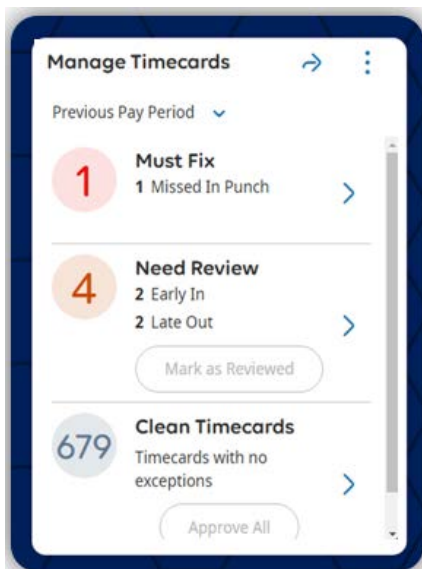


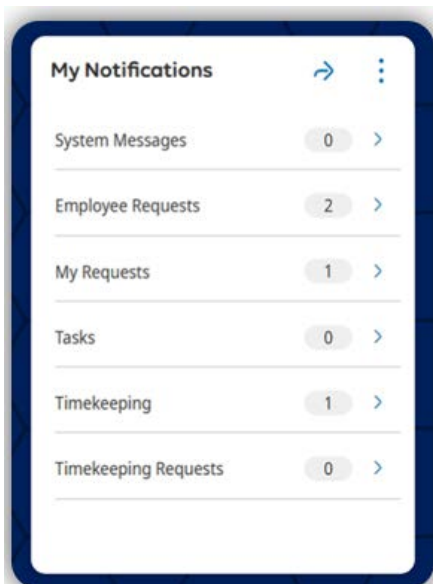


Home Page Tiles (Timekeeper/Manager)

The following is an overview of the Tiles that the Managers and Timekeepers will have on their Home Page.

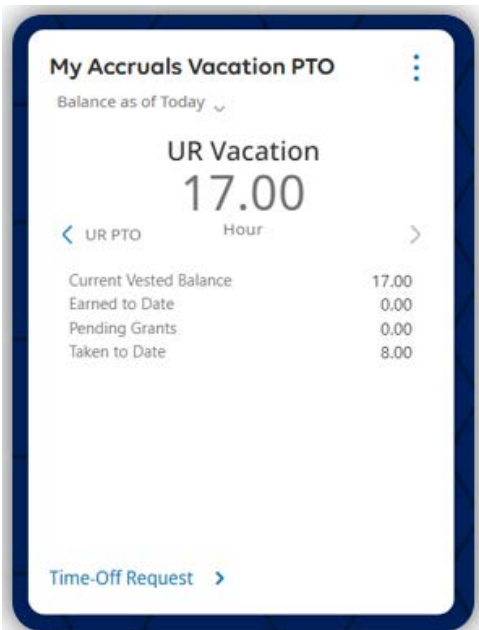


The **Manage Timecard** tile on the Home Page displays a snapshot of key information including exceptions which require your action.



The **My Notifications** tile displays the number of notifications or alerts not yet reviewed or acted on by category.

- The Employee Requests category displays employee's requests for time off.
- My Requests display notifications regarding your own time off requests.
- The Timekeeping category displays timecard related exceptions like missed punches
- The Timekeeping Requests category display requests for punches to be added, submitted by an employee.



The **My Accruals** tile displays accrual balances and allows you to submit a request for time off. Use the arrows in the tile to display your balance for each accrual type.