# Core-🗾

# Updated Navigations for View Only Users

Users will utilize the updated navigations to view various human resources transactions. Should it explain from the Workforce Administration > Manage Human Resources Tile users can view job and position information.

# Navigation:

Select Core-CT HRMS

# Select the Workforce Administrator tile

Core-CT HRMS ~		<	2 of 6	>	:
Workforce Administrator	Manager Self Service				
	42+ 202				

### Select Manage Human Resources tile

Workforce Administrator				:
	Approvals	Manage Human Resources	Position Management	
	Manage Transactions	Smart HR Transactions		

#### Select the Manage Job tile

Manage H	luman Resources				
	Manage Job	Modify Person 또 = 또 =	Create Employee	Create Contingent Worker	
	Create Person of Interest	Organizational Relationship			

**Note**: For additional details on Managing Job and completing transactions, visit the following, <u>L200</u> <u>Managing Job Data</u>

#### Use the **Position Management** tile to view position details.

#### Select the Position Management tile

Workforce Administrator				:
	Approvals	Manage Human Resources	Position Management	
	Manage Transactions	Smart HR Transactions		

**Note**: For additional details on Position Management and completing transactions, visit the following, <u>L200 Position Management</u>

# Use the Create Employee tile instead of the "Add a Person" functionality.

# Select the Create Employee tile

Manage H	luman Resources				:
	Manage Job	Modify Person [전 = [전 =	Create Employee	Create Contingent Worker	
	Create Person of Interest	Organizational Relationship			

# Use the **Modify Person** tile, in replacement of the "Modify a Person" functionality.

Select the **Modify Person** tile

Manage Human Resources				:
Manage Job	Modify Person [안드 [안드]	Create Employee	Create Contingent Worker	
Create Person of Interest	Organizational Relationship			

Note: For additional details on Modify Person transactions, visit the following, link L200 Personal Data

For viewing Employment Instances, use the Organizational Relationship tile.

Select the Organization Relationship tile

Manage Human Resources				
Manage Job	Modify Person [ 또 = [ 또 =	Create Employee	Create Contingent Worker	
Create Person of Inte	Prest			

#### Use the **Time and Labor** tile to view corresponding transactions.

From the Employee Self Service dashboard, select the Time tile to view time entered and details. Depending on access, the Team Time tile can also be access from the Manager Self Service tile from the Core-CT HRMS dashboard.

Employ	/ee Self Service ~			< 1 of 6 >
	Time	Payroll Last Pay Date 03/08/2024	Personal Details	Benefit Details
	Pension	Open Enrol	ollment Iment Available At This Time	OPEB Start Date 08/20/2015 Date of first retiree health contribution

Note: For additional details on Time transactions, visit the following, <u>L100 - Time and Labor</u>