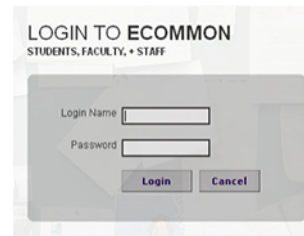


eCommon for Employees

Logging in

Go to <http://ecommon.emerson.edu>

In the **Login Name** and **Password** fields, enter your ECnet username and password. Then, click the **Login** button.



Logging out

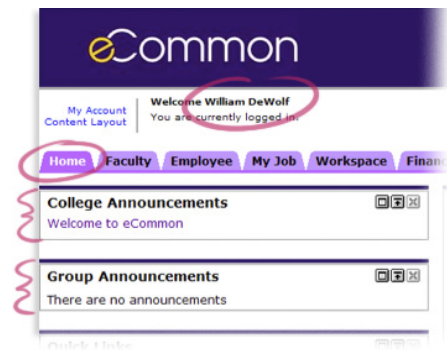


Once you have successfully logged in, you can log out by clicking the **Logout** icon in the upper right corner to end your session in eCommon. This is very important to protect your personal information!

Getting acquainted

When you log in, you should see a welcome message with your name near the left side, just below the eCommon graphic.

eCommon is organized in a series of tabs, such as the **Home** tab, and boxes of content that are called *channels*. To navigate through eCommon, click on any of the tabs and browse through the channels.



Using the Channel Toolbars



Each channel has a series of toolbar icons in the upper right corner that allows you to customize your view of the channel.



The **focus** button allows you to expand a channel.



The **minimize** button collapses the content in a channel. This might allow you to see content that was below the channel but required scrolling to see it.



Delete: Some channels allow you to remove/delete the channel from your view. (Most can be retrieved if accidentally removed.) However, some critical channels have been locked by the system so they cannot be deleted. If a channel is locked, the X in the toolbar icon will be gray and will not be clickable.



The **edit** icon looks like a pencil and appears when you have additional abilities to enter data or edit what appears in the channel.

eCommon Highlights

Keep in mind that the eCommon will be designed in phases, so tabs and channels will be changing as new features are made available. Below are a few highlights:

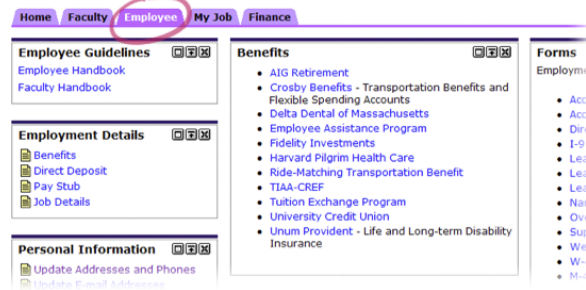
Home Tab

- **College Announcements:** Emerson College will post important notices like campus closures or big news in this channel when all faculty, students and employees need to be notified.
- **Group Announcements.** These notices are targeted specifically to you based on your function or role at the college.
- **News, Events and Workshops:** RSS feed to the latest college information. Click on the **Calendar** for additional information on future events and workshops.

eCommon for Employees | continued

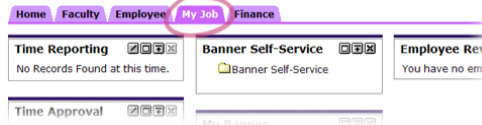
Employee Tab

This tab provides links to general employee forms and benefits, as well as information relative to your job and employment, some of which is confidential. Please use caution when viewing information on this tab.



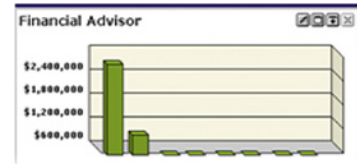
My Jobs Tab

This tab provides access to tools you may need to perform your job. Some channels may not apply to all employees.



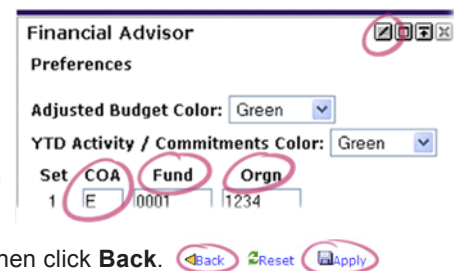
Finance Tab (This tab only appears to employees with budget responsibilities.)

- **Approval Alerts:** Notifies finance approvers whenever a requisition is pending approval in Banner. Easier access to the Approve Documents page means that purchase requisitions can be approved sooner, goods can be received faster, and vendors can be paid on time.
 - The **Next Approver** link goes to the Approve Documents page in Finance Self-Service. The system displays the documents for which you are the next in line to approve.
 - The **All Documents** link also goes to the Approve Documents page in Finance Self-Service. The system displays all documents for which you are an approver, regardless of where the documents are in the approval queue.
- **Finance Self-Service:** Provides shortcuts to budget information via Banner Self-Service for Finance.
- **Financial Advisor:** Chart showing expenditures and budget status. The Financial Advisor channel can be set to chart your budget versus percentage of annual expenditures for each organization within the responsibility of each budget manager or budget coordinator.



To enable the chart to show your expenditures:

1. Click on the **edit** button in the upper right corner of the **Financial Advisor** channel.
2. Fill in the chart with your Fund and Organization. The **COA** field should always be populated with an **E** for Chart of Accounts. You can also select the colors you prefer for bars in the chart.
3. When the fields are complete, click **Apply** at the bottom and then click **Back**.



Your Financial Advisor channel should now chart your organization budget and expenditures.