

Welcome to the New User Experience

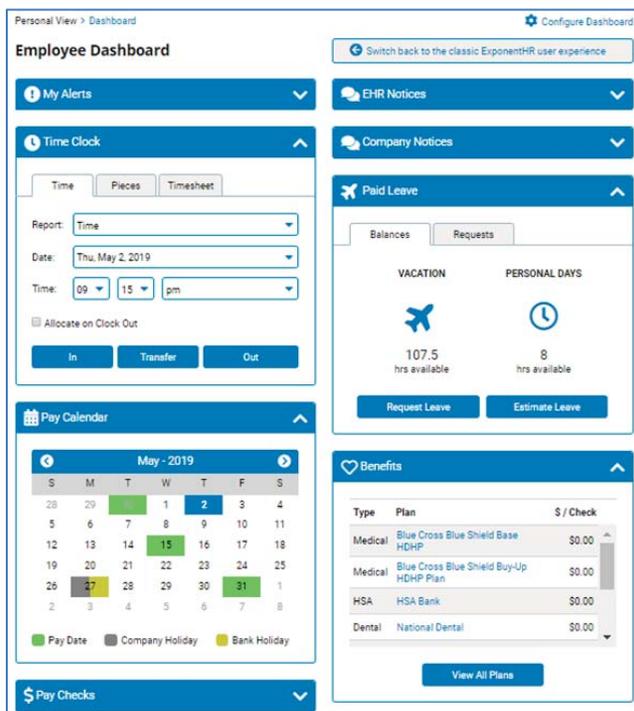
Simpler, Faster, Smarter! Welcome to the New User Experience; we are pleased to show you the changes we made to enhance your experience using ExponentHR. You, the user, get to elect when to try the new interface during our 60-day preview period, so let's get started!

Getting to the New User Experience

- Click the Try the Preview Now Link to go to the New User Experience.



- The New Dashboard Style gives you one click access to multiple functions. You decide which widgets appear on the dashboard using the Configure Dashboard Icon.



- My Alerts, EHR Notices, and Company Notices cannot be removed to make sure you stay on task and in the know.

Time Clock Widget

- The Time Clock widget gives you easy access to clocking in and out as well as visibility to your timesheet for the current pay period by clicking on the corresponding tab within the widget.
- If your company uses cost allocation, check the Allocate on Clock Out box before clocking out or transferring to a different allocation.

Paid Leave Widget

- The Paid Leave widget gives you quick visibility to your paid leave balance and future requests as well as one click access to requesting your time off.
- From the Balances tab, you can Estimate Leave in the future and then Request Leave. The Request Leave button takes you straight to the Report Multi-Day Leave page.

Pay Calendar Widget

- The Pay Calendar Widget allows you to see your pay dates, company holidays and bank holidays without leaving the front screen.

Pay Checks Widget

- The Pay Checks Widget allows you to access your current year's checks as well as the accompanying detail.
- You can also easily access your YTD Summary and the current year's W-2.

Benefits

- The Benefits Widget displays your current election with the corresponding per check cost of each plan. By clicking the plan name, you can view additional information about the plan provided by your company.
- Clicking on View All Plans takes you to the Current Election Summary Page where you can add beneficiaries, edit dependent information, view your 1095-C, or perform a life event.

Dashboard Features

- By using the carrot on the right of each widget bar, you can collapse the widget.

How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Service Team at: (866) 612-3200 or support@exponenthr.com.