



My Learning

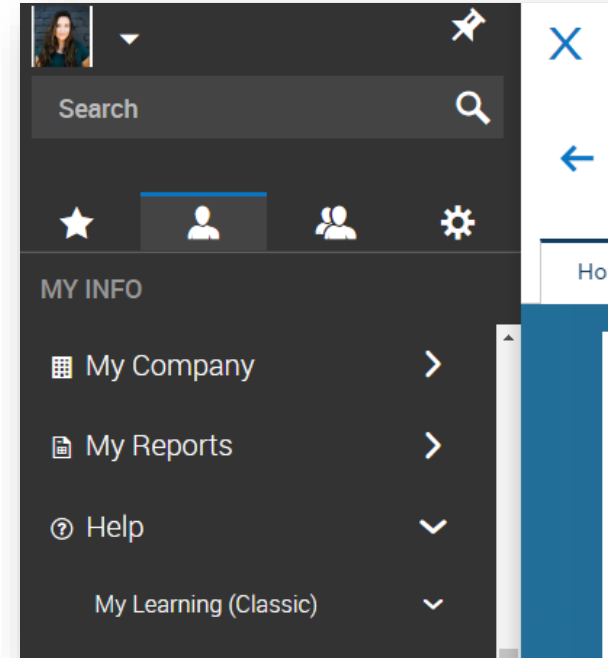
My Learning

- Strategic training tools for the New UI embedded within the system.
- Utilizes security profiles for user roles to determine what learning content to provide
- Resource to facilitate an organizations own internal trainings on the system.
- Content includes: Job Aids, Guides, Video Tutorials, etc.

Import Note: These tools are generic to the system and not necessarily representative of your organization's specific process or configuration.

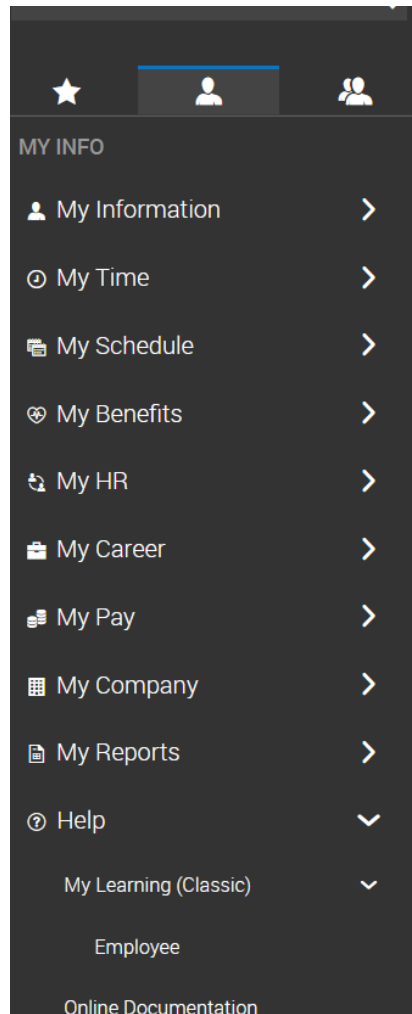
My Learning

- *Navigation:*
 - *New UI: My Info > Help > My Learning*
 - *Classic UI : My Account > Help > My Learning*



My Learning

- *Employee Content Preview*



← Employee

1. NAVIGATION OVERVIEW	
	Logging In and Out
	Using the Quick Search Feature
	Navigating Workforce Ready
	Common System Icons
	Modifying the Dashboard
2. GENERAL TASKS	
	Changing My Password
	Changing Your Virtual Code Method Settings
	Clocking In and Out
	Viewing My Timesheet
	Requesting Time Off
	Employee Open Enrollment Steps
	Canceling My Time Off Request
	Viewing My Pay Statements
	Viewing My Schedule
	Submitting Timesheet Change Reqs Using Mobile
	Viewing My Tax Information
	Viewing My Historical Timesheets
	Viewing My W-2s