

The screenshot shows the Evolution Payroll dashboard interface. At the top right, it displays the user's login information: 'Logged in as: Sally2 | Settings | Logout'. Below this are dropdown menus for 'Client' (0001 - Fantasy World) and 'Company' (0001A - Fantasy World). The dashboard is divided into several sections: a left-hand menu bar (1) with icons for Dashboard, Company, Employees, Payrolls, and Reports; a 'Payroll Today' section (2) showing a list of payroll runs with dates and statuses (Backdated, 2 days left, Pending); an 'Agenda' section (3) with a calendar view for Friday, April 08, 2016; a 'Published Reports' section (4) listing various reports like Labor Distribution and Inactive Employee Reports; an 'Analysis' section (5) featuring a 'Tax Report For Payroll (S247)' with a circular gauge showing 'Net Payroll (\$2,436.84) = 100.00 %'; and a 'Task Queue' section (7) at the bottom left showing 'Completed: 227', 'Unread: 13', and 'Pending: 0'. A small notification (8) asks 'Have you heard about the new Evolution solution for HR?'.

## Overview

The Evolution Payroll Dashboard is your home page – the first stop at login – a very useful at a glance overview of the system and provides easy access to the tasks you need to do. It provides real-time summary visibility to the entire payroll process from creation through delivery.

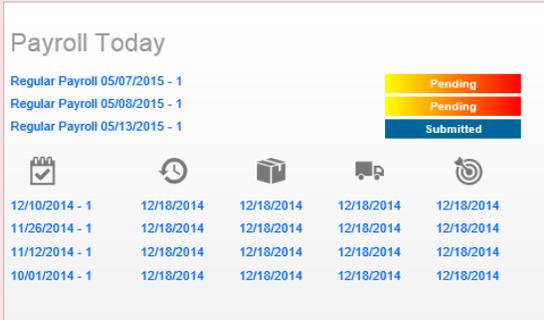
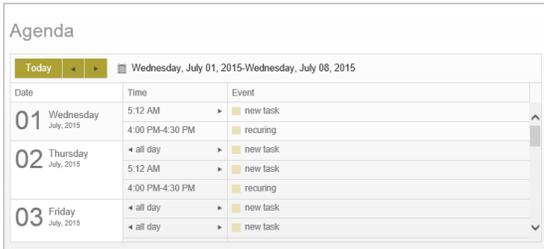
Information on the Dashboard is arranged in sections – graphical panes or tiles.

Refer to the numbered panes in the screenshot to the left and to the corresponding number below for a brief description of each Dashboard section.



The Dashboard (# 2-4 above) presents the items you have access to and is specific to the Client/Company that you selected in the Client/Company dropdowns (#5) on the top-right. This is a sample Dashboard only for illustrative purposes; the actual Dashboard you see depends on your service bureau's implementation.

#	Name	Description
1	<b>Menu Bar</b>  Some menus (such as Employees, Company, & Payroll) have sub-menus on the left side of the screen.	Use the Menu Bar to the left of the Dashboard to navigate within Evolution Payroll. Click a menu item to display the main screen of the selected menu. Note that the screens within each menu are color-coded to match the menu selected, to indicate which menu you are currently working in. There are two shortcut buttons on the Menu Bar that provide quick access to the following tools: <ul style="list-style-type: none"> <li>On the Employees menu bar item, click the Check Calculator shortcut button  to display the Check Calculator tool</li> <li>On the Payrolls menu bar item, click the Check Finder shortcut button  to display the Check Finder tool</li> </ul>

#	Name	Description
2	<p><b>Payroll Today</b></p> <p><b>Note:</b> The lower half of the Payroll Today pane displays only for those users who have been granted access to VMR.</p>	 <p>The Payroll Today tile provides a snapshot of recent payrolls. Generally, the first payroll is the most recently run prior to the current day. The next are payrolls scheduled to go out on the current day or in the very near future. The status indicator for each payroll displays to the right of the listed payrolls. If the company is set up with VMR, icons indicating delivery status display across the center of the tile – column headings to the payrolls listed below – which are the most recent payroll runs listed by check date. The payrolls listed have progressed through most, if not all, of the steps of the process; a tool tip indicates the status. Click on a link to go to the Batch Settings screen for that payroll.</p> <p>Click the <b>Payroll Today</b> title to display the Payroll Timeline screen.</p>
3	<p><b>Agenda</b></p> <p>Agenda users must have User Scheduler security rights established in Evolution Classic to access the Agenda in Evolution Payroll.</p>	 <p>The Agenda tile on the Dashboard provides a one-week view of the user's upcoming events. Click on the calendar icon on the Agenda tile to display the Agenda widget for a different date range.</p> <p>The Agenda is the calendar for the user only.</p> <p>The view is read only on the Dashboard; to edit Agenda items, go to the main Agenda screen: either click on the <b>Agenda</b> tile title on the Dashboard, or, click the <b>Settings</b> menu bar item and then click on the <b>Agenda</b> tab on the header section to display the main Agenda screen.</p>
4	<p><b>Published Reports</b></p> <p><b>Note:</b> You must set up the Company reports in Evolution Classic to show on the Dashboard in Evolution Payroll.</p>	 <p>The Published Reports tile lists the 10 most recently run reports published to the company through VMR in Evolution Classic.</p> <p>Click on a report link to display the Published Reports screen with that report selected in the grid to see a preview of the report results. Click the <b>Published Reports</b> title of the tile to display the Published Reports screen.</p> <p>The Published Reports tile may not display for a specific user, either because the user has no recent Published Reports to view or the user does not have the security rights to see the reports. If a user manually runs a report, it will not display on the Published Reports tile; it must be a report processed with a payroll.</p>

#	Name	Description
5	<p><b>Analysis</b></p> <p>Provides a visualization of your payroll costs such as your funding requirements or your tax summary.</p>	 <p>Click the arrow (&gt;) to move to the next Analysis chart. If the Published Reports section is not displayed on the Dashboard, then both Analysis charts display at once.</p>
6	<p><b>Client/Company</b></p>  <p><b>Note:</b> When the Dashboard first opens, the default Client shown is the one with the lowest Internal Client Number. The Client &amp; Company dropdowns are sorted in ascending numerical order by the Client Code or Company Code number.</p>	<p>The <b>Client/Company</b> dropdown fields at the top-right of the page in Evolution Payroll is where you select client/company-specific information in the Dashboard.</p> <ol style="list-style-type: none"> <li>1. Select the Client using the <b>Client</b> dropdown.</li> <li>2. Select the Company using the <b>Company</b> dropdown.</li> </ol> <p>If this Client has more than one Company, you can select the specific Company to work with here.</p> <p>You can access the <b>Client/Company</b> dropdowns in any screen in Evolution Payroll. When you select a new Client/Company from anywhere in the application, the system automatically returns you to the Dashboard.</p>
7	<p><b>Task Queue</b></p> 	<p>Click on the <b>Task Queue</b> arrow at the bottom left of the Dashboard or any other screen to display the My Task Queue window.</p>
<p>The <b>My Task Queue</b> window displays the following column fields for each task: (Task) ID, Task name, Status of the task and the status icon, the date of the Last Update of the task. Click on a task row to review the task results in the Preview pane below the task grid. The columns are sorted by ID number. Click on a column heading to sort by a different column field. Click the Hide  button to hide the My Task Queue window.</p>		

# Evolution Payroll Dashboard At a Glance



#	Name	Description
8	Header Section	<p>The header at the top right of the screen provides the following options:</p> <ul style="list-style-type: none"> <li>• The system displays the username of the person currently logged on, for example: <b>Logged in as: Sally2.</b></li> <li>• Clicking on the <b>Logout</b> link logs the user out of the Evolution Payroll application.</li> <li>• Clicking on the <b>Settings</b> link in upper right of the header displays the user's Settings screen.</li> </ul> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Logged in as: <b>Sally2</b>   <a href="#">Settings</a>   <a href="#">Logout</a></p> </div>