Main Menu and Home Page

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This section guides you in navigating the latest version of Wurk on your computer.

NOTE: Menu items and on-screen options may vary depending on your configuration and Security Profile.

START HERE

Using the Main Menu

1. After logging into your company, click the "<u>hamburger menu</u>" in the upper left corner. This expands the Main Menu along the left side of the screen.



Opening Menu Tabs

- 2. Tapping each icon along the top of the main menu shows you a different list.
 - Favorites are shortcuts to commonly used menu items.
 - My Info links to your own Wurk info, like timesheets and benefits.
 - **Team** has items for your team, like HR forms. For managers and administrators, this menu has additional options for managing people, time, money, and so on.
 - Settings let you control how your app behaves (only displays for authorized users, such as Admins)

3. When you click on a menu item in each list, submenu items will expand below to help you find what you need. You may also type keywords in the **Search** field at the top of the Main Menu. This menu will remember your last selection the next time you open it.



Your profile information (such as your Cannabis Badge, Cost Centers you can charge to, and employment profile), is available under **My Info>My Information>My Profile** or under the icon for your initials or your picture in the upper left corner of the Wurk screen. Your manager or administrator must add most of this information, such as your Cannabis Badge, for you.

If you do not see the **Settings** icon, you do not have permission.

Learning the Basic Navigation

- 4. This section explains elements of the interface you can use throughout the system.
 - Blue text are clickable links to actions or more information.
 - Titles along the top show you where you are in the system.
 - **Tabs** along the top toggle what displays on the screen. When there are more tabs than fit on the screen, you can tap to scroll sideways and see more tabs.

If you drill down to a page, you can use the Up arrow to back out, or the **Main Menu>Home**. Throughout the interface, you can use the Back arrow to return to a previous screen, and the x to close.



Using Your Home Page

5. Your home page is what you see when you log in to Wurk and click **Home** at the bottom of the main menu. This home page has a main landing page or "dashboard" of the most important information for you, and additional tabs for more dashboards along the top. Each dashboard contains "widgets," which are boxes of information on the screen. These widgets vary depending on your user permissions and setup.

6. Shown below is a typical example of the Home page for a regular employee. Explore your home page in Wurk to get familiar.



Using Tabs on the Home Page

7. Tabs you may see along the top of a screen can help you quickly toggle to commonly used information. Your tabs may differ from the examples shown here and from your mobile app. Tabs on mobile behave very similarly to the desktop version.

- To access a tab, select it.
- To scroll through your tabs, select the tab on the farthest right side of your screen.

Managers and admins will see additional tabs, such as **Time** and **Benefits**.



Filling Out Forms and Completing Checklists

8. For lengthy forms and checklists, Wurk displays them with blue tabs along the left to help you fill them out more easily.

9. You can advance through each tab or section of the form to complete sections.

10. You can either use the Continue button or click on each tab to complete the form in a "sequence".

11. Once all fields are completed, the **Submit** button becomes available.

The example below shows this type of form for the Onboarding Checklist (for new employees).

≡ würk		MY HR		\$
← Onboarding Onboarding		Tabs on the left side of the form take you through all the checklist items you need to complete. Click each tab - or CONTINUE to advance to the next item in the list.		
▲ Incomplete (2 or t of 8)				Click here to quickly upload a document
Welcome! (2) 100% complete	My Direct Deposit			Click here to mark an item as complete
Welcome to our Company! Welcome Video Click an item to work with it	If you do not complete, you if you enter account inform Start Your Direct Depos	ation incorrectly, there may be a delay in receiv	ing funds	
How to Get Paid (2) Or Work Within on the right. My Direct Deposit	Due Date	02/22/2003(Overdue)	Waiting On	Katie Waters Click here to leave a note about the
New Hire Checklist (2) 0% complete My 19 Form Handbook Acknowledgement				item for HR
Benefit Enrollment (2) O'L complete My Benefit Dependents Benefit Enrollment				

Picking Dates on Calendars

12. Anywhere in Wurk where you need access a date field, you will see a calendar icon. Select it to pick the

date from a calendar popup.

 Calendar						X	To quickly change the year from the calendar popup,		
< February ~ 2003 ~				200	3 🗸	>	double-click the year at the top Birth Date *		
Su	Мо	Tu	We	Th	Fr	Sa	mm/dd/yyyy		
 26	27	28	29	30	31	1	2019 - 2027 ← ×		
2	3	4	5	6	7	8	2019 2020 2021		
9	10	11	12	13	14	15			
16	17	18	19	20	21	22	2022 2023 2024		
23	24	25	26	27	28	1			
2	3	4	5	6	7	8	2025 2026 2027		
	Today						TODAY		

When setting dates such as the employee's birthdate, change the year by double-clicking on the header at the top of the popup.