



# Vanderburgh County Workforce Ready: New UI Overview





# Topics Covered

- The Why
- New UI Navigation
- New UI Reporting
- Dashboards and Self Service
- How to enable New UI – switch over for Vanderburgh County will be February 2020.



**VANDEBURGH COUNTY – KRONOS WFR NEW USER INTERFACE**

# The Why

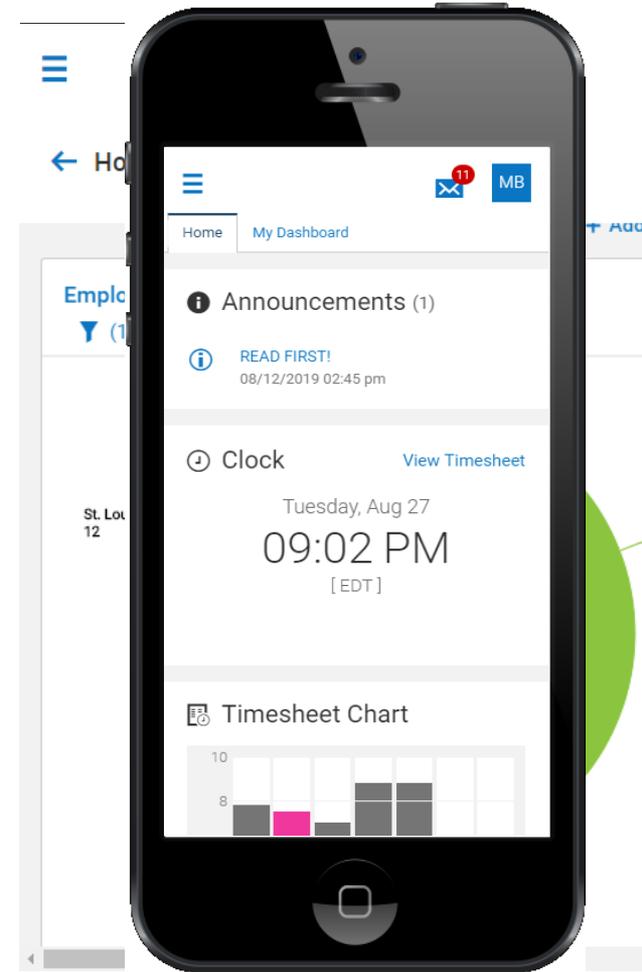


## Toggle Switch:

- To switch or toggle between the classic user interface and the new user interface, replace "admin" with "hcm" in the URL  
**[https://secure3.saashr.com/ta/6044818.admin?](https://secure3.saashr.com/ta/6044818.admin?rnd=MEJ&showAdmin=1&Ext=clock&sft=ICVIXTSKYW)**  
**[rnd=MEJ&showAdmin=1&Ext=clock&sft=ICVIXTSKYW](https://secure3.saashr.com/ta/6044818.admin?rnd=MEJ&showAdmin=1&Ext=clock&sft=ICVIXTSKYW)**  
showing in the top of the browser when you log into Kronos Workforce Ready.
- To switch back to the Classic interface, replace "hcm" with "admin".
- Vanderburgh County plans to switch to the new Kronos User Interface in January of 2020. The functionality will stay the same for Kronos. There are just different icons and menus when navigating.
- The information in this presentation should help familiarize the Kronos users with the new interface. The toggle switch can help the user visualize the change while logged into Kronos.

# Why do we have a new UI?

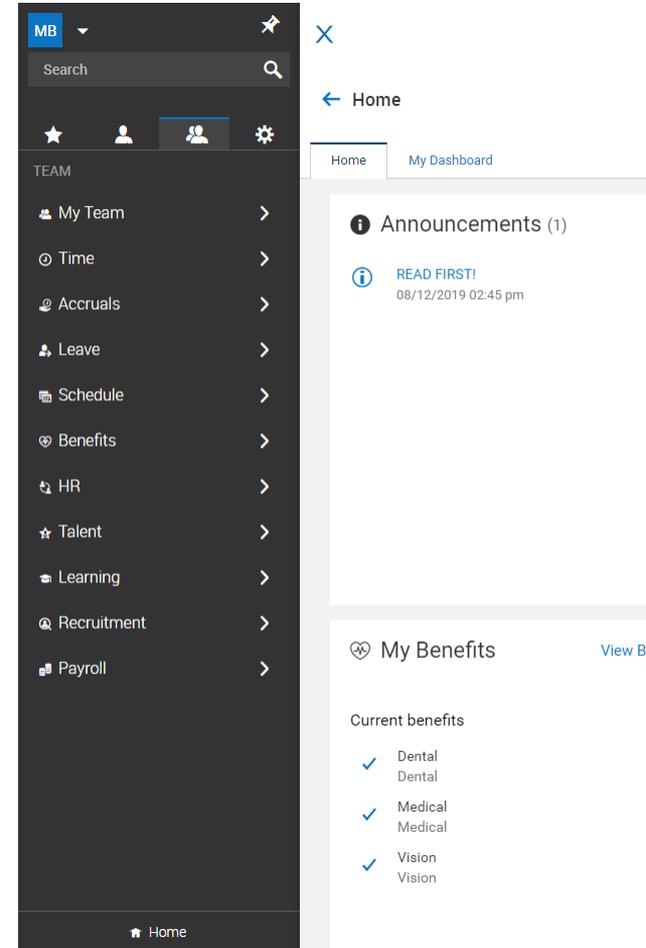
- User-friendly
  - Requires less training and explanation
- Consolidated
  - Cleaner look with more space dedicated to needed information and less to options
- Data Visualization
  - Charts and graphs add a visual element to your reports
- Responsive
  - Consistent experience across all devices



# Why do we have a new UI?

The ultimate motivation for the New UI is this:

“So you can spend **LESS** time in the system and **MORE** time with your employees.”





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# New UI Navigation



# New UI Navigation

In classic UI, menu was distributed across the top.

The screenshot displays a modern web application interface. At the top, a dark blue header contains the text "New Customer Sandbox". Below this is a navigation bar with a red-bordered "START" button and several menu items: "My Account", "My Employees", "Manage Time", "Manage Payroll", "My Reports", "Our Company", and "Company Settings". A breadcrumb trail shows "Home > My Dashboard".

The main content area is divided into several sections:

- MY SAVED REPORTS:** A table with columns for "REPORT CATEGORY", "REPORT NAME", and "SAVED AS NAME". It lists reports like "Calculated Time", "Employee Lists", and "Employee List".
- MISSING PUNCHES:** A section with a table for tracking punch errors, including columns for "EMPLOYEE ID" and "FIRST NAME".
- MY TO DO ITEMS:** A list of tasks, such as "Workflow: Timesheet (Approve Level 1)", with details for the employee (Luis Melton), pay period (Biweekly), and date (08/12/2019 - 08/25/2019). It includes "APPROVE" and "REJECT" buttons.
- TIMESHEETS AWAITING MY APPROVAL:** A table listing pending timesheet approvals with columns for "EMPLOYEE ID" and "FIRST NAME", showing entries for employees like Luis, Mario, and Mary.

# New UI Navigation

Here is where the new UI menu is.....

The image shows a new UI navigation menu on the left and a dashboard on the right. The menu is dark-themed and lists various HR and team management options. The dashboard is light-themed and displays key metrics and announcements.

**Navigation Menu (Left):**

- MB
- Search
- Home
- My Team
- Time
- Accruals
- Leave
- Schedule
- Benefits
- HR
- Talent
- Learning
- Recruitment
- Payroll
- Home

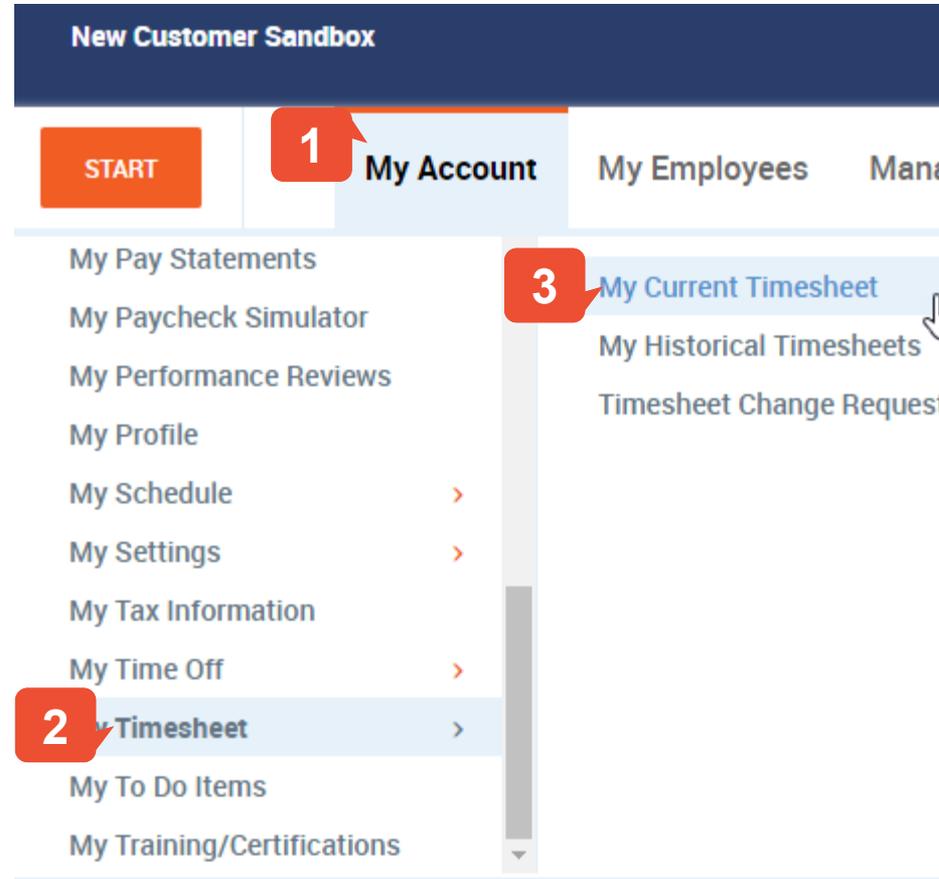
**Dashboard (Right):**

- Home | My Dashboard
- Announcements (1)
  - READ FIRST! 08/12/2019 02:45 pm
- Clock
  - Tuesday, Aug 27
  - 11:00 AM [EDT]
  - [View Timesheet](#)
- My Benefits
  - [View Benefits](#)
  - Current benefits
    - ✓ Dental
    - ✓ Medical
    - ✓ Vision
- Recruitment
  - [View Requisitions](#)
  - Open Requisitions: 0
  - ⚠ 0 Requisitions Without Applicants
  - Application Received: 0
  - Interview Candidate: 0
  - Applicant Not A Fit: 0
  - Extend Offer: 0

# New UI Navigation

- Classic UI had a distributed horizontal layout.

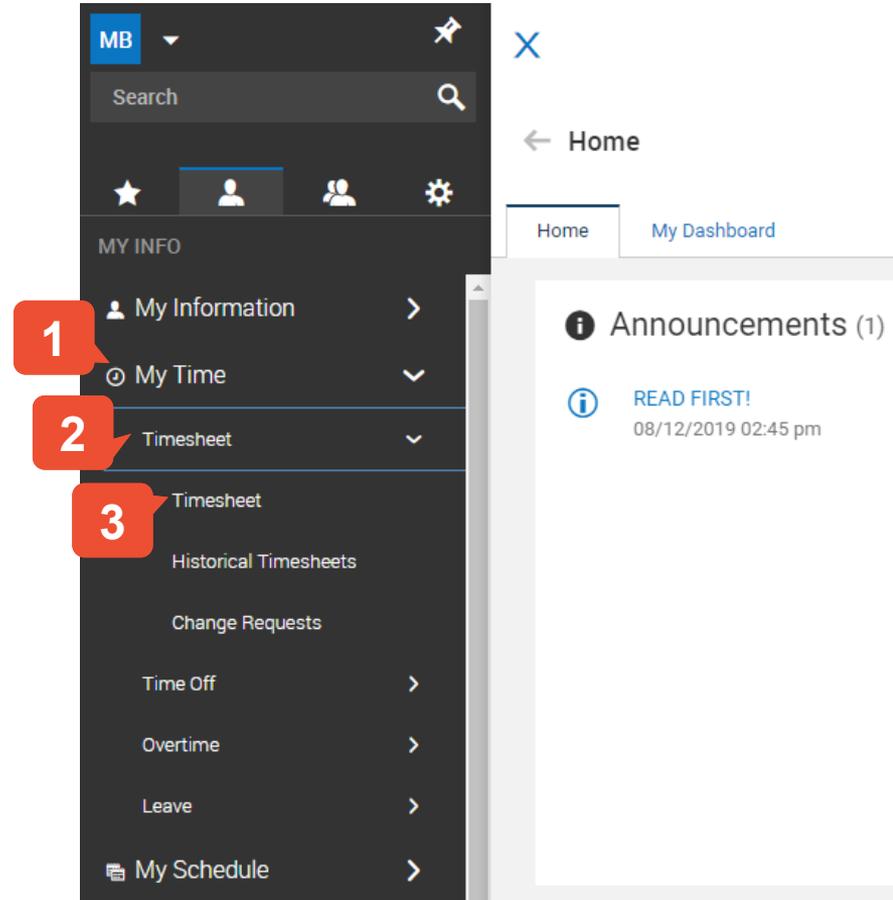
The new UI is spread out; see 1, 2 and 3.



# New UI Navigation

- Classic UI had a distributed horizontal layout.
- New UI has a consolidated vertical layout.

Improvement: system remembers your last navigation path. In classic, would have to start at click one once you selected your menu item. In new, you can simply expand the hamburger menu again and you are right where you left off.



# Start Menu

Start displayed configured favorites in classic UI.

**Favorites** dramatically expedite navigation for both employees and managers.

The image shows a dark-themed Start Menu on the left and a light-themed Start Widget Configuration window on the right. The Start Menu includes a search bar, a star icon for favorites, and a list of favorites: My Account, My Employees, My Timekeeping, Settings, Company, and Configure Favorites. The Start Widget Configuration window is titled "Start Widget Configuration" and shows a configuration for "Employee's Config (Max Blackburn)". It includes a "My Account" widget with a "To Do" list and a table of favorites. The table has columns for "LABEL" and "RESOURCE".

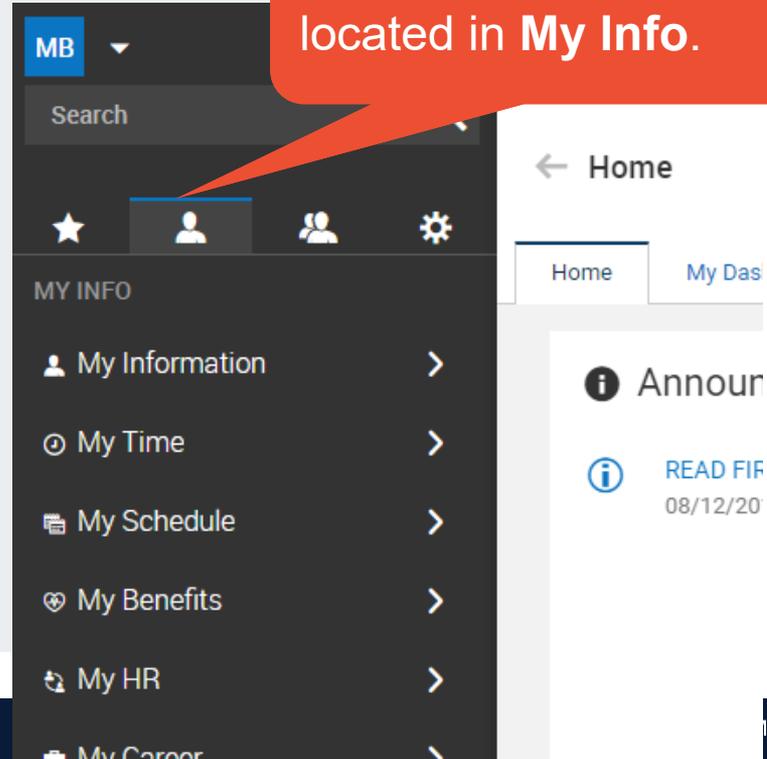
	LABEL	RESOURCE
1	My Profile	My Profile
2	Change Password	Change Password
3	My Benefits Statement	Benefits Statement
4	My Direct Deposits	Direct Deposits

Easily customize your favorites the same as you would in the classic experience.

# My Account

My Account held information specific to the user.

This information is now located in My Info.



# Manage Tabs

Improvement: most of these items were distributed across multiple menus, now organized under one.

The image shows a software interface with a dark theme. At the top, there is a navigation bar with a blue 'MB' button and a search bar. Below this is a 'Manage' menu with several items: 'My Employees', 'Manage Time', 'Manage Payroll', 'Accruals', 'Leave', and 'Schedule'. A red arrow points to the 'Team' tab, which is highlighted. Another red arrow points to the 'My Employees' item. A third red arrow points to the 'Manage Time' item. A fourth red arrow points to the 'Manage Payroll' item. The items 'My Employees', 'Manage Time', and 'Manage Payroll' are all grouped under the 'Team' tab.

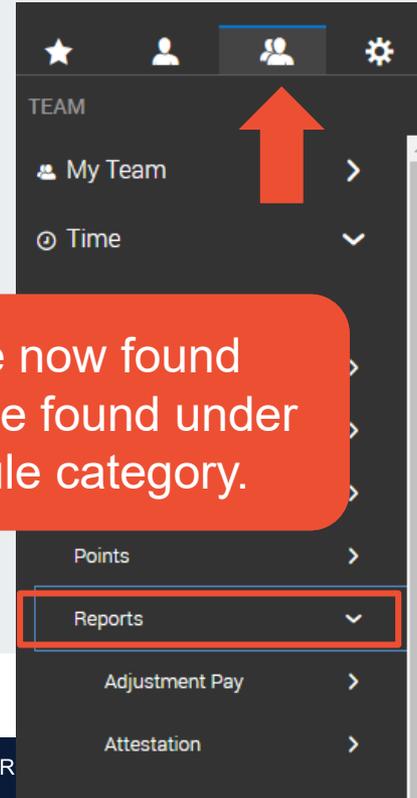
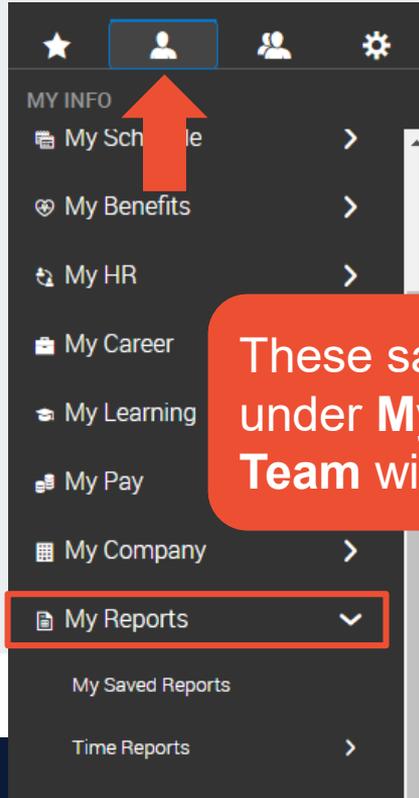
Manager-related items are now located under **Team**.

**My Employees, Manage Time, and Manage Payroll** all held manager-related items.



# My Reports

My Reports held a variety of reports specific to different modules.

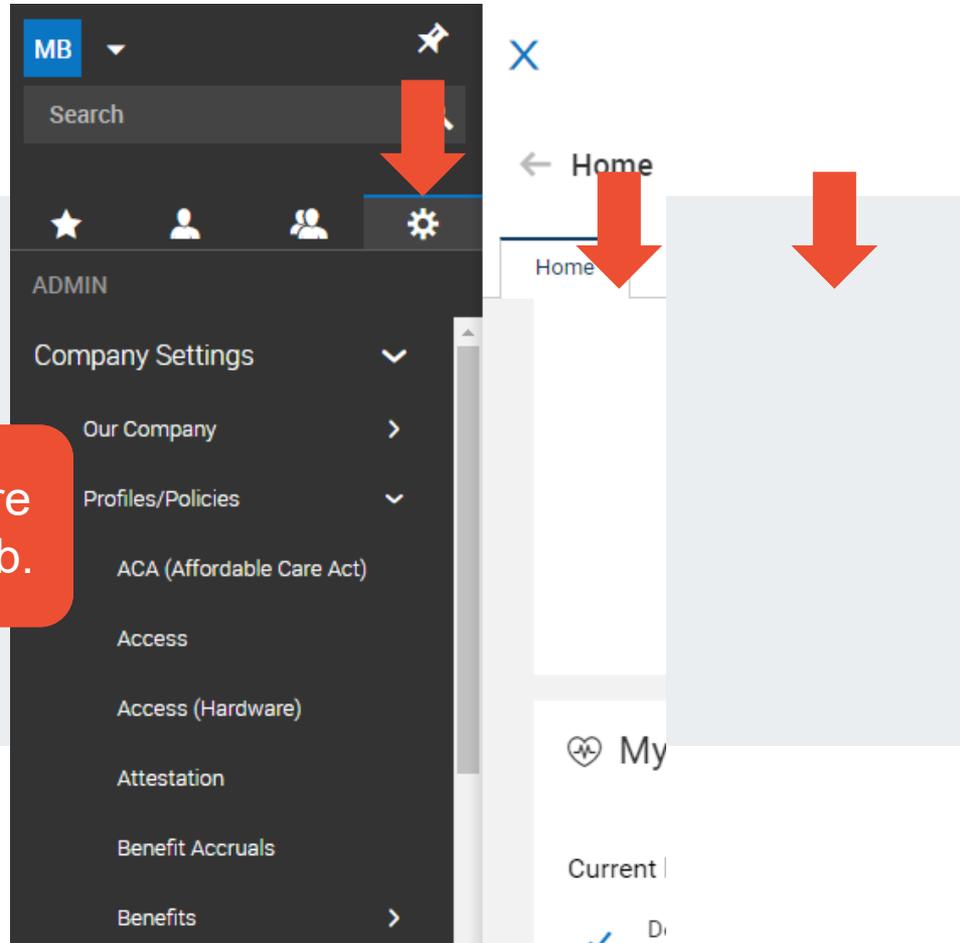


These same reports are now found under **My Info**, or can be found under **Team** within each module category.

# Company Settings

Our Company and Company Settings is where most company configuration and administration was located.

Company administration tasks are now located under the **Admin** tab.

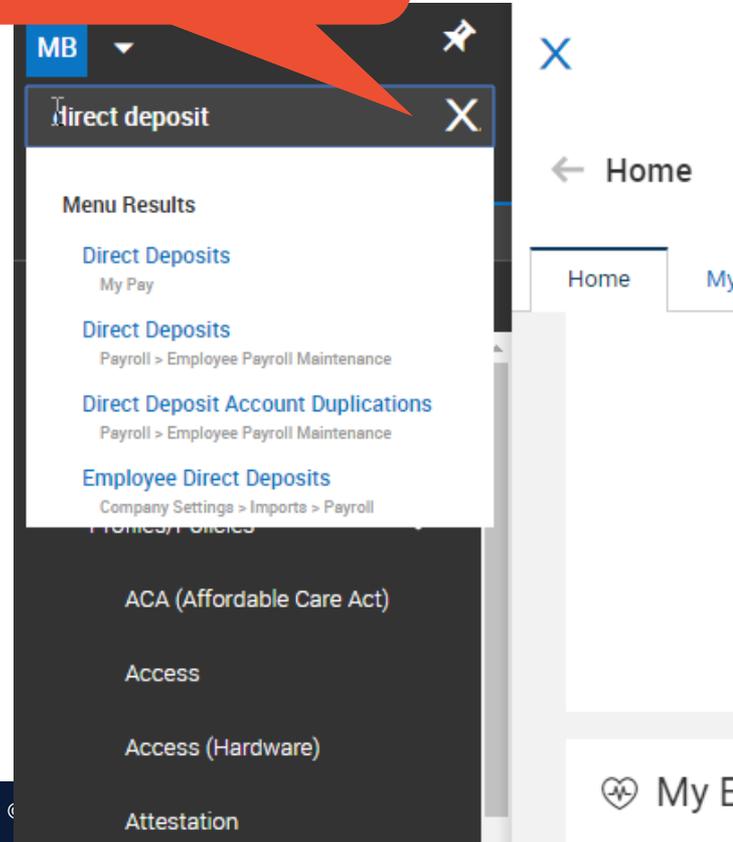


# Search

System **Search** was located in upper right of screen.

Now located at the top of the system menu.

Cool tip: there are several search shortcuts in the New UI. For example, we can type the pound sign in front of an employee's name and you'll be taken directly to that employee's timesheet.



# Breadcrumbs

Breadcrumbs across top in classic.

Now displayed upon hovering over page title.

The screenshot shows a web application interface with a breadcrumb trail at the top. The breadcrumb trail is displayed as a tooltip when hovering over the page title "My Profile". The tooltip shows the path: "My Information > My Profile". Below the breadcrumb trail, there are navigation tabs: "Main", "Payroll", "HR", and "Edit Tabs".

The main content area displays "Base Compensation" information. It includes a table for "CURRENT COMPENSATION" with columns for "Amount \$" and "Hours".

	Amount \$	Hours
Annual	20,800.00	2080.00
Pay Period	800.00	80.00
Hourly	10.00	

Below the table, there is a table with columns: "AMOUNT \$", "PER", "HOURS", "PER", "PP IN YEAR", "ANNUAL \$", and "EFFECTIVE FROM".

AMOUNT \$	PER	HOURS	PER	PP IN YEAR	ANNUAL \$	EFFECTIVE FROM
10.00000	Hour	2080.00	Year	26	20,800.00	12/31/1900

On the right side of the interface, there is a "Personal Inf" section with fields for "Primary Nation", "Employe", "Primary Er", "Secondary Er", "Work Ph", "Cell Ph", and "Home Ph". Below this is an "ADDRESS" section with fields for "Country" (set to "Ur"), "Street" (set to "10"), and a "City" field.

# Account Options

Community Help Feedback

 Max Blackburn  
New Window  
Logout

Same options now located at top of system menu.

Account options such as logging out or opening a new window were located in top right corner.

**MB** 

- Max Blackburn
- Sign Out
- New Window
- Company Settings 
- Our Company 
- Profiles/Policies 
- ACA (Affordable Care Act)
- Access
- Access (Hardware)

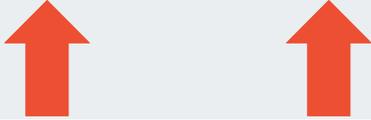
 ← Home

Home My Dashboard



# Additional Navigation

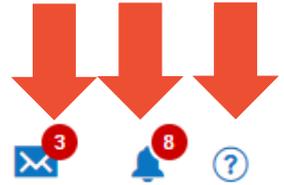
Community Help, Feedback, My Mailbox, My To Do, and Help were each located in top right corner.



Same location and function in New UI.

 Community Help

Feedback



[View Timesheet](#)

 Timesheet Chart



 Time Statistics

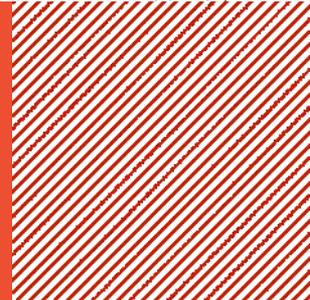
79.75 HRS  
PERIOD TOTAL

Aug 27  
AM



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# New UI Reporting



# New UI Reporting Highlights

- Same general reporting options are available.
- With just a few clicks, add a visual element to your data using charts and graphs.

As with much of the navigation, reporting features work very similarly to how it did in the classic UI. A big change is Charts.



# Classic vs. New UI

New Customer Sandbox

Community Help Feedback Max Blackburn

START

MY TEAM

Community Help Feedback

Employee Information

HIRE TERMINATE REHIRE VIEW SELECTED

Page 1 of 4 1 - 10 of 34 Rows Saved: Cost Center 1

Columns (1) (1)

	Employee Id	Username	First Name	Last Name	Cost Centers(1)	Pay Type	In Payroll	Locked	Employee Status	External
<input type="checkbox"/>	1000	Alan.Edwards	Alan	Edwards	St. Louis	Hourly	Yes	No	Active	
<input type="checkbox"/>	1028	Adil.Wilcox	Adil	Wilcox	Indianapolis	Hourly	Yes	No	Active	
<input type="checkbox"/>	1033	Anel.Harrell	Anel	Harrell	St. Louis	Hourly	Yes	No	Active	
<input type="checkbox"/>	1003	Amy.Decker	Amy	Decker	Chicago	Hourly	Yes	No	Active	
<input type="checkbox"/>	1004	Ben.Edwards	Ben	Edwards	St. Louis	Hourly	Yes	No	Active	
<input type="checkbox"/>	1005	Bruce.Giles	Bruce	Giles	Indianapolis	Hourly	Yes	No	Active	
<input type="checkbox"/>	1006	Chad.Small	Chad	Small	Indianapolis	Hourly	Yes	No	Active	
<input type="checkbox"/>	1027	Clair.Tillman	Clair	Tillman	Chicago	Hourly	Yes	No	Active	
<input type="checkbox"/>	1008	Curt.Gross	Curt	Gross	St. Louis	Hourly	Yes	No	Active	
<input type="checkbox"/>	1009	Danny.Holloway	Danny	Holloway	Chicago	Hourly	Yes	No	Active	

This is what the employee information report looked like in the classic UI (click) this to see what it looks like in the New UI. Just an overall cleaner look.



# Pages and Rows

Same location, but rows per page option shown upon clicking Page.

## Employee Information

Page 1 of 4 ▶ 1 - 10 of 34 Rows

<input type="checkbox"/>			1000
<input type="checkbox"/>			1028
<input type="checkbox"/>			1033



# Saved Views

Was located in upper right side of screen.

Now located in upper left of screen next to pages and rows.

## Employee Information

1 of 4 | 1 - 10 of 34 Rows | Saved: Cost Center 1

	Employee Id	Us	Name	Last Name
	1000	Al	Bruce	Edwards
	1028	Ac	Bruce	Wilcox
	1033	Ar	Harrell	Harrell
	1003	Ar	Decker	Decker
	1004	Be	Edwards	Edwards
	1005	Bruce.Giles	Bruce	Giles
	1006	Chad.Small	Chad	Small
	1027	Clair.Tillman	Clair	Tillman
	1008	Curt.Gross	Curt	Gross
	1009	Danny.Holloway	Danny	Holloway

Cost Center 1

[ System ]

✓ Cost Center 1 (Default)

Hourly Only

My saved views >



# Select Columns & Ellipsis

**Add/Remove columns** offers same features, but is accessed via the ellipsis.

**Select Columns** allowed user to add or remove columns of information to the report.

View settings and Export/Print options have also been relocated to the ellipsis menu.

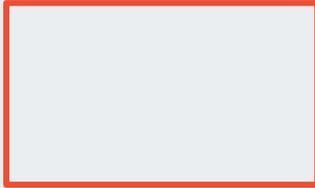
Note: View settings, export, and print were all buttons or visible drop-downs in classic.

The screenshot shows a report interface. At the top, there is a toolbar with a 'Columns (1)' button, a filter icon, and an ellipsis menu icon. Below the toolbar is a table with columns 'Selected' and 'Active'. The 'Selected' column contains 'No' for all rows, and the 'Active' column contains 'Activ' for all rows. The ellipsis menu is open, showing a list of options: Refresh, Reset, Save View..., Save View As..., Manage Views..., Add/Remove Columns..., Export..., Export Settings..., Print..., Deliver With Payroll..., and Manage Email Schedules... The 'Add/Remove Columns...' option is highlighted with a mouse cursor.

Selected	Active
No	Activ

# Column Filters

Column filters now accessed via drop-down.



Column filters were all visible at the top of the column regardless of use.

Last Name	Cost Centers(1)	Pay Type	In
Edwards	St. Louis		
Wilcox	Indianapolis		
Harrell	St. Louis		
Decker	Chicago		
Edwards	St. Louis		
Giles	Indianapolis		
Small	Indianapolis		
Tillman	Chicago		
Gross	St. Louis		
Holloway	Chicago		

The dropdown menu for the 'Cost Centers(1)' column is open, showing the following options:

- Clear Filter
- Column Filter: =
- CANCEL
- APPLY
- Sort Ascending ↑
- Sort Descending ↓
- Remove
- Group
- Column Settings...

# Column Filters

Note: This slide begins a multi-slide side by side comparison of reporting features.

LAST NAME	COST CENTERS(1)	PAY TYPE
Edwards		
Wilcox	Indianapolis	Hourly
Harrell	St. Louis	Hourly
Decker	Chicago	Hourly
Edwards	St. Louis	Hourly
Giles	Indianapolis	Hourly
Small	Indianapolis	Hourly
Tillman	Chicago	Hourly
Gross	St. Louis	Hourly

Last Name	Cost Centers(1)	Pay Type	In
Edwards	St. Louis		
Wilcox	Indianapolis		
Harrell	St. Louis		
Decker	Chicago		
Edwards	St. Louis		
Giles	Indianapolis		
Small	Indianapolis		
Tillman	Chicago		



# Column Filters

Group results by this column

LAST NAME	COST CENTERS(1)	PAY TYPE
starts with	=	=
Edwards	St. Louis	Hourly
Wilcox	Indianapolis	Hourly
Harrell	St. Louis	Hourly
Decker	Chicago	Hourly
Edwards	St. Louis	Hourly
Giles	Indianapolis	Hourly
Small	Indianapolis	Hourly
Tillman	Chicago	Hourly
Gross	St. Louis	Hourly

Group results by this column

Cost Centers(1)	Pay Type
Edwards	St. Louis
Wilcox	Indianapolis
Harrell	St. Louis
Decker	Chicago
Edwards	St. Louis
Giles	Indianapolis
Small	Indianapolis
Tillman	Chicago
Gross	St. Louis
Holloway	Chicago

Column Filter

Clear Filter

=

CANCEL APPLY

Sort Ascending ↑

Sort Descending ↓

Remove

Group

Column Settings...



# Column Filters

**Remove column**

LAST NAME	COST CENTERS(1)	PAY TYPE
starts with	=	=
Edwards	St. Louis	Hourly
Wilcox	Indianapolis	Hourly
Harrell	St. Louis	Hourly
Decker	Chicago	Hourly
Edwards	St. Louis	Hourly
Giles	Indianapolis	Hourly
Small	Indianapolis	Hourly
Tillman	Chicago	Hourly
Gross	St. Louis	Hourly

**Remove column**

Cost Centers(1)	Pay Type
Edwards	St. Louis
Wilcox	Indianapolis
Harrell	St. Louis
Decker	Chicago
Edwards	St. Louis
Giles	Indianapolis
Small	Indianapolis
Tillman	Chicago
Gross	St. Louis
Holloway	Chicago

Column Filter  
=

CANCEL APPLY

Sort Ascending ↑  
Sort Descending ↓

Remove  
Group  
Column Settings...



# Column Filters

LAST NAME	COST CENTERS(1)	PAY TYPE
starts with	=	
Edwards	St. Louis	Hourly
Wilcox	Indianapolis	Hourly
Harrell	St. Louis	Hourly
Decker	Chicago	Hourly
Edwards	St. Louis	Hourly
Giles	Indianapolis	Hourly
Small	Indianapolis	Hourly
Tillman	Chicago	Hourly
Gross	St. Louis	Hourly

Filter by value

Last Name	Cost Centers(1)	Pay Type	In
Edwards	St. Louis		
Wilcox	Indianapolis		
Harrell	St. Louis		
Decker	Chicago		
Edwards	St. Louis		
Giles	Indianapolis		
Small	Indianapolis		
Tillman	Chicago		
Gross	St. Louis		
Holloway	Chicago		

Clear Filter

Column Filter

=

CANCEL APPLY

Sort Ascending ↑

Sort Descending ↓

Remove

Group

Column Settings...

Filter by value



# Column Filters

Quickly set value filters on multiple columns by clicking the pill icon.

The screenshot shows a 'Filters' dialog box with a 'Column' tab selected. The dialog contains several filter rows, each with a dropdown menu and an input field. A mouse cursor is hovering over the pill icon on the 'Cost Centers(1)' row. At the bottom, there are 'CANCEL' and 'APPLY' buttons.

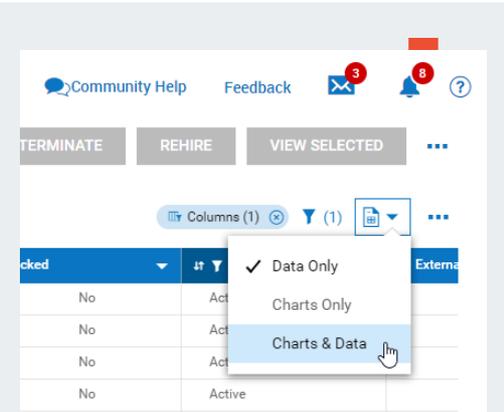
Field	Filter Type	Value
Employee Id	=	
Username	=	
First Name	starts with	
Last Name	starts with	
Cost Centers(1)	=	
Pay Type	=	
In Payroll	All	
Locked	All	
Employee Status		

# Charts & Graphs

Newest feature: Charts.

As you can see here, we have a lot of rows of information and it is difficult to make sense of this data. For example, maybe I want to know how many employees I have at each of my three locations. Or I'd like to know my company's ratio of hourly to salary workers. This is where charts can help.

Note: 2 clicks reveal location of reports button and then drop-down.

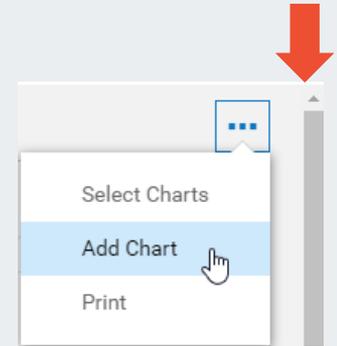


# Charts & Graphs

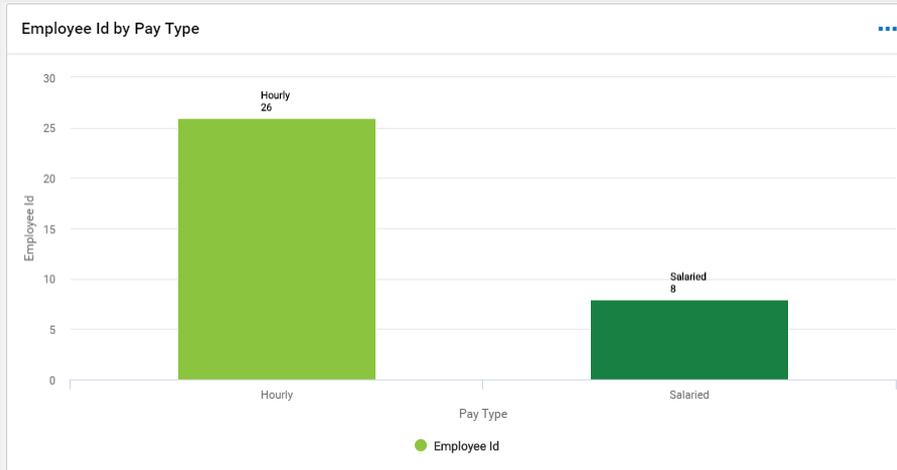
This pie chart shows distribution of employees by location, and this bar chart shows ratio of hourly to salary. As you can see, charts bring a visual element to your data that helps you easily recognize patterns and make better decisions.

Charts are easy to add and create, too.

Note: To add a chart, click on the ellipsis location and drop-down.



# Charts & Graphs



The parameters you set in the window to the right dictate how your chart appears:

- (1) select your chart type
- (2) choose which data you want to visualize
- (3) determine how you want the information to be displayed

### Edit Chart

**Chart Type \***

**Data**

Category (X-axis) \*

Pay Type

Show as a stacked chart

Metric (Y-axis) \*

Employee Id

Value Calculation \*

Count

**Chart Display**

Category Title (X-axis)

Metric Title (Y-axis)

Category Labels (X-axis)

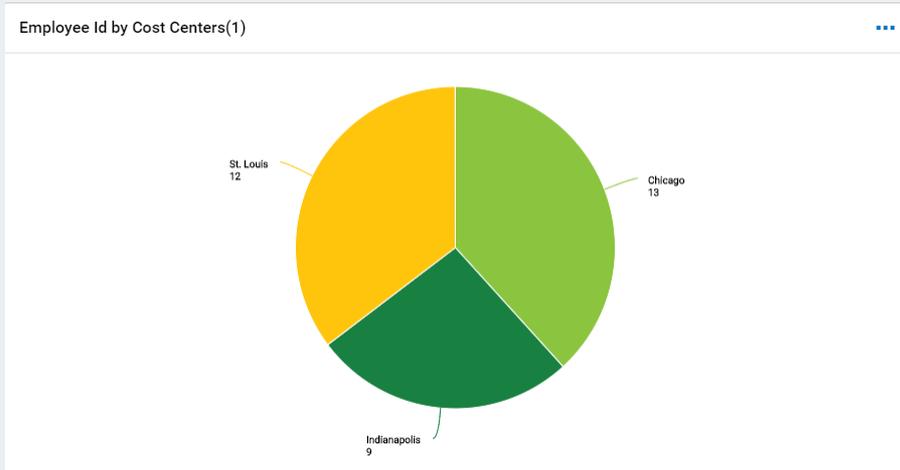
Data Labels (Y-axis)

Title \*

Employee Id by Pay Type

CANCEL SAVE

# Charts & Graphs



Edit Chart ✕

**Chart Type \***

Bar, Column, Line, Pie, Grid

**Data**

Category \*  
Cost Centers(1)

Metric \*  
Employee Id

Value Calculation \*  
Count

**Chart Display**

- Category Title
- Metric Title
- Category Labels
- Data Labels

Title \*  
Employee Id by Cost Centers(1)  
Employee Id by Cost Centers(1)

CANCEL SAVE





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# Dashboards



# Classic Dashboard

The screenshot shows the Kronos Classic Dashboard interface. On the left is a dark sidebar menu with a search bar at the top. The menu items include: My Team, Time, Accruals, Leave, Schedule, Benefits, HR, Talent, Learning, Recruitment, Home, and Dashboard. Two red arrows point to the 'Home' and 'Dashboard' items at the bottom of the menu. The main content area is titled 'Dashboard' and contains a 'Start' section, 'My Saved Reports' table, and 'Timesheets Awaiting My Approval' section. The 'My Saved Reports' table has columns for Report Category, Report Name, and Saved As Name. The 'Timesheets Awaiting My Approval' section is currently empty. In the top right corner, there are links for 'Community Help', 'Feedback', and notification icons for email (6) and a bell (42). A 'REFRESH' button is also present.

Classic Dashboard experience available at bottom of menu.

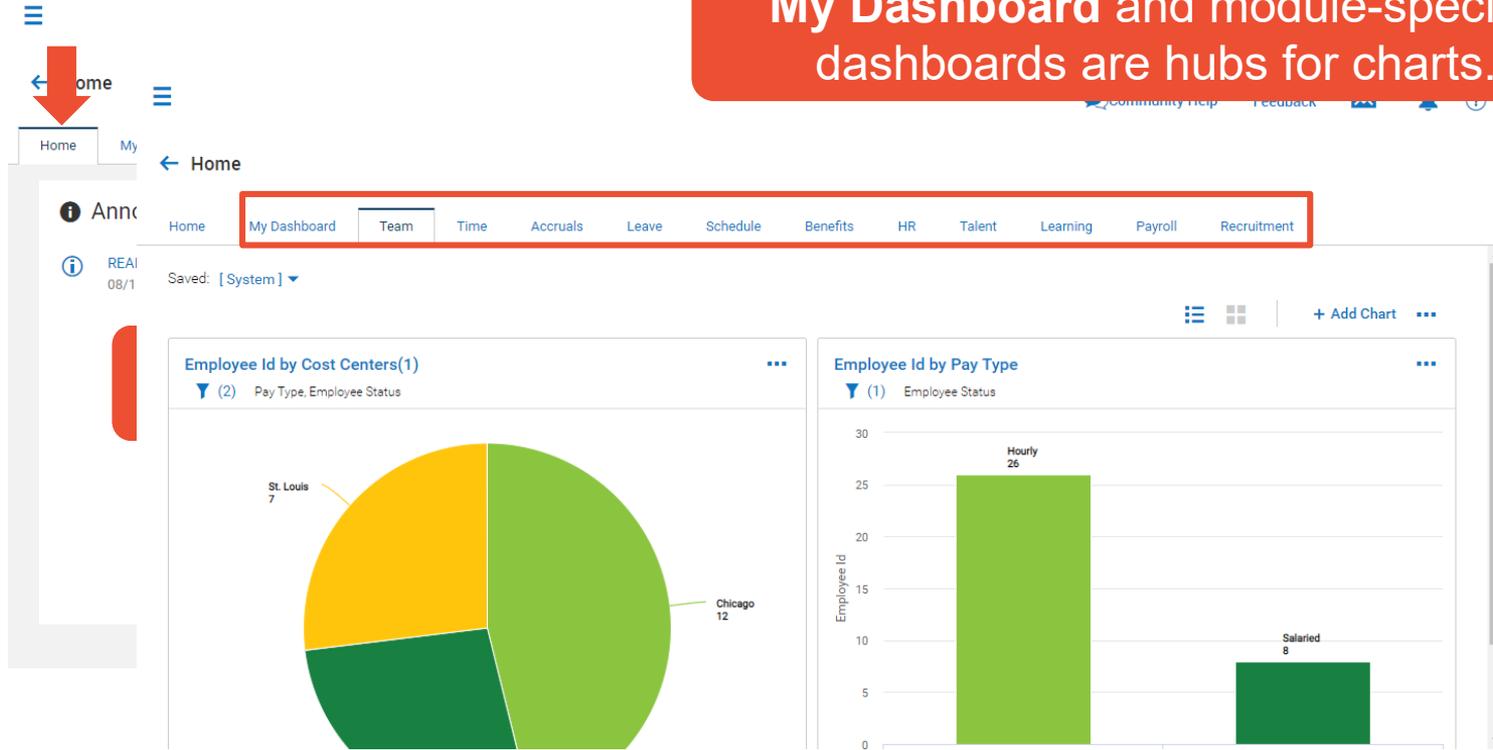
Home is the New UI dashboard experience.



# New UI Dashboard (HOME)

All of these dashboards can easily be configured to display relevant, actionable information to your managers. Classic dashboard experience will be integrated with the new UI experience in 2020. Engineering is still building it out over next few releases.

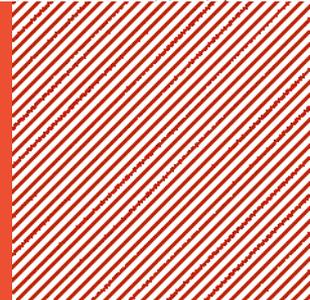
**My Dashboard and module-specific dashboards are hubs for charts.**





**VANDEBURGH COUNTY – KRONOS WFR NEW USER INTERFACE**

# Employee and Manager Experience



# Employee Self Service

Employees' most common needs, such as clocking in can be done with a single click using widgets in their home screen.



**Employee Home widgets designed to meet employees' most common needs.**

A screenshot of the Employee Self Service home screen. At the top left is a hamburger menu icon. Below it is a 'Home' button with a left-pointing arrow. A navigation bar contains 'Home' and 'My Dashboard' tabs. The main content area is divided into four widgets: 1. 'Clock' widget showing 'Thursday, Oct 3' and '04:21 PM [EDT]' with 'CLOCK IN' and 'CLOCK OUT' buttons. 2. 'My Pay' widget showing '8 days till next payment' with a progress bar. 3. 'My Benefits' widget listing 'Dental', 'Medical', and 'Vision' with checkmarks and a 'Life Change Event' link. 4. 'Announcements (1)' widget with a 'READ FIRST!' notification dated '08/12/2019 02:45 pm'.

☰

← Home

Home My Dashboard

**Clock** View Timesheet

Thursday, Oct 3

**04:21 PM**

[ EDT ]

CLOCK IN | CLOCK OUT

**My Pay** View Pay History

**8** days till next payment

**My Benefits** View Benefits

Current benefits

- ✓ Dental
- ✓ Medical
- ✓ Vision

Life Change Event

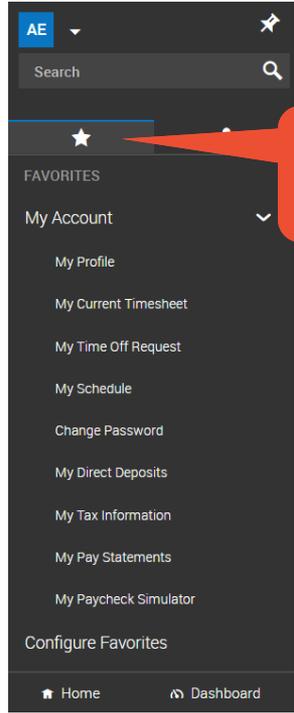
**Announcements (1)**

READ FIRST!

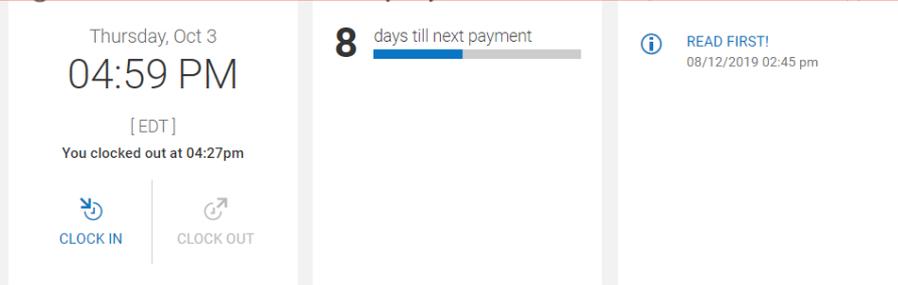
08/12/2019 02:45 pm



# Employee Self Service



**As always, Favorites may be configured to support frequently accessed employee tasks.**



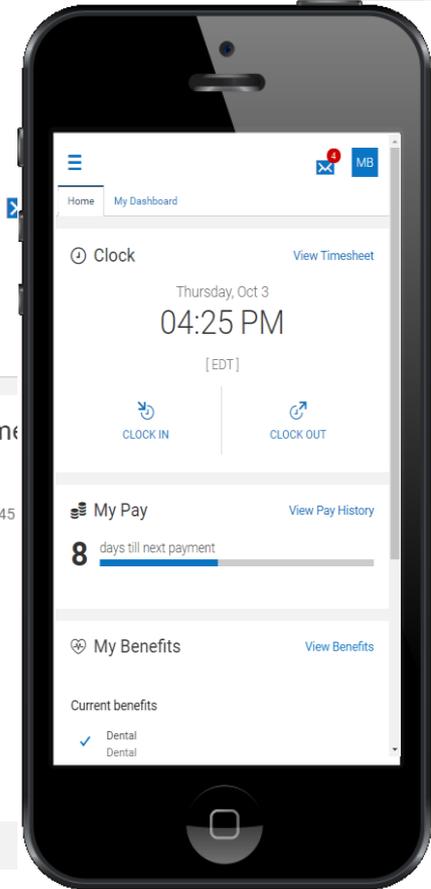
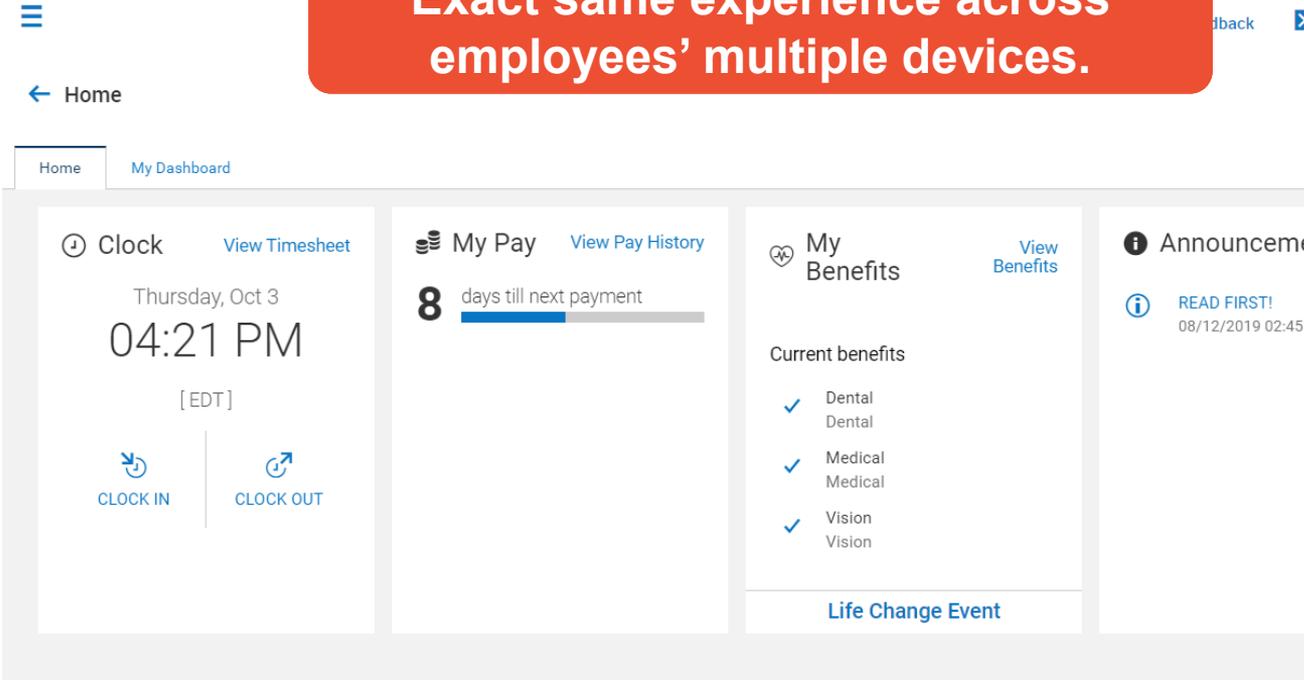
Favorites are another way to provide employees' with quick access to their most commonly accessed items.



# Employee Self Service



Exact same experience across employees' multiple devices.



# Employee Self Service

Intuitive experience guides employees' actions.

MY TIME

← Timesheet

Time Entry

Calc Detail

Calc Summary

Counters

Summary By Day

Raw Total 83.12 hrs

EXPAND ALL

Day	Hours
MON Sep 23	9.60 hrs
TUE Sep 24	8.90 hrs

8AM-5PM

From	To	Total
07:36 am	12:19 pm	4.72
12:46 pm	04:57 pm	4.18

St. Louis/Dept 200

MY TIME

Request

Time Off Type\*

Vacation

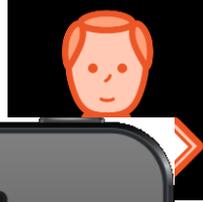
START REQUEST

SEP 2019 TODAY

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

09/19/2019

Schedule



# Manager Self Service

Managers often have a variety of tasks to complete in the system, all of which are quickly accessed and completed by clicking the to-do bell in the upper right corner of the screen.



← My To Do Items

MASS APPROVE MASS REJECT

Rows On Page 20 3 Rows Refresh Data Full Screen | Default | Settings Select Columns Export

To Do Type	Description	Created
Workflow: Time Off Request	<p>Manager</p> <p>Employee: Alan Edwards (1000) Time Off: Vacation From: 09/25/2019 (Wednesday) To: 09/26/2019 (Thursday) Consolidated Time Off Hours:</p> <p>REJECT APPROVE</p>	09/10/2019 11:08a
Workflow: Timesheet	<p>Approve Level 1</p> <p>Employee: Anel Harrell (1000) Pay Period: Biweekly Date: 09/09/2019 - 09/26/2019</p> <p>APPROVE REJECT</p>	
Workflow: Timesheet Change Request	<p>Manager</p> <p>Employee: Alan Edwards (1000) Request Type: Modify Punch Out Requested On Date: 09/26/2019 Date: 09/23/2019-10/06/2019 New Value: 05:30p</p> <p>REJECT APPROVE</p>	10/02/2019 08:19p

All To-Do items can be completed or investigated from the To-Do page.



# Manager Self Service

Upon investigating to-do items more closely, tasks can be completed in context just as easily.



TIME



← Time Off Request

← SEP 2019 → TODAY

START REQUEST ...

MON	TUE	WED	THU	FRI	SAT	SUN
26	27	28	29	30	31	1
			5			
9	10	11	12			
16	17	18	19			

Vacation  
SEP 19, 2019

DELETE

Submitted On: SEP 19, 2019

Status: New

Amount: 8.00 hrs

APPROVE REJECT

Vacation (8.00 hrs)

To-Do items can easily be completed in context, too.



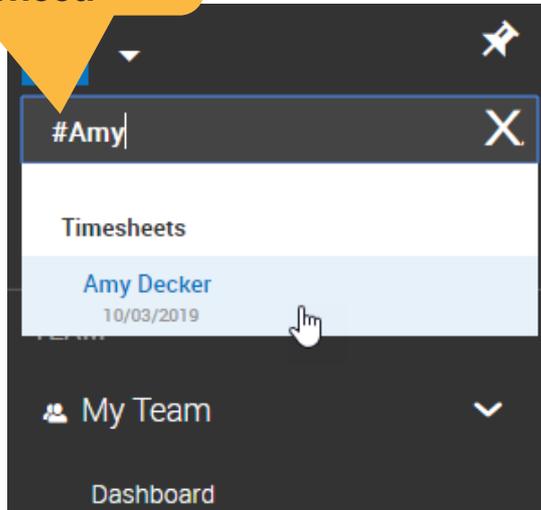
# Manager Self Service

Another way that managers can quickly move about the system is by using search shortcuts.

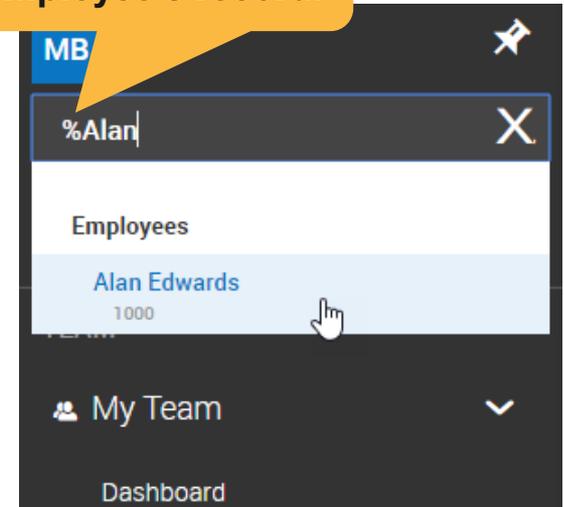


Search shortcuts allow for quick navigation to desired information.

Type # before a name to access that employee's current timesheet.



Type % before a name to access that employee's record.



# How to enable New UI

Vanderburgh County plans on switching over to the New UI in February of 2020. The new UI takes effect after the user signs out and logs back in.

## NEW CUSTOMER SANDBOX

 max.blackburn

 .....

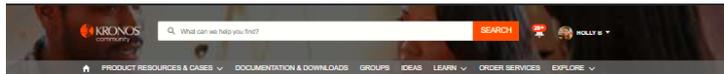
LOGIN

[Forgot your password?](#)

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# Resources



## YOUR NEW EXPERIENCE AWAIT!

The classic user experience for desktop and mobile is retiring on April 30, 2020.  
Review our four steps for a successful rollout of the new experience!

### STEP 1: PREPARE

- Attend an administrator training session (Coming soon!)
- Review change management best practices (Watch now)
- Publicize the rollout and market the new experience so employees are aware of the change and when it's happening!
  - Use our editable engagement toolkit to promote the new experience via posters, emails and flyers. (Download now)
  - Leverage the Pop-up Communicator (Announcements) as a key communication outlet. This in-product tool allows you to message your employees right from the Workforce Ready solution. Learn how the YUCA of the Gateway Region used this tool!

### STEP 2: EDUCATE

- Train your employees to use the desktop and mobile app. It doesn't matter if you're sitting at a desktop computer or using your mobile device on the go.
  - Use the following tools to help your employees get up to speed with the new experience:
    - Classic vs. New Experience (Employee View)
    - Classic vs. New Experience (Manager View)
    - Mobile Training Resources
    - Editable before and after PowerPoint (Coming soon!)
- Enable the Toggle for your organization. The Toggle is designed to ease your move from the classic to the new user experience by helping to ensure your employees are comfortable with the new look before making the official transition.
  - To Toggle between the new UI and the Classic UI, go to **Company Settings > Profiles/Profiles > Security** and click on the **Edit Security Profile** page
  - Find the **Menu UI Preferred** widget. Check the **Display New Look Toggle** box.

**Best practice tip:** Turn on the Toggle for two weeks, then make the switch! Our research shows that two weeks offers enough time for employees to get acquainted and learn their key tasks.

- Ask for feedback. Survey your employees and ask them how it's going! Use these sample questions to get started.

### STEP 3: RETIRE THE CLASSIC EXPERIENCE

- Time to say farewell to the classic experience. Follow these steps to turn on the new experience for desktop and mobile.
  - Go to **Company Settings > Profiles/Profiles > Security**
  - Click on the **Edit Security Profile** page
  - Find the **Menu UI Preferred** widget
  - Check the **Enable Desktop** box and **Enable Mobile** box

### STEP 4: OPTIMIZE THE NEW EXPERIENCE

Once you are up and running on the new experience, you'll want to create interactive charts and graphs to enhance the mobile experience for employees.

- With the new experience you can turn your existing reports into interactive charts and graphs (Coming soon!)
- To optimize the experience for mobile, you'll need to convert to timesheet workflows and move to a supported timesheet profile.

We have you covered with two auto-migration tools to help optimize the experience:

- [Overview of converting to workflows](#)
- [Overview of moving to a supported timesheet \(Coming soon!\)](#)

- [Bookmark](#) our new and improved new user experience page! Our new user experience resource page helps you prepare for the change, offering tools to educate employees, retire the classic experience, and optimize the new experience.