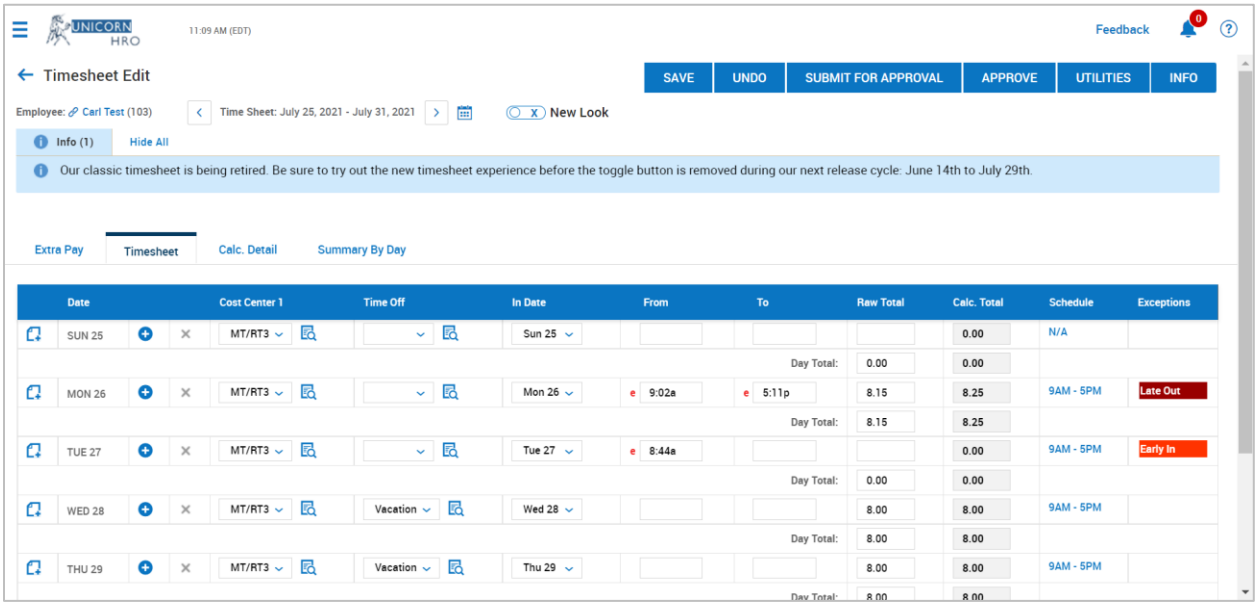
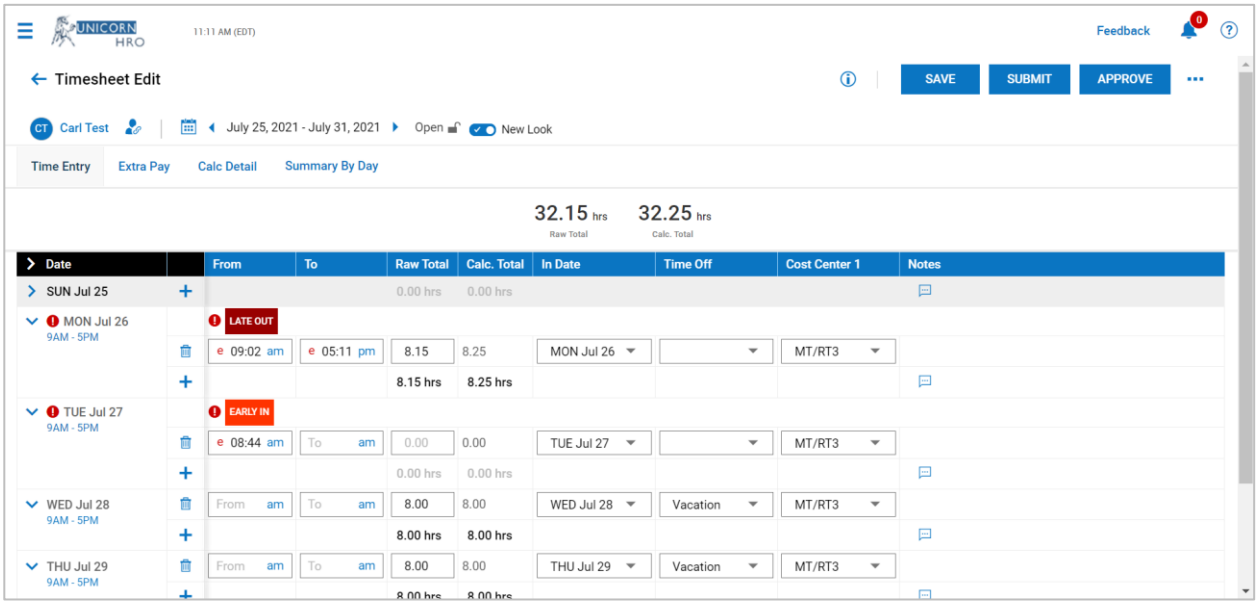
WORKFORCE MANAGEMENT (WFM)
NEW TIMESHEET HELP GUIDE FOR EMPLOYEES

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

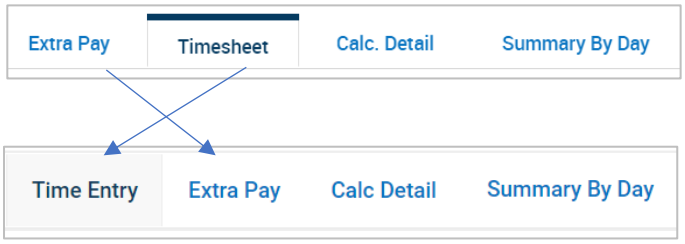


START/END TIMESHEET STYLE – NEW TIMESHEET VIEW

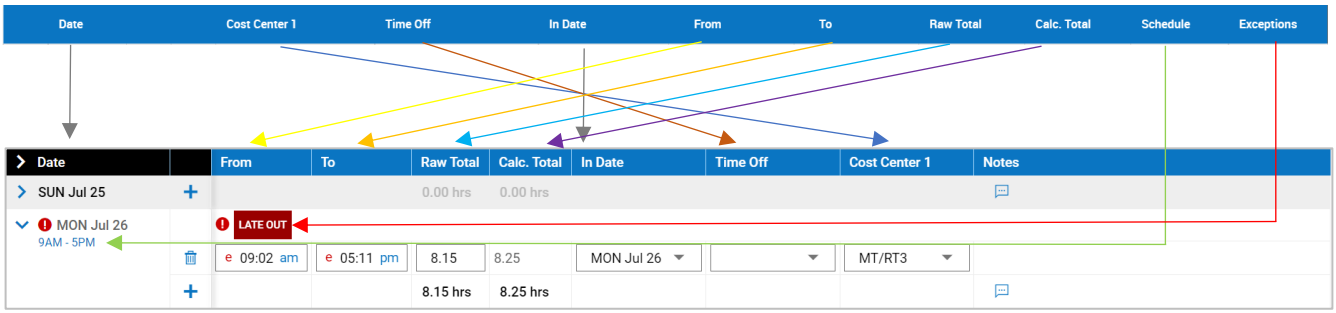


DIFFERENCE IN OLD TIMESHEET VIEW VS. NEW TIMESHEET VIEW

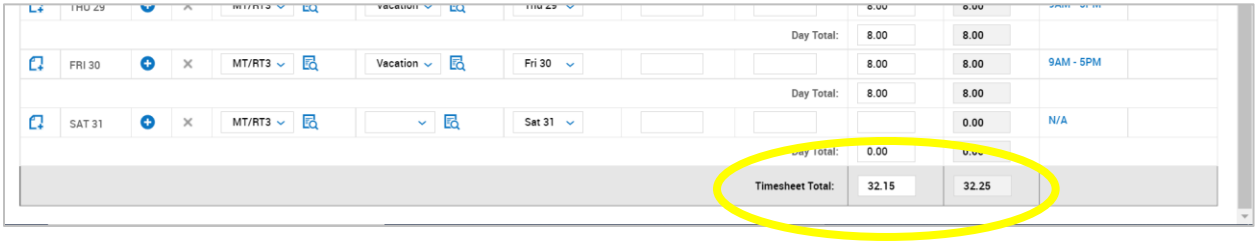
1) The “Timesheet” tab is now labeled as the “Time Entry” tab and is now the 1st tab on your screen and the “Extra Pay” tab is now the 2nd tab on your screen as seen below.

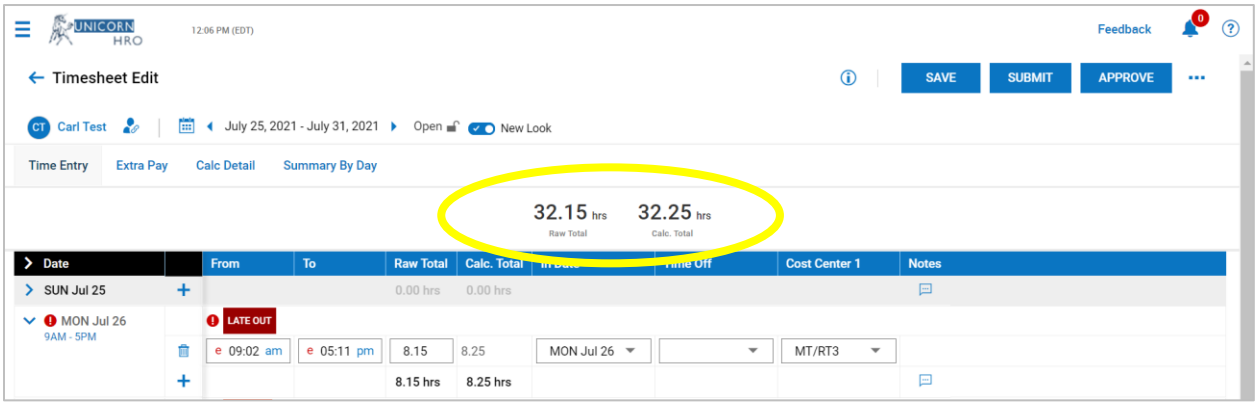


2) The columns have moved. We can enable your system so you can reorganize those columns. Please create a case with WFM Support to do so.

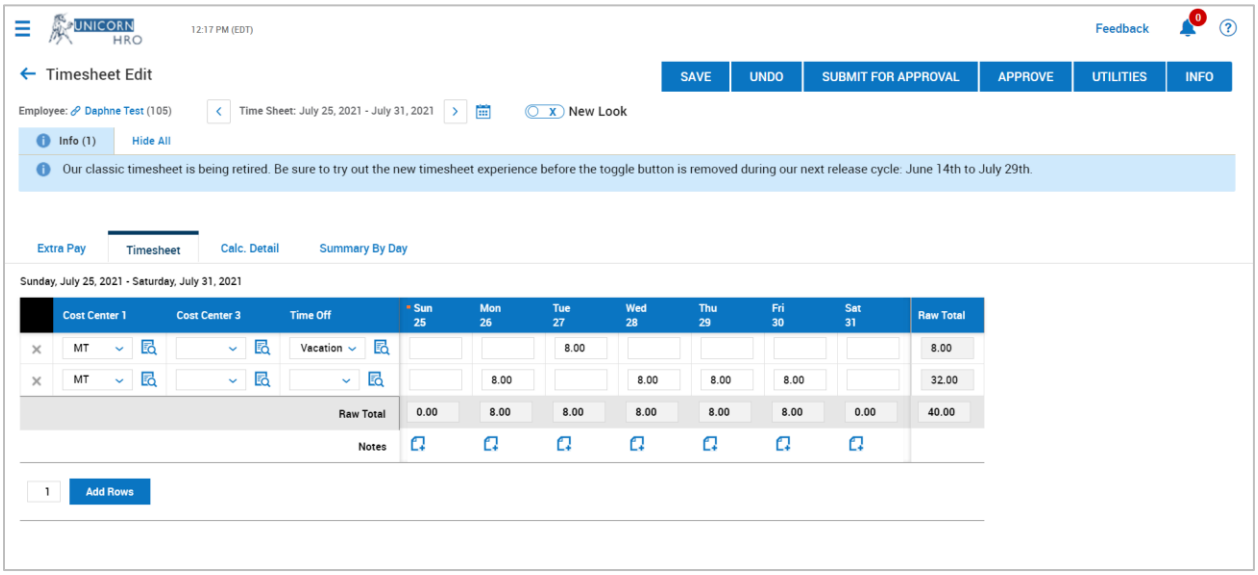


3) The Timesheet Totals are now on the top of the window instead of below the data.

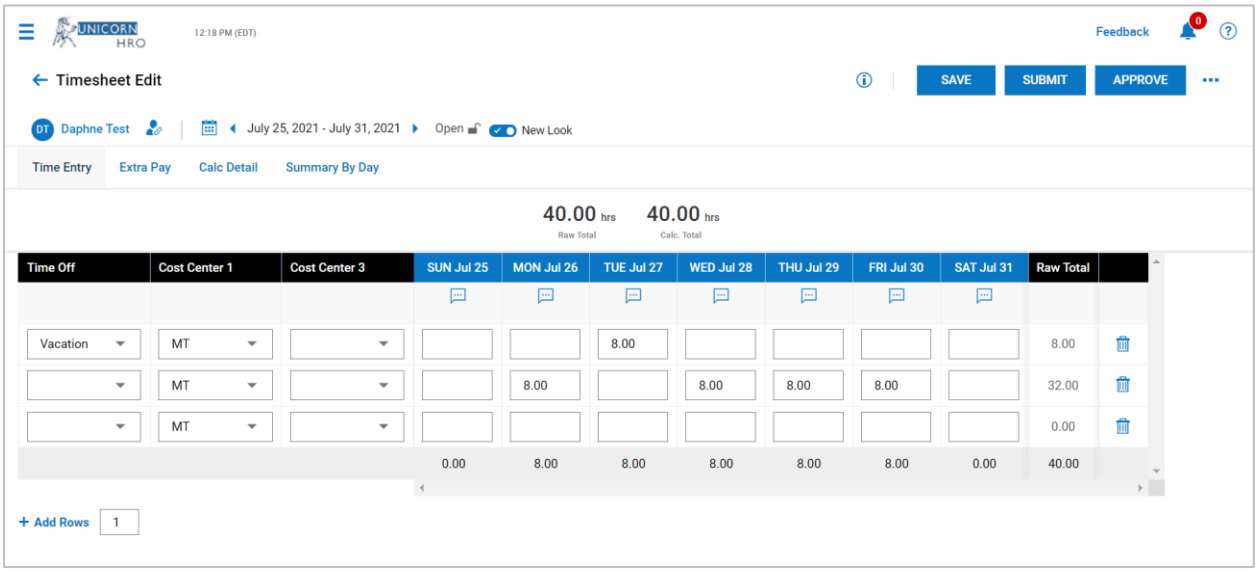




BULK HOURS TIMESHEET STYLE – OLD TIMESHEET VIEW



BULK HOURS TIMESHEET STYLE – NEW TIMESHEET VIEW



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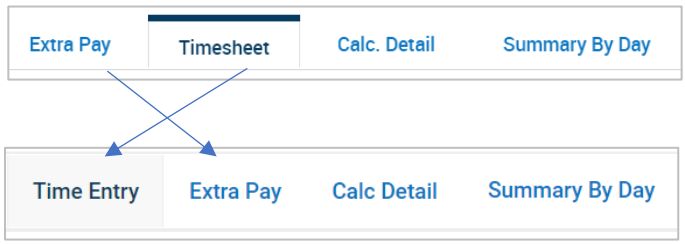
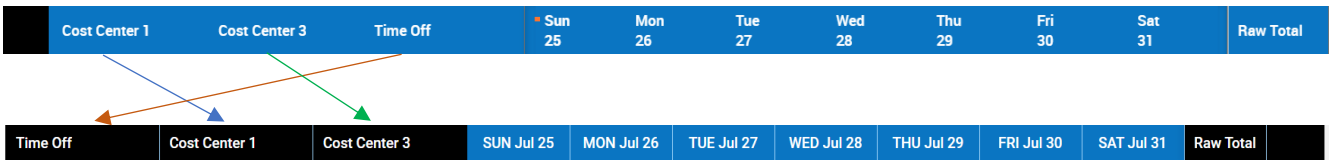
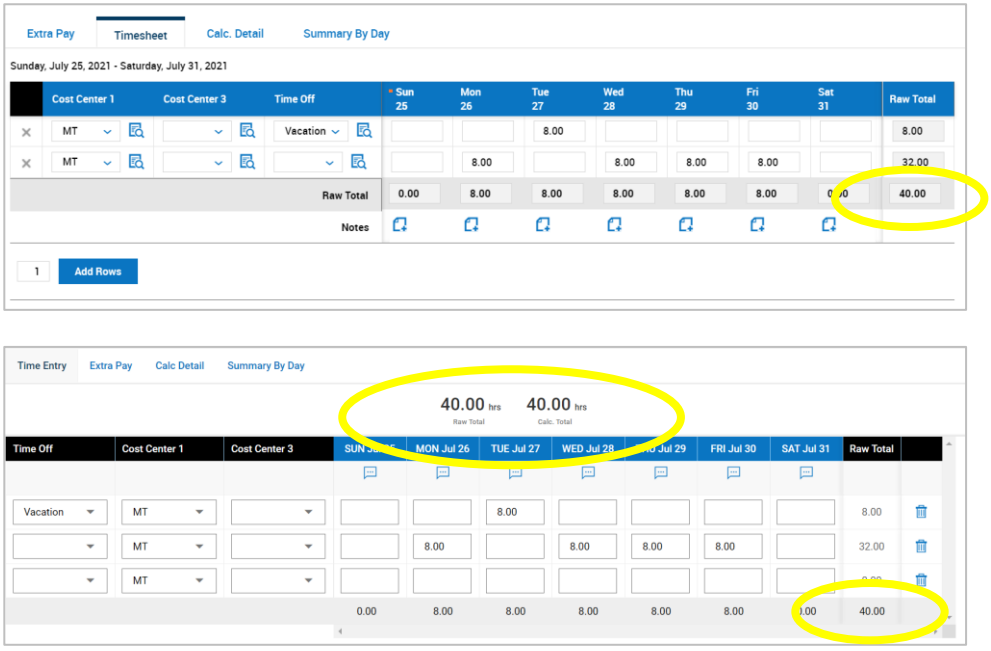
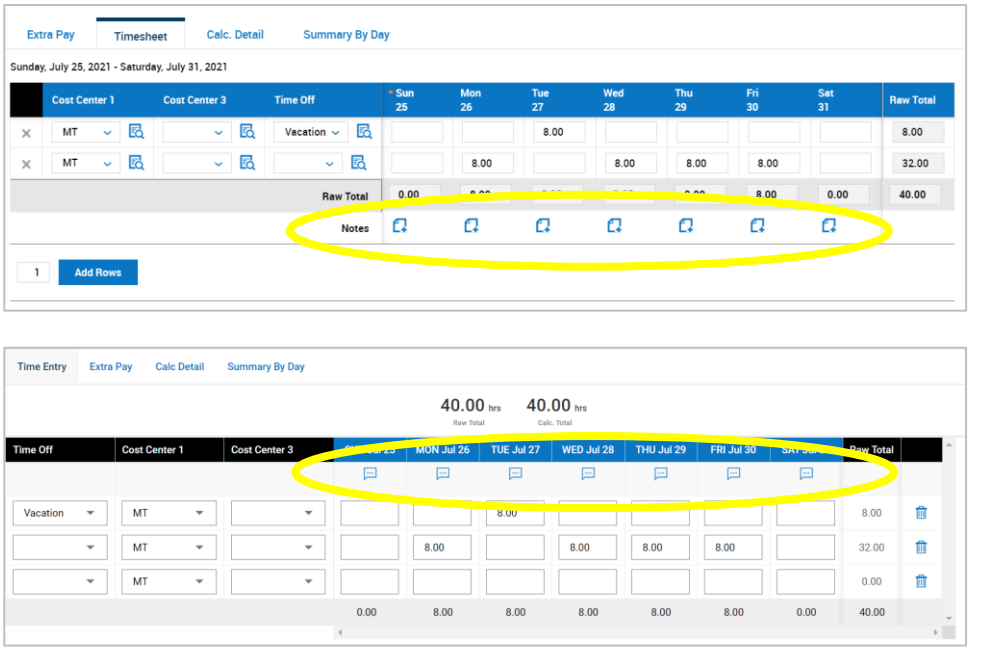


2) The columns have moved. We can enable your system so you can reorganize those columns. Please create a case with WFM Support to do so.



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



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