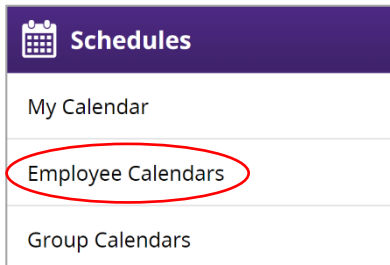


To access Workforce Software, log in with your NetID and NetID Password at [this site](https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do):
<https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do>

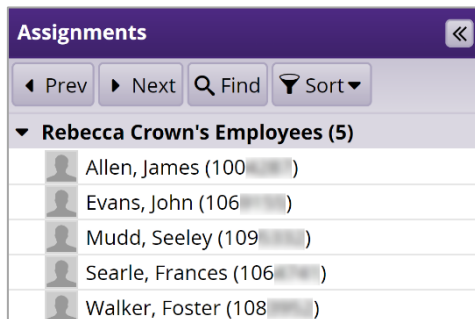
Process for using Calendar Groups

1. Employee Calendars:

Under Schedules, select **Employee Calendars** to view scheduled time, holidays and time off for individual employees.



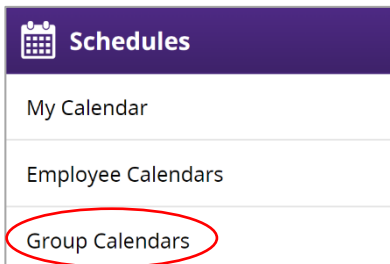
View and expand Assignment Group in the left pane. Click on each name to view their calendar.



Tip: Use the Find feature to search for employees by Employee ID Number or name.

2. Group Calendars:

Group Calendars shows time off data for all employees in a single Assignment Group.



In the left pane, choose an Assignment Group to see time off data in one calendar.

