Just click on the banner to access the news.



**Agency News**

 **Keep Your Employees Up To Date with Specific Agency News**  
With the new Employee Hub, Agencies now have the ability to add news article that are specific to their employees

 **On-Line W-2**  
Effective January 2013 the W-2 form will be available for employees to view and print through the PeopleSoft Portal "My Page". The W-2 will be for the 2012 tax year. Employees that would like to receive and print their W-2 electronically will need to complete an on-line consent form that is available on "My Page". Employees that complete the consent form will receive an email notification when the W-2's are available for viewing and printing. Those who do not consent to receive the W-2 electronically will receive a printed copy of their W-2 at the end of January 2013. Click link for W-2 Consent Instructions

 **Four Generations**  
How Many Generations Do You Work With?

**Published News**

- Changes to Rough Rider Industries Surplus Pickups

[More...](#)

[View All Articles and Sections](#)

**State Employee Directory**

Search by Name, Job Title, Department

 [My Profile](#)

**Team Calendar**

Sun	Mon	Tue
3	4	5
10	11	12
17	18	19
24	25	26
31		

[Add Event Full Page View](#)

The various news pagelets have been consolidated down to **Agency News**. Agency News contains news stories related to not only you as a State employee, but also stories related to your specific agency. In addition, images can be added to enhance the story.

**State Employee News**

**On-Line W-2**  
Effective January 2013 the W-2 form will be available for employees to view and print through the PeopleSoft Portal "My Page". The W-2 will be for the 2012 tax year. Employees that would like to receive and print their W-2 electronically will need to complete an on-line consent form that is available on "My Page". Employees that complete the consent form will receive an email notification when the W-2's are available for viewing and printing. Those who do not consent to receive the W-2 electronically will receive a printed copy of their W-2 at the end of January 2013. Click link for W-2 Consent Instructions.

New to the Employee Hub is the **State Employee Directory**. By typing in a person's name, job title, department or email, you can look up any employee within PeopleSoft.

State Employee Directory
🔄 -

Search by Name, Job Title, Department, or Email

🔍

[My Profile](#)
[Advanced Search](#)

---

Team Calendar
🔄 -

◀
March 2013
▶

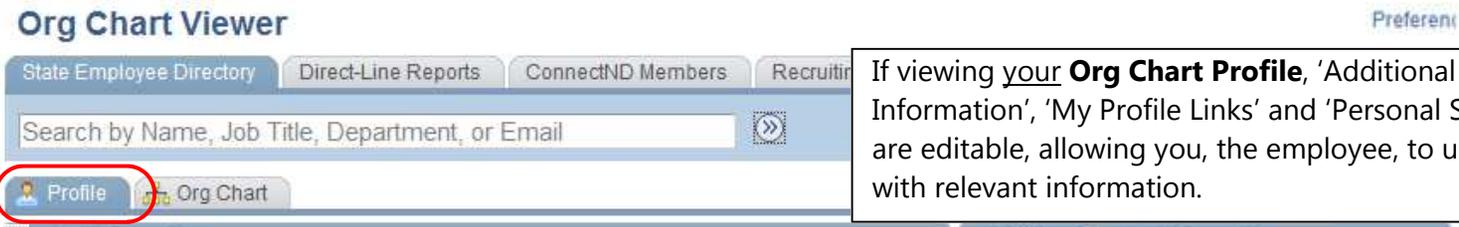
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[Add Event Full Page View](#)
[Configure](#)

New to the Employee Hub is the **Team Calendar**. This new feature allows for the creation of different calendars to keep track of different teams, projects or whatever is needed. Various views are available, including daily, weekly and monthly.



Accessible through **State Employee Directory**, the **Org Chart Profile** gives a high level overview of the employee.



If viewing your **Org Chart Profile**, 'Additional Contact Information', 'My Profile Links' and 'Personal Statement' are editable, allowing you, the employee, to update with relevant information.

Have a preferred name you wish to go by on the **State Employee Directory**? Contact your HR rep to have your preferred name entered in PeopleSoft.



**Justin Cvancara**

**Job Title** BUSINESS ANALYST I

**Location** Office of Management & Budget

**Address** 600 E Boulevard Ave  
Dept 113  
Bismarck, ND 58505-0602  
Burleigh

**Building** CAPITOL

**Work Phone** 701/328-3363

**Work Cell** 701/328-3363

**Email** 9999jgcvancara@nd.gov

**Additional Contact Information**

Admin's Phone 701-867-5309

**My Profile Links**

nd.gov OMB Homepage

**Personal Statement**

Do or do not, there is no try - Yoda

**Organization Details**

**Employee ID** 7023715

**Reports To** Darin Schorsch

**Peers (1)** Gerard Schwan

**Direct Reports (1)** Barbara Dammen

**Teams (2)** ConnectND Members, Recruiting Solution Team

Through **Org Chart Profile**, the employee's contact information can be easily viewed.

**Org Chart Profile** provides the organization details for the employee. The names are hyperlinked, allowing access to their org chart profiles with just a click.

**Org Chart** allows you to see the organization structure for any agency within PeopleSoft.

State Employee Directory  
Search by Name, Job Title, Department, or Email  
My Profile

**Org Chart Viewer**  
State Employee Directory | Direct-Line Reports | ConnectND Members | Recruiting Solution Team  
Search by Name, Job Title, Department, or Email  
Advanced Search | My Org Chart  
Profile | **Org Chart**

State Employee Directory supports functional team organizational charts.

Created charts can be exported to Excel or Visio.

Chart | List



**Kenneth Purdy**  
CLASS & COMP MGR  
Org Chart  
Business Unit: Office of Mgmt & Budget  
Work Phone: 701/328-4739  
Directs: (3) Total: (6)

Clicking 'Org Chart' focuses the chart on that person.

**Darin Schorsch**  
BUSINESS ANALYST II  
Business Unit: Office of Mgmt & Budget  
Work Phone: 701/328-3347  
Directs: (2) Total: (3)  
Teams

Each cell provides a snap shot of information about that employee, including business unit, work phone and the number of direct and indirect reports to.

**Gerard Schwan**  
TRAINING OFFICER II  
Org Chart  
Business Unit: Office of Mgmt & Budget  
Work Phone: 701/328-1638  
Directs: (0) Total: (0)  
Actions

**Justin Cvancara**  
BUSINESS ANALYST I  
Org Chart  
Business Unit: Office of Mgmt & Budget  
Work Phone: 701/328-3363  
Directs: (1) Total: (1)  
Actions Teams

**Actions** allow the manager to perform actions on their employee without having to navigate from the screen.

- Time Management
- Job and Personal Information
- Compensation and Stock
- Development
- Performance Management
- Career Planning
- Succession Planning



Questions? Concerns? Contact [jgcvancara@nd.gov](mailto:jgcvancara@nd.gov)