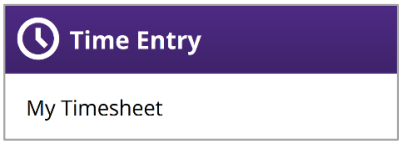
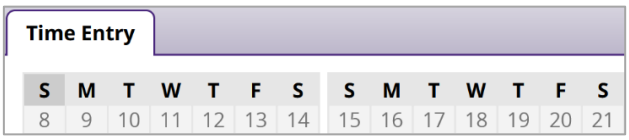
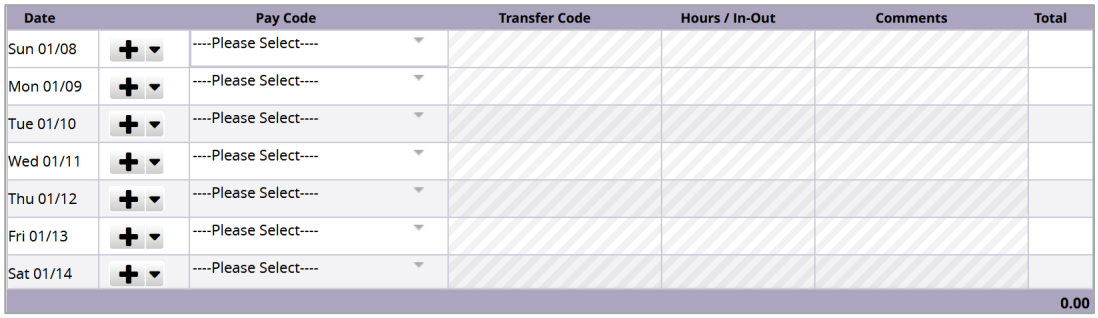
To access Workforce Software, log in with your NetID and NetID Password at **this site**:
https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do

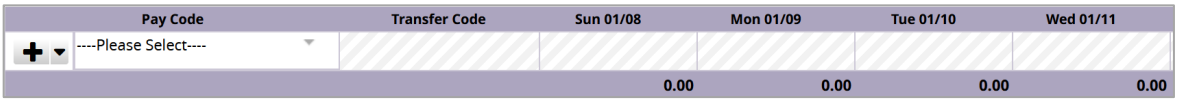
Process for Time Entry	
1.	Open Timesheet: On the homepage, click **My Timesheet** under Time Entry. 
2.	Select Assignment (if applicable): If you have multiple assignments, choose an assignment: To switch to a different assignment once the timesheet is open, click the icon at the top of the screen. Employees with multiple assignments must record hours on each assignment timesheet separately.
3.	Select Duration: The timesheet will default to the current pay period (either two weeks for non-exempt employees or a full month for exempt employees). • To view one week at a time, uncheck the “Show All Weeks” box, otherwise, the default view will display the entire pay period. • To view a previous or future timesheet, click the calendar icon in the upper left hand corner. The example below shows a non-exempt timeframe. 

4. Select View:

To toggle between viewing the timesheet as a list (to view days as rows) or table (to view days as columns), click **Table View** at the top of the page and switch to **List View**.
This example shows a **List View**:



Here is a **Table View**:

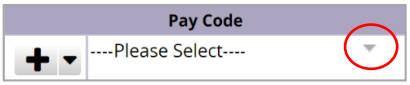


*Tip: Use **Table View** to log time with the same Pay Code used for multiple days in a week.*
*In **List View**, you will need to enter each day's Pay Code and corresponding hours separately.*

5. Enter Hours:

Non-exempt employees must submit time worked for each scheduled day. In the past, some employees had timesheets pre-populated with work hours. Timesheets will no longer be pre-populated.
Exempt employees must record their time off *only*; regular worked time should not be recorded.
Official University holidays will be pre-populated for all non-exempt and exempt employees.

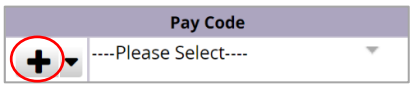
To enter hours, click on the drop-down arrow in the Pay Code box and select the appropriate Pay Code.



Once a Pay Code is selected, enter the amount of time in the fields that will open for each day.
Time will be entered in decimal format (e.g. 7 hours and 30 minutes will be entered as 7.50).

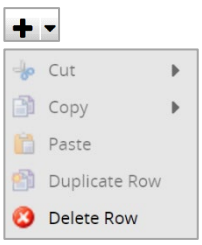
Time worked and time off are entered in hours and can be used in increments of three minutes (.05 hours). This also applies to time off for exempt employees.

To add another Pay Code to the time entry row, select the plus button to choose a new Pay Code.



To remove hours, delete the entered hours in each field.

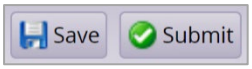
To delete an entire row (Pay Code and hours), click the down arrow next to the plus button and select **Delete Row**.



To remove holiday hours, delete the pre-populated hours and enter zero hours; do not delete the row.

6. Save / Submit:

After entering hours into your timesheet, click **Save** at the top of the screen.
After you have completed your timesheet for the full pay period, click **Submit** (clicking Submit will automatically save as well).



After you **Submit** your timesheet, a **Recall** button will be at the top of the screen in place of **Submit**. Use this option to make changes to your timesheet after clicking **Submit**.

*Tip: The option to **Recall** a timesheet is available until that pay period is locked.*

Once edited, **Save** and **Submit**.