



How to View Workforce Timesheets

Workforce is where employees can view hours worked for extra duties, allotment balances, and absences requested through Workforce or Aesop.

*****Only accessible from U-46 district grounds*****

Pay Code	Mon 05/18	Tue 05/19	Wed 05/20	Thu 05/21	Fri 05/22	Sat 05/23	Sun 05/24	Clock ID (In)	Clock ID (Out)	Total
Comp Time Earned										
Clock Time	07:31 am 12:58 pm	07:25 am 12:39 pm	07:19 am 12:32 pm					ESC-02		15.90
Clock Time	02:00 pm 04:32 pm		01:32 pm 04:02 pm					ESC-02		5.03
Clock Time		01:33 pm 04:35 pm								3.03
Floating Holiday				8.00						8.00
Vacation					8.00					8.00
	7.98	8.27	7.72	8.00	8.00	0.00	0.00			39.97

Work Date	Assignment	Pay Code	Hours	Activity	Account String	Level	Shift Dif	Rate Override
05/18/2015	SEC-PAYROL...	Hourly	8.00					0.0000
05/19/2015	SEC-PAYROL...	Hourly	8.25					0.0000
05/20/2015	SEC-PAYROL...	Hourly	7.75					0.0000
05/21/2015	SEC-PAYROL...	Floating Holiday	8.00					0.0000
05/22/2015	SEC-PAYROL...	Vacation	8.00					0.0000

Once in the program please go to:

Enter My Hours - to be able to view extra duties, absences, and allotments.

On the top half of the page you will be able to view your time sheet by week. Here you will see all your punches and additionally, you will see if there was any sick, vacation, holiday, or any other time paid to you for that week.

**You can move between weeks by clicking on the arrows before and after the period dates.

1. **Exceptions** - indicates any changes made to the timesheet and who made them. Displays what the "thumbtack" symbol on the timesheet means.
2. **Results** – displays hours to the nearest quarter hour.