

PeopleSoft Home Page

The screenshot displays the PeopleSoft Home Page interface. At the top, there is a dark blue header with the PeopleSoft logo on the left, a 'Menu' dropdown, a search bar labeled 'Search in Menu', and navigation icons on the right. Below the header, the main content area is titled 'Employee Self Service' and contains a grid of tiles for various business functions: Financial Approvals, HRMS Approvals, UTEP Careers, My Reports, HRMS Delegations, Payroll and Compensation, Personal Details, and Talent Profile. On the right side, there is a 'Notifications' panel with tabs for 'Actions' and 'Alerts', showing three notifications related to timesheet and expense report approvals. A text box in the center of the page provides a numbered list of five key features: 1. Header Drop-Down, 2. Search in Menu, 3. Notification Panel, 4. Recently Visited, and 5. Favorites. Red callout boxes with numbers 1 through 5 are placed over the corresponding elements in the screenshot.

- Header Drop-Down:** Starting point for navigation in PeopleSoft. Multiple home pages are available and house a specific group of tiles organized by business function.
- Search in Menu:** Universal search to find PeopleSoft content.
- Notification Panel:** Displays current notifications for items that require action and provides alerts for actions taken.
- Recently Visited:** Recently viewed pages.
- Favorites:** Pages that have been marked as a favorite.

PeopleSoft Tile Layout

The screenshot displays the PeopleSoft Employee Self Service interface. At the top, there is a navigation bar with a 'Menu' dropdown and a search field. Below this, a grid of tiles is visible, including 'Financial Approvals', 'HRMS Approvals', 'UTEP Careers', 'My Reports', 'Financial Delegations', 'HRMS Delegations', 'Payroll and Compensation', 'Personal Details', and 'eForms'. On the right side, a vertical 'NavBar' is shown, containing a 'Menu' tile (highlighted with a red box and a circled '6'), 'HRMS Approvals', 'Financial Approvals', 'Recently Visited', 'Favorites', and 'My Links'. A callout box with an orange border is overlaid on the grid, containing the following text:

6. **NavBar:** Under the NavBar you will now see a Menu tile, previously known as the Navigator tile, this navigation option allows access to navigation collections for pages in PeopleSoft.