

WORKFORCE

A fresh feel and some new features for time and attendance at BU!

1. Workforce Software (formerly known as EmpCenter)

An update to the system also brings with it an updated name. What was commonly known as EmpCenter across our campus over the last decade has become more broadly known as Workforce. You will notice changes to how the time and attendance system is referenced in the updated logo, support resources and in everyday language. An added bonus - no more wondering if EmpCenter ends with an “er” or an “re”!

2. Single Sign-On – Goodbye VPN, Hello Mobile Access

To access Workforce, the link remains the same – <https://workforce.brandonu.ca> and you can access workforce from both on and off campus using the same single sign on process (no more VPN access required). As long as you are signed into another Microsoft 365 application (e.g. Office 365 email, FAMIS for Physical Plant, or the ERP upon launch), by simply going to <https://workforce.brandonu.ca>, you will be auto-signed into Workforce.

If you are not signed into a Microsoft 365 application when going to <https://workforce.brandonu.ca>, you will be prompted to sign into Microsoft 365 and then redirected to Brandon University’s Single Sign-on page. For more details, check out the [training manuals](#) provided online.

Workforce is also accessible at the link above from your mobile device. Consider using the QR code scan and go feature.



3. Vacation Carryover

The system upgrade brought the opportunity to introduce features that respond to user feedback over the years. This upgraded version will now showcase a new Vacation Carryover bank, offering greater clarity around how much time an employee has remaining to either be used prior to the end of a vacation year or carried forward.

Starting April 1 the Vacation Carryover bank will load with Vacation hours earned prior to April 1, 2023. The Carryover can be considered the bank of time available to use for April 1 – March 31 of each current year and is the bank that vacation entries and requests will draw from. The Vacation bank is where “next year’s” time is accruing to.

4. Banking Overtime (OT)

Another welcome feature is no longer needing to wait until the end of the week to check the Bank OT box if you have approval to bank your overtime. Overtime entered at the start of the week (Saturday/Sunday) can now be banked at the time of entry.

5. Approving Overtime (OT)

The Manager’s Approve Timesheet screen now has two separate columns, one titled **OT Pending** and another that is simply titled **OT**. When an employee has OT on their timesheet for approval, the hours will show in the OT Pending column. This helps bring to the manager’s attention that there is OT on the timesheet that requires approval. The need to go into the timesheet to approve the OT in the Messages tab is still the same. Once the manager checks the Acknowledged box in the Messages tab, they will see that the associated hours in the OT Pending column in the Manager’s Approve Timesheet view will now appear to the right in the OT column. For the OT to be processed, they will still need to approve the timesheet.

This document is available in alternate formats upon request.