

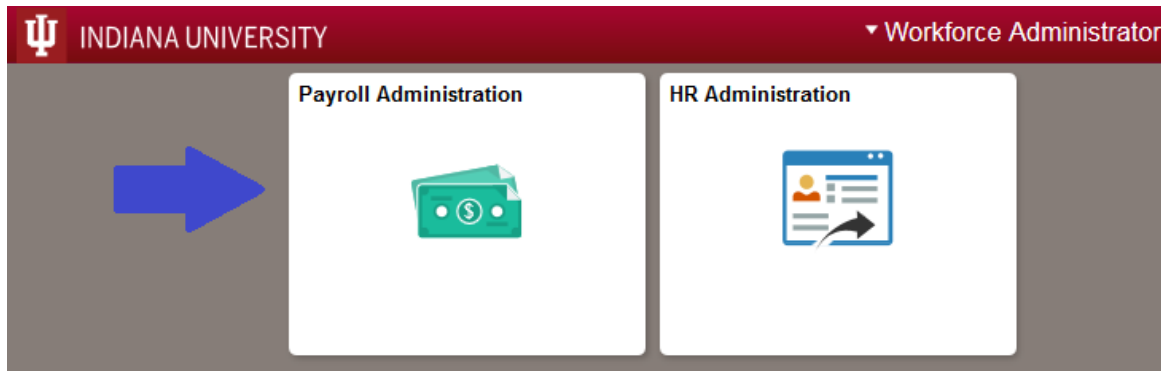
The way you access the Payroll Work Center from One.IU, is not changing. However, now instead of seeing:

The screenshot shows the IU Payroll WorkCenter interface. At the top left is the Indiana University logo and the text "INDIANA UNIVERSITY TEST DATABASE PH1REG". To the right is a "Navigator" dropdown and a search bar. Below this is a breadcrumb trail: "Favorites > Main Menu > IU Payroll WorkCenter > Manage Payroll". The left sidebar contains a "Manage Payroll" section with a sub-section "IU Employee Data" containing items like "Create Additional Pay", "Update Contract Pay IIA", "Contract Payment Details", "View Department Paychecks", "View Dept Payroll YTD Totals", and "Job Data". Below that is "IU Voucher Data" with items like "Adjustment Voucher", "Adjustment Voucher Status", "Faculty/Staff Voucher", "Confirmed Faculty/Staff Voucher", "Confirmed Hourly Voucher", "Hourly Voucher", and "Voucher Summary". The main content area displays "Welcome to the Manage Payroll Work Center." and three links: "FMS HOME PAGE", "Voucher Code Request", and "Stop Pending Direct Deposit Transaction".

You will see:

The screenshot shows the One.IU dashboard for a "Workforce Administrator". The top navigation bar includes the IU logo, the user name "Workforce Administrator", and icons for home, search, notifications, and profile. The main dashboard area features two prominent white tiles: "Payroll Administration" with a green wallet icon containing a dollar sign, and "HR Administration" with a blue icon of a person and a document with an arrow.

Click the “Payroll Administration” tile. You will see the HR Administration tile, but those links are included in your Payroll Administration tile.



After clicking the tile, the same pages you accessed through the Work Center will be on the left.

A screenshot of the 'Create Additional Pay' page in the Work Center. The left sidebar is divided into two sections: 'Employee Payroll Data' and 'Voucher Data'. Under 'Employee Payroll Data', the 'Create Additional Pay' option is highlighted in green. Other options include 'Update Contract Pay NA', 'Contract Payment Details', 'View Department Paychecks', 'View Dept Payroll YTD Totals', 'Review Paycheck', 'Review FLSA Pay Data', and 'Job Data'. Under 'Voucher Data', options include 'Adjustment Voucher', 'Hourly Pending Vouchers', 'Non-Hourly Pending Vouchers', 'Adjustment Voucher Status', 'Faculty/Staff Voucher', 'Hourly Voucher', 'Confirmed FacultyStaff Voucher', 'Confirmed Hourly Voucher', and 'Voucher Summary'. The main content area is titled 'Create Additional Pay' and contains the text 'Enter any information you have'. Below this is a green button labeled 'Find an Existing Value'. A section titled 'Search Criteria' with a dropdown arrow contains several input fields: 'Empl ID:', 'Empl Record:', 'Name:', 'Last Name:', 'Second Last Name:', and 'Alternate Character Name:'. There is also a checkbox for 'Include History' and a label 'Limit the number of results to'. At the bottom are two buttons: 'Search' (green) and 'Clear' (grey).

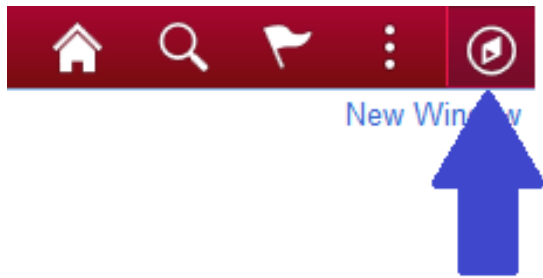
You can expand and collapse the individual navigation groups by clicking the arrow in the gray section heading bar.

The screenshot shows a navigation menu with two main sections. The first section is titled "Employee Payroll Data" and is highlighted in gray. It contains a list of items: "Create Additional Pay" (highlighted in green), "Update Contract Pay NA", "Contract Payment Details", "View Department Paychecks", "View Dept Payroll YTD Totals", "Review Paycheck", "Review FLSA Pay Data", and "Job Data". A blue circle highlights an upward-pointing arrow in the gray header bar. The second section is titled "Voucher Data" and is also highlighted in gray. It contains a list of items: "Adjustment Voucher", "Hourly Pending Vouchers", "Non-Hourly Pending Vouchers", "Adjustment Voucher Status", "Faculty/Staff Voucher", "Hourly Voucher", "Confirmed FacultyStaff Voucher", "Confirmed Hourly Voucher", and "Voucher Summary". A blue circle highlights an upward-pointing arrow in the gray header bar.

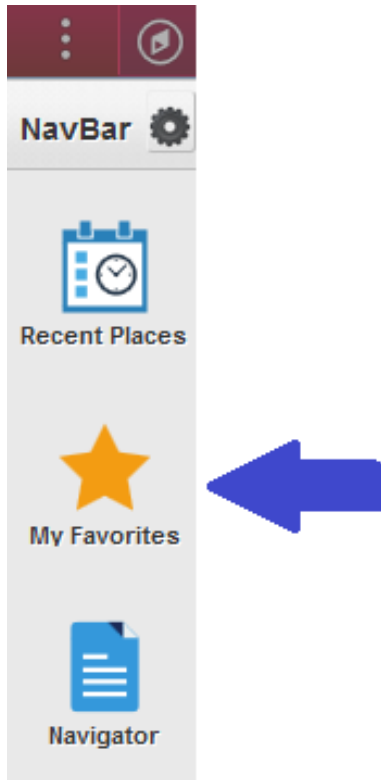
To collapse or expand the navigation area, click the red tab.

The screenshot shows a navigation menu with a search form. The navigation items are: "View Department Paychecks", "View Dept Payroll YTD Totals", "Review Paycheck", "Review FLSA Pay Data", "Job Data", "Voucher Data" (highlighted in gray), "Adjustment Voucher", "Hourly Pending Vouchers", "Non-Hourly Pending Vouchers", and "Adjustment Voucher Status". A red tab with a white double-line icon is positioned over the "Voucher Data" header. A blue arrow points to this red tab. To the right of the navigation menu is a search form with the following fields: "Empl ID:", "Empl Record:", "Name:", "Last Name:", "Second Last Name:", "Alternate Character Name:", and "Middle Name:". There is also a checkbox labeled "Include History" and a text input field labeled "Limit the number of results to". At the bottom of the search form are two buttons: "Search" (green) and "Clear" (gray).

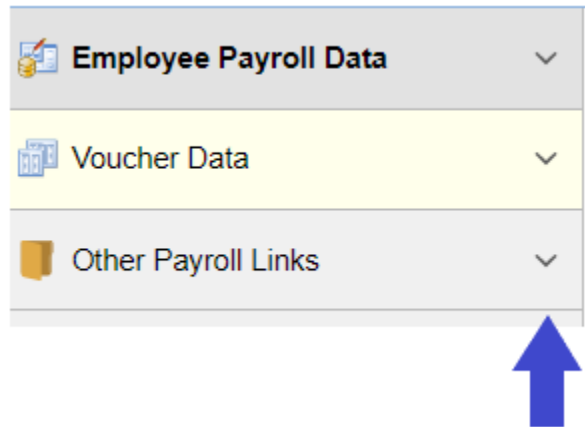
If you have saved favorites, you will now access them by clicking the compass in the upper right hand corner, which will expand the navigation bar.



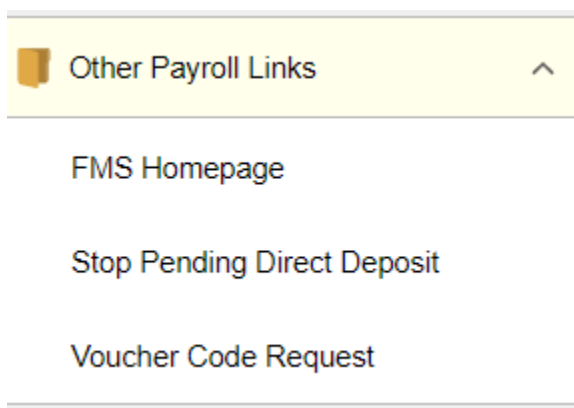
Simply select 'My Favorites,' and your favorites will appear.



To access the FMS website links that were available in the Work Center, click the arrow next to 'Other Payroll Links.'



This will expand the area and provide you with the links.



Clicking one of these links will launch the page in a separate tab within your browser. Simply click the 'x' on that tab to close it and return to your HRMS navigation.

