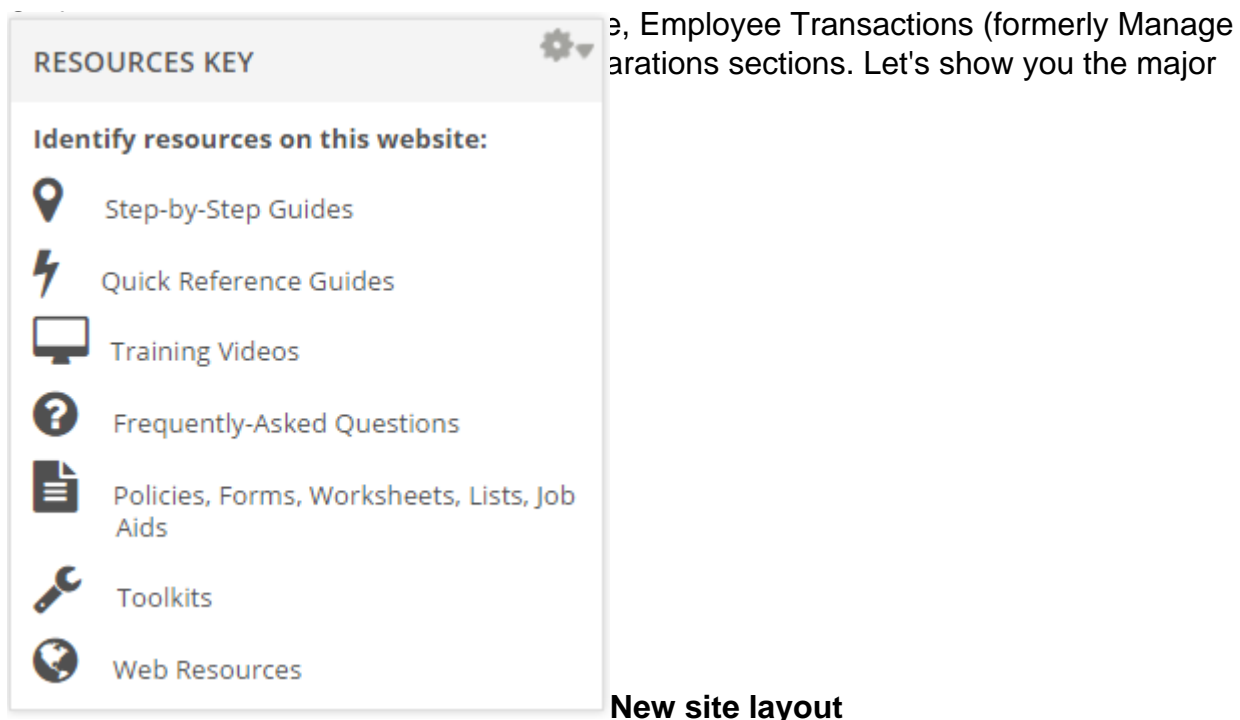


HCM Community website: Recent updates and redesigns [1]

May 4, 2016 by [Employee Services](#) [2]

The HCM Community website is your information hub, centralizing news, policies, training materials, guides and more. With so much information at your fingertips, finding the right resources can seem overwhelming. That's why we've redesigned the site in a cleaner, consistent layout that helps you quickly spot the resources you need.



While we've kept the site's basic structure, we've made it easier to find resources—especially the step-by-step guides.

Like before, we've broken down each stage of the employee lifecycle by task. You'll notice the Employee Transactions page now includes flyouts for both non-pay and pay transactions, similar to what you see in the system.

We've also put the guides front and center. As you browse the site, look for icons indicating the resource type accompanying each hyperlink.

Streamlined Pay Employees section


We're highlighting the steps for successful payrolls. You'll now find two major sections related to pay: **Collect and Enter Time** and **Correct Pay**. The first section breaks down how to collect time, upload it to CU Time and approve entries. The second section explains how to fix errors for a variety of pay situations.

Individual web pages for guides

Each step-by-step and quick reference guide now lives on its own web page, which includes a **Last Updated** timestamp and a brief description. To ensure you're working from the most accurate, up-to-date information, we strongly suggest you bookmark these new URLs. That way, you'll always have the most recent guide for your reference.

Step-by-Step: Configure Frequent Search Members

[View](#) [Edit](#) [Manage display](#) [Outline](#) [Revisions](#) [Clone content](#) [Node expo](#)

 **Last updated: 1/29/2016**

Purpose

This guide contains information on how to add search committee members/collaborators who consist searches to your frequently used collaborators list so you can easily add them to your requisitions.

 **Download this step-by-step guide below**

FILE ATTACHMENTS



Configure Frequent Search Committee Members

These web pages also include a link to a guide feedback form in the right hand column of your screen. Here, you may offer any suggestions for improving the guides, especially if they are incomplete, unclear or hard to follow.

One place for every resource

Finally, we've added a master page of guides [3] that lists the title, topic, description and when they were last updated. To find the guide you need, enter keywords using the **Ctrl+f** function for PCs or **Command+f** for Macs, or click on the alphabet navigation bar at the top of the page.

Help us improve the site!

We hope these changes improve your website experience. Many of you have sent us great suggestions over the past months, so please continue to share your thoughts in this webform [4].

HCM Community [5]

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