Northwestern | OFFICE OF HUMAN RESOURCES

Workforce Software

Mobile Access - Supervisors

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 Mobile Access

1. Login to Workforce Software:

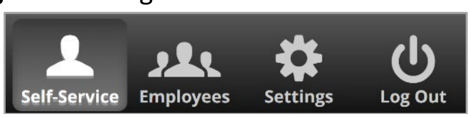
To view the mobile version, login with your NetID and password using the link at the top of this page on your phone or tablet.

To switch between a phone and tablet, select **Settings** and choose your desired layout.

Tip: The mobile version of Workforce Software is supported by Chrome and Safari; Firefox and Internet Explorer are not recommended browsers.

2. Tab options:

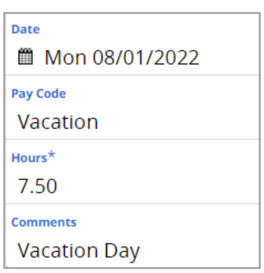
Employees will have a **Self-Service** tab available at the bottom, along with **Settings** and an option to **Log Out.** Managers also have access to an **Employees** tab.



3. My Timesheet:

On the **Self-Service** tab, **My Timesheet** will open your current timesheet and show any hours previously entered and Saved.

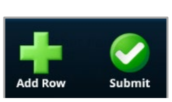
- To add time, select the plus button in the upper right-hand corner, then select a date and the correct Pay Code.
- Once a Pay Code is chosen, a field to enter Hours will open, along with a Comments field.
- Enter your Hours and a Comment if necessary.
- Select **Done** in the upper right-hand corner.



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**.



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.

Sick	60.0000 Hours
Personal Floating Holiday	0.0000 Hours
Vacation	163.1250 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.

6. Employee Schedules:

On the **Employees** tab, select **Employee Schedules**, then select your chosen employee, to see their scheduled time.

Employee Schedules

To navigate between pay periods, select the calendar on the bottom left-hand side of the screen.

7a. Approve Timesheets:

On the **Employees** tab, select **Approve Timesheets** to see timesheets awaiting your approval.

Approve Timesheets

The screen will default to the current pay period. To view previous pay periods, use the desktop version of Workforce Software.

Timesheets for your employees will be shown separated by amended timesheets, non-exempt employees and exempt employees. To view details for a timesheet, select the correct row to open the timesheet.

An example of an exempt employee timesheet awaiting approval (regular hours, i.e. time worked, is not recorded for exempt employees):

Period Begin	07/01/2022
Period End	07/31/2022
Regular Hours	0.00
Premium Hours	0.00
Absence Hours	7.50
Total Hours	7.50

An example of a non-exempt employee timesheet awaiting approval:

Period Begin	07/10/2022
Period End	07/23/2022
Regular Hours	75.00
Premium Hours	0.00
Absence Hours	0.00
Total Hours	75.00

7b. Approve Timesheets (continued):

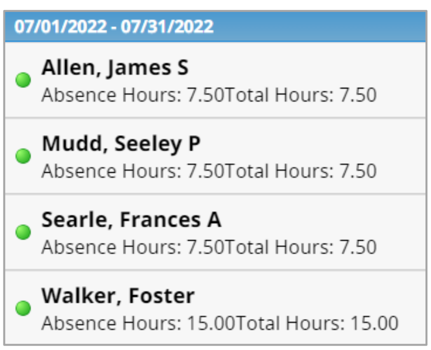
To approve an individual timesheet, navigate to that employee's timesheet and select the green **Approve** option at the bottom right-hand corner of the screen. To reject a timesheet, select the red **Reject** option at the bottom left-hand corner of the screen.

To approve all timesheets in your view, select **Edit** at in the upper right-hand corner of the screen. These two icons will now be visible in the upper left-hand corner of the screen:

Select the circle with the check mark to enter approvals for all timesheets at once.

Next, select the green **Approve** option at the bottom right-hand corner of the screen.

The timesheets will now all have green circles to show that they have been approved.



Tip: This option will approve all timesheets in the view on your screen: amendments, exempt, and non-exempt. Only use this option if ALL timesheets fall within the same pay period.

To remove an approval, select the correct timesheet and select **Withdraw** in the lower left-hand corner of the screen.

8. Employee Bank Balances:

On the **Employees** tab, select **Employee Bank Balances**, then select your chosen employee, to see their time off balances as you would see your own (refer to step five).