



The UNIVERSITY *of* OKLAHOMA

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.

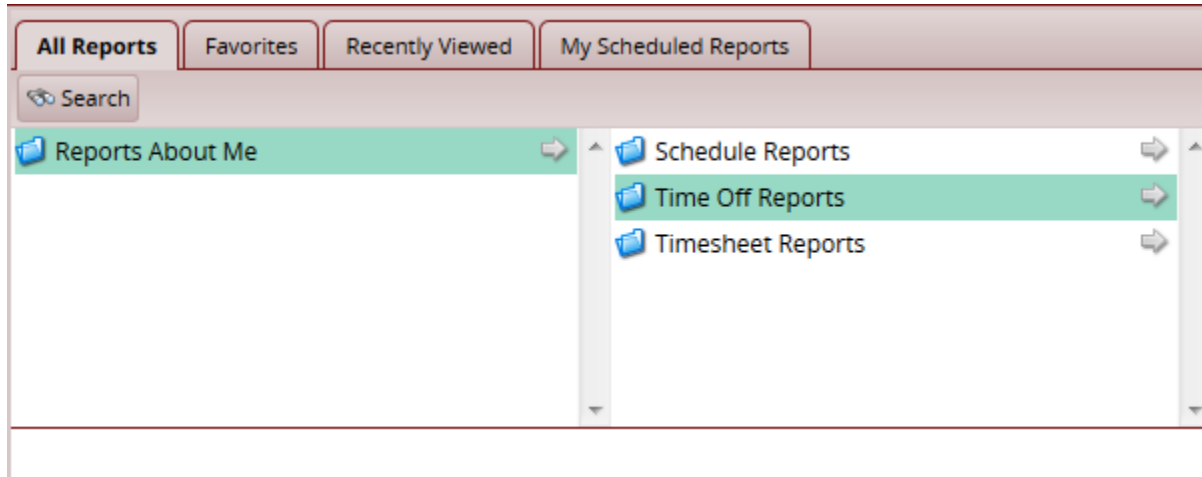
Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.

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

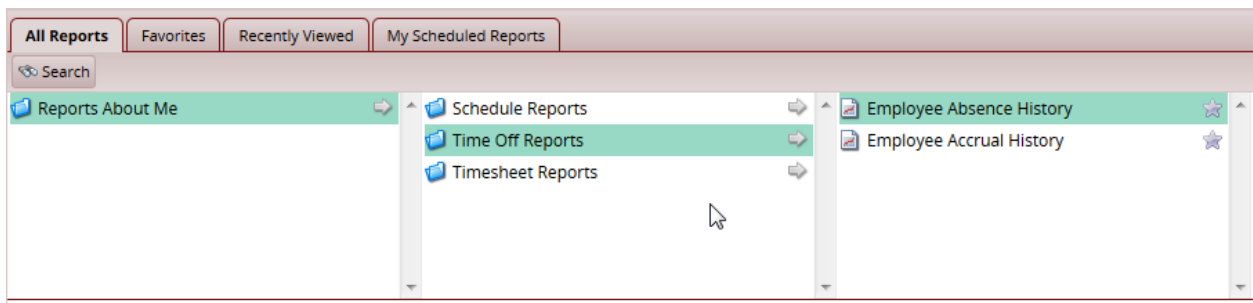
Generating Reports

Workforce supports report generation for employees and managers. Employees can access general reports to view timesheet information for a certain period, roles delegated to them, time spent by project, or comments on timesheets.

1. To generate a report: from the Home Screen, click **View Reports**.
A list of report categories appears.



2. Do one of the following:
 - Select a report category to display the respective reports
or
 - Search for the report by entering the name or part of the name of the report in the **Search** field. Reports with the search criteria in their name appear in the **Search Results** pane as you type.
3. Click the name of the report you want to generate.

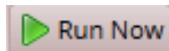


A second pane appears in which you specify report criteria.

The screenshot shows the 'Reports' section of the University of Oklahoma system. The 'Report: Employee Absence History' configuration screen is displayed, featuring the following fields:

- Start Date:** 04/05/2018 (calendar icon), with options for 0 day(s) before or after the run date.
- End Date:** 04/05/2018 (calendar icon), with options for 0 day(s) before or after the run date.
- Absence Pay Code:** A list of filter values including Intermittent Leave of Absence, Jury, LOA, Leave Without Pay, Sick, and Vacation. All are currently unselected.
- Language for Report Output:** English (dropdown menu).

4. Complete the respective fields and click **Run Now**.



5. Select your preferred output format:

The 'Run Report Now' dialog box is shown with the following options:

- Delivery Method:** View Now (dropdown menu)
- Output Format:** PDF (selected), Excel, CSV, HTML

Buttons for 'Cancel' and 'Run Now' are visible at the bottom.

- **Excel** to view/print the report as a *Microsoft Excel* spreadsheet.
- **HTML** (the default) to view the report in the browser window as a Web page.
- **PDF** to view/print the report in *Adobe Acrobat* PDF format.
Adobe Acrobat Reader is required to view this format. The Reader is available at: <http://get.adobe.com/reader/>.

- Click **Run Now** to generate the report.

The following figure shows a sample report in PDF format.



Employee Timesheet for Period Ending on 03/02/2018

Standard Product

Employee	Assignment	Timesheet Version	Work Date	Pay Code	In Time	Out Time	Hours
		0					
			02/20/2018	Holiday			8.00
			02/21/2018	Admin Leave			8.00
			02/22/2018	Admin Leave			8.00

Data from an amended timesheet will not be included in reports unless the amended timesheet has been approved or approved and locked.

Scheduled Reports

A scheduled report runs on a schedule that you define.

- Open the Reports window and select a report.
- Click the Schedule button at the right of the report toolbar.

Report: Employee Timesheet

Report Parameters

- A window similar to the following appears:

Create New Schedule

Delivery

To:

Subject:

Body:

PDF
 Excel
 CSV

Scheduling

Run once on at CET

Retain this report schedule after end date

Report Frequency

Once
 Daily
 Weekly
 Monthly
 Yearly

Report will next run on 04/05/2018 with the parameter(s): Pay Period End Date: 04/05/2018

Schedule Name

Report Schedule Name

4. In the Report Parameters area, use the controls to specify dates, employee ID or name, report language, and other items.
5. The report schedule name can be changed in the **Report Schedule Name** field.
6. In the Scheduling area, use the controls to specify the frequency on which the report is to run:

Scheduling

Report Frequency

Once
 Daily
 Weekly
 Monthly
 Yearly

7. A start date is required, but the end date can be left open-ended by selecting the No end date checkbox.
8. A message appears in yellow at the bottom of this area to verify the options selected.

Scheduling

<p>Report Frequency</p> <p> <input checked="" type="radio"/> Once <input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Yearly </p>	<p>Run once on <input type="text" value="04/05/2018"/> at <input type="text" value="10:30 pm"/> <input type="text" value="CET"/></p> <p><input type="checkbox"/> Retain this report schedule after end date</p>
Report will next run on 04/05/2018 with the parameter(s): Pay Period End Date: 04/05/2018	

9. In the Delivery area, use the controls to specify the means of delivery. The sample shows that a PDF of this report will be sent to an email address.

Delivery

To:	<input style="width: 85%;" type="text"/>
Subject:	<input style="width: 85%;" type="text"/>
Body:	<input style="width: 85%; height: 40px;" type="text"/>
<input checked="" type="radio"/> PDF <input type="radio"/> Excel <input type="radio"/> CSV	

10. Click the Create Schedule button.

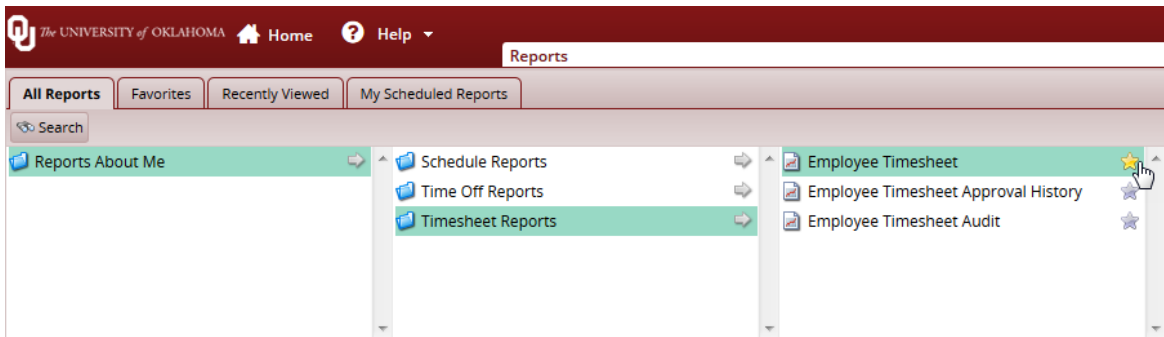
Create Schedule

Report Favorites

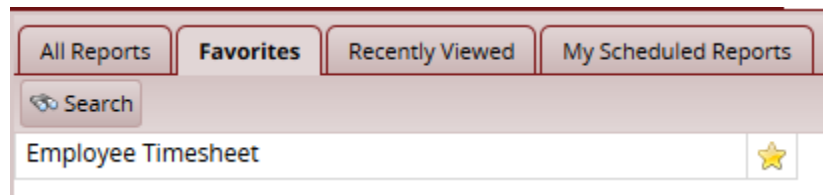
Report favorites give you quick access to frequently run reports by letting you store those reports in a top-level folder. You have the ability to specify and store your own report favorites.

Creating a Report Favorite

1. From the Home Screen, select **View Reports**.
2. The **Report** window appears.
3. Navigate to and select the report you want to designate as a favorite.
4. Click the **Favorites** icon (the star). The star color changes to yellow.

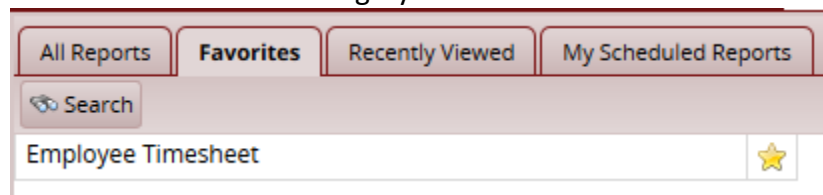


The report is now listed in the **Favorites** tab.



Removing a Report Favorite

1. To remove a report favorite, highlight the report name to be removed from the Favorites tab.
2. Click the yellow star to turn the star to gray.



3. The report is removed from the **Favorites** tab and the star icon turns gray.
4. The report is still available under the **All Reports** tab.