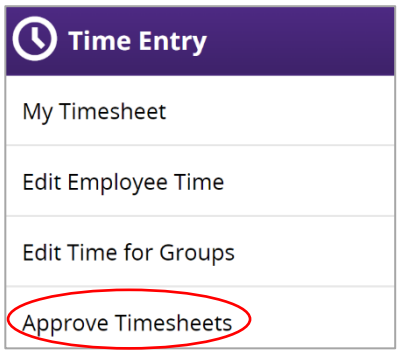
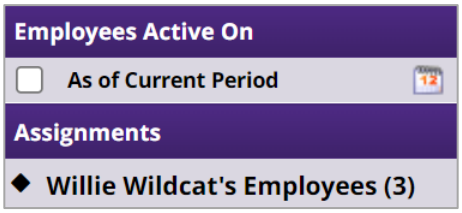
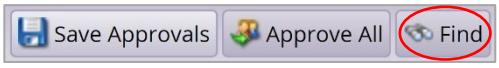
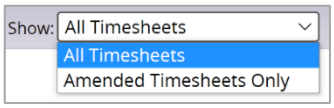
To access Workforce Software, log in with your NetID and NetID Password at **this site**:
https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do

Process for Approving Timesheets	
1.	Open Timesheets for Approval: On the homepage, click **Approve Timesheets** under Time Entry. 
2.	Select Assignment Group and Pay Period: In the Assignments panel on the left side of the screen, expand your Assignment Group by clicking the group name.  This list will include employees under your supervision. If you have been chosen as a delegate for additional Assignment Groups, you will see the primary approver's name listed as the Assignment Group title. Alternatively, use the **Find** feature at the top of the page to search for employees by Employee ID number or Last Name.  This page will default to the current pay period. To navigate to previous pay periods, check the box next to **As of Current Period**, as seen above, and select a date in the calendar.

3. View / Open Timesheets:

At the top of the screen, select "All Timesheets" or "Amended Timesheets Only."



Tip: Sort each column by clicking on the column heading.

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

Each week will be visible by Table View (to switch to List View, click Table View at the top of the page). In a non-exempt employee timesheet, hours worked for each day, along with any time off, will be visible. Exempt employee timesheets will contain *only* time off.

4. Messages:

There may be flagged messages, indicated by a colored pin, next to a date on the timesheet.

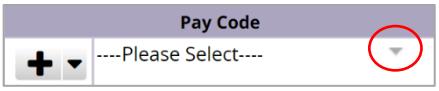
To see the message, click the colored pin, or see the **Messages** tab at the bottom of the screen, along with the corresponding date and level of severity.

Date	Exception Message	Severity
Fri 06/17	No time reported on scheduled day.	Warning

- Red messages must be resolved before the timesheet can be submitted for processing.
- Yellow messages serve as a warning that an issue should be resolved, but the timesheet can still be submitted for processing.
- White messages do not require any action and are information-only.

5. Timesheet Edits:

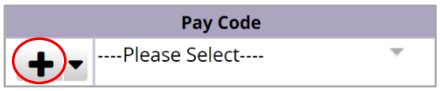
To enter hours, click on the drop-down arrow in the Pay Code box and select the appropriate Pay Code.



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).

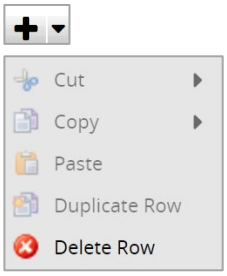
Time worked and time off are entered in hours and can be used in increments as small as three minutes (.05 hours). This also applies to time off for exempt employees.

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.

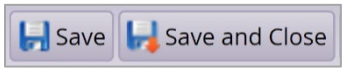
To delete an entire row (Pay Code and hours), click the down arrow next to the plus button and select **Delete Row**.



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

6. Close the Timesheet:

If edits were entered, click **Save** at the top of the screen, or **Save and Close** to close the window and return to the timesheet approval screen.



If no changes were needed, select **Close Timesheet** to close the window.

7. Save Approvals:

Save each timesheet by clicking the **Approve** box.

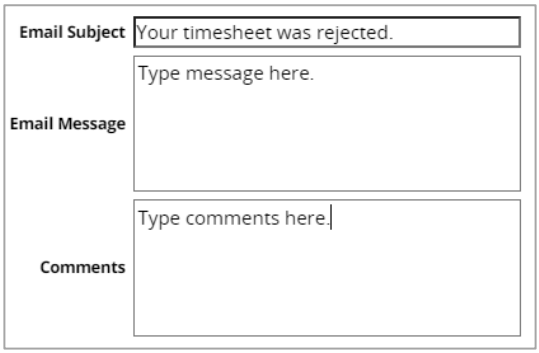
Once all timesheets have been approved, click **Save Approvals** at the top of the screen.

The column "Last Approved By" will now be filled in.

*Tip: The **Approve All** button, as seen above, 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.*

8. Remove Approval, view Approval History, Reject Timesheet:

To remove your approval, uncheck the **Approve** box and click **Save Approvals**.

To view a history of approvals for each timesheet, click the "history" icon.

To reject a timesheet and have it sent back to the employee, click the "reject" icon.
The message entered will be emailed to the employee; the comments entered will only show on the Approval History screen.