

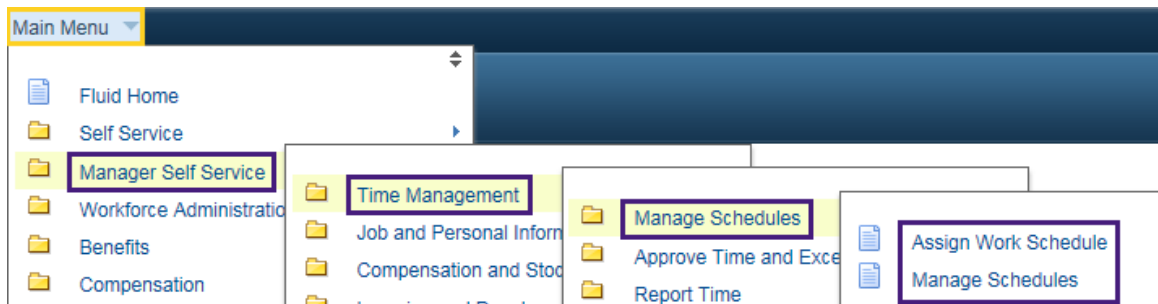
### ***Welcome to the Human Capital Management (HCM) 9.2 Upgrade Delta Guide!***

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 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.



## **2. 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
09/29/2017	LSUHSC-Shreveport	09/01/2017 09/30/2017		
08/31/2017	LSUHSC-Shreveport	08/01/2017 08/31/2017		
07/31/2017	LSUHSC-Shreveport	07/01/2017 07/31/2017		
06/30/2017	LSUHSC-Shreveport	06/01/2017 06/30/2017		

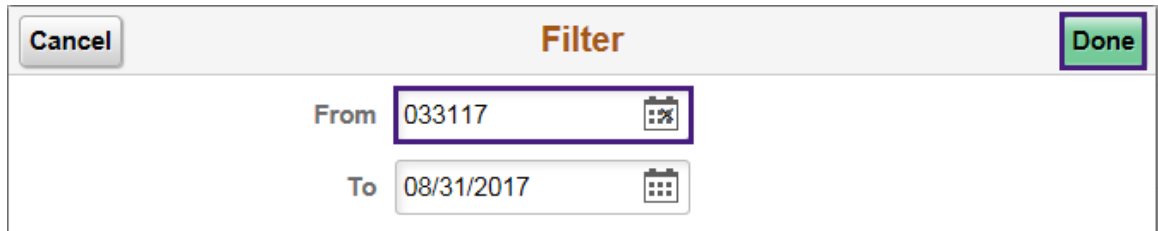
You can select the paycheck you would like to view by clicking the date under the Check Date column. In this example, the 08/31/2017 paycheck was selected.


LSU Health Shreveport 1501 Kings Highway Shreveport, LA 71130-3932		Pay Group: SMG-Graduate Assistants (Shrevepor Pay Begin Date: 08/01/2017 Pay End Date: 08/31/2017	Business Unit: LSUSH Advice #: Advice Date: 08/31/2017
Employee ID: Department: Location: Job Title: Pay Rate:		<b>TAX DATA:</b>	Federal: Single LA State: No Exempt Allowances: 0 Adtl. Percent: Adtl. Amount:
<b>HOURS AND EARNINGS</b>			<b>TAXES</b>
Description REGULAR PAY- GRAD ASSIST RETRO PAY- GRAD ASSIST	Rate Current Hours Earnings	YTD Hours Earnings	Description Fed Withholding LA Withholding
<b>TOTAL:</b>			<b>TOTAL:</b>
<b>BEFORE-TAX DEDUCTIONS</b>		<b>AFTER-TAX DEDUCTIONS</b>	
Description LSU First OPTION 2 B-TAX	Current YTD	Description LSMC PARKING	Current YTD

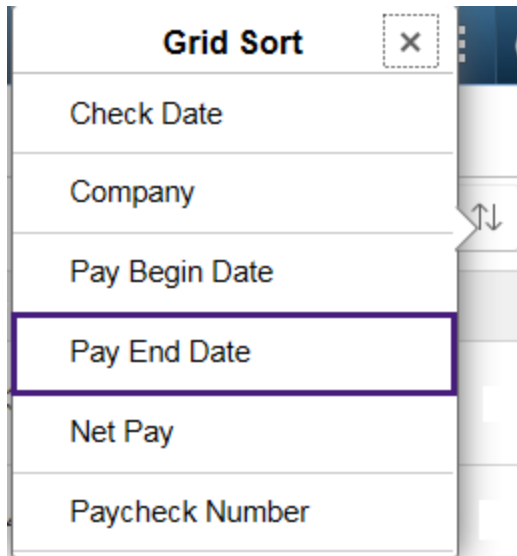
Paychecks are listed in chronological order according to the pay period end date.

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.



### 3. 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.

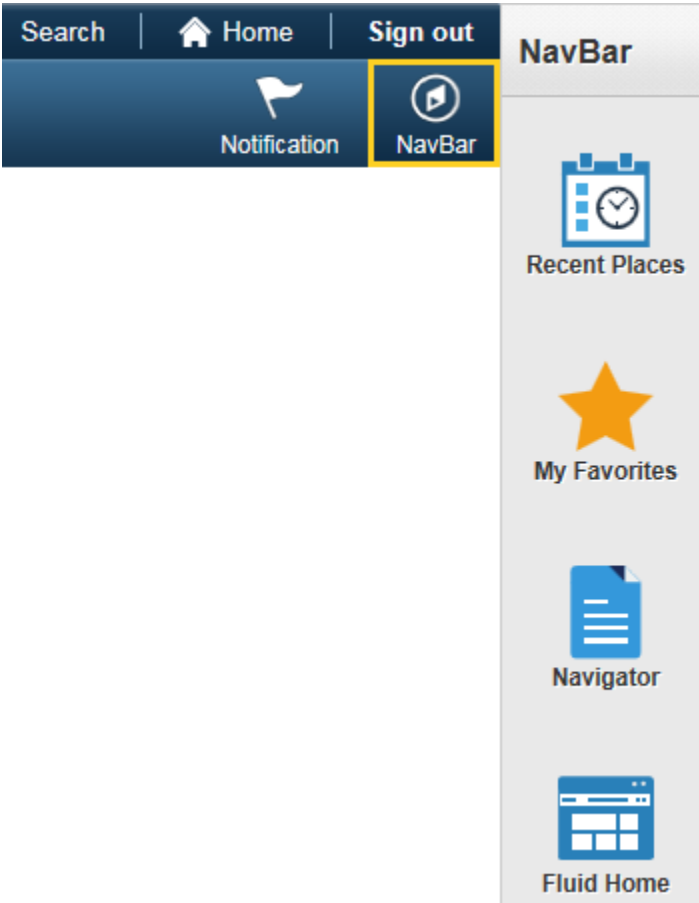
- 29 [One Time Additional Pay](#)  
Main Menu>LSUHSC Processes>Payroll>Use>One Time Additional Pay
- 30 [Other Payee](#)  
Add other payee instance in the Job Record.  
Main Menu>Workforce Administration>Job Information>Other Payee
- 31 [Pay](#)  
View Paychecks  
Main Menu>Fluid Structure Content>Fluid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

#### 4. Using the NavBar

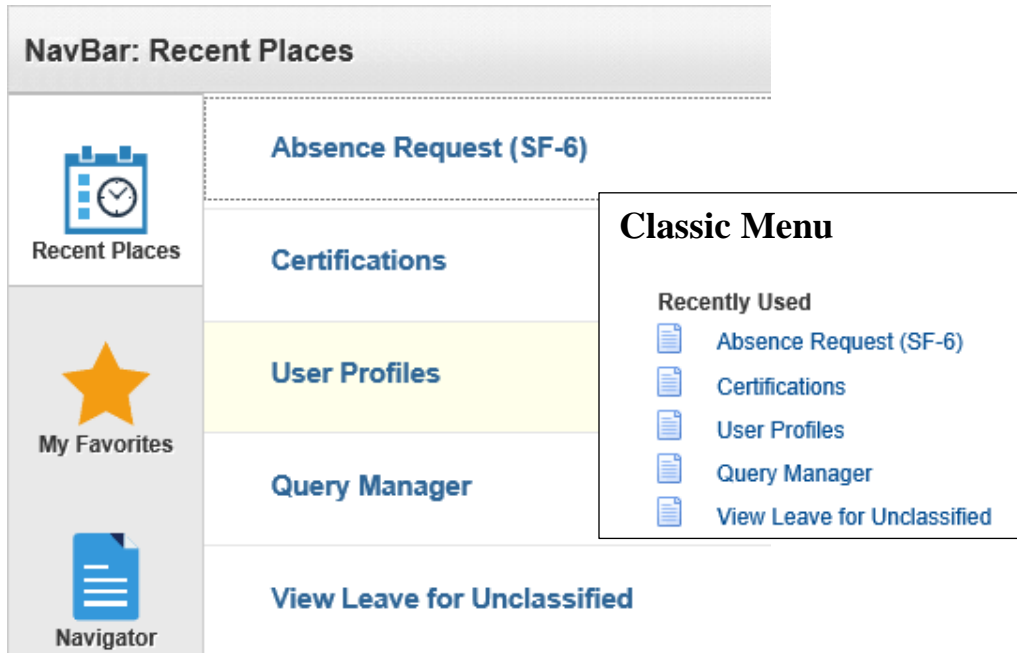
Please note: The latest PeopleTools update in April of 2021 the look of the NavBar icon has changed; however, the functionality is still the same. The icon now looks similar to this image:



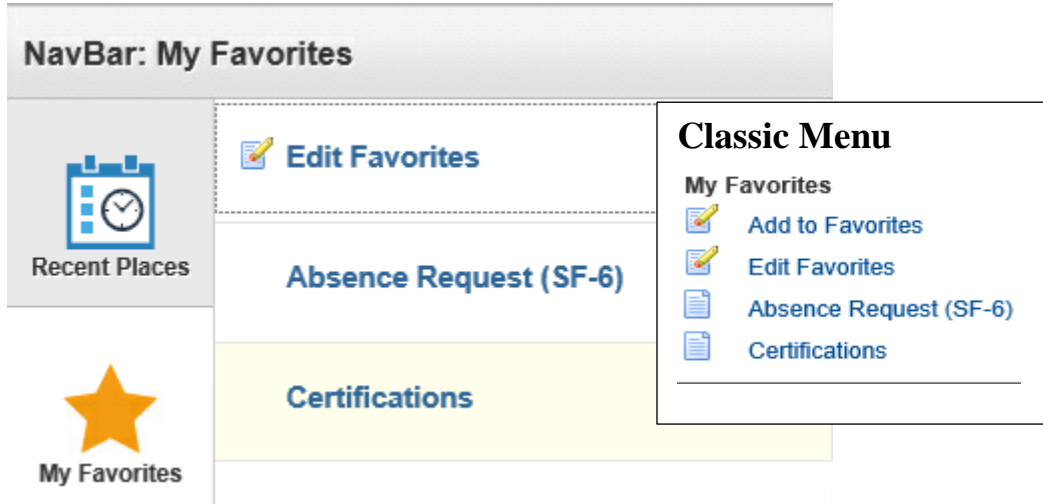
The NavBar is a new feature in version 9.2 and is used in conjunction with Fluid Menus. The NavBar provides navigation options to ***Recent Places***, ***My Favorites***, ***Navigator*** (which expands to show the classic menu hierarchy), and ***Fluid Home***.



**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**.



*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.

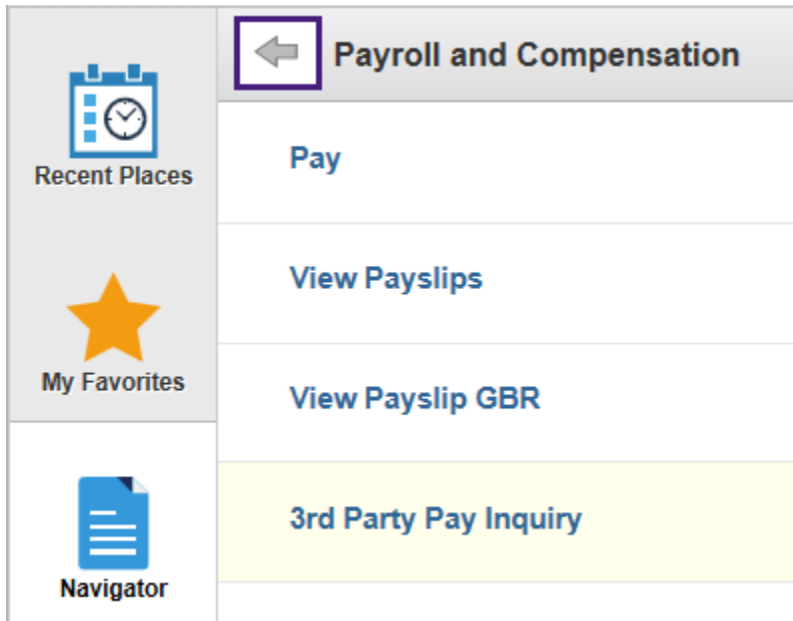


The *Navigator* button is an alternate method for navigating the system, versus using the *Classic Menu*. You can still use the *Classic Menu* to navigate, however the *Navigator* offers an alternative way to navigate through menu items and can be easier to use on smaller screens and mobile devices.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

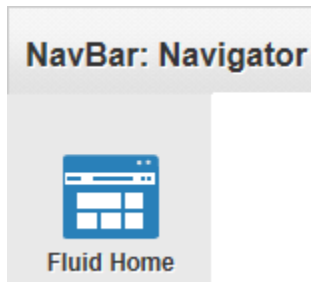


Unlike the *Classic Menu*, you do not have bread crumbs or cascading menus in the *Navigator*. As you click menu items they move to the top of the *NavBar* list. There is a *Back* button next to the last menu item clicked that allows you to access previous menus rather than starting over if you have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

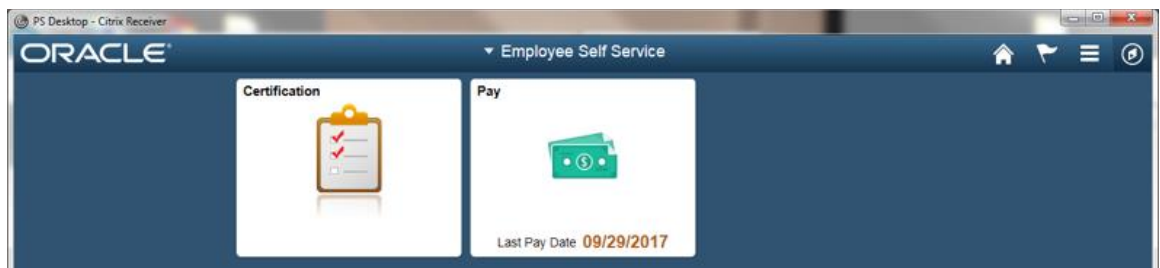


## 5. Using Fluid Menus in Employee Self-Service

Another new feature in HCM 9.2 is the availability of **Fluid Menus**, located under the NavBar or under Main Menu in the Classic Menu. **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 *LSU Health Shreveport staff* will have access only to the Pay tile. Access to the Certification tile is not currently available at this time.

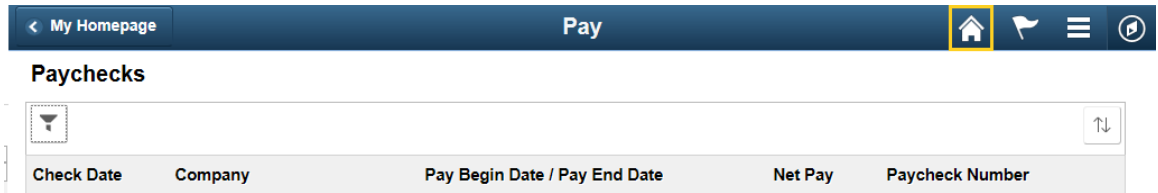


Once you click on the **Pay** tile you will receive the same information as you would have if you had accessed **Pay** via the **Classic Menu**.

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.**

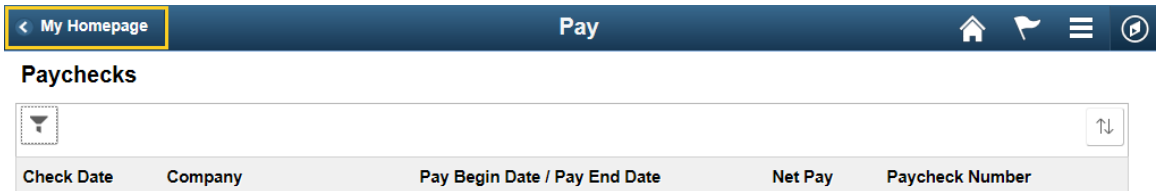




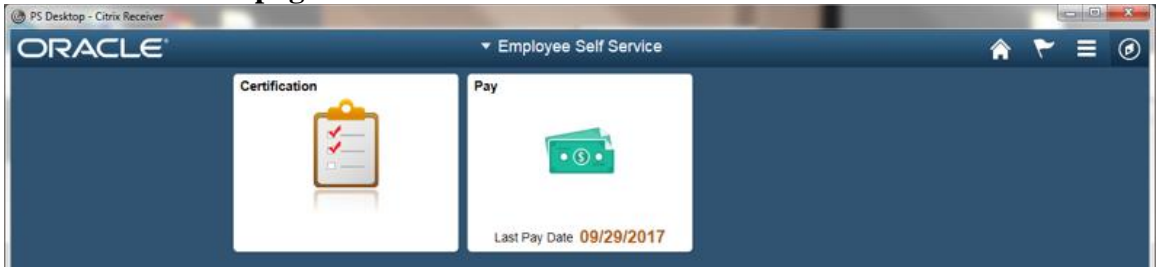
**Classic Menu Homepage**



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



**Fluid Menu Homepage**



- 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 Shreveport:**

[http://www.lsuhs.edu/ps/support/employee\\_ss\\_training\\_sh.aspx](http://www.lsuhs.edu/ps/support/employee_ss_training_sh.aspx)