

WorkForce Time & Attendance System - Employee

Web Address:

<https://time-entry.micase.workforcehosting.com/workforce/Logon.do>

To Log In:

Enter User ID and Password

Click "Login" (First time logging in, your user ID is your password)

You are now at the Dashboard of the Time & Attendance System

Time Entry:

My Time Sheet

Click "More" tab to print your time sheet

Click in the "Comments" field to enter messages to your supervisor
(Be sure to click "Save")

Click "Exceptions" to see any warnings or errors to your time sheet

Click "Banks" tab to see your current leave balances

Click "Results" to see your total hours worked/leave taken

Click "Home" to go back to the Dashboard

Go to Web Clock

Click on the assignment you are working at (if applicable)

Click in/out to punch the clock

Click "Timesheet" tab to go to your time sheet

Click "Switch Assignments" to go back to the previous screen

Click "Logout" after you have punched the clock

Schedules:

My Time Off

Click "My Time Off" to request leave

Click "Create New Request"

Click on your assignment if applicable

Select correct Pay Code from drop down menu

Select Start and End Date from the calendar or type in the date

Type comment to your Manager (Optional)

Click "Next"

On "Request Details" page you can change the number of
hours requested, if necessary, then click update

Bank Usage will display your current leave balance

Click "Submit" - an email will be sent to you upon approval

Reports:

View Reports

Click on "Reports About Me" - Lists reports available to the employee
for printing. (time sheets, absence history, etc.)

Settings:

Change/My Password

Use to change your password in WorkForce

Forgot Your User ID?

Your current User ID is located in the Employee Portal > Employee tab

Click "View/Change my WorkForce Login"

Forgot Your Password?

Use the "Forgot Your Password" link on your login screen. A temporary
will be sent to your email address.

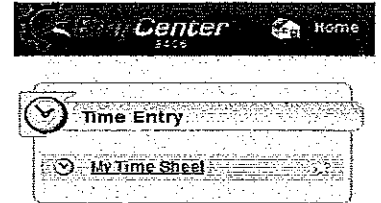
WorkForce Time & Attendance How-to: Viewing Your Current Leave Bank Values

In the past, you might have viewed your leave balances on your pay stub. The values shown on a pay stub are never up-to-date... e.g. generally 2 or more weeks old. More up-to-date information is available directly from the WorkForce Time & Attendance system. Therefore, over time, the pay stub will be changed – to remove leave balances.

How-To View

Go to your time sheet via the WorkForce Time & Attendance (aka EmpCenter) dashboard:

Normally you would view the current time sheet to see what your current balances are; however, the values displayed are based on the time sheet you are viewing. When you view a time sheet 3 months into the future, the values displayed represent all approved leave requests up to that date.



The 2 time sheet images below – show bank values for the current week (as this document is written) and then one week into the future, in which vacation time will be taken.

05/18/2014 - 05/24/2014

Timesheet

Date	Pay Code	Overt	Hours
Sun 05/18	None		
Mon 05/19	None		
Tue 05/20	None		
Wed 05/21	None		
			0.00

Exceptions Bank

Bank	Hours
Vacation	Initial Balance Sun 05/18 68.000 Credits 0.000 Debits 0.000 Ending Balance Sat 05/24 68.000
Vacation Carry-Over	Initial Balance Sun 05/18 0.000 Credits 0.000 Debits 0.000 Ending Balance Sat 05/24 0.000
Sick	Initial Balance Sun 05/18 828.000 Credits 0.000 Debits 0.000 Ending Balance Sat 05/24 828.000
Personal Time	Initial Balance Sun 05/18 16.000 Credits 0.000 Debits 0.000 Ending Balance Sat 05/24 16.000
Family Illness	Initial Balance Sun 05/18 0.000 Credits 0.000 Debits 0.000 Ending Balance Sat 05/24 0.000
Non-Worked Day	Initial Balance Sun 05/18 0.000 Credits 0.000 Debits 0.000 Ending Balance Sat 05/24 0.000
Comp	Initial Balance Sun 05/18 0.000 Credits 0.000 Debits 0.000 Ending Balance Sat 05/24 0.000

05/25/2014 - 05/31/2014

Timesheet

Date	Pay Code	Overt	Hours
Sun 05/25	None		
Mon 05/26	Holiday	0.000	8.000
Tue 05/27	None		
Wed 05/28	None		
Thu 05/29	None		
Fri 05/30	None		
Sat 05/31	None		
			40.000

Exceptions Bank

Bank	Hours
Vacation	Initial Balance Sun 05/25 68.000 Credits 0.000 Debits (32.000) Ending Balance Sat 05/31 36.000
Vacation Carry-Over	Initial Balance Sun 05/25 0.000 Credits 0.000 Debits 0.000 Ending Balance Sat 05/31 0.000
Sick	Initial Balance Sun 05/25 828.000 Credits 0.000 Debits 0.000 Ending Balance Sat 05/31 828.000
Personal Time	Initial Balance Sun 05/25 16.000 Credits 0.000 Debits 0.000 Ending Balance Sat 05/31 16.000
Family Illness	Initial Balance Sun 05/25 0.000 Credits 0.000 Debits 0.000 Ending Balance Sat 05/31 0.000
Non-Worked Day	Initial Balance Sun 05/25 0.000 Credits 0.000 Debits 0.000 Ending Balance Sat 05/31 0.000
Comp	Initial Balance Sun 05/25 0.000 Credits 0.000 Debits 0.000 Ending Balance Sat 05/31 0.000

View Different Time Period?

Just click on the Period display/selector – the pop-up calendar will display. Pick the week you want to display and the time sheet will be refreshed.



Note: Your district may not use all banks displayed above. Check with your district's HR/Payroll department or employee manuals.