



# USER INTERFACE

## FIO-09 | BUSINESS PROCESS PROCEDURE

FIO

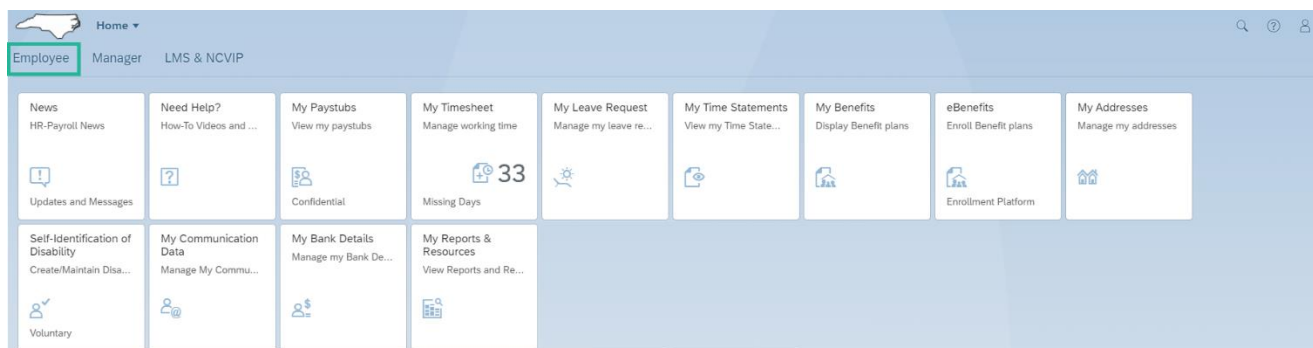
The purpose of this BPP is to introduce the Employee and Manager Fiori Launchpad Homepage. Fiori is the new mobile friendly, web-based interface for the State of North Carolina that provides access to the Integrated HR-Payroll System.

### User Interface

Fiori tiles and tabs are role based which provide accessibility to certain functions within the Fiori Launchpad.

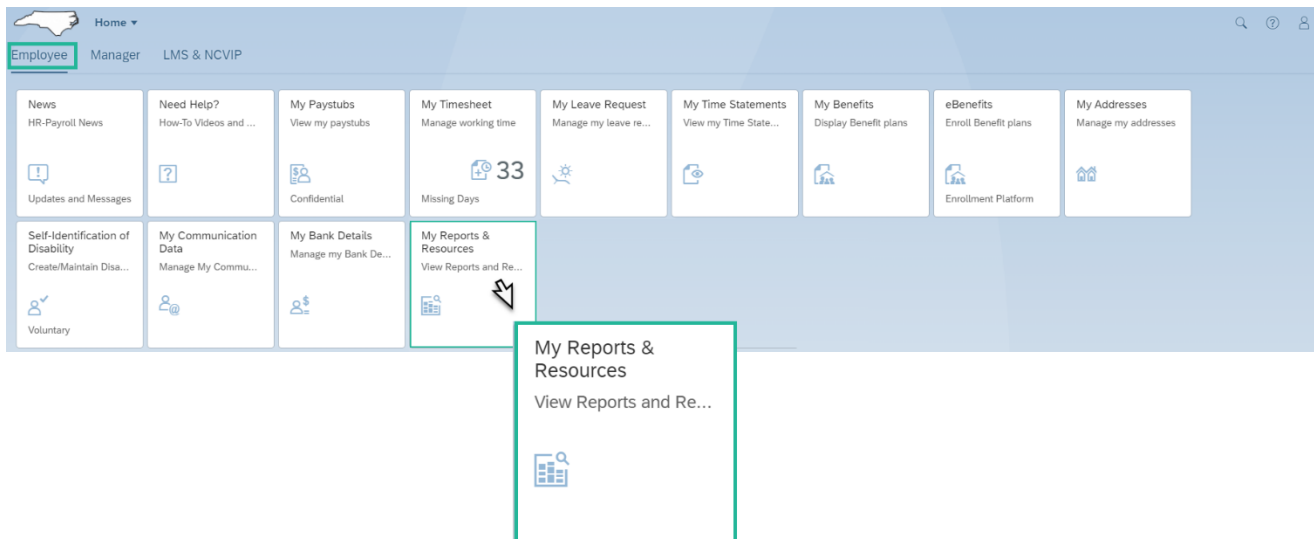
- An Employee will have access to the following tiles; however, interfacing agency employees will not have My Timesheet and My Leave Request.

### Employee tab:



- **News:** Employees can stay current on HR-Payroll News with the **News** tile.
- **Need Help?** Employees and Managers can access Fiori BPP and video support by selecting the Need Help? tile.
- **My Paystubs:** Employees have the access to view and navigate their Pay Statements within the **My Paystubs** tile.
- **My Timesheet:** Employees can use the **My Timesheet** tile to enter their time.
- **My Leave Request:** Employees can create and view leave requests for their requested time off using the **My Leave Request** tile.
- **My Time Statements:** Employees can access, view, and print their Time Statements for a chosen period for the last 24 months using the **My Time Statements** tile.
- **My Benefits:** Employees can view Enrolled Benefits and Benefits by Dates with the **My Benefits** tile.
- **eBenefits:** The eBenefits portal is accessed directly through the **eBenefits** tile.
- **My Addresses:** Employees can manage their Permanent Residence/Emergency Contact/Mailing Address using the **My Addresses** tile.
- **Voluntary Self-Identification of Disability:** Employees can create and/or maintain their disability status within the **Self-Identification of Disability** tile.
- **My Communication Data:** Employees can view work communications data and update their personal communication data using the **My Communication Data** tile.

- **My Bank Details:** Employees can manage their Main Bank, Other Bank and Travel Expenses using the **My Bank Details** tile.
- **My Reports & Resources tile:** Employee reporting and resource links are available using the **My Reports & Resources** tile.



- Within the My Reports & Resources tile there are 5 cards:
  - **Reports**
  - **Benefits & Retirement**
  - **State & Agency**
  - **Personal Data**
  - **My Forms**

### Reports:

Within the Reports card, there are two custom time reports.

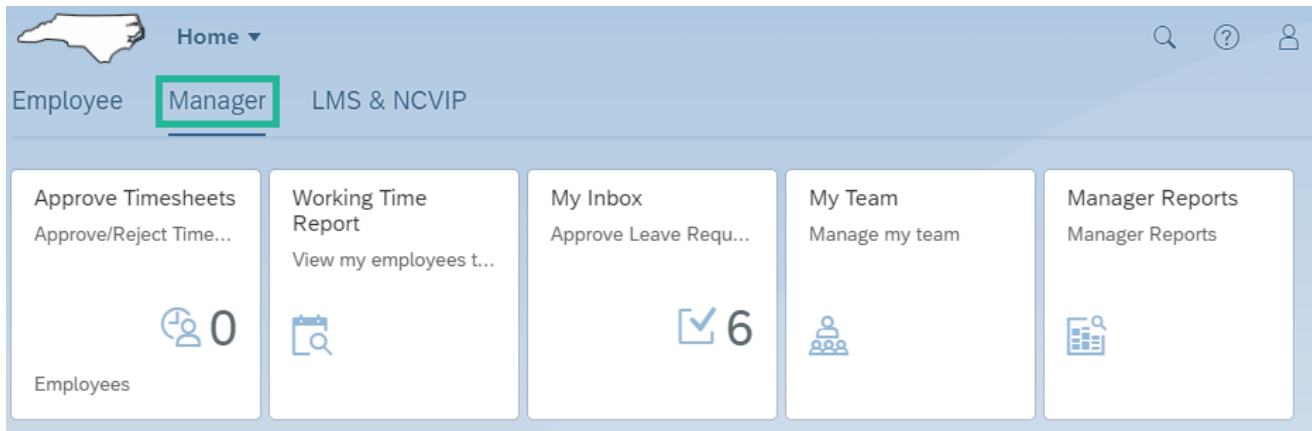
- **Employee Quota Balance Report** – The Employee Quota Balance Report is a display of leave balances as of the day the report is viewed.
- **Employee Working Time Report** – The Employee Working Time Report provides a comprehensive report of time entered for an employee or on behalf of an employee, including those who interface their time.

### Resources:

The Resources cards, Benefits & Retirement/State & Agency/Personal Data, provide users with a landing space for some common employee resources. Some of these resources include direct links to the State Health Plan, NC Flex, ORBIT, etc.

### My Forms:

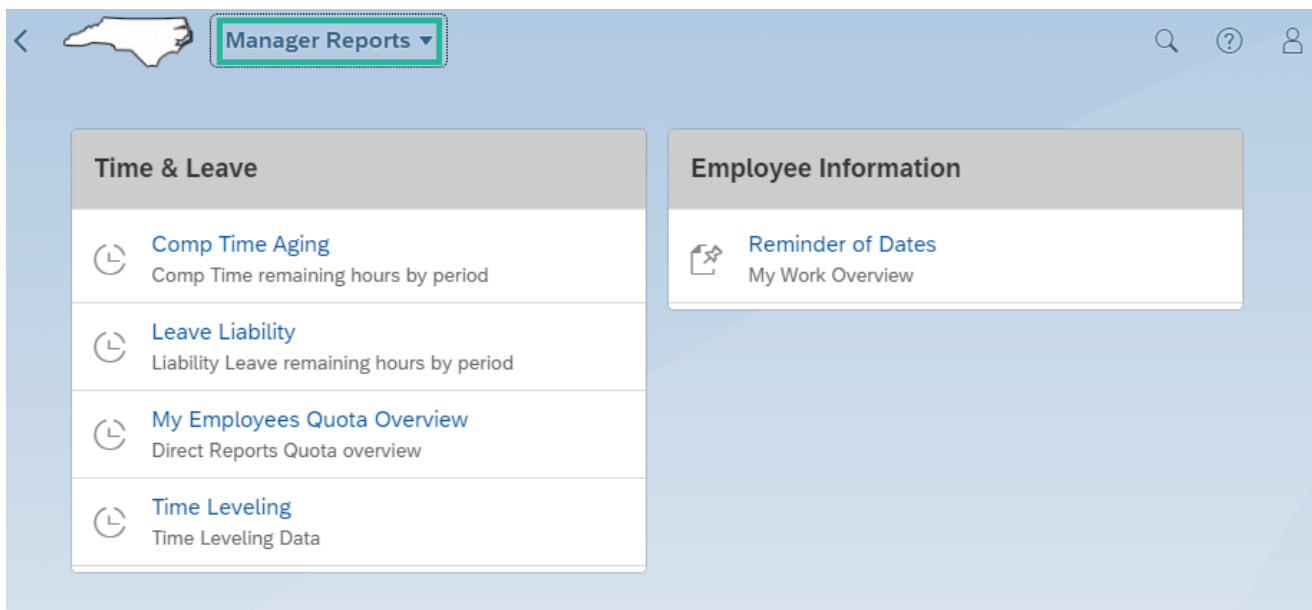
- The My Forms cards provides direct links to the Advanced Leave Application, Voluntary Shared Leave Application, and Voluntary Shared Leave Donor forms.

**Manager tab:**

- **Approve Timesheet:** Managers can use the **Approve Timesheet** tile to approve their direct reports time submitted for approval.
- **Working Time Report:** The **Working Time Report** provides a comprehensive look at the time entered by direct reports.
- **My Inbox:** Managers can use the **My Inbox** tile to approve their direct reports submitted Leave requests.
- **My Team:** The **My Team** tile delivers organizational and communication data for direct reports.
- **Manager Reports:** The **Manager Reports** tile delivers manager specific reports.

**Manager Reports**

Within the Manager Reports tile there are two cards:



- **Time & Leave.** The Time & Leave card offers four custom manager time reports.
- **Employee Information.** The Employee Information card offers the **Reminder of Dates** report.

### Time & Leave

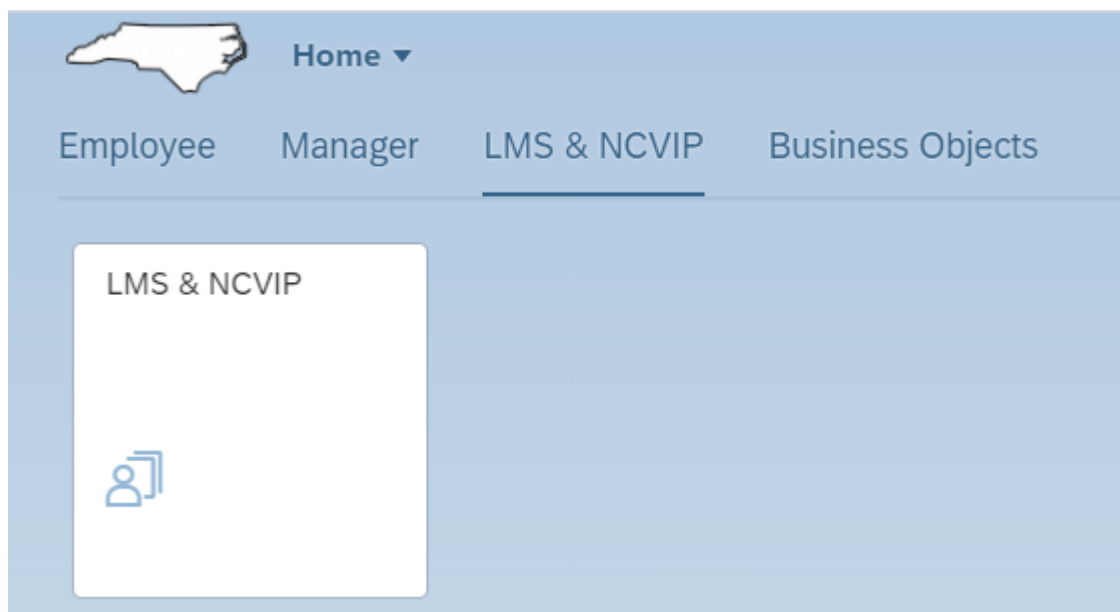
- Comp Time Aging Report – The Comp Time Aging Report displays Comp Time remaining hours by period for all your direct reports.
- Leave Liability Report - The Leave Liability Report displays Liability Leave remaining hours by period for all your direct reports.
- My Employee Quota Balance Report – The My Employee Quota Balance Report is a display of the current leave balances for all your direct reports.
- Time Leveling Report – The Time Leveling Reports shows whether your employees have met their expected hours, have recorded more hours than expected, or have recorded less hours than the target.

### Employee Information:

- Reminder of Dates Report – The Reminder of Dates Report is used to monitor important dates and deadlines for your direct reports such as Birth date, credentials checks, original hire dates, and others. The actual date of birth and original hire date will not display, only the anniversary of the date.

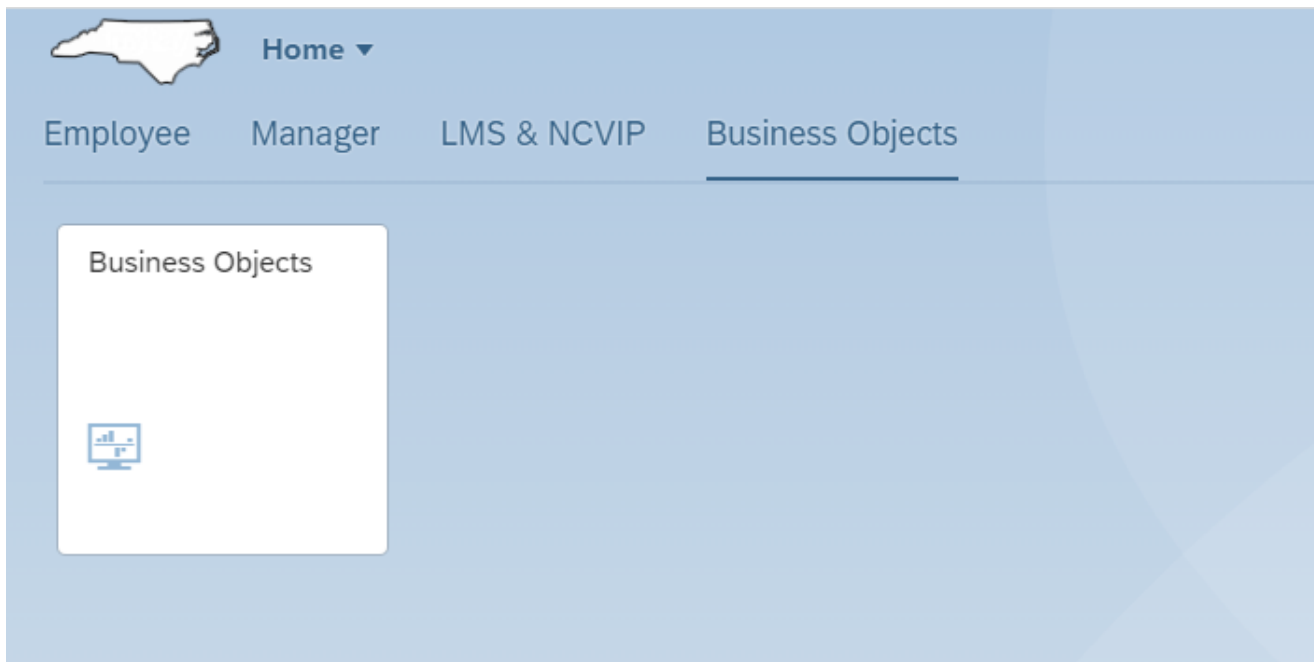
### LMS & NCVIP

- LMS & NCVIP links directly to the LMS & NCVIP system.




### Business Objects tab:

- **Business Objects Tab – Links directly to BOBJ reporting**
  - It is important to note that Business Objects is granted through a role-based security authorization.



### Help?

- All Employee and Manager tabs and tiles offer a Help? icon . The Help? icon is a quick access connection to support videos and BPPs for each user interface and user applications.
- To go back to the “Homepage” click on the “Home” icon.



### Change Record

- 10/25/21 – New BPP – Mayuri Surati
- 10/25/21 – Assigned reference number – Claire Ennis
- 11/9/21 – Incorporated content edits – Jennifer Boyette
- 2/23/22 – Incorporated Fiori R3 content – Jennifer Boyette
- 2/28/22 – Edits – Mayuri Surati
- 7/6/22 – Incorporated Fiori R4 content – Jennifer Boyette
- 7/7/22 – Reviewed for formatting – Doug Genzlinger