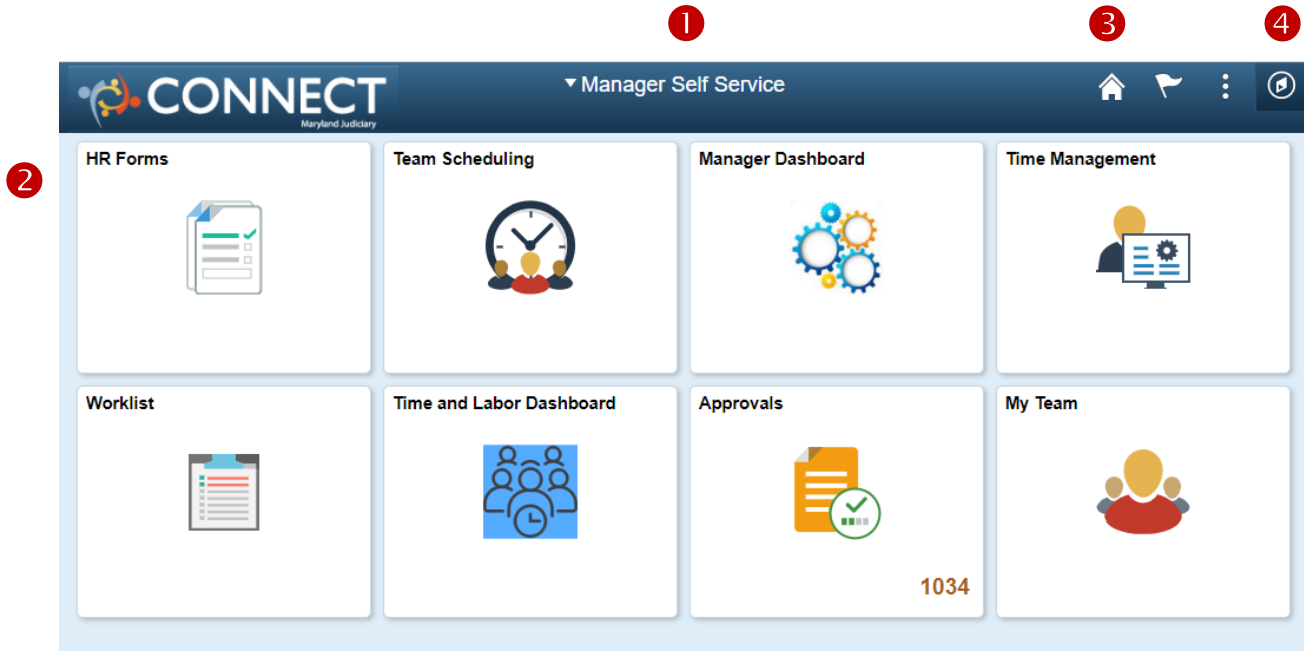




**CONNECT has been upgraded!**

The new interface now uses tiles, a navigation bar, and page navigators to make CONNECT easier to use. While these tools may look different, approving a timesheet or leave request, as well as performing other manager tasks, are essentially the same.



- 1 **Pages:** Select to navigate to other areas of CONNECT. This replaces the Dashboard format in the classic version. Just click the drop down arrow and choose the desired page. For manager functions, click “Manager Self Service” or “Recruiting”.
- 2 **Tiles:** Click the links to access manager resources. This replaces smaller icons within pagelets on the classic My Page.
- 3 **Home:** Click to return to My Page from any page in CONNECT.
- 4 **NavBar:** Select to view a detailed list of navigation options in CONNECT. The Navigator feature replaces the Main Menu in the classic version.



Page navigation can be accomplished using the *Manager Self Service Page*, *Recruiting* or the *Navigator*.

**Manager Self Service Page**

Manager Self-Service Page Tiles	Tile Features
Tile 1: HR Forms	<ul style="list-style-type: none"> <li>• New Position Request</li> <li>• Probation Report</li> <li>• Separation Request</li> <li>• Accident Report</li> <li>• Disciplinary Action Request</li> <li>• Position Change Request</li> <li>• PIN Split</li> <li>• PIN Switch</li> <li>• Acting Capacity Request</li> <li>• Approve/Review a Form</li> </ul>
Tile 2: Team Scheduling	<ul style="list-style-type: none"> <li>• View Employee Work Schedule</li> <li>• View AWS Requests</li> <li>• Approve AWS Request</li> <li>• Terminate AWS Request</li> <li>• View Telework Agreement Status</li> <li>• Telework Agreement Approval</li> <li>• Terminate Telework Agreement</li> </ul>
Tile 3: Manager Dashboard	Classic manager dashboard features to include: <ul style="list-style-type: none"> <li>• Alerts Pagelet</li> <li>• Pending Approval Pagelet</li> <li>• Vacant Positions Pagelet</li> </ul>
Tile 4: Time Management	<ul style="list-style-type: none"> <li>• Employee Timesheet</li> <li>• Employee Absence Request</li> <li>• Leave and Compensatory Time</li> <li>• Absence Request History</li> <li>• Employee Leave History</li> <li>• View Leave Documentation</li> <li>• Approve Reported Time</li> <li>• Approve Absence Requests</li> </ul>
Tile 6: Worklist	Provides a listing of worklist items
Tile 6: Time and Labor Dashboard	Classic manager dashboard features to include: <ul style="list-style-type: none"> <li>• Absence Request Approvals pagelet</li> <li>• Unscheduled Personal Absence pagelet</li> <li>• Reported Time Approvals</li> </ul>
Tile 7: My Team	<ul style="list-style-type: none"> <li>• Summary of your team</li> <li>• Leave Balances of your team</li> </ul>

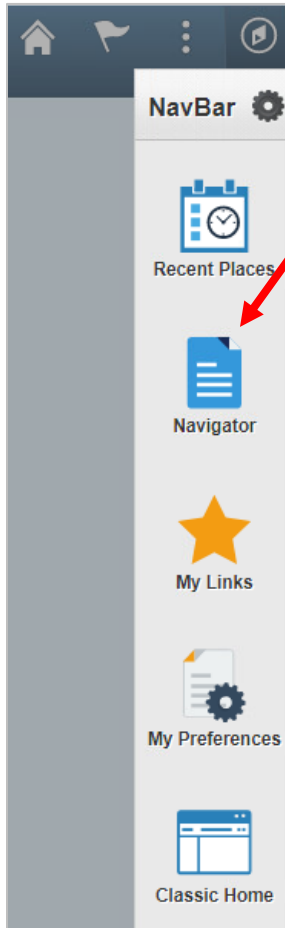


### Recruiting Page

Recruiting Page Tiles	Tile Features
Tile 1: My Job Openings	Listing of job openings assigned to you as the “Hiring Manager”
Tile 2: My Applicants	Listing of applicants in a “Route” status
Tile 3: Today’s Interviews	Listing of interviews scheduled for the day, if applicable
Tile 4: Recruiting Quick Links	<ul style="list-style-type: none"><li>• Browse Job Openings</li><li>• Search Applicants</li><li>• Search Job Openings</li><li>• Create Job Opening</li><li>• Interview Calendar</li><li>• Pending Approvals</li></ul>
Tile 5: Recruiting Alerts	<ul style="list-style-type: none"><li>• New Applicants</li><li>• Recruiting Approvals</li><li>• Interviews Today</li></ul>
Tile 6: Vacant Pins w/o Job Openings	Listing of vacant PINs that do not have a job opening associated with them



Navigator (replaces Main Menu)



Move through the **Navigator** by selecting an item from the menu. The next level will appear in the same **Navigator** window.

Continue to select the next level menu options to navigate to the desired page.

Click the menu option to display the desired page.

Select the up arrow to navigate to the **top** menu level.

Select the left arrow to return to the **previous** menu level.