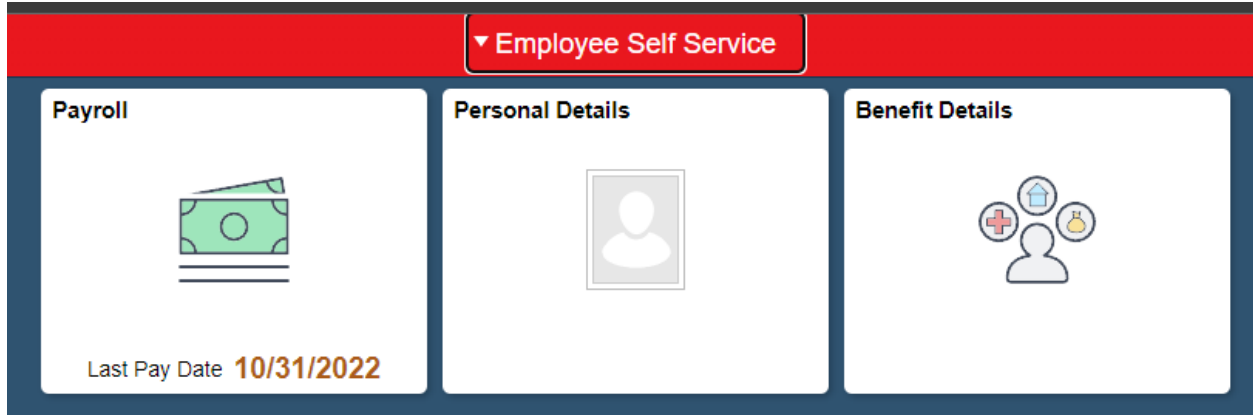


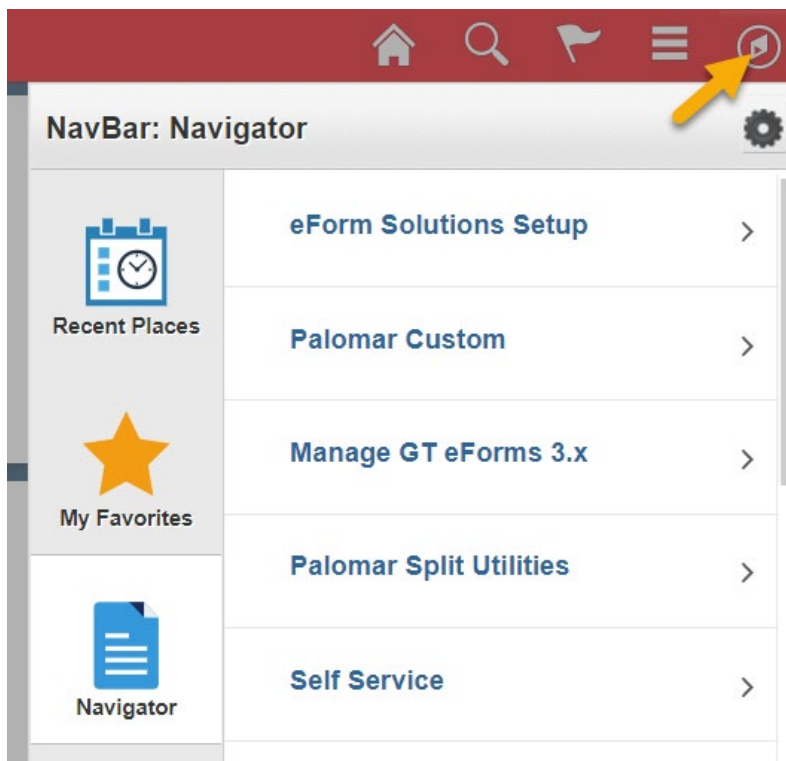
New look for HCM and Employee Self Service (ESS)

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

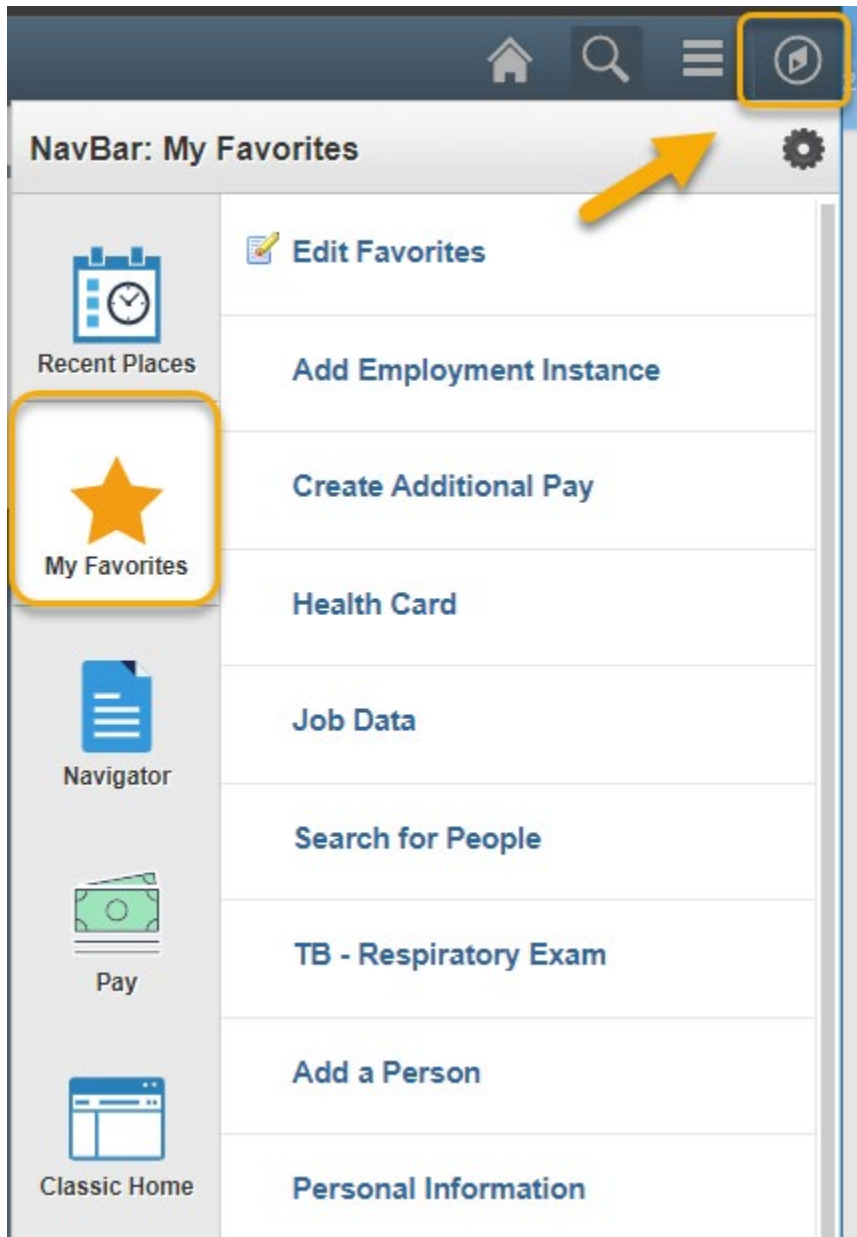
This is what you will see when you first log in:



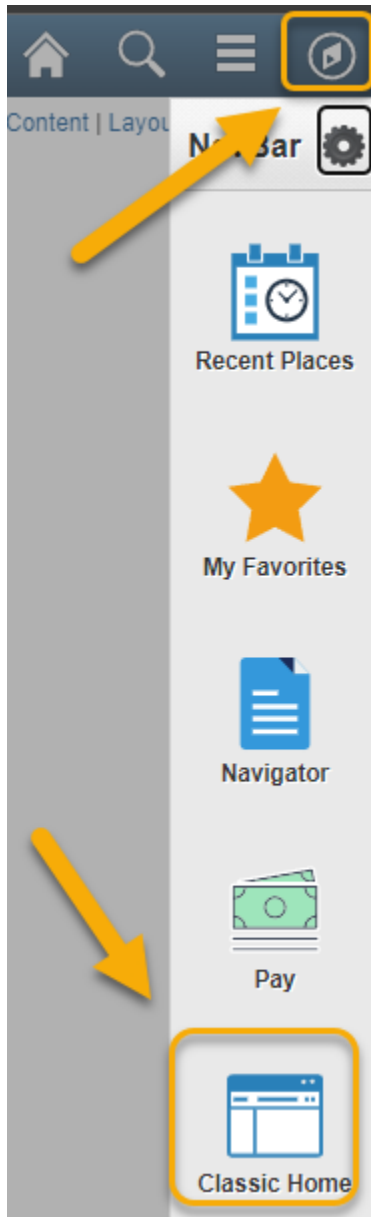
In order to get to the menus that you are used to seeing, you will first need to click on the compass looking icon at the top right to expand it.



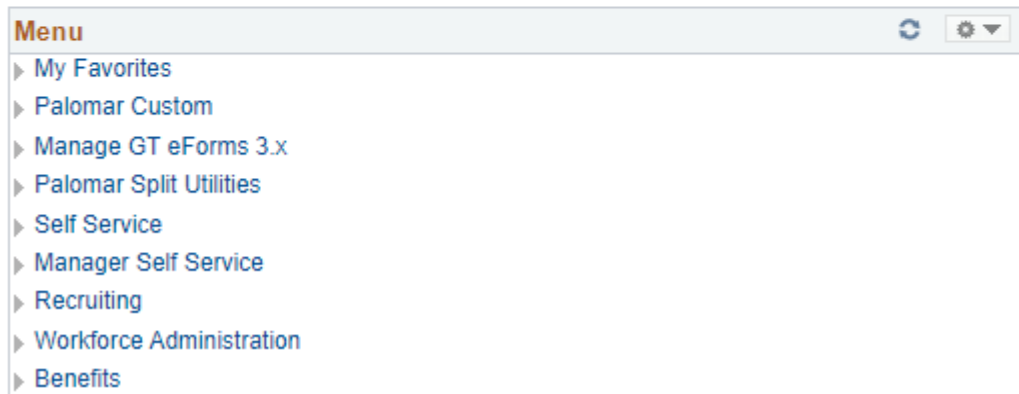
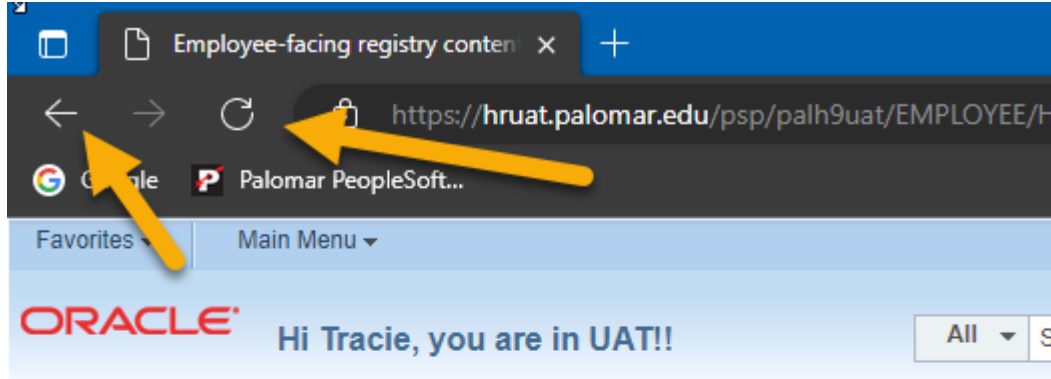
To get to any of your existing favorites, after clicking on the compass, you will need to click on the gold star.



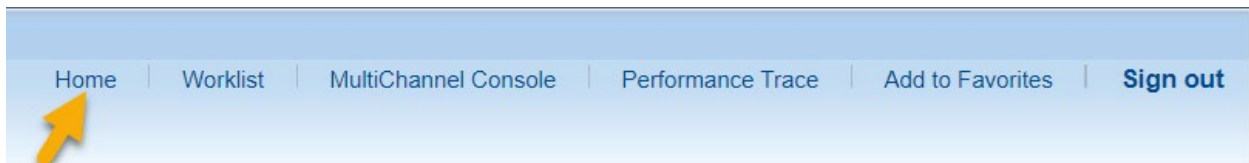
To get to the “classic” menu, after clicking on the compass, you will need to click on the “Classic Home” button.



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



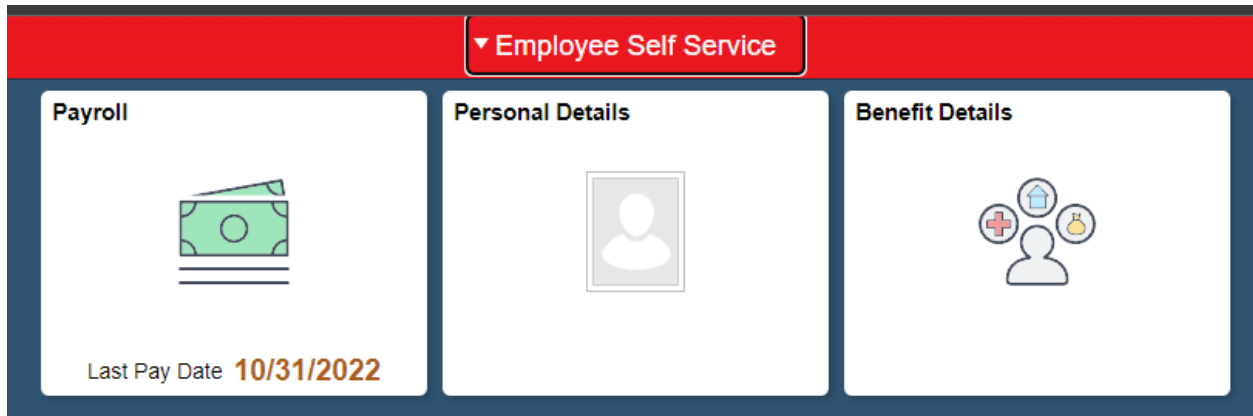
Click the browser back arrow or Home button to return to the self-service tiles.



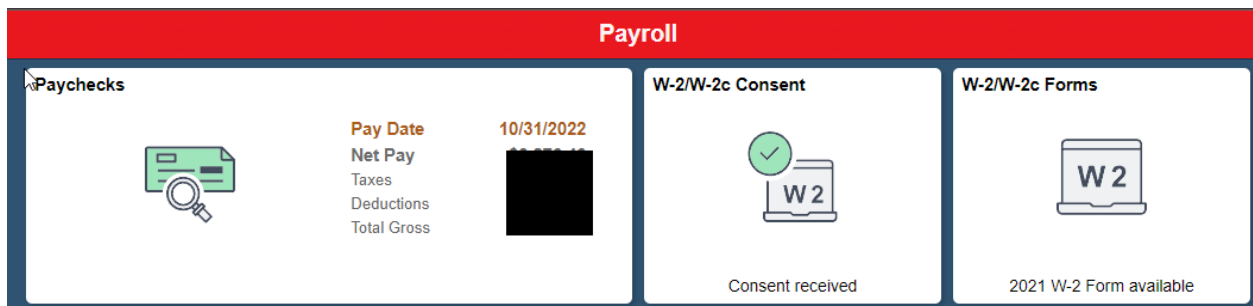
Personalize Content | Layout

New Employee Self-Service (ESS) functionality.

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

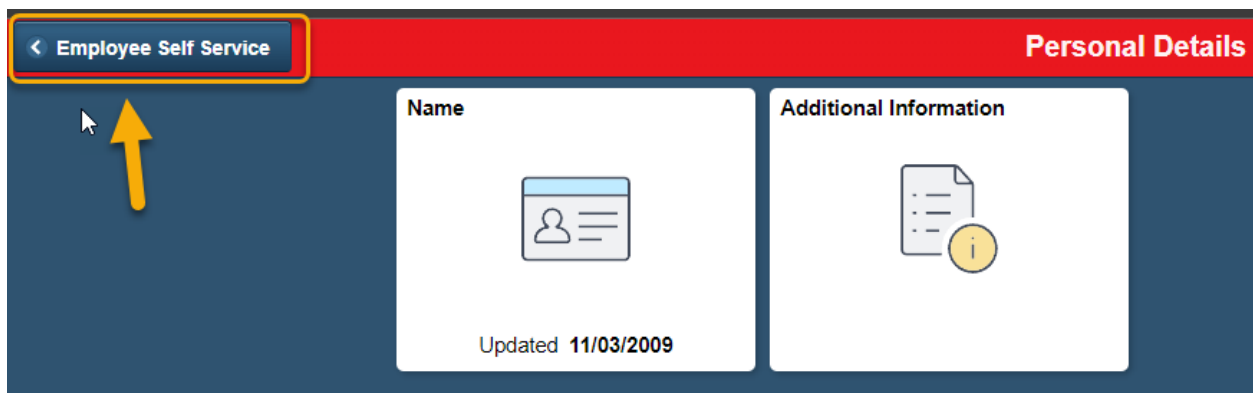


The Payroll tile will take you here:



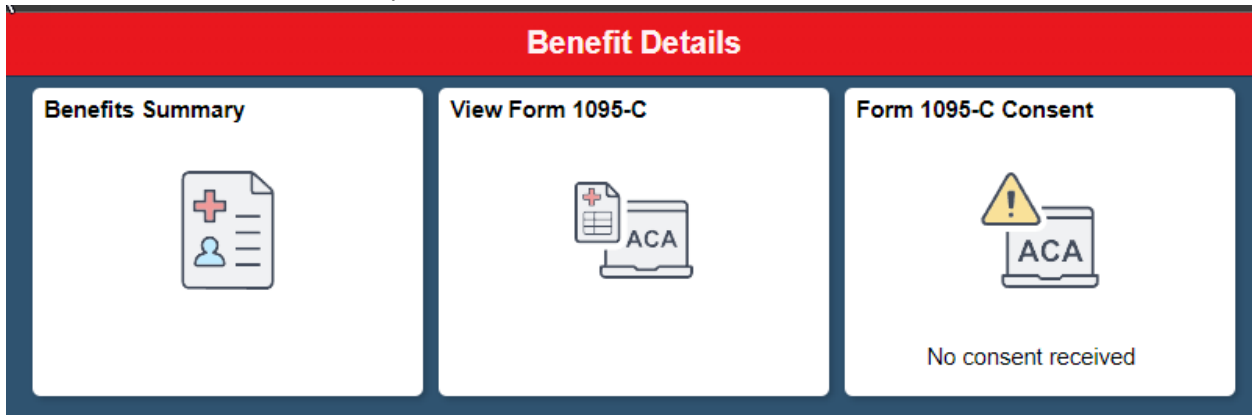
You can click on Paychecks tile and see the history of your paystubs. When you click on the W-2 consent tile you are able to consent to receive your W-2 electronically. This coming year we will send a paper copy of your W-2 but if you submit your consent, you will also be able to access it here in Self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

The Personal Details tile will take you here:



This data is information only, and you may return to the homepage by clicking the blue Employee Self Service button on the upper left.

The Benefit Details tile will take you here:



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 retrieved.

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

To Sign Out:

