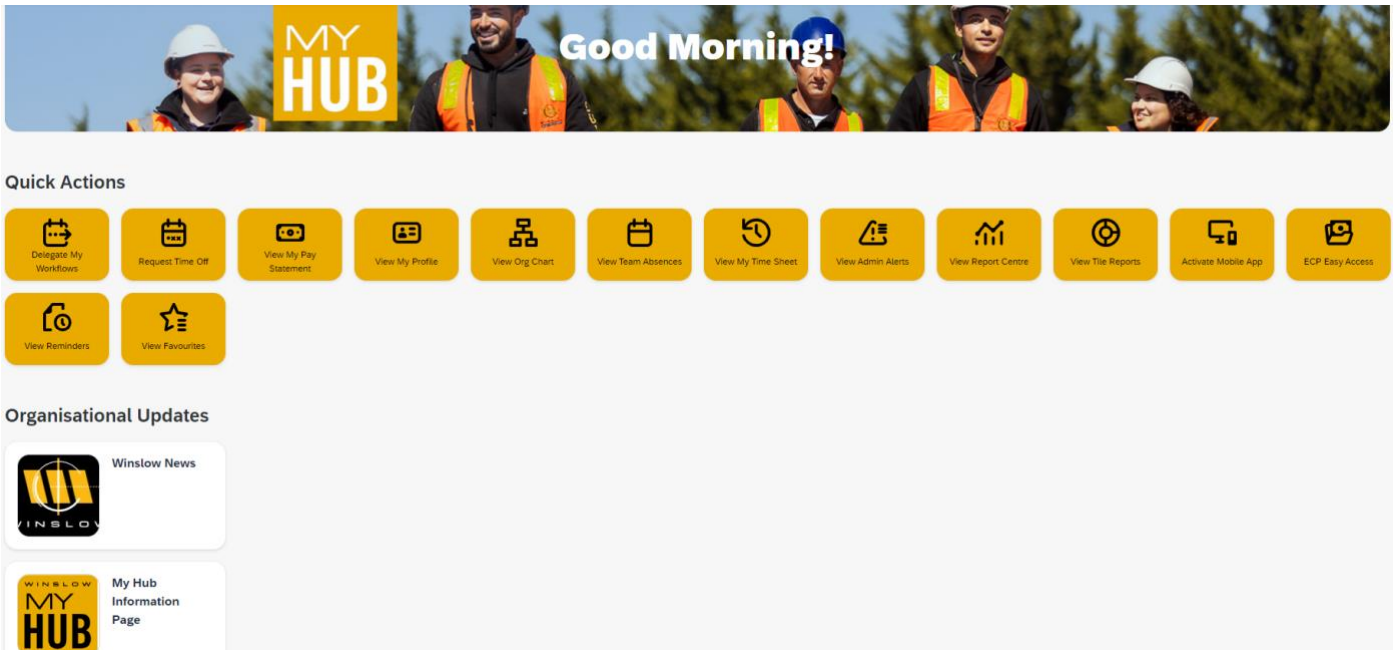




You will need to create various versions for different entity branding.

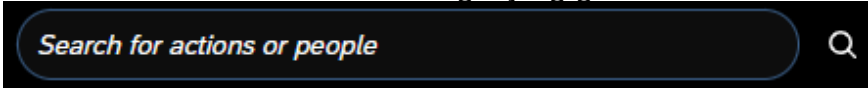
MYHUB – NAVIGATING AROUND YOUR DESKTOP

Welcome to MYHUB! Let’s have a quick look around before you go exploring.



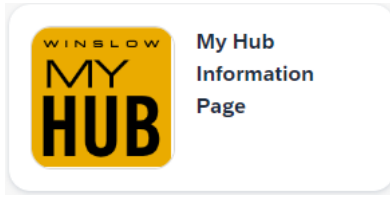
Clicking on the Winslow logo  at any time will take you back to your home page.

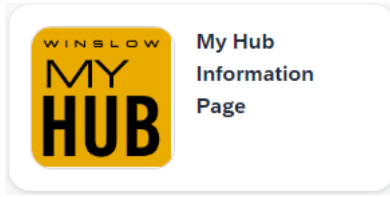
Search Function: Enter key search words then click on the magnifying glass.




Clicking on the other Winslow logo  will take you to “The Winslow Way”.

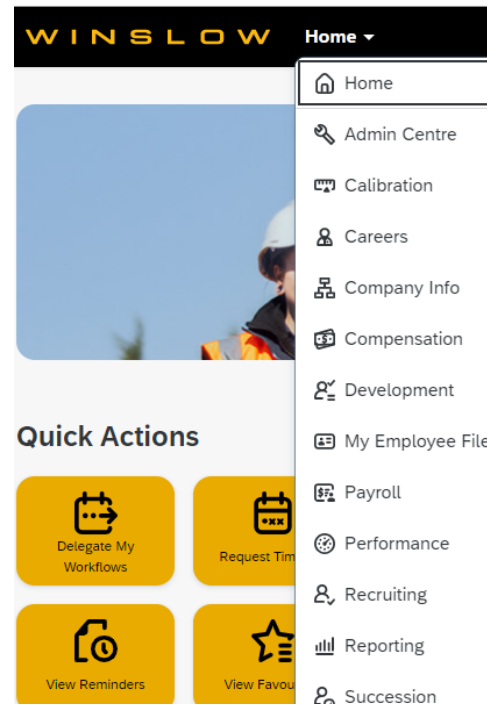




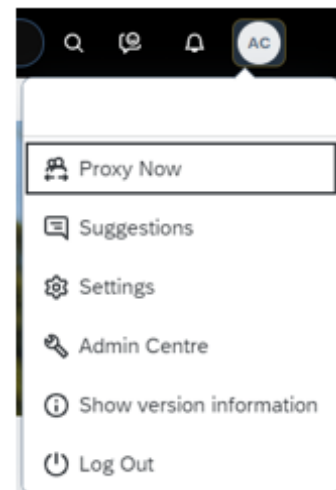
Clicking on  will take you to the MyHub Information Page that includes answers to FAQ's (Frequently Asked Questions) and instructions, for both desktop and mobile app, on how to do tasks.

Clicking on the  logo on the upper left of the page will open a drop-down menu giving you access to links to various modules within My Hub.

(Please note access to some of these modules are limited to certain roles and others will not be activated until future releases)



Clicking on the circle with your initials in it, top right of screen, will open a menu of administrative options.

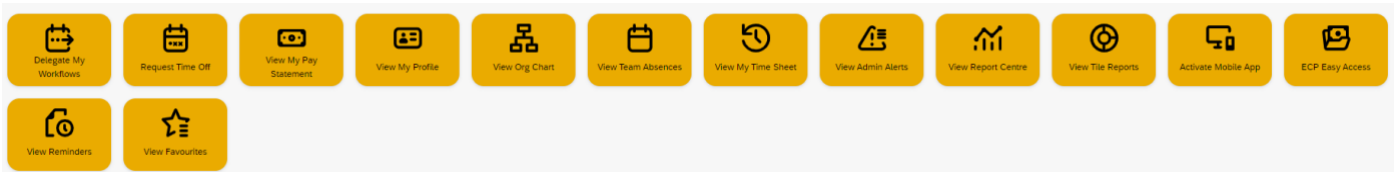


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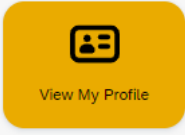
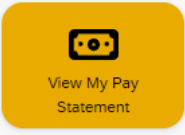
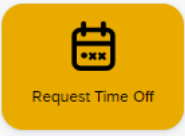
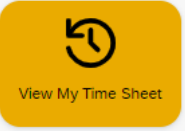
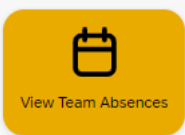


Clicking on the bell icon will open to a list of any notifications you have.

Using the “Quick Actions” tiles



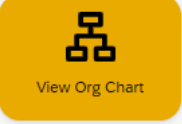
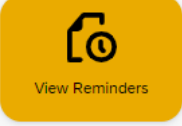
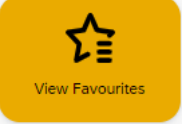
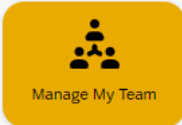
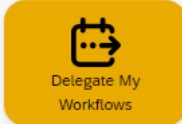
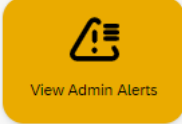
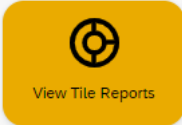
The range of “Quick Actions” tiles that appear on your desktop will be determined by your role in the business, so you may not see all of them.

Tile	Available to:	Basics of what it does:
 View My Profile	All Employees	View and edit your personal information, job information, and other details related to your employment. See instruction “My Hub - Updating My Personal Information” in MyHub site.
 View My Pay Statement	All Employees	View your current and past pay statements.
 Request Time Off	All Employees	Select the type of time off you want to request choose the dates you want to take off and submit your request. Your supervisor/manager will then receive a notification to review and approve your request.
 View My Time Sheet	All Employees Or Only non T&A Users at this point?	See your timesheet for the current period. The timesheet will display the days of the week, the hours worked each day, and any time off requests that have been approved. You can also view your total hours worked for the week and any overtime hours. Additionally, you will be able to view your timesheet history, which will show your timesheets for previous periods. If you have any questions or concerns about your timesheet, you can contact your Payroll representative or manager for assistance.
 View Team Absences	All Employees	See a list of all the absences taken by the members of your team. The list will include the name of the employee, the type of absence taken, the start and end dates of the absence, the duration of the absence, and the status of the absence request. You can also filter the list by various criteria such as date range, absence type, and status. Additionally, you can view the details of each absence request by clicking on the employee's name in the list.


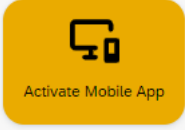
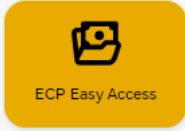
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W I N S L O W

Tile	Available to:	Basics of what it does:
 <p>View Org Chart</p>	All Employees	See a graphical representation of your organization's hierarchy. The org chart displays the reporting structure of your organization, including the names and positions of employees, their job titles, and their reporting relationships.
 <p>View Reminders</p>	All Employees	If you have set up reminders those for the following day will show up here. After a day (on the day it is due) the reminder will show on your home page.
 <p>View Favourites</p>	All Employees	See a list of all the items that you have marked as favourites. These items can include reports, dashboards, and other frequently accessed pages within the SuccessFactors system.
 <p>Manage My Team</p>	Managers	Takes you to your "Manage My Team" page which lists all of your direct reports. From here you can use the "Actions" and "Links" buttons as a shortcut to various actions or to data that can be changed or viewed for the employee.
 <p>Delegate My Workflows</p>	Approvers Only (Those with direct reports)	See a list of your active workflows that you can delegate to another user. You can select the workflow you want to delegate and specify the delegate user, start and end dates, and a reason for delegation. Once you submit the delegation request, the delegate user will receive a notification and will be able to access and complete the workflow tasks on your behalf during the delegation period.
 <p>View Admin Alerts</p>	Administrators Only	See a list of alerts that require your attention. These alerts can include notifications about system errors, data inconsistencies, or other issues that need to be addressed. The alerts are sorted by severity, with the most critical alerts appearing at the top of the list. You can click on each alert to view more details about the issue and take appropriate action to resolve it. Additionally, you can filter the alerts by various criteria such as date range, severity, and category to help you focus on the most important issues.
 <p>View Tile Reports</p>	All Employees	See a list of all the available tile reports. These reports provide you with valuable insights into various aspects of your organization, such as employee performance, compensation, and recruiting. Each report is represented by a tile, which displays a summary of the report's contents, including the report name, description, and the number of records it contains. You can click on any tile to open the corresponding report and view its details. Additionally, you can use the search bar at the top of the page to find specific reports by name or keyword.

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Tile	Available to:	Basics of what it does:
 <p>View Report Centre</p>	Management	<p>See a list of available reports that you can run. These reports are organized into categories such as "Employee Profile," "Recruiting," "Performance and Goals," and "Succession and Development."</p> <p>You can filter the list of reports by category, report type, or keywords. Once you find the report you want to run, you can click on it to open the report parameters page. Here, you can select the criteria for the report, such as the date range, employee group, or other filters.</p> <p>After you have selected the report parameters, you can run the report and view the results. The report results can be exported to various formats such as PDF, Excel, or CSV. You can also schedule the report to run automatically and have the results emailed to you or other recipients.</p>
 <p>Activate Mobile App</p>	All Employees	<p>The "Activate Mobile App" tile in SAP SuccessFactors allows you to activate the mobile app for your organization. Once activated, your employees can download and use the SAP SuccessFactors mobile app on their mobile devices to access HR-related information and perform various HR-related tasks. The mobile app provides a convenient way for employees to access their HR information on-the-go, such as viewing their payslips, requesting time off, and updating their personal information. Additionally, the mobile app can help increase employee engagement and productivity by providing easy access to important HR-related information and tasks.</p>
 <p>ECP Easy Access</p>	Payroll Administrator	<p>Provides quick access to the Employee Central Payroll (ECP) system. ECP is a cloud-based payroll system that integrates with SAP SuccessFactors to provide a comprehensive HR and payroll solution.</p> <p>With the "ECP Easy Access" tile, you can perform various payroll-related tasks such as viewing your payslips, updating your personal information, submitting time off requests, and more. You can also access the ECP system directly from the tile, without having to navigate through multiple menus.</p>

Info on how to use the apps can be found at this website: linktr.ee/winslowconstructors

If you require further assistance, please contact Winslow's IT Service Desk on 1300 308 079