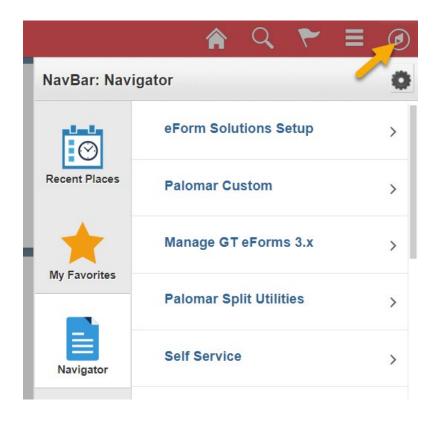
New look for HCM and Employee Self Service (ESS)

Once you log into HCM, you will notice that the menu navigation has changed, and is called Navigator.

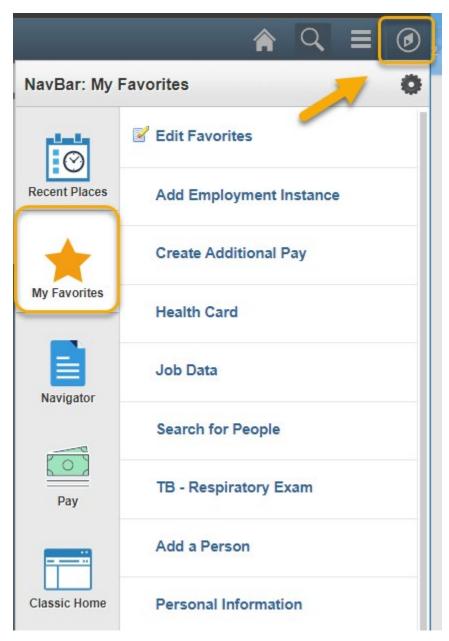
This is what you will see when you first log in:

▼ Employee Self Service				
Payroll	Personal Details	Benefit Details		
	2			
Last Pay Date 10/31/2022				

In order to get to the menus that you are used to seeing, you will first need to click on the compass looking icon at the top right to expand it.



To get to any of your existing favorites, after clicking on the compass, you will need to click on the gold star.



To get to the "classic" menu, after clicking on the compass, you will need to click on the "Classic Home" button.

ନ ୍	≡ ⊘
Content Layou	Nr. Jar 🔯
	Recent Places
	My Favorites
	Navigator
	Pay
	Classic Home

The first time you navigate to the Classic Home menu you may not see it until you click on the browser refresh button.

C		
Employee-facing registry conten × +		
← → C https://hruat.palomar.edu/psp/palh9uat/E G tele P Palomar PeopleSoft	MPLO	(EE/H
Favorites Main Menu 🗸		
ORACLE' Hi Tracie, you are in UAT!!	All	▼ 9

Menu	0 0 -
My Favorites	
Palomar Custom	
Manage GT eForms 3.x	
Palomar Split Utilities	
Self Service	
Manager Self Service	
▶ Recruiting	
Workforce Administration	
▶ Benefits	

Click the browser back arrow or Home button to return to the self-service tiles.



New Employee Self-Service (ESS) functionality.

Again, rhis is what you will see when you first log in:

	▼ Employee Self Service	
Payroll	Personal Details	Benefit Details
Last Pay Date 10/31/2022		

The Payroll tile will take you here:

Payroll				
Paychecks			W-2/W-2c Consent	W-2/W-2c Forms
	Pay Date Net Pay Taxes Deductions Total Gross	10/31/2022	W2	W2
			Consent received	2021 W-2 Form available

You can click on Paychecks tile and see the history of your paystubs. When you click on the W-2 consent tle you are able to consent to receive your W-2 electronically. This coming year we will send a paper copy of your W-2 but if you submit your consent, you will also be able to access it here in Self Service.

The Personal Details tile will take you here:

Employee Self Service		Personal Details
► <u></u>	Name	Additional Information
	2=	
	Updated 11/03/2009	

This data is information only, and you may return to the homepage by clickig the blue Employee Seld Servcidce button on the upper left.

The Benefit Details tile will take you here:

Benefit Details			
Benefits Summary	View Form 1095-C	Form 1095-C Consent	
		No consent received	

Again, this data is information only. You are able to click on each benefit tile for more information.

The Benefits Summary will provide you with a snapshot of all of your current Benefits, and may take a few minutes to load as all of your benefit plan data in the system is being retrived.

The 1095-C tile will take you to your form. (Not used or avaiable until next calendar year)

The 1095-C Consent tile will allow you to receive your 1095-C form here in self service electronically. (Not used or avaiable until calendar next year)

To Sign Out:

