

Infor Changes – Effective 4/22/2024

We are required to make a change to the look and feel of Infor navigation as part of a system update. Changes begin at 7pm on Friday 4/19/24 and changes will be completed Monday 4/22/24. There will be a downtime between 11pm on Friday 4/19 and 5am on Saturday 4/20, but timeclocks will remain available for use during this time. Changes are shown below.

Changes are to the left-hand navigation menus. The Employee Self Service page is shown below as an example:



Get Back to Employee Self Service Page:

Click blue and white icon to return to the Employee Self Service Page.

Access WFM/ETM:

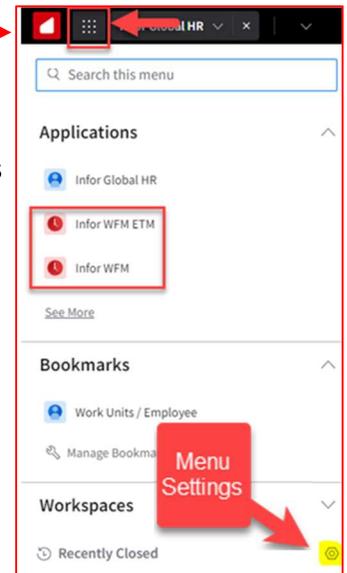
Employees can still access ETM (Time Clock) using



this icon on the computer desktop. Or, access ETM or WFM from Infor Employee Self Service by clicking the 9 white dots.

Good to Know: Tips for Power Users:

1. Click the **Menu Settings** icon to rearrange the order of **Applications**, **Bookmarks**, and **Workspaces** and specify how many items appear before having to click See More.
2. Re-order Applications by hovering over the application name and click the eight dots to drag and drop the application in the desired order.



Closeup Menu View

