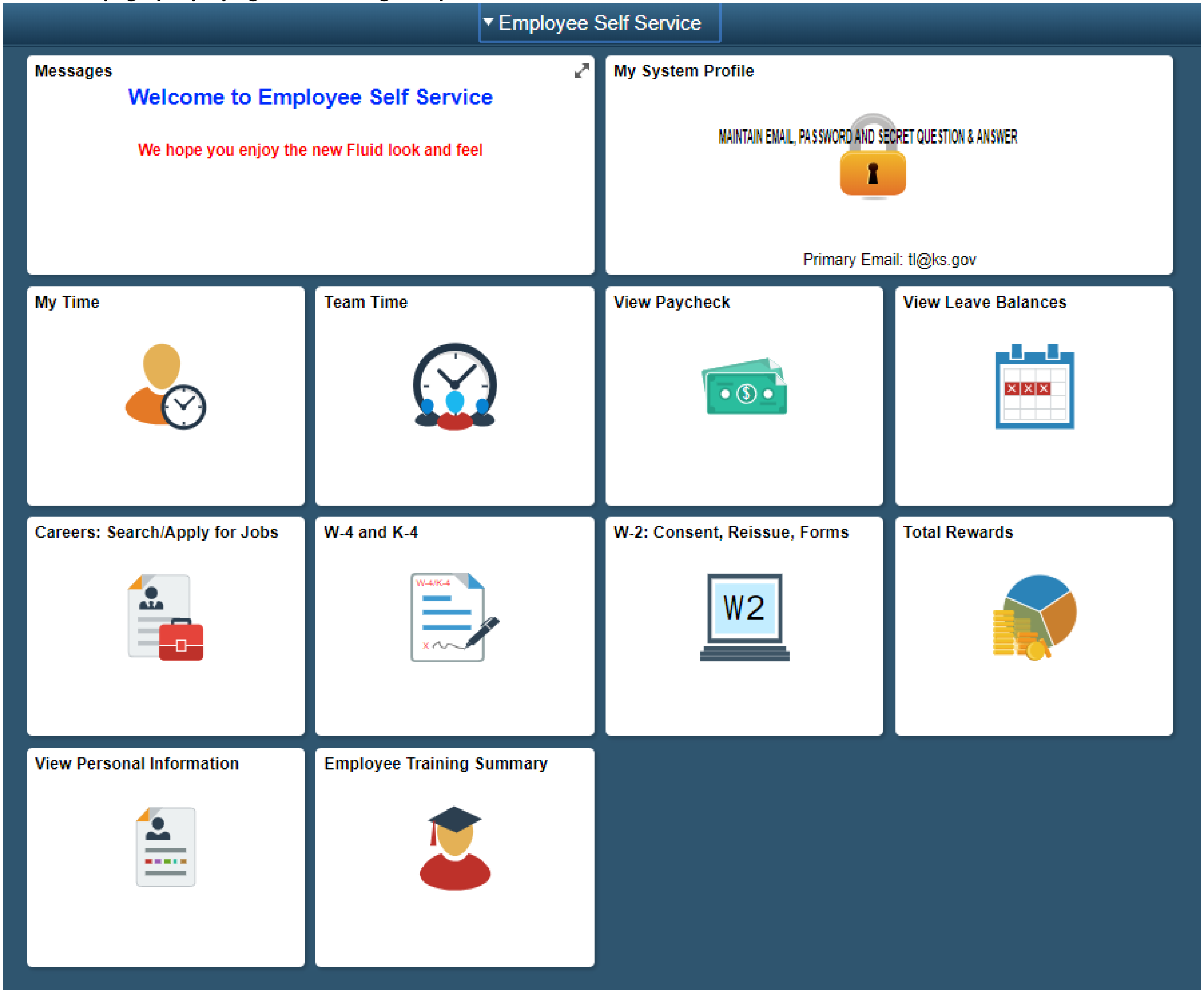
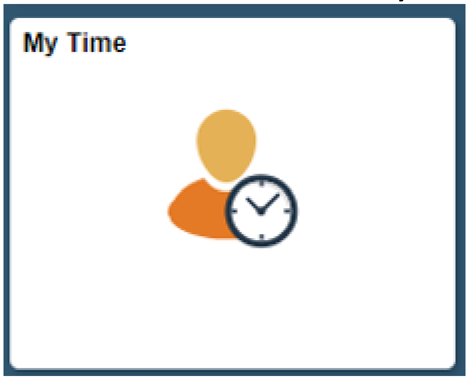
FLUID Sneak Peak*

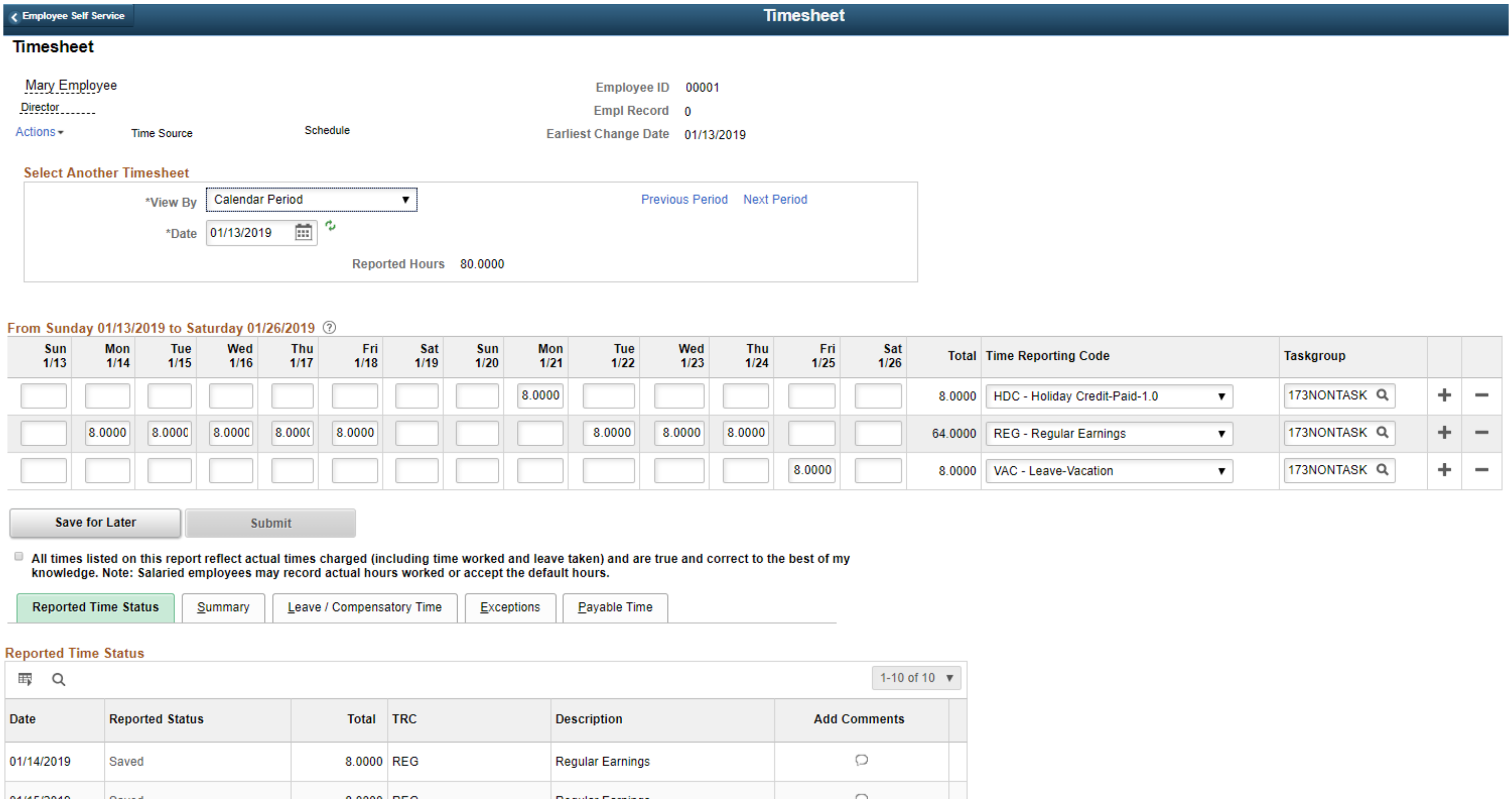
Employee Self Service (ESS)

ESS Home page (Displaying the following Tiles):



Timesheet: Accessible under "My Time" tile:




Employee Self Service

Timesheet

Timesheet

Mary Employee
Director
Actions

Time Source

Schedule

Employee ID 00001
Empl Record 0
Earliest Change Date 01/13/2019

Select Another Timesheet

*View By Calendar Period

*Date 01/13/2019

Previous Period Next Period

Reported Hours 80.0000

From Sunday 01/13/2019 to Saturday 01/26/2019

Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Sun 1/20	Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Sat 1/26	Total	Time Reporting Code	Taskgroup
								8.0000						8.0000	HDC - Holiday Credit-Paid-1.0	173NONTASK
	8.0000	8.0000	8.0000	8.0000	8.0000				8.0000	8.0000	8.0000			64.0000	REG - Regular Earnings	173NONTASK
												8.0000		8.0000	VAC - Leave-Vacation	173NONTASK

Save for Later Submit

All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status

1-10 of 10

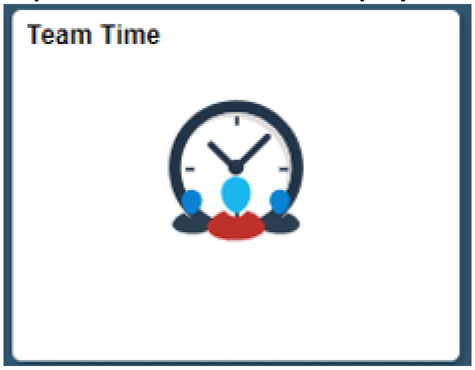
Date	Reported Status	Total	TRC	Description	Add Comments
01/14/2019	Saved	8.0000	REG	Regular Earnings	

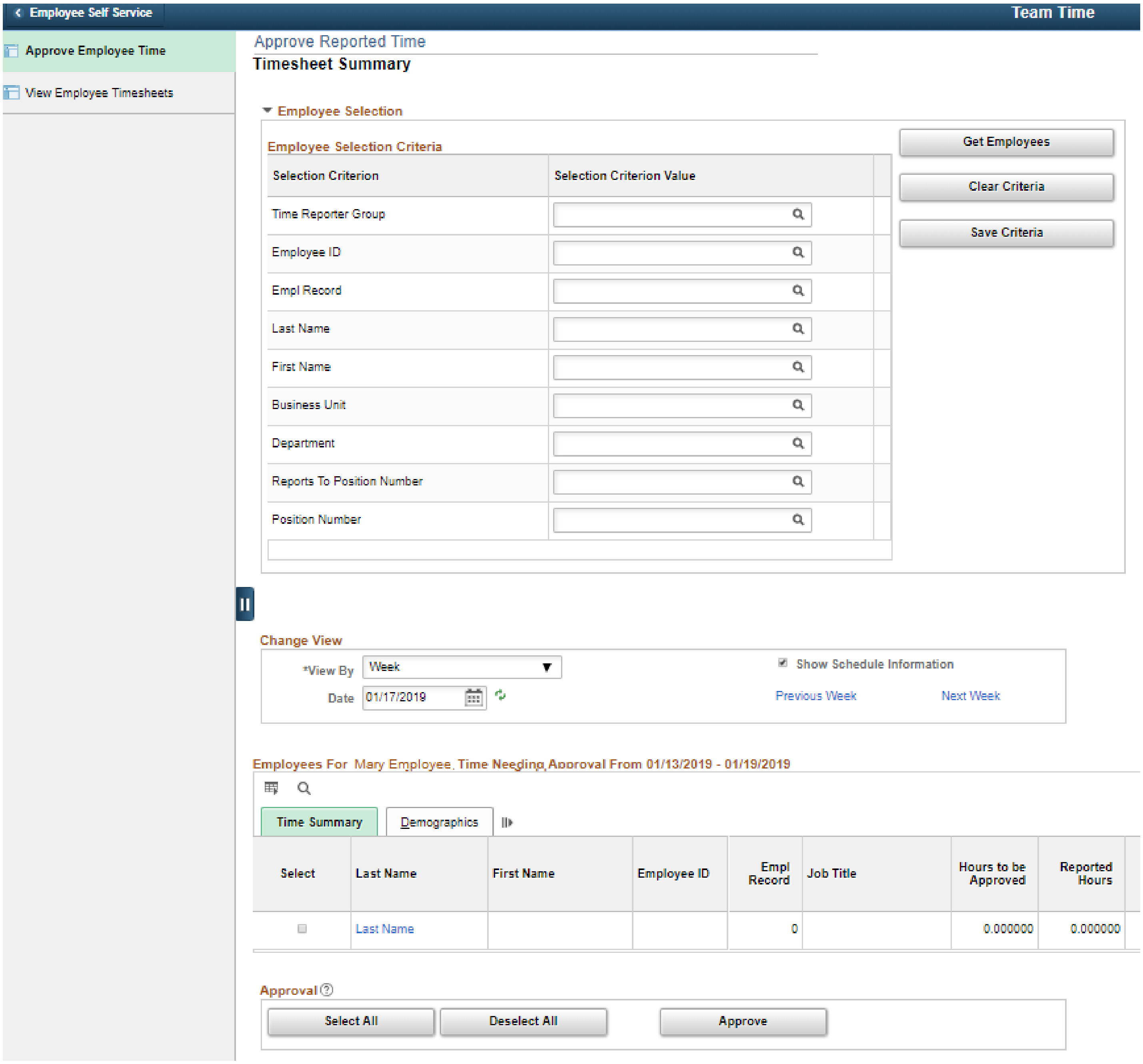
Resizing Your Timesheet (or other SHARP or Employee Self Service Pages)

If your timesheet looks too large or too small, use the following tips to adjust the size:

- Press and hold the **Ctrl key** on your keyboard, then use the **wheel** on your mouse to reduce or increase the size of your timesheet
- Press and hold the **Ctrl key** on your keyboard and click the plus (+) or minus (-) symbol to zoom in and out
- To return to 100%, Press and hold the **Ctrl key** on your keyboard and 0 (zero)

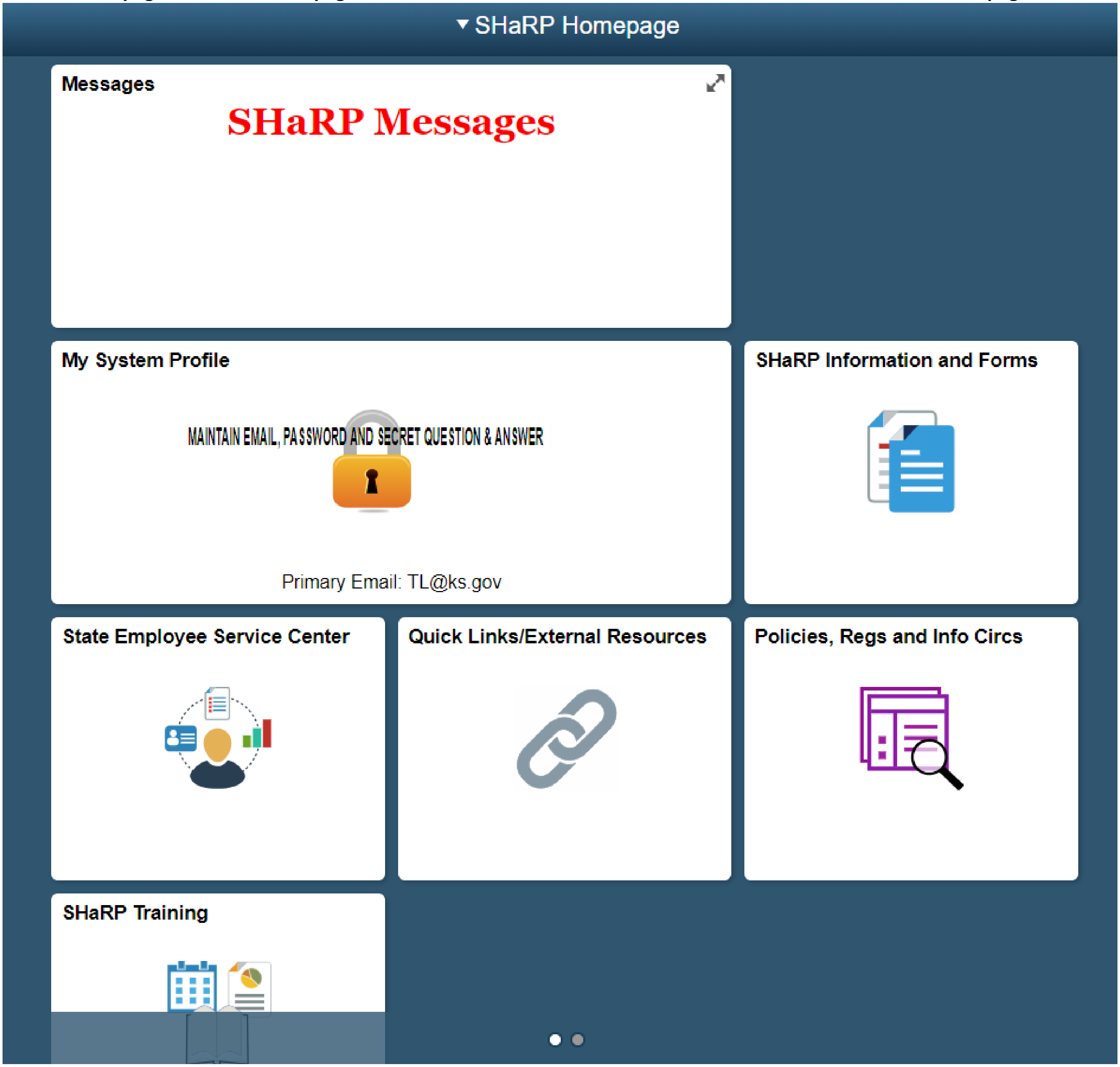
Supervisors can find their employee timesheets (to review and approve) under the Team Time Tile:



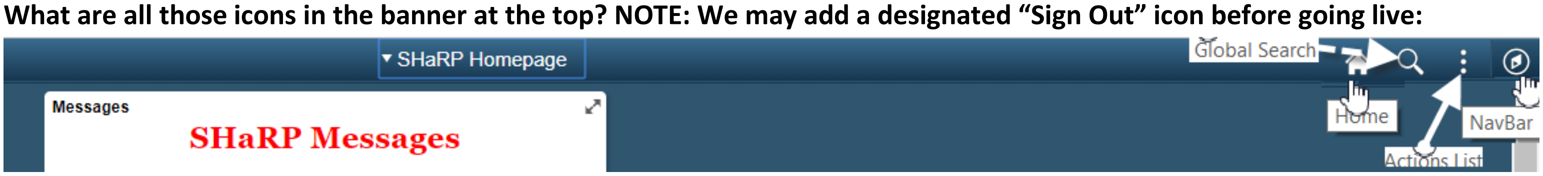


SHARP

SHARP Home page: Common Homepage for all SHARP users. Each SHARP user will see this as their default homepage:

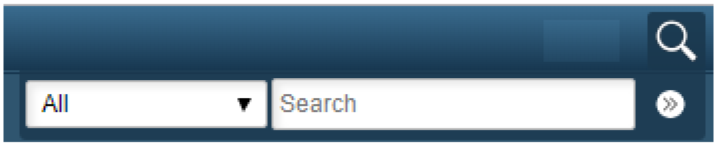


What are all those icons in the banner at the top? NOTE: We may add a designated "Sign Out" icon before going live:

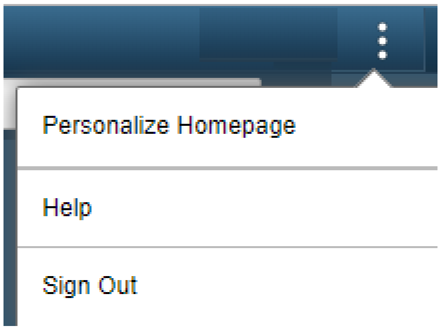


Home: Click on it to take you back to the homepage (SHARP Homepage):

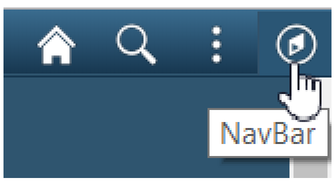
Search: Click on the magnifying glass to display a search feature:



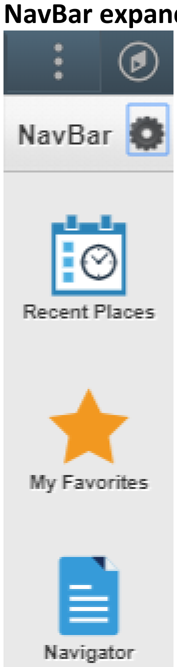
Actions List: Click on the three dots to display Sign Out. Note: This may be replaced with the words Sign Out:



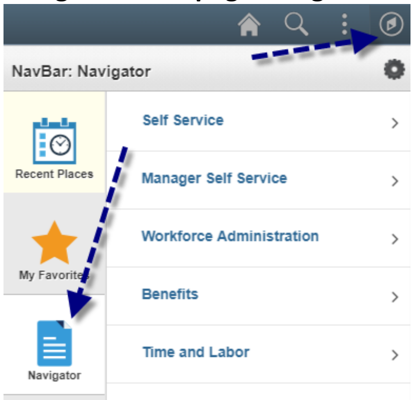
Navigation Bar (NavBar): This feature contains pages you've been to recently, your favorites and the traditional click navigation (under the Navigator icon).



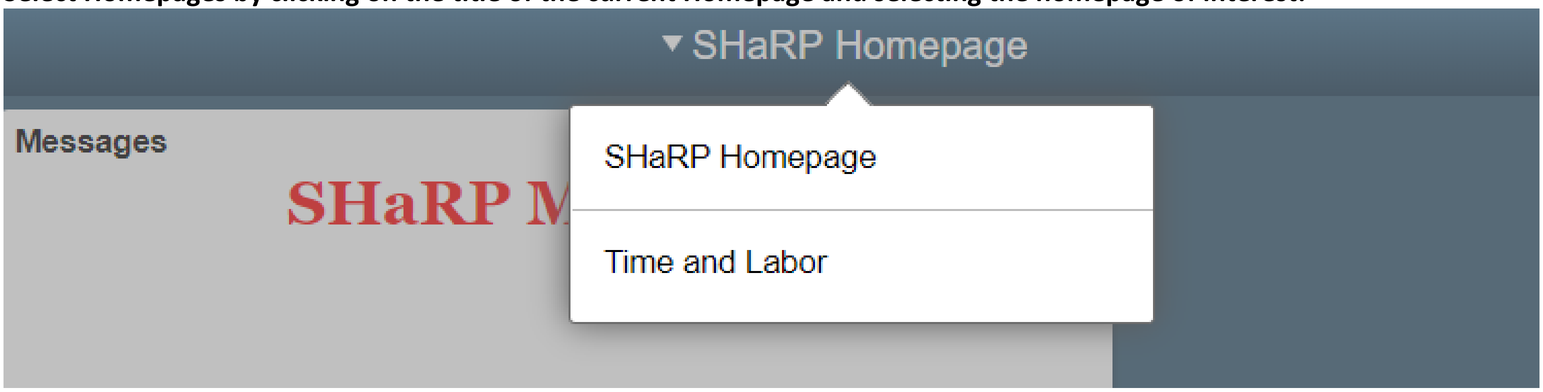
NavBar expanded:



Can't find the page you need? Let us know and we can add it to an existing Tile and Navigation Collection. Until we add it, navigate to the page using the NavBar:



How do you get to the Different modules or Homepages?
Select Homepages by clicking on the title of the current Homepage and selecting the homepage of interest:

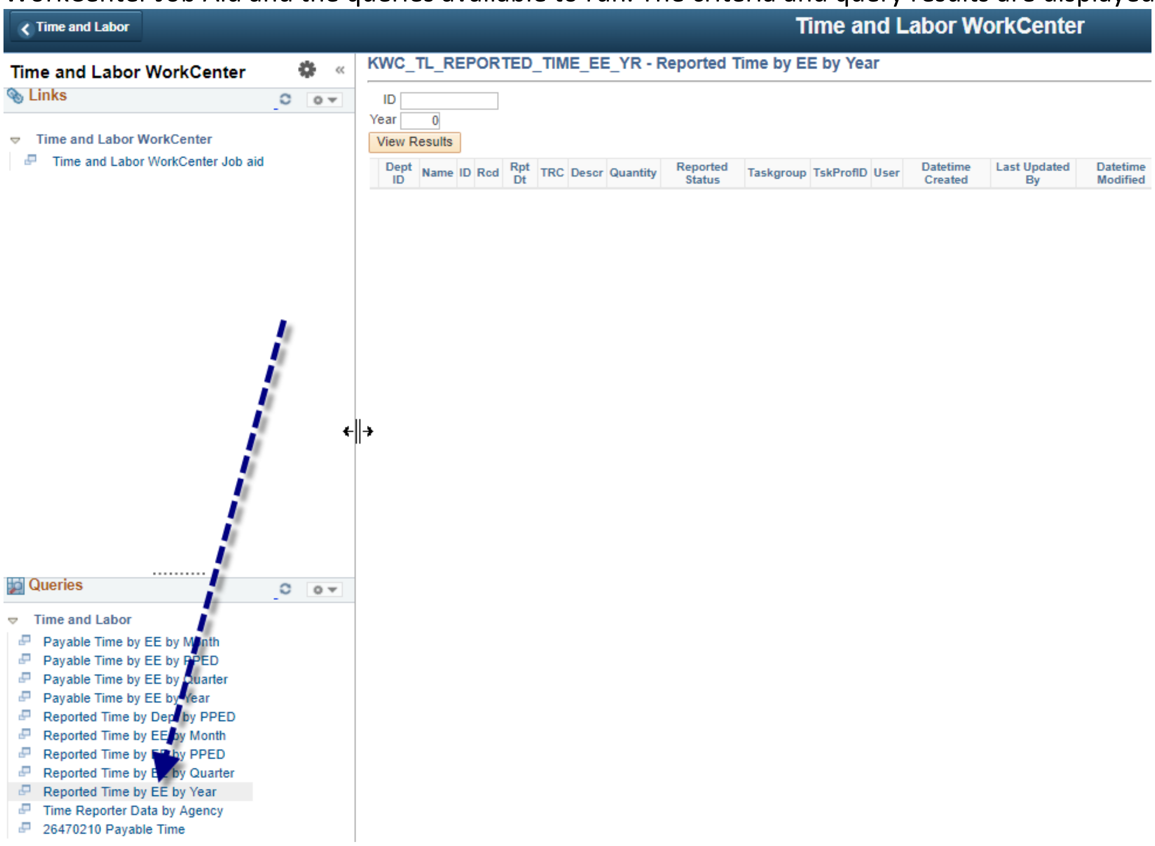


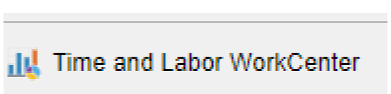
Time and Labor Home Page (Timekeeper role):

Did you know you can run select Time and Labor Queries? See the Time and Labor WorkCenter Link under the Time and Labor Reports Tile (or the Time and Labor WorkCenter Tile):

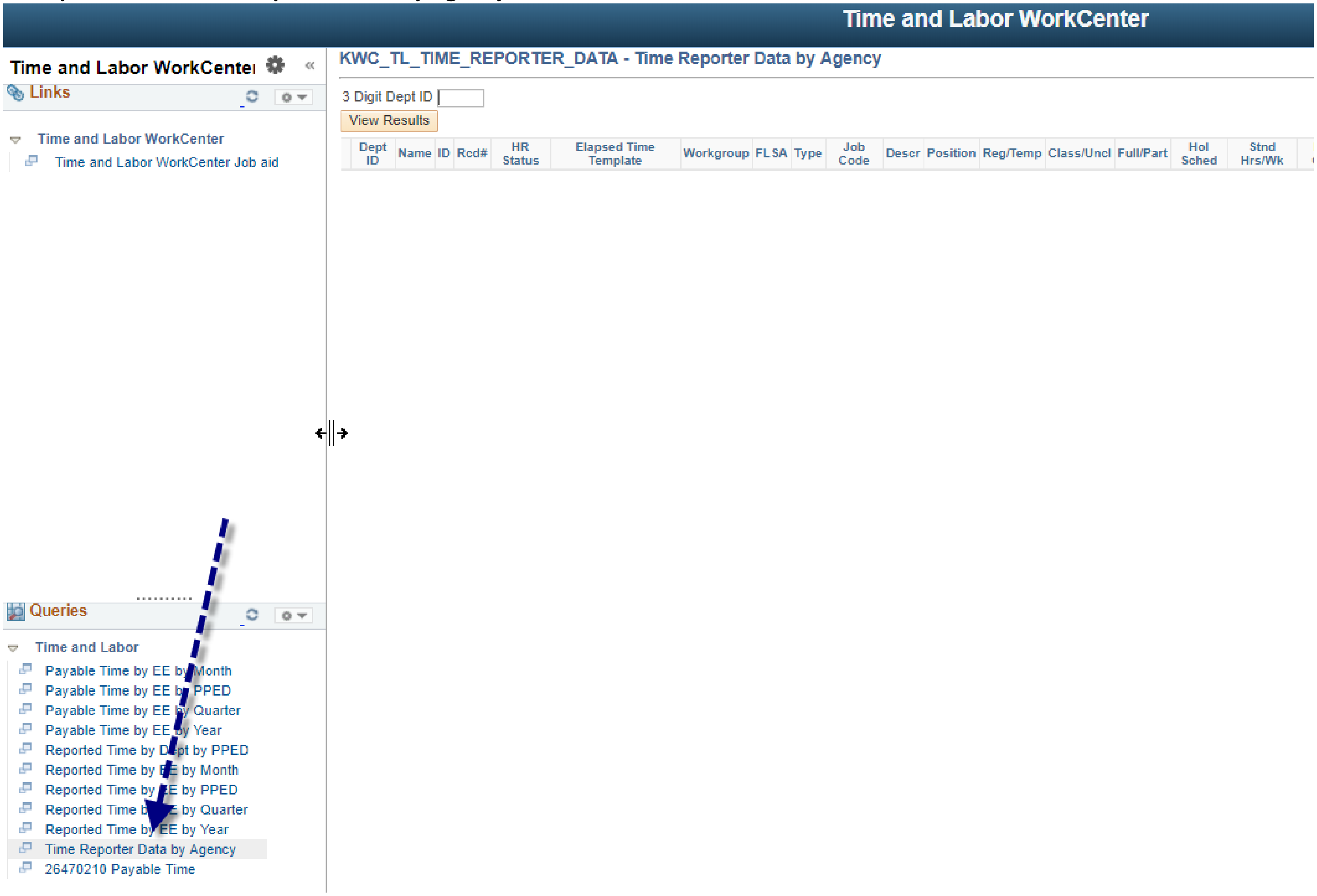
What's behind the Time and Labor WorkCenter Tile?:

Time and Labor WorkCenter Tile: Navigation Collections: Note the view below is via the Time and Labor HR Role and the query selected is the Reported Time by EE (Employee) by Year. The left side of the page contains the Time and Labor WorkCenter Job Aid and the queries available to run. The criteria and query results are displayed in the right content area.





Example below is Time Reporter Data by Agency:

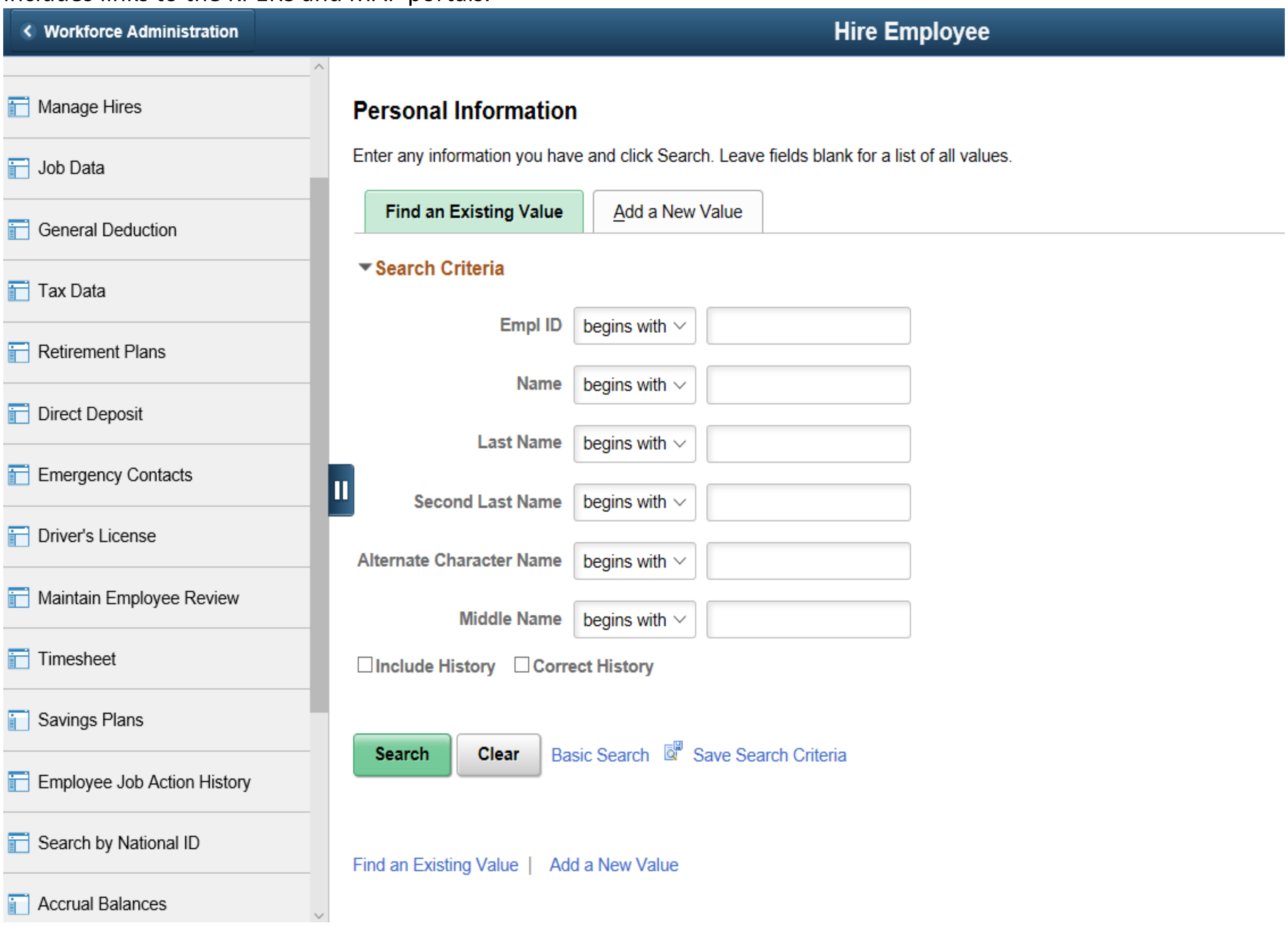


Workforce Administration Page:

What's behind the Hire Employee Tile?:

Hire Employee Tile: Navigation Collections:

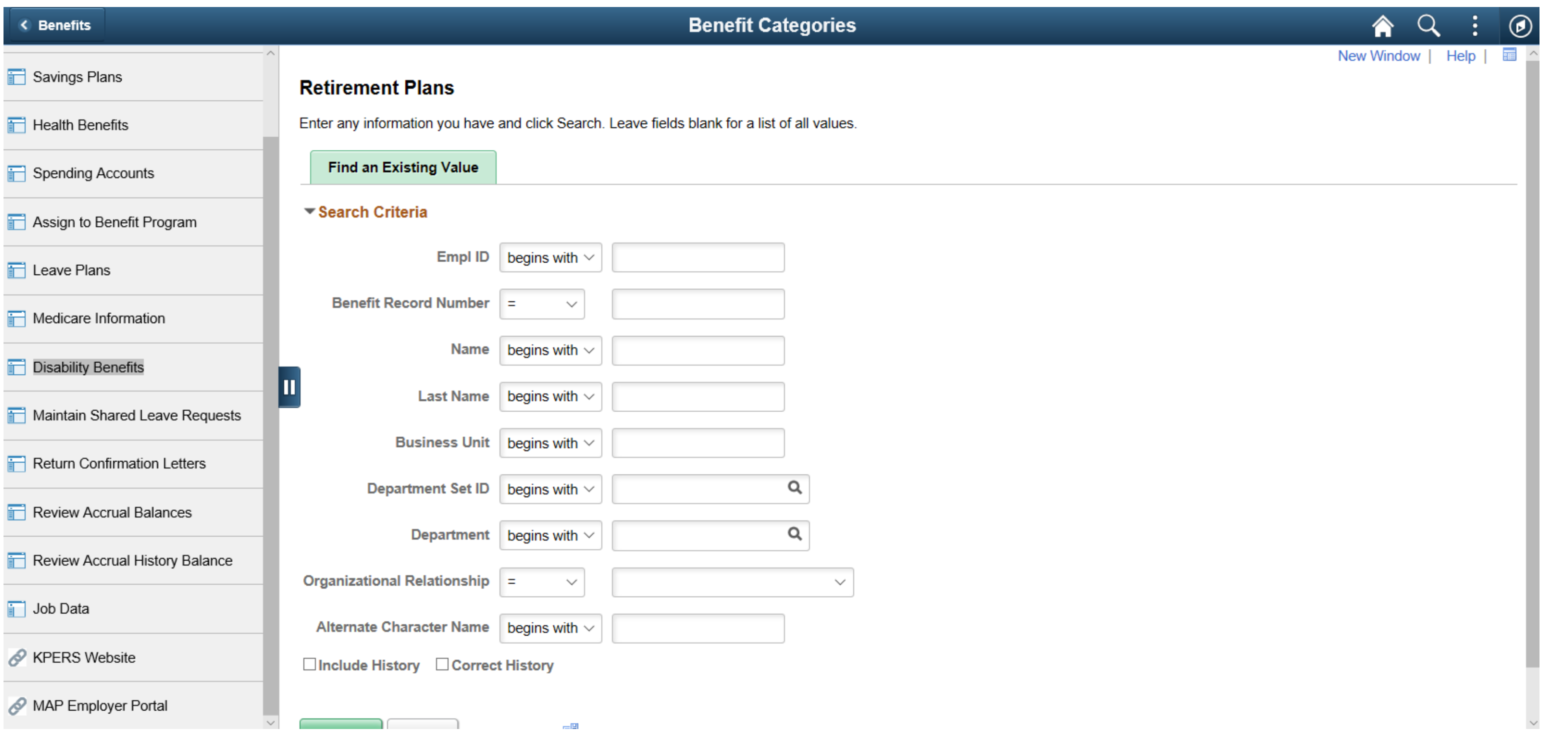
The left side of the page contains Navigation Collections (links to other, related SHARP pages). The selected component (or search page in this page print) is displayed in the right content area. The Hire Employee Navigation contains links to SHARP pages that may be needed to complete the hire process for a new and/or existing employee. The Navigation collection also includes links to the KPERS and MAP portals.



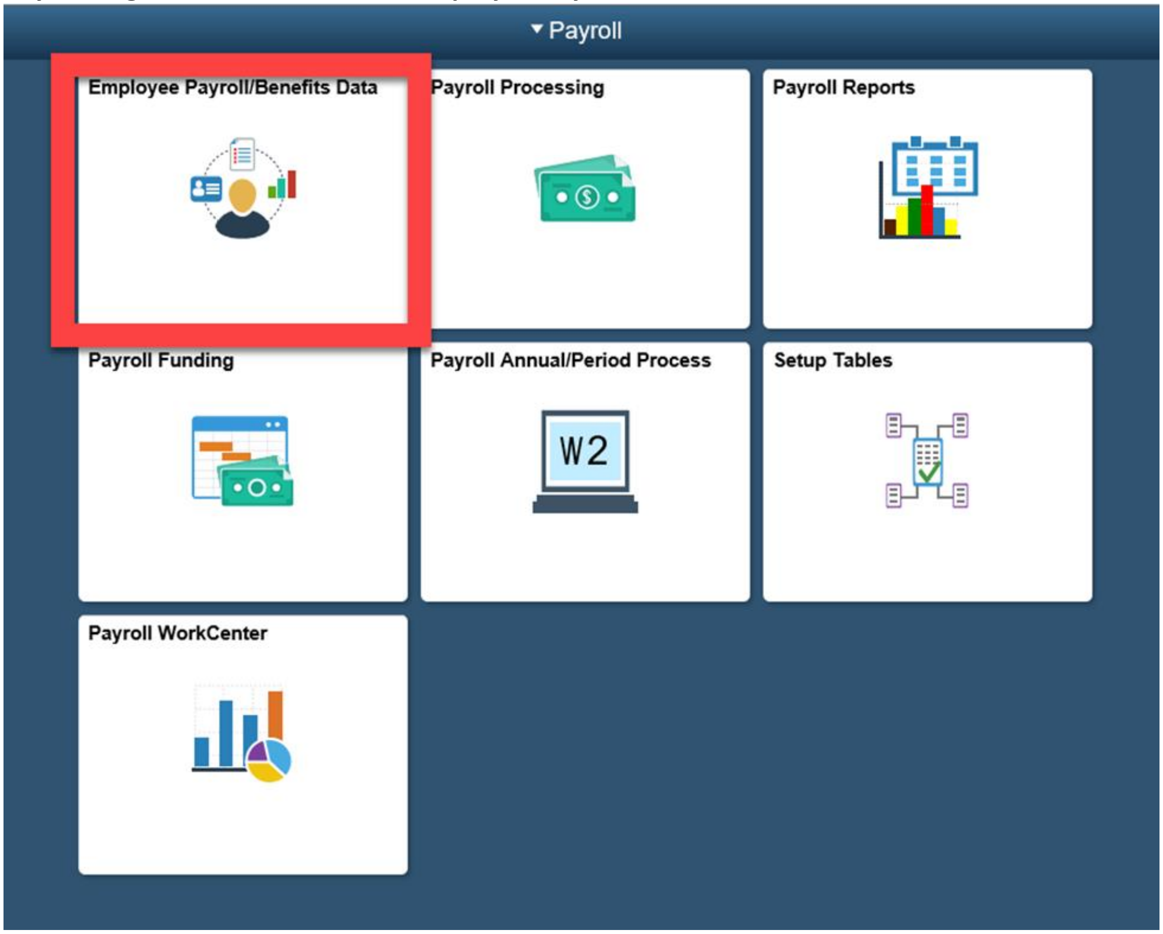
What's behind the Benefit Categories Tile?:

Benefit Categories Tile: Navigation Collections:

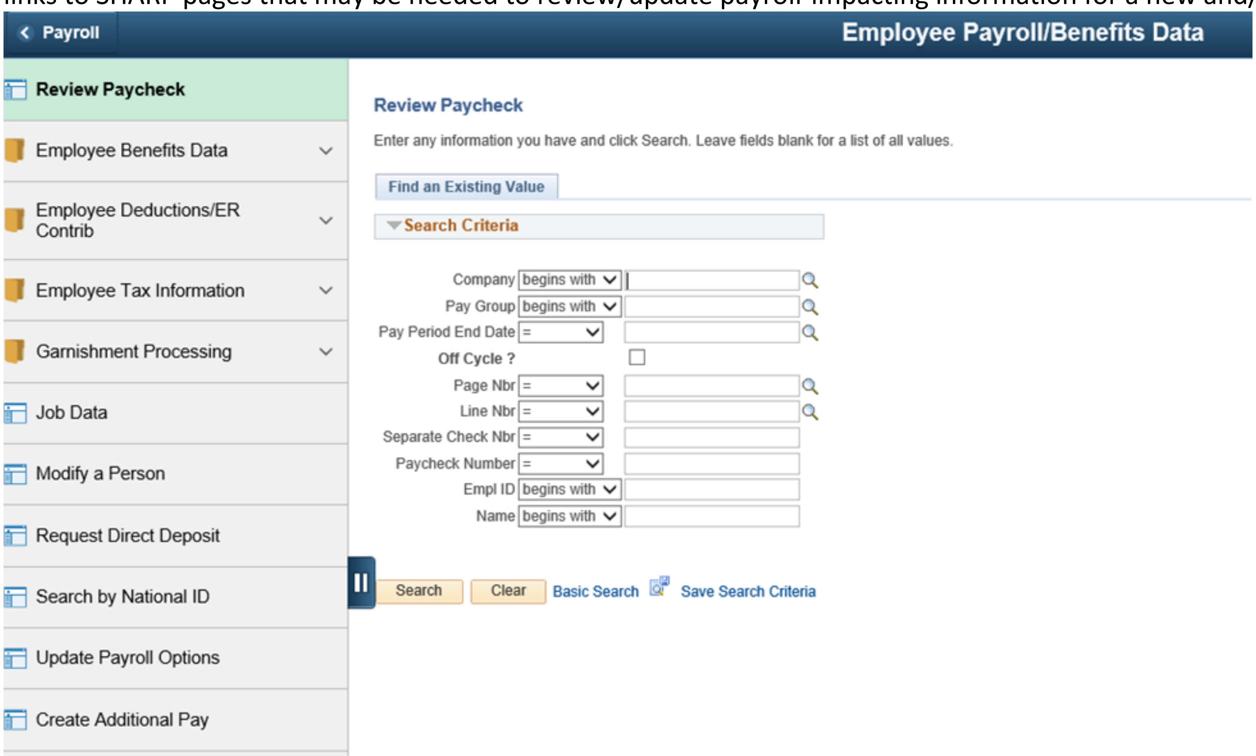
The left side of the page contains Navigation Collections (links to other, related SHARP pages). The selected component (or search page in this page print) is displayed in the right content area. The Hire Employee Navigation contains links to SHARP pages that may be needed to complete the hire process for a new and/or existing employee. The Navigation collection also includes links to the KPERS and MAP portals.



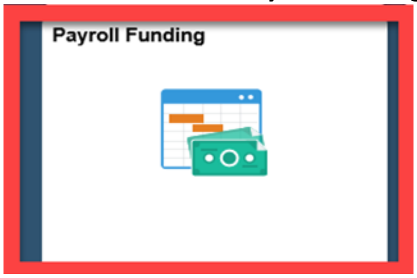
Payroll Page – What's behind the Employee Payroll/Benefits Data Tile?:



Employee Payroll/Benefits Data Tile: Navigation Collections:
The left side of the page contains Navigation Collections (links to other, related SHARP pages). The selected component (or search page in this page print) is displayed in the right content area. The Employee Payroll/Benefits Data Navigation contains links to SHARP pages that may be needed to review/update payroll-impacting information for a new and/or existing employee.

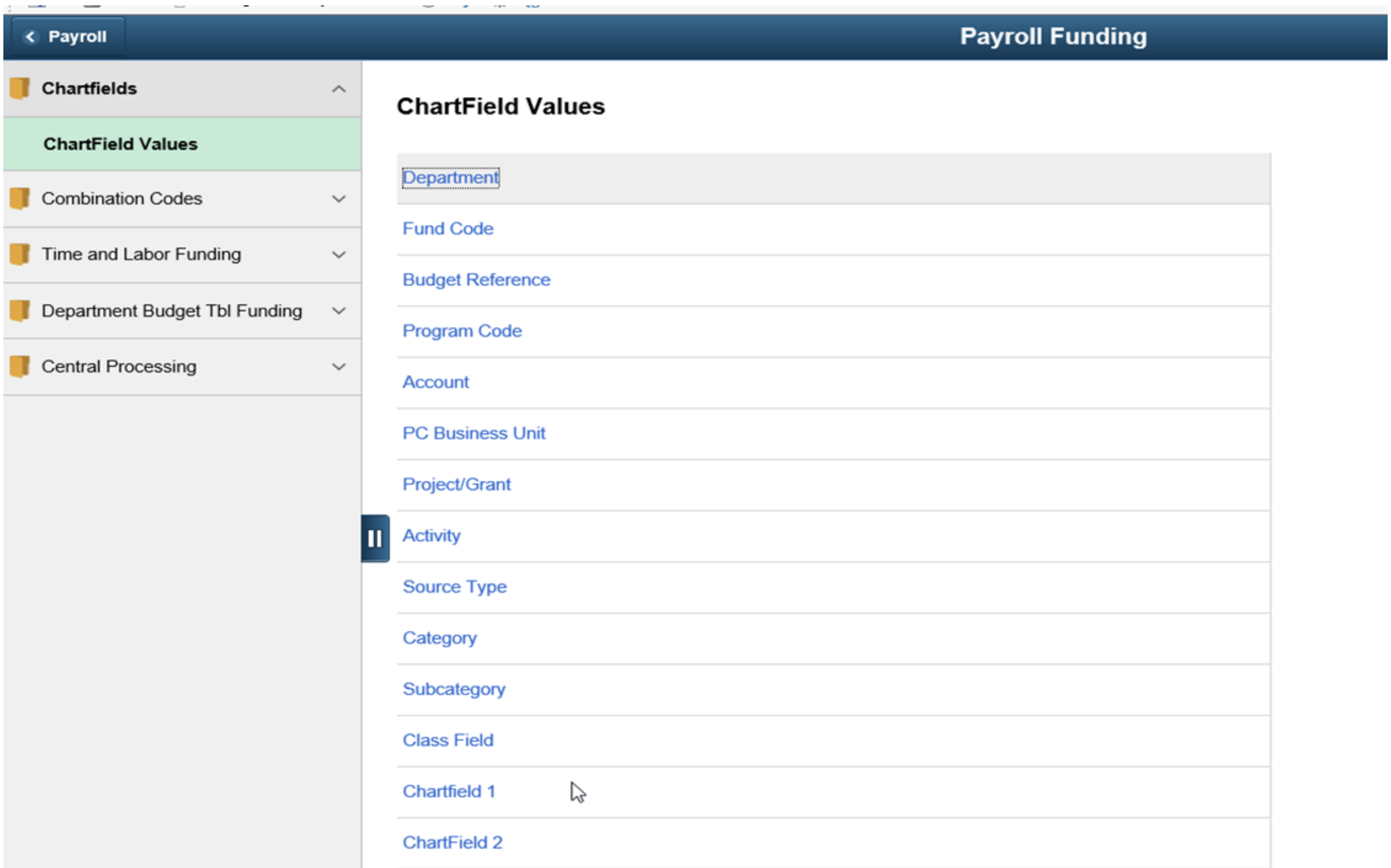


What's behind the Payroll Funding Tile?:



Payroll Funding Tile: Navigation Collections:

The left side of the page contains Navigation Collections (links to other, related SHARP pages). The selected component is displayed in the right content area. The Payroll Funding Navigation contains links to SHARP pages that may be needed to review/update payroll funding information for a new and/or existing employee.



<u>Security Access Notes:</u>

- Established security roles will determine which homepages, tiles, navigations collections, and links an individual will be able to view and/or update in the system

- Note that navigation collections are designed to provide direct access to all functions potentially required for a business process, therefore, the same system page (i.e. Job Data) may be included in multiple navigation collections to prevent the end user from having to navigate to a separate homepage to access additional information

- FLUID technology provides multi-platform mobility, displaying system homepages, tiles, and pages built using FLUID technology in the best format for the device being used to access the information

- Rarely used pages not included in a navigation collection can be accessed using the NavBar navigation