



Good morning,

Beginning **November 16**, PeopleSoft HCM will have a new modern look with a redesigned landing page that brings important information, pending tasks and frequently used functions into one convenient location.

The updated design simplifies navigation and reduces the number of steps needed to complete tasks. While some links and tools will move, the functions you use and the steps for completing your tasks will remain the same.

What's Changing?

The upgrade introduces a single landing page, **My Home**, that provides easy access to important information, pending tasks, and frequently used functions based on your system access and permissions.

New features include:

- **Suggestions** section highlights pending approvals and other tasks that may require your attention.
- **Continue With** section provides quick access to previously started activities, allowing you to pick up where you left off.
- **My Self Service** section provides easy access to commonly used employee functions including a new **Benefits, Pay & Time** tile for easy access to timesheets, leave balances, pay and tax information, and benefits.
- **My Work** section includes access tools you use for your job, such as approvals and other tasks.
- **My Team** section replaces the Manager Self Service page and provides managers with access to employee information, time and absence management, employee absence calendars, and onboarding and offboarding tasks.

What Do You Need to Do?

Before logging into PeopleSoft HCM on **November 16**, we recommend **clearing your browser's cache** to help ensure a smooth transition and minimize potential login or display issues following the system upgrade.

Once logged in, we encourage you to take a few minutes to explore the new landing page and familiarize yourself with the updated layout and navigation.

Thank you,
Benefits, HR and Payroll Teams