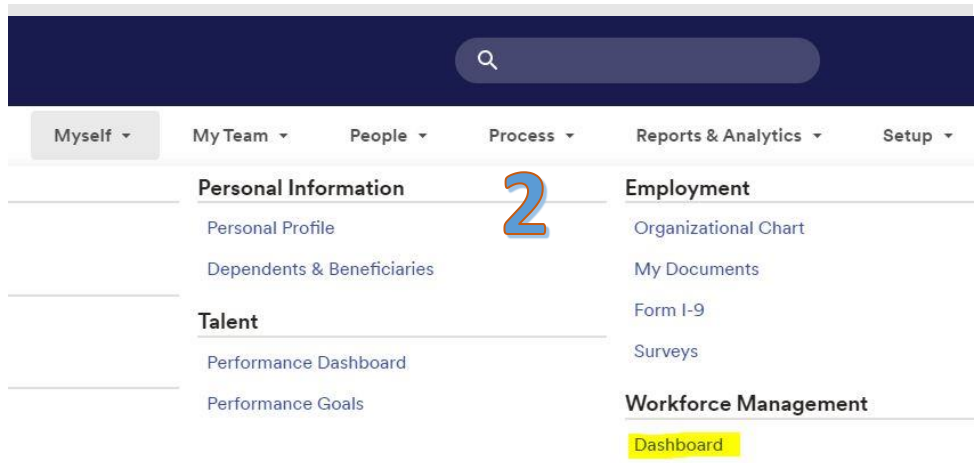
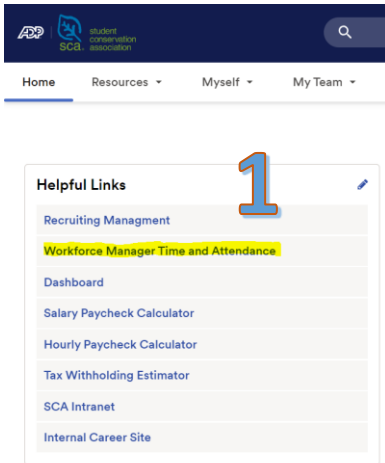


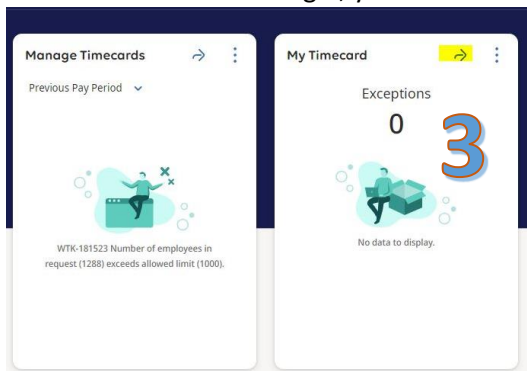
Workforce Manager – Entering Time

Web Browser Instructions

1. To access Workforce Manager from the Web Browser either
 - a. Click Workforce Manager Time and Attendance under Helpful Links (see image 1) or
 - b. Navigate through the Menus Myself > Workforce Management > Dashboard (see image 2)



2. Once in Workforce Manager, you enter time by clicking the arrow next to 'My Timecard' (see image 3)



3. You are now on the current timecard. To enter your daily worked time, use one of the following methods:

Method 1: Leaders (See image 4): If you enter total hours worked per day as a salaried worker, click in the box below each day worked and enter total hours (ex: 8.00). Click *Save* in the top right-hand corner when hours have been entered.

Project	Sun 3/17	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Fri 3/22	Sat 3/23	Week	Timeframe
Home	8.00	8.00						8.00	8.00
Daily Total	8.00							8.00	8.00

Method 2: Members Receiving a Living Allowance (See image 5): If you enter total hours worked per day as a member who receives a set living allowance. Each day must have an entry of either Service, Training, or Time Not Served:

- a. Click in the box below each day worked and enter total hours (ex: 8.00). Use the proper row that aligns with the type of hours as named in the Project column:
 - a. **Service:** Hours performing non-training service related tasks. Hours count toward total hours.

- b. **Training:** Hours participating in service related training. Hours count toward total hours.
 - c. **Time Not Served** Use this designation and enter "0" hours for any day when no service hours are recorded. This includes weekends.
- b. Add Notes about what you did [using the instructions below](#).
 - c. Click **Save** in the top right-hand corner when hours have been entered.

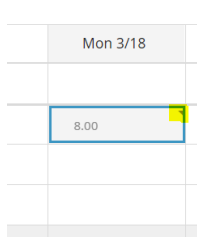
Project	Sun 3/17	Mon 3/18	Tue 3/19	Wed 3/20	Thu 3/21	Fri 3/22	Sat 3/23	Week	Timeframe
Home: SERVICE	5	8.00	8.00					16.00	16.00
Home: TIME NOT SERVED				8.00				8.00	8.00
Home: TRAINING					8.00	4.00		12.00	12.00
Daily Total		8.00	8.00	8.00	8.00	4.00		36.00	36.00

Method 3: Members Paid an Hourly Wage (See image 6): If you enter your start and end times daily as an hourly paid worker, click the first 'In' box to enter start time (ex: 8:00 AM), click the first 'Out' box to enter start time of your lunch break, click the second 'In' box to enter start time following your lunch break, and click the second 'Out' box to enter your end time (ex: 5:00 PM). Click **Save** in the top right-hand corner when hours have been entered.

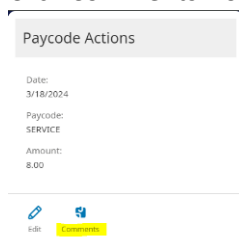
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Absence	Shift	Daily	Period
Sun 3/10												
Mon 3/11			8:00 AM		12:00 PM						4.00	
Tue 3/12			12:30 PM		5:00 PM						4.50	8.50
Wed 3/13												8.50
Thu 3/14												8.50
Fri 3/15												8.50
Sat 3/16												8.50

How to add notes to your timecard:

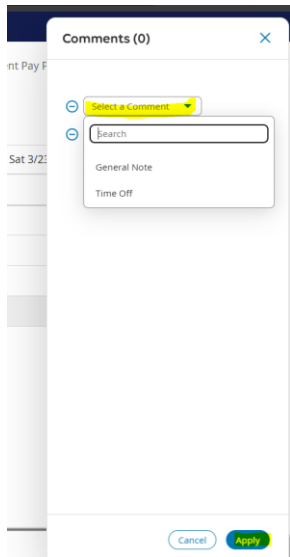
- a. Right click in a cell in which hours have been entered.



- b. Click **Comments** from the pop-up box



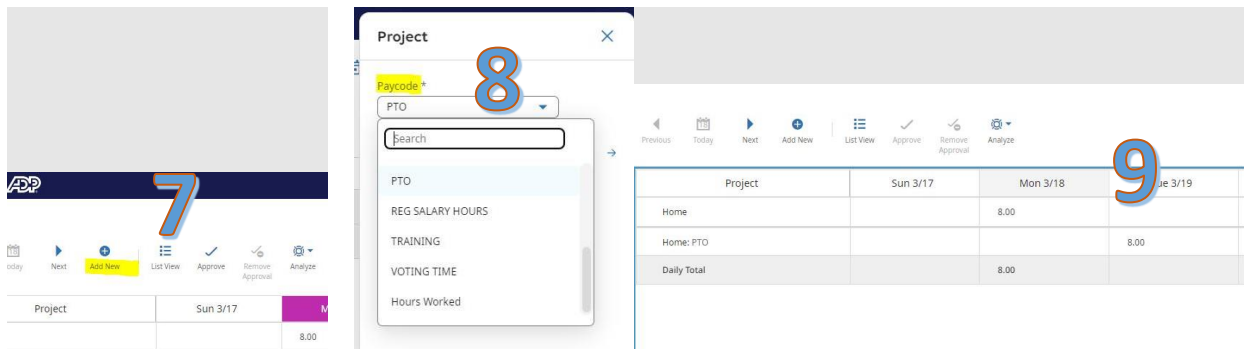
c. Select the type of comment and type your comments in the box provided. Click Apply



For leaders and hourly member only – Use the following only with permission from your supervisor:

If you are a leader or hourly member that needs **to add PTO or Holiday hours** use the following steps, when applicable:

Salaried leaders: Click Add New (see image 7) from the top menu bar > Select the Paycode you want to use and click Apply (see image 8), Enter the total hours to be applied to the added Paycode (see image 9)



Hourly members: Click in the box under the 'Pay Code' Column by the date in which the alternative Paycode is needed (see image 10) > Select the Paycode you want to use (see image 11), Enter the total hours in the 'Amount' column to be applied to the added Paycode (see image 12)

