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1  MyHR Homepages

1.1  My Homepage & Employee Self Service Page

The homepage is the initial screen users will see after logging into MyHR and it is the starting point for navigation. The homepages consist of tiles which is a quick and easy way of navigating to a variety of components in MyHR.

PeopleSoft administrative users have the option to switch between different homepages, such as My Homepage and Employee Self-Service page. To navigate between the homepages, simply click the homepage dropdown located at the top-center of your screen and select the page you wish to view. In the example below, there are options to select between “My Homepage” and “Employee Self-Service”.

1.2  Homepage Menu Icon

Once logged in, you will notice how simplistic the homepage layout is. All menu icons are located on the top-right corner of the screen where you might find helpful:

<table>
<thead>
<tr>
<th>Menu Icon</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home</td>
<td>Allows user to return to the main homepage</td>
</tr>
<tr>
<td></td>
<td>Actions</td>
<td>Actionable items such as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Personalized your Homepage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Add to Homepage, Add to Nav Bar, Add to Favorites</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Help, Sign out</td>
</tr>
<tr>
<td></td>
<td>Navigation Bar</td>
<td>Provides user with additional navigation features such as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Recent Places</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• My Favorites</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Navigator</td>
</tr>
</tbody>
</table>
The Navigation Bar (Nav Bar) is located on the top-right corner of the screen with a compass-like icon. When selected, the Nav Bar menu will appear where you can find three useful features: Recent Places, My Favorites, Navigator.

![Navigation Bar](image)

1.3 Recent Places

The **Recent Places** feature is listed at the top of the Nav Bar. It typically shows the latest five components you have recently visited in MyHR. This list allows the users to navigate more easily if they need to revisit the page they have recently used.
1.4  My Favorites

The My Favorites feature is listed in the second position on the Nav Bar. This feature allows you to save pages that are frequently used to allow for more efficient and quicker access.

1.5  Navigator

The Navigator feature is the third feature listed in the Nav Bar which provides users to the full list of PeopleSoft components that the user has access to. If the screen you are searching for is not displayed in a tile on your homepage, this is an alternative way to find it.

The Navigator resembles the Main Menu dropdown that was in MyHR PeopleSoft.
1.6 Navigator Buttons

You might occasionally find there are two buttons located at the top of the Navigator that could be helpful to you when searching for the screen you need: The Back button and the Back to Root Level button.

<table>
<thead>
<tr>
<th>Navigator Icon</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Back</td>
<td>Use this button to navigate back up one level in the Navigation path. For example, clicking this button in the example above will return to Workforce Administration, which is the parent folder of Job Information.</td>
</tr>
<tr>
<td></td>
<td>Back to Root Level</td>
<td>Use this button to navigate back to the top level in the Navigation path. For example, clicking this button in the example above will return to the Main Menu. <em>Recommended using if you wish to start the navigation from the beginning.</em></td>
</tr>
</tbody>
</table>
2 Personalize Homepage

2.1 Personalize Homepage

As an administrative user, you will have the ability to personalize homepages in ways that fit your work preference and effective for you. This includes:

- Adding new homepages
- Adding new shortcut tiles onto your homepage
- Rearranging of the tiles

To personalize your homepage, start by clicking on the Actions icon located on the top-right corner of the screen after logging-in and click Personalize Homepage.

![Personalize Homepage Screen]

2.2 Add a Homepage.

In the Personalize Homepage screen, administrative users have the option to add as many homepages as needed. To do so, click on the Add Homepage button.

![Add Homepage Button]
The Add Homepage window will appear requesting for the name of the new homepage. You can give a name that is meaningful and clear to you. In this example, we will name it “Other Important Items” and proceed by clicking Add.

Once added, you will see the new homepage Other Important Items has been inserted on the left-hand panel (highlighted in green). To complete the process, click Save to apply the change or Cancel to return to the main homepage.
Once saved, you will see the new homepage is now listed under the homepage drop-down menu. The page is now available to you to populate with tiles.

Note that new homepages will appear blank until you populate it with tiles. It will be entirely your preference as to how you would like your homepage to look.

2.3 Add Tiles to Homepage

If there are specific screens in PeopleSoft that you frequently use, such as Job Data or Timesheet, and you would like to navigate to those screens more easily and effectively, then the best method is to add the screen onto the homepage as a shortcut tile.

To add a screen onto the homepage, you must first navigate to the page itself by using the Navigator. In this example, we will be using the Timesheet Summary component. Once you are on the page, click the Action icon and then select Add to Homepage.
Once selected, the **Add to Homepage** window will appear where the user can:

- Re-label the title of the screen if necessary
- Choose the homepage they would like to add the tile onto

In the example below, we will keep the title unchanged as Timesheet (highlighted in yellow) and select My Homepage by clicking on the link.

A confirmation message will appear to you indicating the screen has been added successfully onto your homepage. Once return to My Homepage, the tile will now appear where you can now navigate to the page with one click. This eliminates the need of having to go through the Navigator each time you need to access the screen.
2.4 Remove Homepage or Tile

To remove any unwanted tiles or homepages, click on the **Personalize Homepage** screen under the Actions icon.

On the Personalize Homepage screen, you will have the option to remove any unwanted tiles or homepages. To do so, simply click on the **Delete** icon located on the top-right of each tile or on the right-hand side for homepages.

Once deleted, click **Save** to apply the changes or click **Cancel** to return to your homepage.

Note that not all tiles can be deleted from the homepages. For example, the tiles located under the Employee Self-Service homepage cannot be removed as they are essential to all staff and employees for reviewing personal detail, pay advice slips and other important information.
2.5 Rearrange Tiles

MyHR offers the flexibility of rearranging the tiles on the homepage easily. To do so, simply left-click the tile you wish to re-position and hold down the left-click button. The tile is now available to move freely on your homepage. Simply dragging and dropping the tile to your desired location. You will notice the tile becomes slightly faded and surrounded with dotted-line border which indicate the tile is being moved to another location.

Once you found an ideal position for your tile, simply drop it the tile and you are done!
3 My Favorites

3.1 Add Favorites

One of the alternatives to having quick and easy access to a particular component in MyHR is to bookmark it onto your favorite list. **My Favorites** helps to avoid the need of going through the Navigator each time you need to access the screen.

*Tip: Adding pages to My Favorites is a great option for quick access to a component without over-clustering your homepage with too many tiles.*

To add a screen onto your list of favorites, you must first navigate to the page itself by using the Navigator. Once you are on the page, select the **Action** icon and select **Add to Favorites**. In the example below, we will be using the Timesheet Summary component.

![Timesheet Summary](image)

Once selected, a window will appear where you can enter a label for the screen title that is clear to you. In the example below, we will keep the title unchanged and simply click **Add** to proceed.

![Add to Favorites](image)
A confirmation message will appear indicating the screen has been added to your favorite list. Once return to My Homepage, the screen will now appear under the Navigation Bar – My Favorites.

3.2 Edit Favorites

MyHR allows our users to make edits and changes to their favorite list. This include the option of changing the sequence of the items on the list and remove it from the list if it is no longer needed.

To edit, simply open the Navigation Bar by clicking on the compass-like icon on the top-right of the screen and then click My favorites. At the top of the list, select the Edit Favorites link.
The **Edit Favorites** screen will appear as follows listing all the screens you currently have designated as favorites. This page gives you the option to re-label any of the screens, modify the sequence in which they appear under My favorites as well as delete them if wishes.

To change the ordering of the screens in your favorites, simply input a number in the **Sequence Number** field based on how you like it to be. To have the screen you wish at the very top of the list, start with 0. MyHR will sort the list based on the sequence number in an ascending order. In the example below, we will set Query Manager at the top and follow by Job Data, Users Profile and Timesheet at the end.

Click the **Save** button on the top right corner of the screen once completed. To undo any changes made, click the “My Homepage” button.
Once saved, a message will appear indicating the changes has been made successfully and the screens should now appear under My favorites in the sequence we set.

3.3 Delete Favorites

To delete a screen from your favorite list is also straightforward. Navigate to the Edit Favorites page, select the screen(s) you wish to remove by checking on the checkbox on the left of it. Once you have all the screens(s) selected, click the Delete Selected button.
A confirmation will appear to you asking if you wish to continue. If so, click the **Yes** button otherwise select **No** to undo any changes made.

![Confirmation dialog](image)

After clicking the **Yes** button, make sure to save the changes by clicking on the **Save** button to complete the process.

![Save button highlighted](image)

Once saved, a message will appear indicating your changes have been saved successfully.

![Saved favorites](image)