



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>

Generating Reports

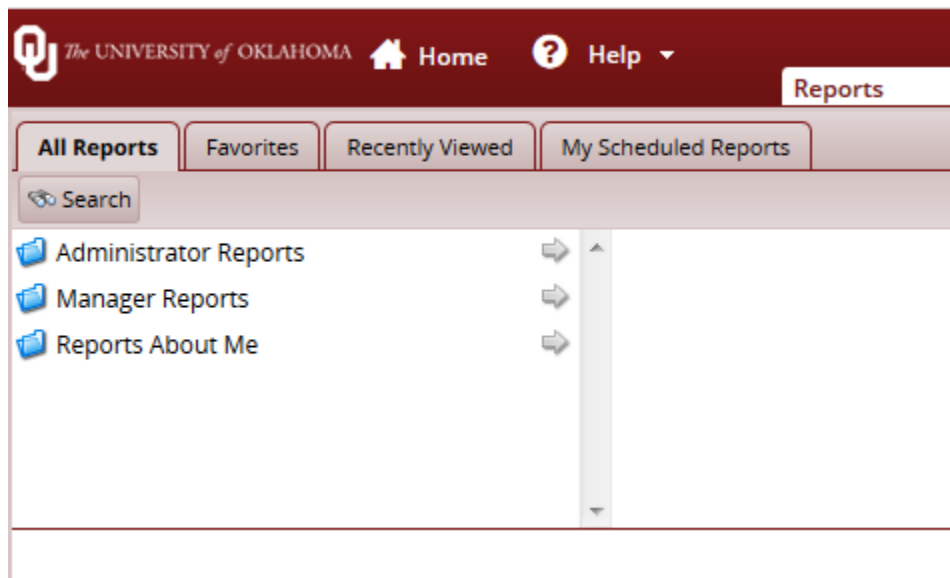
General Reports

Managers access reports to view information including about timesheets, schedules, and employees—many of the reports with information restricted to their assignment groups. See the *Workforce Time & Attendance Report Reference Guide* for more information.

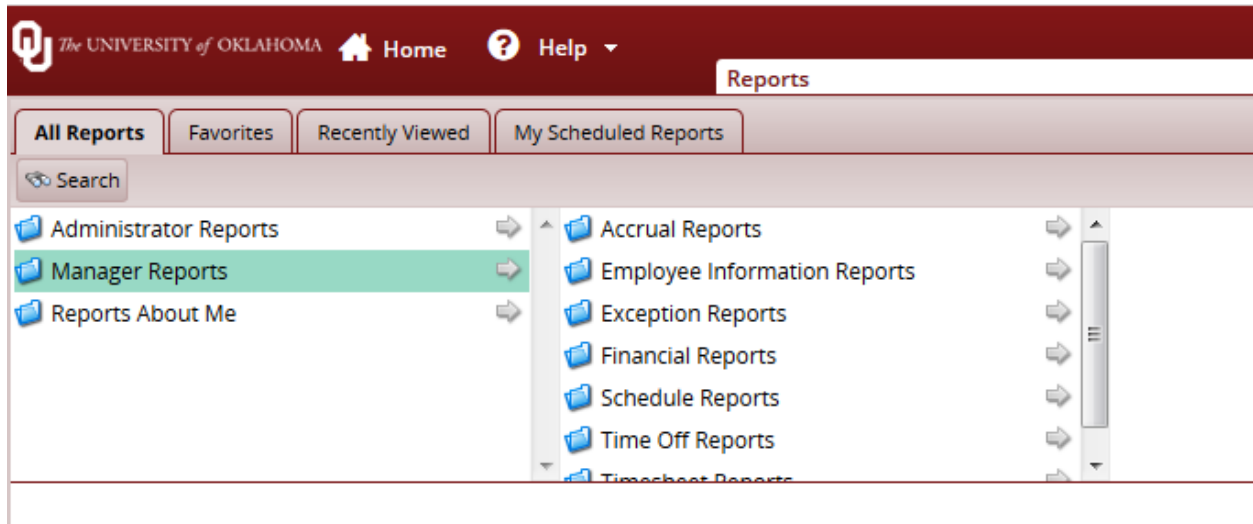
View Reports

Reports provide specific information about select groups of employees.

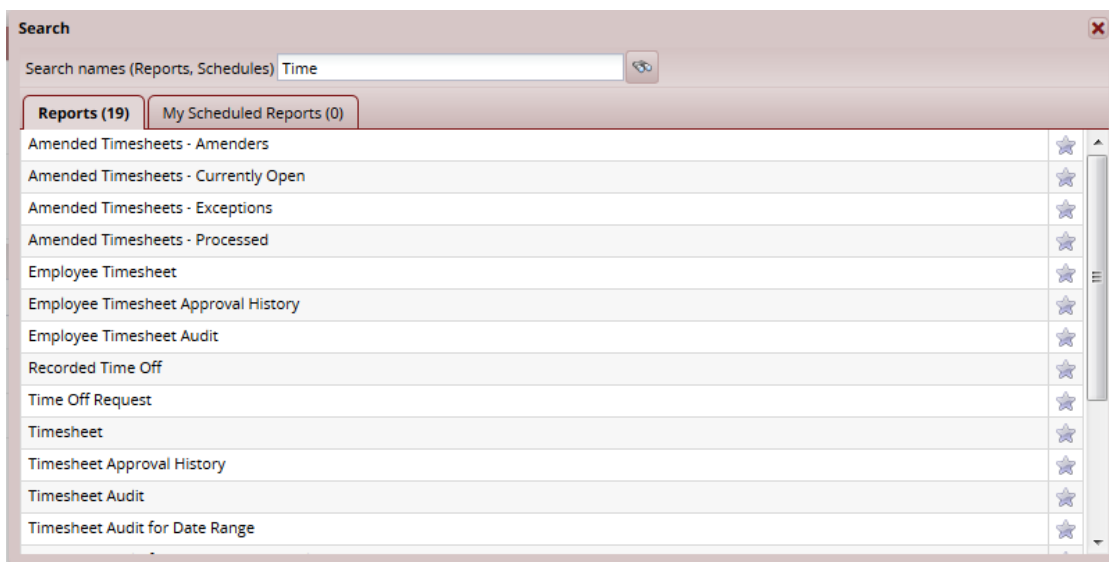
1. To view a group report, click **View Reports** from the **Reporting** area on the dashboard.
2. A list of report categories appears.



3. Do one of the following:
 - Scroll to the name of the report you want to generate.
 - View reports in a report category.
4. Select the category; for example, **Manager Reports**. The right field populates with the various reports or subcategories in that category.



- i. Select a subcategory if necessary.
- ii. In the right-most field, select the name of the report to generate.
- Search for the report.
 - i. Enter the name or part of the name of the report in the **Search** field.
 - ii. Press the **Enter** key.
5. Reports with the search criteria in their name appear in a **Search Results** pane.



6. Click the name of the report you want to generate.
7. A second pane appears, allowing you to specify report criteria. Complete the various fields. Click **Run Now**.

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The screenshot shows the 'Report: Time Off Request' configuration window. It includes the following fields and options:

- Start Date:** 03/22/2013
- End Date:** 03/22/2013
- Assignment Group List:** Filter Values, Dept: 's employees, 0 selected
- Time Off Request Status:** Filter Values, Pending, Rejected, Approved, Cancelled, Expired, 0 selected
- Employee ID:** (empty field)
- Employee Last Name:** (empty field)
- Language for Report Output:** English

8. Select your preferred output format:

The 'Run Report Now' dialog box shows the following options:

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

- **Excel** to view/print the output in an Excel spreadsheet.
- **HTML** to view the report in the browser window as a web page.
- **PDF** to view/print the output in Adobe PDF format.

9. Click **Run Now** to process the report. Workforce displays the report in a separate window.

Managers can audit timesheets to see who entered information onto the timesheets. On the All Reports tab, click Manager Reports > Timesheet Reports > Timesheet Audit Reports > Timesheet Audit.

Time and Attendance – Manager Functions

Navigation tabs: All Reports | Favorites | Recently Viewed | My Scheduled Reports | All Scheduled Reports

Search: [Search]

- Administrator Reports
- Manager Reports
- Payroll Processing Reports
- Reports About Me
- Accrual Reports
- Employee Information Reports
- Exception Reports
- Financial Reports
- Schedule Reports
- Time Off Reports
- Timesheet Reports
- Amended Timesheet Reports
- Timesheet Audit Reports
- Hours by Pay Code
- Timesheet
- Timesheet Approval History
- Timesheet Detail Query
- Unapproved Timesheets
- Timesheet Audit
- Timesheet Audit for Date Range
- Timesheet Audit for User Who Changed Timesheet

Report: Timesheet Audit

Report Parameters

Pay Period End Date: 04/10/2018 0 before

Assignment Group List:

Filter Values Select All | Deselect All

- .ACA Reporting Exempt Monthly
- .Biweekly Hourly
- .Faculty Exempt Monthly
- .Non-Contract Exempt Monthly
- .Peak Hourly
- .Temporary Hourly
- Dept. ADCTPES's employees
- Dept. ADHRPAY's employees
- Dept. ADHRPES's employees

0 selected:

Employee ID:

Language for Report Output: