HRIM Updates

February 16, 2017
In the MYPACK Portal, click on "HR Dashboard" to open the panel.
Manager Dashboard

Starting April 3rd the Manager Dashboard will be available

Advantages for Supervisors

- Provides a summary of direct line Employee Information (new)
- Reflects JAR Transaction Status for your direct line employees (new for supervisors)
- Provides Alert information such as employee birthdays & anniversary dates (new)
- Provides Quicklink Access to direct employee timesheets
- Provides Separations information based on expected job end dates (new for supervisors)
- Provides a timesheet Pending Approval panel (new)
  - Lists all direct line employees that require supervisor approval (biweekly timesheets initially)
  - With the new Absence Management system, (July 1), all FLSA Non-Exempt employee timesheets and leave request will also appear for supervisor approval.
In MYPACK Portal click on "FOR MANAGERS" to access the Manager Dashboard.
Manager Dashboard

**Direct Line Reports (New):**
- Provides a Summary of employee information (Including)
  - Job Details
  - Contact Information
  - Salary Information
  - Emergency Contacts

**Job Actions for My Employees (New):**
- Displays Job Action Request (JAR) transactions and the current progression status
  - In Progress
  - Assigned (waiting for approval)
  - Completed (means the person is active in the HR/Payroll System)
Manager Dashboard

**Alerts (New):**
- Indicates upcoming employee birthdays
- Service milestones dates (i.e.: 5, 10, 15, 20, 25, 30 year anniversary dates)

**Pending Approvals (New):**
- Initially *Temp Hourly* employee timesheets will be displayed.
- Eventually all timesheet & leave request for nonexempt FLSA employees, July 1st.

**My Temporary Employees Time (Quicklink Options):**
- My Employee Timesheets
- Time Exceptions
- View/Print Biweekly Timesheets
- Approve Reported Time

**Separation Monitor (New):**
- Displays any direct reports scheduled to auto-separate within the next 3 weeks or within the past 7 days

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<td>02/07/2017</td>
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*Note: The Manager Dashboard is a part of the EPPRE system, which is used for managing employee timesheets, leave requests, and other HR-related tasks.*
New Employee Self Service (ESS) User Interface

Starting March 13th

• The new ESS interface will be updated and available on your work computer, laptop and mobile device, (iPad, iPhone, Android).
  – *It gives the employee the ability to view and manage changes to their personal, payroll, and benefit data more easily through icons.*

• ESS can be setup as the Landing Page when you log into the MyPack Portal with icons for easy navigation.

• The HRIM home page has information regarding the new ESS access and definitions for the different icons: reference, https://hrim.hr.ncsu.edu/
New Employee Self Service (ESS) User Interface

Starting March 13th

- Launching the new ESS interface from your work computer.

From the “For Faculty & Staff” panel under Employee Self Service, click the link to Launch Employee Self Service.
Employee Self Service Landing Page
Employee Self Service Landing Page
Employee Self Service Landing Page
**Employee Self Service Landing Page**

Click on the check date to open the paycheck view and remember to turn off pop-up blockers.
Questions

New Employee Self Service *(March 13th)*

New Employee Self-Service
Contact Info, Ethnicity, Work Location →

New Manager Dashboard *(April 3rd)*

New Manager Dashboard
Available April 3rd →

*Reference the HRIM homepage for more information*