

# A Fresh Look

## At Human Resources

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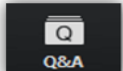
Thanks for joining, today.  
The webinar will begin shortly.

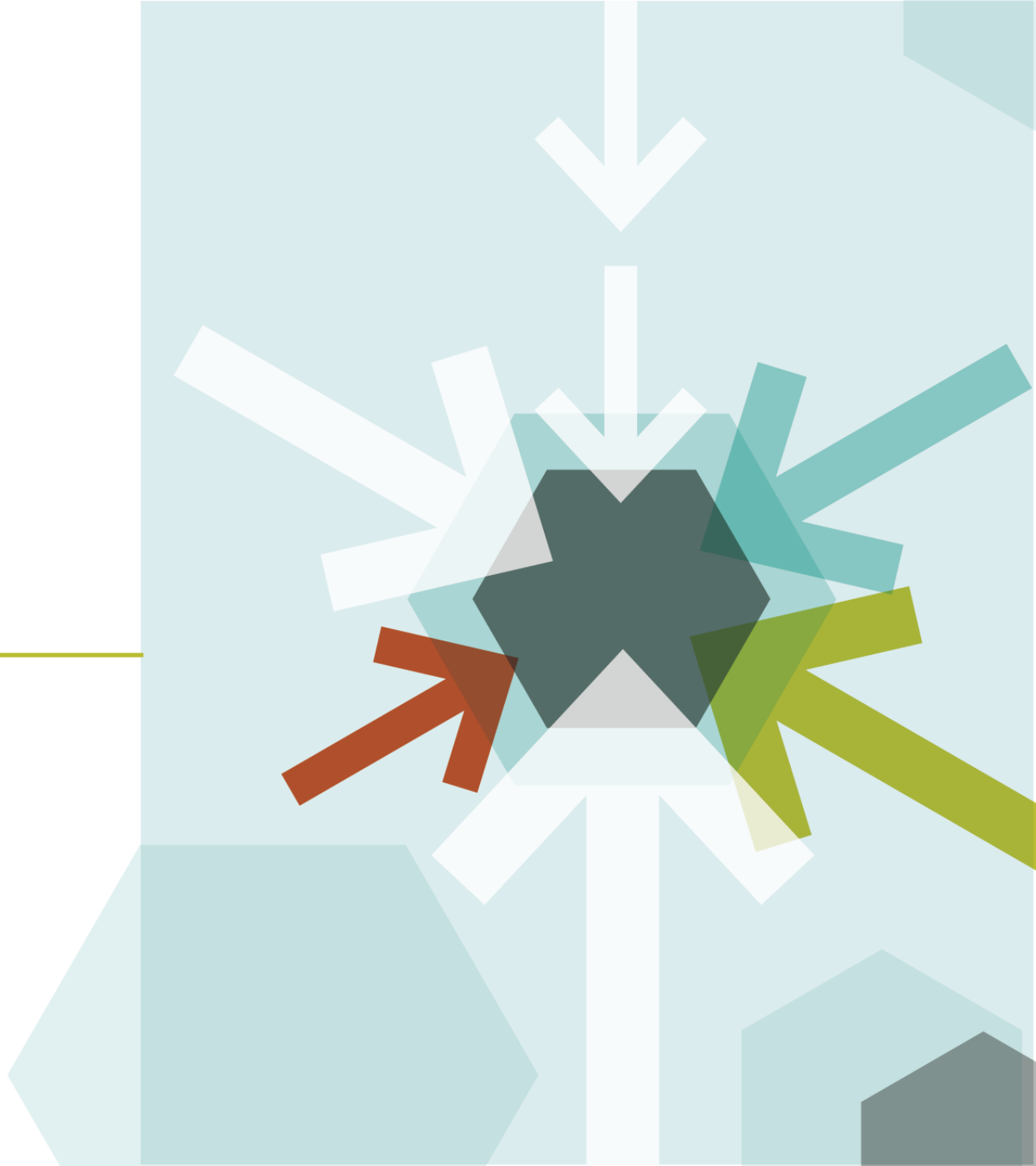


PAYNW

# Agenda

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- Core Components of HR
- Tips and Trends
- New Features
- Q & A 



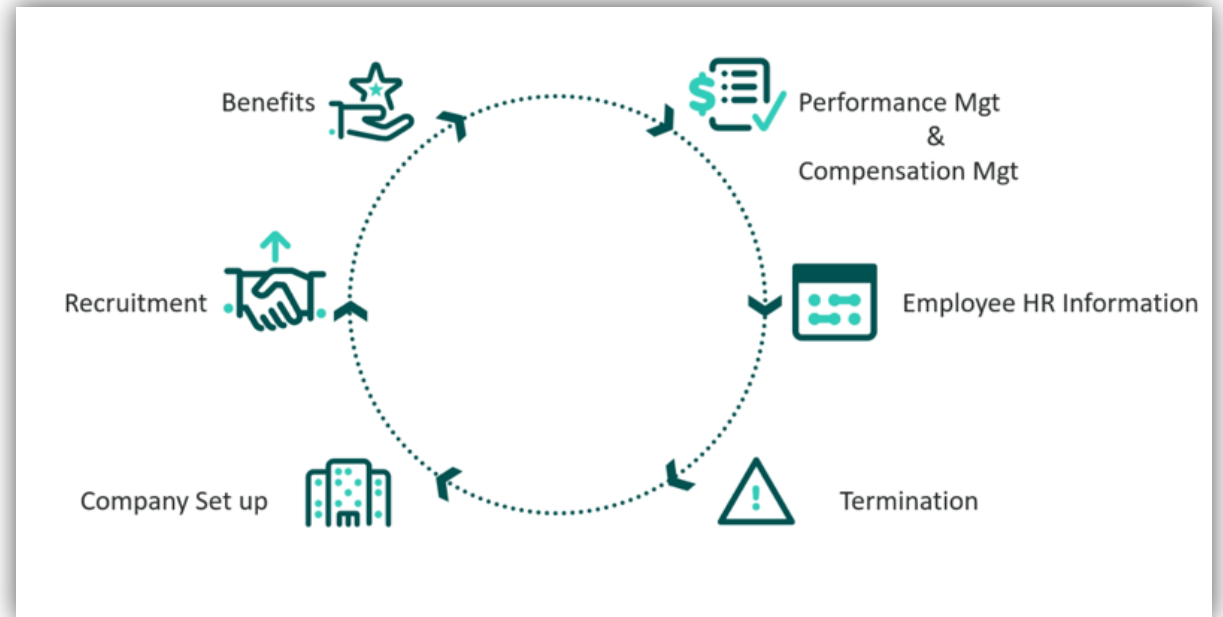


# Core Components

# Why HR?

## Tools to Manage the Employee Lifecycle

- Recruitment
  - Attracting & Qualifying Applicants for Hire
- Onboarding
  - Onboarding Documents and Training
  - Benefit Enrollments
  - 90 Day Probationary Reviews
- Development & Retention
  - Training
  - Performance Management
- Offboarding
  - Offboarding Process



# Life Cycle Management

## Onboarding & Checklists

- New Hire Onboarding
- Handbook Acknowledgements
- Policy Acknowledgements
- Separation Checklist

The screenshot displays a 'My Mailbox' interface with a 'My Checklists (2)' section. It lists two checklists: 'New Hire Onboarding' (created Mar 9, 2021, 9:49 am, 0% complete) and 'Security Policy Update' (created Sep 16, 2020, 4:48 pm, 0% complete). The 'New Hire Onboarding' checklist is expanded to show a progress bar at 0%, a 'GO TO CHECKLIST' button, and a 'REFRESH' button.

**My Mailbox**

My To Do Items (2) My Checklists (2) REFRESH

1 of 1 2 Rows

**New Hire Onboarding**  
Peter Rockafeller  
Created Mar 9, 2021, 9:49 am  
0% complete

**Security Policy Update**  
Peter Rockafeller  
Created Sep 16, 2020, 4:48 pm  
0% complete

**New Hire Onboarding**  
Peter Rockafeller (444)

⚠ Incomplete (0 out of 10)  
0%  
Started on Mar 9, 2021  
Created  
Mar 9, 2021, 9:49 am

📎 | [GO TO CHECKLIST](#)

# Life Cycle Management

## HR Actions: Requests to Update Employee Information

- Information Updates (ESS)
- Update Training/Certifications
- Change in Status (Exempt/Hourly)
- Promotion/Comp Change Request
- Hire/Termination

Emergency Contacts ▾

Account Contacts

◀ 1 of 1 ▶ 1 Rows

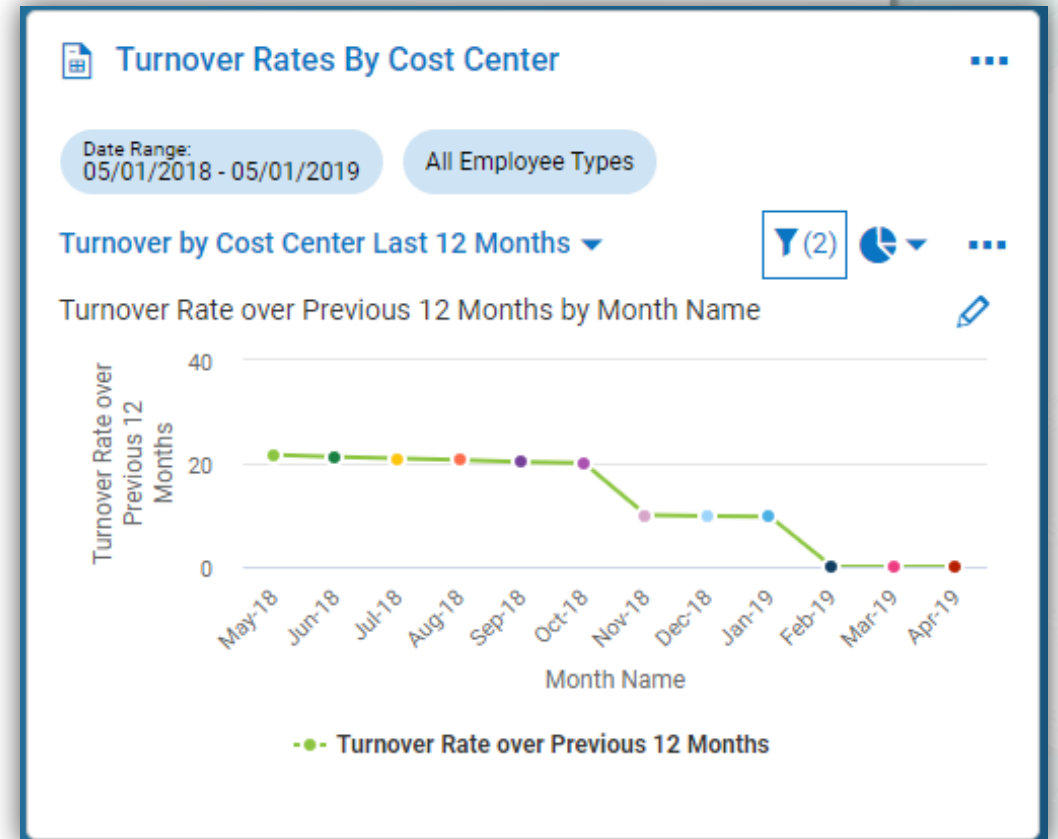
All (1) ▾ [+ Add](#)

↕ Name	Actions
Prim Rose	⋮
Relationship	Spouse
Preferred Phone Number	
Contact Type	Emergency, Beneficiary, Dependent
Primary	Yes

# Life Cycle Management

## HR Tracking Tools

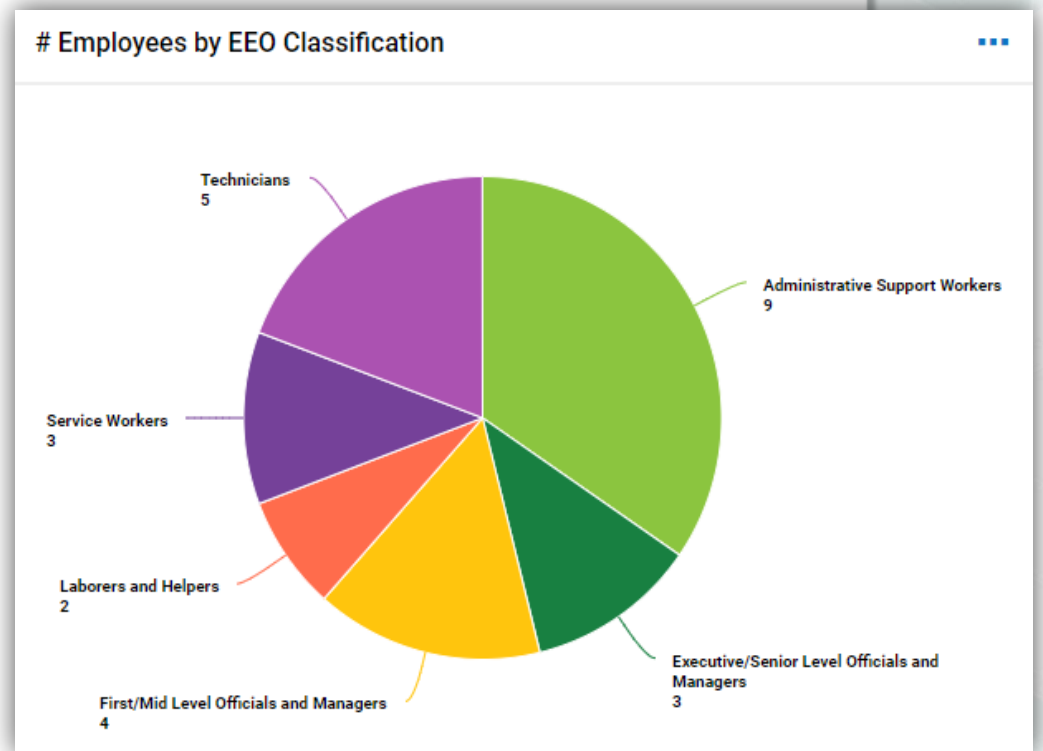
- Incidents
- Worker's Claims
- Assets
- Pay Grades
- Credentials
- Training History
- Education History
- Job Change History
- Termination & Turnover Reports



# Compliance

## Compliance Tools

- OSHA
- I-9
- E-Verify
- Self-Identification of Disability (CC-305)
- EEO-1 (Components 1 & 2)
- State Specific
- EasyBackgrounds





# Additional HR Compliance Resources

## HR Support Center/HR AnswerLink and HR On-Demand

The screenshot displays a web interface for HR compliance resources. At the top, there is a navigation bar with several menu items: Topics, Laws (highlighted in dark green), Learning, Tools, Documents, and HR On-Demand. Below the navigation bar, the breadcrumb "Laws / At a Glance" is visible. A search bar is located on the right side of the page. On the left side, there is a "SELECT A STATE" dropdown menu currently set to "Washington". Below this, there is a button labeled "Upgrade to HR On-Demand" and a promotional message: "Get unlimited consulting from our team of HR Pros, a custom employee handbook, and much more!" followed by an "Upgrade Now" button. The main content area is titled "At a Glance" and includes a description: "The At-a-Glance tool provides an overview of the most common employment law issues for your state. The tool defaults to your primary state. To change the state, just use the drop-down menu on the left. To view a law, click the heading." Below this description is a list of law categories with left-pointing chevrons: Minimum Wage Laws, Overtime Laws, Final Wages Laws, State Leave Laws, Breaks Laws, Sick Time Laws, Vacation Laws, and New Hire Procedures Laws. On the right side, there is a "Facts and Figures" panel with a brown header, containing the following information: Minimum Wage (\$13.50 per hour), Population (About 7.7 million), Largest Cities (Seattle, Spokane, Tacoma), and Department of Labor and Industries (Web: lni.wa.gov, Phone: 360-902-5800). A "Un-Follow WA" button is located in the top right corner of the main content area.

Topics | **Laws** | Learning | Tools | Documents | HR On-Demand

Laws / At a Glance

SEARCH

Un-Follow WA

SELECT A STATE

Washington

Upgrade to HR On-Demand

Get unlimited consulting from our team of HR Pros, a custom employee handbook, and much more!

Upgrade Now

### At a Glance

The At-a-Glance tool provides an overview of the most common employment law issues for your state. The tool defaults to your primary state. To change the state, just use the drop-down menu on the left. To view a law, click the heading.

- Minimum Wage Laws
- Overtime Laws
- Final Wages Laws
- State Leave Laws
- Breaks Laws
- Sick Time Laws
- Vacation Laws
- New Hire Procedures Laws

#### Facts and Figures

- Minimum Wage**  
\$13.50 per hour  
Several cities and industries have higher minimum wages
- Population**  
About 7.7 million
- Largest Cities**  
Seattle, Spokane, Tacoma
- Department of Labor and Industries**  
Web: lni.wa.gov  
Phone: 360-902-5800

# Online Benefit Enrollment

## Online Benefit Enrollment

- Self Service options for:
  - New Enrollments
  - Life Change Events
  - Open Enrollment
- Admin Approval Process

The screenshot displays the 'My Benefits' interface. At the top, there is a 'LIFE CHANGE EVENT' button. Below it, the 'Submit New Employee Enrollment' section shows a progress bar at 99% with a warning icon and the text 'Please submit your enrollment now.' The 'Continue Life Change Enrollment' section, specifically for 'Marriage', shows a progress bar at 40% with a warning icon and the text 'Incomplete'. The 'Current benefits' section lists 'Dental' and 'Dental Plan' with a checkmark icon.



Carrier Connections + COBRA Services + 360° 401k Integrations

# Performance Management

## Performance Reviews

- Schedule Employee Evaluations
- Define Review Content, Ratings, and Process
- Link Reviews to HR Action outcomes (i.e. Compensation Change Requests)

## Performance Development

- Ongoing Goal Management and Progress Tracking

## Compensation Management

- Budgeting Plan for Merit Increases and/or Bonuses

### Competencies

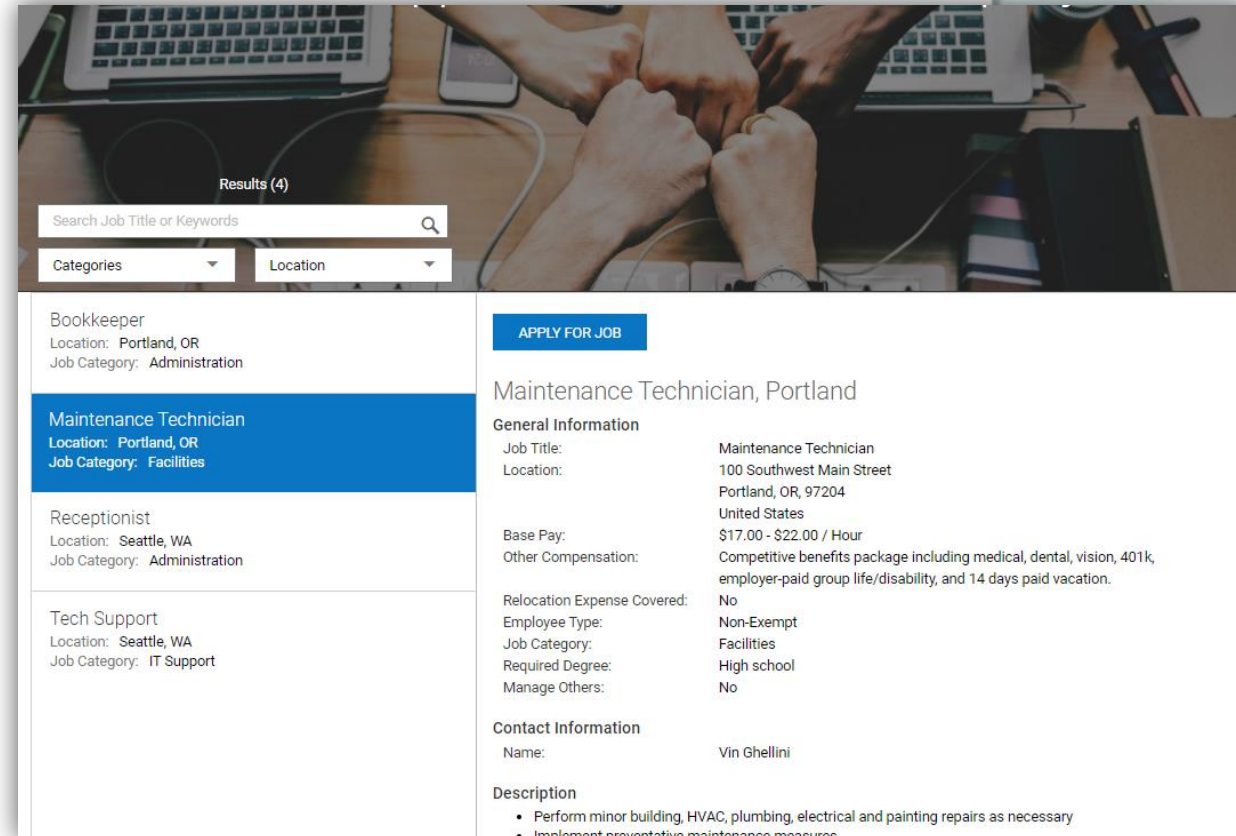
#### Company Competencies

Attributes	Cathy Watts
(6)	
Teamwork	Good (3.00)
Integrity	Excellent (4.00)
Problem Solving	Satisfactory (2.00)
Communication	Excellent (4.00)
Setting Expectations	Excellent (4.00)
Dependability	Good (3.00)
Average	Good (3)

# Applicant Tracking / Recruitment

## Applicant Tracking Recruitment

- Career Search Page
- Easily Review & Qualify Applicants
- Approval processes for:
  - Job Openings
  - Applicant Actions like Hiring, etc.
- Applicant Communication
  - Automated
  - On-Demand Templates
- Seamless Transition From Applicant to New Hire



The screenshot displays a search results page for an Applicant Tracking System. At the top, there is a search bar with the text "Search Job Title or Keywords" and a magnifying glass icon. Below the search bar are two dropdown menus labeled "Categories" and "Location". The results are displayed in a list format, with the following entries:

- Bookkeeper**  
Location: Portland, OR  
Job Category: Administration
- Maintenance Technician**  
Location: Portland, OR  
Job Category: Facilities
- Receptionist**  
Location: Seattle, WA  
Job Category: Administration
- Tech Support**  
Location: Seattle, WA  
Job Category: IT Support

On the right side of the interface, there is a detailed view for the "Maintenance Technician, Portland" position. This view includes an "APPLY FOR JOB" button and the following information:

**Maintenance Technician, Portland**

**General Information**

Job Title:	Maintenance Technician
Location:	100 Southwest Main Street Portland, OR, 97204 United States
Base Pay:	\$17.00 - \$22.00 / Hour
Other Compensation:	Competitive benefits package including medical, dental, vision, 401k, employer-paid group life/disability, and 14 days paid vacation.
Relocation Expense Covered:	No
Employee Type:	Non-Exempt
Job Category:	Facilities
Required Degree:	High school
Manage Others:	No

**Contact Information**

Name:	Vin Ghellini
-------	--------------

**Description**

- Perform minor building, HVAC, plumbing, electrical and painting repairs as necessary
- Implement preventative maintenance measures



# Tips and Trends

# Setup The New Dashboard (Home)



Katie Prosper  
Employee ID: 777 | Hired Date: 11/13/2018 (2 Years, 5 Months, 17 Days)

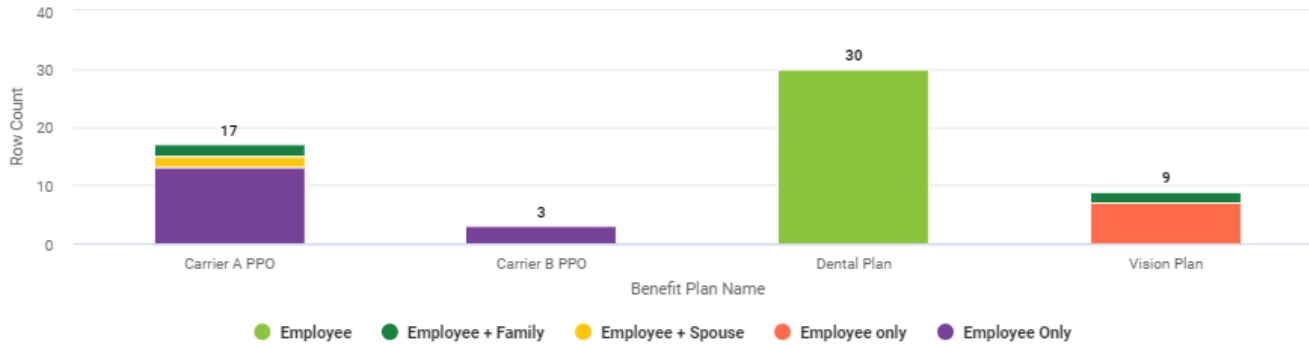
- Home
- Team
- Time
- Payroll
- Benefits**
- HR
- Schedules
- Performance
- Leave
- Recruitment
- My Dashboard
- Edit Mode

## Employee Benefit Plans

Current Plan Selections Dashboard

As Of Date: 08/03/2020 Columns (2) (3)

Benefit Plan Selections by Coverage Level



## Employee Benefit Plans

Current Plan Selections Dashboard

Benefit Plan Enrollments



## Benefits Change Requests Summary

1 of 1 | 10 Rows | Benefit Change Request

				Employee Id	Employee Name	Type	Effective From	Status	Workflow S
<input type="checkbox"/>				0018	Ashley C. Adams	New Employee	10/09/2019	New	
<input type="checkbox"/>				444	Peter Rockafeller	New Employee	07/01/2019	New	
<input type="checkbox"/>				43	Natalie Kegan	New Employee	04/30/2019	Submitted	Created
<input type="checkbox"/>				0025	Eva D. Amontis	Open Enrollment	10/01/2017	Submitted	Created
<input type="checkbox"/>				777	Katie Prosper	New Employee	11/13/2018	New	
<input type="checkbox"/>				0005	Tony B. Bulkido	New Employee	08/29/2018	New	
<input type="checkbox"/>				0001	Cathy Watts	Life Change Event	03/07/2018	New	
<input type="checkbox"/>				43	Natalie Keagan	Life Change Event	07/18/2019	New	

## ACA Status Change

Dates: 01/01/2019 - 05/08/2019

1 of 1 | 1 Rows | ACA Status Change

Employee Name	Employee Id
Julius P. Patches, Sr.	0017

Improve Navigation

Bring Focus to key Tasks / Reports / Charts

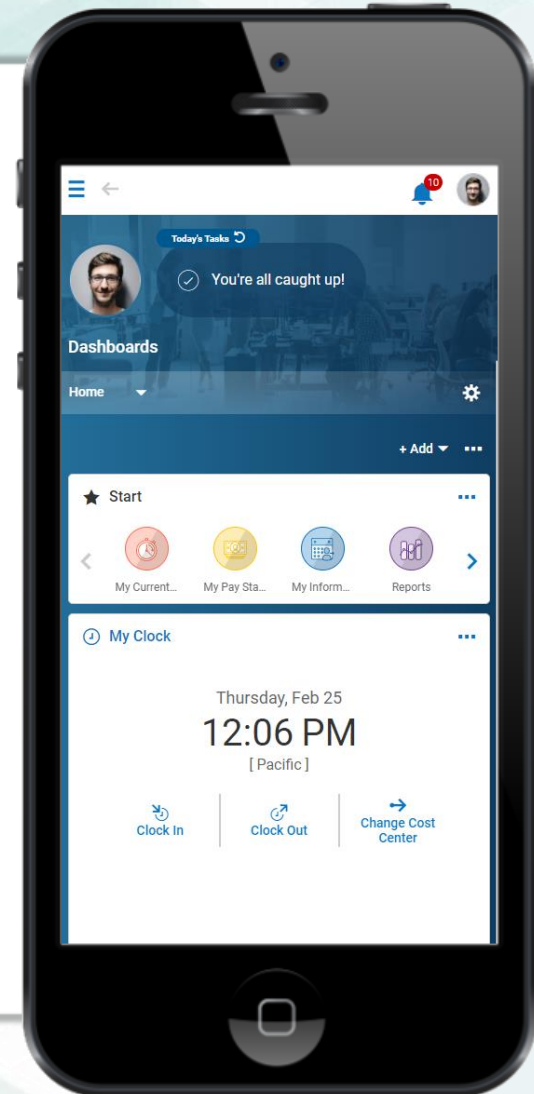
Create different dashboard profiles

Refresh the experience

# Go Mobile

## HCMToGo Mobile App

- Biometric Login Options
- Push Alerts
- Employee Self Service
- Manager Self Service



# Adaptive Workforce Trends

## Adaptive Trends:

- Electronic Processes in Lieu of Paper
- Document Upload of I-9 Verification Documents
- Asset Management (Particularly for Remote Workforces)
  
- LOA/COVID Policy Updates and Acknowledgement
  - Contactless
  - Track completion
  - Notifications





# HR Setup Options

## Be Hands On with your HR Setup

- Custom Forms
- Checklists
- Notifications

### Checklist

Name\*

Category\*

Description

Change To Completed When  
All Steps Are Completed

Date Can Be Entered

Enforce Completion Order

Pre Employment  
 Minimized On New Lists

Background Check Consent Form  
To Be Completed By: Employee

Required Credentials  
Upload a copy of any required certification, licenses, and credentials  
To Be Completed By: Employee

New Hire Information  
 Minimized On New Lists

My Info

### Form Page

Page Number

Page Format  8.5" x 11"

Change Background Image

#### Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

The employee handbook describes important information about DEMO Company, and I understand that I should consult the President or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with DEMO Company voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or DEMO Company can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand and agree that, other than the President of DEMO Company or designated representative of the company, no manager, supervisor, or representative of DEMO Company has any authority to enter into any agreement for employment other than at-will, only the President of the company has the authority to make any such agreement and then only in writing signed by the President of DEMO Company.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with DEMO Company. By distributing this handbook, the Company expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by DEMO Company, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of DEMO Company has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at DEMO Company is employment at-will, which may be terminated at the will of either DEMO Company or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by DEMO Company or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\*       \*

Employee's Signature      Date

### Fields

Rows On Page  3 Rows

Field Name
Employee
Sign
Date

SIGN-FIELD MAPPING

Sign

Employee

Date

# HR Notifications

## Notifications Available for HR

- Credential Expiration Notifications
- Checklist Assignments / Reminders
- Date based reminders
- Benefit Dependent Age Outs
- Announcements/Events
- Birthday/Anniversaries

Company Settings > Global Setup > Notifications

System: ACCOUNT    Ungroup		
<input type="checkbox"/>	Account Contact Added/Changed	Send notification when changes are made to account contact (e.g. dependents).
<input type="checkbox"/>	Account Status Changed	Send notification when account status is changed.
<input type="checkbox"/>	Anniversary	Send notification before n-days before employee anniversary.
<input type="checkbox"/>	Base Comp Record Change Automatic Step	Send notification when base compensation is changed because of Pay Grade Step Change
<input type="checkbox"/>	Base Compensation Changed	
<input type="checkbox"/>	Birthday	Send notification before n-days before account birthday.
<input type="checkbox"/>	Check voided	Send notification when employee check is voided.

# System Generated Email Report

## My Reports > System Reports > System Utilities



Date Created:	Calendar Range ▾	This Year ▾	(01/01/2021 – 12/31/2021)
From	Type	Subject	
= ▾	= ▾	= ▾	
noreply@paynorthwest.com	ACCOUNT	Performance Questionnaire	
noreply@paynorthwest.com	ACCOUNT	Your password has been changed	
noreply@paynorthwest.com	ACCOUNT	Your password has been changed	
noreply@paynorthwest.com	ACCOUNT	Your password has been changed	
DoNotReply@Kronos.com	APPLICANT TRACKING	A New Account has been Created	
Test@noreply.com	HR HIRING STAGE CHANGE REQUEST	Testing	
donotreply@paynorthwest.com	HR ACTION REQUEST	Your request has been approved	
noreply@entertimeonline.com	HR ACTION REQUEST		
noreply@paynorthwest.com	ACCOUNT	Performance Questionnaire	

# Announcements / Events


## Common Uses:

- Online Benefit Enrollment
- Company Events
- Training Meeting

Global or Group Specific

 MEMORIAL DAY WEEKEND! 

1 of 1

 **George Allerton**  
Active 04/20/2021 to 05/13/2021 23 days left

I think we can all agree that this year has been tough on all of us! So to help kick off a great 3-day weekend, you can Flex your schedule OR use PTO to leave 2 hours early Friday 05/28. We will be sending out a survey to capture your selection. Please complete the survey no later than 05/14 so we know which option if any you will take!

Don't Show Me This Message Again

**CLOSE**

# HR Custom Tracking Tools

## Common Applications:

- Pandemic Related – Travel History, Vaccination Tracking, etc.
- Leave of Absence Tracking
- Incentive/Award Programs
- Uniform Sizes, Food Order Favorites, Auto Insurance Coverage, etc.

← Inventory Profiles	
Allergies >	Award Programs >
Behavioral Health >	FMLA Tracker >
Health Testing >	Specialty >
Temperature Tracking >	Travel History >

← Employee Inventory Item: Travel History										ADD NEW	VIE
Page 1 of 1   1 - 3 of 3 Rows   Saved: [System]										Y(0)	
	Employee Id	First Name	Last Name	Location	Leave Date	Return Date	Covid Test Date	Covid Test Result			
	=	starts with	starts with	=	=	=	=	=			
<input type="checkbox"/>	999921	Mary	Cassat	Florida	12/20/2020	01/02/2021	01/04/2021	Positive			
<input type="checkbox"/>	999910	Selena	Kyle	Canada	03/08/2021	03/15/2021	03/16/2021	Negative			
<input type="checkbox"/>	999914	Berthe	Morisot	California	04/01/2021	04/03/2021	04/04/2021	Negative			



# New Features

# Checklist Enhancements

## Checklist Enhancements

- Due Dates and reminders
- Internal Links
- Content/Media Options

The screenshot displays a checklist interface with the following sections and items:

- Employee Information (3)** 0% complete
  - Personal Information
  - Emergency Contact Information
  - Demographic Information
- Tax, Pay, and Authorization to Work (4)** 0% complete
  - Complete Section 1 of I-9
  - Complete Federal W4
  - Complete State Tax Form
  - Direct Deposit Information
- Additional Resources (2)** 0% complete
  - New Training Video** (highlighted in blue)
  - Review Internal Sharepoint

The 'New Training Video' section includes a video player with a blue background and the text 'Ready, Set, Learn!'. Below the video player, the following information is displayed:

Due Date	04/27/2021	Waiting On	Test Employee
----------	------------	------------	---------------

A 'Mark as Complete' button with a checkmark icon is located in the top right corner of the 'New Training Video' section. A chat icon is visible in the bottom right corner of the interface.

# Applicant Tracking / Recruitment

## New Templates:

- Job Requisition
- Additional Questionnaires
- Offer Letters

## Indeed Integration


## Quick Apply

Apply for a Job ✕


Location Portland, OR

First Name \*

Last Name \*


Email \*  

Phone

Areas of Interest  

Are you able to work on weekends?

Have you been convicted of any criminal offense involving a felony or misdemeanor in the last 10 years?

Resume 

[↑ Upload Resume](#) [↓ Sample Format](#)

Other Documents

[↑ Upload Other Documents](#)



← Job Application



SAVE

ADD EVALUATION QUESTIONNAIRE

REVERT TO THE PREVIOUS STAGE

Job Requisition: [Tech Support \(167992321\)](#) Applicant: [Timothy Rodriguez](#)

Try the New Workspace

Send a request to [MyPayroll@PayNorthwest.com](mailto:MyPayroll@PayNorthwest.com) to have this feature turned on.

JUMP TO

[Hiring Stages](#)

[Resume](#)

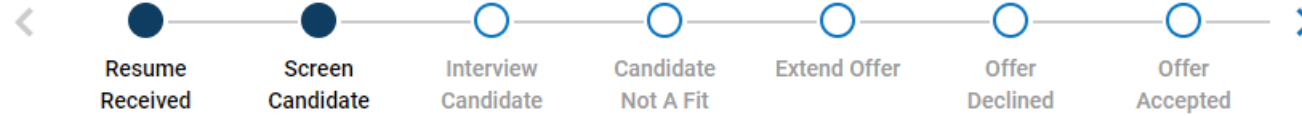
[Job Application](#)

[Questionnaires](#)

[Hiring Stages Change History](#)

### Hiring Stages

Define Stages



### Resume

[Upload](#) | [Download](#)

100% | [Reset](#)

#### FUNCTIONAL

IM A. SAMPLE IV

987 Northridge Drive  
Omaha, Nebraska 68123  
(402) 543-1234  
imasample4@xxx.com

**OBJECTIVE:** Position in market research or financial analysis where strong technical skills, mathematical/statistical background and problem solving abilities can be applied towards the successful achievement of business goals and objectives

#### PROFESSIONAL PROFILE

- Exceptionally well organized, resourceful and highly motivated with the ability to handle multiple projects and produce timely, high quality work.
- Strong analytical and human relations skills; especially effective in helping customers and associates resolve issues and concerns.

#### PROFESSIONAL SKILLS AND EXPERIENCE

##### Analysis and Problem Solving

- Researched and developed a survey instrument, subsequently used to obtain information from customers regarding their satisfaction with products purchased.

← Tech Support

Timothy Rodriguez

Back to Standard View

4 | New | timothy@applicant.com | Screen Candidate

Improved Header Info

Quick Actions

Jump To Links

Jump To

Hiring Stages

Resume

Job Application

Questionnaires

Hiring Stages Change History

Applicant Info

Education

Last Work Experience

Recent Jobs Applied

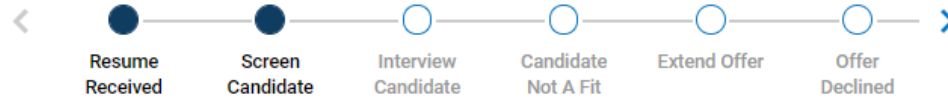
Bookkeeper #167992320  
Status: New  
Applied On: 01/14/2020

Applicant Summary Info

Hiring Stages

Center Content Unchanged

Define Stages



Resume

Upload | Download

100% | Reset

### FUNCTIONAL

IM A. SAMPLE IV

987 Northridge Drive  
Omaha, Nebraska 68123  
(402) 543-1234  
imasample4@xxxx.com

**OBJECTIVE:** Position in market research or financial analysis where strong technical skills, mathematical/statistical background and problem solving abilities can be applied towards the successful achievement of business goals and objectives

### PROFESSIONAL PROFILE

- Exceptionally well organized, resourceful and highly motivated with the ability to handle multiple projects and produce timely, high quality work.
- Strong analytical and human relations skills; especially effective in helping customers and associates resolve issues and concerns.

### PROFESSIONAL SKILLS AND EXPERIENCE

- Analysis and Problem Solving**
- Researched and developed a survey instrument, subsequently used to obtain information from customers regarding their satisfaction with products purchased.
  - Compiled and analyzed statistical data to identify potential target markets for future sales and marketing efforts.
  - Completed independent research project on the use of mathematical/statistical models as tools for solving various business problems.
  - Conducted quality control inspections, analyzed results and developed action plans to address areas of concern.
- Communications and Customer Relations**
- Received Customer Service Satisfaction Award for high quality of services provided to

Quick Actions

SAVE

REVERT TO THE PREVIOUS STAGE

ADD EVALUATION QUESTIONNAIRE

SCHEDULE INTERVIEW

COMMUNICATE

Supporting Documents

A maximum of 5 files are allowed to be selected.

Upload Document

Choose

No file chosen

Applicant Notes

No notes to display

Add Note \*

Text input area for adding a note.

Clear

# New Look Employee Profile

SAVE

ADD NOTE

UTILITIES

DOWNLOAD PDF

Try the New Look



We are working on addressing your feedback and have some updates! [Try the multi-column experience](#)

[← Employee Profile](#)



**Ashley C. Adams** | |

Employee ID: 0018 | Hired Date: 17 Jul, 2018 (2 Years, 8 Months, 7 Days) | Job Title: Customer Service Representative



Give us feedback on the multi-column experience. [Take a Survey](#) | [Back to the single-column experience](#)

[← Employee Profile](#)



**Ashley C. Adams** | |

Employee ID: 0018 | Hired Date: 17 Jul, 2018 (2 Years, 8 Months, 7 Days) | Job Title: Customer Service Representative

# New Look Employee Profile

The screenshot displays the 'Employee Profile' page for 'MY TEAM'. The interface includes a top navigation bar with the company logo, time (1:42 PM PDT), and user options (Feedback, 22 notifications). A search bar at the top right allows for 'Search Widget Names'. The main content area is organized into tabs: Main, Payroll, Schedules, Documents, ACA, and Edit Tabs. A 'Jump To' sidebar on the left lists various profile sections like Account Information, Cost Centers, and Two-Factor Authentication. The main content area is divided into several widget sections: Account Information (with fields for Username, External ID, New Password, Salutation, Nickname, First Name, Last Name, Suffix, First Screen, Locale, Time Zone, and Security Questions), Cost Centers (with Limit Work Location, Limit Department, and Limit Activity), and Profiles (with Simple Profiles, Access, Accruals, Competency, Demographic, Holiday, Labor Distribution, Leave of Absence, Pay Period, Performance Review, Points, PST Population, Scheduler, Security, Succession, and Timesheet). A 'Profiles Widget' is highlighted on the right. Callouts point to specific features: 'Jump To Widget Links' points to the sidebar; 'Configurable Tabs / Widget Order' points to the 'Edit Tabs' gear icon; 'Search Widget' points to the search bar; 'Collapse/Expand ALL' points to the 'Collapse All' button in the sidebar; and 'Expand / Collapse' points to the expand/collapse icons in the widget headers.

COMPANY logo 1:42 PM (PDT) MY TEAM Feedback 22

Give us feedback on the multi-column experience. Take a Survey | Back to the single-column experience

Employee Profile

Nov, 2018 (2 Years, 4 Months, 12 Days)

UTILITIES DOWNLOAD PDF SAVE

Back to Classic

Search Widget Names

Main Payroll Schedules Documents ACA Edit Tabs

Jump To

Collapse All

Account Information

Cost Centers

Two-Factor Authentication

Managers

Accruals

Personal Information

Badges

Account Contacts

Account Demographics

Pay Information

Total Compensation

Dates

Base Compensation

Account Information

Username \* External ID

Peter

New Password Salutation

Nickname First Name \*

Last Name \* Rockafeller

Suffix First Screen [Security Profile Default]

Locale (Language & Format) Time Zone

Company Default Pacific

User Must Change Password at Next Logon  Locked

Security Questions

Question Answer

Cost Centers

Limit Work Location

Type Limit Work Location

Root

Limit Department

Type Limit Department

Root

Limit Activity

Type Limit Activity

Root

Limit Project Code

Type Limit Project Code

Root

Profiles

Simple Profiles

Access Accruals

Choose... PTO

Competency Demographic

Choose... Limited

Holiday Labor Distribution

Holiday Table Call Center

Leave of Absence Pay Period

LOA Bi Weekly (Mon - Su)

Performance Review Points

Annual Review Choose...

PST Population Scheduler

Choose... Default

Security Succession

UI Employee Succession Profile I

Timesheet \* TS Auto Population

Start/End (All Days) Holidays

Configurable Tabs / Widget Order

Search Widget

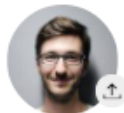
Profiles Widget

Jump To Widget Links

Collapse/Expand ALL

Expand / Collapse

# Collapsed View



Peter Rockefeller



Employee ID: 444 | Hired Date: 13 Nov, 2018 (2 Years, 4 Months, 11 Days)

[Back to Classic](#)

Search Widget Names



Main Payroll HR Schedules Documents ACA Edit Tabs

Jump To

Expand All

Account Information

Cost Centers

Two-Factor Authentication

Managers

Accruals

Personal Information

Badges

Account Contacts

Account Demographics

Pay Information

Total Compensation

Dates

Base Compensation

Leave of Absence

> Account Information

> Two-Factor Authentication

> Accruals

> Badges

> Account Demographics

> Total Compensation

> Base Compensation

> Groups

> Workflow Delegation

> Cost Centers

> Managers

> Personal Information

> Account Contacts

> Pay Information

> Dates

> Leave of Absence

> Points

> Extra Fields

Profiles

Simple Profiles

Access

Choose...

Accruals

PTO

Competency

Choose...

Demographic

Limited

Holiday

Holiday Table

Labor Distribution

Call Center

Leave of Absence

LOA

Pay Period

Bi Weekly (Mon - St

Performance Review

Annual Review

Points

Choose...

PST Population

Choose...

Scheduler

Default

Security

UI Employee

Succession

Succession Profile

Timesheet \*

Start/End (All Days




TS Auto Population

Holidays


Training


Sexual Harassment



















# Fully Collapsed View

 **Peter Rockefeller** |  |   
Employee ID: 444 | Hired Date: 13 Nov, 2018 (2 Years, 4 Months, 11 Days)

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# Search Tool

← Employee Profile



UTILITIES

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Peter Rockafeller



Employee ID: 444 | Hired Date: 13 Nov, 2018 (2 Years, 4 Months, 11 Days)

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Base Compensation

Main

Base Compensation

Main

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Edit Tabs



> Account Information

> Cost Centers



> Two-Factor Authentication

> Managers



> Accruals

> Personal Information

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> Account Contacts

> Account Demographics

> Pay Information

> Total Compensation

> Dates

Base Compensation

ⓘ Rates must be reapplied for changes to take place retroactively. [Reapply Rates](#)

Current Compensation

Annual \$45,000.00 / 2080.00hrs Pay Period \$1,730.77 / 80.00hrs Hourly \$21.63

Page 1 of 1 | 1 - 1 of 1 Rows | Annual

+ Add

Effective From	Annual \$	% Change	Amount \$	Hours	Reason Code	PP	Amount Earning Autopay	Autopay Ty
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> Leave of Absence

# Thank You!

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Further Questions?  
Contact [my payroll@Paynorthwest.com](mailto:my payroll@Paynorthwest.com)

