

Workforce Management (WFM)

Two ways to access your Employee Self Service

Logging in for the 1st time

Your **user ID** must be a **6 digit payroll number**. E.g. If you have a **5 digit payroll number** you will to **add a zero before your number** (i.e. 012345) or **for a 4 digit number add two zeros** (001234).

Your **password** will also be your **6 digit payroll number as above**. You will then be taken through the password reset process.

User ID: 012345
Password: 012345
Forgot Password
Login

Option 1 - MyWork via Connect

You can access Employee Self Service via Connect using either your back office computer or E-learning terminal. If you have any issues logging in please speak to your Manager.

Option 2 - MyWork via mobile app

If you choose to download the WFM App, please follow the steps below to download the WFM App (a smartphone with a camera will be required):

1



ESS 43 - Reflexis One
ESS 4.3 - Reflexis One app



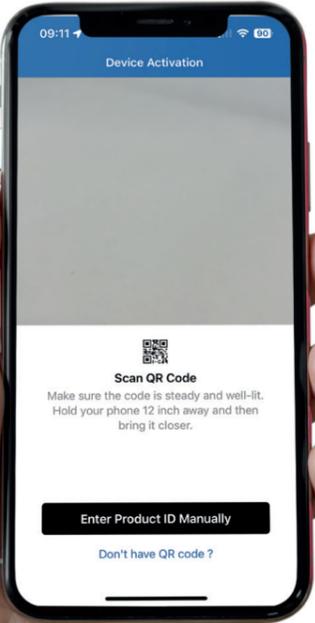
Using a smartphone, **search for 'ESS 43 - Reflexis One'** in either the apple **Apple App store** (for iphones) of **Google Play store** (for Android phones).

2



Download the WFM App onto the smartphone.

3



Once the download has completed, open the WFM application. **To activate the application** in the Southern Coop environment, **you will be presented with the following screen.**

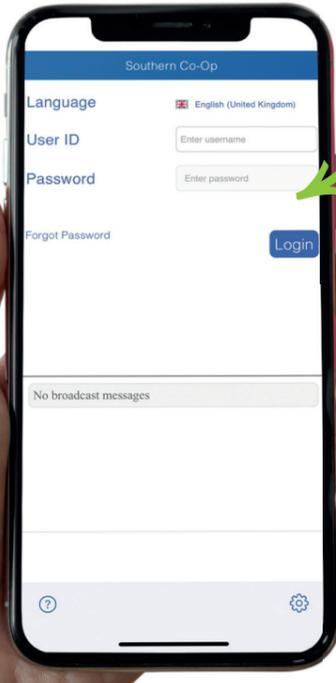
If you have previously downloaded the My Work Task Manager App, you will be taken straight the log in screen - Step 5.

4

Using your smartphone camera, **scan the QR code on the right.**

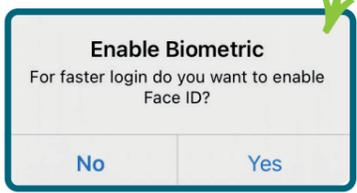


5



You will then be presented with the **log in screen to your left.**

You may be prompted to enable biometrics (below) this is the users personal choice.



Need further guidance?

Visit Connect and refer to: Store essentials > Operational Toolkit > My Work > Logging In, Switching Stores and Resetting Passwords QRG