



## Employee Functions

### Time & Attendance

Experience the Workforce system from the employee perspective. Learn Workforce navigation fundamentals and functions related to reporting time, activities, and absences in the system.

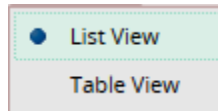
**Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.**

University time system:  
<http://time.ou.edu>

## Basic Time Entry

To enter time into timesheets, follow these steps.

1. From the Home Screen, select the **My Timesheet** link to open your timesheet.
2. Display the body of your timesheet using the default view or the view of your choice.



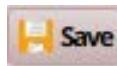
3. Ensure that the correct pay period displays.



4. Click anywhere in the row in which you want to enter or modify time.

Time Entry		ACT Balances													
S S M T W T F						S S M T W T F						Mar 31, 2018		<input checked="" type="checkbox"/> Show All Weeks	
Date		Pay Code	Hours	Amount	Department	Project	Work Order	Case ID	Comments	Total					
Sat 03/31	+	Please Select													
Sun 04/01	+	Please Select													
Mon 04/02	+	Please Select													
Tue 04/03	+	Please Select													
Wed 04/04	+	Please Select													
Thu 04/05	+	Please Select													
Fri 04/06	+	Please Select													
										0.00					

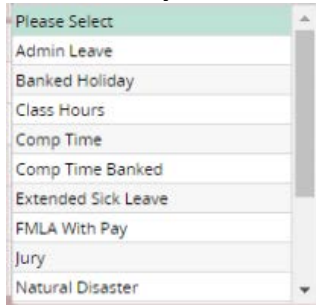
5. Record your time and attendance information (see *Entering In/Out and Elapsed Time* below).
6. Click **Save** after every timesheet change.



## Entering In/Out and Elapsed Time

A pay code is the category to which your hours are assigned. Different categories of employees have access to different pay codes.

1. Click in a **Pay Code** cell to see the drop-down list of pay codes you can access.



If a pay code cannot be modified, it will appear with a shaded grey background and the cursor will change into a “Stop” symbol when placed over that row:

*Note: A **Pay Code** is the category to which your hours are assigned. Different categories of employees have access to different pay codes.*



2. Select a pay code. Enter the time in the **Hours** column.

- For pay codes associated with elapsed time (if applicable), simply enter the number of hours. For example: Paid Leave Unscheduled, comp time, etc.

Pay Code	Hours
Paid Leave Unscheduled	8.00

- For pay codes associated with In/Out times, enter the In time on the first row of the **Hours** column and the Out time on the second row.
  - In/Out times can be entered in a variety of ways, for example:
    - Enter “5” on the first row and click outside the cell. The system will interpret the time as 5 a.m. and enter it on the timesheet in the correct format.
    - Enter “Xp” (where X is a number from 1 to 12) to enter p.m. times.
    - 5 p.m. can also be entered as “17”.

*Note: Employees can only enter paid leave unscheduled on their timesheet. Paid leave scheduled is automatically entered on the timesheet once the manager approves the request through the Request Time Off function.*

- The system prevents you from entering out times that are before in times or in times that are after out times. The system will highlight the error and display a warning message:

In/Out	Hours
	8.00
08:00 am	
07:00 am	
Out time cannot be before in time.	

- For shifts which start on the previous day, type in “-” (the minus sign) before the time; for shifts that end the next day, type in “+” (the plus sign).

08:00 am
+ 07:00 am

## Monthly employee paid by supplemental payment

If you are a monthly paid employee that does work for another department and they pay you with a supplemental payment on the monthly payroll, you will need to enter the elapsed hours that you worked on your timesheet, select the department you did the work for and add a comment that explains what the extra work was.

Date	Pay Code	Hours	Amount	Department	Project	Work Order	Comments
Thu 03/01	Worked Elapsed	2.00		ACENISE Industrial & Systems Engr.			Grading for ISE Prof
	Worked Elapsed	8.00		ACENECE Electrical & Computer Engineer			

## Activity Tracking

If you perform separate tasks, you can differentiate the hours worked as long as your department has requested this functionality for your area. In Workforce, Activity Tracking (sometimes referred to as “Labor Distribution” or “LD”) is used to charge worked hours to labor categories. Fields are present on the timesheet for capturing Activity Tracking information. Employees may enter values directly in the fields or select from pull down lists. Entries are validated when saving the timesheet.

Department	Project	Work Order
ADAE Architectural & Engineering	13-07 Imhoff Road Reconstruction	

## Comments Field


Use the **Comments** field to enter additional information related to a particular time entry. Click the field to enter text.

**Comments**

Comments go here

In the **Table View**, the comments are accessible for a selected row by clicking the arrow.

Thu 03/22	Fri 03/23
07:00 am	07:00 am
12:00 pm	12:00 pm






Another method of accessing the Comments field is to press Shift + Enter. This hotkey toggles the field open and closed.

The **Comments** field in **Table** view:

Pay Code	Sat 03/17	Sun 03/18	Mon 03/19	Tue 03/20	Wed 03/21	Thu 03/22	Fri 03/23
+ Please Select							
+ Worked In/Out			07:07 am 12:00 pm	07:00 am 12:00 pm		07:00 am 12:00 pm	
<div style="background-color: #d9ead3; padding: 2px; border-bottom: 1px solid #ccc;"><b>Monday</b></div> <div style="background-color: #d9ead3; padding: 2px; border-bottom: 1px solid #ccc;"><b>Comments</b></div> <div style="border: 1px solid #ccc; min-height: 50px; margin-top: 5px;"></div>							

The **Comments** field in **List** view:

Mon 03/19		Please Select		
		Worked In/Out	07:07 am	
			12:00 pm	
		<b>Comments</b>		