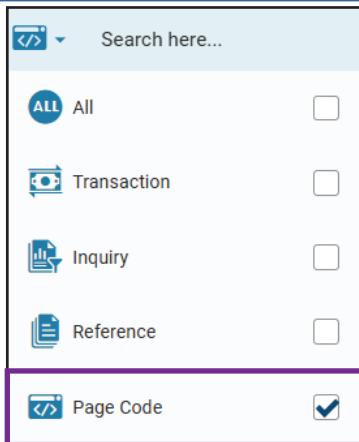


Navigation overview

Searching

Log into vantage.utah.gov url. Be sure you're logged in as your **Employee** role.

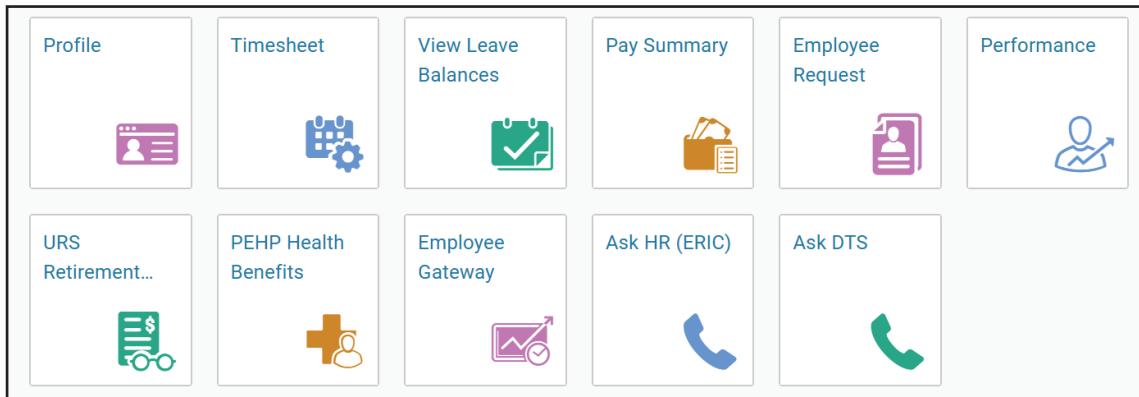
 

The search bar at the top of the page allows you to search for anything within Vantage. Be sure your search is set to **Page Code**.



Home page tiles

These tiles provide quick access to the activities you use most often.



- **Profile** - Opens your work history dashboard and allows you to see your work profile information.
- **Timesheet** - Opens to where you'll enter your time.
- **View Leave Balances** - Opens your Time and leave dashboard, you'll be directly on your leave balance view.
- **Pay Summary** - Opens your Pay dashboard, allowing you to view pay slips, pay history, and update direct deposits or W-4s.
- **Employee Request** - This tile is strictly for HR related request such as FMLA. This is just an initial request at this time. All follow-up will be done by HR, not through the Vantage system.
- **Performance** - Opens the employees performance management page.
- **Lower quick links** - These link directly to URS, PEHP, Employee Gateway, Ask HR, and Ask DTS will take you directly to the respective sites.

Navigation overview

Home icon () will return the user to their home page no matter where they are in Vantage.

Alert icon () displays a list of unread alerts and allows you to navigate to the Alerts page where you can view all current alerts.

Bookmark icon () will allow you to favorite or bookmark a page to save time. It also displays all pages you have bookmarked.

Help icon () displays help associated with the current page.

Frequently used buttons

More information () provides additional details about a specific search criteria.

Smart Menu () aka 9-dot menu gives access to view attachments and view or add a comment.

Menu () aka 3-dot menu gives more options to make adjustments or other changes to the transaction.

Pin () allows a tile to always show up in your recent searches. Will turn orange when pinned. 

Error () stop sign is an error that must be corrected. You cannot proceed with this hard stop.

Warning () message is informational and allows you to proceed.

Informational () means the action submitted or validated successfully.

Show All Messages () shows any comments on the action.

Configure search () gives you the option to change search features.

Pick List () will open up a searchable table page for items related to that field.

Attachments () shows any attachments associated to the action.

Comments () shows any comments on the page, or you can add a new comment.

Collapse () expands the line to see more information below the transaction.

Insert () adds an additional line or comment to a transaction page.