2022

WORKFORCE TRAINING

CASUAL 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:

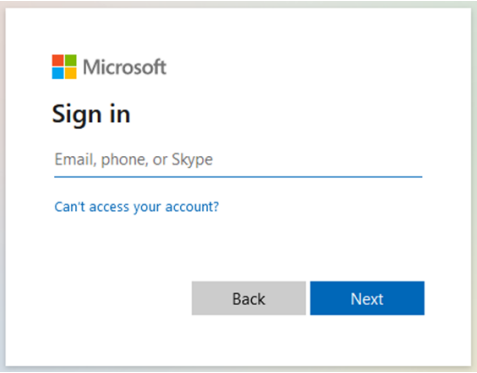
- Go to https://workforce.brandonu.ca

If you are already logged into Microsoft 365:

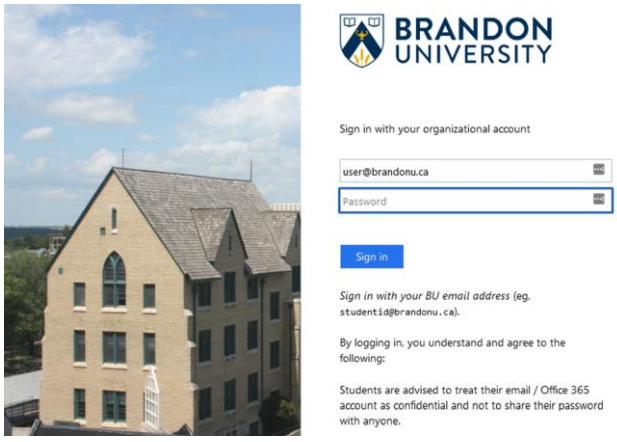
- you will be auto-signed into Workforce

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**

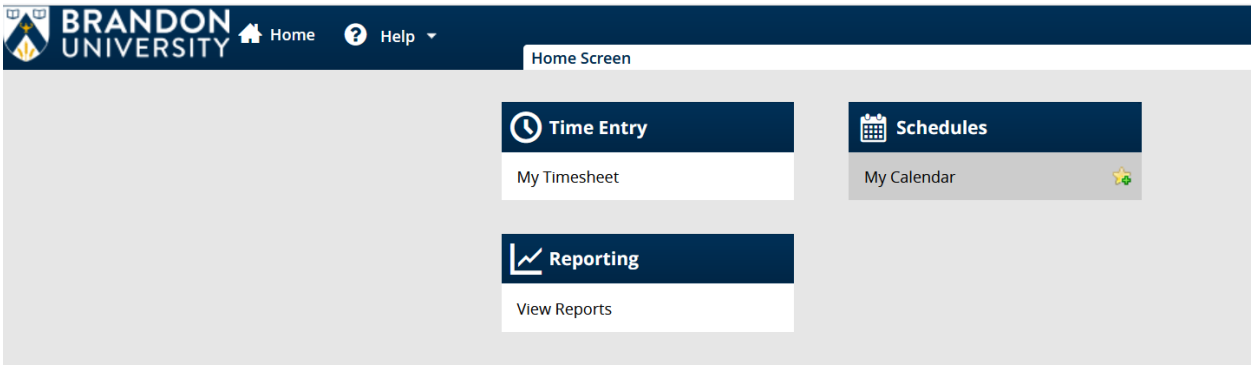


If you are not a registered user in Workforce,

- 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

Once you are logged in, the Employee 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:

- view scheduled hours
- access timesheet for time entry
- view pay period hours

Schedules

Point-of-entry to:

- view schedule in calendar

Reporting

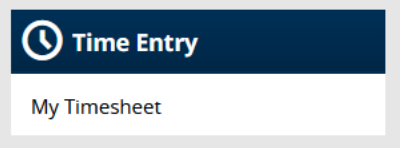
Point-of-entry to:

- access any general reports available

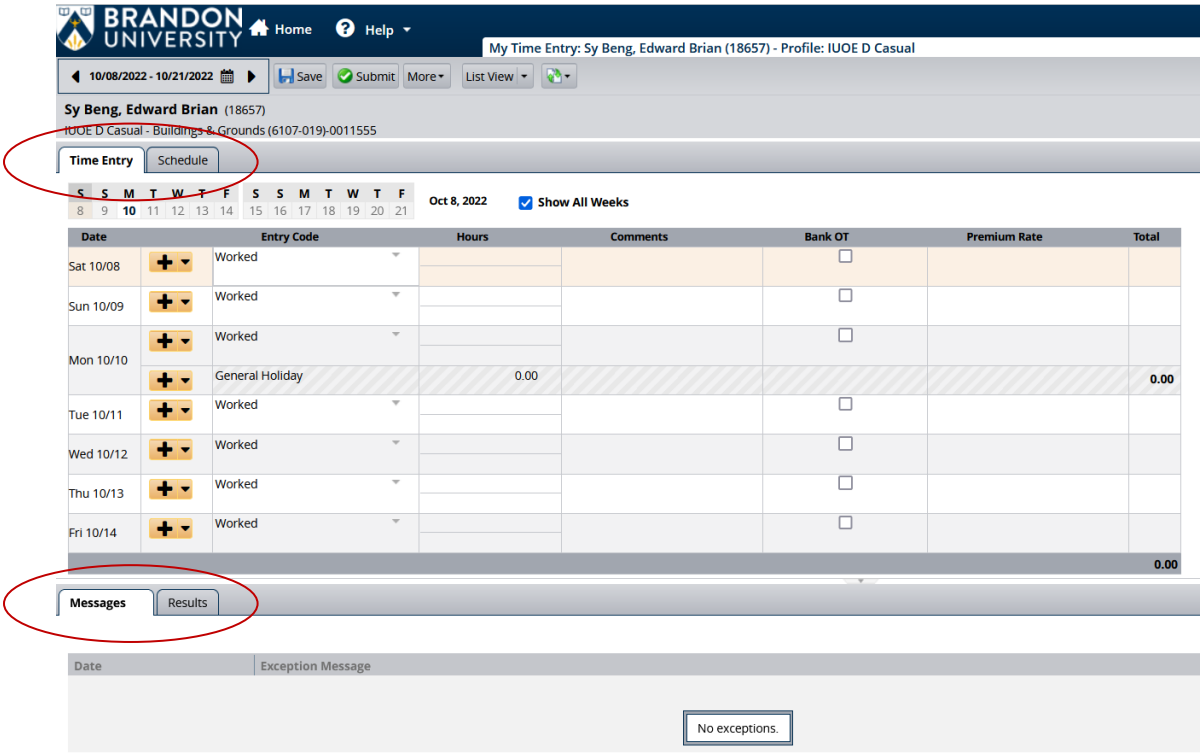
2. Timesheet Layout

2.0 Accessing your timesheet

- In the *Time Entry* box, click on **My Timesheet**

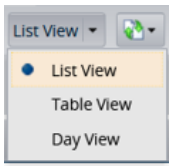


- The Time Entry window opens with the Time Entry and Messages tabs displayed. Other tab options in this window include Schedule and Results.



2.1 Changing the Timesheet View

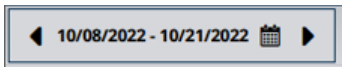
In the *Time Entry* window, the **View** button allows the user to select either a Table view, List view, or Day view.



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

2.2 Select a Pay Period

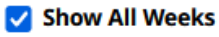
Above the *Time Entry* tab, the active pay period is displayed.



- 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.

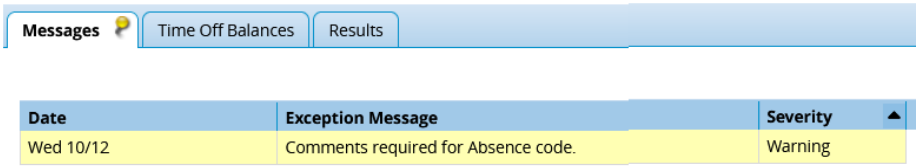


2.4 Timesheet Tabs

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

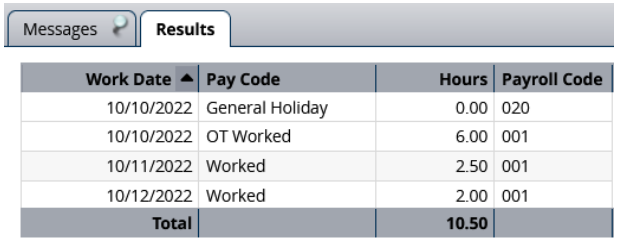


NOTE Some messages may be informational only, while others may require you (or your manager) to take some sort of action. Exception messages with the severity level of Error will require the issue to be fixed before you will be able to save the timesheet.

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.



Work Date	Pay Code	Hours	Payroll Code
10/10/2022	General Holiday	0.00	020
10/10/2022	OT Worked	6.00	001
10/11/2022	Worked	2.50	001
10/12/2022	Worked	2.00	001
Total		**10.50**	

Schedules Tab

The Schedule Tab allows a manager to post a casual employee's schedule into Workforce, for information purposes only. The employee will still be required to enter their time worked onto their timesheet.

3. Basic Time Entry

Casual employees will need to enter their time worked into their timesheet, 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. Reminder emails will be sent the second Friday of each pay period to your Brandon University email address.

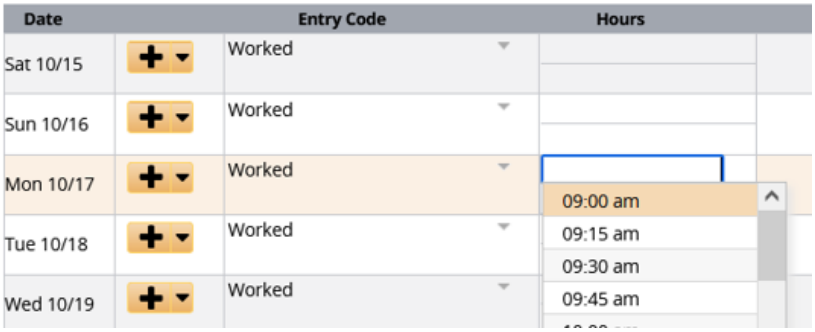
Casual employees are paid one pay period in arrears.

3.0 Entering Worked Time on Timesheets

To enter worked 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

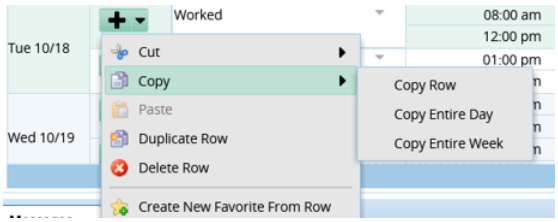
- Under the *Entry Code* heading (second column), select the appropriate code from the drop-down list (e.g. Worked)
- Under the *Hours* heading, in the upper cell, enter your start time (entering time in 24 hour clock is recommended or watch that you are selecting the appropriate time of day / either am or pm)
- Click Enter or select the time from the drop-down list that appears
- Tab to the lower cell or click directly in the cell and enter your end time
- Click **Save**



3.1 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



3.2 Save Your Timesheet

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

4. Submitting & Amending Timesheets

4.0 Submit Timesheets

To send your completed timesheet to your approving manager:

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

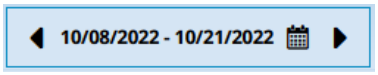
NOTE

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.

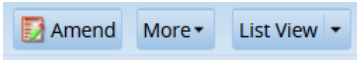
4.1 Amend Timesheets

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.



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



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

5. 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