FIO-11 Employee - News

Purpose

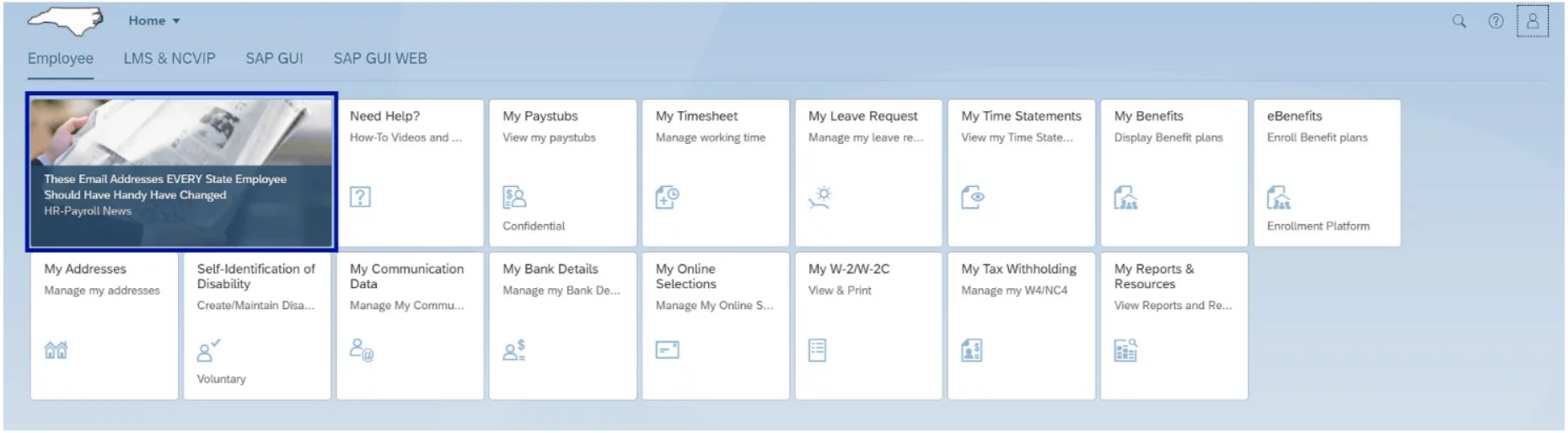
It is important for employees of the State of North Carolina to stay up to date on HR–Payroll News. The purpose of this Business Process Procedure is to explain how to access or check updates and messages within the News tile in the Integrated HR-Payroll System using the FIORI Launchpad.

Step by Step for Employee News

There are 3 steps to complete this process.

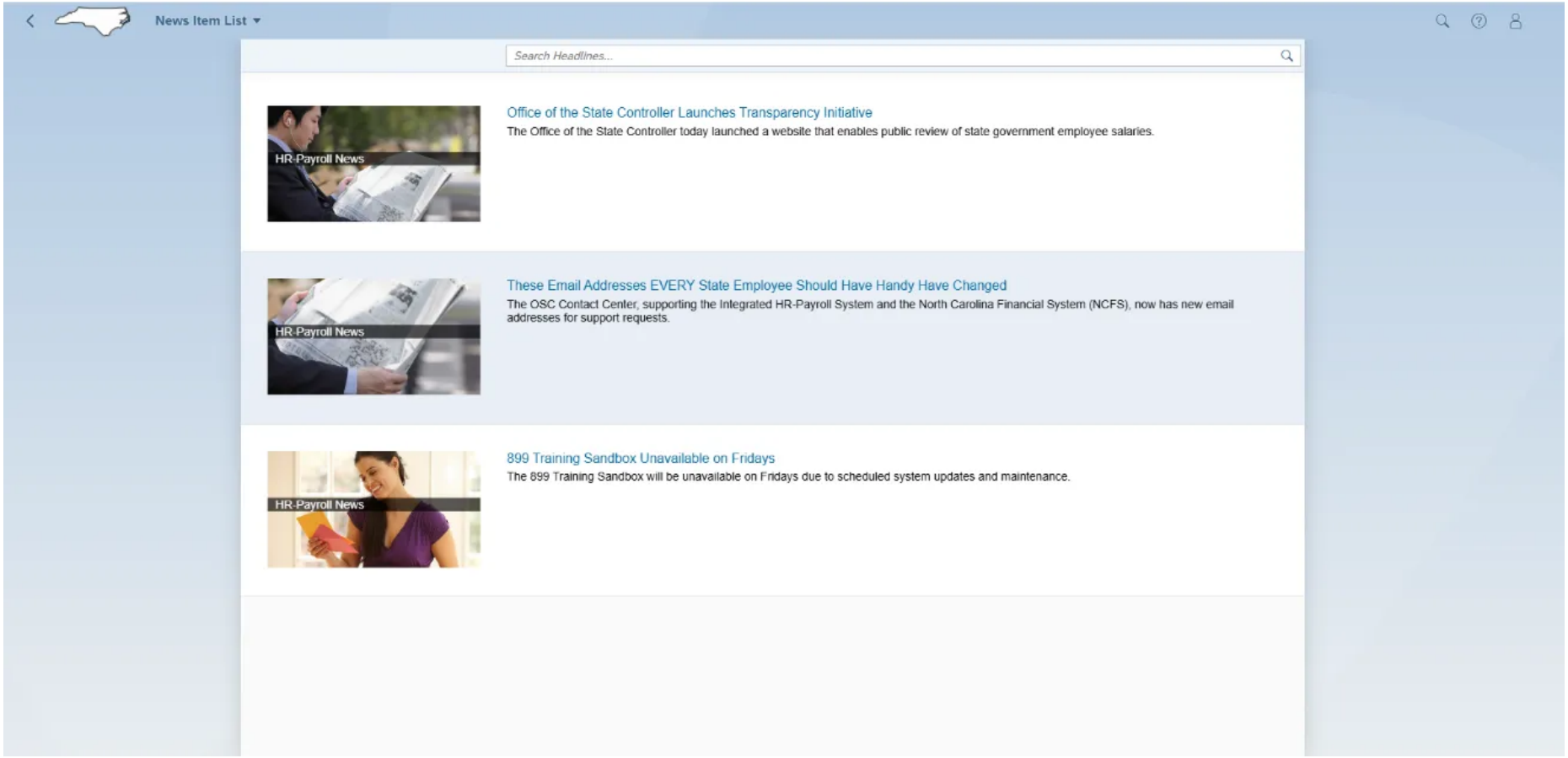
Step 1. Once you log into FIORI, select the **Dynamic News** tile (top left under the **Employee** tab) to stay current on HR-Payroll News.

Image



Step 2. The FIORI News Item List will open. Select any of the linked headlines to read more about the latest HR-Payroll news and events.

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Step 3. You can select the back arrow (<) or click on the state outline on the top left of the screen to go back to the Home page, if you need to access any of the other FIORI Launchpad tiles.

First Published

Wed, 11/10/2021

Last Updated

Wed, 10/08/2025

Printable PDF