

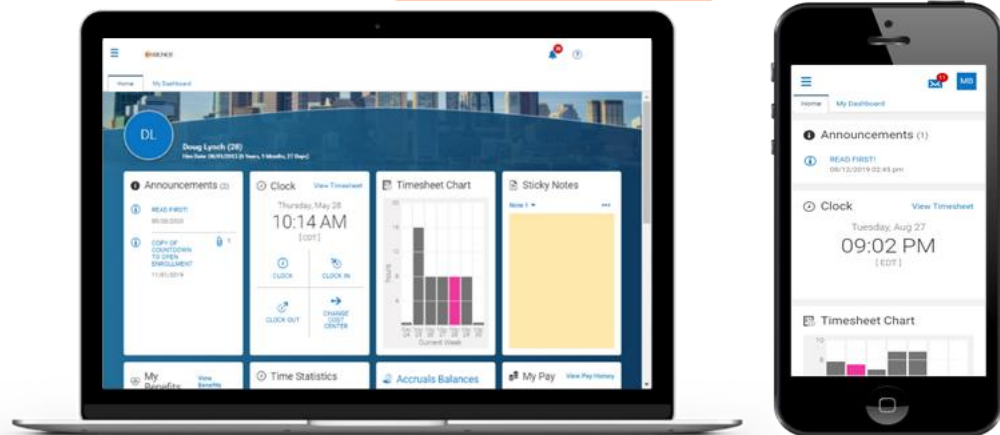
New UI Navigation Quick Guide for Employees

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.

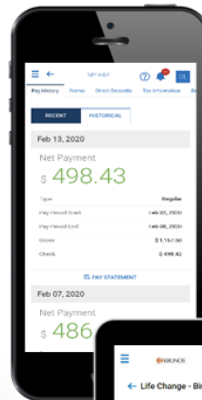
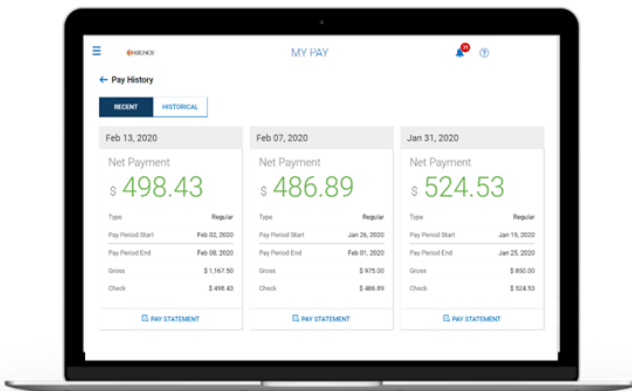
Desktop and Mobile Parity

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.

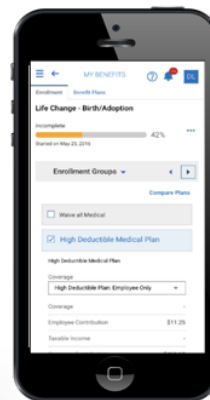
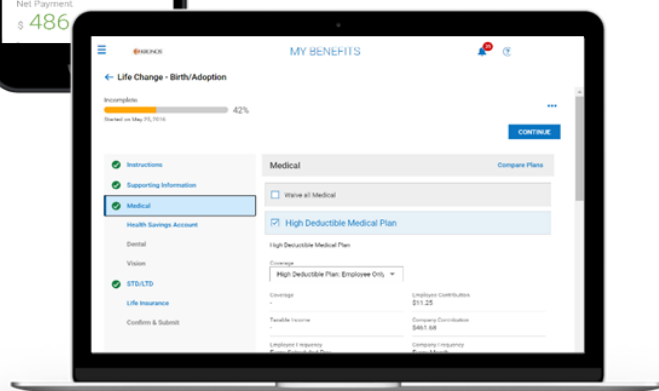
Dashboard Landing



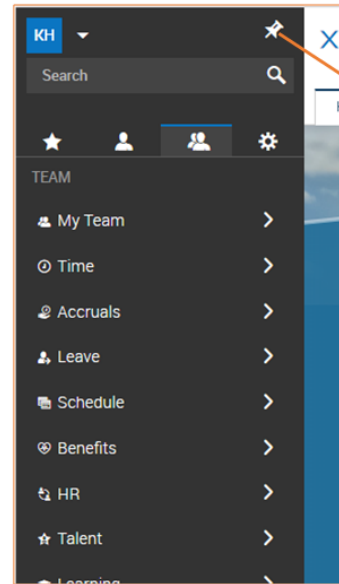
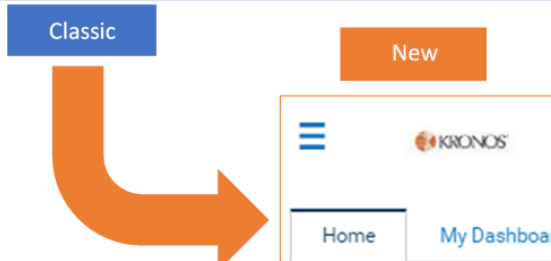
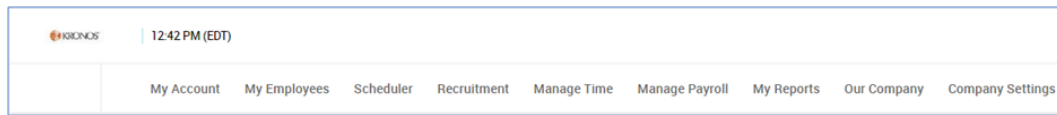
Pay Statements



Benefit Enrollment



The Menu

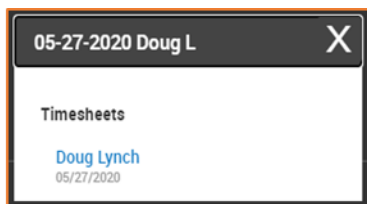
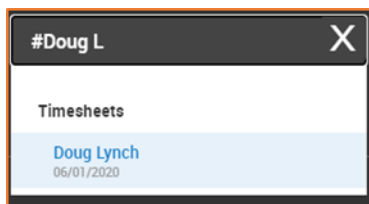
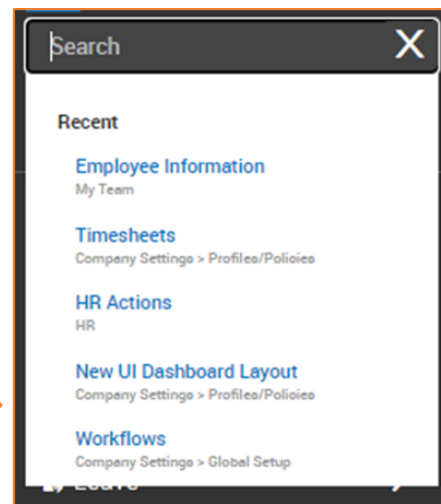
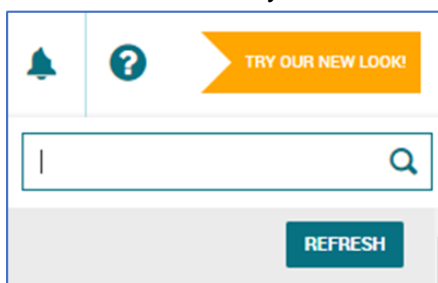


The Menu can be pinned to stay open in the window you are working in.

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/collapse 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 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 save 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, completing benefit enrollments, submitting time off and tracking pay days.

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

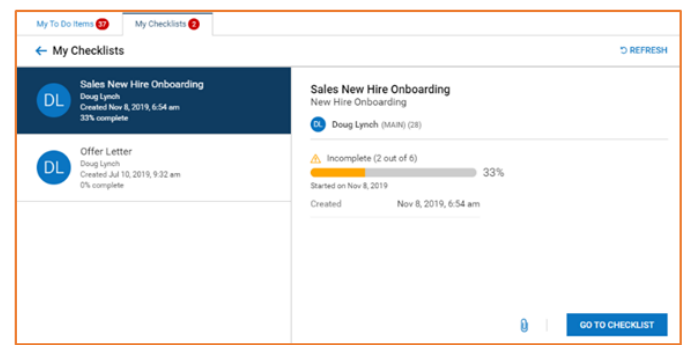
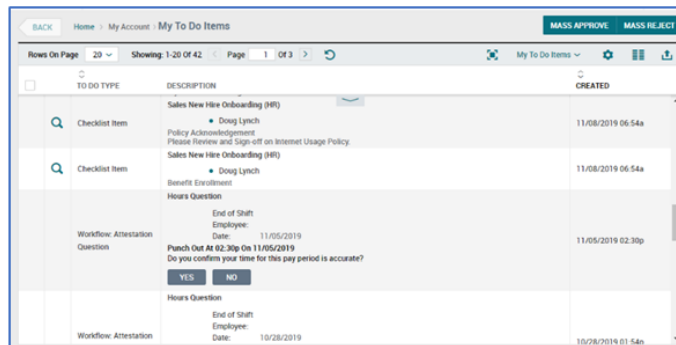
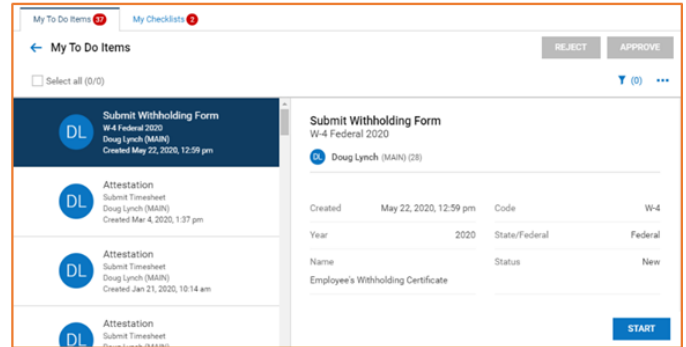
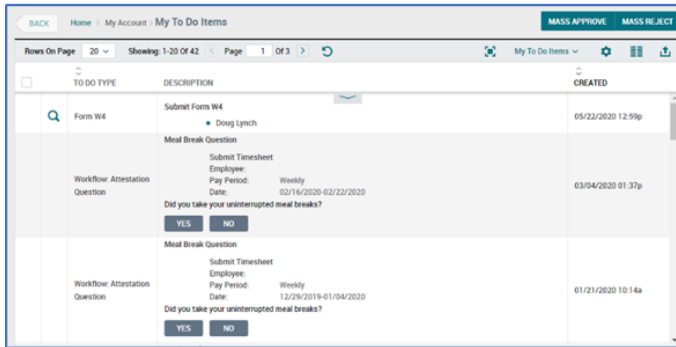
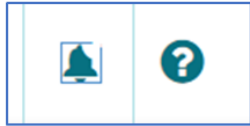
ADMIN NOTE:

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.

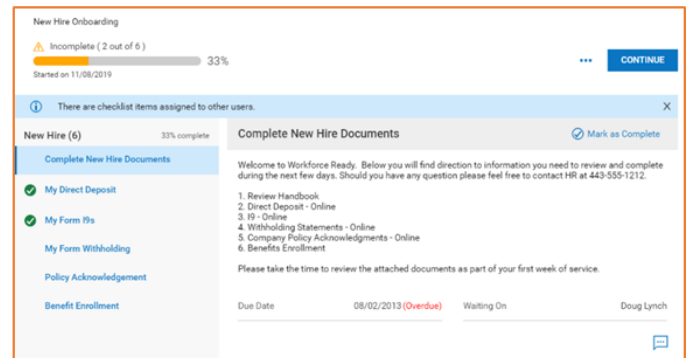
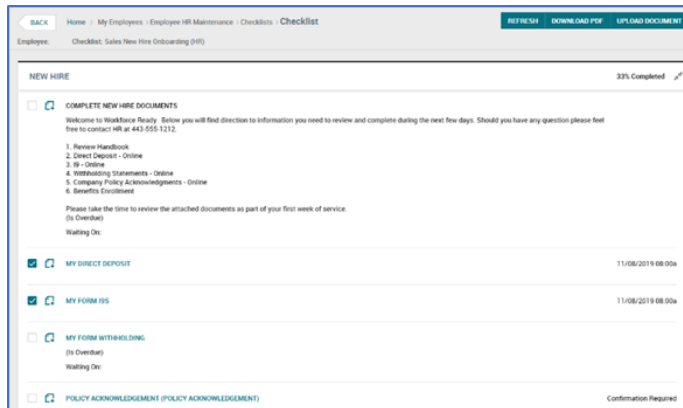


Mailbox- To Do Items and Checklists

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.

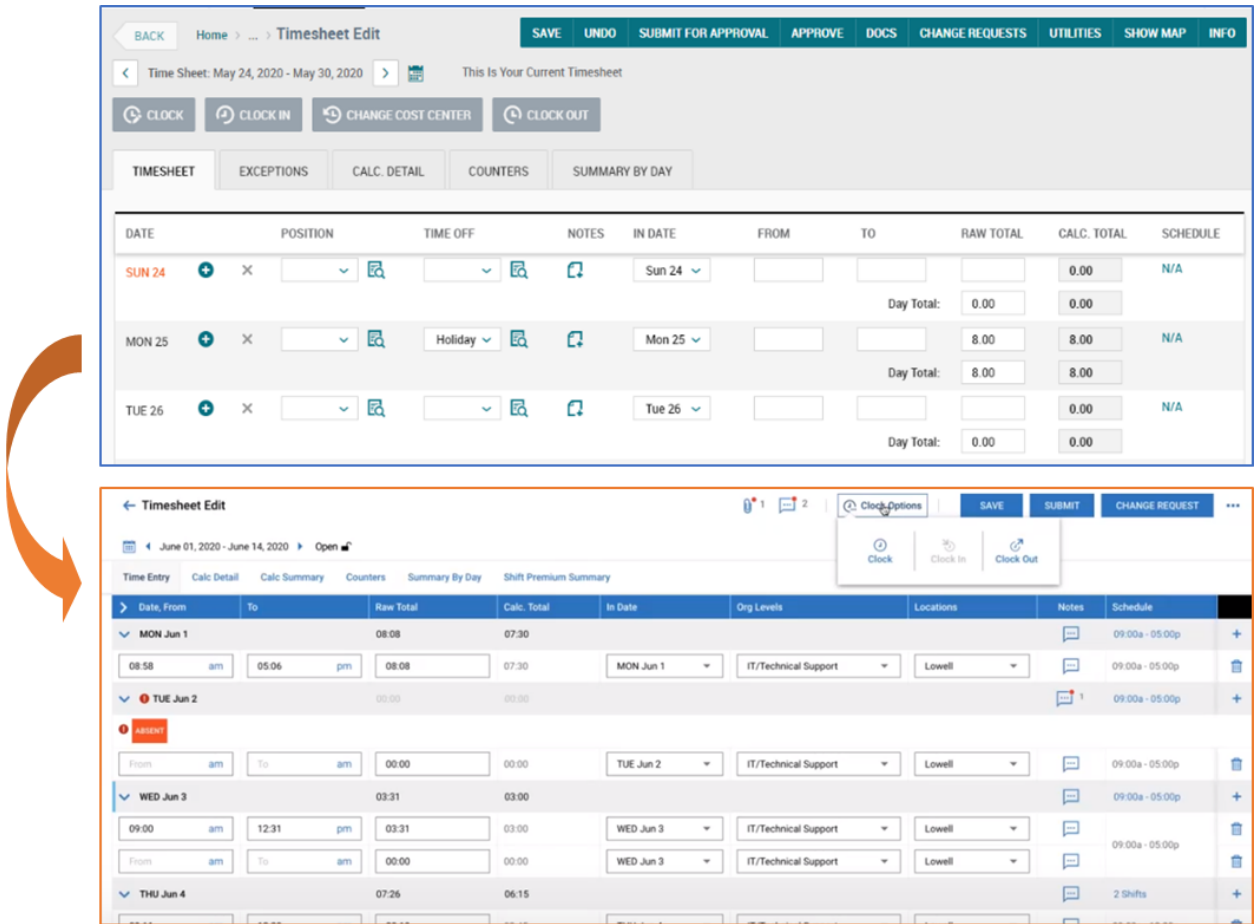


The new Checklist Wizard allows for easier completion checklist items and clearer completion progress information. These wizards are available for other tasks such as Benefit Enrollment, Payroll and HR Actions.



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




Time Off Requests

TIME OFF	ACCURUED TO	CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SCH	PENDING APPROVAL	PROJECTED BALANCE
Personal	Hrs: 0.00 Days: 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
SICK	Hrs: 0.00 Days: 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Vacation	Hrs: 0.00 Days: 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00

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 Type: Vacation

Accrued Balances Details

Vacation

0.00 days Current Accrued | 0.00 days Current Balance | 0.00 days Taken | 0.00 days Scheduled | 0.00 days Pending Approval | 0.00 days Projected Balance

Calendar: MAY 2020 | TODAY | START REQUEST

Request Time Off

Time Off: Vacation | Request Type: Full Day

Date: 05/13/2020 | Total: 8.00

Projected balance: [CALCULATE]

Start Balance: 0.00 | End Balance: -8.00

COMMENT

[CANCEL] [SUBMIT REQUEST]



Benefits Enrollment and Changes

Benefit Enrollment and Changes are easier than ever with the New UI. From the improved progress tracking functionality to the extended list of plan comparison factors, the New UI makes submitting these changes easy for the employee. They can even complete this on the go using the mobile app!

Benefits Change Request

DOUG LYTCH: Life Change Event (Birth/Adoption) | New

INSTRUCTIONS | SUPPORTING INFORMATION | **MEDICAL** | HEALTH SAVINGS ACCOUNT | DENTAL | VISION | LIFE INSUR

WAIVE THIS OPTION

OPTIONS	DESCRIPTION	EMPLOYEE COST	TAXABLE INCOME	COMPANY CONTRIBUTION	FREQUENCY	SPOUSE	DEPENDENTS	COM
<input type="checkbox"/> High Deductible Medical Plan	High Deductible Plan offers lower paycheck contributions but higher cost when you use services	\$11.25	-	\$461.68	Every Scheduled Pay			
<input type="checkbox"/> High Deductible Medical Plan	High Deductible Plan offers lower paycheck contributions but higher cost when you use services + 1	\$25.00	-	\$888.02	Every Scheduled Pay			

Identify: Yes Required No

Compare Options

PLAN ATTRIBUTES	PLAN COMPARISON		
Plan	United Health Care High Deductible Plan: Employee Only	Blue Cross Blue Shield Employee Only	United Health Care Premium Choice Plan: Employee Only
Premium	\$11.25	\$15.00	\$15.00
Taxable Income	-	-	-
Frequency	Every Scheduled Pay	Every Scheduled Pay	Every Scheduled Pay
Coinsurance	20%	15%	10%
Deductible	\$1,000	\$1,000	\$500
Out of pocket maximum	\$3,500	\$2,500	\$2,500
Office visit	\$25	Primary \$25, Specialist \$40	\$20

CANCEL



Life Change - Birth/Adoption

Incomplete 42% | Started on May 23, 2016 | CONTINUE

- Instructions
- Supporting Information
- Medical**
- Health Savings Account
- Dental
- Vision
- STD/LTD
- Life Insurance
- Confirm & Submit

Medical | Compare Plans

Waive all Medical

High Deductible Medical Plan

High Deductible Medical Plan

Coverage: High Deductible Plan: Employee Only

Employee Contribution: \$11.25

Company Contribution: \$461.68

Employee Frequency: Every Scheduled Pay

Company Frequency: Every Month

Compare Plans - Results

Coverage Amount	Employee Contribution
High Deductible Medical Plan - High Deductible Plan: Employee Only	High Deductible Medical Plan - High Deductible Plan: Employee Only \$11.25
Blue Cross Blue Shield - Employee Only	Blue Cross Blue Shield - Employee Only \$15.00
Premium Choice Plan - Premium Choice Plan: Employee Only	Premium Choice Plan - Premium Choice Plan: Employee Only \$15.00

Employee Frequency	Company Contribution
High Deductible Medical Plan - High Deductible Plan: Employee Only Every Scheduled Pay	High Deductible Medical Plan - High Deductible Plan: Employee Only \$461.68
Blue Cross Blue Shield - Employee Only Every Scheduled Pay	Blue Cross Blue Shield - Employee Only \$601.30
	Premium Choice Plan - Premium Choice

BACK | OK



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!

The screenshot shows the old 'My Profile' interface. It has a top navigation bar with 'My Account', 'My Employees', 'Manage Time', 'My Reports', 'Our Company', and 'Company Settings'. Below this is a breadcrumb trail: 'Home > My Account > My Profile'. There are tabs for 'MAIN', 'PAYROLL', and 'HR'. The main content area is divided into several sections: 'ACCOUNT DEMOGRAPHICS', 'ACCOUNT INFORMATION' (with fields for Salutation, First Name, Middle, Last Name, Suffix, Locale, and Username), 'BASE COMPENSATION' (with a table for current compensation), 'PERSONAL INFORMATION' (with fields for National ID, Social Security Number, Employee ID, Primary Email, and various phone numbers), 'ADDRESS' (with fields for Country, Street, Zip, City, and State), and 'BADGES'. A 'RECOMMEND' button is visible in the address section. The bottom of the screen shows a taskbar with various application icons and a system clock showing 12:53 PM.



The screenshot shows the new 'Employee Profile' interface. It has a top navigation bar with 'My Profile', 'Contacts', and 'Notification Preferences'. Below this is a breadcrumb trail: '← Employee Profile'. There are tabs for 'Main', 'Payroll', and 'HR'. The main content area is divided into a 'JUMP TO' sidebar on the left and a 'Personal Information' section on the right. The sidebar lists: 'Personal Information', 'Account Demographics', 'Account Information', 'Badges', 'Base Compensation', 'Account Contacts', 'Dates', 'Managers', 'Accruals', 'Cost Centers', and 'Biometrics'. The 'Personal Information' section has fields for Employee ID, Primary Email, and three phone numbers (Work, Home, Cell) with dropdown menus for area codes and radio buttons for 'Primary'. Below this is the 'National ID' section with fields for Primary National ID and Social Security Number. The 'Address' section has fields for Country, Street, Zip, City, and State. A 'Separate Mailing Address' checkbox is also present. The bottom of the screen shows the 'Account Demographics' section.

