



We are excited to announce that we are launching a new user interface! It includes streamlined navigation, responsive design and better analytics, which will allow you - and your employees - to complete tasks more efficiently and in fewer steps.

Why a new UI?

Moving to our new solution, you'll enjoy all the same great functionality that you have access to today, but you will be provided with enhanced:

- **Efficiency** - We've streamlined every aspect of the user experience, so you and your employees can navigate more quickly and easily.
- **Availability** - The responsive design adapts to different devices so your people can stay productive anywhere.
- **Visibility** - Embedded analytics deliver instant insights across the HCM experience to guide smarter decisions.
- **Charts** - Most reports can now be converted to a chart for viewing data visually.
- **New Mobile App** - Search in your app store for "**HCMtoGo**".

Our new UI allows you to experience a better way to work with our new and improved human capital management (HCM) solution. It includes increased features and functionality and gives you the ability to take care of business from anywhere and on any device.

How can I access the new UI?

To allow for a smooth transition, when you login into our system, you will now see a toggle button "Try Our New Look" in the upper right corner. You can switch to the new look with the click of a button and switch back to the current interface at any time. Beginning **July 1**, the system will automatically default to the new interface and the toggle button "Back to Classic" will allow you to switch back to the old interface if needed. If you would like to be defaulted to the new UI prior to **July 1**, please call your Payroll Account Specialist.

When will the new UI permanently replace the current UI?

On **August 1** the old interface will be retired, so we encourage everyone to start getting used to the new look now.

Where can I learn more about the new UI?

Brief training videos are available on our website www.cscpaymaster.com and more detailed videos and PDF's are available within the system. To view the System Documentation, enter "Document" in the search bar and follow the hyperlink to [System Documentation](#) if you are in the old UI or to [Download Documentation](#) if you are in the new UI. Additionally, self-paced learning content is available in [My Information > Help > My Learning](#) as well. We highly recommend that you view the videos to get familiar with the new display and for navigation tips.

If you have any questions, please reach out to your Payroll Account Specialist at (401) 785-0300 or email cscpayroll@cscpaymaster.com.
