

Add New Page/Tile to Homepage

Content

- Add from Homepage
- Add from Actions List/Page

Add from Homepage

1. From the homepage, select the **Action List icon** [**b**] on the right side of the screen.



2. Choose the **Personalize Homepage** option.



3. On the Personalize Homepage, choose the **Add Homepage** button on the left side of the page.

Cancel					Pers	sonalize Homepag	e	
Add Homepage		Name Employee Se	If Service					Ad
Employee Self Service		Employee Time	0	Personal Details	0	Benefits Summary	0	
My Homepage	۰							
Workforce Administrator								
			Z		Z		\mathbb{Z}	
		Performance	8	Print SF-50	0	Benefits Library	0	
			R		Z	5	2	



4. The **Add Homepage** dialogue box will appear. Enter text to title your new homepage, and select the **Add** button.

Add Homepage	×
Choose from available homepages	
My Homepage	
Or create a new Homepage	
Time and Leave	Add
	\odot

5. On the right of the screen, choose the **Add Tile** button to include additional items to the newly created page.

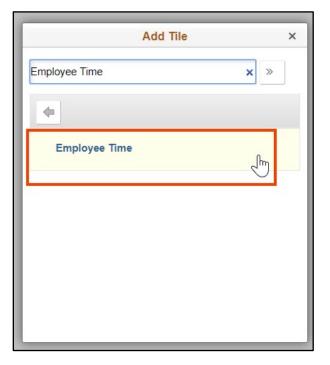




6. The **Add Tile** dialogue box will appear. Navigate to the tile you want to add using the options listed, or search using the field provided (ex: **Employee Time**).

Add Tile	×
Employee Time	×»
Analytics	>
PeopleSoft Applications	>
Manager Self Service	>
Employee Self Service	>
PeopleSoft Common Architecture	>

7. Select the item you want to add as a tile to your new homepage.





8. An outline of the new tile will appear on the Personalize Homepage screen.

Cancel		Personalize Homepage	Save
Add Homepage	Name Time and Leave		Add Tile
Employee Self Service	Employee Time 🛛 😣		
Workforce Administrator			
Time and Leave 😣			

- 9. Use the same process to add more tiles to the new homepage.
- 10. Select the **Save** button at the top right to save the personalized page.

Cancel				Personalize Homepage	Save
Add Homepage		Name Time and Lea	ive		Add Tile
Employee Self Service		Employee Time	8		
Workforce Administrator					
Time and Leave	0				

11. The new page and tile(s) will appear.

IBM 💓 HR Shared Service		▼ Time and Leave		Â	7 1	- =	۲
	Employee Time						
	\sim						
	Jm						

12. The new page will also appear when you select the drop-down menu at the top of the screen.

IBM 🍯 HR Shared Service		Time and Leave A	1	Â	۲	Ξ	۲
	Employee Time	Employee Self Service					
		Workforce Administrator					
		Time and Leave					



Add from Actions List/Page

1. Navigate to the page you want to add as a tile to your homepage.

ha	red Service	▼ Employee S	Self Service		Â	۲	
	Employee Time	Personal Details	Benefits Summary	Performance			NavBar
	Print SF-50	Benefits Library					My Favorites
6							Classic Home

2. Once you are on the page, select the **Action Lists icon** [**b**] at the top right of the page.

Favorites + Main Menu + > Manager Self Service + > Time Management + > Manage Schedules + > Assign Employee Schedule				_
IBM 🅳 HR Shared Service GSAUAT	Â	٣		۲
		Ne	w Windo	w 📰
Assign Employee Schedules				
Enter any information you have and click Search. Leave fields blank for a list of all values.				
Find an Existing Value				
Search Criteria				
Empl ID begins with V				
Empl Record = V				
Name begins with V				
Last Name begins with 💙				
Case Sensitive				
Search Clear Basic Search 🚰 Save Search Criteria				



3. Select the **Add To Homepage** option.

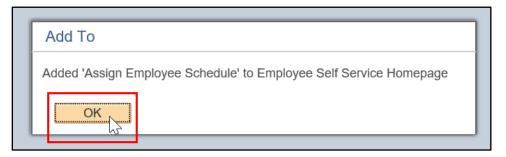
	۲
Add To Homepage 🔚	w 📰-
Add To NavBar	
Add To Favorites	
My Preferences	
Sign out	
	,

4. Select the homepage to which you would like to add the new tile.

Add to Homepage ×
Choose from available homepages
Manager Self Service
Employee Self Service
Workforce Administrator
My Homepage
Or create a new Homepage
Add to new Homepage Add



5. A dialogue box will appear, informing you that the page was added to the selected homepage.



6. If you navigate back to the homepage, you will see the new tile has been added.

