## Moving Tiles in Peoplesoft HR Self Service

If you have access to multiple self service portals such as Employee and Manager and would like to move tiles from one to another, please follow the instructions below. If you should require assistance, please email <u>Kronos@holycross.edu</u>.

From Employee Self Service click the <b>3 ellipse menu</b> in the upper right hand corner of the page	Employee Self Service ▼	Menu  Vertex Search in Menu	Q My Emergency Notification	Company Directory	Image: Contract of the second seco		
Select <b>Personalize Homepage</b>	;	ss Human Resources @holycross.edu 508-793-3391 - Friday, 8 a.m. to 5 p.m.			New Window My Preferences Help Sign Out		
Select the Portal you want to	Cancel		Personalize Homepag			Save	
add/move a tile to	Add Homepage						
Click Add Tile	= Employee Self Service	Show Notifications Panel No 0					
	Manager Self Service	Selected Homepage Settings				Add Tile	
		Homepage Manager Self Service				_	
Navigate to the existing tile you	Cancel		Add Tile	×		Save	
want to move and <b>click the link</b>	Add Homepage = Employee Self Service	Common Settings Show Notifications Panel No 0	Search a Tile Tile name, tile category, or tile keyword	<b>→</b>		Î	
	Manager Self Service	Selected Homepage Settings	Copen Enrollment			Add Tile	
		nomepage (manager cen centre					
The preview page will appear with	Cancel		Personalize Homepage			Save	
the tile you selected. <b>Click Save</b> to	Add Homepage	Common Settings				Ê	
save the change.	= Employee Self Service	Show Notifications Panel No 0					
	Manager Self Service	Selected Homepage Settings				Add Tile	
		Homepage Manager Self Service	Company Directory				