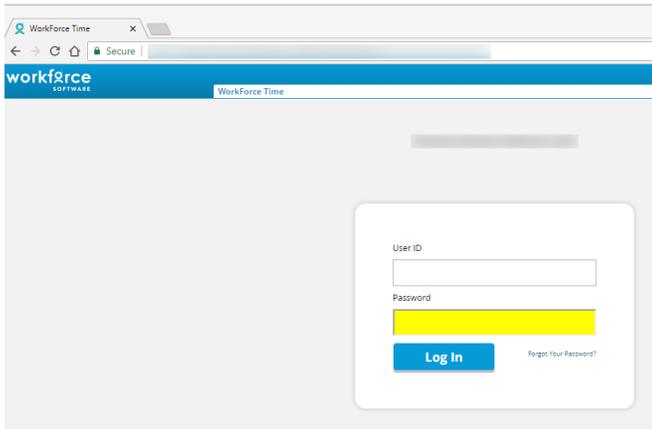


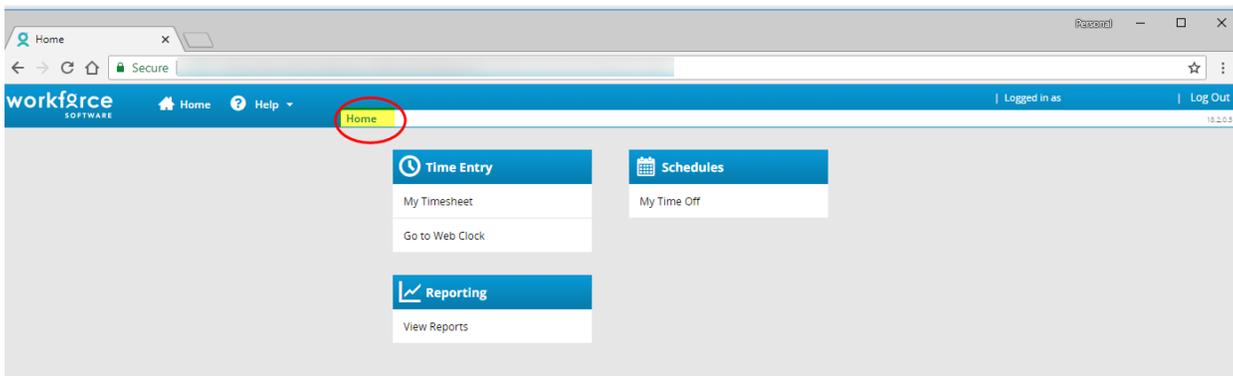
ACCESSING WORKFORCE

Log into WorkForce as you normally do at <https://time-entry-parkway.workforcehosting.com>



WORKFORCE HOME PAGE

You should now see your WorkForce Home screen (previously called Dashboard). You will see the old “Enter My Hours” is now called “**My Timesheet**”.



HOW TO CLOCK-IN and CLOCK-OUT

The Time System screen remains the same. To clock-in, click on **IN** and to clock-out, click on **OUT**. You can still access your Timesheet from the Time System screen.



HOW TO REVIEW TIMESHEETS and BALANCES

The My Time Entry screen layout has not changed. You still have access to see current and past timesheets and the tabs for Exceptions, Bank Balances, Pay Preview and Schedule are in the same location.

Pay Code	Job	Acct Code	09/02/2018	09/03/2018	09/04/2018	09/05/2018	09/06/2018	09/07/2018	09/08/2018	Notes	Total
District Courses/Workshc											
Regular						02:29 pm	07:30 am				0.00
Regular						03:00 pm	03:56 pm				1.00
Day				8.00							8.00
Penion					8.00						8.00
			0.00	8.00	8.00	1.00	0.00	0.00	0.00		17.00
Pay Code	Job	Acct Code	09/09/2018	09/10/2018	09/11/2018	09/12/2018	09/13/2018	09/14/2018	09/15/2018	Notes	Total
District Courses/Workshc											
			0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

Date	Exception Message	Severity
09/05/2018	OUT swipe without an IN swipe on this day	Warning
09/06/2018	Missing Punch	Warning

HOW TO REQUEST TIME OFF

Your My Time Off layout has not changed. Click on Create New Request to request time off. You still have access to see current and past time off requests.

Type	Start Da...	End Date	Amount Requested	Status
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If you have questions, please contact Julie Masterson in Human Resources at jmasterson@parkwayschools.net