



---

Inspiring Innovation and Discovery

## **TABLE OF CONTENTS**

**SECTION 1 – ACCESS AND NAVIGATION**

**SECTION 2 – POSITION MANAGEMENT**

**SECTION 3 – HR AND PAYROLL OVERVIEW**

**SECTION 4 – TIME CAPTURE**

**SECTION 5 – ACTIVITIES**

**SECTION 6 – BUSINESS PROCESSES/NEW  
FORMS**

**SECTION 7 – REPORTS AND QUERIES**

**SECTION 8 - GLOSSARY OF TERMS**

**SECTION 9 - APPENDICES**