



# **Navigating Bear Trax: A System Overview**

For All Employees

# Terminology

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- **Employee Self Service**—The system functionality that enables all employees to locate and act on relevant information 24/7.
- **Manager Self Service**—The system functionality that enables all managers to locate and act on relevant information 24/7. Many MSS actions are related to approvals. (ie: time cards or time off requests)



# Terminology

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- Navigator—The icon that opens a menu of business transactions available in ESS & MSS.
- Springboard—The page that serves as a Launchpad to business transactions available in ESS & MSS.
- HCM—Human Capital Management. The module that supports HR transactions including Benefits, Time Entry, Absence Management and more.
- ERP—Enterprise Resource Planning. The module that supports ERP transactions including Procurement, Travel, Expenses and more.
- About Me—A collection of info and actions related to your personal data.
- Contact—Individuals named as dependents, beneficiaries and/or emergency contacts.



# Key Concepts

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- **Role Based Security**—Access to the system is based on the role you are assigned in the system, based on business functions and organizational position. These Bear Trax system roles are related to organizational positions and are not assigned to individuals by name.

When employees change jobs, the system security stays with the organizational role and will be filled by the new employee filling that role.



# Key Concepts

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- **Automatic workflow and electronic approvals.**
  - Employee submissions and requests follow an automatic process.
  - Employees & Managers can see the status of a request or the workflow state at any time.



# Personal Information

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- Employees are able to ensure up-to-date Personal Information including address and Emergency Contact Info.

Employee personal information in the existing system has been converted into BearTrax.

- **Important!** *Please confirm or edit the Emergency Contact listed under Personal Information > Manage Contacts.*



# Biographical Information

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- Employees can update Bio Information to reflect a preferred name or nickname in the Preferred Name field.
  - **Important!** *Employee First and Last Names should reflect what is displayed on social security cards. Do not alter First and Last Name in the system unless correcting a legal inaccuracy.*



# Pay Information

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- Ongoing access to view payslips at any time
  - Navigator > About Me > Personal Information > Payroll
  - Payslips may be printed from here.
  
- Maintain or edit your tax withholdings at any time
  - Navigator > My Portrait > More Actions > Manage Tax Withholdings
  - You can make these changes as often as necessary, to be effective the next full pay period.
  - **Important!** *Update your tax information whenever you make an out-of-state move.*





# The End

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Thank you for viewing this overview!

Please contact your Bear Trax Department Coordinator or your manager for more information.

