About Workforce Manager

The Workforce Manager™ self-service application enables you to use a Web browser such as Microsoft Internet Explorer to respond to your employees' requests and to manage other information about your employees.

Note

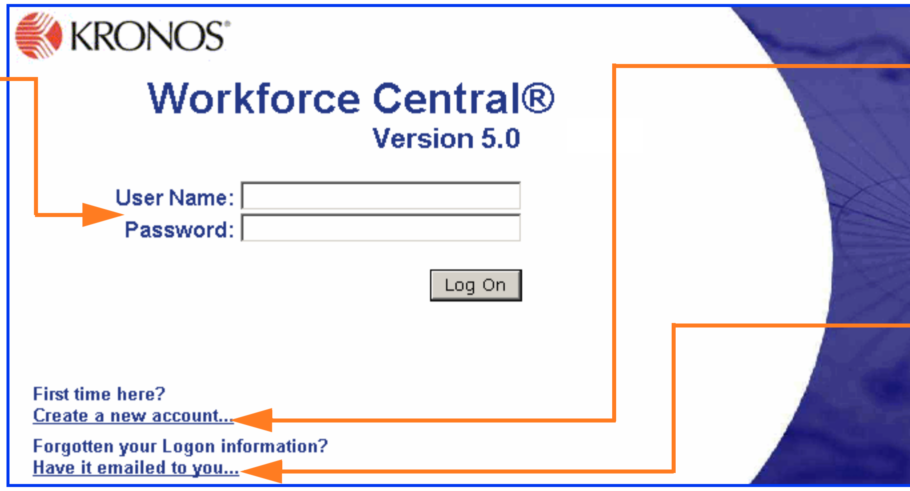
The Workforce Manager home page can be customized to fit your company's needs and to accommodate your security profile. As a result, the home page that appears after you log on may not look like the home page described. Contact your System Administrator for more information.

Logging On to Workforce Manager

You can log on to Workforce Manager by entering the applicable Web address in Internet Explorer, and then entering your user name and password. Contact your System Administrator for more information.

User Name and Password

If you have an account for the self-service application, enter your user name and password, and then click Log On or press Enter.



Create a new account...

If this is your first time accessing Workforce Manager, click this link to setup your account.

Have it emailed to you...

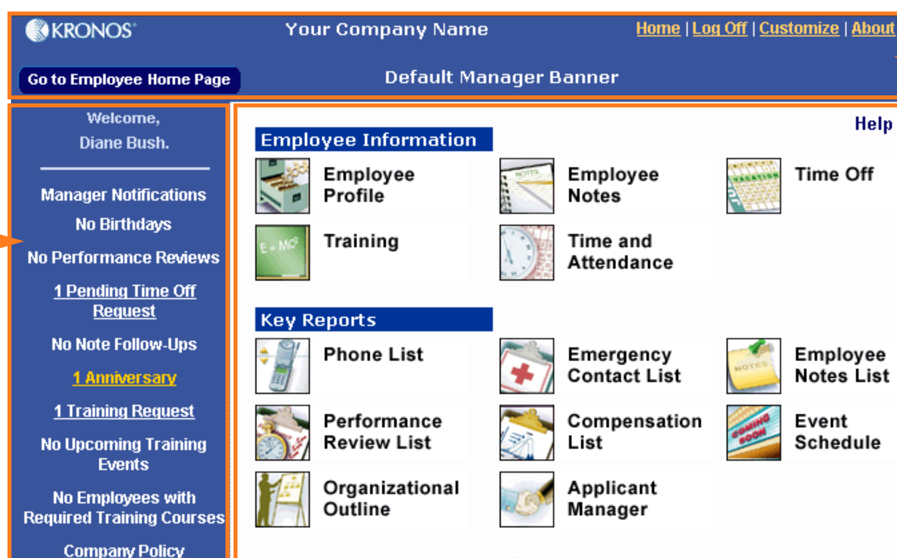
If you forget your log on information, click this link to have it e-mailed to you.

Manager Home Page

You can use the Manager Home Page to view your employees' personal and training information, approve their time off requests, add notes to their records, and manage requisitions and applicants. The Manager Home Page has three general areas: Company Banner, Left Side Bar, and the Work Area.

Left Side Bar

Contains a personal Welcome message and Manager Notifications such as your employees' birthdays, employment anniversaries, performance reviews due, pending time off requests, note follow-ups, training requests, training events, required training courses and the Company Policy.



Company Banner

Contains your company name, company messages (scrolling message banner) and the Home, Log Off, Customize and About links. The Home link takes you to your start page, which is the first page that appears each time you log on. You can specify the start page by using the Customize link.

Work Area

Contains icons that are divided into two sections: Employee Information and Key Reports. Double-click the icons to access the pages for adding notes to employee records, approving training or time off requests, or reviewing reports. Refer to the following for specific information that is contained within each section.

Workforce Manager Quick Reference

Employee Information

Employee Profile

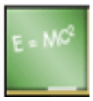
Review a profile for each of your employees that contains employment, position, salary, and performance information.

Employee Notes

View, add, edit, or delete notes for your employees. You can select from a list of predefined note types.

Time Off

View, approve, or reject pending time off requests submitted by your employees. View a monthly display of your employees' availability.



Training

View, add to, edit, and approve training requests submitted by your employees. Access the course catalog.

Time and Attendance

Review and approve your employees' time sheets and generate reports.

Note

This icon appears only if your company uses Workforce Timekeeper for managing time and attendance data.

Key Reports

Phone List

View a list of your employees' phone numbers.

Emergency Contact List

View a list of your employees' emergency contact information.

Employee Notes List

View a list of your employees' notes.

Performance Review List

View a list of your employees who are due for a performance review and their performance profiles.

Compensation List

View a list of your employees' compensation information.

Event Schedule

View a schedule of events for the current month for your employees, such as birthdays or performance reviews.

Organization Outline

View a report of all positions that report to you and the employees filling those positions. View an employee profile for a selected employee.

Applicant Management

View a list of your open requisitions and the current job applications. Add or update applicant information.