PAYROLL DASHBOARDS

HOW TO UTILIZE AND CONFIGURE YOUR DASHBOARDS

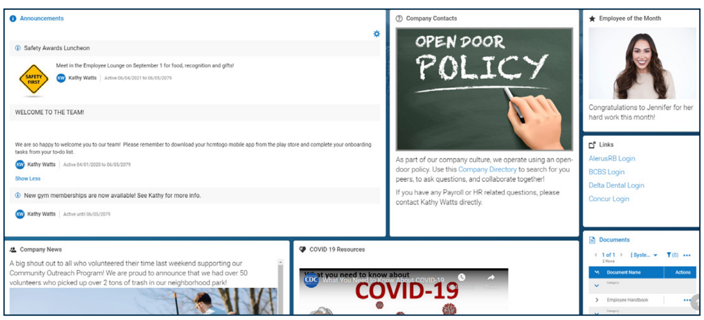
For each section of the system that your company utilizes, there will be a dashboard available. These dashboards can be customized by security and user for preference on their utilization of the system. We have set them up for you using the features that are most commonly utilized. You will have the ability to change the dashboards to meet your specific needs.

HOME DASHBOARD

The home dashboard is used for widgets that pertain to you as an employee, if timekeeping is turned on you will be able to see your clock and your time off. You also will be able to see company announcements, your pay statements, and your mailbox that includes any to-do's that you need to complete.

COMPANY HUB DASHBOARD

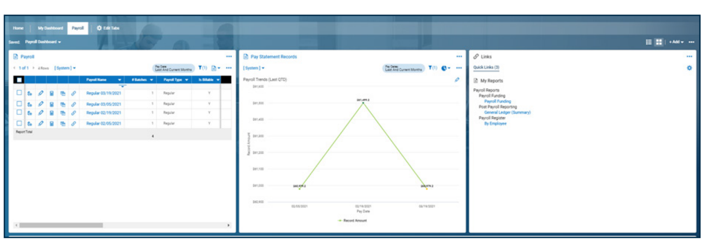
The company hub is a centralized location to keep employees up-to-date on things like company standards, organizational announcements, company culture, etc. The company hub allows your organization's administrators to create a communication-based intranet for employees



PAYROLL DASHBOARD

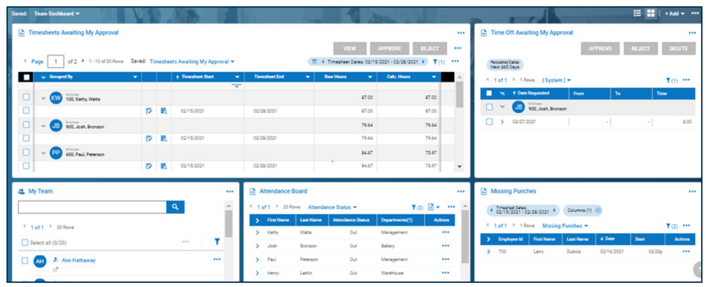
We have set up your payroll dashboard to help make processing payroll as easy as possible. The quickest way to start the payroll process or run reports for payroll is to click on the payroll dashboard — this will bring up the following screen:

From here you are able to start the payroll process by clicking in the appropriate payroll date and the dollar sign/gear icon on the left side. This will bring you directly to the payroll prep process. (Another guide will be available for these steps).



TEAM DASHBOARD

The team dashboard is designed to help manage your team within the system. This dashboards helps to easily review timesheets, approve time off, and manage employee files right from one screen with one click. You can customize the views of these widgets to help with your daily tasks.



TIME DASHBOARD

This dashboard is traditionally set up to help manage time and labor by easily allowing you to track labor trends and cost. These reports can be adjusted to show overtime, cost center, and employee data. Some of these options would only be available when using the time and labor management portal.

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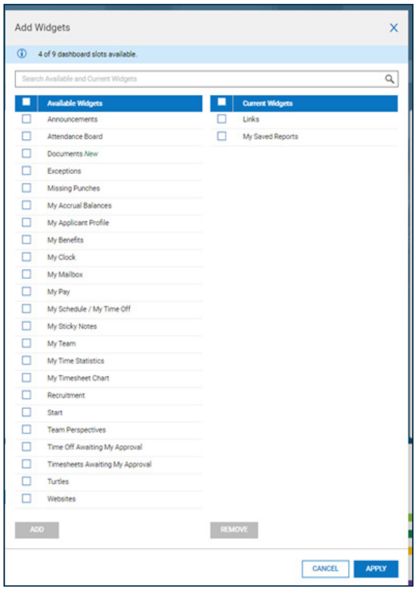
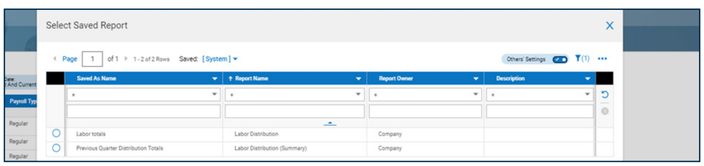
DASHBOARD CUSTOMIZATION

If you would like to make changes to your dashboard you are able to configure the set up to your preference. You can add additional system set up widgets or saved reports to the dashboard. To do this, start on the dashboard that you would like to make a change to. Then click on the **Add** button in the upper right corner:

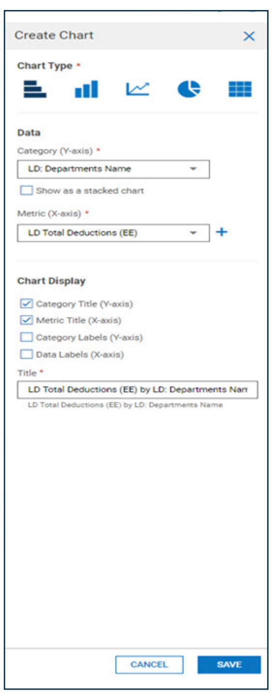
This will allow you to choose to add a report or widget. If you select add a widget, a pop up will appear with the widgets that are available to your company, you can then select the widget that you want to add.



If you select report, the following box will pop up and you can choose from our saved reports.



Once you select the report that you want to add it will pop up in the create chart options, select the type of chart that you would like to use for your saved report.



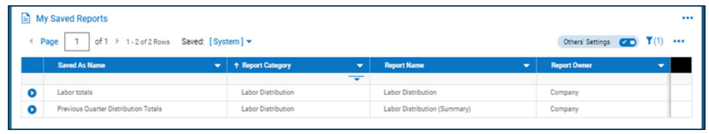
You are also able to adjust the size and layout of your dashboard. Or if you do not need to see one of the options you can remove it from your view. All of these things can be done by clicking the three dots on the right hand side of the screen or the edit tabs option.

LINKS

The links widget allows you to create links to various components in the system. We have set up a few default links but you can customize these links by clicking the gear icon on the right widget corner and then select from the list which links you would like to have on your dashboard. You can utilize the link widget for any part of the system that your company utilizes.

MY SAVED REPORTS

The my saved reports widget allows you add any report in the system to your dashboard, once added to the dashboard you are able to quickly and easily run reports based on your saved criteria with just one click. This is a great option for reports that need to be accessed on a regular basis.



To save a report to this section you will want to go to that report and configure/set up the report the way that you would like to view it. You can then click on the settings button and save settings- you can name the report and hit save. This report will then pop up in your dashboard. These are user preferences but can also be shared with other users in your company based on company security profiles.