

Human Resources Navigation – Quick Reference Guide

Department Budget Table	Setup HRMS>Product Related>Commitment Accounting>Budget Information>Department Budget Table USA
Employee Review Information	Compensation>Base Compensation>Employee Review History>Review History
Unclassified Employee Absence History	Workforce Administration>Absence and Vacation>Track Absence History
Position Data	Organizational Development>Position Management>Maintain Positions/Budgets>Add/Update Position Info
Position Summary	Organizational Development>Position Management>Review Position/Budget Info>Position Summary
Position History	Organizational Development>Position Management>Review Position/Budget Info>Position History
Search for People (Bio Demo Data)	Workforce Administration>Personal Information>Search for People
Education and License/Certification Information	Workforce Development>Profile Management>Profiles>Person Profiles
Job Data	Workforce Administration>Job Information>Job Data
Person Assignment Checklist (Employee Checklist)	Workforce Administration>Personal Information>Organizational Relationships>Person Checklist OR Organizational Relationships > Person Assignment Checklist
Biographical Data (Personal Data)	Workforce Administration>Personal Information>Modify a Person
Paycheck Data	Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck
Paycheck Summary	Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck Summary
Leave Accruals	Benefits>Manage Leave Accruals>Review Accrual Balances
Query	Reporting Tools> Query>Query Manager