FAST-HR Updates

Effective: January 28, 2016

Layout/redesign of home pages and quick navigation options

Changed the layout of the main site homepage and the application homepages to move the tab strip of options (menus) from a horizontal layout along the top of the screen to a vertical layout along the left of the screen.

The list of applications that a user has access to is now on the left of the screen below the tab strip.

The "Home" and "Applications" menu items have been replaced with a "hamburger" icon ≡ that allows the new tab-strip navigation structure to be shrunk or expanded.

This allows for more tabs to be added, and for quicker one click direct navigation to specific homepage tabs or other applications from anywhere in the system.

For more information see the:

- FAST-HR User Guide (also in the FAST-Finance User Guide)
- "How Do I? Navigation in 4.3.mp4" video (found in the Training Videos tab)
- Online Help

Report Scheduler

This new major feature allows users to schedule Pinned Reports to be sent directly to their inboxes at specific times or at regular intervals.

Administrators can schedule Group Pinned Reports for regular or ad-hoc email distribution to all members of a group.

For more information see the:

- FAST-HR User Guide (also in the FAST-Finance User Guide)
- "How Do I? Use the report scheduler.mp4" video (found in the Training Videos tab)
- Online Help

New Tab: My Schedule

Added a new tab labeled My Schedule which will display any scheduled reports you have scheduled or were scheduled by an administrator for a group that you are a member of. If added by an administrator it will also display global blackout and maintenance windows.

New Report: Time Sheet Detail History

This report will show detailed leave (and other earn code) data by day, allowing for graphing by earn code, month, day etc.

New Columns: All Current Positions report

Added Job Salary Group, Job Salary Table and Job Salary Step columns to the report (*these come from the Banner Job records*).

Renamed existing [position] Group/Table/Grade columns (*these come from the Banner Position records*) to Posn Salary Group, Posn Salary Table and Posn Salary Grade to differentiate them.