University of South Carolina
HCM PeopleSoft
New Features Reference for Employee Self Service

New features are available on the Employee Self Service homepage. These new features provide different ways to get to the pages you visit most often and are very interactive and easy to use. You can continue to utilize the Employee Self Service homepage the way you do today or choose to use these new features. You decide what works best for you!

What are some of these new features?

New Icons: The icons throughout the Homepages, Search Bar, and Quick Access Bar have a new clean and simple look. The icons are distinct, and the use of color can be helpful. The icons also display in the search results and a Recent Items icon in the search bar helps you easily find what you are looking for.

Recently Visited: recently visited pages that can be seen in the Search Bar and Quick Access Bar

Favorites: saved pages that can be seen in the Quick Access Bar

Search List: returned search items that can be seen in the Search Bar

Global Search Bar (top of homepage): The search results you see will be combined with items you recently visited.

Some common ESS search inputs are:
- Absence
- Leave
- Timesheets
- Paychecks
- Direct Deposit
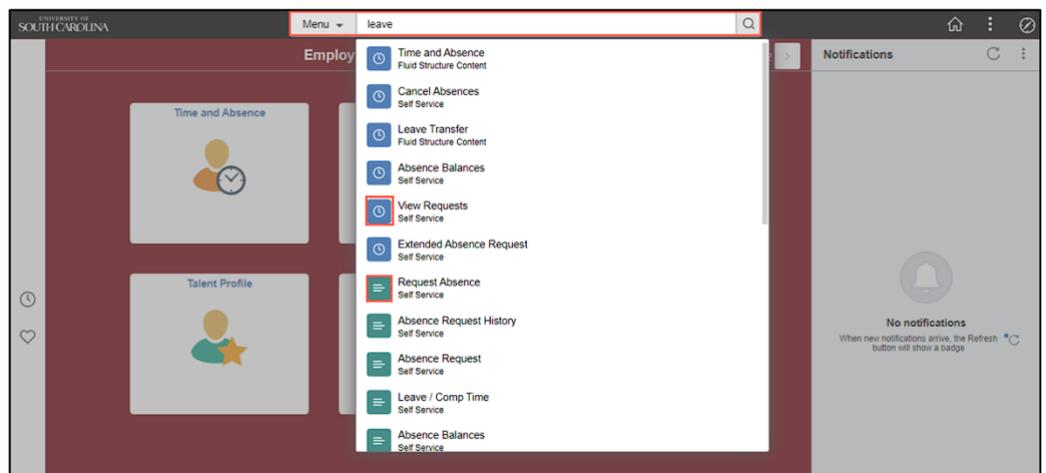
Quick Access Bar (far left middle of the homepage): Recently visited and favorite items can be accessed in the Quick Access Bar. The Creating Favorites job aid will show you how to save the pages you use the most in Employee Self Service.
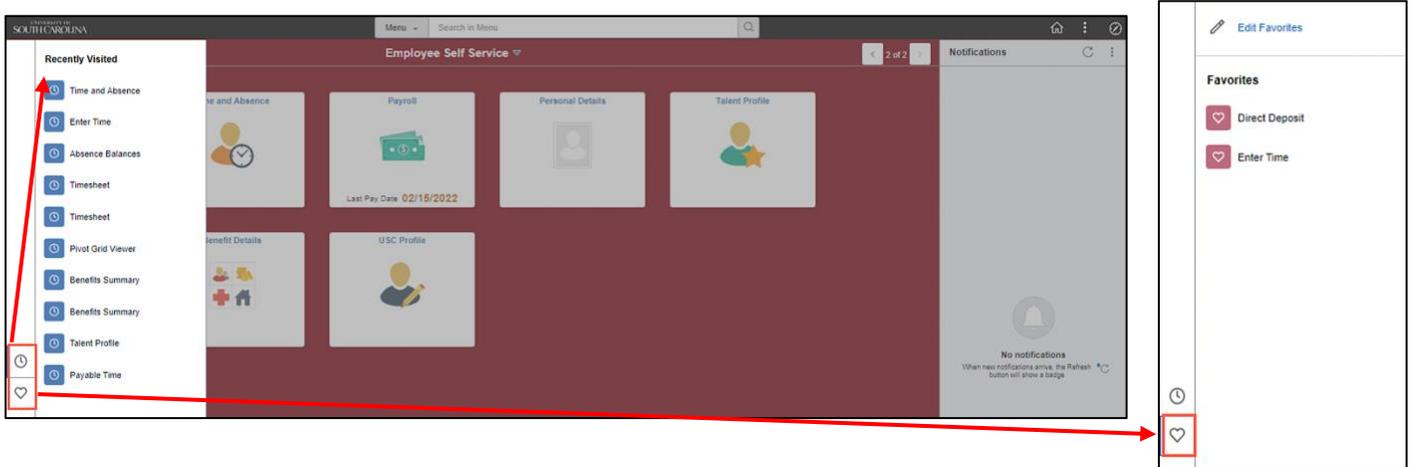
Notifications Panel (right of the homepage): The panel displays your actionable notifications in one section and your alerts in another. Timesheets and absence requests approved by your supervisor will appear in the Alerts section.
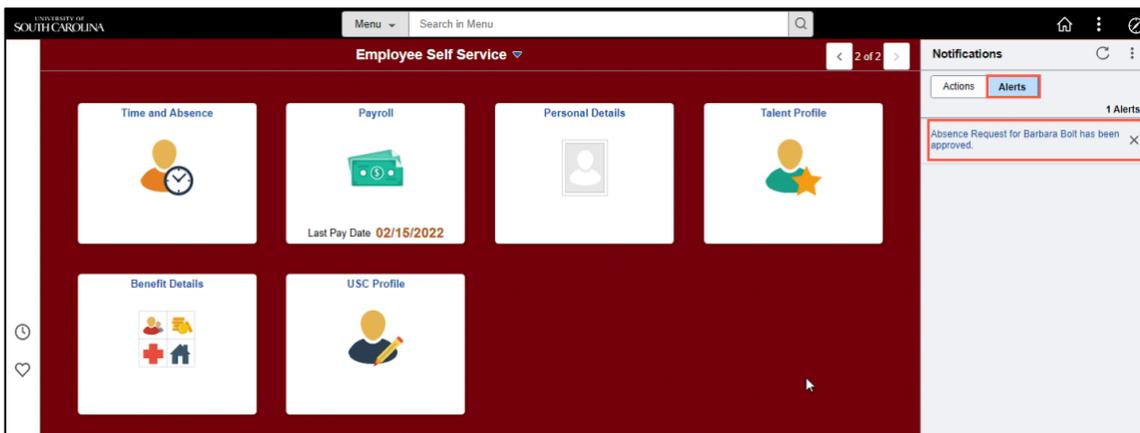
If only signing into HCM PeopleSoft to complete Employee Self Service actions, **Alerts** will be the only thing you see in Notifications. The messages can be deleted by clicking the X.