Northwestern HUMAN RESOURCES

Workforce Software

Calendar Groups

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

Process for using Calendar Groups	
1. Employee Calendars:	
Under Schedules, select Employee Calendars to view scheduled time, holidays and time off for individual employees.	
Schedules	
My Calendar	_
Employee Calendars	
Group Calendars	
View and expand Assignment Group in the left pane. Click on each name to view their calendar.	
Assignments	
 Prev Next C Find Sort Rebecca Crown's Employees (5) Allen, James (100) Evans, John (106) Evans, John (106) Mudd, Seeley (109) Searle, Frances (106) Walker, Foster (108) Tip: Use the Find feature to search for the search for t	for employees by Employee ID Number or name.
 2. Group Calendars: Group Calendars shows time off data for all employees in a single Assignment Group. 	
Schedules	
My Calendar	
Employee Calendars	
Group Calendars	
In the left pane, choose an Assignment Group to see time off data in one calendar.	
Assignment Groups	
Rebecca Crown's Employees (5)	