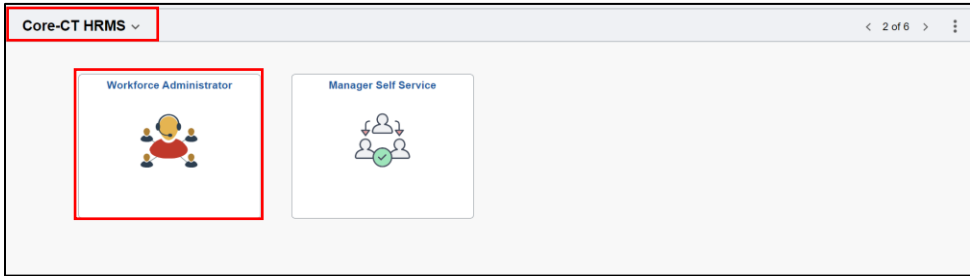**Core-CT**

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.
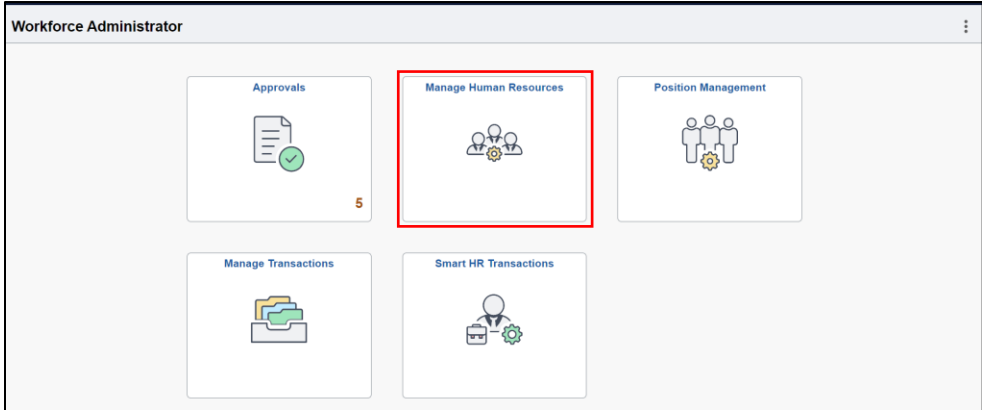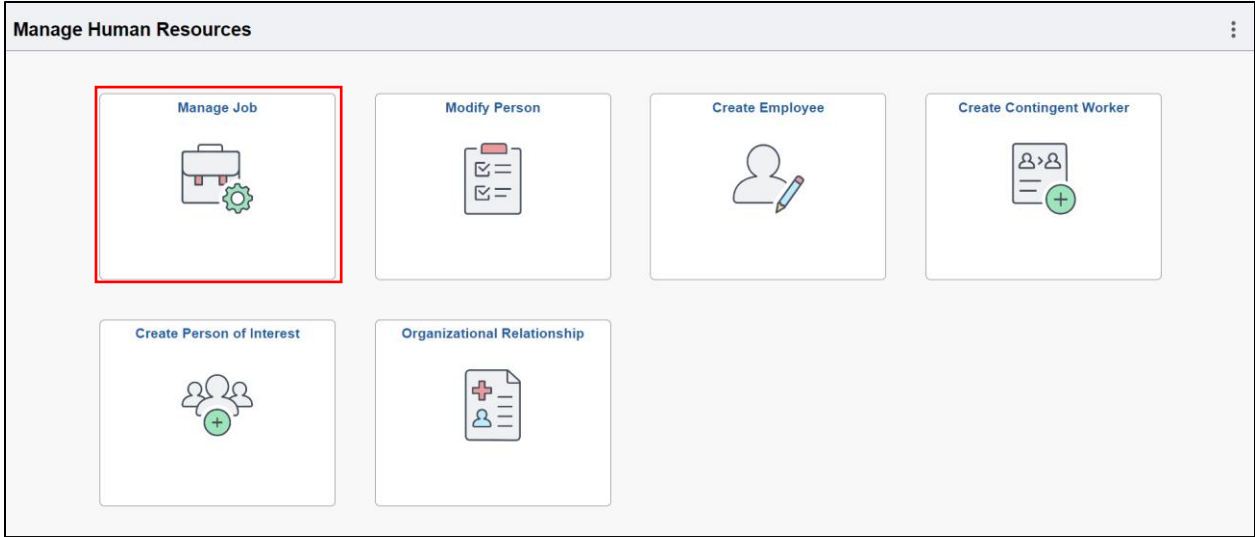
 Navigation:

Select **Core-CT HRMS**

Select the **Workforce Administrator** tile

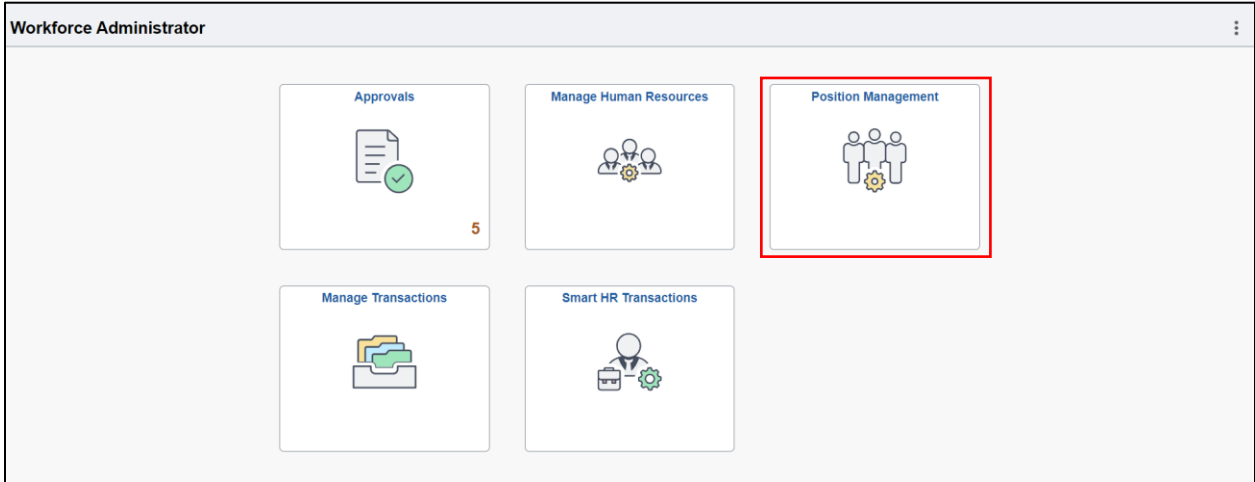Select **Manage Human Resources** tile

Select the **Manage Job** tile

Note: For additional details on Managing Job and completing transactions, visit the following, L200 Managing Job Data

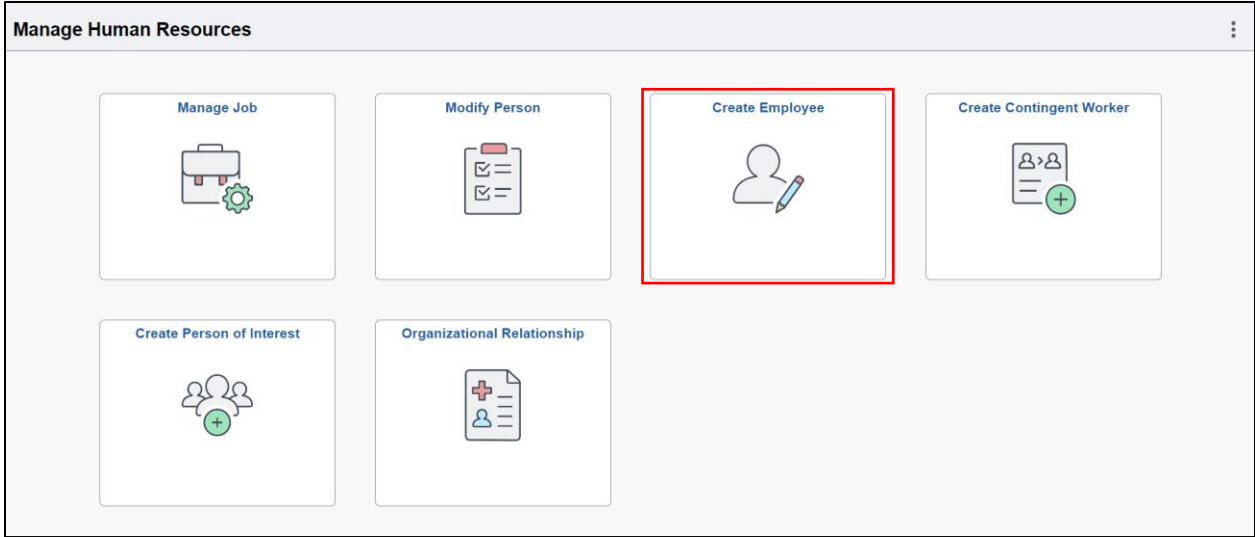*Use the **Position Management** tile to view position details.*

Select the **Position Management** tile

Note: For additional details on Position Management and completing transactions, visit the following, L200 Position Management
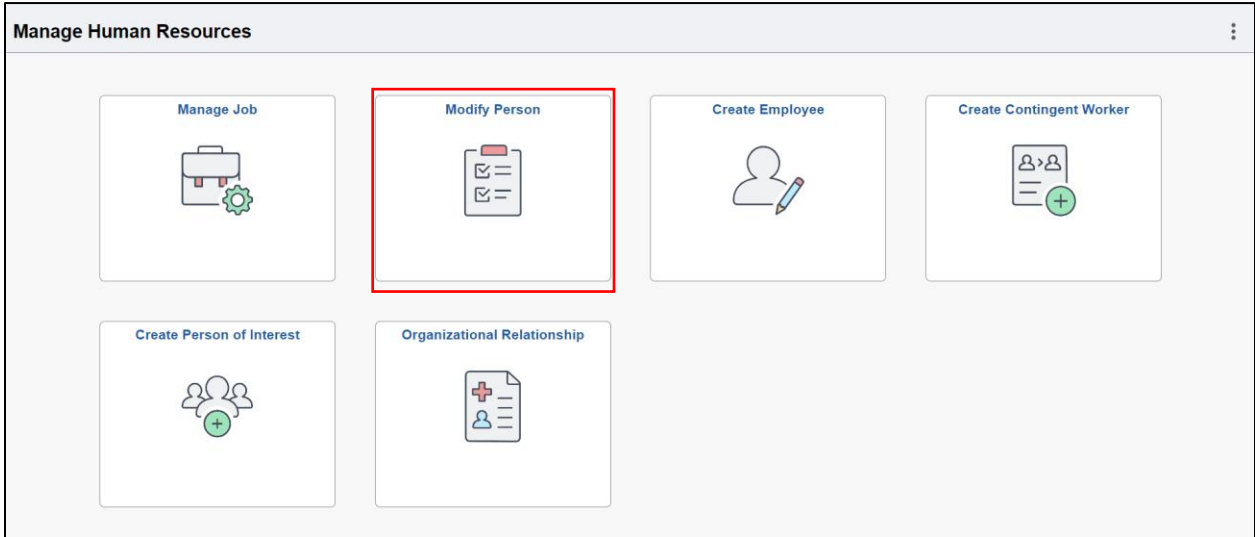

*Use the **Create Employee** tile instead of the "Add a Person" functionality.*

Select the **Create Employee** tile

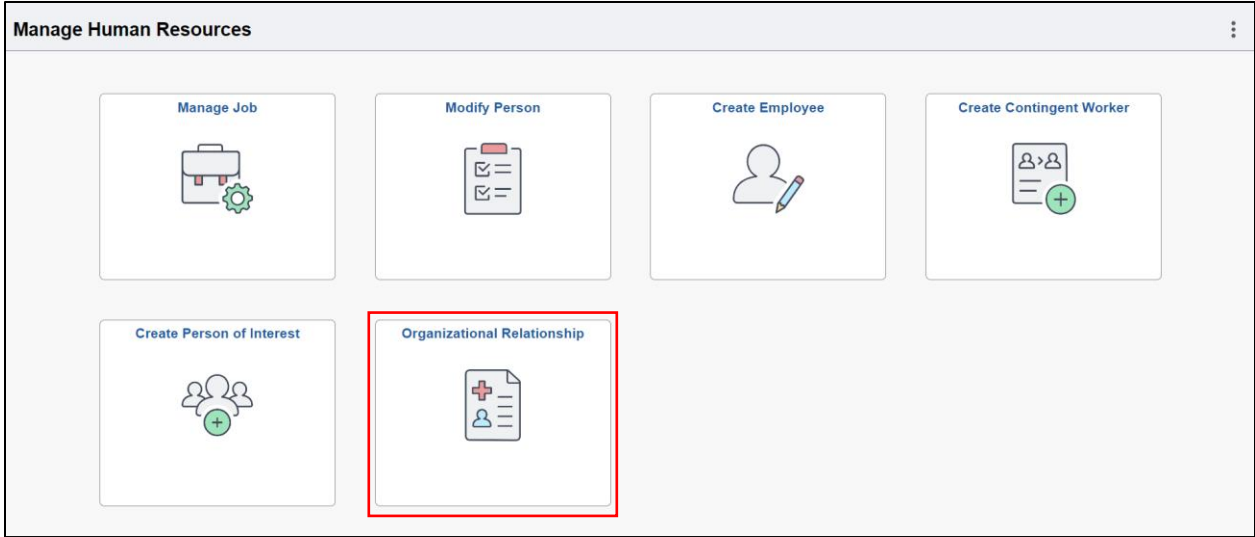Use the **Modify Person** tile, in replacement of the "Modify a Person" functionality.

Select the **Modify Person** tile

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

*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.
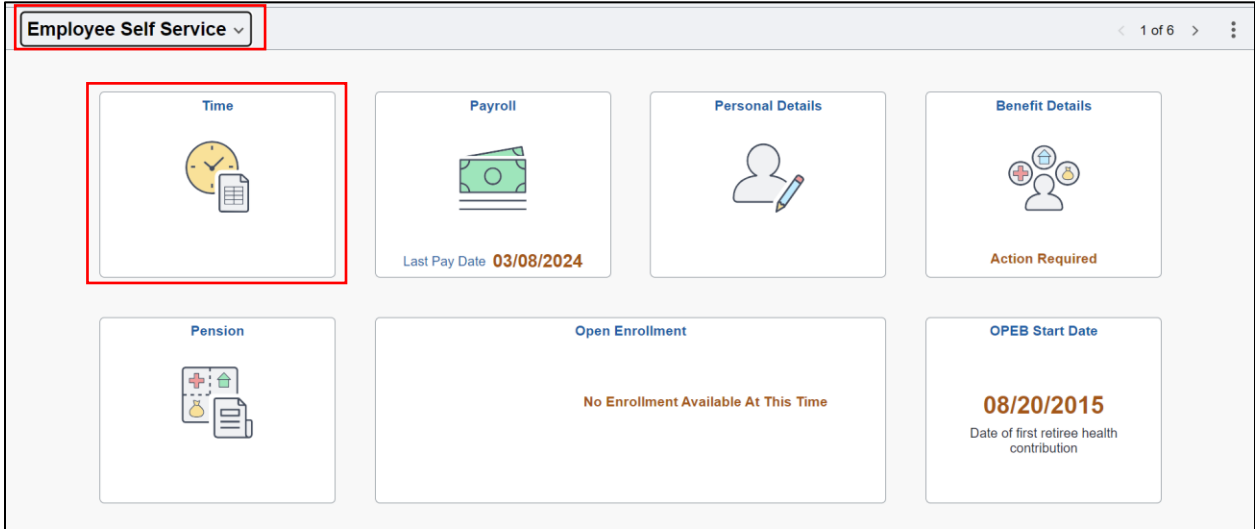
Note: For additional details on Time transactions, visit the following, L100 - Time and Labor