

# Employee and Faculty Navigation

Accessing My Schedule	Gateway → Faculty Center → My Schedule
Assigning an Instructor	Curriculum Management → Instructor/Advisor Information → Instructor/Advisor Table
Approving Time	Manager Self Service → Time Management → Approve Time and Exceptions
Browse Course Catalog	Gateway → Faculty Center → Search → Browse Course Catalog
Changing Your Name	Main Menu → Self Service → Personal Information → Name Change
Class Search	Gateway → Faculty Center → Grade Roster → Search → Search for Classes tab
Creating a Requisition	Purchasing → Requisitions → Add/Update Requisitions
Current Benefits Summary	Benefits → Review Employee Benefits → Current Benefits Summary
Delegate Duties	Self Service → Manage Delegation
Entering Grades	Gateway → Faculty Center → Search → Class Detail → Grade Roster
Entering Shared Leave	Global Payroll & Absence Management → CTC Custom → Shared Leave
Faculty Search	Gateway → Faculty Center → Search → Search by Name
Managing Direct Deposit	Self Service → Payroll and Compensation → Direct Deposit
Managing Emergency Contacts	Self Service → Personal Information → Emergency Contacts
Managing Voluntary Deduction	Self Service → Payroll and Compensation → Voluntary Deductions
Reporting Time Using a Timesheet	HCM Self Service → Time Reporting → Timesheet
Requesting Overtime	HCM Self Service → Time Reporting → Overtime Requests
Requesting/Reporting an Absence	HCM Self Service → Time Reporting → Timesheet → Request Absence link

Review Status of Transactions	HCM Self Service → Review Transactions
Time Reporting User Preferences	Self Service → Time Reporting → User Preferences
Using Class Roster	Faculty Center → Class Roster
Using Early Alert	Gateway → Faculty Center → Grade Roster → Submit Alert → Submit
View Leave Balances	Self Service → Time Reporting → View Time → Absence Balances