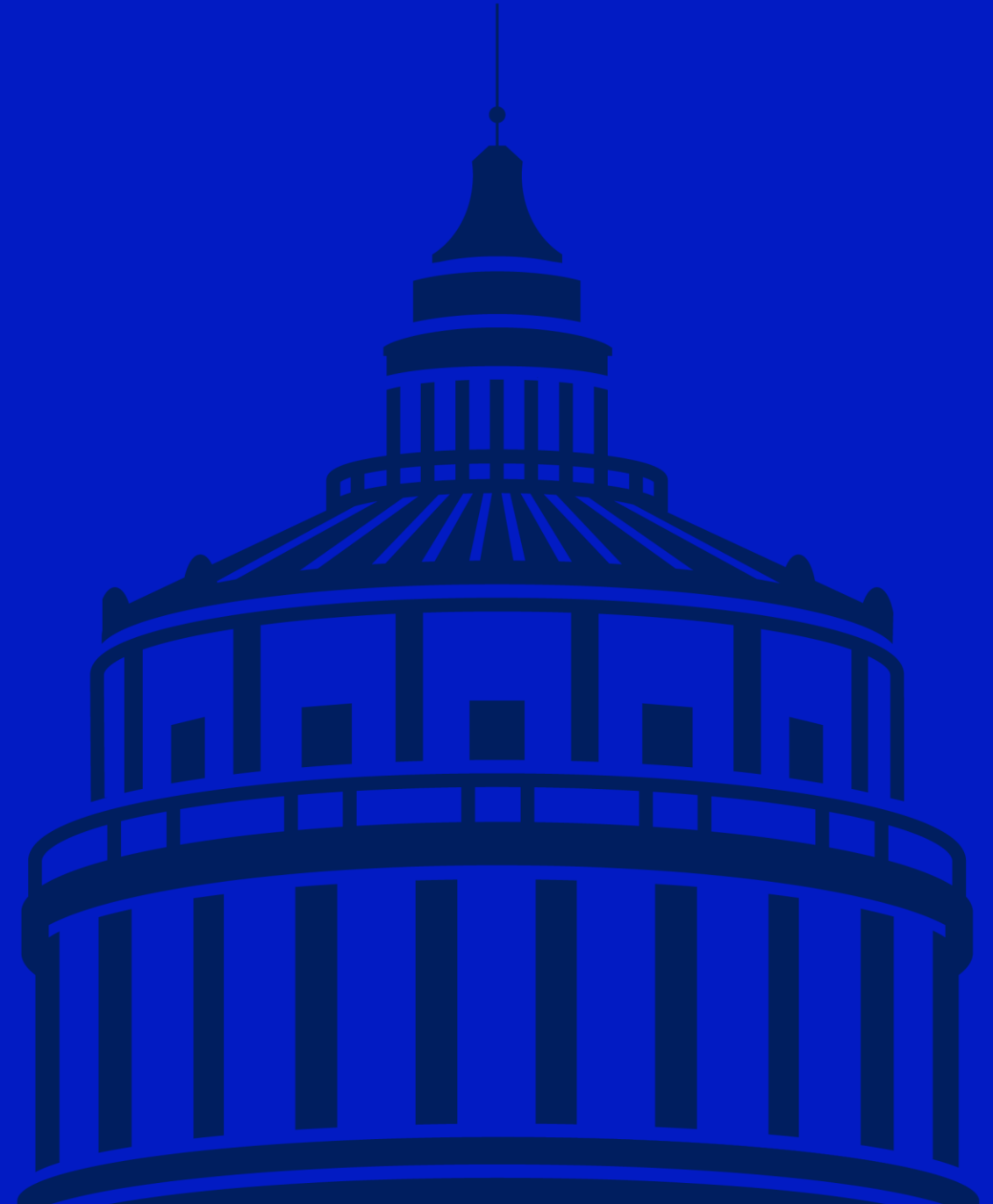




University  
of Rochester

# Personalize your Workday Experience

- Tailor your navigation display
- Save your favorite tasks and reports
- Customize your search preferences



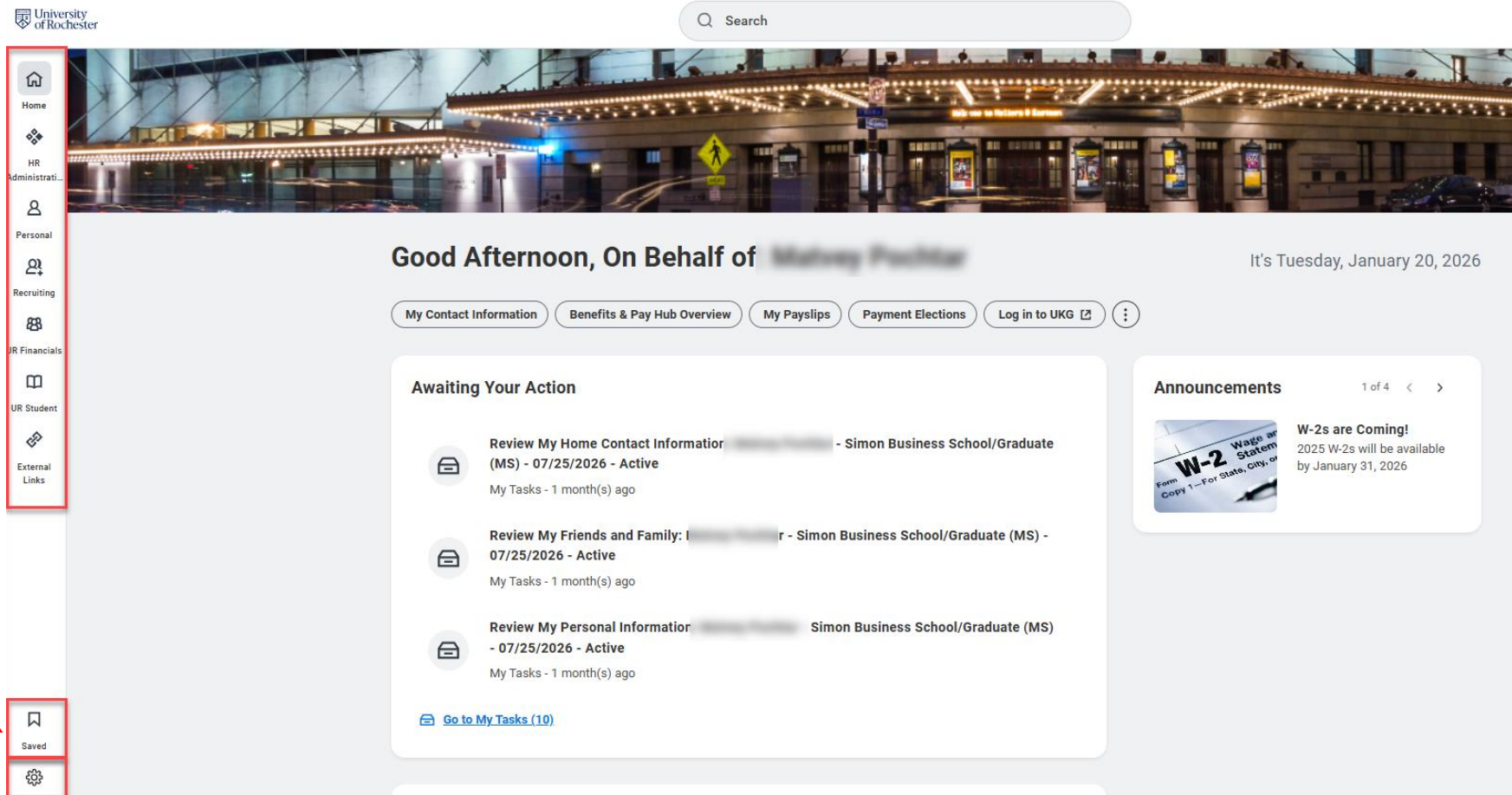
# Tailor your navigation display

- Top Apps have been replaced with a Pinned Menu, that you can control
- Hover on each category to see related tasks or dashboards
- Use the Gear button to re-sequence categories, or items within categories

Pinned Menu – Hover on each item to preview details.

Save up to 10 favorite tasks

Customize your pinned menu display




The screenshot displays the University of Rochester HR portal interface. On the left, a vertical 'Pinned Menu' is highlighted with a red box and an arrow pointing to it. The menu items are: Home, HR Administrative..., Personal, Recruiting, HR Financials, UR Student, and External Links. Below these, there are two more icons: a bookmark icon labeled 'Saved' and a gear icon. A red arrow points from the text 'Save up to 10 favorite tasks' to the 'Saved' icon, and another red arrow points from 'Customize your pinned menu display' to the gear icon. The main content area shows a greeting 'Good Afternoon, On Behalf of [Name]' and the date 'It's Tuesday, January 20, 2026'. Below the greeting are several buttons: 'My Contact Information', 'Benefits & Pay Hub Overview', 'My Payslips', 'Payment Elections', and 'Log in to UKG'. A section titled 'Awaiting Your Action' lists three tasks: 'Review My Home Contact Information (MS) - 07/25/2026 - Active', 'Review My Friends and Family: I [Name] - Simon Business School/Graduate (MS) - 07/25/2026 - Active', and 'Review My Personal Information [Name] - Simon Business School/Graduate (MS) - 07/25/2026 - Active'. Each task has a 'My Tasks - 1 month(s) ago' timestamp. At the bottom of this section is a link 'Go to My Tasks (10)'. On the right, there is an 'Announcements' section with a 'W-2s are Coming!' announcement stating '2025 W-2s will be available by January 31, 2026'.

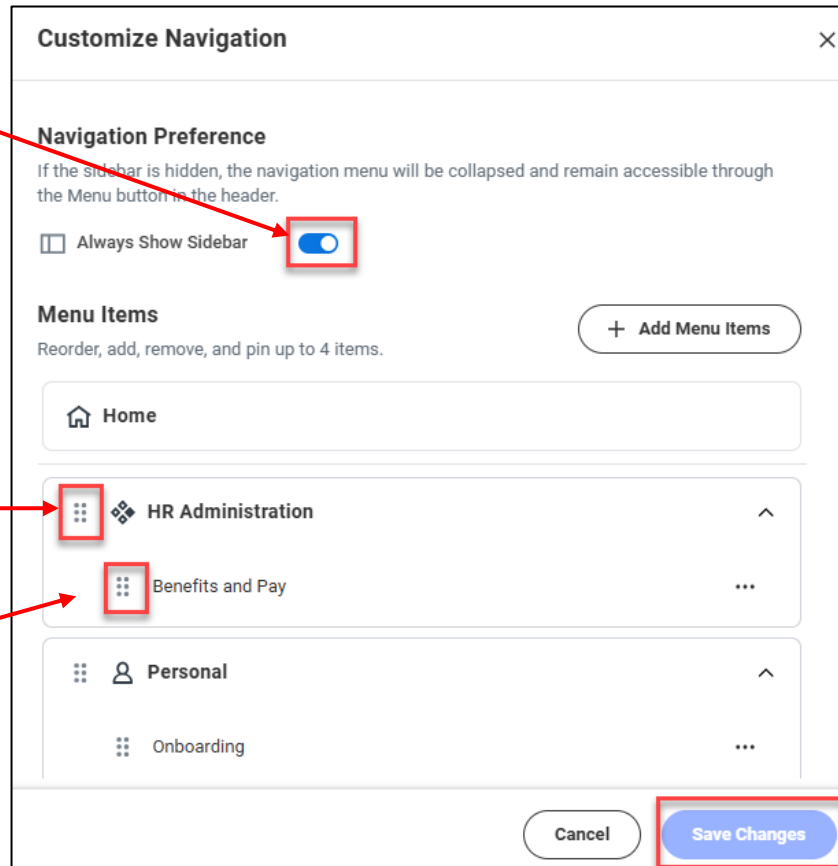
# Tailor your navigation display, cont.

Suppress the pinned menu display if homepage space is a concern...

Re-access the gear button to change it back!


Use the  to drag and re-order your categories (up and down)

Or drag and re-order items within each category










**Customize Navigation** [X]

**Navigation Preference**  
If the sidebar is hidden, the navigation menu will be collapsed and remain accessible through the Menu button in the header.

☐ Always Show Sidebar 

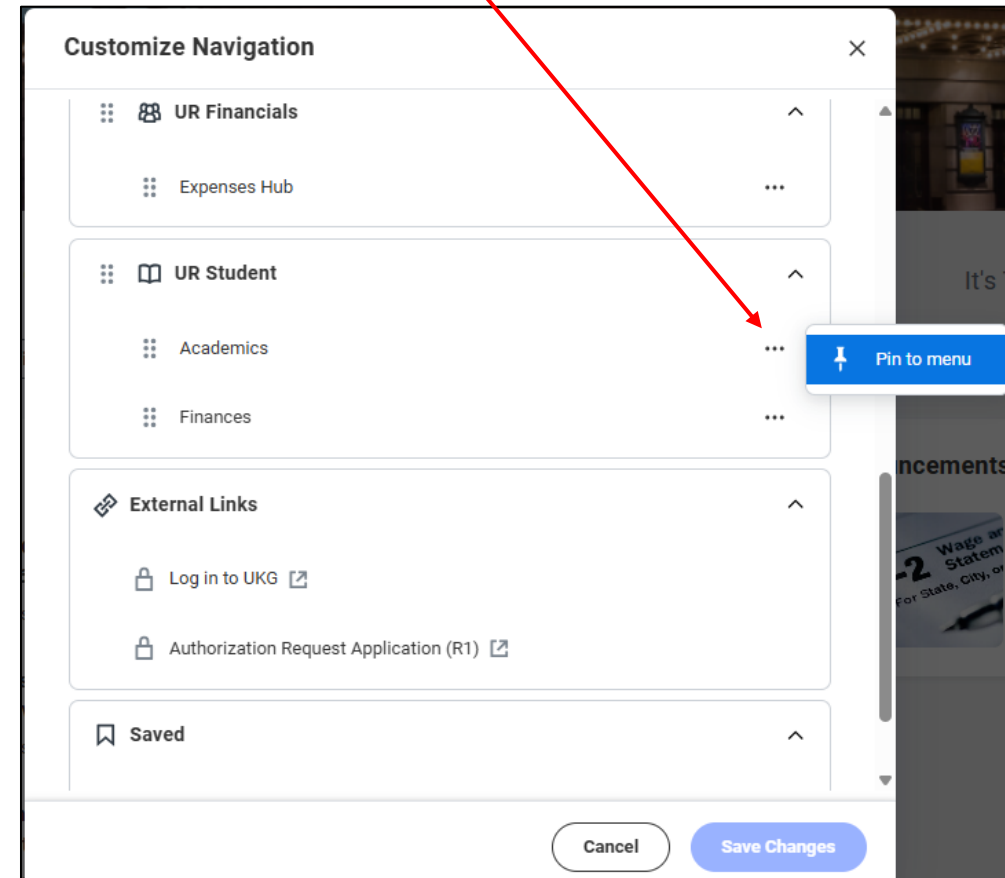
**Menu Items** + Add Menu Items  
Reorder, add, remove, and pin up to 4 items.

-  Home
-   **HR Administration** ^
-  Benefits and Pay ...
-   **Personal** ^
-  Onboarding ...















Cancel Save Changes

Don't forget to save!!

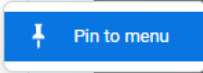
Click on the ... to pin up to 4 items directly on the menu bar at the top



**Customize Navigation** [X]

-   **UR Financials** ^
-  Expenses Hub ...
-   **UR Student** ^
-  Academics ...
-  Finances ...
-   **External Links** ^
-  Log in to UKG 
-  Authorization Request Application (R1) 
-  **Saved** ^

Cancel Save Changes



# Save your favorite tasks and reports

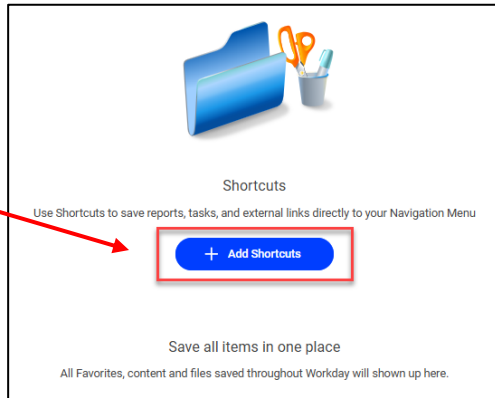


Use the **Saved** on the bottom left of your homepage to access Shortcuts or Favorites.

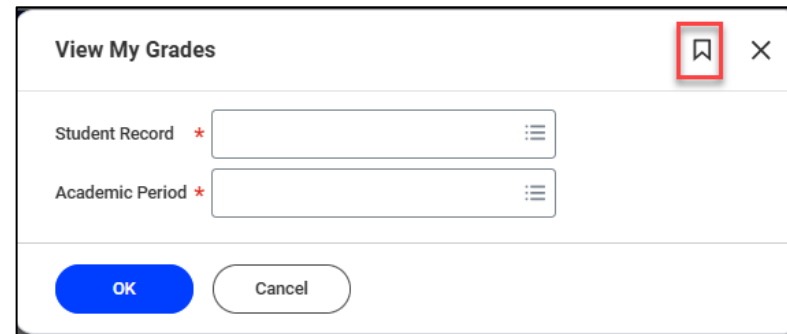
Shortcuts are pinned directly to the navigation bar (max of 10). Favorites can be seen using View All Saved.

Add them directly

Search by task or report name



You can also save unlimited tasks and reports to your Favorites (do not appear in navigation bar)  
Task....

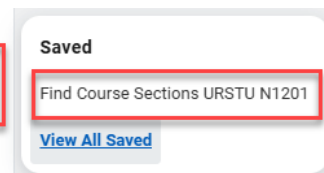
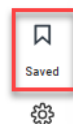


Or report....



*Note: not all tasks and reports support this feature*

You can then access them quickly once they are saved

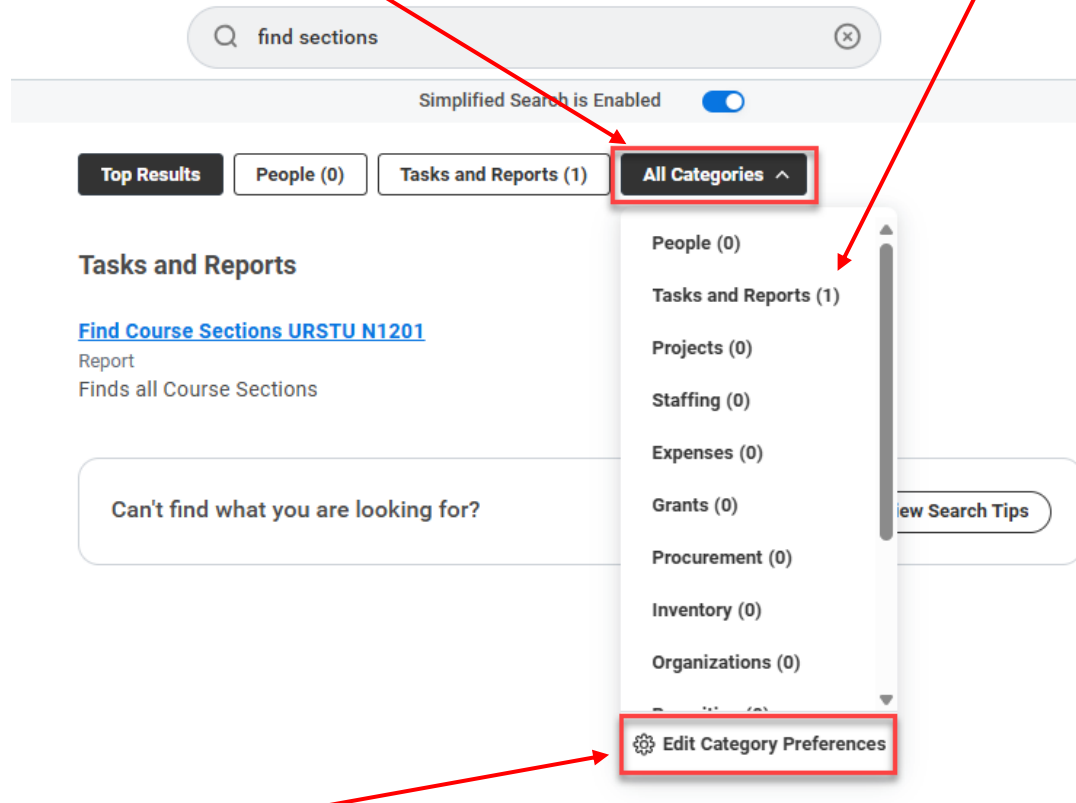


# Customize your search preferences

Can't find what you are looking for when you search?

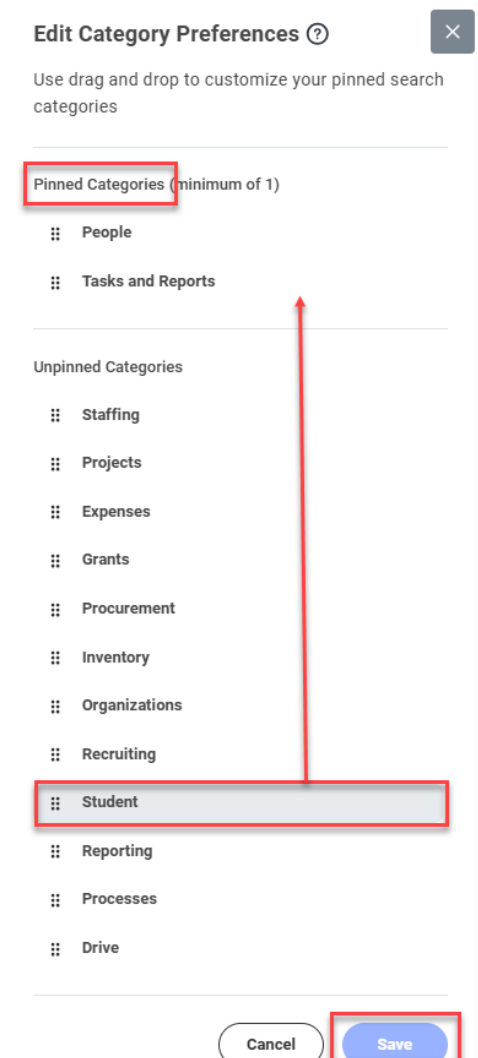
Use the All Categories button to see all possible search categories.

This category has a search result

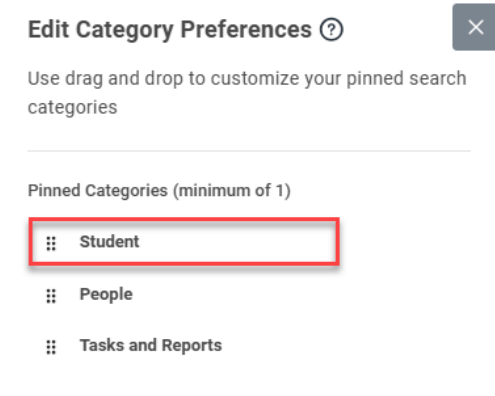


Use Edit Category Preferences to 'pin' which categories you would like to automatically display on your search page

Just grab the category you want pinned and pull it up into the Pinned Categories area!



You will now see Students first on your search page when searching by name or Student ID



Don't forget to save!