

Employee Navigator Job Aid

Parts of a Navigator



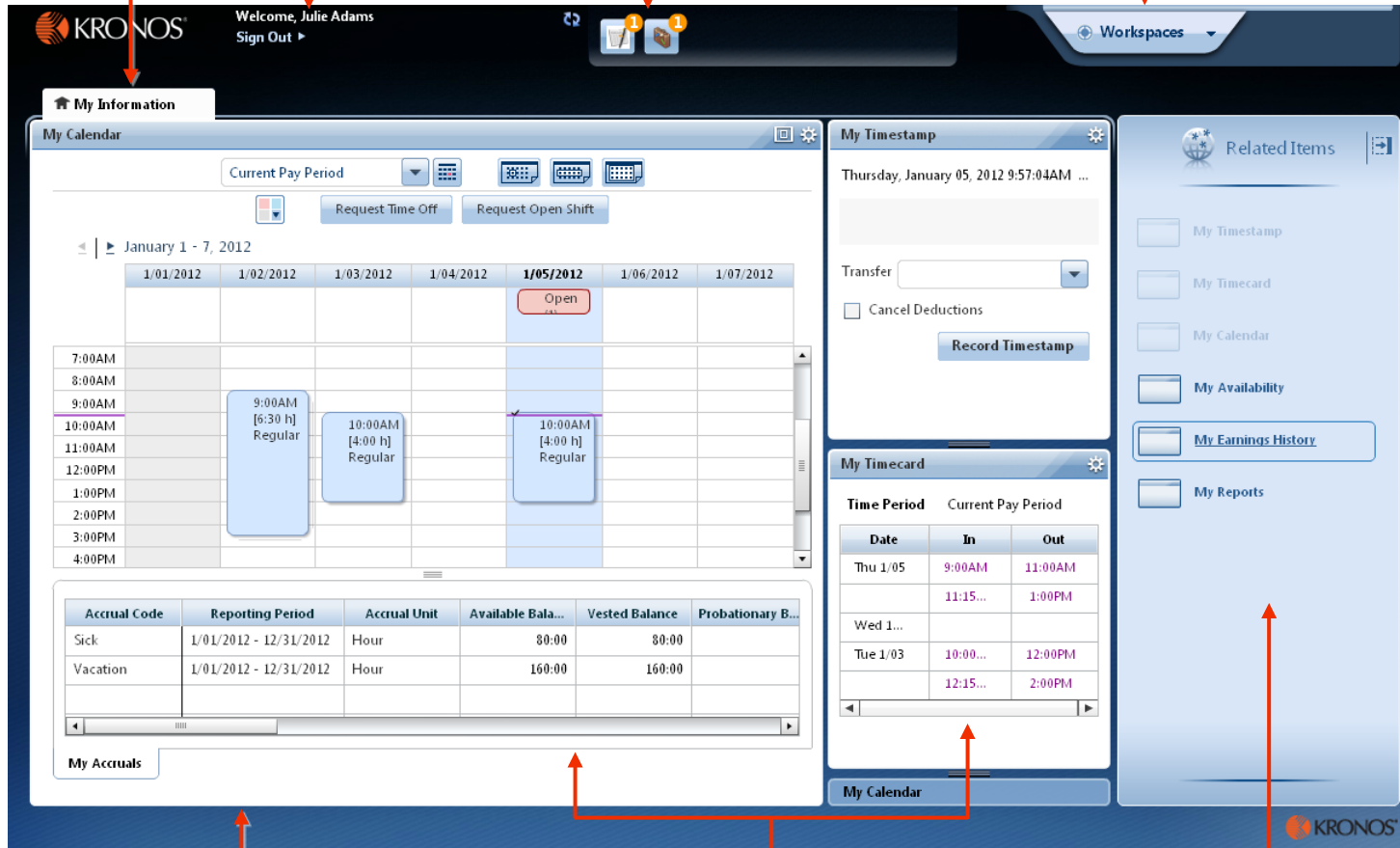
Active Bar
Displays active workspaces; click title to bring a workspace into focus. (My Information is the only one in this example.)

Name / Sign Out
Identifies user and a link to log out of navigator.

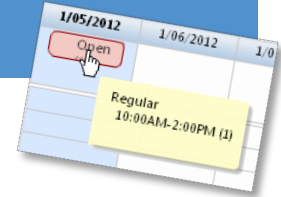
Alerts
Links, which appear as icons, enabling you to quickly view the type and number of tasks and issues that you need to address. (Note: Alerts are optional)

Carousel
Container for one or more workspaces (Note: Carousel appears only if there is another workspace in addition to the home workspace.)

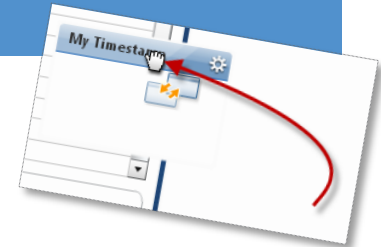
Navigator layout varies
Navigators are customized by Administrators and reflect those items needed for a job role. Specific widgets and alerts that are available in your navigator are determined by your access and which applications are in use.



Hovering for Details
Hover the mouse to see details, where applicable.



Repositioning Widgets
Move a secondary widget into a primary position by clicking the title bar, dragging it over a primary widget, and releasing.



Workspace
Displays one or more widgets and the Related Items pane.

Widgets
A widget is a task-oriented tool or view into Workforce Central. There will be one or two primary widgets, depending on the workspace—these are widgets you can use to perform tasks. There may also be one or more smaller-sized secondary widgets, but normally these are for viewing only until you swap them into a primary position.

Related Items Pane
Includes one or more additional widgets for less common tasks; the Related Items pane is optional and contains different widgets for each workspace.

Employee Navigator Job Aid

Opening Widgets and Workspaces



Refresh
Click the Refresh icon to get immediate updates to your Alerts.

Alert Icons
Each type of alert has its own icon. A number in the icon's corner indicates that there are items you should review. (The significance of the number itself depends on the specific alert.) Click an icon to view details.

Alert Details
Click an item in the details of an alert to open the relevant widget. You can then take whatever actions are needed in the open widget.

Alerts

Closing the Carousel
Click the Workspaces tab to close the carousel.

Additional Workspaces
Click an item in the carousel to open an additional workspace. To close that workspace later, hover over its tab and click the Close (X) button.

Cycling the Carousel
If there is more than one workspace in the carousel, use the arrows to cycle through the additional workspaces.

Carousel

Closing the Related Items Pane
Click the right arrow to close the Related Items pane. When closed, click the left arrow to open it.

Active Widgets
Widgets already in an open workspace appear grayed out in widget list.

Activating a Widget
There are two ways to activate a widget in the Related Items pane.

To add it to the current workspace, drag it out of the pane and release it over a widget in the workspace.

To work with the widget in a separate workspace, click the widget while it is still in the pane. To close that workspace later, hover over its tab and click the Close (X) button.

Related Items

The screenshot shows the Kronos Employee Navigator interface. At the top, there is a navigation bar with a 'Refresh' icon (a circular arrow) and a 'Workspaces' tab. Below this, a 'Time Off Requests' alert is displayed, stating 'Time Off Hours [3/01/2012 - 5/31/2012] is available until 2/11/2012 1:00AM'. The main area contains several widgets: 'My Calendar' showing a calendar for January 2012, 'My Timestamp' showing the current date and time, 'My Timecard' showing a table of time entries, and 'My Earnings History' showing a table of earnings data. A 'Related Items' pane is open on the right side, listing various widgets that can be activated or dragged into the workspace.

Accrual Code	Reporting Period	Accrual Unit	Available Bal.	Vested Balance	Probationary B.
Scl.	1/01/2012 - 12/31/2012	Hour	80.00	88.00	
Vacation	1/01/2012 - 12/31/2012	Hour	100.00	100.00	



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Managing the Active Workspace



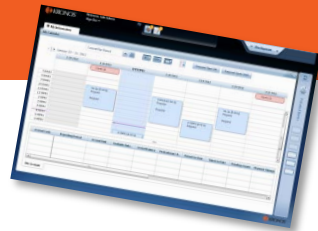
Workspace Tabs

Each active workspace gets its own tab. You can switch back and forth between workspaces by selecting the tab you want to view. You must always have at least one workspace open, but you can close any additional workspaces by hovering over its tab and clicking the Close (X) button.



Maximize / Restore Icon

Click to expand a primary widget to its maximum size. (This will temporarily hide any other widgets.) Click again when maximized to restore to the original size (and unhide your other widgets).

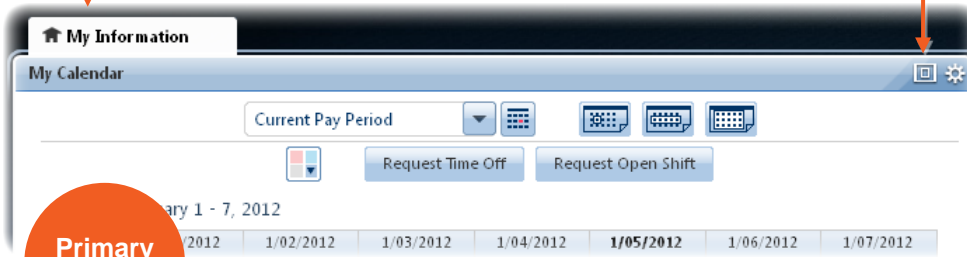


Primary and Secondary Widgets

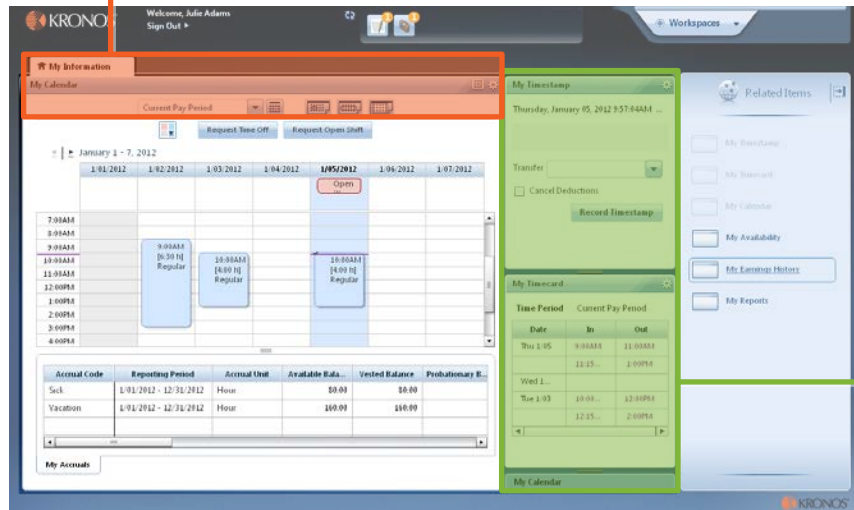
Workspace layouts vary. All workspaces have at least one primary widget, which is where you do your work. Workspaces can also have one or more secondary widgets, that you can choose to promote to the primary position if you need to work in them.

Gear Icon

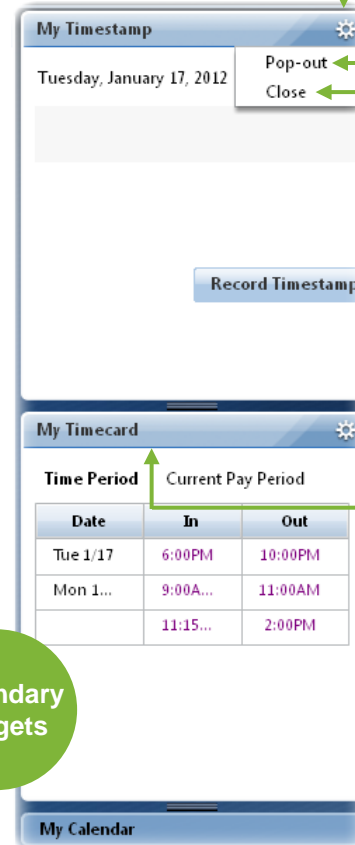
Click to view options for moving the widget. Unavailable options will be grayed out. (For example, primary widgets cannot use Close or Pop-out.)



Primary Widget



Secondary Widgets



Pop-out Option

Select Pop-out to promote a secondary widget to a primary position.

Close Option

Select Close to send a secondary widget back to the Related Items pane.

Usable Secondary Widgets

In most cases secondary widgets are informational only until promoted to a primary position. However, some widgets, like My Timestamp, have functioning parts when in the secondary position.

Resize Bar

Click and drag the resize bar to reveal more of a particular secondary widget.

Title Bar

Click and drag a secondary widget's title bar to swap it with another widget or return it to the Related Items pane.

My Timecard

Time Period Current Pay Period

Date	In	Out
Tue 1/17	6:00PM	10:00PM
Mon 1...	9:00A...	11:00AM
	11:15...	2:00PM