ACCESSING WORKFORCE

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

WORKFORCE HOME SCREEN

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

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.**
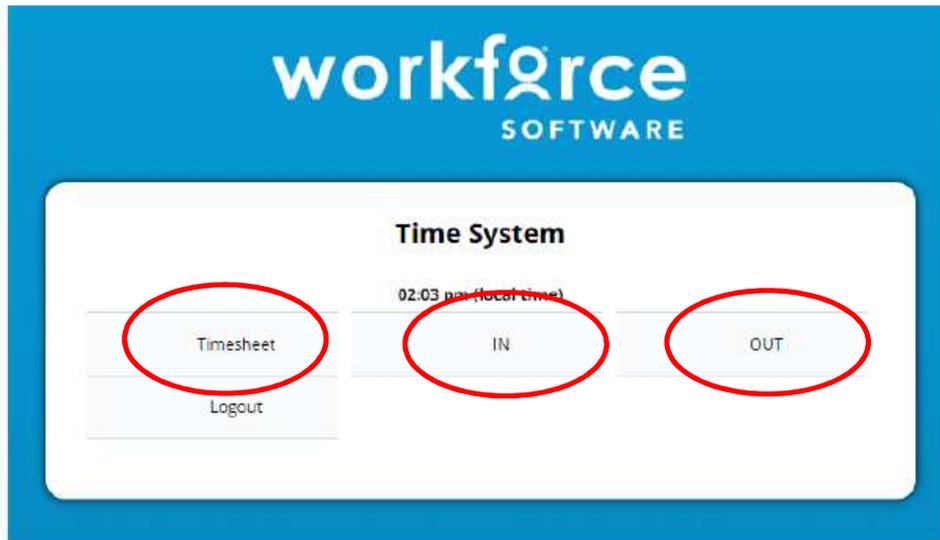
HOW TO REVIEW TIMESHEETS AND BANK BALANCES

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.

Reviewing Timesheet Errors

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).