

---

# What's New in PeopleSoft HCM Image 29?

---

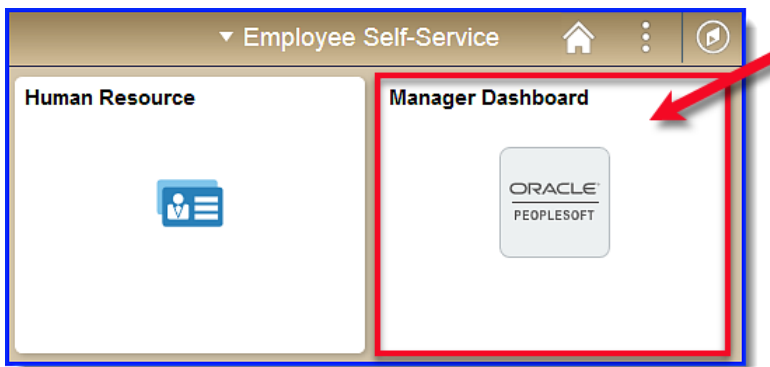
**Change #1:** Use the Manager Dashboard tile on the PeopleSoft HCM Homepage as it is no longer available in Classic Mode. If you see a blank page, personalize the Manager Dashboard to display preferred pagelets in a layout that suits your needs.

For users used to seeing items in the Manager Dashboard, no changes are necessary.

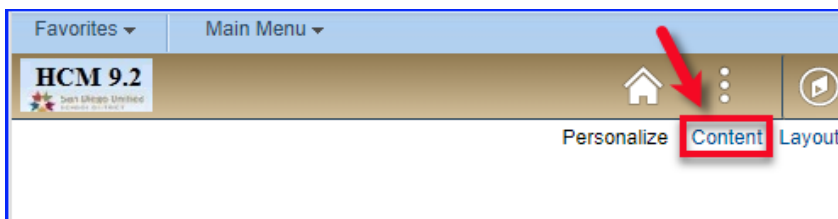
## How to Personalize the Manager Dashboard

**Note:** The following steps will guide you to define the content and layout of your Manager Dashboard. They only need to be executed once, or when future content or layout changes are needed.

- A. On the **PeopleSoft HCM** homepage, click the **Manager Dashboard**.

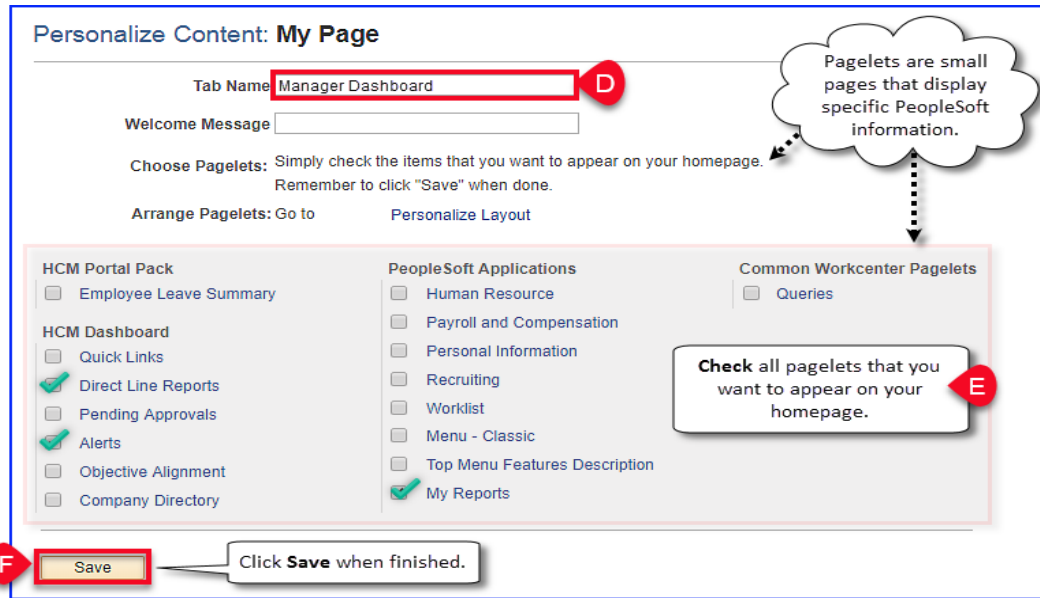


- B. Click the **Content** link.



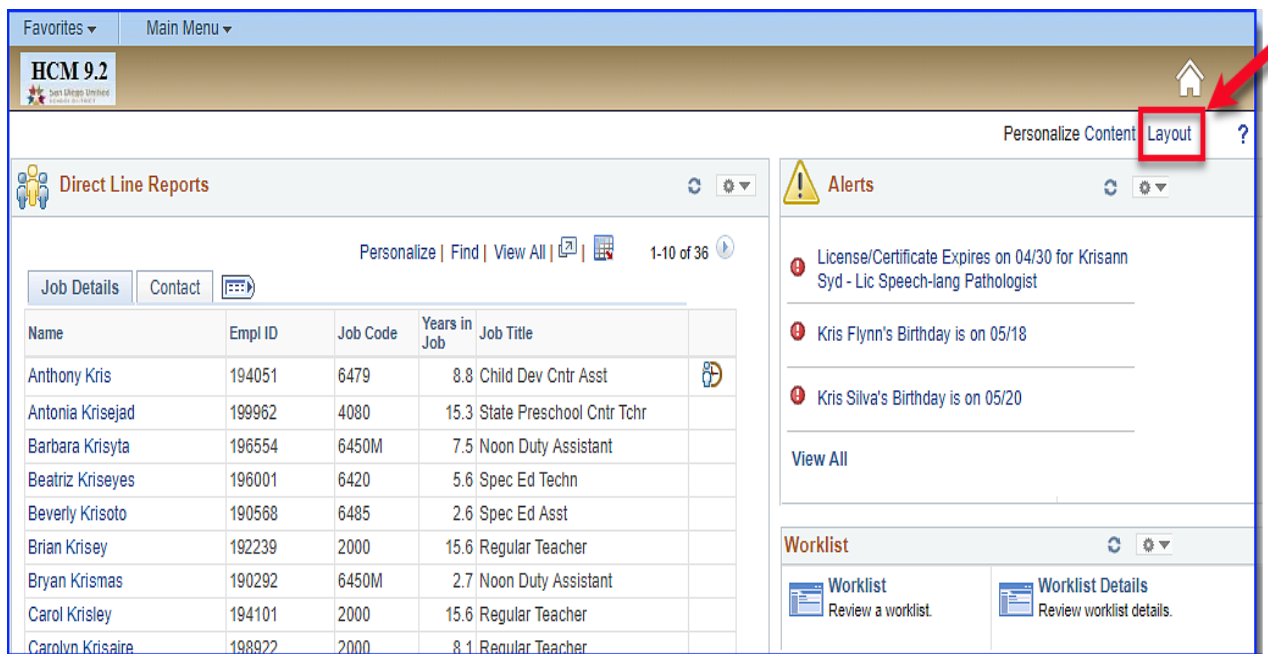
The Personalize Content page will appear.

- C. Enter Manager Dashboard in **Tab Name**.
- D. Click box of each pagelet you want displayed on the Manager Dashboard.
- E. Click **Save**.

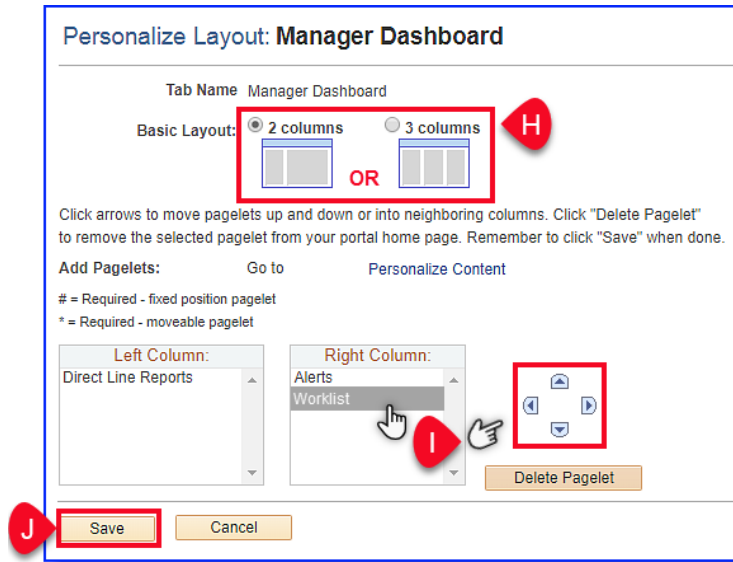


The **Manager Dashboard** page will display preferred pagelets.

- F. Click the **Layout** link.



- G. Select either 2 or 3 columns in **Basic Layout**.
- H. Select pagelet, then use directional arrows to place in preferred column.
- I. Click **Save** when finished.



**Change #2:** The Timesheet and Time and Labor WorkCenter pages have been upgraded. Processes remain the same. However, by default, the data displays larger than before the update.

If necessary, reduce the size of the page using Zoom out shortcut keys on the keyboard, or use scroll bars on browser window to view all areas on page.

**Note:** The Timesheet Summary and Timesheet pages function the same as before. Depending on your viewing preference, there may be no need to make any adjustments on the screen.

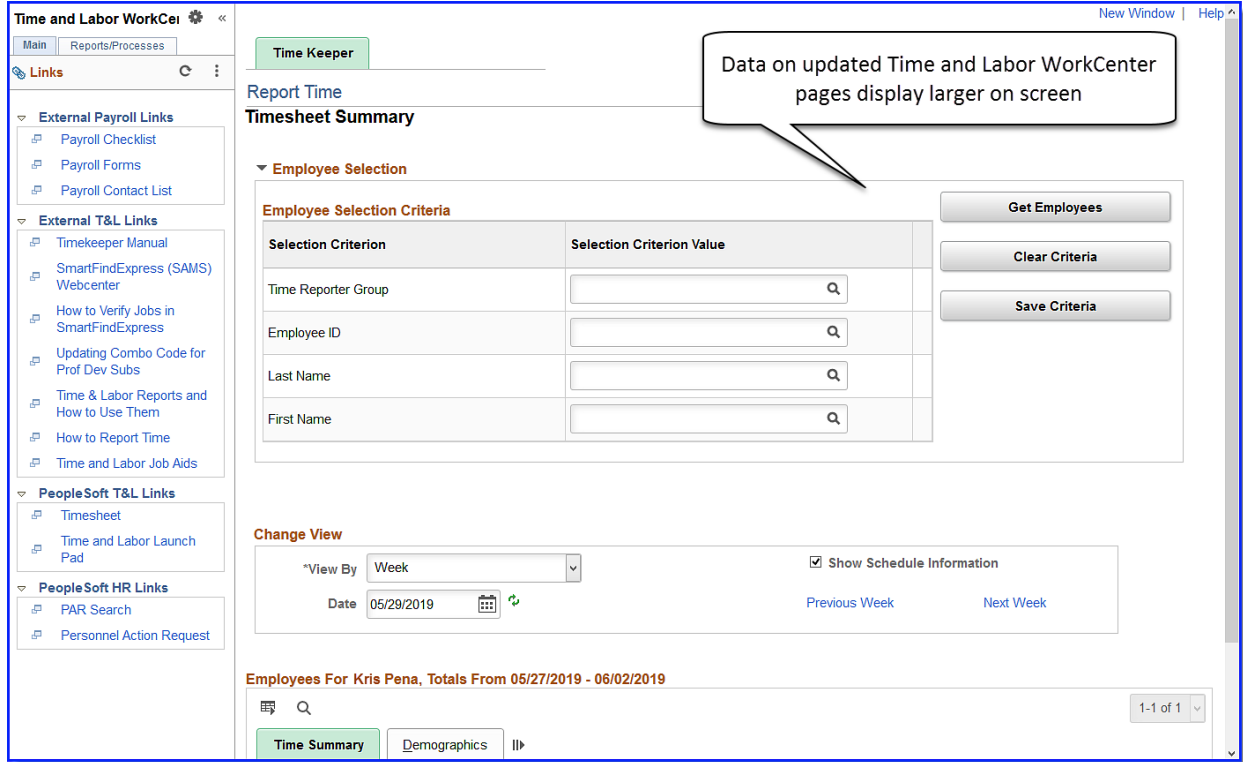
#### Tips to Adjust Browser Screen:

**Tip 1:** Use shortcut keys on keyboard to reduce page magnification (*zoom out*). While on Timesheet page, press the **CTRL** and **+** keys simultaneously until the optimal size is reached. (*To zoom in, press CTRL and – keys, simultaneously*).



**Tip 2:** Use scroll bars on edges and bottom of browser window to view other areas on page.

**Examples of updated Time & Labor WorkCenter and Timesheet pages.**



**Time and Labor WorkCenter** New Window | Help

Main | Reports/Processes

**Links**

- External Payroll Links
  - Payroll Checklist
  - Payroll Forms
  - Payroll Contact List
- External T&L Links
  - Timekeeper Manual
  - SmartFindExpress (SAMS) Webcenter
  - How to Verify Jobs in SmartFindExpress
  - Updating Combo Code for Prof Dev Subs
  - Time & Labor Reports and How to Use Them
  - How to Report Time
  - Time and Labor Job Aids
- PeopleSoft T&L Links
  - Timesheet
  - Time and Labor Launch Pad
- PeopleSoft HR Links
  - PAR Search
  - Personnel Action Request

**Time Keeper**

Report Time

**Timesheet Summary**

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Buttons: Get Employees, Clear Criteria, Save Criteria

Change View

\*View By: Week  Show Schedule Information

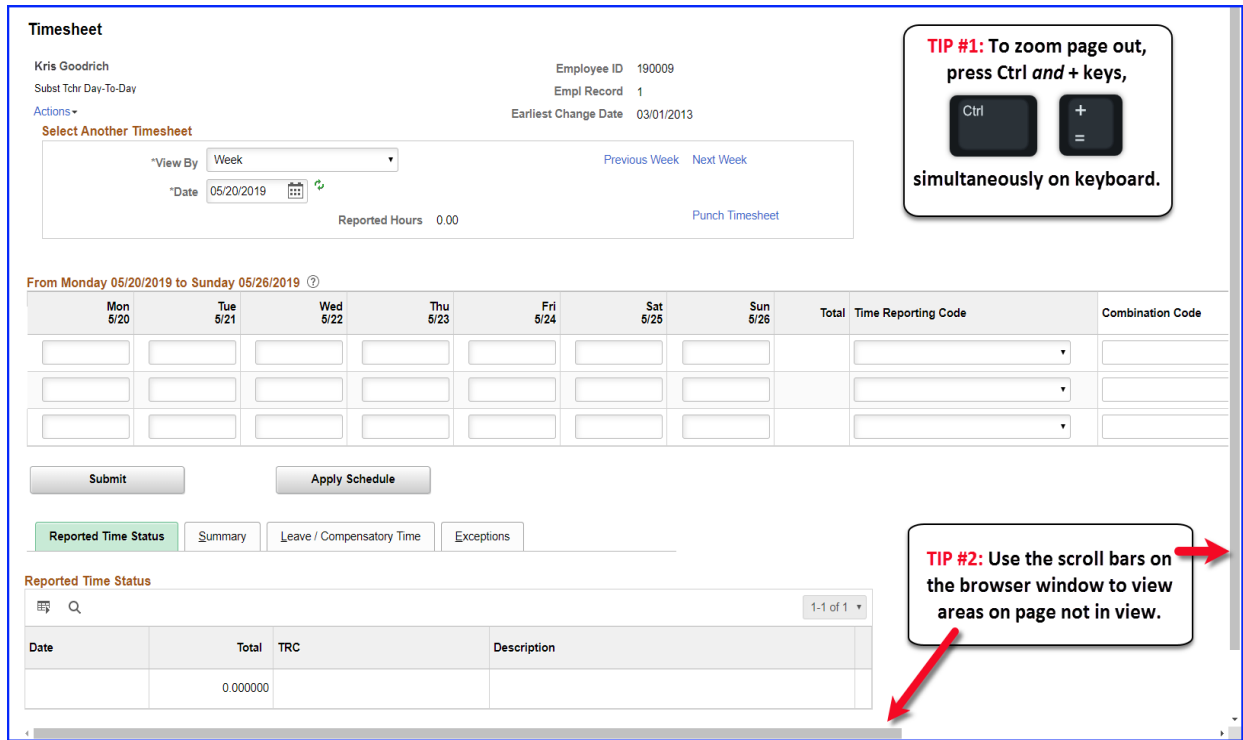
Date: 05/29/2019  Previous Week Next Week

Employees For Kris Pena, Totals From 05/27/2019 - 06/02/2019

1-1 of 1

Time Summary | Demographics

Data on updated Time and Labor WorkCenter pages display larger on screen



**Timesheet**

Kris Goodrich Employee ID 190009  
Subst Tchr Day-To-Day Empl Record 1  
Earliest Change Date 03/01/2013

Actions

Select Another Timesheet

\*View By: Week Previous Week Next Week  
\*Date: 05/20/2019 Reported Hours 0.00 Punch Timesheet

From Monday 05/20/2019 to Sunday 05/26/2019

Mon 5/20	Tue 5/21	Wed 5/22	Thu 5/23	Fri 5/24	Sat 5/25	Sun 5/26	Total	Time Reporting Code	Combination Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Submit Apply Schedule


Reported Time Status Summary Leave / Compensatory Time Exceptions

Reported Time Status

1-1 of 1

Date	Total	TRC	Description
	0.000000		

**TIP #1:** To zoom page out, press **Ctrl and +** keys, simultaneously on keyboard.



**TIP #2:** Use the scroll bars on the browser window to view areas on page not in view.

