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GUIDE TO ENTERING MY 10X JOURNEY IN FUSION

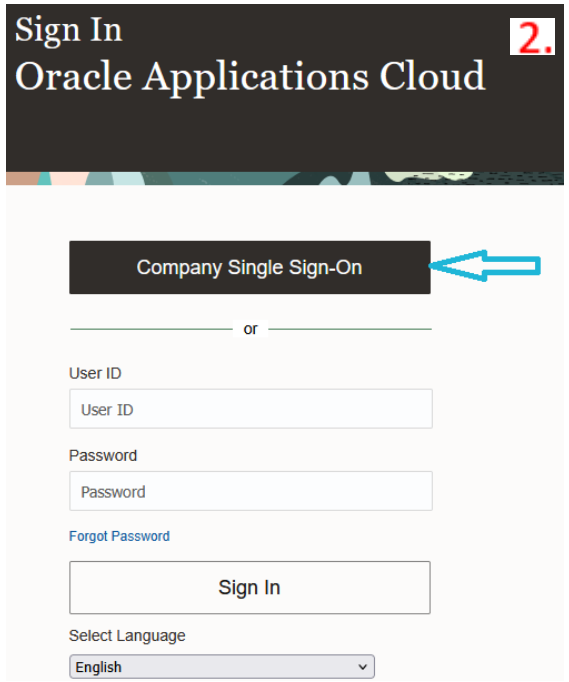
Employee Guide

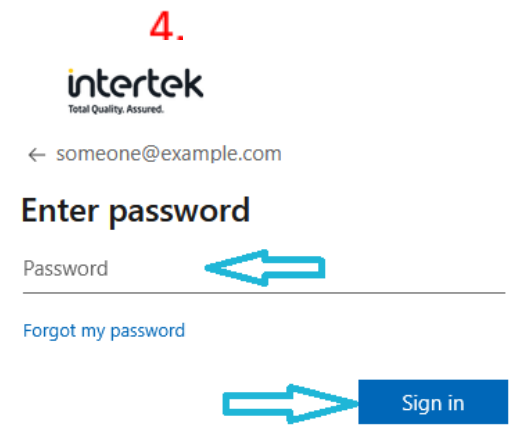
GETTING STARTED

Employees can access Fusion from any **web browser**, **mobile device**, or **Tablet** for complete functionality.

1. From the WhatsIn homepage, select **Fusion HCM** under the **Quick Links** menu
2. Select **Company Single Sign-On**
3. Enter your Intertek username and password to sign in

For questions about completing the steps related to goals and performance, first review this guide in its entirety, and then reach out to your Regional HR Business Partner if you need further assistance.





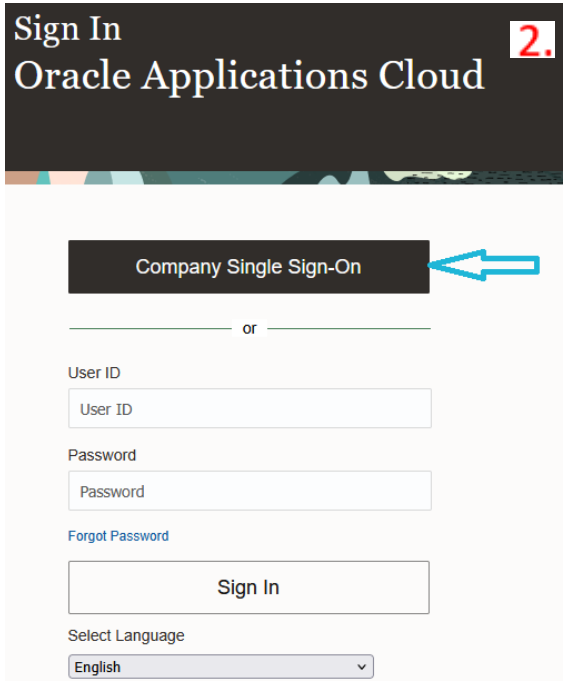
GETTING STARTED

To access the Fusion module on a **mobile device**

1. From web browser, navigate to https://hcog.fa.em2.oraclecloud.com/hcmUI/faces/FuseWelcome
2. Download the **Oracle Fusion Applciation** from your app store
3. Within the **Oracle Fusion Application** homepage, search for https://hcog.fa.em2.oraclecloud.com/hcmUI/faces/FuseWelcome

Click on Company Single Sing On & enter your Intertek Username and Password to Sign In

1.



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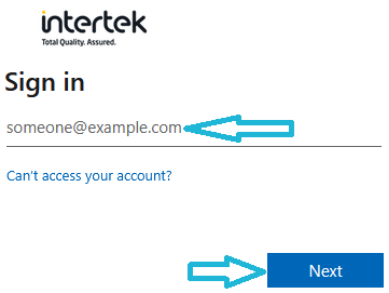

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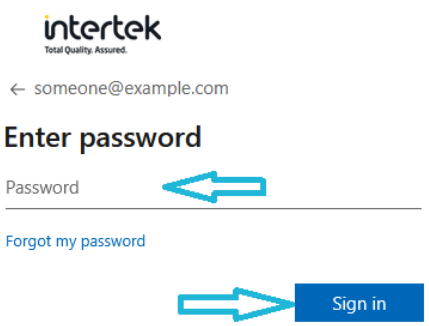
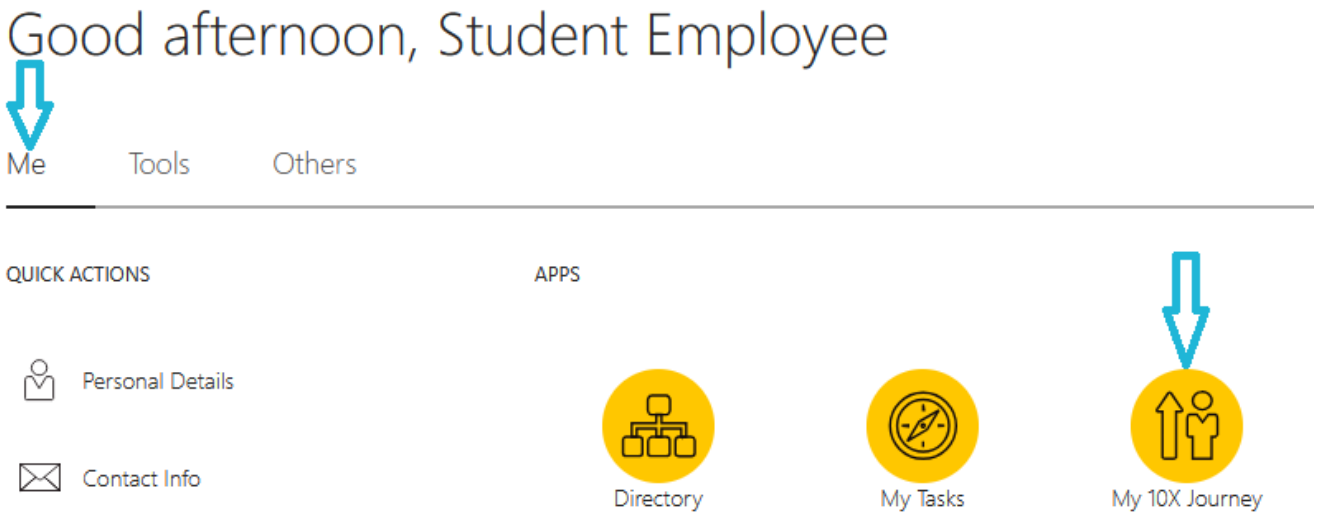


MY 10X JOURNEY 2024–2025

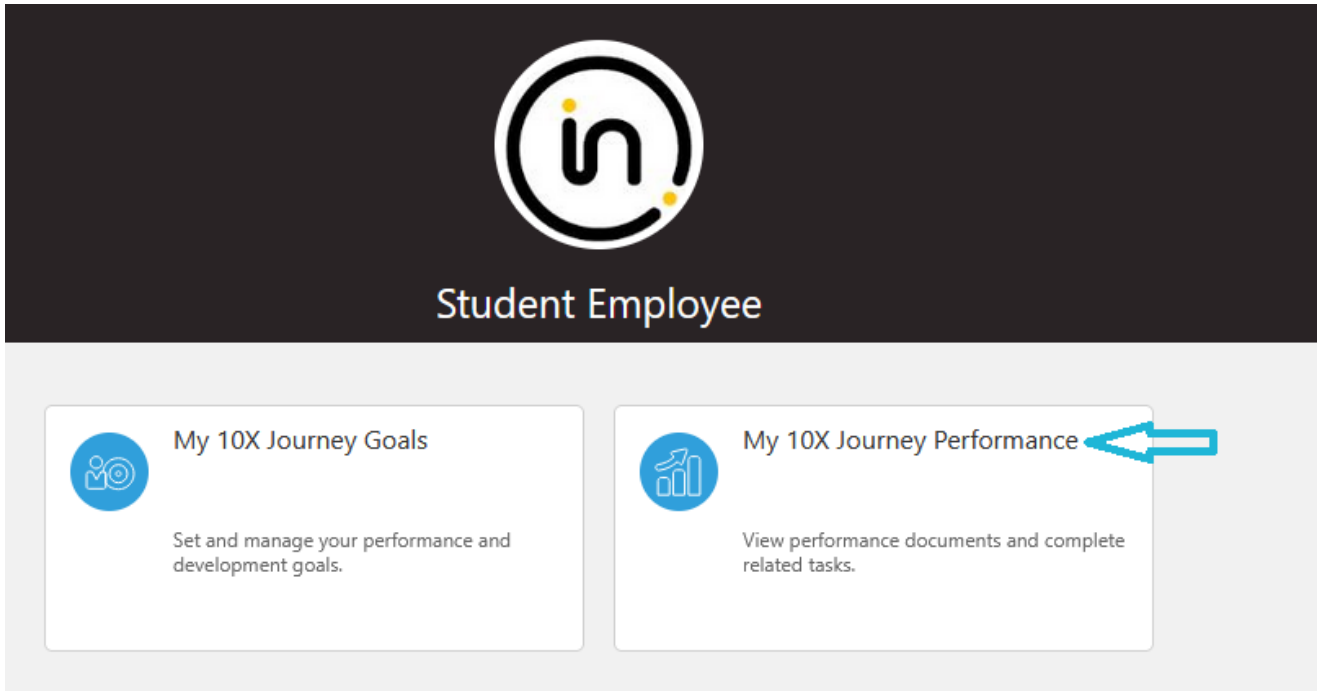
Please complete your My 10X Journey - For Employee and Manager Guides - click here !

You can click on **Employee** and **Manager** Guides on the Home page to view on how to enter **Goals and Performance**



VIEWING & ENTERING MY 10X JOURNEY PERFORMANCE

To complete the **My 10X Journey 2024 Performance**, under **Me** click **My 10X Journey App** then Click on **My 10X Journey Performance**.

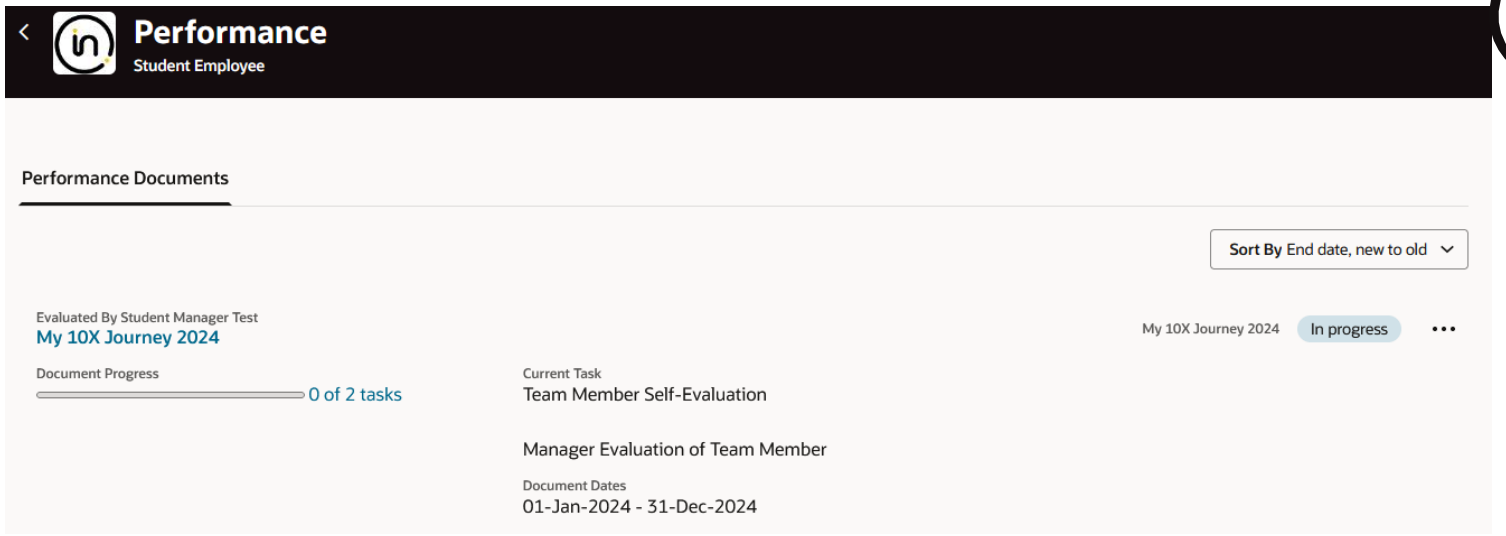


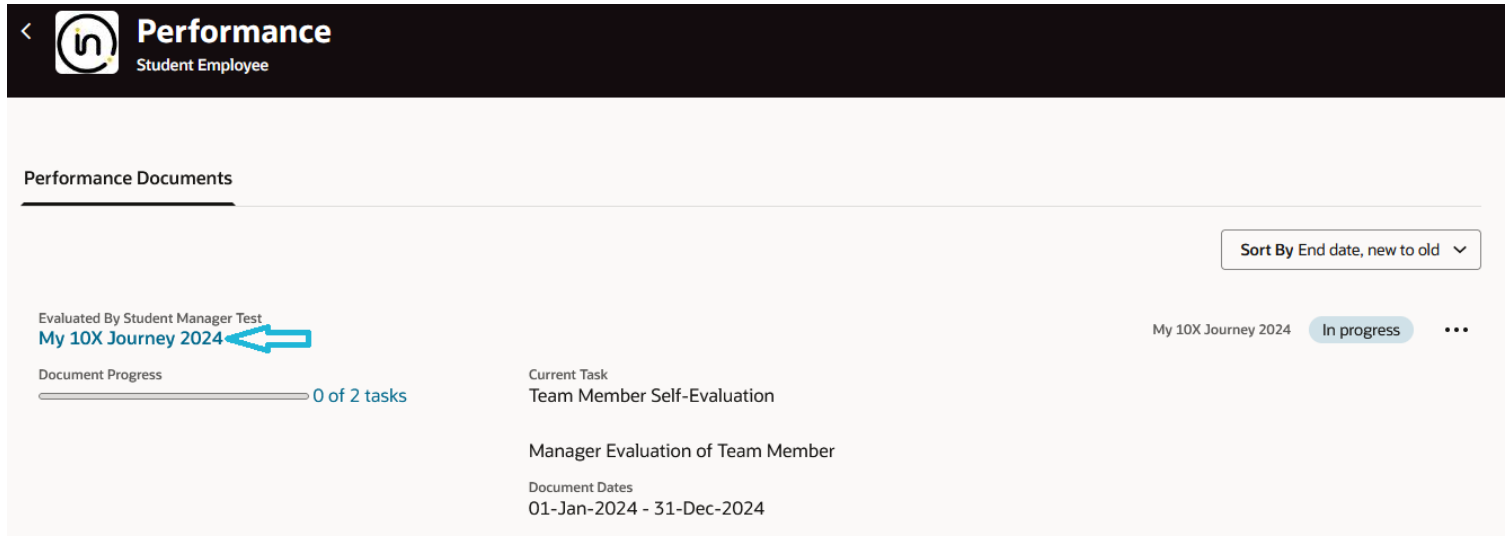
MY 10X JOURNEY 2024–2025

You can see different Review Periods, use latest review period **My 10X Journey 2024.**

You need to complete the **Team Member Self- Evaluation**.

To complete the evaluation as an employee, click on **My 10X Journey 2024** which will take you to your My Questionnaire area.





MY 10X JOURNEY 2024–2025

Provide comments in the following areas:

- My Reflections
  - My Strengths
  - My Challenges
  - My Career Goals
- My Growth Plan
  - Last year's Growth Plan
  - Progress on last year's Growth Plan
  - My Learnings – What went well? What could have been done differently?
  - This year's Growth Plan

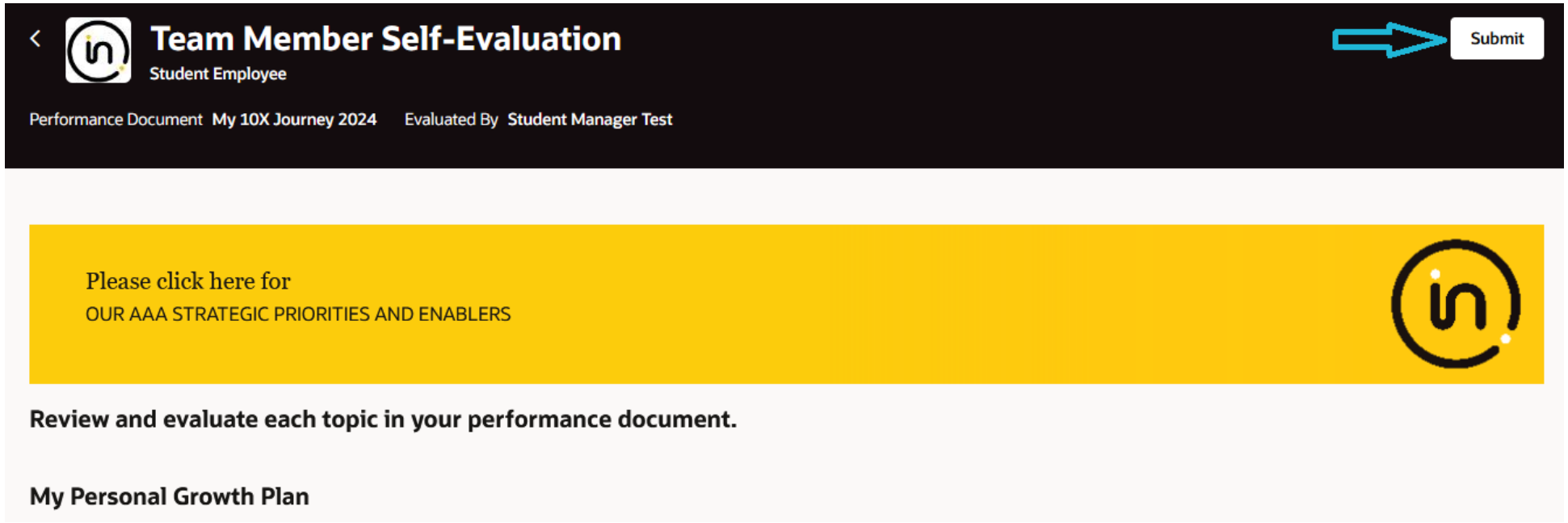
Click **Save & Close** to save your work and come back later to complete (**Note: This will not be visible to your manager until it is submitted).

After completing all sections, click **Save & Close**.

Remember to print for your 10X Journey discussion with your manager.

MY 10X JOURNEY
2024–2025

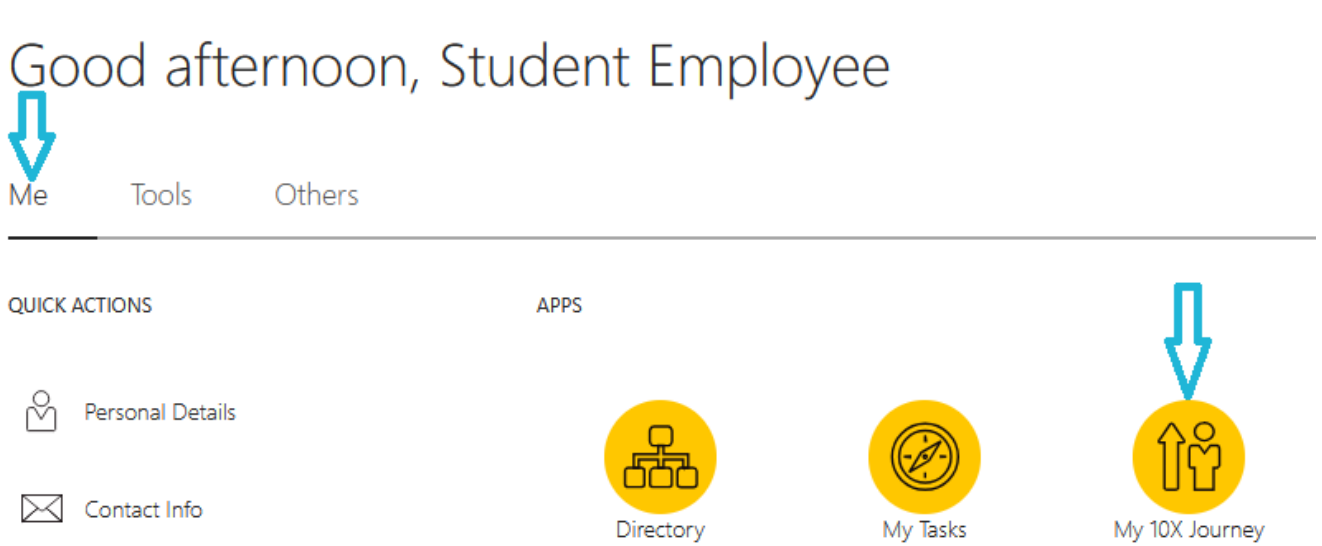
Once you **complete** the Evaluation section, please click **Submit** for your manager to review.

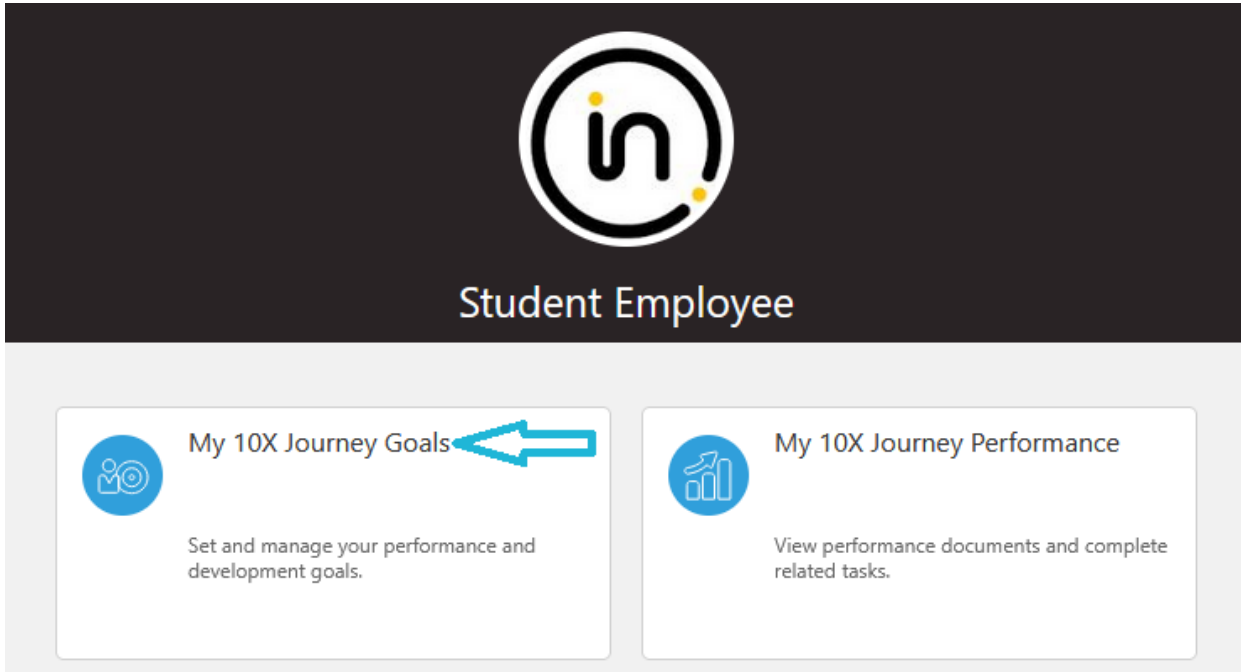


VIEWING AND ENTERING MY 10X JOURNEY GOALS

Employee View:

1. From Fusion dashboard under **Me** click **My 10X Journey App**
2. Click on **My 10X Journey Goals**

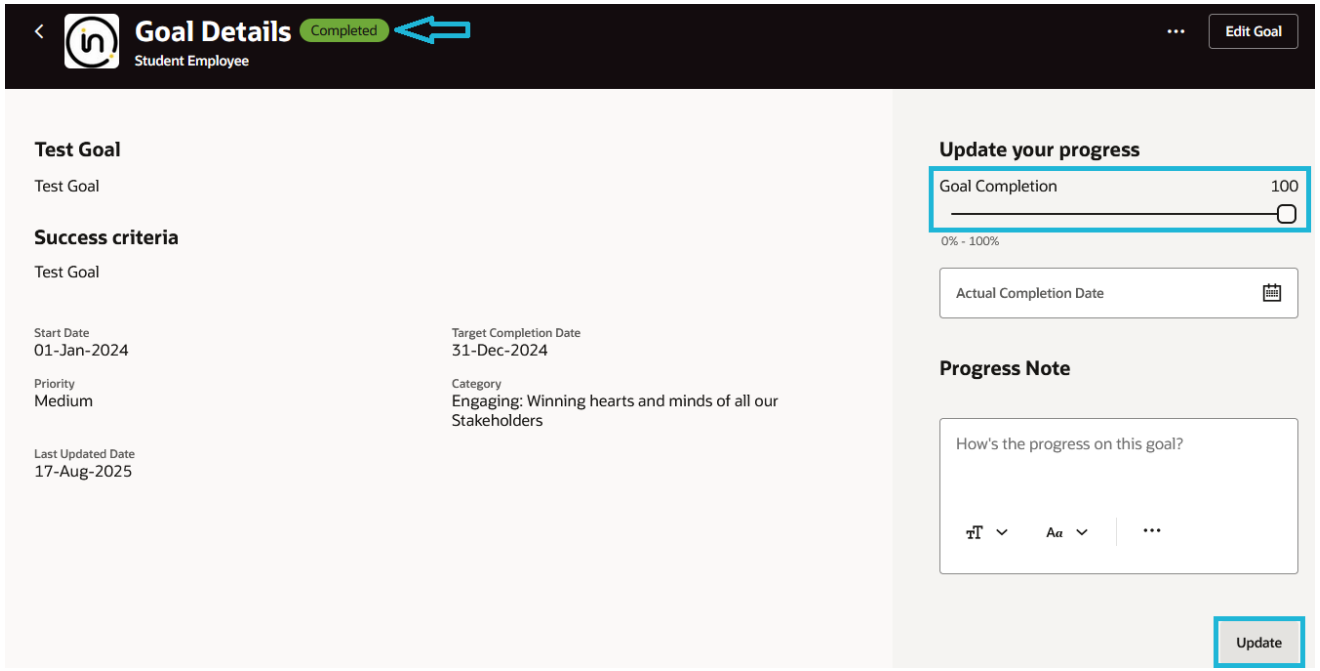




START MY 10X JOURNEY 2025

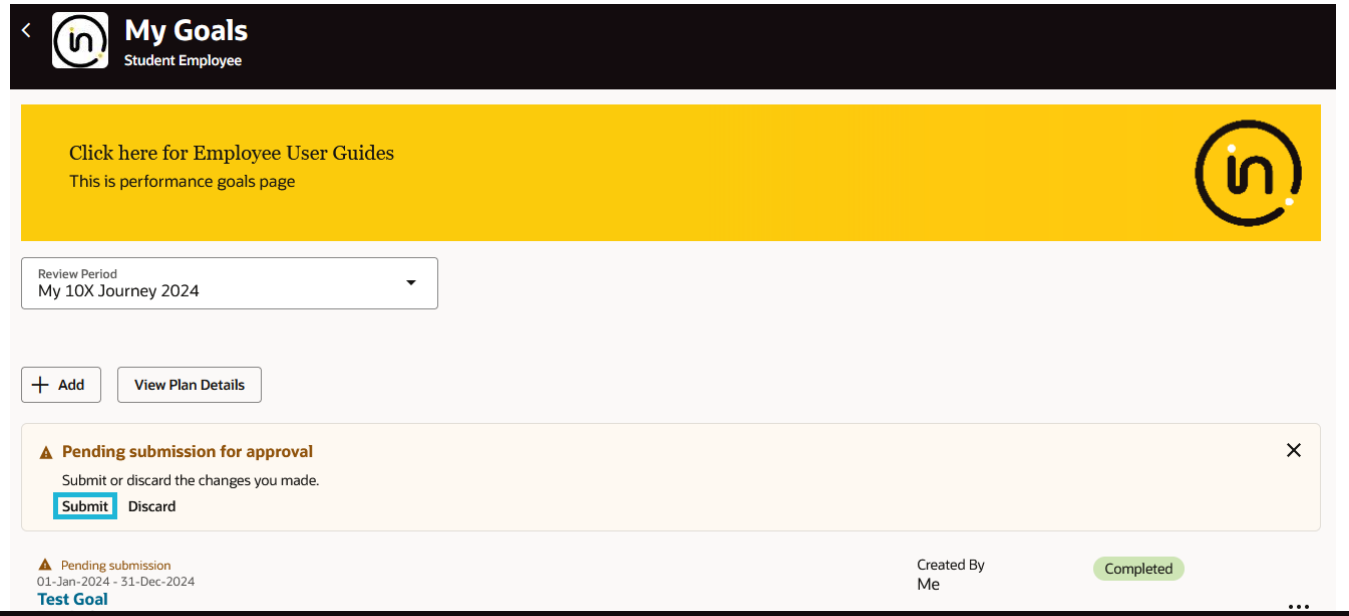
Prior to creating goals for **2025**, ensure that your **2024** goals and results have been completed and recorded.

1. Change the Review Period to **My 10X Journey 2024** goal plan (not applicable for employees hired in current year)
2. Click on each goal name, then **change** the Completion to 100% on each goal you wish to update
3. You can add, Actual Completion Date, Progress Note and click **Update**



START MY 10X JOURNEY 2025

4. Go back to previous page where you have all the **Goals** then Click **Submit**

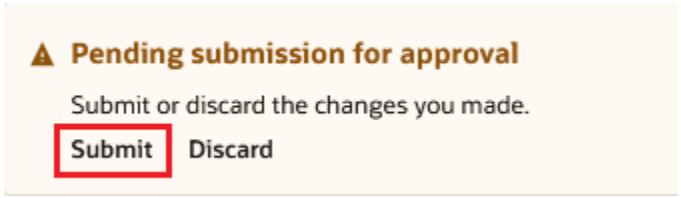


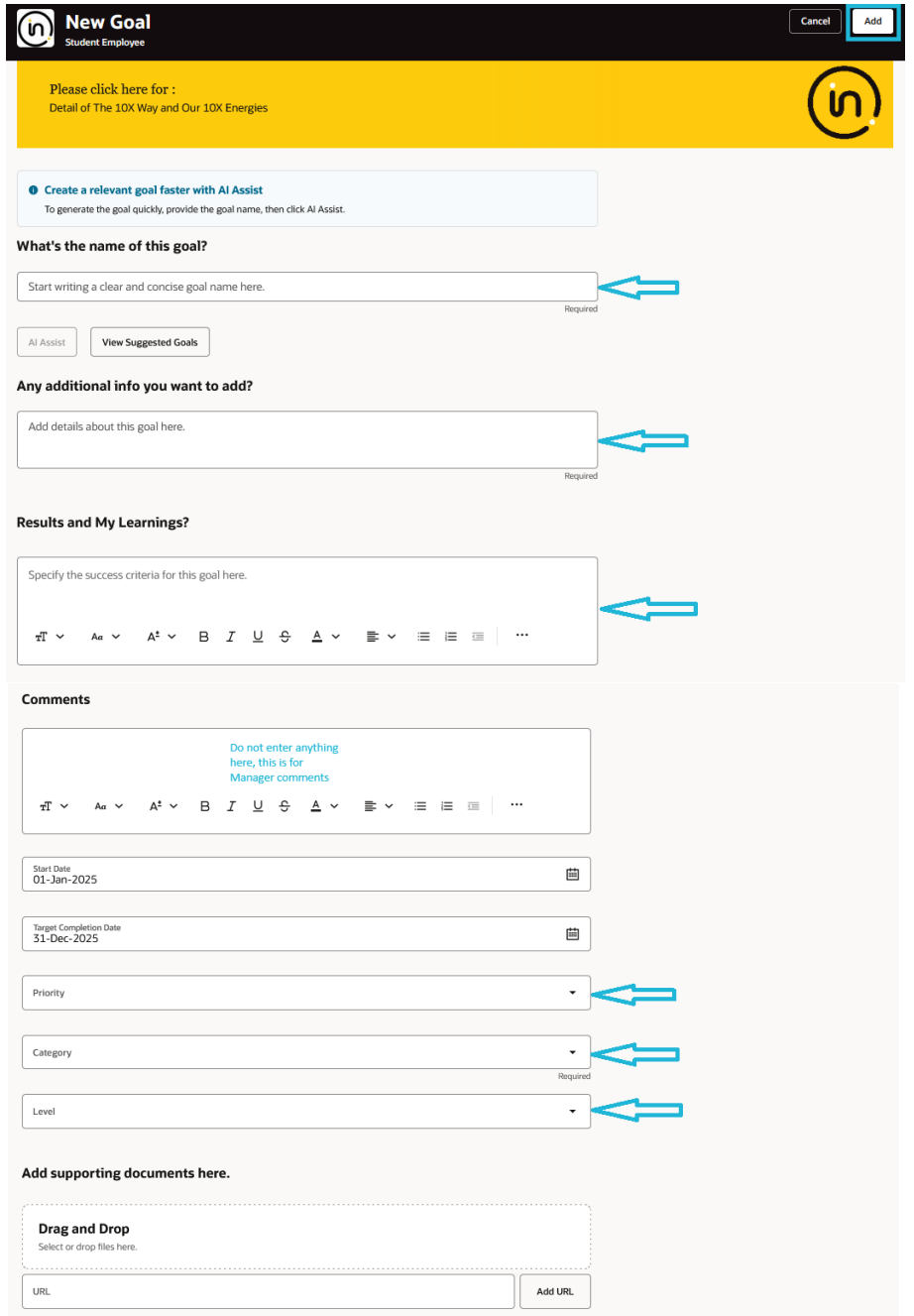
1. Toggle between **current**, **previous**, and new **Goal Plans**
2. Select **My 10X Journey 2025**
3. Click **Add Goal**

****Tip: To toggle between Goal Plans, select the down arrow under Review Period**

ADD GOALS TO MY PLAN

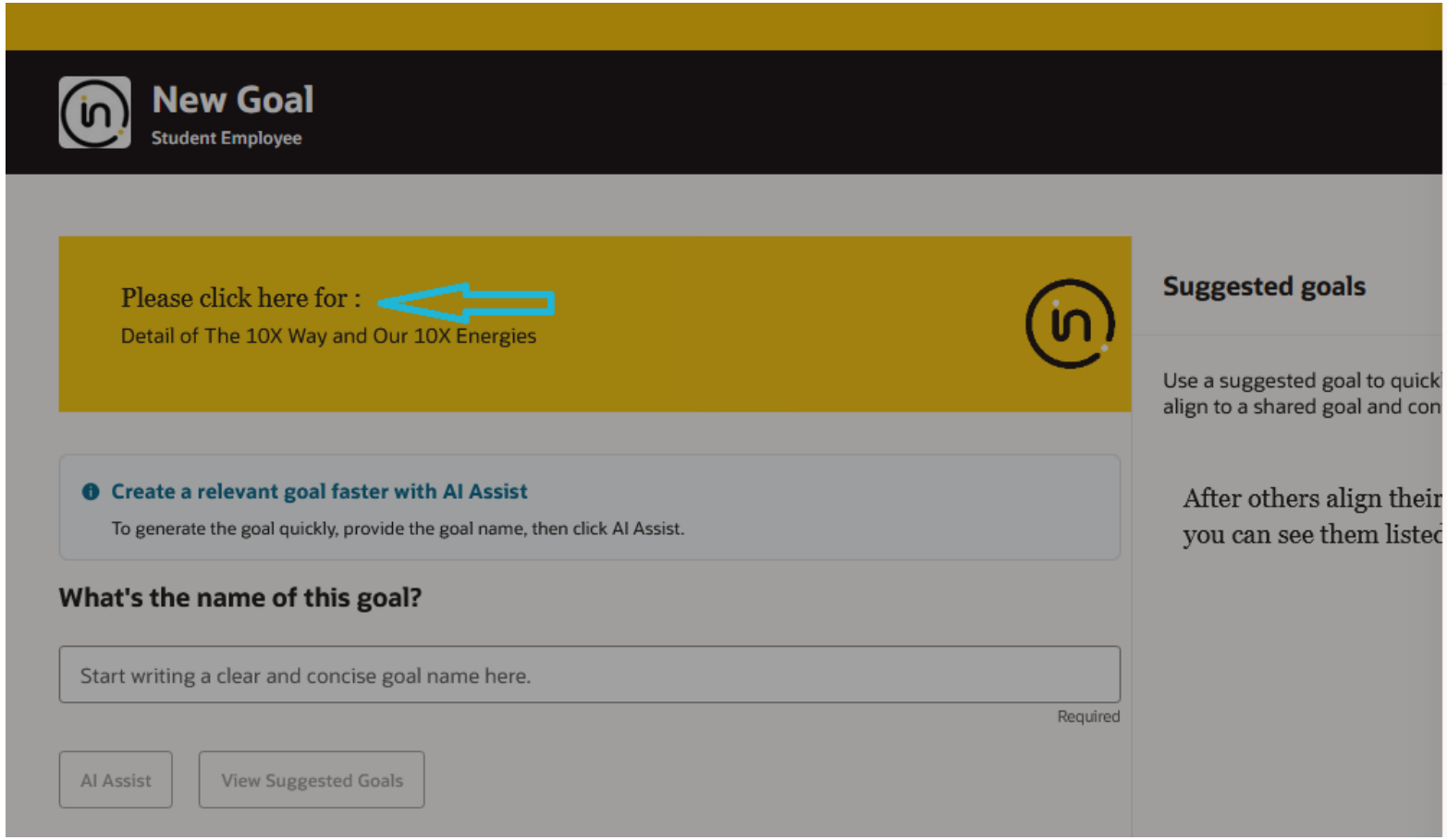
1. Create a name for the goal to be added.
2. The date range for these goals should default to ***01.Jan.2025 – 31.Dec.2025.***
3. Choose the appropriate Category the goal is meeting.
4. Set the priority level of your goal.
5. Indicate the completion percentage and status, if applicable.
6. Add additional comments in '**Any additional info you want to add'** and add your **Results & My Learnings** in this section.
7. Do not enter anything in the comments section, this is for Manager Comments.
8. Click on the **Add** button at the top right-hand corner of the screen. Add as many goals as necessary by following this process.
9. After entering all Goals, click **Submit**.

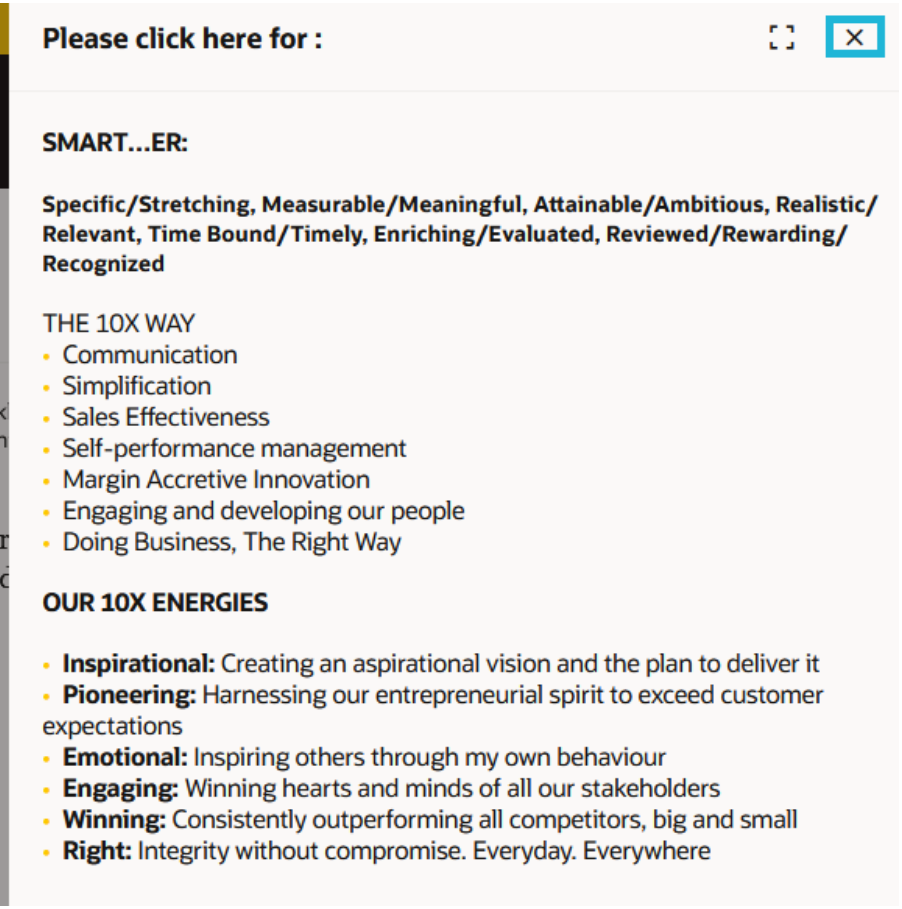




TIPS FOR CREATING GOALS

Click on - Please click here for: Detail of the **10X Way** and our **10X Energies.**
Once you have **Completed** reading the **10X Energies**, click on **Close** on the top right side

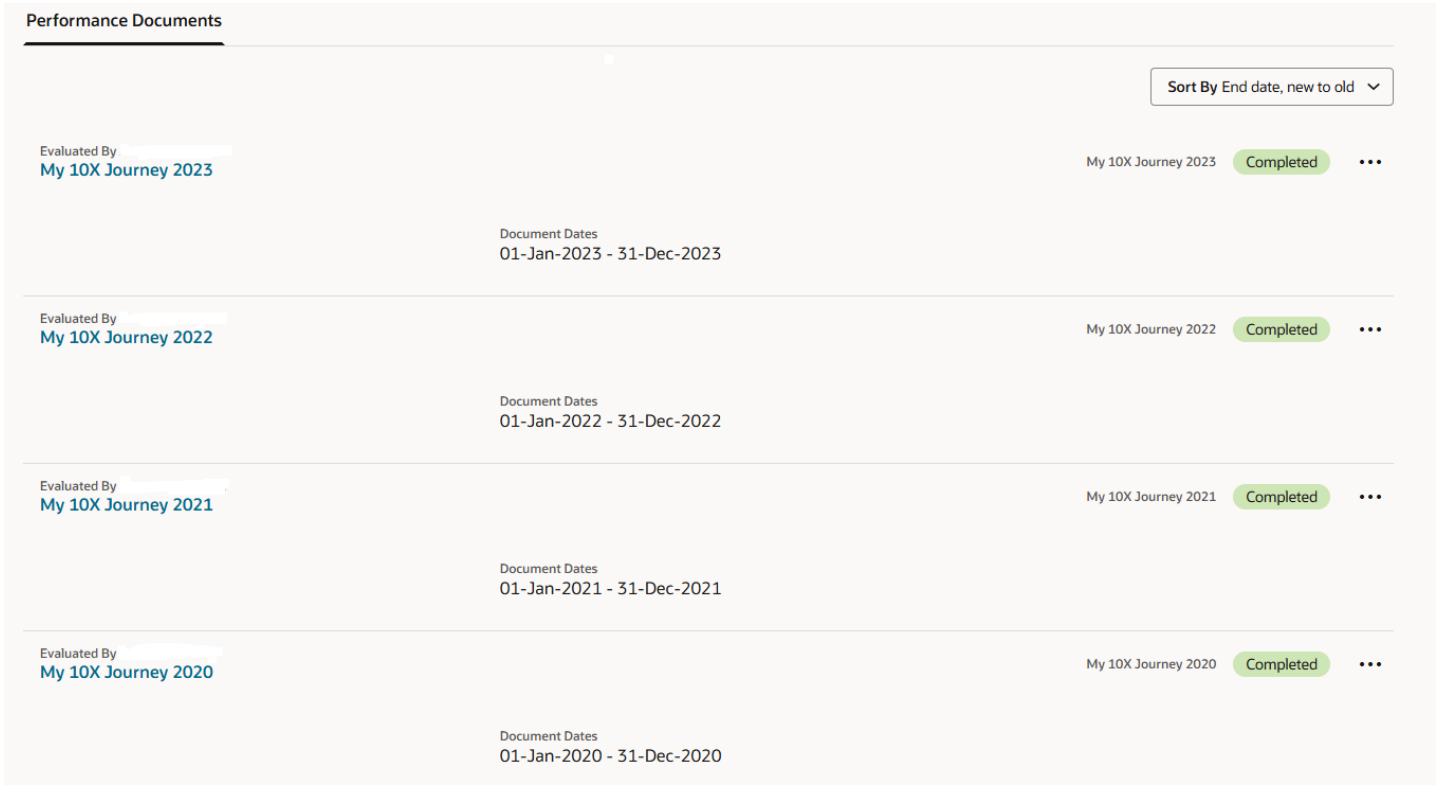




TO VIEW COMPLETED OR PREVIOUS YEAR PERFORMANCE DOCUMENTS

To view current year **Completed** Performance document click on "**My 10X Journey 2024**" which will take you to next page where you can see the completed document and print.

Click on preferred year performance document "**My 10X Journey XXXX**" which will take you to the next page where you can view completed performance document and print



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