





2.1 Navigation in Employee Self Service

| Step | Action |
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| 1. | <p>Access to Employee Self Service in the Peoplesoft is based on a user interface called Fluid.</p> <p>The Fluid interface is similar on desktops, laptops, and mobile devices.</p> <p>The Fluid interface has: Pages, which are a collection of elements, such as this landing page, and Menus that allow you to select an action or new page.</p> <p>The Pages and Menus that you have access to will depend upon your role at York.</p> |
| 2. | <p>The Fluid interface uses Pages to organize content.</p> <p>A Page has several elements: Page Name, such as Employee Self Service Buttons, such as Home, and Tiles, such as Training Profile that navigate to a new page.</p> <p>The Page Name appears in the header. If you have access to several pages, selecting the Page Name will provide a drop-down menu of other pages.</p> <p>Buttons appear in the upper right-hand corner of the page. Buttons always include: Home and the Action List.</p> <p>Tiles appear in the main area of the Page. The Tiles navigate to Subpages.</p> |
| 3. | <p>Buttons:</p> <p>Several buttons appear in the upper right-hand corner of a page.</p> <p>Regardless of where you are in Employee Self Service, the Home button will always take you to your Home Page.</p> |
| 4. | <p>Buttons:</p> <p>The Actions List button will display a menu of available actions.</p> <p>Click the Actions List button.</p>  |

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| 5. | <p>Buttons:</p> <p>The Actions List always includes online Help and Sign Out.</p> <p>Additional actions may appear based on your role and the page that you are on.</p> <p>Click the Help link.</p>  |
| 6. | <p>The online help is available on a related web service. This is the same service that provides access to Employee and Manager Self Service training modules.</p> <p>The first time that you access online Help, you will need to enter your York Passport credentials to register.</p> <p>In this example, you are Chris Pine, with a login of cpine.</p> <p>Enter your passport name into the User Name field. Enter a valid value e.g. "cpine".</p> |
| 7. | <p>Enter the Password a valid value e.g. "12345".</p> |
| 8. | <p>The list of Help tutorials appears.</p> <p>When you are finished viewing Help, click the Close Tab button.</p>  |
| 9. | <p>Tiles are used to organize content. They appear in the middle of a page.</p> <p>Some tiles have active information. In this screen, the last pay date is on the Payroll and Compensation tile.</p> <p>Each tile is like a selectable button. If you select the tile, it will take you to a subpage.</p> <p>In this example, you want to check your business mailing address. For this, you will navigate to the Personal Details subpage.</p> <p>Click the Personal Details tile.</p> |
| 10. | <p>The personal details page appears.</p> <p>Note: additional tiles appear, and you can view/edit your:</p> <ul style="list-style-type: none"> Addresses (Home & Business) Contact Details Emergency Contacts Preferred Name Additional Information |

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| 11. | <p>When on a subpage, you can return to the <u>prior</u> page using the Back button in the upper left-hand side of a subpage.</p> <p>If there is sufficient room, the name of the prior page will appear. In this example, the name of the prior page is Employee Self Service.</p> <p>Return to the prior page.</p> <p>Click the Back arrow.</p>  |
| 12. | End of Procedure. |