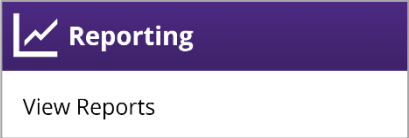
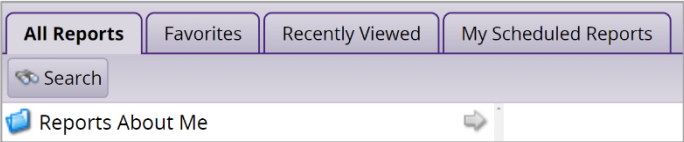
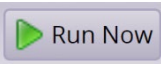
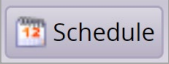
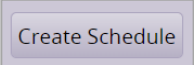


To access Workforce Software, log in with your NetID and NetID Password at [this site](https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do):  
<https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do>

Process for Running Reports	
<p><b>1. Open Reports:</b></p>	<p>On the homepage, click <b>View Reports</b> under Reporting.</p> 
<p><b>2. Select a Report:</b></p>	<p>The category of reports available to you will depend on your permissions. Administrators and supervisors will see additional categories listed (<i>see Run Reports – Supervisors</i>).</p>  <p><i>Tip: Enter any portion of a report name in the Search field to search for reports.</i></p> <p>After choosing a report category, a sub-category of reports will display.</p> <p>After selecting a report, choose the Report Parameters. Depending on the report, the selection criteria may differ and not all criteria will be mandatory. Pay Period End Dates, as well as Start and End Dates, will default to the current date. <i>See page two for information on each report.</i></p>
<p><b>3. Generate a Report:</b></p>	<p>After selecting parameters, click <b>Run Now</b> to generate a report. </p> <p>Reports can be delivered in the following file types:</p> <ul style="list-style-type: none"> <li>• PDF: Opens the report as a PDF file. Use this option to print reports.</li> <li>• Excel: Opens the report in Excel which can be formatted and manipulated.</li> <li>• CSV: Opens the report as a CSV file which can be formatted and manipulated.</li> <li>• HTML: Opens the report in a new browser window or tab.</li> </ul>
<p><b>4. Schedule a Report:</b></p>	<p>To schedule a report for delivery, select <b>Schedule</b>. </p> <p>Enter an email address, subject and message, select a report type (PDF or Excel), and choose a report frequency (once, daily, weekly, monthly, yearly).</p> <p>Click <b>Create Schedule</b>.</p> 

### Employee Schedule Audit

PATH: REPORTS ABOUT ME > SCHEDULE REPORTS > EMPLOYEE SCHEDULE AUDIT

This report shows all of your schedule entries and changes, and who made the entries/changes.

Required fields: Pay Period End Date

### Employee Absence History

PATH: REPORTS ABOUT ME > TIME OFF REPORTS > EMPLOYEE ABSENCE HISTORY

This report displays a list of absence Pay Codes used during a defined time period.

Required fields: Date Range, Absence Pay Code

### Employee Accrual History

PATH: REPORTS ABOUT ME > TIME OFF REPORTS > EMPLOYEE ACCRUAL HISTORY

This report includes accrual activity during the specific time period and a running balance.

Required fields: Amount of History

### Employee Timesheet

PATH: REPORTS ABOUT ME > TIMESHEET REPORTS > EMPLOYEE TIMESHEET

This report is a summarized timesheet for the pay period specified.

Required fields: Pay Period End Date

### Employee Timesheet Approval History

PATH: REPORTS ABOUT ME > TIMESHEET REPORTS > EMPLOYEE TIMESHEET APPROVAL HISTORY

This report displays information about the approval history of an employee's timesheet.

Required fields: Date Range

### Employee Timesheet Audit

PATH: REPORTS ABOUT ME > TIMESHEET REPORTS > EMPLOYEE TIMESHEET AUDIT

This report displays all actions made on your timesheet.

Required fields: Pay Period End Date