

## **Small changes coming to employee portal** <sup>[1]</sup>

February 11, 2022 by [Employee and Information Services](#) <sup>[2]</sup>

After Feb. 12, you may notice some subtle differences when you log into the CU Resources area of the employee portal, driven by updates from CU's software vendor PeopleSoft. These changes will not be applied to the HCM portal, so we want to familiarize you with the differences.

The notifications alert in the HCM portal will remain the same, a small red circle with the number of alerts. However, in the employee portal, a small, red exclamation mark over the bell in the upper right corner now alerts you to waiting notifications.

Another change coming to the employee portal: The search box is moving to the top navigation bar. Since the search box is permanently open, the magnifying glass icon will no longer appear in the portal; it will remain in HCM

### **Updates to the CU employee portal**

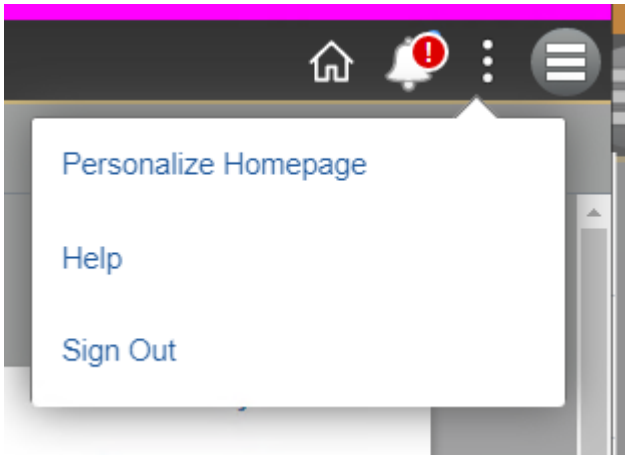


**The old notification alert**



**The new notification alert**

You will also have the option to leave the notifications panel open. To do so, click the three vertical dots to go to Personalize Homepage. Then, go to Personalize Homepage > Common Settings > Show Notifications Panel. Select YES to change the default setting.



## Personalize Homepa

### Common Settings

Show Notifications Panel  Yes (i)

If you select Yes to show the Notifications Panel, here is how your home screen layout will look:



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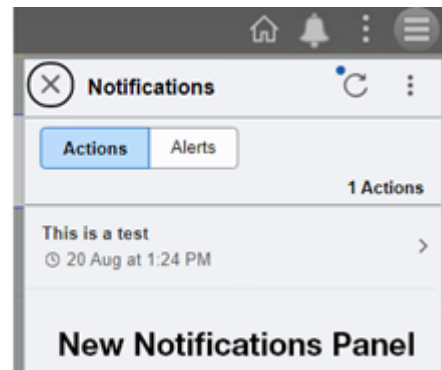
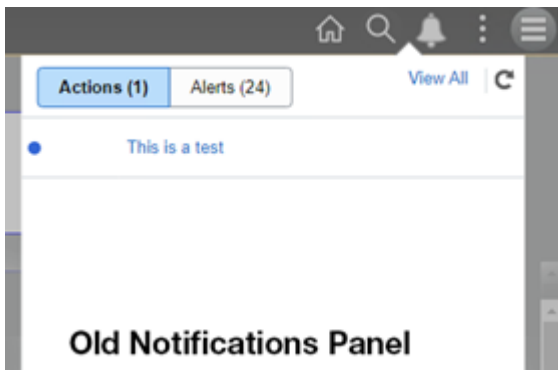
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Previously, the number of actions or alerts was shown on the buttons in the notifications panel. If you have actions or alerts, the numbers are displayed below and to the right of the buttons. If you do not have any actions or alerts, then neither button will be clickable.



Additionally, the portal's Navigation Bar icons have changed, and menu options are now sorted alphabetically instead of randomly. In HCM, the NavBar has not changed.

NavBar: Menu



Recently Visited

**C**



Content Management



CU Resources

**G**



Grade Change Forms



Favorites

**H**



Human Capital Mgmt



Menu

**M**



My Content



**P**



PeopleTools



Portal Administration








**W**




Worklist



## NavBar: Navigator

 CU Resources	CU PETs and Funding >
 Recent Places	CU Time >
 My Favorites	Onboarding Process >
 Navigator	Smart Solutions >
 Classic Home	Smart Employee Onboarding >
	Smart PAF >
	Self Service >
	Manager Self Service >
	Workforce Administration >
	Benefits >
	Payroll for North America >

**The new employee portal layout**



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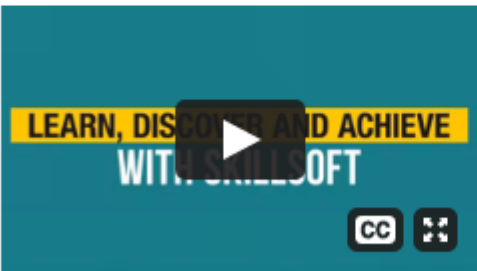
**Paychecks**



**Cornerstone**



**Skillssoft Help**

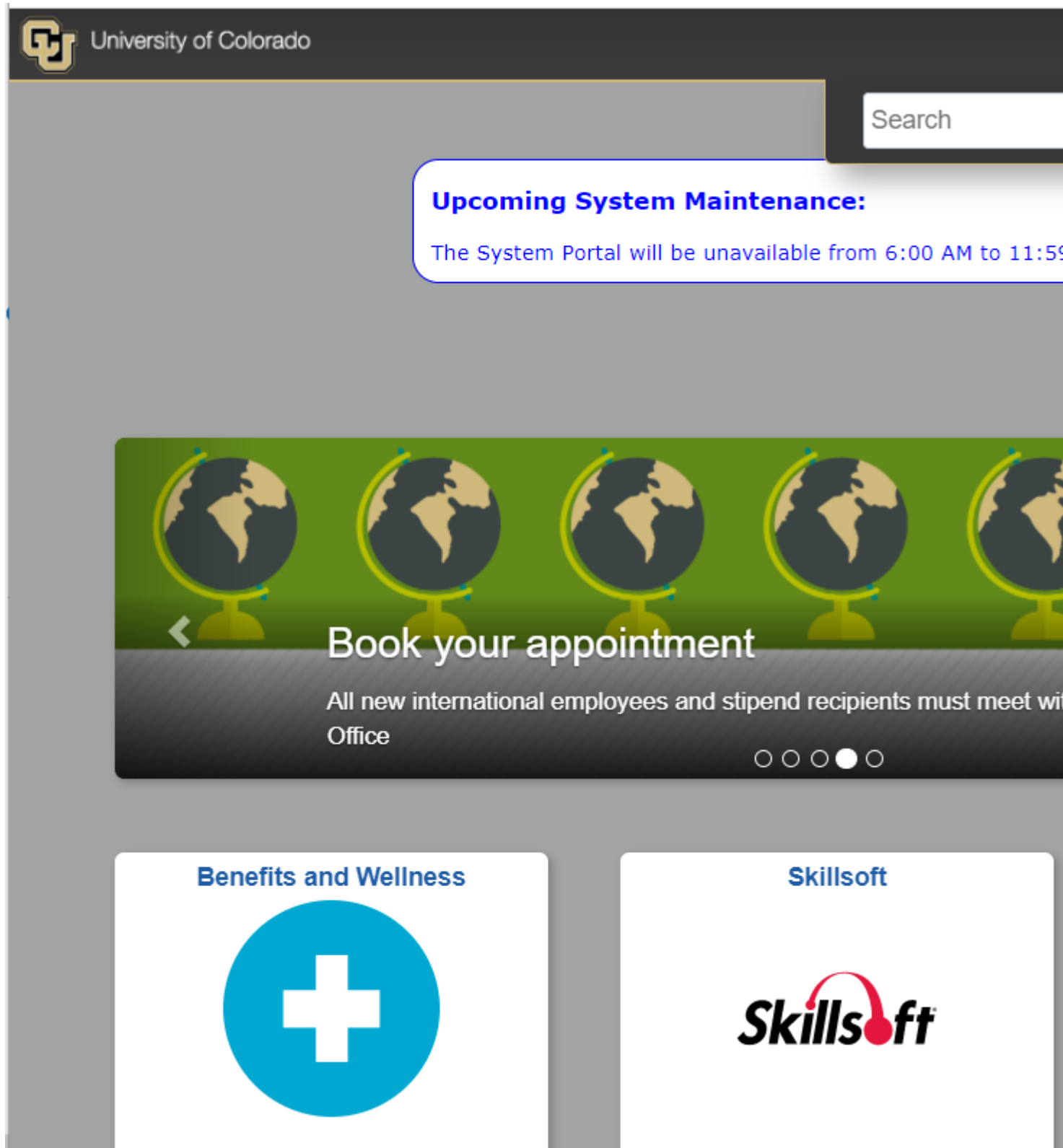


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**Request System Access**



For reference, the old portal layout



HCM's layout will remain unchanged





Search

### Non-Pay Actions



### Pay Actions



### CU Time Collection



### My Favorites



The CU Resources area of the employee portal still works the same, with just these small changes to the notifications alert and search bar. HCM will not experience any changes. If you have any questions or concerns, please contact [help@cu.edu](mailto:help@cu.edu) [3] or call 303-860-HELP (4357).

[Employee Portal](#) [4]

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