

Employee Self Service Sneak Peek #2 Navigating in the HR Direct Application

Sneak Peek...

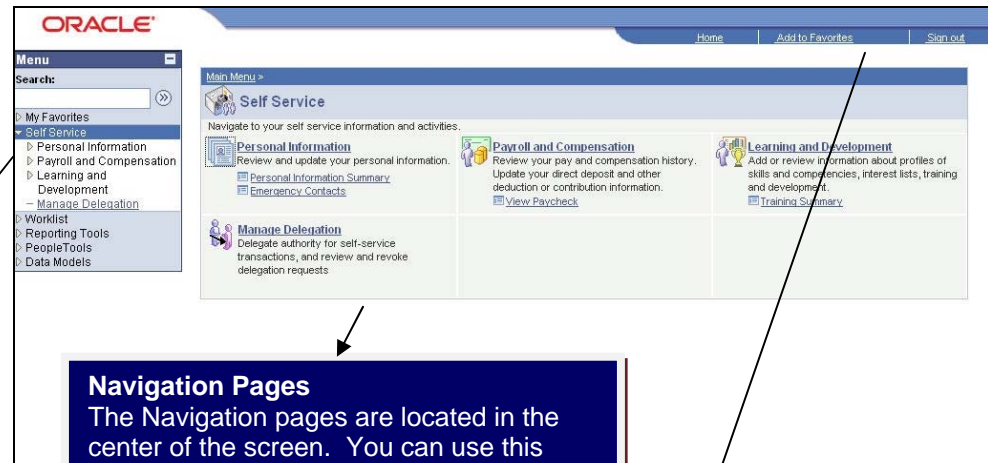
Your Navigation Menu

The Menu Pagelet



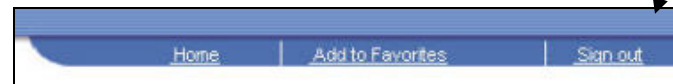
This menu allows you to expand and collapse Self Service topics. It is one way of navigating to and from different self service features (i.e. Viewing your paycheck).

Understanding Your Navigation Options



Navigation Pages

The Navigation pages are located in the center of the screen. You can use this Menu to navigate to Employee Self Service pages. However, this does disappear once you have accessed an ESS page, while the Menu Pagelet on the left remains available at all times.



The Universal Navigation Header provides three key navigation features:

- **Home:** The Home link returns you to the Home page, where you can navigate to other Employee Self Service features.
- **Add to Favorites:** You can click on the Add to Favorites link to add a specific Employee Self Service page as a favorite.
- **Sign out:** The Sign out link will log you out of the HR Direct application.

Complete the “Recognizing Universal Navigation Elements” Online Tutorial Now!

HR Direct has created tutorials for all Employee Self Service features in the UMass Productivity Kit. The online tutorials are waiting for you. Check out the HR Direct Fundamentals tutorials, including “Recognizing Universal Navigation Elements” now: [HR Direct Training](#)