

Core-CT Modernization

Overview of Smart HR Navigation Changes

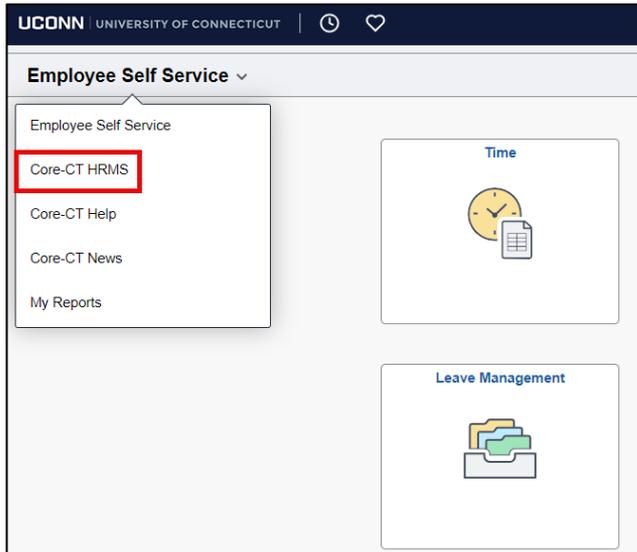
Smart HR Navigation

The Core-CT Modernization project has not impacted Smart HR functionality or the look and feel of the templates. The only change is how to access Smart HR Transactions and Manage Transactions.

Smart HR can be accessed via the Core-CT HRMS Homepage or the NavBar.

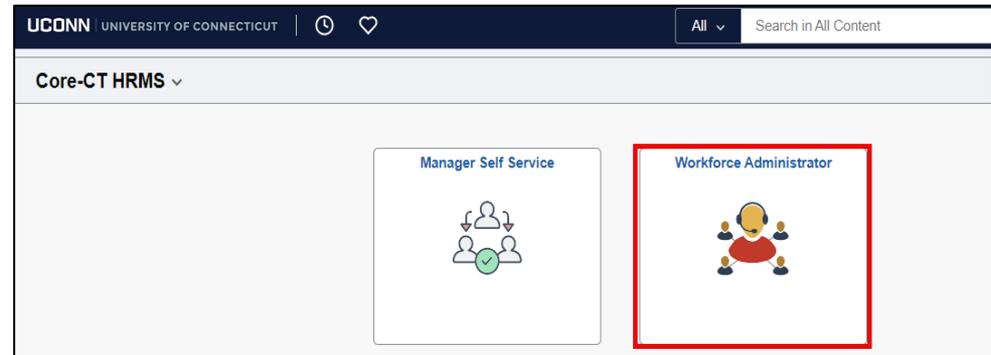


Smart HR: Core-CT HRMS Homepage



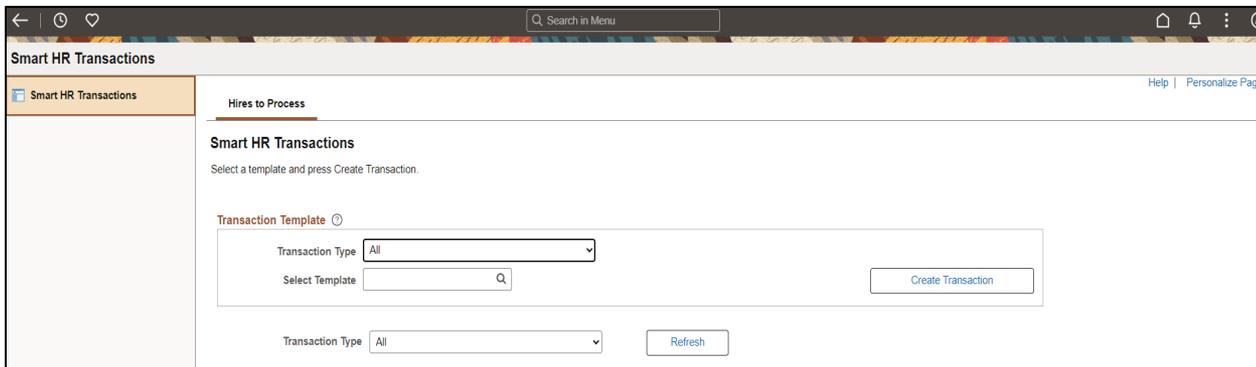
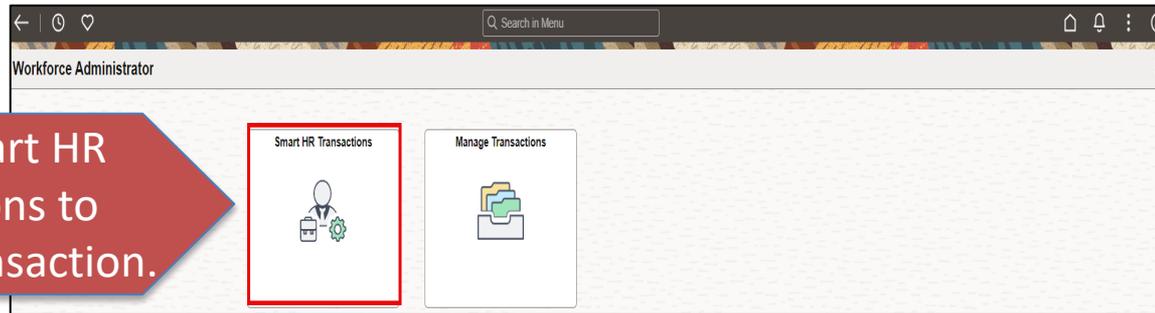
From the Employee Self Service Homepage, use the homepage drop-down menu to access the Core-CT HRMS Homepage.

Select the Workforce Administration tile



Smart HR: Smart HR Transactions

Select Smart HR Transactions to initiate a transaction.



There are no changes to the remaining pages.

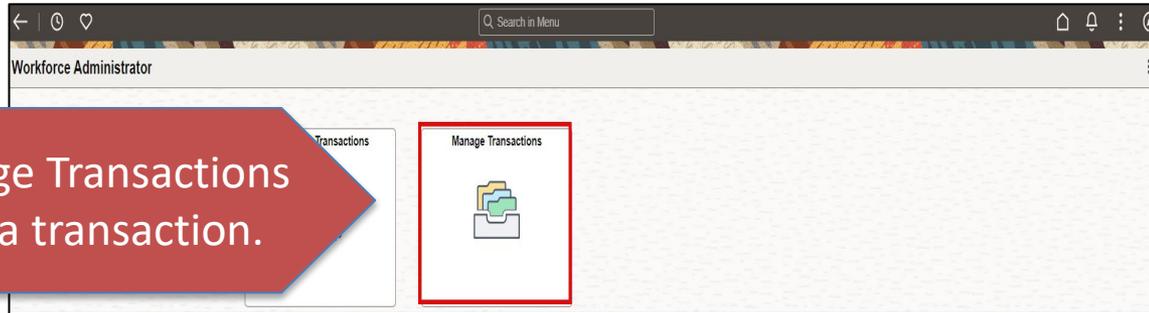
Reminder!



Use the back arrow in the upper left to return to the previous page.

Smart HR: Manage Transactions

Select Manage Transactions
to approve a transaction.

A screenshot of the "Manage Transactions" page. The page title is "Manage Transactions" and it includes a sub-header "Manage Smart HR Transactions". Below the header, there is a section titled "The following people have transactions ready to be processed." This section contains several search filters: "*Transaction Type" (set to "All"), "*Transaction Status" (set to "All"), "Effective Date From" (10/07/2024) and "To" (10/11/2024), "Employee ID", "Employee Name", "Template", "Manually Completed", "Workflow Status", and "Request ID". A "Refresh" button is located below these filters. At the bottom, there is a table titled "Transactions to Process" with the following columns: Select, Transaction Type, Request ID, Workflow Status, Effective Date, Transaction Status, Name, Person ID, Employment Record Number, Action, and Submitted By. The table currently shows one row with "Name" in the Name column and "0" in the Employment Record Number column.

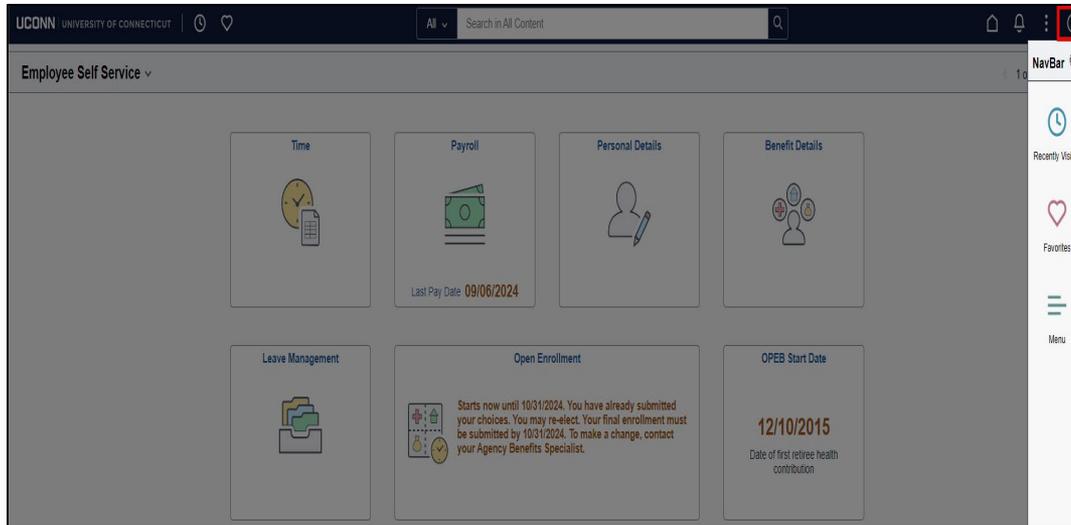
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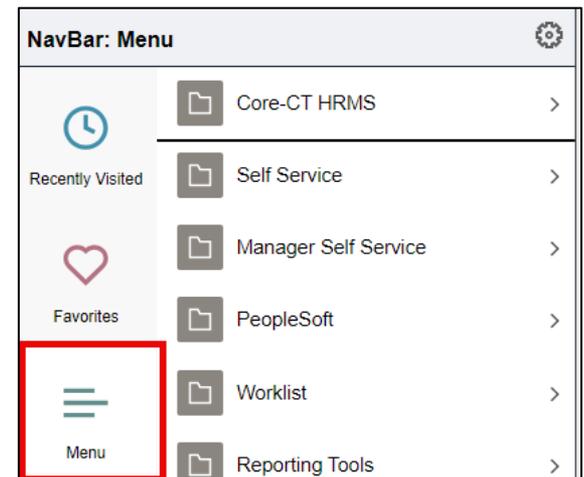
Use the back arrow in the upper
left to return to the previous
page.

Smart HR: NavBar

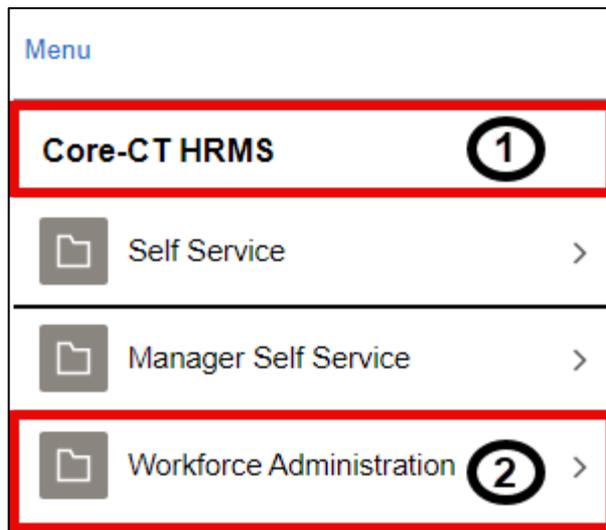


Select the Navigation icon in the top right corner to open the NavBar.

The Menu icon to expands the menu.



Smart HR: NavBar



Select Core-CT HRMS
and then Workforce
Administration.

Smart HR: NavBar

Smart HR Template will bring you to a new menu.

Menu > Core-CT HRMS

Workforce Administration

 Smart HR Template >

 Workforce Administrator

Workforce Administrator will bring you to the Smart HR tiles.

Menu > Core-CT HRMS > Workforce Administration

Smart HR Template

-  Smart HR Transactions
-  Manage Smart HR Transactions

Smart HR Transactions



Manage Transactions

