Introduction

The timesheets in the August 8, 2019 upgrade will look slightly different than you are used to seeing. The process for entering your time has not changed. This document will walk through some of the visual/verbiage changes.

What’s New for all Workforce Users

In the upgrade all users will experience the following changes:

1. “Enter My Hours” is now “My Timesheet”

2. Insert icon in Timesheet is slightly different

New Workforce Timesheet

Old Workforce Timesheet
3. Tabs for “Pay Preview”, Time off Balances, and “Schedule” are shown at the bottom of your timesheet. Managers who need to adjust employee schedules for just the current pay period can do it under the “Schedule” tab. Employees cannot do Schedule changes to their own timesheets.
What’s New for Supervisors

In the upgrade, supervisors can now see timesheet exceptions on the main dashboard.
New Workforce Timesheet View

Preferred View Settings

The preferred view settings you had prior to the upgrade should have carried over. If not, you may change it:

**Step 1:** Click the tab that says “List View” and change it to “Table View”

**Step 2:** If you only see one week displayed, click the “Show All Weeks” box to see the full pay period.