



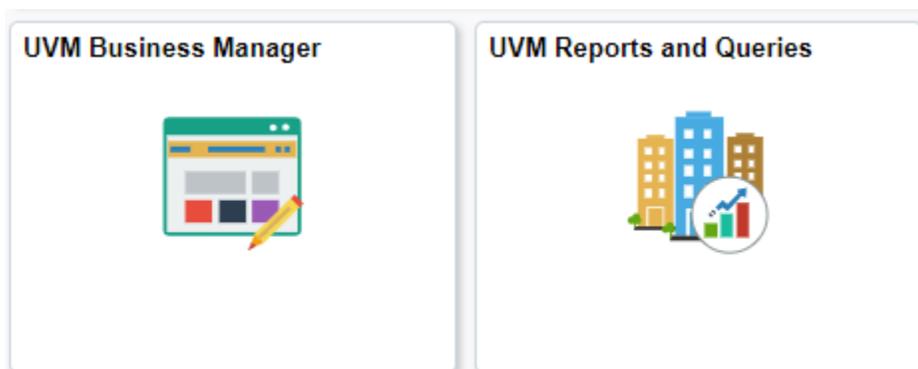
The University of Vermont

# PeopleSoft Fluid Business Manager Guide

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If your PeopleSoft HCM Access includes more pages than the basic employee self-service pages, you will see a few additional tiles, depending on your access.



## UVM Business Manager

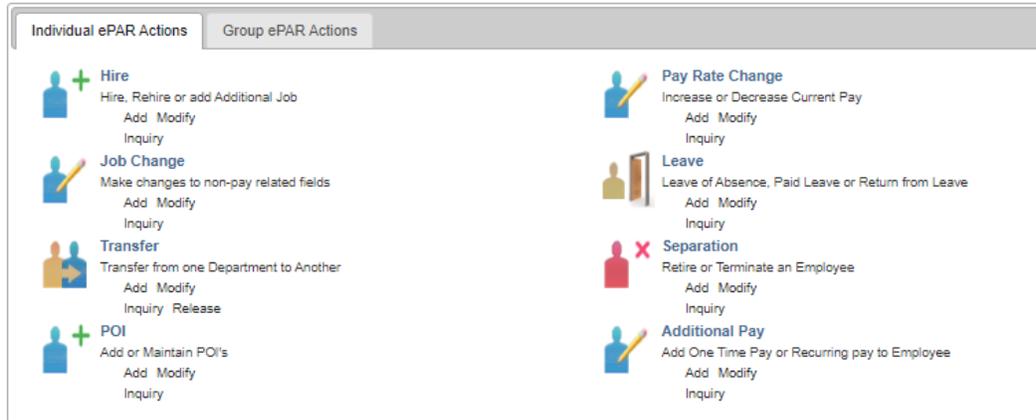
We have done analysis to determine the most frequently used pages and have attempted to group them into logical groups. This was built using the 'Navigation Collection' technology.

 Query Viewer
 Job / Person Data <span>▼</span>
 ePARS: Personnel Actions <span>▼</span>
 Salary Distribution <span>▼</span>
 Additional Pay Request <span>▼</span>
 Review Position Data <span>▼</span>
 Faculty Events <span>▼</span>
 Link to Finance

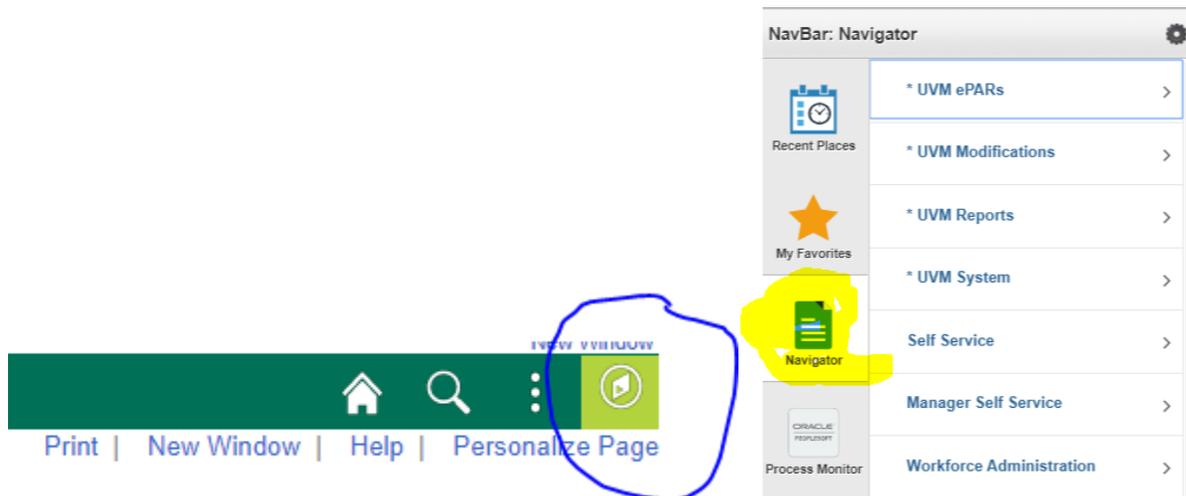
The first page in this 'Navigation Collection' is the query viewer. Your Favorite queries will display here. At the bottom is a link to PeopleSoft Financials.

Note that the ePar collection will open in a new window and display the same page that you currently see:

**Document Collection**



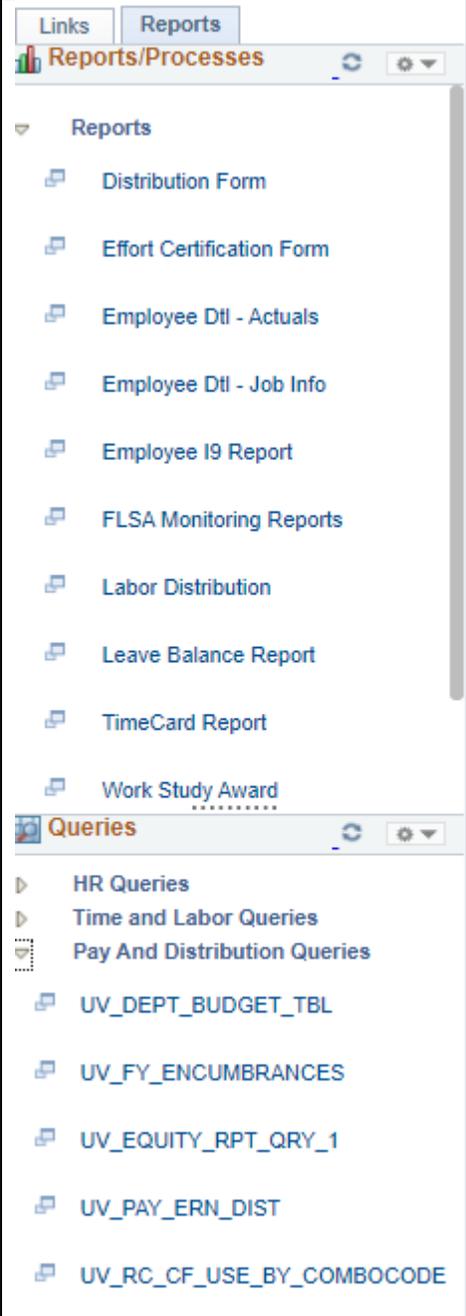
Remember, if there is a page you need to navigate to, you can use the Navigator button in the upper right corner to open the Navigator, which allows you to move through the menu structure to get to where you need to go.



If you find that there is a page that you think should be added to the UVM Business Manager navigation collection, log a footprint and let us know!

## UVM Reports and Queries

This tile groups together frequently used Reports and Queries, as well as some helpful external links. This tile is built using the 'Workcenter' technology, so it looks and feels a little different than the UVM Business Manager tile.

	<ul style="list-style-type: none"><li>• Note that there are tabs for Links and Reports. There are links to some helpful PeopleSoft pages and external sites, such as Footprints.</li><li>• On the Reports tab, there is a section for reports and a section for queries.</li></ul> <p>Again, if you find that there is a report that is not included, you can navigate to it using the Navigator. And, you can log a footprint if you have a suggestion for what is included in the Workcenter.</p> <p>Finally, you can click the gear icon next to the drop down arrow in the top right</p>  <p>If you would like to choose not to show some of the links. There are other personalization options which you can explore, or log a footprint if you need assistance. See page 7 and beyond of this job aid for more information on personalizing a WorkCenter:</p> <p><a href="https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/FSCMbizmgrworkcenter.pdf">https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/FSCMbizmgrworkcenter.pdf</a></p>
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