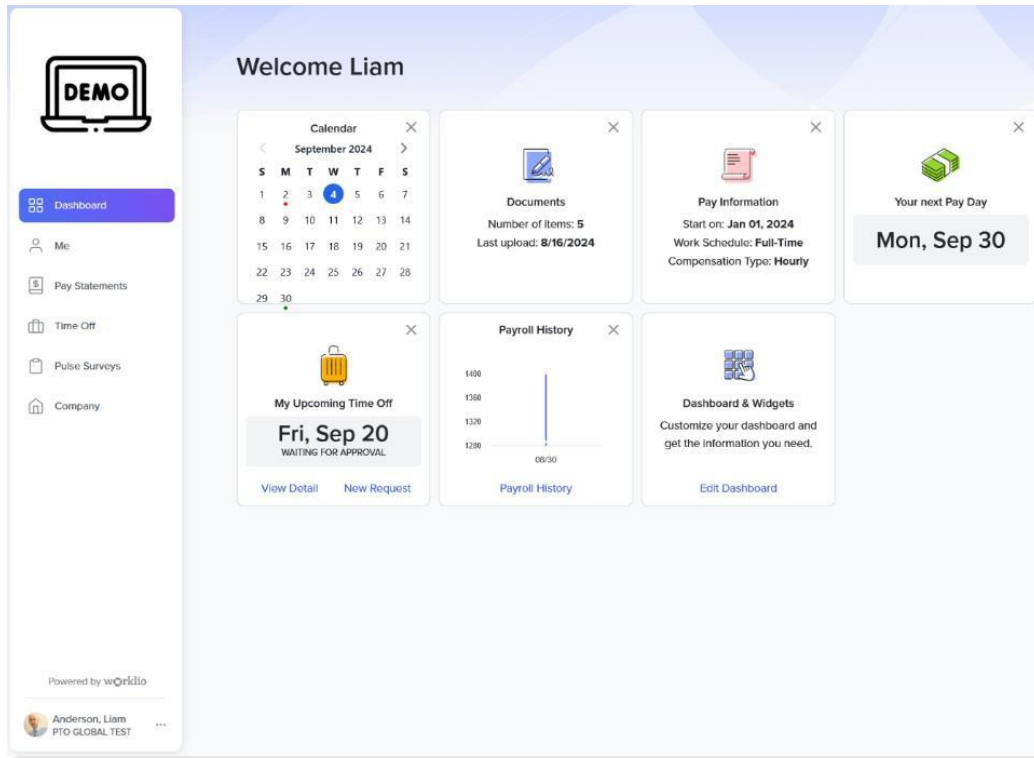




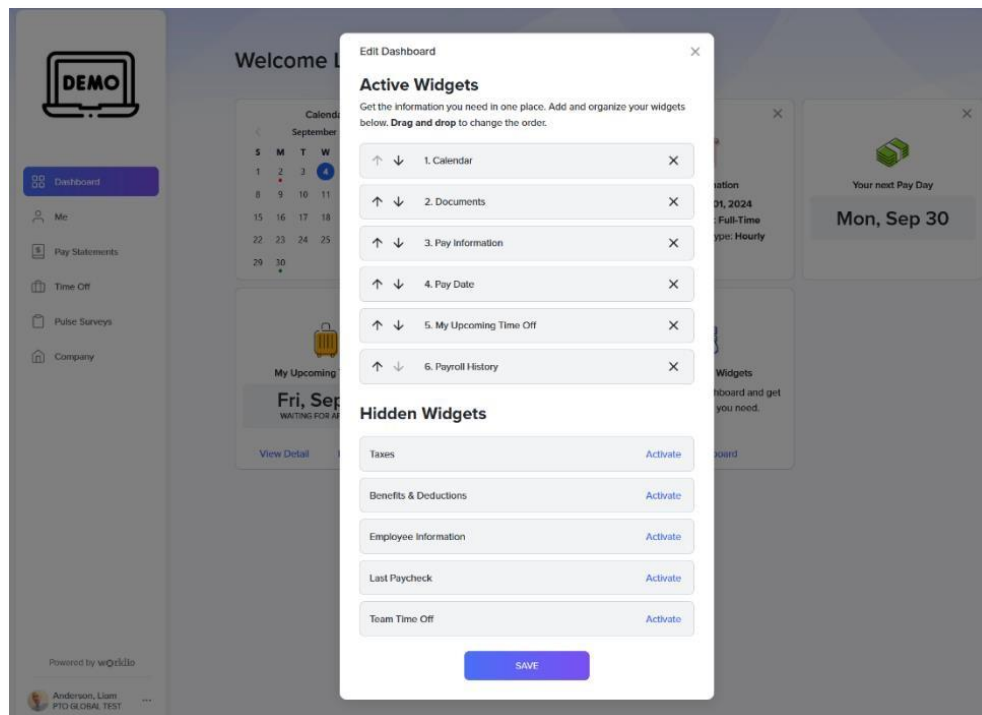
EMPLOYEE EXPERIENCE

Dashboard



When the employee logs into the employee experience platform they will see the Dashboard. The widgets on the dashboard can be reordered, removed or added by clicking **Edit Dashboard** on the **Dashboard & Widgets** widget.

Edit Dashboard





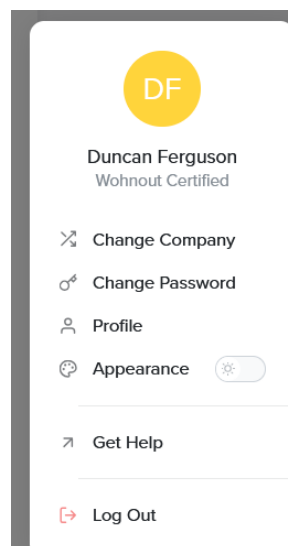
Widget Management

- **Reordering:** Widgets can be reordered using either **drag and drop** or by clicking the **up/down arrows**. This provides flexibility for users to choose their preferred method of interaction.
- **Hiding Widgets:** Users can hide widgets by clicking the **X** icon, which can be found either on the dashboard widget itself or next to the widget name
- **Accessing Hidden Widgets:** Any widgets that are hidden will be listed under **Hidden Widgets**. Users can easily unhide them by clicking the **'Activate'** button, making it simple to restore previously hidden widgets.

Left-side Menu

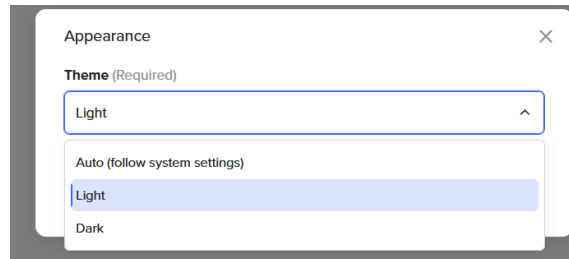
The menu contains direct links to the following:

- **Dashboard** – Returns the employee back to the widget dashboard.
- **Me** – Information about the employee is divided into the following tabs:
 - **Personal**
 - **Pay**
 - **Tax Setup**
 - **Deductions**
 - **Documents**
 - **W-2 Forms**
 - **Change Requests**
- **Pay Statements** – The employees will see their last pay statement and can access their previous pay statements.
- **Time Off** – The employees can view and create their time off requests and, if they have subordinates, they can view, approve and create time off requests for them.
- **Pulse Surveys** – These are one-off surveys created by the company or by the employee.
- **Company** – Contain 3 tabs –
 - **Organization** – Shows the company's organization structure.
 - **Calendar** – Shows team members time off and federal holidays.
 - **Bulletin Board** – Shows company bulletin messages.
- **Profile** – (located at the bottom)





- **Change Password**
- **Change Company** – This option is available when the employee works for more than one company and their accounts are linked. They will be able to switch between companies.
- **Appearance** – Clicking on the button will instantly toggle between the light and dark themes. Clicking on the word '**Appearance**' will open the following dialog box – which includes the option Auto (follow system settings)



- **Profile** – The employee can change their profile photo, login email, password or phone number. They will also see information for support hours along with an email address.
- **Get Help** – Help & Support. The employee can access comprehensive documentation to learn more about all the features found within the new employee portal. They will also see support contacts and help links.
- **Log Out**



MOBILE APP

We have created a mobile application (android and apple) specifically for you to share with your employees.

They can either use one of the following links or use their mobile to scan the QR code directly.

Employees will then just log into the application – **No Pairing Code is required.**

The app is only for the new employee experience platform so if the client has the old employee portal platform selected the employees using the app will still be accessing the new platform.

Android Devices

URL

<https://play.google.com/store/apps/details?id=com.worklio.decisionhr.app.twa>

QR Code



Apple Devices

URL <https://apps.apple.com/app/decisionhr/id6673905773>

QR Code

