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

Reusing Timesheet Data

Copying Data

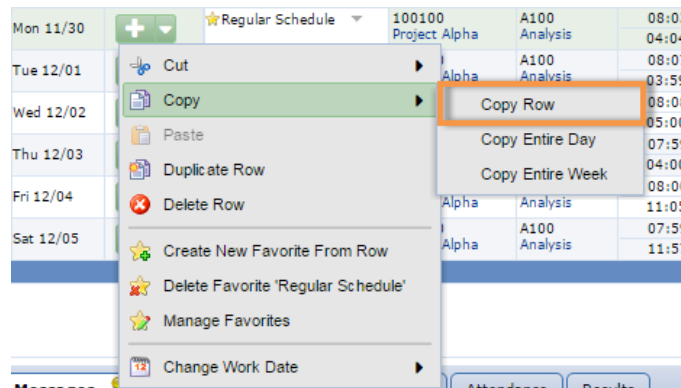1. Click the drop-down arrow next to the green plus sign that represents the **Insert** icon.

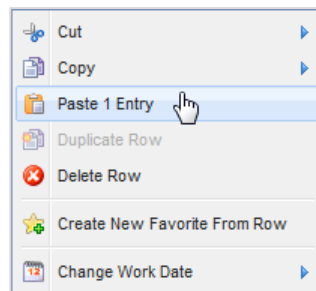2. Select **Copy**, and one of the following:
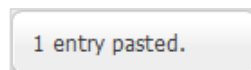
Copy Row
Copy Entire Day
Copy Entire Week

Navigate to where you want to paste the copied information. From the drop-down arrow next to the Insert icon, select **Paste 1 Entry**.

The Paste event is acknowledged.

Cutting and Pasting Data

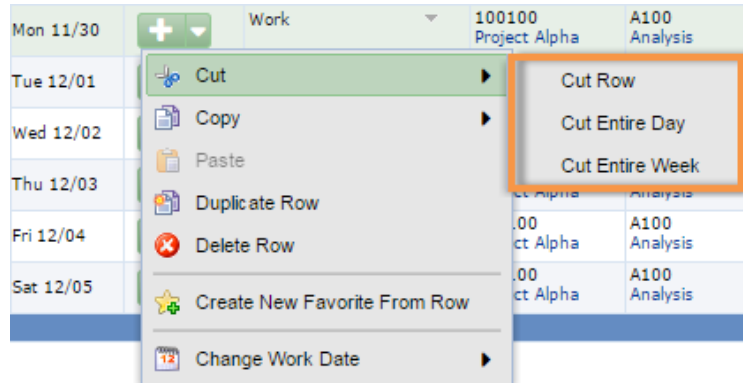1. Click the drop-down arrow next to the **Insert** icon.
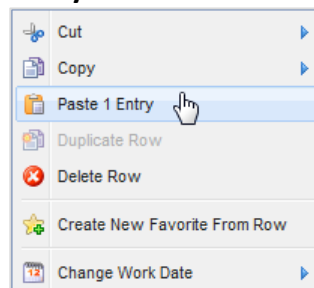
2. Select **Cut**, and one of the following:
    Cut Row
    Cut Entire Day
    Cut Entire Week

3. Navigate to where you want to paste the cut information. From the drop-down arrow next to the Insert icon, select **Paste 1 Entry**.

The Paste event is acknowledged.