Link HCM" **New UI Navigation Quick Guide for** Managers 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 manager tasks.



# Reporting

Reporting settings are available in the New UI, but to make the data on screen more prevalent, some settings are in the Actions and Filter menus.

link

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# Time & Labor Management

Managers can review their employees' timesheets in the same manner they did in the Classic. The New UI timesheet improved view has the ability for managers to manage timesheets for their employees including easy changes to time entries and exceptions.

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#### **Timesheet Related Approvals**

Approvals can be done in the same manner depending on your process-through workflows or non-workflow.

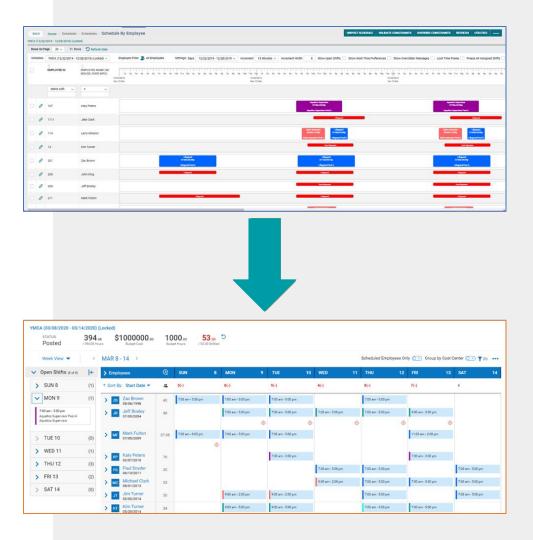
The best practice if using the mobile app is to utilize the workflows.

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## Scheduling

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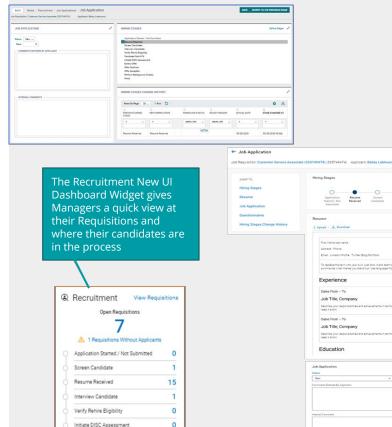
Scheduling functionality and views all for easy management of your employees' schedules. The New UI provides improved functionality for edit schedules such as updated copy and paste features, improved tracking of schedule progress and budgeting, and an expandable menu of all open shifts that need to be filled. Enhancements such as adding the employee's photo (if uploaded to the profile) and using the employee's Nickname versus Legal name can help managers differentiate their employees during the scheduling process.



### Recruitment

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Managers can view the application process for their candidates in the New UI responsive view. Hiring Stages, Resume, Application information, and Questionnaires are now all in one place for a simplified view. Managers can access the Job Requisition and Applicant Profile from the Job Applicant page. The same as the process in the Classic UI.



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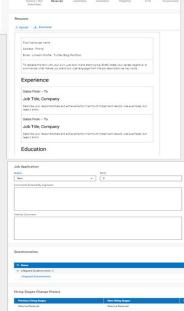
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Candidate Not A Fit

Extend Offer

Offer Declined

Offer Accepted



#### Performance

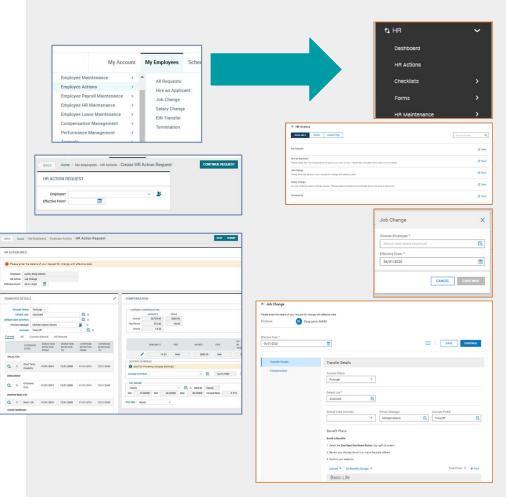
Performance Reviews have a clean, improved view for entering ratings, comments, and goals throughout the review process. The new responsive UI will allow you to complete your reviews through the mobile app as well.

A limit of 4,000 characters for each comment.	
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### **HR** Actions

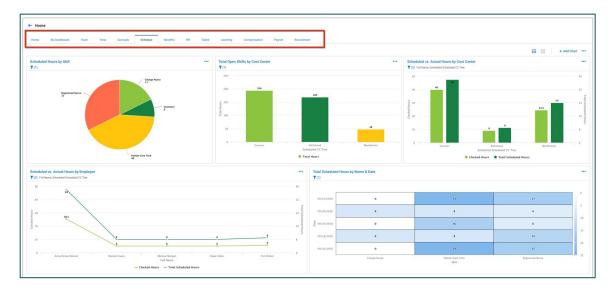
All HR Actions are housed in a new table view which allows you to easily access Available, Open, and Submitted actions in one location. Completing HR Actions for tasks such as Job or Pay Changes for your employees is a simple submission through the action tracking your progression with Green Check Marks next to the completed sections.





### **Dashboard Info - Charts & Graphs**

Through the use of charts and dashboards, with the new UI, managers can create powerful visuals that will help with identifying key trends in their business.





# **Thank You!**

Learn more about the new UI with our Webinar Series. <u>Visit this link</u> to register for upcoming or on-demand webinars.

Questions? Please reach out to your Client Experience Representative at <u>michaelr@linkhcm.com</u>

