Understanding the HR Dept Administrator Dashboard

Prompts

Each page has Prompts which allows you to filter your data. Once you select your prompt filters, they will flow through and apply to each page, until you change or clear them.

1. To set a department view, use the HR Dept field.
2. To open the HR Dept filter, click the ellipsis (...) link.
3. Use the Multi-Select by searching for a Match and then click on the list item choice.
4. Select Departments by double clicking them or using the < button.
5. Click OK
6. You will be returned to the Main Page
7. Click GO

Alerts

Alerts provide warnings which may require action or monitoring. Alerts run for the current pay period only.

Reports

In the Reports section, you will see links to additional information.

Widgets

When you navigate to a dashboard, you will see a series of Widgets that may be in chart and/or table format.

Tabs

The tabs at the top of the page represent the different types of information available in this dashboard. This dashboard includes the following:

1. Leave Accrual
2. Personnel Transactions
3. Bi-wkly Add Comp
4. Encumbrance Expiration
5. Employee Roster
6. Payroll Register

Additional information on the each tab can be found on the next page.
## Dashboard Tabs

<table>
<thead>
<tr>
<th>Leave Accrual</th>
<th>Payroll Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays information on leave balances, accruals and usage. Also provides alerts which may require action or monitoring.</td>
<td>The Payroll Register page is a payroll earnings display. This page will show pay in terms of hours and earnings on a person's pay stub. Some other items that will show up on this page are: travel reimbursements, overtime, and additional compensation.</td>
</tr>
<tr>
<td>Personnel Transaction</td>
<td></td>
</tr>
<tr>
<td>Bi-Weekly Ad Comp</td>
<td></td>
</tr>
<tr>
<td>Encumbrance Expiration</td>
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<td>Employee Roster</td>
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</table>