WORKFORCE TRAINING

REGULAR EMPLOYEE'S GUIDE

BRANDON UNIVERSITY

workforce SOFTWARE

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Definitions

Dashboard – A digital panel that displays the available user options at a glance and allows the user to access these options, often with a single click.

Pay Codes – Unique identifiers required for every transaction on a timesheet or schedule (i.e. Worked, Sick, Care for Leave, etc.).

Casual Employee – A non-unionized employee (i.e. Student/Research Assistant/Casual), or a unionized employee who works on an unscheduled or intermittent basis

Regular Employees – A full-time or part-time employee who works on a continuing basis, including most term employees.

Time Slice – An interval of time that includes a start and end time.

In/Out Time – "In" time is the start time (i.e. 0830 or 8:30 a.m.) of the shift or absence, and "Out" time is the end time (i.e. 1630 or 4:30 p.m.) of the shift or absence.

Elapsed Hours – The passage of a period of time entered in hours.

1. Accessing Workforce

1.0 Logging on to Workforce
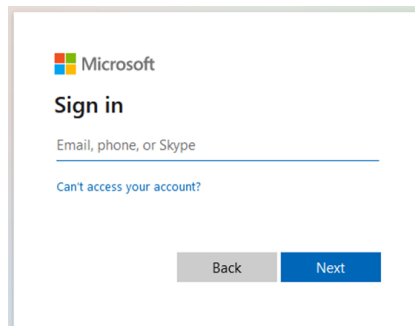
To log into Workforce:

- Go to https://workforce.brandonu.ca

If you are already logged into Microsoft 365:

- you will be auto-signed into Workforce

If you are **NOT** already logged into Microsoft 365:

- you will first be prompted to sign in using your full BU email address (not just your username)

- Click **Next**
- You will then be redirected to Brandon University's sign in page for single sign-on access
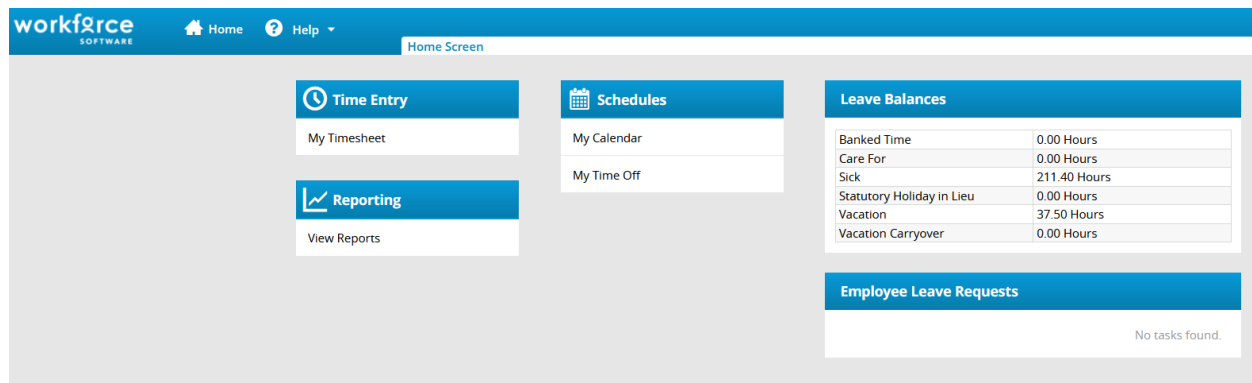- Enter your BU password and click **Sign in**
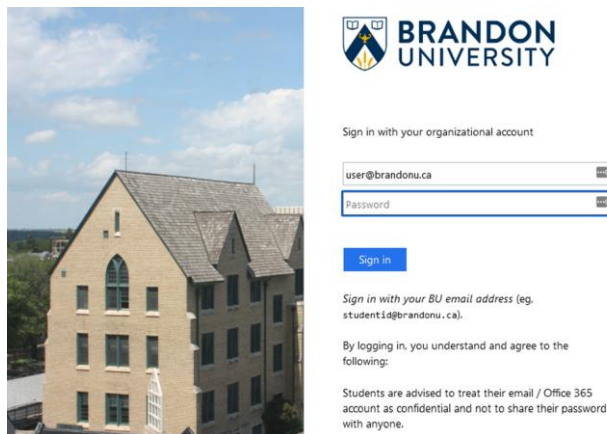
If you are not a registered user in Workforce,

- you will see an *Authentication Failed* error message. If this occurs and you require access, contact either your supervisor or Payroll.

1.1 Employee Dashboard

The Workforce Time and Attendance dashboard appears.

The dashboard serves as a starting point for carrying out available functions and features.

The Employee Dashboard areas include:

Time Entry

Point-of-entry to:
- access timesheets for time entry
- view time-off balances
- view pay period hours

Schedules

Point-of-entry to:
- submit time off requests for approval
- view and cancel time off requests (e.g. vacation, sick, bereavement leave, care for leave)
- view schedule in calendar

Reporting

Point-of-entry to:
- access any general reports available

NOTE Time-off balances and leave requests can also be viewed and accessed directly from the main dashboard in the **Leave Balances** and **Employee Leave Requests** areas.

2. Timesheet Layout

2.0 Accessing your timesheet
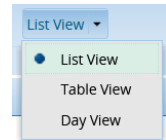
- In the *Time Entry* box, click on **My Timesheet**
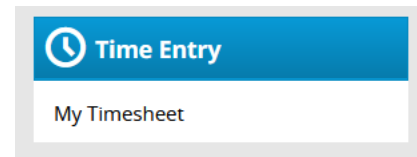
- The Time Entry window opens with the Time Entry and Messages tabs displayed. Other tab options in this window include Schedule, Time-off Balances, and Results.

2.1 Changing the Timesheet View

In the *Time Entry* window, the **View** button allows the user to select either a Table view, List view, or Day view.

NOTE   In this manual, we will be exploring the features in List view.

2.2 Select a Pay Period

Above the *Time Entry* tab, the active pay period is displayed.
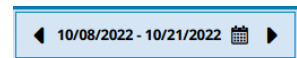
- To navigate to either the previous or next pay period, click the black arrows. Otherwise, click on the calendar icon and select the desired day or pay period.

2.3 Show all weeks in Pay Period

- To see both weeks in a pay period, click the **Show All Weeks** checkbox.

2.4 Timesheet Tabs

Messages Tab

The Messages tab displays information, warning or error messages related to exceptions entered into the timesheet. These messages report the following information:

- Date of the exception
- A message describing the problem
- The severity of the message (colour-coded according to level of severity; pin icon also appears within the timesheet to identify the issue and if action is required)
- Any action that may be required

Date	Exception Message	Severity	▲
Wed 10/12	Comments required for Absence code.	Warning	

NOTE Some messages may be informational only, while others may require you (or your manager) to take some sort of action. Exception messages with the severity level of Error will require the issue to be fixed before you will be able to save the timesheet.

Severity Level	Message Colour
Informational	White
Warning	Yellow
Error	Red

Results Tab

The Results tab allows the user to review the entry information for the pay period, displaying your scheduled hours and any time exceptions.

Work Date ▲	Pay Code	Hours
10/10/2022	Statutory Holiday	7.00
10/11/2022	Worked	7.00
10/12/2022	Worked	3.50
10/12/2022	Sick	3.50
10/13/2022	Worked	7.00
10/14/2022	Worked	7.00
10/17/2022	Worked	7.00
10/18/2022	Worked	7.00
10/19/2022	Worked	7.00
10/20/2022	Worked	7.00
Total		**70.00**

Schedules Tab

Schedules within Workforce are used for a variety of purposes, such as determining pay adjustments or pre-populating timesheets. How schedules are used will depend on the area and work assignment.

At Brandon University, regular employees within the following groups will have their schedules default to their timesheets and timesheets will be adjusted for <u>time exceptions to their schedules only:</u>

- MGEU
- IUOE (A)
- IUOE (D)
- Excluded Support Staff
- Managers and Professional Officers

3. Basic Time Entry

Regular part-time and full-time employees' timesheets are populated automatically from an auto-generated schedule. The **only** time these employees will enter anything into their timesheets is when it is an exception to their regular schedule (e.g. overtime, sick time, banked hours, bereavement, etc.).

When there is an exception entered into a timesheet, the employee must save and submit the timesheet to their approving manager. Timesheets are to be submitted to the approving manager by no later than noon on the Monday that follows the end of the bi-weekly pay period.

Casual employees will need to enter their time worked into their timesheet and save and submit it to their approving manager. Timesheets are to be submitted to the approving manager by no later than noon on the Monday that follows the end of the bi-weekly pay period.

Timesheet Email Notifications

Reminder emails to submit timesheets are sent on the following schedule to both employees and managers. Employees have until Monday at noon following the end of the pay period to submit their timesheets. At that point, Managers review and approve employee timesheets no later than Tuesday at noon.

Message	Sent	Recipient(s)
"Please submit your timesheet by Monday at noon."	Sent Friday (week two) of Pay Period at 2:00 p.m.	Student/Research Asst/Casual, MGEU Food Services, MGEU Food Services Casual, IUOE (A) Casual & IUOE (D) Casual
"Please submit your timesheet exceptions by Monday at noon."	Sent Friday (week two) of Pay Period at 2:00 p.m.	IUOE (A), IUOE (D), MGEU, ESS, MPO
"Please approve your employee timesheets by Tuesday at noon."	Sent Friday (week two) of Pay Period at 4:00 p.m.	Managers & Delegates
"Second Reminder – Please approve your employee timesheets by Tuesday at noon."	Sent Monday (following the Pay Period) at 1:00 p.m.	Managers & Delegates

NOTE Regular part-time and full-time employees that enter exceptions only on to their timesheets will be paid their worked time up-to-date, however, exceptions will be recorded and appear on their paystub one pay period in arrears.

3.0 Entering In/Out Time on Timesheets

Entry codes that require the user to enter in/out times on their timesheet include:

- Worked
- Banked Time
- Bereavement Leave
- Call Back
- Care for Leave
- Employee Requested Overtime
- Interpersonal Violence Leave

- Jury Duty
- Parental Leave
- Sick
- Statutory Holiday in Lieu
- Union Business
- Vacation

To enter in/out time:

- Check to see that you are in the Time Entry tab and not the Schedule tab
- Check that your active timesheet is for the desired pay period
- Under the *Date* heading (first column), find the desired date
- Under the *Entry Code* heading (second column), click the drop-down arrow to the right of the **Worked** code to display a list of available entry codes and select the desired code
- Under the Hours heading, adjust your time accordingly (entering time in the 24-hour clock format is recommended)
- Click Enter or select the time from the drop-down list that appears
- Under the *Comments* heading, enter any additional information
  - Comments are required for both *Sick* and *Care For* entries
- Click **Save**

Date		Entry Code		Hours	Comments
Sat 10/15	**+** ▾	Worked	▾		
Sun 10/16	**+** ▾	Worked	▾		
	+ ▾	Worked	▾	08:30 am 09:30 am	
Mon 10/17	**+** ▾	Sick	▾	09:30 am	physio appointment
				09:00 am ^	
	+ ▾	Worked	▾	09:15 am	
				09:30 am	
	+ ▾	Worked	▾	09:45 am	

3.1 Entering Elapsed Hours on Timesheets

Entry codes that require users to enter elapsed hours instead of in/out times on their timesheets include:

- Moving Day
- Standby

Date		Entry Code		Hours
Thu 10/13	**+** ▾	Moving Day	▾	7.00

3.2 Save Your Timesheet

- To save your timesheet data, click the **Save** button.

💾 Save ✅ Submit More ▾

3.3 Creating a Favourite

If you find there is a common entry that you fill on a frequent basis, you may want to create a favourite.

To create a favourite:

- On your timesheet, fill in the relevant fields within the selected row (i.e. Entry Code, Hours, Comments)
- Click the Insert button drop-down   ➕▾   menu for the record you want to create a favourite for.
- Click **Create New Favourite from Row**

3.4 Copy and Paste

If you do not wish to retype an entry that has already been entered, you may copy and paste a row, an entire day, or an entire week.

- On your timesheet in the desired row, click the drop-down arrow next to the insert   ➕▾   button
- Select **Copy** and click on the desired copy option
- Navigate to the row(s) where you want to past the copied information
- Click the drop-down arrow next to the Insert button and select **Paste**
- The row(s) should populate with the copied information
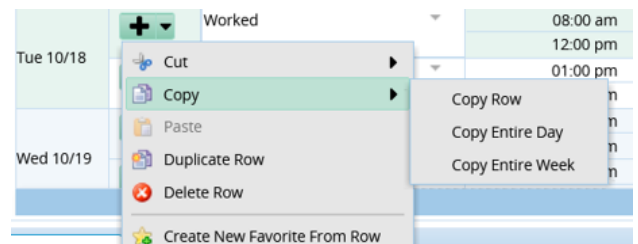
4. Time Banks

4.0 Time Balance Banks

The time balance banks contain the amount of time available to an employee, such as Vacation, Sick, Banked, or Care For time. At Brandon University, the following banks will be available to employees within the groups indicated below.

Vacation Bank – MGEU, MGEU Food Services, IUOE (A), IUOE (D), ESS, and MPO assignments only.

Sick Bank - MGEU, MGEU Food Services, IUOE (A), IUOE (D), ESS, and MPO assignments only.

NOTE	The vacation and sick banks accrue on a bi-weekly basis, providing employees with a up-to-date balances. If an employee submits a request for time off in the future, the hours will be deducted from the bank balance at the point when the time is taken, not when the request has been approved.

Banked Time Bank – MGEU, MGEU Food Services, IUOE (A), IUOE (D), ESS, and MPO assignments may be able, with approval, to bank overtime.

Employees within these groups should indicate the overtime hours to be banked on their timesheet. The timesheet includes a pay code and check box for accruing banked time.

Pay Code	Bank Overtime	Hours
Worked ▾	☑	01:00 pm 08:00 pm

Care For Bank – Available to all regular employees in accordance with their respective collective agreement.

4.1 Submit Time-off Requests

To submit a Time-off Request to your approving manager:

- Click **My Time-off** in the *Schedules* area on your dashboard
- In the Time-off window, click **Create new Request**

➕ Create New Request
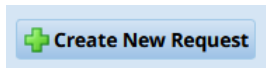
- In the Create Time-off Request window, select a **Time Off Type Entry Code,** the **Start** and **End Dates,** along with any related comments

- Click **Next**

- Review the details in the request in the *Request Details* window

- Click **Submit**

- You are notified if the time-off request is successfully created and the request now appears in under the **Current** tab in the *My Time-off* window

NOTE

The request also appears in your manager's *Leave Requests* area on their dashboard for review upon submission. When a time-off request is approved, the *Status* changes from Pending to Approved. Once approved, it appears on your timesheet for the requested entry code and date and an email is sent to the employee stating, "*Your time-off request has been approved*."

When a time-off request is rejected, the *Status* changes from Pending to Rejected. Nothing is noted on the your timesheet and an email is sent to the employee stating, "*Your time-off request has not been approved*."

4.2 Cancel Time-off Requests

To cancel a Time-off Request:

- Click **My Time-off** in the *Schedules* area on your dashboard
- In the Time-off window, click on the Time-off Request you want to cancel

- The *Request Summary* window appears
- Click the **Cancel Request** button above
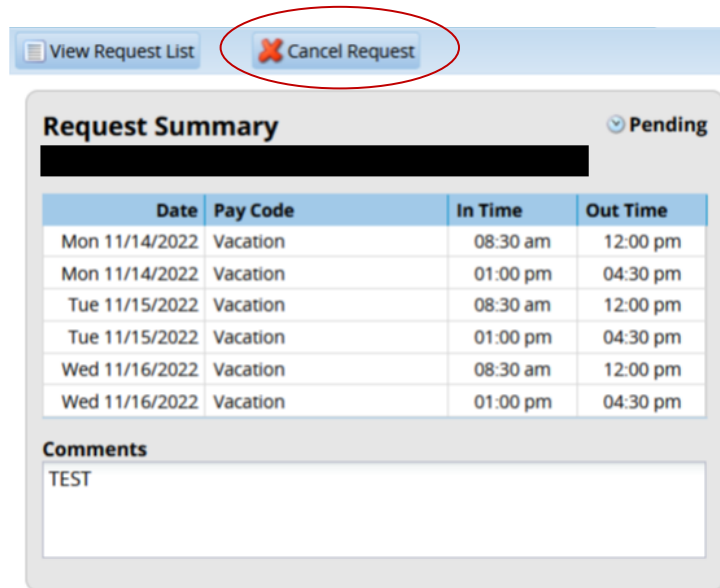
5. Submitting & Amending Timesheets

5.0 Submit Timesheets

To send your completed timesheet to your approving manager:

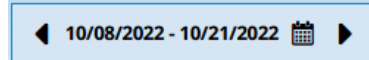- Click the Submit button found at the top of the timesheet

NOTE   An email will be sent on a bi-weekly basis from Workforce, reminding you to submit your timesheets by the payroll deadline. A list of the bi-weekly payroll deadlines can be found on the Human Resources website under the Payroll link.

5.1 Amend Timesheets

To amend a timesheet that has already been submitted, approved, and processed:

- Find the timesheet for the desired pay period using the arrow and calendar options found under the **Work Period** heading.

◀ 10/08/2022 - 10/21/2022 📅 ▶

- Click the **Amend** button found at the top of the timesheet

Amend   More▾   List View ▾

- Make the desired changes and click **Save**
- The amended timesheet will now appear in your manager's list of timesheets pending approval.
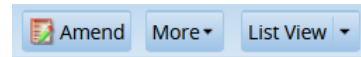
6. Multiple Assignment Employees

Some employees have more than one assignment. If that is the case, after the employee logs in and selects **My Timesheet** from the Time Entry area on the dashboard, the *Choose an Assignment* window appears.

- Select the appropriate assignment and proceed to the timesheet

This document is available in alternate formats upon request.