



How to...understand your 'People Manager Homepage'

Purpose:

This guide will show you how to understand your **People Manager Homepage** in the **Your HR People Manager** System.

Logging in to Your HR:

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**. After login you will be presented with the **People Manager Homepage**.

People Manager Homepage

This is the page you will view as soon as you log into People Manager. The key components of the page are outlined in this guide.

Organisation

- On the top left hand side of the screen you will see the menu option:



- This will bring up your organisation as shown in the example below; the effective date set is also displayed (further details on the effective date functionality can be found below):



- You can close this by clicking on the 'X'

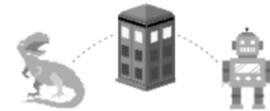
Navigation

To navigate back to your People Manager Homepage from any screen within People Manager, click on the **Your HR logo** or  MENU in the top left hand corner.

Effective Date

- By default whenever you search for information in People Manager you will be viewing the information that is as at **today's date**
- If you would like to change the date, click on the date on the top left hand side of the screen
- This pop up box will appear
- As stated on the screen, enter the date you wish to view information on and the date will be reset
- When you exit the system, the date will revert back to the actual date of access

Effective date



Please enter the date you wish to view or edit this information from.

07/02/2023 

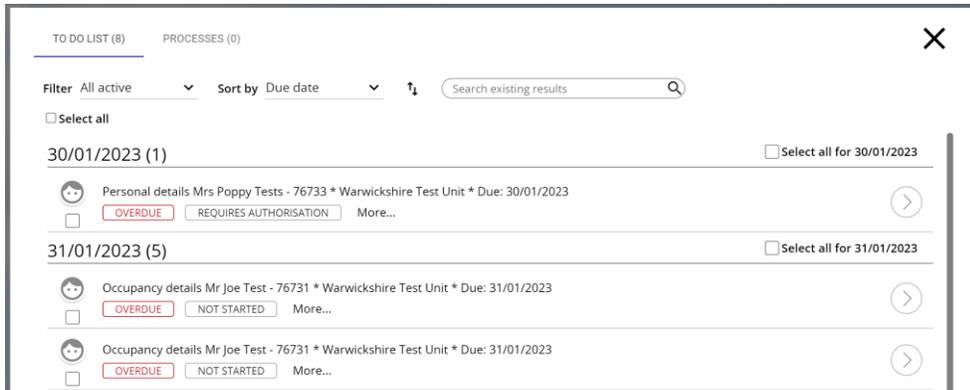
OK CANCEL

To Do List

- When an employee requests annual leave, or submits a travel claim etc. an authorisation is required by you, as their manager. These authorisation requests are called **workflow tasks**.
- Any outstanding workflow tasks can be accessed from your **To Do List** which can be accessed from the Company News which is the scrolling menu across the bottom of the page.



- You will see a number in the brackets if you have any tasks.
- This is equivalent to an email “Inbox”, and it is good practice to check this each time you log into People Manager.
- When you click this, it will bring up the screen of tasks.



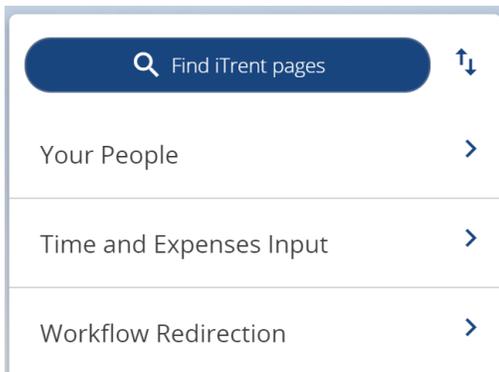
- You will receive an email notification each time you have a task that requires authorisation.
- You can click on the tasks in this list to open up the tasks that need authorisation, or you can click on these directly from the email notifications you are sent.
- Managers will be able to “select all” and authorise all tasks if required. Once selected, users will need to click on “Actions” then either “Authorise” or “Not authorise”.
- Managers will have the ability to authorise time and expenses claims and holiday requires from the details screen. On approval the user will then be taken back to the ‘To do list’ screen. Other tasks including other leave still require authorisation through the ‘To do list’.
- If you have deleted an email notification in Google but not authorised the task, the task itself will remain on this list. You will need to redirect ALL of your workflow, should you be going on leave or planned sickness absence. (See *How to...redirect your workflow tasks*)

Processes

This section, accessed from the 'To do list', displays the status of any background processes, initiated by you, such as reports which may have been run in the last 24 hours.

Menu

- Your main People Management menu options can be accessed as quick links from the menu bar on the homepage



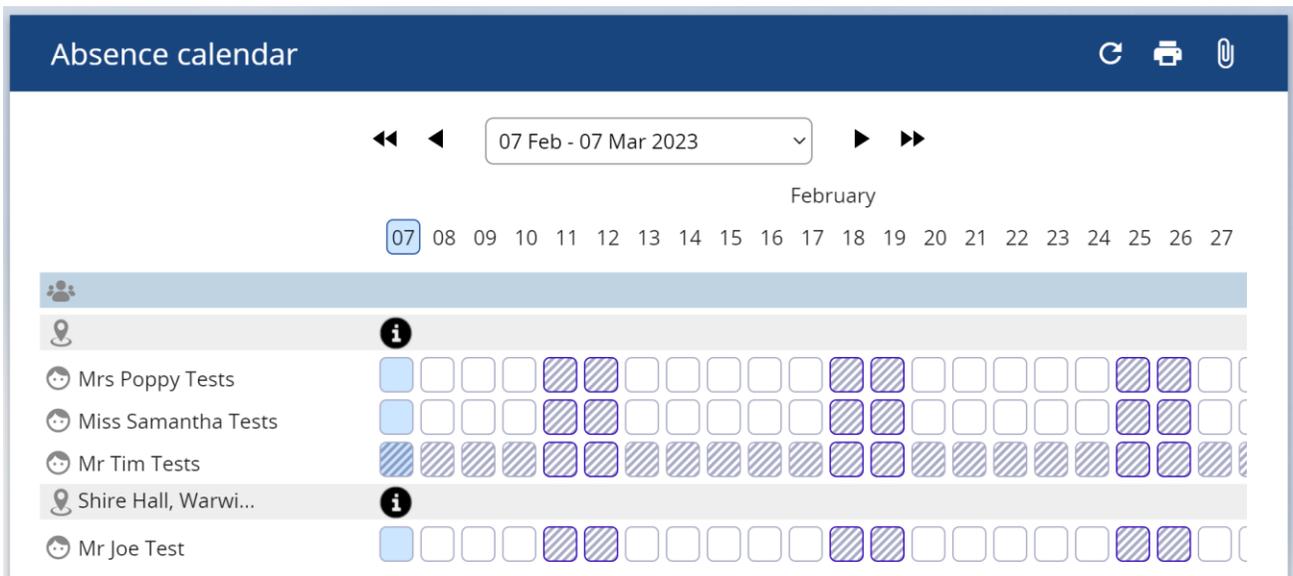
Company News

There is a scrolling menu across the bottom of the homepage, known as Company News, which shows you your **Management Information Reports HR-ER (MS362)**, **HR and Payroll Portal**, **Newsletter**, **The Learning Hub**, **Your HR**, **User Guides**, **Your Payslip**, **HR Forms**, **WCC Private Notice and Case Management**.



Out of Office

- This section will list all of the people from your reportees who have been identified by Your HR as being out of office based on any leave and absence and the employee's working pattern from Your HR (not from their Google calendar). The default is set to **Today**, but you can select the period you would like to view.
- By default this will display absences for immediate reporting lines only. Included are training courses, annual leave, sickness, Jury Duty, maternity and paternity absences.



- If you click on **the drop-down menu**, you are able to change the time range of the data shown from the automatic month from today.
- If you hover over any of the date squares, a summary of the information will appear. You can also enter absence information from the calendar screen.
- There is a colour coded key to the absence entries on the calendar, shown below.

● Bank holiday ● Company holiday ● Holiday ● Sickness ● Learning activity ● Other
● Maternity / Paternity ● Adoption

Please click on a day for further options ☼ = Awaiting authorisation ☐ = am/pm split ☹ = Clashing events

- If you click on the **paperclip**  icon, you can print the calendar.

For further information or support please refer to Your HR on the [Intranet](#) or please raise a request through the [HR Service Desk](#) or phone on 01926 738444

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