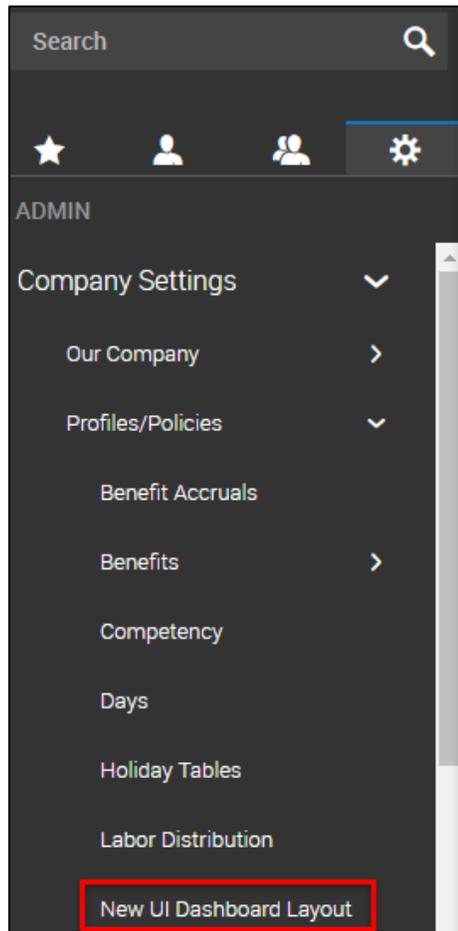
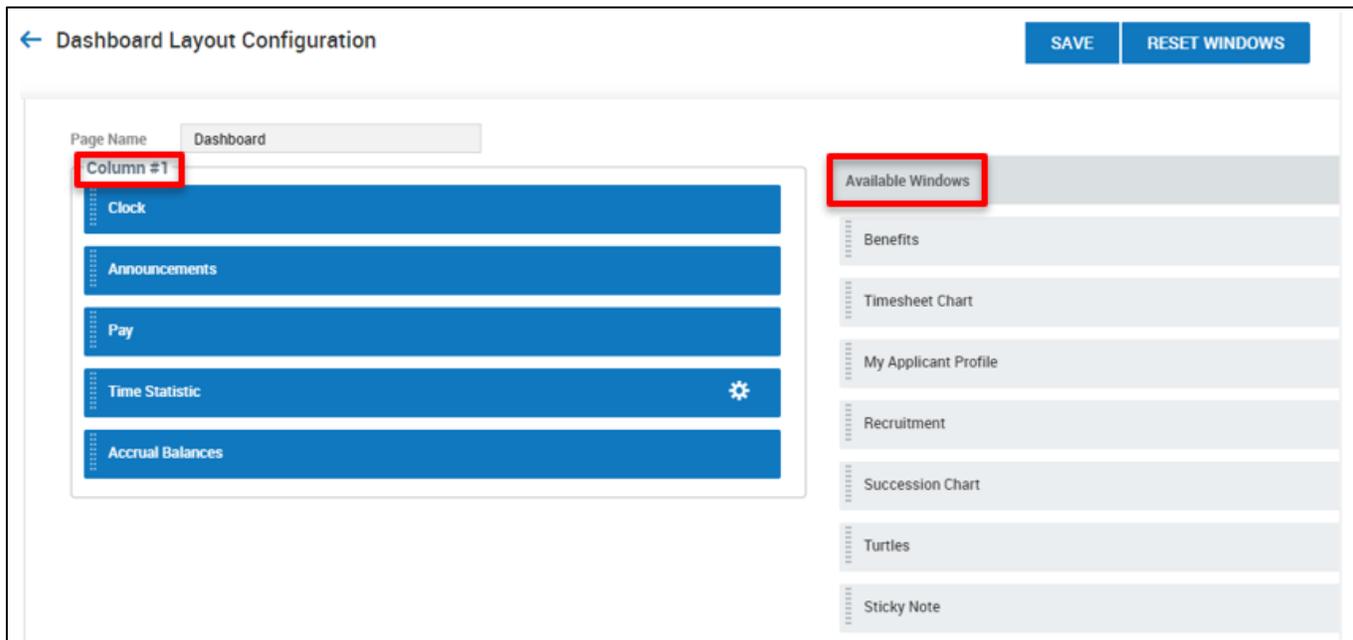


Creating and Customizing New UI Dashboard Profiles

1. Navigate to the **ADMIN** section by clicking the gear icon. Click **Company Settings > Profiles/Policies > New UI Dashboard Layout**.



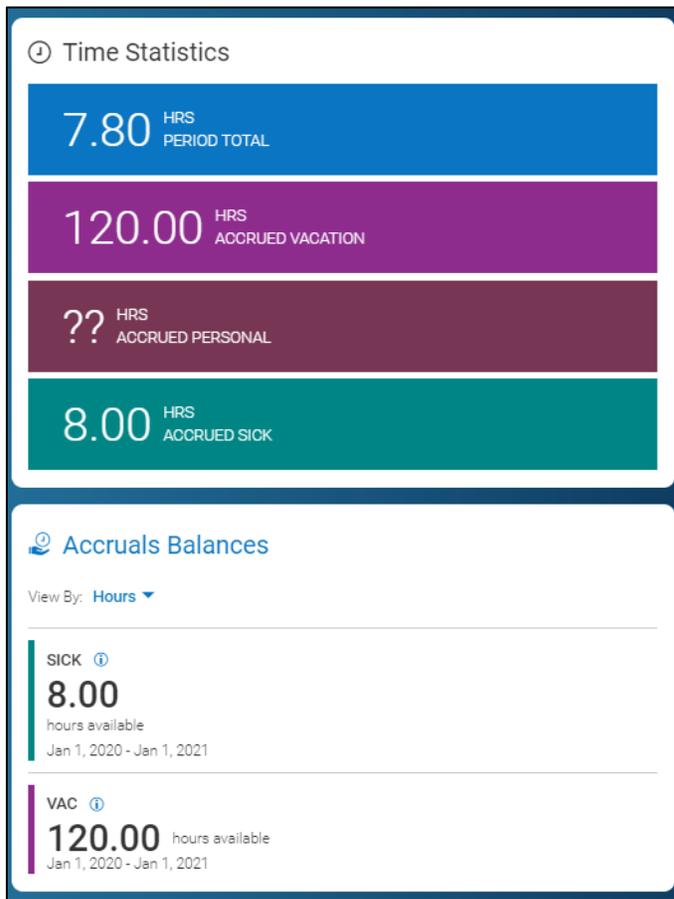
2. Click the blue **NEW LAYOUT PROFILE** button in the upper-right corner.
3. Name your new profile (“Part Timers,” “Dept 204,” “No TLM,” etc).
4. You can leave the **Dashboards Visibility** section as-is and keep the system defaults.
5. Click the blue **SAVE** button in the upper-right corner.
6. After saving, the pencil icon will appear in the **Schedule** section for you to edit the profile. You can disregard the dates in this section unless you need different, effective-dated versions of the profile. Click the pencil icon to edit the profile.
7. All available widgets will be in a column on the right. Drag your selections into **Column #1** on the left.



8. To rearrange the order of the widgets, click and drag them to the appropriate locations.
9. If you are using the **Time Statistics** widget, you'll need to click on the gear icon to customize it for the statistics applicable to the people you're creating the widget for. Without customizing the widget, it will display question marks. Please see the end of this document for details on [customizing this widget](#).
10. Click **Save** when you are finished.

Notes:

1. If you aren't sure about what exactly a widget does or will display, create a test New UI Dashboard Profile and assign it to yourself. Customize it however you'd like and log in to explore.
2. Security permissions ultimately determine what information employees can see. For example, if permission to view Announcements has not been enabled on an employee's security profile, the Announcements widget will not display for them even though it is configured in their New UI Profile.
3. While accrual balances are available options for the Time Statistics widget, we recommend keeping them out of Time Statistics and using the Accruals Balances widget instead.
 - o Accruals Balances will only show the time off the employee accrues. Time Statistics will show the time off regardless of whether the employee accrues that time category. In the example below, the employee only accrues Vacation and Sick, but the Time Statistics widget is configured to display Vacation, Personal, and Sick.



- Whether or not the Clock widget displays buttons for punching in and out is determined by the configuration of the employee's timesheet profile (for the desktop view) and/or their security profile (for the mobile application):

<input checked="" type="checkbox"/> Show Simple Punch <input type="checkbox"/> Show Punch IN <input type="checkbox"/> Show Punch OUT <input type="checkbox"/> Show Change Cost Centers Punch	<input type="checkbox"/> Show Simple Punch <input checked="" type="checkbox"/> Show Punch IN <input checked="" type="checkbox"/> Show Punch OUT <input checked="" type="checkbox"/> Show Change Cost Centers Punch <input checked="" type="checkbox"/> Force Change Cost Center On In	<input type="checkbox"/> Show Simple Punch <input type="checkbox"/> Show Punch IN <input type="checkbox"/> Show Punch OUT <input type="checkbox"/> Show Change Cost Centers Punch
<p>Clock View Timesheet</p> <p>Monday, Mar 9</p> <p>03:05 PM [EDT]</p> <p>You clocked in at 09:08am</p> <p> CLOCK</p>	<p>Clock View Timesheet</p> <p>Monday, Mar 9</p> <p>03:06 PM [EDT]</p> <p> CLOCK IN CLOCK OUT CHANGE COST CENTER</p>	<p>Clock View Timesheet</p> <p>Monday, Mar 9</p> <p>03:37 PM [EDT]</p>

- If you need to deactivate a profile but keep it for possible future use, uncheck the Active box.

Dashboard Layout Profile

Name*

Description

Active

Customizing the Time Statistics Widget

- Double-click the gear icon to open the “Edit Settings” screen.



- You are presented with four identical sections that you can customize for displaying up to four statistics. If you do not need to use all four, uncheck “Display” for the sections you will not use.
- The type of statistic you can display is either **Accrual Based** (showing an accrual balance), **Time Entry Based** (showing Raw or Calculated totals from the timesheet, or a specific Pay Category total from the timesheet), or **Counter Based** (showing a pay category, time off, extra pay, or other unit being recorded into a counter).
- Depending on when your whether your company was built in Pay Calc 1.0 or Pay Calc 2.0, time is quantified in **Pay Categories** or **Counters**. If you were built in Pay Calc 1.0, you will not have the Counter option. If you were built in Pay Calc 2.0, you will not have the Pay Category option.
- Customize your statistics and then **Save**. Be sure to also **Save** the main New UI Dashboard Profile before exiting as well.

Notes:

- To display the total hours for the pay period, choose **Time Entry Based**, and then either **Raw** or **Calculated**.
 - Raw** is the time total before any pay calculation rules are applied.
 - Calculated** is the time total after the rules are applied. This is the total the employee will be paid.
 - If an employee has a 45 hour raw total for a 5 day week but then a one hour lunch deduction is applied to each day, their calculated total is 40 hours.
- Below are some examples of common statistic configurations.

Display

Label

Type

Time Type Period

The timesheet's total hours for the week before any pay calculation rules have been applied.

Display

Label

Type

Time Type Period

The timesheets's total hours for the week after pay calculation rules are applied.

Display

Label

Type

Counters Period

Pay Calc 2.0: All Daily Overtime hours for the entire pay period.

Display

Label

Type

Counters Period

Pay Calc 2.0: All Weekly Overtime hours for the entire pay period.

Display

Label

Type

Counters Period

Pay Calc 2.0: Piecework recorded this week.

Display

Label

Type

Time Type Period

Pay Category 

Pay Calc 1.0: Weekly Overtime hours for just this week.

Display

Label

Type

Time Type Period

Pay Category 

Pay Calc 1.0: All Weekly Doubletime hours for the entire pay period.

Display

Label

Type

Time Type Period

Pay Category 

Pay Calc 1.0: Training Hours worked this week only.