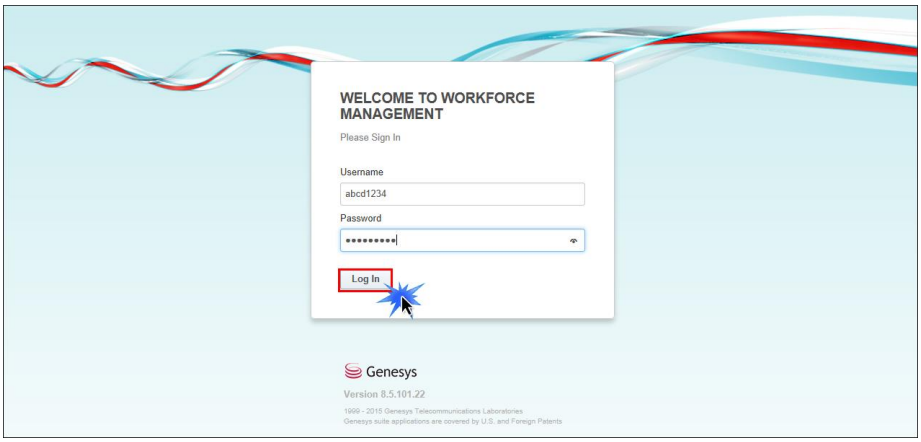
Logging into Workforce Management

Job Aid

Learn how to login and change your password

Your Workforce Management username and password will be the same as EchoContact. After entering your EchoContact username and password, click **Login**.



To change your password, log into EchoContact. Then, select the **File** menu and choose **Change Password**.



Enter your **current password** in the first field and your **new password** in the other two fields. Then, click **Change.**

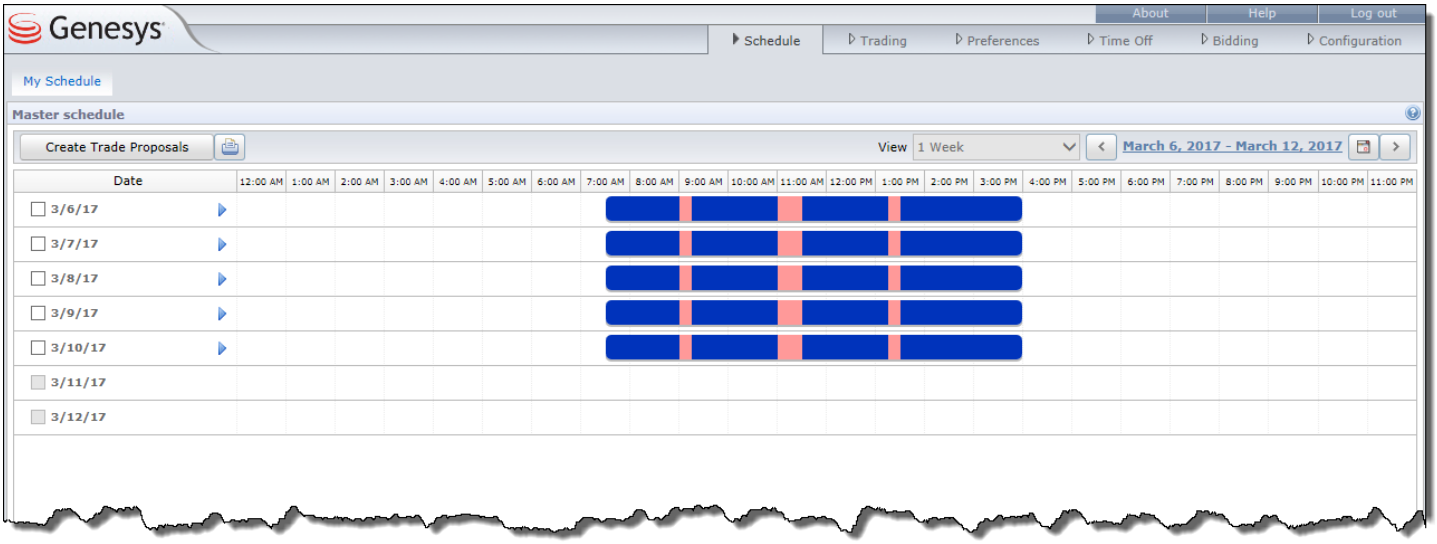


Viewing Schedules in Workforce Management

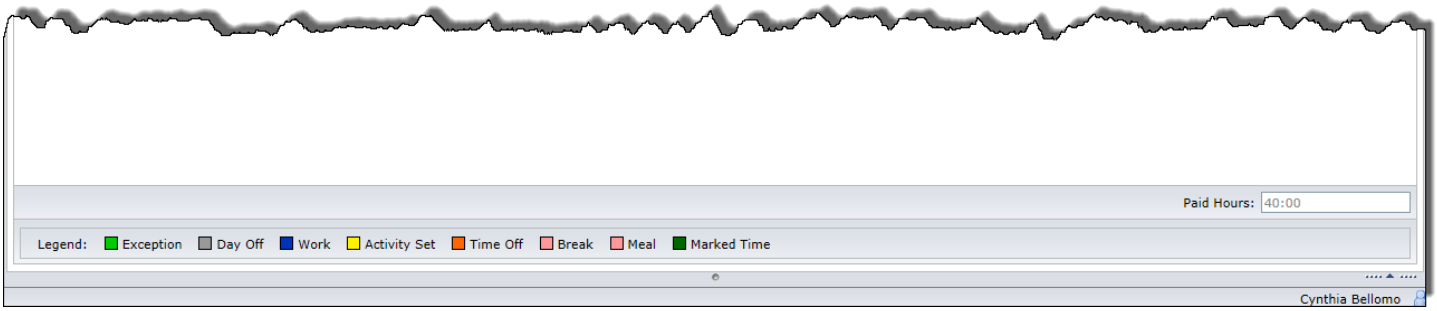
Job Aid

Learn how to view schedules

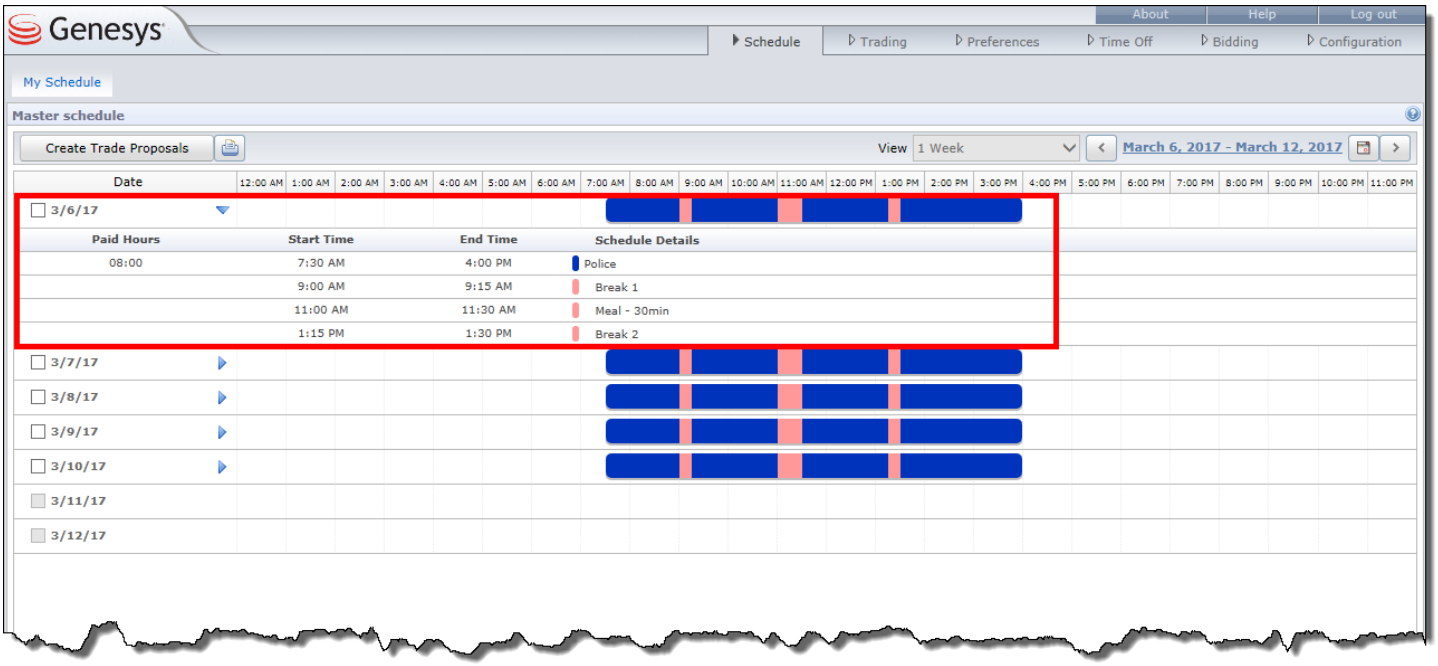
When you log into Workforce Management, your current week schedule will be displayed.



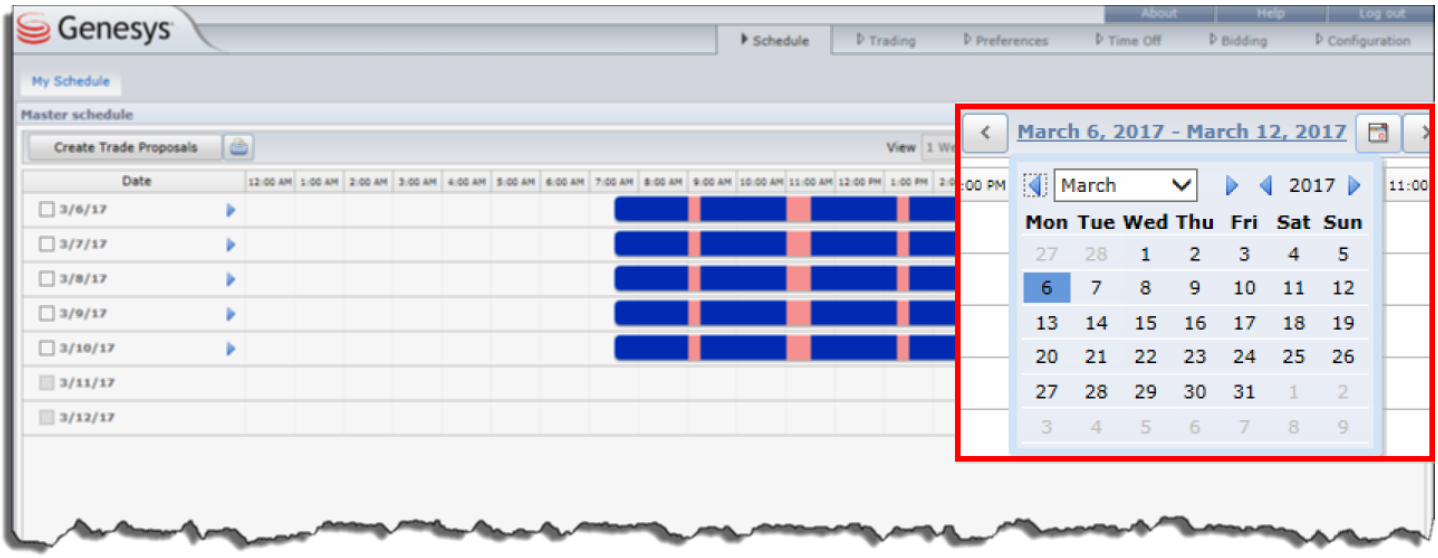
The bottom of the screen will display the **Legend** and the number of hours scheduled for the week.



To view schedule details for a specific date, click the blue arrow  to expand the row. To collapse the row, click the blue arrow again.



To view the **previous week**  or the **next week** , click the appropriate navigation button. To select from a calendar view, click the **calendar view** button ; then, select the first day of the week that you want to view.



Request PTO in Workforce Management

Job Aid

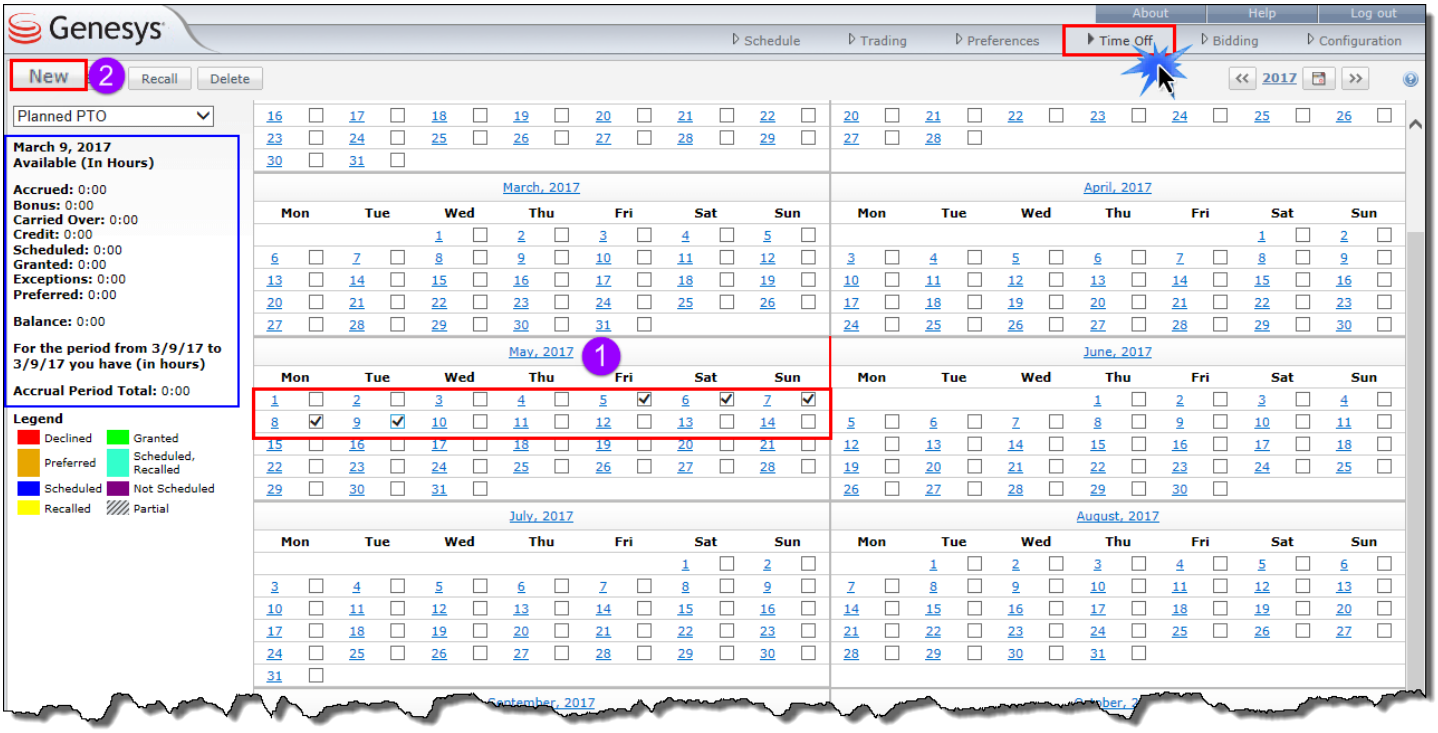
Learn how to request PTO

To request PTO, click **Time Off** at the top of the page. A calendar for the current year will display.

To select the days you would like to request PTO:

1. Click in the box for each date
    a. If the dates are not sequential, *they must each be entered separately*
2. After selecting the dates, click **New** in the upper left corner

For your current PTO balance, view your earnings statement in Dayforce



The top of the page will display the PTO availability schedule for each selected day. A list of the selected days displays below the schedule.

- Green indicates time is available
- Red indicates there is no time available, or that time is outside your scheduled shift

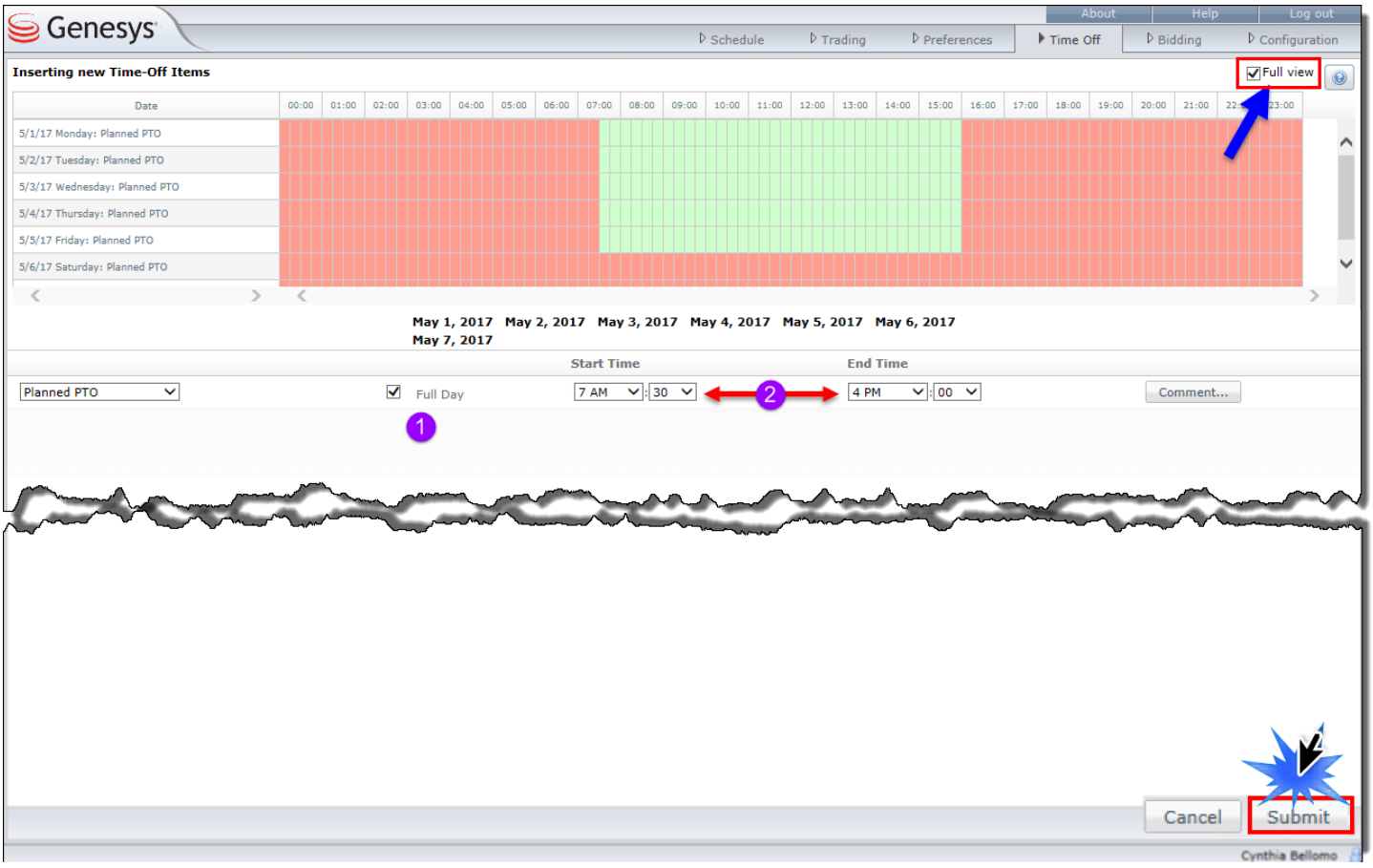
To view the specific amount of PTO available for the selected dates, uncheck the **Full View** box in the upper right corner.

All PTO requests default to a full day request. You *must* select your shift **Start Time** and **End Time.**

To request a partial day:

1. Uncheck the Full Day check box
2. Set the start and end time *(ex. 7:30am to 11:30am)*
    a. This selection will apply to all of the selected dates

When you have confirmed the dates and times selected, click **Submit** at the bottom right of the page. To cancel your request, click **Cancel**.

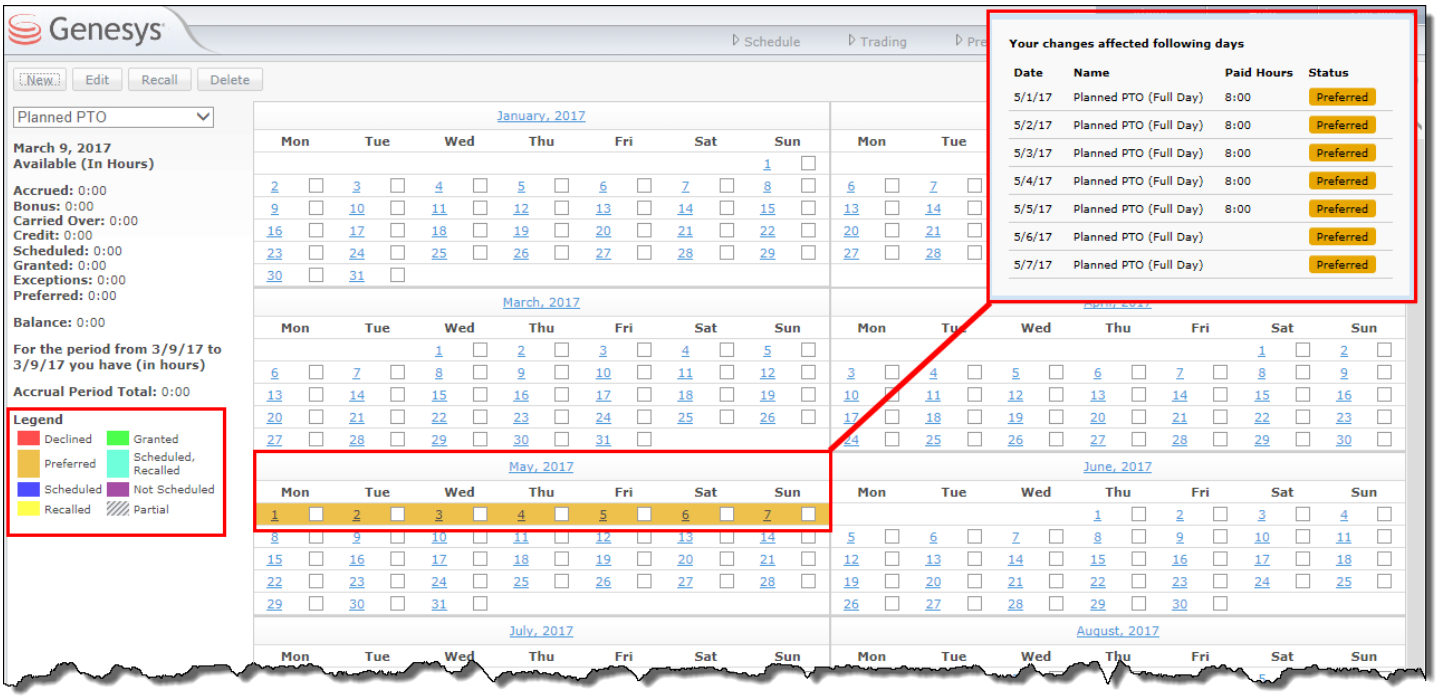


The Time Off calendar will display a list of the selected days in the upper right. The dates selected will be indicated on the calendar.

The legend in the left column indicates what each color on the calendar means.

- Declined: Requested day(s) have been declined
- Granted: Request has been approved
- Preferred: Request is pending
- Scheduled, Recalled: The request has been cancelled but has not been removed from the published schedule yet
- Scheduled: Request has been approved and is on a published schedule
- Not Scheduled: Request was submitted after the schedule was published and has not been granted yet
- Recalled: The request has been cancelled but has not been removed from the PTO calendar
- Partial: Request is for a partial day

PTO requests are pending until they are granted or scheduled



Edit a PTO Request in Workforce Management

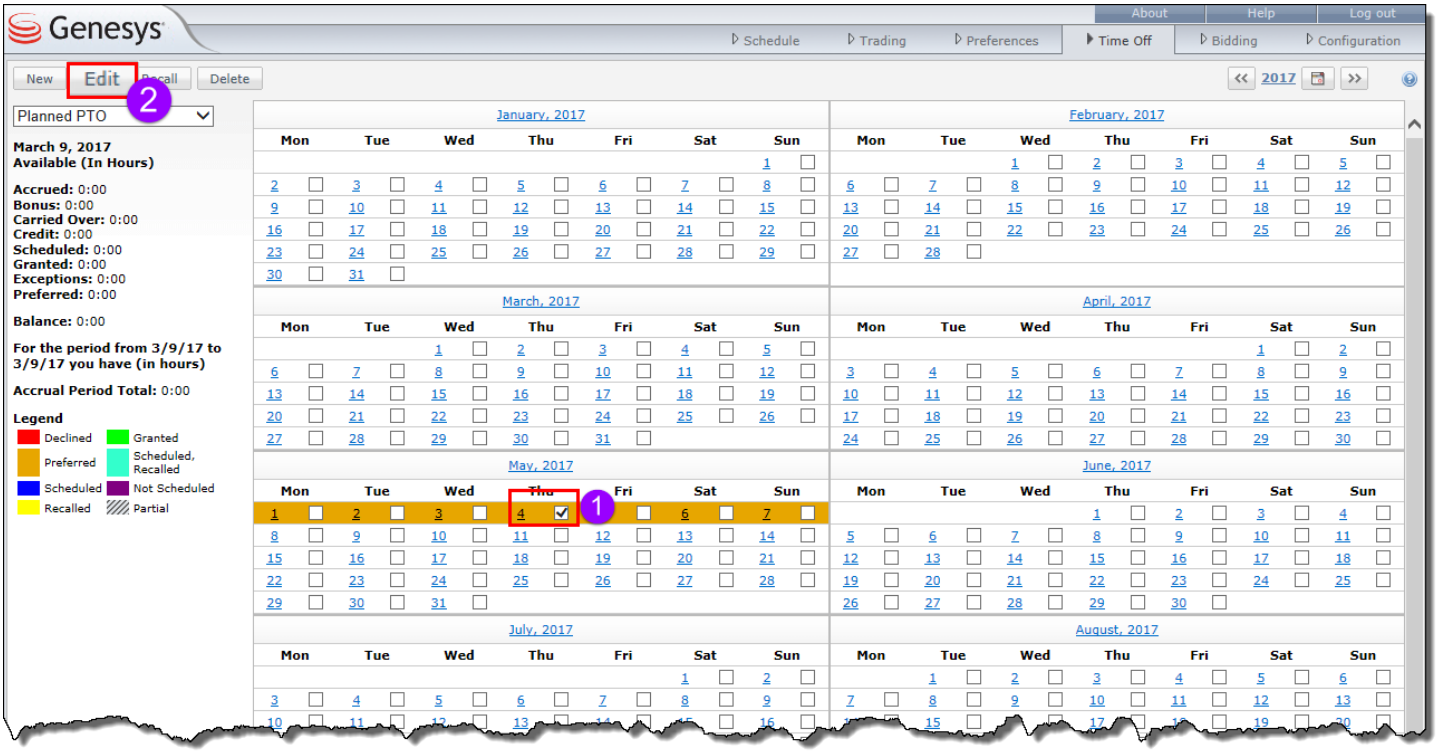
Job Aid

Learn how to edit requested PTO

A PTO request may only be edited prior to being granted or scheduled. If it has already been granted or scheduled, you will need to recalled and resubmitted.

To edit a PTO request:

1. Mark the check box for the selected date(s)
2. Click **Edit** at the upper left

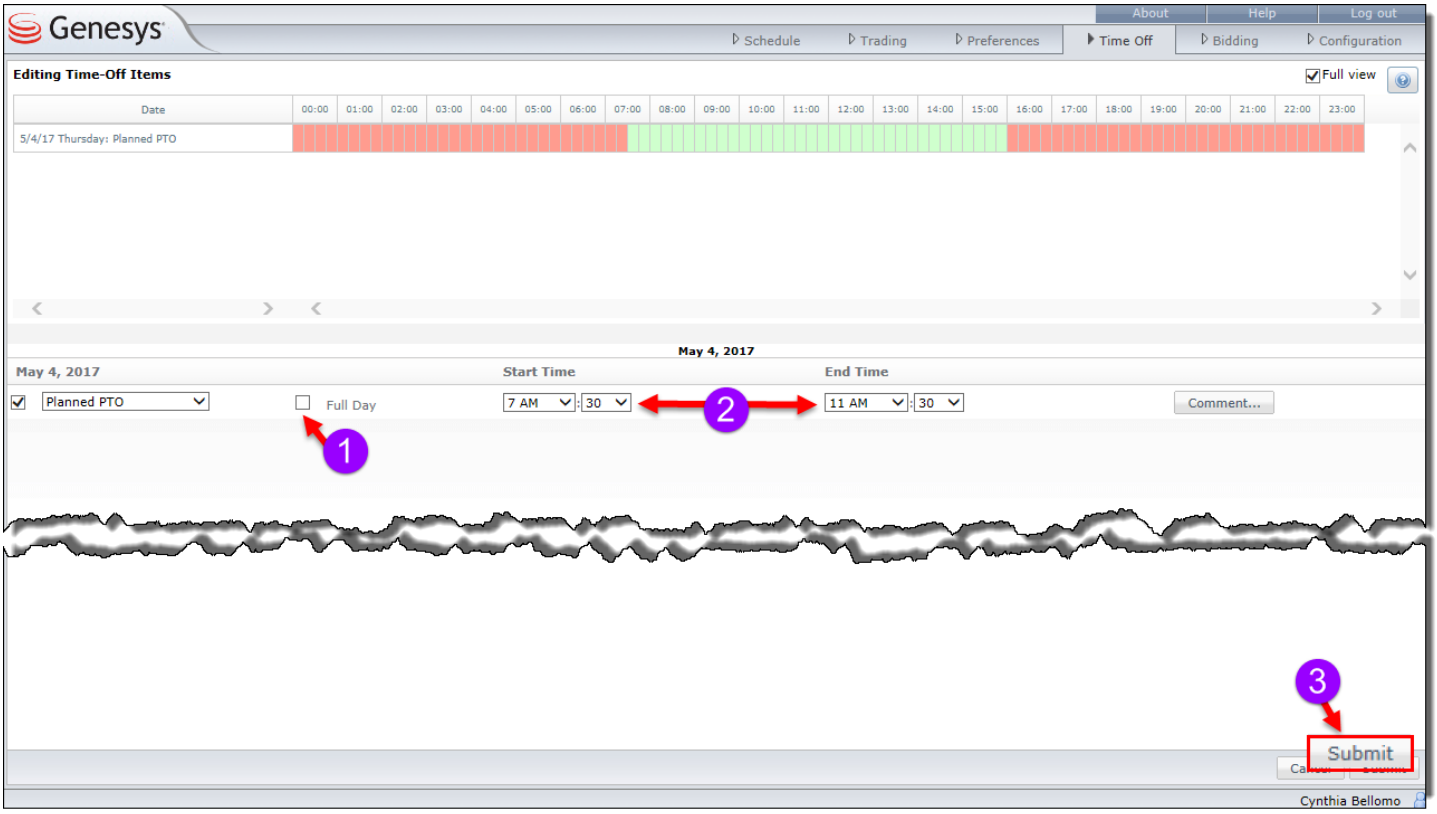


To change this date from a full day off to partial day off:

1. Uncheck the **Full Day** check box
2. Change the **Start Time** and **End Time** to reflect the hours you would like off
3. Click **Submit** at the bottom right of the page

If you are changing a partial day request to a full day request, you would:

1. Check the **Full Day** check box
2. Change the **Start Time** and **End Time** to reflect your entire shift
3. Click **Submit** at the bottom of the page



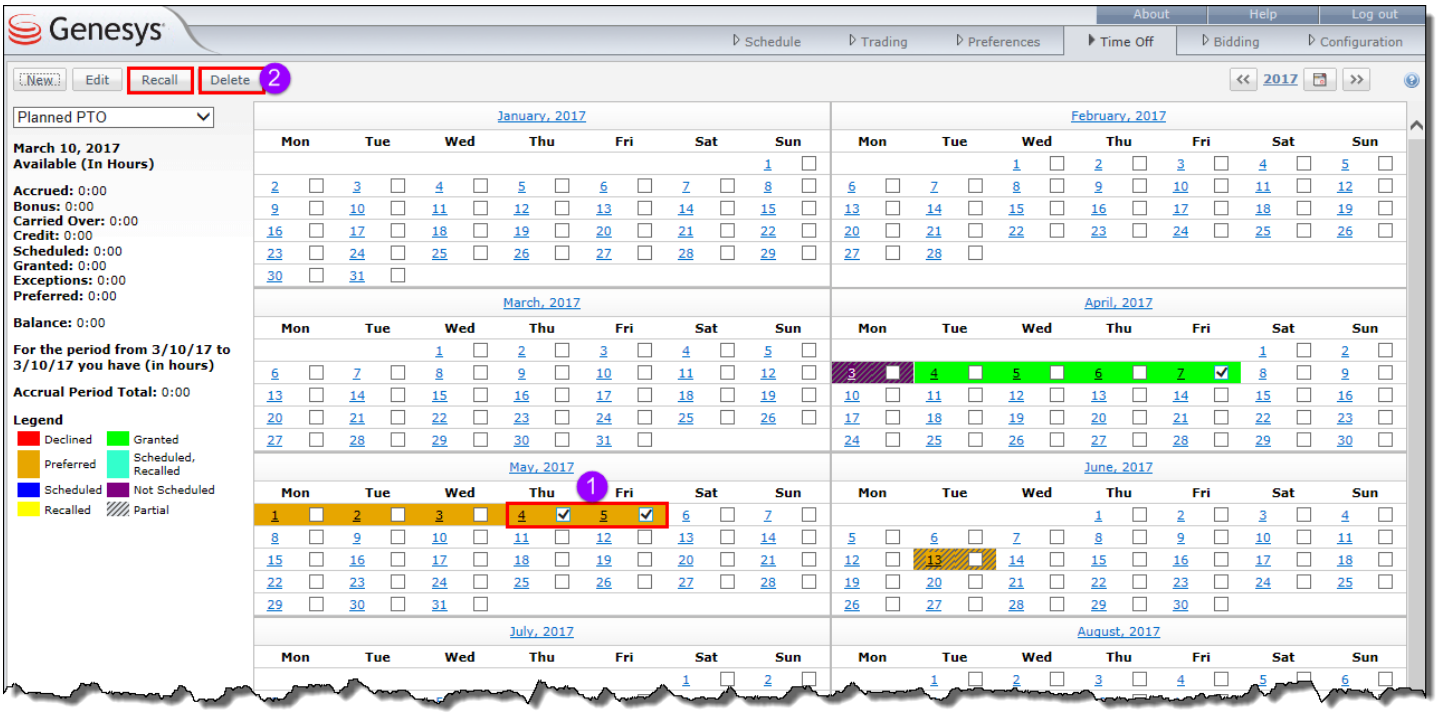
Cancel PTO in Workforce Management

Job Aid

Learn how to cancel a PTO request

There are two ways a PTO request can be cancelled. To cancel a PTO request:

1. Mark the check box for each date you want to cancel
2. Click either **Delete** or **Recall** at the upper right
    a. Recall: for requests that *have* been granted or scheduled
    b. Delete: for requests that *have not* been granted or scheduled



In this example, the dates selected were part of a larger request, but have not been granted or scheduled. Therefore, you would need to:

1. Uncheck the **Batch Request** check box
2. Mark the check box next to the dates you want to delete
3. Click **Submit** at the bottom right

A batch refers to a group of dates that were all requested at the same time

If the dates are part of a batch, and they have been granted or scheduled, you will need to recall the entire request and resubmit it

