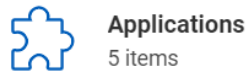


APPLICATIONS

The icons on your Home page provide access to applications – groups of related tasks, reports, and links. These applications are organized by functional category and represent different tasks or work you can perform. Note that your organization may make certain applications mandatory and may not permit you to add or remove others.



Pay



Personal
Information



Benefits



Time



Time Off

ADD APPLICATIONS TO HOME PAGE



Search



Welcome, Bryan Banville



Applications
6 items

From the **Home** page:

1. Click on the **Gear** icon at the top right of the Home page.
2. Two lists of applications will appear, but only the optional applications list is editable and can be configured by the worker.

Optional Worklets

Select the optional worklets you would like to include on your Home page.

2 items 🔍 📑

+	Order	*Worklet
<div><div>+</div><div>-</div></div>	<div>▼▼</div>	<div><div>✕ Favorites</div><div>⋮</div></div>
<div><div>+</div><div>-</div></div>	<div>▲▲</div>	<div><div>Inbox</div></div>

3. Click the **Plus** icon to add lines under the Optional Applications list.
4. Use the **Prompt** icon or type **Inbox** and **Favorites** and any others to the list.

NOTE: We recommend for all employees to add the Inbox and Favorites worklets to their Home page.

5. Click **OK**.
6. Click **DONE**.