MANAGERS – NAVIGATOR

ObjectiveAs a Manager, you will need to learn how to navigate the system.PurposeThis selection will provide an overview of the navigator and basic terms and selections available.

	Function	Use when you want to	Screen Shot
1	Opening Workspaces and Widgets	Opening different workspaces provides access to different sets of widgets. Toggle between workspaces using arrows My Information – my personal timecard Manage My Department – my employee timecards	[1 of 3 items] Manage My Department Workspaces
2	Widgets	Within any workspace, you can access widgets and activate them by bringing them into your active workspace.	Centes Ce
3	Go To	GoTo navigation is configurable and is to toggle between widgets for selected employee(s).	Refresh Share Bo To Refresh Share Bo To 2 Selected Current Pay Period • Go to widget Audits Schedule Planner Requests Reports Timecards Audits Rule Analysis • Go to workspace
4	Hyperfinds	Customizable grouping of employees. Defaults to the last hyperfind used.	All Home Hyperfinds (72) Ad Hoc All Terminated CA0 - Clerk CA0 - Director CA0 - Strategic Comm and Engag CA0 - Strategic Initiatives CA0 - Strategic Initiatives
5	Alerts	Links, which appear as icons, enabling you to quickly view the type and number of tasks and issues that require your immediate attention.	



	Function	Use when you want to	Screen Shot
6	Genies	Genies are highly customizable for users to ensure that they see only the data that is applicable to their business needs.	Genies Mgr Reconcile Timecard ↓ QuickFind Mgr Reconcile Timecard OC Accrual Balance OC Employee Info Pay Period Close Reconcile Timecard Shift Start
7	Quickfind	Find employee Search by employee's last name, name or ID You can also change the list of people that appear by selecting a different period from the Time period drop-down list. You can also search by partial ID by entering the first characters, followed by *.	QuickFind Q Current Pay Period Image: Current Pay Period Image: Current Pay Period Image: Current Pay Period Image: Current Pay Period Image: Current Pay Period States All Column Filter Period Image: Current Pay Period Name ID Pay Bute
8	Mgr Reconcile Timecard Job Aid Reviewing and Approving Timecards	Review and approval of the timecards will be performed from this Genie; a one page view of the status of an employee timecard.	No. Control Statute Landed Statute Statute Statute Statute Statute Image: Statute Statute

