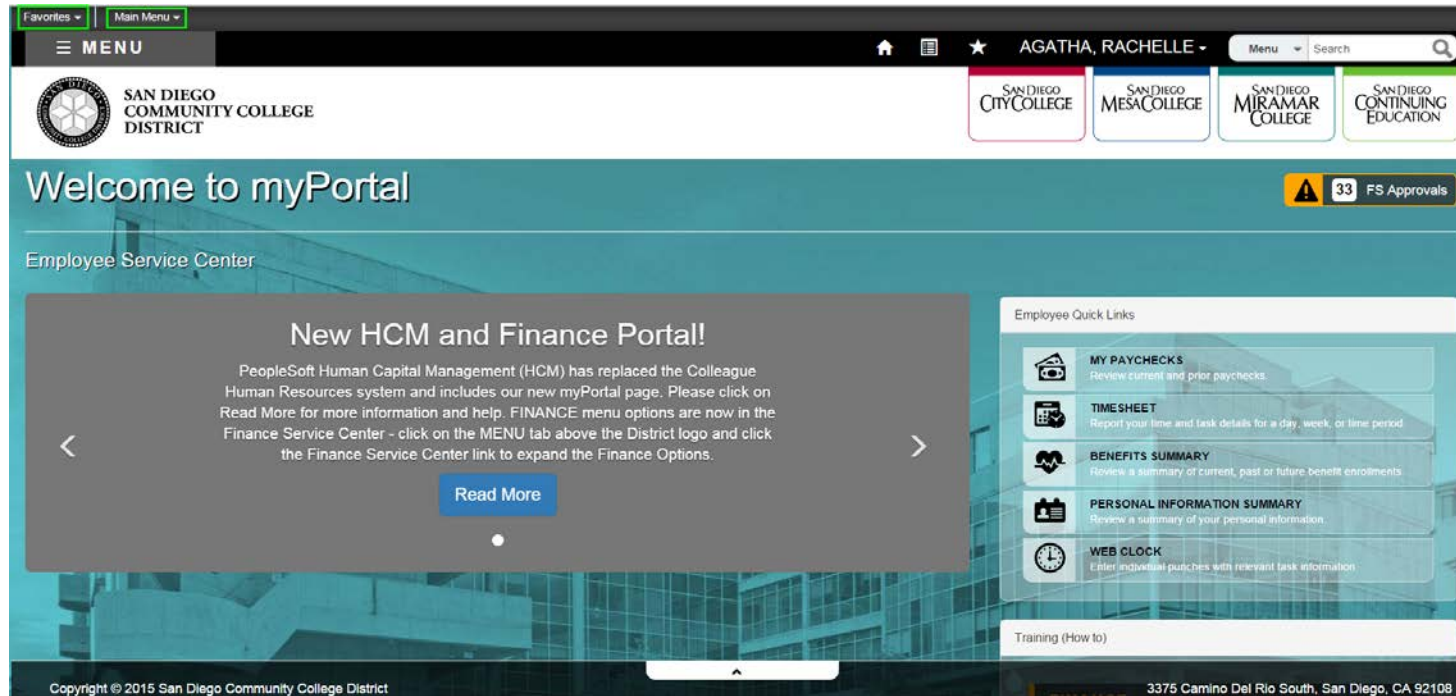


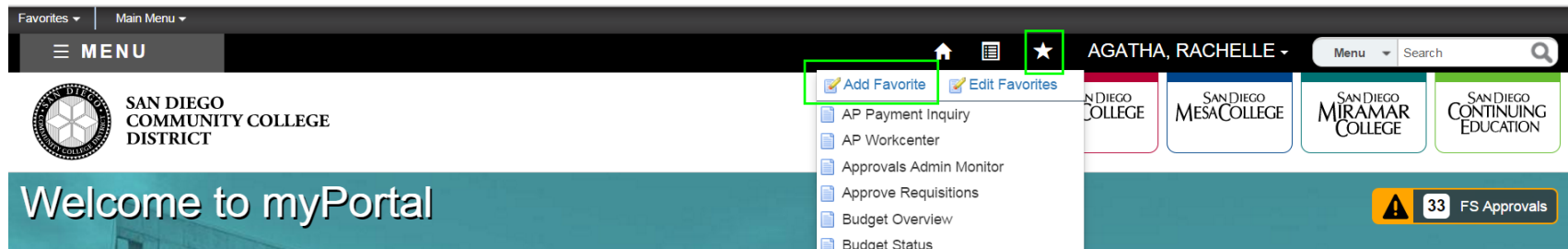
# MESA HCM JOB AID SYSTEM NAVIGATION

1 Once you login to the Portal, the landing page will appear. This is a very busy page.

A You will use the **Favorites** & **Main Menu** items most frequently



B As you navigate through the System, select favorites that make sense for you.  
Press the **Star**, then **Add Favorites**.

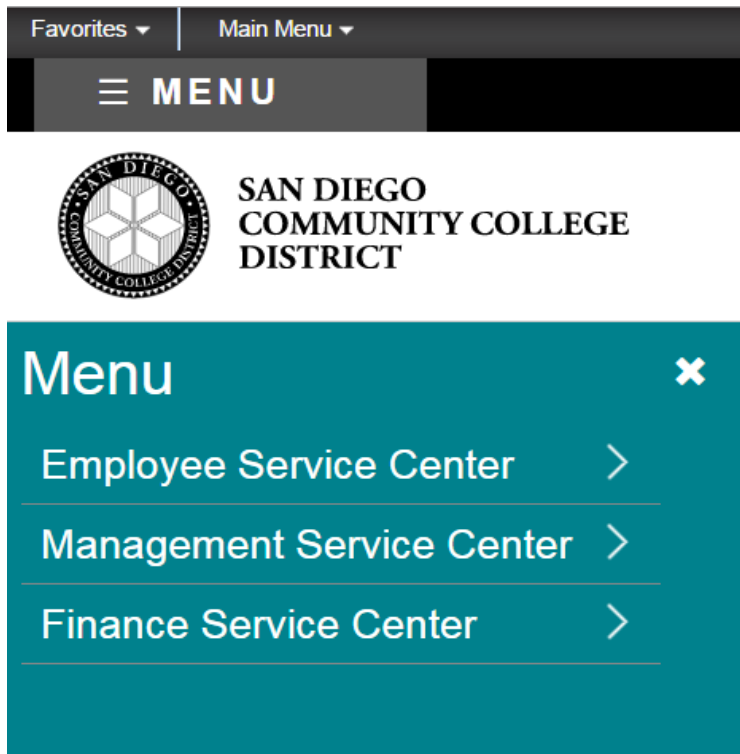


# MESA HCM JOB AID SYSTEM NAVIGATION

- 2 You will also use the **Menu** Button for Quick Links to Finance, and major HMC functions

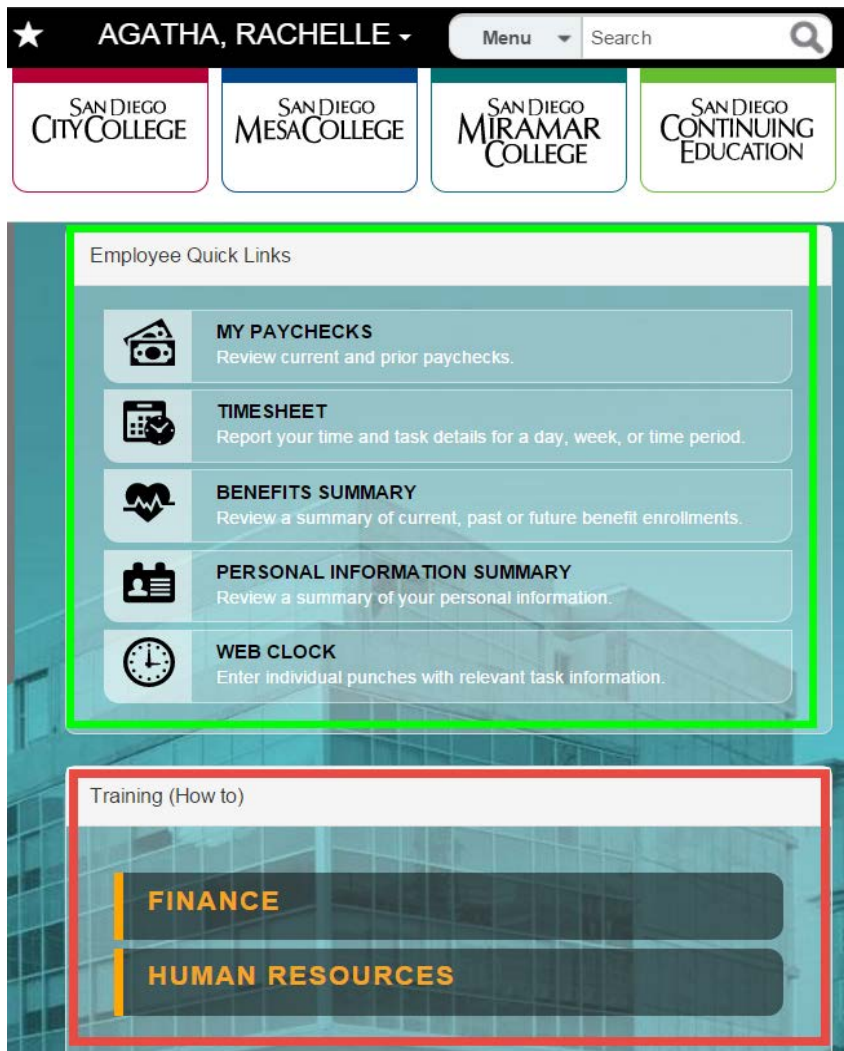


- A After you press **Menu**, the Quick Links will appear.



# MESA HCM JOB AID SYSTEM NAVIGATION

B There are also [Employee Quick Links](#), and [Training \(How To\)](#) on the right-hand side of the page.



The screenshot displays the top navigation bar of the HCM system. The header includes a star icon, the user name "AGATHA, RACHELLE", a "Menu" dropdown, and a search field. Below the header are four college logos: San Diego City College, San Diego Mesa College, San Diego Miramar College, and San Diego Continuing Education.

The "Employee Quick Links" section is highlighted with a green border and contains the following items:

- MY PAYCHECKS**: Review current and prior paychecks.
- TIMESHEET**: Report your time and task details for a day, week, or time period.
- BENEFITS SUMMARY**: Review a summary of current, past or future benefit enrollments.
- PERSONAL INFORMATION SUMMARY**: Review a summary of your personal information.
- WEB CLOCK**: Enter individual punches with relevant task information.

The "Training (How to)" section is highlighted with a red border and contains the following items:

- FINANCE**
- HUMAN RESOURCES**