

System Image (32) Update Guide

Revised: May 2020

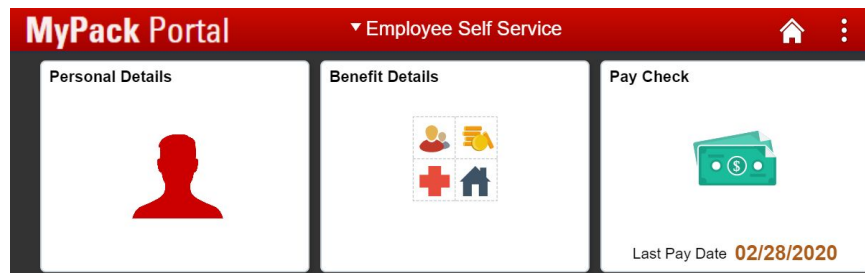


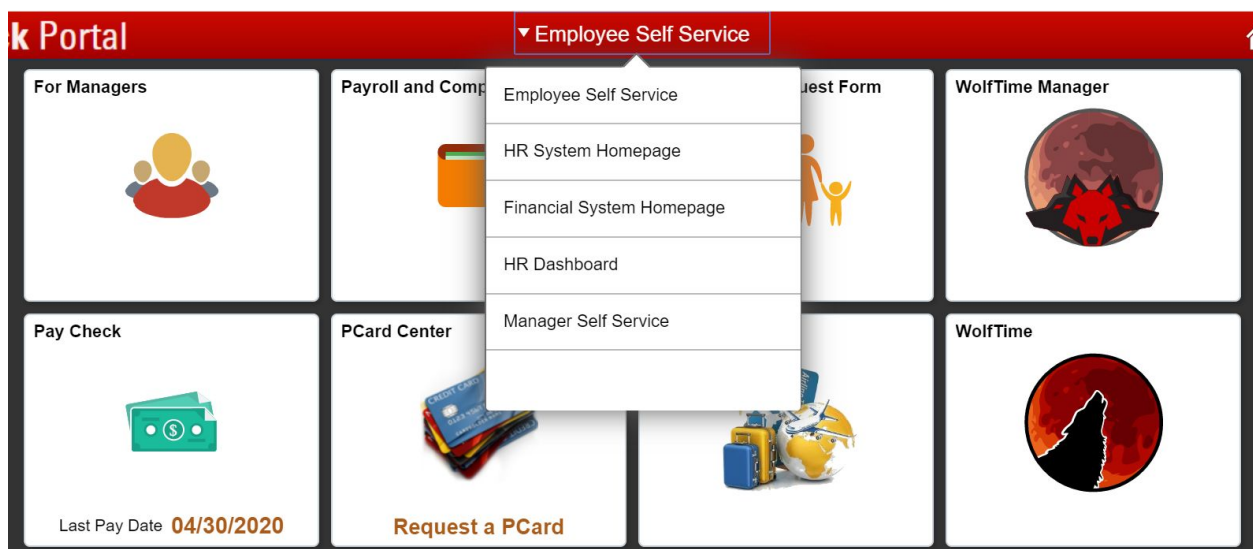
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CHAPTER 1: Introduction

This document will cover the fundamental updates supporting the HR System, Oracle/ PeopleSoft Image 32 release.

Over the last few system updates, the university has slowly transitioned MyPack Portal from the classic dropdown navigation to a landing page and fluid tile structure. Landing pages have various tiles that make navigation easier within the system using the latest PC's and smart devices. The drop down navigation menu of MyPack Portal displays a list of landing pages. The following example reflects only the landing pages that will be covered in this document.



This guide will go over the the following landing page/menu options:





- > [Employee Self Service](#) (Chapter 2)
- > [HR System Homepage](#) (Chapter 3)
- > [Financial System Homepage](#) (Chapter 4)
- > [HR Dashboard](#) (Chapter 5)
- > [Manager Self Service](#) (Chapter 6)

The examples listed throughout this guide refer to the more common tiles utilized by all employment classifications. Keep in mind that some tiles may not be available to all employees.

The ability to have access to the landing page and tile options are dependent on:




- > The user accessing MyPack Portal with a valid Unity ID and password, and
- > The user's security access roles in the system.



One of the first things you will notice is the transition from old tiles to the new landing pages and/or new tiles. The following reference chart reflects the old access versus new access.

Old		versus	New	
↓			↓	
HR Dashboard Tile				HR Dashboard Landing Page
				
<p>The HR Dashboard tile will be replaced by the new “HR Dashboard” landing page</p>				
For Managers				Manager Self Service Landing Page
				
<p>For Managers, will still be available for a short period of time while managers transition to the new “Manager Self Service” landing page</p>				

Old versus New



My Employees Time and Absences	WolfTime Manager
<div style="display: flex; justify-content: space-between;"> <div data-bbox="207 512 493 737"> <p>My Employees Time</p>  <p>2 Approvals Needed</p> </div> <div data-bbox="501 512 787 737"> <p>My Employees Absences</p>  <p>1 Approvals Needed</p> </div> </div> <p>These two tiles are being consolidated into one new tile called “WolfTime Manager”.</p>	<div data-bbox="948 512 1295 785"> <p>WolfTime Manager</p>  </div> <p>The new “WolfTime Manager” tile resides under the Manager Self Service landing page</p>


My Employees Time	Timekeeper Admin View
<div data-bbox="329 1005 670 1278"> <p>My Employees Time</p>  <p>2 Approvals Needed</p> </div> <p>My Employees Time tile will be renamed to “Timekeeper Admin View”</p>	<div data-bbox="951 1005 1292 1278"> <p>Timekeeper Admin View</p>  <p>3 Approvals Needed</p> </div> <p>Timekeeper Admin View, will allow timekeepers to review and manage employee timesheets</p>

****Brand New** Approval Monitor**

The **Approval Monitor** tile is new with Image 32 and provides a list of transactional items that require review and approval.

The tile is available to both supervising managers and HR administrative personnel, providing a location to monitor and manage dynamically updated transaction items in the HR system.

Approval Monitor



CHAPTER 2: Employee Self Service

The Employee Self Service (ESS) homepage is available to personnel employed at the university. It is the default landing page when a person is first hired in the HR system.

The tiles displayed are dependent on the users' security access roles at the university.

For example:



Description Frequently Used Tiles

Personal Details

- > Contains address, contact, and emergency information about the employee that should be maintained and updated as needed.
- > **Names** allows you to see your legal name in the HR system. A “**NEW**” legal name change feature allows you to request a change and attach supporting documentation.
- > The “**Employee Designation**” option allows EHRA and SHRA employees to see if their position is deemed mandatory or non-mandatory during adverse weather or emergency events.

Benefit Details

- > Reflects the employee’s current benefit summary.
- > Allows employees to enroll in benefits during the scheduled enrollment period.

Email Preferences

Allows the user to review and update email preference settings for different workflows and approval activities taking place in the HR system.

Pay Check

Reflects the most recent checks produced by payroll.

Wolf Time

- > This is the leave and time tracking management system utilized at the university.
- > Both Exempt and Nonexempt employees who are leave eligible can submit, review, and certify leave balances within the tile.
- > Non-Exempt employees who are responsible for tracking hours worked utilize WolfTime to submit their In/Out clock entries.

Employee Announcements

Reflects the most recent events taking place on campus that could impact the HR system or campus activities.

CHAPTER 3: HR System Homepage

The HR System Homepage is available to managers and administrative personnel employed at the university. The tiles displayed are dependent on the user's security level access. The HR System Homepage will have a few predefined tiles but you can customize the page with the tiles frequently reviewed and managed on a regular basis.

The screenshot displays the HR System Homepage with a red header bar containing the text "Portal" and "HR System Homepage". The dashboard is organized into six main tiles:

- HR Quicklinks:** Contains a circular icon with a blue ring and an orange arrow pointing right.
- Payroll Lockout Monitor:** A table with columns for "Campus Lockout?", "Payroll Status", and "Distrib Lockout?". It is filtered by "Monthly" and "Biweekly".


	Campus Lockout?	Payroll Status	Distrib Lockout?
Monthly			
20201R10	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Confirmed	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Biweekly			
20202R22	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
- Timekeeper Admin View:** Features a clock icon and the text "3 Approvals Needed".
- Employee Announcements:** Displays the message "There are no articles available." with a folder icon.
- Job Data:** Contains a red folder icon.
- Approval Monitor:** Shows a red document icon with a green checkmark and a progress bar.

Tile Options Available

HR Quicklinks

Provides quick navigation to the most common Job Action Request (JAR) and transactional activities.

HR Quicklinks



Payroll Lockout Monitor

“YES” indicates when biweekly and/or monthly payroll lockout is being processed.


Payroll Lockout Monitor

	Campus Lockout?	Payroll Status	Distrib Lockout?
Monthly			
20201R10	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Confirmed	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Biweekly			
20202R22	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Timekeeper Admin View

Allows timekeeping administrators to review, manage, and update timesheets.

Timekeeper Admin View




3 Approvals Needed


Employees Announcements

Provides direct report informational updates, (i.e. birthdays and anniversaries).

Employee Announcements



MyPack Portal Error
OIT. 02/27/2020



Coronavirus Response
NC State University.

Approval Monitor

Reflects WolfTime, JAR, NextGen, Leave and Additional Comp, transaction items that require review/approval. (covered in more detail in [Chapter 6](#)).

Approval Monitor



CHAPTER 4: Financial System Homepage

The Financial System Homepage is available to administrative personnel employed at the university. The tiles displayed are dependent on the users security level access.

▼ Financial System Homepage

Financials Quick Nav 	Fleet Card Center  Request a Fleet Card	Travel Center 	
MarketPlace  60+ Catalogs / 13 Categories	PCard Center  Request a PCard	Employee Announcements  MyPack Portal Error OIT. 02/27/2020  Coronavirus Response NC State University.	Wolfpack Reporting System  Last Month Closed: February
Worklist 	Queries and Reports 	Manage Receivers  No Orders to Receive	

Frequently Used Tiles

Financials Quick Nav

This tile contains navigation to all the common data entry and inquiry points for the Financial system (Journals, Vouchers, MarketPlace, Chartfield Inquiry, etc.)

Financials Quick Nav



Grants

The Grants tile centralizes all the pages and external systems that you need to manage your projects and grants funds.

MarketPlace

With access to shop at over 60 suppliers, MarketPlace is the best place to shop for all your departmental supply needs. There are 14 different categories of suppliers on the MarketPlace with the most popular being Office Supplies, Lab/Scientific, Computer/Software, and Facilities/Grounds/Safety.

MarketPlace



60+ Catalogs / 13 Categories

PCard Center

This tile is used to monitor your PCard spend, reconcile transactions, upload receipt, and request changes to your PCard. If you're a reconciler for others in your department, you can do all the above for anyone's card you're associated with.

PCard Center



Request a PCard

Travel Center

Access to enter and approve travel Authorizations and Reimbursements for you or you have the ability to proxy to another individual and enter documents on their behalf.

Travel Center



WolfPack Reporting System (WRS)

WRS is the go-to system to monitor your overall budgets and expenditures for different projects and departments.

Wolfpack Reporting System



Last Month Closed: February

CHAPTER 5: HR Dashboard

The HR Dashboard tile goes away and becomes a menu drop down option, (illustrated below). The HR Dashboard is available to administrative HR personnel across all college divisions. It contains information and quick access to most of the common management areas in the HR System. The HR Dashboard data is dependent on the user's security level access.

The screenshot displays the HR Dashboard interface with a dropdown menu open over the 'HR Dashboard' tile. The menu options are: HR System Homepage, Employee Self Service, Financial System Homepage, Student Homepage, Student Information System, HR Dashboard (highlighted), and Manager Self Service.

Report List
Database: ALL
Report Manager
No Reports to Show

Update Team Information

Separation Monitor - M88
The current user has insufficient privileges to complete this operation.

HR Quicklinks

Timekeeper Admin View
0 Approvals Needed

Payroll Lookout Monitor (FI)

Monthly	Campus Lockout?	Payroll Status	Distrib Lockout?
<input type="checkbox"/> Yes	<input type="checkbox"/> In Progress	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	<input type="checkbox"/> Confirmed	<input type="checkbox"/> No	
Biweekly	<input type="checkbox"/> Yes	<input type="checkbox"/> In Progress	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> Confirmed	<input type="checkbox"/> No	

Payroll Lookout Monitor

Monthly	Campus Lockout?	Payroll Status	Distrib Lockout?
20201M05	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> In Progress	<input type="checkbox"/> Yes
	<input type="checkbox"/> No	<input type="checkbox"/> Confirmed	<input type="checkbox"/> No
Biweekly	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> In Progress	<input type="checkbox"/> Yes
20202H10	<input type="checkbox"/> No	<input type="checkbox"/> Confirmed	<input type="checkbox"/> No

Add Pay Pending Approvals

Transaction ID	Name	Begin Date	Owner
-1719	Frank Perry	2020-05-16	Summer EHRA Instruction
-1720	Jeffrey Debold	2020-05-16	Summer EHRA Instruction

Employee Headcount

Pie chart showing Employee Headcount by category:

- Student Workers
- Unpaid N...
- Unpaid Fa...
- Temp...
- Subject to...
- Temp...
- Exempt fr...
- Access D...
- CVM Hou...
- County O...
- EHRA Co...
- EHRA Fa...
- EHRA
- Non-Faculty
- EHRA
- SAAO Tier 1
- EHRA
- SAAO Tier 2
- Graduate Assistants
- Law Enforcement...
- Post Doc
- SHRA Em...

EHRA Probation End Date

Bar chart showing the count of employees by Probation End Date from 04/23/2005 to 06/27/2005.

EHRA End Dates

Bar chart showing the count of employees by Employee Class: EHRA County Extension, EHRA Faculty, EHRA Non-Faculty, and Unpaid Faculty.

Tile Options Available

Report List

Reflects direct report information.

Report List Report Manager


Database: ALL ▼

No Reports to Show

Update Team Information

Allows you to review and request a group wide reporting change.


Update Team Information



HR Quicklinks

Provides quick navigation to the most common transactional panels used on a regular basis. One new enhancement is the addition of a new “EHRA JAR Reappointment” option under “*Modify or Separate Employee*”. The option allows the college/division to reappoint an EHRA Non-Tenure Track (NTT) faculty member to a subsequent contract at the same rank. If the reappointment involves a pay rate change, then Class and Compensation would be triggered as part of the JAR approval process followed by final approval by HRIM.

HR Quicklinks



Separation Monitor

Reflects the latest separation actions within a 4 week timeframe of the current date.

Separation Monitor - M88

The current user has insufficient privileges to complete this operation.

Perm Worklist

Reflects a dynamic list of transactions for Faculty, Non-Faculty, Postdocs and Staff.

Perm Worklist

Transaction ID	Employee ID	Name	Action Request
AG00178821	00001		Faculty Reappointment
AG00178819	20007		Rehire EHRA, SHRA, or PostDoc

Non-Perm Worklist

Reflects a dynamic list of transactions for Students, Temporary and No Pay workers.

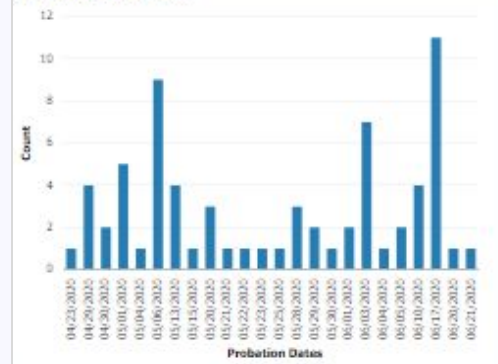
Non-Perm Worklist

Transaction ID	Employee ID	Name	Action Request
AG00178794	2001		Modify Student, Temp, or No Pay
AG00178793	2002		Hire Student, Temp, or No Pay

SHRA Probation Dates

Reflects SHRA employees within a month of achieving career status.

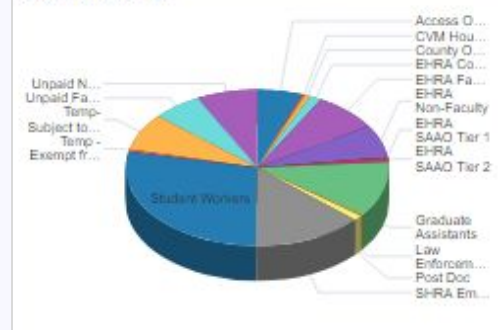
SHRA Probation End Date



Employee Headcount

Reflects the latest headcount by employee classification within the division/dept.

Employee Headcount



Chapter 8 covers customizing the landing pages with the tiles you use most frequently.

CHAPTER 6: Manager Self Service

Manager Self Service is a NEW landing page and only available to supervising managers with direct reports. The tiles provide quick access to the most common management areas in the HR System.

▼ Manager Self Service

Approval Monitor

Direct Line Reports

WolfTime Manager

Job Actions for My Employees

✔ If you see the icon, the transaction has been approved and the employee is in the HR/Payroll System.

Empl ID	Name	Action	Step	Status	Job Code	Job Code Description	Effective Date
1							

Separation Monitor - MSS

Displays your employees that have separation dates in the last 7 days or the next three weeks. Please consult your HR Representative if your employee will not be separating from this job.

ID	Empl Record	Name	Descr	Empl Class	Dept ID	Job Code	Descr	Term Date
----	-------------	------	-------	------------	---------	----------	-------	-----------

My Team Alerts

You have no Alerts right now.

Comp Aging Report

Hours Expitling

Expire Dt

05/16/2020 05/23/2020 05/30/2020 06/13/2020 06/20/2020 06/27/2020

The next page provides a description and/or purpose for each of these tiles.

Tile Options and Navigation

Approval Monitor

The Approval Monitor is dynamically updated and displays a list of transactional items awaiting review and approval. The total number of transactions will be displayed at the top, next to "ALL". When you click on each drop down item, a number will be displayed indicating the number of transactions in the queue.

The screenshot displays the 'Approval Monitor' interface within the HR Dashboard. On the left, there is a navigation menu with a search bar and a list of transaction categories, each with a count. The 'Hire Student, Temp, No-Pay' category is selected, showing a count of 4. The main area displays a list of transactions, each with a title, ID, and date. The details panel on the right shows the following information for the selected transaction:

Details	
Transaction Id:	AG00177519
Transaction Type:	Hire Employees
Transaction Title:	Hire Student, Temp, or No Pay
Emplid / Name:	200 Laura
Action / Reason:	HIR / HSW
Dept ID:	0701

How to Access a Specific Transaction

1. Select one of the transactional options on the left.
2. The middle of the page displays a list of transactions, with the most recent transactions displayed from the top down
3. Hover your mouse over a transaction and the details appear on the right.
4. To review and/or approve a specific transaction click on it from the middle section and it will open up in a separate tab .

Direct Line Reports

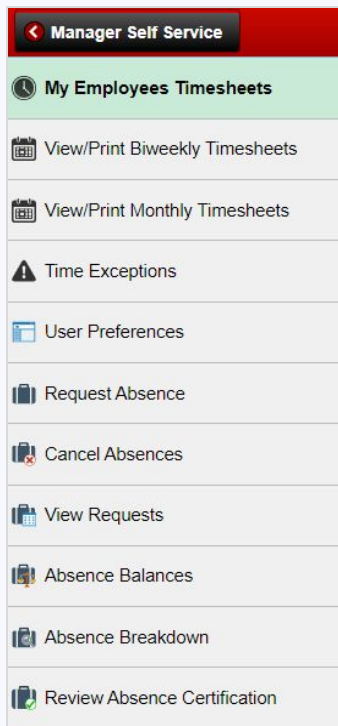
Reflects a summary of your direct reports along with supporting tabs for easy review of Compensation, Leave Balances, Emergency Contact, and Mandatory Position Data.



WolfTime Manager

Provides supervisors all the activity options to manage, review, and approve WolfTime “Absence and Timesheet” for direct reports. The new title replaces the “My Employee Time and My Employees Absences” pagelets previously located under “For Managers”. Select the activity on the left to open and review direct report information.

NOTE: The “Approve Reported Time” activity that identified unapproved employee timesheets prior to the previous Saturday will be located within the Approval Monitor tile.



My Team Alerts

Reflects birthdays and service anniversary dates for your direct reports.

My Team Alerts
[View All](#)

2 rows

	Birthday is on 04/2	
	16 Years Anniversary is on 04/02	

Separation Monitor

Reflects the latest separation actions for your direct reports occurring within a four week timeframe of the current date.

Separation Monitor - MSS

Displays your employees that have separation dates in the last 7 days or the next three weeks. Please consult your HR Representative if your employee will not be separating from this job.

ID	Empl Record	Name	Descr	Empl Class	Dept ID	Job Code	Descr	Term Date
----	-------------	------	-------	------------	---------	----------	-------	-----------

Job Actions for My Employees

Reflects the hiring status of new hires/rehires/transfers for supervising managers. A green check icon indicates a transaction has been approved and the employee is in the HR/Payroll System.

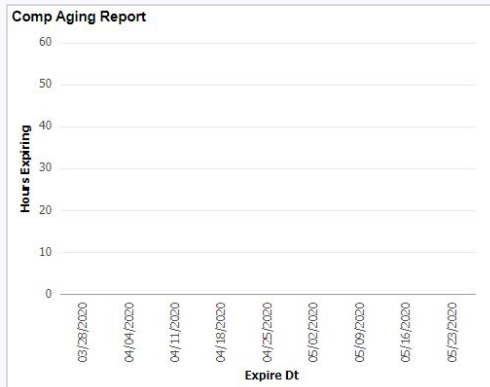
Job Actions for My Employees

If you see the icon, the transaction has been approved and the employee is in the HR/Payroll System.

Empl ID	Name	Action	Step	Status	Job Code	Job Code Description	Effective Date
1							

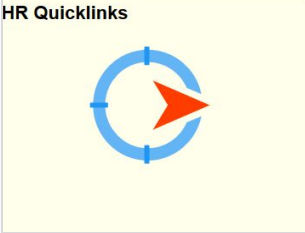


Comp Aging Report

Reflects comp hours scheduled to expire, within 60 days, for FLSA non-exempt SHRA/EHRA personnel. If comp time is not utilized within 12 months from the date it was earned, the system will automatically process the aged out hours to be paid out.



CHAPTER 7: Additional System Enhancements

The system update also includes additional enhancements described in the following table.

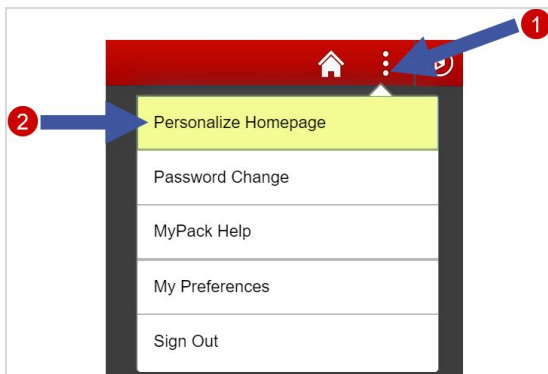
EHRA JAR Reappointment	
<p>EHRA faculty, subsequent contract, appointments can be processed using JAR Reappointment. Navigation Path:</p> <p><i>HR Systems->Job Action Request (JAR)->JAR (SHRA, EHRA, Post Doc)->Reappointment</i></p> <p><i>Note:</i> Supporting documentation is required with the JAR Reappointment.</p>	<p>HR Quicklinks</p>  <p>HR Quicklinks also has an option under "Modify or Separate" to initiate a EHRA JAR Reappointment</p>
<p>Legal Name Change Request</p> <p>Navigation Path:</p> <p><i>Employee Self Service->Personal Details</i></p> <p><i>Note:</i> Supporting documentation is required with the legal name change request.</p>	<p>Personal Details</p>  <p>Once the Personal Details tile is selected, click on "Names". To initiate a legal name change click the "arrow"  to advance to the next screen until you can attach supporting documentation and "Save".</p>

CHAPTER 8: Tutorials

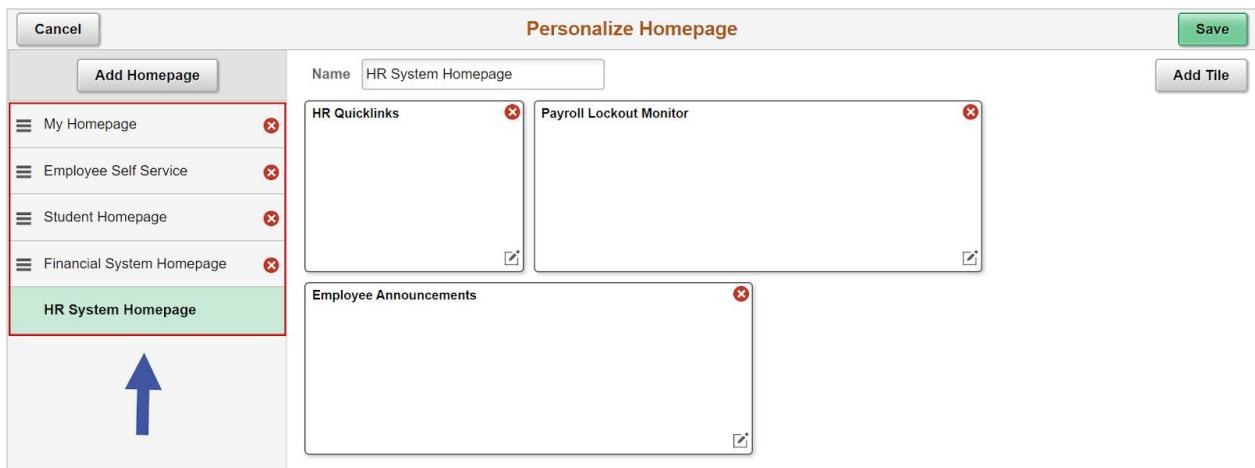
How to Personalize a Homepage

The tiles displayed in the user homepage are dependent on the user's security access roles and on their personalized configuration. To modify the tiles displayed on a homepage, follow the steps outlined below.

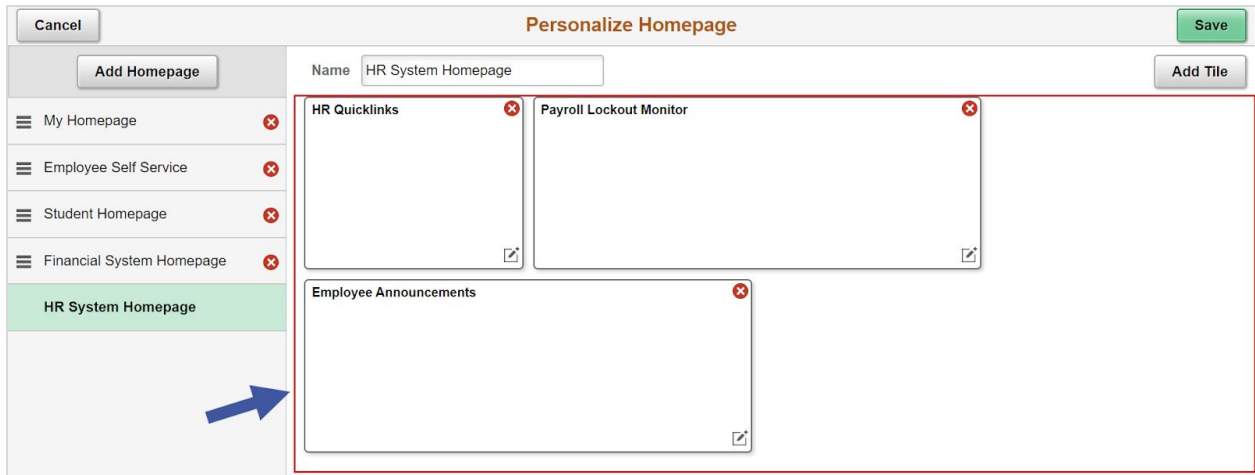
1. Click on the three vertical dots (also called Action List) on the upper right corner.
2. Select **Personalize Homepage**.



The left side displays the homepages available to the user. For example:



The main portion of the page displays the tiles available on a specific homepage.

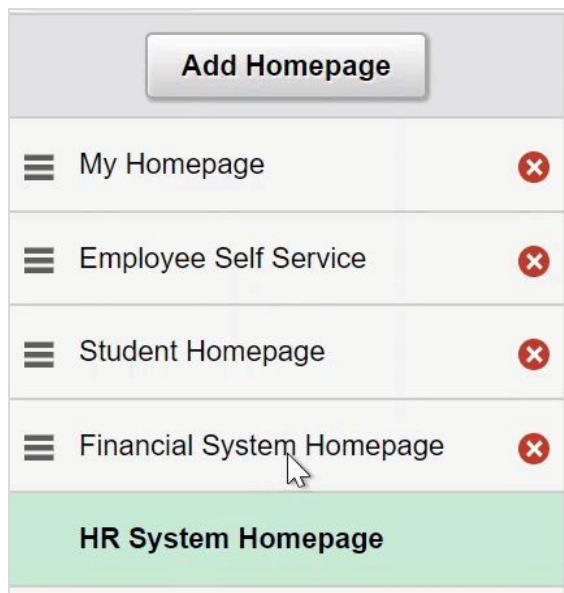


How to Change the Default Homepage

To change the default landing page that you will see when you first log into MyPack Portal, follow the steps outlined below:

1. Click and hold on the preferred homepage from the menu on the left.
2. Drag it to the top of the stack.
3. Release.

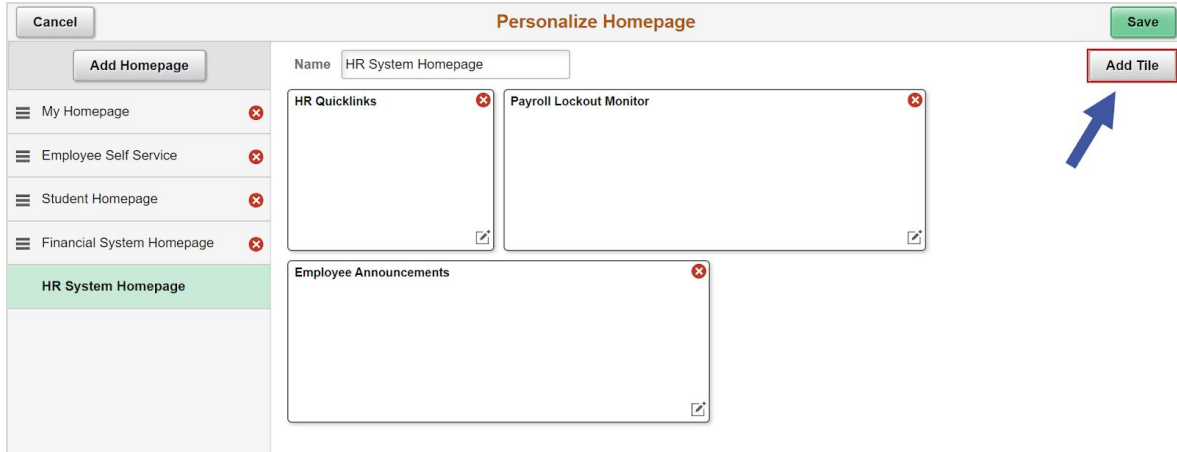
For example, in the GIF image below, we are making the Financial System Homepage our default homepage.



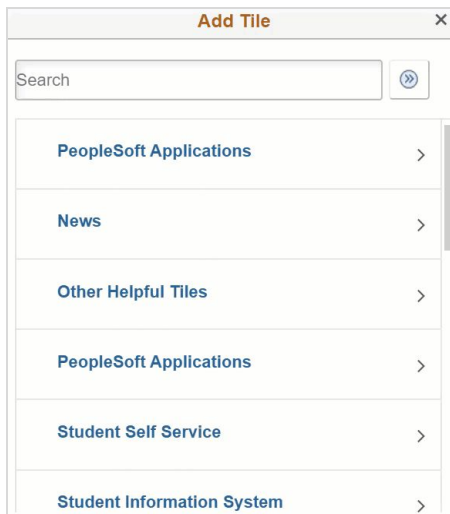
4. To remove a homepage altogether, click on the red **X** icon.
5. Once you have finalized customizing your homepage, don't forget to click on the **Save** button to save your new default settings.

How to Add or Remove Tiles to a Specific Homepage

1. Click on the **Add tile** button to open a drop-down menu of the tile options.



2. Select a tile from the available menu options and click on the tile name to add it to the page. The search field allows you to type in a portion of the tile name and search. For example, in the GIF image below, we are selecting the Report List tile to be added to the HR Dashboard .



3. To remove a tile altogether, click on the red X icon. If a tile is removed it can be added back as long as you still have security access to it.

Once you have finalized customizing your homepage, don't forget to click on the **Save** button to save your new default settings.