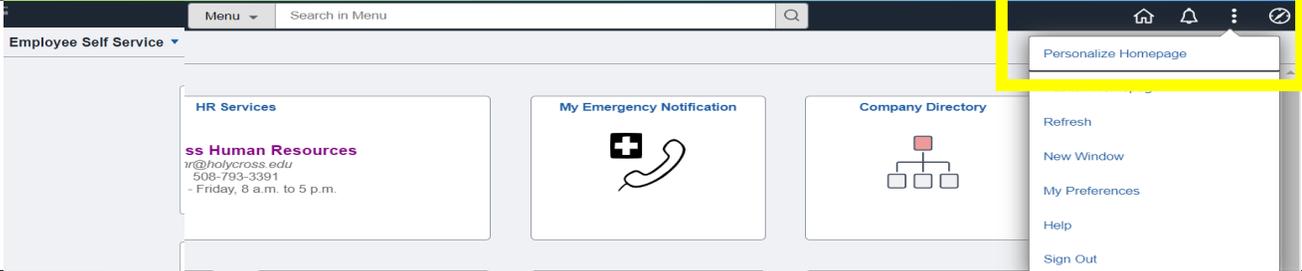


Moving Tiles in Peoplesoft HR Self Service

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 Kronos@holycross.edu.

<p>From Employee Self Service click the 3 ellipse menu in the upper right hand corner of the page</p> <p>Select Personalize Homepage</p>	
<p>Select the Portal you want to add/move a tile to</p> <p>Click Add Tile</p>	
<p>Navigate to the existing tile you want to move and click the link</p>	
<p>The preview page will appear with the tile you selected. Click Save to save the change.</p>	