

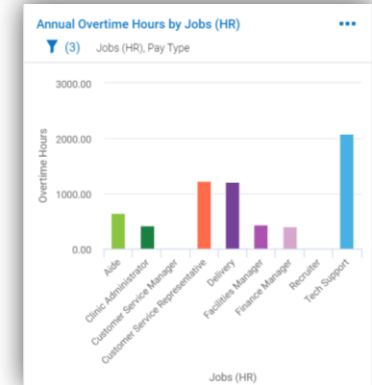
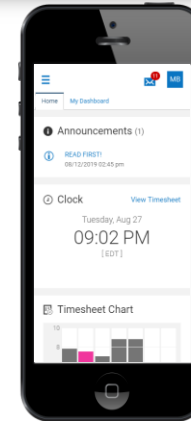
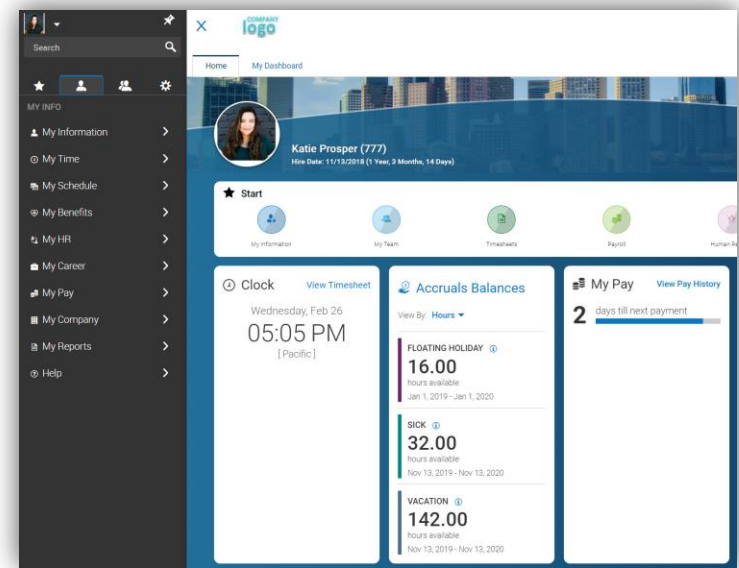


PayNorthwest Before and After Navigation Quick Guide



Why do we have a new UI?

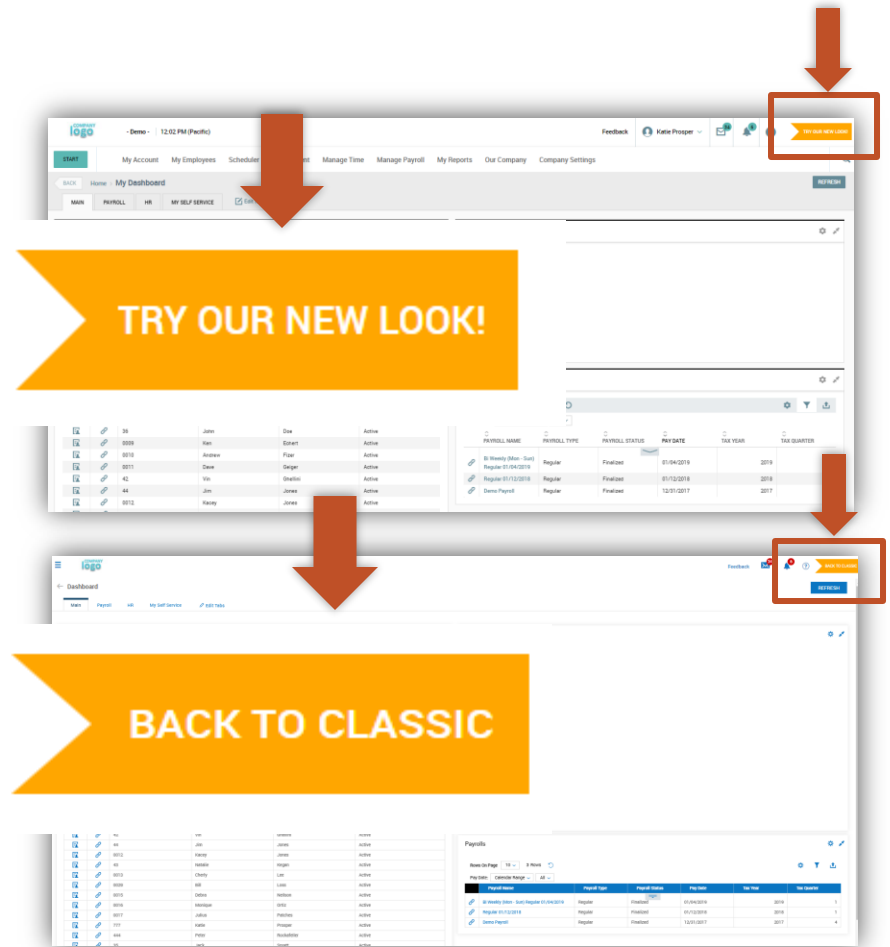
- **User-friendly**
 - Requires less training and explanation
- **Consolidated**
 - Cleaner look with more space dedicated to needed information and less to options
- **Data Visualization**
 - Charts and graphs add a visual element to your reports
- **Responsive**
 - Consistent experience across all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



The Toggle Button

Start exploring the New Look
by clicking the
“Try Our New Look!” button.

Then toggle back as needed
by clicking the
“Back to Classic” button.



New UI Navigation

In classic UI, menu was distributed across the top.

The screenshot displays a modern web application interface. At the top, a navigation bar contains a 'START' button, a central menu with items like 'My Account', 'My Employees', 'Scheduler', 'Recruitment', 'Manage Time', 'Manage Payroll', 'My Reports', 'Our Company', and 'Company Settings', and a search icon. A red box highlights this central menu. Below the navigation bar is a breadcrumb trail: 'Home > My Dashboard'. A secondary menu below the breadcrumb includes 'MAIN', 'PAYROLL', 'HR', and 'MY SELF SERVICE', along with an 'Edit Tabs' link. The main content area is divided into two sections: 'EMPLOYEES' on the left and 'QUICK LINKS' on the right. The 'EMPLOYEES' section features a table with columns for 'EMPLOYEE ID', 'FIRST NAME', 'LAST NAME', and 'EMPLOYEE STATUS'. The 'QUICK LINKS' section lists various actions like 'My Employees', 'Employee Information', 'Employee Maintenance', 'Hire', 'Reset Password', 'Unlock', 'Forms', 'Withholding', 'Manage Time', 'Manage Timesheets', 'By Pay Period', 'Time Off Requests', 'All Open', 'All', 'Manage Payroll', 'Manage Payrolls', 'Process Timesheets', 'View All Payrolls', 'My Reports', and 'My Saved Reports'.

		EMPLOYEE ID	FIRST NAME	LAST NAME	EMPLOYEE STATUS
		0018	Ashley	Adams	Active
		0003	George	Allerton	Active
		0025	Eva	Amontis	Active
		34	Herbert	Basil	Active
		555	Anna	Bell	Active
		0026	Allison	Booton	Active
		0007	Josh	Bronson	Active

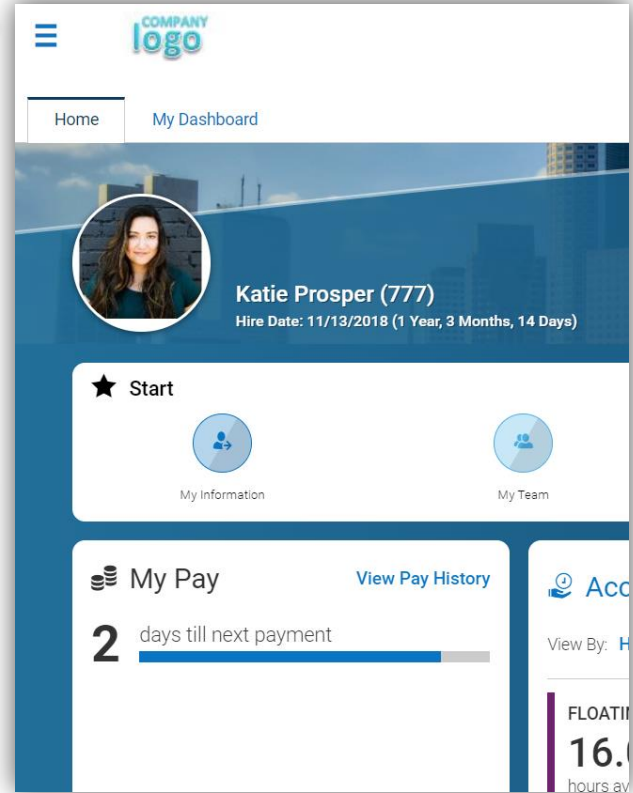
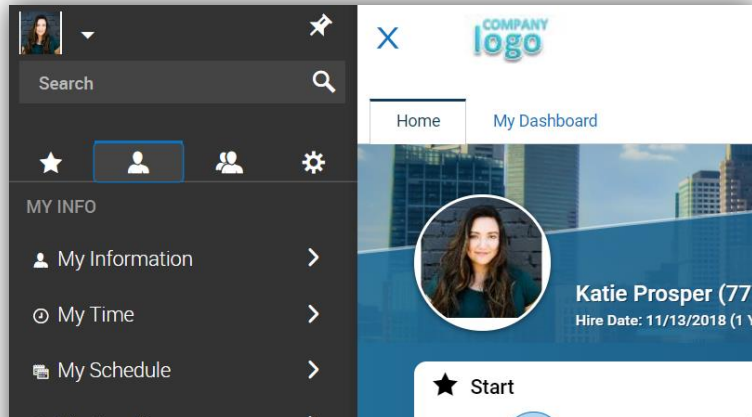
New UI Navigation

This is the new menu Icon



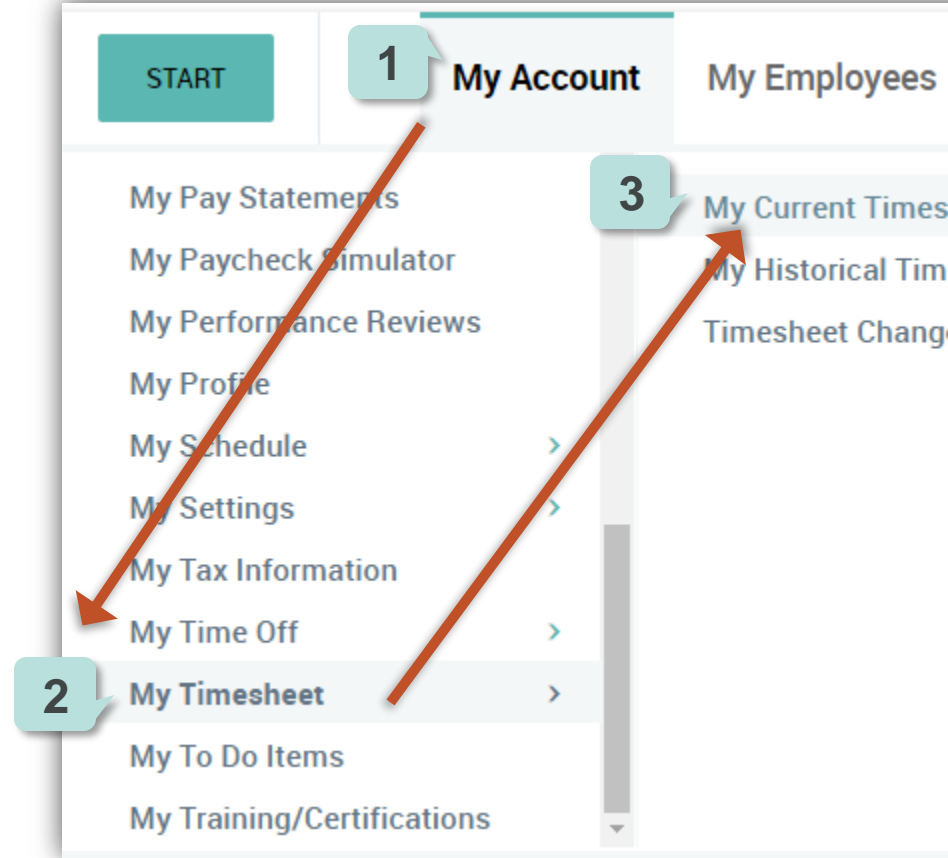
Use the  to close the menu

Use the  to pin the menu open



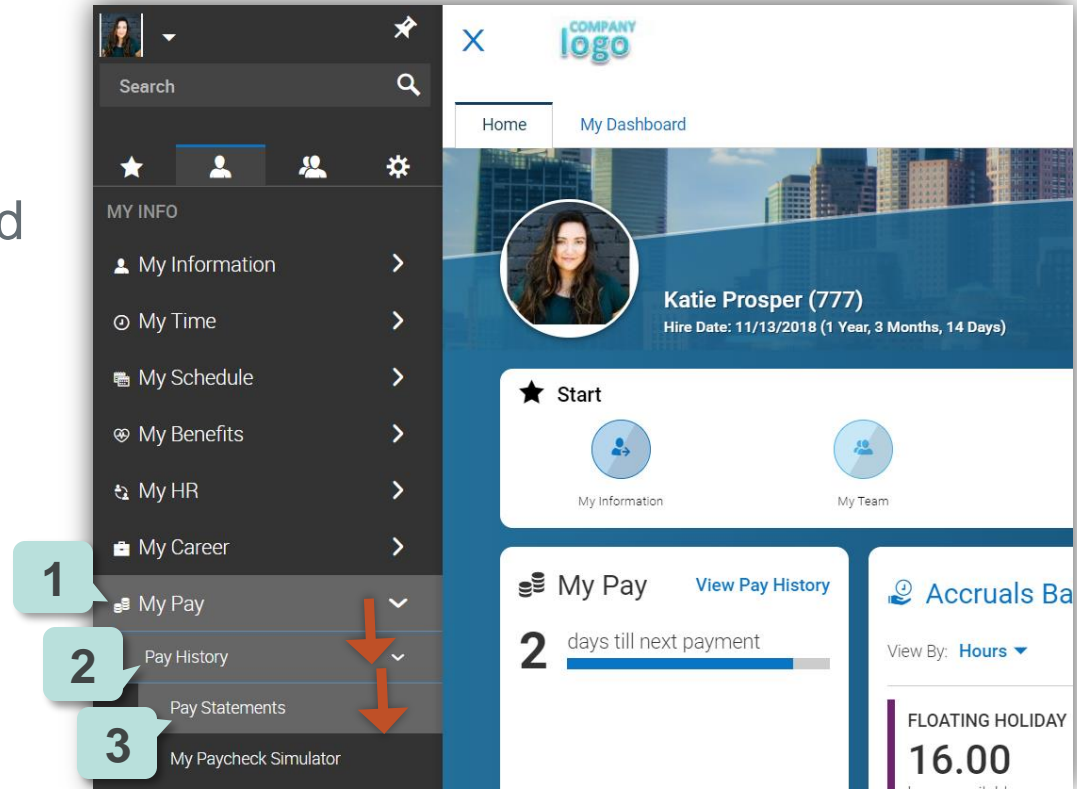
New UI Navigation

- Classic UI had a distributed horizontal layout.

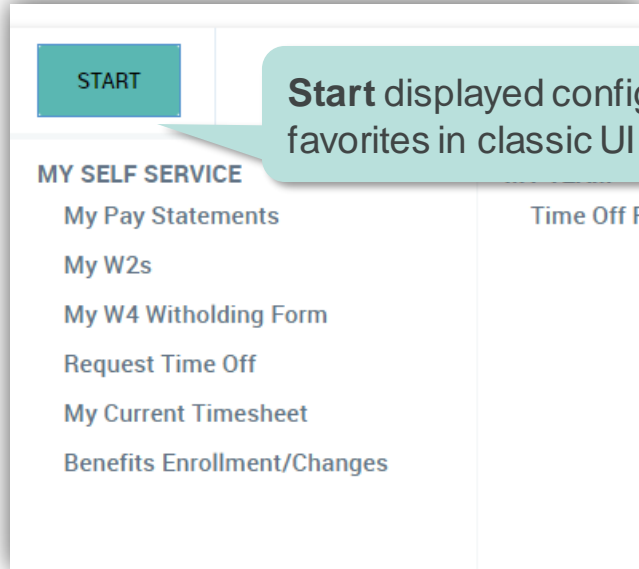


New UI Navigation

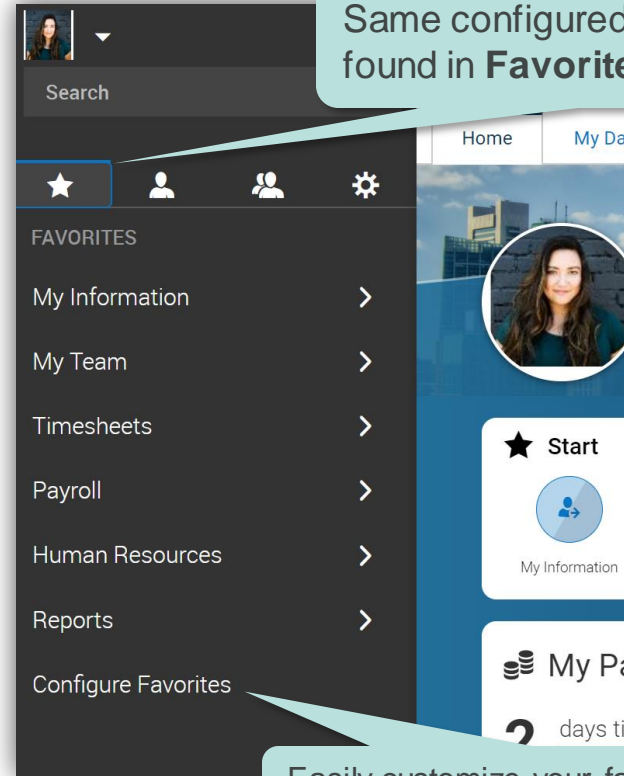
- New UI has a consolidated vertical layout.



Start Menu = Favorites



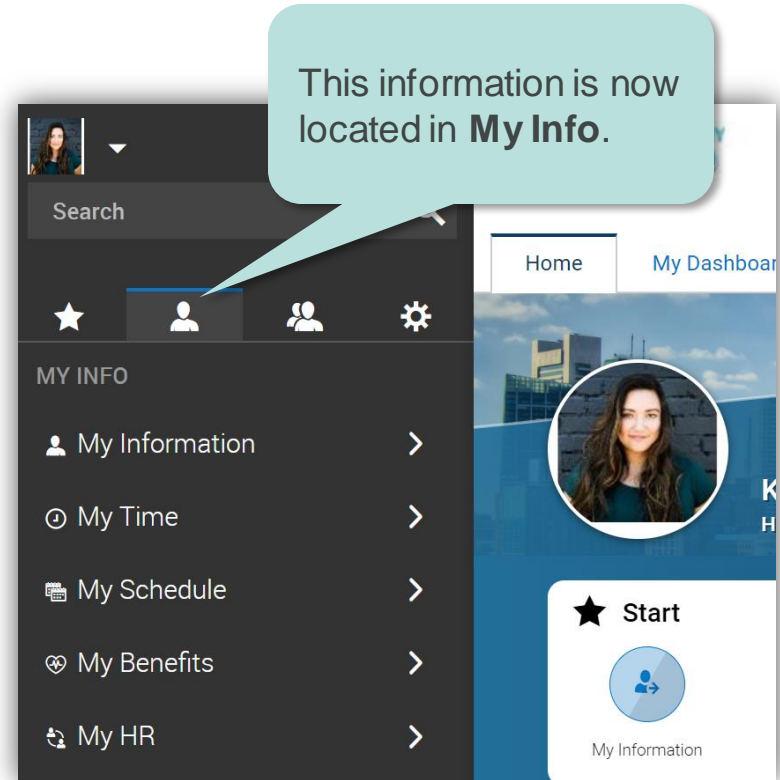
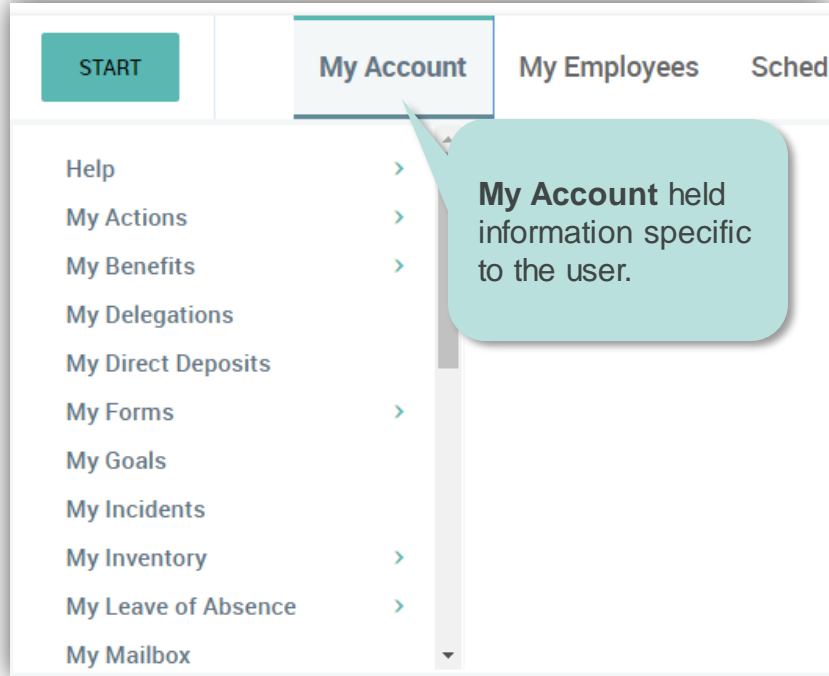
Start displayed configured favorites in classic UI.



Same configured favorites now found in **Favorites** tab.

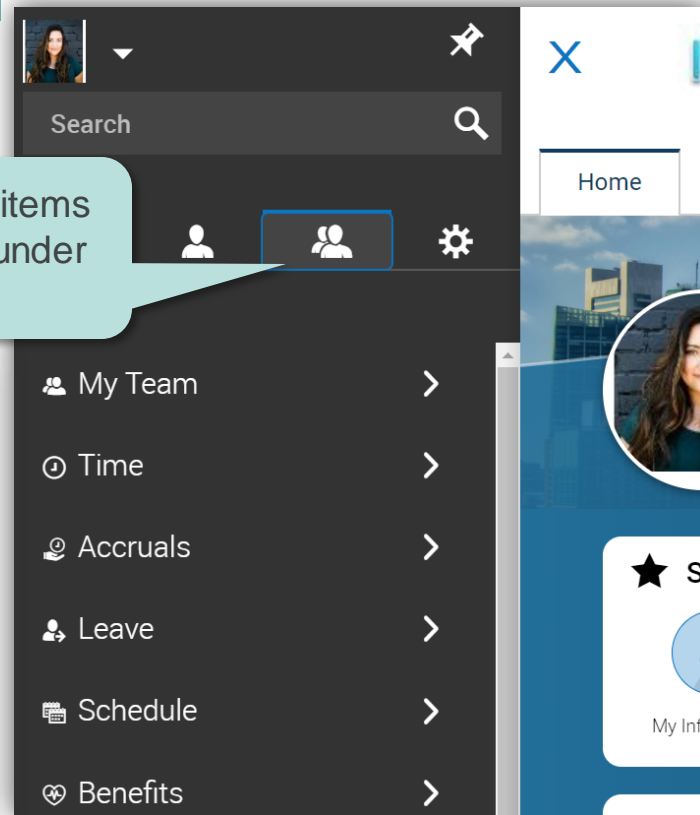
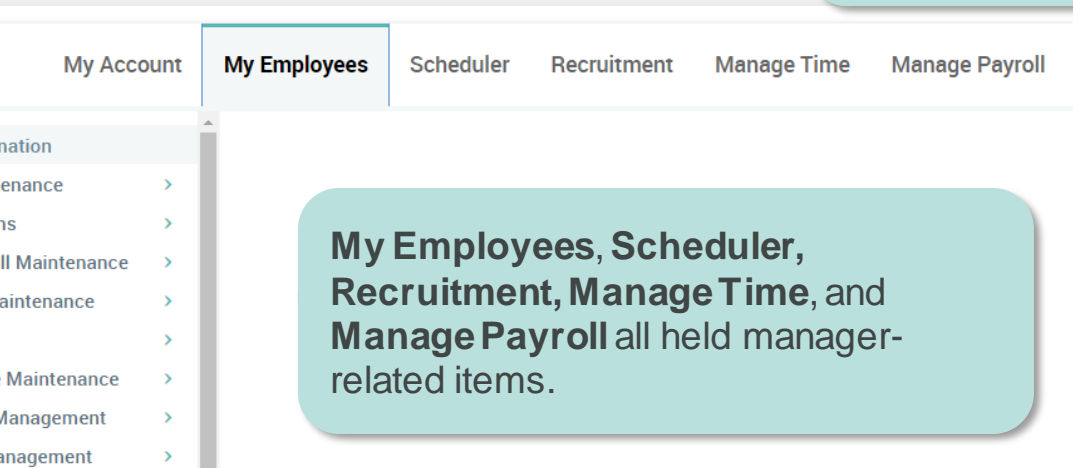
Easily customize your favorites the same as you would in the classic experience.

My Account = My Info

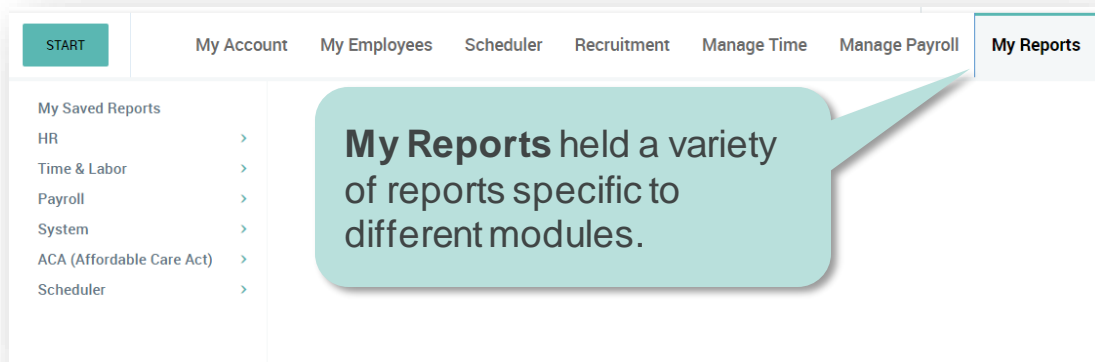


Manager-related Tabs = Team

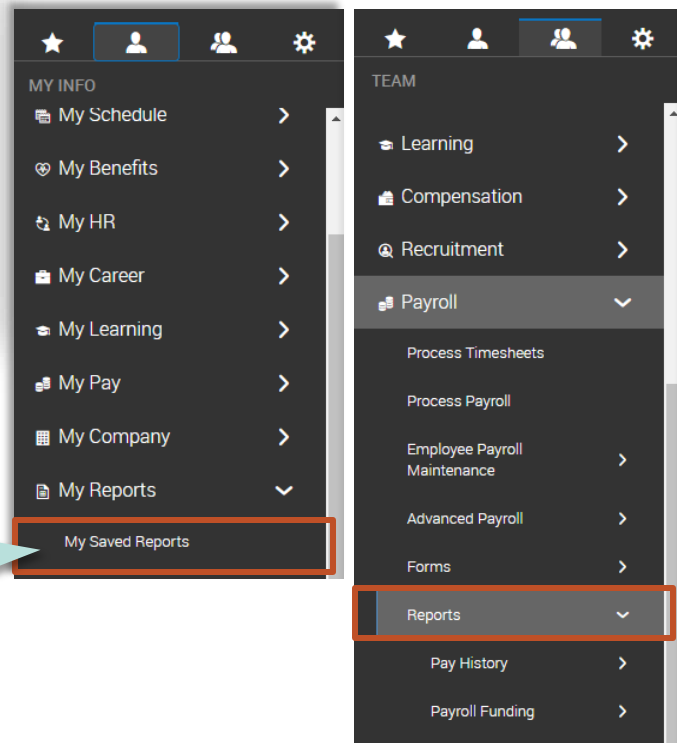
Manager-related items are now located under **Team**.



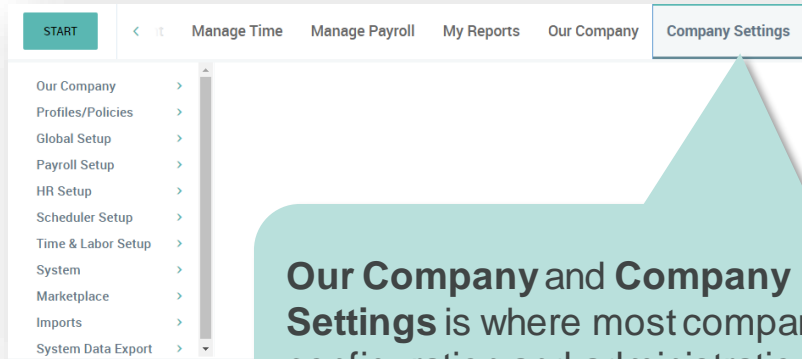
My Reports



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

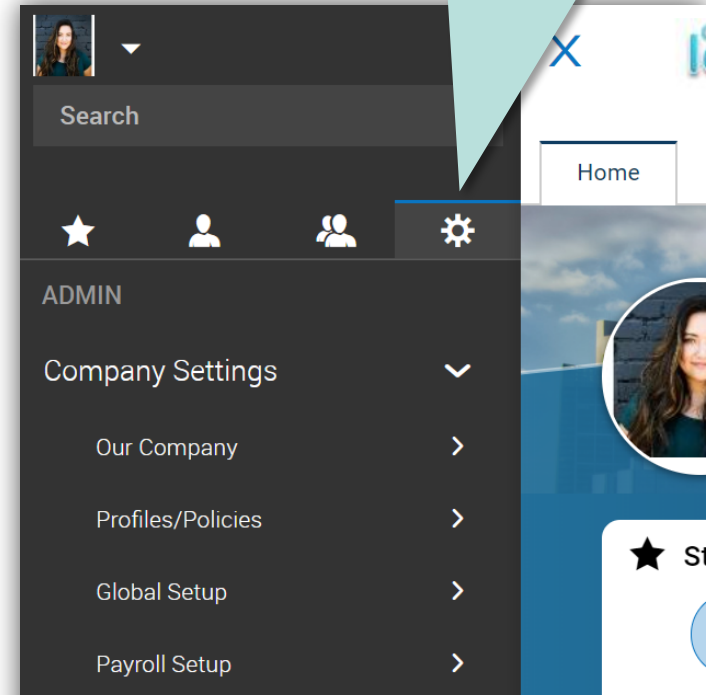


Company Settings

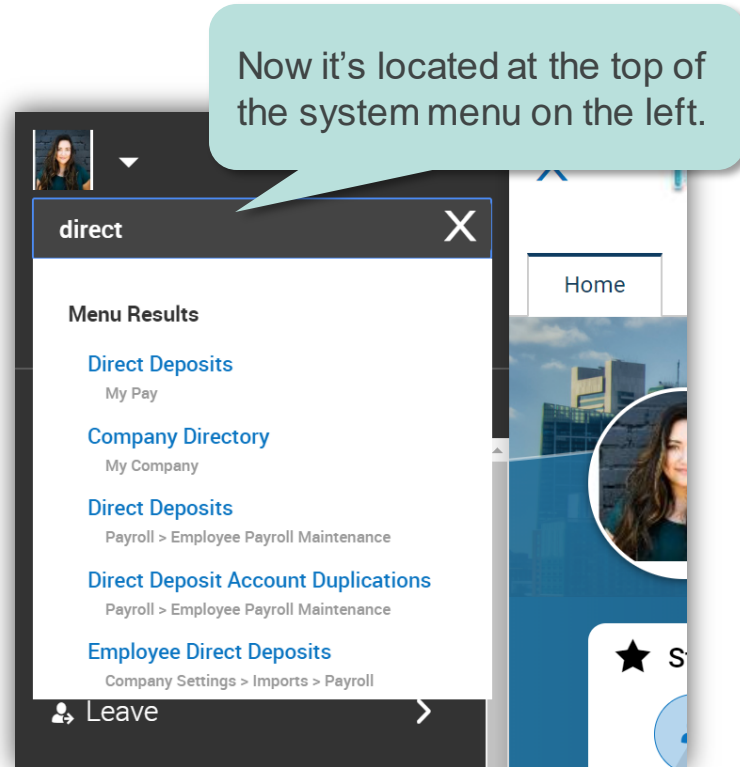
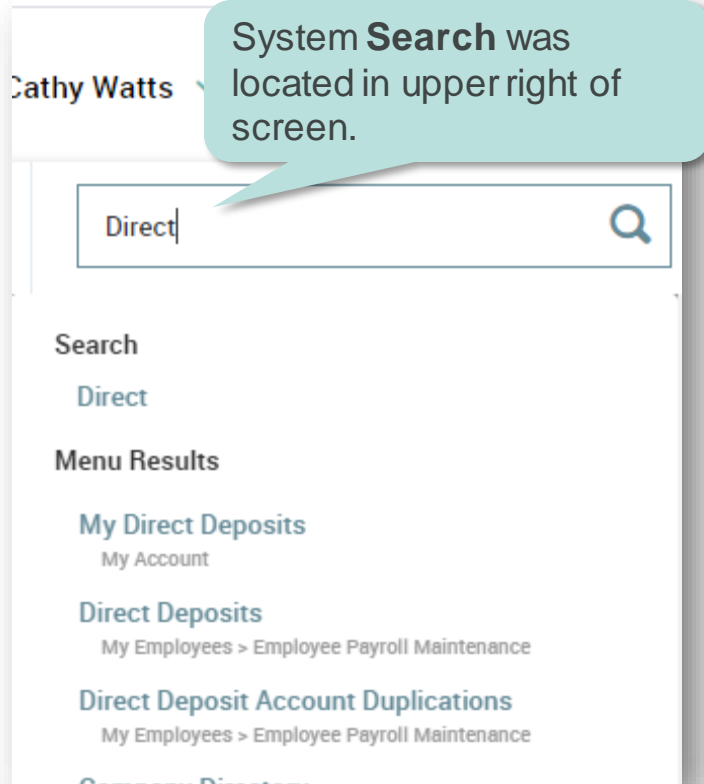


Our Company and **Company Settings** is where most company configuration and administration was located.

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



Search



Breadcrumbs

Breadcrumbs displayed across the top in classic.

START

My Account Employees Scheduler Rec

BACK Home > My Account > My Profile

MAIN PAYROLL HR Edit Tabs

ACCOUNT INFORMATION

Salutation

First Name* Cathy Middle

Last Name* Watts Suffix

Address

Now they display upon hovering over a page title.

My Profile

My Information > My Profile

Main Payroll HR Edit Tabs

Base Compensation

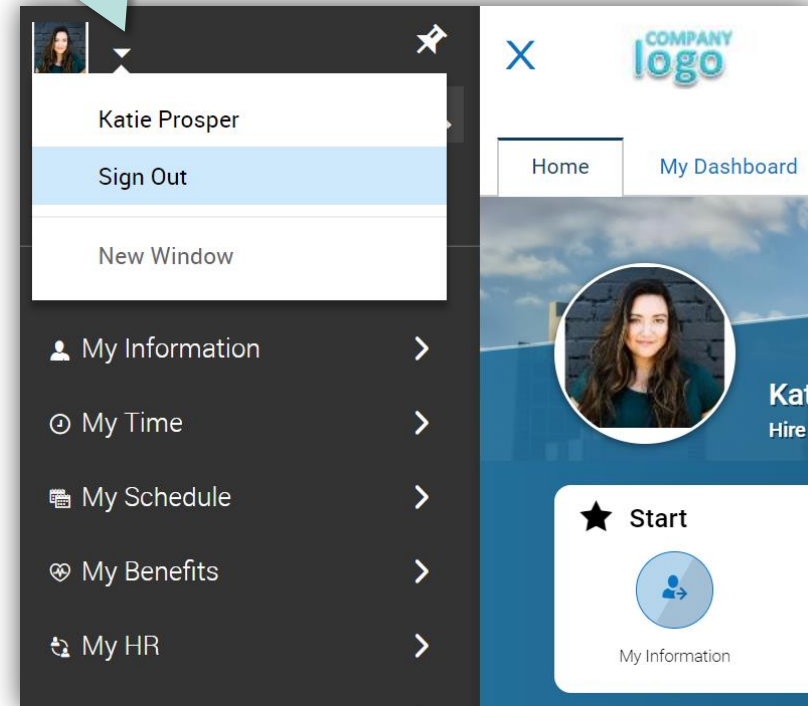
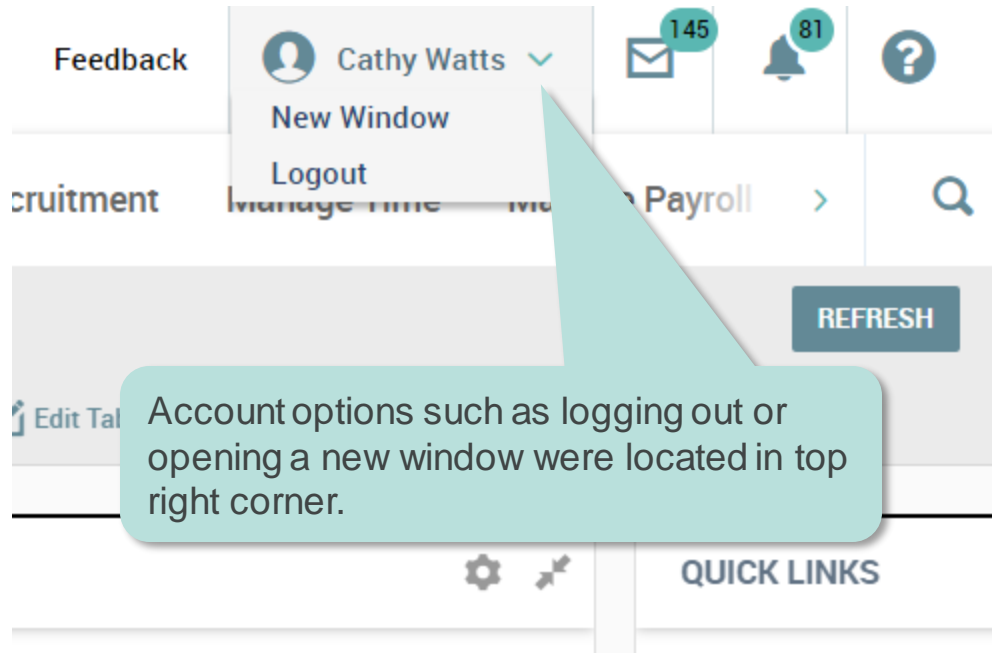
CURRENT COMPENSATION

	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

Same options are now located at top of system menu.



Classic Dashboard

The screenshot shows the Classic Dashboard interface. On the left is a dark sidebar menu with a search bar at the top. The menu items include: TEAM, My Team, Time, Accruals, Leave, Schedule, Benefits, HR, Talent, Learning, Recruitment, Home, and Dashboard. Two orange arrows point to the 'Home' and 'Dashboard' items at the bottom of the menu. A light blue callout box with a pointer to the 'Dashboard' item contains the text: "Classic Dashboard experience available at bottom of menu." The main content area of the dashboard is visible, showing a 'Dashboard' header with a 'REFRESH' button, tabs for 'Main', 'Administrator Self Service', 'My Self Service', and 'Company Information', and sections for 'My Saved Reports' and 'Missing Punches'. A second light blue callout box with a pointer to the 'Home' item contains the text: "Home is the new dashboard experience."

Classic Dashboard experience available at bottom of menu.

Home is the new dashboard experience.

New UI Dashboard (HOME)

My Dashboard is a hub for report charts.

Home tab displays quick information widgets.

The screenshot displays the 'My Dashboard' interface. At the top, there is a navigation bar with a hamburger menu, the 'COMPANY logo', and a 'Feedback' link with a notification bell showing 46 alerts. Below the navigation bar, a 'Home' tab is selected, and a 'My Dashboard' tab is also visible. The main header area features a city skyline background and a user profile for Katie Prosper (777) with a hire date of 11/13/2018 (1 Year, 3 Months, 14 Days). Below the header, a row of six circular icons represents different sections: My Information, My Team, Timesheets, Payroll, Human Resources, and Reports. The dashboard is divided into four main widget areas. The 'My Pay' widget shows '2 days till next payment' with a progress bar and a 'View Pay History' link. The 'Accruals Balances' widget shows 'View By: Hours' and a 'FLOATING HOLIDAY' balance of 16.00. The 'Clock' widget displays the current time as 06:03 PM on Wednesday, Feb 26, with a 'View Timesheet' link. The 'My Benefits' widget shows 'Continue New Employee Enrollment' and a message: 'As a new employee, you have 553 days left for your enrollment.' with an 'Incomplete' status.

COMPANY logo

Feedback 46

Home My Dashboard

Katie Prosper (777)
Hire Date: 11/13/2018 (1 Year, 3 Months, 14 Days)

My Information My Team Timesheets Payroll Human Resources Reports

My Pay View Pay History
2 days till next payment

Accruals Balances
View By: Hours
FLOATING HOLIDAY 16.00

Clock View Timesheet
Wednesday, Feb 26
06:03 PM [Pacific]

My Benefits View Benefits
Continue New Employee Enrollment
As a new employee, you have 553 days left for your enrollment.
Incomplete