



*The* UNIVERSITY *of* OKLAHOMA

## Manager 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>

## Working with Employee Timesheets

### Editing Employee Time

The **Manager Time Entry** window enables you to:

- Edit employee timesheets
  - View an employee's time off balances and pay preview
1. Select **Time Entry > Edit Employee Time** in the dashboard. The **Manager Time Entry** window appears.
  2. Select an assignment group if you have been delegated more than one group of employees.
  3. Select an employee from that assignment group. The employee's timesheet appears.



Editing the timesheet for an assignment in the **Manager Time Entry** window is the same as working in the Personal Time Entry window.

**CAUTION:** It is always recommended for a supervisor to return a timesheet to an employee and have the employee make the correction/change. There are some instances where the employee is unable to make the correction (ex. Time/web clock punches) and the supervisor must update the employee's timesheet. In these instances, be sure to note in the comments why you are making the change and keep back up for your records.

## Using Pay Codes

A pay code is an entry-type identifier required for every transaction recorded on a timesheet or schedule. Each pay code has an entry type such as amount, elapsed time, or in/out time.

Managers may have access to certain pay codes which are unavailable to employees and can modify employee timesheets by selecting from a number of additional pay codes.

Pay codes such as vacation, paid leave scheduled or paid leave unscheduled will decrease time off banks.

1. Open an employee's timesheet.
2. Select the needed pay code.



The screenshot shows a software interface for time entry. At the top, there are buttons for 'Save', 'More', and 'List View'. Below that is a 'Time Entry' section with a calendar for March 2018. The calendar shows dates from 3 to 16. To the right of the calendar, there is a 'Show All Weeks' checkbox and a '0.00 total hours' indicator. Below the calendar is a table with the following columns: Date, Pay Code, Hours, Amount, Department, Project, Work Order, Combo Code, Rate, Comments, and Total. The table contains several rows of pay codes, each with a plus sign icon to its left. The pay codes listed are: 'Worked In/Out', 'Clock Time', 'Commission', 'FMLA Without pay', 'Leave Without Pay', 'Meal Break', 'On the Job Injury Without Pay', 'Overtime', and 'Supplemental Pay'. The 'Total' column for the 'Worked In/Out' row shows '0.00'.

Date	Pay Code	Hours	Amount	Department	Project	Work Order	Combo Code	Rate	Comments	Total
Sat 03/03	Worked In/Out									
Sun 03/04	Clock Time									
Mon 03/05	Commission									
Tue 03/06	FMLA Without pay									
Tue 03/06	Leave Without Pay									
Wed 03/07	Meal Break									
Thu 03/08	On the Job Injury Without Pay									
Thu 03/08	Overtime									
Fri 03/09	Supplemental Pay									
Fri 03/09	Worked In/Out									0.00

3. Enter the hours for the pay code or the elapsed time.

## Entering Timesheet Details

The **Comments** field can be used to enter details about an infrequently used pay code to a timesheet entry or to enter any additional information related to a particular time entry. If a timesheet entry contains any details, a Comment Indicator appears in the field associated with the comment.

1. Click the small black arrow to expand and collapse the **Comments** field.

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

An alternative method is to press the Shift and Enter keys at the same time.

**Comments**  
Comments go here

By default, when the **Comments** field contains data, the comment indicator and comment toggle are green. If the **Comments** field contains any invalid data, such as an invalid date format or too many characters, the comment indicator is red.

8.00	8	12	
	12	9	

Additional data exists for this row. Expand details to see it.

2. To hide the **Comments** field, click the small black arrow.



## Exception Handling

An exception is a conflict noted between time and attendance information and the rules under which the timesheet is processed. Exceptions generate messages which appear in the **Exceptions** tab on the **Time Entry** window. Some messages are informational and require no action; others require a satisfactory resolution before the timesheet can be successfully submitted. Error level exceptions must be corrected before the respective time is paid.

The **Exceptions** tab presents exceptions. Each exception shows the:

- Date of the exception
- Exception message describing the problem
- Severity of the exception (Informational, Error, or Warning)
- Any action which may be required

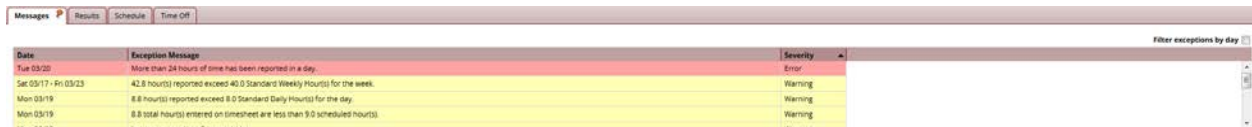
If a time entry has a related exception, a color-coded exception pin appears which, when clicked, displays the **Exception** tab. The exception messages are also color-coded to identify the level of severity, and sometimes the system is configured to automatically send e-mail notification of the exception to you or another appropriate party. To view exceptions for a specific day, select the **Filter exception by day** checkbox.

- **White:** No exceptions or only informational messages present
- **Yellow:** Warnings present
- **Red:** Errors present

By default, exception messages are displayed in decreasing order of severity. The rank of severity codes, from lowest to highest, is as follows:

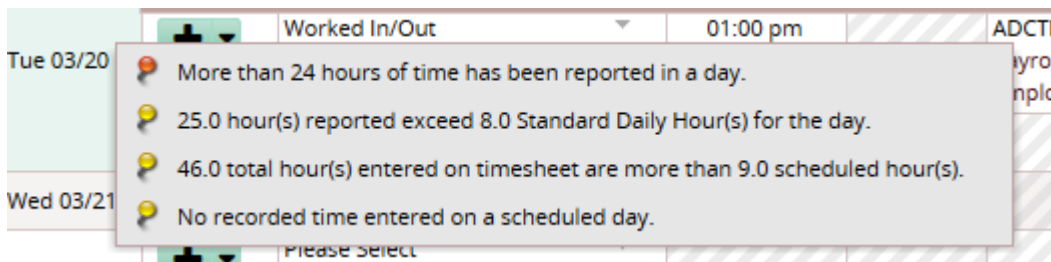
Severity Level	Field Options
Least Severe	No Exceptions
	Informational message – no action required
	Informational message – action may be
	Warning
	Warning – paid differently than entered
	Error – record not paid
Most Severe	Error – entire timesheet not paid/held

1. Select any column header (Date, Exception Message, or Action Required) to reorder the list.
2. Click the arrow which appears next to the column name to select a different sort order.



Date	Exception Message	Severity
Tue 03/20	More than 24 hours of time has been reported in a day.	Error
Sat 03/17 - Fri 03/23	42.8 hour(s) reported exceed 40.0 Standard Weekly Hour(s) for the week.	Warning
Mon 03/19	8.8 hour(s) reported exceed 8.0 Standard Daily Hour(s) for the day.	Warning
Mon 03/19	8.8 total hour(s) entered on timesheet are less than 9.0 scheduled hour(s).	Warning

3. Time entries associated with exceptions appear on the timesheet marked with a colored pin.



Date	Worked In/Out	Time	Action
Tue 03/20		01:00 pm	ADCTI
Wed 03/21	Please select		

More than 24 hours of time has been reported in a day.

25.0 hour(s) reported exceed 8.0 Standard Daily Hour(s) for the day.

46.0 total hour(s) entered on timesheet are more than 9.0 scheduled hour(s).

No recorded time entered on a scheduled day.

### Deleting a Time Entry

You can delete a row of time, a time transaction commonly called a slice, in Table View.

3. Switch to Table view if necessary.
4. To delete a time slice, select the time slice to delete.
5. Right-click and select **Delete Entry**.