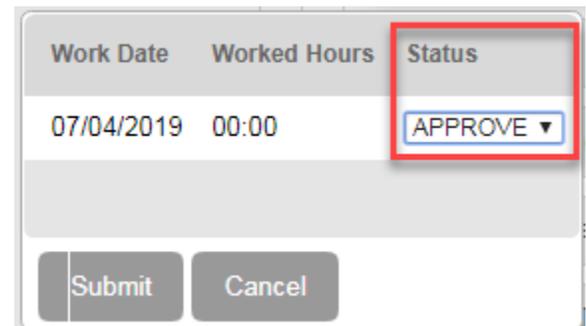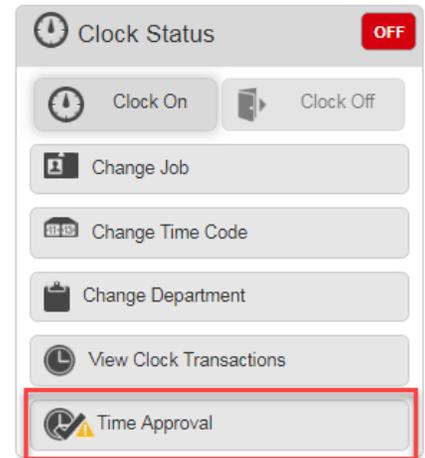# TIME ATTESTATION IN WFM

At the end of each shift, you will need to attest to your own timesheet to verify all time punches and errors codes, if any, are accurate.

ETM TIME APPROVAL

At the end of each shift, you will need to attest to your own timesheet to verify all time punches and errors codes, if any, are accurate.

1. Open WFM ETM (TimeClock icon on desktop)
2. Click Time Approval on Home Screen under Clock Status
   a. You can see the Work Date and Worked Hours for that day
2. For each day listed, you will need to update the status to Approve or Reject. Click the down arrow next to each day and select the appropriate status
3. Click Submit

   a. If you Reject a timesheet, you must send a Workmail message to your supervisor explaining what on the timesheet you disagreed with

MOBILITY TIME APPROVAL

1. Open WFM Mobility (via ESS)
2. Click arrow under Clock section on Home Page
4. Click Time Attestation
   a. You will be brought to each day individually. You can review the clocks, work details, premiums and time code summary.
5. At the bottom, you will need to select Approve or Reject

   a. If you Reject a timesheet, you must send a Workmail message to your supervisor explaining what on the timesheet you disagreed with

Screenshot 1

Infor Workforce — 3:28p

← Clock Status (OFF)

Clock On   **Clock Off**

Change Job

Change Department

Change Time Code

View Clock Transaction

Time Attestation

Screenshot 2

Infor Workforce — 3:28p

Clock Status   OFF

Clock On   **Clock Off**

>

My Messages
16 new messages

>

My Schedule

27   Not scheduled
TUE

>

Screenshot 3

Infor Workforce — 3:28p

Action required for time attestation 2/24   **Skip**

July 28, 2019
✔ Authorized by BONNIE-BOWERS on 08/05/2019 00:56.

Clocks ⌄

Time:	4:55a
Type:	ON
Data:	
Map:	

Time:	12:00p
Type:	TIMECODE
Data:	MEAL
Map:	

Time:	12:28p
Type:	TIMECODE
Data:	WRK
Map:	

Time:	5:26p
Type:	OFF
Data:	
Map:	

Screenshot 4

Infor Workforce — 3:28p

Work Details ⌄

Start Time:	4:55a
End Time:	5:00a
Hours:	0:05
Time Code:	EARLY
Hour Type:	REG
Job:	1000

Start Time:	5:00a
End Time:	12:00p
Hours:	7:00
Time Code:	WRK
Hour Type:	REG
Job:	1000

Start Time:	12:00p
End Time:	12:28p
Hours:	0:28
Time Code:	MEAL
Hour Type:	UNPAID
Job:	1000

Start Time:	12:28p
End Time:	3:00p
Hours:	2:32
Time Code:	WRK

Screenshot 5

Infor Workforce — 3:28p

Start Time:	3:00p
End Time:	5:26p
Hours:	2:26
Time Code:	WRK-SHIFT
Hour Type:	REG
Job:	1000

Start Time:	5:26p
End Time:	5:30p
Hours:	0:04
Time Code:	LE
Hour Type:	UNPAID
Job:	1000

Premiums ⌄

Hours:	2:00
Rate $:	$0.00
Time Code:	0.5ATTPT
Hour Type:	UNPAID
Job:	1000

Code Summary ⌄

	REG	UNPAID	TOTAL
EARLY	0:05	0:00	0:05
LE	0:00	0:04	0:04

Screenshot 6

Infor Workforce — 3:29p

Rate $:	$0.00
Time Code:	0.5ATTPT
Hour Type:	UNPAID
Job:	1000

Code Summary ⌄

	REG	UNPAID	TOTAL
EARLY	0:05	0:00	0:05
LE	0:00	0:04	0:04
WRK	9:32	0:00	9:32
WRK-SHIFT	2:26	0:00	2:26
MEAL	0:00	0:28	0:28
TOTAL	12:03	0:32	12:35

Attestation ⌄

I certify that I have worked all of the hours reported on this timesheet, that my timesheet is correct and accurate to the best of my knowledge and belief, and I have not been coerced or encouraged in any manner to enter inaccurate hours

Approve   **Reject**

RIVERSIDE HEALTHCARE