

## Workforce

SDSURF Electronic Time & Attendance System  
Non-Exempt (Hourly) Employee User Guide

### Links to system:

Main Login

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

Mobile Login

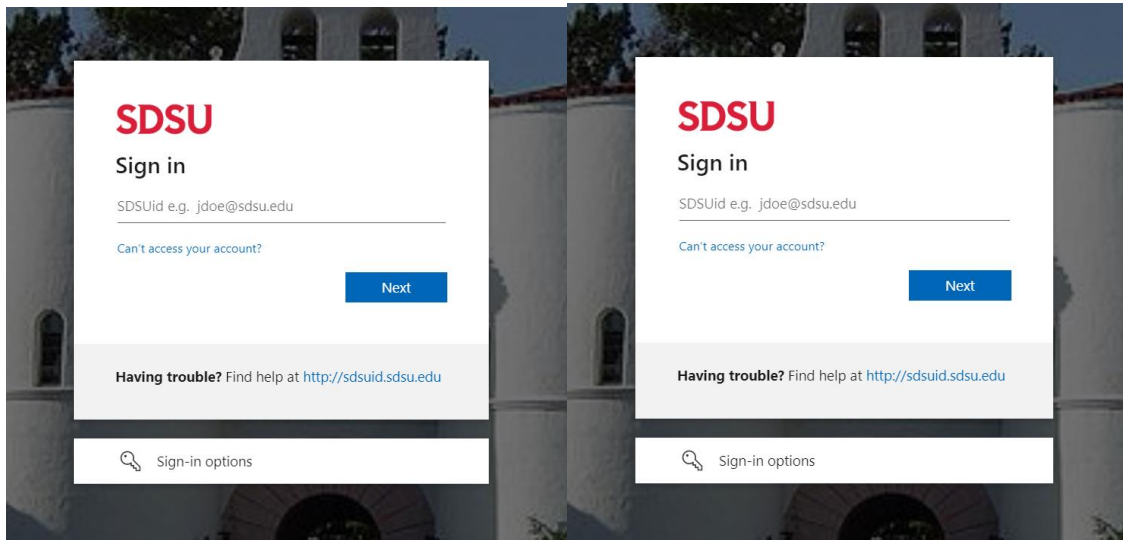
<https://sdsurf.wta-us8.wfs.cloud/workforce/SSO.do?Page=Mobile>

Accessible Login

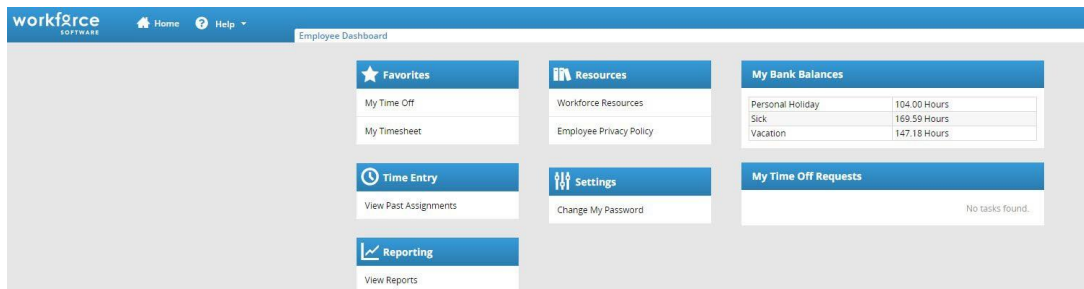
<https://sdsurf.wta-us8.wfs.cloud/workforce/SSO.do?Page=Accessibility>

### 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 sheets to log your hours and (if applicable to your project) request time off.



### Logging your time as an hourly 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.

06/01/2023 - 06/15/2023 Save Submit More

Time Entry

T F S S M T W T F S S M T W T Jun 1, 2023 Show All Weeks

Earn Code	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Sat 06/03	Comments	ACT Case ID	Total
+ Please Select										0.00
					0.00	0.00	0.00			0.00

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:

06/01/2023 - 06/15/2023 Save Submit More

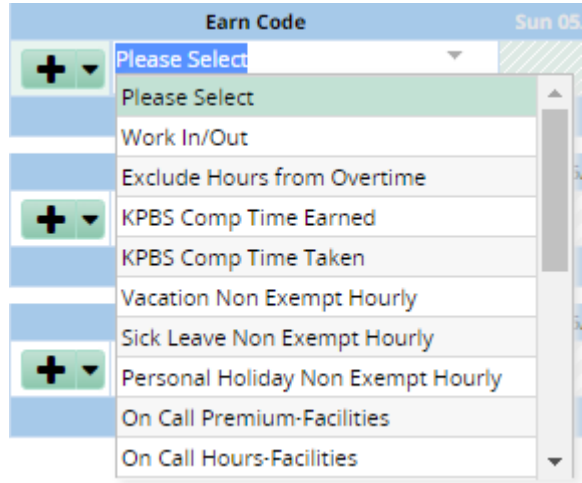
Time Entry

T F S S M T W T F S S M T W T Jun 1, 2023 Show All Weeks

Earn Code	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Sat 06/03	Comments	ACT Case ID	Total
+ Please Select										0.00
					0.00	0.00	0.00			0.00
Earn Code	Sun 06/04	Mon 06/05	Tue 06/06	Wed 06/07	Thu 06/08	Fri 06/09	Sat 06/10	Comments	ACT Case ID	Total
+ Please Select										0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Earn Code	Sun 06/11	Mon 06/12	Tue 06/13	Wed 06/14	Thu 06/15	Fri 06/16	Sat 06/17	Comments	ACT Case ID	Total
+ Please Select										0.00
	0.00	0.00	0.00	0.00	0.00					0.00

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 log your hours worked by clicking on the down arrow to the right of the “Please Select” under the “Earn Code” box



This will bring up a drop-down menu with codes applicable to your appointment. To log hours choose “Work In/Out” or if you are in the student classification use “Student Work In/Out.”

Earn Code	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Sat 06/03	Comments	ACT Case ID	Total
+ Work In/Out										0.00
					0.00	0.00	0.00			0.00

**START TIME**

You begin by logging your work start time for that day:

Earn Code	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Sat 06/03	Comments	ACT Case ID	Total
+ Work In/Out					07:00 am					0.00
					0.00	0.00	0.00			0.00

Note: You can enter the time in this case as 7 and the system defaults to 7 a.m. If the time you are logging is p.m. you need to log it in either as 5p or 17 (i.e. 1700 in the 24 hour clock.)

### MEAL BREAKS

If you work 5 hours or more a mandated meal break is required. The work time out for the meal break (time you start your lunch break) and the time in (return from lunch) must be logged on your time sheet:

Earn Code	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Sat 06/03	Comments	ACT Case ID	Total
+ Work In/Out					07:00 am					0.00
					11:00 am					
					0.00	0.00	0.00			0.00

To log your return from lunch you'll need to create another row for the week by clicking on the black plus arrow button. This will bring up a second row in which you can log your return from lunch as shown below.

### END TIME

Finally, you'll log the time you **end work** for the day.

Time Entry

T F S S M T W T F S S M T W T Jun 1, 2023  Show All Weeks

Earn Code	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Sat 06/03	Comments	ACT Case ID	Total
+ Work In/Out					07:00 am					0.00
					11:00 am					
+ Work In/Out					11:30 am					0.00
					02:00 pm					
					0.00	0.00	0.00			0.00

*2pm End time* (indicated by a red arrow pointing to the 02:00 pm entry)

If you work less than 5 hours then you simply log your start and end time on the same "Work In/Out" row

Time Entry

T F S S M T W T F S S M T W T Jun 1, 2023  Show All Weeks

Earn Code	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Sat 06/03	Comments	ACT Case ID	Total
+ Work In/Out					07:00 am					0.00
					11:00 am					
					0.00	0.00	0.00			0.00

### Logging paid time off:

Time Entry

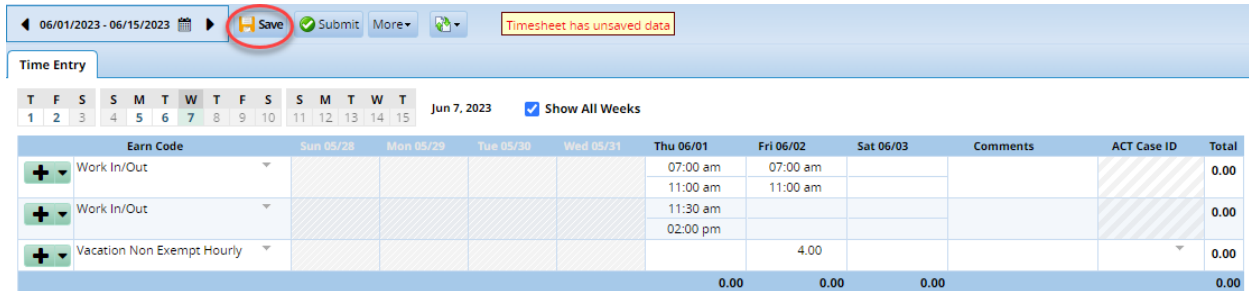
T F S S M T W T F S S M T W T Jun 7, 2023  Show All Weeks

Earn Code	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Sat 06/03	Comments	ACT Case ID	Total
+ Work In/Out					07:00 am	07:00 am				0.00
					11:00 am	11:00 am				
+ Work In/Out					11:30 am					0.00
					02:00 pm					
+ Vacation Non Exempt Hourly						4.00				0.00
					0.00	0.00	0.00			0.00
Earn Code	Sun 06/04	Mon 06/05	Tue 06/06	Wed 06/07	Thu 06/08	Fri 06/09	Sat 06/10	Comments	ACT Case ID	Total
+ Sick Leave Non Exempt Hourly		8.00	2.00							0.00
+ Personal Holiday Non Exempt H				8.00						0.00
+ Work In/Out					07:00 am					0.00
					11:00 am					
+ Work In/Out					11:30 am					0.00
					01:30 pm					
					0.00	0.00	0.00	0.00	0.00	0.00

You can add rows by clicking on the black plus sign. This will bring up the drop-down menu from which you can choose what type of time being reported. This example shows that the employee worked 4 hours and then logged 4 hours of vacation on Tuesday; took 8 hours of sick leave on Wednesday; worked 6 hours and took 2 hours of sick leave on Thursday; took 8 hours personal holiday time on

Friday. Note: On Thursday when the employee worked six hours, they logged a meal break as well as their work in/work out time and then logged total time off of 2 hours of sick leave. Note: Only codes applicable to your appointment will be available.

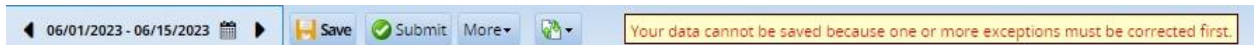
5. To retain your daily entries save your time sheet by clicking the save icon at the left-hand top of the dashboard



Saved response:

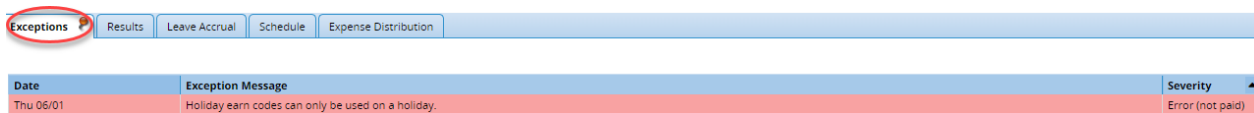


If there are errors on your time sheet you will get an error response



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:

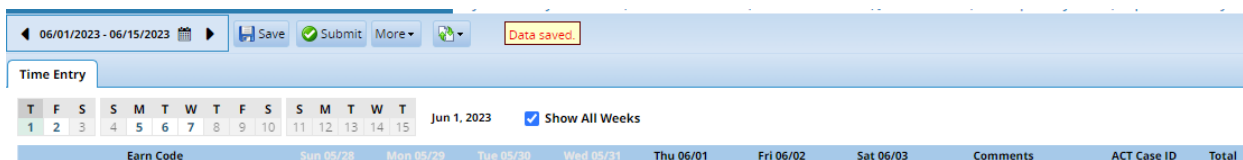


Note: Exception messages are color-coded to identify the level of severity:

- **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.

6. 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



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” box

**Submit Certification** ✕

I hereby certify that the time and hours recorded on this time record accurately and fully identify all time that I have worked during the designated pay period. Additionally, this time record reports all overtime that I have worked, if any, during the designated pay period and that there is no other overtime or any other hours that I have not reported. I understand that I am entitled to a rest period of 10 minutes net rest for each four hours of work or major fraction thereof and one duty free meal period (not less than 30 minutes) whenever I worked five or more hours. I certify that I have taken all meal and rest periods to which I was entitled, except when noted on this timesheet. I declare that the foregoing is true and correct under penalty of perjury.\*

\* = required field

Filter exceptions by day

Date	Exception Message	Severity
Fri 06/02	Vacation time off entries on this time sheet exceed your accrual balances at the beginning of this pay period. At the end of payroll processing, any insufficient leave balances will	Warning

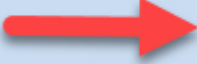
**Submit Certification** ✕

I hereby certify that the time and hours recorded on this time record accurately and fully identify all time that I have worked during the designated pay period. Additionally, this time record reports all overtime that I have worked, if any, during the designated pay period and that there is no other overtime or any other hours that I have not reported. I understand that I am entitled to a rest period of 10 minutes net rest for each four hours of work or major fraction thereof and one duty free meal period (not less than 30 minutes) whenever I worked five or more hours. I certify that I have taken all meal and rest periods to which I was entitled, except when noted on this timesheet. I declare that the foregoing is true and correct under penalty of perjury.\*

\* = required field

Filter exceptions by day

Date	Exception Message	Severity
Fri 06/02	Vacation time off entries on this time sheet exceed your accrual balances at the beginning of this pay period. At the end of payroll processing, any insufficient leave balances will	Warning





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 it, and then resubmit. To recall your time sheet simply click on the “Recall” button.



The time sheet will then be recalled for you to edit, save, and then resubmit.

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

Email alert:



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.