**Log on To Workforce Timekeeper**

1. For Lynx users: Use icon on desktop.
2. For Non-Lynx users: Click on this link [https://starv6.musc.edu/wfc/logon](https://starv6.musc.edu/wfc/logon)
3. Enter **user name** and **password**.
4. Click the **button (blue arrow).**

**Log off of Workforce Timekeeper**

1. In Classic view click **Log Off** at the top right
   - In Navigator view click **Sign Out** at top left.
2. Once you are logged off, click the X in the top right corner to close the browser.

**Access one Employee's Timecard**

1. From the **Department Manager Genie**, double-click the employee’s name.

**Access Timecards for all Employees**

1. From the **Department Manager Genie**, select **Actions > Select All** from the menu bar to highlight all employee names.
2. Click the **Timecard** tab at the top left.

**Add a New Punch**

1. Click the cell for the day that needs a new punch.
2. Type the time in one of the accepted formats (0730a, 730p, 1930, 7:30p) and press **Tab** or use your mouse to move to another cell. If you do not type an **a** or a **p**, AM will be assumed.

**Edit a Punch**

1. Click the cell that contains the punch to edit.
2. Type over the current time with the new time.

**Delete a Punch**

1. Click in the cell that contains the punch to be deleted.
2. Press the **Delete** key on your keyboard.

**Transfer Hours to a Different Unit Number**

- **Authority Only**
1. Click the drop-down arrow in the **Transfer** cell between the In and Out punches.
2. Click **Search...** at the bottom of the drop-down box.
3. Click in the box beside **Unit**.
4. Enter the unit number and press **Tab**.
5. The unit description will appear in the next column.
6. Click **OK** and the unit number will appear in the Transfer column.

**Enter Leave Time and Other Amounts**

1. Click the drop-down arrow in the **Pay Code** cell for the appropriate day.
2. Select the **Pay Code** from the drop-down list.
3. Click the **Amount** cell.
4. Enter the number of hours, including a colon between hours and minutes (4:30)

**Add a Comment**

1. Click the **Amount** cell for which to add a comment.
2. Right-click and select **Add Comment.** (Or choose **Comment > Add** from the menu bar.)
3. Select the comment from the list and click **OK**.
4. A yellow note will appear in the cell, and the comment will appear below on the **Comments** tab.

**Delete a Comment**

1. Click the **Comments** tab at the bottom of the screen to display comments.
2. Click to highlight the comment to be deleted.
3. Right-click the comment to be deleted, and choose **Delete** (or choose **Comment > Delete** from the menu bar.)

**Cancel a Meal Deduction**

1. Double-click the In or Out punch for the day in which the deduction needs to be cancelled.
2. Click the drop-down arrow on the **Cancel Deduction** field.
3. Scroll down and select **All** to cancel the deduction which is assigned to your employee.
4. Click **OK**.

**Sign Off on a Timecard (University Only)**

1. Select the employee’s timecard for the Previous Pay Period or highlight the employee’s name(s) in the Department Manager Genie.
2. Select **Approvals > Sign-off** from the menu bar.

**Print a Report**

1. From a Genie, highlight the employee names to include in the report.
2. In the **Time Period** box, select the appropriate time period.
3. Click the **Reports** tab at the top left of the screen.
4. Double-click the [*] next to **All** to show all available reports.
5. Click the report to highlight the name.
6. If you would like to start a new page after each employee, select **Yes** on **Page Break between Employees**.
7. Choose **Run Report**.
8. Click **Refresh Status** and wait until **Complete**.
9. Double-click the completed report to view.
10. Use the **printer** icon on the Adobe toolbar to print the report.