Important – Please Read

## Workforce Portal <u>Time Card Entry</u> with <u>Supervisor Approval</u>

Effective June 16, 2021

Please note that on June 16th your Workforce Portal (WFP) home page will look different. The Time Entry "App" will no longer be available. **Time Card Entry** will be completed through your **Calendar**. **Note**: If you use your phone, tablet, laptop, or client desktop that allows you to open up your WFP, a paper timecard will not be needed. A timecard will be created for you and your supervisor can sign for approval on your phone or any other device that you have available for use.
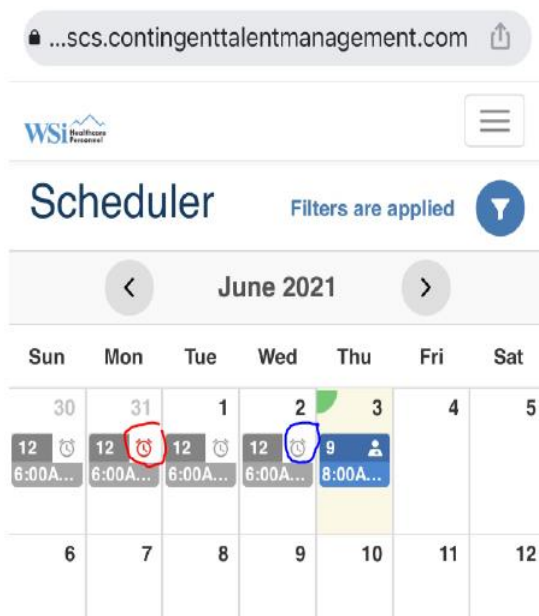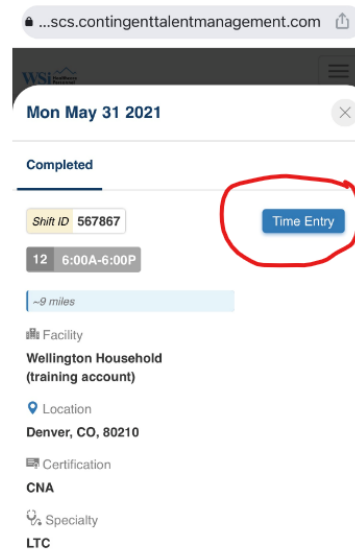
Current View
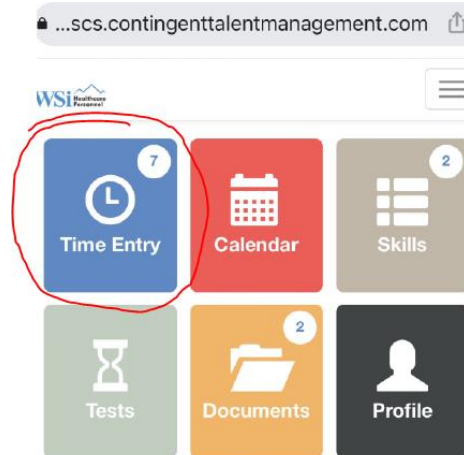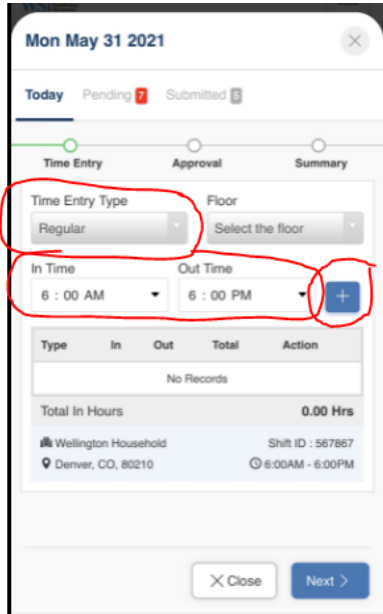

New View Effective June 14th
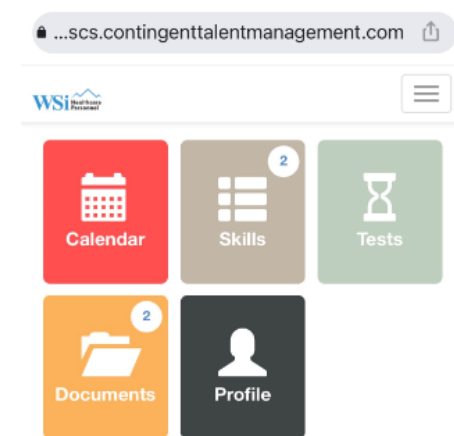
Open your Calendar "App" – Click on the date you want to enter your time
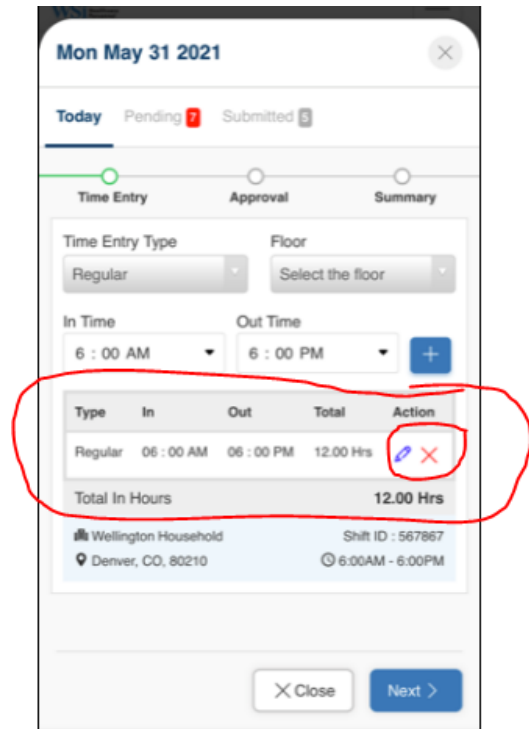

Click on Time Entry

For entering Regular Hours worked, leave the Time Entry Type as Regular – Make sure your hours are correct in the In and Out Time – then Click the Blue +


You will now see your In and Out Time and if necessary you can Click the pencil to edit the times or Click the Red X to delete the entry and start over.
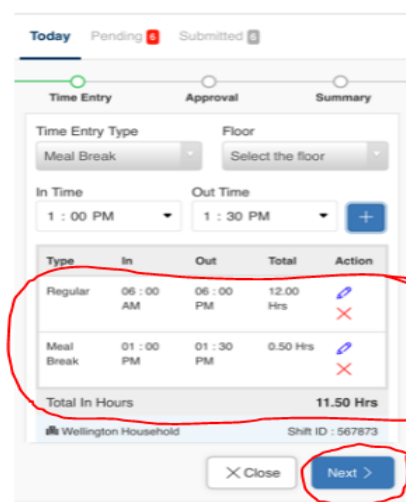
To enter your Meal Break – Click on the Time Entry Type drop down box and Select Meal Break from the drop down – Enter your Meal Break times in the In and Out Time boxes – Click the Blue +

Make changes to time either by typing in the time or using the slide bar. Make sure your AM and PMs are correct.
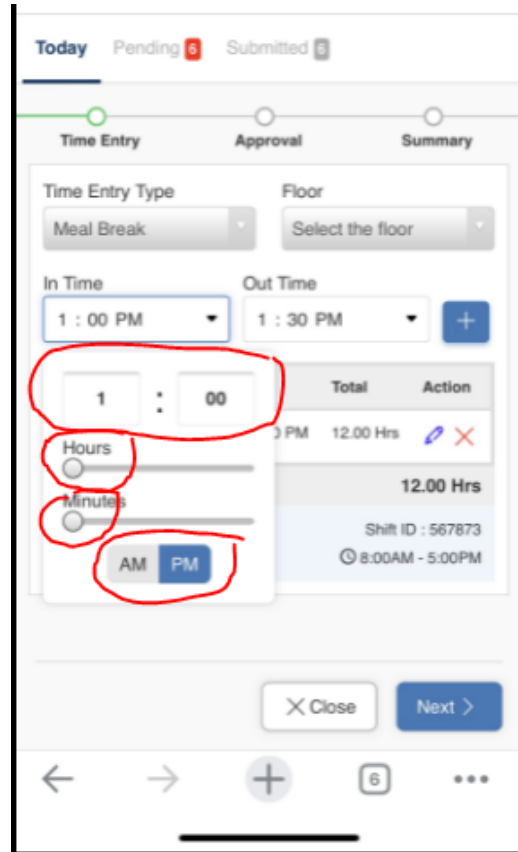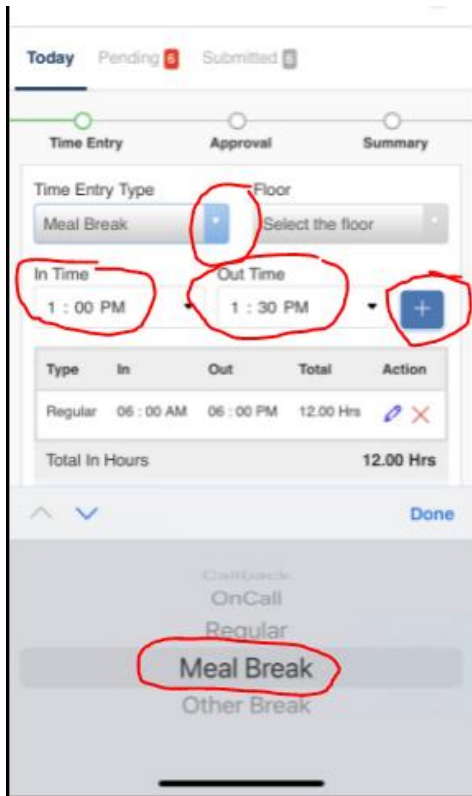
Once your Regular and Meal Break and Total hours are correct – Click on Next

Have your supervisor check your total hours worked, type their name and title in the Facility Approver box, and sign their name in the Approver Signature box. Click on Approve.

View your Time Entry Details – If corrections are needed, Click on Edit and make changes (the timesheet will need to be signed again), if everything is ok, Click on Next.

If you need to upload other documents, upload by checking the Upload Additional Images box. You can enter any comments you have for Payroll, such as mileage, any reimbursements, etc. in the Comments box. When you are ready to submit your time entry, Click Submit

.