

## HR Direct Upgrade – User Support Materials (Navigation, Time and Labor, Direct Deposit)

Role	Goal	Materials		
		Fact Sheet and Screen Casts	Job Aid	Interactive Simulation <i>Turn off your pop-up blockers. <a href="#">Tips for first time sim-users.</a></i>
All Employees	This content will help you: <ul style="list-style-type: none"> <li>Familiarize yourself with HR Direct</li> <li>Sign in</li> <li>Use navigational elements</li> </ul>	<a href="#">Time and Labor Fact Sheet</a>  <a href="#">Recording Universal Navigation Elements</a>		
	This content will help you enter your own time and labor (including managers): <ul style="list-style-type: none"> <li>Review, add, update, and delete your information</li> </ul>	<a href="#">Reporting Time for a Positive Time Reporter</a>	<a href="#">Reporting Time Using a Timesheet (Positive Reporters) 9.2</a>  <a href="#">Reporting Time Using a Timesheet (Exception Reporters) 9.2</a>	<a href="#">Reporting Time Using a Timesheet (Positive Reporters) 9.2</a>  <a href="#">Reporting Time Using a Timesheet (Exception Reporters) 9.2</a>
	This content will help you: <ul style="list-style-type: none"> <li>Enroll in direct deposit</li> <li>Update direct deposit information.</li> </ul>		<a href="#">Enrolling in Direct Deposit 9.2</a>  <a href="#">Maintaining Direct Deposit Information 9.2</a>	<a href="#">Enrolling in Direct Deposit 9.2</a>  <a href="#">Maintaining Direct Deposit Information 9.2</a>
Timekeeper	This content will help you enter time for others.		<a href="#">Recording Time for a Positive Time Reporter 9.2</a>  <a href="#">Recording Time for an Exception Time Reporter 9.2</a>  <a href="#">Recording Time with a Schedule Change 9.2</a>  <a href="#">Entering Time with Multiple Exceptions 9.2</a>  <a href="#">Recording Overtime 9.2</a>  <a href="#">Managing Exceptions 9.2</a>	<a href="#">Recording Time for a Positive Time Reporter 9.2</a>  <a href="#">Recording Time for an Exception Time Reporter 9.2</a>  <a href="#">Recording Time with a Schedule Change 9.2</a>  <a href="#">Entering Time with Multiple Exceptions 9.2</a>  <a href="#">Recording Overtime 9.2</a>  <a href="#">Managing Exceptions 9.2</a>
Manager	This content will help you approve time and manage exceptions.		<a href="#">Approving Payable Time 9.2</a>  <a href="#">Managing Exceptions 9.2</a>	<a href="#">Approving Payable Time 9.2</a>  <a href="#">Managing Exceptions 9.2</a>