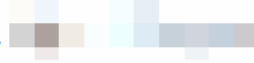


1. Select **Me** to display your employee functions

2. Click **My Activity Center**

Good morning, 

Me My Team My Client Groups Benefits Administration Workspace Labor Administration Contract Management >

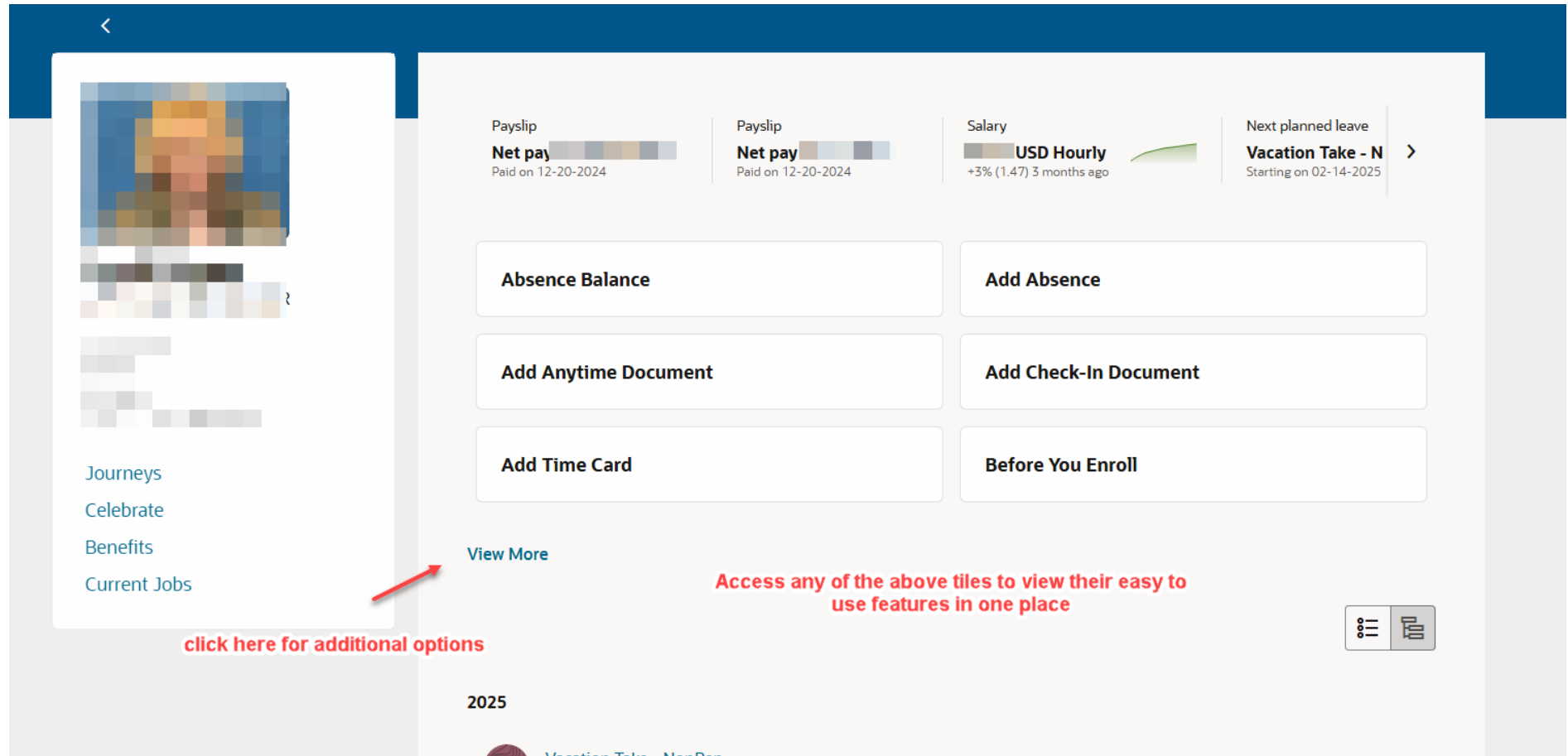
QUICK ACTIONS

-  Personal Details
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Activity Center
-  My Public Info
-  Share Data Access

APPS

-  Directory
-  Time and Absences
-  Pay
-  Personal Information
-  Journeys
-  Career and Performance
-  My Activity Center 
-  Celebrate
-  Benefits
-  Current Jobs
-  Safety Incidents
-  Roles and Delegations
-  Connect Help
-  Performance
- 

- Review commonly used employee actions conveniently located in one place

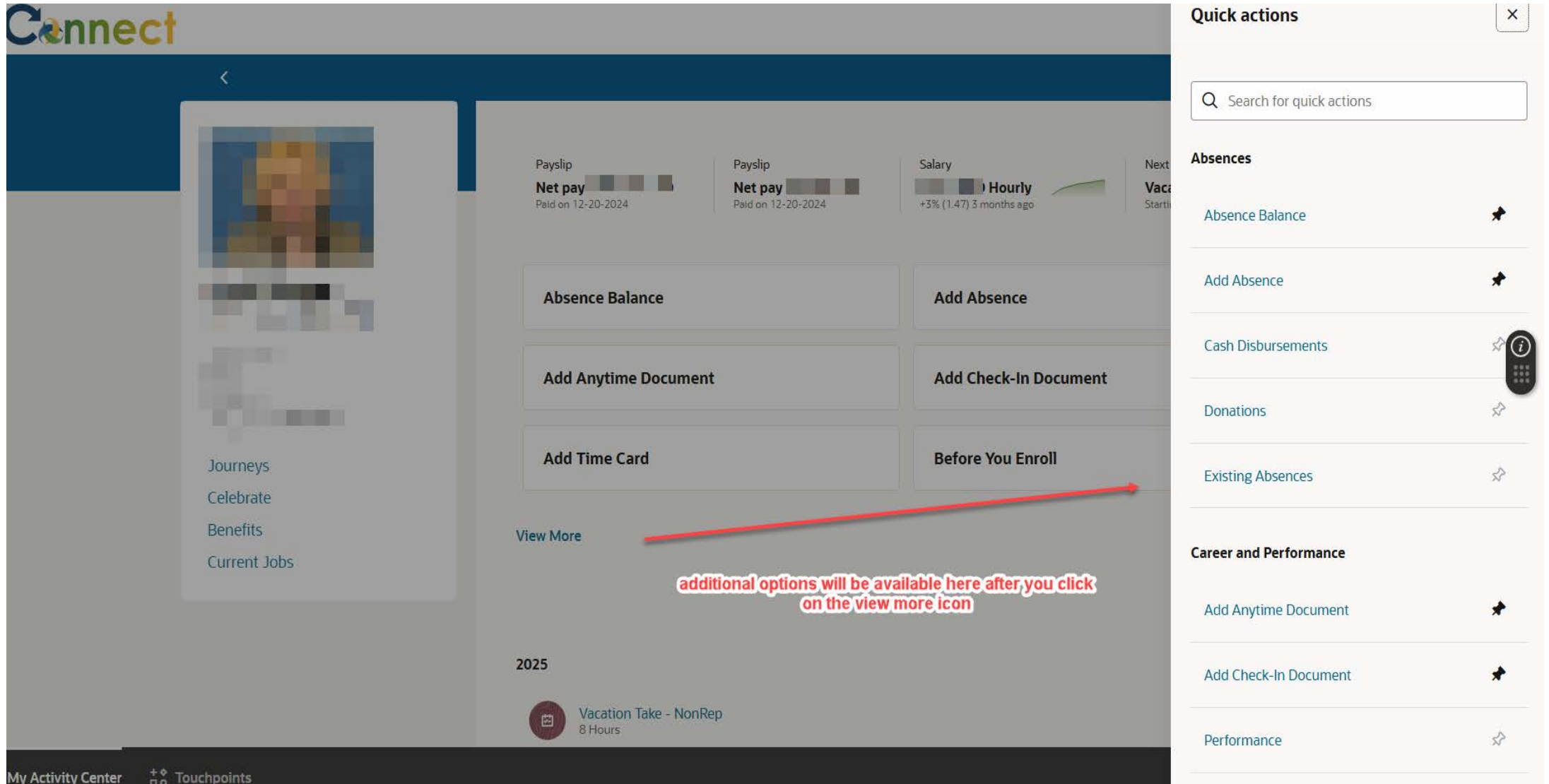


The screenshot displays the 'My Activity Center' dashboard. On the left, a sidebar contains a profile picture and a list of links: Journeys, Celebrate, Benefits, and Current Jobs. A red arrow points from the text 'click here for additional options' to the 'View More' link below the sidebar. The main content area features a top navigation bar with a back arrow. Below this, there are four summary cards: 'Payslip Net pay' (Paid on 12-20-2024), 'Payslip Net pay' (Paid on 12-20-2024), 'Salary USD Hourly' (+3% (1.47) 3 months ago), and 'Next planned leave Vacation Take - N' (Starting on 02-14-2025). The central area contains six action tiles: 'Absence Balance', 'Add Absence', 'Add Anytime Document', 'Add Check-In Document', 'Add Time Card', and 'Before You Enroll'. A red text box at the bottom right states: 'Access any of the above tiles to view their easy to use features in one place'. At the bottom left, the year '2025' is displayed. In the bottom right corner, there are two icons: a hamburger menu and a list icon.

click here for additional options

Access any of the above tiles to view their easy to use features in one place

4. Additional Quick Access Items are available on the right hand side



The screenshot displays the 'My Activity Center' interface. On the left is a sidebar with a user profile and links for Journeys, Celebrate, Benefits, and Current Jobs. The main content area shows a grid of tiles for Payslip (Net pay), Salary (Hourly), and Absence Balance. Below these are buttons for 'Add Absence', 'Add Anytime Document', 'Add Check-In Document', 'Add Time Card', and 'Before You Enroll'. A 'View More' link is positioned below the grid. A red arrow points from the 'View More' link to a text box that reads: 'additional options will be available here after you click on the view more icon'. On the right side, there is a 'Quick actions' panel with a search bar and a list of categories: Absences, Career and Performance, and others. The 'Absences' category is expanded, showing options like 'Absence Balance', 'Add Absence', 'Cash Disbursements', 'Donations', 'Existing Absences', and 'Performance'. The 'Career and Performance' category shows 'Add Anytime Document', 'Add Check-In Document', and 'Performance'.

Quick actions

Search for quick actions

Absences

- Absence Balance
- Add Absence
- Cash Disbursements
- Donations
- Existing Absences

Career and Performance

- Add Anytime Document
- Add Check-In Document
- Performance

additional options will be available here after you click on the view more icon

5. Click any of the actions under absences to see commonly used absence related items

Quick actions ×

Absences

Absence Balance

Add Absence

Cash Disbursements

Donations

Existing Absences

6. Click any of the actions under time to see commonly used time related items

Quick actions ×

Time

Add Time Card

Current Time Card

Existing Time Cards

Request Time Changes

7. Click any of the actions under **personal info** to see commonly used personal info items

Quick actions

Personal Info

Contact Info

Family and Emergency Contacts

Identification Info

Personal Details

Share Data Access

8. Click any of the actions under **compensation** to see commonly used compensation items

Quick actions

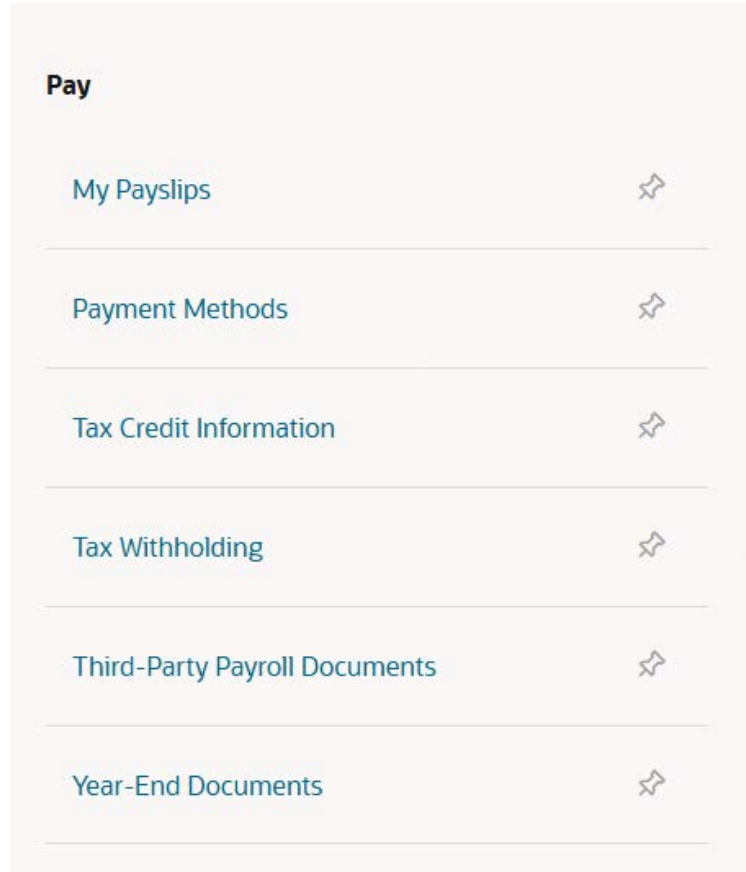
Compensation

Manage Personal Contributions

My Compensation

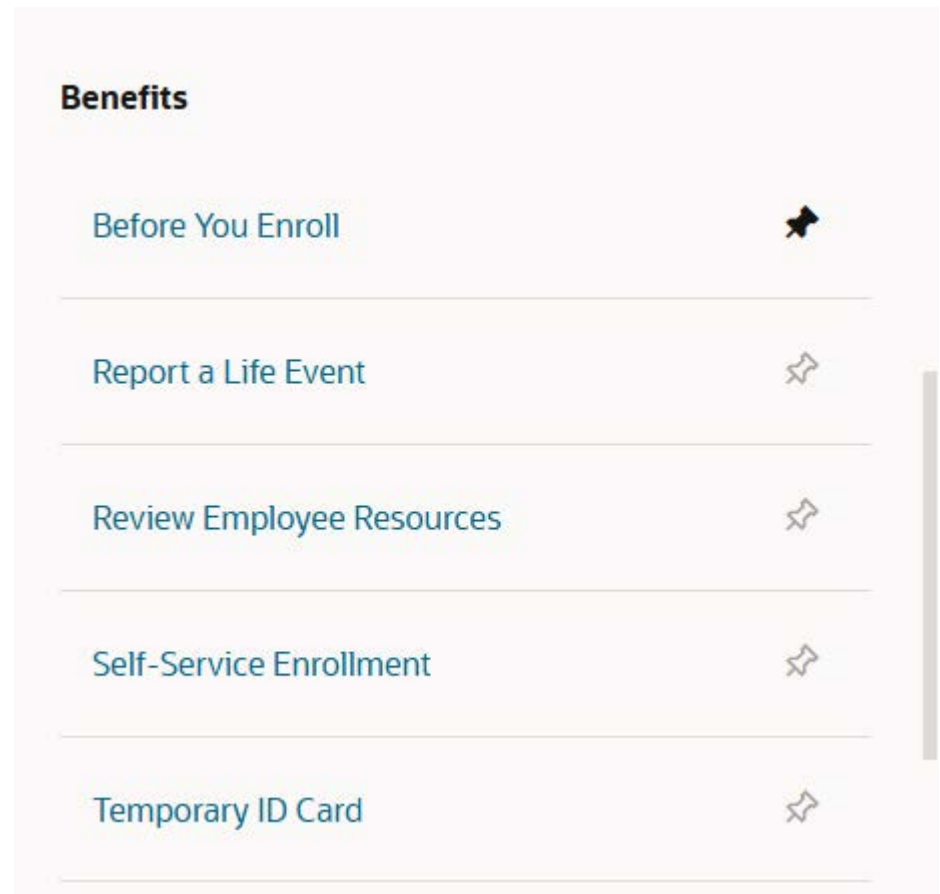
View Total Compensation Statement

9. Click any item under **Pay** for quick access to all pay slips, withholdings and year end documents



10. Click **any of the actions under benefits** to see commonly used benefit items

11. **Please do not test this items as part of redwood user acceptance testing**



End of Procedure