Employee Experience User Guide
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Employees can easily find their upcoming and past absences, and their status, right on their home page!

Employees will also have a new and improved absence creation flow that will be more streamlined and easier to use!

Employees can also enjoy a more interactive and user-friendly calendar to track and schedule their absences.

If an employee needs to edit or cancel an absence, they can select the absence and perform those actions while never leaving the home page!

Finally, all of the settings, notifications, and features employees enjoyed in the old interface will be on the new one!
Three Big Differences

1. **Create Absence**
   Create absence is now a multi-step form that comes out of the side of the page. Most of the functionality is the same, but here’s a few things that have changed:
   1. Instead of making you choose their locations and classifications, **we choose it for you**. It displays on the top of the form.
   2. We also enable a **Complicated Schedule**. The complicated schedule allows users to set each day as different times, sub requirement, and remote requirement (right).
   3. Since we are choosing the location and classification for them, there might be multiple for a particular absence. In that case, we will show them multiple forms. They can navigate via the **Skip and Next** forms:
      1. Skip - this skips the current form. We will not make an absence for that location/classification. We move the employee to the next location/classification.
      2. Next - this, in essence, creates an absence for that location/classification. We then move the employee to the next location/classification.
2 **Announcements**

Announcements are no longer on the home page. You can find your announcements by clicking the bell icon on the top right of the screen.
My Schedule

We have a new page - My Schedule! Here we show you your static (not editable) schedule.
How do I view the details of my absence?

Steps:

1. From the Home Page, just click on the absence! The details will appear on the right side.
   - You cannot see the details of cancelled absences.

2. From here, you can edit and/or cancel your absence, depending on your district’s settings.
How do I change my personal information and settings?

Steps:

1. From the Home Page, just click on your initials on the top right.

2. The page you land on will show you your personal information.
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How do I find Help Documentation if I get lost?

Steps:

1. The (?) icon on the top right will lead you to “Online Help” (pictured to the right) – help documentation that is updated with every release and accessible from anywhere (no need to be logged in!).