



New UI Navigation Quick Guide for Employees

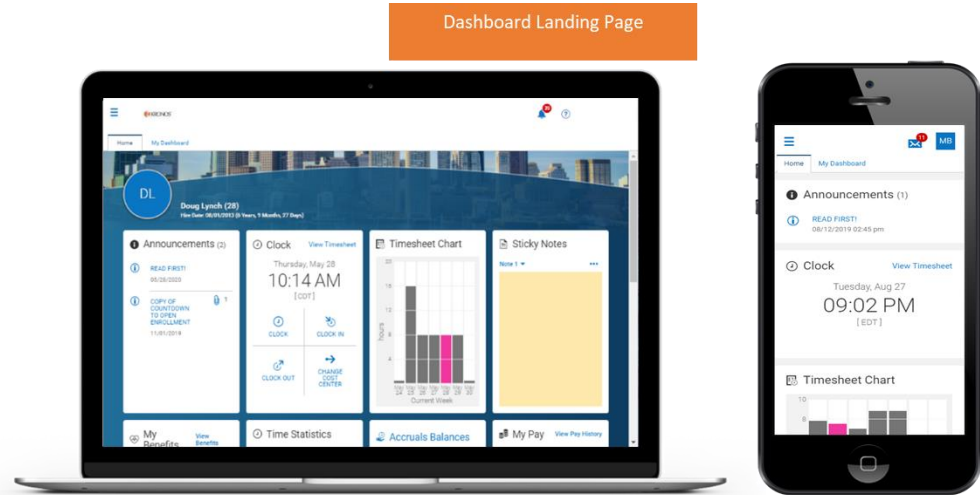


This Quick Guide is to help you navigate through the new user Interface (New UI) by comparing the Classic UI and the New UI through side by side views of common employee tasks



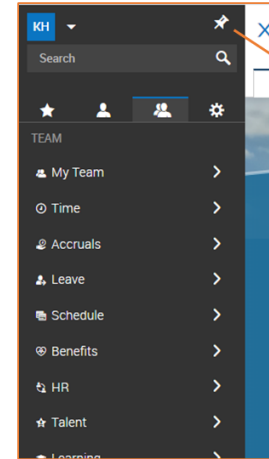
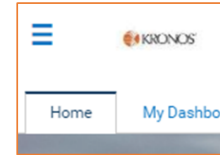
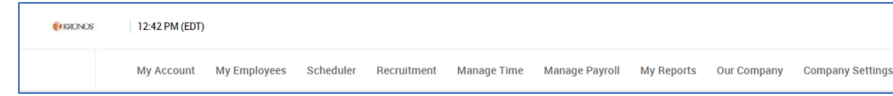
Desktop and Mobile Parity

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.



The Menu

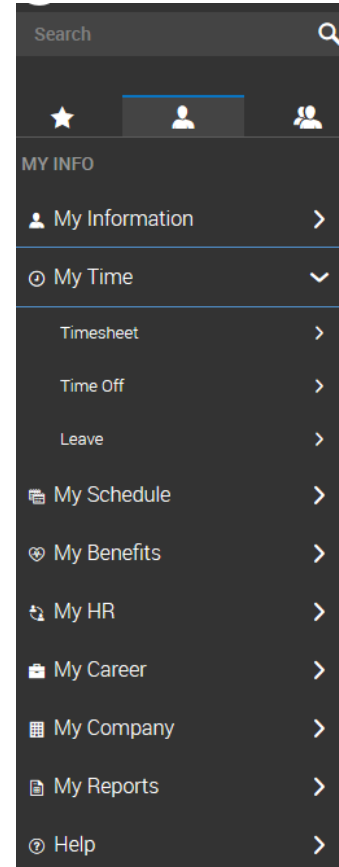
In the Classic experience, the menu items are listed across the top of the page, while in the New experience the menu is now located down the side of the screen with an expandable/collapsible menu. The Menu is grouped by Favorites, My Information, My Employees and Company Settings. You may only have 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 can be pinned to stay open in the window you are working in.

The Menu continued...

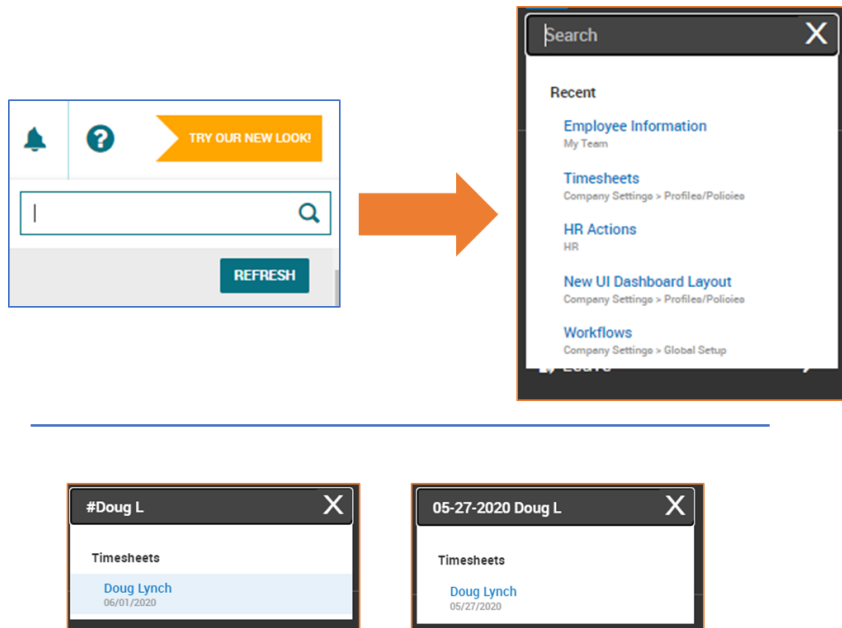
- Employees will be able to further expand the options by clicking on the different menu items
- For example, clicking on “My Time” will allow staff to view their timesheet, and view and request time off
- The “Quick Search” feature is at the top of the new menu



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.

ADMIN NOTE:

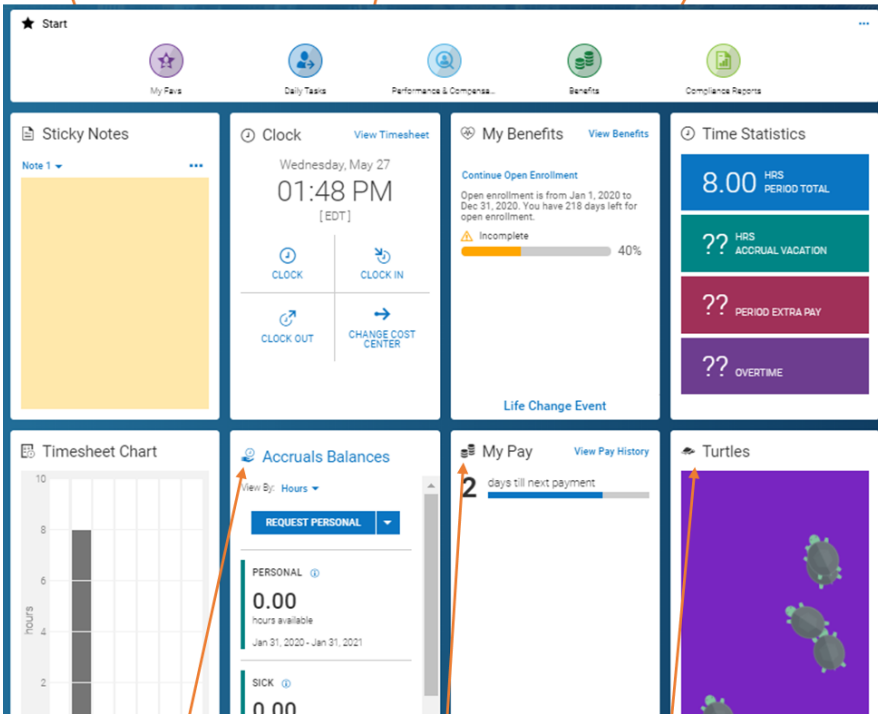
More widgets are available to add to the Home Dashboard. This screenshot and descriptions can be swapped out based on how you create the layout for the Dashboard in the New UI Dashboard Layout Settings.

Remove this box before distributing to employees.

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



The screenshot shows a 'Home Dashboard' with a top navigation bar containing icons for 'My Pay', 'Daily Tasks', 'Performance & Compensation', 'Benefits', and 'Compliance Reports'. The dashboard is divided into several widgets:

- Sticky Notes:** A yellow box for notes.
- Clock:** Shows the current time (01:48 PM) and buttons for 'CLOCK', 'CLOCK IN', 'CLOCK OUT', and 'CHANGE COST CENTER'.
- My Benefits:** Displays 'Continue Open Enrollment' status (Incomplete, 40%) and a 'Life Change Event' button.
- Time Statistics:** A vertical stack of boxes showing '8.00 HRS PERIOD TOTAL', '?? HRS ACCRUAL VACATION', '?? PERIOD EXTRA PAY', and '?? OVERTIME'.
- Timesheet Chart:** A bar chart showing hours available.
- Accruals Balances:** Shows 'PERSONAL' and 'SICK' balances (0.00 hours available) and a 'REQUEST PERSONAL' button.
- My Pay:** Shows '2 days till next payment' and a 'View Pay History' button.
- Turtles:** A purple box with a turtle illustration.

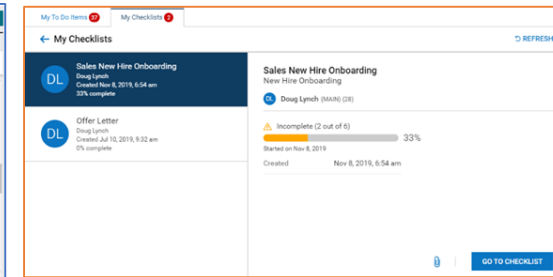
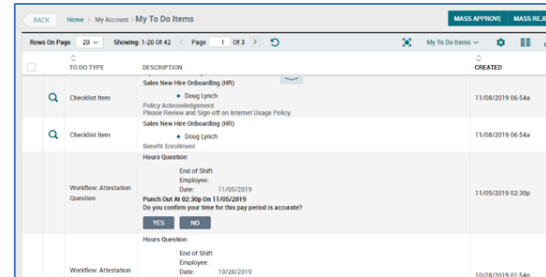
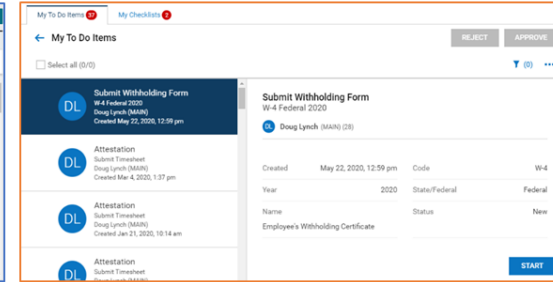
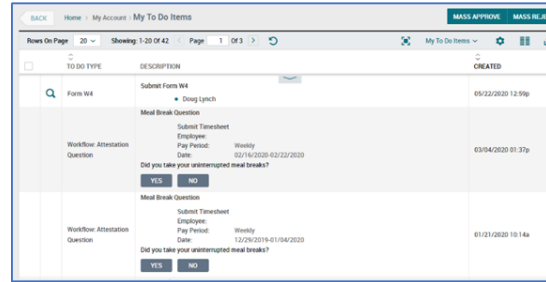
Accrual Balances Widget: Allows you to view your Time Off Balances as well as start a request for Time Off

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

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.

BACK Home > My Employees > Employee HR Maintenance > Checklists > Checklist REFRESH DOWNLOAD PDF UPLOAD DOCUMENT

Employee: Checklist, Sales New Hire Onboarding (HR)

NEW HIRE 33% Completed

☐ COMPLETE NEW HIRE DOCUMENTS

Welcome to Workforce Ready. Below you will find direction to information you need to review and complete during the next few days. Should you have any question please feel free to contact HR at 443-555-1212.

1. Review Handbook
2. Direct Deposit - Online
3. I9 - Online
4. Withholding Statements - Online
5. Company Policy Acknowledgments - Online
6. Benefits Enrollment

Please take the time to review the attached documents as part of your first week of service.
(Is Overdue)
Waiting On:

☒ MY DIRECT DEPOSIT 11/08/2019 08:00a

☒ MY FORM I9S 11/08/2019 08:00a

☐ MY FORM WITHHOLDING
(Is Overdue)
Waiting On:

☐ POLICY ACKNOWLEDGEMENT (POLICY ACKNOWLEDGEMENT) Confirmation Required



New Hire Onboarding

Incomplete (2 out of 6) 33% Started on 11/08/2019 CONTINUE

There are checklist items assigned to other users. X

New Hire (6) 33% complete Complete New Hire Documents Mark as Complete

Complete New Hire Documents

My Direct Deposit

My Form I9s

My Form Withholding

Policy Acknowledgement

Benefit Enrollment

Welcome to Workforce Ready. Below you will find direction to information you need to review and complete during the next few days. Should you have any question please feel free to contact HR at 443-555-1212.

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Due Date 08/02/2013 (Overdue) Waiting On Doug Lynch

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.

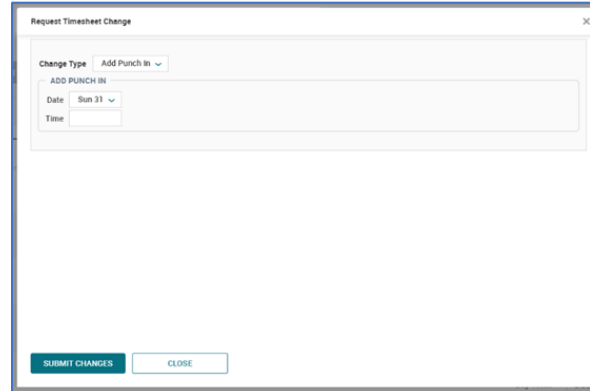
DATE	POSITION	TIME OFF	NOTES	IN DATE	FROM	TO	RAW TOTAL	CALC. TOTAL	SCHEDULE
SUN 24				Sun 24				0.00	N/A
Day Total:							0.00	0.00	
MON 25		Holiday		Mon 25			8.00	8.00	N/A
Day Total:							8.00	8.00	
TUE 26				Tue 26				0.00	N/A
Day Total:							0.00	0.00	



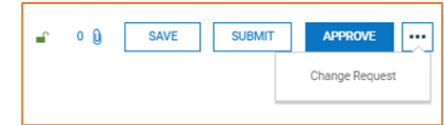
Date	From	To	Raw Total	Calc. Total	In Date	Org Levels	Locations	Notes	Schedule
MON Jun 1			08:08	07:30	MON Jun 1	IT/Technical Support	Lowell		09:00a - 05:00p
	08:58 am	05:06 pm	08:08	07:30					09:00a - 05:00p
TUE Jun 2			00:00	00:00	TUE Jun 2	IT/Technical Support	Lowell		09:00a - 05:00p
WED Jun 3			03:31	03:00	WED Jun 3	IT/Technical Support	Lowell		09:00a - 05:00p
	09:00 am	12:31 pm	03:31	03:00					09:00a - 05:00p
			00:00	00:00	WED Jun 3	IT/Technical Support	Lowell		
THU Jun 4			07:26	06:15					2 Shifts

Timesheet Changes

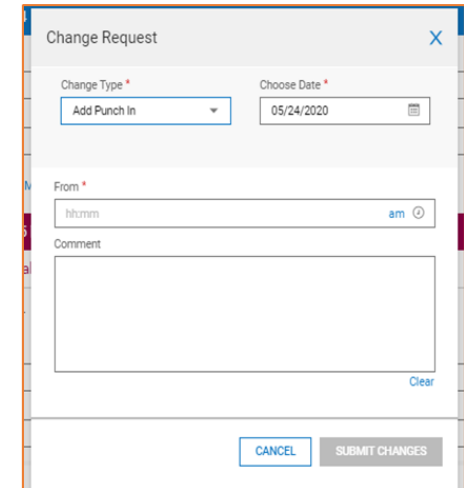
Timesheet Change Requests can be submitted directly from the timesheet in both the Classic and New UI.



The 'Request Timesheet Change' dialog in the Classic UI features a 'Change Type' dropdown menu set to 'Add Punch In'. Below this is an 'ADD PUNCH IN' section with a 'Date' dropdown set to 'Sun 31' and a 'Time' input field. At the bottom, there are two buttons: 'SUBMIT CHANGES' and 'CLOSE'.



The 'Change Request' dialog in the New UI has a top bar with 'SAVE', 'SUBMIT', and 'APPROVE' buttons, along with a three-dot menu. A 'Change Request' label is visible below the buttons.



The 'Change Request' dialog in the New UI includes a 'Change Type' dropdown set to 'Add Punch In' and a 'Choose Date' field set to '05/24/2020'. Below these is a 'From' field set to '11:00am' with an 'am' toggle. A 'Comment' text area is present, followed by 'CANCEL' and 'SUBMIT CHANGES' buttons at the bottom.

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.

TIME OFF

Request Type: ☐ Date ☐ Full Day

Period Day (Start/End): From To Total

Partial Day (Full): ☐ Date ☐ Total Hours Auto Populate Day ☐ Auto Populate 1/2 Day ☐

Multiple Days: ☐ From To Total Hours Per Day

COMMENTS

RECENT REQUESTS

REQUEST STATE	WORKING STATUS	TIME OFF	DATE	LAST DATE	FROM	TO	TIME
		starts with					



Time Off Request

Time Off Type:

Vacation

Accrued Balances Details

0.00 Days Current Balance 0.00 Days Taken 0.00 Days Scheduled 0.00 Days Pending Approval 0.00 Days Proposed Balance

MAY 2020 **TODAY** **START REQUEST**

SUN	MON	TUE	WED	THU	FRI	SAT
25	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

Request Time Off

Time Off: Request Type:

Date: Total:

Projected balance

Start Balance: End Balance:

0.00 -8.00

Comment:

CANCEL **SUBMIT REQUEST**

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!

My Account My Employees Manage Time My Reports Our Company Company Settings

BACK Home My Account My Profile

MAIN PAYROLL HR

ACCOUNT DEMOGRAPHICS

ACCOUNT INFORMATION

Submitter

First Name: Doug Middle

Last Name: Lynch Suffix

Locale (Language & Format): English (US)

Username: dlynch

BASE COMPENSATION

CURRENT COMPENSATION

	Amount \$	Hours
Annual	25,785.60	2080.00
Pay Period	\$72.90	40.00
Hourly	14.92	

PERSONAL INFORMATION

Primary National ID: Social Security Number: 241-01-1111

Employee ID: 28

Primary Email: Test@kronos.com

Work Phone: Not Selected 410-777-8654 Primary

Cell Phone: Not Selected 410-777-8654 Primary

Home Phone: Not Selected 410-777-8654 Primary

COUNTRY: United States

Street: 123 Main Street

Zip: 35061

City: Orange Beach

State: Alabama

RECOMMEND

USE SEPARATE MAILING ADDRESS

BADGES

12:53 PM

My Profile Contacts Notification Preferences

Employee Profile

DL Doug Lynch Employee ID: 28 Hired Date: 01-Aug-2013 (9 Years, 10 Months)

MAIN PAYROLL HR

JUMP TO:

- Personal Information
- Account Demographics
- Account Information
- Base Compensation
- Account Contacts
- Dates
- Managers
- Accounts
- Cost Centers
- Biometrics

Personal Information

Employee ID: 28

Primary Email: Test@kronos.com

Code: Work Phone: 410-777-8654 Primary

Code: Home Phone: 410-777-8654 Primary

Code: Cell Phone: 410-777-8654 Primary

National ID: Social Security Number: 241-01-1111

Address:

Country: United States Street: 123 Main Street

Zip: 35061 City: Orange Beach State: Alabama

USE SEPARATE MAILING ADDRESS

Account Demographics