



Peek #7: My favorites

This Peek provides information for all employees, including student employees.

Another new feature! You will be able to customize your menu in HRMS 8.9 by using “My Favorites.” (You can’t do this now in 8.0, and this is **not** the same as the “Favorites” on the Internet Explorer browser window.)



When you’re in a page that you use frequently, you can simply click on the “Add to Favorites” link on the upper right of the page, and this page will be added to your “My Favorites” menu section.

The screenshot shows the PeopleSoft HRMS interface. On the left is a 'Menu' sidebar with a search box and a list of categories including 'My Favorites'. The 'My Favorites' section is expanded, showing options like 'Check Modeling', 'Direct Deposit', 'Emergency Contacts', 'Home and Mailing Address', 'Timesheet', 'Add to Favorites', and 'Edit Favorites'. The 'Timesheet' option is highlighted. In the main content area, the 'Timesheet' page is displayed. At the top right of the page, there are links for 'Home', 'Add to Favorites', and 'Sign out'. Below these, there are links for 'New Window', 'Help', 'Customize Page', and 'http'. The 'Timesheet' page includes fields for 'EmplID', 'Job Title', and 'Empl Rcd Nbr'. It also has a 'View By' dropdown set to 'Time Period', a 'Date' field set to '02/25/2007', and a 'Refresh' button. Below this, it shows 'Reported Hours: 0.00 Hours' and 'Scheduled Hours: 0.00 Hours'. A date range is set to 'From Sunday 02/25/2007 to Saturday 03/03/2007'. A table is displayed with columns for days of the week (Sun 2/25 to Sat 3/3), 'Total', 'Time Reporting Code', and 'Taskgroup'. The 'Taskgroup' column shows 'PSNONTASK' for each day. A 'Submit' button is at the bottom of the table.

When you click on the “Add to Favorites” button, this panel will appear:

Add to Favorites

Please Enter a Unique Description for this Favorite

'Description:

Just type in the name you wish to give to your Favorite, and then click “OK.” The item will appear in the drop-down menu under “My Favorites,” listed in alphabetical order.

That’s it! And this Favorites list is linked to your EMPLID so will be available to you when you are logged in to MaineStreet from any computer.

For more information about navigation in HRMS 8.9, check the “HR Navigation” [Quick Guide](#) on the MaineStreet website.

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