

# ERP (Business World) Employee Dashboard

The home screen in the ERP has changed from 1<sup>st</sup> February 2021. Now when you log in you will find your payslips, leave, absences and other widely used functions on an employee dashboard

The screenshot shows the UNIT4 ERP Employee Dashboard for Katie Dawson. The dashboard is divided into several sections:

- My Information:** Includes a welcome message, personal information (Resource ID: 205095, Name: Katie Dawson, Start Date: 30/08/2012, E-mail: katie.dawson@shropshire.gov.uk), and main position information (Current Main Position: P23304, Training Officer (BusinessWorld)).
- My Annual Leave:** A pie chart showing Annual Leave status: 47.1% Taken/Booked (green) and 52.9% Remaining Entitlement (blue).
- Calendar:** Shows a calendar view with a legend and a note: "Katie Dawson is absent." for dates 15/02/2021 and 19/02/2021.
- Document archive:** A section for document management with a "Filter by document type" dropdown and several document icons.

These are essentially quick links to common functions and you can still access the menu screen by clicking here

The screenshot shows the UNIT4 ERP Menu screen. A red arrow points to the menu icon in the top left corner. The menu is titled "Menu" and contains the following sections:

- Start pages:** A list of quick links to common functions: Absences, Communities, and Expenses.
- Other menu items:** Your employment, Forms, and Time and expenses.

## **What are the new features?**

- Personal and main position information, payslips, annual leave pie chart and calendar
- Personnel information page
- Absence entitlement breakdown – including link to absence request
- Timesheets and expense claims – Including links to submit both claims
- Commonly used reports
- User guides & supporting info links

You'll also notice that the 'Business World' name has now been removed and replaced with 'ERP'. As part of our continuous improvement, with some significant developments to make it better, we feel the new name better describes what it is - an 'enterprise resource planning' system. Over the next few weeks we will be working through the SLG and our guidance documents to make these changes.