

**Notes:**

\* The left column contains the v8.1 page names and the right column contains the corresponding v8.9 navigation and page names.

\* The heading of each section will be the first folder in the menu path for each item within the section.

**Employee Self Service**

Personal Information	Personal Information → Personal Information Summary
Email Addresses	Personal Information → Email Addresses
Emergency Contacts	Personal Information → Emergency Contacts
Home and Mailing Address	Personal Information → Home and Mailing Address
Marital Status Change	Personal Information → Marital Status
Name Change	Personal Information → Name Change
Smoker Status Change	Personal Information → Personal Information Summary
Phone Numbers	Personal Information → Phone Numbers
Direct Deposit	Payroll and Compensation → Direct Deposit
W-2 Reissue Request	Payroll and Compensation → W2 Reissue Request
Voluntary Deductions	Payroll and Compensation → Voluntary Deductions
W-4 Tax Information	Payroll and Compensation → W-4 Tax Information
View Paycheck	Payroll and Compensation → View Paycheck
Change Password	Change Password
Benefits Summary	Benefits → Benefits Summary
Flexible Spending Accounts	Benefits → Benefits Information → Flexible Spending Accounts
Health Care Summary	Benefits → Benefits Information → Health Care Summary
Health Care Dependent Summary	Benefits → Dependents and Beneficiaries → Health Care Dependent Summary
Insurances Summary	Benefits → Insurance Summary
Insurances Beneficiary Summary	Benefits → Dependents and Beneficiaries → Insurance Beneficiary Summary
Dependent/Beneficiary Summary	Benefits → Dependent/Beneficiary Info
Dependent/Beneficiary Coverage	Benefits → Dependents and Beneficiaries → Dependent/Beneficiary Coverage
Benefits Enrollment	Benefits → Benefits Enrollment
Flexible Spending Accounts	Benefits → Benefits Information → Flexible Spending Accounts
Apply for Job	Recruiting Activities → Careers
View Job Postings	Recruiting Activities → Careers

**Position Data**

Position Data	Organizational Development → Position Management → Maintain Positions/Budgets → Add/Update Position Info
Position Data Summary	Organizational Development → Position Management → Review Positions/Budgets Info → Position Summary
Position History	Organizational Development → Position Management → Review Positions/Budgets Info → Position History
Position Budget Status	Organizational Development → Position Management → Review Positions/Budgets Info → Budget Status
Vacant Budgeted Positions	Organizational Development → Position Management → Review Positions/Budgets Info → Vacant Budgeted Positions

**Recruiting**

Job Requisition Data	Recruiting → Find Job Openings
Approved (Hire) Reqs	Recruiting → Find Job Openings
Requisition Activity	Recruiting → Find Job Openings → Manage Applicants
Requisition Processing	Recruiting → Find Job Openings → Manage Applicants → Screen Applicants
Create Requests	Recruiting → Create New Job Opening
View Requests	Recruiting → Browse Job Openings
Approve/Deny Request	Recruiting → Pending Approvals
Applicant Data	Recruiting → Find Applicants
Applicant Disposition Status	Recruiting → Find Job Openings → Manage Applicants
Test Score Data Entry	Recruiting → Find Job Openings → Manage Applicants → Screen Applicants
Add New Applicant	Recruiting → Add New Applicant
Duplicate Applicant Search	Recruiting → Process Duplicate Applicants
Process Duplicate Applicants	Recruiting → Process Duplicate Applicants
Adverse Impact Analysis Results	Recruiting → Reports → City Adverse Impact

Applicant Profile Report	Recruiting → Reports → Applicant Profile Report
Layoff List	Reporting Tools → Query → Query Viewer → <i>HRS_LAYOFF_LIST1 and HRS_LAYOFF_LIST2</i>
Job Bank List	Reporting Tools → Query → Query Viewer → <i>HRS_JOB_BANK</i>

## Workforce Administration

Applicant Hire	Personal Information → Organizational Relationships → Manage Hires
Direct Hire	Add a Person
Add Concurrent Job	Add Additional Assignment
Dependent Information	Personal Information → Personal Relationships → Dependent Information
Emergency Contact	Personal Information → Personal Relationships → Emergency Contact
Search By National ID	Personal Information → Biographical → Search By National ID
Personal Data	Personal Information → Biographical → Update Personal Information
Bank Accounts	Personal Information → Biographical → Bank Accounts
Identification Data	Personal Information → Citizenship → Identification Data
Job Data	Job Information → Job Data
Contract Data	Job Information → Contract Administration
Job Summary	Job Information → Review Job Information → Job Summary
Work Schedules	Absence and Vacation → Track Absence History → Assign Work/Holiday Schedules
Disability	Personal Information → Disability → Disabilities
Employee Checklist	Personal Information → Organizational Relationships → Person Checklist
Badge	Job Information → Badge
City Job History	Job Information → City Job History
Prior Work Experience	Personal Information → Biographical → Prior Work Experience
Company Property	Job Information → Company Property
Names	Personal Information → Biographical → Additional Names
Addresses	Personal Information → Biographical → Home Address Report
Driver's License Data	Personal Information → Biographical → Driver's License Data
Volunteer Activities	Personal Information → Biographical → Volunteer Activities
General Comments	Personal Information → Biographical → General Comments
Grievances	Labor Administration → Record Grievances
Disciplinary Action	Labor Administration → Record Disciplinary Actions
General Absence	Absence and Vacation → Track Absence History → Create/Update Absence

## Workforce Monitoring

Incident Details	Health and Safety → Obtain Incident Information → Incident Details
Injury Details	Health and Safety → Obtain Incident Information → Injury Details
Veh/Equip Incident Details	Health and Safety → Obtain Incident Information → Vehicles/Equipment Involved
Employee Details	Health and Safety → Verify Persnnl Invlvd/Witnessd → Employee
Employment Details	Health and Safety → Verify Persnnl Invlvd/Witnessd → Employment
Non-Employee Details	Health and Safety → Verify Persnnl Invlvd/Witnessd → Non-Employee
Audiometric Exam	Health and Safety → Record Medical Exam Results → Audiometric Exam
Eye Exam	Health and Safety → Record Medical Exam Results → Eye Exam
Physical Exam	Health and Safety → Record Medical Exam Results → Physical Exam
Respiratory Exam	Health and Safety → Record Medical Exam Results → Respiratory Exam
Drug Test Data	Health and Safety → Record Medical Exam Results → Drug Test
Employee Health Card	Health and Safety → Record Medical Exam Results → Review Health Card Info

## Benefits

Benefit Program Participation	Enroll in Benefits → Assign to Benefit Program
Dependent/Beneficiary	Employee/Dependent Information → Update Dependent/Beneficiary
Dependent/Beneficiary Comment	Employee/Dependent Information → Record Dep/Ben Comments
Health Benefits	Enroll in Benefits → Health Benefits
Life and AD/D Benefits	Enroll in Benefits → Life and AD/D Benefits
Disability Benefits	Enroll in Benefits → Disability Benefits
Leave Plans	Enroll in Benefits → Leave Plans

FSA Benefits	Enroll in Benefits → USA-FSA Benefits
Retirement Plans	Enroll in Benefits → Retirement Plans
Vacation Benefit	Enroll in Benefits → Vacation Benefits
Final Check Beneficiary Data	Employee/Dependent Information → Assign Final Check Beneficiary
Benefit Arrears/Frequency Ovr	Enroll in Benefits → Arrears/Frequency Ovr
Primary Job Flags Maintenance	Maintain Primary Jobs → Rebuild Primary Job Flags
On-Demand Event Maintenance	Manage Automated Enrollment → Events → On-Demand Event Maintenance
BAS Activity	Manage Automated Enrollment → Events → Review BAS Activity
Event Status Update	Manage Automated Enrollment → Events → Update Event Status
Processing Controls Update	Manage Automated Enrollment → Events → Update Processing Controls
Perform Election Entry	Manage Automated Enrollment → Participant Enrollment → Perform Election Entry
Employee Event Detail	Manage Automated Enrollment → Review Processing Results → Employee Event Detail
Investigate Exceptions	Manage Automated Enrollment → Investigate Exceptions → (many options)
Leave Accruals	Manage Leave Accruals → Review Accrual Balances
Carrier Interface	Interface with Providers → FEHB Carrier Interface
403 (b) Balances/Projections	Monitor Savings Pln Extensions → Calculate 403(b) Extensions
Primary Job Utility	Maintain Primary Jobs
Dependent/Beneficiary Summary	Employee/Dependent Information → Review Dep/Ben Summary
Benefits Summary (Pay Dedns)	Review Employee Benefits → Benefits Summary (w/Pay Dedns)
Benefits Summary (PI DedCalc)	Review Employee Benefits → Benefits Summary (w/PI Dedns)
403(b) Process Messages	Monitor Savings Pln Extensions → Review 403(b) Process Messages

## Compensation

Salary Plan Default Values	Base Compensation → Maintain Plans → Define Salary Plan
Sal Plan Group Default Values	Total Compensation → Hidden Pages → Sal Plan Group Default Values
Group Increase Budget	Base Compensation → Group Budgets
Salary Planning by Group	Base Compensation → Group Increases

## Payroll for North America

Additional Pay	Create Additional Pay
Direct Deposit	Request Direct Deposit
Employee Tax Distribution	Employee Pay Data → Tax Information → Update Tax Distribution
Employee Tax Data	Employee Pay Data → Tax Information → Update Employee Tax Data
General Deduction Data	Employee Pay Data → Deductions → Create General Deductions
Garnishment Spec Data	Employee Pay Data → Deductions → Create Garnishments
General Ded Code Override	Employee Pay Data → Deductions → Override General Deductions
Override Benefits Deductions	Employee Pay Data → Deductions → Override Benefits Deductions
Adjust/Reverse Paycheck	Payroll Processing → Reverse/Adjust Paycheck
Paysheet Creation	Payroll Processing → Create and Load Paysheets → Create Paysheets
Pay Calendar	Payroll Processing → Create and Load Paysheets → Review Pay Calendars
Paysheets	Payroll Processing → Update Paysheets → By Paysheet
Payline	Payroll Processing → Update Paysheets → By Payline
Payline Earnings	Payroll Processing → Update Paysheets → By Payline Earnings
Paysheet Earnings/Acting	Payroll Processing → Update Paysheets → By Paysheet Earnings/Acting
Paysheet Earns Short Form	Payroll Processing → Update Paysheets → By Payline Earns Short Form
Paysheet Add Balance Page	Payroll Processing → Update Paysheets → By Add Balance Page
Pay Unsheet	Payroll Processing → Update Paysheets → Pay Unsheet
Calculate Pay	Payroll Processing → Produce Payroll → Calculate Pay
Confirm Pay	Payroll Processing → Produce Payroll → Confirm Pay
Reverse Pay Confirmation	Payroll Processing → Produce Payroll → Reverse Pay Confirmation
Employees Not Processed	Payroll Processing → Produce Payroll → Employees Not Processed Rpt
Paycheck	Payroll Processing → Produce Payroll → Review Paycheck
Paycheck Summary	Payroll Processing → Produce Payroll → Review Paycheck Summary
Payroll Error Messages	Payroll Processing → Review Processing Messages → Review Payroll Error Messages
Payroll Register	Payroll Processing → Reports → Payroll Register
Deductions Not Taken	Payroll Processing → Reports → Deductions Not Taken
Check Balances Year-To-Date	Periodic Payroll Events → Balance Reviews → Check Year-To-Date Earnings
Earnings Balances	Periodic Payroll Events → Balance Reviews → Earnings

Deduction Balances	Periodic Payroll Events → Balance Reviews → Deductions
Garnishments Balances	Periodic Payroll Events → Balance Reviews → Garnishments
Balances - Special Accumulator	Periodic Payroll Events → Balance Reviews → Special Accumulator
Arrears Balances	Periodic Payroll Events → Balance Reviews → Arrears
Balances - Tax	Periodic Payroll Events → Balance Reviews → Taxes
Balances – 1042 Tax	Periodic Payroll Events → Balance Reviews → 1042 Taxes
Adjust Arrears Balance	Periodic Payroll Events → Balance Adjustments → Arrears
Adjust Check YTD Balance	Periodic Payroll Events → Balance Adjustments → Check Year-to-Date
Adjust Balance - Earnings	Periodic Payroll Events → Balance Adjustments → Earnings
Adjust Deduction Balance	Periodic Payroll Events → Balance Adjustments → Deduction
Adjust Garnishment Balance	Periodic Payroll Events → Balance Adjustments → Garnishments
Adjust Special Accum Balance	Periodic Payroll Events → Balance Adjustments → Special Accumulators
Adjust Tax Balance	Periodic Payroll Events → Balance Adjustments → Taxes
Adjust PrePay Balance	Periodic Payroll Events → Balance Adjustments → PrePays
Tax Summary - Federal	Pay Period Tax Reports → Tax Summary - Federal
Tax Summary - State	Pay Period Tax Reports → Tax Summary - State
Tax Reporting Parameters (Qtr)	Quarterly Processing → Define Tax Reporting Parameter
Magnetic Media (Qtr)	Quarterly Processing → Create Magnetic Media (broken down by states)
Employee Count Report (Qtr)	Quarterly Processing → Employee Count Report
Multiple Worksite Report (Qtr)	Quarterly Processing → Multiple Worksite Report
State Tax Summary Report (Qtr)	Quarterly Processing → State Tax Summary Report
State Wage Listing Report (Qtr)	Quarterly Processing → State Wage Listing Report
State Unemployment Tax Rpt (Qtr)	Quarterly Processing → State Unemployment Tax Report
Federal Tax Summary (Qtr)	Quarterly Processing → Federal Tax Summary
Tax Form Print Parameters	Annual Processing → Define Annual Tax Reporting → Tax Form Print Parameters
Tax Reporting Parameters (Annual)	Annual Processing → Define Annual Tax Reporting → Tax Reporting Parameters
W-2 Company Data	Annual Processing → Define Annual Tax Reporting → W-2 Company Data
Year End Forms	Annual Processing → Year End Forms & W2 Adjustment → Update Year End Forms
Year End Forms Combined	Annual Processing → Year End Forms & W2 Adjustment → Review Year End Forms Combined
W-2/W-2PR Summary (prior 2001)	Annual Processing → Year End Forms & W2 Adjustment → W-2/W-2PR Summary (prior 2001)
W-2c US/Territories	Annual Processing → Year End Forms & W2 Adjustment → Create W-2c US/Territories
W-2c US/Territories Print	Annual Processing → Year End Forms & W2 Adjustment → W-2c US/Territories Print
W-2c MMREF US Print	Annual Processing → Year End Forms & W2 Adjustment → W-2c MMREF US Print
Error Listing Report	Annual Processing → Year End Reporting → Error Listing Report
YE Reporting Info	Annual Processing → Year End Reporting → Update Year End Reporting Info
YE Data Record Load	Annual Processing → Year End Reporting → Year End Data Record Load
YE Record Error Report	Annual Processing → Year End Reporting → Year End Record Error Report
YE Data Audit Report	Annual Processing → Year End Reporting → Year End Data Audit Report
YE Forms Print	Annual Processing → Year End Reporting → Year End Forms Print
W-3/W-3SS Transmittal Reports	Annual Processing → Year End Reporting → W-3/W-3SS Transmittal Reports
W-3PR Transmittal Totals Rpt	Annual Processing → Year End Reporting → W-3PR Transmittal Totals Rpt
Local W-2 Tax Totals Report	Annual Processing → Year End Reporting → Local W-2 Tax Totals Report
State W-2 Tax Totals Report	Annual Processing → Year End Reporting → State W-2 Tax Totals Report
Federal File (MMREF)	Annual Processing → Year End Reporting → Create Federal File (MMREF)
Federal Audit (MMREF)	Annual Processing → Year End Reporting → Federal Audit Report (MMREF)
State File (MMREF)	Annual Processing → Year End Reporting → Create State File (MMREF)
State Audit (MMREF)	Annual Processing → Year End Reporting → State Audit Report (MMREF)

## Workforce Development

Competencies	Competency Management → Track Person Competencies → Competencies
Languages	Competency Management → Track Person Competencies → Languages
Licenses and Certifications	Competency Management → Track Person Competencies → Licenses and Certifications
Memberships	Competency Management → Track Person Competencies → Memberships
Role Cluster	Competency Management → Assign Role Competencies → Clusters
Role Competency	Competency Management → Assign Role Competencies → Competencies
Role Accomplishment	Competency Management → Assign Role Competencies → Accomplishments
Education	Competency Management → Track Person Competencies → Education
Honors and Awards	Competency Management → Track Person Competencies → Honors and Awards
Test Results	Competency Management → Track Person Competencies → Test Results

Training	Competency Management → Track Person Competencies → Training
Employee Teams	Competency Management → Match Competencies to Roles → Create Employee Teams

## Enterprise Learning

Course Session Enrollment	Student Enrollment → Enroll Individually or Quick Enrollment or Enroll in Course
Group Enrollment	Student Enrollment → Enroll by Group
Course Waiting List	Student Enrollment → Create/Update Course Wait List
Course Auto Enrollment	Student Enrollment → Course Session Auto Enrollment
Express Rescheduling	Student Enrollment → Reschedule Between Sessions
Student Training	Training Reports → Student Training History
Track Student Costs	Cost Analysis → Calculate Student Cost or Maintain Student Costs
Profile by Criteria	Create Demand Profiles → By Criteria
Profile Directly	Create Demand Profiles → Directly
General Demand	Training Budget → General Demand
Department Demand	Training Budget → Department Demand
Employee Demand	Training Budget → Employee Demand
Employee Demand by Course	Training Budget → Employee Demand by Course
Adjust Department Demand	Create Budget Plan → Adjust Department Demand
Choose Active Scenario	Create Budget Plan → Choose Active Scenario
Freeze Budget Period	Freeze Training Budget → Freeze Budget Period

## Set Up HRMS

Business Unit Table	Foundation Tables → Organization → Business Unit
Company Table	Foundation Tables → Organization → Company
Location Table	Foundation Tables → Organization → Location
Departments	Foundation Tables → Organization → Departments
Holiday Schedule	Foundation Tables → Organization → Holiday Schedule
Job Code Table	Foundation Tables → Job Attributes → Job Code Table
Job Family Table	Foundation Tables → Job Attributes → Job Family Table
School Table	Common Definitions → School Information → Schools
Major Table	Common Definitions → School Information → Majors
Honors and Awards	Common Definitions → Accomplishments → Honors and Awards
Languages	Common Definitions → Accomplishments → Languages
Licenses and Certificates	Common Definitions → Accomplishments → Licenses and Certificates
Memberships	Common Definitions → Accomplishments → Memberships
Benefit Program Table	Product Related → Base Benefits → Program Structure → Benefit Program Table
Benefit Provider/Vendor Table	Product Related → Base Benefits → Plans and Providers → Provider/Vendor Table
Benefit Plan Table	Product Related → Base Benefits → Plans and Providers → Benefit Plan Table
Earnings Table	Product Related → North American Payroll → Compensation and Earnings → Earnings Table
Earnings Program Table	Product Related → North American Payroll → Compensation and Earnings → Earnings Program Table
Special Accumulator Table	Product Related → North American Payroll → Compensation and Earnings → Special Accumulator Table
Balance ID Table	Product Related → North American Payroll → Compensation and Earnings → Balance ID Table
Pay Run Table	Product Related → North American Payroll → Compensation and Earnings → Pay Run Table
Pay Group Table	Product Related → North American Payroll → Compensation and Earnings → Pay Group Table
Pay Calendar Table	Product Related → North American Payroll → Compensation and Earnings → Pay Calendar Table
Shift Table	Product Related → North American Payroll → Compensation and Earnings → Shift Table
Deduction Table	Product Related → North American Payroll → Deductions → Deduction Table
General Deduction Table	Product Related → North American Payroll → Deductions → General Deduction Table
Company General Deductions	Product Related → North American Payroll → Deductions → Company General Deductions
Deduction Subset Table	Product Related → North American Payroll → Deductions → Deduction Subset Table
Garnishment DE Definition Table	Product Related → North American Payroll → Garnishments → DE Definition
Garnishment Rules Table	Product Related → North American Payroll → Garnishments → Rules Table
Garnishment Proration Rules Table	Product Related → North American Payroll → Garnishments → Proration Rule Definition
Federal State Tax Table	Product Related → North American Payroll → Federal/State Taxes → Tax Table
State Tax Reciprocity Table	Product Related → North American Payroll → Federal/State Taxes → State Tax Reciprocity Table
Company State Tax Table	Product Related → North American Payroll → Federal/State Taxes → Company State Tax Table

Tax Location Table	Product Related → North American Payroll → Federal/State Taxes → Tax Location Table
Tax Collector Table	Product Related → North American Payroll → Federal/State Taxes → Tax Collector Table
Taxable Gross Definition Table	Product Related → North American Payroll → Federal/State Taxes → Taxable Gross Definition
SWT Marital Status Table	Product Related → North American Payroll → Federal/State Taxes → SWT Marital Status Table
UI Report Code Table	Product Related → North American Payroll → Federal/State Taxes → UI Report Code Table
Local Tax Table	Product Related → North American Payroll → Local Taxes → Tax Table
Company Local Tax Table	Product Related → North American Payroll → Local Taxes → Company Local Tax Table
Local Tax Reciprocity Table	Product Related → North American Payroll → Local Taxes → Tax Reciprocity Table
Deduction Class Report	Product Related → North American Payroll → Deduction Table Reports → Deduction Class
Deduction Frequency Report	Product Related → North American Payroll → Deduction Table Reports → Deduction Frequency
Earnings Report	Product Related → North American Payroll → Comp/Earnings Table Reports → Earnings Table

### Worklist

Business Process Maps	Worklist → Worklist
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### Reporting Tools

Query	Reporting Tools → Query → Query Manager Or Reporting Tools → Query → Query Manager
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### PeopleTools

Process Monitor	PeopleTools → Process Scheduler → Process Monitor
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