Overview:
HCM: Confidential is primarily a re-organization of HCM: Department Admin plus some additional content.

The Action Items includes MSAT as well as alerts that were on the report page. This brings items requiring attention to the forefront of the dashboard.

What are the differences?
This is the general page layout for HCM: Department Admin
This is the general page layout for HCM: Confidential.

**Prompting**

- Pay Period End Date: 2018-02-17
- Manager:
- Reporting Group:
- Direct Reports:
- HR Dept:
  - (All Column Values):
- Employee:
  - (All Column Values):
  - Jobcode ID - Desc:
  - (All Column Values):
  - Employee Classification:
    - (All Column Values):

**Report Body**

Reports that were on separate pages are now grouped by function.

**Report Selector**

- Select Managing Content:
  - Employee Listing
  - Employee Roster
  - Employee Change Report
  - Expected End Date
  - Personal Transactions
  - Performance Ratings
  - Post Docs
  - Visa Management

- New Prompt options for all reports
- Report selection menu
  - Content can vary by Campus
- Report Sub-menu
  - For different versions (selection) of the same basic report.
- No Results
  - Some reports may not have results.
- Links for related reports
  - These are now above the main report for ease of use and visibility.

**HCM: Confidential**

- Groups reports under 5 primary themes: Action Items, Hiring, Managing, Paying, and Terminating.

Action page layout is different.
**Action Page Layout**

**Reports only appear if they meet the action item trigger which generally is some action needs to be taken within X days.**

**Confirm System Approved Time**

**Section Headers:** Action Item groups match dashboard pages.

**Toggle view:**
- Manager = our direct reports only
- Department = All your departments and staff

**Confirm System Approved Time**

- If System Approved Time meeting as adjusted then
  - Select the adjustment row below and follow the instructions.
Where can I find my favorite HCM: Department Admin reports on the new dashboard?

<table>
<thead>
<tr>
<th>HCM: Department Admin</th>
<th>HCM: Confidential</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Page</strong></td>
<td><strong>Section</strong></td>
</tr>
<tr>
<td>Manager Action Items</td>
<td>Confirm System Approved Time</td>
</tr>
<tr>
<td>Leave Accrual Body</td>
<td>Leave Accrual</td>
</tr>
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<td>Leave Accrual</td>
</tr>
<tr>
<td>Leave Accrual Reports</td>
<td>Comp Time Balance</td>
</tr>
<tr>
<td>Leave Accrual Reports</td>
<td>Leave Accrual - By Person and Department_All Emp Status</td>
</tr>
<tr>
<td>Employee Roster Body</td>
<td>Employee Roster (new combined version)</td>
</tr>
<tr>
<td>Employee Roster Reports</td>
<td>Post Docs</td>
</tr>
<tr>
<td>Employee Roster Reports</td>
<td>Visa</td>
</tr>
<tr>
<td>Personnel Transaction</td>
<td>Personnel Transactions - Action Date</td>
</tr>
<tr>
<td>Personnel Transaction</td>
<td>Personnel Transactions - Effective Date</td>
</tr>
<tr>
<td>Personnel Transaction</td>
<td>Reports</td>
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<td>Reports</td>
</tr>
<tr>
<td>Encumbrance Expiration</td>
<td>Encumbrance Expiration</td>
</tr>
<tr>
<td>Encumbrance Expiration</td>
<td>Impending Encumbrance Expiration - Expiring in the Current and Next Pay Period</td>
</tr>
<tr>
<td>Encumbrance Expiration</td>
<td>Encumbrance Expiration – Selected Dates</td>
</tr>
<tr>
<td>Bi-Weekly Ad-Comp Body</td>
<td>Bi-Weekly Ad-Comp</td>
</tr>
<tr>
<td>Bi-Weekly Ad-Comp Alerts</td>
<td>Inactive Employees with Ad Comp for Selected Pay Period</td>
</tr>
<tr>
<td>Bi-Weekly Ad-Comp Reports</td>
<td>Ad Comp for Range of Pay Period</td>
</tr>
</tbody>
</table>
### What’s New

<table>
<thead>
<tr>
<th>Page</th>
<th>Report</th>
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<tbody>
<tr>
<td>Hiring</td>
<td>Hires and Rehires</td>
<td>Report of New hires for a selected date range Action code = HIR, ADD and REH for Action, Effective or Last Hire Date within selected date range</td>
</tr>
<tr>
<td>Terminating</td>
<td>Terminated and Retired</td>
<td>Report of Terminations and Retirements for a selected date range Action code = RET or TER Action, Effective or Termination within selected date range</td>
</tr>
</tbody>
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<thead>
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<th>Page</th>
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<tbody>
<tr>
<td>Expected End Date</td>
<td>Body</td>
<td>Expected End Date (new combined version includes Appointment End Date)</td>
</tr>
<tr>
<td>Time and Labor</td>
<td>Body</td>
<td>Existing time</td>
</tr>
<tr>
<td>Time and Labor</td>
<td>Body</td>
<td>All Time (append contingent workers)</td>
</tr>
<tr>
<td>Time and Labor</td>
<td>Reports</td>
<td>Time and Labor Adjustments -Create Time Adjustment Document</td>
</tr>
<tr>
<td>Time and Labor</td>
<td>Reports</td>
<td>Time and Labor - Multiple Pay Periods</td>
</tr>
<tr>
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<td>Reports</td>
<td>TRC History Report for Selected Dates and TRC</td>
</tr>
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<td>Time and Labor</td>
<td>Reports</td>
<td>Comp Time Balance</td>
</tr>
<tr>
<td>Time and Labor</td>
<td>Action Item</td>
<td>Paid - Time Confirmation Required (Batch approved time; Manual method)</td>
</tr>
<tr>
<td>Payroll Register</td>
<td>Body</td>
<td>Payroll Earnings</td>
</tr>
<tr>
<td>Retro Funding</td>
<td>Body</td>
<td>Retro funding</td>
</tr>
<tr>
<td>Position Management</td>
<td>Page</td>
<td>Collection of Position MMGT reports</td>
</tr>
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### HCM: Confidential

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<th>Report Retired</th>
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<tr>
<td>Managing</td>
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<td>Paying</td>
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</tr>
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