
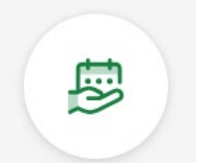






Quick Guide: Dashboard Icons

Overview: Dashboard icons are located in the *Home* tab for all employees and the *Team* tab for supervisors. The Icons are organized links to access personal information, timekeeping tasks and reporting/query functionalities.

Dashboard Icon	Audience	Summary of Icon Information
 My Employees	Supervisors	Click on the icon for a listing of all your direct reports, their employee type (exempt, non-exempt/student or wage), and cost center. Allows drill down to employee timesheets and employee information. Filters allow for single employee view or additional column additions.
 My Team Timekeepi...	Supervisors	<ul style="list-style-type: none"> • <i>Timesheets Pending Approval</i>- view allow drill down to timesheet for edit or approval needs. Same functions as the <i>Timesheets awaiting my approval</i> widget located on the <i>Team</i> tab. • <i>All Current Timesheets</i>- includes unapproved time entries and timesheet status. • <i>All Timesheets by Pay Period</i>-report requires inserting a pay filter to view employees by Semi-Monthly or Bi-Weekly pay period. • <i>Time Off Requests Pending Approval</i>-Filter by single or all employees to view requested and approved leave on the <i>Time Off Request</i> calendar. • <i>Timesheet Change Requests</i>-Use column filters to sort by name, use the filter icon to change the calendar and date ranges. View includes all changes and employee comments.
 Reports	All	<ul style="list-style-type: none"> • <i>My Saved Reports</i>- same listing as found in the <i>My saved reports</i> widget. • <i>Report Hub</i>- The UKG display of reports and information <p>Supervisors have additional report views for.</p> <ul style="list-style-type: none"> • <i>Detailed Hours</i> – Allows calendar and date range filtering by employee for timesheet for specific timesheet Dates.

		<ul style="list-style-type: none"> • Detailed Hours Overview-Filter by Timesheet or calendar date ranges and profiles for a detailed review of hours and leave for all or single employee. • Calculated Time Summary: Choose the customized UMW Scheduled Period Report in My saved reports • Time Off Calendar by month-Displays the My time off calendar with all employee's leave • Exceptions-Filtering allows for current and historical reporting on timesheet exceptions such as missed punches, early In or Out times, or employee absences.
 <p>My Information</p>	All	<p><i>My Profile</i>-Personal information about the employee. Information is available to the employee and the employee's supervisor.</p> <p>If you are a supervisor, you will also have the <i>My Delegations</i> option. See the supervisor <i>Quick Guide: Delegation</i> for information on temporarily transferring your supervisor approvals to another.</p>
 <p>My Time</p>	All	<ul style="list-style-type: none"> • Employees can navigate directly to their timesheet using the <i>My current Timesheet</i> link. • <i>My Historical Timesheets</i> and <i>My Timesheet Change Requests</i> allow for filtering for current or historical information. The Change Request information will provide all Change Request comments. • Time Off Requests- navigates to the Time Off Request calendar to scroll for Requests. Accrued Balances Details drop down provides Accrued Balances by pay-period. • Supervisors have option to switch to the Team view to view all employee's leave.
 <p>My Company</p>	All	<p>Icon is a placeholder for UMW information</p> <p>This area will be used to provide links to internal and outside sites and upload documents for ease of retrieval.</p> <p>UMW announcements may be stored here for temporary or permanent achieving.</p>