



This *Quick Guide* provides an overview of the enhancements to the PAC Homepage, the Absence Request page, and two new self-reporting pages. The pages are updated with a new color scheme and items such as Favorites, Recently Viewed, the NavBar Menu, and Search features have been enhanced.

## PAC Homepage Enhancements – Employee Self Service

You can access **Recently Viewed** pages and **Favorites** from any page.

Use the **Search** field to find specific pages in PAC which utilize type ahead/auto suggest functionality.

Use the **NavBar** icon to open the NavBar Menu.

The **Page Collection** appears on the left side of the page grouping.

Central HR Users will see additional groups.

The new **NavBar Menu** organizes all the pages you have access to in alphabetical order.

### Disability and Veteran Status Self-Reporting Pages

You can voluntarily report a disability or veteran status from the Personal Details section which replaces paper form submittal. Make the appropriate selection in each form and click **Submit**.

For more information and training materials, access the [Employee Self-Service course in ELM](#).

### Manage Absences

The Absence Request tab is renamed to **Manage Absences**. In addition to balance information displaying beneath a request prior to submission, it also displays to the right. (for departments using TLAM).

Submitted absences display as tiles on top of the page and you can navigate to view the details from the tile.

For more information and training materials, access the [Absence Management in PAC](#) training module.