



Human Resources

Classification and Salary Administration

Task	Navigation
Acting Capacity	<ul style="list-style-type: none"> • Manager Self Service page > • HR Forms tile > • Acting Capacity Request from left panel
New Position Request	<ul style="list-style-type: none"> • Manager Self Service page > • HR Forms tile > • New Position Request from left panel
Position Change Request (Title Change, Classification Review, Reclassification)	<ul style="list-style-type: none"> • Manager Self Service page > • HR Forms tile > • Position Change Request from left panel

Human Resources Information Systems (HRIS)

Task	Navigation
Custom Workflow Change Request (Court Administrator)	<ul style="list-style-type: none"> • My Page page > • POI Dashboard tile > • POI Quick Links from left panel • Custom Workflow Change Request link
PIN Split	<ul style="list-style-type: none"> • Manager Self Service page > • HR Forms tile > • PIN Split from left panel
PIN Switch/Employee Transfer	<ul style="list-style-type: none"> • Manager Self Service page > • HR Forms tile > • PIN Switch from left panel
POI Insight (Court Administrator)	<ul style="list-style-type: none"> • Navigator > • HCM Systems > • Insights > • POI Insight
POI Maintenance Request (Court Administrator)	<ul style="list-style-type: none"> • My Page page > • POI Dashboard tile > • POI Quick Links from left panel • POI Maintenance Request link
Position Change Request (Department, Location and/or Reports To, PIN Reassignment)	<ul style="list-style-type: none"> • Manager Self Service page > • HR Forms tile > • Position Change Request from left panel



Employee Relations

Task	Navigation
Accident Report	<ul style="list-style-type: none"> • Manager Self Service page > • HR Forms tile > • Accident Report from left panel
Disciplinary Action	<ul style="list-style-type: none"> • Manager Self Service page > • HR Forms tile > • Disciplinary Actions from left panel
Performance Evaluations	<ul style="list-style-type: none"> • Navigator > • HCM Systems > • Manager Self Service > • Performance Management • Performance Documents
Probation (Extend or Deny)	<ul style="list-style-type: none"> • Manager Self Service page > • HR Forms tile > • Probation Report from left panel
Separation Request (Involuntary Resignation, Termination)	<ul style="list-style-type: none"> • Manager Self Service page > • HR Forms tile > • Separation Request from left panel

Employment Services

Task	Navigation
Contract Uploads	<ul style="list-style-type: none"> • Navigator > • HCM Systems > • Manager Self Service > • Job and Personal Information > • Contract Upload Form
Personal Information	<ul style="list-style-type: none"> • Navigator > • HCM Systems > • Manager Self Service > • Job and Personal Information > • View Employee Personal Info
Person Profile	<ul style="list-style-type: none"> • Navigator > • HCM Systems > • Manager Self Service > • Job and Personal Information > • View Employee Personal Info > • Select Employee > • Personal Profile link
Probation (Completion)	<ul style="list-style-type: none"> • Manager Self Service page > • HR Forms tile > • Probation Report from left panel
Separation Request (Resignation, Retirement)	<ul style="list-style-type: none"> • Manager Self Service page > • HR Forms tile > • Separation Request from left panel



Talent Acquisition

Task	Navigation
Application Review	<ul style="list-style-type: none"> Recruiting page > My Job Openings tile Select job opening
Create Job Opening	<ul style="list-style-type: none"> Recruiting page > Recruiting Quick Links tile Create Job Opening from left panel
Interview Calendar	<ul style="list-style-type: none"> Recruiting page > Today's Interviews tile
Interview Evaluations	<ul style="list-style-type: none"> Navigator > HCM Systems > Self Service > Recruiting > Interview Evaluations
Interview Notes – Attach	<ul style="list-style-type: none"> Recruiting page > My Job Openings tile Select job opening
Job Offer	<ul style="list-style-type: none"> Manager Self Service page > Manager Dashboard tile > Pending Approvals pagelet

Other

Task	Navigation
Delegation	<ul style="list-style-type: none"> Navigator > HCM Systems > Self Service > Manage Delegation
Forms – Approve/Review	<ul style="list-style-type: none"> Manager Self Service page > Approvals tile
Insights	<ul style="list-style-type: none"> Navigator > HCM Systems > Insights
Manager Dashboard	<ul style="list-style-type: none"> Manager Self Service page > Manager Dashboard tile
Worklist (HR)	<ul style="list-style-type: none"> Manager Self Service page > Worklist tile
Worklist (Education)	<ul style="list-style-type: none"> Learning Center page > My Worklist tile

Education

Task	Navigation
Course Enrollment	<ul style="list-style-type: none"> Learning Center page > Find MDJ Learning tile



Payroll

Task	Navigation
Employee Absence Request(s)	<p><i>Option A:</i></p> <ul style="list-style-type: none"> • Manager Self Service page > • Time and Labor Dashboard Center tile > • Absence Request Approvals pagelet <p><i>Option B:</i></p> <ul style="list-style-type: none"> • Navigator > • HCM Systems > • Manager Self Service > • Time Management > • Approve Time and Exceptions > • Absence Requests
Employee AWS	<ul style="list-style-type: none"> • Manager Self Service page > • Team Scheduling tile
Employee Leave Balances	<ul style="list-style-type: none"> • Manager Self Service page > • My Team tile > • Leave Balances tab
Employee Leave History	<ul style="list-style-type: none"> • Navigator > • HCM Systems > • Manager Self Service > • Time Management > • View Time > • Employee Leave History
Employee Timesheet Approval	<p><i>Option A:</i></p> <ul style="list-style-type: none"> • Manager Self Service page > • Time and Labor Dashboard Center tile > • Reported Time Approvals pagelet <p><i>Option B:</i></p> <ul style="list-style-type: none"> • Navigator > • HCM Systems > • Manager Self Service > • Time Management > • Report Time > • Timesheet
Employee Telework	<ul style="list-style-type: none"> • Manager Self Service page > • Team Scheduling tile
Employee Work Schedule	<ul style="list-style-type: none"> • Manager Self Service page > • Team Scheduling tile • View Employee Schedule from left panel