

2022

# WORKFORCE TRAINING

CASUAL EMPLOYEE'S GUIDE



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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:

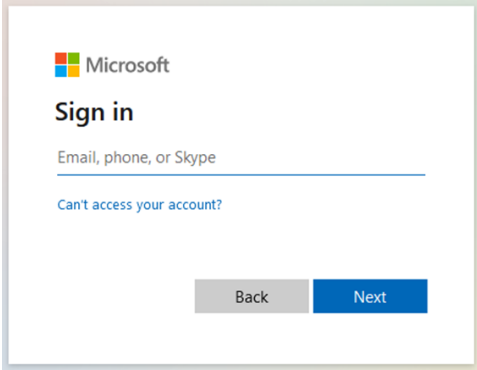
- Go to <https://workforce.brandonu.ca>

If you are already logged into Microsoft 365:

- you will be auto-signed into Workforce

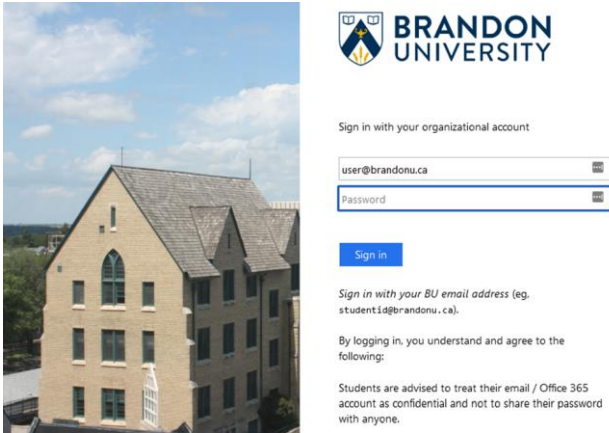
If you are **NOT** already logged into Microsoft 365:

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



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, there is a text input field labeled "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". At the bottom of the page, there are two buttons: a grey "Back" button and a blue "Next" button.

- 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**



The image shows the Brandon University sign-in page. On the left is a photograph of a large, multi-story brick building with a gabled roof. To the right of the photo is the Brandon University logo, which consists of a shield with a cross and a book, followed by the text "BRANDON UNIVERSITY". Below the logo, the text "Sign in with your organizational account" is displayed. There are two input fields: one for the email address, which contains "user@brandonu.ca", and one for the password, which contains "Password". Below the input fields is a blue "Sign in" button. At the bottom of the page, there is a small text block that reads: "Sign in with your BU email address (eg. student1@brandonu.ca). By logging in, you understand and agree to the following: Students are advised to treat their email / Office 365 account as confidential and not to share their password with anyone."

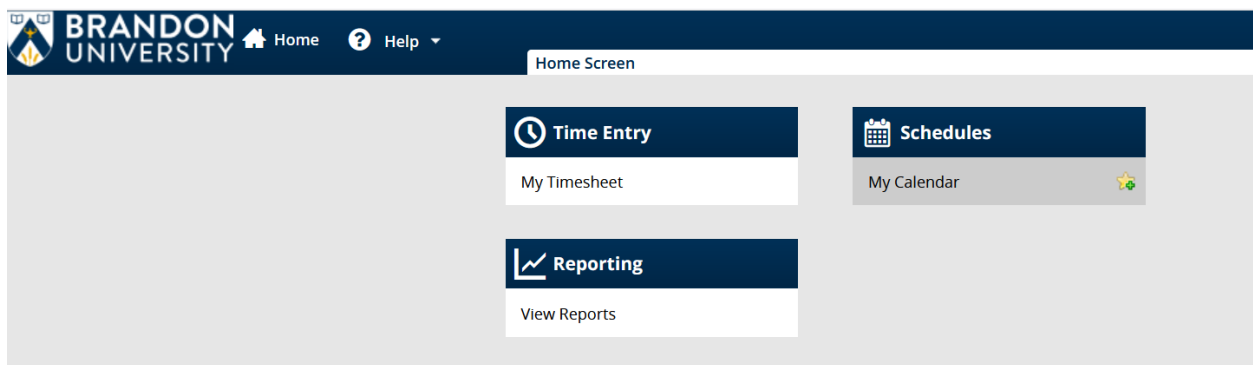
If you are not a registered user in Workforce,

- 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

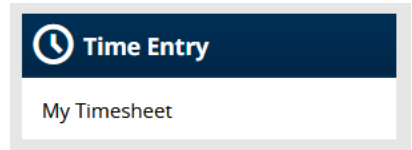
Point-of-entry to:

- access any general reports available

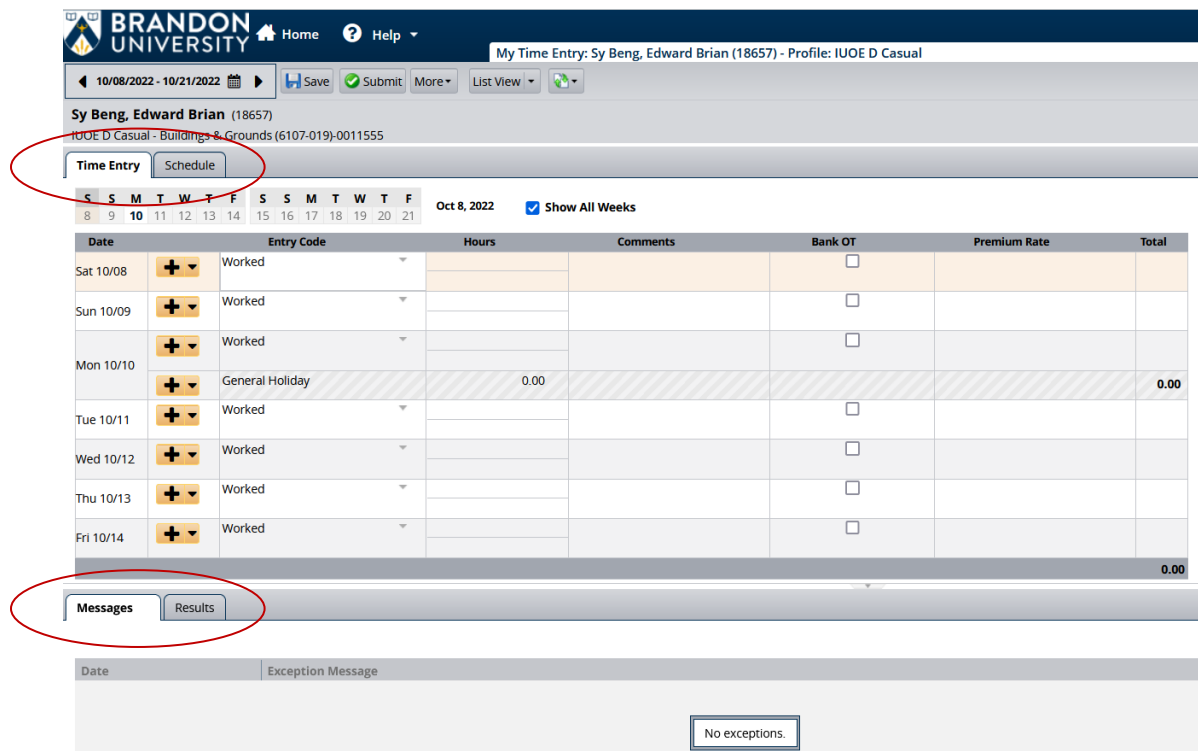
## 2. Timesheet Layout

### 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.



The screenshot shows the Brandon University Time Entry interface. At the top, there is a navigation bar with 'BRANDON UNIVERSITY' and 'Home ? Help'. Below this, a breadcrumb trail reads 'My Time Entry: Sy Beng, Edward Brian (18657) - Profile: IUOE D Casual'. A date range '10/08/2022 - 10/21/2022' and a 'List View' dropdown are visible. The user's name 'Sy Beng, Edward Brian (18657)' and profile 'IUOE D Casual - Buildings & Grounds (6107-019)-0011555' are displayed. Two tabs, 'Time Entry' and 'Schedule', are shown, with 'Time Entry' selected. A calendar view for 'Oct 8, 2022' is visible, with 'Show All Weeks' checked. Below the calendar is a table of time entries:

Date	Entry Code	Hours	Comments	Bank OT	Premium Rate	Total
Sat 10/08	Worked			<input type="checkbox"/>		
Sun 10/09	Worked			<input type="checkbox"/>		
Mon 10/10	General Holiday	0.00				0.00
Tue 10/11	Worked			<input type="checkbox"/>		
Wed 10/12	Worked			<input type="checkbox"/>		
Thu 10/13	Worked			<input type="checkbox"/>		
Fri 10/14	Worked			<input type="checkbox"/>		
						0.00

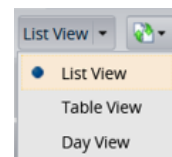
Below the table are two tabs, 'Messages' and 'Results', with 'Messages' selected. A table with columns 'Date' and 'Exception Message' is shown below, containing the text 'No exceptions.'

### 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.

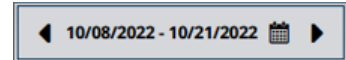
NOTE

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

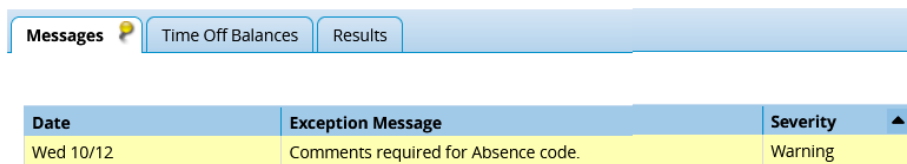
- To see both weeks in a pay period, click the **Show All Weeks** checkbox.  **Show All Weeks**

## 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



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
<b>Total</b>		<b>10.50</b>	

## 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




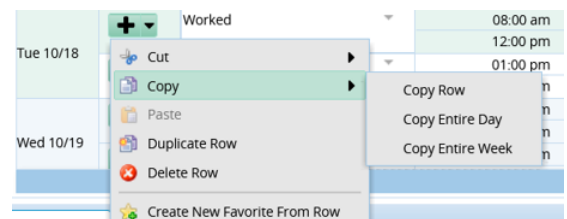
- Under the *Entry Code* heading (second column), select the appropriate code from the drop-down list (e.g. Worked)
- Under the *Hours* heading, in the upper cell, enter your start time (entering time in 24 hour clock is recommended or watch that you are selecting the appropriate time of day / either 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**

Date		Entry Code	Hours
Sat 10/15		Worked	
Sun 10/16		Worked	
Mon 10/17		Worked	09:00 am
Tue 10/18		Worked	09:15 am
Wed 10/19		Worked	09:30 am

### 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 
- 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

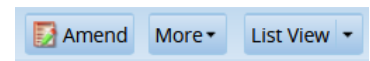
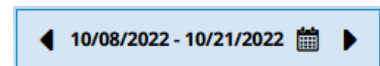


An email will be sent on a bi-weekly basis from Workforce, reminding you to submit your timesheets by the payroll deadline. A list of the bi-weekly [payroll deadlines](#) can be found on the Human Resources website under the Payroll link.

### 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