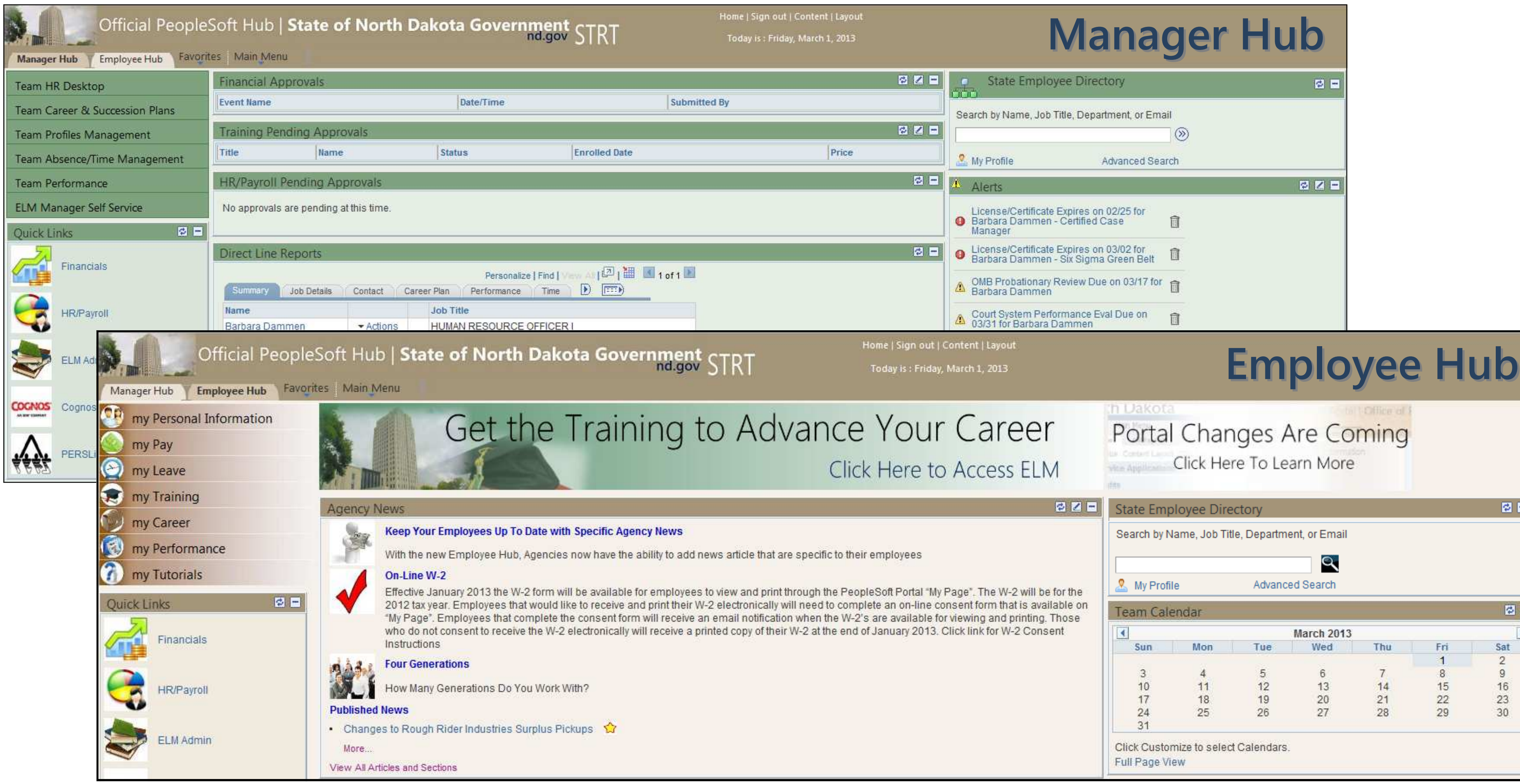
Welcome to the Hub

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

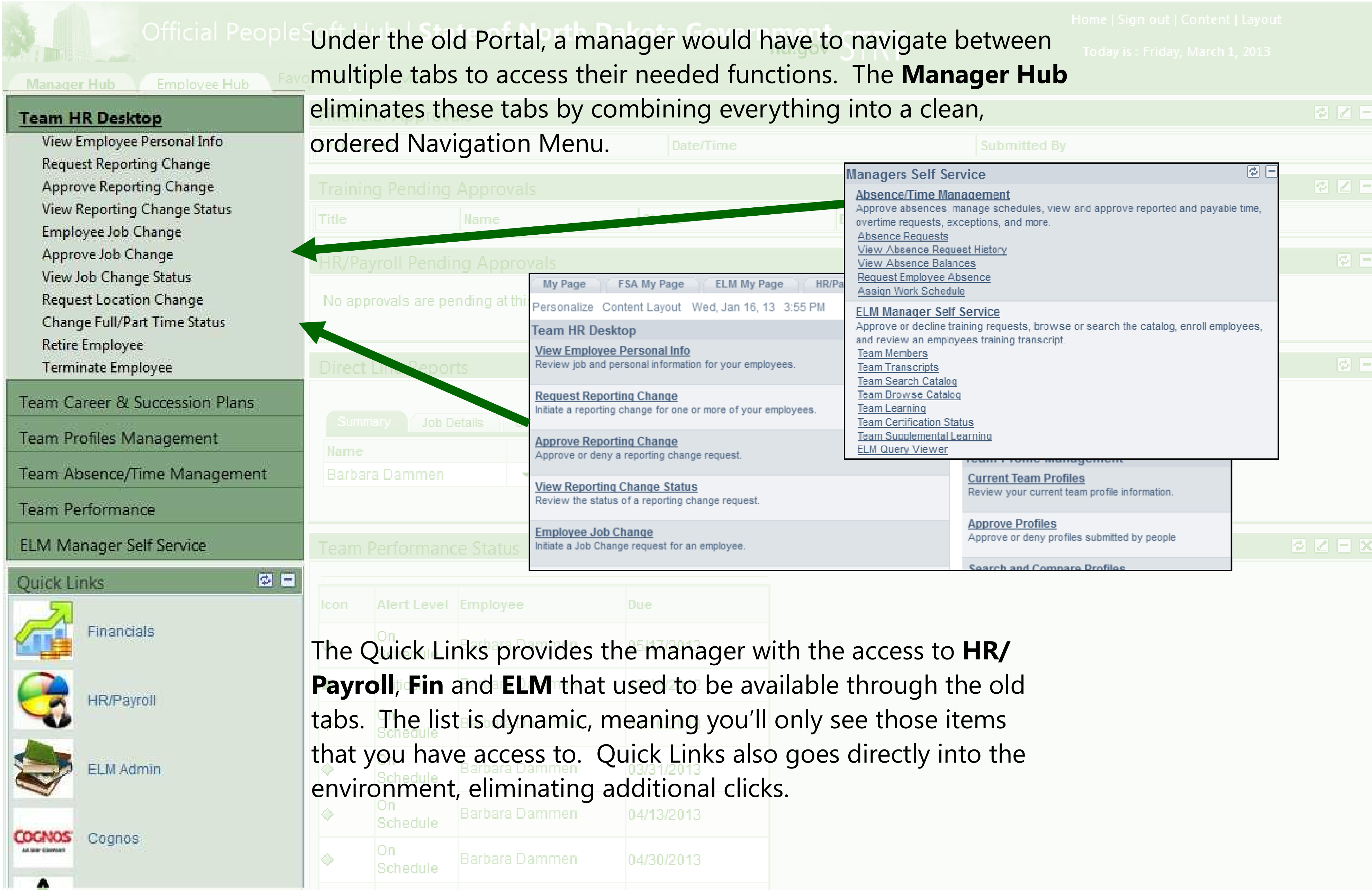
Now, lets take a look at the **Manager Hub** and **Employee Hub**



Manager Hub

Navigation Menu/Quick Links

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.

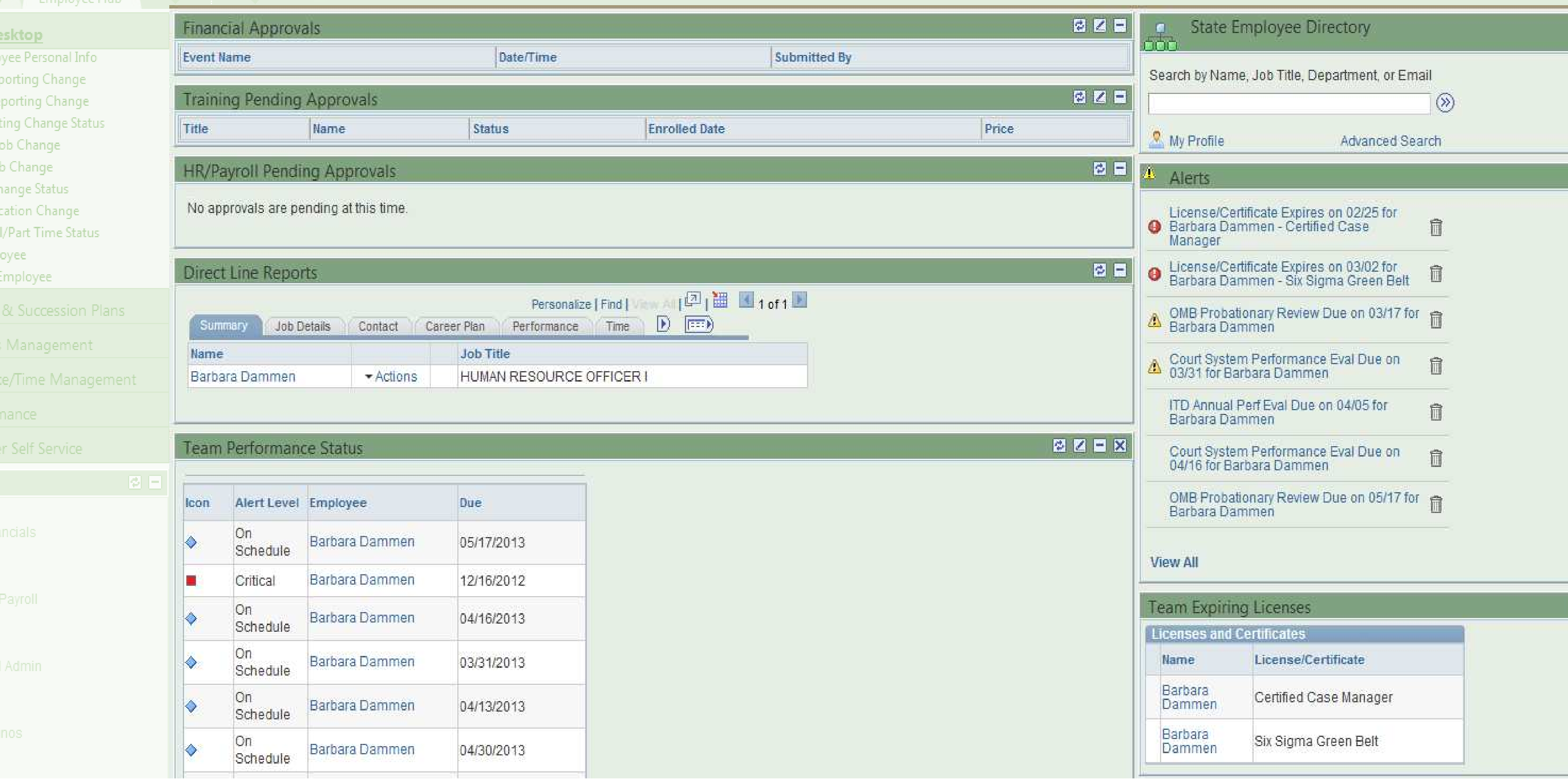


The Quick Links provides the manager with the access to **HR/ Payroll**, **Fin** and **ELM** that used to be available through the old tabs. The list is dynamic, meaning you'll only see those items that you have access to. Quick Links also goes directly into the environment, eliminating additional clicks.

Manager Hub Pagelets

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.



Employee Hub

Navigation Menu/Quick Links

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.

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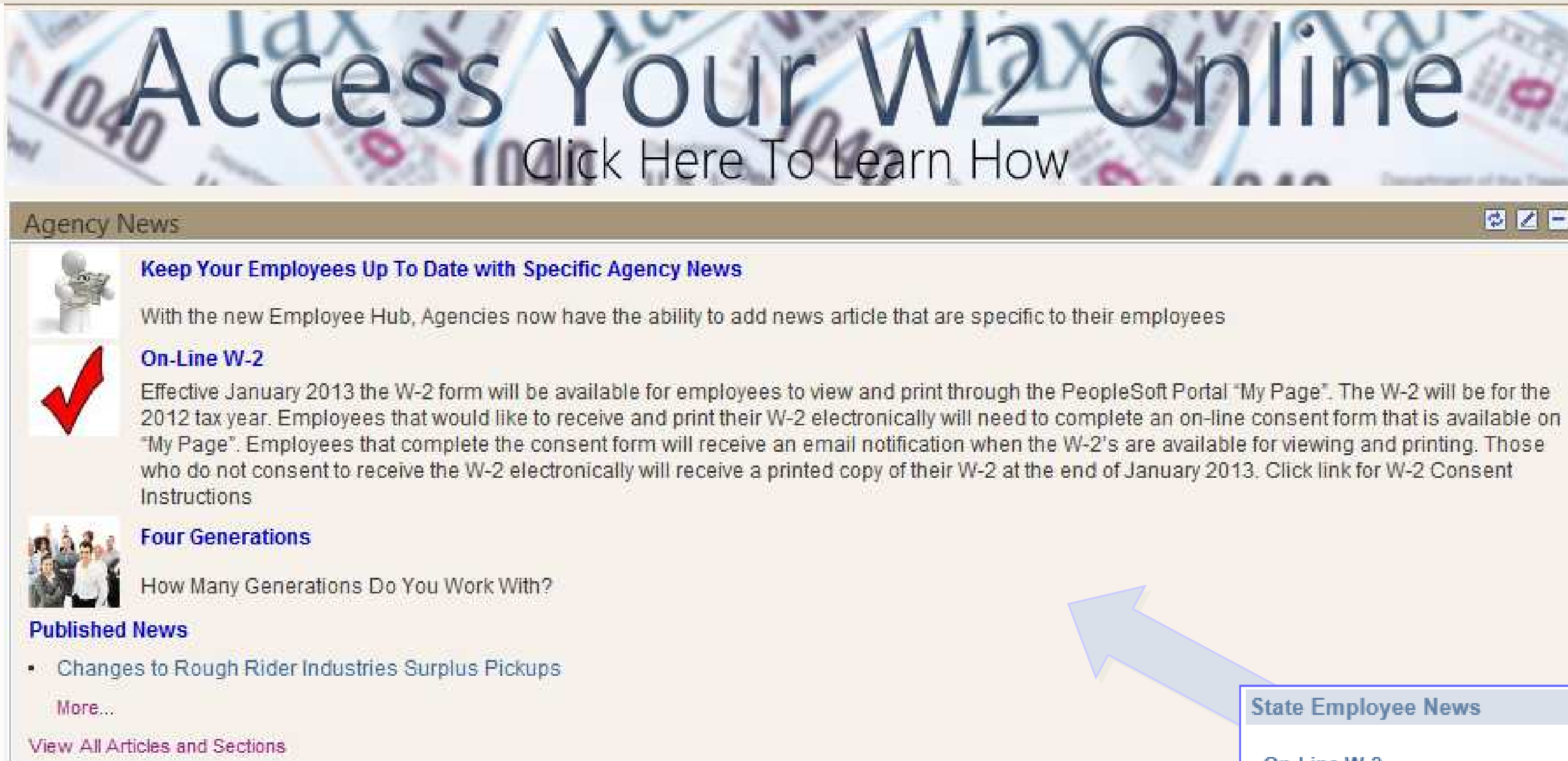
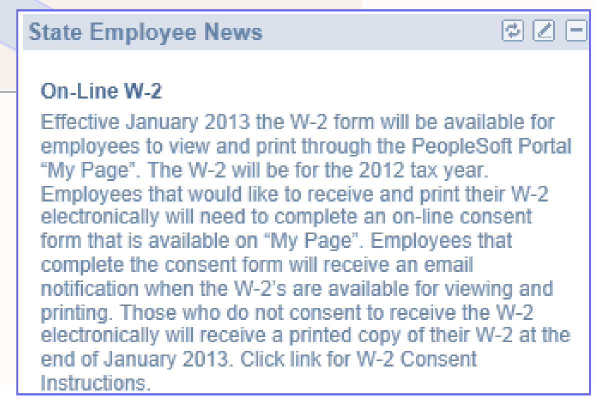
Employee Hub
News Pagelets

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.





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.

Employee Hub

State Employee Dir/Calendar

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.

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.

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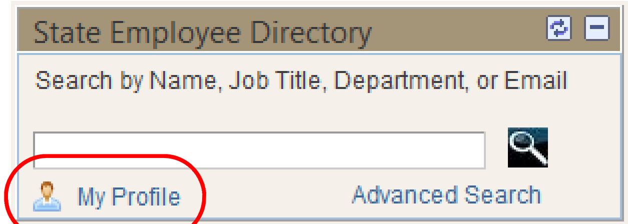
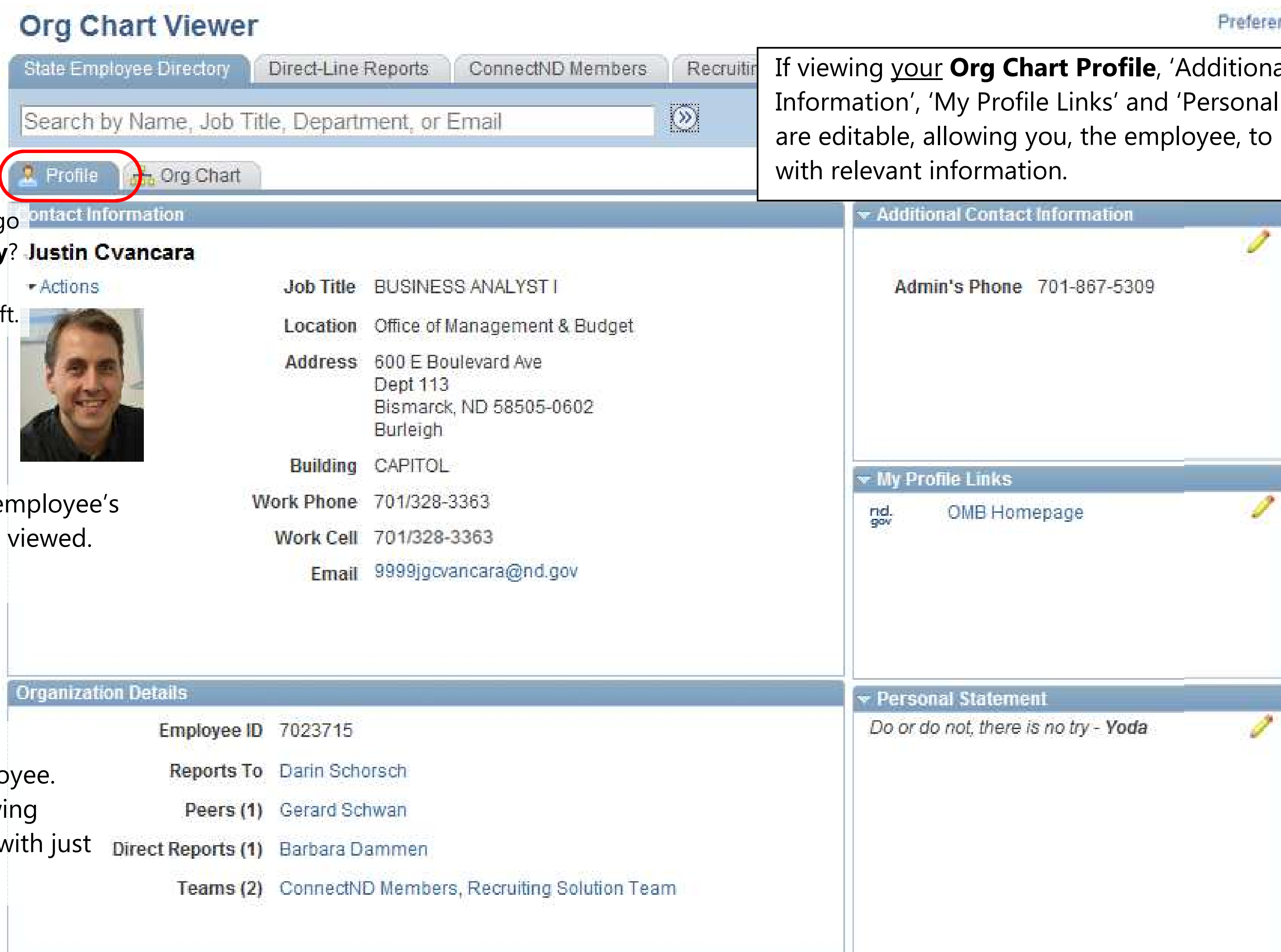
State Employee Directory

Org Chart Profile



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

If viewing <u>your</u> **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.

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.

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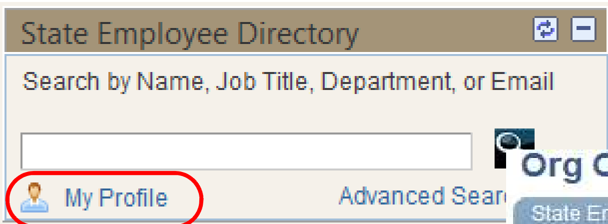
State Employee Directory

Org Chart

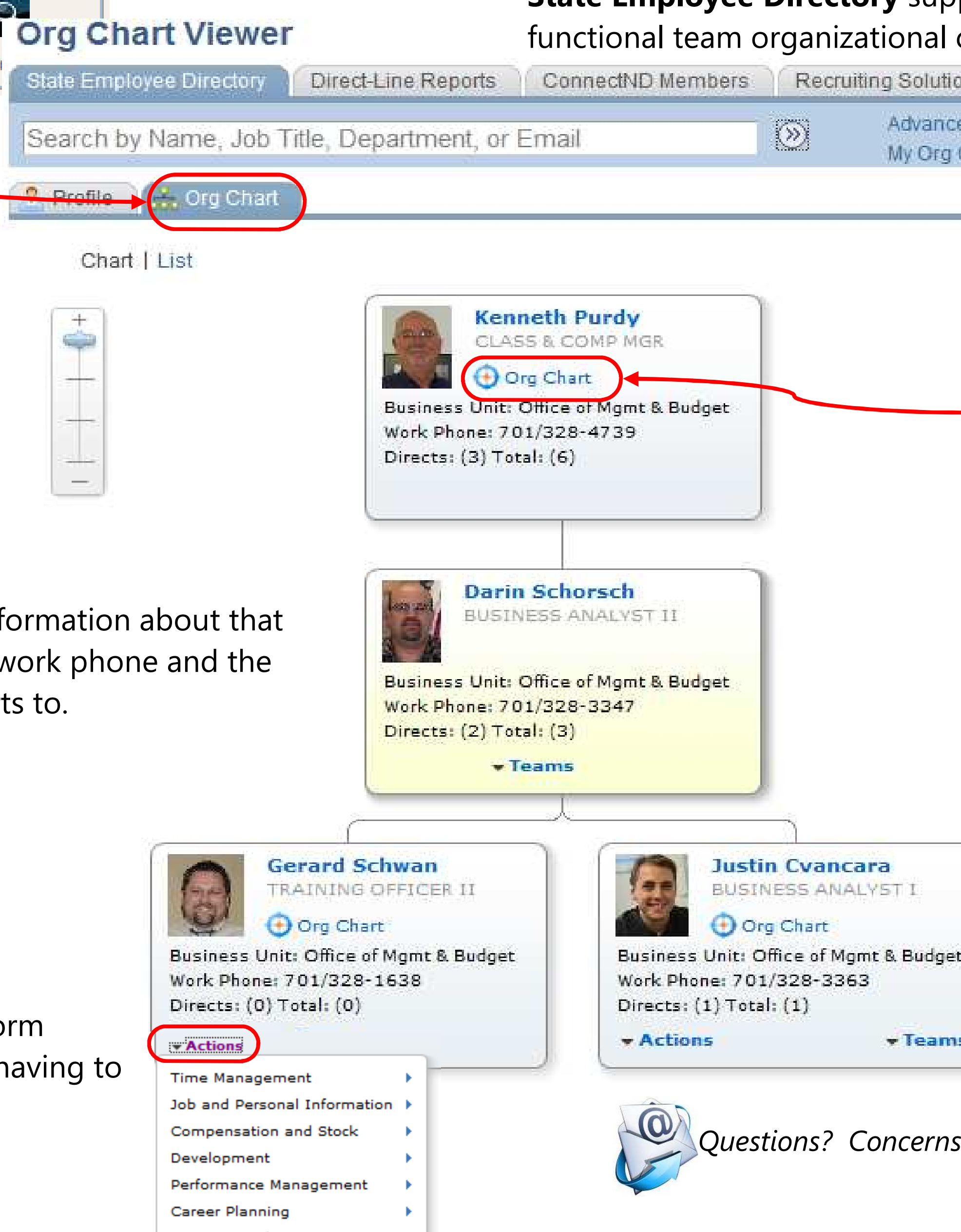
Org Chart allows you to see the organization structure for any agency within PeopleSoft.



State Employee Directory supports functional team organizational charts.

Created charts can be exported to Excel or Visio.

Clicking ‘Org Chart’ focuses the chart on that person.



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.

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

Questions? Concerns? Contact ***jgcvancara@nd.gov***