



SMS to Qmlativ - Employee Access Cross References

May 8, 2026

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




Glossary of Terms

The table below will help you reference terms that differ from SMS to Qmlativ.

SMS	Qmlativ
Fast Track	Applicant Tracking (Portal)
Work Requests	My Tasks & Processes

Different Locations

The table below will help you reference locations that differ in name from SMS to Qmlativ.

SMS	Qmlativ
Personal Information can be found by navigating to Employee Access > Employee Information > Personal Information.	Employee Information can be located by navigating to  MENU > Employee Access > Employee > Employee Profile.
Calendar can be found by navigating to Employee Access > Employee Information > Calendar.	Calendar can be located by navigating to  MENU > Employee Access > Calendar > Calendar.
AP Check History can be found by navigating to Employee Access > Employee Information > Accounts Payable Payments.	AP Check History can be located by navigating to  MENU > Employee Access > Accounts Payable > Check History.
Payroll Check History can be found by navigating to Employee Access > Employee Information > Payroll > Check History.	Payroll Check History can be located by navigating to  MENU > Employee Access > Payroll > Payroll Check History.
Check Estimator can be found by navigating to Employee Access > Employee Information > Payroll > Check Estimator.	Check Estimator can be located by navigating to  MENU > Employee Access > Payroll > Estimate Check.
Calendar Year-To-Date can be found by navigating to Employee Access > Employee Information > Payroll > Calendar Year-To-Date.	Calendar Year to Date can be located by navigating to  MENU > Employee Access > Payroll > Calendar Year to Date.

Direct Deposit Information can be found by navigating to Employee Access > Employee Information > Payroll > Direct Deposit Information.	Direct Deposit Information can be viewed and changed in an online form, by navigating to ☰ MENU > Employee Access > Online Form.
W2 Information can be found by navigating to Employee Access > Employee Information > Payroll > W2 Information.	W2/W2-C Form History can be located by navigating to ☰ MENU > Employee Access > Payroll > W2/W2-C Forms.
W4 Information can be found by navigating to Employee Access > Employee Information > Payroll > W4 Information.	W4 Information can be located by navigating to ☰ MENU > Employee Access > Payroll > Tax Information.
Time Off Status can be found by navigating to Employee Access > Time Off > My Status.	Time Off Balances can be located by navigating to ☰ MENU > Employee Access > Time Off > Time Off Balances.
Time Off Requests can be found by navigating to Employee Access > Time Off > My Requests.	Time Off Requests can be located by navigating to ☰ MENU > Employee Access > Time Off > Time Off Requests.
True Time Quick Entry can be found by navigating to Employee Access > True Time > Quick Entry.	Clock In/Out can be located by navigating to ☰ MENU > Employee Access > Time Tracking > Clock In/Out.
True Time Setup can be found by navigating to Employee Access > True Time > My Setup.	My Schedule can be located by navigating to ☰ MENU > Employee Access > Time Tracking > My Schedule.
True Time Timesheet History can be found by navigating to Employee Access > True Time > My Time Sheets > History.	Timesheet Week History can be located by navigating to ☰ MENU > Employee Access > Time Tracking > Timesheet Week History.
True Time Unsubmitted Timesheets can be found by navigating to Employee Access > True Time > My Time Sheets > Unsubmitted.	Unsubmitted Timesheet Weeks can be located by navigating to ☰ MENU > Employee Access > Time Tracking > Unsubmitted Timesheet Weeks.
FastTrack Open Positions can be found by navigating to Employee Access > FastTrack Open Positions.	The Applicant Tracking Job Board can be located by navigating to ☰ MENU > Applicant Access > Applicant Tracking > Job Board.
FastTrack Open Applications can be found by navigating to Employee Access > FastTrack Screener > Open Applications.	My Applications can be located by navigating to ☰ MENU > Administrative Access > Applicant Tracking > My Applications.
FastTrack Applications By Position can be found by navigating to Employee Access > FastTrack Screener > Applications By Position.	My Applicant Tasks can be located by navigating to ☰ MENU > Administrative Access > Applicant Tracking > My Application Tasks.

<p>Work Requests can be found by navigating to Employee Access > Work Requests > Work Requests.</p>	<p>My Processes can be located by clicking My Tasks & Processes on the main banner near the top right of the screen. Then, select the My Processes tab group and select the Start a Process sub-tab.</p>
<p>Expense Reimbursement Request Submission can be found by navigating to Employee Access > Expense Reimbursement > Submit Request.</p>	<p>Expense Reimbursements can be located by navigating to ☰ MENU > Employee Access > Accounts Payable > Expense Reimbursements.</p>
<p>Expense Reimbursement Activity can be found by navigating to Employee Access > Expense Reimbursement > Activity.</p>	<p>Expense Reimbursements can be located by navigating to ☰ MENU > Employee Access > Accounts Payable > Expense Reimbursements.</p>