

## **Favorites tile, Transaction Query links added to HCM** <sup>[1]</sup>

June 21, 2018 by [Employee Services](#) <sup>[2]</sup>

On June 9, two enhancements were added to HCM at the request of campus stakeholders:

- An HCM Favorites tile
- Two links to the Transaction Query

These changes make navigation to favorite pages and the Transaction Query more accessible for users. Learn more about each one below.

**Note:** You can enlarge an image by clicking on it.

### **HCM Favorites Title**

The HCM Favorites tile can be found on the HCM Community Users dashboard:

▼ HCM Community Users

Non-Pay Actions



Pay Actions



Approvals



Benefits Administrator



New Hire Tasks



HCM WorkCenter



Accounting WorkCenter



Employee Services WorkCenter

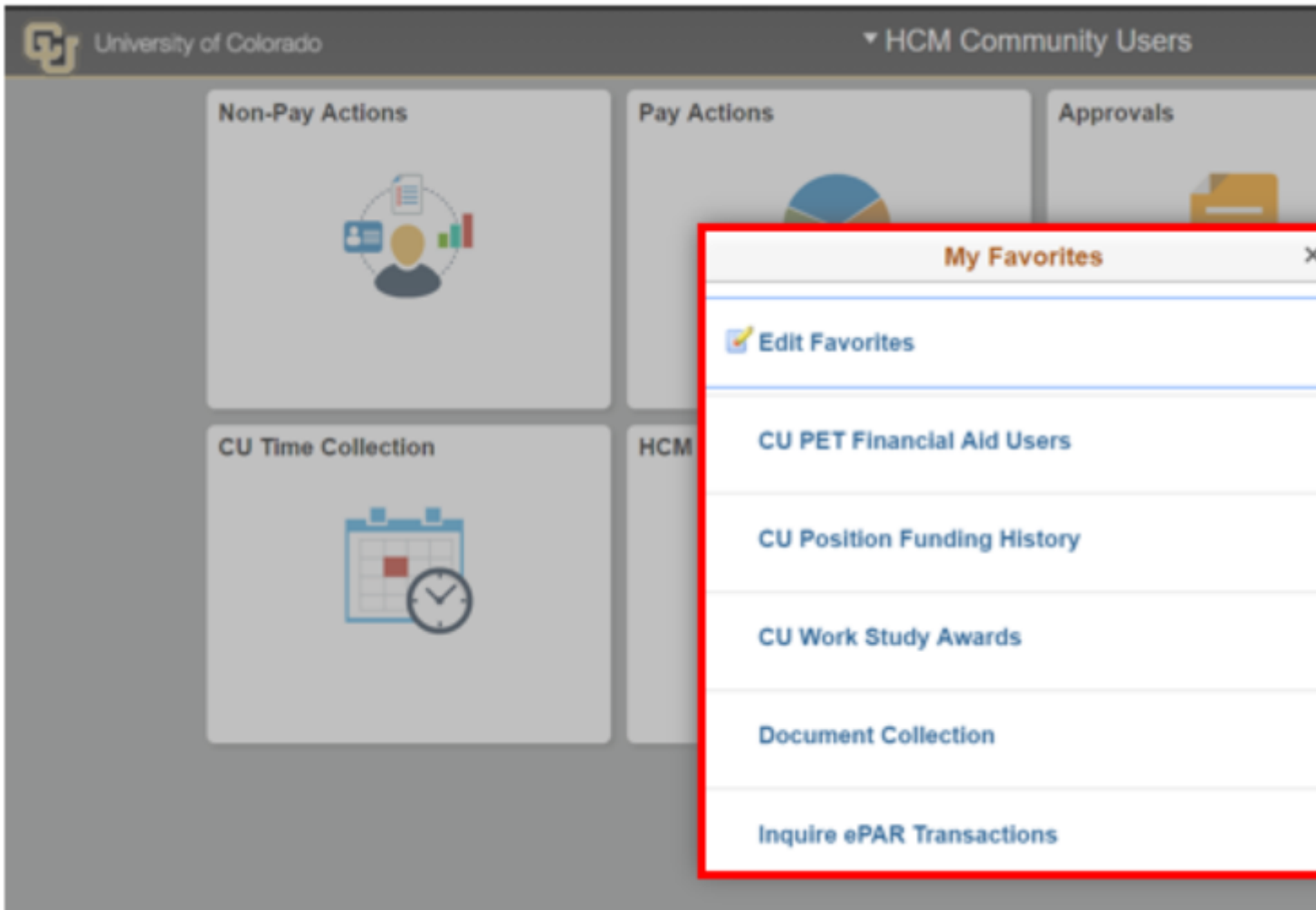


HCM Favorites



[3]

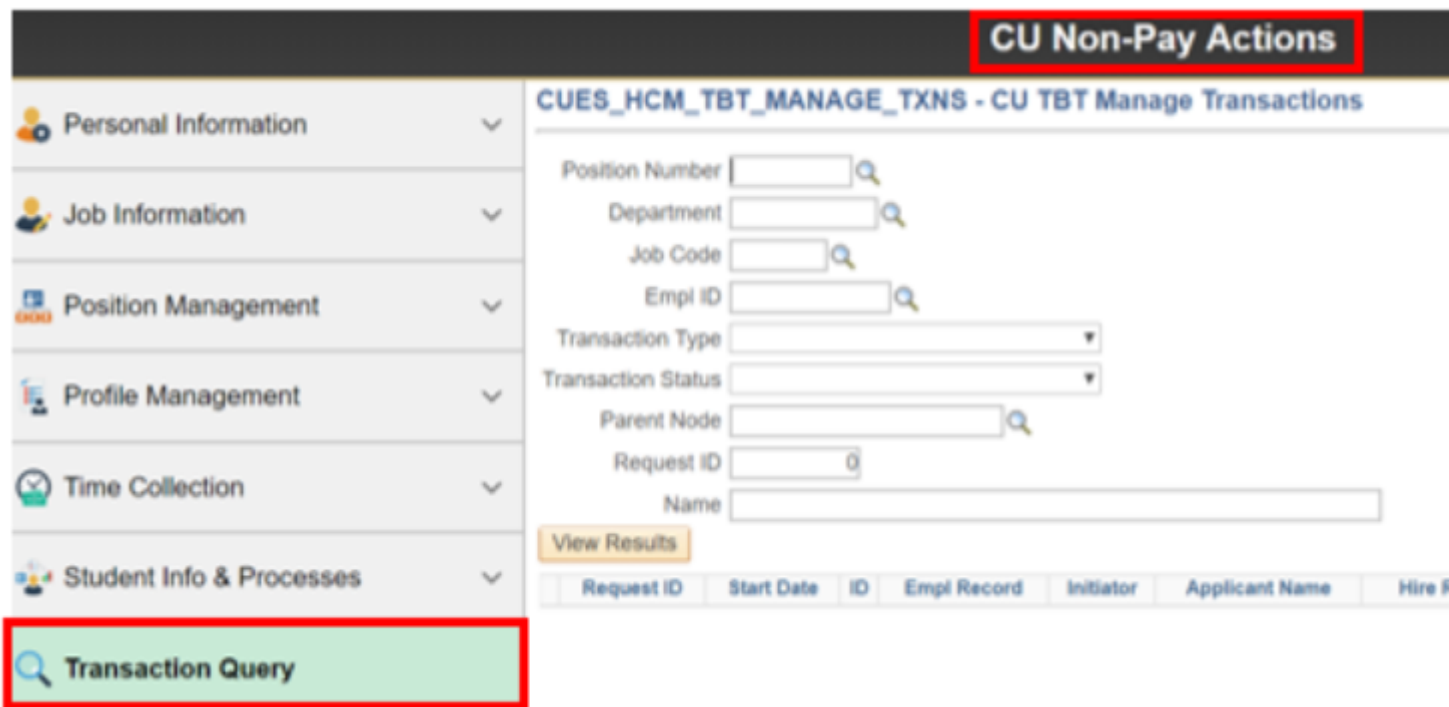
Clicking it will populate a menu with an option to edit favorites, as well as a list of the user's favorite HCM pages so they can access them with fewer clicks.



[4]

## Transaction Query and Links

In addition to the new favorites tile, two links for the Transactions Query have been added to Non-Pay and Pay Action tiles:



[5]

Navigate to it in the Non-Pay Actions tile by using this path: **HCM Community Users dashboard > Non-Pay Actions > HCM Favorites** [7], **Favorites Tile** [8], **Transaction Query** [9], **System Enhancements** [10]

**Display Title:**

Favorites tile, Transaction Query links added to HCM

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**Links**

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- [4] <https://www.cu.edu/sites/default/files/My%20Favorites.png>
- [5] [https://www.cu.edu/sites/default/files/CU%20Non-Pay%20Actions\\_0.png](https://www.cu.edu/sites/default/files/CU%20Non-Pay%20Actions_0.png)
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