



County of San Bernardino EMACS Adding ePerformance Tiles

Manually Adding ePerformance Tiles

If the below tiles do not appear on your Employee Self Service and Manager Self Services homepages, after ePerformance security roles have been assigned, follow the below steps to add the tiles manually.

Note – if tiles do not appear automatically, this is generally a cookies/cache issue

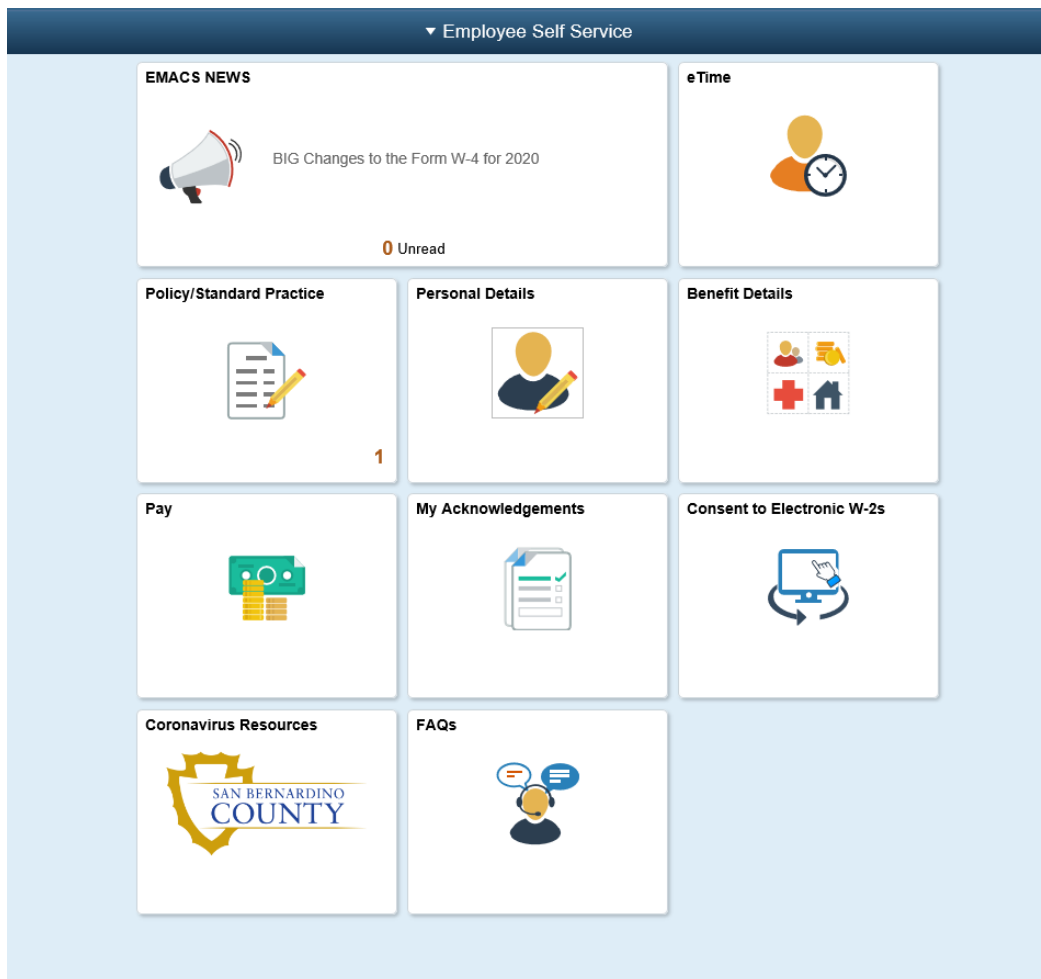
Employee Self Service:

- ePerformance FAQ's
- Performance
- Approvals

Manager Self Service:

- Team Performance

Step 1: Identify missing tiles



This user has the ePerformance security roles, but the tiles are not appearing on their homepage.



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Step 2: Select 'Personalize Homepage'

The screenshot shows the 'Employee Self Service' homepage. At the top right, a user menu is open, showing options: 'Personalize Homepage', 'My Preferences', and 'Sign Out'. The 'Personalize Homepage' option is highlighted with a red box. An arrow points from this option to the 'Personalize Homepage' button in the next screenshot. The homepage layout includes several tiles: 'EMACS NEWS' with a megaphone icon and the text 'BIG Changes to the Form W-4 for 2020' and '0 Unread'; 'Policy/Standard Practice' with a document icon; 'Personal Details' with a person icon; and 'Benefit Details' with icons for a person, a plus sign, and a house.

Step 3: Select 'Add Tile'

The screenshot shows the 'Personalize Homepage' configuration window. At the top, there are 'Cancel' and 'Save' buttons. The window title is 'Personalize Homepage'. Below the title, there is a 'Name' field containing 'Employee Self Service'. To the right of the name field is an 'Add Tile' button, which is highlighted with a red box. Below the name field, there is a grid of tiles. The top row contains 'EMACS NEWS' (with a red 'x' icon) and 'eTime'. The bottom row contains 'Policy/Standard Practice' (with a red 'x' icon), 'Personal Details', and 'Benefit Details'. On the left side of the window, there is a sidebar with a menu icon and three options: 'Manager Self Service', 'Employee Self Service' (which is highlighted in green), and another option below it. An 'Add Homepage' button is located above the sidebar.



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Step 4: Search for and select the missing tiles

The image shows two side-by-side 'Add Tile' dialog boxes. The left dialog box has a search bar containing 'Performance' and a list of three tiles: 'ePerformance FAQs', 'Team Performance', and 'Performance'. The right dialog box has a search bar containing 'Approvals' and a list of one tile: 'Approvals'. Both dialog boxes have a back arrow and a right arrow button.

Step 5: Save the page after adding missing tiles

The image shows the 'Personalize Homepage' screen. It features a grid of tiles. The top row contains two empty tiles. The bottom row contains three tiles: 'Policy/Standard Practice' (with a red 'x' icon), 'Personal Details', and 'Benefit Details'. A green 'Save' button is located in the top right corner. A vertical arrow points upwards next to the Save button.

Note – tiles will appear in the order they were added following the existing tiles, and can be reorganized to your preference



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Step 6: Verify

Employee Self Service

EMACS NEWS
BIG Changes to the Form W-4 for 2020
0 Unread

eTime

Policy/Standard Practice
1

Personal Details

Benefit Details

Pay

My Acknowledgements

Consent to Electronic W-2s

Coronavirus Resources
SAN BERNARDINO COUNTY

FAQs

Performance

ePerformance FAQs

Approvals
0

COMPLETE