

Type: System Enhancements	ID Number: SE 85
Date: May 24, 2012	Subject: People First Navigation - Tab Dropdowns (Quick Links)

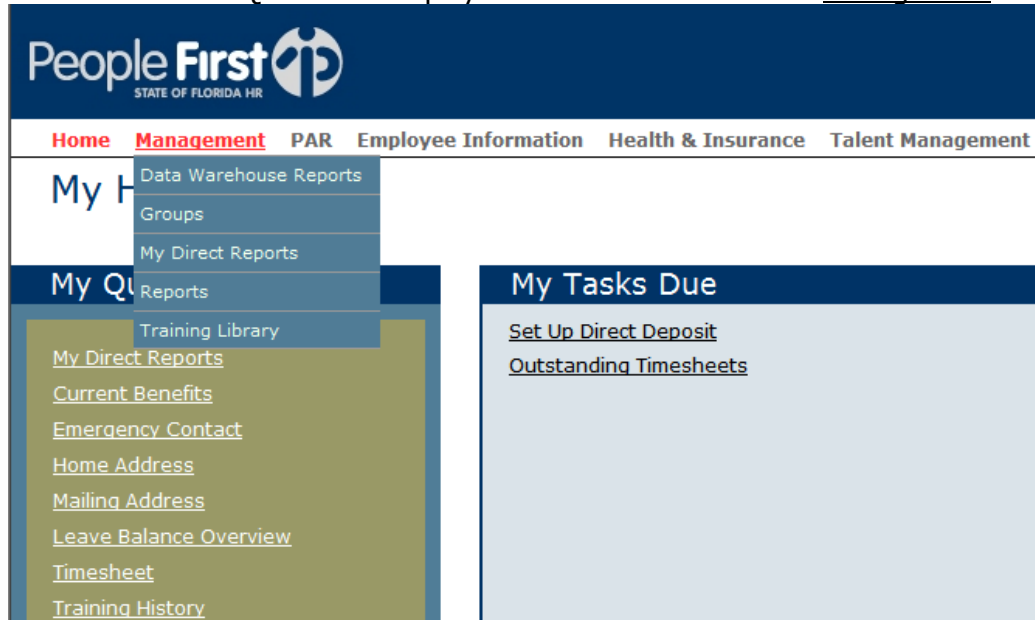
Suggested Audience:
Human Resource Offices

Details:

System improvements are being made to the navigation within People First. The **enhancements will be implemented on June 2, 2012**, and include the following:

- Navigation tab dropdown menus (quick links) to take the user to a desired screen with fewer mouse clicks.
 - There will be quick links for each People First navigation tab (Management, PAR, Employee Information, Health & Insurance, Training and Org Management) and the Employee Information secondary pages (*Personal Information*, *Time & Payroll* and *Work Information*).
 - There will not be quick links for the Talent Management (Hiring Manager system) navigation tab. Users can navigate within the Hiring Manager system using the quick links that are displayed once the Talent Management tab is accessed.
- Navigation tab quick links will be presented in alphabetical order.
 - The options displayed under *Personal Information*, *Time & Payroll* and *Work Information*, on the Employee Information secondary page, will be presented in alphabetical order.
 - The options displayed under the headings in the *Management* section on the *My Direct Reports* page will be presented in alphabetical order.

Screen Shot 1: Quick links displayed when user hovers over Management tab:



Screen Shot 2: Quick links displayed when user hovers over Employee Information tab, then Time & Payroll:

The screenshot displays the People First HR system interface. At the top, the logo for People First (STATE OF FLORIDA HR) is on the left, and the Department of Management Services logo is on the right. Below the logo is a navigation bar with tabs: Home, Management, PAR, Employee Information, Health & Insurance, and Talent Management. The 'Employee Information' tab is selected. Below the navigation bar, there are three main sections: 'My Home Page', 'My Quick Links', and a dropdown menu for 'My'.

My Home Page

- Personal Information
- Time & Payroll
- Work Information

My Quick Links

- [My Direct Reports](#)
- [Current Benefits](#)
- [Emergency Contact](#)
- [Home Address](#)
- [Mailing Address](#)
- [Leave Balance Overview](#)
- [Timesheet](#)
- [Training History](#)
- [Form W-4](#)
- [Historical Staffing Data](#)

My

- Base Work Schedule Assignment
- CJIP
- Employee Gross Salary
- Employee Timesheet
- FMLA/FSWP Leave Request
- Flexible Work Schedule
- Gross Pay History (Pre-Tax)
- Leave Balance Overview
- Leave Payout
- Leave and OT Request
- OT Election
- One-Time Pay Deductions
- Pay Info
- Recurring Pay Additives & Military Pay
- Recurring Pay Deductions