



New UI Navigation Quick Guide for Employees

Last Updated: August 24, 2020



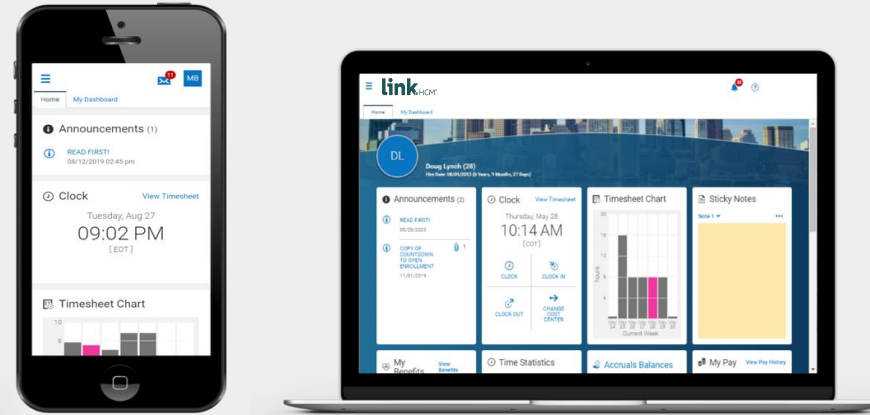
Document Overview

This quick guide is available to help you navigate through the new User Interface (New UI) by comparing the Classic UI and the New UI through side by side views of common employee tasks.



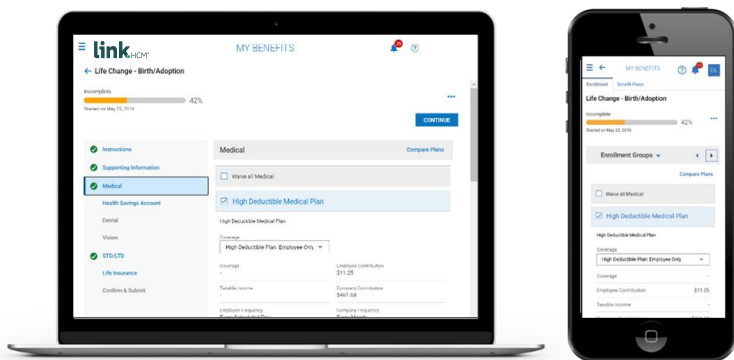
Desktop and Mobile Parity

The New UI brings a consistent experience across all devices making navigation easier and encourages Employees and Managers to access tasks on the go. No matter if you are using the desktop URL or the mobile app on a phone or tablet, you will be able to navigate through the system and complete tasks in the same manner.

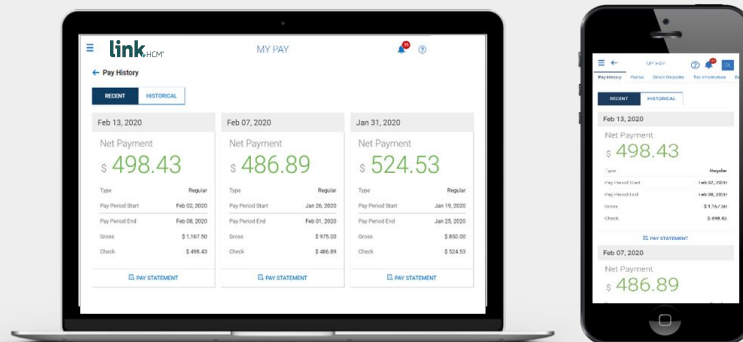


Dashboard Landing Page

Desktop and Mobile Parity



Benefit Enrollment

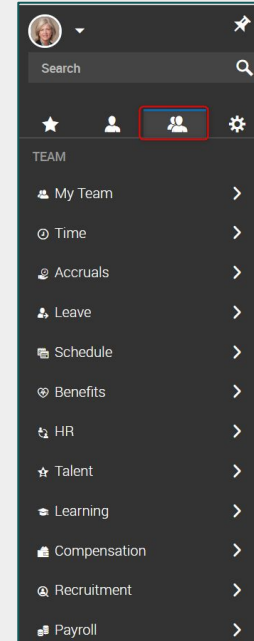
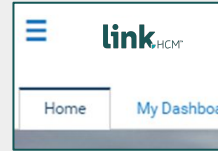
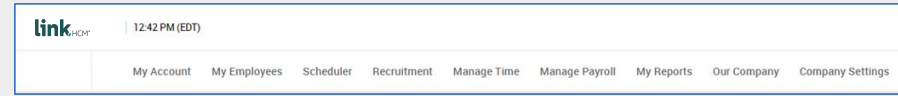


Pay Statements

The Menu

In the Classic experience, the menu items are listed across the top of the page, while in the New experience the menu is now located down the side of the screen with an expandable/collapsible menu.

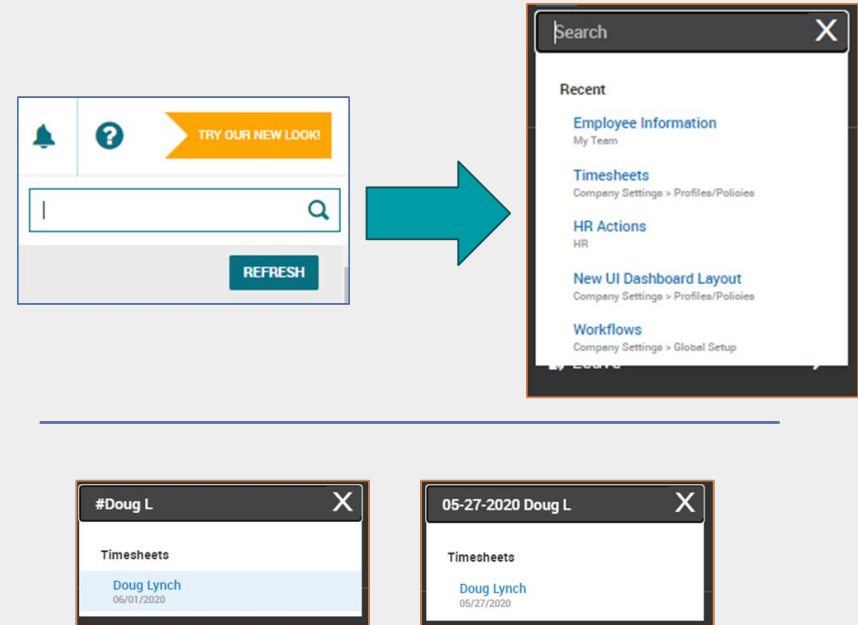
The Menu is grouped by Favorites, My Information, My Employees and Company Settings. You may only have access to certain menu groups. The menu also provides the option to use the Quick Search Feature to easily search for items in the system.



The menu can be pinned to stay open in the window you are working in

Quick Search Feature

Need to find something quick? Try using the Quick Search Feature now located in the menu. With the improved changes in the Menu, some items pathways may have changed. Using the Quick Search will help you navigate to a page quickly and provides the pathway for future use. The Quick Search will also save your 5 most recent searches.

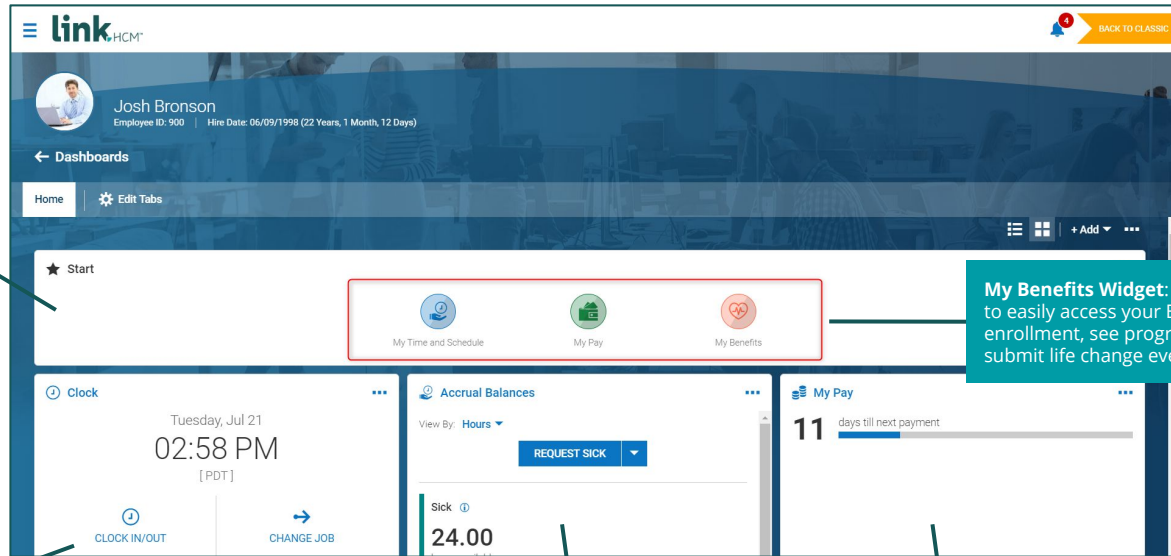


Employee Dashboard

The new intuitive Home Dashboard provides quick, easy ways to perform certain employee tasks such as clocking in and out, completing benefit enrollments, submitting time off and tracking pay days.

Start Menu Widget: Allows you to easily access Favorites and Routine Tasks with 2 clicks

Clock Widget: Allows you to clock in and out, change your Cost Centers and navigate to your Timesheet



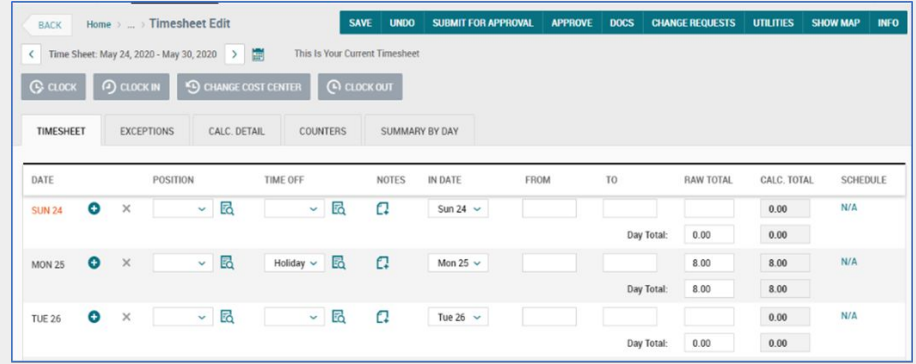
My Benefits Widget: Allows you to easily access your Benefits enrollment, see progress and submit life change events

Accrual Balances Widget: Allows you to view your Time Off Balances as well as start a request for Time Off

My Pay Widget: Allows you to track how many days until the next payday and can navigate to previous pay statement history

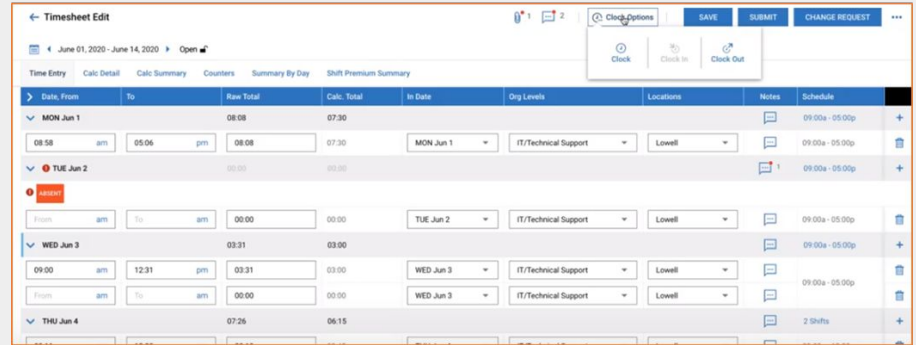
Timesheet

The New Timesheet Experience in the New UI provides a responsive, all in one experience for the employee. The Employee can clock in and out, view and edit their timesheet, submit changes and more in one place. The new experience provides ease of use and ability to expand and minimize particular days on your timesheet for easier viewing.



This screenshot shows the 'Timesheet Edit' interface in the old UI. It features a top navigation bar with buttons for 'BACK', 'Home', 'SAVE', 'UNDO', 'SUBMIT FOR APPROVAL', 'APPROVE', 'DOCS', 'CHANGE REQUESTS', 'UTILITIES', 'SHOW MAP', and 'INFO'. Below this is a sub-header with 'Time Sheet: May 24, 2020 - May 30, 2020' and 'This Is Your Current Timesheet'. A row of buttons includes 'CLOCK', 'CLOCK IN', 'CHANGE COST CENTER', and 'CLOCK OUT'. The main section has tabs for 'TIMESHEET', 'EXCEPTIONS', 'CALC. DETAIL', 'COUNTERS', and 'SUMMARY BY DAY'. The 'TIMESHEET' tab is active, displaying a table with columns: DATE, POSITION, TIME OFF, NOTES, IN DATE, FROM, TO, RAW TOTAL, CALC. TOTAL, and SCHEDULE. The table shows data for Sun 24, Mon 25, and Tue 26, with 'Day Total' rows for each day.

DATE	POSITION	TIME OFF	NOTES	IN DATE	FROM	TO	RAW TOTAL	CALC. TOTAL	SCHEDULE
SUN 24				Sun 24				0.00	N/A
Day Total:							0.00	0.00	
MON 25			Holiday	Mon 25			8.00	8.00	N/A
Day Total:							8.00	8.00	
TUE 26				Tue 26				0.00	N/A
Day Total:							0.00	0.00	



This screenshot shows the 'Timesheet Edit' interface in the new UI. It features a top navigation bar with buttons for 'SAVE', 'SUBMIT', and 'CHANGE REQUEST'. Below this is a sub-header with 'June 01, 2020 - June 14, 2020' and 'Open'. A row of buttons includes 'Clock', 'Clock In', and 'Clock Out'. The main section has tabs for 'Time Entry', 'Calc Detail', 'Calc Summary', 'Counters', 'Summary By Day', and 'Shift Premium Summary'. The 'Time Entry' tab is active, displaying a table with columns: Date, From, To, Raw Total, Calc. Total, In Date, Org Levels, Locations, Notes, and Schedule. The table shows data for MON Jun 1, TUE Jun 2, WED Jun 3, and THU Jun 4, with 'Day Total' rows for each day.

Date	From	To	Raw Total	Calc. Total	In Date	Org Levels	Locations	Notes	Schedule
MON Jun 1	08:58	05:06	08:08	07:30	MON Jun 1	IT/Technical Support	Lowell		09:00a - 05:00p
Day Total:			08:08	07:30					
TUE Jun 2			00:00	00:00	TUE Jun 2	IT/Technical Support	Lowell		09:00a - 05:00p
Day Total:			00:00	00:00					
WED Jun 3	09:00	12:31	03:31	03:00	WED Jun 3	IT/Technical Support	Lowell		09:00a - 05:00p
Day Total:			03:31	03:00					
THU Jun 4			07:26	06:15	THU Jun 4	IT/Technical Support	Lowell		2 Shifts
Day Total:			07:26	06:15					

Employee Timesheet View

MY TIME

[BACK TO CLASSIC](#)

[← Timesheet Edit](#)

[Clock In/Out](#) [SAVE](#) [SUBMIT](#) [CHANGE REQUEST](#)

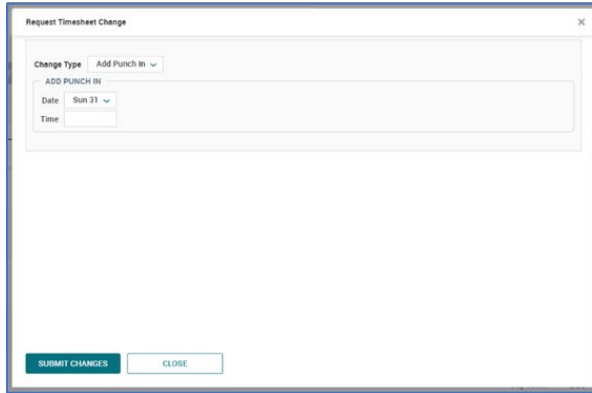
July 12, 2020 - July 25, 2020

[Time Entry](#) [Calc Detail](#) [Counters](#) [Summary By Day](#)

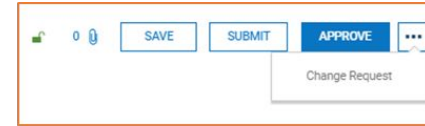
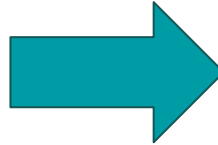
> Date, From	To	Raw Total	Calc. Total	In Date	Time Off	Department	Notes	Schedule	
✓ SUN Jul 12		8.00	0.00					N/A	+
From am	To am	8.00	0.00	SUN Jul 12	Holiday	Rancho Cucam/Coffee Shop/Baker		N/A	
✓ MON Jul 13		0.00	0.00					8:30 AM - 5 PM	+
ABSENT									
From am	To am	0.00	0.00	MON Jul 13		Rancho Cucam/Coffee Shop/Bi		8:30 AM - 5 PM	
> TUE Jul 14		0.00	0.00					8:30 AM - 5 PM	+
> WED Jul 15		0.00	0.00					8:30 AM - 5 PM	+
> THU Jul 16		0.00	0.00					8:30 AM - 5 PM	+
> FRI Jul 17		0.00	0.00					8:30 AM - 5 PM	+
> SAT Jul 18		0.00	0.00					N/A	+

Timesheet Changes

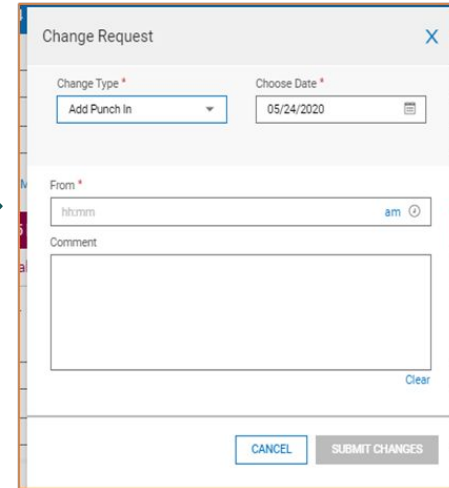
Timesheet Change Requests can be submitted directly from the timesheet in both the Classic and New UI.



A screenshot of the 'Request Timesheet Change' dialog box in the Classic UI. The dialog has a title bar with 'Request Timesheet Change' and a close button. Inside, there's a 'Change Type' dropdown set to 'Add Punch In'. Below it, there's a section for 'ADD PUNCH IN' with a 'Date' dropdown set to 'Sun 31' and a 'Time' input field. At the bottom, there are two buttons: 'SUBMIT CHANGES' and 'CLOSE'.



A screenshot of the 'Change Request' button in the New UI. It's a blue button with the text 'CHANGE REQUEST' and a small icon of a person. To its left are buttons for 'SAVE', 'SUBMIT', and 'APPROVE'. Below the button is a tooltip that says 'Change Request'.



A screenshot of the 'Change Request' dialog box in the New UI. The dialog has a title bar with 'Change Request' and a close button. Inside, there's a 'Change Type' dropdown set to 'Add Punch In' and a 'Choose Date' dropdown set to '05/24/2020'. Below these, there's a 'From' dropdown set to '11:00am' and a 'Comment' text area. At the bottom, there are two buttons: 'CANCEL' and 'SUBMIT CHANGES'.

Time Off Requests

New UI offers a responsive calendar view of Time Off Requests. Employees can select the type of time off they want to request, select the date on the calendar and click Start Request. A pop-up box appears for the employee to enter their request information as well as calculate their Projected Balances based on the request information.

TIME OFF	ACCUMULATED TO	CURRENT ACCUMULATED	TAKEN	CURRENT BALANCE	SICK	PENDING APPROVAL	PROJECTED BALANCE
Personal	HR	0.00	0.00	0.00	0.00	0.00	0.00
Sick	HR	0.00	0.00	0.00	0.00	0.00	0.00
Vacation	HR	0.00	0.00	0.00	0.00	0.00	0.00



Time Off Type: Vacation

Accrued Balances Details: Vacation 0.00 days

Calendar: MAY 2020

START REQUEST

Time Off: Vacation

Request Type: Full Day

Date: 05/13/2020

Total: 8.00

Projected balance: Start Balance 0.00, End Balance -8.00

Comment:

CANCEL SUBMIT REQUEST

Toggle Between New & Classic UI

NOTE: You will only be able to toggle between New & Classic UI until September 16

BACK TO CLASSIC

The screenshot displays the link HCM dashboard for user Kathy Watts. The interface includes a top navigation bar with the link HCM logo, user profile information, and a 'BACK TO CLASSIC' button. Below the navigation bar is a 'Dashboards' section with tabs for Home, Test, My Dashboard, and Edit Tabs. The main content area is divided into three columns: Announcements (0), Recruitment, and Succession Chart. The Recruitment column shows 'Open Requisitions' as 2, with a warning for '1 Requisitions Without Applicants'. The Succession Chart shows a 'Potential vs Readiness Talent Matrix' with a grid of colored cells representing different readiness levels.

Announcements (0)

- No Data to Display

Recruitment

Open Requisitions: 2

1 Requisitions Without Applicants

Recruitment Stage	Count
Resume Received	1
Screen Candidate	0
Interview Candidate	0
Candidate Not A Fit	0
Extend Offer	0

Succession Chart

Potential vs Readiness Talent Matrix

Readiness	Potential	Ready Now	Ready 1-3 Years	Ready 4+ Years
Ready Now	0	0	0	0
Ready 1-3 Years	0	0	1	0
Ready 4+ Years	0	0	0	0

Toggle Between New/Classic UI

NOTE: You will only be able to toggle between New & Classic UI until September 16

TRY OUR NEW LOOK!

The screenshot displays the Link HCM user interface. At the top, a navigation bar includes the Link HCM logo, user information (LinkHCM Full Suite, 9:06 AM (PDT), MY DASHBOARD), and a 'TRY OUR NEW LOOK!' button. Below the navigation bar, a breadcrumb trail shows 'Home > My Dashboard'. The main content area features a 'Start' section with five icons: Employee Changes, Manage Time, Process Payroll, Reports, and My Account. Below this is a 'Missing Punches' section with a table showing no results. The bottom of the screen shows 'Payrolls' and 'Birthdays' sections.

link HCM LinkHCM Full Suite 9:06 AM (PDT) MY DASHBOARD

Back Home > My Dashboard

Main Recruitment 401k Portal FSA Reimbursement Edit Tabs

Start

Employee Changes Manage Time Process Payroll Reports My Account

Missing Punches

Rows On Page 10 No Rows

Click here to expand grouped columns

First Name	Last Name	Date	Start	End	Missed Punch
starts with	starts with	=	=	=	Yes

No Results Returned

Payrolls Birthdays