



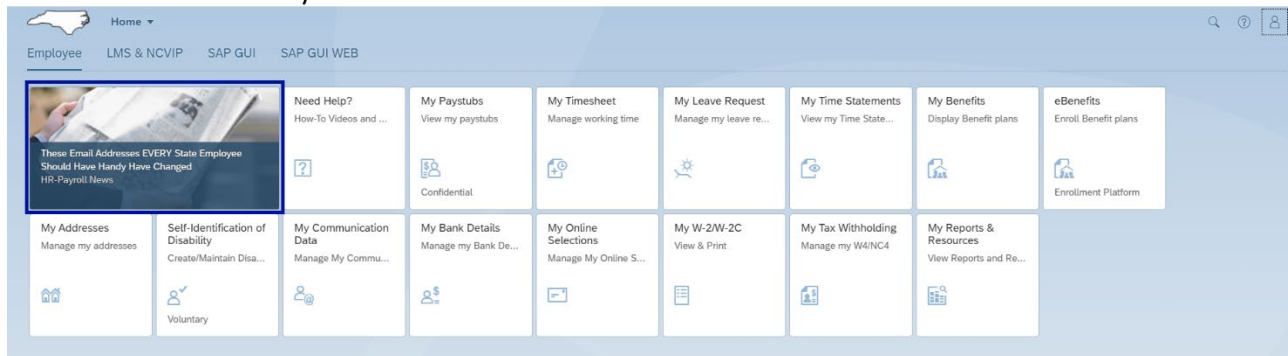
EMPLOYEE - NEWS

FIO-11 | BUSINESS PROCESS PROCEDURE

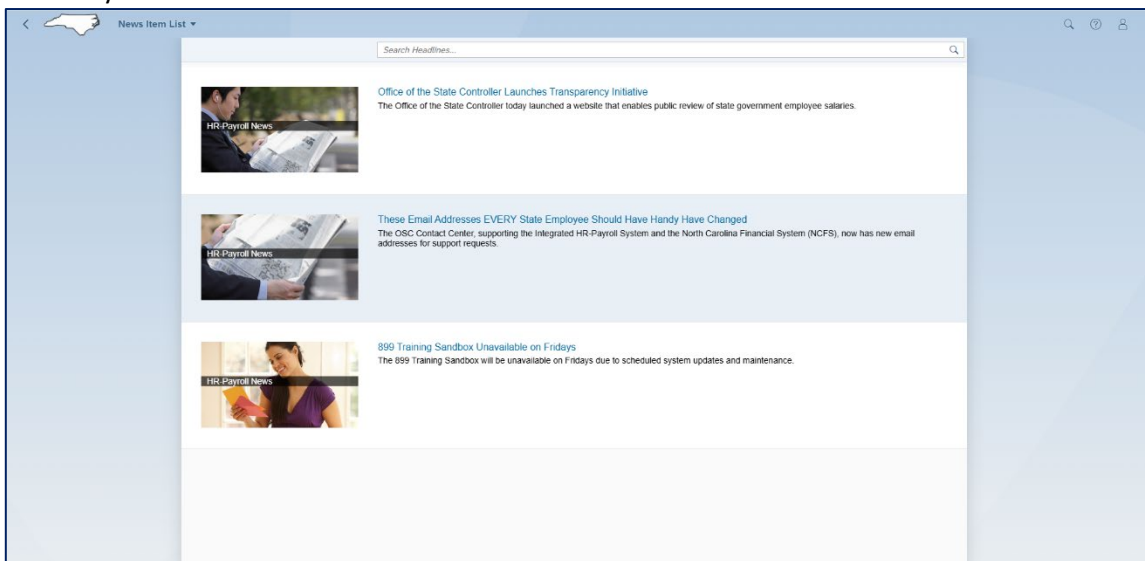
FIO

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**.

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



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.



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.

Change Record

- 10/6/21: New BPP – Mayuri Surati
- 10/25/21: Updated format and assigned reference number – Claire Ennis
- 3/14/23: Updated screenshots – A. Durrence
- 11/20/24: Updated content – A. Durrence