

Timesheet Approvals
New System vs. Old System Visual Crosswalk
For Managers & Supervisors

Old System
Sign-on page



The image shows a sign-on page for the 'Old System'. It features a light blue background with a central white box containing the 'Seta' logo at the top. Below the logo, the text reads 'WELCOME TO SELF SERVICE'. A sub-header asks the user to enter their Last Name, Person Code, and PIN, with a note that the PIN is case sensitive. There are three input fields for these fields. A 'Log In' button is located to the right of the PIN field. At the bottom left of the box, there is a link for 'Forgot your password?'.

New System
Sign-on page

WELCOME TO HIGH LINE



The image shows a sign-on page for the 'New System'. It features a dark blue background with a white box containing a photograph of three business professionals on the left. To the right of the photo are four input fields: 'Last Name:', 'Person Code:', 'Password:', and 'Domain:'. A green 'Log In' button is positioned to the right of the input fields. The 'Domain' field has a dropdown arrow.

Old System—Homepage

The screenshot shows the 'Old System—Homepage' for 'Employee Self Service'. At the top, there is a navigation bar with icons for BACK, FORWARD, HELP, HOME, and EXIT. Below this is the 'Employee Self Service' header. The main content area is divided into four sections: 'My Current Timecard' (with sub-links for 'My Current Timecard' and 'My Timecard History'), 'My Pay Information' (with sub-links for 'Banking Information', 'Tax Filing (US) (VTX)', 'Pay Stubs (View Version)', 'Pay Stubs (Print Version)', and 'W2 Form'), 'Personal Information' (with sub-links for 'Personal Profile', 'Assignments', 'Contacts', and 'Change Pin'), and 'Benefits' (with sub-links for 'Elections', 'Dependents', 'My Current Benefits', and 'My Benefits and Recipients').

New System—Homepage

Click "Menu" to expand for more

The screenshot shows the 'New System—Homepage'. At the top right, there is a user profile area with 'Your Name Here', a dropdown menu for 'Employee', and a help icon. A yellow callout box points to a 'Menu' button on the left side of the page. The main content area is divided into several sections: 'PROFILE' (with a placeholder for 'Your Name & employee #' and 'Your leave balances' for VACATION, SICK, and PERSONAL categories), 'MESSAGES' (with a 'Notices and News' section and a 'Task List' table), 'MY PAYSTUB' (with a bar chart titled 'Your last pay stub summary' for 12-13-2019, showing Deductions and Net Pay), and 'QUICK LINKS' (with icons for My Profile, Contacts, Events, Benefits, Leave Banks, and Bank Info). A large 'NEWS' banner is visible at the bottom left.

Expanded Menu Options

The screenshot shows a modern web application interface. At the top right, the user's name "Your Name Here" and a dropdown menu set to "Employee" are visible. A red arrow points from the "Expanded Menu Options" label to the user profile area. On the left, a navigation menu lists: Home, Splash, Personal Information, Pay Information, Time Management, and Benefits. The main content area is divided into several sections: "PROFILE" with a placeholder for "Your Name & employee #", "Your leave balances" with tabs for VACATION, SICK, and PERSONAL; "MY PAYSTUB" showing "Your last pay stub summary" for 12-13-2019 with a bar chart for Deductions and Net Pay; "MESSAGES" with a "Task List" and a "NEWS" banner; and "QUICK LINKS" for My Profile, Contacts, Events, Benefits, Leave Banks, and Bank Info.

TO REVIEW AND APPROVE TIMESHEETS

Old System—Manager page link

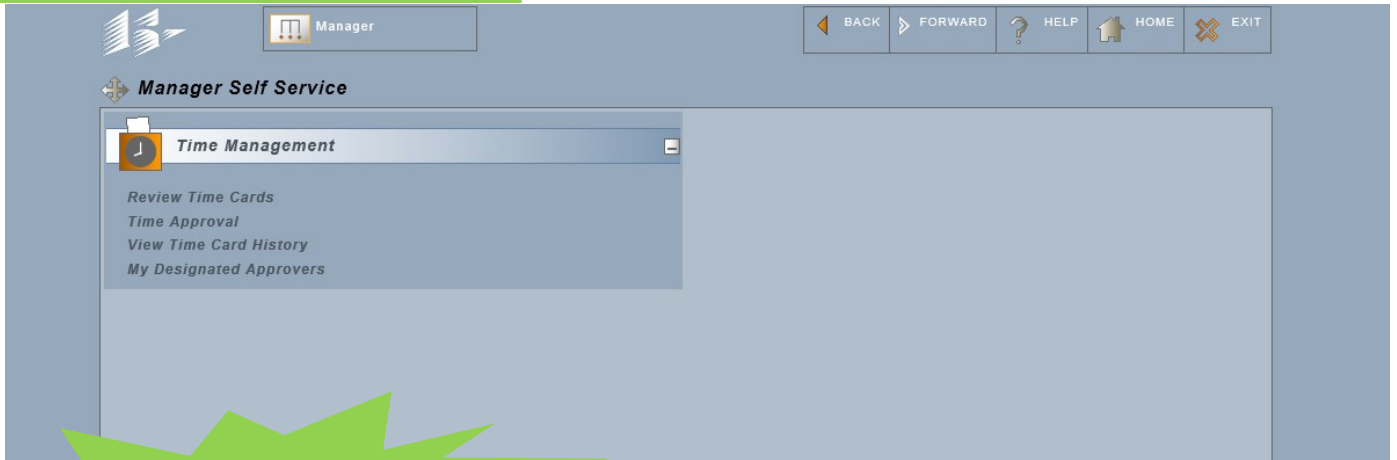
The screenshot shows an older web application interface. At the top, there are buttons for "Employee" and "Manager". Below these is a section titled "Employee Selection" with a plus icon. Underneath, there are links for "My Current Timecard" and "My Timecard History".

New System
—Manager page link

The screenshot shows the new system's user profile area. The user's name "Your Name Here" is on the left, and a dropdown menu is set to "Manager" above "Employee". A red arrow points from a callout box to the "Manager" option in the dropdown. Below the dropdown is a question mark icon and a double-headed arrow.

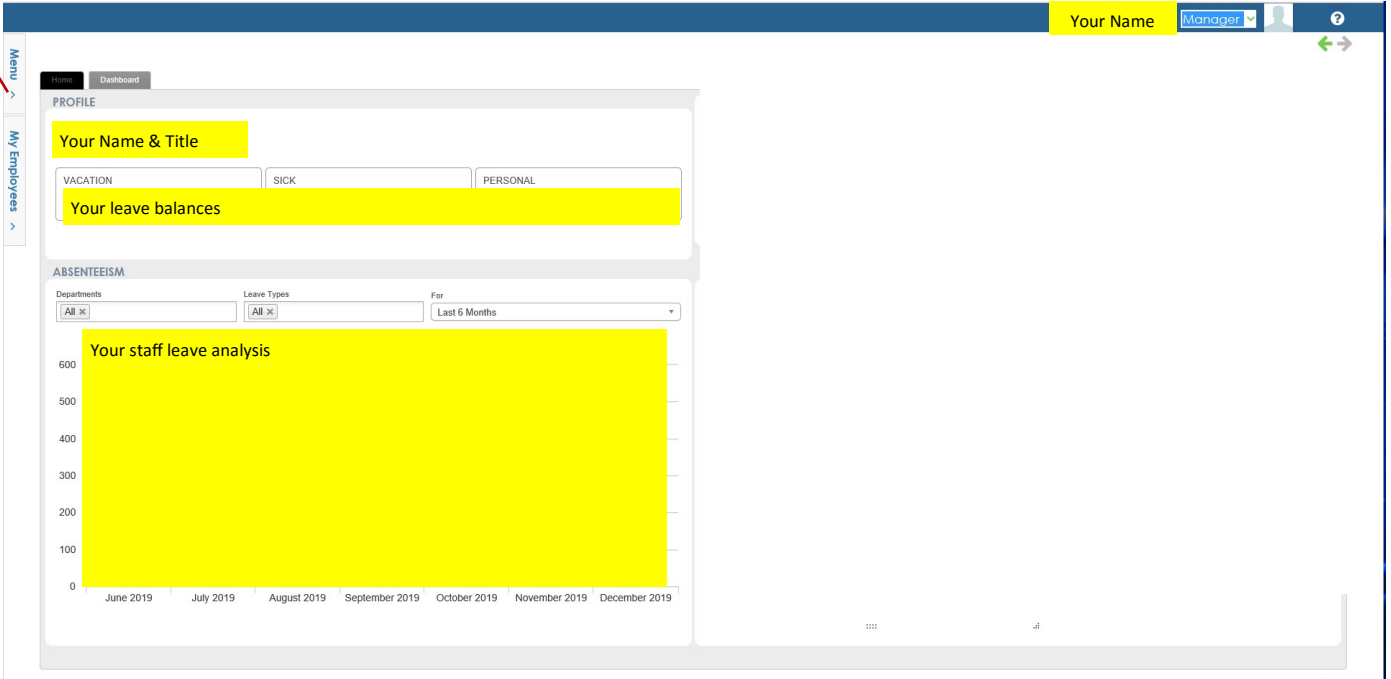
To review and approve timesheets, toggle next to name and select "Manager" in the upper right corner

Old System—Manager homepage

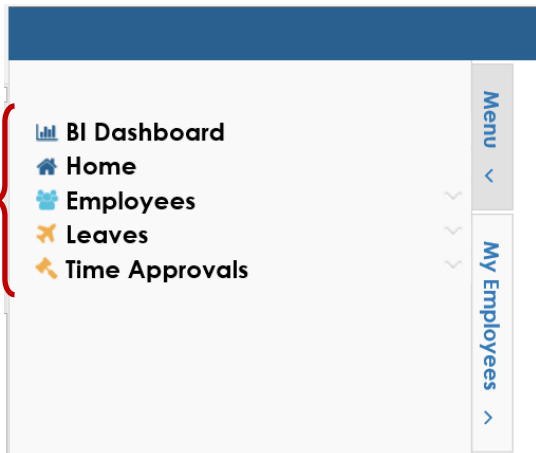


New System —Manager homepage

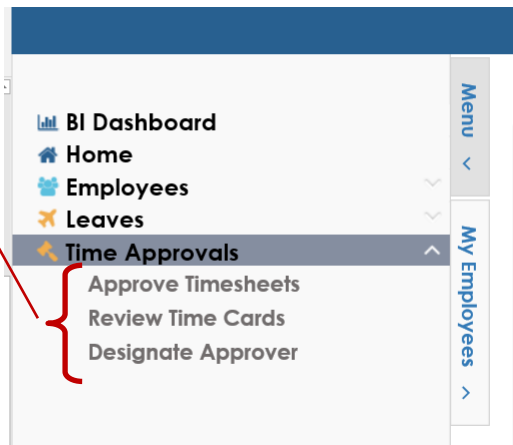
(1) Select "Menu" to show Expanded Options



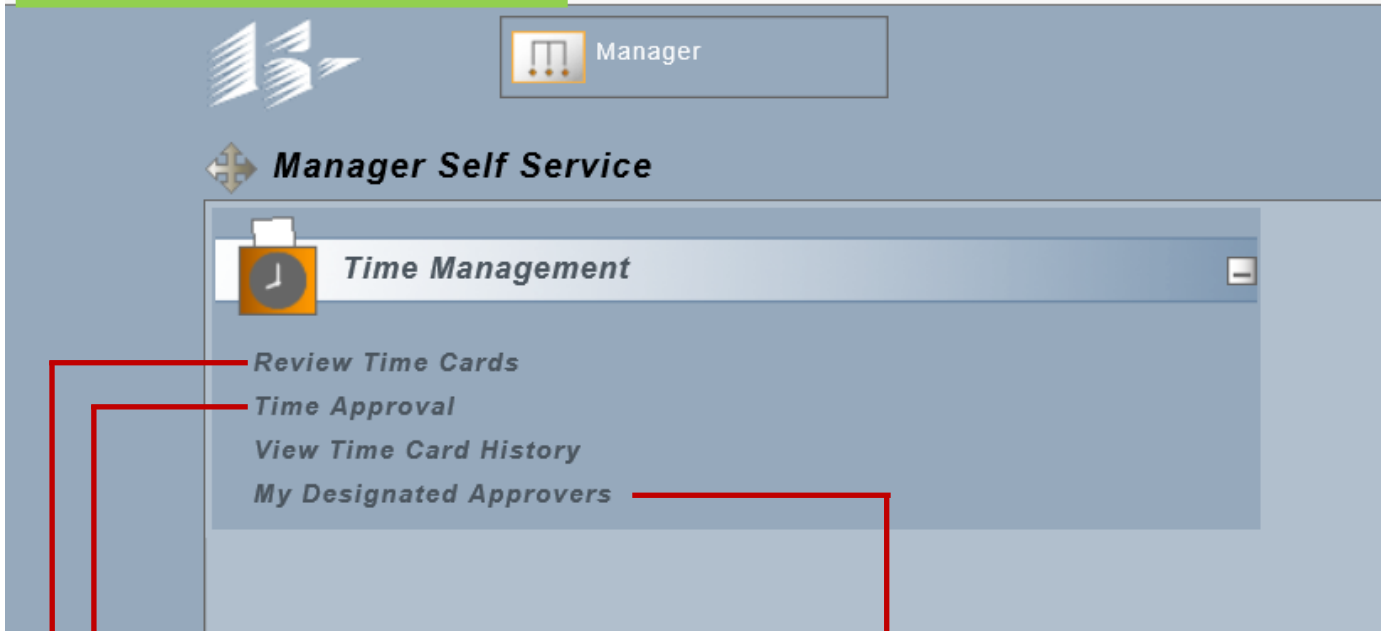
(2) Expanded Menu Options



(3) Select "Time Approvals" to expand options



Old System—timesheet approval options



New System
—timesheet approval options



The new “Approve Timesheets” and “Review Time Cards” pages will look different due to different fonts and colors. However, they have all the same options and functions as the old pages.