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

Process for Mobile Access

1.	Login to Workforce Software: To view the mobile version, login with your NetID and password using the link at the top of this page on your phone or tablet. To switch between a phone and tablet, select **Settings** and choose your desired layout. Layout **Smaller screen (phone)** ✔ **Larger screen (tablet)** *Tip: The mobile version of Workforce Software is supported by Chrome and Safari;* *Firefox and Internet Explorer are not recommended browsers.*
2.	Tab options: Employees will have a **Self-Service** tab available at the bottom, along with **Settings** and an option to **Log Out.** Managers also have access to an **Employees** tab (*see Mobile Access – Supervisors*). Self-Service Settings Log Out
3.	My Timesheet: On the **Self-Service** tab, **My Timesheet** will open your current timesheet and show any hours previously entered and Saved. 📅 **My Timesheet** • To add time, select the plus button in the upper right-hand corner, then select a date and the correct Pay Code. • Once a Pay Code is chosen, a field to enter Hours will open, along with a Comments field. • Enter your Hours and a Comment if necessary. • Select **Done** in the upper right-hand corner. Date 📅 Mon 08/01/2022 Pay Code Vacation Hours* 7.50 Comments Vacation Day *Tip: If you are using an iPhone Operating System (iOS) and enter whole numbers (e.g. 1.00), your screen will automatically zoom in since the default in iOS is to zoom when the screen is double-tapped. Double-tapping one more time will zoom the screen back out.* To add another row, select **Timesheet** in the upper left-hand corner, and repeat the process. To submit your time, select the three dots in the lower right hand corner, and select **Submit**. Add Row Submit

4.	My Schedule: **My Schedule** will show your scheduled hours. If you do not have a set schedule in the system, your schedule will default to 7.5 hours, Monday through Friday (schedules are a reference and do not denote payments; non-exempt employees must still submit their time worked). If you have a set schedule that is incorrect, have your supervisor submit a Position Appointment Form with a correction. 🗓️ **My Schedule**
5.	My Bank Balances: **My Bank Balances** will display your current balances for paid time off. 🌡️ **My Bank Balances** The categories and amount of time (in hours) will display on the bottom of the screen. ☑ **Personal Floating Holiday** 15.0000 Hours ☑ **Sick** 75.1000 Hours ☑ **Vacation** 71.4172 Hours ☑ **Winter Recess and Extended Holiday** 0.0000 Hours To view specific categories, uncheck and check the boxes as seen above. To see future accruals, scroll forward through the graph on the top of the screen.