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.

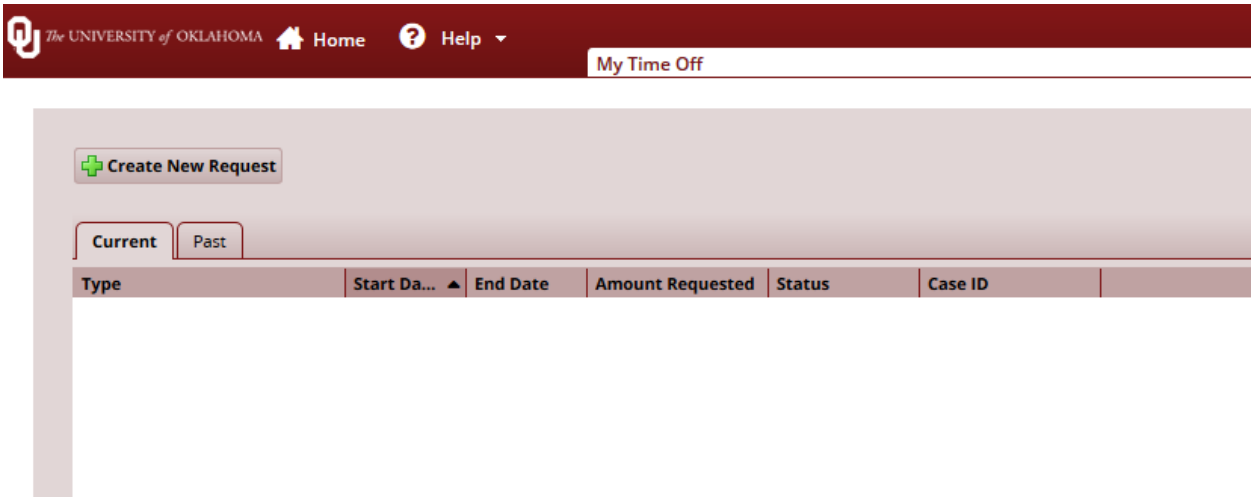
Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.

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

Requesting Time-Off

You can submit time off requests, track the status of your requests, and view the history of past requests using the **My Time Off** function. When employees request time-off, an e-mail is sent to notify the manager that a request was made.

1. From the Home Screen, select **Actions ➔My Time Off**.
   The **Request List** window appears.

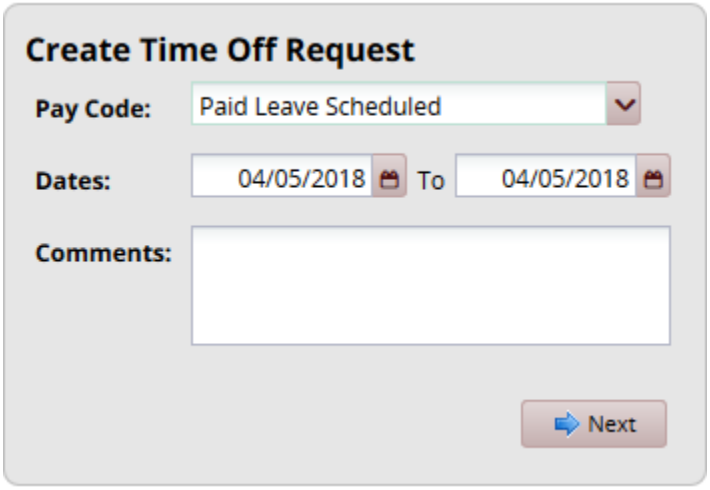


If you have multiple assignments, Time Off Request first displays the list of assignments and you must select the assignment into which you are requesting time.

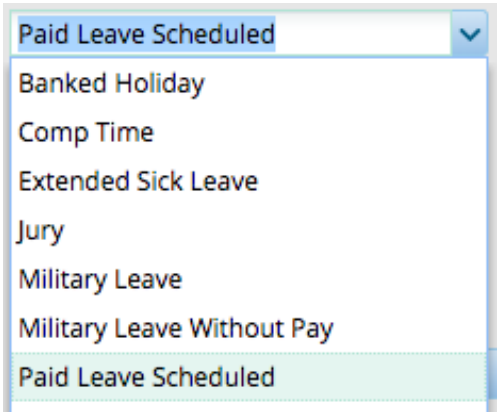
2. Click **Create New Request**.

3. Review the types of leave and select the appropriate group of time that you are requesting by clicking Continue.

The **Create Time Off Request** window appears.



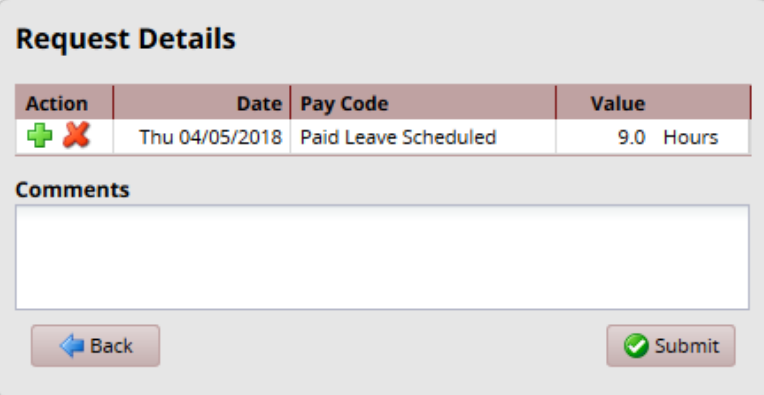
4. Choose the type of time off from the **Pay Code** drop-down list.



Note: Banked Holiday or Comp Time hours must be used before Paid Leave can be taken.

5. Enter the day on which you want to begin your time off in the **Start Date** field, or click the Calendar icon on the right of the date field to display a calendar from which you can choose the date. Ensure that the **Start Date** is today's date or later.
6. Enter the day on which you want to end your time off in the **End Date** field, or use the **Calendar** icon.
7. If necessary, enter a note to accompany your request in the **Comments** field. Caution: Comments are accessible by everyone and should be office appropriate.
8. Click **Next** to display the details of your time off request.

The **Request Details** window appears. The hours request defaults to the scheduled hours for that day. You can modify the hours requested and also select another pay code from the **Pay Code** column.

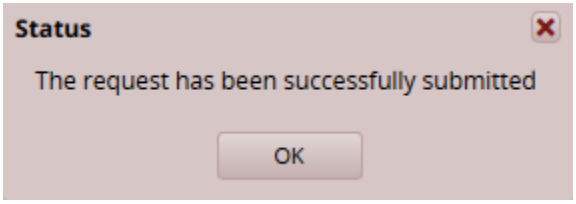


9. Click the **Insert** icon in the **Action** field of a row to add another row for that day, select the Pay code and enter the hours for that type. Remember to adjust the other hours for that day accordingly, if necessary.

10. If exceptions prevent you from submitting the request, do one of the following:

    - Click the **Back** button to return to the previous window and make a different selection, or
    - Reduce the hours selected by the clicking the **Delete** icon in the **Action** field of a row to remove the hours from that row, and then click the **Update** button.

11. If no exceptions prevent you from submitting the request, click the **Submit** button to submit your request. You are notified of a successful submission.



Click **OK**. You are returned to the **Request List** window. Your new request appears in the **Request List** window as **Pending**. A request email is sent to your manger.

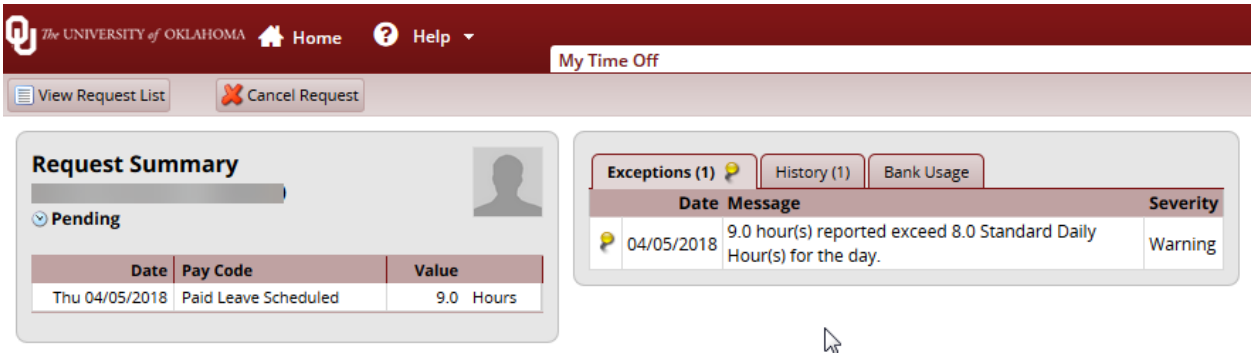
When your manager approves the Time-Off Request, the requested time posts to your timesheet as time off. You receive an email message when your manger approves or rejects your request.

If you do not have enough leave in your bank to cover the time off requested, the system will notify you some days will be without pay. **Submitting the request is acknowledgement that your pay will be reduced by the overage.**

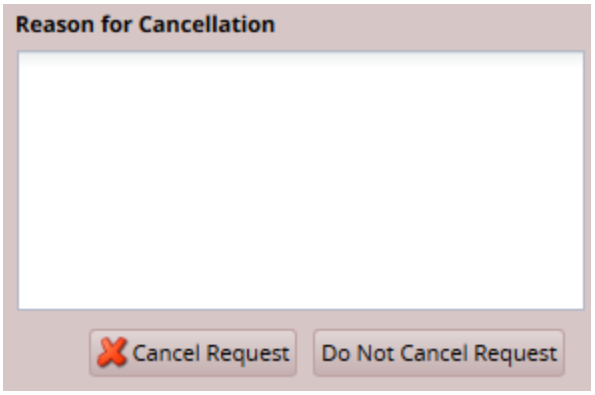
Cancelling a Time Off Request

You can cancel a time off request before or after it has been approved.

1. Go to **Schedules ➔ My Time Off**.
2. Select the **Current** tab.
3. Select the respective time off request.
   The **View/Cancel Time Off Request** window appears listing the details and history of the request.
4. Click **Cancel Request** button to withdraw your request.

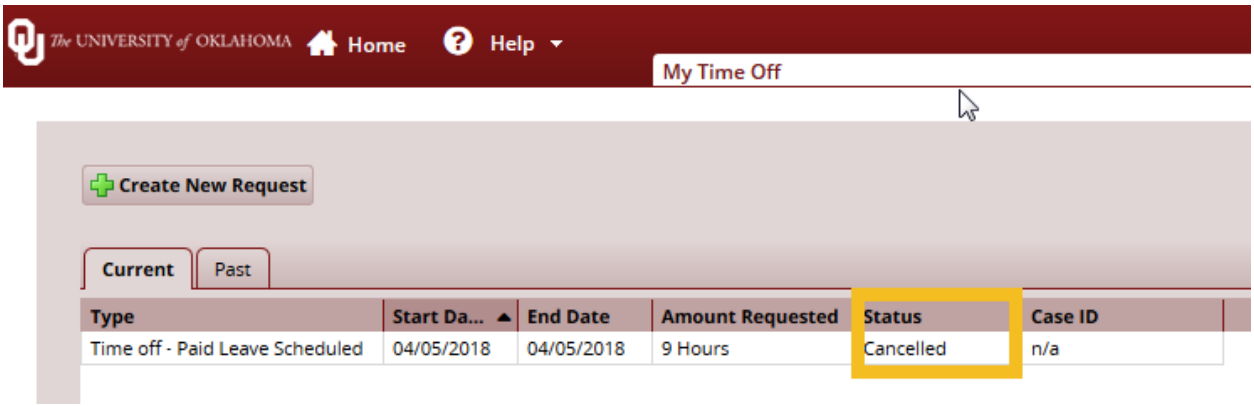


The **Reason for Cancellation** window appears. Enter your reason for cancellation, if necessary.



5. Select **Cancel Request**.

   The **My Time Off** window appears again, showing the status of the request as cancelled.



An email message is sent when a time off request is cancelled. The following table shows when the e-mail is sent, who will receive it, and the content of the message.

Table 1: Cancelled Time Off Request Emails, Triggering Events and Recipients

Event triggering email	Day and time to send email	Recipient(s)	Message
Time Off Request – Pending	Submission of time off request	Supervisor and Delegates	"*Employee Name*" has requested time off. Please review.
Time Off Request – Approved	Approval of time off request	Employee	Your time off request has been approved.
Time Off Request – Rejected	Rejection of time off request	Employee	Your time off request has been rejected.
Time Off Request – Cancelled	Submission of time off request	Supervisor and Delegates	"*Employee Name*" has cancelled his or her request for time off.