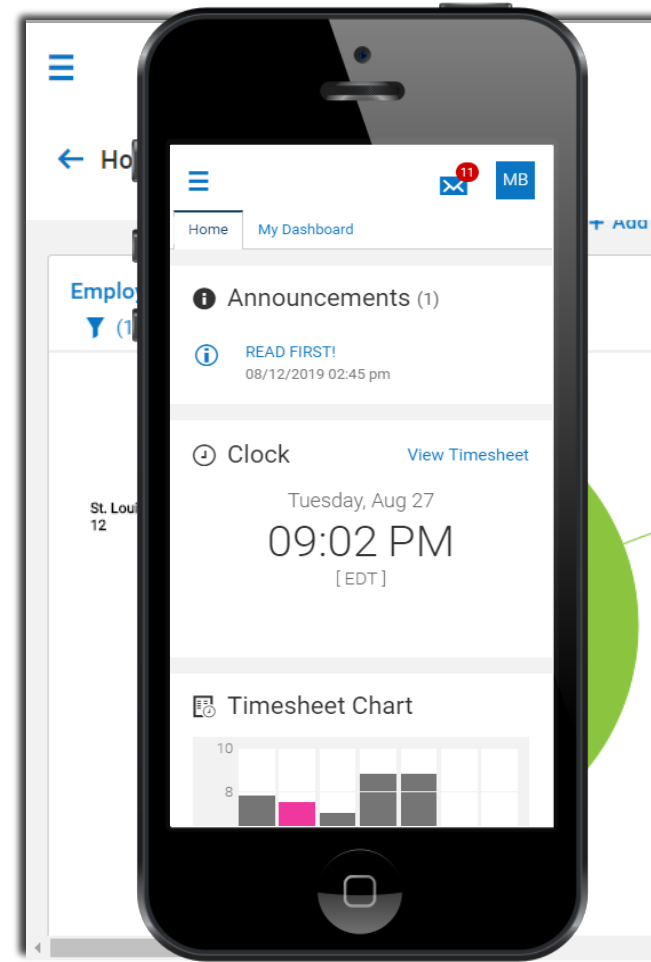


Spectrum Employee Services New UI Overview



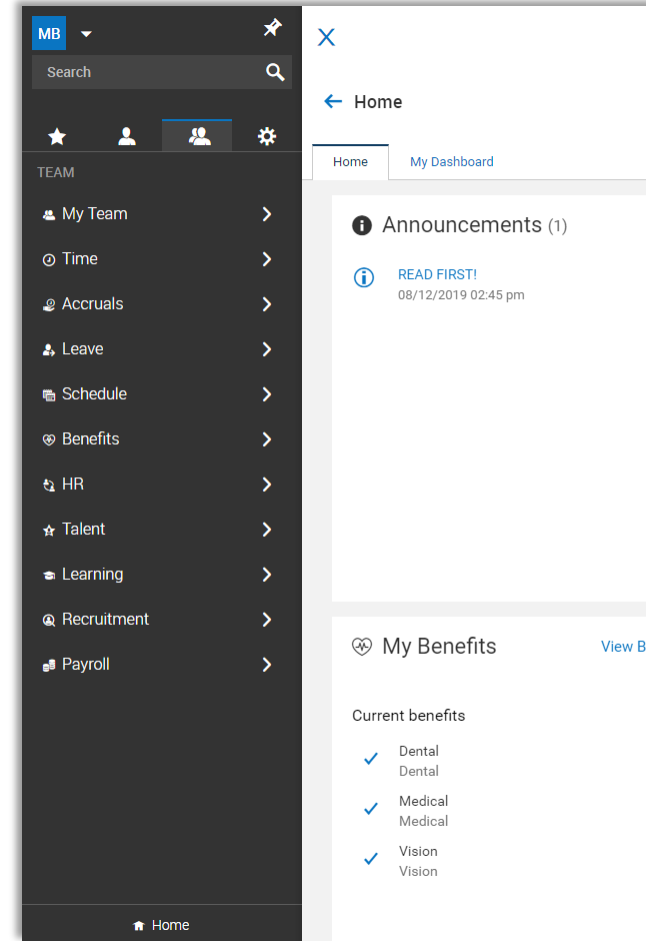
Why do we have a new UI?

- User-friendly
 - Requires less training and explanation
- Consolidated
 - Cleaner look with more space dedicated to needed information and less to options
- Data Visualization
 - Charts and graphs add a visual element to your reports
- Responsive
 - Consistent experience across all devices



Why do we have a new UI?

“So you can spend **LESS** time in the system and **MORE** time with your employees.”





New UI Navigation

New UI Navigation

In classic UI, menu was distributed across the top.

The screenshot displays a modern web application interface. At the top, a dark blue header contains the text "New Customer Sandbox". Below this is a navigation bar with a red-bordered "START" button and several menu items: "My Account", "My Employees", "Manage Time", "Manage Payroll", "My Reports", "Our Company", and "Company Settings". A breadcrumb trail shows "Home > My Dashboard". Below the navigation is a "MAIN" section with tabs for "ADMINISTRATOR SELF SERVICE", "MY SELF SERVICE", and "COMPANY INFORMATION", along with an "Edit Tabs" link. The main content area is divided into several sections: "MY SAVED REPORTS" (a table with 3 rows), "MISSING PUNCHES" (a table with 0 rows), "MY TO DO ITEMS" (a list of workflow items for approval), and "TIMESHEETS AWAITING MY APPROVAL" (a table with 8 rows).

REPORT CATEGORY	REPORT NAME	SAVED AS NAME
Calculated Time	Calculated Time Summary	Basic Counters
Employee Lists	Employee List	Cost Center 1
Employee Lists	Employee List	Hourly Only

EMPLOYEE ID	FIRST NAME
1018	Luis
1019	Mario
1020	Mary
1021	Mik

New UI Navigation

Where is the menu here?

The image shows a screenshot of a new user interface (UI) for a system. On the left is a dark sidebar menu with a search bar at the top. The menu items are: My Team, Time, Accruals, Leave, Schedule, Benefits, HR, Talent, Learning, Recruitment, and Payroll. The main content area is a dashboard with several widgets. The top left widget is 'Announcements (1)' with a 'READ FIRST!' notification. The top right widget is a 'Clock' showing the date and time as Tuesday, Aug 27, 11:00 AM [EDT]. The bottom left widget is 'My Benefits' with a 'View Benefits' link and a list of current benefits: Dental, Medical, and Vision, each with a checkmark. The bottom right widget is 'Recruitment' with a 'View Requisitions' link and a section for 'Open Requisitions' showing 0 requisitions without applicants. Below this is a table with four rows: Application Received, Interview Candidate, Applicant Not A Fit, and Extend Offer, each with a count of 0.

MB

Search

TEAM

- My Team
- Time
- Accruals
- Leave
- Schedule
- Benefits
- HR
- Talent
- Learning
- Recruitment
- Payroll

Home

My Dashboard

Announcements (1)

READ FIRST!
08/12/2019 02:45 pm

Clock

View Timesheet

Tuesday, Aug 27
11:00 AM
[EDT]

My Benefits

View Benefits

Current benefits

- ✓ Dental
- ✓ Medical
- ✓ Vision

Recruitment

View Requisitions

Open Requisitions

0

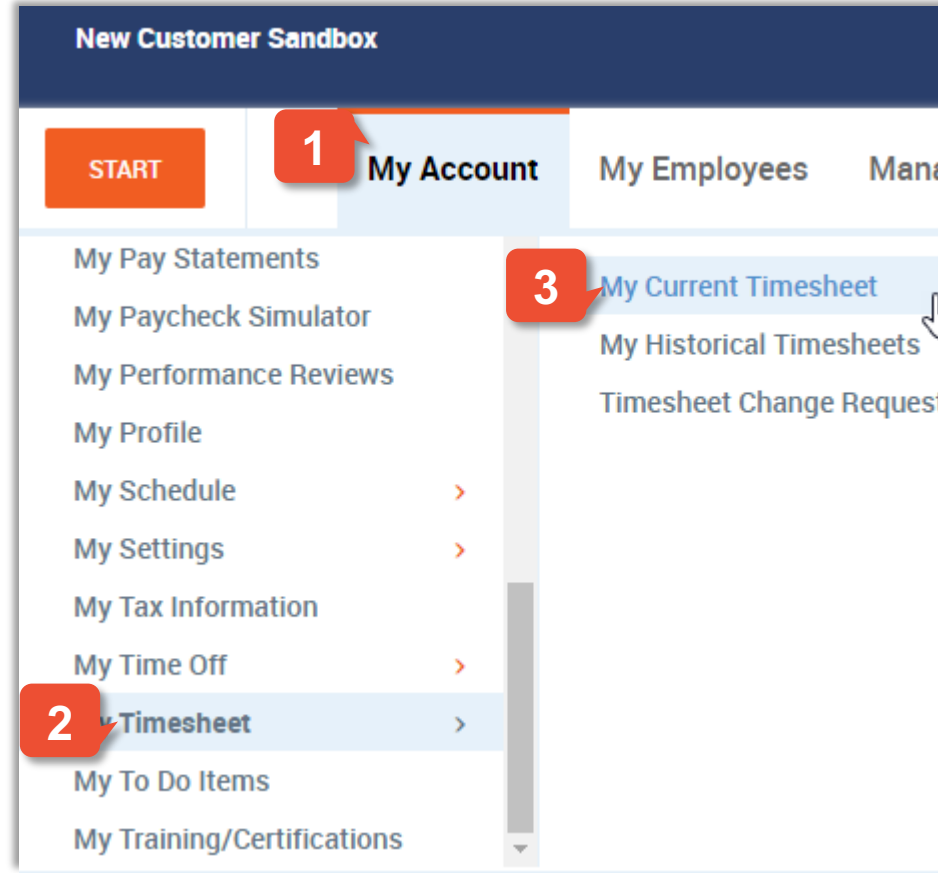
0 Requisitions Without Applicants

Application Received	0
Interview Candidate	0
Applicant Not A Fit	0
Extend Offer	0

Home

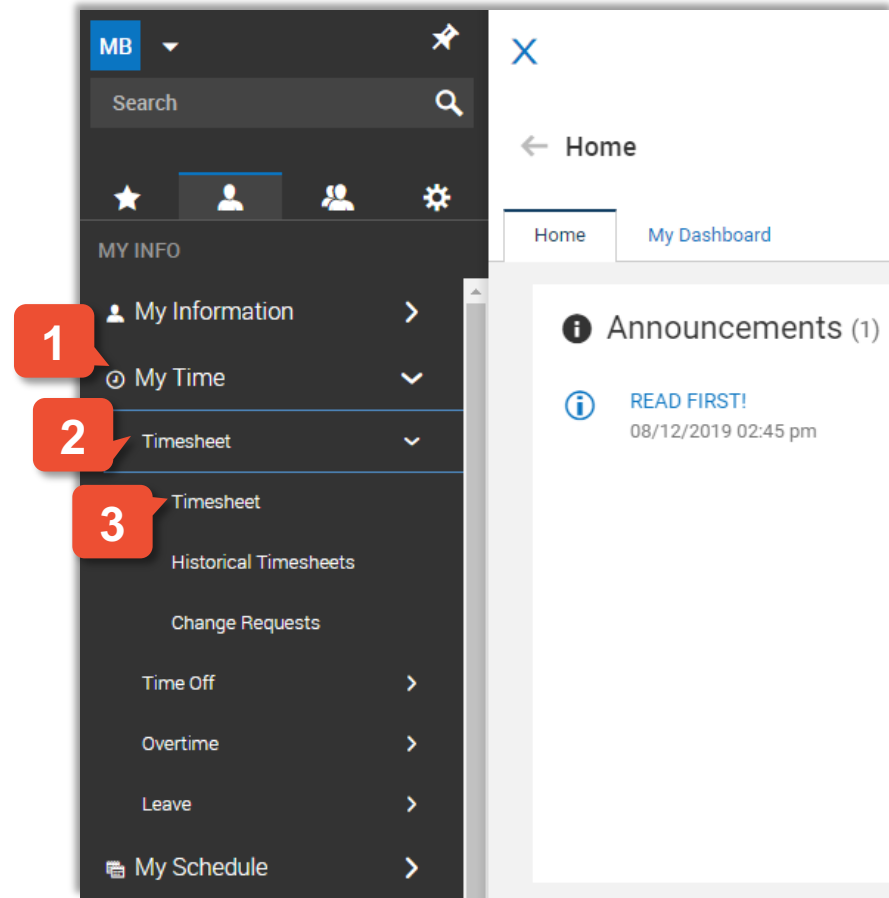
New UI Navigation

- Classic UI had a distributed horizontal layout.



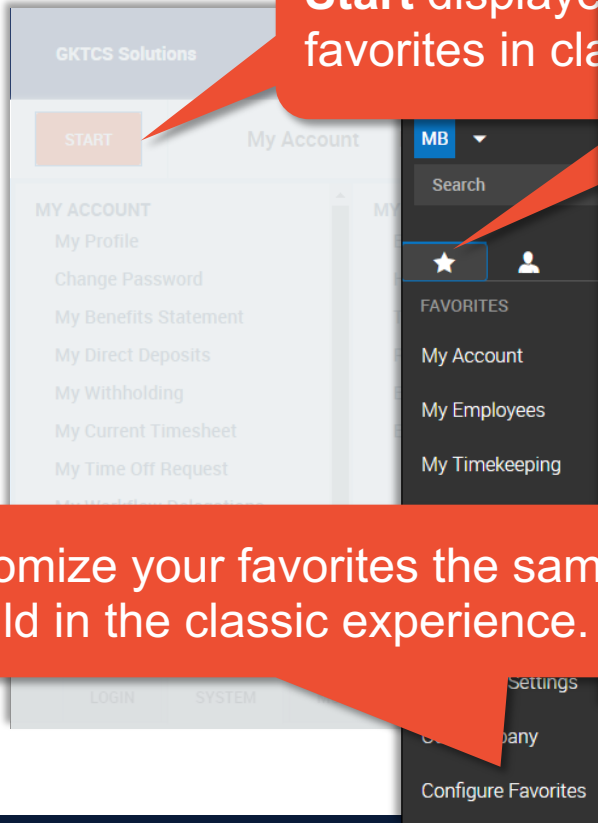
New UI Navigation

- Classic UI had a distributed horizontal layout.
- New UI has a consolidated vertical layout.



Start Menu

Start displayed in classic experience
favorites in classic experience



Start Widget Configuration

Name* Employee's Config (Max Blackburn)
Categories 9

My Account

To Do Add Photo

	LABEL	RESOURCE
1	My Profile	My Profile SET AS EXTERNAL LINK SET AS INTERNAL LINK
2	Change Password	Change Password SET AS EXTERNAL LINK SET AS INTERNAL LINK
3	My Benefits Statement	Benefits Statement SET AS EXTERNAL LINK SET AS INTERNAL LINK
4	My Direct Deposits	Direct Deposits SET AS EXTERNAL LINK SET AS INTERNAL LINK

Easily customize your favorites the same as you would in the classic experience.

My Account

New Customer Sandbox

START My Account My

My Actions >
My Benefits >
My Delegations
My Direct Deposits
My Forms >
My Goals
My Incidents
My Learning >
My Leave of Absence >
My Mailbox
My Open Absences

MB Search

Home My Das

MY INFO

- My Information >
- My Time >
- My Schedule >
- My Benefits >
- My HR >
- My Career >

Home

Annour

READ FIF 08/12/20

This information is now located in **My Info**.

Manage Tabs

New Customer Sandbox

START My Account My Employees Manage Time Manage Payroll

Manager-related items are now located under **Team**.

My Employees, Manage Time, and Manage Payroll all held manager-related items.

MB Search

Home

Home

Time

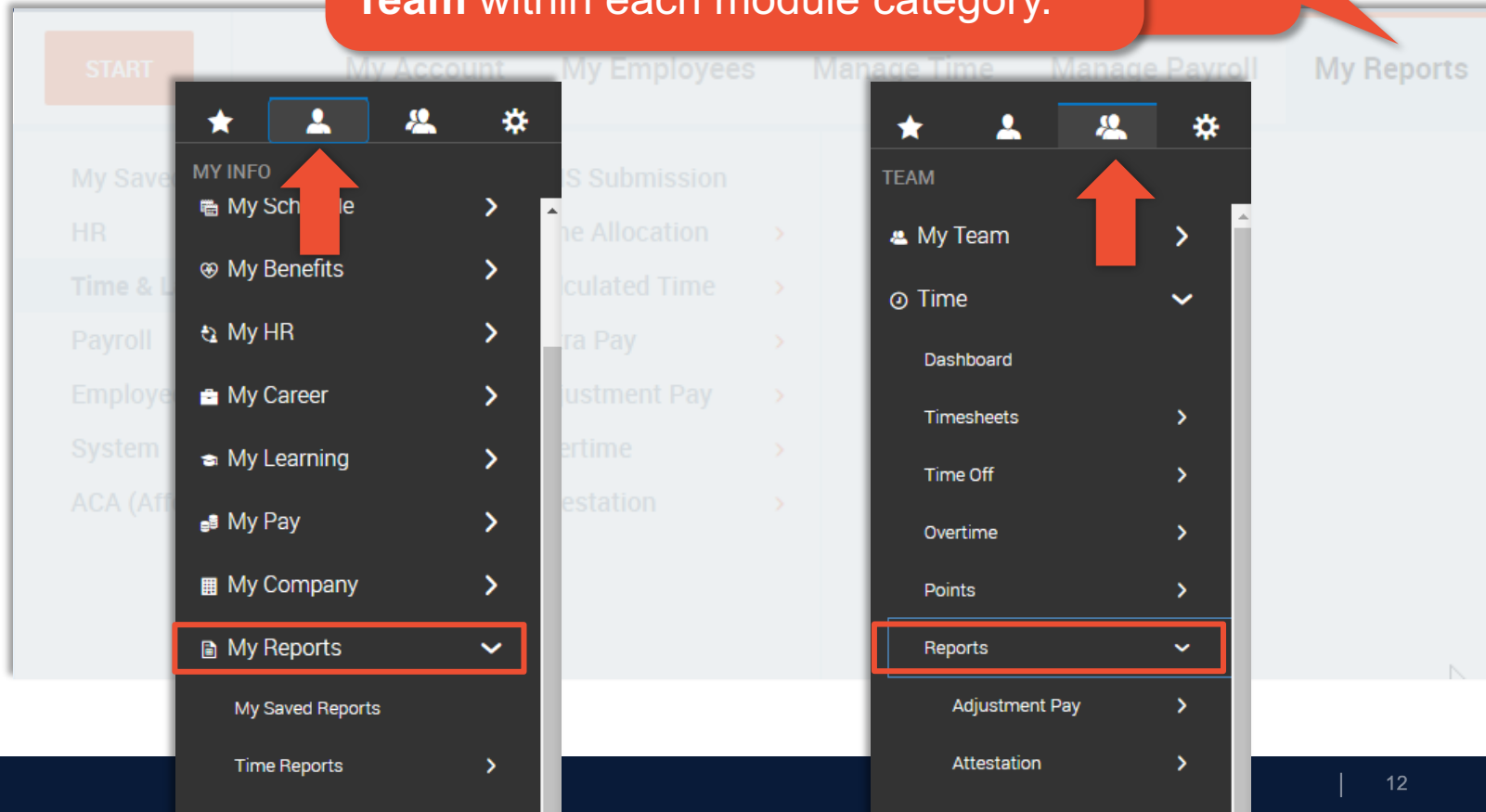
Accruals

Leave

Schedule

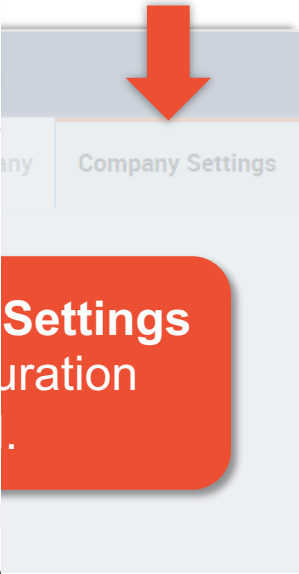
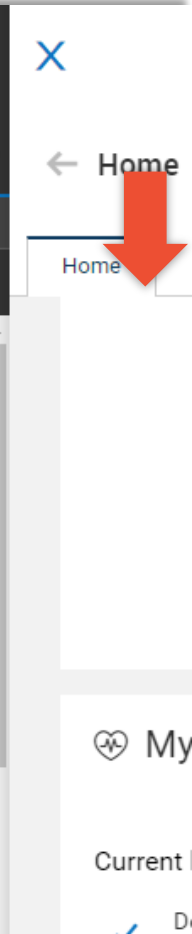
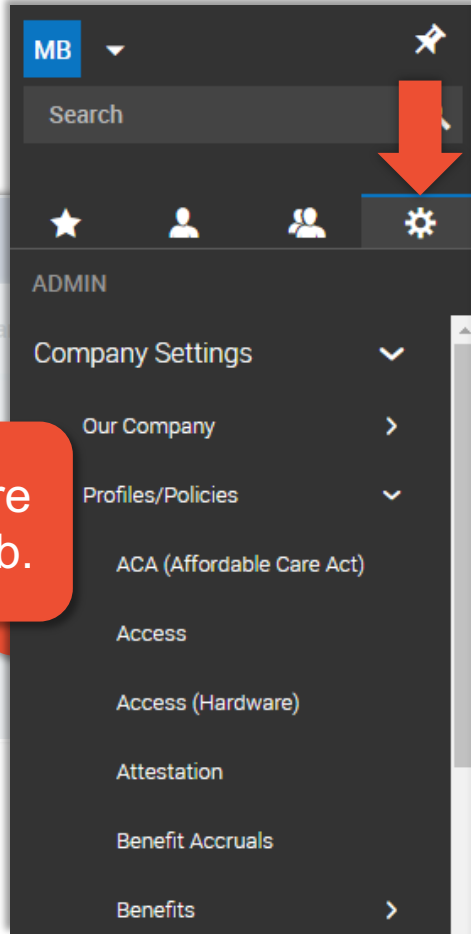
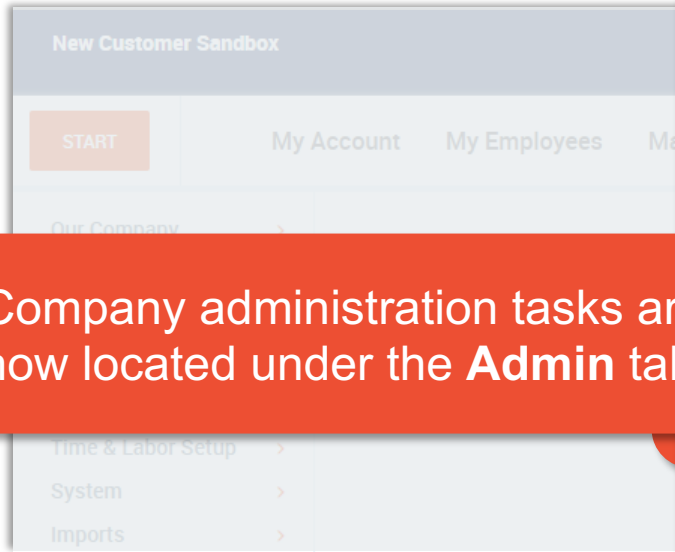
My Reports

These same reports are now found under **My Info**, or can be found under **Team** within each module category.



Company Settings

Company administration tasks are now located under the **Admin** tab.



Settings
uration

Search

Now located at the top
System **Search** was located
in upper right of screen.

The screenshot shows a software interface with a search bar at the top. The search bar contains the text "direct deposit". Below the search bar, a dropdown menu is open, displaying search results. The results are organized into sections: "Search" (with "direct deposit" listed), "Menu Results" (with "My Direct Deposits", "Direct Deposit Update", "Direct Deposits", "Direct Deposit Account Duplications", and "Employee Direct Deposits" listed), and "ACA (Affordable Care Act)", "Access", "Access (Hardware)", and "Attestation". The interface also includes a navigation bar at the top with "Community Help", "Feedback", and a user profile "Max Blackburn".

Community Help Feedback Max Blackburn 3 8 ?

direct deposit

Search

- direct deposit

Menu Results

- My Direct Deposits
 - My Account
- Direct Deposit Update
 - My Account > My Actions
- Direct Deposits
 - My Employees > Employee Payroll Maintenance
- Direct Deposit Account Duplications
 - My Employees > Employee Payroll Maintenance
- Employee Direct Deposits
 - Company Settings > Imports > Payroll

ACA (Affordable Care Act)

Access

Access (Hardware)

Attestation

Home

My E

Breadcrumbs

Now displayed upon hovering over page title.

The screenshot shows a web application interface with a breadcrumb trail. The page title is 'My Profile', and the breadcrumb trail is 'My Information > My Profile'. The breadcrumb trail is displayed upon hovering over the page title. The page also features a 'SAVE' button and a notification icon.

Base Compensation

CURRENT COMPENSATION		
	Amount \$	Hours
Annual	20,800.00	2080.00
Pay Period	800.00	80.00
Hourly	10.00	

AMOUNT \$	PER	HOURS	PER	PP IN YEAR	ANNUAL \$	EFFECTIVE FROM
10.00000	Hour	2080.00	Year	26	20,800.00	12/31/1900

Account Options

Community Help Feedback Max Blackburn New Window Logout

3 8 ?

MB Max Blackburn Sign Out New Window

Company Settings

Our Company

Profiles/Policies

ACA (Affordable Care Act)

Access

Access (Hardware)

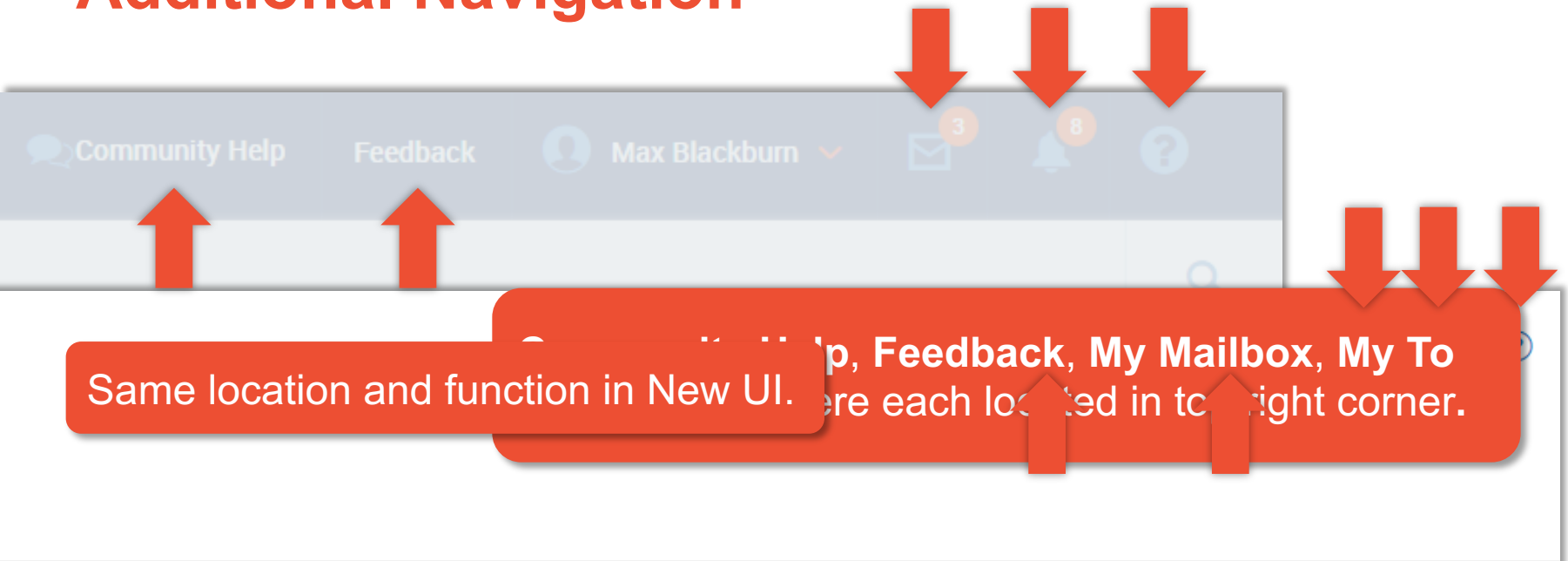
Home My Dashboard

Home

My Dashboard

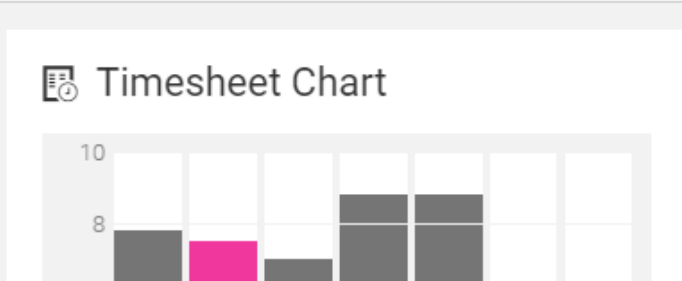
Same options now located at top of system menu.

Additional Navigation



View Timesheet

Aug 27
AM



Time Statistics

79.75 HRS PERIOD TOTAL



New UI Reporting

New UI Reporting Highlights

- Same general reporting options are available.
- With just a few clicks, add a visual element to your data using charts and graphs.

Classic vs. New UI

New Customer Sandbox

Community Help Feedback Max Blackburn 3 6 ?

START

MY TEAM

Community Help Feedback 5 6 ?

← Employee Information

HIRE TERMINATE REHIRE VIEW SELECTED ...

Page 1 of 4 1 - 10 of 34 Rows Saved: Cost Center 1 Columns (1) (1) ...

		Employee Id	Username	First Name	Last Name	Cost Centers(1)	Pay Type	In Payroll	Locked	# Employee Status	External
<input type="checkbox"/>		1000	Alan.Edwards	Alan	Edwards	St. Louis	Hourly	Yes	No	Active	
<input type="checkbox"/>		1028	Adil.Wilcox	Adil	Wilcox	Indianapolis	Hourly	Yes	No	Active	
<input type="checkbox"/>		1033	Anel.Harrell	Anel	Harrell	St. Louis	Hourly	Yes	No	Active	
<input type="checkbox"/>		1003	Amy.Decker	Amy	Decker	Chicago	Hourly	Yes	No	Active	
<input type="checkbox"/>		1004	Ben.Edwards	Ben	Edwards	St. Louis	Hourly	Yes	No	Active	
<input type="checkbox"/>		1005	Bruce.Giles	Bruce	Giles	Indianapolis	Hourly	Yes	No	Active	
<input type="checkbox"/>		1006	Chad.Small	Chad	Small	Indianapolis	Hourly	Yes	No	Active	
<input type="checkbox"/>		1027	Clair.Tillman	Clair	Tillman	Chicago	Hourly	Yes	No	Active	
<input type="checkbox"/>		1008	Curt.Gross	Curt	Gross	St. Louis	Hourly	Yes	No	Active	
<input type="checkbox"/>		1009	Danny.Holloway	Danny	Holloway	Chicago	Hourly	Yes	No	Active	

Pages and Rows

Same location, but rows per page option shown upon clicking Page.

Page

1

of 4

1 - 10 of 34 Rows

Rows on Page

10

1000

1028

1033

Saved Views

W
ri

Now located in upper left of screen next to pages and rows.

The screenshot shows a software interface with a table titled "Employee Information". The table has columns for "Employee Id", "User", "Name", and "Last Name". The first row is highlighted. A dropdown menu is open over the table, showing options: "[System]", "✓ Cost Center 1 (Default)", "Hourly Only", and "My saved views". A hand cursor is pointing at the "Cost Center 1 (Default)" option. In the background, there are filters for "PAY TYPE" (Hourly) and "IN PAYROLL" (Yes). A "VIEW" button is visible in the upper left corner of the interface.

Employee Id	User	Name	Last Name
1000	Al	Bruce	Edwards
1028	Ac	Chad	Wilcox
1033	Ar	Harrell	Harrell
1003	Ar	Decker	Decker
1004	Be	Edwards	Edwards
1005	Bruce.Giles	Bruce	Giles
1006	Chad.Small	Chad	Small
1027	Clair.Tillman	Clair	Tillman
1008	Curt.Gross	Curt	Gross
1009	Danny.Holloway	Danny	Holloway

Select Columns & Ellipsis

Select Columns allowed user to add or remove columns of information to the report

View settings and Export/Print options have also been relocated to the ellipsis menu.

Add/Remove columns offers same features, but is accessed via the ellipsis.

The screenshot displays a software interface with a table. The table has columns labeled 'EMPLOYEE', 'UTILITIES', and 'SPLIT V'. A dropdown menu is open, showing various options. The 'Add/Remove Columns...' option is highlighted with a mouse cursor. The menu also includes options like 'Refresh', 'Reset', 'Save View...', 'Save View As...', 'Manage Views...', 'Export...', 'Export Settings...', 'Print...', 'Deliver With Payroll...', and 'Manage Email Schedules...'. The table data includes rows with 'No' and 'Active' values.

ked	↓	↑ ↓ E
No		Activ
No		Activ
No		Activ
		Activ
		Activ
		Activ
		Activ
		Activ
No		Activ
No		Activ
No		Activ

Column Filters

A screenshot of a data table with three columns: LAST NAME, COST CENTERS(1), and PAY TYPE. The 'COST CENTERS(1)' column has a filter dropdown menu open, which is highlighted with a red box. The filter is currently set to '='. The table data is as follows:

LAST NAME	COST CENTERS(1)	PAY TYPE
Decker	Chicago	Hourly
Edwards	St. Louis	Hourly
Giles	Indianapolis	Hourly
Small	Indianapolis	Hourly
Tillman	Chicago	Hourly
Gross	St. Louis	Hourly

A screenshot of a data table with three columns: Last Name, Cost Centers(1), and Pay Type. The 'Cost Centers(1)' column has a filter dropdown menu open, which is highlighted with a red box. A red arrow points to the dropdown arrow icon in the table header. The filter is currently set to '='. The table data is as follows:

Last Name	Cost Centers(1)	Pay Type
Edwards	St. Louis	
Wilcox	Indianapolis	
Harrell	St. Louis	
Gross	St. Louis	
Holloway	Chicago	

Column filters were all visible at the top
Column filters now accessed via drop-down. Column regardless of use.

Column Filters

Sort ascending/descending

LAST NAME	COST CENTERS(1)	PAY TYPE
Edwards		
Wilcox	Indianapolis	Hourly
Harrell	St. Louis	Hourly
Decker	Chicago	Hourly
Edwards	St. Louis	Hourly
Giles	Indianapolis	Hourly
Small	Indianapolis	Hourly
Tillman	Chicago	Hourly
Gross	St. Louis	Hourly

Sort ascending/descending

Last Name	Cost Centers(1)	Pay Type
Edwards	St. Louis	
Wilcox	Indianapolis	
Harrell	St. Louis	
Decker	Chicago	
Edwards	St. Louis	
Giles	Indianapolis	
Small	Indianapolis	
Tillman	Chicago	

Column Filter: =

Sort Ascending ↑

Sort Descending ↓

Column Filters

Group results by this column

LAST NAME	COST CENTERS(1)	PAY TYPE
starts with	=	=
Edwards	St. Louis	Hourly
Wilcox	Indianapolis	Hourly
Harrell	St. Louis	Hourly
Decker	Chicago	Hourly
Edwards	St. Louis	Hourly
Giles	Indianapolis	Hourly
Small	Indianapolis	Hourly
Tillman	Chicago	Hourly
Gross	St. Louis	Hourly

Group results by this column

Cost Centers(1)	Pay Type
Edwards	St. Louis
Wilcox	Indianapolis
Harrell	St. Louis
Decker	Chicago
Edwards	St. Louis
Giles	Indianapolis
Small	Indianapolis
Tillman	Chicago
Gross	St. Louis
Holloway	Chicago

Column Filter

Clear Filter

=

CANCEL APPLY

Sort Ascending ↑

Sort Descending ↓

Remove

Group

Column Settings...

Column Filters

The image shows a data table with three columns: LAST NAME, COST CENTERS(1), and PAY TYPE. Each column has a filter dropdown menu. A red callout bubble points to the 'X' icon on the COST CENTERS(1) filter, with the text "Remove column".

LAST NAME	COST CENTERS(1)	PAY TYPE
Edwards	St. Louis	Hourly
Wilcox	Indianapolis	Hourly
Harrell	St. Louis	Hourly
Decker	Chicago	Hourly
Edwards	St. Louis	Hourly
Giles	Indianapolis	Hourly
Small	Indianapolis	Hourly
Tillman	Chicago	Hourly
Gross	St. Louis	Hourly

A context menu is open over the table, showing options: Clear Filter, Column Filter (with a dropdown showing "="), CANCEL, APPLY, Sort Ascending ↑, Sort Descending ↓, Remove, Group, and Column Settings... A red callout bubble points to the "Remove" option, with the text "Remove column".

Column Filters

LAST NAME	COST CENTERS(1)	PAY TYPE
Edwards	St. Louis	Hourly
Wilcox	Indianapolis	Hourly
Harrell	St. Louis	Hourly
Decker	Chicago	Hourly
Edwards	St. Louis	Hourly
Giles	Indianapolis	Hourly
Small	Indianapolis	Hourly
Tillman	Chicago	Hourly
Gross	St. Louis	Hourly

Last Name	Cost Centers(1)	Pay Type
Edwards	St. Louis	
Wilcox	Indianapolis	
Harrell	St. Louis	
Decker	Chicago	
Edwards	St. Louis	
Giles	Indianapolis	
Small	Indianapolis	
Tillman	Chicago	
Gross	St. Louis	
Holloway	Chicago	

Column Filters

Quickly set value filters on multiple columns by clicking the pill icon.

Filters ×

Global **Column**

[Clear Filters](#)

Employee Id
=

Username
=

First Name
starts with

Last Name
starts with

Cost Centers(1)
=

Pay Type
=

In Payroll
All

Locked
All

Employee Status

Columns (1)	Employee Status	External
	Active	
	Active	
	Active	
	Active	
	Active	
	Active	
	Active	
	Active	
	Active	
	Active	
	Active	

Charts & Graphs

The screenshot displays a web application interface for managing a team. At the top, there is a navigation bar with 'MY TEAM' and utility links like 'Community Help' and 'Feedback'. Below this, a breadcrumb trail shows '← Employee Information'. A pagination control indicates 'Page 1 of 1' and '1 - 34 of 34 Rows'. The main content is a table with columns for Employee ID, Username, First Name, Last Name, Cost Centers, Pay Type, and In Pay. A context menu is open over the table, showing options: 'Data Only', 'Charts Only', and 'Charts & Data' (which is highlighted by a mouse cursor). The table data includes employees like Alan Edwards, Adil Wilcox, and Amy Decker, among others.

Employee Id	Username	First Name	Last Name	Cost Centers(1)	Pay Type	In Pay
1000	Alan Edwards	Alan	Edwards	St. Louis	Hourly	
1028	Adil Wilcox	Adil	Wilcox	Indianapolis	Hourly	
1033	Anel Harrell	Anel	Harrell	St. Louis	Hourly	
1003	Amy Decker	Amy	Decker	Chicago	Hourly	
1004	Ben Edwards	Ben	Edwards	St. Louis	Hourly	
1005	Bruce Giles	Bruce	Giles	Indianapolis	Hourly	
1006	Chad Small	Chad	Small	Indianapolis	Hourly	
1027	Clair Tillman	Clair	Tillman	Chicago	Hourly	
1008	Curt Gross	Curt	Gross	St. Louis	Hourly	
1009	Danny Holloway	Danny	Holloway	Chicago	Hourly	
1010	David Rivers	David	Rivers	Indianapolis	Hourly	Yes
1011	Elliot Weaver	Elliot	Weaver	St. Louis	Hourly	Yes
1012	Fred Ford	Fred	Ford	Chicago	Hourly	Yes
1013	Grace Kent	Grace	Kent	Indianapolis	Hourly	Yes
1014	George Scott	George	Scott	St. Louis	Hourly	Yes
1015	Helen Key	Helen	Key	Indianapolis	Hourly	Yes
1016	Lily McBride	Lily	McBride	Chicago	Hourly	Yes
1017	Lucy Bray	Lucy	Bray	Indianapolis	Hourly	Yes
1018	Luis Melton	Luis	Melton	St. Louis	Hourly	Yes
1019	Mario Moses	Mario	Moses	Chicago	Hourly	Yes
1020	Mary Neal	Mary	Neal	Chicago	Hourly	Yes
1021	Mike Turner	Mike	Turner	Chicago	Hourly	Yes
1022	Omar Peterson	Omar	Peterson	Chicago	Hourly	Yes

Charts & Graphs

MY TEAM

Community Help Feedback

Employee Information

HIRE TERMINATE REHIRE VIEW SELECTED

Page 1 of 4 1 - 10 of 34 Rows Saved: Cost Center 1

	Employee Id	Username	First Name	Last Name	Cost Centers(1)	Pay Type	In Payroll	Locked	Employee Status	External
<input type="checkbox"/>	1000	Alan Edwards	Alan	Edwards	St. Louis	Hourly	Yes	No	Active	
<input type="checkbox"/>	1028	Adil Wilcox	Adil	Wilcox	Indianapolis	Hourly	Yes	No	Active	
<input type="checkbox"/>	1033	Anel Harrell	Anel	Harrell	St. Louis	Hourly	Yes	No	Active	
<input type="checkbox"/>	1003	Amy Decker	Amy	Decker	Chicago	Hourly	Yes	No	Active	
<input type="checkbox"/>	1004	Ben Edwards	Ben	Edwards	St. Louis	Hourly	Yes	No	Active	
<input type="checkbox"/>	1005	Bruce Giles	Bruce	Giles	Indianapolis	Hourly	Yes	No	Active	
<input type="checkbox"/>	1006	Chad Small	Chad	Small	Indianapolis	Hourly	Yes	No	Active	
<input type="checkbox"/>	1027	Clair Tillman	Clair	Tillman	Chicago	Hourly	Yes	No	Active	
<input type="checkbox"/>	1008	Curt Gross	Curt	Gross	St. Louis	Hourly	Yes	No	Active	
<input type="checkbox"/>	1009	Danny Holloway	Danny	Holloway	Chicago	Hourly	Yes	No	Active	

Employee Id by Cost Centers(1)

Cost Center	Count
St. Louis	12
Chicago	13
Indianapolis	9

Employee Id by Pay Type

Pay Type	Count
Hourly	25

Select Charts

Add Chart

Print

Charts & Graphs

The screenshot displays a dashboard interface with a central bar chart titled "Employee Id by Pay Type". The chart shows two categories: "Hourly" with a value of 26 and "Salaried" with a value of 8. The Y-axis is labeled "Employee Id" and ranges from 0 to 30. The X-axis is labeled "Pay Type".

Below the chart, there is a legend indicating that the green color represents "Employee Id".

To the right of the chart is an "Edit Chart" configuration panel. The panel is divided into three sections:

- Chart Type ***: Contains icons for bar, grouped bar, line, pie, and grid charts.
- Data**:
 - Category (X-axis) *: "Pay Type" (dropdown)
 - Show as a stacked chart:
 - Metric (Y-axis) *: "Employee Id" (dropdown)
 - Value Calculation *: "Count" (dropdown)
- Chart Display**:
 - Category Title (X-axis):
 - Metric Title (Y-axis):
 - Category Labels (X-axis):
 - Data Labels (Y-axis):
 - Title *: "Employee Id by Pay Type" (text input)

At the bottom of the "Edit Chart" panel are "CANCEL" and "SAVE" buttons.

Charts & Graphs

MY TEAM

← Employee Information

Page 1 of 4

Employee Id by Cost Centers(1)

Category	Metric	Value Calculation
St. Louis 12	Employee Id	Count
Chicago 13	Employee Id	Count
Indianapolis 9	Employee Id	Count

Edit Chart

Chart Type *

- Stacked Bar
- Bar
- Line
- Pie
- Table

Data

Category *
Cost Centers(1)

Metric *
Employee Id

Value Calculation *
Count

Chart Display

- Category Title
- Metric Title
- Category Labels
- Data Labels

Title *

Employee Id by Cost Centers(1)
Employee Id by Cost Centers(1)

CANCEL **SAVE**



Dashboards

Classic Dashboard

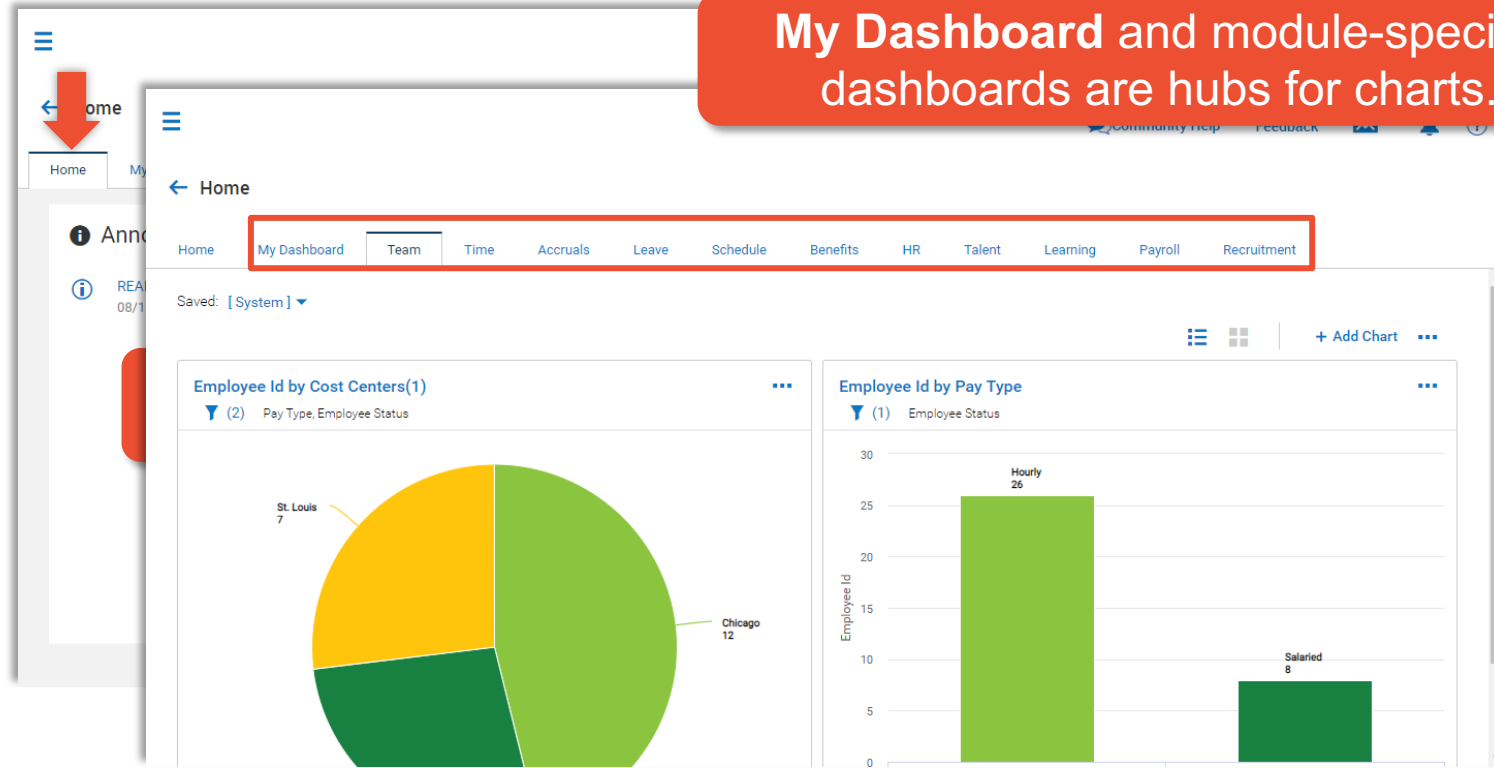
The screenshot shows a software dashboard interface. On the left is a dark sidebar menu with a search bar at the top. Below the search bar are icons for a star, a person, a group of people, and a gear. The menu items include: TEAM, My Team, Time, Accruals, Leave, Schedule, Benefits, HR, Talent, Learning, Recruitment, Home, and Dashboard. Two red arrows point to the 'Home' and 'Dashboard' items at the bottom of the menu. The main dashboard area has a top navigation bar with 'Community Help', 'Feedback', and notification icons (6 and 42). Below this is a 'Dashboard' header with a 'REFRESH' button. The main content area is divided into sections: 'Start', 'My Saved Reports', and 'Timesheets Awaiting My Approval'. The 'My Saved Reports' section contains a table with columns for Report Category, Report Name, and Saved As Name. The 'Timesheets Awaiting My Approval' section is partially visible at the bottom.

Classic Dashboard experience available at bottom of menu.

Home is the New UI dashboard experience.

New UI Dashboard (HOME)

My Dashboard and module-specific dashboards are hubs for charts.





Employee and Manager Experience

Employee Self Service



Employee Home widgets designed to meet employees' most common needs.

A screenshot of an Employee Self Service dashboard. The interface includes a navigation menu with a hamburger icon and a 'Home' link. Below the navigation, there are two tabs: 'Home' and 'My Dashboard'. The main content area is divided into four widgets: 1. 'Clock' widget showing the date 'Thursday, Oct 3', the time '04:21 PM', and the time zone '[EDT]'. It has 'CLOCK IN' and 'CLOCK OUT' buttons. 2. 'My Pay' widget showing '8 days till next payment' with a progress bar. 3. 'My Benefits' widget showing a list of current benefits: 'Dental', 'Medical', and 'Vision', each with a checkmark. 4. 'Announcements (1)' widget showing a 'READ FIRST!' announcement dated '08/12/2019 02:45 pm'. A 'Life Change Event' link is visible at the bottom of the dashboard.

☰

← Home

Home My Dashboard

Clock [View Timesheet](#)

Thursday, Oct 3

04:21 PM

[EDT]

[CLOCK IN](#) [CLOCK OUT](#)

My Pay [View Pay History](#)

8 days till next payment

My Benefits [View Benefits](#)

Current benefits

- ✓ Dental
- ✓ Medical
- ✓ Vision

[Life Change Event](#)

Announcements (1)

[READ FIRST!](#)
08/12/2019 02:45 pm

Employee Self Service

A screenshot of an Employee Self Service dashboard. The interface features a dark sidebar on the left with a search bar and a list of navigation items under the heading 'FAVORITES'. The main content area displays a clock showing 'Thursday, Oct 3 04:59 PM [EDT]' and 'You clocked out at 04:27pm', along with a '8 days till next payment' progress bar and a 'READ FIRST!' notification. A red callout box with white text points to the 'FAVORITES' section in the sidebar.

AE

Search

FAVORITES

My Account

- My Profile
- My Current Timesheet
- My Time Off Request
- My Schedule
- Change Password
- My Direct Deposits
- My Tax Information
- My Pay Statements
- My Paycheck Simulator

Configure Favorites

Home Dashboard

Home

As always, Favorites may be configured to support frequently accessed employee tasks.

Thursday, Oct 3
04:59 PM
[EDT]
You clocked out at 04:27pm

CLOCK IN

CLOCK OUT

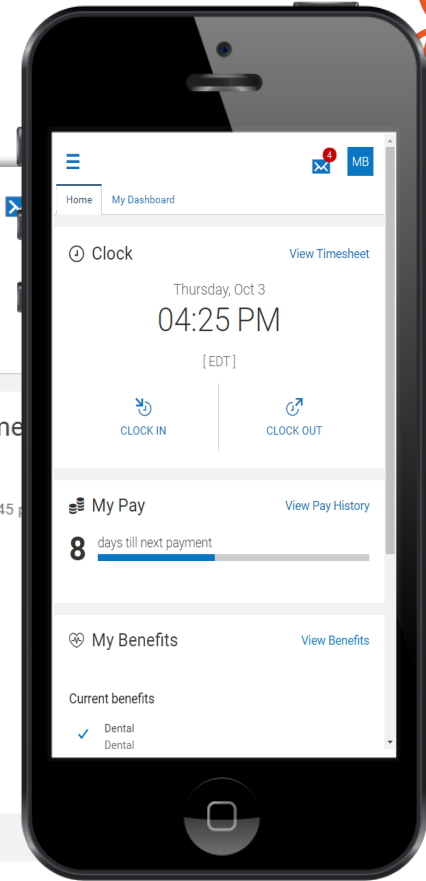
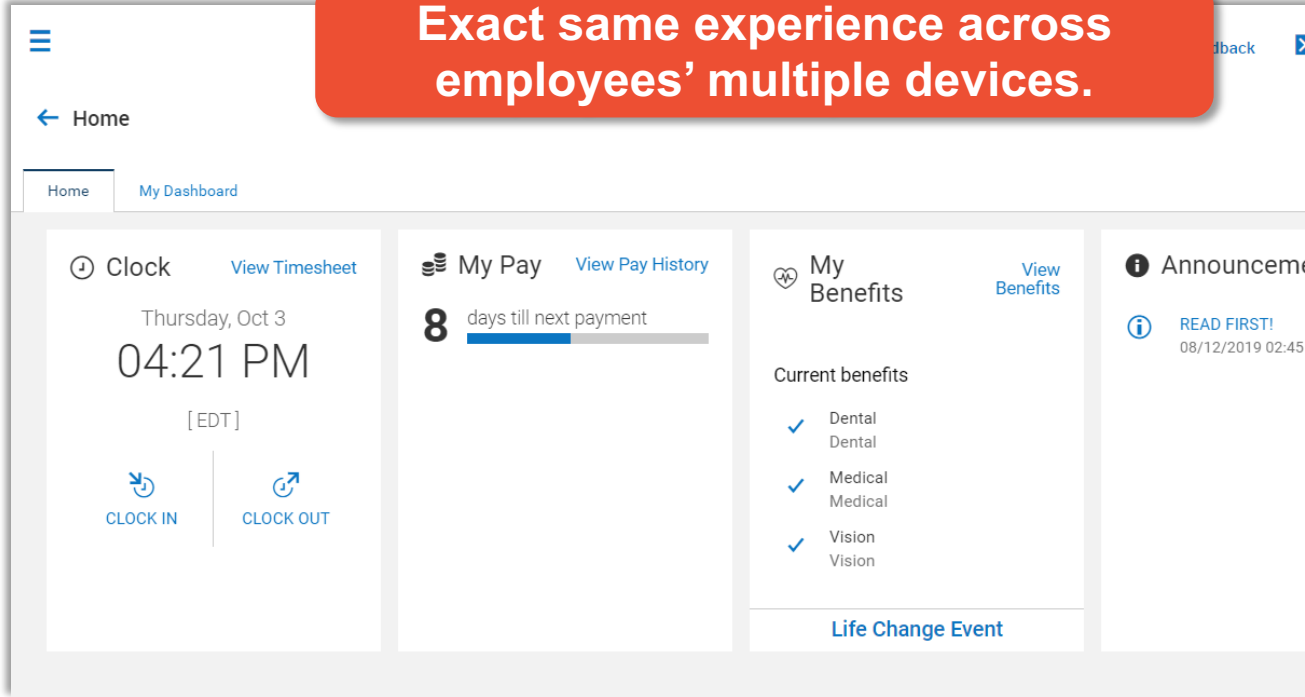
8 days till next payment

READ FIRST!
08/12/2019 02:45 pm

Employee Self Service



Exact same experience across employees' multiple devices.



Employee Self Service

Intuitive experience guides employees' actions.

The desktop interface displays a 'MY TIME' page with a left sidebar containing 'Timesheet', 'Time Entry', 'Calc Detail', 'Calc Summary', 'Counters', and 'Summary By Day'. The main content area shows a calendar for 'Sep 23 - Oct 6' with a 'Raw Total' of 83.12 hrs. Below this, a table lists time entries for 'MON Sep 23' (9.60 hrs) and 'TUE Sep 24' (8.90 hrs). The 'TUE Sep 24' entry is expanded to show two time slots: 07:36 am to 12:19 pm (4.72 hrs) and 12:46 pm to 04:57 pm (4.18 hrs). The cost center is 'St. Louis/Dept 200'. Buttons for 'SAVE', 'SUBMIT', and 'CHANGE REQUEST' are visible at the top right of the main area.

The mobile interface shows a 'MY TIME' page with a 'Timesheet' tab and a 'Time Off' section. A 'Request' dropdown is set to 'Vacation', and a 'START REQUEST' button is prominent. Below is a calendar for 'SEP 2019' with a date picker for '09/19/2019'. A 'Schedule' bar at the bottom shows a blue bar for the selected date, with '(8.00hrs)' below it. A small orange icon of a person is in the top right corner of the overall image.

Manager Self Service



← My To Do Items MASS APPROVE MASS REJECT

Rows On Page: 20 3 Rows Refresh Data Full Screen | Default | Settings Select Columns Export

<input type="checkbox"/>	To Do Type	Description	Created
<input type="checkbox"/>		<p>Manager</p> <p>Employee: Alan Edwards (1000) Time Off: Vacation From: 09/25/2019 (Wednesday) To: 09/26/2019 (Thursday) Consolidated Time Off Hours:</p> <p>REJECT APPROVE</p>	09/10/2019 11:08a
<input type="checkbox"/>	Workflow: Timesheet	<p>Approve Level 1</p> <p>Employee: Anel Harrell (1000) Pay Period: Biweekly Date: 09/09/2019 - 09/26/2019</p> <p>APPROVE REJECT</p>	
<input type="checkbox"/>	Workflow: Timesheet Change Request	<p>Manager</p> <p>Employee: Alan Edwards (1000) Request Type: Modify Punch Out Requested On Date: 09/26/2019 Date: 09/23/2019-10/06/2019 New Value: 05:30p</p> <p>REJECT APPROVE</p>	10/02/2019 08:19p

All To-Do items can be completed or investigated from the To-Do page.

Manager Self Service



TIME

Time Off Request

SEP 2019 TODAY

START REQUEST

MON	TUE	WED	THU	FRI	SAT	SUN
26	27	28	29	30	31	1
			5			
9	10	11	12			
16	17	18	19			

Vacation (8.00 hrs)

Vacation

SEP 19, 2019

DELETE

Submitted On: SEP 19, 2019

Status: New

Amount: 8.00 hrs

APPROVE REJECT

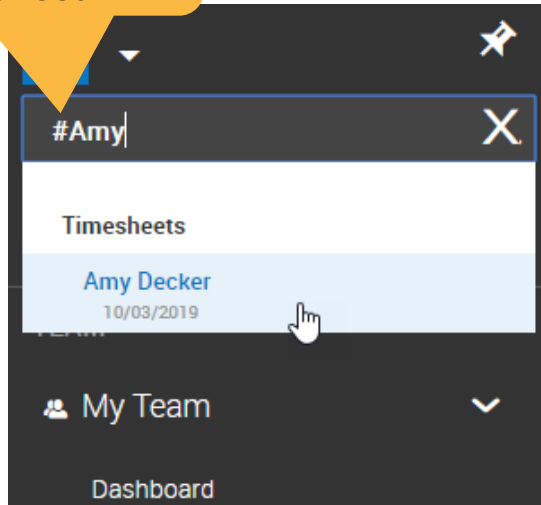
To-Do items can easily be completed in context, too.

Manager Self Service

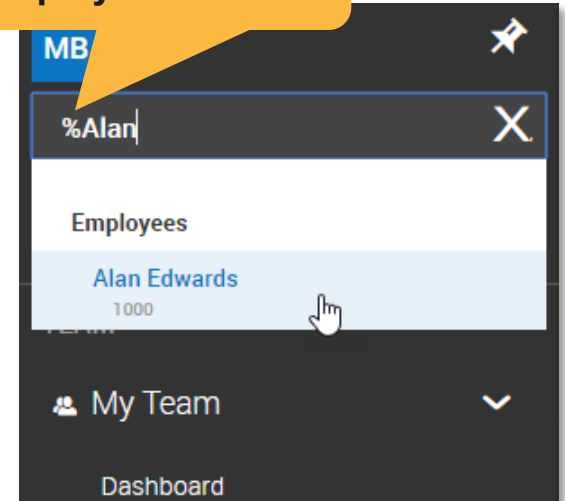


Search shortcuts allow for quick navigation to desired information.

Type # before a name to access that employee's current timesheet.



Type % before a name to access that employee's record.



Manager Self Service

