3993 Huntingdon Pike, Suite 110
Huntingdon Valley, PA 19006
(215) 947-9800
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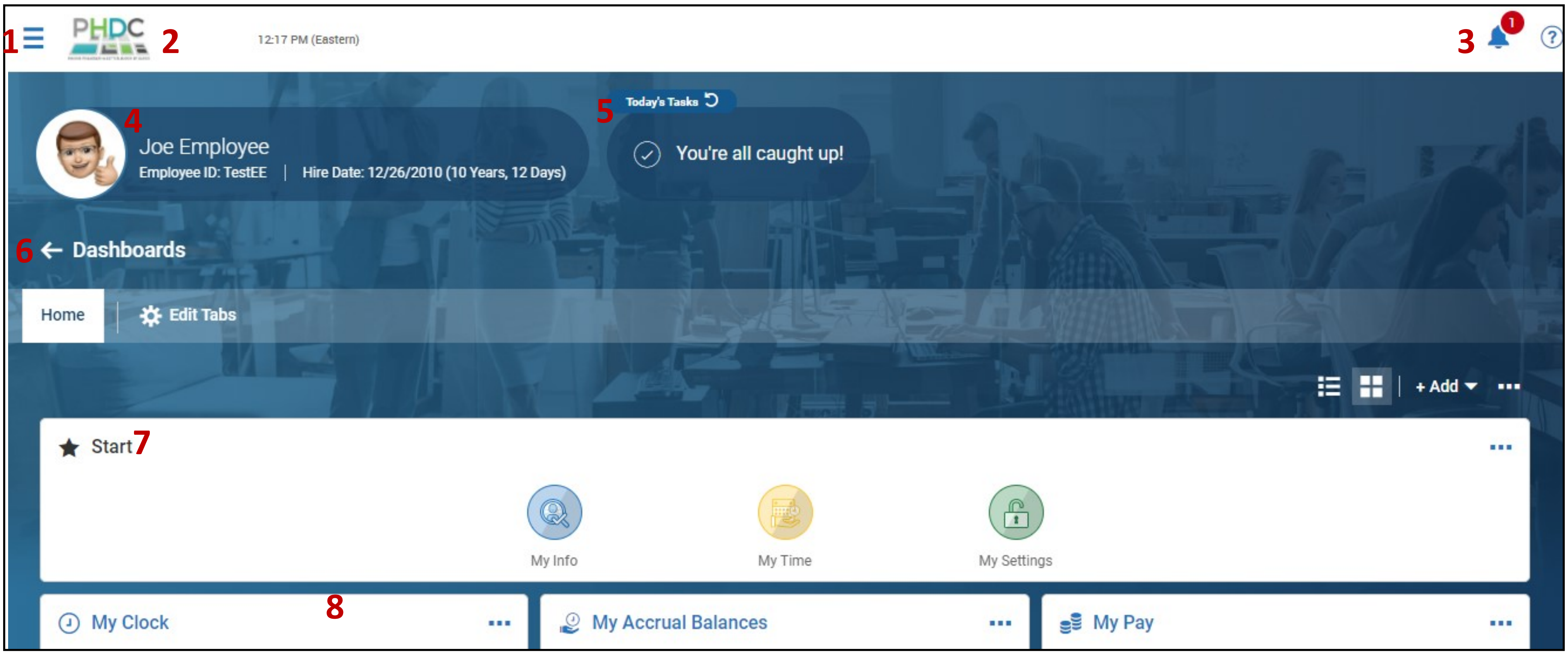
The Dashboard:

This dashboard has been set up to provide most of the information and links that you will need within one or two clicks. Most of the functions you will use most often can be accessed here without going into the main menu. These next pages will go over the different parts of this dashboard.

Home Dashboard

1) "Hamburger" menu: Clicking on these three lines opens the main menu. This menu gives access to all the items the user has permission to access.
2) Company Logo: Clicking on this logo will always bring you back to this dashboard from wherever you are.
3) Mailbox: Clicking this bell will open your mailbox. The mailbox contains your To Do items, your Notifications, and any Checklist Items assigned to you.
4) User bubble: This area shows information about the person who is logged in. Clicking here will open the person's profile.



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Home Dashboard (cont.):

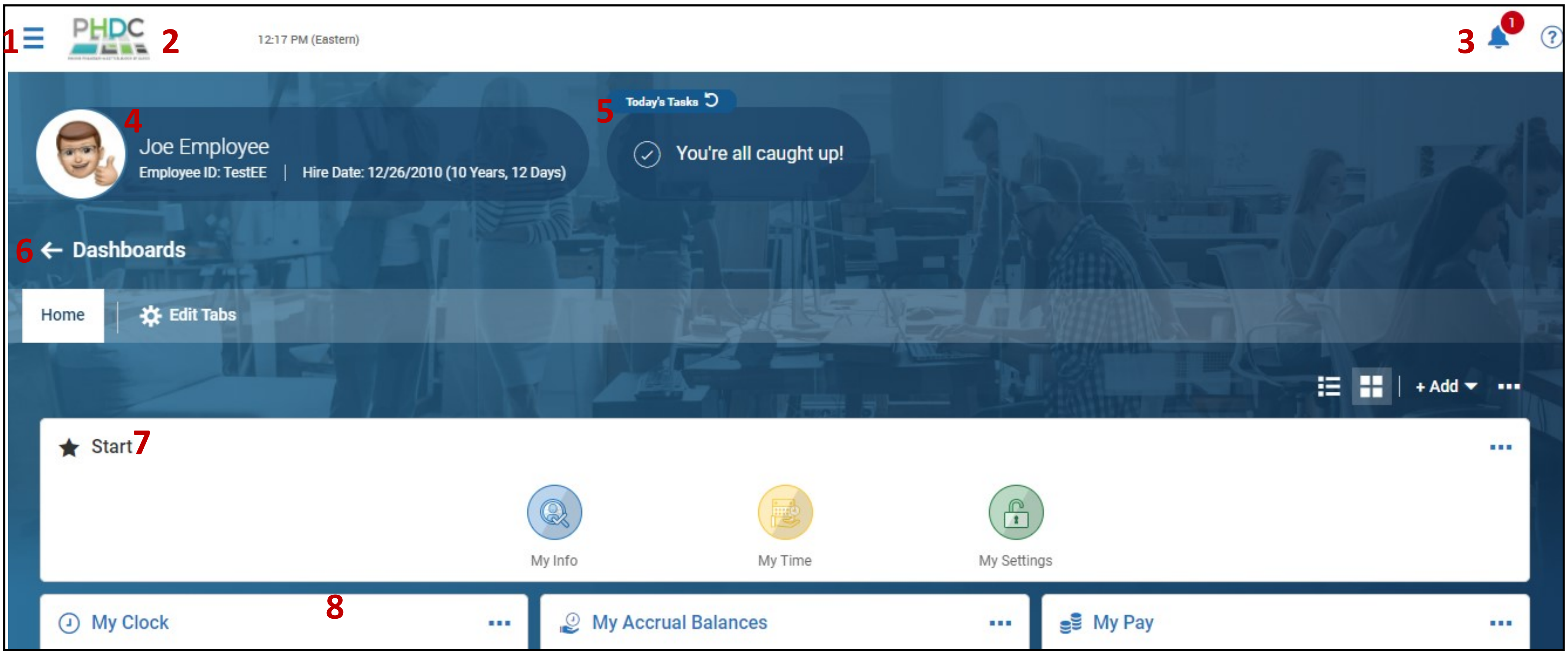
5) Today's Tasks: This bubble shows at a glance information relevant for today. New To Do items that need your attention and other alerts will appear here. Click on the alert to go to a page that will give you more details and allow you to complete the task.

6) Back Button and Page Title: The arrow here will take you back to the last screen you were on. The title here will tell you which page you are on.

7) Start Menus: Each of these icons will open a different menu of useful links.

8) Dashboard Widgets: The various "widgets" here that aggregate information and actionable items.

***The next section will describe the different Start menu links and Dashboard widgets available to you.



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Start Menu Links:

<u>My Info</u>

My Profile: This link will take you to your account details. Here you can update your personal contact information as necessary.

My Pay Statements: This link will allow you to view your current and previous pay statements. You can also download PDFs of your pay stubs here as well.

My Direct Deposits: You can verify your direct deposit information here. You must contact your manager if you would like to add or change an account.

My Tax Information: Will allow you to review your current tax settings. Contact your manager if you would like to make a change.

My W2s: This link will allow you to access your W2 forms.

My Benefit Plans: Will show you your currently elected benefits.

My HR Actions: Will show the HR actions available to you. Currently there are actions to add or update your direct deposit information and update your personal information.

<u>My Time</u>

Current Timesheet: This link will take you to your current timesheet.

Previous Timesheet: This link will take you to a list of your past timesheets.

Request Time Off: You may use this link to request time off

Request Overtime: This link will let you request approval for Overtime from you manager.

My Time Off Calendar: This link will allow you to see your future and past time off in a calendar format.

<u>My Settings</u>

Change Password: This link will let you change your password.

Change Security Question: This will let you change your security question. This question is used to allow you to change your password if you have forgotten it.

Change Virtual Code Settings: This will let you update the email and phone number you use for your two factor authentication codes.

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Dashboard Widgets:

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My Clock: This widget is where you can clock in and out. You can also click on the blue My Clock title to go to your current timesheet.

My Accrual Balances: This widget will show your currently available paid time off and has a link at the top to make a request.

My Time Statistics: This widget will give you a quick glance at the hours you have recorded for this pay period.

My Mailbox: Your To Do items will appear here and can be acted upon from this widget. Actionable items will have Accept and Reject buttons associated to them. If you feel you need more information to make a decision, click on the blue My Mailbox title at the top of the widget. This action will take you to the full Mailbox page with complete links to the details related to the To Do.

Special note about To Dos You may have noticed that there are several ways to access your To Do items. Each of the ways is valid. Use whichever way is most comfortable to you. When you have taken action on a To Do in one place, it will no longer appear in the other places.

My Pay: This widget lets you know when your next payday will be. Clicking on the blue title of the widget will take you to details about your most recent pay statements.

My Benefits: This widget will show you your currently selected benefits. This is also where you can request a benefit change from a life change event (New baby, Marriage, etc.) and where your enrollment link for Open Enrollment will appear.

My Sticky Notes: These notes are provided for your convenience . You can create up to ten different notes. Anything you type here is automatically saved.

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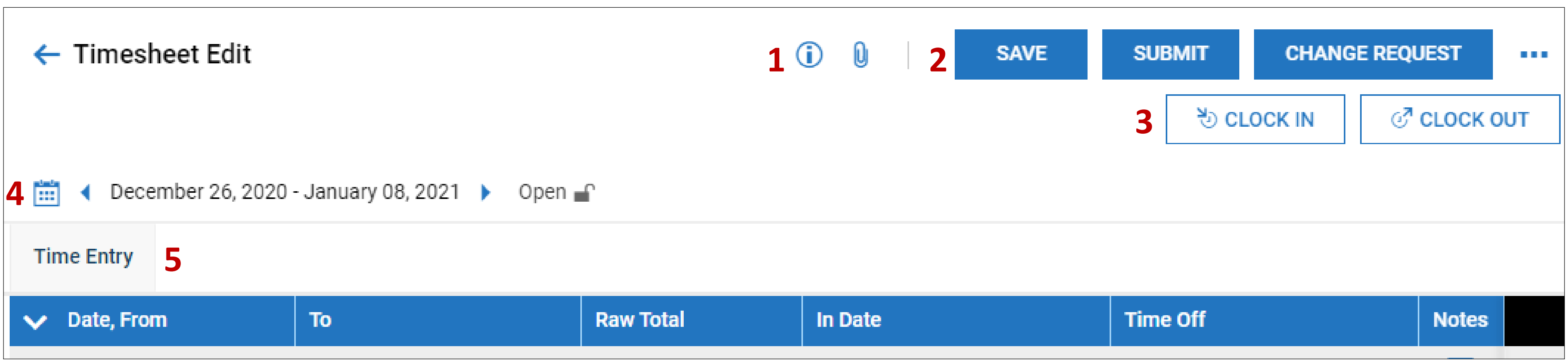
Timesheet:

The timesheet will show you a record of your punches for the pay period along with information about leave and overtime.

1) Information icons: The i button will show basic information about this timesheet. The Paperclip will allow you to attach a document to this timesheet if necessary.
2) Action Buttons: These buttons serve different purposes: Save button will save any changes you make to the timesheet. Submit button will let you submit your timesheet to payroll. Change Request button will allow you to submit a request to modify a previous punch, add a missed In or Out punch, and cancel or modify a previous time off request. The three dot menu has a couple other less often used options including a link to create a pdf of the timesheet that can be printed out.
3) Clock buttons: These buttons will allow you to clock in or out just as you would from the main dashboard.
4) Pay Period information: The dates here show the pay period for the timesheet. You can use the arrow icons to either side to move to the next or the previous pay period. You can use the calendar icon to choose a specific pay period to view. The timesheet status indicator will let you know the state of your timesheet. You will only be able to edit a timesheet that is in Open or Rejected status. Once a timesheet is submitted, you cannot make any further changes unless your manager rejects it.
5) Time Entry: This tab is where you will be able to see your punches and other timesheet related information. The next page will go into more detail about it.



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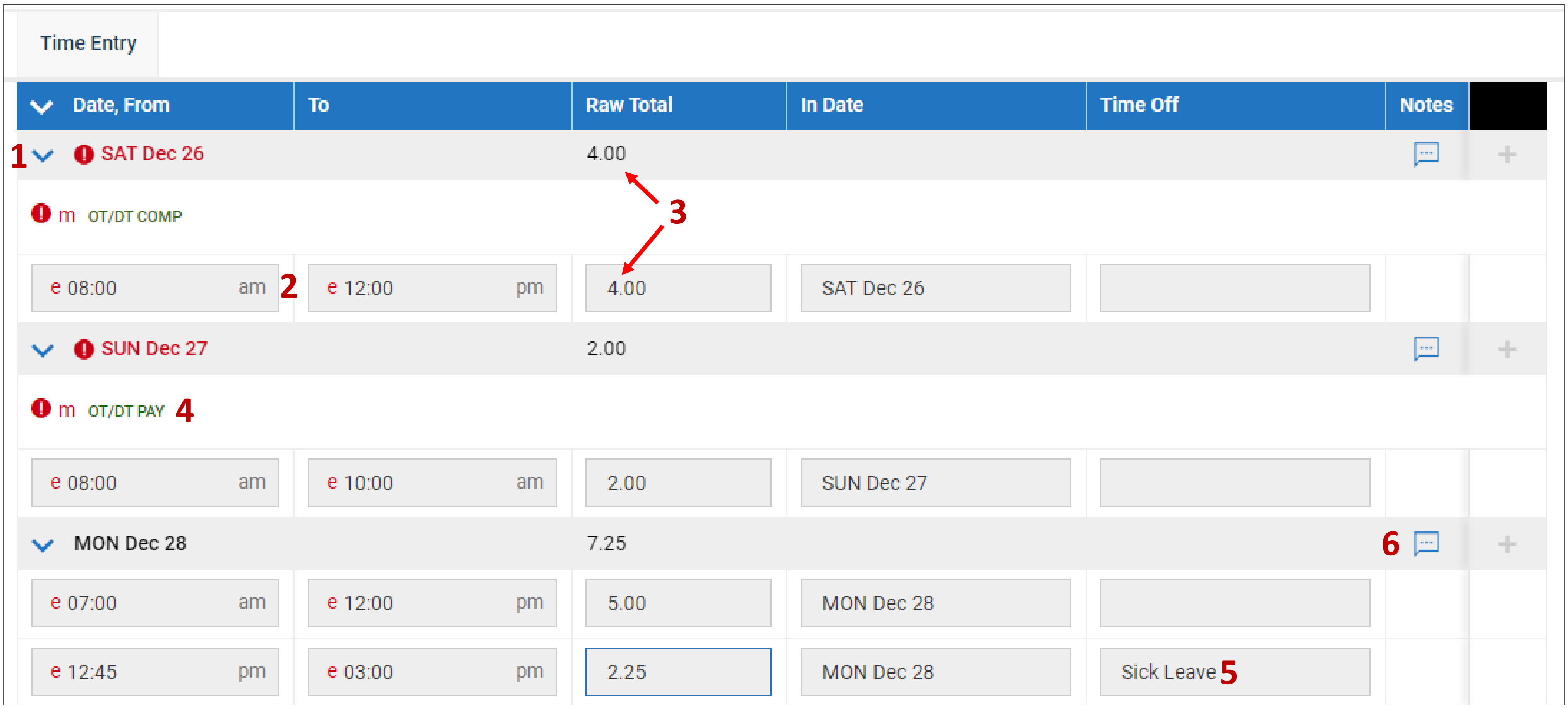
Timesheet (cont.):

1) **Date:** The Day and Date are displayed at the top of each days row. The carrot will expand or contract the row details when clicked. Weekend dates are marked in red.

2) **Time Pairs:** These times show your In and Out times. One In and Out make a pair. If any pair is missing either entry it is considered to be missing a punch and will cause an error when you submit your timesheet. Make a Change Request if you need to have a missed punch entered. Any entry with a red "e" is one that was manually edited by your manager.

3) **Raw Total:** This is the total amount of time on that line. The grey bar with the Date will show the total amount of time for that day.

4) **Exceptions:** There are three exceptions that you could see. Green OT/DT Comp means that you are earning Comp Time for this Overtime or Double Time entry. Green OT/DT Pay means that you will be paid Overtime or Double time for the eligible time on that day. A Red OT/DT means that there is Unauthorized Overtime or Double time on that day that needs to be addressed with you manager.



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Timesheet (cont.):

5) **Time Off:** This field will show if this entry is using time off instead of regular pay. Partial day time off entries will have a From and To time just like a regular time entry. A full day time off can just have a total number of hours in the Raw Total field with no time entries.

6) **Daily Notes:** Clicking on this dialogue bubble will open a notes field. You can use this field for any relevant information you would like to record with your times for that day. Comments attached to Time Off entries for the day will show up here after the Time Off Request has been approved. Please bear in mind that your manager will not be notified of entries made here. You will need to let them know to look for a note if necessary. When a note has been entered, there will be a small red dot on this icon to let you know.