# Quick Reference Guide (PeopleSoft Upgrade)

Clemson University has upgraded our **CUBS/PeopleSoft** Human Resources system with the latest technology released by Oracle. When you log in, you will see the **Employee Self Service** homepage with tiles. Other homepages will also be available using the pull down menu based on your access in the system. Each of the tiles is interactive, making it easy for you to access and navigate the system. Instructions in this document are based on accessing the system via a laptop or desktop computer. Accessing applications through a mobile device may change the layout of the tiles and pages.
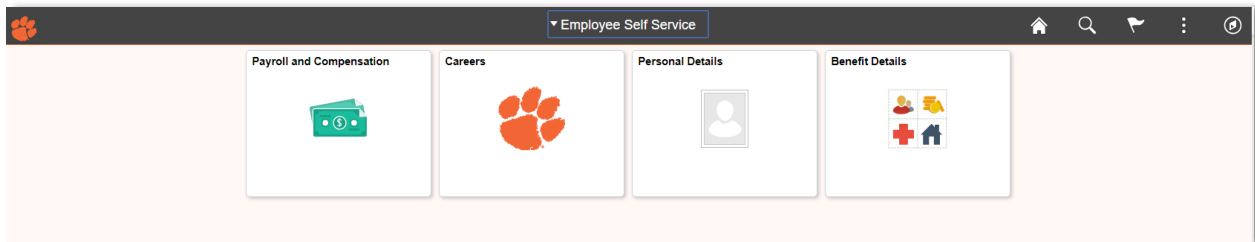
Another example of a homepage - **Payroll**.
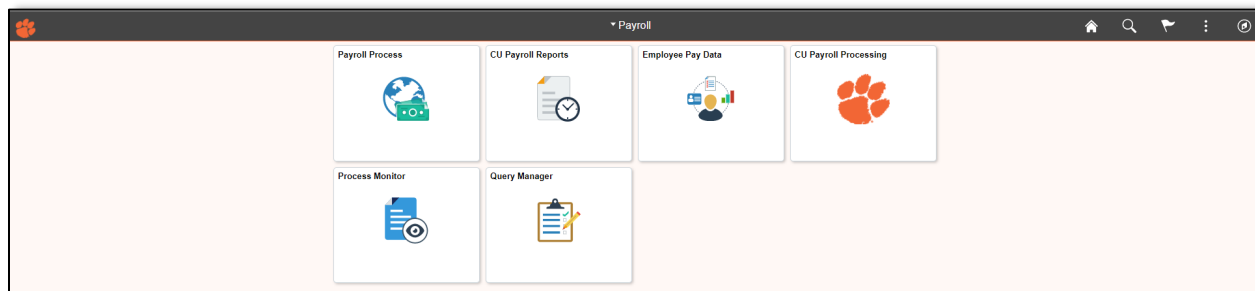
Below is a legend for the tools you see on the top right side of the screen:

Home icon - Select to return to the Homepage with tiles.
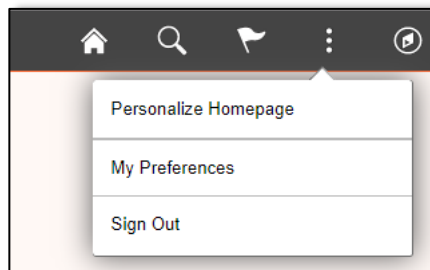
Search icon - Select to search.

Notifications icon - Select to view actions and alerts in a notification window.

Actions List icon - Select to see a list of available actions for the current window. The **Sign Out** command is always available under this menu, as are context-appropriate personalization options.


NavBar icon - Select to use the **Navigation Bar** (**Nav Bar**). The **Nav Bar** provides handy navigation options such as **Recent Places**, **My Favorites**, and **Navigator** (which expands to show the classic menu hierarchy). Users can also add and remove fluid tiles from the **Nav Bar** using personalization options found here.

Using the Navigation Bar

The **Navigator** displays the traditional, hierarchical menu structure, similar to what the user would see when accessing PeopleSoft in classic mode and using the **Main Menu**.
While the appearance of the menu is different than the classic **Main Menu**, the menu hierarchy is exactly the same.

After selecting the **Navigation Bar**, the **NavBar** side page appears. Use this page to access additional navigational options.
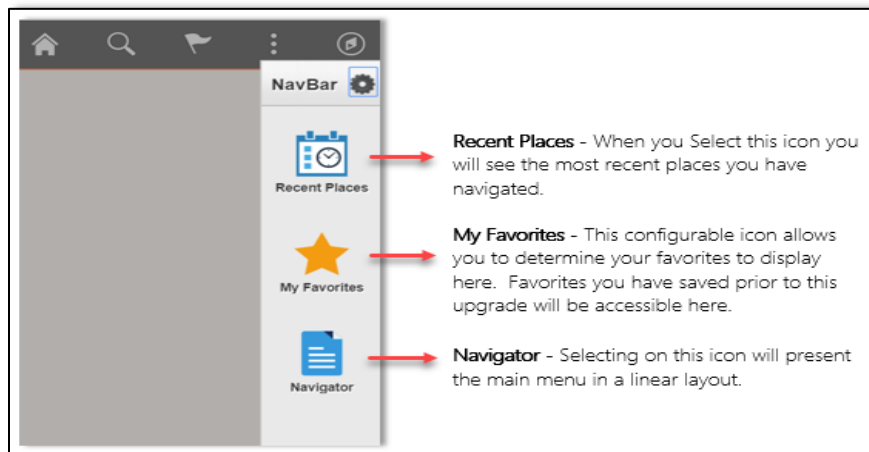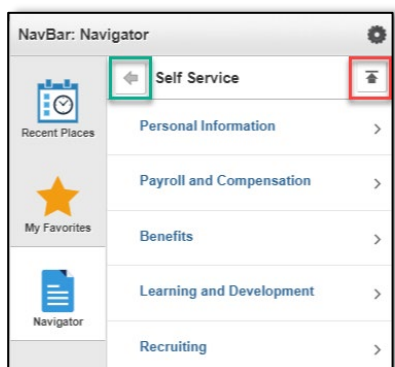

Using the **Navigator** in the upper right will provide access to the primary menu.

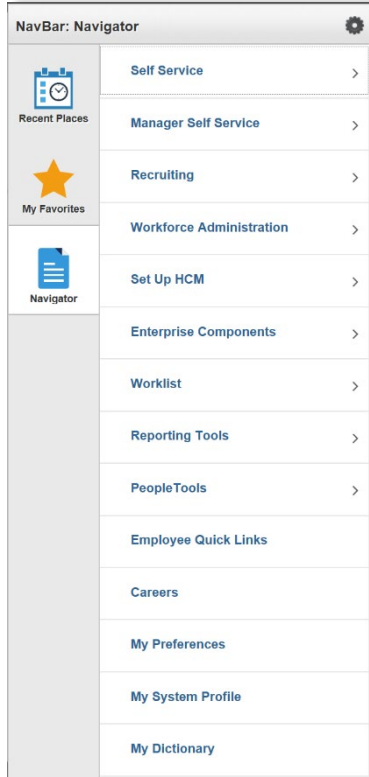To access the previous menus, similar to the breadcrumbs, use the up arrow to get to the top menu.

To access the previous menus, similar to the breadcrumbs, use the left arrow to get to the previous menu.
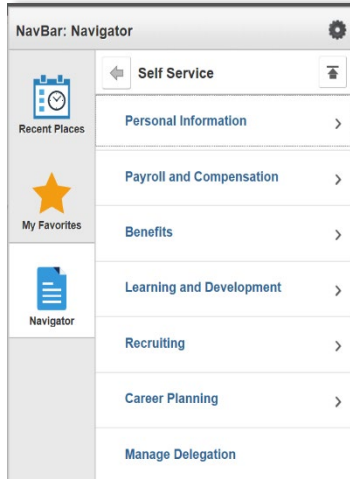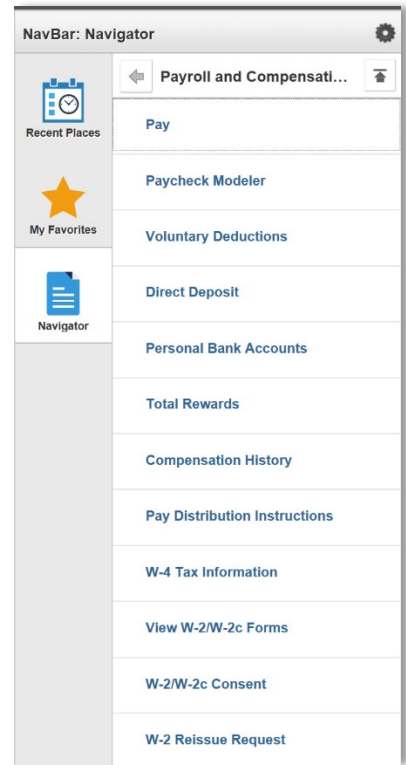
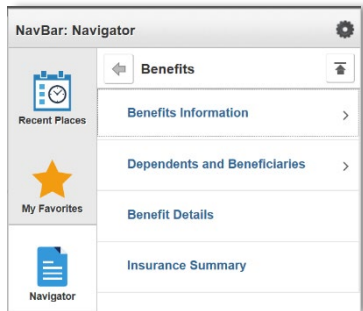Below are some examples from the menu bar.

Employee Self Service	Self Service	Payroll and Compensation

NavBar: Navigator ⚙

Recent Places | My Favorites | Navigator

- Self Service ›
- Manager Self Service ›
- Recruiting ›
- Workforce Administration ›
- Set Up HCM ›
- Enterprise Components ›
- Worklist ›
- Reporting Tools ›
- PeopleTools ›
- Employee Quick Links
- Careers
- My Preferences
- My System Profile
- My Dictionary

NavBar: Navigator ⚙

Recent Places | My Favorites | Navigator

← Self Service ⬆

- Personal Information ›
- Payroll and Compensation ›
- Benefits ›
- Learning and Development ›
- Recruiting ›
- Career Planning ›
- Manage Delegation

NavBar: Navigator ⚙

Recent Places | My Favorites | Navigator

← Payroll and Compensati... ⬆

- Pay
- Paycheck Modeler
- Voluntary Deductions
- Direct Deposit
- Personal Bank Accounts
- Total Rewards
- Compensation History
- Pay Distribution Instructions
- W-4 Tax Information
- View W-2/W-2c Forms
- W-2/W-2c Consent
- W-2 Reissue Request

Benefits	Personal Details

NavBar: Navigator ⚙

Recent Places | My Favorites | Navigator

← Benefits ⬆

- Benefits Information ›
- Dependents and Beneficiaries ›
- Benefit Details
- Insurance Summary

NavBar: Navigator ⚙

Recent Places | My Favorites | Navigator

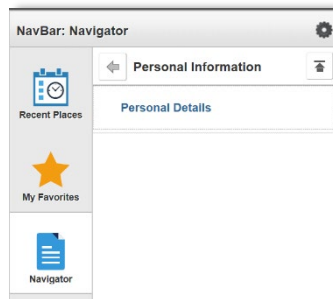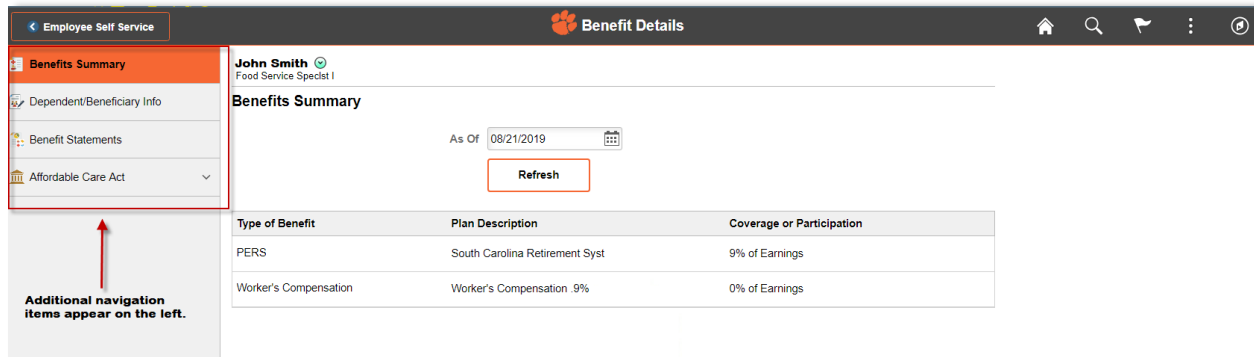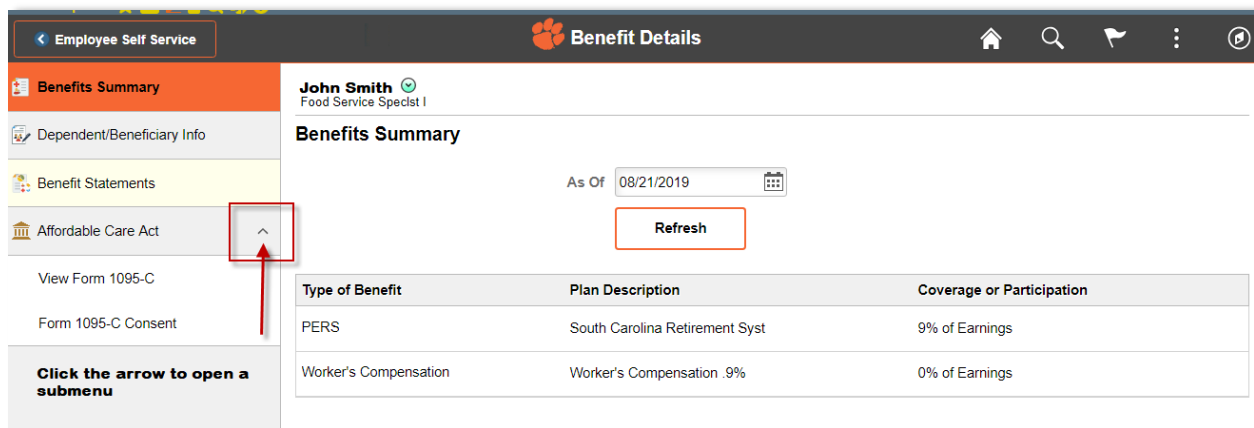← Personal Information ⬆

- Personal Details

Navigation Collections

Navigation collections are sets of links that allow you to quickly access various components and provide an alternate method of accessing content.
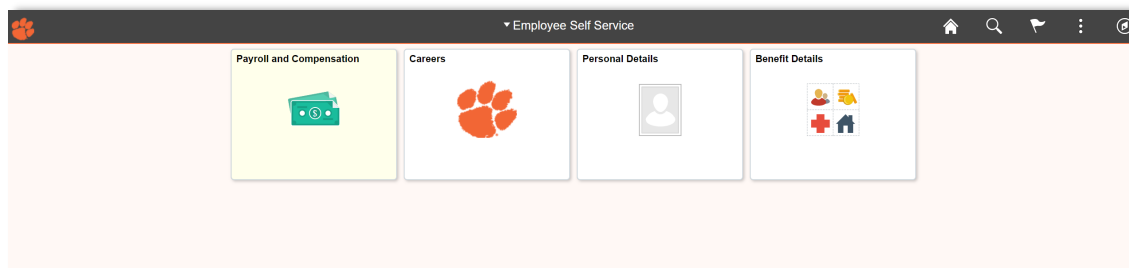
Using Tiles

As noted on the previous page, the main menu located under the **Navigation Bar** is used to access the system. Tiles are quick shortcuts and provide a subset of the menu and processes.
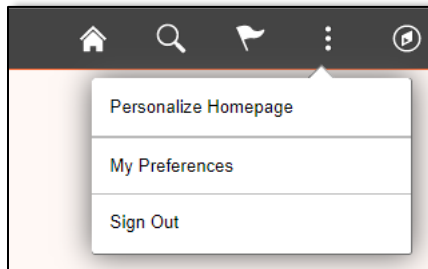
Enable your Homepage by Adding Tiles

The **Actions List** provides an option to personalize your Homepage by adding tiles.

Select **Personalize Homepage**, then select which Homepage the tile should be added to from the navigation collection on the left of the page. Select **Add Tile** at the top right of the page. Tiles can be found by navigating the available menus. Once the new tiles have been added select **Save**.
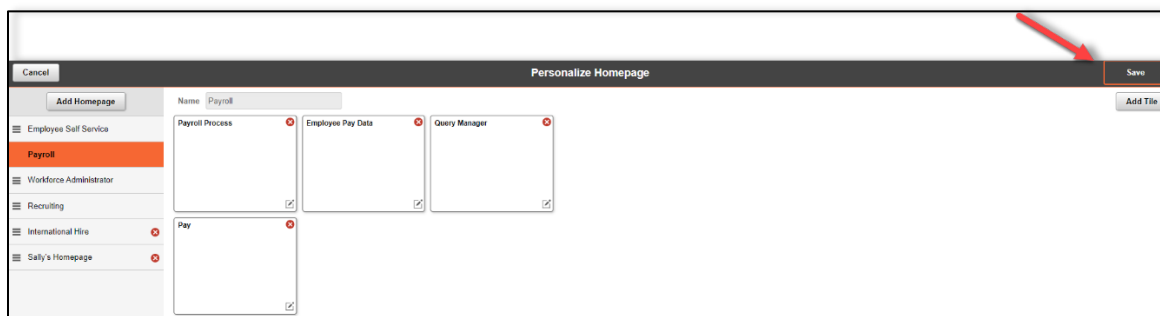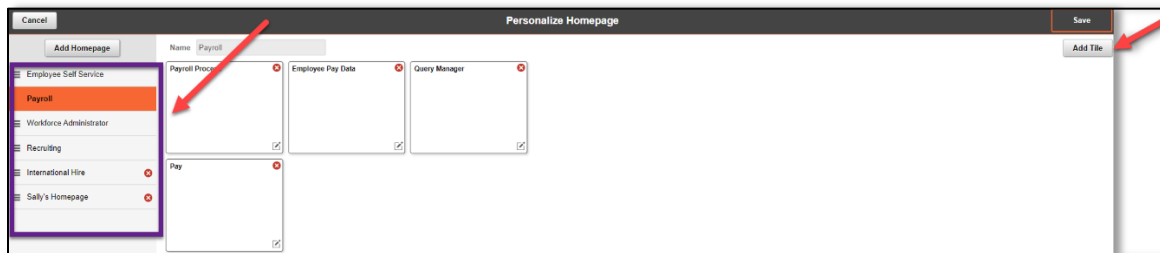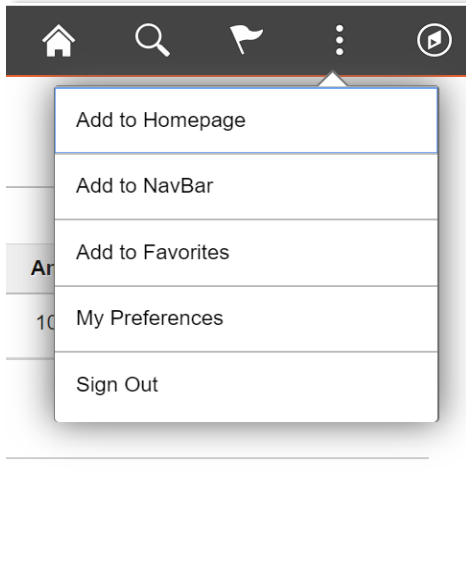
Recent Places

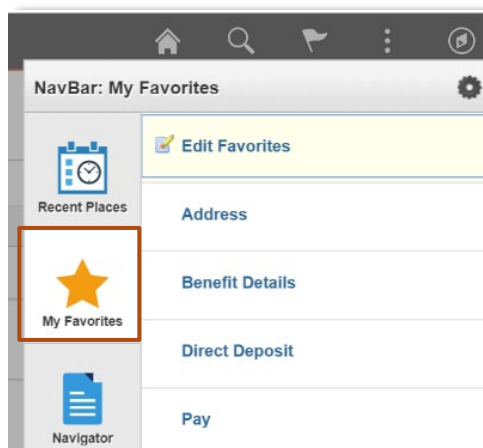**Recent Places** displays links to the last 5 pages recently visited by the current user.

Using Favorites

Favorites can be added through the **Add To Favorites** link in fluid components.

After selecting the **Navigation Bar**, **My Favorites** displays any specified favorite pages.

My Preferences

My Preferences will take the users to the **General Settings** page.