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2023-07-15 - Chris Tondini - Maintenance

myHR was recently updated to ensure the system is stable, secure, and up to date. Most users will see little impact, but a few changes will be apparent to myHR administrators.

Connectivity & Navigation Changes

- Some versions of Firefox are not compatible with many functions. We recommend using Chrome, Edge, or Safari.
- The previous menu option (“Navigator”) has been renamed “Menu,” and is still available under the compass icon. Pages have been organized alphabetically.
- Favorites can now be accessed using the Heart icon in the top left corner of the screen.
- The search screen will have a slightly different look and feel on all of our administrative pages.
- If you wish to “Include History” on pages such as Job Data or Position Data, you must select that option when searching for a record. (The Include History button is no longer available on the data panel itself.)

“Job Data” becomes “Manage Job”

- The previous Job Data panel has been replaced by PeopleSoft’s modernized **Manage Job** page. The page will look different, but all of the job data you are used to seeing will be present.
- To navigate to the new page, select “Workforce Administrator” from the top left corner; then select the “Manage Job” tile.
- Instead of tabs across the top, Manage Job is separated into individual sections on the same page. Open each section to view its data; all information previously part of Job Data is housed under one of the new sections on Manage Job.
- If you previously bookmarked or favorited the Job Data page, you will need to re-bookmark it. Simply navigate to Manage Job as indicated above, *search and click into*

a *job record* (any record), and select “Add to Favorites” from the menu (three dots).

“Temp Panel” becomes “Manage Temp Job”

- The previous Temp Panel has been split into two separate pages: **Manage Temp Job** (for pay/title changes and terminations), and **Temp Reports To** (for timekeeping/training approver changes).
- To navigate to the Manage Temp Job page, select “Workforce Administrator” from the top left corner; then select the “Manage Temp Job” tile.
- To navigate to the Temp Reports To page, select the Compass icon (top-right corner), and click Workforce Administration > Job Information > Temporary Assignments > Temp Reports To.
- As with Job Data , if you bookmarked the previous Temp Panel, you will need to re-bookmark either or both of the new pages.
- While the underlying data entry is similar to the previous Temp Panel, some pieces will look a bit different. Please refer to our [Temp Panel Changes](#) article for more information.