

Workforce

SDSURF Electronic Time & Attendance System

Exempt Employee User Guide

Links to system:

Main Login

<https://sdsurf.wta-us8.wfs.cloud/workforce/SSO.do>

Mobile Login

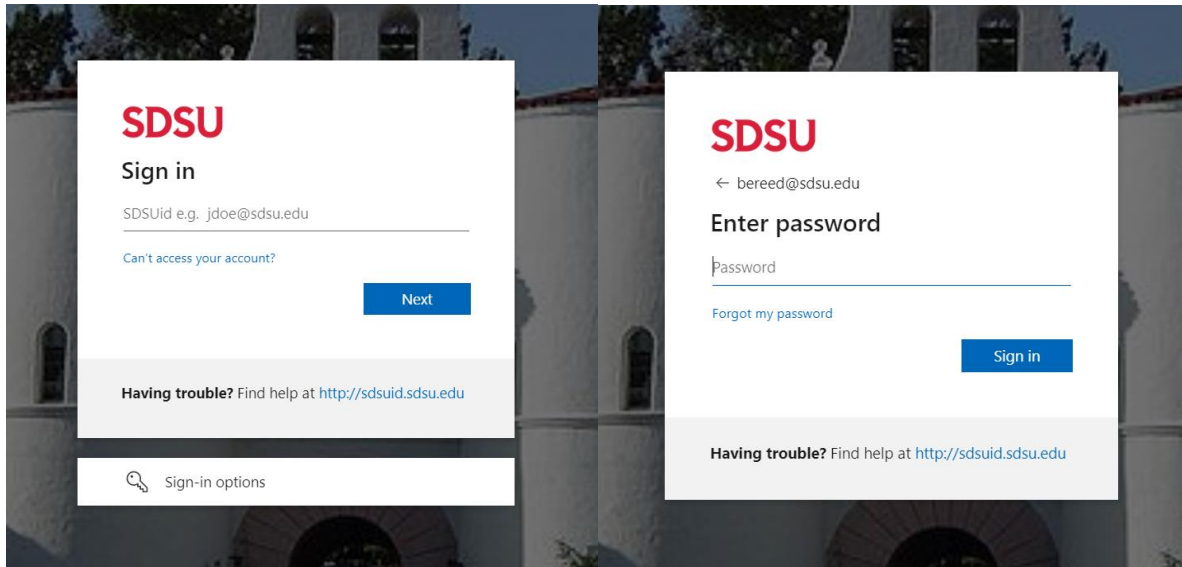
<https://sdsurf.wta-us8.wfs.cloud/workforce/SSO.do?Page=Mobile>

Accessible Login

<https://sdsurf.wta-us8.wfs.cloud/workforce/SSO.do?Page=Accessibility>

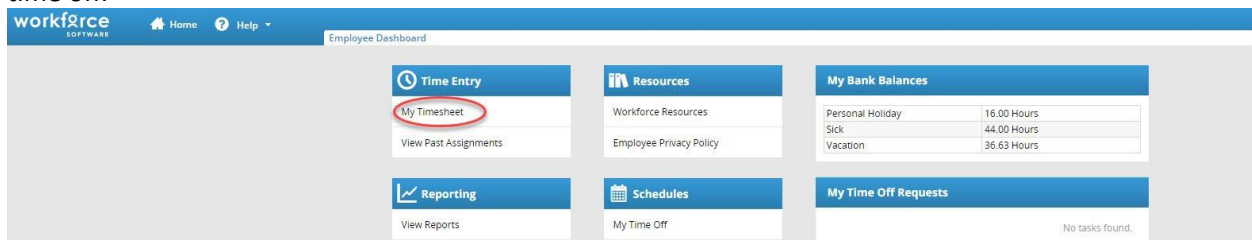
Signing on:

Beginning May 26, you will be able to log in to WorkForce with your SDSUId credentials (e.g. jdoe1234@sdsu.edu). The R+RedID user IDs will be retired and you will no longer need to maintain and secure separate credentials.



Dashboard:

Once logged in the “dashboard” will appear. This is the main screen where you will access your time sheet to report “exceptions” to your regular work schedule and (if applicable to your project) request time off.



Logging your time as an exempt employee:

1. Click on the “My Timesheet” tab which will retrieve your time sheet. Note only the first week of the pay period is displayed.



2. To display all weeks in the pay period click on the “Show All Weeks” box This will retrieve all weeks during the pay period:



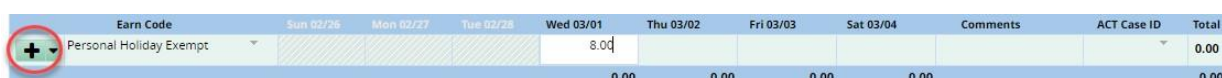
3. You can change the pay period displayed by using the arrows in the upper left corner of the time sheet. Arrow right will bring up subsequent pay periods and arrow left previous pay periods.

4. Choose the relevant pay period and if necessary, edit your time sheet. As an exempt employee you will only report “exceptions” to your normal schedule. (e.g. time off – vacation, sick, leave, jury duty etc.) SDSURF holidays are already pre-loaded into the system so they will automatically populate the time sheet for the applicable holiday. (Note: If your position begins with the letters OO you will not have any earn codes available so skip to step 7.)

5. To edit your time sheet you can type over the default and/or add rows. To add rows click on the down arrow to the right of the “Please Select” in the “Earn Code” field. This will bring up a drop down menu of the earn code options for you as an exempt employee:



6. Choose an “Earn Code” and then log hours for the week selected:



If you have different types of time off during the same week – click on the black + sign to the left of the

line. This will add an additional line to enter your time off.

Earn Code	Sun 02/26	Mon 02/27	Tue 02/28	Wed 03/01	Thu 03/02	Fri 03/03	Sat 03/04	Comments	ACT Case ID	Total
+ Personal Holiday Exempt				8.00						0.00
+ Vacation Exempt					8.00					0.00
				0.00	0.00	0.00	0.00			0.00

Choose the relevant earn code and enter hours accordingly. If you add a line in error - simply right click on the row and it will give you the option to delete that row.

7. You must “save” your time sheet by clicking the save icon at the left-hand top of the dashboard:

03/01/2023 - 03/15/2023 Save Submit More Timesheet has unsaved data

Time Entry

W T F S S M T W T F S S M T W Mar 2, 2023 Show All Weeks

Earn Code	Sun 02/26	Mon 02/27	Tue 02/28	Wed 03/01	Thu 03/02	Fri 03/03	Sat 03/04	Comments	ACT Case ID	Total
+ Personal Holiday Exempt				8.00						0.00
+ Vacation Exempt					8.00					0.00
				0.00	0.00	0.00	0.00			0.00

Saved response:

03/01/2023 - 03/15/2023 Save Submit More Data saved

Time Entry

W T F S S M T W T F S S M T W Mar 2, 2023 Show All Weeks

Earn Code	Sun 02/26	Mon 02/27	Tue 02/28	Wed 03/01	Thu 03/02	Fri 03/03	Sat 03/04	Comments	ACT Case ID	Total
+ Please Select										
+ Personal Holiday Exempt				8.00						8.00
+ Vacation Exempt					8.00					8.00
				8.00	8.00	0.00	0.00			16.00

If there are errors on your time sheet you will get an error response:

03/01/2023 - 03/15/2023 Save Submit More Your data cannot be saved because one or more exceptions must be corrected first.

Time Entry

You must correct any errors prior to saving and submitting your time sheet.

The errors or exceptions are noted at the bottom of the screen:

Date	Exception Message	Severity
Thu 03/02	Time Off Request cannot exceed full day - standard daily hours.	Error

Note: Exception messages are color-coded to identify the level of severity:

- **White:** No exceptions or only informational messages present
- **Yellow:** Warnings present
- **Red:** Errors present

Errors must be corrected prior to saving and submitting your time sheet.

8. Correct any applicable errors and then save the time sheet. At the end of the pay period, submit to your supervisor by clicking on the submit button.

03/01/2023 - 03/15/2023 Save **Submit** More Data saved

Time Entry

W T F S S M T W T F S S M T W Mar 2, 2023 Show All Weeks

Earn Code	Sun 02/26	Mon 02/27	Tue 02/28	Wed 03/01	Thu 03/02	Fri 03/03	Sat 03/04	Comments	ACT Case ID	Total
+ Please Select										
+ Personal Holiday Exempt				8.00						8.00
+ Vacation Exempt					8.00					8.00
				8.00	8.00	0.00	0.00			16.00

A pop-up dialogue box will appear – this step will “certify” that your time sheet is correct. Certify your time sheet by clicking on the certification box and then click on the “Submit Time Sheet” button.

Submit Certification [X]

I hereby certify that the time record fully and accurately reports the time worked by me and any exceptions are listed for the pay period indicated.*
* = required field

Filter exceptions by day

Date	Exception Message	Severity
No exceptions.		

Submit Timesheet Close

Submit Certification [X]

I hereby certify that the time record fully and accurately reports the time worked by me and any exceptions are listed for the pay period indicated.*
* = required field

Filter exceptions by day

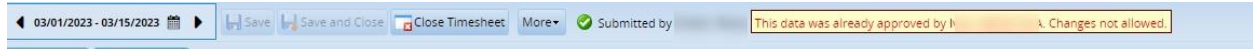
Date	Exception Message	Severity
No exceptions.		

Submit Timesheet Close

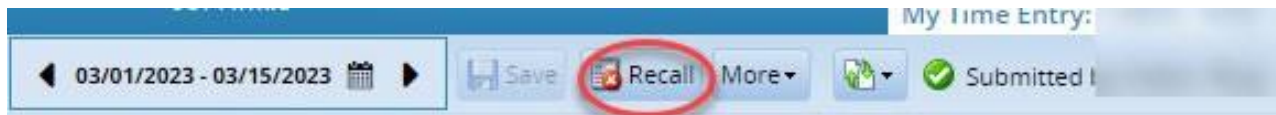
Confirmation of the submission will appear to the right of the submit box:



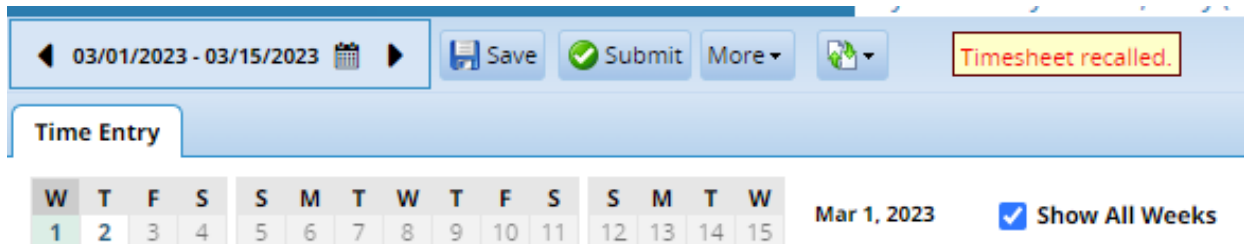
The time sheet will be submitted to your supervisor for approval. When your time sheet is approved it will be notated affirming the approval:



Note: If there was an error on your time sheet, and **if your supervisor has not yet approved the time sheet**, you can “recall” the time sheet, edit it, save, and then resubmit. To recall your time sheet simply click on the “Recall” button. (*Note: If your supervisor has already approved the time sheet but it’s not yet processed your supervisor can go back in and “reject” your time sheet so that you can make the necessary changes.*)



The time sheet will then be recalled for you to edit (make the necessary changes,) save, and then resubmit.



Note: If your time sheet is **rejected** rather than approved, you will be sent an email alert advising you that your time sheet was rejected. If this happens, sign back into Workforce, correct your time sheet, save it, and then resubmit it for approval.

Sample employee email:



There is no designation that your time sheet has been rejected but it will no longer reflect that it has been submitted. Simply edit/correct as per your supervisor’s email and then save and submit the time sheet once again.