

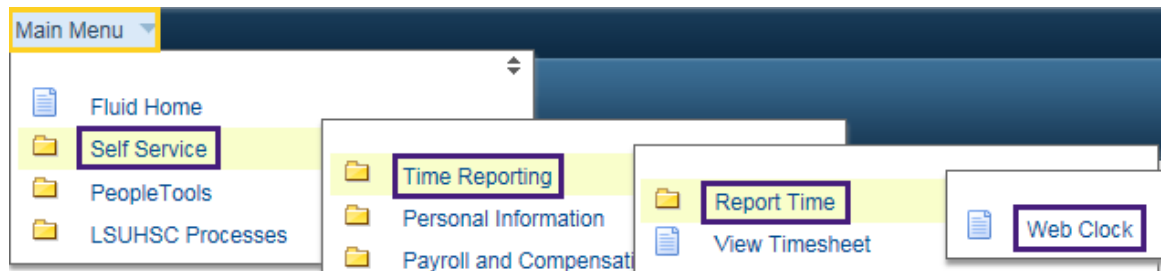
Welcome to the Human Capital Management (HCM) 9.2 Upgrade Delta Guide!

Basic functionality is still the same, and most items can still be accessed and utilized as they were in the previous version of the application. However, there are a few minor changes and some new features which are presented in this document.

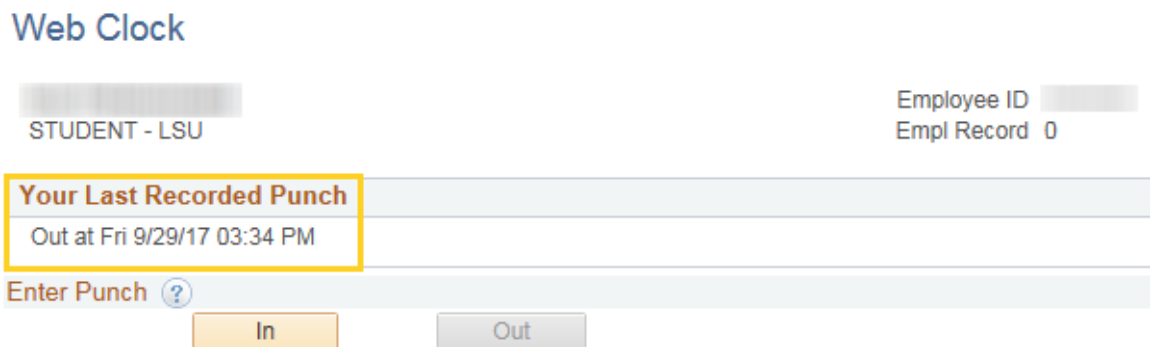
It is important to note you can still navigate and use the HCM application by utilizing the Classic menu across the top of the application screen. Also, please be aware that not all users will see each of the items noted in these examples; your access is directed by your security permissions.

1. New Navigation for Web Clock

Navigational changes have been made to Web Clock. Web Clock is for staff that clock in and out at LSU Health New Orleans and HCSD only.

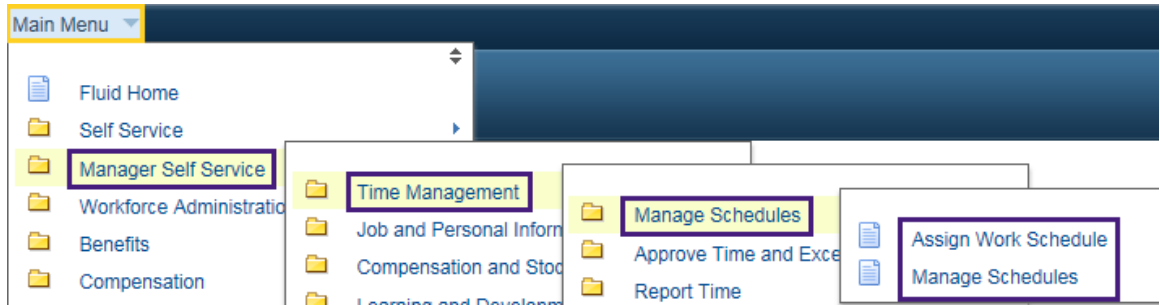


Although the ‘look’ of the Web Clock page is different, the functionality of the page is not. You will still click the **In** or **Out** button to record your time when getting to or leaving work. As shown in this example, your last recorded punch will show whether the punch was an **In** or **Out** punch, and the date and time of the punch.



2. New Navigation for Manage Schedules

All *timekeepers* will now access *Manage Schedules* through *Manager Self-Service*. The old navigational path through LSUHSC Processes has been removed from the system. This is a navigational change only. The steps for completing tasks within *Assign Work Schedule* and *Manage Schedules* are the same.



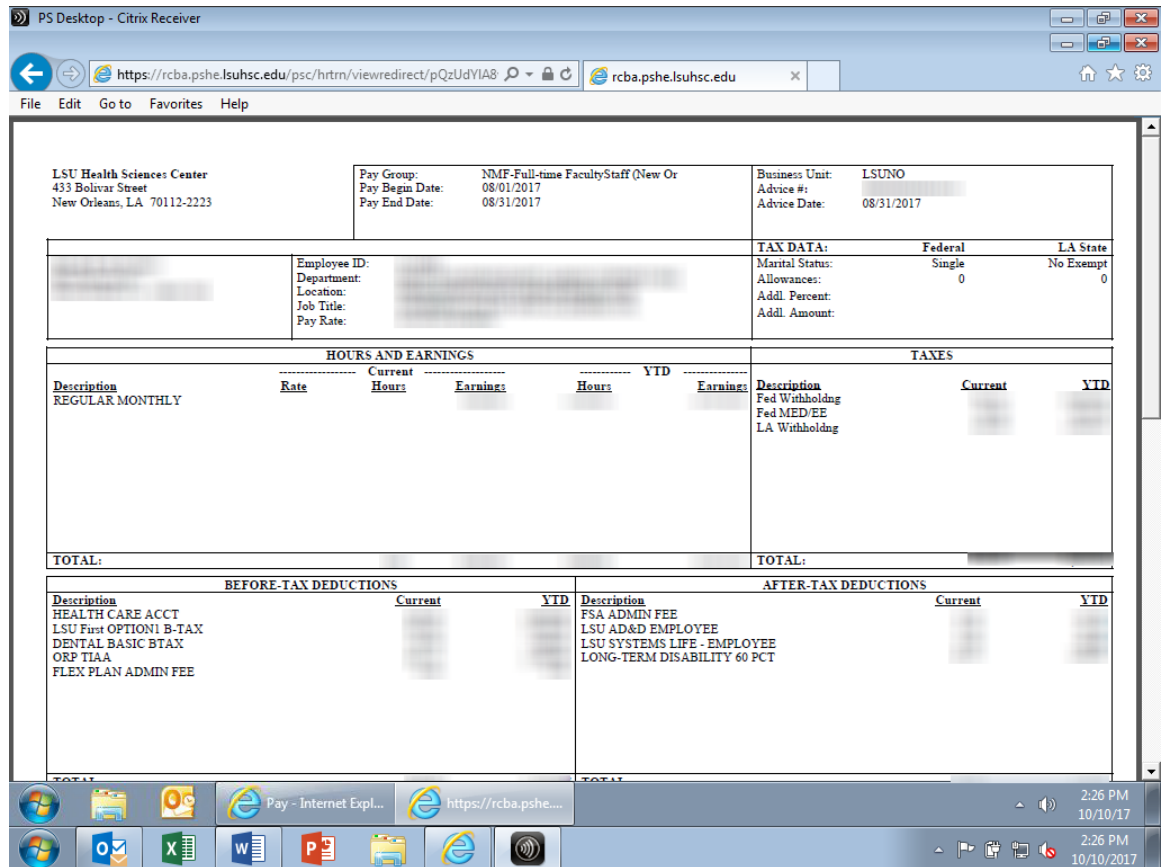
3. View Paycheck using Classic Menus


There has been a slight change to view your paycheck. You can still navigate to **Main Menu, Self Service, Payroll and Compensation**, however now you select the word **Pay**.

A list of recent paychecks displays.

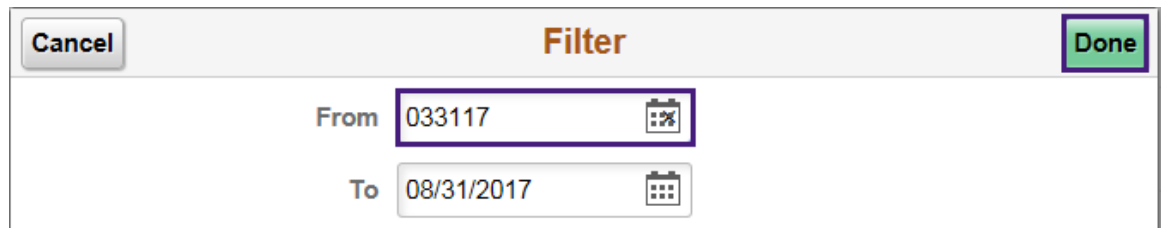
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
08/31/2017	LSUHSC-New Orleans	08/01/2017 08/31/2017	████████	████████ >
07/31/2017	LSUHSC-New Orleans	07/01/2017 07/31/2017	████████	████████ >
06/30/2017	LSUHSC-New Orleans	06/01/2017 06/30/2017	████████	████████ >
05/31/2017	LSUHSC-New Orleans	05/01/2017 05/31/2017	████████	████████ >


You can select the paycheck you would like to view by clicking the date under the Check Date column. In this example, the 08/31/2017 paycheck was selected.



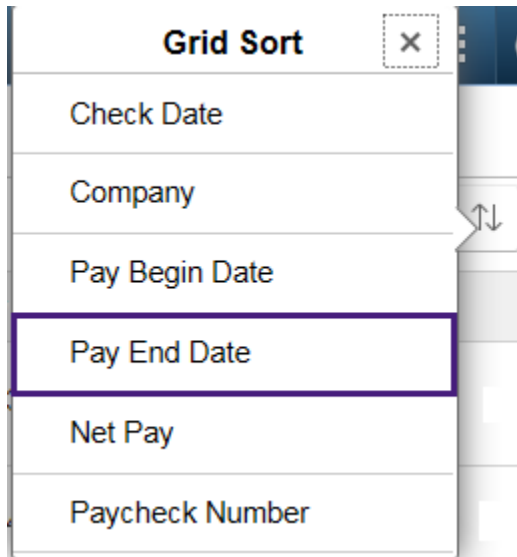
Paychecks are listed in chronological order according to the pay period end date. You can use the **Filter**  to change the date range of paychecks displayed.

Simply change the date in the **From** and/or **To** field and click the **Done** button. The new date range will display.



You can change how paychecks are sorted using the **Sort Paychecks**  button. You can sort by any field shown in the grid (*Check Date, Company, Pay Begin Date, Pay End Date, Net Pay, or Paycheck Number*). By clicking the *Pay End*

Date, paychecks would display in descending order rather than chronological order.



4. The Search Feature







The **Search** feature allows you to navigate directly from your search results to the actions you are looking for. The item used for the search must have a minimum of two characters. You can also narrow a search by searching on multiple words such as 3rd party pay.



A list of items with the word Pay will appear in a *Search Results* list. If there are more than 100 results, only the first 100 will be displayed. Either select an option from the retrieved list or change your search parameter to help focus your search.

- 29 [One Time Additional Pay](#)
Main Menu>LSUHSC Processes>Payroll>Use>One Time Additional Pay
- 30 [Other Payee](#)
Add other payee instance in the Job Record.
Main Menu>Workforce Administration>Job Information>Other Payee
- 31 [Pay](#)
View Paychecks
Main Menu>Fluid Structure Content>Fluid Pages>Employee Self Service>Pay

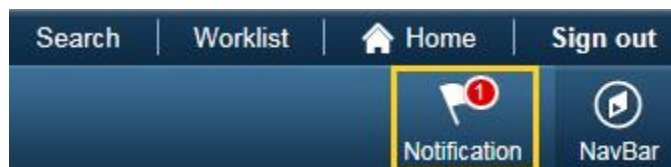
Please note, as of April 2021 the Navigational Bar and Notification icons have changed to look like what is shown in the table below, however, the functionality is still the same.

Pre Upgrade	After Upgrade
<p>On Login</p> 	
 <p>The Notification Flag – displays a number count on the flag icon in the banner to notify users of any new Actions items they need to complete.</p>	 <p>The Notification Bell – The bell shaped icon replaces the former Notification Flag. The functionality is the same as it was previously.**</p>
 <p>NavBar – Click to access navigational options.</p>	 <p>NavBar - The look of the NavBar icon has changed; however, the functionality is still the same. Click to access the navigational menu.</p>

5. The Notification Flag

NOTE: LSU Health Shreveport and HCSD will not receive Actions through the Notification flag. Only LSU Health New Orleans managers will receive action items through the Notification flag.

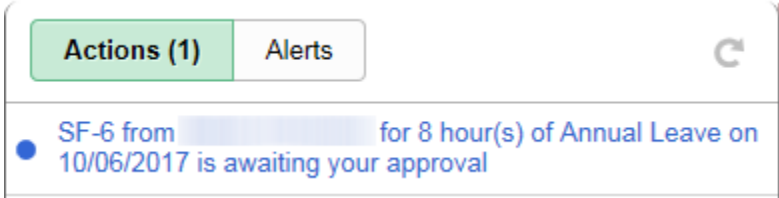
The **Notification** flag displays a number *count* on the flag icon in the banner to notify users of any new Actions.



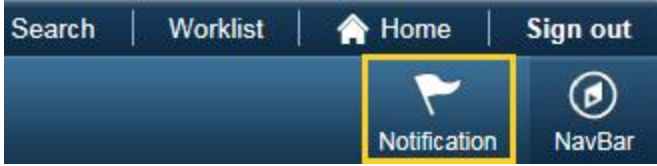
Actions are links that allow you to navigate directly to an action needing your attention.

Notification Actions will include:

- PER-3 manager approval notifications
- Manager Leave Approval

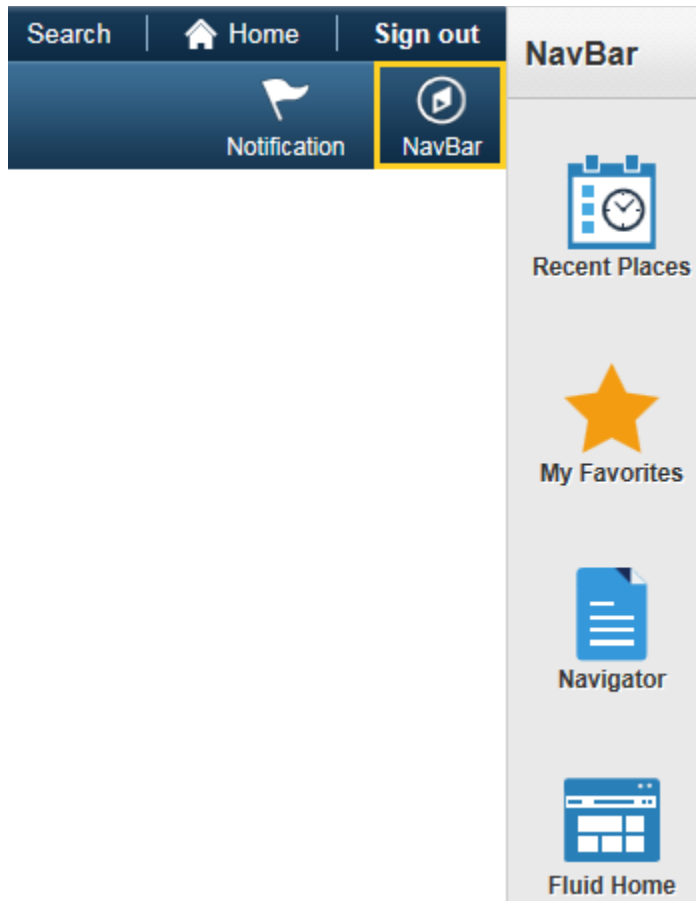


You will either Approve or Deny the request. Once Approved the Notification count is removed or reduced.



6. Using the NavBar

The NavBar is a new feature in version 9.2 and is used in conjunction with Fluid Menus. The NavBar provides navigation options to **Recent Places**, **My Favorites**, **Navigator** (which expands to show the classic menu hierarchy), and **Fluid Home**.



Recent Places are the five most recent pages you have viewed in the system. These pages are the same as those listed in the **Recently Used** section found when clicking on the **Favorites** link located in the top left corner of the page of the **Classic Menu**.

NavBar: Recent Places

Classic Menu

Recently Used

- Absence Request (SF-6)
- Certifications
- User Profiles
- Query Manager
- View Leave for Unclassified

My Favorites displays your *previously* saved favorites. The *My Favorites* shown under the new NavBar come from any *My Favorites* you add via the **Classic Menu**. You cannot add favorites from the *NavBar*; you can *only* view them.

NavBar: My Favorites

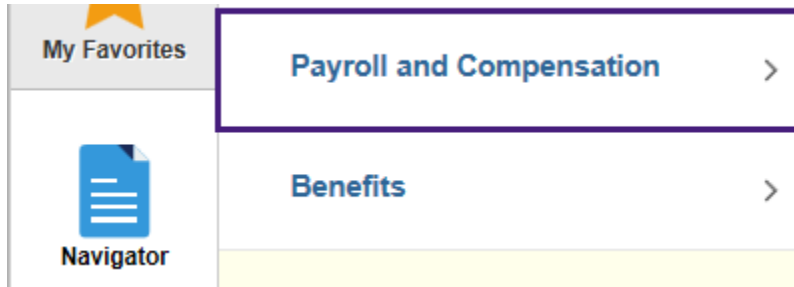
Classic Menu

My Favorites

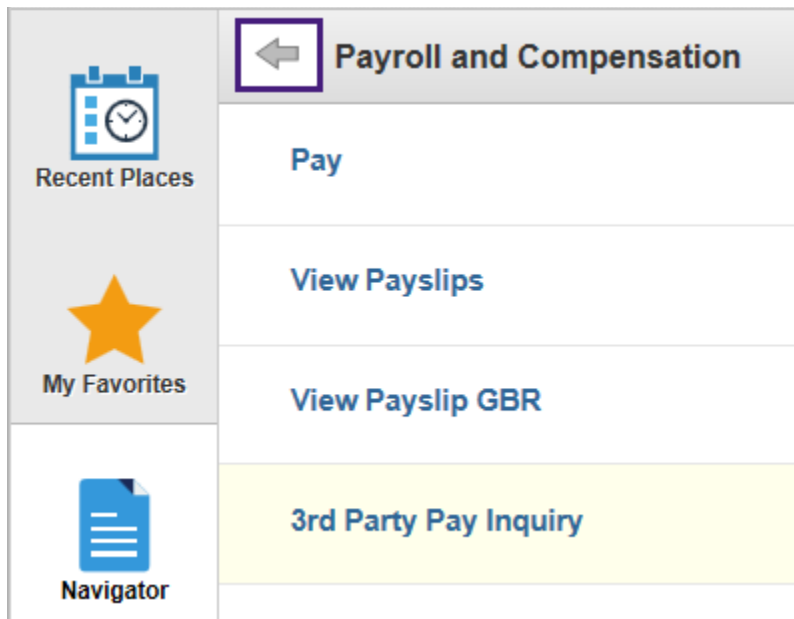
- Add to Favorites
- Edit Favorites
- Absence Request (SF-6)
- Certifications

The *Navigator* button is an alternate method for navigating the system, versus using the *Classic Menu*. You can still use the *Classic Menu* to navigate, however the *Navigator* offers an alternative way to navigate through menu items and can be easier to use on smaller screens and mobile devices. When you click on the *Navigator* button, menu options will display to the right.

The *Navigator* functions the same as the *Classic Menus*. Simply click on the desired function link to either view additional options or a page.

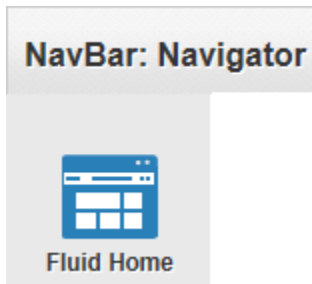


Unlike the *Classic Menu*, you do not have bread crumbs or cascading menus in the *Navigator*. As you click menu items they move to the top of the *NavBar* list. There is a *Back* button next to the last menu item clicked that allows you to access previous menus rather than starting over if you have made a menu selection error.



7. Using Fluid Menus in Employee Self-Service

Another new feature in HCM 9.2 is the availability of *Fluid Menus*. *Fluid Menus* use tiles with icons on them to navigate the system. While LSU Health has decided to continue with the use of *Classic Menus* throughout version 9.2, a limited application of *Fluid Menus* is being instituted for *Employee Self-Service*.



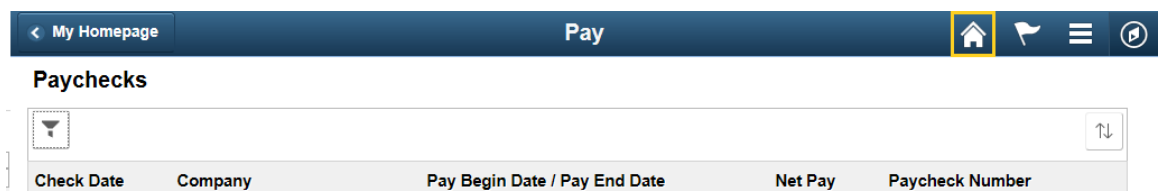
Fluid Home provides access to all *Fluid* home pages. Currently LSU Health has only one *Fluid* home page, *Employee Self-Service*. The *Fluid* page contains tiles users tap to access various transactions within the system. The tiles that are available to you will depend on your access. Currently only *LSU Health New Orleans staff* will have access to the *Absence* and *Certification* tiles. *All staff* will have access to the *Pay* tile.



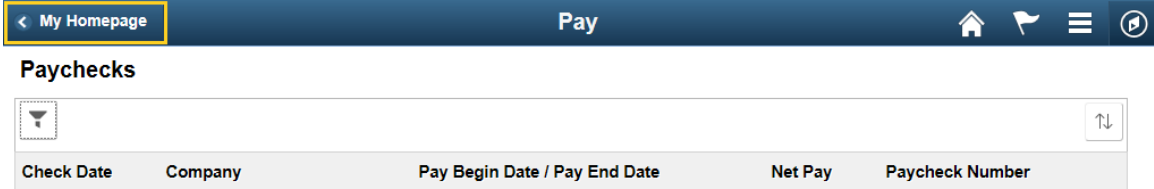
Once you click on the *Pay* tile you will receive the same information as you would have if you had accessed *Pay* via the *Classic Menu*.

When in a Fluid Menu you can click the *Home* button to return to the *Classic Menu* homepage.

NOTE: *Mobile users, when you click on the Home button it will take you to the Fluid Menu homepage.*



Or you can click the *My Homepage* button to the *Fluid Menu* homepage.



- 8. When accessing *Employee Self-Service* from a mobile device such as a smartphone, you will be presented with the *Fluid Menu*. For additional information on logging on to *Employee Self-Service* via a mobile device, please refer to the *Employee Self-Service Mobile Device Training Documentation* for your company:

LSU Health New Orleans:
http://www.lsuhs.edu/ps/support/employee_ss_training_no.aspx