



Release Readiness

June 2021

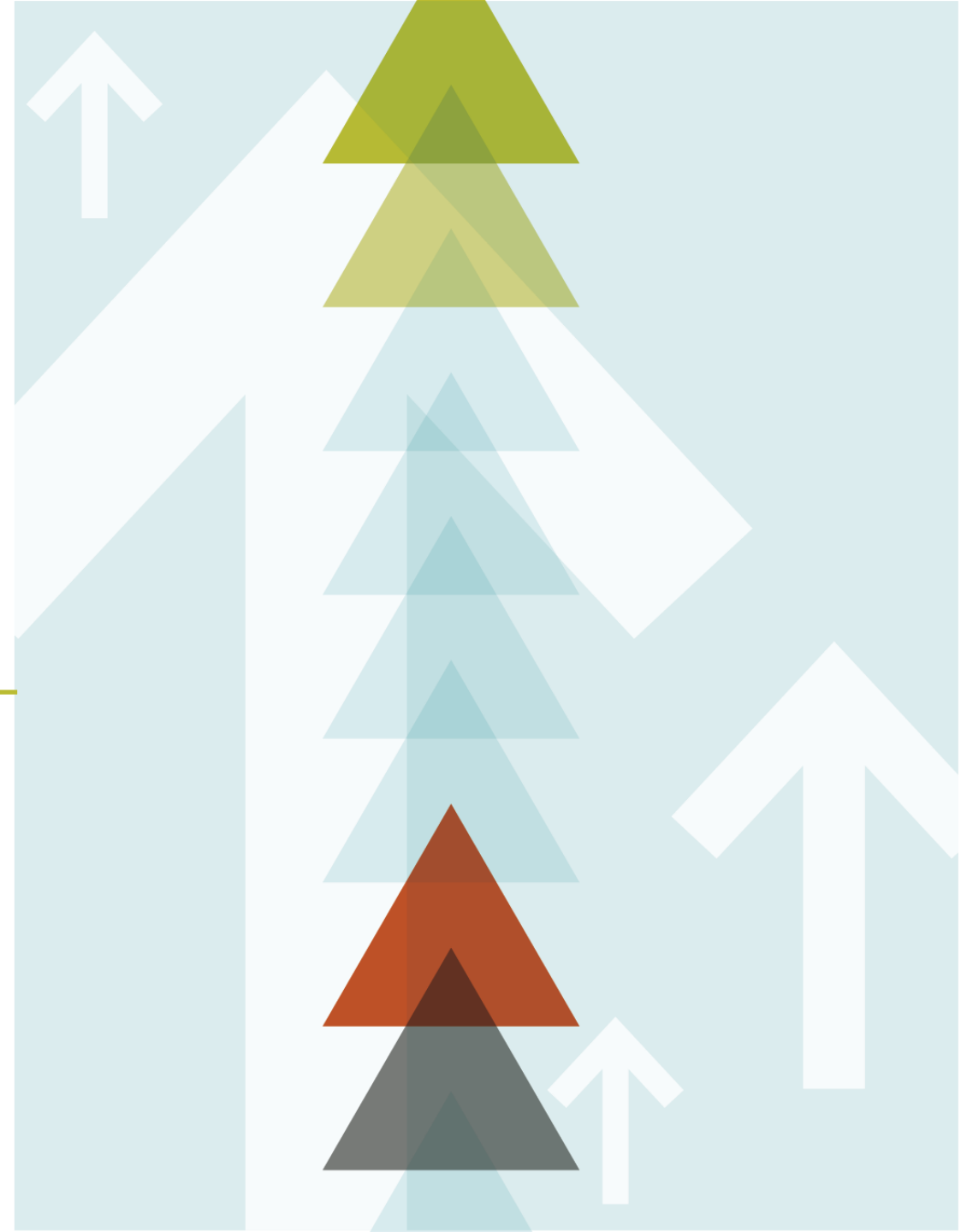
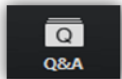


PAYNW

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

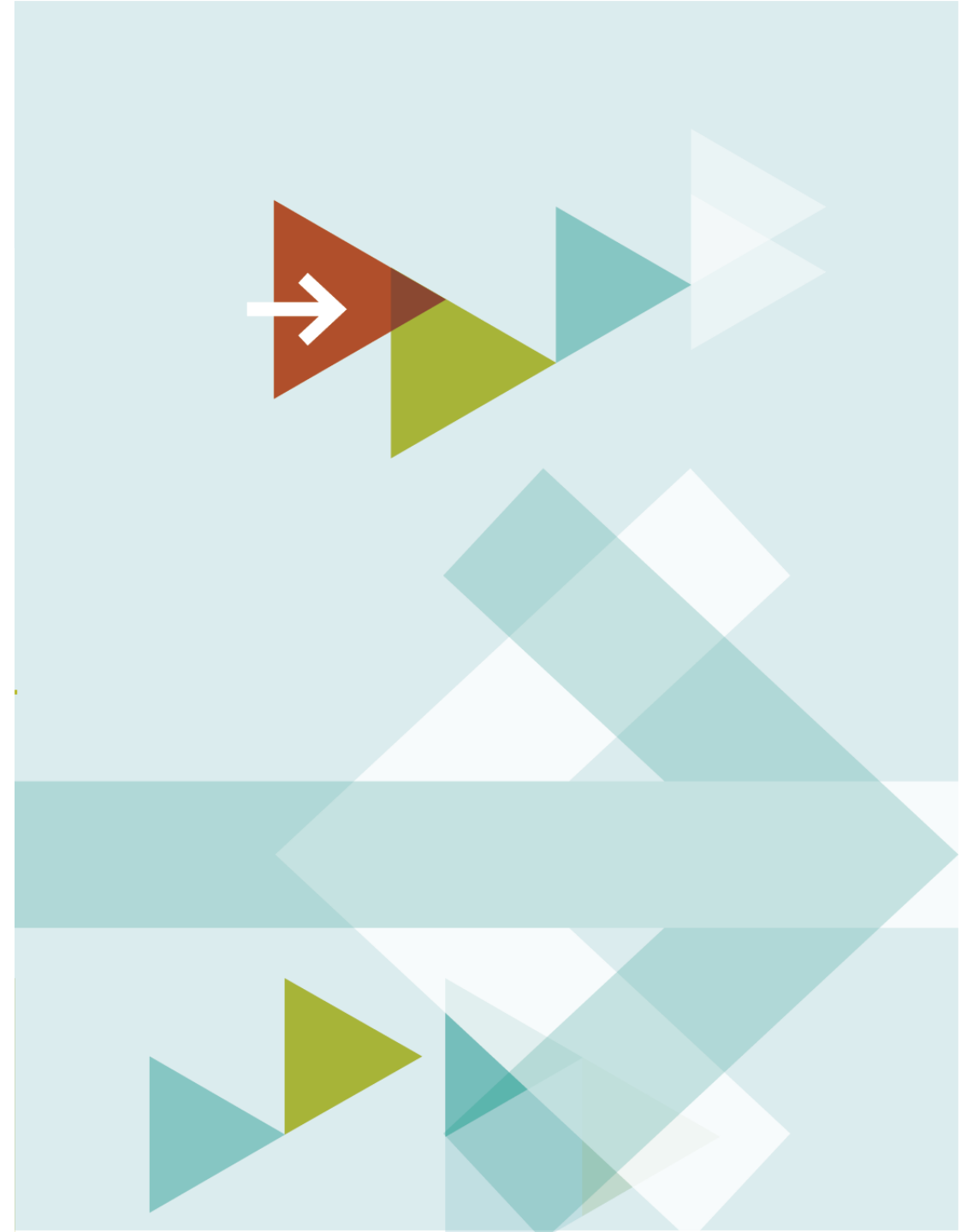
Agenda

- Release Overview
- New Views
- New Resources
- Extra Highlights
- Q & A



Overview

- Release Timing: Night of June 24th
- General Improvements
- Refreshed Views
 - Timesheet
 - Employee Profile
 - Time/Payroll Process Steps
 - Recruitment Workspaces
- New Resources
 - ReadyConnect Panel
 - New My Learning (Online LMS)
- Extra Highlights



General Improvements

- Performance Improvements (Quicker Page Load Times)
- Search
- Navigation Bread Crumb
- Theming
- Singularity (Deprecation of Feature Toggles)

The screenshot displays a web application interface with several key features highlighted by red boxes:

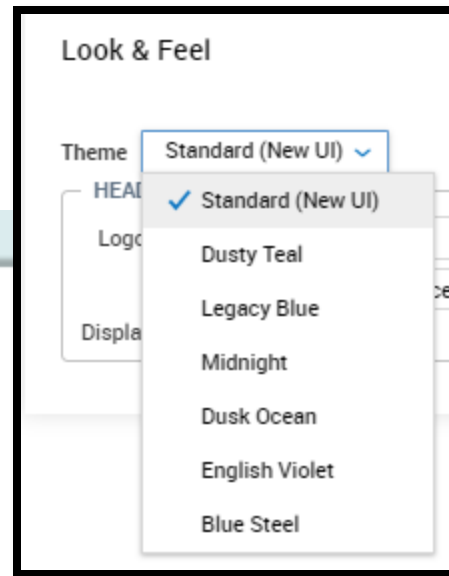
- Search:** A search bar in the top right corner.
- Navigation Bread Crumb:** A breadcrumb trail "My Team > Employee Information" in the top left.
- Theming:** A clean, modern interface with a blue and white color scheme.
- Singularity:** A unified action bar with buttons for "HIRE", "TERMINATE", "REHIRE", "COMMUNICATE", and "VIEW".

Other visible elements include a hamburger menu, the time "10:51 AM (PDT)", the page title "MY TEAM", a table with columns "Employee Name", "Cell Phone", and "Employee Status", and pagination controls showing "Page 1 of 2" and "1 - 20 of 40 Rows".

Theming Options

Global Setup > Look & Feel > System Themes

← System Themes



Legacy Blue

The screenshot shows the HR system interface in the Legacy Blue theme. The top navigation bar is blue. The main content area features a table of employees grouped by department and a pie chart showing department distribution.

Grouped By	Employee Name	Cell Phone	Employee Status
Admin	Allison Booton	206-656-0021	Active
Admin	Cathy Watts	4258913388	Active
Admin	Dana Tenorio	1234567	Active
Admin	Debra Neilson	206-656-0020	Active
Admin	John Doe	206-555-5555	Active
Admin	Julius P. Patches, Sr.	806-999-1010	Active
Admin	Katie Prosper	4254058387	Active
Call Center	Alexander Hacha	321654987	Active
Call Center	Anna Bell	+14254058387	Active
Call Center	Ashley C. Adams	4254058387	Active
Call Center	August Rush	8185553691	Active
Call Center	Caitlin Simpson	5555555	Active

Pie Chart Data:

- Admin: 7
- Call Center: 15
- Customer Service: 18

Midnight

The screenshot shows the HR system interface in the Midnight theme. The top navigation bar is dark grey. The main content area features a table of employees grouped by department and a pie chart showing department distribution.

Grouped By	Employee Name	Cell Phone	Employee Status
Admin	Allison Booton	206-656-0021	Active
Admin	Cathy Watts	4258913388	Active
Admin	Dana Tenorio	1234567	Active
Admin	Debra Neilson	206-656-0020	Active
Admin	John Doe	206-555-5555	Active
Admin	Julius P. Patches, Sr.	806-999-1010	Active
Admin	Katie Prosper	4254058387	Active
Call Center	Alexander Hacha	321654987	Active
Call Center	Anna Bell	+14254058387	Active
Call Center	Ashley C. Adams	4254058387	Active
Call Center	August Rush	8185553691	Active
Call Center	Caitlin Simpson	5555555	Active

Pie Chart Data:

- Admin: 7
- Call Center: 15
- Customer Service: 18

Custom Theming Available in a future release

The background is a solid teal color. It features several geometric shapes and arrows. In the top left, there are overlapping triangles in various shades of teal and white. In the bottom left, there are several right-pointing arrows of different sizes and shades of teal. In the bottom right, there is a large white right-pointing arrow, and below it, a smaller teal right-pointing arrow. The word "Timesheets" is centered in the middle of the page.

Timesheets

Timesheet

- Fully Responsive / Quicker Load Times
- Condensed views
 - Notes
 - Metrics
 - Schedules
 - Exceptions
- Auto Resizing of Columns
- Fixed Date/Schedule
- Fixed Header when Scrolling
- Bulk Hours – Freeze Columns Supported

Configuration Options:

- Column Re-ordering
- Metrics
- Exception Tab

← Timesheet Edit

Andrew E. Fizer | May 31, 2021 - June 13, 2021 | Open

Time Entry | Extra Pay | Exceptions | Calc Detail | Summary By Day

75.06 hrs Raw Total | 1.35 hrs Overtime

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Location	Department	Job #	Notes
MON May 31 No Schedule			8.00	8.00	MON May 31	Holiday	San Diego	Customer Ser		
			8.00 hrs	8.00 hrs						
TUE Jun 1 04:00p - 12:00a	04:04 pm	08:20 pm	4.27	4.27	TUE Jun 1		San Diego	Customer Ser		
	09:40 pm	11:55 pm	2.25	2.25	TUE Jun 1		San Diego	Customer Ser		
			6.52 hrs	6.52 hrs						
WED Jun 2 03:00p - 11:00p	03:07 pm	08:00 pm	4.88	4.88	WED Jun 2		San Diego	Customer Ser		
	09:05 pm	10:40 pm	1.58	1.58	WED Jun 2		San Diego	Customer Ser		
			6.46 hrs	6.46 hrs						
THU Jun 3 03:00p - 10:30p	03:15 pm	10:15 pm	7.00	7.00	THU Jun 3		San Diego	Customer Ser		
			7.00 hrs	7.00 hrs						
FRI Jun 4 03:00p - 10:30p	03:14 pm	07:01 pm	3.78	3.78	FRI Jun 4		San Diego	Customer Ser		
	08:25 pm	10:22 pm	1.95	1.95	FRI Jun 4		San Diego	Customer Ser		
			5.73 hrs	5.73 hrs						
SAT Jun 5			0.00 hrs	0.00 hrs						
SUN Jun 6			0.00 hrs	0.00 hrs						

← Timesheet Edit

Tony B. Bulkido | May 31, 2021 - June 13, 2021 | Open

Time Entry | Extra Pay & Counter Adjustment | Exceptions | Calc Detail | Summary By Day

77.75 hrs Raw Total | 77.75 hrs Calc. Total

Time Off	Location	MON May 31	TUE Jun 1	WED Jun 2	THU Jun 3	FRI Jun 4	SAT Jun 5	SUN Jun 6	Raw Total
Holiday	San Diego	8.00							8.00
	Los Angeles		4.00						4.00
	Portland		2.00						2.00
	San Diego		2.00	8.00	7.00	8.50			63.75
	San Diego								0.00
		8.00	8.00	8.00	7.00	8.50	0.00	0.00	77.75

+ Add Rows 1

Timesheet: Start / End

Header: Name, Quicklinks, Dates, & Status

Andrew E. Fizer | May 31, 2021 - June 13, 2021 | Open

SAVE SUBMIT APPROVE

Notes

Actions

Tabs

Time Entry Extra Pay Exceptions Calc Detail Summary By Day

Metrics

Fixed Date, Schedule & Actions

Configurable Column Order Options & Auto Resizing

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Location	Department	Job #	Notes
MON May 31 No Schedule	ABSENT		8.00	8.00	MON May 31	Holiday	San Diego	Customer Ser		
TUE Jun 1 04:00p - 12:00a	09:40 pm	11:55 pm	2.25	2.25	TUE Jun 1		San Diego	Customer Ser		
WED Jun 2 03:00p - 11:00p	03:07 pm	08:00 pm	4.88	4.88	WED Jun 2		San Diego	Customer Ser		
THU Jun 3 03:00p - 10:30p	03:14 pm	07:01 pm	3.78	3.78	FRI Jun 4		San Diego	Customer Ser		
SAT Jun 5			0.00 hrs	0.00 hrs						
SUN Jun 6			0.00 hrs	0.00 hrs						

Exceptions

Day Totals

Notes

Keyboard shortcuts:
TAB – Moves through fields
SPACE – Toggle AM/PM

Timesheet: Bulk Hours

Header: Name, Quicklinks, Dates, & Status

TB Tony B. Bulkido | May 31, 2021 - June 13, 2021 | Open

Notes

Actions

SAVE SUBMIT APPROVE

Time Entry Extra Pay & Counter Adjustment Exceptions Calc Detail Summary Metrics

77.75 hrs Raw Total 77.75 hrs Calc. Total

Fixed Columns When Scrolling

Notes

Exceptions

Time Off	Location	MON May 31	TUE Jun 1	WED Jun 2	THU Jun 3	FRI Jun 4	SAT Jun 5	SUN Jun 6	Raw Total
		Notes 1	Notes	Notes	Notes	Notes	Notes	Notes	
		ABSENT							
Holiday	San Diego	8.00							8.00
	Los Angeles		4.00						4.00
	Portland		2.00						2.00
	San Diego		2.00	8.00	7.00	8.50			63.75
	San Diego								0.00
		8.00	8.00	8.00	7.00	8.50	0.00	0.00	77.75

+ Add Rows 1

The slide features a light teal background with a white horizontal band across the middle. The title 'Employee Profile' is centered in the white band. The top and bottom teal sections contain abstract geometric patterns of white and light teal triangles and arrows pointing right.

Employee Profile

Employee Profile

- Thanks For The Feedback!
 - Survey Feedback Preferences: split 61% (multi) / 31% (single)
- Permanent Single vs Multi column Toggle
- Improved Sizing of Information
- Widget Size Adjustment Options
- Deprecation of Back to Classic Toggle

The screenshot displays the 'Employee Profile' page for Peter Rockafeller. The interface is modern and organized into several sections:

- Header:** Shows the employee's name 'Peter Rockafeller', Employee ID '444', and Hired Date '13 Nov, 2018 (2 Years, 6 Months, 27 Days)'. It includes utility buttons for 'UTILITIES', 'DOWNLOAD PDF', and 'SAVE', and a 'Single-Column View' toggle.
- Navigation:** A horizontal menu with tabs for 'Main', 'Payroll', 'HR', 'Schedules', 'Documents', 'ACA', and 'Edit Tabs'.
- Left Sidebar:** A 'Jump To' section with a list of categories: Account Information, Cost Centers, Two-Factor Authentication, Managers, Accruals, Personal Information, Badges, Account Contacts, Account Demographics, Pay Information, Total Compensation, Dates, and Base Compensation.
- Main Content Area:**
 - Account Information:** Fields for Username (Peter), External ID, New Password, Salutation, Nickname, First Name (Peter), Middle, Last Name (Rockafeller), Suffix, First Screen ([Security Profile Default]), Locale (Company Default), and Time Zone (Pacific). It also includes checkboxes for 'User Must Change Password at Next Logon' and 'Locked'.
 - Security Questions:** A section for entering a question and answer.
 - Cost Centers:** A section with a 'Limit Work Location' toggle.
- Right Sidebar:** A 'Profiles' section with a grid of widgets for various settings: Access, Accruals (PTO), Competency, Demographic (Limited), Holiday, Labor Distribution (Call Center), Leave of Absence (LOA), Onboarding, Pay Period (Bi Weekly), Performance Review (Annual Review), Points, PST Population, Role, Scheduler (Default), Security, Succession (Succession Profile), Timesheet (Start/End), and TS Auto Population (Holidays).

Employee Profile: Single Column

The screenshot displays an 'Employee Profile' page for Peter Rockafeller. The page is organized into several sections and includes various interactive elements. Annotations highlight the following features:

- Configurable Tabs / Widget Order:** Located at the top, this area contains tabs for 'Main', 'Payroll', 'HR', 'Schedules', 'Documents', 'ACA', and 'Edit Tabs'.
- Search Widget:** A search bar labeled 'Search Widget Names' is positioned in the top right corner.
- Single Column Toggle:** A toggle switch labeled 'Single-Column View' is located in the top right corner.
- Profiles Panel:** A panel on the right side of the page, titled 'Profiles', contains various profile settings such as 'Simple Profiles', 'Access', 'Competency', 'Holiday', 'Leave of Absence', 'Pay Period', 'Points', 'Role', 'Security', 'Timesheet', 'Accruals', 'Demographic', 'Labor Distribution', 'Onboarding', 'Performance Review', 'PST Population', 'Scheduler', 'Succession', and 'TS Auto Population'.
- Expand / Collapse:** A central callout points to a double-headed arrow icon used to expand or collapse sections.
- Jump To Widget Links:** A 'Jump To' section on the left side provides quick access to various profile components.
- Collapse/Expand ALL:** A button labeled 'Expand All' is located in the 'Jump To' section.

The main content area is divided into sections like 'Account Information' (with fields for Surname, External ID, New Password, Nickname, First Name, Middle, Last Name, Suffix, First Screen, Locale, Time Zone, and Security Questions) and 'Cost Centers' (with a 'Limit Work Location' option).

Employee Profile: Multi Column w/ Resizing

The screenshot displays an 'Employee Profile' page for Peter Rockefeller. The page is organized into a multi-column grid of widgets. A callout box titled 'Widget Resizing Options' is positioned over the 'Account Information' widget, showing a control panel with 'Tile Width' and 'Row Height' sections, each containing '+' and '-' buttons. The page includes a top navigation bar with 'UTILITIES', 'DOWNLOAD PDF', and 'SAVE' buttons, and a search bar for widget names. The left sidebar contains a 'Jump To' menu with a 'Collapse All' button and a list of profile sections. The main content area is divided into several widget panels: 'Account Information' (with fields for New Password, Salutation, Nickname, First Name, Middle, Last Name, Suffix, and First Screen), 'Two-Factor Authentication' (with a checked 'Use Virtual Code Authentication' option and a 'CLEAR VIRTUAL CODE SETTINGS' button), 'Cost Centers' (with sections for Limit Work Location, Limit Department, Limit Activity, and Limit Project Code), and 'Managers' (with a Supervisor field set to 'Anna Bell'). The right sidebar, titled 'Profiles', lists various profile categories such as Access, Competency, Holiday, Leave of Absence, Pay Period, Points, Role, Security, Timesheet, and Training, each with a 'Choose...' dropdown and an edit icon.

The background is a light teal color with various white geometric shapes and arrows. In the top left, there are several overlapping triangles of different sizes and orientations. In the bottom left, there are three right-pointing arrows of varying sizes. In the bottom right, there is a large right-pointing arrow with a smaller right-pointing arrow inside it, and another right-pointing arrow below it. The overall design is clean and modern.

Payroll / Time Prep Process

Payroll / Time Prep Process

- Same Process Steps Refreshed View w/ Minor Verbiage Changes
- Jump To Links
- More Visibility to Warnings and Errors
- Initiate Payroll does not pop up automatically
- Step Order Still Matters
 - Mark Step as Complete is still SEPARATE from Step Activity and not Required
- New Progress Bar based on steps marked as complete
- Reports Display in Two Columns Instead of One
- Action Links are below the headers
 - **Blue Text** = Link to Another Page To Review/Take Action
 - **Blue Button** = Popup w/ Corresponding Action (i.e. Initiate Payroll)

Payroll Prep Process (pre-release)

- 1 Initiate Payroll auto pops up
- 2 Headers of each step are action links
- 3 No progress bar - marking as complete only checks the item off

← Payroll Prep

REFRESH

PAYROLL QUICK LINKS

Payroll Prep: Semi-Monthly Regular 07/01/2021

Go To Time Prep

Go To Time Prep*06/11/2021 - 06/25/2021 (Semi-Monthly)*

Employee Related Functions

Hire New Employee(s)
Edit Employees

2 Initiate Payroll

Pay Statements: 0.
Employees: 0.

Initiate Payroll

1

Do You Want To Initiate Payroll?

OPTIONS

Create Type
 All On Assigned Pay Period
 All Active
 All w/PSTs This Quarter

PST Type
Regular
Regular
▼

EXTRA FILTERS

X Pay Group 1

Regular
▼

ADD FILTER

Block Base Comp. ▼

Pay Stub Note

Process Calculate All ▼

Cancel

Skip

Create Now

3

Not Completed



Not Completed



Not Completed



Payroll Prep Process (post-release)

- 1 Jump To section (like the Employee Profile)
- 2 Button to Initiate Payroll (aligns with other process steps)
- 3 Action links are below step headers
- 4 Marking as complete updates the progress bar

← Payroll Prep - Semi-Monthly Regular 07/01/2021 REFRESH

⚠ Incomplete 29% 4
Last Updated: 06/10/2021 10:31 am

JUMP TO 1	Pre-Processing	4
Pre-Processing	Go To Time Prep	Completed By: System Administrator, 06/10/2021 10:31 am
Processing 3	Go To Time Prep: 06/11/2021 - 06/25/2021 (Semi-Monthly)	
Review	Processing	
Finalize	Employee Related Functions	Completed By: System Administrator, 06/10/2021 10:31 am
	Hire New Employee(s)	
	Edit Employees	
	Initiate Payroll	Completed By: System Administrator, 06/10/2021 10:31 am
	Pay Statements: 0.	
	Employees: 0.	
	INITIATE PAYROLL 2	

Time Prep Process

← Time Prep: Semi-Monthly Pay Period (06/11/2021 - 06/25/2021)

EMPLOYEES REFRESH

⚠ Incomplete 0%

JUMP TO

- Timesheet Status
- Pay Calculations
- Records
- ⚠ Pay Period
- Payroll Prep

⚠ Pay period is UNLOCKED. Please lock to prevent further modification.

Timesheet Status

Review Timesheet Status Mark as Complete

View Timesheet Status for Review

Pay Calculations

Reapply Pay Calculations Mark as Complete

View Pay Calculations Report

Improved Visibility to Warnings and Errors



Recruitment Workspaces

Recruitment Workspaces

- New View Offers Improved Applicant Review Process
- Deprecation of Toggle


The screenshot displays the 'Recruitment > Candidates > Job Applications' interface for a candidate named Timothy Rodriguez. The interface is divided into several sections:



- Header:** Shows the candidate's name 'Timothy Rodriguez' and a 'Screen Candidate' button.
- Left Sidebar:** Contains navigation options such as 'Jump To', 'Applicant Info', and 'Recent Jobs Applied'.
- Hiring Stages:** A horizontal progress bar with stages: Resume Received, Screen Candidate (current), Interview Candidate, Candidate Not A Fit, Extend Offer, Offer Declined, Offer Accepted, and Perf Backg Che.
- Resume Section:** Displays the candidate's resume content, including contact information for 'IM A. SAMPLE IV' and a detailed 'PROFESSIONAL PROFILE' and 'PROFESSIONAL SKILLS AND EXPERIENCE' section.
- Right Sidebar:** Features 'Quick Actions' (SAVE, REVERT TO THE PREVIOUS STAGE, ADD EVALUATION QUESTIONNAIRE, SCHEDULE INTERVIEW, HIRE) and 'Supporting Documents' (Upload Document).


Recruitment Workspaces

Recruitment > Candidates > Job Applications


← Tech Support

Timothy Rodriguez 

4 | New |  timothy@applicant.com | 

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

Improved Header Info

Quick Actions

Center Content Unchanged

Jump To Links

Applicant Summary Info

Hire

More Actions

Hiring Stages Define Stages

Resume Received | Screen Candidate | Interview Candidate | Candidate Not A Fit | Extend Offer | Offer Declined | Offer Accepted | Perf Backg Che

Resume Upload | Download 100% | Reset

FUNCTIONAL

M.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.
- 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 both vendors and customers.

Quick Actions

- SAVE
- REVERT TO THE PREVIOUS STAGE
- ADD EVALUATION QUESTIONNAIRE
- SCHEDULE INTERVIEW
- HIRE
- More actions

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 *

Clear

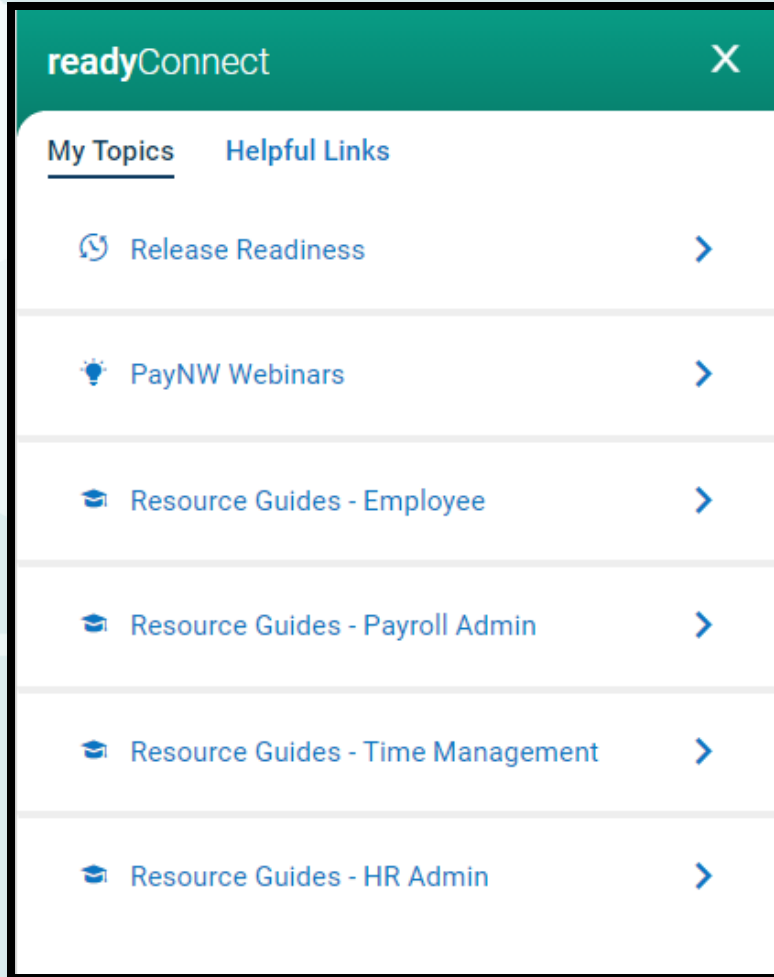
The background is a solid teal color. It features several white geometric shapes: triangles and arrows. In the top left, there are overlapping triangles. In the bottom left, there are several right-pointing arrows of varying sizes. In the bottom right, there are overlapping triangles and a right-pointing arrow. The text 'New Resources' is centered in the middle of the page.

New Resources









- What is Ready Connect?
 - Fly Out Panel embedded within the system
 - Role Based (Self Select) & Functionality Enabled
 - Tip: Mass Edit Profiles to assign Role Profiles to your employees
- Helpful Links – Online Product Info
- My Topics
 - Guides/Job Aids
 - Both Platform Provided (UKG / Kronos) and PayNorthwest Created
 - Release Information
 - Webinars
 - Other Resources (I.e Year End Checklist)
 - Product Related Surveys (Anonymous Feedback)

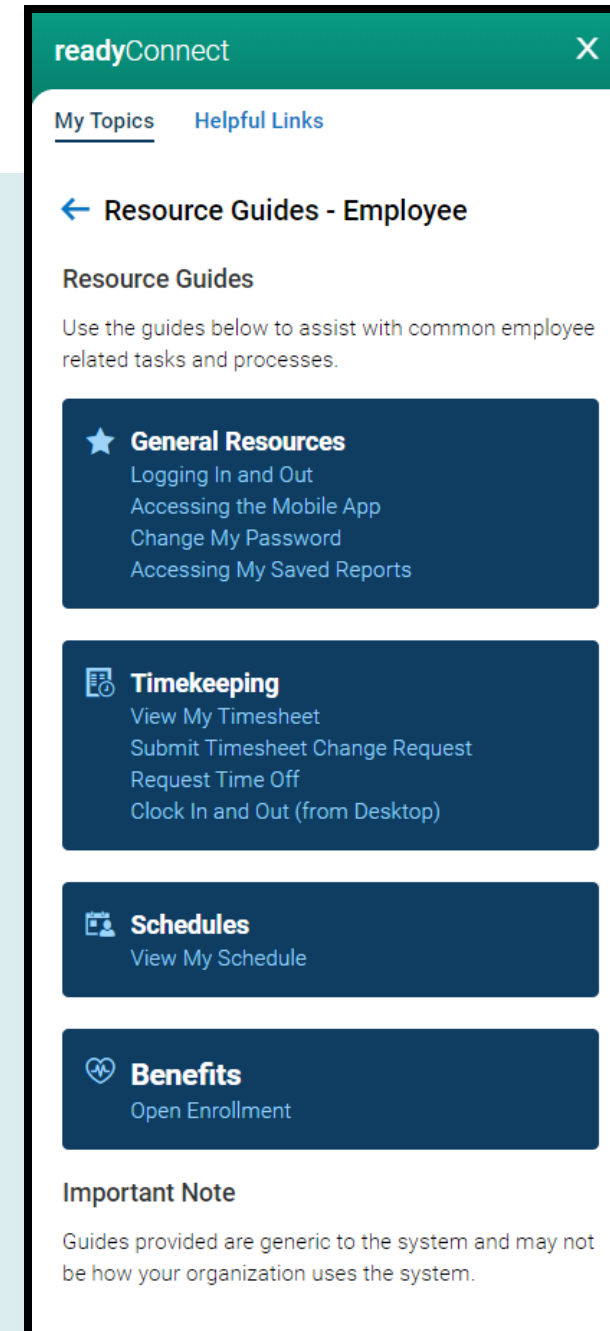
Ready Connect



readyConnect X

My Topics Helpful Links

-  Release Readiness >
-  PayNW Webinars >
-  Resource Guides - Employee >
-  Resource Guides - Payroll Admin >
-  Resource Guides - Time Management >
-  Resource Guides - HR Admin >







readyConnect X

My Topics Helpful Links

← **Resource Guides - Employee**

Resource Guides

Use the guides below to assist with common employee related tasks and processes.

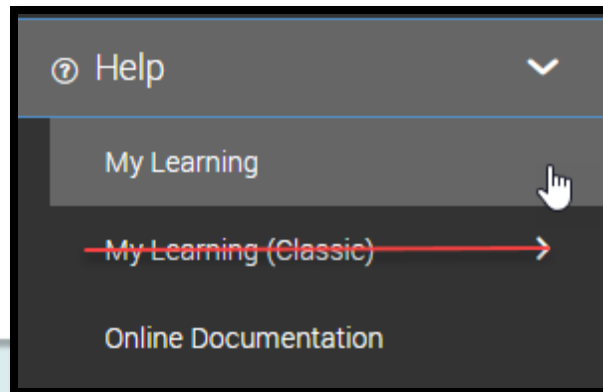
-  **General Resources**
 - Logging In and Out
 - Accessing the Mobile App
 - Change My Password
 - Accessing My Saved Reports
-  **Timekeeping**
 - View My Timesheet
 - Submit Timesheet Change Request
 - Request Time Off
 - Clock In and Out (from Desktop)
-  **Schedules**
 - View My Schedule
-  **Benefits**
 - Open Enrollment

Important Note

Guides provided are generic to the system and may not be how your organization uses the system.

New My Learning

- System Related Learning Management System (Continuously Updated)
 - Improve System Onboarding/ Expand System Knowledge
 - Learning Journeys auto-assigned based on Security Profile Roles
 - Searchable Resources
 - Progress Tracking
 - Dynamic Learning Resources (Videos, Overviews, Guides, Job Aids, etc.)
 - Overnight Sync Process for New Users upon login
- My Learning (Classic) will no longer be available with the release.



New My Learning

Search for Content

My Learning

Search content in the platform



My Learner Dashboard



My Learner Dashboard

My Learning

View your Learning Journeys

Get Started On Your Learning Journey

Do you want direction on what to learn next? Click the button below to view your available learning journeys.

SHOW MY LEARNING JOURNEYS

Browse for Learning

Do you want to pick and choose what to learn next? Click the button below to browse for content in your learning catalogs.

BROWSE MY LEARNING

Need Help?

Are you new to My Learning and need help getting started? Click the button below to view our Help resources.

SHOW HELP RESOURCES

See Courses in Progress

My Courses in Progress

Filter and search icons for My Courses in Progress

1 Item



See Pending Courses

My Pending Courses

Filter and search icons for My Pending Courses

12 items



Extra Highlights

- Time Off Calendar Refreshed Views
 - Time Off Calendar: Condensed/Interactive
 - New Report: Time Off Calendar by Month

Time > Time Off > Time Off Calendar

← Time Off Calendar

Mar 2021 | TODAY

SUN	MON	TUE	WED	THU	FRI	SAT
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

EXPAND ALL | Mar 26, 2021 | 3 / 24.00 hrs

Peter Rockefeller
 Approved 8.00 hrs
 Pending 8.00 hrs

VACATION
 Mar 26, 2021

Submitted On: Mar 15, 2021
 Status: New
 Amount: 8.00 hrs
 Current Balance: 5.75 days / 46 hours
 Shift: 07:00A - 03:30P

APPROVE REJECT

My Reports > Time Reports > Time Off Calendar > Time Off Calendar by Month

TODAY | Saved: [System]

Expand All | All Time Offs | All Employees

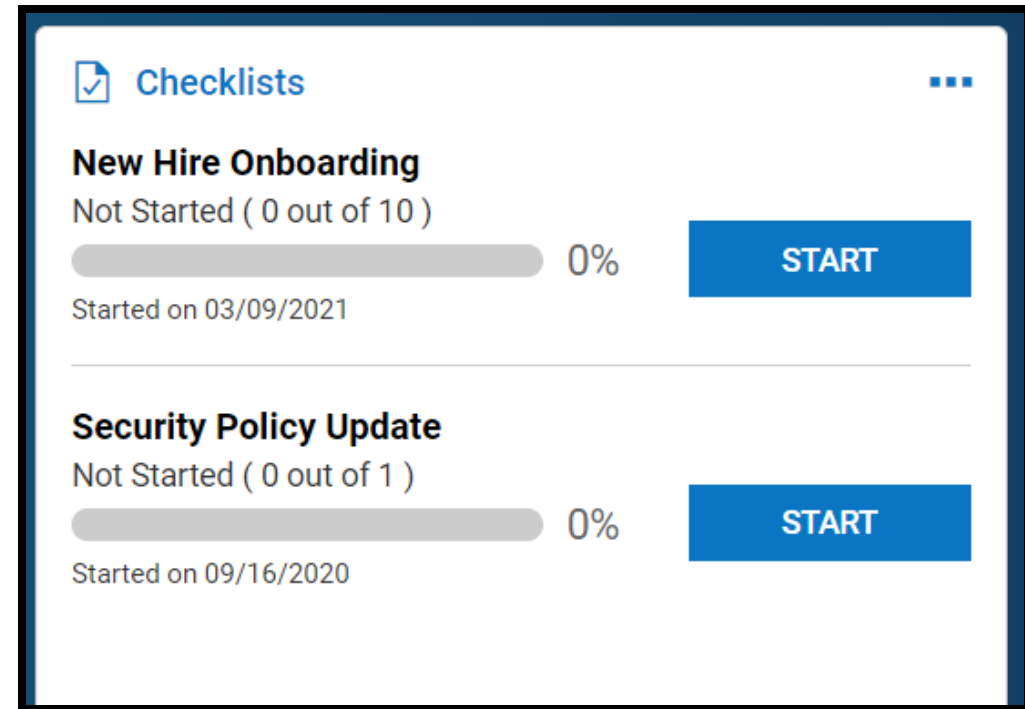
SUN	MON	TUE	FRI	SAT
1	2 Walter White 4.00 h	3 Nancy Cynthia 4.00 h Walter White 4.00 h Michelle Monet 4.00 h	6 Michelle Monet 8.00 h	7
8	9 James Wilson 4.00 h	10 James Wilson 4.00 h	13 Jack Foley 4.00 h	14
15	16 Antonio Rossi 8.00 h Denis Parker 4.00 h Kate Thompson 4.00 h	17 Kate Thompson 8.00 h	20 Kate Thompson 8.00 h	21
22	23	24 Robert Schofield 4.00 h	25 Kathy Fishman 4.00 h	26 Jerry Valentine 8.00 h
29	30	1	2 Alex Martino 4.00 h	3 Alex Martino 4.00 h

Nancy Cynthia
 OCT 3, 2020
 Emergency Family Leave
 Employee ID: 1234567
 Employee EIN: Lowell
 Amount: 4.00 h
 Documents

Walter White
 OCT 3, 2020

Extra Highlights

- Mailbox Saved Views
- New Feature: Pre Boarding
- New Checklist Dashboard Widget



The screenshot displays a 'Checklists' dashboard widget. At the top, there is a header with a checklist icon and the title 'Checklists', followed by a three-dot menu icon. Below the header, there are two checklist items. The first item is 'New Hire Onboarding', which shows 'Not Started (0 out of 10)' and a progress bar at 0%. A blue 'START' button is positioned to the right of the progress bar. Below this, it says 'Started on 03/09/2021'. The second item is 'Security Policy Update', which shows 'Not Started (0 out of 1)' and a progress bar at 0%. A blue 'START' button is also present to the right of the progress bar, with 'Started on 09/16/2020' listed below it.

For All Updates Refer to Release Notes (Available the Week of the Release)

The background is a solid teal color. In the top-left corner, there are several overlapping white and light teal triangles of various sizes. In the bottom-left corner, there are several white and light teal arrows pointing to the right. In the bottom-right corner, there are several overlapping white and light teal triangles and arrows, some pointing right and some pointing left.

Bonus Tips

Setup the New Dashboard

KP Katie Prosper
Employee ID: 777 | Hired Date: 11/13/2018 (2 Years, 5 Months, 17 Days)
7 Open Shifts to Fill

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

Benefit Plan Name	Employee Only	Employee Only	Employee only	Employee Only
Carrier A PPO	17	1	1	1
Carrier B PPO	3	0	0	0
Dental Plan	30	0	0	0
Vision Plan	9	1	0	0

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 Keoan	Life Change Event	07/18/2019	New	

ACA Status Change

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

1 of 1 | 1 Rows ACA S

Employee Name
Julius P. Patches, Sr.

Improve Navigation

Bring Focus to key
Tasks / Reports / Charts

Improve the Experience

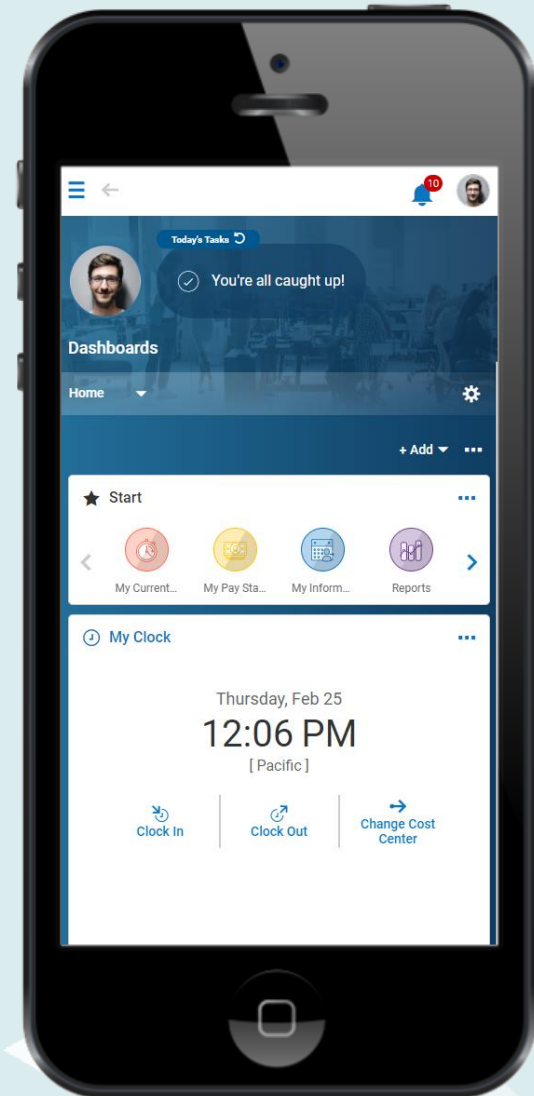
Create different Dashboard
Profiles

We have Templates to Start From!

Consider the New Mobile App

HCMTToGo Mobile App

- Biometric Login Options
- Use with OR without Mobile Punching
- Push Alerts
- Employee Self Service
- Manager Self Service



Release Date Reminder: Night of June 24th

Thank You!

Further Questions?
Contact mypayroll@Paynorthwest.com

