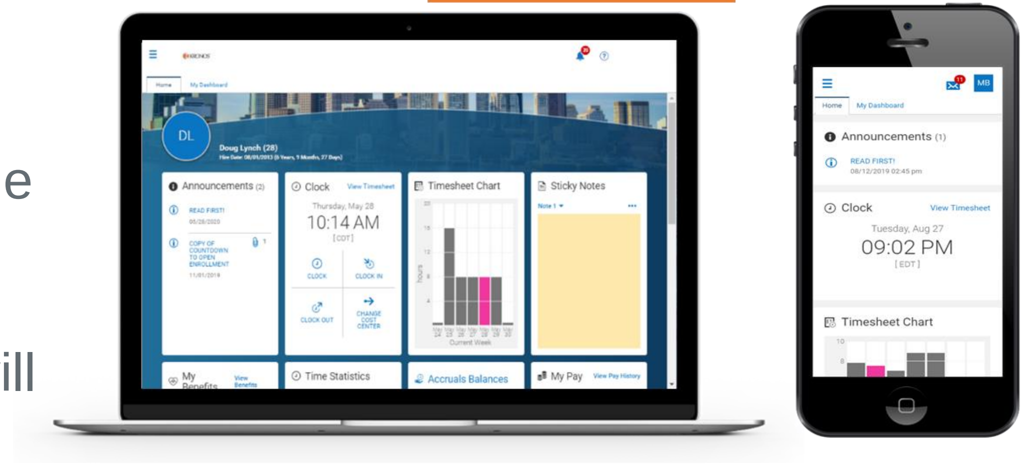
New UI Navigation Quick Guide for Employees

This Quick Guide is to help you navigate through the new user Interface (New UI) by comparing the Classic UI and the New UI through side by side views of common employee tasks

Desktop and Mobile Parity

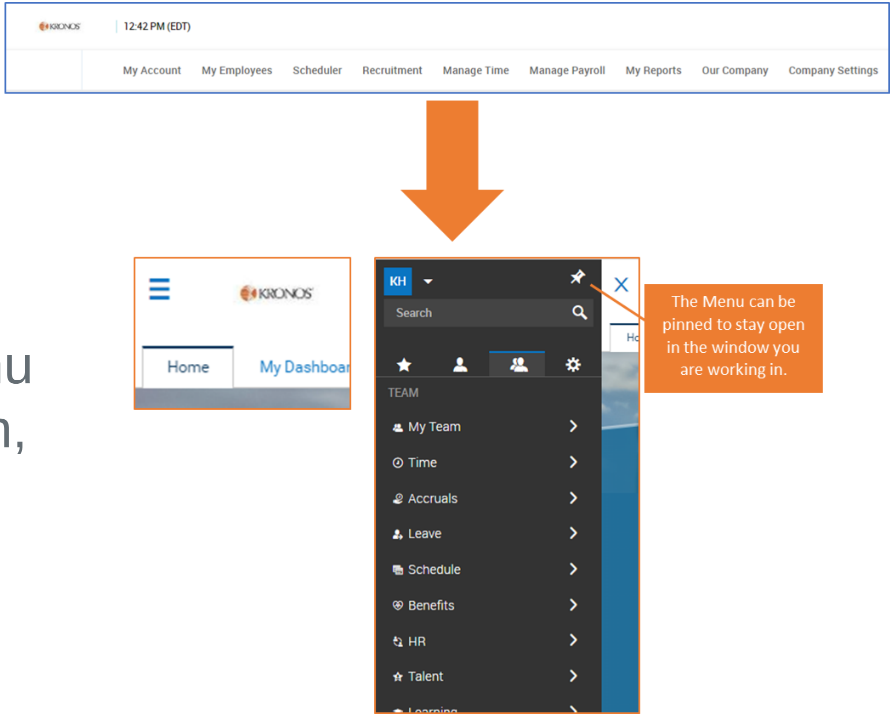
The New UI brings a consistent experience across all devices making navigation easier and encourages Employees and Managers to access tasks on the go. No matter if you are using the desktop URL or the mobile app on a phone or tablet, you will be able to navigate through the system and complete tasks in the same manner.

Dashboard Landing Page



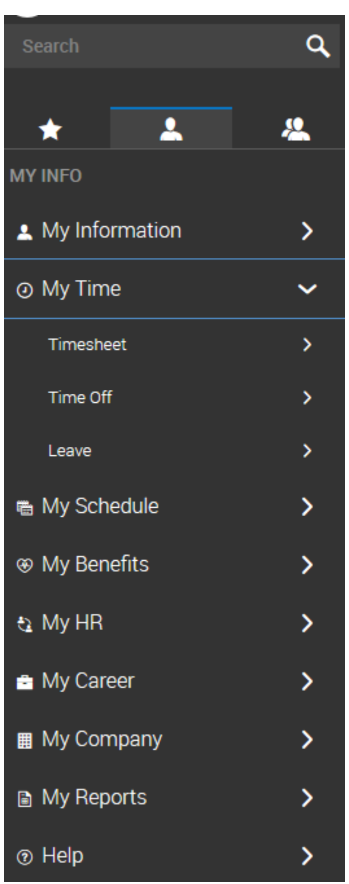
The Menu

In the Classic experience, the menu items are listed across the top of the page, while in the New experience the menu is now located down the side of the screen with an expandable/collapsible menu. The Menu is grouped by Favorites, My Information, My Employees and Company Settings. You may only have access to certain menu groups. The menu also provides the option to use the Quick Search Feature to easily search for items in the system.



The Menu continued…

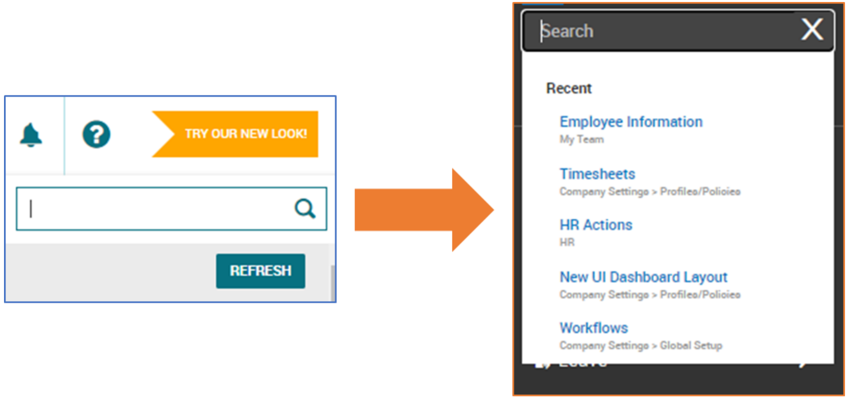
- Employees will be able to further expand the options by clicking on the different menu items
- For example, clicking on “My Time” will allow staff to view their timesheet, and view and request time off
- The “Quick Search” feature is at the top of the new menu

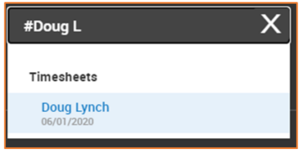


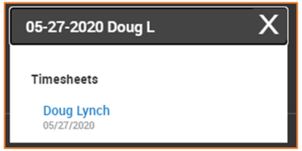
Quick Search Feature

Need to find something quick? Try using the Quick Search Feature now located in the menu. With the improved changes in the Menu, some items pathways may have changed. Using the Quick Search will help you navigate to a page quickly and provides the pathway for future use. The Quick Search will also saved your 5 most recent searches.

You can also use extra tricks to filter on timesheets in the Quick Search Feature. Using the # in front of an employee's name will search for the current timesheet while typing in a date in front of the name will search for the timesheet during that pay period.







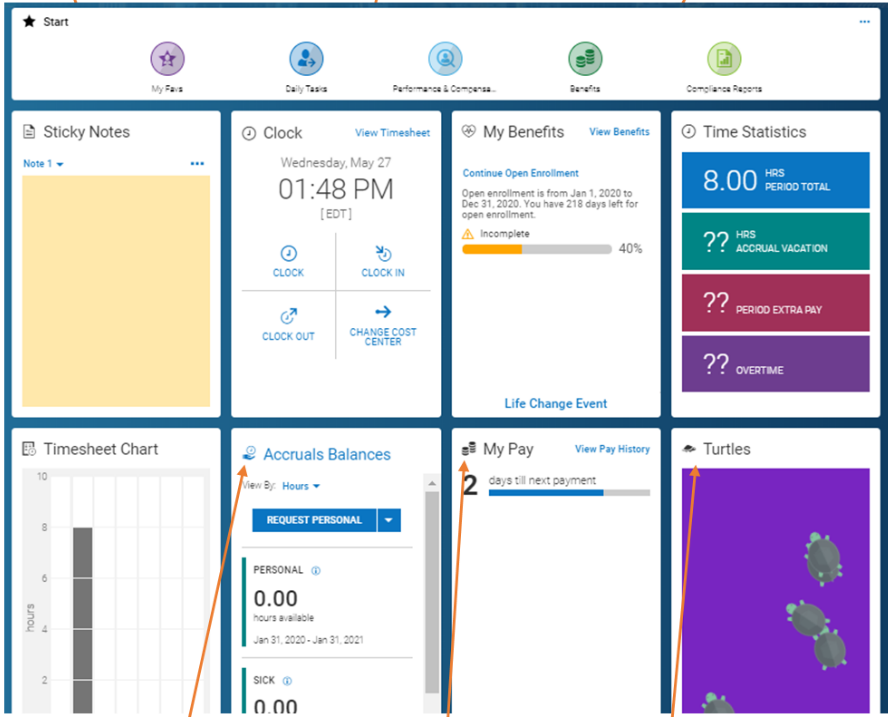
Home Dashboard

The new intuitive Home Dashboard provides quick, easy ways to perform certain employee tasks such as clocking in and out and submitting time off. NOTE** My Pay refers to U.S. clients.

Start Menu Widget: Allows you to easily access Favorites and Routine Tasks with two clicks

Clock Widget: Allows you to clock in and out, change your Cost Centers and navigate to your Timesheet

My Benefits Widget: Allows you to easily access your Benefits Enrollment, see progress of current enrollments and submit Life Change Events



Accrual Balances Widget: Allows you to view your Time Off Balances as well as start a request for Time Off

My Pay Widget: Allows you to track how many days till the next pay day and can navigate to previous pay statement history

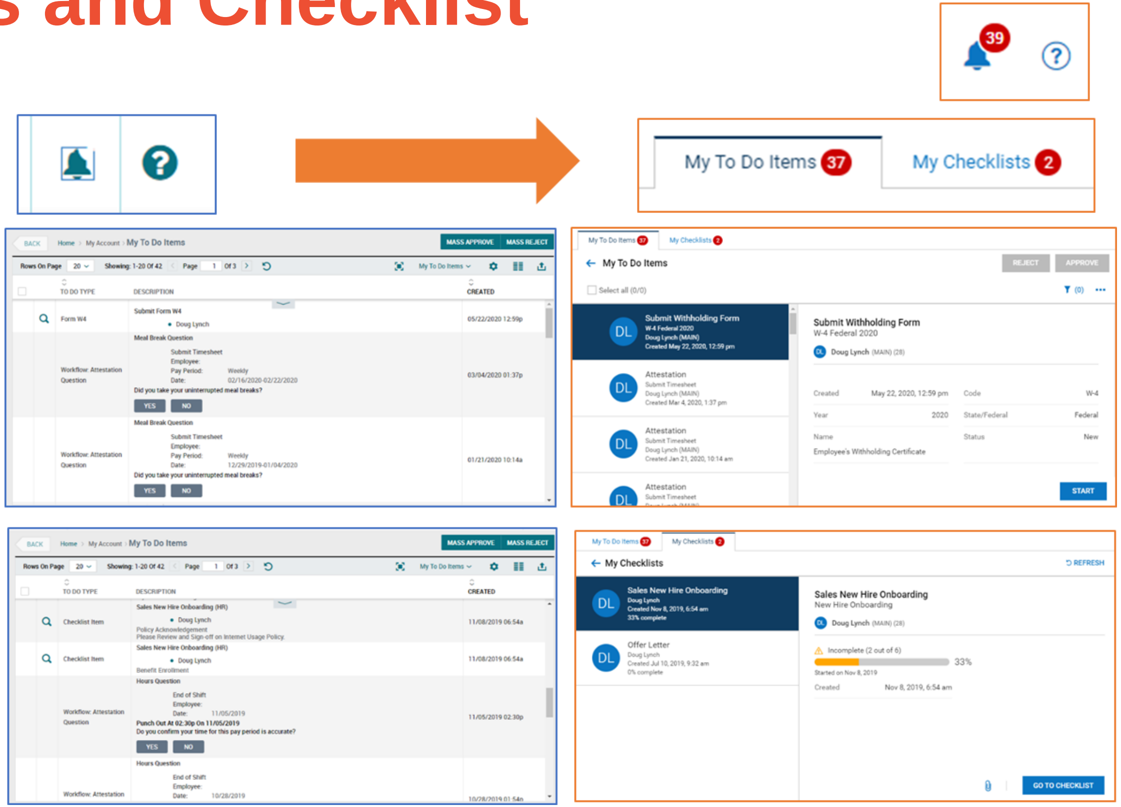
Turtles Widget: Why not have a little fun or stress relief? You can add up to 5 turtles and click to feed them

ADMIN NOTE:

More widgets are available to add to the Home Dashboard. This screenshot and descriptions can be swapped out based on how you create the layout for the Dashboard in the New UI Dashboard Layout Settings.
Remove this box before distributing to employees.

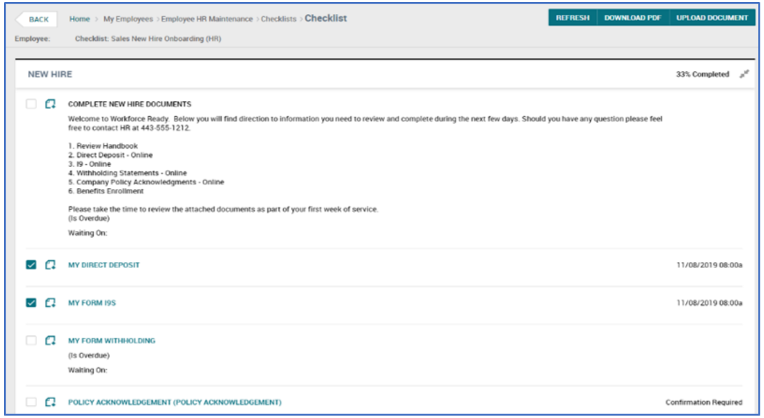
Mailbox- To Do Items and Checklist

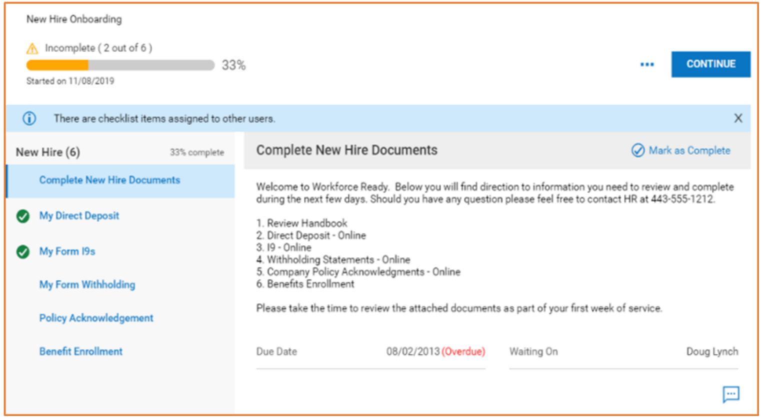
The new responsive view of the Mailbox improves the way you access and process your open To Do Items and Checklists that have been assigned. The New UI Mailbox places the two categories on separate tabs for clearer organization of items to be processed.



Checklists

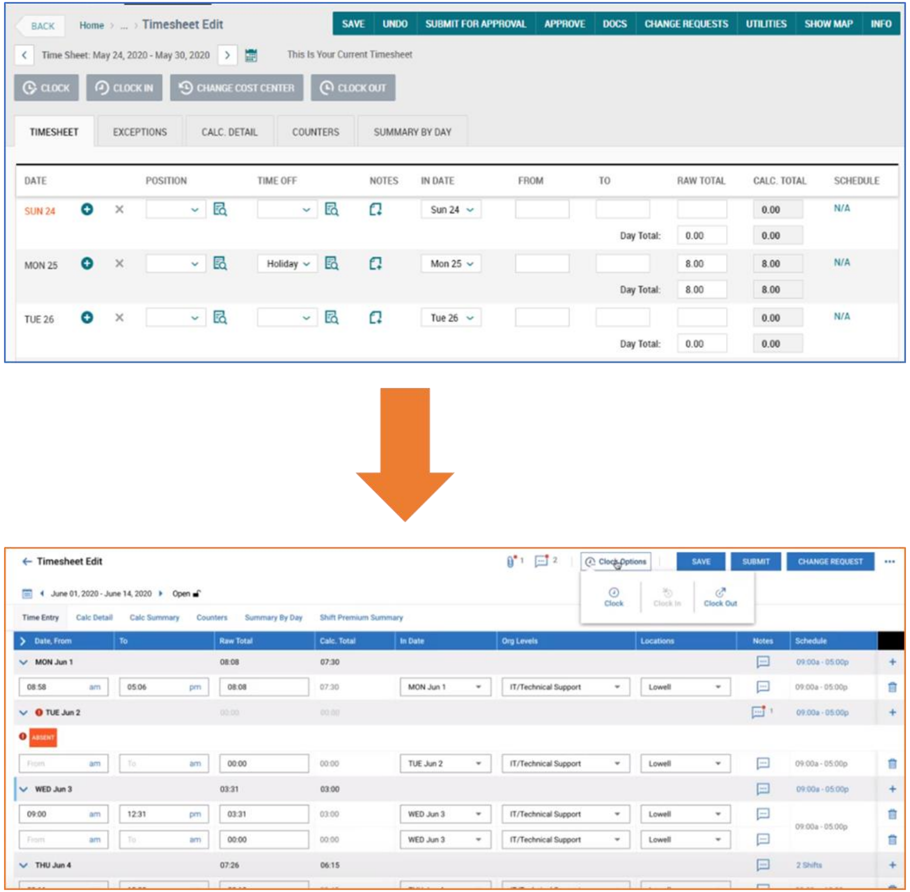
The new Checklist Wizard allows for easier completion checklist items and clearer completion progress information. These wizards are available for other tasks such as HR Actions.





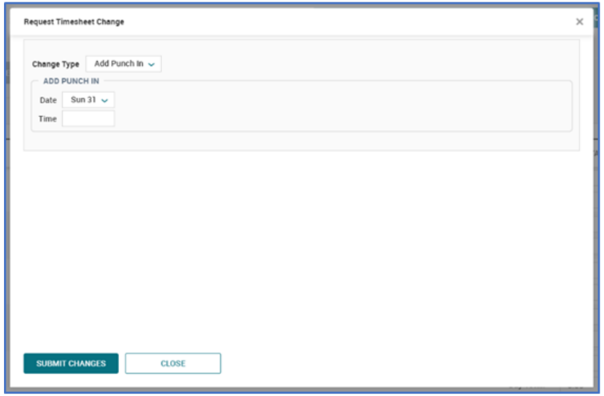
Timesheets

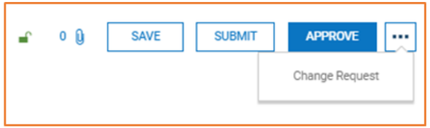
The New Timesheet Experience in the New UI provides a responsive, all in one experience for the employee. The Employee can clock in and out, view their timesheet, submit changes and more in one place. The new experience provides ease of use and ability to expand and minimize particular days on your timesheet for easier viewing.

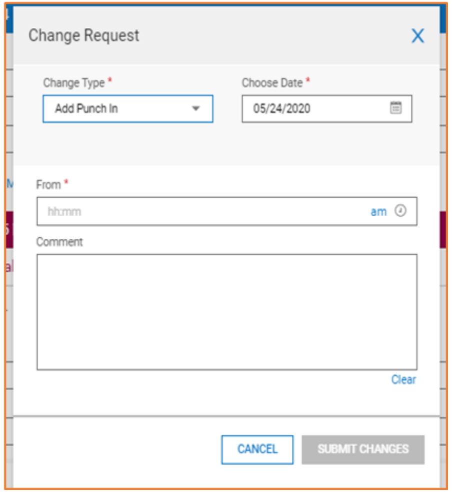


Timesheet Changes

Timesheet Change Requests can be submitted directly from the timesheet in both the Classic and New UI.

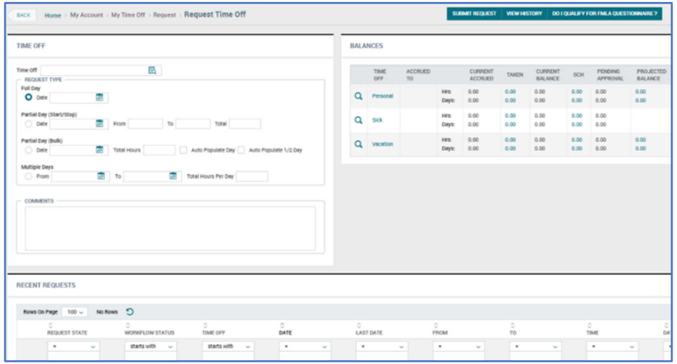


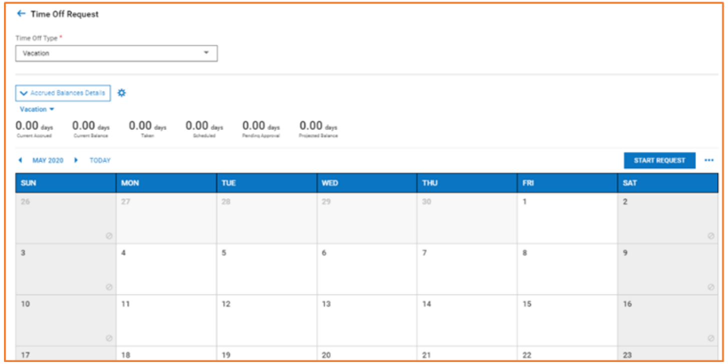


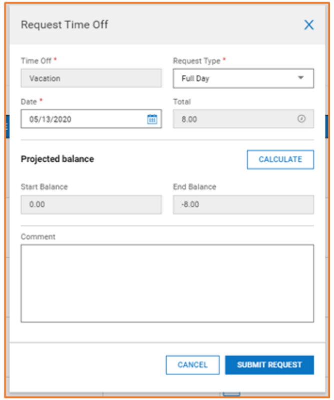


Time Off Requests

New UI offers a responsive calendar view of Time Off Requests. Employees can select the type of time off they want to request, select the date on the calendar and click Start Request. A pop-up box appears for the employee to enter their request information as well as calculate their Projected Balances based on the request information.







Employee Profiles

The updated Employee Profile (My Profile) is available with the New UI. This allows you to jump to a particular area such as your Compensation, Account Contacts or Personal Information in just one click. Avoid the scrolling and find what you're looking for easier!