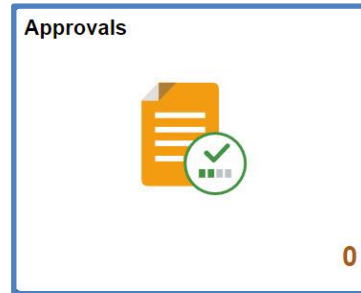


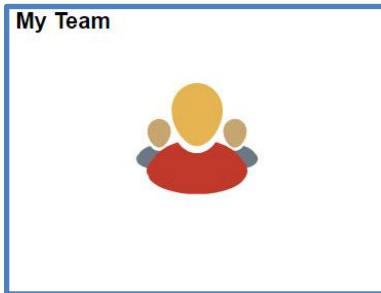
Recruiting Activities:

- Search Applicants
- Create Applicants Lists
- Interview Calendar
- Saved Searches



Approvals Tile:

- Approvals



My Team Tile:

- My Team List
- Compensation
- Leave Balances



CTC Team Time Tile:

- Timesheet
- Approve Payable Time
- Comp Time Balances
- Overtime Requests
- Assign Work Schedule
- Manager Search Options



Team Time Tile:

- Timesheet
- Report Time
- Payable Time
- Leave/ Comp Time
- Request Absence
- Cancel Absences
- View Requests
- Absence Balances
- Manage Exceptions

Recruiting Activities Tile:

- Search Applicants – Search for applicants of your open positions
- Create – Create a job opening
- Applicants Lists – Review applicant lists
- Interview Calendar – Review interview calendar
- Saved Searches

Approvals Tile:

- Approvals – Review pending approvals

My Team Tile:

- My Team List – View your list of employees
- Compensation – Review compensation for your employees
- Leave Balances – Review leave balances for your employees

CTC Team Tile:

- Timesheet – Review timesheets
- Approve Payable Time – Approve Timesheets
- Comp Time Balances – Review comp time
- Overtime Requests – Review overtime requests
- Assign Work Schedule - Create work schedules for employees

Team Time Tile:

- Timesheet – Enter time and time summary
- Report Time - Approve time for employees
- Payable Time – Approve time for employees
- Leave/ Comp Time – Review and approve leave/ comp time for employees
- Request Absence – Review employees absence requests
- Cancel Absences – Review employees canceled absences
- View Requests – View employees requests
- Absence Balances – Review absence balances for employees; such as sick time, vacation, etc.
- Manage Exceptions