Managing TLM

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This section is for Managers or Administrators, who handle HR in Wurk, such as employee pay and personal information and paperwork, job titles, departments or cost centers, performance, hiring and termination, company announcements and documents, and company benefits

If you're a regular Employee, this section is not for you. Instead, see Using Work.

This section guides you in managing TLM. Tasks in this section require special permissions and access only granted to these types of users and show functionality not available to general employees.

TLM management is closely related to HR and Payroll. TLM includes managing timesheets, schedules, and accruals. Time and Labor Management (TLM) functionality in Wurk helps you keep track of employees' working hours and punches, and ultimately, to prepare for Payroll. For salaried employees, timesheets are still used to reflect variations from their normal hours, such as overtime, benefits accruals, and PTO.

In this section...

- Payroll for Managers
- Cost Center for Managers
- Managing Timesheets
- Managing Schedules
- Managing Accruals