

ACCESSING WORKFORCE

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

The screenshot shows the login interface for WorkForce Time. At the top, there is a blue header with the WorkForce Software logo on the left, the text "WorkForce Time" in the center, and the version number "18.2.0.5" on the right. Below the header, the text "Parkway Schools Production" is centered. The main content area features a white login box with two input fields: "User ID" and "Password". Below these fields is a blue "Log In" button and a link for "Forgot Your Password?". At the bottom left of the page, there is a small copyright notice: "Copyright © 1999 - 2019; WorkForce Software. All rights reserved."

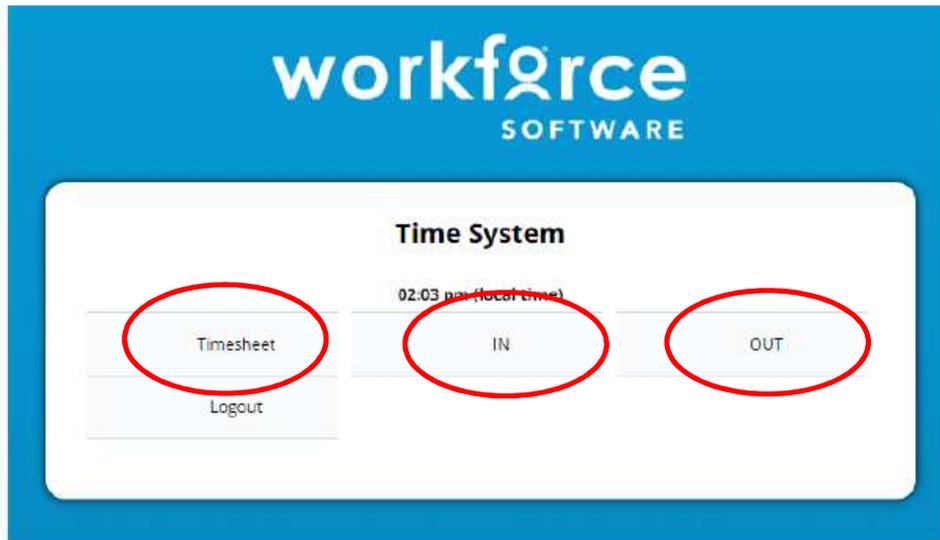
WORKFORCE HOME SCREEN

The Home Screen will allow you to view your timesheet, clock in and out, and create time off requests.

The screenshot displays the WorkForce Home Screen. The top navigation bar is blue and contains the WorkForce Software logo, a "Home" button with a house icon, a "Help" button with a question mark icon, and a "Log" button. Below the navigation bar, the main content area is divided into three sections. The first section is titled "Time Entry" and includes a "My Timesheet" link and a "Go to Web Clock" link. The second section is titled "Schedules" and includes a "My Time Off" link. The third section is titled "Reporting" and includes a "View Reports" link.

HOW TO CLOCK-IN AND CLOCK-OUT

Select "Go to Web Clock". To clock-in, click on **IN** and to clock-out, click on **OUT**. If you want to review your timesheet, select **Timesheet**.



HOW TO REVIEW TIMESHEETS AND BANK BALANCES

After you have selected **Timesheet**, your timesheet will show on the screen. You may not enter any information on your timesheet – use this for review only. Check the pay period for accuracy of the hours you have worked. It is wise to check your timesheet several times during the pay period to check for any errors that must be corrected before timesheets are approved. Your Manager or Time Card Approver will be responsible for correcting the errors, so bring any errors to his/her attention if you see one. An "Exception Window" with messages may display. Some messages are informational while other indicate a situation you should discuss with your supervisor (such as missing a punch, or working over or under your allotted hours).

Accessing Prior Timesheets

Workforce permits you to review prior and future timesheets. On the “Timesheet” screen, click the arrows in the payperiod section to move backward or forward in time.

The screenshot shows the Workforce Software interface. At the top, there is a blue header with the logo and navigation links for Home and Help. Below the header, the 'My Time Entry' section displays the pay period '04/28/2019 - 05/11/2019' with left and right navigation arrows circled in red. There are also buttons for 'Save', 'More', and 'Table View'. A 'Data is locked' warning is visible on the right. Below this, the 'Time Sheet' section shows a calendar grid for the period from May 5, 2019, to May 11, 2019. A table below the calendar lists 'Pay Code', 'Job' (TECH SPEC), and 'Acct Code'.

Reviewing Timesheet Errors

The screenshot shows the Workforce Software interface for the pay period '02/17/2019 - 03/02/2019'. The 'Exceptions' tab is circled in red. Other tabs include 'Bank Balances', 'Pay Preview', and 'Schedule'. The 'Time Sheet' section shows a calendar grid for the period from Feb 17, 2019, to Feb 23, 2019.

Date	Exception Message
02/17/2019 - 03/02/2019	Employee has worked over their scheduled hours.

Errors can be reviewed in the “Exceptions” tab. Exceptions may show as yellow (as shown above) or red. **An error with a red warning is critical and may impact your pay. You should discuss those errors with your supervisor!**

HOW TO REVIEW TIME OFF BALANCES

When you click on ***“Bank Balances”*** on your timesheet screen, you will be able to see your ***“Initial”*** and ***“Ending”*** balance in each category. If you select a future pay period, the balance will reflect what you will have earned by that time, minus any approved time off requests that fall between the current pay period and the future pay period. You will be able to see how much you accrue per pay period for ***“Sick”*** and ***“Vacation”*** (if applicable).

The screenshot displays the Workforce Software interface. At the top, the logo 'workforce SOFTWARE' is on the left, and navigation links for 'Home' and 'Help' are on the right. Below the logo, a date range '02/17/2019 - 03/02/2019' is shown with a calendar icon. To the right of the date range are buttons for 'Save', 'More', 'Other Versions', and 'Table View'. The main content area is titled 'Time Sheet' and features a calendar grid for the period 'Feb 17, 2019 to Feb 23, 2019'. The calendar grid shows days of the week (S, M, T, W, T, F, S) and dates (17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 1, 2). Below the calendar grid, there are four buttons: 'Exceptions', 'Bank Balances', 'Pay Preview', and 'Schedule'. The 'Bank Balances' button is circled in red.