

Common components used in Applaud
Use these to copy/paste into your wireframes

Forms

- Single select - radio button group**
 - Normal age retirement
 - Early retirement (state terms)
 - End of contract
 - Resignation
 - Other (give details)
- Date field**

Date of last day in the Civil Service*
- Fieldset**

Fieldset description
- Text area**

Please state your retirement terms
- Text input**

Text input
- Single select (with search enabled)**

Single select (with search enabled)
- Single select**

Status*

 - Draft
 - Published
 - Retired
- Single multiple**

Select multiple

 - Onboarding
 - Recruitment
- Rich text area**

Content body*

B **I** **U** **S** **link** **list** **undo** **redo** **code** **image**
- Date range**

Show*

From* To*

You will receive a reminder 3 days before the end, giving you the opportunity to extend the show until date and review the content.
- Checkbox**

Disable feedback

Viewers will be prevented from reacting and commenting
- File upload**

Avatar*

Use images that are 7x7 in size
- Multi-row form section**

Nature of contract(s)

Value (note a)

Date awarded

Contract details - (note b)

Name of the official immediately responsible for setting each contract and the nature of your role

Lists

- List block**

Title 2 (count) ACTION BUTTON

Overline
Title
Subtitle

Chip
- List Mini grid list item**

Avatar
Onboarding for Jane Doe
- List Grid view item with image & chip**

Placeholder image

A journey such as onboarding
Lorem ipsum dolor sit amet, consectetur
- List Grid view item with avat & chip**

Placeholder image

Sit amet
Lorem ipsum dolor sit amet
- Stepper**

Apply Countersigning Officer
- Action menu**

John Doe
Lorem ipsum dolor sit am

 - TRANSFER
 - PROMOTE
- List - timeline**

Timeline GIVE FEEDBACK

This shows the last 6 months of feedback. [See all](#)

 - Jane Doe 2d ago
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do
 - John Doe 3m ago
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do

Blocks

- Form block**

Title
- Rich text block**

Styled H1 heading
Styled H2 heading
- Call to action block (icon version)**

Advert subtitle
- Call to action block**

"Teamwork makes the dream work!"
My learning journey from UI developer to full-stack architect
- Detail block**

About Me at Work

Tenure*
3-7 years

Work location*
Office

Tech at work

Tech savvy - 9
- Calendar block**

Time off calendar

FEBRUARY 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Other useful things

- Buttons**

NORMAL BUTTON LIGHT BUTTON
- Modal page**

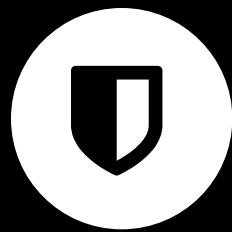
Page title
- Header**

applaud
- Context header & menu**

Tom Lundberg

Junior Developer · Engineering

[PROFILE](#) [PAY](#) [BENEFITS](#) [TIME OFF v](#) [LEARNING](#) [PERFORMANCE](#) [PERSONAL INFO](#)
- Chart - line**
- Chart - pie**



Transparency services

Lorem ipsum dolor sit amet, consectetur adipiscing

DASHBOARD | BAR | GIFTS | HOSPITALITY | DOI

Gifts

Gift approvals

This shows all gift declarations that require approval. You should open each gift submission, review the details and make your decision to approve, reject or request further information.

- £75 | 01 Nov 2021
Lucinda De La Cruz
 Crystal glasses | £150 | John Roberson, Head of Current Affairs | Sky | 21 Aug 2021
- £150 | 01 Nov 2021
David Appleby
 Desk clock | Mia Sullivan, Marketing Assistant | Roebuck International | 18 Aug 2021

List block
Model = gifts
Filtered to only show gifts for the logged-in user

Rich text block

Need help with Gift rules

Block type = List
Model = Knowledge
Filters:
Category = gifts

Knowledge

- Lorem ipsum dolor sit amet, consectetur adipiscing
- Lorem ipsum dolor sit amet, consectetur adipiscing
- Lorem ipsum dolor sit amet, consectetur adipiscing

Block type = List
Model = FAQ
Filters:
Category = gifts

FAQ

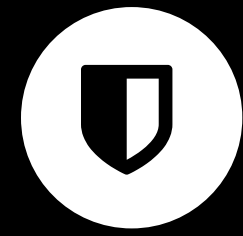
- Lorem ipsum dolor sit amet, consectetur
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt
- Lorem ipsum dolor sit amet, consectetur
 adipiscing

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt
- Lorem ipsum dolor sit amet, consectetur
 adipiscing elit, sed do eiusmod tempor incididunt

Block type = List
Model = Useful links
Filters:
Category = gifts

Useful links

- Lorem ipsum dolor sit amet, Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor
- Lorem ipsum dolor sit amet, Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor
- Lorem ipsum dolor sit amet, Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor



Transparency services

Lorem ipsum dolor sit amet, consectetur adipiscing

DASHBOARD | BAR | GIFTS | HOSPITALITY | DOI

Hospitality

Hospitality approvals

This shows all hospitality declarations that require approval. You should open each hospitality submission, review the details and make your decision to approve, reject or request further information.

- £75 | 01 Nov 2021
Lucinda De La Cruz
 Taken out for lunch | John Roberson, Head of Current Affairs | Sky | 21 Aug 2021
- £150 | 01 Nov 2021
David Appleby
 Invited for business breakfast | Mia Sullivan, Marketing Assistant | Roebuck International | 18 Aug 2021

List block
Model = hospitality
Filtered to only show
hospitality records for the
logged-in user

Rich text block

Need help with Hospitality rules

Please read these resources first, or reach out to the transparency team by raising a ticket

Knowledge

Block type = List
Model = Knowledge
Filters:
Category = hospitality

- Lorem ipsum dolor sit amet, consectetur adipiscing
- Lorem ipsum dolor sit amet, consectetur adipiscing
- Lorem ipsum dolor sit amet, consectetur adipiscing

FAQ

Block type = List
Model = FAQ
Filters:
Category = hospitality

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt
- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt

Useful links

Block type = List
Model = Useful links
Filters:
Category = hospitality

- Lorem ipsum dolor sit amet, Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor
- Lorem ipsum dolor sit amet, Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor
- Lorem ipsum dolor sit amet, Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor

Title
Subtitle

Block - list
Model = Alert

Introduction Applaud@work

Your new one-stop shop for work

Block - Call to action

Find people, content and services

SEARCH

Block = search

Your tasks 492 [SEE ALL](#)

- Consectetur adipisicing elit**
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor
- Consectetur adipisicing elit**
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor
- Consectetur adipisicing elit**
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor

[SEE MORE](#)

Your journeys

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo

A journey such as onboarding
Lorem ipsum dolor sit amet, consectetur
Requires action

A journey such as onboarding
Lorem ipsum dolor sit amet, consectetur
Requires action

[SEE MORE](#)

SEE MORE - enabled by using pagination feature

Block = List (in grid mode)
Model = personJourney

Team journeys

Block = List (in mini-grid mode)

[VIEW MY TEAM](#)



Onboarding for Jane Doe



New manager for John Doe



Lorem ipsum



Lorem ipsum

[SEE MORE](#)

Your day-to-day digital services

Lorem ipsum dolor sit amet, consectetur adipisicing elit

Block = Rich text

My team
Lorem ipsum dolor sit amet

My profile
Lorem ipsum dolor sit amet

My pay
Lorem ipsum dolor sit amet

My benefits
Lorem ipsum dolor sit amet

My time off
Lorem ipsum dolor sit amet

My learning
Lorem ipsum dolor sit amet

My progression
Lorem ipsum dolor sit amet

My open cases
Lorem ipsum dolor sit amet

Block = List (in grid mode)
Model = Navigation

Rich text block to promote the highlights below

Lorem ipsum dolor sit amet, consectetur adipisicing elit

Block = Rich text

Highlights

[SEE ALL](#)

Lorem ipsum
Lorem ipsum dolor sit amet

Lorem ipsum
Lorem ipsum dolor sit amet

Lorem ipsum
Lorem ipsum dolor sit amet

Lorem ipsum
Lorem ipsum dolor sit amet

Block = list (in grid view)
Model = Highlight

[SEE MORE](#)

Title Subtitle

Business continuity alerts only

Introduction Applaud@work Your new one-stop shop for work

Find people, content and services SEARCH

Your journeys ALL TASKS

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo

A journey such as onboarding Lorem ipsum dolor sit amet, consectetur Requires action

A journey such as onboarding Lorem ipsum dolor sit amet, consectetur Requires action

Highlights SEE ALL Consectetur adipiscing elit Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor

Your day-to-day digital services

Lorem ipsum dolor sit amet, consectetur adipiscing elit

Using menu to hide 'My Team' requires #3159. Break out 3159 into filtering by just roles vs filtering by more

Grid of service tiles: My team, My profile, My pay, My benefits, My time off, My learning, My progression, My open cases

Support banner: Find answers to lingering questions, right here, right now SUPPORT



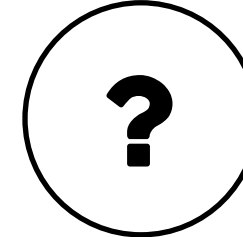
Content library



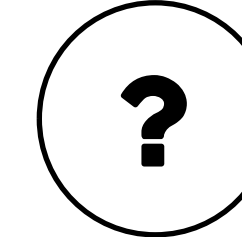
Alerts
Emergency communications,
outages, etc



Highlights
Lorem ipsum dolor sit amet



Knowledge articles
Lorem ipsum dolor sit amet



FAQs
Lorem ipsum dolor sit amet



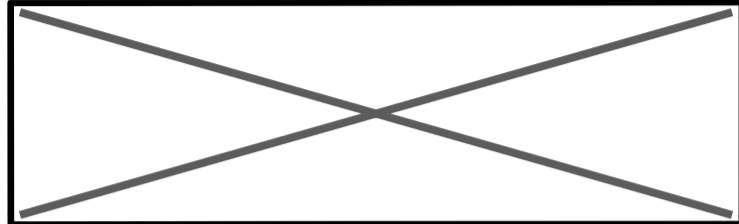
Content categories
Lorem ipsum dolor sit amet

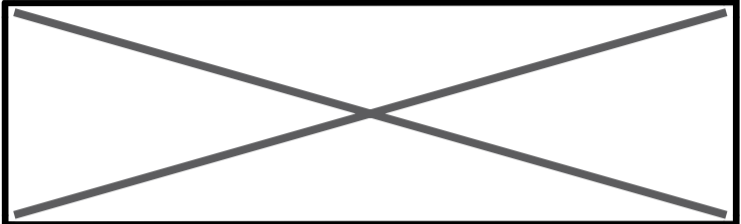


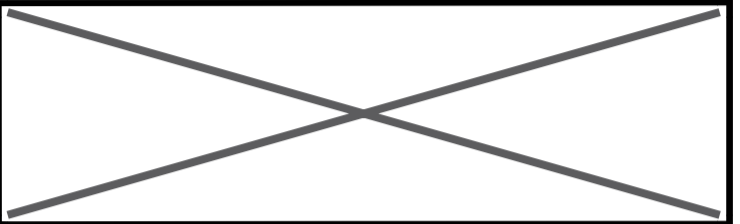
Useful links
Lorem ipsum dolor sit amet

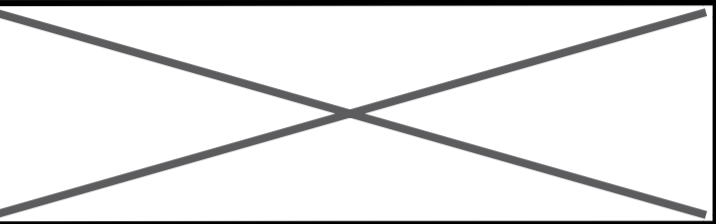


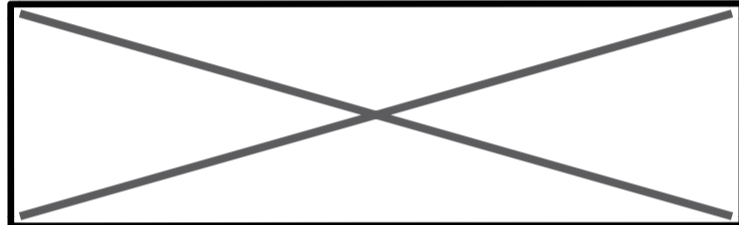
Content categories

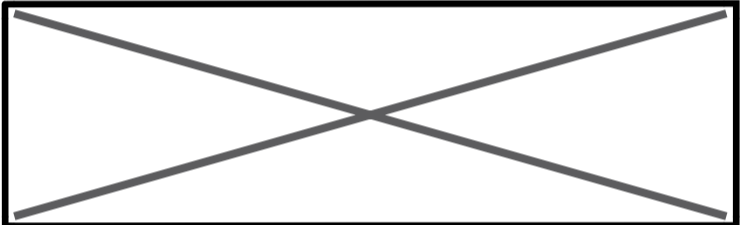
- 

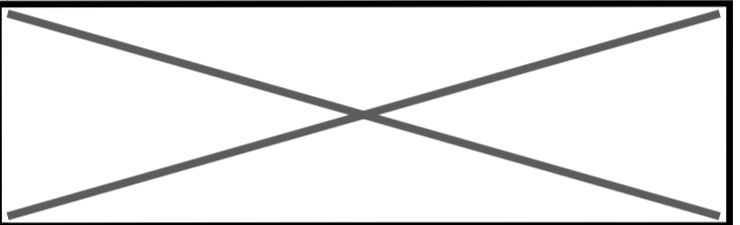
Recruitment
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do
- 

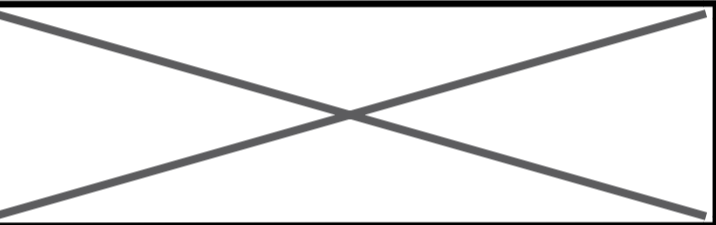
Learning & development
Lorem ipsum dolor sit amet
- 

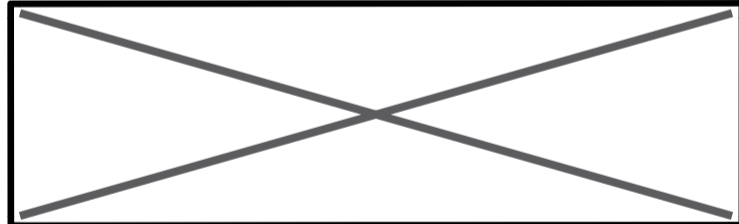
Talent management
Lorem ipsum dolor sit amet
- 

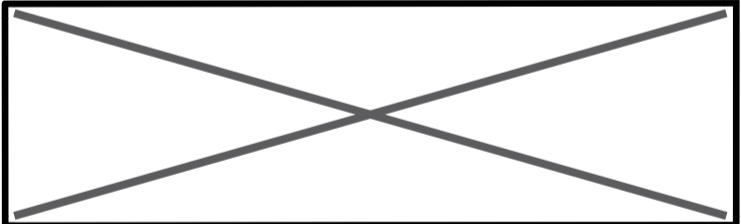
Reward & benefits
Lorem ipsum dolor sit amet
- 

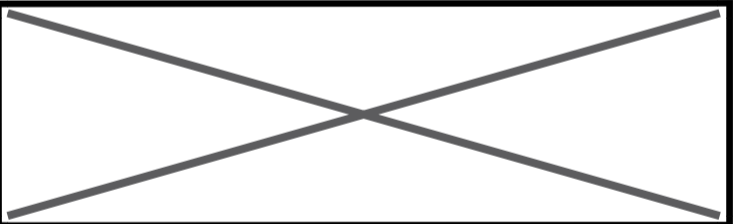
Employee advice
Lorem ipsum dolor sit amet
- 

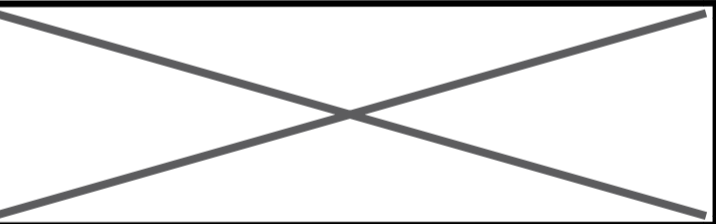
Pay & employee admin
Lorem ipsum dolor sit amet
- 

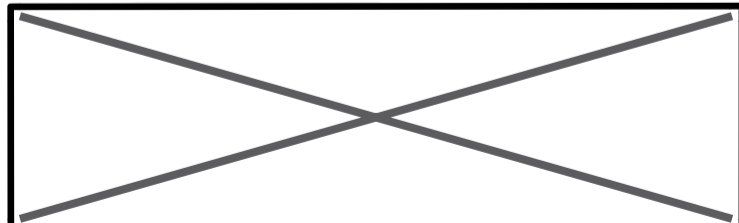
Time & attendance
Lorem ipsum dolor sit amet
- 

Wellbeing & engagement
Lorem ipsum dolor sit amet
- 

Internal comms
Lorem ipsum dolor sit amet
- 

New joiners
Lorem ipsum dolor sit amet
- 

Leavers
Lorem ipsum dolor sit amet
- 

New manager
Lorem ipsum dolor sit amet
- 


Business continuity
Emergency & critical alerts




Super user setup




Content library
Manage content such as knowledge articles & FAQs



Personas
Lorem ipsum dolor sit amet



Journeys
Lorem ipsum dolor sit amet



Pension providers
Lorem ipsum dolor sit amet

HRSS (HRIS)

New role has been created for HRSS on 1st Feb




Alerts

[ABOUT ALERTS](#)

[WRITE NEW ALERT](#)





COVID19
Latest - return to office - more

Active



Sit amet
Lorem ipsum dolor sit amet

Inactive



Sit amet
Lorem ipsum dolor sit amet



Sit amet
Lorem ipsum dolor sit amet



Sit amet
Lorem ipsum dolor sit amet



Sit amet
Lorem ipsum dolor sit amet



Sit amet
Lorem ipsum dolor sit amet

Sorts:

- Title
- Show from (desc)
- Show to (desc)

Filters:

- Owner
- Active/inactive
- Category



Alerts

[ABOUT](#)

[WRITE NEW](#)




Sorts:

- Title
- Show from (desc)
- Show to (desc)

Filters:

- Owner
- Active/inactive

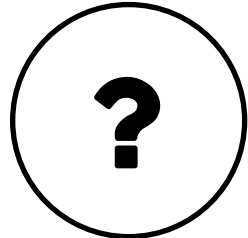


👍 45 · 👎 12

COVID19

Latest - return to office - more


[Active](#)



Sit amet

Lorem ipsum dolor sit amet

[Inactive](#)



Sit amet

Lorem ipsum dolor sit amet

[Inactive](#)



Sit amet

Lorem ipsum dolor sit amet

[Inactive](#)



Sit amet

Lorem ipsum dolor sit amet

[Inactive](#)



Alert

DELETE

SAVE

Owner*

John Doe

Title*

Subtitle*

Categories*

Onboarding Recruitment

Icon*

Search by name...

Content body*

B I U style

Show*

From: / / To: / /

You will receive a reminder 3 days before the end, giving you the opportunity to extend the show until date and review the content.

Status*

Draft Published Retired

Disable feedback

Viewers will be prevented from reacting and commenting

Audience personalization

Use criteria to limit this content to a particular audience

Country

United States United Kingdom

Leave blank to show in all countries

Persona

Max the grad "Software Engineer" (sample)

Leave blank to show for all personas

Managers only

Optionally limit the content to just managers

Purpose

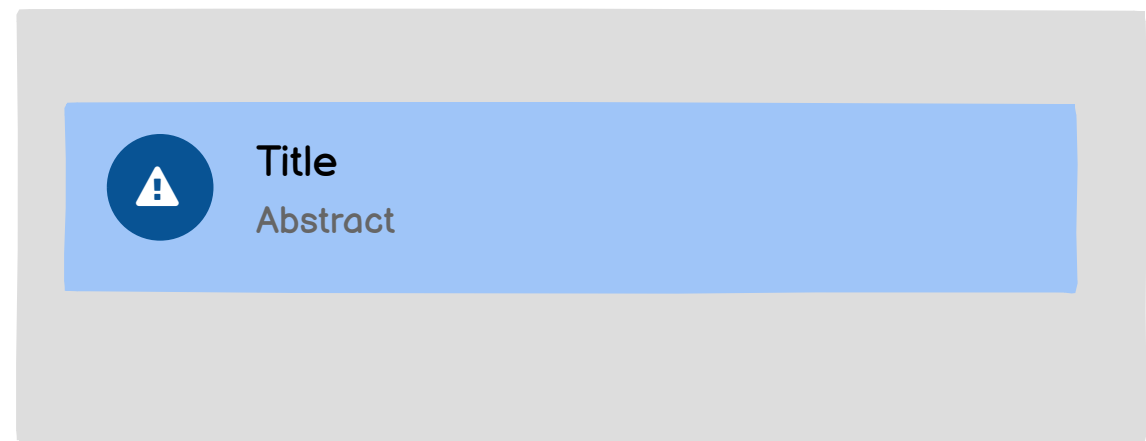
Used for displaying alerts - short pieces of content conveying important information

Model properties

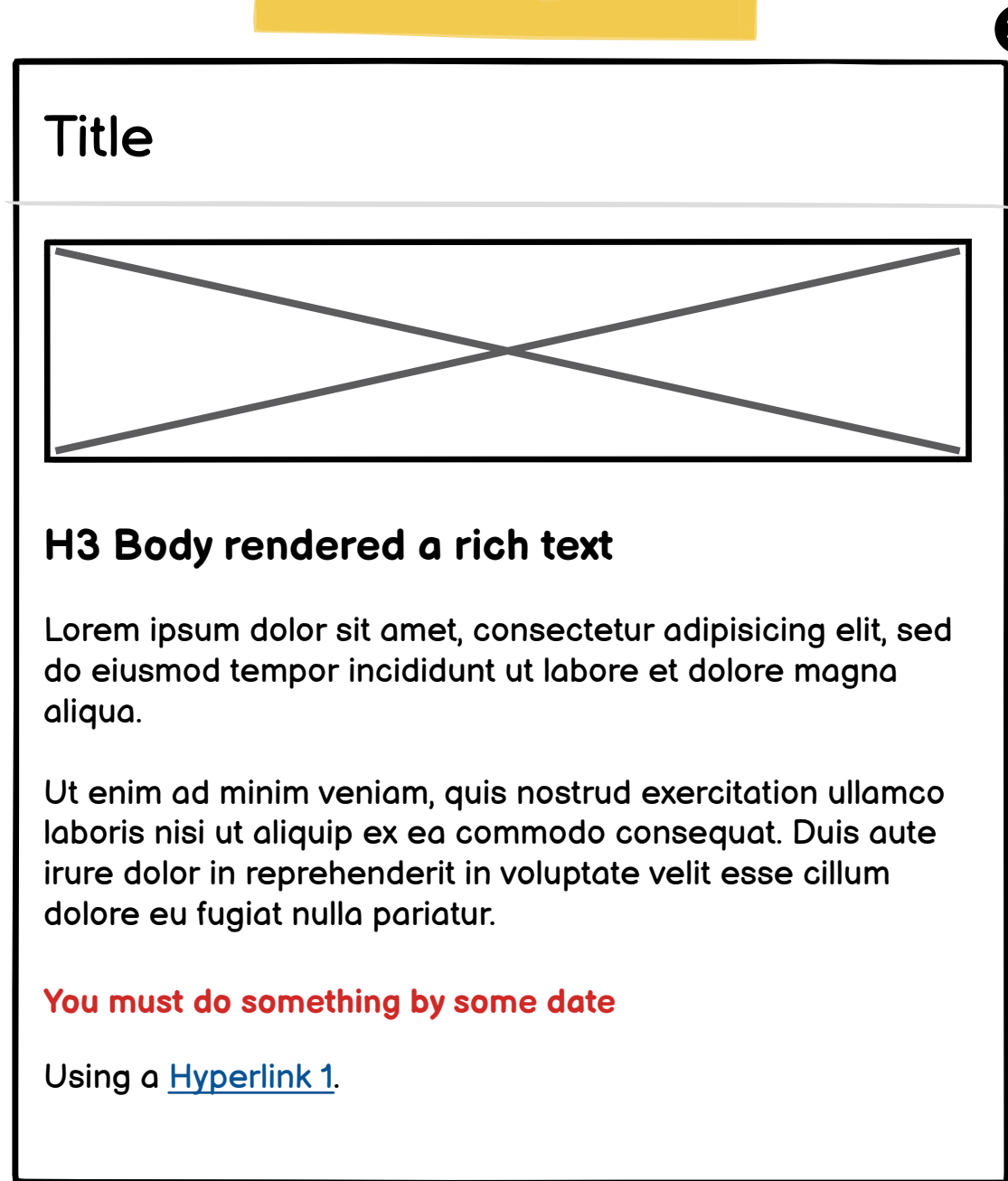
TBC

Access control to employee and manager role only

List display



Detail display



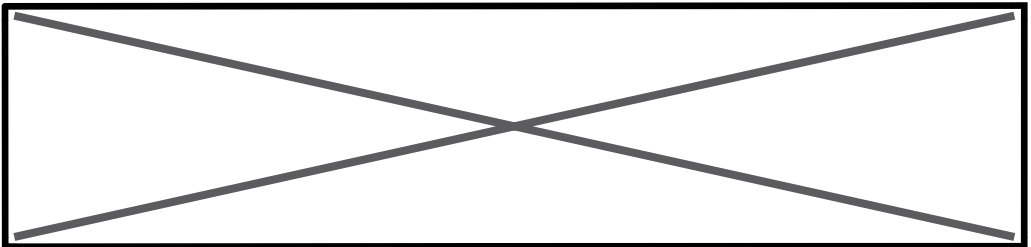
} Default start to today & end to today + 7

} None by default

Alert view
What the user would see when
they click on on alert



{Title}



H3 Body rendered a rich text

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

You must do something by some date

Using a [Hyperlink 1](#).

Admin detail display

Alert preview

EDIT

List preview

Title

Abstract

Detail preview

X

H3 Body rendered a rich text

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

You must do something by some date

Using a [Hyperlink 1](#).



} List with a single item

} Detail block

Sample of thinking of model design whilst wireframing

Alert

- numberLikes (number)
- LikesFormatted (html) - ` {numberLikes}`

Highlight

Knowledge Article

FAQ

Feedback comment

- owner
- comment (text)
- created
- reaction (text)
- flagged
- flaggedBy
- alert (fk)
- highlight (fk)
- knowledgeArticle (fk)
- FAQ (fk)
- Event (fk)

Feedback replies

- FeedbackComment (fk)
- owner
- reply (text)
- created



About alerts

Text that explains the purpose of alerts, how to configure them etc.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[Hyperlink](#)



Highlights

ABOUT

WRITE NEW

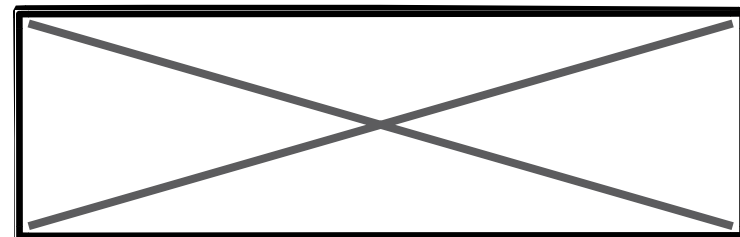


Sorts:

- Title
- Show from (desc)
- Show to (desc)

Filters:

- Owner
- Active/inactive
- Category



We're in the news again!
Latest - return to office - more

Active



Sit amet
Lorem ipsum dolor sit amet

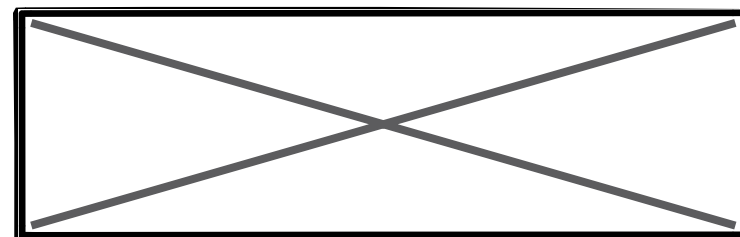
Inactive



Sit amet
Lorem ipsum dolor sit amet



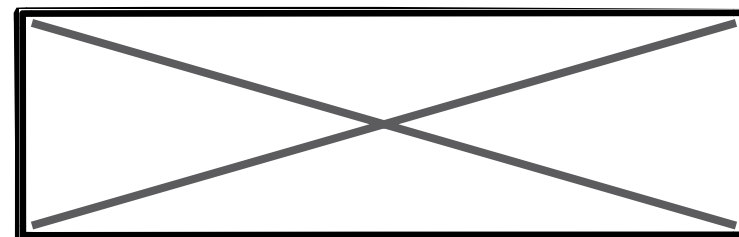
Sit amet
Lorem ipsum dolor sit amet



Sit amet
Lorem ipsum dolor sit amet



Sit amet
Lorem ipsum dolor sit amet



Sit amet
Lorem ipsum dolor sit amet




Alerts

[ABOUT](#)

[WRITE NEW](#)



- Sorts:
 - Title
 - Show from (desc)
 - Show to (desc)
- Filters:
 - Owner
 - Active/inactive



👍 45 · 👎 12

COVID19

Latest - return to office - more

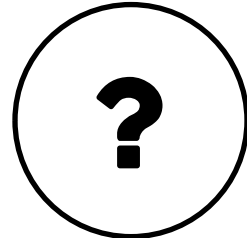
[Active](#)



Sit amet

Lorem ipsum dolor sit amet

[Inactive](#)



Sit amet

Lorem ipsum dolor sit amet

[Inactive](#)



Sit amet

Lorem ipsum dolor sit amet

[Inactive](#)



Sit amet

Lorem ipsum dolor sit amet

[Inactive](#)

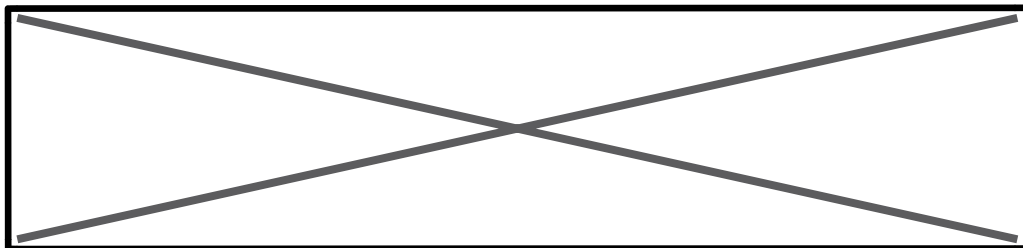
Highlight (view)

Highlight view

What the user would see when they click on a highlight



{Title}



H3 Body rendered a rich text

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

You must do something by some date

Highlight
DELETE
SAVE
✕

Owner*

Title*

Subtitle*

Categories*

Onboarding
Recruitment
▼

Image*

UPLOAD

Use images that are ?x? in size

Content body*

B I U
style
☰ ☷ ↺ ↻
🖼️ 😊

Show*

From*

📅

To*

📅

You will receive a reminder 3 days before the end, giving you the opportunity to extend the show until date and review the content.

Disable feedback

Viewers will be prevented from reacting and commenting

Status*

Draft
Published
Retired

Audience personalization

Use criteria to limit this content to a particular audience

Country

United States
United Kingdom
▼

Leave blank to show in all countries

Persona

Max the grad "Software Engineer" (sample)
▼

Leave blank to show for all personas

Managers only

Optionally limit the content to just managers

Purpose

Used for displaying highlights - short pieces of content conveying promotional information

Model properties

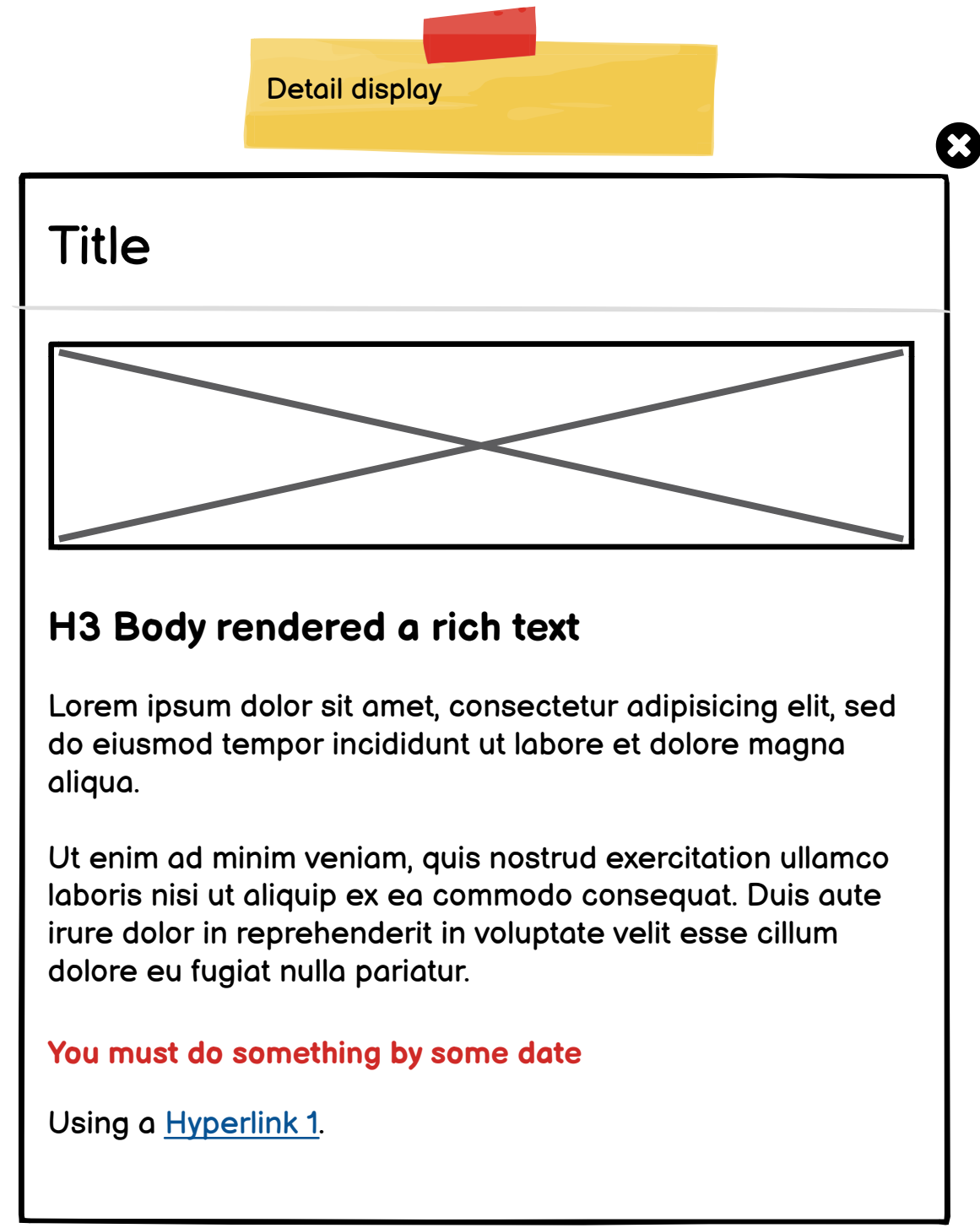
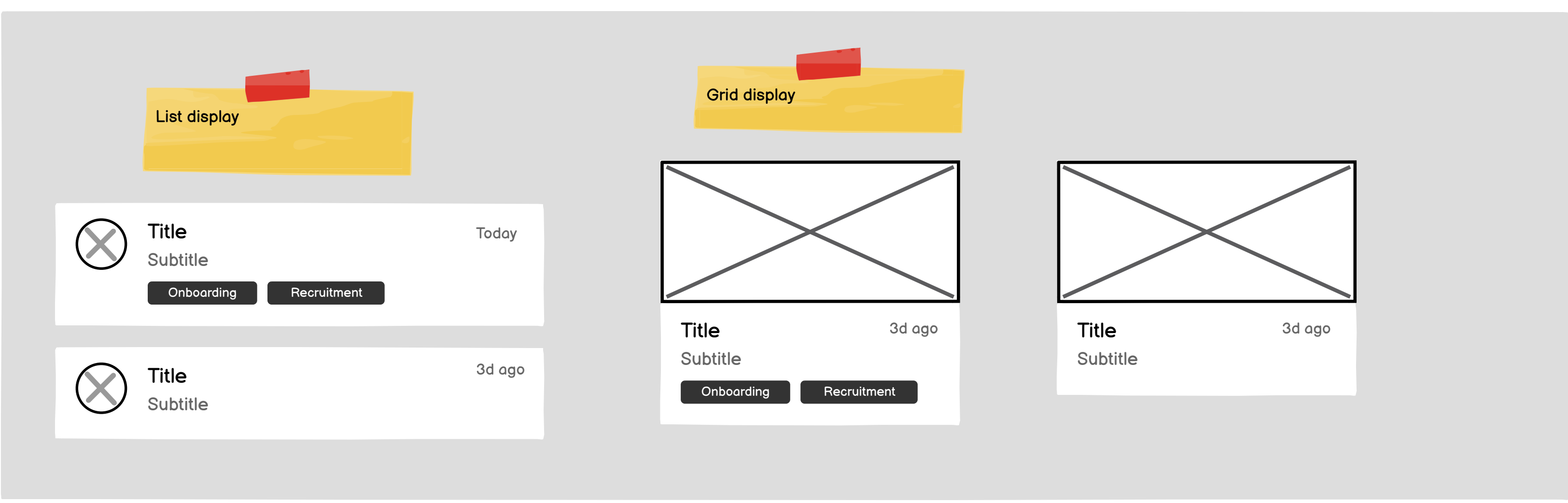
TBC

Access control to employee and manager role only

} Default start to today & end to today + 7

Access control to employee and manager role only

} None by default





FAQs

[ABOUT](#)

[WRITE NEW](#)



- Sorts:
 - Title
 - Date created (desc)
 - Date created (asc)
- Filters:
 - Owner
 - Category

When do I get paid?

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Consectetur adipisicing elit

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Consectetur adipisicing elit

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FAQ

DELETE

SAVE

Owner*

Question?*

Answer*

B I U S

Keep this short - one or two sentences

Categories*

Purpose

Used for displaying knowledge articles relevant to different subjects

Model properties

TBC

Access control to employee and manager role only



Useful links

ABOUT

+ ADD

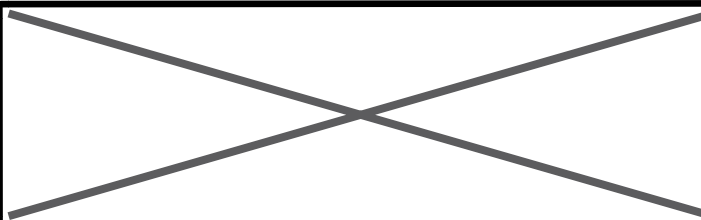


Sorts:

- Title
- Show from (desc)
- Show to (desc)

Filters:

- Owner
- Active/inactive
- Category



P60
Access your current and past P60

Active

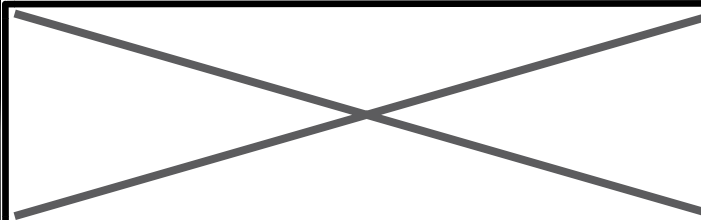


Sit amet
Lorem ipsum dolor sit amet

Inactive



Sit amet
Lorem ipsum dolor sit amet



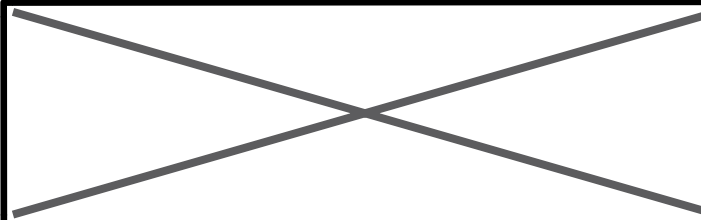
Sit amet
Lorem ipsum dolor sit amet



Sit amet
Lorem ipsum dolor sit amet



Sit amet
Lorem ipsum dolor sit amet



Sit amet
Lorem ipsum dolor sit amet




Alerts

[ABOUT](#)

[WRITE NEW](#)



- Sorts:
 - Title
 - Show from (desc)
 - Show to (desc)
- Filters:
 - Owner
 - Active/inactive

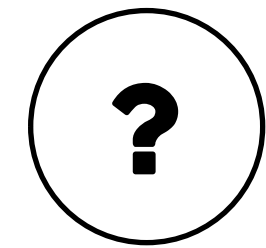


👍 45 · 👎 12

COVID19

Latest - return to office - more


[Active](#)



Sit amet

Lorem ipsum dolor sit amet


[Inactive](#)



Sit amet

Lorem ipsum dolor sit amet

[Inactive](#)



Sit amet

Lorem ipsum dolor sit amet

[Inactive](#)



Sit amet

Lorem ipsum dolor sit amet

[Inactive](#)



Useful link

DELETE

SAVE

Owner*

John Doe

Title*

Subtitle*

Link*

Enter URL

Categories*

Onboarding Recruitment

Image*

UPLOAD

Use images that are ?x? in size

Display*

From*

/ /

To*

/ /

A To date is required so that you can periodically check the link is still correct. You will be reminded 3 days before the to date; links automatically retire when expired.

Status*

Draft
Published
Retired

Audience personalization

Use criteria to limit this content to a particular audience

Country

United States United Kingdom

Leave blank to show in all countries

Persona

Max the grad "Software Engineer" (sample)

Leave blank to show for all personas

Managers only

Optionally limit the content to just managers

} Default start to today & end to today + 365

} None by default



Knowledge Base

ABOUT

WRITE NEW

Page actions only show for author level roles

Advert title

Advert sub-title

Recruitment
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

Learning & development
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

Talent management
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

Employee advice
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

Pay & employee admin
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

Time & attendance
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

Internal comms
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

New starters
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

Leavers
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

New

Block type = list (row)
Model: Knowledge article
Filter: use date to show items that have been updated in past x days

Most popular

Block type = list (row)
Model: Knowledge article
Filter: show items that have most likes within x days



Knowledge Base

[ABOUT](#)

[WRITE NEW](#)

Page actions only show for author level roles

Advert title

Advert sub-title

SEARCH

New content

Most recently updated

Title
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

Title
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

Title
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

Most popular

Most number of likes

Title
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

Title
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

Title
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

- #### Categories
- ! Recruitment
 - ! Learning & development
 - ! Talent management
 - ! Employee advice
 - ! Pay & employee admin
 - ! Time & attendance
 - ! Internal comms
 - ! Onboarding
 - ! Offboarding

- #### Categories
- Recruitment
 - Learning & development
 - Talent management
 - Employee advice
 - Pay & employee admin
 - Time & attendance
 - Internal comms
 - Onboarding
 - Offboarding



Knowledge Base

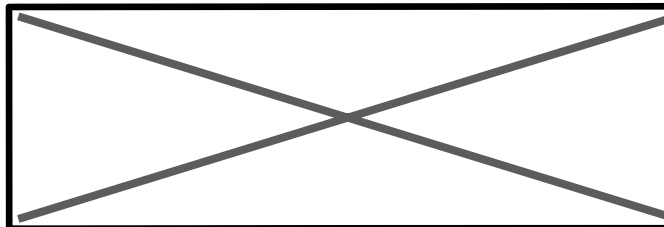
[ABOUT](#)

[WRITE NEW](#)

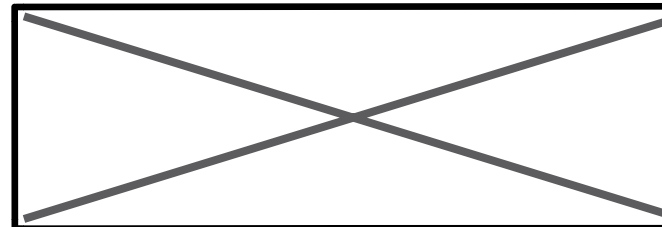
Page actions only show for author level roles

Advert title

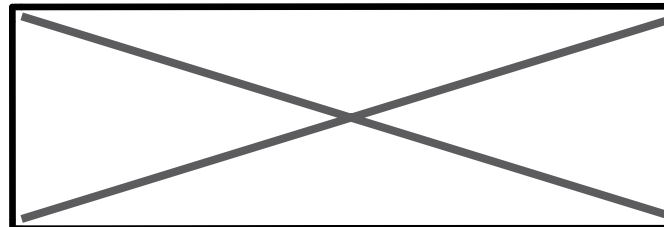
Advert sub-title



Recruitment
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

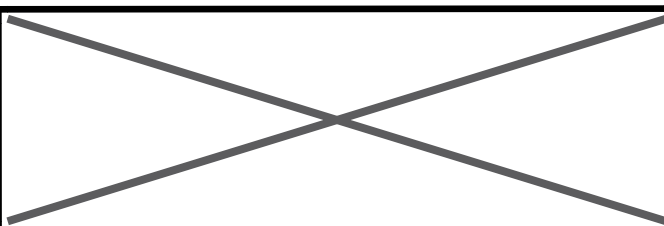


Learning & development
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do



Talent management
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

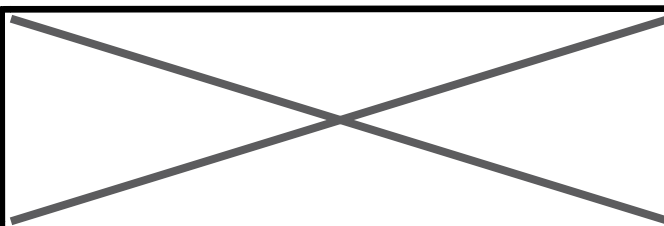
New



Employee advice
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

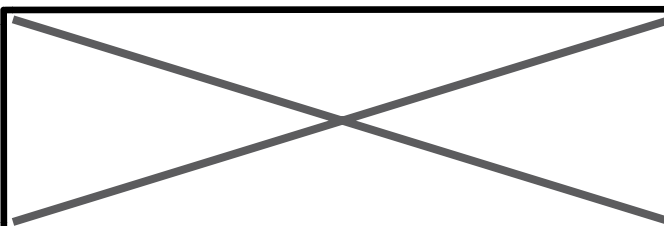


Pay & employee admin
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

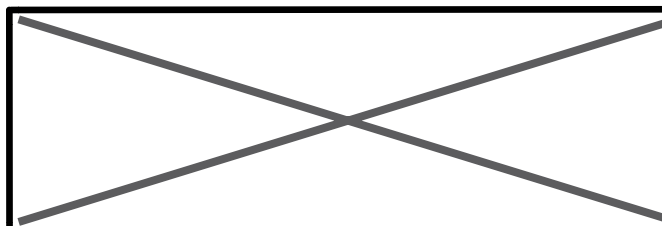


Time & attendance
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

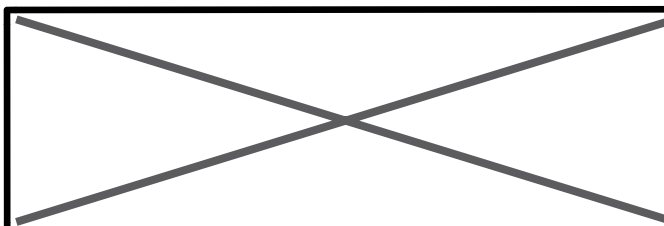
Most popular



Internal comms
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do



New starters
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do



Leavers
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do

Page actions only show for author level roles

Recruitment

Dynamic page title based on Content Category title

✎ WRITE NEW

Write a new article - ideally with form interaction to default the category

All articles 8



List of all articles that match the category

Backfilling a leaver
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do

Requesting a position
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do

Hiring interns
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do

Write the perfect job post
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do

Lorem ipsum dolor sit amet
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do

Lorem ipsum dolor sit amet
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 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do

Lorem ipsum dolor sit amet
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do

Still need help?

Try the search below for access to the whole knowldebase plus other information sources such as FAQ's

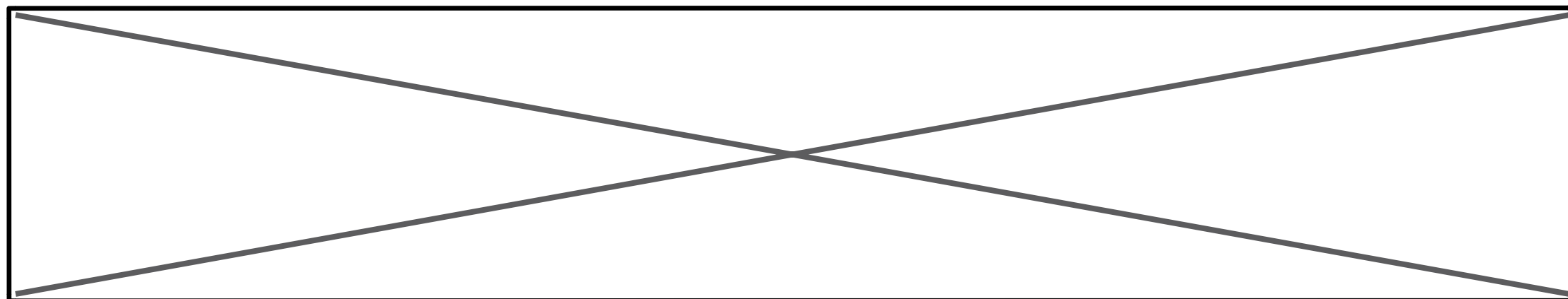
What do you need help with?

🔍 SEARCH



Page actions only show for author level roles

{Title}



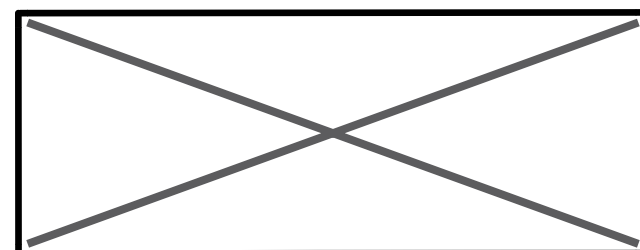
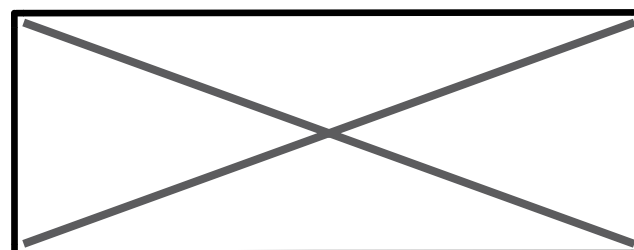
H3 Body rendered a rich text

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

- Ut enim ad minim veniam,
- ullamco laboris nisi ut aliquip ex ea
- voluptate velit esse cillum dolore



You must do something by some date

Using a [Hyperlink 1](#).

You might also like

- Title Subtitle 3d ago
- Title Subtitle 3d ago
- Title Subtitle 3d ago

Not what you were looking for?
Try searching again, or raise a ticket

HR Support

Call to action block



Knowledge article

DELETE

SAVE

Owner*

Title*

Subtitle*

Categories*

Onboarding Recruitment

Image*

UPLOAD

Use images that are ?x? in size

Content body*

Rich text editor with toolbar and content area

Show*

From*



To*



You will receive a reminder 3 days before the end, giving you the opportunity to extend the show until date and review the content.

Status*

Draft Published Retired

Disable feedback

Viewers will be prevented from reacting and commenting

Audience personalization

Use criteria to limit this content to a particular audience

Country

United States United Kingdom

Leave blank to show in all countries

Persona

Max the grad "Software Engineer" (sample)

Leave blank to show for all personas

Managers only

Optionally limit the content to just managers

Purpose

Used for displaying knowledge articles relevant to different subjects

Model properties

TBC

Access control to employee and manager role only

} Default start to today & end to today + 365

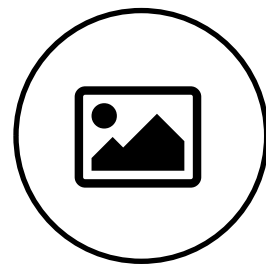
} None by default



Personas

ABOUT

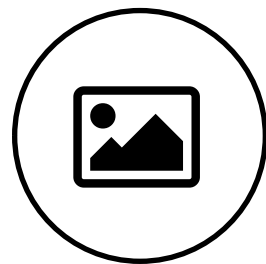
WRITE PERSONA



Tenure · Work location

{Title} Sam, "The manager"

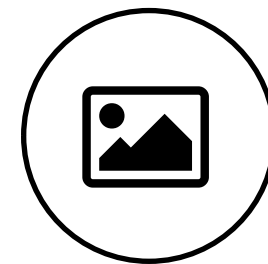
{Abstract} Lorem ipsum dolor sit amet, consectetur adipisicing elit



Tenure · Work location

{Title} Sam, "The manager"

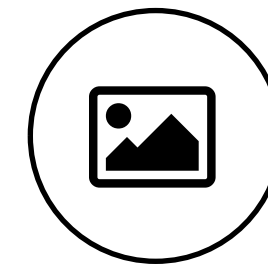
{Abstract} Lorem ipsum dolor sit amet, consectetur adipisicing elit



Tenure · Work location

{Title} Sam, "The manager"

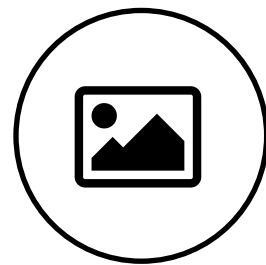
{Abstract} Lorem ipsum dolor sit amet, consectetur adipisicing elit



Tenure · Work location

{Title} Sam, "The manager"

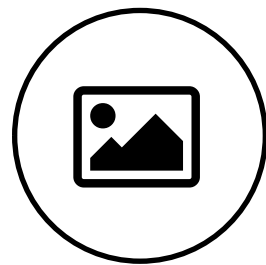
{Abstract} Lorem ipsum dolor sit amet, consectetur adipisicing elit



Tenure · Work location

{Title} Sam, "The manager"

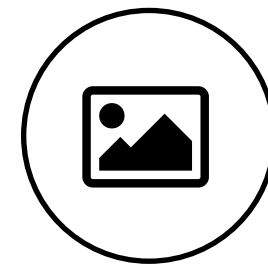
{Abstract} Lorem ipsum dolor sit amet, consectetur adipisicing elit



Tenure · Work location

{Title} Sam, "The manager"

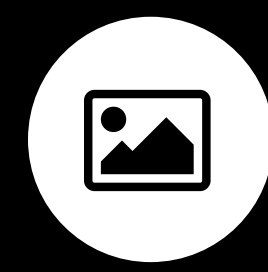
{Abstract} Lorem ipsum dolor sit amet, consectetur adipisicing elit



Tenure · Work location

{Title} Sam, "The manager"

{Abstract} Lorem ipsum dolor sit amet, consectetur adipisicing elit



{Title} Sam, "The manager"

{Abstract} Lorem ipsum dolor sit amet, consectetur adipiscing elit

Persona

EDIT

About alerts

My story

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

My needs

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

My goals

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

My motivators

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

About Me at Work

Tenure*
3-7 years

Work location*
Office

Tech at work

Desktop Smartphone

Frustrations (Pain Points)

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
- adipiscing elit, sed do eiusmod tempor

My personality traits

Tech savvy - 9

Career ambition - 8

Relationship focus - 5

Mobility - 1

Support needed -9

Memorable Moments (Wins)

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
- adipiscing elit, sed do eiusmod tempor



Write persona

DELETE

PUBLISH

Title*

John Doe

Abstract*

Ex: How do I...?

Avatar*

UPLOAD

Use images that are ?x? in size

About me at work

Tenure*

3-7 years

Work

Office

Tech at work*

Desktop Smartphone

My personality traits

Tech savvy - 9



Career ambition - 8



Relationship focus - 5



Mobility - 1



Support needed -9



My story

Summary*

B I U S style [dropdown] [bulleted list] [numbered list] [undo] [redo] [image] [smiley]

Keep this short - one or two sentences

My needs

B I U S style [dropdown] [bulleted list] [numbered list] [undo] [redo] [image] [smiley]

Keep this short - one or two sentences

My motivators

B I U S style [dropdown] [bulleted list] [numbered list] [undo] [redo] [image] [smiley]

Keep this short - one or two sentences

Frustrations

B I U S style [dropdown] [bulleted list] [numbered list] [undo] [redo] [image] [smiley]

Keep this short - one or two sentences

Memorable moments*

B I U S style [dropdown] [bulleted list] [numbered list] [undo] [redo] [image] [smiley]

Keep this short - one or two sentences

Purpose

Used to create / update personas - archetypical users whose goals and characteristics represent the needs of a larger group of users



My Team

Everything about your team

- TEAM OVERVIEW**
- DIRECT REPORTS
- ORG CHART
- RECRUITING
- TEAM TIME OFF
- TEAM LEARNING
- TEAM PERFORMANCE

Team overview

RECRUIT

Title lorem ipsum dolor sit
Abstract - lorem ipsum dolor sit amet, consectetur adipisicing elit, sed

Journeys in progress START NEW

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

- ONBOARDING**
Jane Doe
 Step 3 of 4
Requires action
- TRANSFER**
John Doe
 Step 2 of 3
Up-to-date
- PROMOTION**
Jane Doe
 Step 1 of 3
Up-to-date

Tasks

- Title
Lorem ipsum dolor sit amet, consectetur adipisicing
- Title
Lorem ipsum dolor sit amet, consectetur adipisicing
- Title
Lorem ipsum dolor sit amet, consectetur adipisicing
- Title
Lorem ipsum dolor sit amet, consectetur adipisicing

Knowledge

- Title
Lorem ipsum dolor sit amet, consectetur adipisicing
- Title
Lorem ipsum dolor sit amet, consectetur adipisicing

FAQ

- Lorem ipsum dolor sit amet, consectetur
- Lorem ipsum dolor sit amet, consectetur
- Lorem ipsum dolor sit amet, consectetur?

Useful links

- Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor
- Pensions**
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor



My Team

Everything about your team

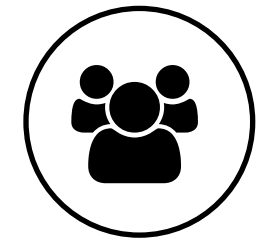
- TEAM OVERVIEW
- DIRECT REPORTS**
- ORG CHART
- RECRUITING
- TEAM TIME OFF
- TEAM LEARNING
- TEAM PERFORMANCE

Direct reports

RECRUIT



<p>John Doe Lorem ipsum dolor sit amet</p>	<p>Example using a secondary actions menu</p> <ul style="list-style-type: none">← TRA↑ PROMOTECHANGE EMPLOYEE DETAILS→ EXTEND CONTRACT↪ OFFBOARD	<p>Lorem Ipsum Lorem ipsum dolor sit amet</p>	<p>Lorem Ipsum Lorem ipsum dolor sit amet</p>
<p>Lorem Ipsum Lorem ipsum dolor sit amet</p>	<p>Lorem Ipsum Lorem ipsum dolor sit amet</p>	<p>Lorem Ipsum Lorem ipsum dolor sit amet</p>	<p>Lorem Ipsum Lorem ipsum dolor sit amet</p>



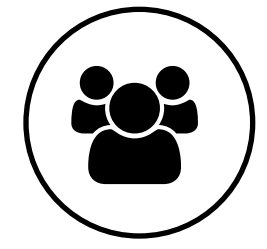
My Team

Everything about your team

- TEAM OVERVIEW
- DIRECT REPORTS
- ORG CHART**
- RECRUITING
- TEAM TIME OFF
- TEAM LEARNING
- TEAM PERFORMANCE

Org chart





My Team

Everything about your team

- TEAM OVERVIEW
- DIRECT REPORTS
- ORG CHART
- RECRUITING**
- TEAM TIME OFF
- TEAM LEARNING
- TEAM PERFORMANCE

Recruiting

ADVERTISE

Title lorem ipsum dolor sit
Abstract - lorem ipsum dolor sit amet, consectetur adipisicing elit, sed

Open vacancies [VIEW CLOSED](#)

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor

LONDON BRIDGE
HR Business Partner, Retail
0 of 2 openings filled
Pending

Applied Review Interview Offer Accepted

HOME-WORKER
Head of Employee Experience, Central
0 of 1 opening filled
Live

75 Applied 15 Review 4 Interview 1 Offer 0 Accepted

Onboarding journeys

Jane Doe
Requires action

Preboard First day First week First month

John Doe
Up-to-date

Preboard First day First week First month

Knowledge

Title
Lorem ipsum dolor sit amet, consectetur adipisicing

Title
Lorem ipsum dolor sit amet, consectetur adipisicing

FAQ

Lorem ipsum dolor sit amet, consectetur

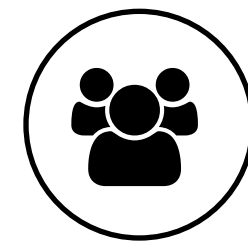
Lorem ipsum dolor sit amet, consectetur

Lorem ipsum dolor sit amet, consectetur?

Useful links

Lorem ipsum dolor sit amet,
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor

Pensions
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor



My Team

Everything about your team

- TEAM OVERVIEW
- DIRECT REPORTS
- ORG CHART
- RECRUITING
- TEAM TIME OFF**
- TEAM LEARNING
- TEAM PERFORMANCE

Team time off



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Time off calendar

FEBRUARY 2022						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

Time off tasks [VIEW ALL](#)

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Knowledge

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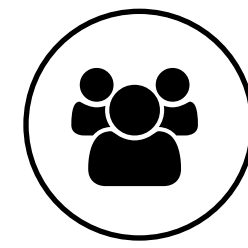
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- Pensions
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My Team

Everything about your team

TEAM OVERVIEW

DIRECT REPORTS

ORG CHART

RECRUITING

TEAM TIME OFF

TEAM LEARNING

TEAM PERFORMANCE

Team learning





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Knowledge

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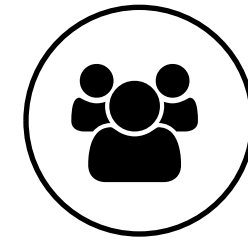
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My Team

Everything about your team

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- TEAM LEARNING
- TEAM PERFORMANCE**

Team performance



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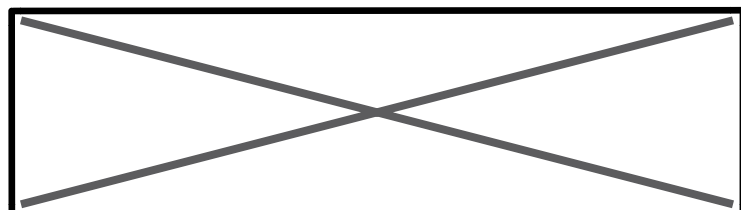
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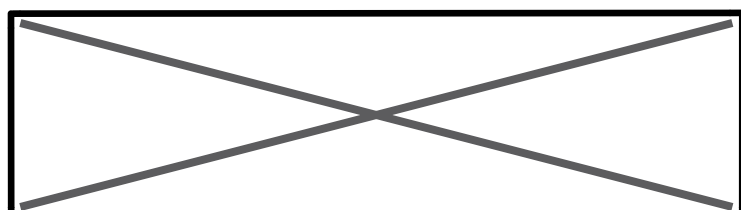


Start new journey



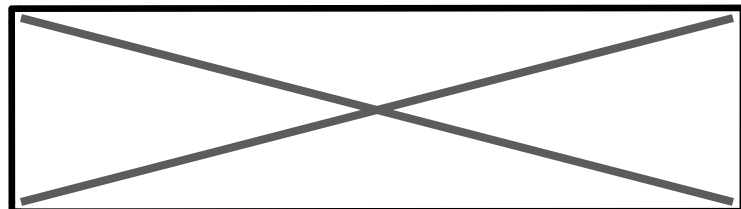
Recruit / onboard

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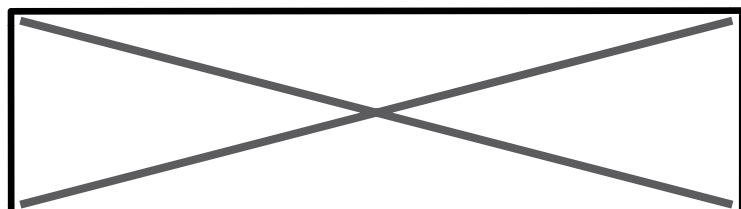
Transfer

Promotions, transfers, change of hours, job, location, etc



Promotion to new manager

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Offboard

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Other manager changes

How to do an off-cycle promotion

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How to change an employee's work hours

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How to change an employee's location

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Recruit / onboard

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[VIEW RECRUITING DASHBOARD](#)



Start transfer journey

START NOW

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Employee who's transferring*

John Doe

First date with new manager*

/

Use when

- ✓ The employee is doing the same job under a new manager
- ✓ It's a minor re-org
- ✓ Lorem ipsum dolor sit amet, consectetur

Do not use when

- ✗ The employee is doing the same job under a new manager
- ✗ It's a minor re-org
- ✗ Lorem ipsum dolor sit amet, consectetur

Knowledge



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Start promotion to new manager

[START NOW](#)

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Employee to promote*

Promotion starts from*



Use when

- ✓ The employee is doing the same job under a new manager
- ✓ It's a minor re-org
- ✓ Lorem ipsum dolor sit amet, consectetur

Do not use when

- ✗ The employee is doing the same job under a new manager
- ✗ It's a minor re-org
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Start offboarding journey

START NOW

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Leaver*

John Doe

Last day of work*

/ /

Use when

- ✓ The employee is doing the same job under a new manager
- ✓ It's a minor re-org
- ✓ Lorem ipsum dolor sit amet, consectetur

Do not use when

- ✗ The employee is doing the same job under a new manager
- ✗ It's a minor re-org
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Knowledge



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Transfer for John Doe



Tasks

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- John Doe
Transact transfer in Workday
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- John Doe
Recruit to backfill
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- John Doe
Schedule a performance check-in conversation
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- John Doe
Prepare for a smooth departure
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Knowledge

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Onboarding for John Doe



Tasks

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- John Doe
Choose hardware and set tech
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- John Doe
Complete personal info
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- John Doe
Sign onboarding pack
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- John Doe
Choose your benefits
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- John Doe
Fill out your profile
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- John Doe
Prepare for a smooth start
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- John Doe
Explore your onboarding learning
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- John Doe
Take your digital tour
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} Maybe dependent on complete personal info

Knowledge

Welcome from the CEO
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Employee handbook
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FAQ

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Onboarding for John Doe



Tasks

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Knowledge

Welcome from the CEO
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Onboarding for John Doe



Tasks

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- John Doe**
Make your first day count
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Due today
- John Doe**
Set your goals
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Due this week
- John Doe**
Sign onboarding pack
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} Maybe dependent on complete personal info

Knowledge

Welcome from the CEO
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Employee handbook
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Onboarding for John Doe



Tasks

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John Doe
Design a comfortable work environment
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Knowledge

Welcome from the CEO
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First day tasks

To be created as workflows to create the person journey task and the actual task

Onboarding for John Doe



Tasks

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- John Doe**
Make your first day count
 Get off to a flying start with our ultimate onboarding guide
Due today
- John Doe**
Fill out your public profile
 Enter your skills and build your profile to accelerate your career and meet new people
- John Doe**
Enter your personal details
 Enter your personal details for healthcare benefits. Your data will be private.
- John Doe**
Beyond your first day
 How to continue with the great start you made on day one
- Antonia Doely**
Get your new hire's off to a flying start
 It's time to start planning to welcome {firstName} - to your team.

Employee: day 1

Employee: day 1

Manager: day -5 (5 days BEFORE KEY DATE)

Knowledge

Welcome from the CEO
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Employee handbook
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FAQ

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Possibly in journeys 2.0

John Doe
Watch CEO welcome video
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John Doe
Sign onboarding pack
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John Doe
Set your goals
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Due this week

John Doe
Download company handbook
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Can we check if employee is doing virtual onboarding and show different content?

Are you joining us from home?

Whether you are an experienced home worker, or it's your first time working remotely, you're bound to be nervous. Well fear not - we've been working remotely for 10 years and we think we've got it nailed now :-)

So, let's get you off to the best possible start to life at {companyName} - our ultimate virtual onboarding video will take you through how to make the most of your first week

employee
Onboarding task for employee
To be created on key date of onboarding journey (employee's start date)


Complete your day 1 checklist MARK AS COMPLETE

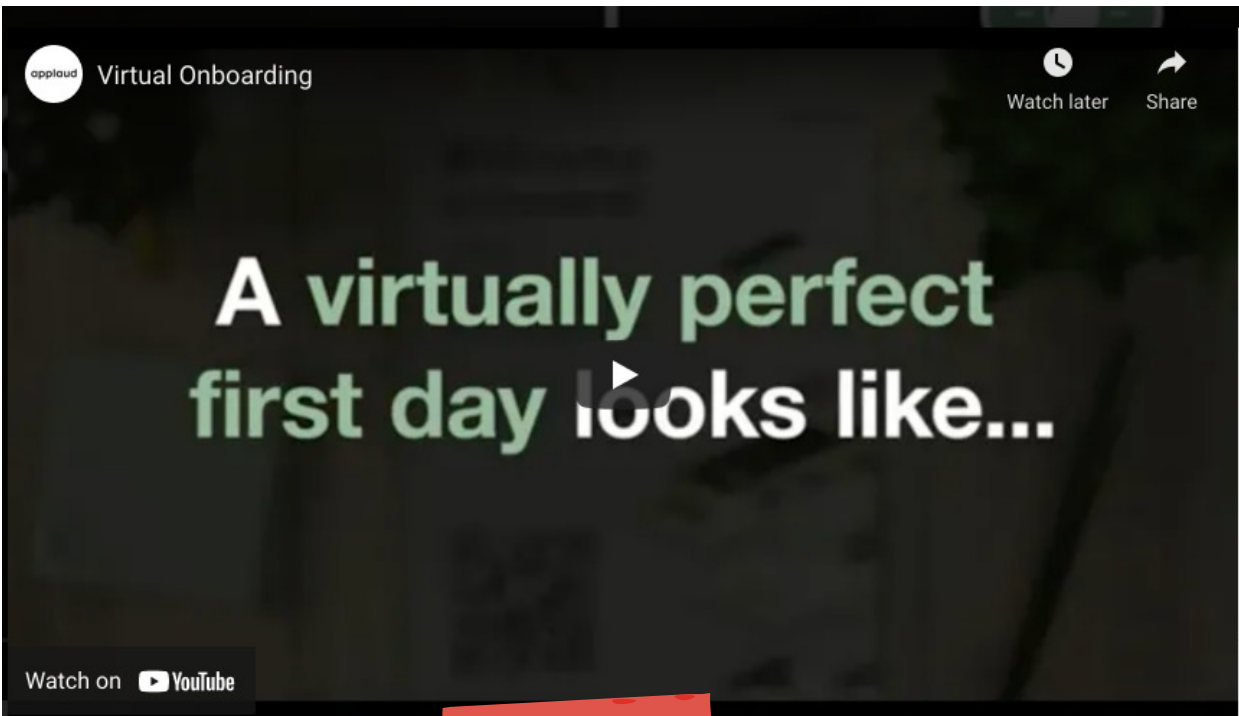
Let's get you off to a super-fast start.

Please go through this day 1 checklist and complete all the relevant items by the end of the day.

If you have any questions, there's some great information within your onboarding journey. If in doubt, contact your onboarding buddy or line manager in the first instance.

We wish you the speediest of starts and hope you have fun along the way!

 Your day 1 checklist (PDF 0.5mb) ← →



This is the YouTube embed code for our video to use here

```
<iframe width="560" height="315"
src="https://www.youtube.com/embed/s1KWDD_GO_E" title="YouTube video player" frameborder="0"
allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture"
allowfullscreen></iframe>
```

employee

Onboarding task for employee

To be created 1 days AFTER key date of onboarding journey (employee's start date)

Complete your week 1 checklist

MARK AS COMPLETE

Congratulations on completing your first day! Let's turn our attention to a brilliant first week.

Please go through this week 1 checklist and complete all the relevant items by {date}.

Have a great first week!



Your week 1 checklist
(PDF 0.5mb)

Journey start date + 7 (or today + 6)

Onboarding task for manager

To be created 5 days BEFORE key date of onboarding journey (employee's start date)

Complete the day 1 onboarding checklist for {user name}

MARK AS COMPLETE

{user name} is joining you on {date}!

Did you know 4% leave after a disastrous first day? 22% of year 1 leavers occur within the first 45 days?

Please go through this day 1 checklist and complete the relevant items. Aim to have it all done by the end of their first day. Don't shoot for good enough, go the extra mile and make it a memorable and exciting experience!



Day 1 checklist for managers
(Google Doc 0.5mb)

Onboarding task

Check if employee is virtual

Employee

Onboarding task

To be created on key date of onboarding journey (employee's start date)

Button links to the edit profile page

/profile-edit

Complete your profile

GET STARTED

Stand out from the crowd - updating your public profile has so many benefits!

We've made it as easy as possible to update your public profile - but what's in it for you?

- Increased opportunities for internal career progression
- Show-case your talents
- Improve your visibility and make new connections

A few minutes may supercharge your career!

You could start by writing a short bio and adding your skills. Don't forget your work experience and education. The more you complete, the better you'll stand out!

Workflow

Use form trigger to detect if user has submitted the edit profile form - if they have, mark the task as complete

Task will disappear when filling out the bio/skills form

Onboarding task

To be created on key date of onboarding journey (employee's start date)

Complete your personal details

MARK AS COMPLETE

You'll need to give us the rest of your personal details so that we can pay you and prepare your benefits.

We'll need:

- Your home address
- Emergency contact details
- Details of your dependents

Please update this information in [insert name of core HR system, eg, Workday, SAP]. Once done, please come back here and mark this task as completed.

We only request the details we need and we take the protection and privacy of your personal data really seriously (you can't find

 UPDATE NOW IN [SYSTEM NAME]

Secondary action, link to <https://www.applaudhr.com> for template



Offboarding for John Doe



Tasks

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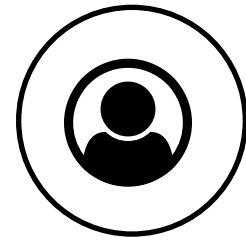
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Tom Lundberg [in](#)

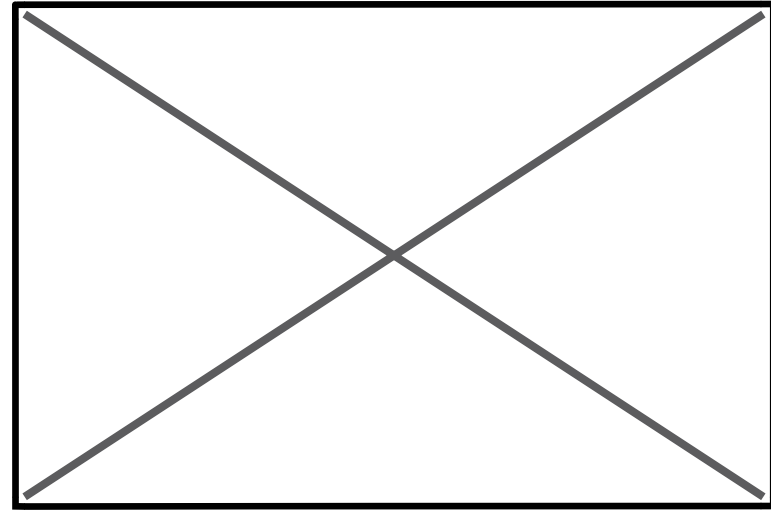
Junior Developer · Engineering

[PROFILE](#) [PAY](#) [BENEFITS](#) [TIME OFF](#) [LEARNING](#) [PERFORMANCE](#) [PERSONAL INFO](#)

Profile

[EDIT](#)

About me



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Badges



Digital HR
Champion

Mobilty



Mobile in future

Skills

[change](#) [javascript](#) [excel](#)
[public speaking](#)

Feedback

[GIVE FEEDBACK](#)

This shows the last 6 months of feedback [See all](#).



Jane Doe 2d ago

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John Doe 3m ago

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[Manager only](#)

Languages spoken

Hello

English · Native



Nǐ hǎo · 你好

Chinese · Proficient



Work experience

APPLAUD

Junior Developer · Engineering

Nov 2019 · To date

Licenses and certifications

CIPD

Diploma in Human Resource Management, Level 4

Issued Nov 2018 · No expiry · Certificate Id 119582

Education

Standford University

PhD in Human Resource Management

May 2012

Manager

[VIEW ORG CHART](#)



Jane Doe

Team Lead · Engineering

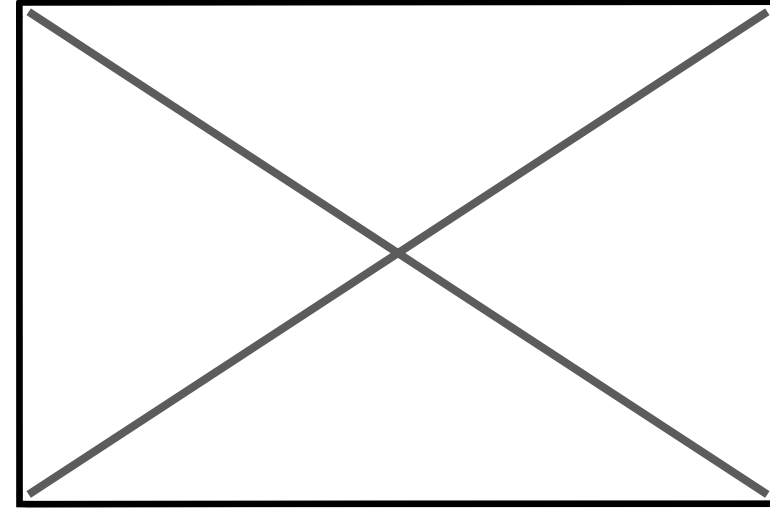
Stand out from the crowd
The more you complete, the better you compete!

PROFILE TIPS

Button could link to a KB article, or a dedicated about profile page

Edit Profile

About me



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Skills EDIT

change javascript excel
public speaking

Work experience ADD

APPLAUD
Junior Developer · Engineering
Nov 2019 · To date

Languages spoken ADD

Hello
English · Native
NI hảo · 你好
Chinese · Proficient

Licenses and certifications ADD

CIPD
Diploma in Human Resource Management, Level 4
Issued Nov 2018 · No expiry · Certificate Id 119582

Mobilty EDIT

Mobile in future

Education ADD

Stanford University
PhD in Human Resource Management
May 2012

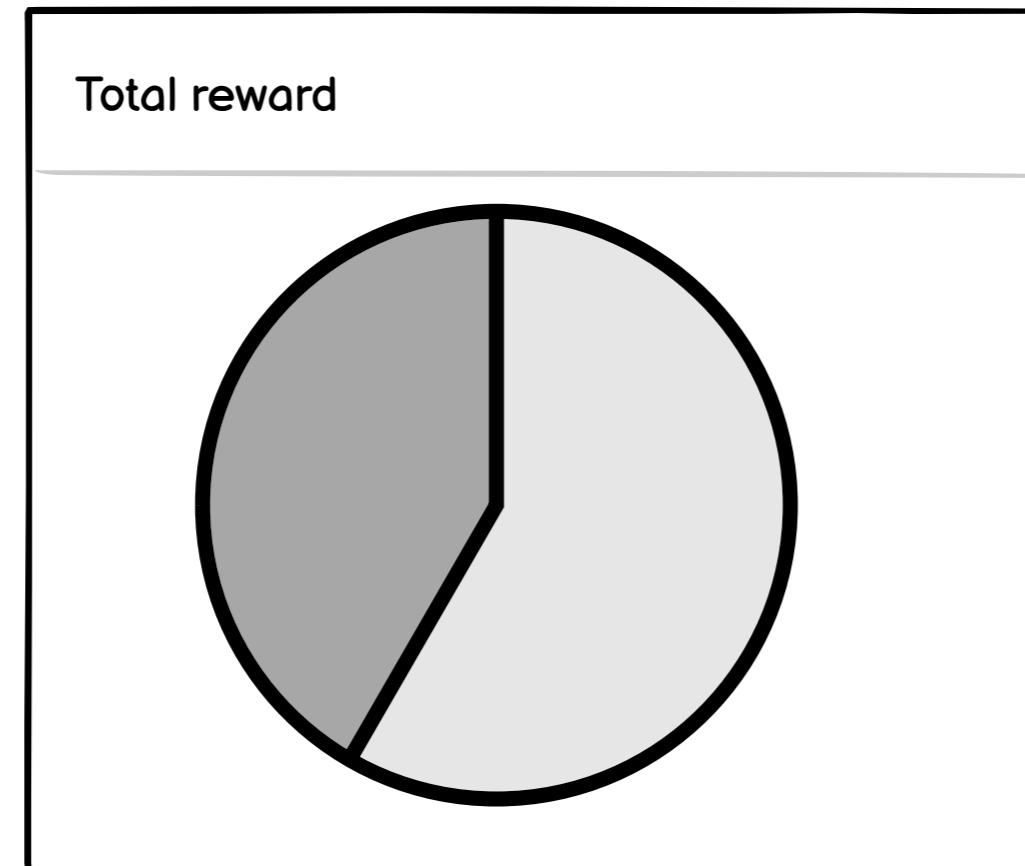
Pay

Title lorem ipsum dolor sit Abstract - lorem ipsum dolor sit amet, consectetur adipiscing elit, sed

Block type - List Model: Alert Filter: Category > Pay

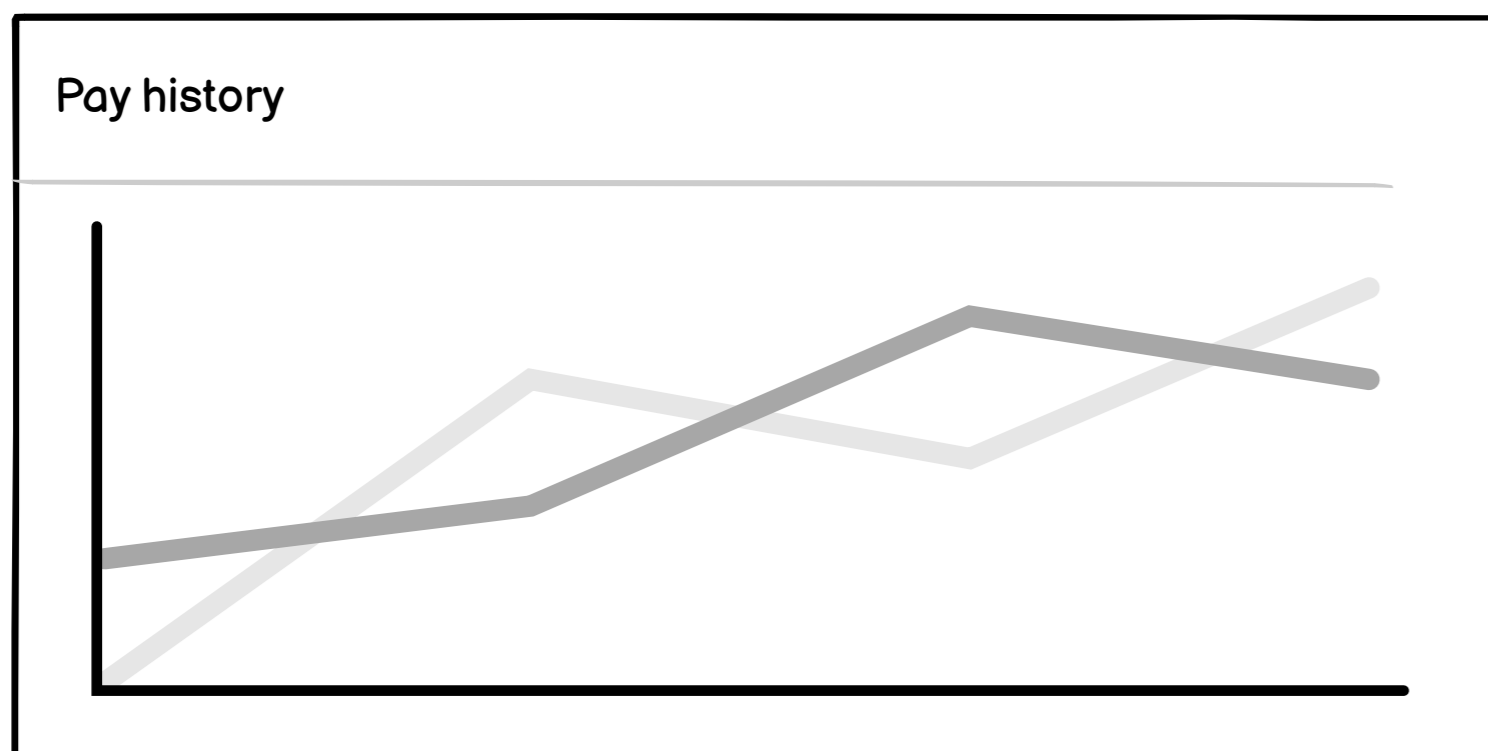
Latest pay Pay date 31/01/2021 Gross \$3,382.53 Deductions \$3,382.53 Net \$3,382.53

"You've been paid" nudge



Pay essentials Annual salary \$42,000.00 Grade B1-DD3 Weekly hours 37.5 Status Permanent, full-time

Salary, Bonus, Pension, Share plan, car allowance, healthcare: Total reward components - Employee (fk) - Component, eg. salary - Amount



You can now access this stuff on your phone VIEW IN ADP

Looking for healthcare and benefits? VIEW IN Zenefits

We have this data in the: Pay info Model

2 blocks: 1 for 401k for US and 1 for 'Pensions' for RoW

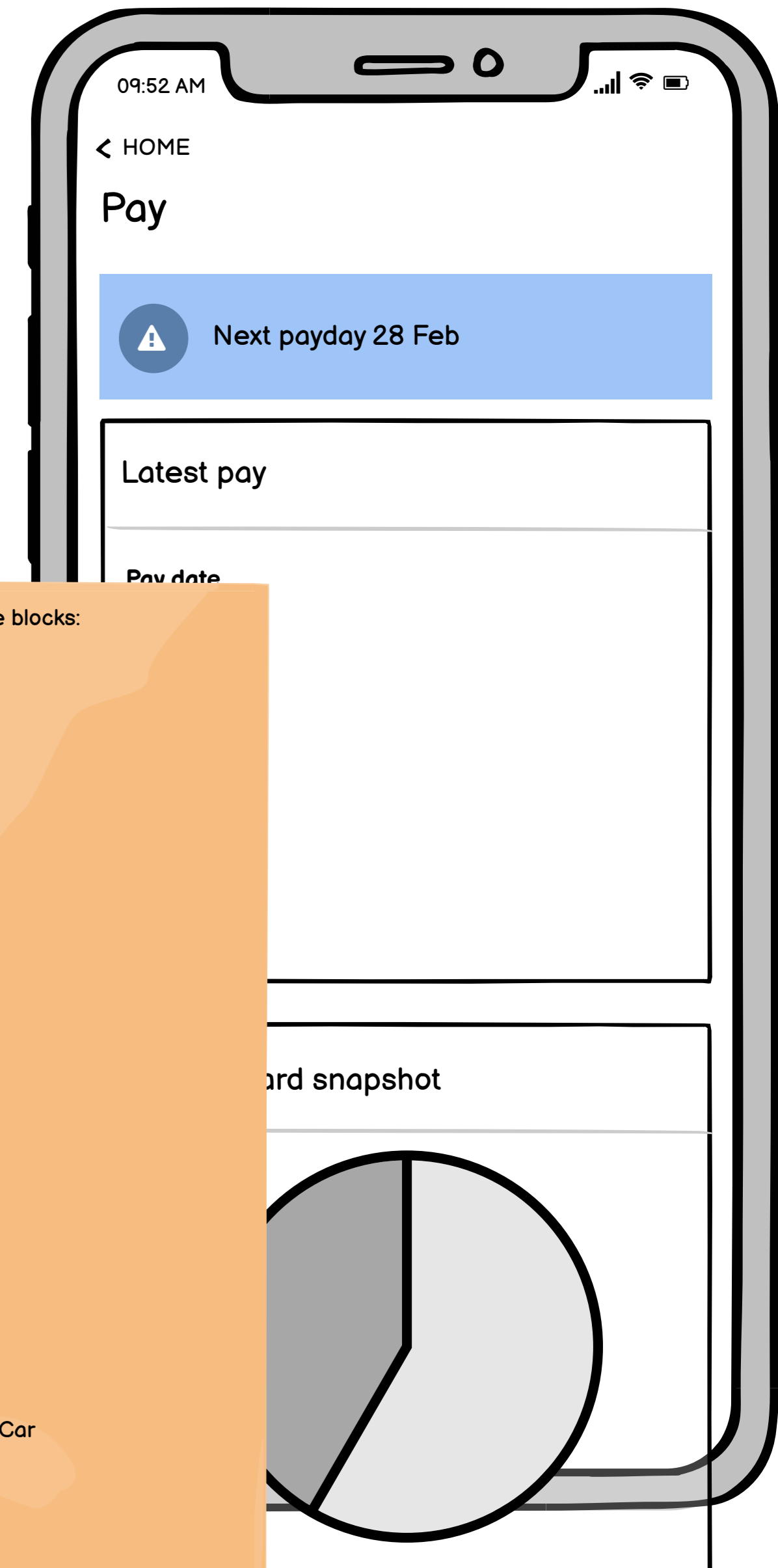
Useful links P60 Access your current and past P60 P11D Access your current and past P60

Pay FAQ Lorem ipsum dolor sit amet, consectetur Lorem ipsum dolor sit amet, consectetur Lorem ipsum dolor sit amet, consectetur?

Pay knowledge Title Lorem ipsum dolor sit amet, consectetur adipiscing Title Lorem ipsum dolor sit amet, consectetur adipiscing

A single rich text f show Provider Provider Hyperlink to th websi Company poli

Not sure on the model structures we have to include for the above blocks: Latest pay Total reward Pay essentials Pay history Thinking of following structure: Reward/Pay (Here only latest values will be stored) Person -> FK to person model Grade -> Text Weekly hours -> Number Status -> Lookup permanent/Fulltime Pay date -> Date Annual salary -> Number Gross -> Number Deductions -> Number Net -> Number Pay history (This maintains historical data) Person -> FK to person model Amount -> Number Pay date -> Date Component -> Lookup values Salary/Bonus/Pension Share plan/Car allowance/Healthcare/Total Salary eg: 123/100/01-FEB-2021/Salary 123/50/01-FEB-2021/Bonus Reward/Pay components(Here only latest values will be stored) Person -> FK to person model Component -> Lookup values Salary/Bonus/Pension Share plan/Car allowance/Healthcare Amount -> Number eg: 123/Salary/100 123/Bonus/50



Report broken link Take to broken link form

Table with columns for contribution type, amount, and percentage. Includes rows for 'YOUR CONTRIBUTION', 'EMPLOYER CONTRIBUTION', and 'Total value for year'.

Events calendar showing dates and durations for 'Pay Date' and 'Self assessment deadline'.



Pension providers

+ ADD

NEST

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Aviva

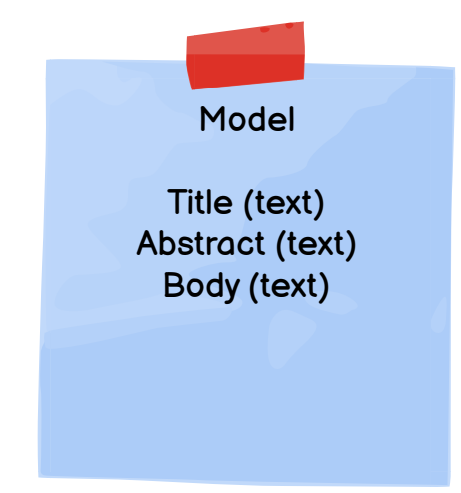
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Pension provider

DELETE

SAVE

Title*

NEST

Display content*

B *I* U  style ▼       

Your pension is provided by NEST



LOGIN TO YOUR PORTAL

Policy number

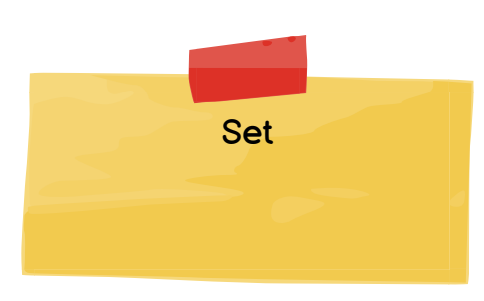
1321321312

305 items found

Filters

Search for

- People
- Navigation
- Alerts
- Highlights
- Knowledge articles
- FAQs



- EMPLOYEE
Recruitment
Lorem ipsum dolor sit amet,
- NAVIGATION
Learning & development
Lorem ipsum dolor sit amet,
- HIGHLIGHT
Employee advice
Lorem ipsum dolor sit amet,

Benefits

Title lorem ipsum dolor sit Abstract - lorem ipsum dolor sit amet, consectetur adipiscing elit, sed

Benefits you have enrolled into

Details of the benefits you are enrolled into and the level of cover

Elected benefits

Medical & prescription coverage Employee + Family, \$5000yr Private dental cover Employee only * \$250yr

Employee benefit model - fk to Benefit model?

Explore all benefits available to you

We have something for everyone, from on-store discounts to wellbeing schemes

Available to you

EAP Discounted gym rates Store discounts Streaming subscription

Benefit model

Benefit (hideInCatalog = true/false) EAP (false) Discounted gym rates (false) Spa membership (true) Store discounts (false) Streaming subscription (false) Set filter so that (false) do not show in this list

Get help with your benefits

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt

Benefit knowledge Title Lorem ipsum dolor consectetur adipiscing

Benefit FAQ Title Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Useful link Lorem ipsum dolor sit amet, consectetur

On this we discussed and come up with the following approach: 1) First one comes from Alerts -> Having Category as Benefits 2) To display Available & Enrolled benefits - following is the approach: Benefits -> Meta data where all benefits available Employee Benefits: Where corresponding to employee benefits will be available: model setup: Benefit -> FK to Benefits mandatory Person -> FK to Person not mandatory Enrolled -> Boolean true/false Available -> Boolean true/false Here Enrolled and Available are mutually exclusive ones. Eg: New Employee joined in an organization. In metadata if 5 benefits are available then 5 records will get created in Employee benefits model like below: Id/Person/Enrolled/Available 1/123/False/True 2/123/False/True 3/123/False/True 4/123/False/True 5/123/False/True After first benefit is enrolled then: Id/Person/Enrolled/Available 1/123/True/False 2/123/False/True 3/123/False/True 4/123/False/True 5/123/False/True So when displaying your benefits we can fetch the Employee benefits with filter conditions like Enrolled = True or Available = true With this approach we can fetch all enrolled benefits & Available benefits. But only problem with this approach is we need (No of Benefits * No of employee records) should get created in Employee Benefits model. Might be more data. We are thinking on alternatives as well to see if any other approach is available.

UK: Annual leave Buy holiday Maternity etc Pension Life assurance Health insurance EAP Gym rates Cycle to work Employee discounts We can only link the page to a single model - so how can we set this page up so that: 1) We can show employee-specific information (employeeBenefit model) AND 2) We can show general/promotional information (benefit model)

Useful link Sodexo benefits Pensions



Cycle to work scheme

Text that explains the purpose of alerts, how to configure them etc.

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[Hyperlink](#)



Medical & prescription coverage

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[Hyperlink](#)

Coverage

Level

Employee + Family

Amount

\$0

Dependents



John Doe

2d ago

Lorem ipsum dolor sit amet, consectetur adipisicing elit,



Jane Doe

4d ago

Lorem ipsum dolor sit amet, consectetur adipisicing elit,





Benefit

DELETE

SAVE

Title*

NEST

Category*

Healthcare

Image*

UPLOAD

Use images that are ?x? in size

Content body*

B I U S style

Type the main heading here

Add a short introduction - 1 paragraph max

Show*

From*

/ /



To*

/ /



You will receive a reminder 3 days before the end, giving you the opportunity to extend the show until date and review the content.

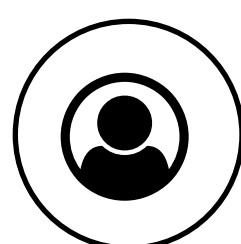
Audience personalization

Use criteria to limit this content to a particular audience

Country

United States United Kingdom

Leave blank to show in all countries



Tom Lundberg
Junior Developer

PROFILE PAY BENEFITS **TIME OFF v** LEARNING PERFORMANCE PERSONAL INFO

Time off

Anchor page title



Title lorem ipsum dolor sit

Abstract - lorem ipsum dolor sit amet, consectetur adipisicing elit, sed

Your time off journeys

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud

work in progress as of May 25th

Long leave
Lorem ipsum dolor sit amet, consectetur
Requires action

Family leave
Lorem ipsum dolor sit amet, consectetur
Requires action

Request time off - new form in a similar pattern to the new manager start a journey where you choose a type, then use form interactions + workflows to create a journey, like long leave (>4 weeks)

Journey list on time - setup filters e.g. if you are on long leave or maternity

Balance get from core HR rather than trying to calculate in Applaud Ideally these three metrics - Allowance, pending, remaining

Vacation balance

Calendar [VIEW LIST](#) **REQUEST TIME OFF**

FEBRUARY 2022

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

Knowledge

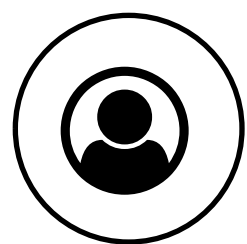
- Title**
Lorem ipsum dolor sit amet, consectetur adipisicing
- Title**
Lorem ipsum dolor sit amet, consectetur adipisicing

FAQ

- Lorem ipsum dolor sit amet, consectetur
- Lorem ipsum dolor sit amet, consectetur
- Lorem ipsum dolor sit amet, consectetur?

Useful links

- Link 1**
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor
- Pensions**
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor



Tom Lundberg Junior Developer

PROFILE PAY BENEFITS TIME OFF v LEARNING PERFORMANCE PERSONAL INFO

Overview

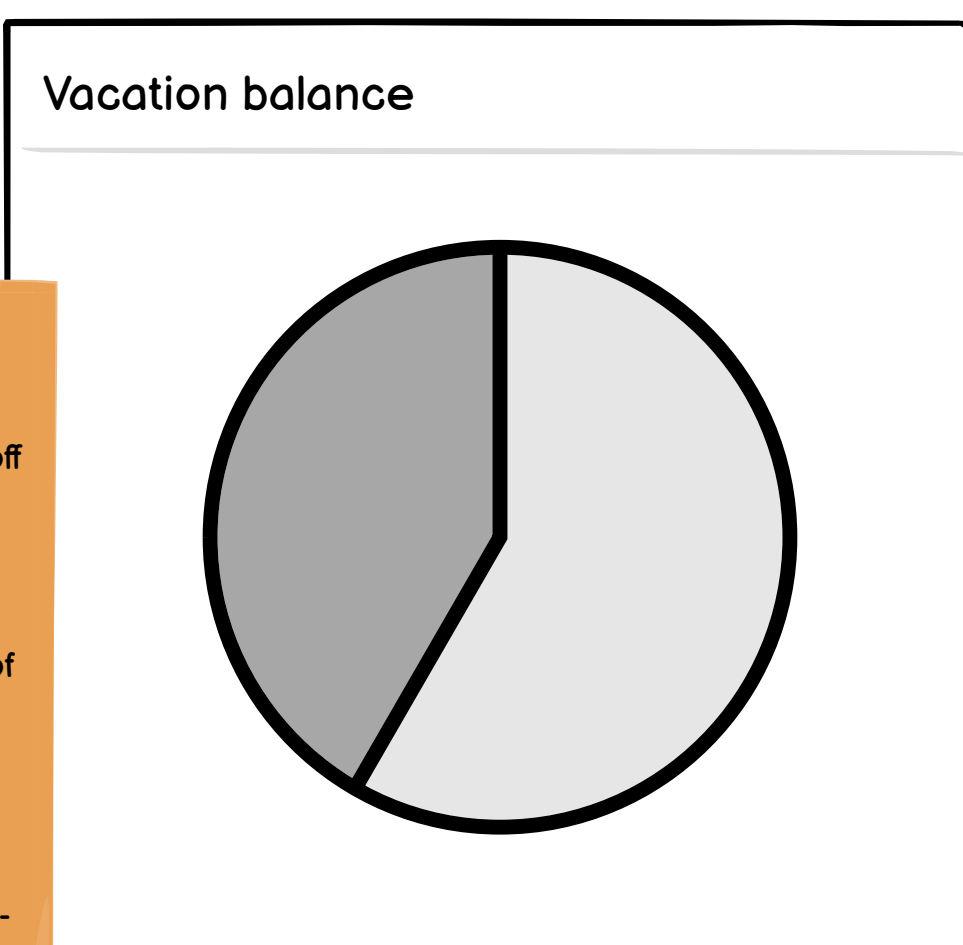
- Overview
- Annual leave
- Sickness
- Having a child
- Volunteering
- Other leave

Title lorem ipsum dolor sit
 Abstract - lorem ipsum dolor sit amet, elit, sed

Anchor page title

Annual leave overview

FULL ANNUAL LEAVE VIEW



Calendar BOOK ANNUAL LEAVE

FEBRUARY 2022

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

- 1) Models configuration of annual leave, sickness, having a child, volunteering & other leave:
Should the models be created individually for the time-off types like eg: Annual leave, Sick, Family leave, Volunteer leave, Other leave? Or one big model to handle all?
- 2) As all these time-off events being shown as part of calendar - So calendar only one model - Calendar event model. Store the data into calendar through workflow when submitting time-off for each leave?
- 3) Add a FK of each above time-off model onto Calendar? So that on clicking each calendar event - can display the respective details with separate pages? Not sure?

Other types of time off



Annual leave



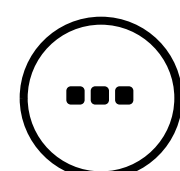
Sickness



Having a child

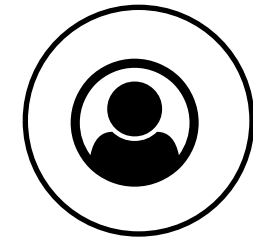


Volunteering



Other leave

I've created the menu to use:
<https://dev-templates-applaudhr-com.applaudhcm.com/menuitems/602f6044ddf3c9501ea38f92>



Tom Lundberg
Junior Developer

PROFILE PAY BENEFITS **TIME OFF v** LEARNING PERFORMANCE PERSONAL INFO

Time off

Anchor page title

Title lorem ipsum dolor sit
Abstract - lorem ipsum dolor sit amet, consectetur adipisicing elit, sed

Request vacation
Lorem ipsum dolor sit amet

Check your leave balance
Lorem ipsum dolor sit amet

Having a child
Lorem ipsum dolor sit amet

Request other leave
Lorem ipsum dolor sit amet

Knowledge

Title
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Title
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FAQ

Lorem ipsum dolor sit amet, consectetur

Lorem ipsum dolor sit amet, consectetur

Lorem ipsum dolor sit amet, consectetur?

Useful links

Lorem ipsum dolor sit amet,
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor

Pensions
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor



Request time off

What kind of time off?

Vacation

As you're time off is rostered, you can request vacation directly in Kronos. You can do that [here](#).

Vacation outside experience layer

Start*

//

Expected end*

//

Vacation in experience layer

Due date*

//

Family leave

Ooh, big changes ahead. That sounds exciting!

We'll create a family leave journey for you that contains everything you need.

CREATE FAMILY LEAVE JOURNEY

Use form interactions to display different fields depending on the type of leave

Some types will show date pickers / form fields to make a booking (examples such as vacation)

Others might initiate journey creation (maternity, long leave etc.)

Others might show a simple message about how to proceed in a system outside of the experience layer

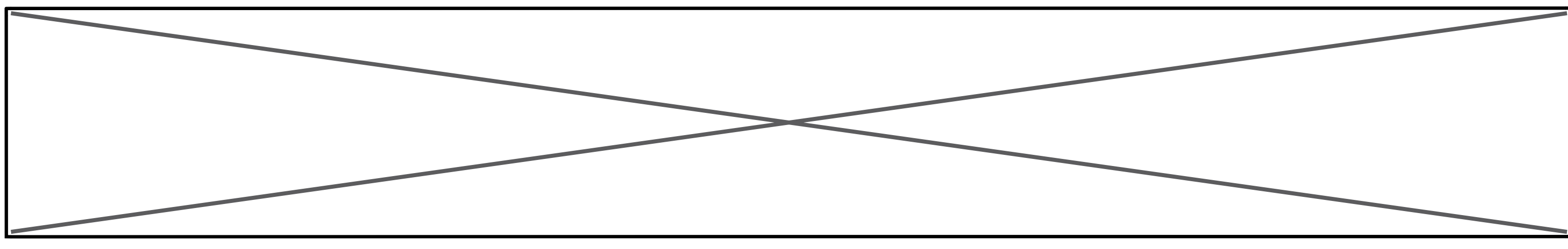


Tom Lundberg
Junior Developer

- PROFILE
- PAY
- BENEFITS
- TIME OFF v**
- LEARNING
- PERFORMANCE
- PERSONAL INFO

Annual leave

Anchor page title



Vacation balance

Upcoming

[VIEW MORE](#) [BOOK LEAVE](#)

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12/04/2021 - 13/04/2021
2 days
In workflow

12/04/2021 - 13/04/2021
2 days

Knowledge

- Title**
Lorem ipsum dolor sit amet, consectetur adipisicing

- Title**
Lorem ipsum dolor sit amet, consectetur adipisicing

FAQ

Lorem ipsum dolor sit amet, consectetur

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Lorem ipsum dolor sit amet, consectetur?

Useful links

- Lorem ipsum dolor sit amet,**
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- Pensions**
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All time off services



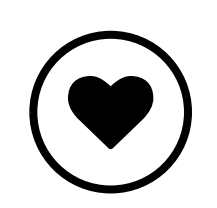
Annual leave



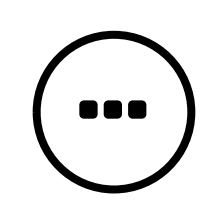
Sickness



Having a child



Volunteering

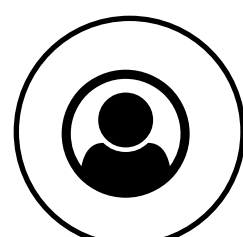


Other leave

QUICK LINKS:

- HOME
- TASKS
- NOTIFICATIONS
- SUPPORT



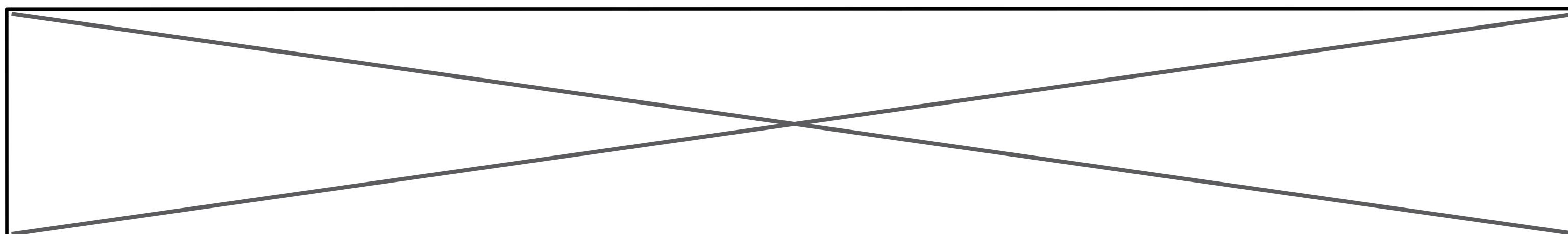


Tom Lundberg Junior Developer

PROFILE PAY BENEFITS TIME OFF v LEARNING PERFORMANCE PERSONAL INFO

Sickness

Red notification bar: You're recorded as being off sick. Returned to work? NOTIFY MANAGER



Sick? What's up? I might have COVID19 / Minor illness. Lorem ipsum dolor sit amet...

Recent sick history VIEW MORE. Minor illness 12/04/2021 - 13/04/2021 2 days.

Knowledge section with two article cards.

FAQ section with three question entries.

Useful links section with two link cards.

All time off services



Annual leave



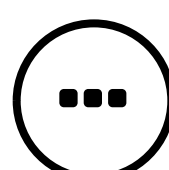
Sickness



Having a child



Volunteering



Other leave

Wellbeing matters

Lorem ipsum dolor sit amet, consectetur adipiscing elit

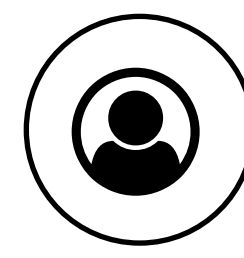
COVID19 article card

Tips for happy home working article card

Fitness and mindful classes article card

Team socials article card

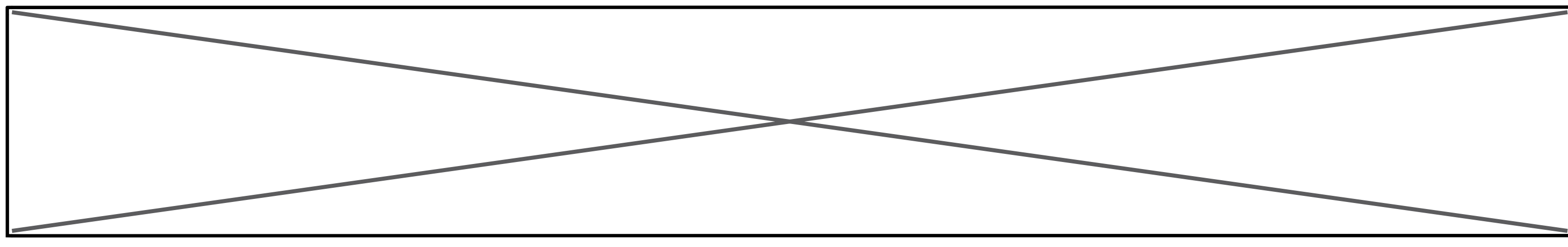
Blue bar: Access all wellness resources VIEW WELLNESS



Tom Lundberg Junior Developer

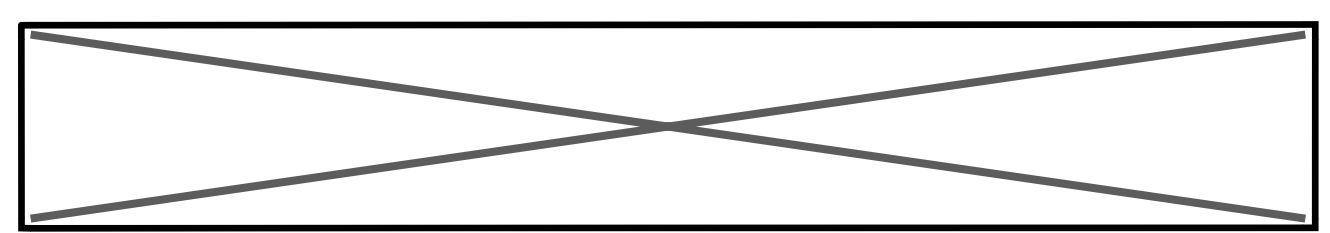
- PROFILE PAY BENEFITS TIME OFF v LEARNING PERFORMANCE PERSONAL INFO

Having a child



How we support you

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When to tell us

TELL US NOW

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Planned family leave

VIEW OLDER

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01/01/2021 - 01/10/2021

9 months

Ongoing

Knowledge

Title Lorem ipsum dolor sit amet, consectetur adipisicing

Title Lorem ipsum dolor sit amet, consectetur adipisicing

FAQ

Lorem ipsum dolor sit amet, consectetur

Lorem ipsum dolor sit amet, consectetur

Lorem ipsum dolor sit amet, consectetur?

Useful links

✕ Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor

✕ Pensions Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor

All time off services



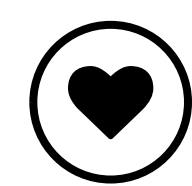
Annual leave



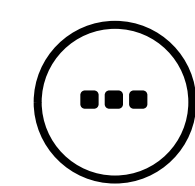
Sickness



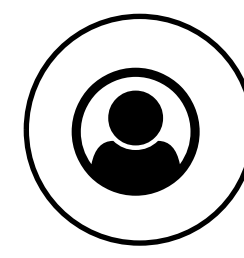




Having a child



Volunteering

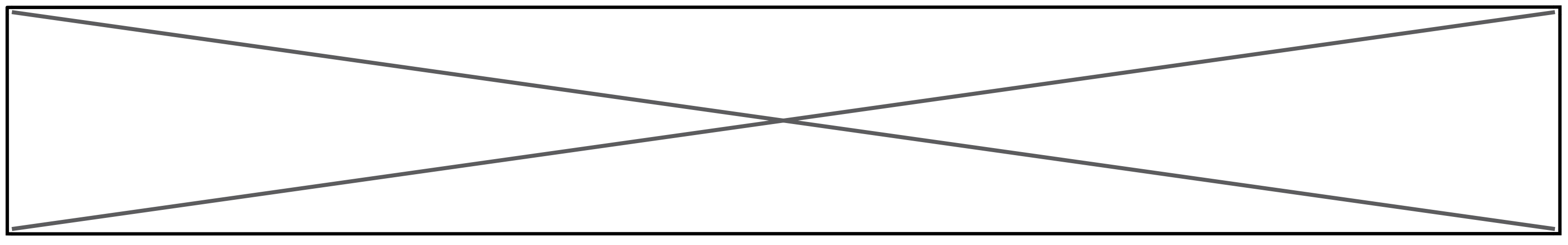


Other leave

 **Tom Lundberg**    
 Junior Developer


PROFILE PAY BENEFITS **TIME OFF v** LEARNING PERFORMANCE PERSONAL INFO

Volunteering



Opportunities

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Volunteer days [VIEW OLDER](#) [REQUEST A DAY](#)

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01/04/2021
Digging up more soil

31/01/2021
Digging up some soil somewhere

Knowledge

-  **Title**
Lorem ipsum dolor sit amet, consectetur adipisicing
-  **Title**
Lorem ipsum dolor sit amet, consectetur adipisicing


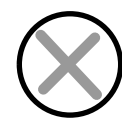
FAQ

Lorem ipsum dolor sit amet, consectetur

Lorem ipsum dolor sit amet, consectetur

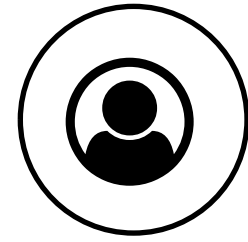
Lorem ipsum dolor sit amet, consectetur?

Useful links

-  **Lorem ipsum dolor sit amet,**
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor
-  **Pensions**
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor

All time off services

-  Annual leave
-  Sickness
-  Having a child
-  Volunteering
-  Other leave

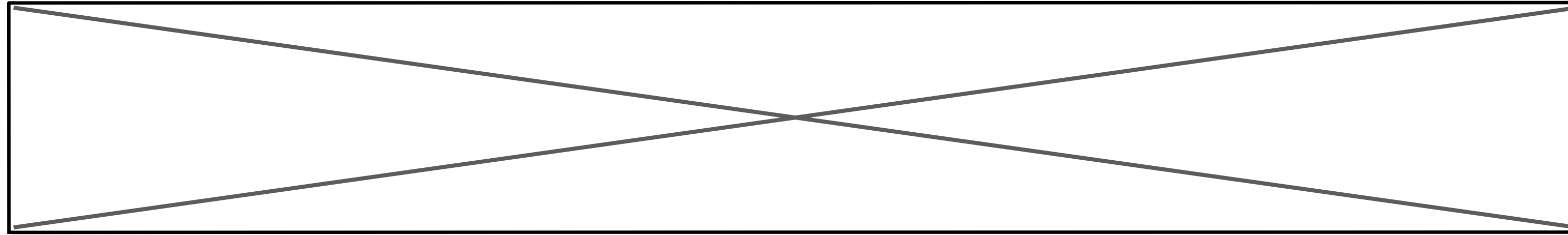


Tom Lundberg Junior Developer



PROFILE PAY BENEFITS TIME OFF v LEARNING PERFORMANCE PERSONAL INFO

Other time off



Other leave - your options



Jury duty Lorem ipsum dolor sit amet, consectetur adipisicing



Parental leave Lorem ipsum dolor sit amet, consectetur adipisicing

Absence type model filtered on country etc

History

VIEW OLDER

JURY SERVICE 12/04/2021 - 13/04/2021 2 days

In workflow

PERSONAL 12/04/2021 - 13/04/2021 2 days

Think about page layout. History is normally short, other leave often long

Knowledge



Title Lorem ipsum dolor sit amet, consectetur adipisicing



Title Lorem ipsum dolor sit amet, consectetur adipisicing

FAQ

Lorem ipsum dolor sit amet, consectetur

Lorem ipsum dolor sit amet, consectetur

Lorem ipsum dolor sit amet, consectetur?

Useful links



Lorem ipsum dolor sit amet, Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor



Pensions Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor

All time off services



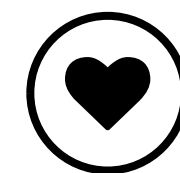
Annual leave



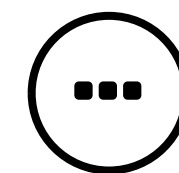
Sickness



Having a child



Volunteering



Other leave



Jury duty

Placeholder text for the Jury duty section, consisting of multiple lines of illegible, mirrored text.

Notify jury duty

Start*

Input field for start date with a calendar icon

Expected end*

Input field for expected end date with a calendar icon

Court letter*

UPLOAD button

NOTIFY OF JURY DUTY button

Request parental leave

Start*

Input field for start date with a calendar icon

Expected end*

Input field for expected end date with a calendar icon

Justification*

Large text area for justification

I understand that parental leave is unpaid and discretio

REQUEST PARENTAL LEAVE button

Block hide if conditions based on absence type



All annual leave



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore

12/04/2021 - 13/04/2021

2 days

In workflow

12/04/2021 - 13/04/2021

2 days



Continue learning

VIEW COMPLETED 🔍

Grid of 4 learning cards. Each card shows a course title, duration, and status (e.g., 'Not started', 'Mandatory').

Data pulled in from another system

Recommended

BROWSE CATALOG 🔍

Grid of 4 recommended learning cards with various titles and durations.

Data pulled in from another system

Employee Learning model

Anytime learning for everybody

We have subscriptions to all these services for you to use as you wish



Useful links

Mini grid

Recommended books

Check out these awesome books that your Applaud teammates recommend

Grid of 4 book recommendations with covers, titles, and ratings (e.g., 'Digital Workforce Experience', 'The Design of Everyday Things').

Recommended type = book

Watch, Listen. Learn.

Some of the best learning you can do is from the industry influencers

Three media items: a video thumbnail, a podcast cover for 'BUILDING A DIGITAL WORKFORCE EXPERIENCE', and a Spotify playlist for 'Microsoft Viva: How Disruptive...'

Hardcoded rich text

Follow. Connect. Grow!

Learn from the best in the business. These are the people that you should take a keen interest in to become the best Applauder you can be!

Grid of 4 company profiles: LeapGen, Nielsen Norman Group, Josh Bersin Academy, and Sierra-Cedar.

Recommended type = company

From our blog

Our own blog has great content that everybody can learn from and you are encouraged to share with your own social networks



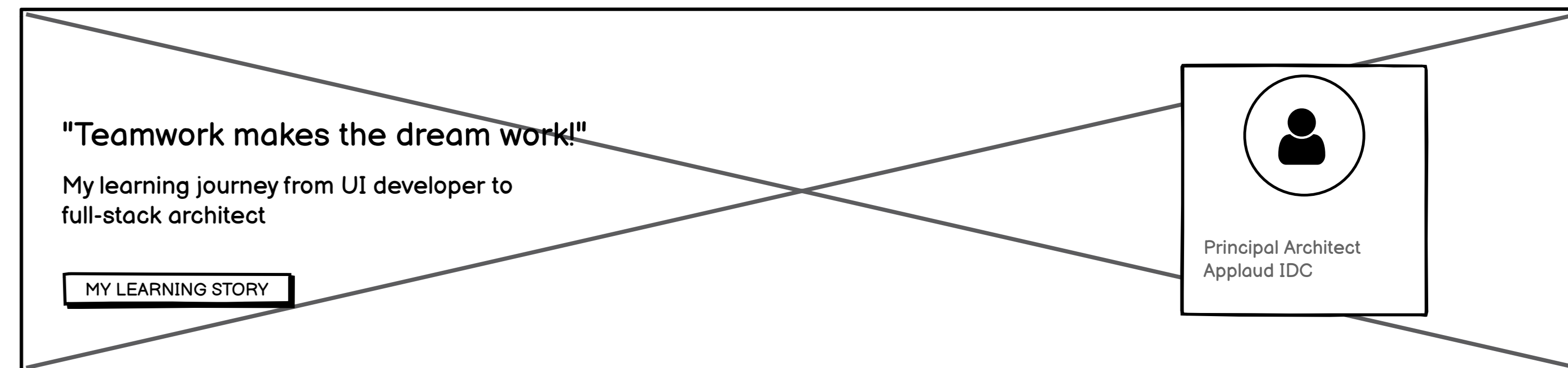
Recommended type = blog

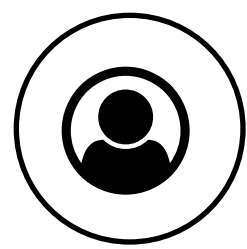
Need a little help with your learning?

Check out these resources first, or reach out to the learning team by raising a ticket

Three support resource cards: Learning knowledge, Learning FAQ, and Useful links.

Title lorem ipsum dolor sit
Abstract - lorem ipsum dolor sit amet, consectetur adipiscing elit, sed





Tom Lundberg
Junior Developer

PROFILE PAY BENEFITS TIME & ATTENDANCE **LEARNING** PERFORMANCE PERSONAL INFO

Learning

Title lorem ipsum dolor sit
Abstract - lorem ipsum dolor sit amet, consectetur adipisicing elit, sed

Learning not yet completed

[VIEW COMPLETED](#)

LINKEDIN
Consectetur adipisicing elit
Lorem ipsum dolor sit amet, consectetur
[Mandatory](#) [Not yet started](#)

APPLAUD ACADEMY
Sed do eiusmod tempor incididunt
Lorem ipsum dolor sit amet, consectetur
[▶ Started](#)

You might be interested in

[BROWSE CATALOG](#)

LINKEDIN
Consectetur adipisicing elit
Lorem ipsum dolor sit amet, consectetur
[New](#)

APPLAUD ACADEMY
Sed do eiusmod tempor incididunt
Lorem ipsum dolor sit amet, consectetur

Places to learn

LYNDA
Consectetur adipisicing elit
Lorem ipsum dolor sit amet, consectetur
[New](#)

WELLNESS
Sed do eiusmod tempor incididunt
Lorem ipsum dolor sit amet, consectetur

Learning knowledge

Title
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Title
Lorem ipsum dolor sit amet, consectetur adipisicing

- Certifications
- Learning/career paths
- Competences
- Link into performance review process

Learning FAQ

Lorem ipsum dolor sit amet

Lorem ipsum dolor sit amet, consectetur

Lorem ipsum dolor sit amet, consectetur?

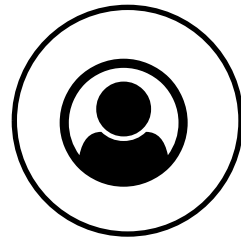
- Applaud Academy courses
- Pluralsight engineering courses
- Books - Jason Averbook Workforce Experience
- Podcasts - Spotify
- Lynda - video training
- Hand-picked Google Drive folders
- Recorded webinars (Applaud sales, engineers)
- GDPR/compliance/infosec
- Influencers - people to follow
- Magazines/publications/linkedin groups

Useful links

Sodexo benefits
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor

Pensions
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor

[REPORT BROKEN LINK](#)



Tom Lundberg Junior Developer

PROFILE PAY BENEFITS TIME & ATTENDANCE LEARNING PERFORMANCE PERSONAL INFO

Teamwork makes the dream work
From associate to full-stack architect in 5 years

MY LEARNING STORY

Continue learning

VIEW COMPLETED

<p>LINKEDIN 2hrs Consectetur adipiscing elit Lorem ipsum dolor sit amet, consectetur Mandatory Not started</p>	<p>LINKEDIN 2hrs Consectetur adipiscing elit Lorem ipsum dolor sit amet, consectetur Started Not started</p>	<p>APPLAUD ACADEMY 2hrs Consectetur adipiscing elit Lorem ipsum dolor sit amet, consectetur Mandatory Not yet started</p>	<p>APPLAUD ACADEMY 2hrs Lorem ipsum dolor sit amet, consectetur Mandatory Not yet started</p>
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Recommended learning

BROWSE CATALOG

<p>PLURALSIGHT 2hrs MongoDB setup 101 Lorem ipsum dolor sit amet, consectetur New</p>	<p>APPLAUD ACADEMY 30min Local server mobile debugging tips and tricks Lorem ipsum dolor sit amet, consectetur New BY YOUR TEAM</p>	<p>PLURALSIGHT 2hrs CSS to LESS - make the leap and nver look back! Lorem ipsum dolor sit amet, consectetur New</p>	<p>PLURALSIGHT 2hrs Setting up GitHub on your local machine Lorem ipsum dolor sit amet, consectetur New BY YOUR TEAM</p>
---	---	---	--

Anytime learning for everybody

We have subscriptions to all these services for you to use as you wish



Got a learning question?

Check out these resources first, or reach out to the learning team by raising a ticket

Learning knowledge

- Title
Lorem ipsum dolor sit amet, consectetur adipiscing
- Title
Lorem ipsum dolor sit amet, consectetur adipiscing

Learning FAQ

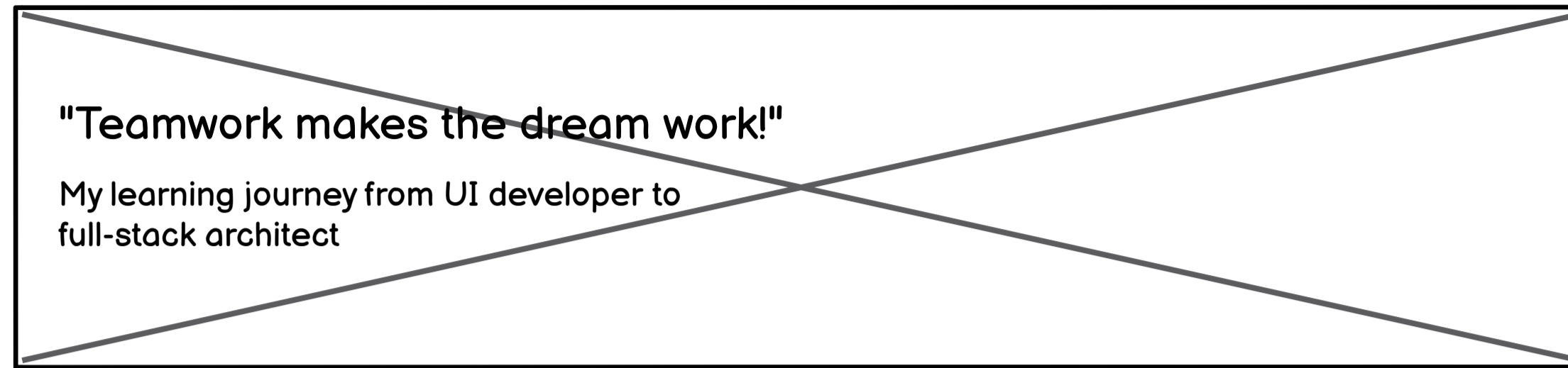
- Lorem ipsum dolor sit amet, consectetur
- Lorem ipsum dolor sit amet, consectetur
- Lorem ipsum dolor sit amet, consectetur?

Useful links

- ✕ Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor
- ✕ Pensions
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor



{Title}



H3 Body rendered a rich text

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

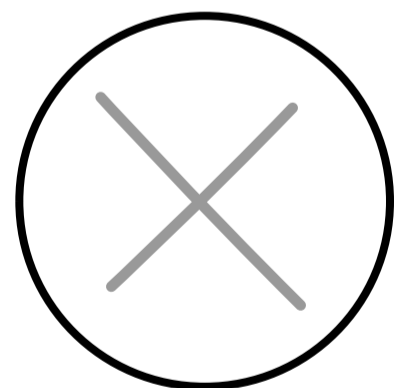
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

"Srini and Ramesh were so helpful in getting me up and running when I first joined.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

- Ut enim ad minim veniam,
- ullamco laboris nisi ut aliquip ex ea
- voluptate velit esse cillum dolore

Using a [Hyperlink 1](#).



"The PluralSight subscription was really helpful as I could learn at home at my own pace"

You might also like

- Kiranmayee's story 3d ago
Subtitle
- Mani's story 3d ago
Subtitle
- Grandhi's story 3d ago
Subtitle

This might be possible as a knowledgebase article

Inspired by my story?

These are the services I used along the way





Learning content

DELETE

SAVE

Owner*

Title*

Subtitle*

Categories*

Onboarding Recruitment

Image*

UPLOAD

Use images that are ?x? in size

Content body*

B I U S style [dropdown] [bulleted list] [numbered list] [undo] [redo] [image] [emoji]
Type the main heading here
Add a short introduction - 1 paragraph max

Show*

From*



To*



You will receive a reminder 3 days before the end, giving you the opportunity to extend the show until date and review the content.

Status*

Draft [dropdown]
Published
Retired

Disable feedback

Viewers will be prevented from reacting and commenting

Audience personalization

Use criteria to limit this content to a particular audience

Country

United States United Kingdom

Leave blank to show in all countries

Persona

Max the grad "Software Engineer" (sample)

Leave blank to show for all personas

Managers only

Optionally limit the content to just managers

Purpose

Used for displaying knowledge articles relevant to different subjects

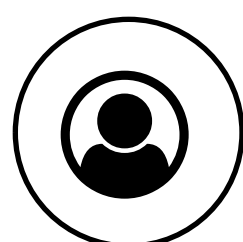
Model properties

TBC

Access control to employee and manager role only

} Default start to today & end to today + 7

} None by default

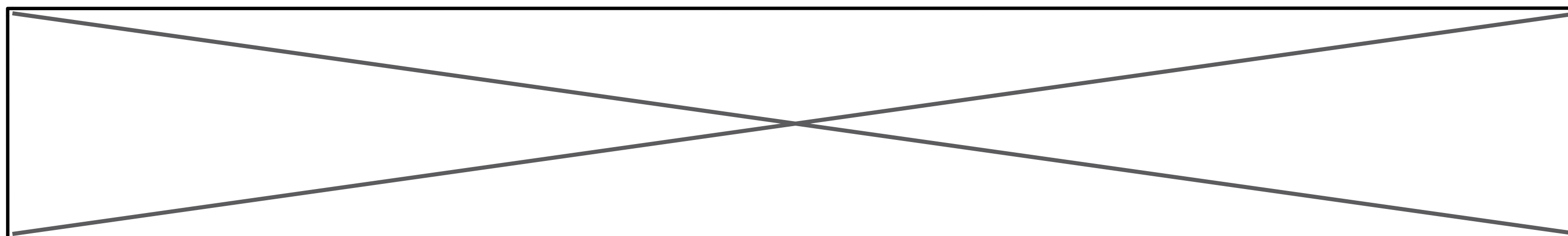


Tom Lundberg Junior Developer

PROFILE PAY BENEFITS TIME OFF v LEARNING PERFORMANCE PERSONAL INFO

Progression

Title lorem ipsum dolor sit Abstract - lorem ipsum dolor sit amet, consectetur adipiscing elit, sed



Goals OPEN IN CORNERSTONE Lorem ipsum dolor sit amet, consectetur adipiscing elit. Achieve at least 75% increase in this...

Performance ratings OPEN IN ORACLE This shows the last 5 performance documents. See all. Performance review 2021 Performance review 2020

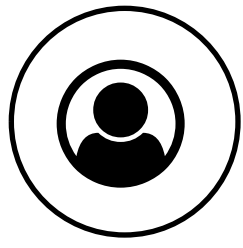
Need help with Performance?

Check out these resources first, or reach out to the learning team by raising a ticket

Knowledge Title Lorem ipsum dolor sit amet, consectetur adipiscing Title Lorem ipsum dolor sit amet, consectetur adipiscing

FAQ Lorem ipsum dolor sit amet, consectetur Lorem ipsum dolor sit amet, consectetur Lorem ipsum dolor sit amet, consectetur?

Useful links Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor Pensions Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor

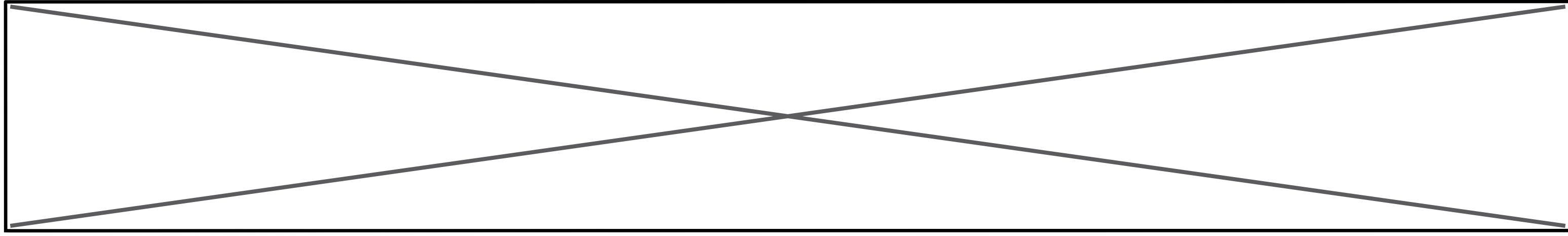


Tom Lundberg Junior Developer

PROFILE PAY BENEFITS TIME OFF v LEARNING PERFORMANCE PERSONAL INFO

Progression

Title lorem ipsum dolor sit Abstract - lorem ipsum dolor sit amet, consectetur adipiscing elit, sed



Goals OPEN IN CORNERSTONE Lorem ipsum dolor sit amet, consectetur adipiscing elit. Achieve at least 75% increase in this...

Performance ratings OPEN IN ORACLE This shows the last 5 performance documents. See all. Performance review 2021 Performance review 2020

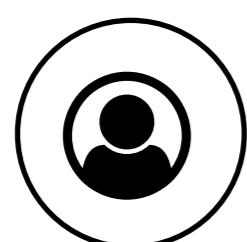
Need help with Performance?

Check out these resources first, or reach out to the learning team by raising a ticket

Knowledge Title Lorem ipsum dolor sit amet, consectetur adipiscing

FAQ Lorem ipsum dolor sit amet, consectetur Lorem ipsum dolor sit amet, consectetur? Lorem ipsum dolor sit amet, consectetur?

Useful links Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor Pensions Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor

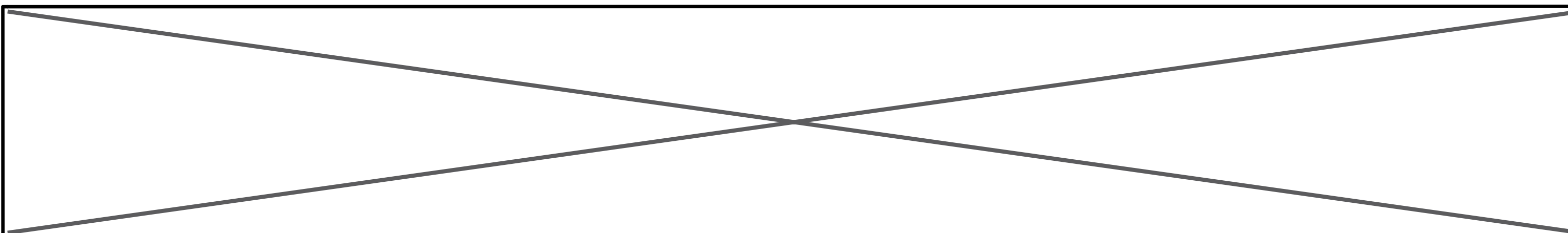


Tom Lundberg
Junior Developer

PROFILE PAY BENEFITS TIME OFF v LEARNING **PERFORMANCE** PERSONAL INFO

Performance

Title lorem ipsum dolor sit
Abstract - lorem ipsum dolor sit amet, consectetur adipisicing elit, sed



12
Achievements

5
Feedback notes

75%
Positive sentiment

Activity LOG

This shows the last 6 months of feedback. [See all](#).

- 12/06/2021 · ACHIEVEMENT** 2d ago
Jane Doe
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut
- 12/04/2021 · NEW FEEDBACK** 3m ago
John Doe
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut
Manager only
- 12/04/2021 · 1:1 CHECK-IN** 3m ago
John Doe
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- 12/04/2021 · GOAL PROGRESS** 3m ago
John Doe
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut

- Achieving goals
- Get a good performance rating
- Getting my next promotion and/or pay rise
- Longer-term career paths
- "What does good look like?"
- Recognition - how does my work fit the bigger picture
- Learning through mentoring
- Learning & certifications
- Receiving continual feedback to improve

Feedback & badges

Goals MANAGE GOALS

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- Duis aute irure dolor in reprehenderit in voluptate velit esse cillum
- Dolore eu fugiat nulla pariatur. Excepteur sint occaecat
- Cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id

Knowledge

- Title**
Lorem ipsum dolor sit amet, consectetur adipisicing
- Title**
Lorem ipsum dolor sit amet, consectetur adipisicing

FAQ

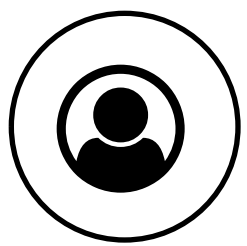
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Lorem ipsum dolor sit amet, consectetur

Lorem ipsum dolor sit amet, consectetur?

Useful links

- Title**
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor
- Pensions**
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor

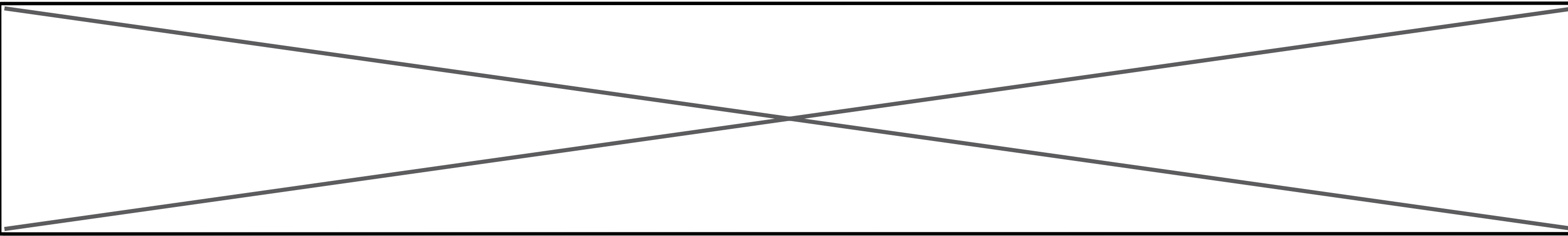


Tom Lundberg Junior Developer

PROFILE PAY BENEFITS TIME OFF v LEARNING PERFORMANCE PERSONAL INFO

Progression

Alert banner with title 'Title lorem ipsum dolor sit' and description 'Abstract - lorem ipsum dolor sit amet, consectetur adipiscing elit, sed'.



Performance documents section with 'OPEN IN SAP SUCCESSFACTORS' link and two document entries: 'Performance review 2021' and 'Performance review 2020'.

Career advice for you section with four video/article entries: 'From Retail Assistant to Regional Manager', 'Preparing for a 1:1 check-in', 'Career paths - your options', and two generic 'Lorem ipsum' entries.

Find a mentor section with 'SET MENTOR' link and one entry for 'John Doe'.

Internal vacancies

BROWSE ALL

Four placeholder boxes for internal vacancies, each with a title and a short description.

Knowledge section with two entries, each featuring a video icon and a title.

FAQ section with three entries of placeholder text.

Useful links section with two entries, each featuring a link icon and a title.

QUICK LINKS:

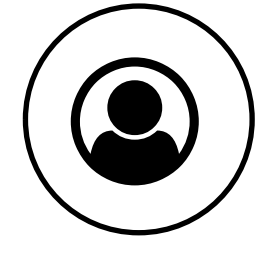
HOME

TASKS

NOTIFICATIONS

SUPPORT





Tom Lundberg Junior Developer

- PROFILE PAY BENEFITS TIME OFF v LEARNING PERFORMANCE PERSONAL INFO

Personal info

Personal information services

Make changes to your sensitive information, safe in the knowledge that your data privacy is secured

Grid of 8 service cards: Your basic details, Contact details, Physical address, Bank details, Sensitive personal info, Email, Passports, visas and national identifiers, Identities.

SHOW MORE

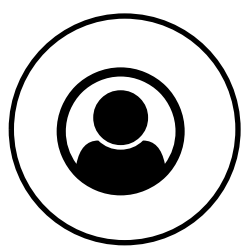
Dependents and beneficiaries service card

Get help on personal information

Get answers to questions about when and how you need to make changes to your details

Knowledge, FAQ, and Useful links sections with icons and text.

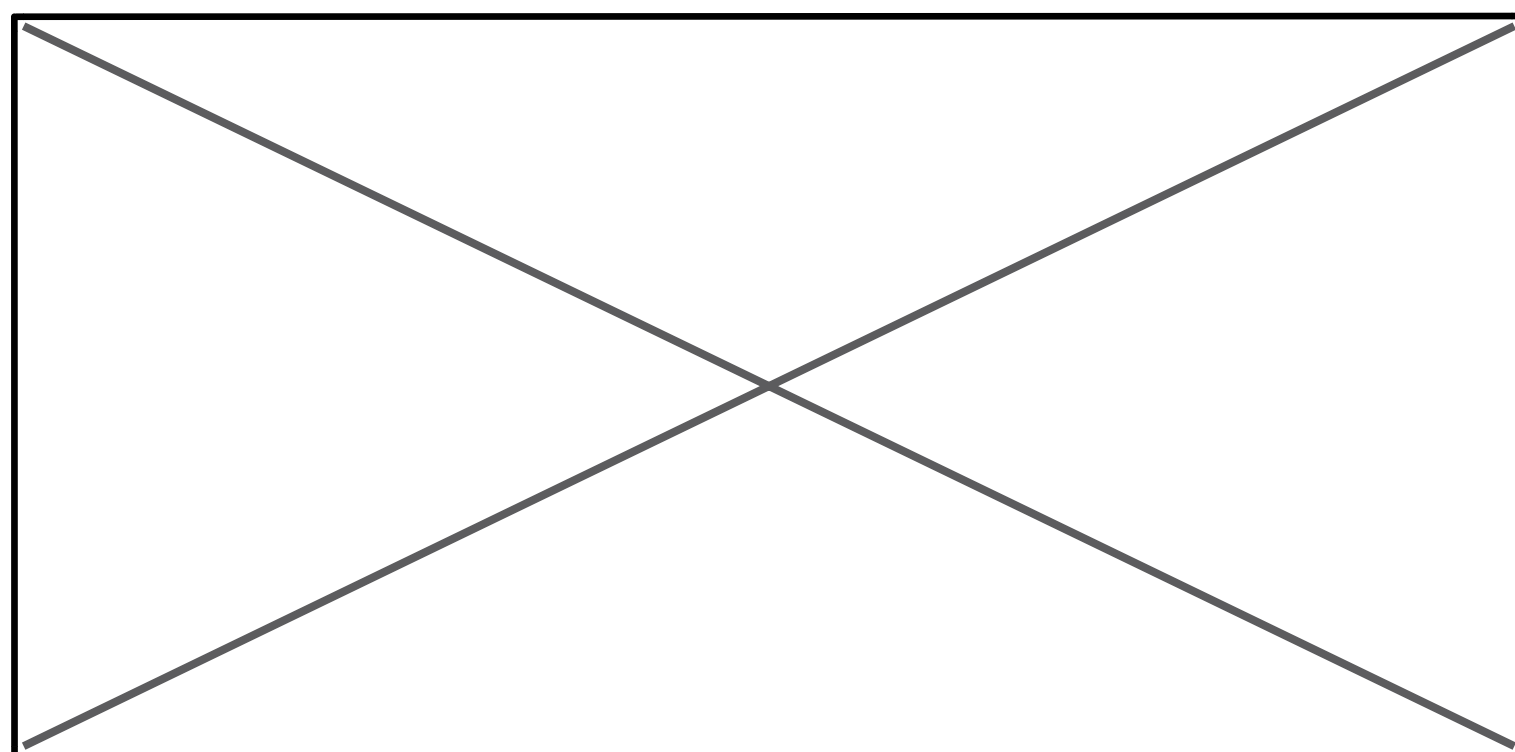
Yellow overlay with 'What if I?' section and icons for Move home, Have a child, Change marital status, Change phone number, Change my bank account, Change name or sensitive info.



Tom Lundberg Junior Developer

PROFILE PAY BENEFITS TIME OFF v LEARNING PERFORMANCE PERSONAL INFO

Personal info



What if I?



Move home



Have a child



Change marital status



Change phone number



Change my bank account



Change name or sensitive info

Your personal information

Lorem ipsum dolor sit amet, consectetur adipiscing elit

Your basic details
Name, date of birth, etc.

Contact details
Used for x, y and z

Physical address
Lorem ipsum dolor sit amet

Bank details
Lorem ipsum dolor sit amet

Sensitive personal info
Lorem ipsum dolor sit amet

Email
Lorem ipsum dolor sit amet

Passports, visas and national identifiers
Lorem ipsum dolor sit amet

Identities
Lorem ipsum dolor sit amet

Dependents and beneficiaries
Lorem ipsum dolor sit amet

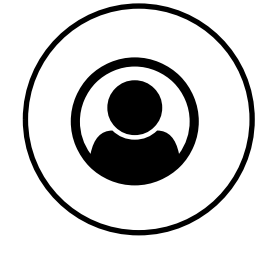
How we protect your data

Lorem ipsum dolor sit amet, consectetur adipiscing elit

Knowledge
Title
Lorem ipsum dolor sit amet, consectetur adipiscing

FAQ
Lorem ipsum dolor sit amet, consectetur

Useful links
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor



Tom Lundberg Junior Developer

- PROFILE PAY BENEFITS TIME OFF v LEARNING PERFORMANCE PERSONAL INFO

Personal info

Rich text block

Personal information services

Make changes to your sensitive information, safe in the knowledge that your data privacy is secured

List block Navigation model Paginate at 8

Grid of service cards: Your basic details, Contact details, Physical address, Bank details, Sensitive personal info, Email, Passports, visas and national identifiers, Identities.

SHOW MORE

Dependents and beneficiaries card

Rich text block

Get help on personal information

Get answers to questions about when and how you need to make changes to your details

Knowledge section with video and document icons

FAQ section with placeholder text

Useful links section with 'X' icons

Yellow overlay with 'What if I?' icons for various services like Move home, Have a child, etc.



Basic information

[EDIT IN WORKDAY](#)

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

- Name
- Date of birth and age
- Country of birth

Quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



Looking for more?

[VIEW PRIVACY STATEMENT](#)



Get Support

A Title
Subtitle

Find people, content and services
SEARCH

Your open cases MORE

Title
Lorem ipsum dolor sit amet, consectetur adipisicing

Title
Lorem ipsum dolor sit amet, consectetur adipisicing

Action on you

Recruitment
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Pay
Lorem ipsum dolor sit amet

Time off
Lorem ipsum dolor sit amet

Reward & benefits
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Contact us

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Raise a case

RAISE A CASE

or

Chat

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Recruitment

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FAQ



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Useful links



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Pensions
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Knowledge



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Still need help?

RAISE A CASE



Open cases

RAISE A CASE



Your open cases VIEW CLOSED

Title
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Title
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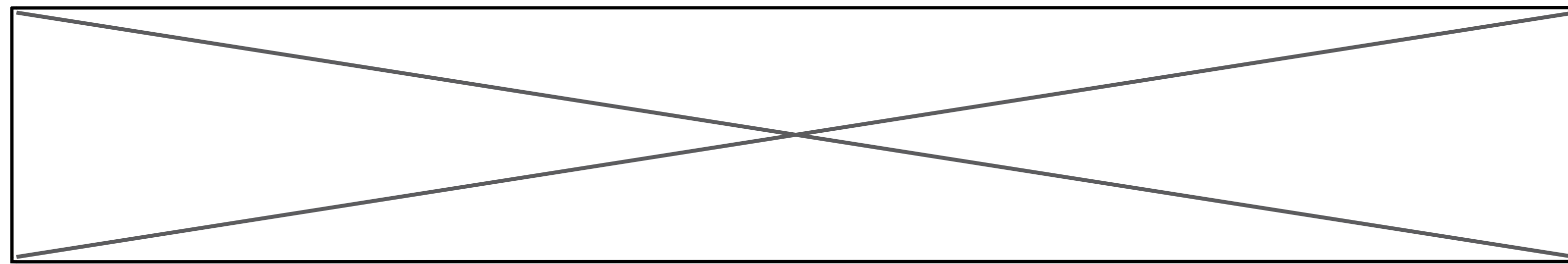
⚠ Action on you

Quickly find answers to the most common

GET HELP

Wellbeing matters

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 Abstract - lorem ipsum dolor sit amet, consectetur adipiscing elit, sed



A message from the CEO

COVID19
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Tips for happy home working
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Fitness and mindful classes
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Team socials
 Lorem ipsum dolor sit amet

Upcoming wellness events

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FEBRUARY 2022						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

Knowledge

- Title**
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- Title**
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FAQ

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Useful links

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- Pensions**
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Directory

EXPORT

John Doe
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Jane Doe
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🔍 ⌵

Knowledge

Title
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FAQ

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Alerts

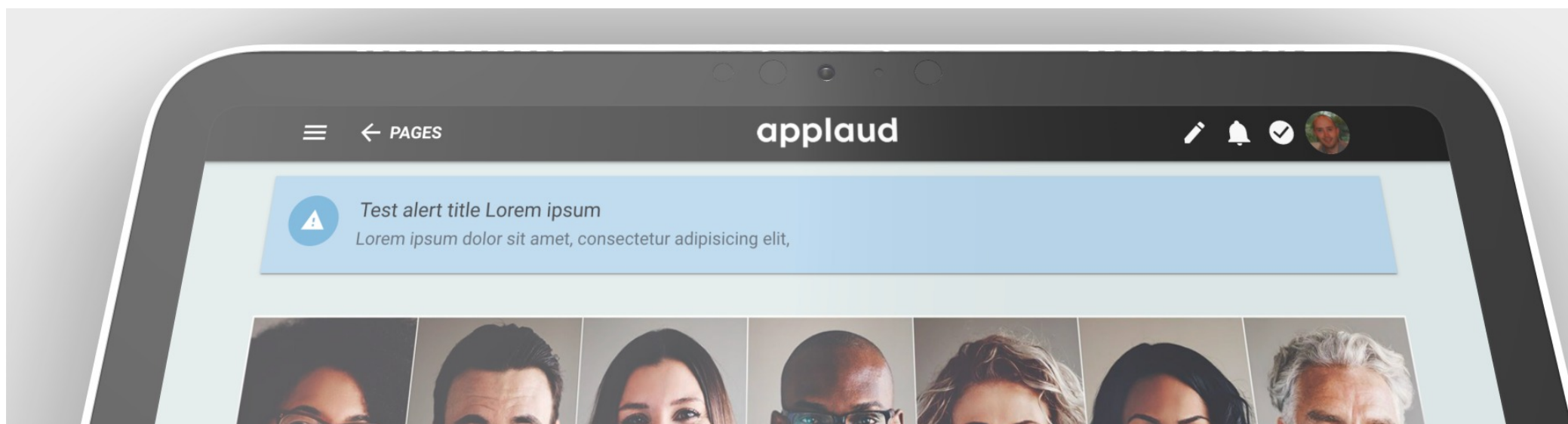
INSTALL



Alerts

6d ago

Alerts help you communicate to target audiences when managing emergencies and crises.



Alerts help you communicate to target audiences when managing emergencies and crises. Alerts are invaluable for providing up-to-the-minute information to help minimize the impact on people's safety, damage to the environment and your organization. You might use this to communicate major power or system outages, inclement weather, or other public safety risks such as global pandemics.

Features

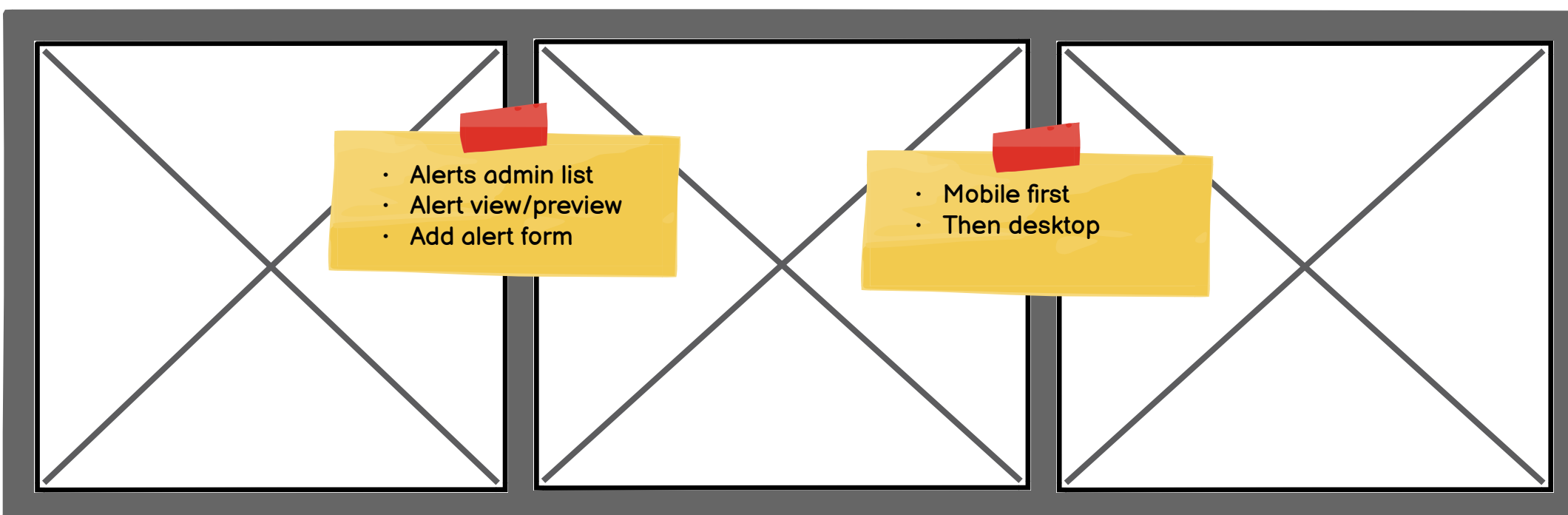
- View existing alerts and quickly author and publish new alerts
- Categorize alerts so that they show in the right place
- Choose when an alert shows from and to
- Receive a nudge when an alert is approaching expiry so you can refresh and extend
- Target alerts to certain countries, personas, or managers only
- Allow employees to leave feedback; be notified when feedback is given

Usage

- Populate the countries list if you wish to target alerts to employees in particular countries. We've prepared a list of Countries for you [here](#), which you can use to upload.
- Author your personas, if you wish to target alerts to certain personas.
- Define your categories. We've prepared some sample categories [here](#), which you can use to upload.
- Configure lists on any page where you wish to show the alerts and filter by category as appropriate. We recommend a list right at the top of your home page for those really critical alerts.

Structure:

- Hero image
- Benefit/value/intro
- Features
- Usage
- Carousel



Contents

Models

- + Alert
- + FeedbackComment
- + Country
- + Persona
- + ContentCategory
- + Event
- + KnowledgeArticle
- + Faq
- + Highlight

Pages

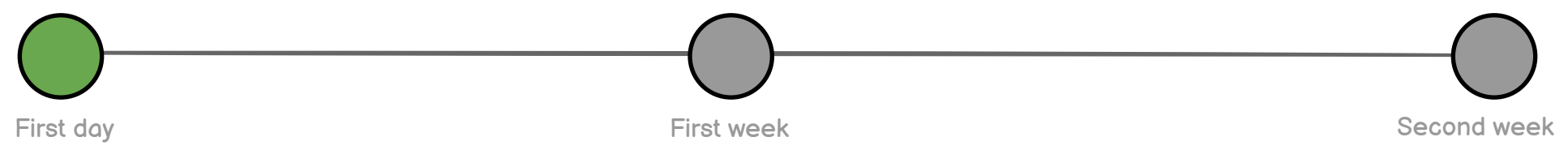
- + Alerts
- + Alert view
- + Alert
- + About alerts
- + Alert preview
- + Leave a comment

Roles

- + HRSS
- + Employee
- + Manager



New manger for John Doe



Tasks

- John Doe
Enroll in new manager learning
 New learning is on the way for your role
- John Doe
Set new goals with manager
 Assign new goals for your employee
- John Doe
Find a mentor
 Assign a mentor for the new manager
- John Doe
Choose your new benefits
 New role benefits

Separate GITs should raise for each task

Knowledge

Mentor
Mentorship is a great way to understand your new roles and responsibilities..

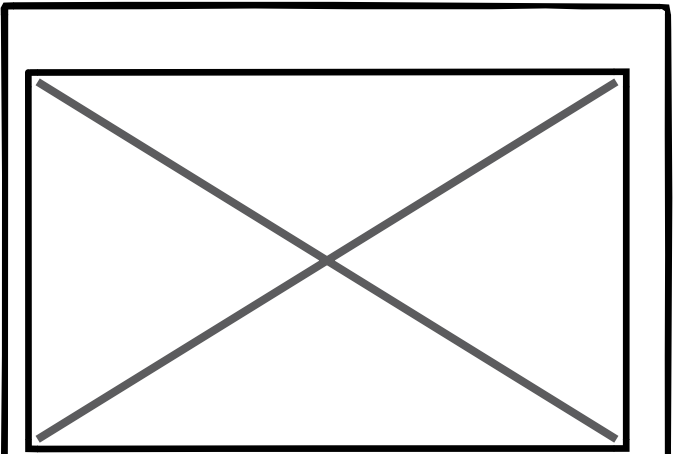
New manager learning
You need to enroll in new learnings from the first month

FAQ

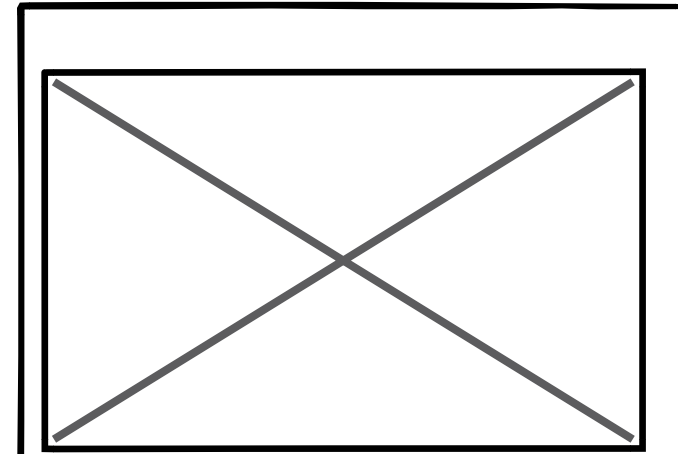
What should I write on my LinkedIn profile about my new role?
We actively encourage everybody to promote themselves and the business via LinkedIn...

How to setup new goals?
You can setup new goals using performance page

Useful links



Personal Development Plan 101
Personal development plan guide for new manager



Mentorship for your new role
Explore how you can find a mentor for guidance throughout your new role

Workflows to handle content curation



You will receive a reminder 3 days before the end, giving you the opportunity to extend the show until date and review the content.

Create workflows to

Send a reminder to the content author to get them to review the content is still valid



Hide name, initials and status for a new employee

Add interaction

Employee form

No conditions

Title	
Hide name, initials and status for a new employee	
Applies to	
Create	
Conditions	
Actions	
Type of Actions	Target Field
Set Attribute	Name
Target Attribute	
Visible	
<input type="checkbox"/> Value	
Type of Actions	Target Field
Set Attribute	Initials
Target Attribute	
Visible	
<input type="checkbox"/> Value	
Type of Actions	Target Field
Set Attribute	Status
Target Attribute	
Visible	
<input type="checkbox"/> Value	



Preboarding - Prepare your first day

Person journey model

Example of how we sometimes use wireframes to design our workflows -

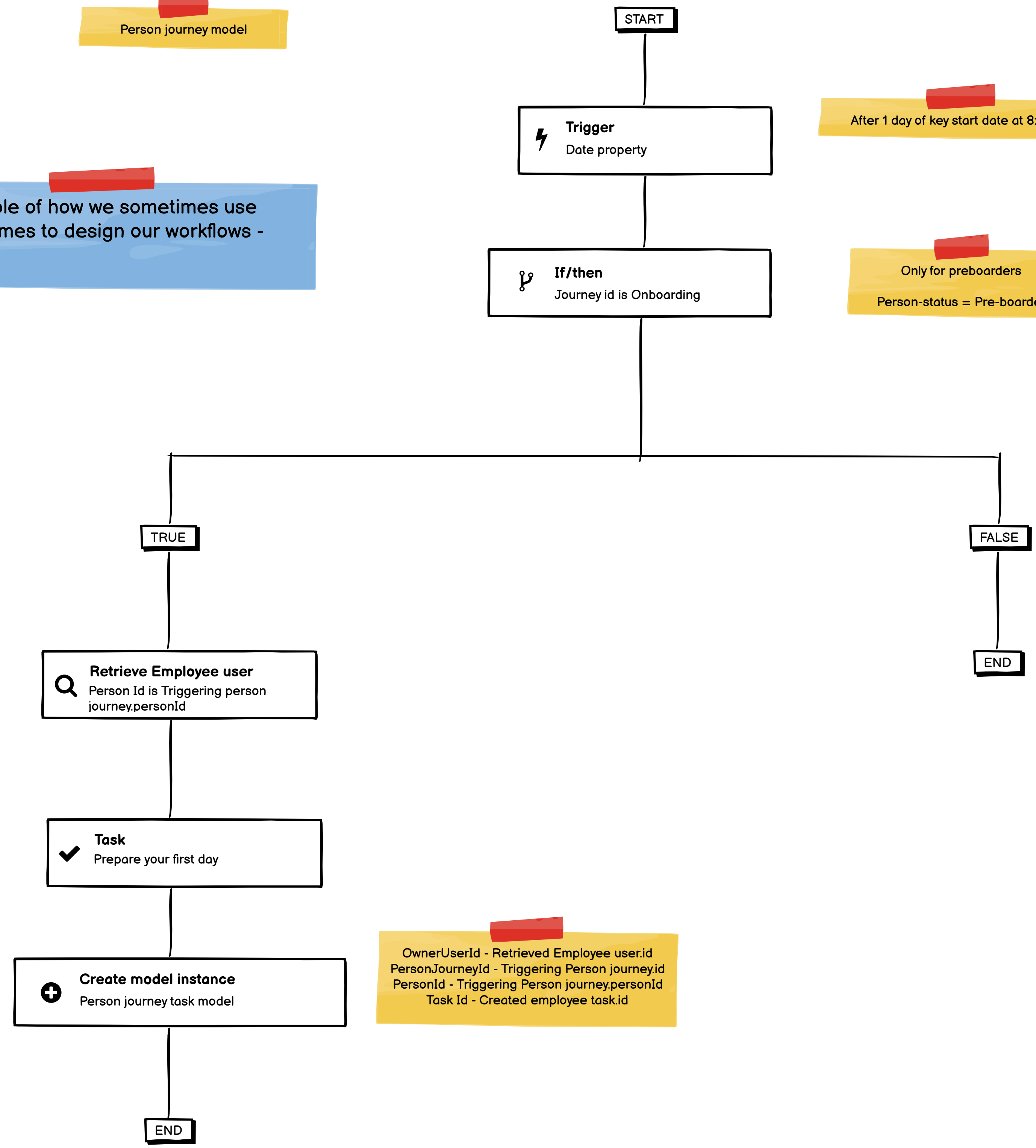
After 1 day of key start date at 8:00AM

Only for preboarders
Person-status = Pre-boarder

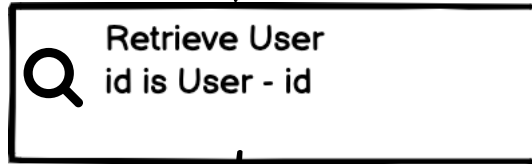
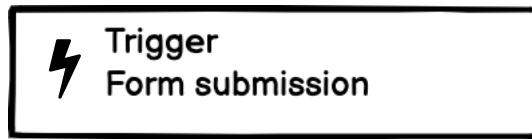
Name
Ascending

Assign to - Retrieved employee user
Title - Prepare your first day
Non-blocking
Mark as complete action should be there
Disable Reassign
Task type - Onboarding
Due date - 2 days from task creation at 00:00
Notify assignee when created
Reminder?

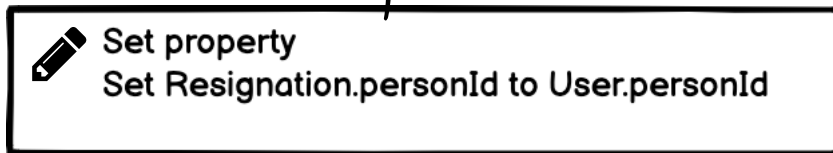
OwnerUserId - Retrieved Employee user.id
PersonJourneyId - Triggering Person journey.id
PersonId - Triggering Person journey.personId
Task Id - Created employee task.id



Sample workflow design 2



Example of how we sometimes use wireframes to design our workflows -



Approve

Reject

