

CAPPS NAVIGATION SHORTCUTS

Employee Self-Service (ESS) - Portal	
Time and Leave	Navigation
Employee Timesheet	Employee Self-Service> My Time & Leave>Employee Timesheet
Employee Time Certification	Employee Self-Service> My Time & Leave>Employee Time Certification
View Payable Time Summary	Employee Self-Service> My Time & Leave>View Payable Time Summary
View Payable Time Details	Employee Self-Service> My Time & Leave>View Payable Time Details
View Leave Balance/Expirations	Employee Self-Service> My Time & Leave>View Leave Balance/Expirations
Employee Monthly Time Report	Employee Self-Service> My Time & Leave>Employee Monthly Time Report
Employee Profile	Navigation
My Profile	Employee Self-Service>My Profile>View My Personal Information
	Employee Self-Service>My Profile>Edit Emergency Contact
	Employee Self-Service>My Profile>Edit Phone Numbers
	Employee Self-Service>My Profile>Edit Mailing Address
	Employee Self-Service>My Profile>BRP Leveling/Non-Leveling
Employee Pay	Navigation
My Pay	Employee Self-Service>My Pay>View/Print Earning Statement
	Employee Self-Service>My Pay>View/Edit Direct Deposit
	Employee Self-Service>My Pay>Voluntary Deductions
	Employee Self-Service>My Pay>W-4 Tax Information
	Employee Self-Service>My Pay>View Compensation History
	Employee Self-Service>My Pay>View W-2/W-2c Forms
	Employee Self-Service>My Pay>W-2/W-2c Consent
	Employee Self-Service>My Pay>2015 Charity Deductions
Manager Self-Service (MSS) - Portal	
Time and Leave Management	Navigation
Manager Timesheet	Manager Self-Service >Time and Leave Management > Manager Timesheet
View/Edit Time Certification	Manager Self-Service >Time and Leave Management >View/Edit Time Certification
View/Edit Time and Leave Setup	Manager Self-Service >Time and Leave Management >View/Edit Time and leave Setup
Manager Summary Approval Page	Manager Self-Service >Time and Leave Management >Manager Summary Approval Page
View Payable Time Summary	Manager Self-Service >Time and Leave Management >View Payable Time Summary
View Payable Time Detail	Manager Self-Service >Time and Leave Management >View Payable Time Detail
View Leave Balance/Expirations	Manager Self-Service >Time and Leave Management >View Leave Balance/Expirations
Time & Leave Management Reports	
Comp Time/Overtime Threshold Report	Manager Self-Service >Reporting>Run Reports>Comp Time/Overtime Threshold Report
Comp Time/Overtime Earned Report	Manager Self-Service >Reporting>Run Reports>Comp Time/Overtime Earned Report
Employee Monthly Time & Leave Report	Manager Self-Service >Reporting>Run Reports>Employee Monthly Time & Leave Report
Employees Without Accruals Report	Manager Self-Service >Reporting>Run Reports>Employees Without Accruals Report
Optional Holiday Owed Report	Manager Self-Service >Reporting>Run Reports>Optional Holiday Owed Report
Time Reporting Codes by Date Report	Manager Self-Service >Reporting>Run Reports>Time Reporting Codes by Date Report