



Welcome to Workforce Manager

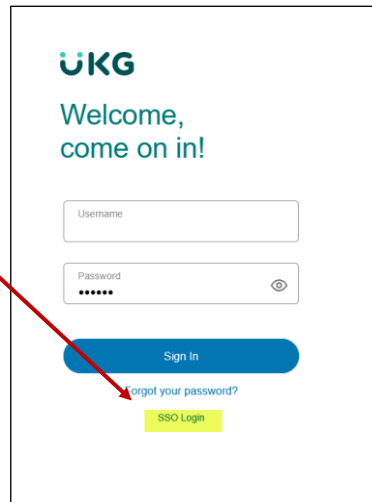
**Otherwise
known as
WFM**

Logging into UKG Workforce Manager (WFM)

Log into WFM:

GoWMU > Employee Self Service > UKG WFM.

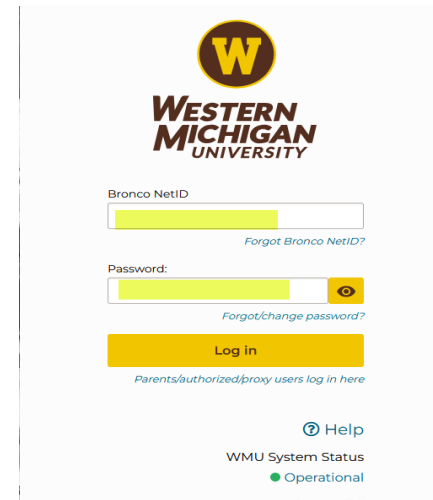
Click on SSO Login



The UKG login screen features the UKG logo at the top left, followed by the text "Welcome, come on in!". Below this are two input fields: "Username" and "Password" (with a masked password of six dots and an eye icon for toggling visibility). A blue "Sign In" button is positioned below the password field. A red arrow points from the "SSO Login" button to the "Sign In" button. At the bottom, there is a link for "forgot your password?" and a yellow "SSO Login" button.

Multifactor Authentication is required

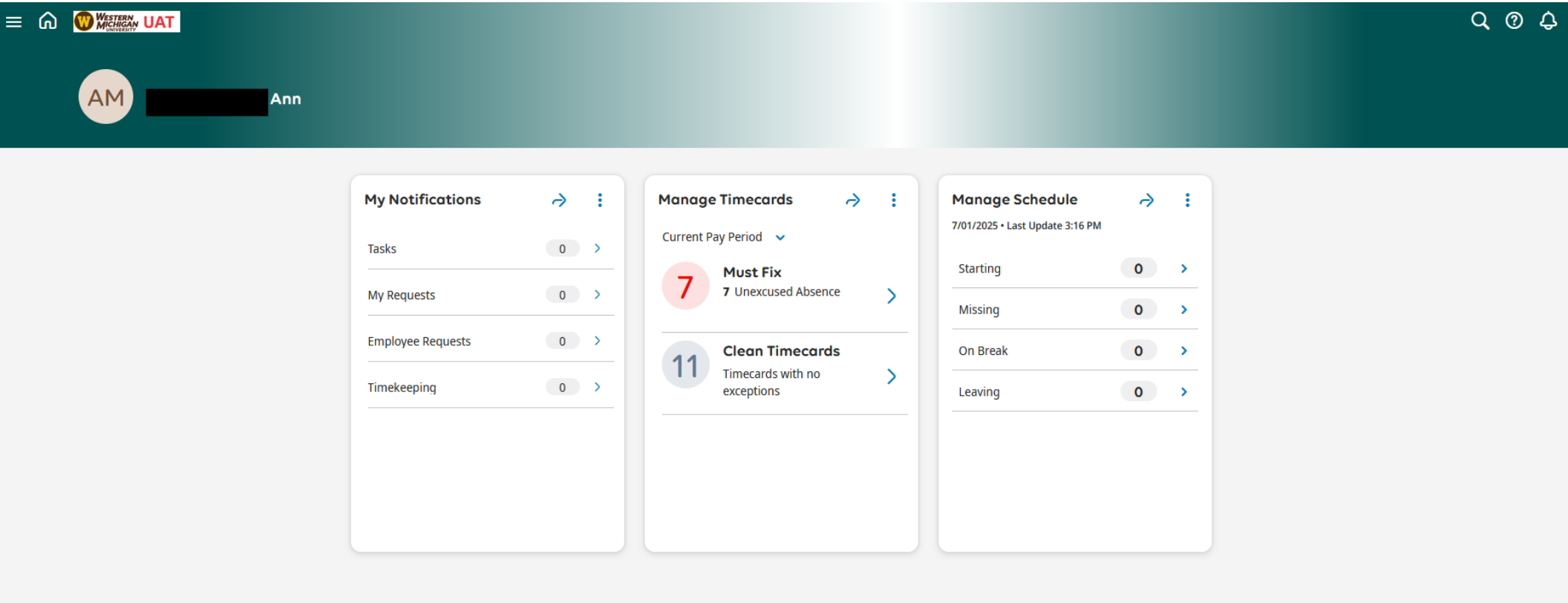
Then log in with your BroncoNet ID and password.



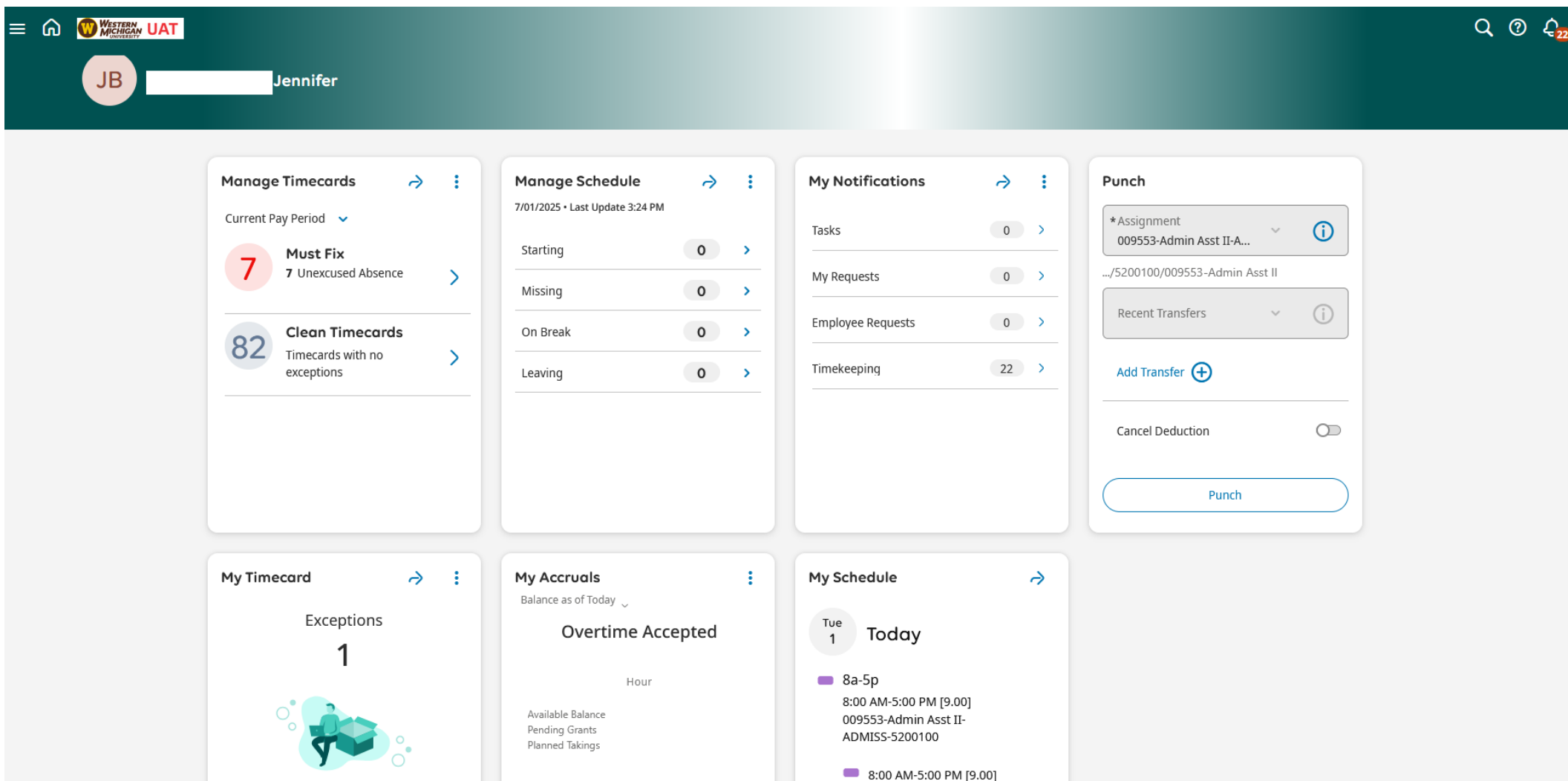
The Western Michigan University BroncoNet login screen displays the university's logo at the top. Below the logo are two input fields: "Bronco NetID" and "Password:". Both fields have yellow bars indicating input. A link "Forgot Bronco NetID?" is located below the NetID field, and a link "Forgot/change password?" is below the password field. A yellow "Log in" button is positioned below the password field. At the bottom, there is a link for "Parents/authorized proxy users log in here" and a "Help" link with a question mark icon. The system status is shown as "WMU System Status" with a green dot indicating "Operational".

Home Screens

Your Supervisor Home screen might look like this.



Your Timekeeper Home screen might look like this. You will notice this screen includes the “Punch” tile.



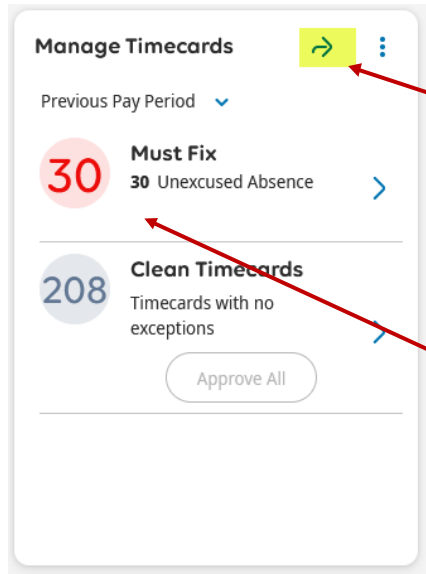
- All “My” tiles pertain to you, the hourly employee.
- Manage Timecards tile will bring you to your department’s employee timecards.
- Manage Schedules tile will take you to your department’s employee schedules.
- The Punch tile is for you, as an hourly Timestamp employee, to punch in & out on your PC.



Anywhere you are in WFM, you can click on the Home  to take you back to your home screen.

Timecards

Timecards



To view all employee's timecards, click the arrow on the Manage Timecards tile.
**This defaults to Previous Pay Period upon log in.

Notice the Must Fix. WFM is letting you know of problems within your timecards.

The screenshot shows the 'Employee Timecards' interface. At the top, there is a header bar with the title 'Employee Timecards'. Below the header, there is a dropdown menu for 'Employee' and a 'Previous Pay Period' button. A red arrow points from the text 'Employee list-click the dropdown.' to the 'Employee' dropdown. Another red arrow points from the text 'Timeframe' to the 'Previous Pay Period' button. The main content area is a table with columns: Date, Schedule, Absence, Assignment, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. A red arrow points from the text 'Hyperfind-Recommend use "All Home & Transferred In*". Can use any choice available.' to the 'Shift' column. At the bottom, there are two tabs: 'Accruals' and 'Totals'. Red arrows point from the text 'Click Accruals tab to see leave balances.' to the 'Accruals' tab and from the text 'Click Totals tab to see timecard totals.' to the 'Totals' tab.

Employee list-click the dropdown.

Timeframe

Hyperfind-Recommend use "All Home & Transferred In*". Can use any choice available.

Click Accruals tab to see leave balances.



Click Totals tab to see timecard totals.






Click on the employee drop down list. Scroll to the employee you want to enter time for. Click on their timecard.

Make your employee's time entries by either using Paycodes (regular, retro, vacation-hourly, sick-hourly, etc.). You can also enter in and out times according to when your employee worked.

Both, whether time is entered via Paycodes, or in & out times, should be recorded on the actual day they were worked.

Remember: you must click on the Totals at the bottom of the timecard to view them. You must check every timecard total to verify your entries are charging to your department.

Employee  Ila 





    

< 5 of 43 >

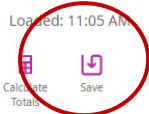
Current Pay Period

43 Employee(s) Selected

Loaded: 11:05 AM

		Date	Schedule	Pay Code	Amount	Assignment	In	Out	Transfer	Shift	Daily	Period	Absence	In	Out	Transfer
+	⊖	Mon 7/21		Regular	2.00	015025-Re...										
+	⊖	Tue 7/22														
+	⊖	Wed 7/23				015025-Re...	2:00 PM	5:00 PM								
+	⊖	Thu 7/24														



Here is an example of a timecard with both Regular hours and In & Out times.
Take a look at the totals.

Employee

Patricia

1 of 1

Current Pay Period

1 E

List View

Zoom

Approve

Remove Approval

Remove All Approval

Sign-Off

Remove Sign-Off

Analyze

View Moved...

Accrual Actions

Go To

		Date	Schedule	Pay Code	Amount	Assignment	In	Out	Transfer	Shift	Daily	Period	Absence	In
<div>+</div>	<div>⊖</div>	Mon 8/04												
<div>+</div>	<div>⊖</div>	Tue 8/05		Regular	8.00	009835-Coord ...					8.00	8.00		
<div>+</div>	<div>⊖</div>	Wed 8/06				009835-Coord ...	8:00 AM	5:00 PM		8.00	8.00	16.00		
<div>+</div>	<div>⊖</div>	Thu 8/07										16.00		
<div>+</div>	<div>⊖</div>	Fri 8/08										16.00		
<div>+</div>	<div>⊖</div>	Sat 8/09										16.00		

All

All

Show Only Unapproved Totals

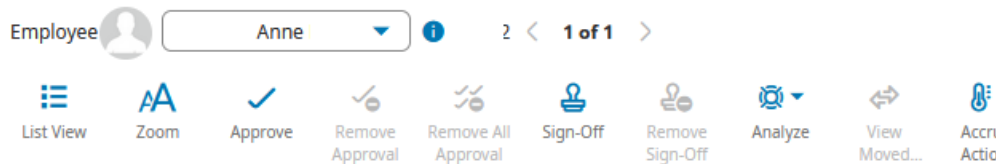
Assignment Grouping

Assignment	Location	Job	Cost C...	Labor Cat...	Pay Code	Amount	Wages
009835-Coord Payroll-PAY-6411240	WMU/PAY/64112...	009835-Coord Payroll			Regular	16.00	

Entering leave used hours in WFM

Some employees have paid time off called vacation and sick leave. To enter the hours, go to the employees timecard.

To check their balance, click on the Accruals tab at the bottom of the timecard.



Go to the Paycode column, click the drop down. Choose the appropriate “hourly” code.

Then enter the hours. Save

Pay Code	Amount
Sick Usage-...	2.50

There are no more Job Transfers in WFM.

Jobs are now called Assignments.

Multiple jobs are now called Multiple Assignments.

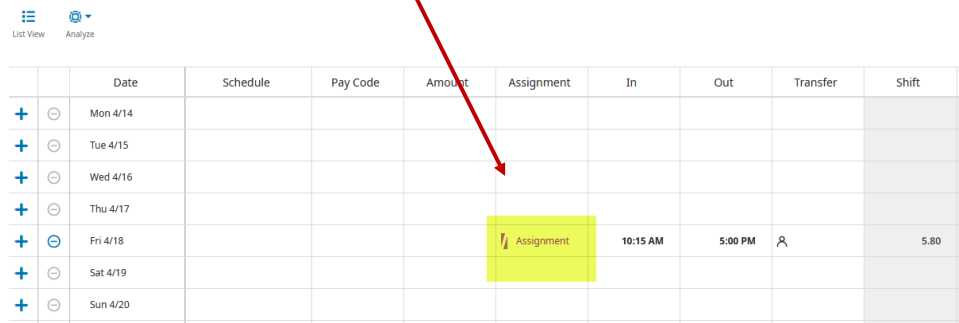
To assign your hours to the correct job, follow the process in the next few slides.

Timecard Job Transfers

**New Process

WFM Job transfers are done differently.

No More Transfers! Timekeepers no longer click on the transfer box and enter job information. Timekeepers click on the “Assignment” box. All active jobs for this employee appear. You would choose the appropriate job within your department for these hours.



The screenshot shows a timecard interface with a table of dates and a sidebar with icons. A red arrow points from the text above to the 'Assignment' button in the table.

		Date	Schedule	Pay Code	Amount	Assignment	In	Out	Transfer	Shift
+	☉	Mon 4/14								
+	☉	Tue 4/15								
+	☉	Wed 4/16								
+	☉	Thu 4/17								
+	☉	Fri 4/18				Assignment	10:15 AM	5:00 PM	⌵	5.80
+	☉	Sat 4/19								
+	☉	Sun 4/20								

If the employee only has one job you just enter the hours via in & out times, or paycode entry, no Assignment adjustment is necessary. With your department being the home account, nothing further is needed.

If the employee has more than one job, timekeepers either enter in & out times, or add hours via a paycode. The “Assignment” will appear if it isn’t already. Click on “Assignment” and then click the drop down, job choices will appear. Choose the appropriate job for your employee’s worked hours.

Employee

Kristen E

1 of 1

List View

Zoom

Approve

Remove Approval

Remove All Approval

Sign-Off

Remove Sign-Off

Analyze

View Moved...

Accrual Actions

Go To

		Date	Schedule	Pay Code	Amount	Assignment	In	Out	Transfer	Shift
+	-	Mon 4/14								
+	-	Tue 4/15		Regular	5:00	015001-Temporary N				
+	-	Wed 4/16				015001-Temporary Non-Exempt-SOC-7035470				
+	-	Thu 4/17				015001-Temporary Non-Exempt-SOC-7036350				
+	-	Fri 4/18				015001-Temporary Non-Exempt-SOC-7036360				
+	-	Sat 4/19				015001-Temporary Non-Exempt-SOC-7036370				
+	-	Sun 4/20				015001-Temporary Non-Exempt-SOC-7036340				

Click on the appropriate job for those hours. Job transfer is complete. Be sure to save.

The view with the timecard totals open shows each department's total, and the entry for the person logged in (you) has dark text.

Employee  Govo 1 of 42

Current Pay Period 43 Employee(s) Selected Loaded: 9:19 AM

List View Zoom Approve Remove Approval Analyze View Moved... Go To

Share View Pending Calculate Totals Save

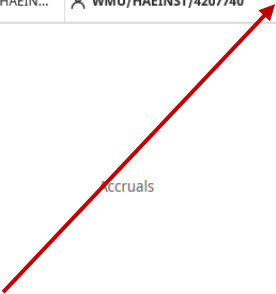
		Date	Schedule	Pay Code	Amount	Assignment	In	Out	Transfer	Shift	Daily	Period	Absence	In	Out	Transfer
+	⊖	Mon 7/21				060608-St...	2:30 PM	5:00 PM		2.50	2.50	2.50				
+	⊖	Tue 7/22		Regular	1.00	060627-St...					1.00	3.50				
+	⊖	Wed 7/23		Regular	2.00	060627-St...					2.00	5.50				
+	⊖	Thu 7/24										5.50				
+	⊖	Fri 7/25				060608-St...	2:30 PM	5:00 PM		2.50	2.50	8.00				
+	⊖	Sat 7/26		Regular	2.00	060788-St...					2.00	10.00				

All All ☐ Show Only Unapproved Totals ☒ Assignment Grouping

Assignment ↑₁ Location ↑₂ Job ↑₃ Cost Center ↑₄ Labor Category ↑₅ Pay Code ↑₆ Amount Wages

060608-Stu-Dining SE1-STCTRDIN-...	WMU/STCTRDIN/2052400	060608-Stu-Dining SE1			Regular	10.00	USD0.00
060627-Stu-Event Planner SE2-DO...	WMU/DOSA2/4210580	060627-Stu-Event Planner SE2			Regular	5.00	USD0.00
060788-Stu-Office Asst SE1-HAEIN...	WMU/HAEINST/4207740	060788-Stu-Office Asst SE1			Regular	4.00	USD0.00

Accruals Totals Audits



The bottom of the Timecard=Accruals, Totals, Audits

Accruals Totals Audits

Accruals

This folder shows leave balances. As leave used is entered into the employee's timecard, the system will deduct the leave hours used from the employee's balance. * * The exception to this is the week of payroll processing. WFM time is due every other Friday. Payroll pulls the time on the Monday after WFM due Friday. The payroll is processed and new leave balances are inserted into WFM on the following Friday (exactly one week later). If you enter leave used during these 4 days, the new leave balance will override the existing balance and will not reflect the used hours you have already entered.

Note: you cannot enter more hours used that exists in the leave balance.

Accrual Code Name	Available Balance
Sick-Hourly	705.78
Vacation-Hourly	64.02

Totals

This folder shows all timecard entry grand totals. Totals should **always** be checked after entries are made. Doublecheck to make sure the hours are correct, and that they are charged to the correct department.

Assignment	Location	Job	Cost C...	Labor Cat...	Pay Code	Amount
010373-Coord Payroll Disbursemen-PAY-6411240	WMU/PAY/64112...	010373-Coord Payroll Disbursements			Regular	16.00

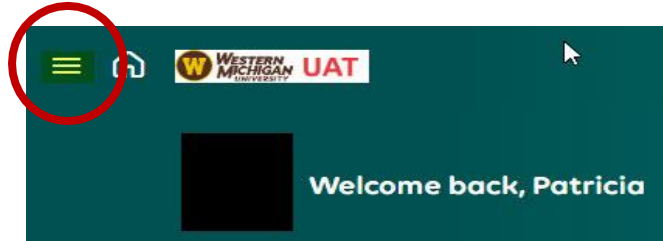
Audits

This folder shows who does what in a timecard. All entries in a timecard are recorded.

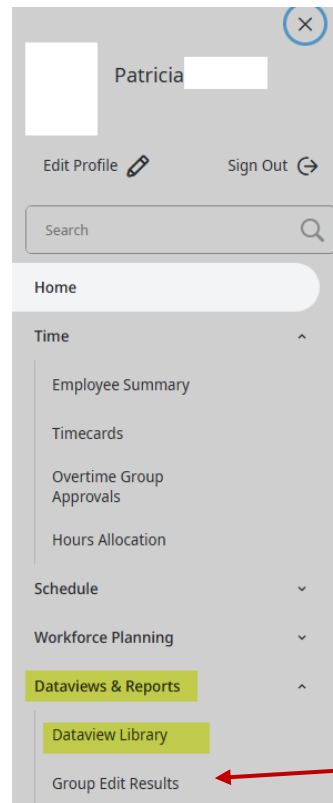
Audits ▼								
Date ▼	Time ▼	Type	Pay Co... ↑ ▼	Assignment ▼	Cost Cent... ▼	Comment ▼	User ▼	Audit Date/Time ▼
Mon 6/23		Pay Code Edit - Add	Regular	010373-Coo...			Wilcox, Patri...	Tue 6/24 3:34 PM (GMT -05:00) Eastern Time (USA; Canada)
Tue 6/24		Pay Code Edit - Add	Regular	010373-Coo...			Wilcox, Patri...	Tue 6/24 3:34 PM (GMT -05:00) Eastern Time (USA; Canada)

Supervisor-Approving Timecards

Log into WFM. Click on the 3 lines.



A selection panel will open.



**Click on Dataview& Reports.
Then click on Dataview Library.**

Note: the Group Edit Results
right underneath.



Total [12]

Activities

Count: 5

Name: WMU - Accrual Details - Basic
Subject: Employee >

Name: WMU - Active Assignments
Subject: Employee >

Name: WMU - Empl Hrs by Labor Ca
Subject: Employee

Name: WMU - Payroll Close
Subject: Employee >

Audit

Count: 3

Name: 0-ST Time Audit
Subject: Employee
0-ST Time Audit >

Name: All WTK Exceptions
Subject: Employee >

Name: Reconcile Timecard
Subject: Employee

Other

Count: 4

Name: 0-ST Employee Summary - Basic
Subject: Employee >

Name: Approvals Summary
Subject: Employee >

Name: Approve Timecards
Subject: Employee

Select the Approve Timecards tile.

Change to current pay period (with Friday approval) or

Previous pay period (with Monday prior to 9am approval)

All Home & Transferred In*

Your list of employees will appear. Make sure you have “All Home & Transferred In*”.

Double check that you are in the correct pay period.

**Approving Friday is Current Pay Period.
Approving Monday before 9am, is
Previous Pay Period.**

Click Select All.

**Click the drop
down arrow on
Approval.**

**Click on Approve
Timecard.**

W

WESTERN MICHIGAN UNIVERSITY

UAT

Approve Timecards

Approve Timecards

Select All

Refine

Zoom

Track Time

Approval

<input checked="" type="checkbox"/>	Name	
<input type="checkbox"/>	Isaac	
<input type="checkbox"/>	Katherine	
<input type="checkbox"/>	Patrick	

Approve Timecard

Remove Timecard Approval

**Are you sure?
Yes or No**

Approve Timecard

Are you sure you want to Approve?

No

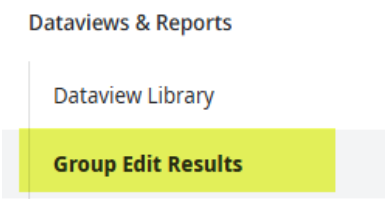
Yes

**You use this same process to
remove your department’s
approval.
You would choose “Remove
Timecard Approval”.**

Once you approve, go back and click the 3 lines (top left corner).

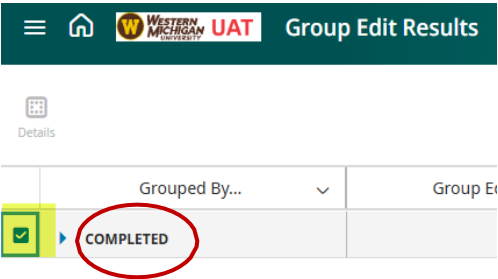


This takes you back to the Selection Panel.
Scroll down to Dataviews & Reports.
Click on Group Edit Results.
This will show your progress.



The Group Edit Results report is completed.

Double click to open.




Group Edit Results							
Details							
	Grouped By...	Group Edit Name	Group Edit Date Ti...	Group Edit User Name	Group Edit Failure Count	Group Edit Success Count	Group Edit Record Total
<input type="checkbox"/>	COMPLETED						
<input type="checkbox"/>		Approved	7/02/2025 12:25 PM	Ann [Initial Role]	1	11	12

This screen will show your process, number of successes, number of failures, and totals.

Failures mean that there are issues with these particular employee's timecards and they did not approve. Click on a Failure box. A side panel will open.

Any error other than “You cannot apply this action to yourself”, must be corrected and the timecard then approved manually.



UAT

Group Edit Results

Details

	Grouped By... ▾	Group Edit Name ▾	Group Edit Date Ti... ▾	Group Edit User Name ▾	Group Edit Failure Count ▾	Group Edit Success Count ▾	Group Edit Record Total ▾
<input type="checkbox"/>	▼ COMPLETED						
<input type="checkbox"/>		Approved	7/02/2025 12:25 PM	Ann [Initial Role]	1	11	12

Group Edit Error Log

> Edit Details

▼ Error Details

1 Error Found

Employee	Error
Ann	You cannot apply this action to yourself.


There are various ways to approve timecards. Please explore. You can always go into employee's individual timecards and approve or remove the approval.

WFM is set up so that Approvers no longer approve the employee's whole timecards. They only approve their department's hours.


This employee has 3 active assignments (jobs) and one of the approvers is about to approve their hours in the timecard.

Employee  Govo  < 4 of 717 >







 Current Pay Period
 All Home

 List View
 Zoom
 Approve
 Remove Approval
 Analyze
 View Moved...
 Go To


 Share
 Pe

		Date	Schedule	Pay Code	Amount	Assignment	In	Out	Transfer	Shift	Daily	Period	Absence	In	O
+	⊖	Mon 7/21				 060608-St...	2:30 PM	5:00 PM		2.50	2.50	2.50			
+	⊖	Tue 7/22		Regular	1.00	060627-St...					1.00	3.50			
+	⊖	Wed 7/23		Regular	2.00	060627-St...					2.00	5.50			
+	⊖	Thu 7/24										5.50			
+	⊖	Fri 7/25				 060608-St...	2:30 PM	5:00 PM		2.50	2.50	8.00			
+	⊖	Sat 7/26		Regular	2.00	060788-St...					2.00	10.00			
+	⊖	Sun 7/27										10.00			
+	⊖	Mon 7/28				 060608-St...	2:30 PM	5:00 PM		2.50	2.50	12.50			
+	⊖	Tue 7/29										12.50			
+	⊖	Wed 7/30		Regular	2.00	060627-St...					2.00	14.50			
+	⊖	Thu 7/31		Regular	2.00	060788-St...					2.00	16.50			
+	⊖	Fri 8/01				 060608-St...	2:30 PM	5:00 PM		2.50	2.50	19.00			
+	⊖	Sat 8/02										19.00			
+	⊖	Sun 8/03										19.00			

Notice that this Approver has only approved their entries.

		Date	Schedule	Pay Code	Amount	Assignment	In	Out	Transfer	Shift	Daily	Period	Absen
+	⊖	Mon 7/21				 060608-St...	3:30 PM	5:00 PM		1.50	1.50	1.50	
+	⊖	Tue 7/22		Regular	1.00	060627-St...					1.00	2.50	
+	⊖	Wed 7/23		Regular	1.00	060627-St...					1.00	3.50	
+	⊖	Thu 7/24										3.50	
+	⊖	Fri 7/25				 060608-St...	2:30 PM	5:00 PM		2.50	2.50	6.00	
+	⊖	Sat 7/26		Regular	2.00	060788-St...					2.00	8.00	
+	⊖	Sun 7/27										8.00	
+	⊖	Mon 7/28				 060608-St...	2:30 PM	5:00 PM		2.50	2.50	10.50	
+	⊖	Tue 7/29										10.50	
+	⊖	Wed 7/30		Regular	2.00	060627-St...					2.00	12.50	
+	⊖	Thu 7/31		Regular	2.00	060788-St...					2.00	14.50	
+	⊖	Fri 8/01				 060608-St...	2:30 PM	5:00 PM		2.50	2.50	17.00	
+	⊖	Sat 8/02										17.00	
+	⊖	Sun 8/03										17.00	

This is the timecard after 2 of the 3 approvers have approved the timecard.

Employee 

Govo

1 of 42

List View

Zoom

Approve







Remove Approval

Analyze

View Moved...

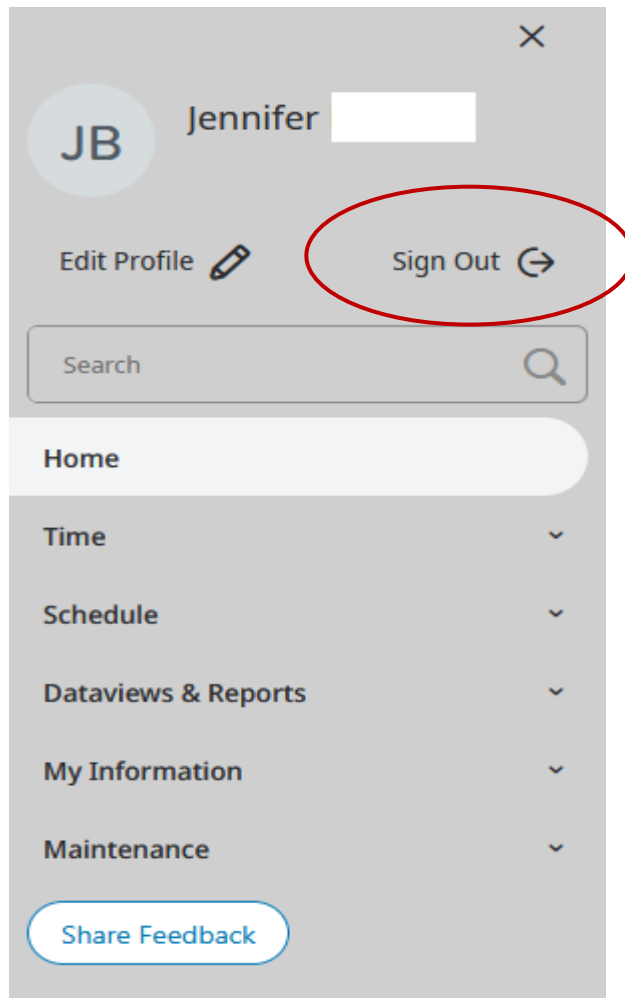
Go To

Current Pay Period

		Date	Schedule	Pay Code	Amount	Assignment	In	Out	Transfer	Shift	Daily	Period	Ab
+	⊖	Mon 7/21				 060608-St...	3:30 PM	5:00 PM		1.50	1.50	1.50	
+	⊖	Tue 7/22		Regular	1.00	060627-St...					1.00	2.50	
+	⊖	Wed 7/23		Regular	1.00	060627-St...					1.00	3.50	
+	⊖	Thu 7/24										3.50	
+	⊖	Fri 7/25				 060608-St...	2:30 PM	5:00 PM		2.50	2.50	6.00	
+	⊖	Sat 7/26		Regular	2.00	060788-St...					2.00	8.00	
+	⊖	Sun 7/27										8.00	
+	⊖	Mon 7/28				 060608-St...	2:30 PM	5:00 PM		2.50	2.50	10.50	
+	⊖	Tue 7/29										10.50	
+	⊖	Wed 7/30		Regular	2.00	060627-St...					2.00	12.50	
+	⊖	Thu 7/31		Regular	2.00	060788-St...					2.00	14.50	
+	⊖	Fri 8/01				 060608-St...	2:30 PM	5:00 PM		2.50	2.50	17.00	
+	⊖	Sat 8/02										17.00	
+	⊖	Sun 8/03										17.00	

The is the timecard after all 3 approvers have approved the timecard.

Clicking on the 3 lines opens up other options. This is also where you sign out of WFM.



“Home” takes you to your home screen.

“Time” takes you to timecards and employee summary.

“Schedule” takes you to employee schedules.

“Dataviews & Reports” takes you to various reports.

“My Information” takes you to your employee information.

“Maintenance” brings you to a list of each employee’s information.

Searching For Employees

If you are looking for a particular person rather than scrolling through your list of employees you can search for a particular employee.

From your home page, click on the search button.

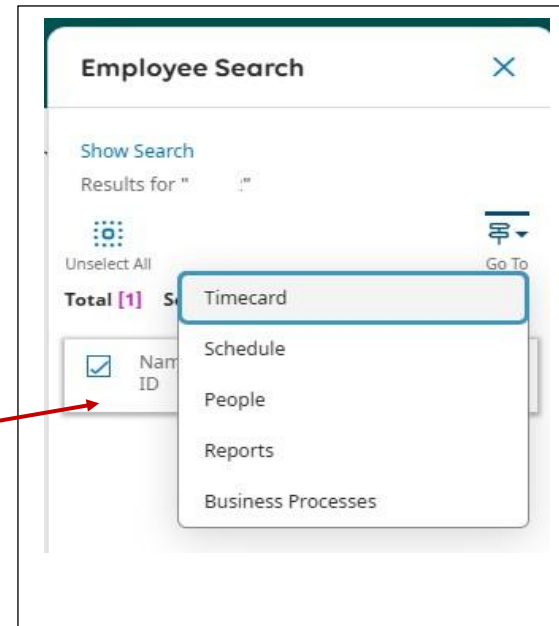
A screenshot of the 'Employee Search' modal. It has a title bar with a close button. Below the title, it says 'Search by Employee Name or ID'. There is a text input field containing 'smith' and a blue 'X' icon to clear the field. Below the input field is a link for 'Advanced Settings'. At the bottom right is a blue 'Search' button.

Enter employee by last name which will bring up all of your employees with that same last name, or enter the emplid number which will load that exact employee. Click search.

A screenshot of the 'Employee Search' modal showing search results. It has a title bar with a close button. Below the title, it says 'Show Search' and 'Results for "smith"'. There is a link for 'Unselect All'. Below that, it says 'Total [41] Selected [1]'. There is a list of three employee entries, each with a checkbox, a name 'Smith, A.', and an ID field. The third entry's checkbox is checked and circled in red. To the right of the list is a yellow button with a magnifying glass icon and the text 'Go To'.

Check the box for the appropriate employee then click on the “GoTo”.



Choose the screen you want to go to for this employee.



Schedules

Schedules

WFM is totally new data. Your employees should all appear in your WFM access but schedules will not. They will need to be recreated for all employees.

Manage Schedule  

7/02/2025 • Last Update 12:45 PM

Starting	0	>
Missing	0	>
On Break	0	>
Leaving	0	>

If you have employees with schedules, or are interested in using schedules, click on the arrow in the Schedules tile in your home screen.

Your list of employees will load.

<input type="checkbox"/>	Mani...
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Manilyn P
Employee ID: 397054
Primary Job: 000220-Custodian
Schedule Group:
Incoming Requests Count:
Primary Location (Path): WMU/CUST/7433200
Scheduled Hours:

To add a schedule, right click on the employee's name.

Manilyn P

000220-Custodian-CUST-7433200

WMU/CUST/7433200/000220-Custodian

Employee ID

Primary Job

000220-Custodian

Schedule Group

Incoming Requests Count

Primary Location (Path)

WMU/CUST/7433200

Scheduled Hours

Schedule Pattern

Add Shift

Add Paycode

Enter Time Off

GoTo

Right click on Schedule Pattern

We have a 2 week pay period, change the Define Pattern For* from 1 to 2. Verify that the Start Date is the first day of a pay period.

Schedule Pattern

Manilyn P

Pattern Template

Shift Template

Comment

Copy/Paste

Delete

New Pattern

4/14/2025-Forever

Add New Pattern

Assignment*

...ST-7433200

...220-Custodian

Start Date*

4/14/2025

End Date*

Forever

Specify Date

Define Pattern For*

2 Weeks

Override Other Patterns

Start Pattern On*

Week 1

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							
2							

You can click on Shift Template and choose from existing shifts then click on the appropriated days, or you can type each days scheduled in and out time on the appropriate day (be sure to add a p for pm on any pm time).

Schedule Pattern

Manilyn P

Pattern Template

Shift Template

Comment

Copy/Paste

Delete

New Pattern

4/14/2025-Forever

Add New Pattern

Assignment*

...ST-7433200

...220-Custodian

Start Date*

4/14/2025

End Date*

No.

1

2

Name

11p-7a

3p-11p

5:30a-1:30p

6:30a-3p

Description

11p-7a

3p-11p

5:30a-1:30p

6:30a-3p

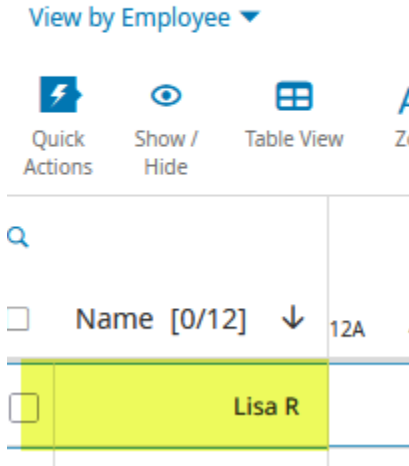
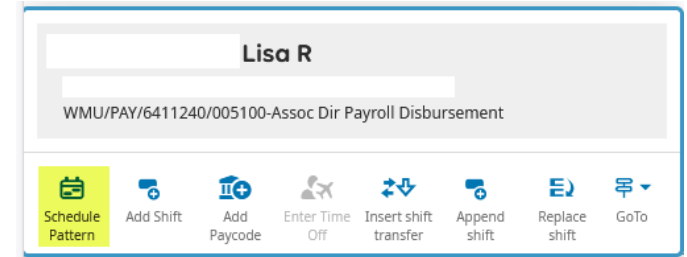
Tuesday

Wednesday



To change an employee's existing schedule, right click on their name.

Then click on Schedule Pattern



New Pattern
7/01/2025-Forever

Assignment*
...PAY-6411240

...vity Asst SE1

Start Date*
7/01/2025

End Date*
☒ Forever
☐ Specify Date

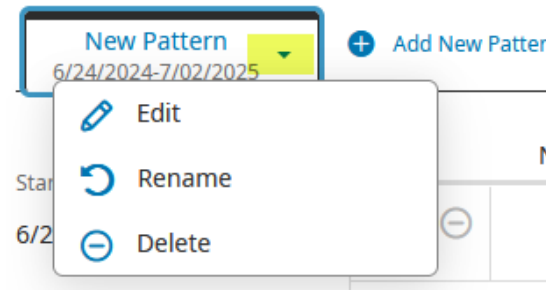
Define Pattern For*
2 Week(s)

☐ Override Other Patterns

Before making changes, define your timeframe.

WMU has a 2 week pay period.

Then click on the New Pattern drop down arrow.



From here you can edit, rename or delete the existing schedule.

When you are finished making changes, click Apply. Then be sure to Save

Schedule Pattern

Shift Template 6:30a-3p

Pattern Template Shift Template Comment Copy/Paste Delete

New Pattern 7/01/2025-Forever Add New Pattern

Assignment*
...PAY-6411240
...vity Asst SE1

Start Date*
7/01/2025

End Date*
☒ Forever
☐ Specify Date

Define Pattern For*
2 Week(s)
☐ Override Other Patterns

Start Pattern On*
Week 1

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		6:30 AM - 3:00 PM		6:30 AM - 3:00 PM		6:30 AM - 3:00 PM	
2			6:30 AM - 3:00 PM		6:30 AM - 3:00 PM		

Cancel Apply

After saving your change,
to get back to the employee's
timecard, right click on their name.
Click on GoTo, then Timecard

Patrick
060500-Stu-Activity Asst SE1-PAY-6411240
WMU/PAY/6411240/060500-Stu-Activity Asst SE1

Schedule Pattern Add Shift Add Paycode Enter Time Off Insert shift transfer Append shift Replace shift GoTo

☒ Patrick ☐ ☐

Timecard
People
Reports

In WFM, you are able to change individual day schedules directly in the employee timecard.

Tue 8/12	8:00 AM - 5:00 PM			010373-Co...					
Wed 8/13	8:00 AM - 5:00 PM			010373-Co...	7:00 AM	3:30 PM		8.00	8.00
Thu 8/14	8:00 AM - 5:00 PM			010373-Co...	8:00 AM	5:00 PM			8.00
Fri 8/15	7:30 AM - 4:00 PM			010373-Co...	7:30 AM	4:00 PM			8.00
Sat 8/16									8.00

Notice that this employee was scheduled to work 8am to 5pm however, they actually worked 7am-3:30p. Notice the red indicator that tells you something is different with these entries. This timecard schedule change can be made any time. It does not have to be made after the employee actually works a different shift.

Mon 8/11	8:00 AM - 5:00 PM			010373-Co...			
Tue 8/12	8:00 AM - 5:00 PM			010373-Co...			
Wed 8/13	8:00 AM - 5:00 PM			010373-Co...	7:00 AM	3:	
Thu 8/14	8:00 AM - 5:00 PM			010373-Co...	8:00 AM	5:	

Hold your cursor over the schedule box that needs to be changed, do a right .

Schedule Actions

Date:

Wed 8/13/2025

Assignment:

010373-Coord Payroll Disbursemen-PAY-6411240

Shift Details

8:00 AM–5:00 PM [9.00]

1. 8:00 AM–5:00 PM [9.00] • Regular

WMU/PAY/6411240/010373-Coord Payroll Disbursements



Edit

**A Schedule Actions
box will appear. Click
“Edit”.**

Edit Schedule

Start Time

End Time

8:00 AM

5:00 PM

8/13

Assignment

010373-Coord Payroll Disburse...
...oll Disbursements

Shift Details

8:00 AM–5:00 PM [9.00]

1. 8:00 AM–5:00 PM [9.00] • Regular
WMU/PAY/6411240/010373-Coord
Payroll Disbursements

Cancel

Apply

A slide out box will appear that allows you to change the schedule times.

Edit Schedule

Start Time

End Time

7:00 AM

3:30 PM

8/13

Assignment

010373-Coord Payroll Disburse...
...oll Disbursements

Shift Details

8:00 AM–5:00 PM [9.00]

Make your necessary changes then click “Apply”

Notice the red notifications are gone.

[illegible]

Dataviews & Reports

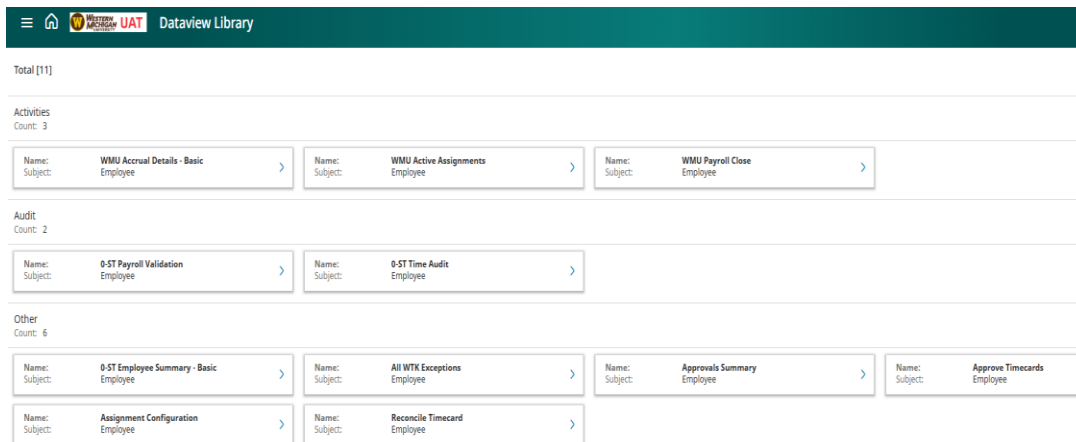
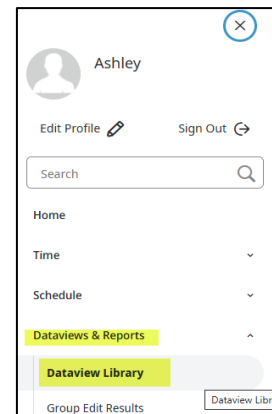
**Dataviews & Reports are ways to access information and complete some processes.
To get to the Dataviews & Reports click on the 3 lines at the top of your Home page.**

Dataviews



Click on the 3 lines

Click on
Dataviews &
Reports.
Then Dataview
Library

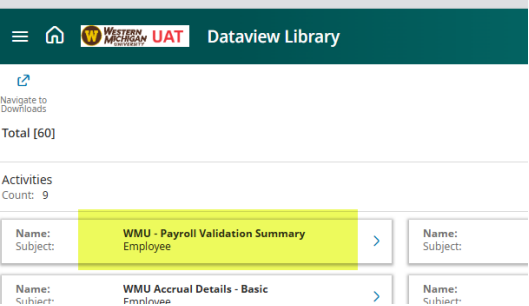


Notice some familiar “Reconcile Timecard”,
“Approve Timecard” and some new.

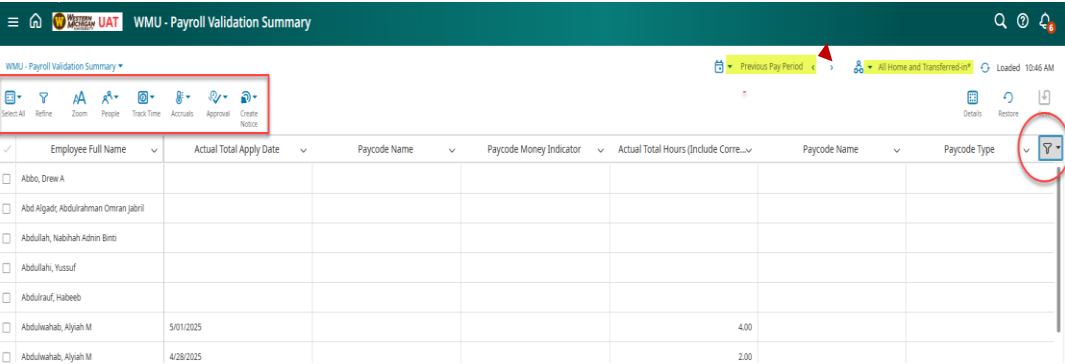
You can access timecards using Reconcile
Timecards tile.

Please explore all Dataviews to see what work
for you. The “WMU Active Assignments”
shows your employees multiple jobs.

Select the Dataview you want to run.

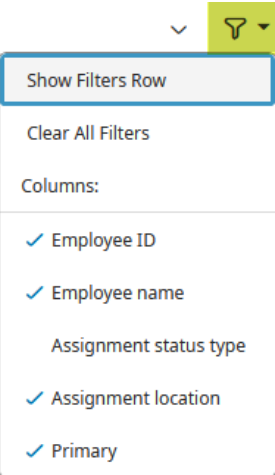


Once the Dataview is open you can see choices at the top of the screen. The best Hyperfind option is to make sure you are in All Home & Transferred In*, you can however, use other choices. Include the timeframe you want to see.



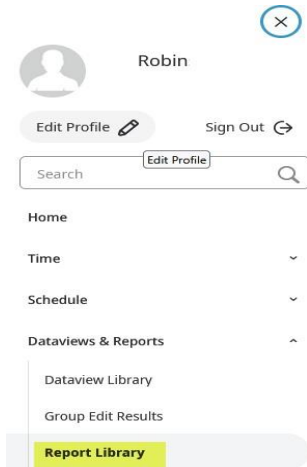
To see more data, you can either select Refine at the top, or click the Filter to the right of the screen.

By choosing the Filter, you are able to adjust the columns by adding or deleting the check marks.

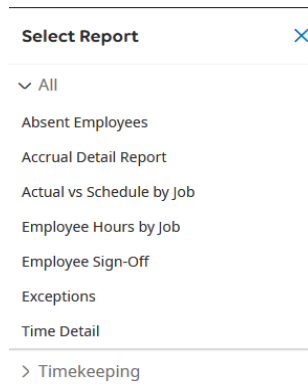


Reports

Click on Dataviews & Reports, then Report Library.



To run a report, click on Run Report.



A right slide will open and you can select the report you want to run.

Exceptions ×

Description
Displays exception and comments attached to the start or end of a shift, break or meal, as well as absences for each employee within the specified time period.

Timeframe *
📅 Current Pay Period < >

Hyperfind *
👤 All Home and Transferred-in*

Exception Types *
 +

Output Format *
PDF ▾

Cancel Run Report

**Choose your timeframe.
Choose your Hyperfind group.**

**Clicking the
blue button
opens the
Exception
Type box so
you can
choose what
to see.**

**Choose
your
output
format.**

**Make your
selection.
click apply.**

Exception Types ×

- ☐ **Select All**
- ☐ Bonus Applied
- ☐ Break Out Of Sequence
- ☐ Cancelled Deduction
- ☐ Capped Break Amount
- ☐ Core Hours Violation
- ☐ Early In
- ☐ Early Out
- ☐ Excused Absence
- ☐ Holiday Schedule Violation
- ☐ Invalid Named Duration
- ☐ Late In
- ☐ Late Out
- ☐ Long Break
- ☐ Long Shift
- ☐ Long Total Break
- ☐ Minimum Days Active Violation
- ☐ Minimum Days Employed Violation

Cancel Apply

Exceptions

Description

Displays exception and comments attached to the start or end of a shift, break or meal, as well as absences for each employee within the specified time period.

Timeframe *

Previous Pay Period

Hyperfind *

All Home and Transferred-in*

Exception Types *

Early In

Early Out

[+4]

Output Format *

PDF

Cancel

Run Report

Once you have selected your report data, you can click on Run Report.

Report is completed.

Western Michigan University

UAT

Report Library

Reporting Jobs

Select All

Delete

Run Report

Completed [1]

Report Name

Type

Date In

Date Out

Running As

Output Type

Exceptions

All

5/09/2025 4:21 PM

5/09/2025 4:21 PM

Robinson, Obi [Initial Role]

PDF

In Progress [0]

Upcoming Reports [0]

Report Library

Reporting Jobs

Completed 1

Report Name

Exceptions

Type

All

Date In

5/09/2025 4:21 PM

Date Out

5/09/2025 4:21 PM

Running As

Robinson, Obi (Initial Role)

Output Type

PDF

In Progress 0

Upcoming Reports 0

Report is completed

Exceptions Report is completed

OK

Another notification,
Report is completed.
Click Ok and your
report will open.

Western Michigan University

UAT

Exceptions

Time Period : Previous Pay Period

Query : All Home and Transferred-in*

Executed on : 5/09/2025 4:21 PM

Printed for : Robinson, Obi

Employee Name (ID)	Exception	Exception Day	Exception Date	Actual Punch Date Time	Amount	Amount over Exception	Comment
Totals: 0							

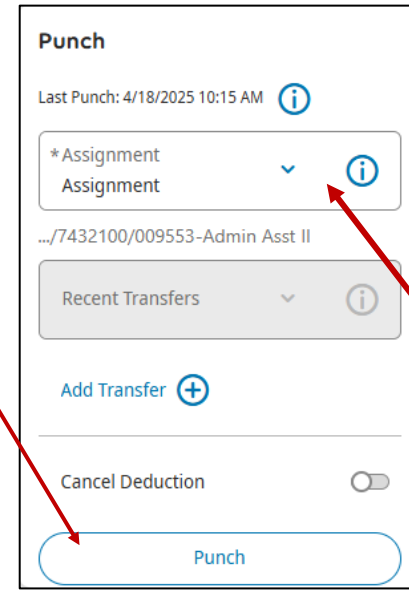
Employees, who are not Totalized :

Employee Name (ID)	
Total:	0

Timestamp

Timestamp

If you are on Timestamp, you will use the Punch tile on your home page to punch in and out.



Punch

Last Punch: 4/18/2025 10:15 AM ⓘ

* Assignment ⓘ
Assignment

.../7432100/009553-Admin Asst II

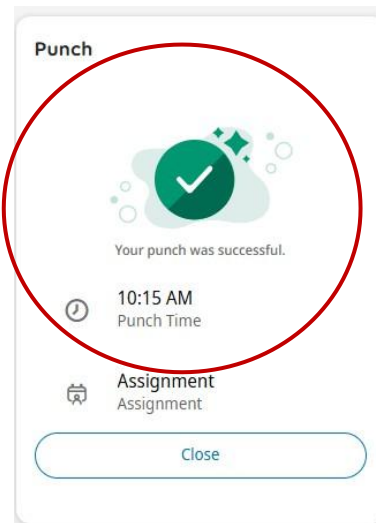
Recent Transfers ⓘ

Add Transfer +


Cancel Deduction ☐

Punch

If you have multiple jobs, you must click on the Assignment drop down. Then select the appropriate job.



Punch



Your punch was successful.

10:15 AM
Punch Time

Assignment
Assignment

Close

Creating Hyperfinds

Hyperfinds are the groupings of specific employees that allows you to interact in WFM with them specifically. This would be helpful if you are Timekeeper or Supervisor of multiple departments, or have different specific types of employees.

Want to see specific employees or groupings of your choice? Any place that gives you the Hyperfind option, also allows you to create your own categories. When you create, these are your personal Hyperfinds. Other Timekeepers and Supervisors cannot see them.

If you are interested in learning how to create your own Hyperfind groupings, please reach out to Payroll and we will schedule one on one training.

Questions??

