



WORKFORCE MANAGEMENT (WFM) NEW TIMESHEET HELP GUIDE FOR EMPLOYEES

This help guide outlines the before & after views of the WFM Timesheets for employees. Please note that these are from our demo database and your profile and field labels may be different.

START/END TIMESHEET STYLE – OLD TIMESHEET VIEW

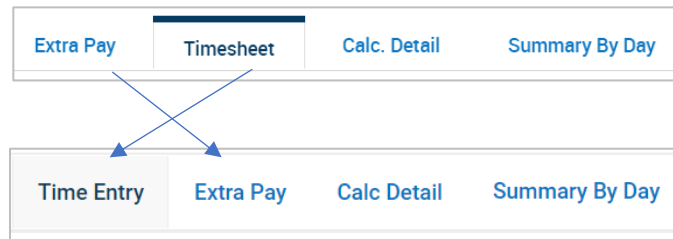
Date	Cost Center 1	Time Off	In Date	From	To	Raw Total	Calc. Total	Schedule	Exceptions
SUN 25	MT/RT3		Sun 25			0.00	0.00	N/A	
Day Total:						0.00	0.00		
MON 26	MT/RT3		Mon 26	e 9:02a	e 5:11p	8.15	8.25	9AM - 5PM	Late Out
Day Total:						8.15	8.25		
TUE 27	MT/RT3		Tue 27	e 8:44a			0.00	9AM - 5PM	Early In
Day Total:						0.00	0.00		
WED 28	MT/RT3	Vacation	Wed 28			8.00	8.00	9AM - 5PM	
Day Total:						8.00	8.00		
THU 29	MT/RT3	Vacation	Thu 29			8.00	8.00	9AM - 5PM	
Day Total:						8.00	8.00		

START/END TIMESHEET STYLE – NEW TIMESHEET VIEW

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Cost Center 1	Notes
SUN Jul 25			0.00 hrs	0.00 hrs			MT/RT3	
MON Jul 26	e 09:02 am	e 05:11 pm	8.15	8.25	MON Jul 26		MT/RT3	LATE OUT
			8.15 hrs	8.25 hrs				
TUE Jul 27	e 08:44 am	To am	0.00	0.00	TUE Jul 27		MT/RT3	EARLY IN
			0.00 hrs	0.00 hrs				
WED Jul 28	From am	To am	8.00	8.00	WED Jul 28	Vacation	MT/RT3	
			8.00 hrs	8.00 hrs				
THU Jul 29	From am	To am	8.00	8.00	THU Jul 29	Vacation	MT/RT3	
			8.00 hrs	8.00 hrs				

DIFFERENCE IN OLD TIMESHEET VIEW VS. NEW TIMESHEET VIEW

- 1) The "Timesheet" tab is now labeled as the "Time Entry" tab and is now the 1st tab on your screen and the "Extra Pay" tab is now the 2nd tab on your screen as seen below.



- 2) The columns have moved. We can enable your system so you can reorganize those columns. Please create a case with WFM Support to do so.

Date	Cost Center 1	Time Off	In Date	From	To	Raw Total	Calc. Total	Schedule	Exceptions
> SUN Jul 25						0.00 hrs	0.00 hrs		
▼ MON Jul 26 9AM - 5PM		LATE OUT		e 09:02 am	e 05:11 pm	8.15	8.25	MON Jul 26	MT/RT3
						8.15 hrs	8.25 hrs		

- 3) The Timesheet Totals are now on the top of the window instead of below the data.

THU 29						8.00	8.00		
FRI 30						8.00	8.00	9AM - 5PM	
SAT 31						0.00	0.00	N/A	
Timesheet Total:						32.15	32.25		

UNICORN HRO 12:06 PM (EDT) Feedback

← Timesheet Edit SAVE SUBMIT APPROVE

Carl Test July 25, 2021 - July 31, 2021 Open New Look

Time Entry Extra Pay Calc Detail Summary By Day

32.15 hrs 32.25 hrs
Raw Total Calc. Total

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Cost Center 1	Notes
> SUN Jul 25			0.00 hrs	0.00 hrs				
▼ MON Jul 26 9AM - 5PM	LATE OUT							
	e 09:02 am	e 05:11 pm	8.15	8.25	MON Jul 26		MT/RT3	
			8.15 hrs	8.25 hrs				

BULK HOURS TIMESHEET STYLE – OLD TIMESHEET VIEW

UNICORN HRO 12:17 PM (EDT) Feedback

← Timesheet Edit SAVE UNDO SUBMIT FOR APPROVAL APPROVE UTILITIES INFO

Employee: Daphne Test (105) Time Sheet: July 25, 2021 - July 31, 2021 New Look

Info (1) Hide All

Our classic timesheet is being retired. Be sure to try out the new timesheet experience before the toggle button is removed during our next release cycle: June 14th to July 29th.

Extra Pay Timesheet Calc. Detail Summary By Day

Sunday, July 25, 2021 - Saturday, July 31, 2021

Cost Center 1	Cost Center 3	Time Off	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 31	Raw Total
X MT		Vacation			8.00					8.00
X MT				8.00		8.00	8.00	8.00		32.00
Raw Total			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Notes

1 Add Rows

BULK HOURS TIMESHEET STYLE – NEW TIMESHEET VIEW

UNICORN HRO 12:18 PM (EDT) Feedback

← Timesheet Edit SAVE SUBMIT APPROVE

Daphne Test July 25, 2021 - July 31, 2021 Open New Look

Time Entry Extra Pay Calc Detail Summary By Day

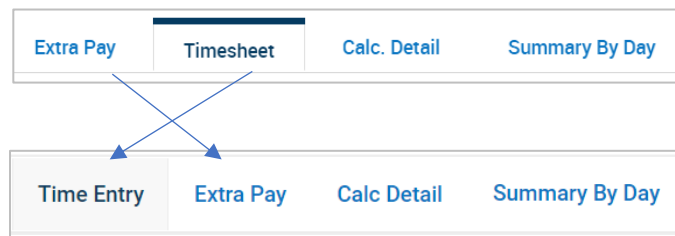
40.00 hrs 40.00 hrs
Raw Total Calc. Total

Time Off	Cost Center 1	Cost Center 3	SUN Jul 25	MON Jul 26	TUE Jul 27	WED Jul 28	THU Jul 29	FRI Jul 30	SAT Jul 31	Raw Total
Vacation	MT				8.00					8.00
	MT			8.00		8.00	8.00	8.00		32.00
	MT									0.00
			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

+ Add Rows 1

DIFFERENCE IN OLD TIMESHEET VIEW VS. NEW TIMESHEET VIEW

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2) The columns have moved. We can enable your system so you can reorganize those columns. Please create a case with WFM Support to do so.

Cost Center 1	Cost Center 3	Time Off	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 31	Raw Total
Time Off	Cost Center 1	Cost Center 3	SUN Jul 25	MON Jul 26	TUE Jul 27	WED Jul 28	THU Jul 29	FRI Jul 30	SAT Jul 31	Raw Total

3) The Timesheet Totals are now on the top of the window in addition to below the data.

Cost Center 1	Cost Center 3	Time Off	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 31	Raw Total
MT		Vacation			8.00					8.00
MT				8.00		8.00	8.00	8.00		32.00
Raw Total			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

Time Off	Cost Center 1	Cost Center 3	SUN Jul 25	MON Jul 26	TUE Jul 27	WED Jul 28	THU Jul 29	FRI Jul 30	SAT Jul 31	Raw Total
Vacation	MT				8.00					8.00
	MT			8.00		8.00	8.00	8.00		32.00
	MT									0.00
Raw Total			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00

4) The Notes are now above the data instead of below the data.

Cost Center 1	Cost Center 3	Time Off	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 31	Raw Total
MT		Vacation			8.00					8.00
MT				8.00		8.00	8.00	8.00		32.00
Raw Total			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Notes										

Time Off	Cost Center 1	Cost Center 3	SUN Jul 25	MON Jul 26	TUE Jul 27	WED Jul 28	THU Jul 29	FRI Jul 30	SAT Jul 31	Raw Total
Vacation	MT				8.00					8.00
	MT			8.00		8.00	8.00	8.00		32.00
	MT									0.00
Raw Total			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00