



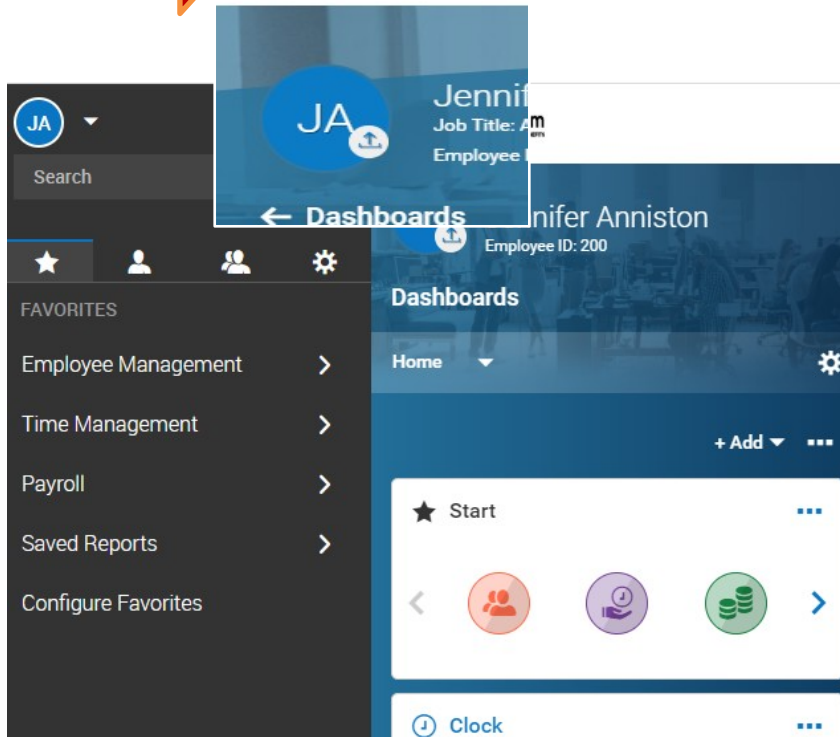
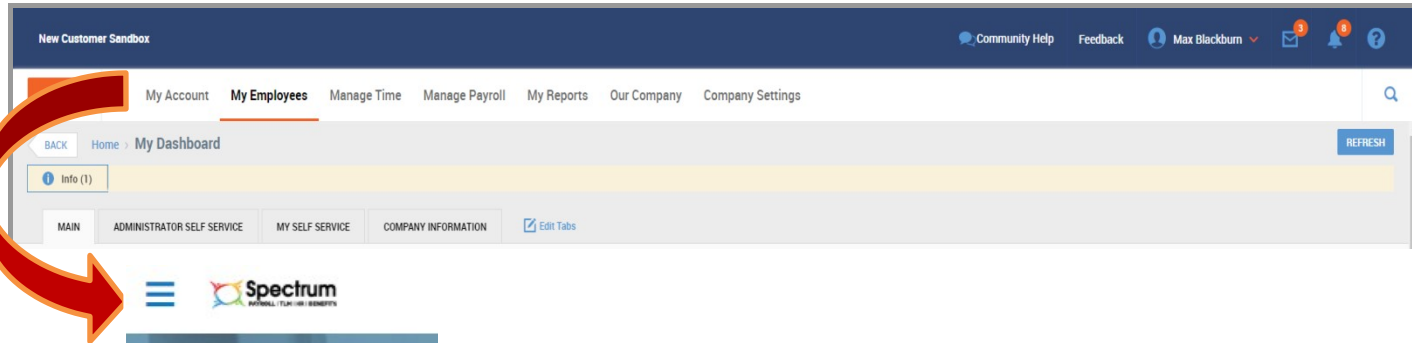
New UI Webinar

A screenshot of the Spectrum HR system dashboard. At the top, a blue header bar contains the user's profile: a circular avatar with "JA" and a plus sign, the name "Jennifer Anniston", and job details: "Job Title: Accounts Payable - LEB Testing, Default", "Employee ID: 200", and "Hire Date: 03/01/2020 (3 Months, 18 Days)". Below the header is a navigation bar with "Dashboards" and "Home" (selected) with an "Edit Tabs" option. The main content area has a "Start" section with three circular icons: a red one with two people, a purple one with a person and a speech bubble, and a green one with three coins. Below this are three widgets: "Clock" showing "Friday, Jun 19 12:40 PM [EDT]" with "CLOCK IN", "CLOCK OUT", and "CHANGE COST CENTER" buttons; "My Pay" showing "6 days till next payment" with a progress bar; and "Timesheet Chart" showing a grid with "Hours" on the y-axis (0-10) and an empty x-axis.

Why New UI??

- User Friendly - Less Training and Explanation
- Consolidated - Cleaner look with more space dedicated to needed Info and less to options
- Responsive - Consistent experience across all devices

Menus

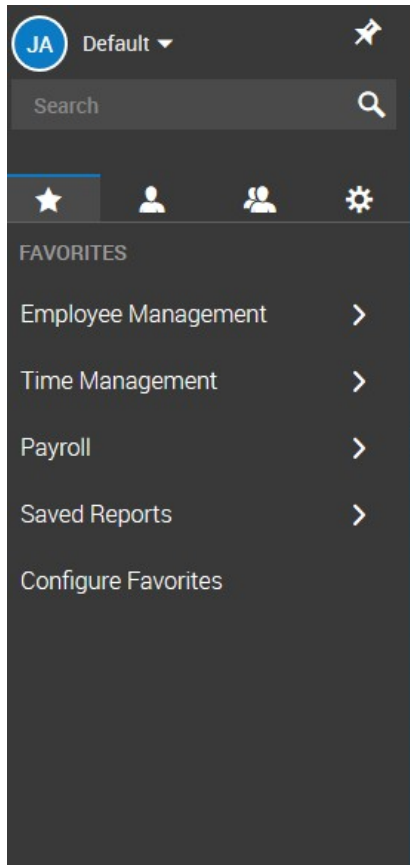


Menus moved from top to
Left Side - Consolidated
vertical layout

Quick links convert to
Favorites

Reports can be found
under Team and My Info
tab

Customize Favorites



Start Widget Configuration

Name* Employee's Config (Jennifer Anniston)
Categories 4

Employee Management

Category Color (New UI only)* #FF6C4C

Category Image* Icon (New UI Only) Photo

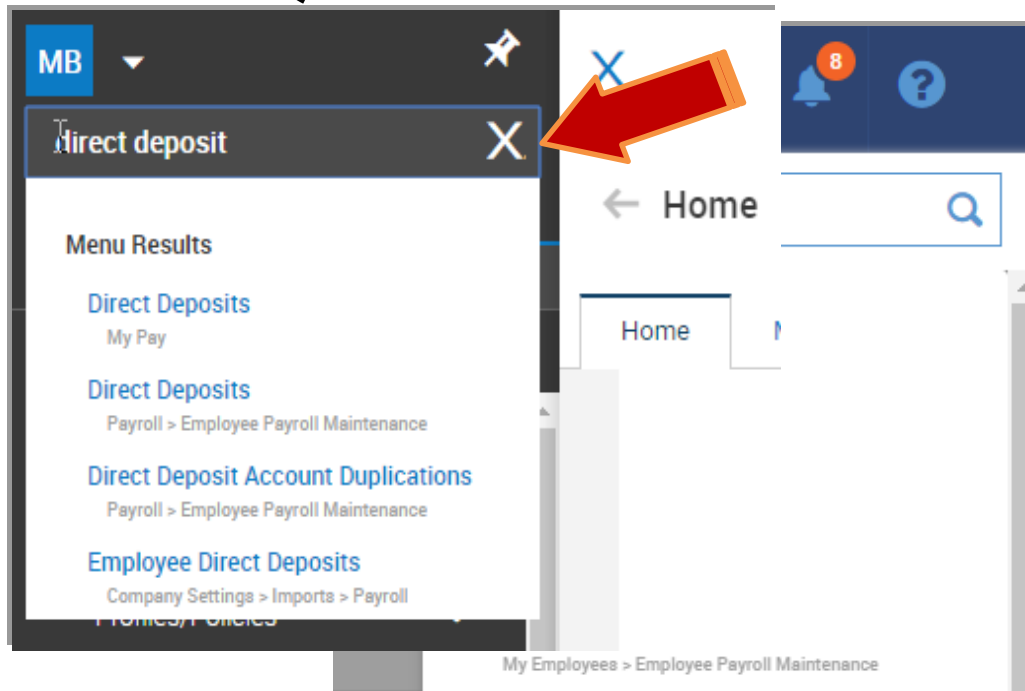
Select Icon

LABEL		RESOURCE
Employee Information		<input type="button" value="SET AS EXTERNAL LINK"/> <input type="button" value="SET AS INTERNAL LINK"/> Employee Information
Password Reset		<input type="button" value="SET AS EXTERNAL LINK"/> <input type="button" value="SET AS INTERNAL LINK"/> Password Reset
Password Unlock		<input type="button" value="SET AS EXTERNAL LINK"/> <input type="button" value="SET AS INTERNAL LINK"/> Password Unlock

Favorite
Menus are
customizable

Click on
Configure
Favorites and
search under
Set As
Internal Link

Quick Search



Quick Search moved from right to left in menu.

Quickly find Employees Profile
Timesheets
Reports

Account Options

The image shows a screenshot of a web application interface. On the left, a dark sidebar contains a user profile section with a blue circle containing 'JA' and a dropdown menu labeled 'Default'. The dropdown menu is open, showing options: 'Jennifer Anniston', 'Sign Out', 'New Window', 'MY EIN', 'Default' (with a checkmark), and 'The Sweet Shop'. Below this are 'Payroll', 'Saved Reports', and 'Configure Favorites'. The main content area shows a 'Spectrum' logo, a 'Dashboard' header with a left arrow, a 'Home' button, and a 'Start' button with a star icon. A notification bar at the top right has icons for messages (3), notifications (8), and help. A 'REFRESH' button is visible in the bottom right of the dashboard area.

Easily Switch EIN's or open a new window

Column Filters

Page 1 of 2 1 - 10 of 14 Rows Saved: [Sys] Feedback

HIRE TERMINATE REHIRE VIEW

Columns (1) (1)

Employee Id	Badge	Position	Employee Status	External Id
starts with	=			
CC100001				
CC100002				
CC100003				
CC100004				
CC100006				
CC100009				
CC100014				
CC100031	lo	Sales Person		
CC100058	lo	Administrator		
CC100061	lo	Administrator		
	lo	Administrator		
	es	Administrator		
	lo	Sales Person		
	es	Supervisor		
	lo	Estimating		
	lo	Electrical		
	lo	Technician		

Column Filter

Clear Filter

=

CANCEL APPLY

Sort Ascending ↑

Sort Descending ↓

Remove

Group

Column Settings...

Sort Ascending/descending, group columns or sort for specific name or type.

Employee Information

Use Employee Quicklinks to navigate to Timesheet, Paystatements, ect

← Employee Profile



DOWNLOAD PDF

SAVE



Billy Horschel



Employee ID: 00115 | Hired Date: 28 Jan, 2009 (11 Years, 4 Months, 22 Days) | Job Title: Golf Professional, Default

New Look

Main | Payroll | HR | Schedules | Edit Tabs

JUMP TO

Account Information

Two-Factor Authentication

Profiles

Managers

Workflow Delegation

Cost Centers

Accruals

Points

Employee Contracts

Leave of Absence

Personal Information

Account Information

EIN

Default

Primary EIN

Default

Username *

bhorschel

External Id

New Password

Salutation

Nickname

First Name *

Billy

Middle

Suffix

First Screen

[Security Profile Default]

(Language & Format)

Company Default

Time Zone

Central

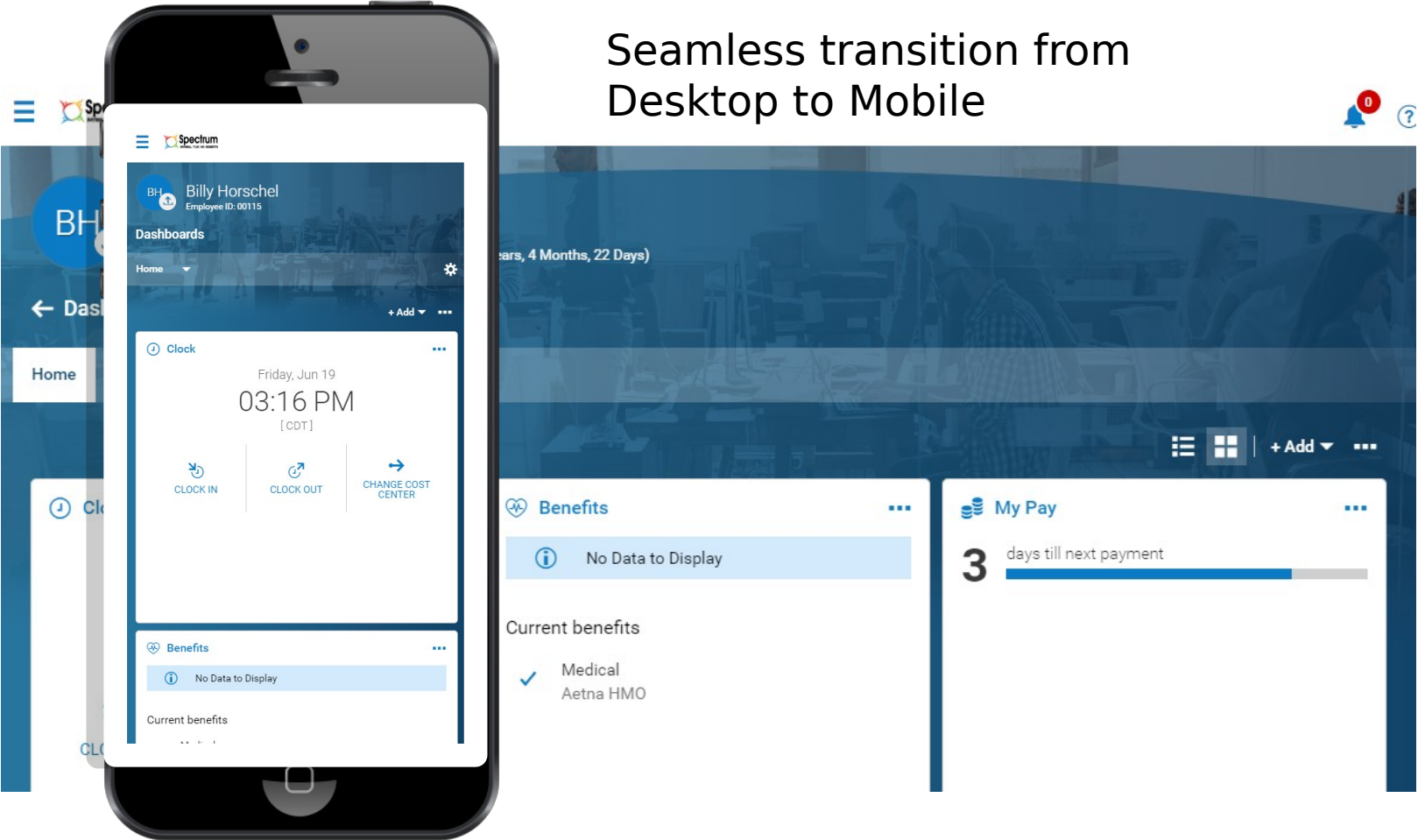
User Must Change Password at Next Logon

Locked

Use Jump To for quick navigation and easily move sections

Employee Self Service

Seamless transition from Desktop to Mobile



Employee Request

Intuitive experience guides employees' actions.

Timesheet | Time Off

Request | History | Balances

← Time Off Request

Time Off Type

Vacation

∨ Accrued Balances Details

Jun 20, 2020 Vacation ∨

7.16 days **3.37** days **3.79** days **0.00** days **0.00** days
Current Accrued Current Balance Taken Scheduled Pending Approval

← JUN 2020 ▶ TODAY

START REQUEST

SAT	SUN	MON	TUE	WED	THU	FRI
30	31	1	2	3	4	5
	⊘	⊘				
6	7	8	9	10	11	12
	⊘	⊘				
13	14	15	16	17	18	19
	⊘	⊘				
20	21	22	23	24	25	26

Manager Self Service

My To Do Items 8 My Checklists 0

← My To Do Items

Page 1 of 2 1 - 5 of 8 Rows

Select all (0/0)

REJECT **APPROVE**

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

Y (0) ...

JM Approve/Reject Time Off Request
Administrative Leave
Created Jun 19, 2020, 3:30 pm

BD Approve/Reject Time Off Request
Sick
Created Jun 19, 2020, 2:47 pm

BD Approve/Reject Time Off Request
Sick
Created Jun 19, 2020, 2:47 pm

SW Approve/Reject Time Off Request
Administrative Leave
Created Jun 19, 2020, 2:42 pm

DG Approve/Reject Time Off Request
Administrative Leave
Created Jun 19, 2020, 2:42 pm

Approve/Reject Time Off Request

JM

[View Time Off Counts](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

Manager 1 Location

Fund Home Department

Position Category Attorney

Created	Jun 19, 2020, 3:30 pm	Time Off
Date	Jun 19, 2020	Total Hours 4.00

My Learning and Reports

**“#employeename”
current timesheet
“%employeename”
directly to employees
record**

TA

Search

MY INFO

- My Information
- My Time
- My Schedule
- My Benefits
- My HR
- My Career
- My Pay
- My Company
- My Reports
- Help

My Learning

Download Documentation

Online Documentation

My Learning

Search courses, content and more...

Home

My Learner Dashboard

My Learning

Get Started on Your Learning
Do you want direction on what to learn next? Click the button below to view our Learning Plans.

SHOW MY LEARNING PLANS

Browse for Learning
Do you want to pick and choose what to learn next? Click the button below to browse for content in your learning catalogs.

BROWSE MY LEARNING

Need Help?
Are you new to My Learning and need help getting started? Click the button below to view our Help resources.

SHOW HELP RESOURCES

New My Learning can help with items like, Running reports, resetting passwords, editing timesheets and much more!

Thank you for your time!
Please reach out to your
account manager with any
questions!



[https://
spectrumemployeeservices.com](https://spectrumemployeeservices.com)