



Associate Instructions Enter and Submit Time

Congratulations! You have been authorized to use Express' Workforce Self Service (WSS) website to view, edit, and submit hours worked for your current assignment.

Enter your time by following these steps:

1. Login to WSS at <http://workforce.expresspros.com>
2. Under Time Card, click **Review and Edit Time Cards**

Note: **Select Your Job** defaults to the current week and displays the job(s) that are authorized for online time entry for that week. If necessary, select the job you wish to enter your hours worked by clicking on that job.

If you do not see any job in **Select Your Job**, contact your Express office.

3. Click **OK**.

The daily Start and End fields represent the **ACTUAL TIME** you start and end work for the shift. The Unpaid Time fields represent the start and end time of any period during the shift you are not compensated, such as lunch or a doctor appointment.

4. To enter time into any Start, End or Unpaid Time field:
 - a. Click or tab into the field.
 - b. Type the hour followed by a colon (or press tab/Next button), then type minutes.
 - c. To change AM to PM, type "P".
 - d. Repeat entering time for all days worked.

Note: If you have more than one unpaid break during a day, click the corresponding down arrow ▼ and select **Add Unpaid Time**.

Note: Daily hours are automatically calculated in the CALC field rounded to the nearest fifteen (15) minutes.

5. Based on local overtime laws, enter time into the daily RT, OT, or DT fields.
6. When you have entered all time, click **Save**.
7. When you are finished working and entering hours for the week, Click **Submit**.
8. The Digital Signature and Acknowledgement block displays. Read and acknowledge the form, check the **Accept** check box, then click **OK**.

Note: If you have other jobs that must have time submitted for this week, click **Select Job** to start the time entry process again.