

# PeopleSoft HCM New Look

## A. Employee Self Service > Personal Details – New tiles

- Addresses
- Contact Details
- Marital Status
- Primary Name
- Preferred Name Change
- Emergency Contacts
- Additional Information

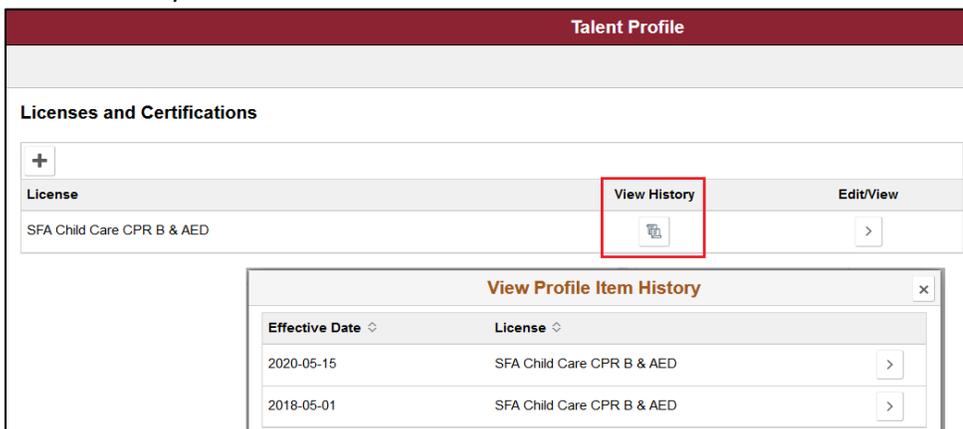


## B. Employee Self Service > Talent Profile

1. Update licenses or certifications by specifying a new effective date

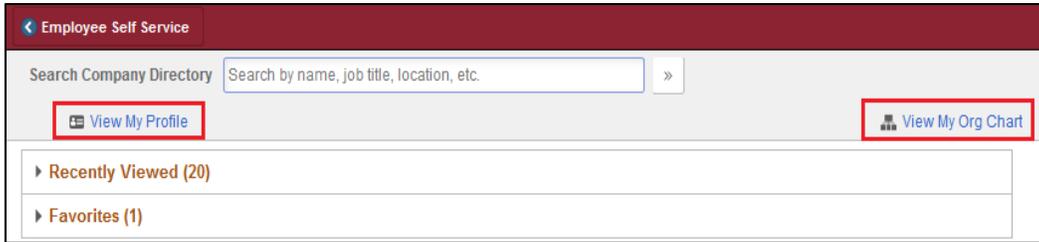


2. View the history of a Profile Item

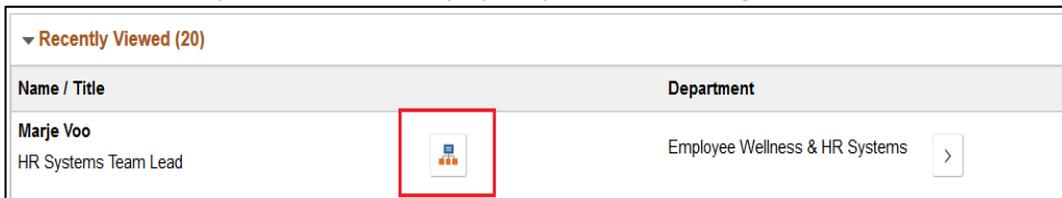


### C. Company Directory

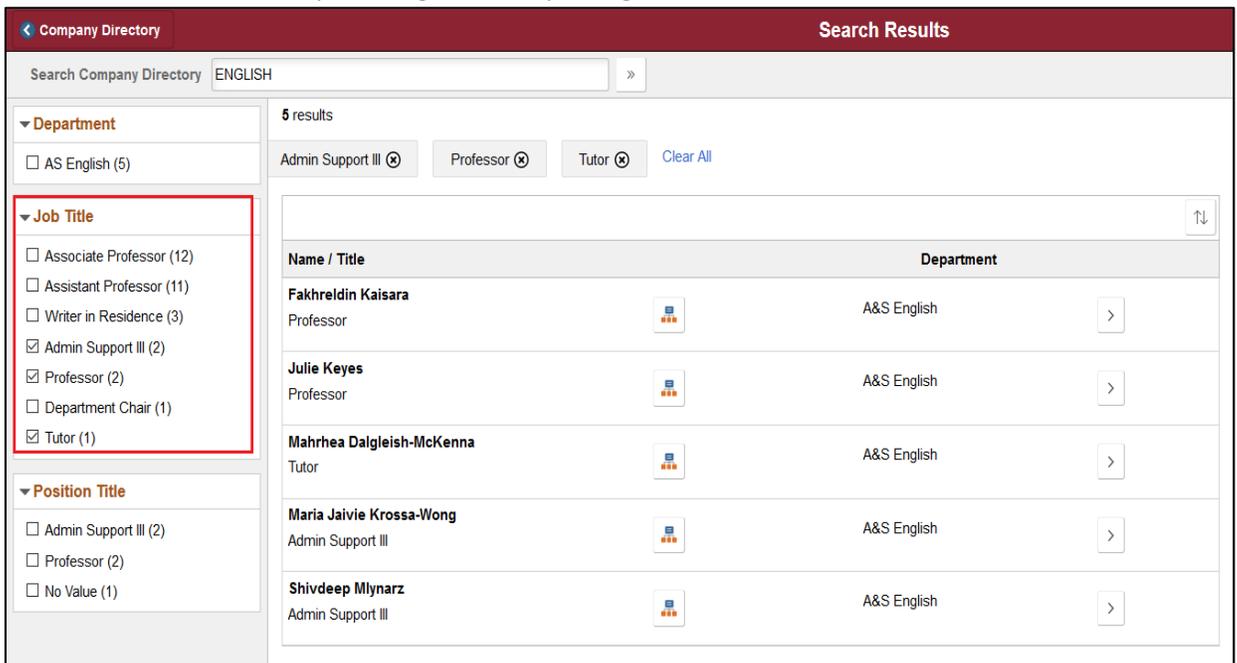
1. Company Directory page has 2 new icons:
  - a. View My Profile – displays the user’s profile
  - b. View My Org Chart – displays the user’s position on the Org Chart



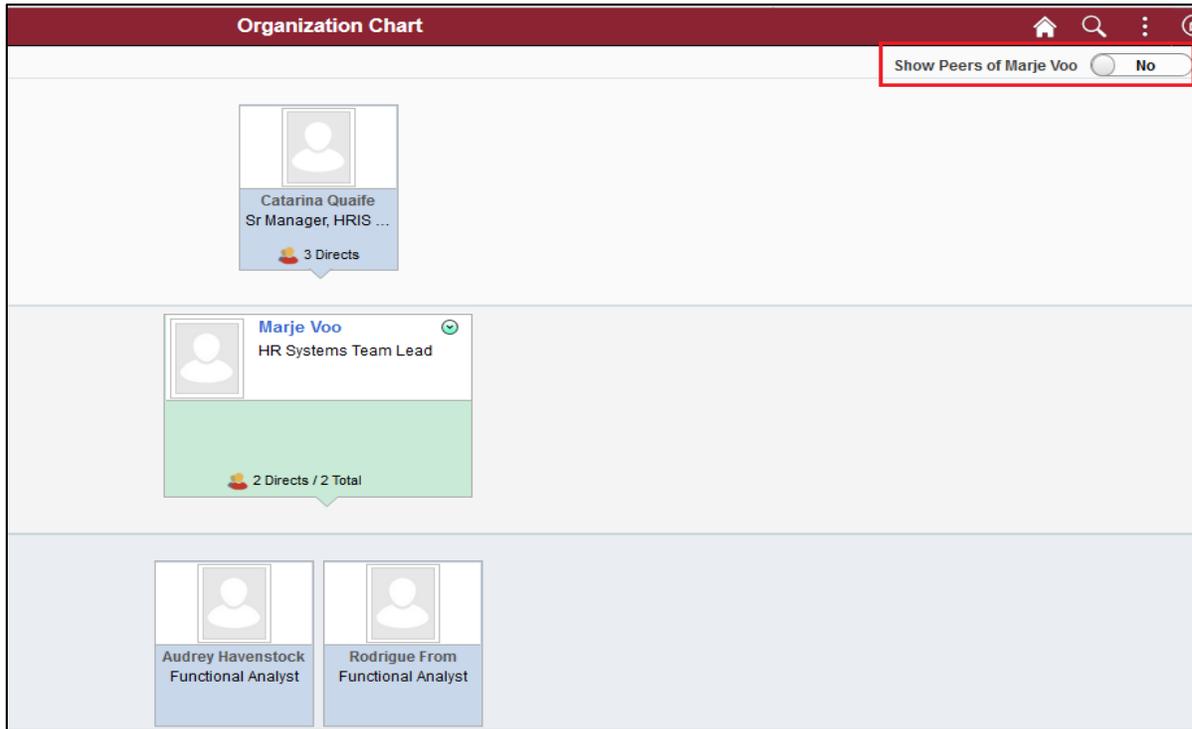
2. Each employee displayed on the Recently Viewed and Favorites lists has a ‘View Org Chart’ icon that allows the user to open and view the employee’s position on the Org Chart



3. Based on the results of the Company Directory Search, the resulting rows can be filtered on multiple values of the Search facets by selecting the corresponding boxes



**D. Org Chart** - option to show or suppress the display of an employee's peers on the Org Chart



**E. Employee Self Service > Payroll – New tiles**

- Paycheques, with amounts displayed on the latest paycheque
- T4/T4A slips
- T4/T4A Consent
- Direct Deposit with number of accounts
- Compensation History



## F. Employee Self Service > Time

### 1. New Time tiles

- Enter Time
- Leave/Comp Time (formerly Leave Balances)
- Payable Time

The screenshot shows the 'Time' page with a dark red header. Below the header is a grey bar with the text '\*Select a Job' followed by a dropdown menu showing 'Theatre Tech (FFAC Theatre Operations)' and an 'Apply' button. The main content area is divided into three white tiles with dark red borders:

- Enter Time:** Shows the date range '20/08/30 - 20/09/12'.
- Leave / Comp Time:** This tile is currently empty.
- Payable Time:** Shows 'Last Time Period 20/08/16 - 20/08/29', 'Total Hours 0 Hours', and 'Estimated Gross 0'.

### 2. Option to choose from the employee's multiple jobs

This screenshot shows the 'Time' page with the dropdown menu for '\*Select a Job' open. The menu lists four options: 'Theatre Tech (FFAC Theatre Operations)', 'Practicum Monitor (FFAC Woodshop)', 'Practicum Monitor (Production Support)', and 'Theatre Tech (FFAC Theatre Operations)'. The last option is highlighted in blue. A red box highlights the dropdown menu and the 'Apply' button. The 'Payable Time' tile shows 'Last Time Period 20/08/16 - 20/08/29', 'Total Hours 0 Hours', and 'Estimated Gross 0'.

### 3. Leave and Compensatory Time balances are shown as cards, not as rows in a table

The screenshot shows the 'Leave / Comp Time' page with a dark red header. Below the header is a grey bar with a back arrow and the text 'Time'. The main content area is divided into five white cards with dark red borders, each representing a different leave type:

Sick	Vacation	Personal	Medical Appointment	MSA PLAN
Plan Type <b>Sick</b>	Plan Type <b>Vacation</b>	Plan Type <b>Personal</b>	Plan Type <b>Medical Appointment</b>	Plan Type <b>Comp Time</b>
Recorded Balance <b>210.00</b>	Recorded Balance <b>51.10</b>	Recorded Balance <b>11.50</b>	Recorded Balance <b>18.50</b>	Recorded Balance <b>3.50</b>
Minimum Allowed <b>-70</b>	Minimum Allowed <b>-70</b>	Minimum Allowed <b>0</b>	Minimum Allowed <b>0</b>	As of Date <b>2018-09-12</b>
Maximum Allowed <b>210</b>	Maximum Allowed <b>9999</b>	Maximum Allowed <b>35</b>	Maximum Allowed <b>21</b>	Expiration Period <b>Never</b>