Job Aid: Add a Worklet to the Home Page
Add a Worklet to the Home Page

1. To add any or delete a Worklet, click the “Wheel” Icon on the Home Page. The Configure Worklets screen will display.

2. On the right side of the screen, under Optional Worklets, click the + icon. This will open a search box.
Add a Worklet to the Home Page (Continued)

3. Type keywords or the name of the Worklet into the search box and press the Enter key on your keyboard. This will display all the related Worklets.
   In this example, we typed “Payroll” to display the **Payroll Work Area**

4. Select your Worklet.
Add a Worklet to the Home Page (Continued)

5. Click **OK**. Your Worklet will be added to the Home Page.
Suggested Worklets

In addition to the Workets that pre-built on your Home Page, we suggest adding the following Worklets depending on your role.

**HR and Payroll**
- XpressO Reports
- TH Custom Reports Library
- Favorites

**Payroll**
- Payroll Reports Library (also found in the TH Custom Reports Library)
- Payroll Work Area
- Settlement Work Area (Requires Settlement Specialist Security Role)