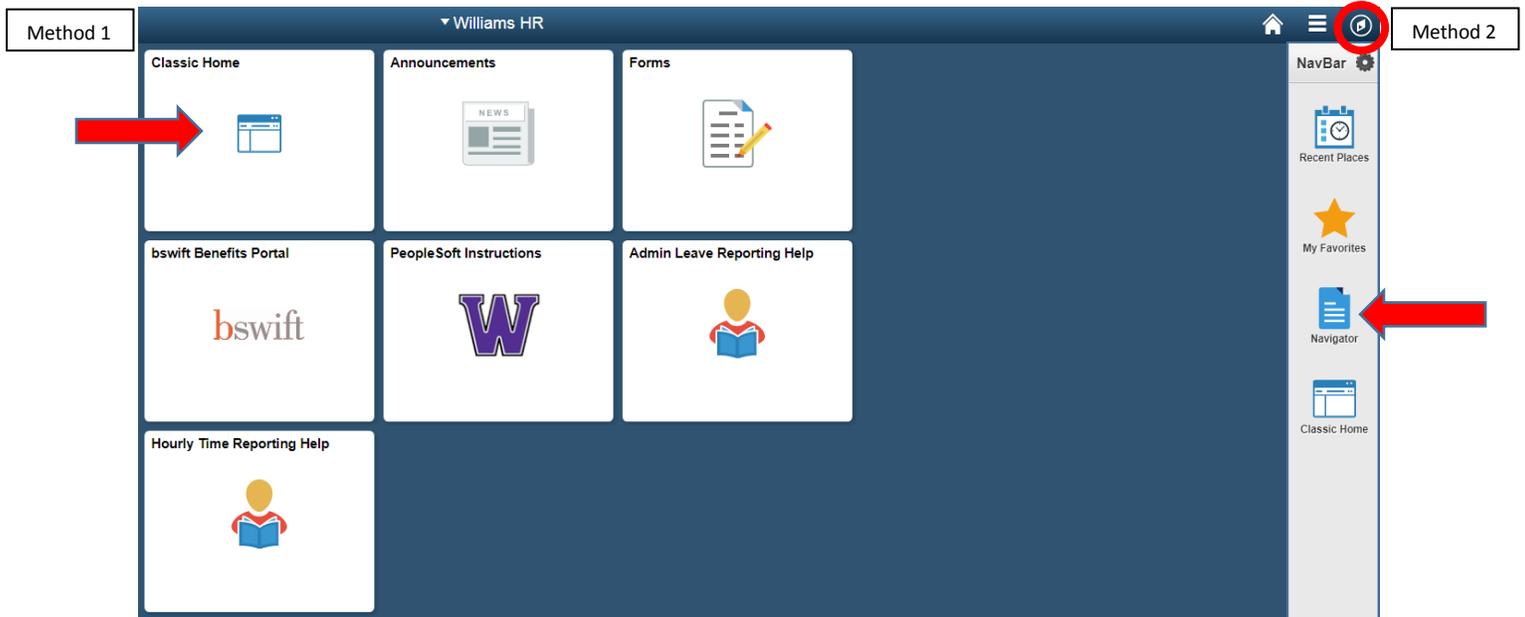Beginning on Friday, December 1st at 7 p.m., the Human Resources PeopleSoft system will be upgraded to the latest version and will not be available again until Sunday, December 3rd at 11 a.m. This upgrade allows Williams to begin the work to provide a more mobile-friendly experience.

What's New? A new system home page with 2 methods of navigating the system (similar to the Student Records system):

- Method 1: Select the "Classic Home" tile to enter the classic Williams HR menu system.
- Method 2: Select the "NavBar" icon and then select "Navigator" to use a brand new mobile-friendly menu navigation that leads to the same self-service pages as in the past. In the future, we will be introducing mobile-friendly versions of many of these pages.

There will be three icons at the top right on most devices. On the smallest screens (like smartphones), the Home and NavBar icons may not display, but you can access their functions via the Action List icon.

⌂	"Home" will return you to the home page shown above.
☰	"Action List" (a.k.a. "hamburger") contains the option to sign out of the system (and on smartphones may also contain "Home" and "NavBar")
◉	"NavBar" (a.k.a. "compass point") will display a drop-down menu that includes: "Recent Places", "My Favorites", "Navigator" and "Main Menu"

The other new tiles you may see include:

- Announcements – link to the Human Resources Udder News and Announcements page
- Forms – link to HR Forms page
- bswift Benefits Portal – link to online benefits system (faculy and staff only)
- PeopleSoft Instructions – link to how to log in and use self-service functions
- Admin Leave / Hourly Time or Student Time Reporting – links to instructional videos for entering time off and time worked