

MyHR Dashboard

New MyHR Dashboard with widgets

The screenshot displays the MyHR Dashboard interface. At the top right, it shows the user's name 'Welcome, MYHRADMIN', an 'Account' dropdown menu, and a 'Sign Out' button. The left sidebar contains a navigation menu with the following items: ME, MY PEOPLE, MYHRADMIN (MYHR ADMINISTRATOR), QMUL Admin Dashboard (highlighted), HESA Teaching Qualifications, HESA ORCID, Training Requests, Timesheets, Annual Leave, Sickness Record, Peer Review, Pay Documents, Personal Details, Authorisations, and Delegation. The main dashboard area is titled 'Dashboard' and features four widgets: 'Holiday' (no current entitlement), 'Reporting Services' (no data available), 'Authorisation' (164 total, with 0 Authorising and 0 Rejecting), and 'Pay Documents' (no documents available). The Authorisation widget includes a 'Submit' button.

New look to the homepage

- o All self service options are now on the navigation panel on the left.
- o The new dashboard now allows you to add widgets giving you shortcuts to services and providing information at a glance.
- o If you are a manager you will also have the MyPeople tab which gives you additional access to reports and team data.
- o Annual Leave, Sickness and Peer Review have now been separated therefore reduces clicks needed to access each area.

Widgets

✧ Pay Document:

Allows you to view the last 3 payslips and P60s.

The animation also indicates what has already been viewed

The full list of payslips can be found under Pay Documents on the left hand side navigation panel

✧ Authorisation:

Access to all pending requests

Allows to view information and approve/reject

If you wish to add a comment to the form this will have

to be actioned through the Authorisations option

on the left hand side navigation panel

If you click into the information bar you will see details of the authorisation request.

✧ Holiday:

Displays both leave taken and available leave.

Allows you to request leave from the widget.

By Clicking Request the widget opens up into a Holiday request form.

✧ In Progress:

Allows you to see the status of saved but not submitted forms eg change of home address

***Please note can can amend your dashboard to only display the widgets of your choice through Dashboard settings on the navigation panel on the left.**

The image shows a dashboard with several widgets on the left and a detailed holiday request form on the right.

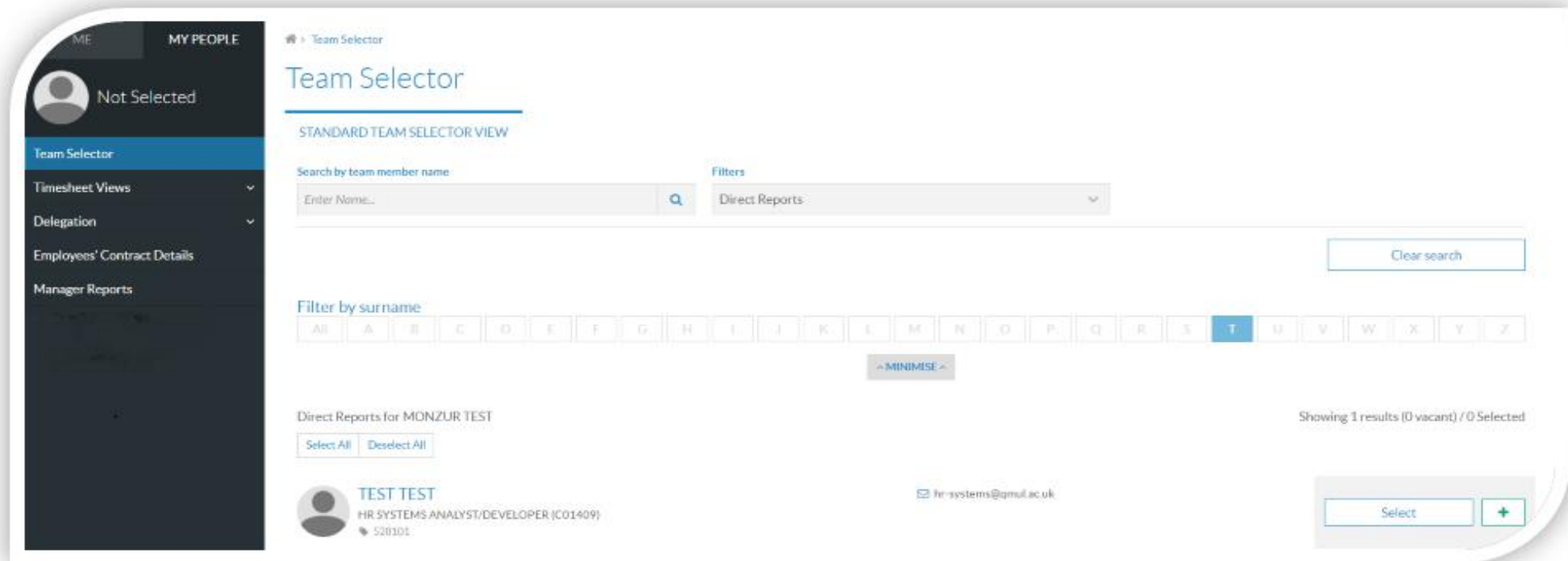
Left Side Widgets:

- Authorisation:** Shows 'Holiday (3)', 'Training Requests (3)', and a status bar with 'Authorising' (1) and 'Rejecting' (1). A 'Submit' button is present.
- Pay Documents:** Displays 'Payslips' with two envelope icons for '24 Apr' and '24 Mar', and a 'P60' with one envelope icon for '2016'.
- In Progress:** Shows 'You have no forms in progress'.

Right Side Form (Holiday Request):

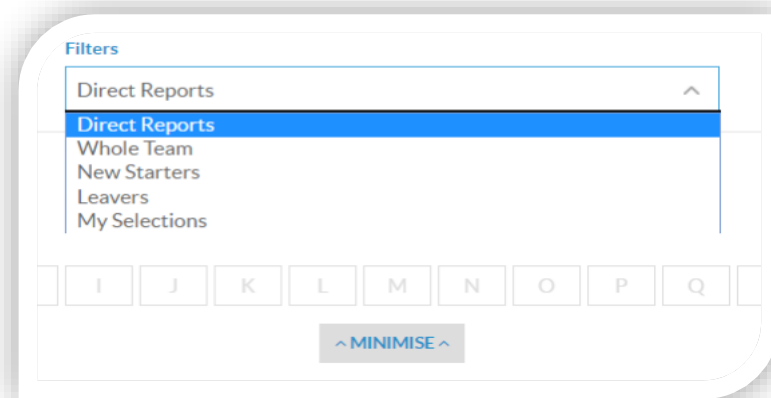
- Hours Available:** 5 (blue circle), 10 Taken (grey circle).
- Options:** Date Range, Single Day.
- Start Date:** 10/07/2017 (calendar icon).
- Start Time:** 08:00 (clock icon).
- End Date:** 10/07/2017 (calendar icon).
- End Time:** 18:00 (clock icon).
- Holiday Type:** Annual Leave (dropdown menu).
- Reason For Holiday:** Text input field.
- Buttons:** Cancel, Submit (green button with checkmark).

My People - Manager Option



The search feature means managers can locate staff by typing in name as opposed to looking through a list.

My People allows you to filter results therefore you only see results relevant to your search



New Form History Feature

The screenshot displays the HR system interface with the 'Form History' feature highlighted in the sidebar. The main content area shows a search and filter section with the following components:

- Keyword Search:** A text input field for entering search keywords.
- Date from:** A date selection field.
- Date to:** A date selection field.
- Event Filter:** A dropdown menu with options: Contact Details, Holiday, Holiday Cancellations, Holiday Changes, Personal Details, Sickness, Time Mgmt Attendance, and Training Requests.
- Status Filter:** A dropdown menu with options: Authorised, Open, Rejected, Submitted, and Withdrawn.
- Search Controls:** 'Clear search' and 'Search' buttons.
- Results:** 'Results per page: 20' and 'Showing 38 results' with pagination controls.

The table below shows the form history data:

Description	Event	Status	Raised Date
Holiday Request: MR TEST TEST (07/07/2017 - 07/07/2017)	Holiday	Submitted	5 Jul 2017
Holiday Employee: TEST TEST Form Number: 0000322574 Submitted By: TEST TEST Submitted on: 5 Jul 2017		Description: Annual Leave Start Date: 07/07/2017 Start Time: 08:00 End Date: 07/07/2017 End Time: 18:00 Amount of Leave: 1.0	

Below the table is an 'Authorisation Progress' bar showing a transition from a blue circle to an orange circle.

Form History: Allows access to all requests made, displays the status and also displays who the form is with.

Helpful Features: Keyword Search and filters on event and status

The 'Authorised By' dialog box displays the following information:

- Authoriser:** TEST TEST MANAGER (C00503)
- Authorised Date:** 6 Jul 2017
- Authorised Time:** 11:43:22

An 'OK' button is located at the bottom right of the dialog.