



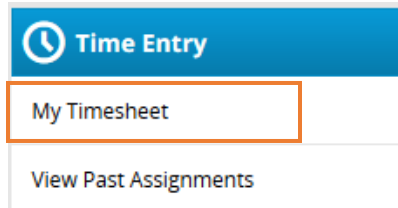
Introduction

The timesheets in the August 8, 2019 upgrade will look slightly different than you are used to seeing. The process for entering your time has not changed. This document will walk through some of the visual/verbiage changes.

What's New for all Workforce Users

In the upgrade all users will experience the following changes:

- 1. "Enter My Hours" is now "My Timesheet"



- 2. Insert icon in Timesheet is slightly different

New Workforce Timesheet

Old Workforce Timesheet

New Workforce Timesheet View

3. Tabs for “Pay Preview”, Time off Balances, and “Schedule” are shown at the bottom of your timesheet. Managers who need to adjust employee schedules for just the current pay period can do it under the “Schedule” tab. Employees cannot do Schedule changes to their own timesheets.

Exceptions	Time Off Balances	Pay Preview	Schedule
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Date	Exception Message
Sun 03/03 - Sat 03/16 (2)	Worked less than scheduled.
Sun 03/03 - Sat 03/16	Acct:10-100000-840100-0000-80-704110- Job:3893 Grade:

Time Off Balances Tab:

Exceptions	Time Off Balances	Pay Preview	Schedule
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Sick	Hours
Initial Balance Sun 03/03	409.59
Accrued	0.00
Used	0.00
Ending Balance Sat 03/16	409.59
No Details	

Vacation	Hours
Initial Balance Sun 03/03	284.38
Accrued	0.00
Used	0.00
Ending Balance Sat 03/16	284.38
No Details	

Personal	Hours
Initial Balance Sun 03/03	19.00
Accrued	0.00
Used	0.00
Ending Balance Sat 03/16	19.00
No Details	

Comp Time	Hours
Initial Balance Sun 03/03	4.50
Accrued	0.00
Used	0.00
Ending Balance Sat 03/16	4.50
No Details	

Pay Preview Tab:

Exceptions	Time Off Balances	Pay Preview	Schedule
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Work D...	Pay Code	Job	Entity	Source	Organizati...	Activity	Function	Object	Project-Ta...	Rate	Amount	Unpaid Ho...
02/18/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		19.09	0.00	0.00
02/18/2019	Lunch		10	100000	840100	0000	80	704110		0.00	0.00	1.00
02/19/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		19.09	0.00	0.00
02/19/2019	Lunch		10	100000	840100	0000	80	704110		0.00	0.00	1.00
02/20/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		19.09	0.00	0.00
02/20/2019	Lunch		10	100000	840100	0000	80	704110		0.00	0.00	1.00
02/21/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		19.09	0.00	0.00
02/21/2019	Lunch		10	100000	840100	0000	80	704110		0.00	0.00	1.00

“Schedule” Tab:

Exceptions	Time Off Balances	Pay Preview	Schedule
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S	M	T	W	T	F	S	S	M	T	W	T	F	S	Feb 24, 2019 to Mar 2, 2019		<input checked="" type="checkbox"/> Show All Weeks							
17	18	19	20	21	22	23	24	25	26	27	28	1	2										
														Pay Code	Sun 02/17	Mon 02/18	Tue 02/19	Wed 02/20	Thu 02/21	Fri 02/22	Sat 02/23	Comments	Total
														+ Reg Hrly Pay		08:00 am	08:00 am	08:00 am	08:00 am	08:00 am			45.00
														+ Lunch		05:00 pm	05:00 pm	05:00 pm	05:00 pm	05:00 pm			(5.00)
															0.00	8.00	8.00	8.00	8.00	8.00	0.00		40.00
														Pay Code	Sun 02/24	Mon 02/25	Tue 02/26	Wed 02/27	Thu 02/28	Fri 03/01	Sat 03/02	Comments	Total
														+ Reg Hrly Pay		08:00 am	08:00 am	08:00 am	08:00 am	08:00 am			45.00
														+ Lunch		05:00 pm	05:00 pm	05:00 pm	05:00 pm	05:00 pm			(5.00)
															0.00	8.00	8.00	8.00	8.00	8.00	0.00		40.00

New Workforce Timesheet View

What's New for Supervisors

In the upgrade, supervisors can now see timesheet exceptions on the main dashboard.

The screenshot displays the Workforce Software dashboard interface. The top navigation bar includes the Workforce Software logo, 'Home', 'Help', and a user profile indicator 'Logged in as Den'. The main dashboard is divided into several sections:

- Time Entry:** Edit Employee Time, My Timesheet, Approve Timesheets, View Past Assignments.
- Schedules:** Assign Schedules.
- Settings:** Manage Delegations.
- Reporting:** View Reports.
- Employees:** Edit Assignments, New Hire, Manage Group.

The 'Exceptions' section, highlighted with an orange border, shows a list of timesheet exceptions for a specific employee (name redacted). The exceptions are:

- Sat 07/13: Worked less than scheduled.
- Sat 07/20: Worked less than scheduled.
- Sat 07/20: Worked less than scheduled.
- Sat 07/13: Worked less than scheduled.
- Sat 07/20: Worked less than scheduled.

New Workforce Timesheet View

Preferred View Settings

The preferred view settings you had prior to the upgrade should have carried over. If not, you may change it:

Step 1: Click the tab that says “List View” and change it to “Table View”

The screenshot shows the top navigation bar with a date range of 03/03/2019 - 03/16/2019, a Save button, a Submit button, and a More dropdown menu. The 'List View' option is circled in blue. Below the navigation bar is a 'Time Sheet' tab and a calendar view for the week of March 3, 2019. The main table has columns for Date, Pay Code, Hours, Start Time, End Time, Amount, Comments, and Total. The data for the week of March 3-9, 2019, is shown with a total of 0.00.

The screenshot shows the top navigation bar with a date range of 03/03/2019 - 03/16/2019, a Save button, a Submit button, and a More dropdown menu. The 'Table View' option is circled in blue. Below the navigation bar is a 'Time Sheet' tab and a calendar view for the week of March 3, 2019. The main table has columns for Pay Code, Sun 03/03, Mon 03/04, Tue 03/05, Wed 03/06, Thu 03/07, Fri 03/08, Sat 03/09, Comments, and Total. The data for the week of March 3-9, 2019, is shown with a total of 0.00.

Step 2: If you only see one week displayed, click the “Show All Weeks” box to see the full pay period.

The screenshot shows the top navigation bar with a date range of 03/03/2019 - 03/16/2019, a Save button, a Submit button, and a More dropdown menu. The 'Show All Weeks' checkbox is checked and circled in blue. Below the navigation bar is a 'Time Sheet' tab and a calendar view for the week of March 3, 2019. The main table has columns for Pay Code, Sun 03/03, Mon 03/04, Tue 03/05, Wed 03/06, Thu 03/07, Fri 03/08, Sat 03/09, Comments, and Total. The data for the week of March 3-9, 2019, is shown with a total of 0.00.