Your new Workforce Timesheet

The timesheets in the upgrade will look different than you are used to seeing. The process for entering your time has not changed. In order to get your timesheet to look similar to what you saw in the prior version:

Click the tab that says “List View” and change it to “Table View”

If you only see one week displayed, click the “Show All Weeks” box to see the full pay period.
WorkForce Software - Time & Attendance
Timesheet View

You will notice there is only one line of pay codes displayed, where you are used to seeing two. With the upgrade, all of your available pay codes are listed in the pay code drop down box. Simply add a row by clicking on the “+” to the left and choose the appropriate pay code.

Once you add a pay code to a week, you need not add it again.

There is a new tab at the top of your timesheet “More.” That is where you will find the option to print your timesheet, or copy worked hours from a previous pay period.

You will notice we no longer have tabs at the top for “Pay Preview” or “Time off Balances.” That information is now shown at the bottom of your timesheet. By appearing in a tabbed box, this will eliminate pop-up blocker issues. You can view
your schedule in this section. Managers who need to adjust employee schedules, no longer need to navigate to another screen in WorkForce. You may update schedules here.

### Time Off Balances Tab

<table>
<thead>
<tr>
<th>Type</th>
<th>Initial Balance Sun 03/23</th>
<th>Accrued</th>
<th>Used</th>
<th>Ending Balance Sat 04/05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>1,659.84</td>
<td>0.00</td>
<td>0.00</td>
<td>1,450.94</td>
</tr>
<tr>
<td>Vacation</td>
<td>582.99</td>
<td>0.00</td>
<td>0.00</td>
<td>582.99</td>
</tr>
<tr>
<td>FMLA</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Pay Preview Tab:

<table>
<thead>
<tr>
<th>Work Date</th>
<th>Pay Code</th>
<th>Job</th>
<th>Pay Type</th>
<th>Fund</th>
<th>Organization</th>
<th>Project</th>
<th>Rate</th>
<th>Amount</th>
<th>Unpaid Hours</th>
<th>Shift Hours</th>
<th>Overtime</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/19/2014</td>
<td>Reg Regular Pay</td>
<td>014</td>
<td>0000</td>
<td>21040</td>
<td>112300</td>
<td>UN110058</td>
<td>01.85</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>9.20</td>
<td>185.60</td>
</tr>
<tr>
<td>03/19/2014</td>
<td>Lunch</td>
<td>018</td>
<td>0000</td>
<td>21040</td>
<td>112300</td>
<td>UN110068</td>
<td>01.85</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>9.20</td>
<td>185.60</td>
</tr>
</tbody>
</table>

### Currently assigned work schedule Tab:

- Pay Code: Reg Regular Pay
  - Sun 03/20: 07:30 am - 01:20 pm
  - Mon 03/21: 04:00 pm - 04:00 pm
  - Thu 03/24: 04:00 pm - 04:00 pm
  - Fri 03/25: 04:00 pm - 04:00 pm
- Pay Code: Lunch
  - 018: 0.00
  - 020: 0.00
  - 021: 0.00
  - 022: 0.00

Total: 42.50 hours