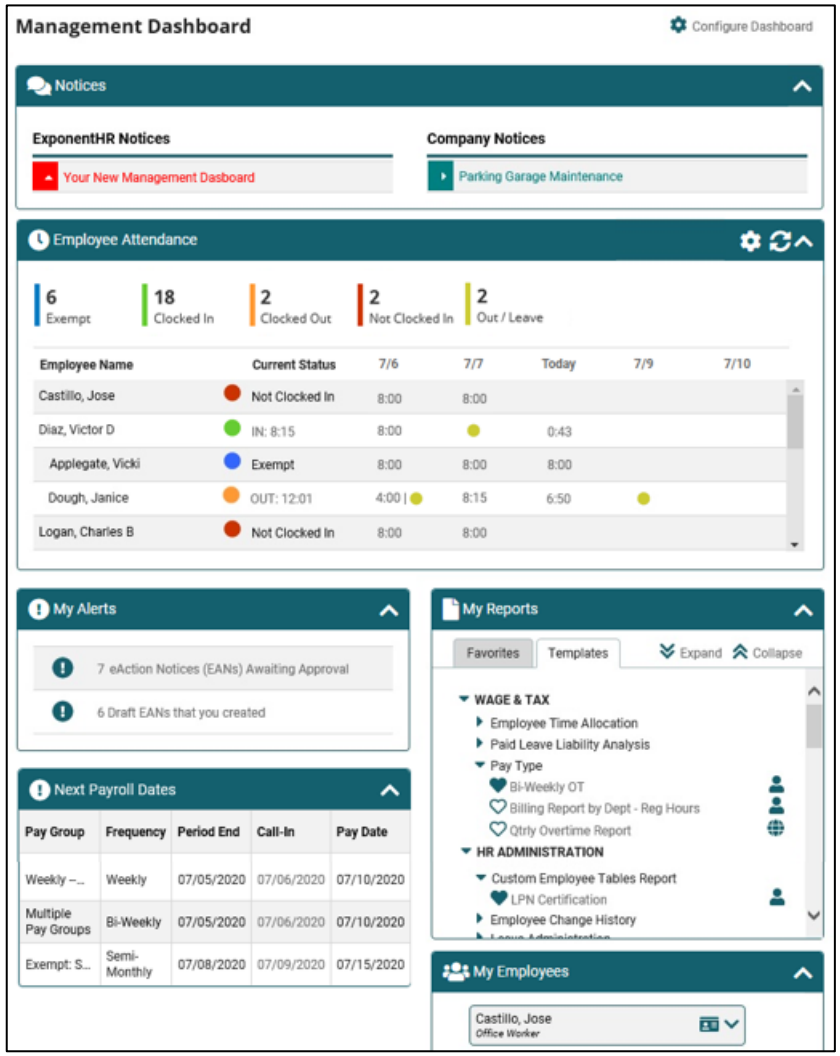
Management Dashboard

Management View Job Aid

Introducing Your Management Dashboard

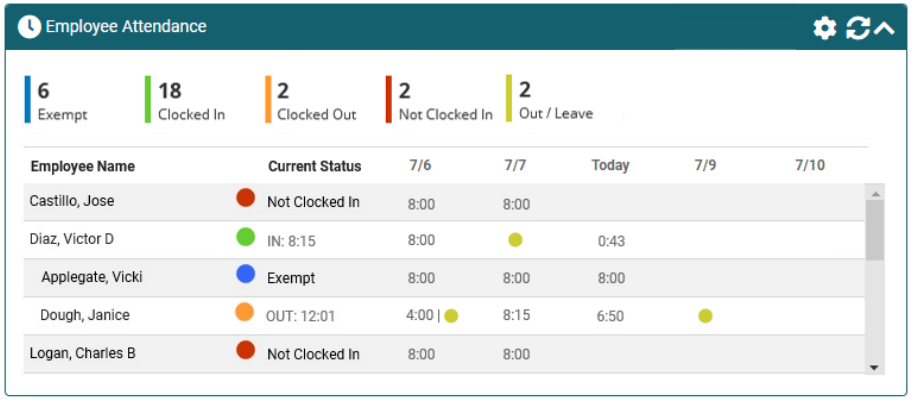
The Management Dashboard includes several informative and interactive widgets, each providing immediate visibility and access to perform actions related to your managerial role. This includes monitoring employee attendance, access to your favorite reports, management employee records, and much more.

Discover how each widget provides one-click access to your employees.



Employee Attendance Widget

The Employee Attendance widget displays the current time clock status of all employees reporting to you. This will be especially useful when you need to easily see how many employees are presently clocked in or how many hours have been worked. It can also be used to quickly determine if someone on your team is late, clocked in too early, missed their shift, has scheduled leave, or is about to hit daily overtime.



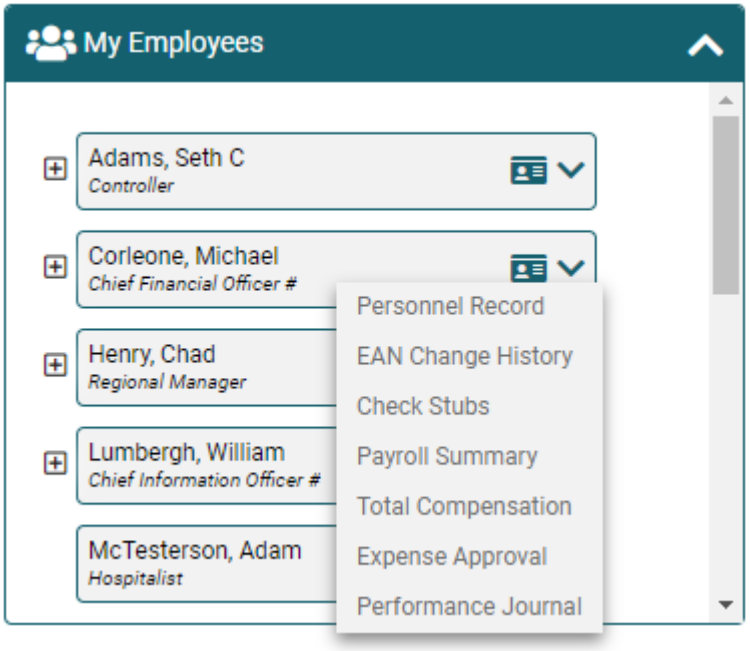
Based on time clock entries in the ExponentHR Time Reporting system, the widget also displays the current date and the prior/next two days, including the total hours worked for each day (or assumed hours for exempt employees). Included icons also helps inform you when an employee has scheduled leave in the day or hours paid at a premium/overtime rate.

1. Click on a status count on top of the table to refine the employee view to only show those who are in a specific time status (ex. Not Clocked In).
2. Click on today's hours worked total or current time clock status of an employee to view details regarding any reported time entry (as well as the option to open an employee's time clock reporting page).
3. In the settings (⚙) of the widget, you have the option to show only those employees directly reporting to you displayed in the widget or to also include a selected number of level(s) of those indirectly underneath you. Depending on your team's work schedule, the widget also provides you the option to include/exclude weekends and/or contractor records from the table's display.

My Employees Widget

The My Employees widget provides immediate access from the management dashboard to view/perform any of the following actions (based on access rights):

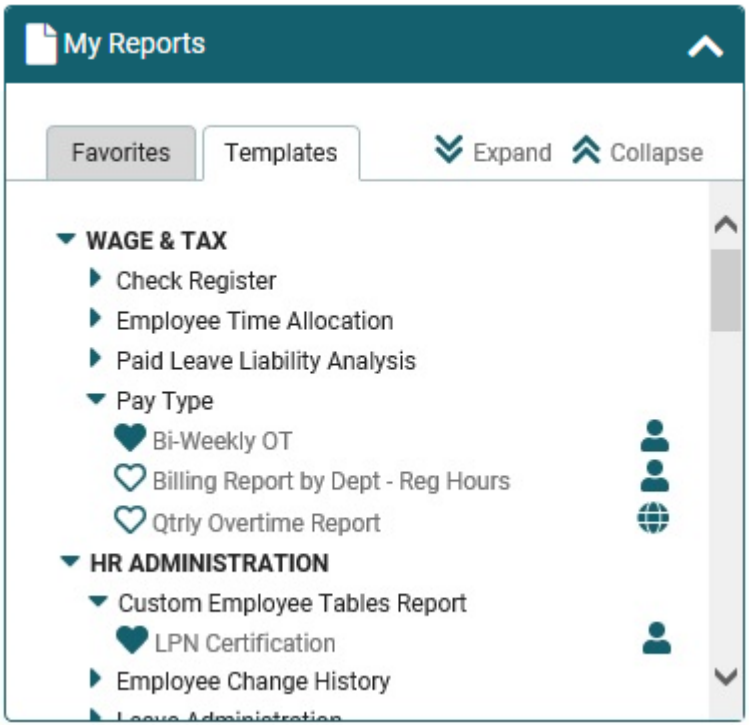
- View personnel record
- View EAN change history
- View pay information:
  - Check stubs
  - Payroll summary (Forms W-2/1099)
  - Employee total compensation
- View, approve, or create expense items
- View or edit performance journals



Note: The My Employees widget displays a list of all direct and indirect subordinates (two down-levels, based on the organizational structure).

My Reports Widget

The My Reports widget provides one-click access to the reports you have designated as a favorite, as well as to any of the stored report templates available to you (site-wide). In the widget, the navigational expand/collapse options aids with locating the desired personal (👤) or global (🌐) template.



Notes:

- Click the heart next to any template to add that report to your Favorites tab.
- The option to access any recently generated report or any template is also available from any ExponentHR website page by clicking the Quick Links in the site navigational menu.

How Can I Get Additional Help?

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