

# Workforce Management Colleague Portal

We really value our colleagues and the work you do and obviously everyone likes pay day! We know that sometimes it can be hard to understand what weeks are in your pay slip and the hours you're going to be paid.

To make this easier we've been working on a colleague portal where you will be able to see how many hours you will be paid for each week, before you're actually paid for them. This is available for all colleagues on the colleague/part time payroll (normally you're paid on the second Friday of the month). Unfortunately it's not available for managers.

The portal will show you all the hours processed on STAR for you that will be submitted to payroll for payment including any holiday, overtime and absence. Because the actual pay amount is only calculated just before you're paid you won't see a cash number or any bonus / supplementary payments, but it will give you a good understanding of what's going to be in your payslip. It will also give you the ability to check all your overtime has been recorded and for anything that might not be quite right so you can get it sorted with your manager before payday.

The screenshot shows the 'Colleague Pay Portal' interface. At the top, it says 'Select Pay Period:' with a dropdown menu showing 'September - Paid: 29 September 2017'. Below this, it states 'This pay packet includes these weeks:' followed by a table with columns for CPW Week (17, 18, 19, 20, 21) and w/c Date (20 August, 27 August, 3 September, 10 September, 17 September). A note below the table says 'These hours have currently been processed for you: The below reflects the hours submitted on STAR - please see your manager as soon as possible if you are unsure about anything shown below. Pay queries should be raised to your store manager in the first instance.' Below this is another table with rows for 'Worked Hours', 'Holiday', 'Sickness', 'All Other Paid Absence', and 'All Other Unpaid Absence', each with corresponding hour values for the weeks.

CPW Week	17	18	19	20	21
w/c Date:	20 August	27 August	3 September	10 September	17 September

  

	17	18	19	20	21
Worked Hours	40.00	16.00	7.00		8.00
Holiday				16.00	8.00
Sickness		7.00			
All Other Paid Absence					
All Other Unpaid Absence					

The portal is available on the Workforce Management website which can be found by opening Chrome and going to [cpwwfm.dixonscarphone.com](http://cpwwfm.dixonscarphone.com)

You can use one of the Pinpoint tablets or screens in the store to access it and you should log in to the website using the same credentials you use for Pinpoint.

## The Part You Play In Getting Your Pay Right

The Workforce Management colleague portal will be a great tool to ensure you're always paid right – However the most important part of getting your pay right starts with you!

To get your pay right we need an accurate record of when you've worked. This means you need to clock in and out every day that you come to work, at the point when you start and finish your work. This is really important – if you don't clock in and out we can't be sure when you've worked and this could lead to you being paid incorrectly which no one wants.

Because this is so important we send your manager a report every week of how many clocks were missed in the previous week so they can have a conversation with any of their team who are missing too many clocks. The business also has legislative requirements to keep these accurate clocked records so clocking in and out isn't optional and whilst everyone may forget to clock on a very rare occasion if you're frequently not clocking your manager will need to address this concern with you.

If at any stage there is anything that might prevent you from being able to clock in and out correctly you should raise this with your manager as soon as possible so they can help solve the issue for you.

You should be clocked in as soon as you start work and clocked out when you finish work – this means if you stay late to finish serving a customer or do some other work it's important you're still clocked in. It's also important that if you come to work a little early and treat yourself to a cup of coffee that you're not clocked in before you start working. Colleague briefings and searches are part of work so make sure you're clocked in for these.

