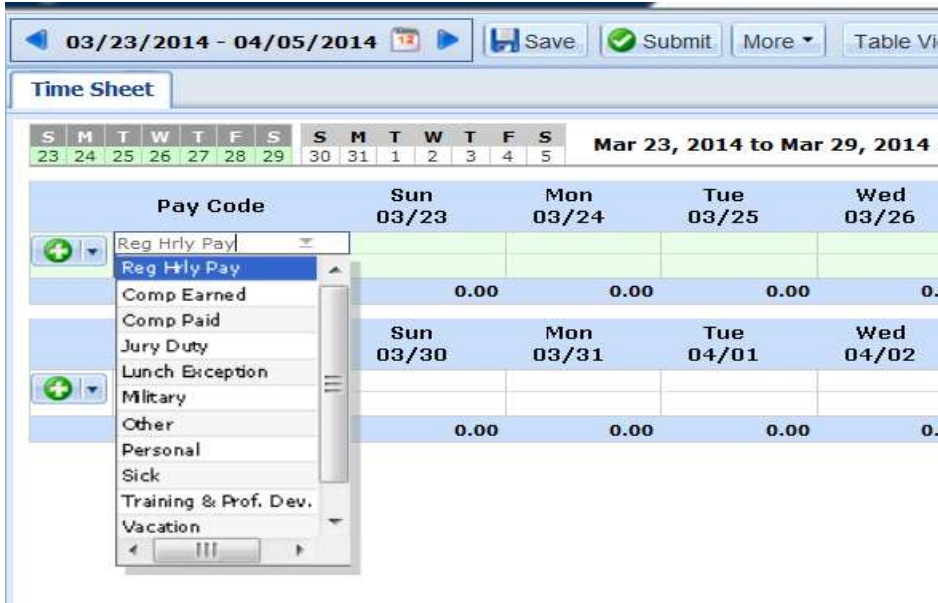
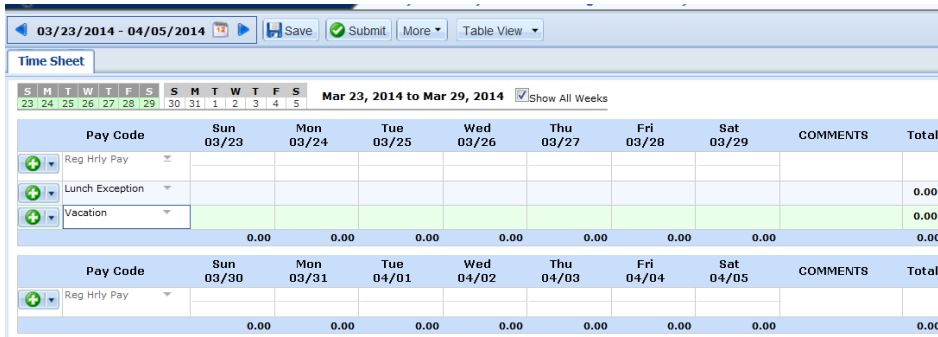


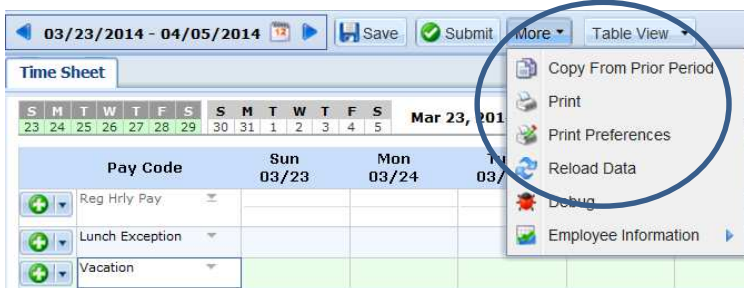
You will notice there is only one line of pay codes displayed, where you are used to seeing two. With the upgrade, all of your available pay codes are listed in the pay code drop down box. Simply add a row by clicking on the “+” to the left and choose the appropriate pay code.



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.

Exceptions		Time Off Balances	Pay Preview	Schedule
Date	Exception Message			
+ Sun 03/23 - Sat 04/05 (2)	Worked less than scheduled.			
Sun 03/23 - Sat 04/05	Acct:010-0000-21040-112000-UN2103664 Job:296 Grade:			

Time Off Balances Tab

Exceptions		Time Off Balances	Pay Preview	Schedule
Sick		Vacation		
Initial Balance Sun 03/23	1,458.94	Initial Balance Sun 03/23	582.99	
Accrued	0.00	Accrued	0.00	
Used	0.00	Used	0.00	
Ending Balance Sat 04/05	1,458.94	Ending Balance Sat 04/05	582.99	
Show Details >>		Show Details >>		
Personal		Comp Time		
Initial Balance Sun 03/23	16.00	Initial Balance Sun 03/23	0.00	
Accrued	0.00	Accrued	0.00	
Used	0.00	Used	0.00	
Ending Balance Sat 04/05	16.00	Ending Balance Sat 04/05	0.00	
No Details		No Details		
FMLA		Worked hours		
Initial Balance Sun 03/23	0.00	Initial Balance Sun 03/23	1,250.00	
Accrued	0.00	Accrued	0.00	
Used	0.00	Used	0.00	
Ending Balance Sat 04/05	0.00	Ending Balance Sat 04/05	1,250.00	
No Details		No Details		

Pay Preview Tab:

Exceptions		Time Off Balances	Pay Preview	Schedule									
Work Date	Pay Code	Job	Fund Type	Fund	Organization	Natural Acc...	Project	Rate	Amount	Unpaid Hours	Shift Hours	Paid Hours	Pay
03/25/2014	Reg Hrly Pay		010	0000	21040	112000	UN2103664	21.85	0.00	0.00	0.00	9.00	196.65
03/25/2014	Lunch		010	0000	21040	112000	UN2103664	0.00	0.00	0.50	0.00	0.00	0.00
03/26/2014	Reg Hrly Pay		010	0000	21040	112000	UN2103664	21.85	0.00	0.00	0.00	9.00	196.65
03/26/2014	Lunch		010	0000	21040	112000	UN2103664	0.00	0.00	0.50	0.00	0.00	0.00
03/27/2014	Reg Hrly Pay		010	0000	21040	112000	UN2103664	21.85	0.00	0.00	0.00	9.00	196.65
03/27/2014	Lunch		010	0000	21040	112000	UN2103664	0.00	0.00	0.50	0.00	0.00	0.00
03/28/2014	Reg Hrly Pay		010	0000	21040	112000	UN2103664	21.85	0.00	0.00	0.00	4.00	87.40
03/28/2014	Lunch		010	0000	21040	112000	UN2103664	0.00	0.00	0.50	0.00	0.00	0.00
03/28/2014	Overtime		010	0000	21040	112000	UN2103664	32.78	0.00	0.00	0.00	5.00	163.88
03/31/2014	Reg Hrly Pay		010	0000	21040	112000	UN2103664	21.85	0.00	0.00	0.00	9.00	196.65
03/31/2014	Lunch		010	0000	21040	112000	UN2103664	0.00	0.00	0.50	0.00	0.00	0.00
04/01/2014	Reg Hrly Pay		010	0000	21040	112000	UN2103664	21.85	0.00	0.00	0.00	9.00	196.65
Total									0.00	5.00	0.00	90.00	2,075.76

Your

Currently assigned work schedule Tab:

Exceptions		Time Off Balances	Pay Preview	Schedule									
S M T W T F S S M T W T F S S		Mar 30, 2014 to Apr 5, 2014		<input checked="" type="checkbox"/> Show All Weeks									
23	24	25	26	27	28	29	30	31	1	2	3	4	5
Pay Code	Sun 03/23	Mon 03/24	Tue 03/25	Wed 03/26	Thu 03/27	Fri 03/28	Sat 03/29	COMMENTS	Total				
Reg Hrly Pay		07:30 am 04:00 pm	07:30 am 04:00 pm	07:30 am 04:00 pm	07:30 am 04:00 pm	07:30 am 04:00 pm			42.50				
Lunch		0.50	0.50	0.50	0.50	0.50			(2.50)				
	0.00	8.00	8.00	8.00	8.00	8.00	0.00		40.00				
Pay Code	Sun 03/30	Mon 04/01	Tue 04/02	Wed 04/03	Fri 04/04	Sat 04/05	COMMENTS	Total					
Reg Hrly Pay		07:30 am 04:00 pm	07:30 am 04:00 pm	07:30 am 04:00 pm	07:30 am 04:00 pm	07:30 am 04:00 pm			42.50				
Lunch		0.50	0.50	0.50	0.50	0.50			(2.50)				
	0.00	8.00	8.00	8.00	8.00	8.00	0.00		40.00				