



*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.

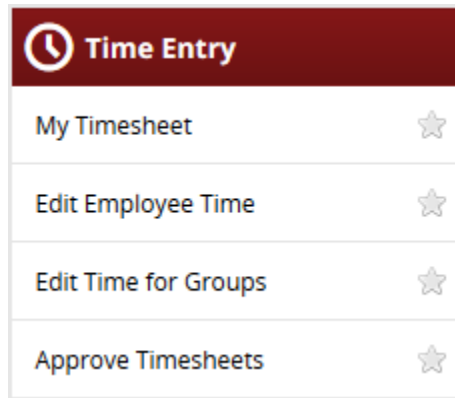
**Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.**

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

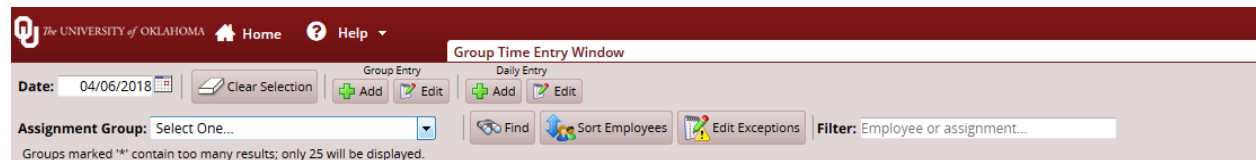
## Group Time Entry

The **Group Time Entry** window enables managers to perform bulk time entry tasks for groups of employees. You can edit an entire or partial group of employees. For example, you can add a week of training to a group of employees in a division or add a holiday for an entire unit.

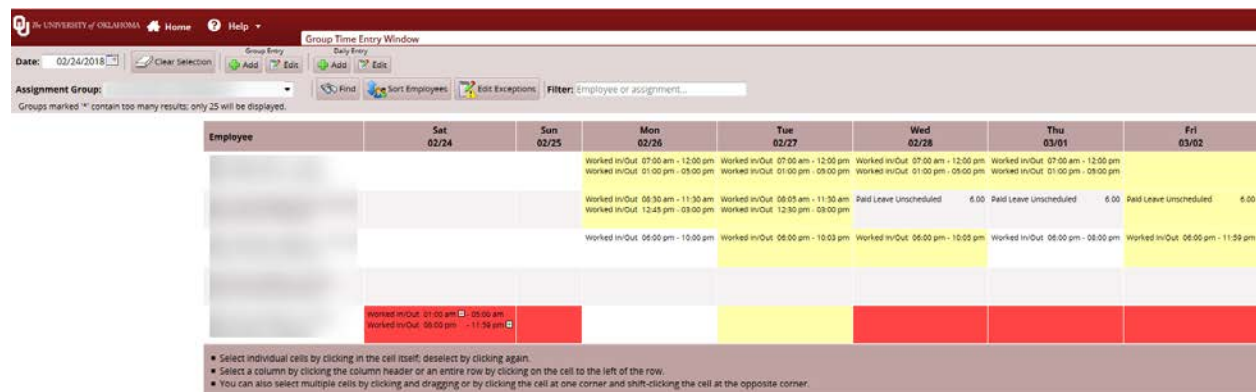
1. To display the **Group Time Entry** window, select **Edit Time for Groups** from the **Time Entry** area of the dashboard.



The **Group Time Entry** window appears. The **Group Time Entry** window enables you to select and edit entries for multiple timesheets. Your window may also contain buttons for other tools, depending on the system configuration.



2. To select group entries, select the appropriate assignment group from the **Assignment Group** drop-down menu. Once the relevant information loads, a grid displays employee names, days, and dates.

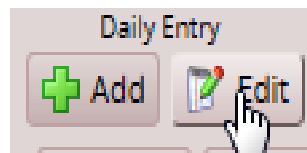


*For large groups, only the first 25 members display. Use the filter button to refine your results.*



Time entries associated with warning and error exceptions appear with a shaded background. Yellow indicates exception warnings, while red indicates error exceptions. If your system has been configured to include cross-period exceptions, a cross-period exception button appears to the right of the employee name.

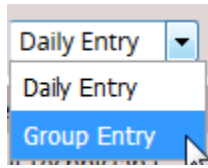
1. In most cases, the grid's default view displays the current pay period. To choose a different pay period, select a date that falls within that pay period by doing one of the following:
  - Enter a date in the **Date** field. Use the following format: MM/DD/YY, including the slashes or dashes.
  - Alternatively, click the Calendar button (if available) and select a date. After selecting a new date, the grid automatically updates to that date.
2. Select entries to modify by clicking the appropriate cells in the grid.
  - To select all dates in the time period, click the cell containing the employee (assignment) name.
  - To select a specific date for all members in the group (i.e., a column), click the cell containing the date (the column header).
  - To select specific dates for specific members, click the cells you would like to edit.
  - To select a range of cells, click the first cell in the range, and then press SHIFT while clicking the last cell in the range.
  - To select multiple concurrent cells, click a cell and drag the mouse across additional cells while holding down the mouse button.
  - Click the **Clear Selection** button to start over.
3. Select the **Daily Entry Add/Edit** option to apply different changes to individual employees.



4. Edit the timesheet as you would in the Manager Time Entry window.

Employee (Assignment)	Date	Action	Pay Code	Hours	Start Time	End Time	Amount	Department	Project	Work Order	Combo Code	Rate	Comments									
	Sat 02/24	Closed/Locked																				
<table border="1"> <thead> <tr> <th>Date</th> <th>Exception Message</th> <th>Severity</th> </tr> </thead> <tbody> <tr> <td>02/02</td> <td>36.0 hours reported is less than 40.0 Standard Weekly Hours for the week.</td> <td>Warning</td> </tr> <tr> <td>02/02</td> <td>Within 8 hours of expected weekly worked hours. Currently 36.0 hours are logged for this week.</td> <td>Warning</td> </tr> </tbody> </table>														Date	Exception Message	Severity	02/02	36.0 hours reported is less than 40.0 Standard Weekly Hours for the week.	Warning	02/02	Within 8 hours of expected weekly worked hours. Currently 36.0 hours are logged for this week.	Warning
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5. You can use the drop down menu to switch between the Daily Entry and the Group Entry.



6. Select the **Group Entry Add/Edit** option to apply a single change to all employees.
7. After you've made the desired edits, select Save and Return to save the changes and return to the main Group Time Entry Window.



- Select **Save** to save changes and remain on the same page.
  - Select **Back** to return to the main window without saving the changes.
8. To edit the assignments of employees in a different group, select a different group from the **Assignment Group** drop-down menu.

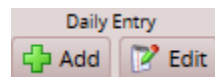
### Adding and Editing Group Entries

You can add and edit entries for just a few records or a large number of records.

1. To add or edit group entries, select the cells for which entries are to be added or modified.
  2. Choose the task and method to be performed.
- In the **Group Entry** area, click **Add** or **Edit** to add or edit large groups of entries. This is a good choice when you have selected dates for entire groups of assignments.



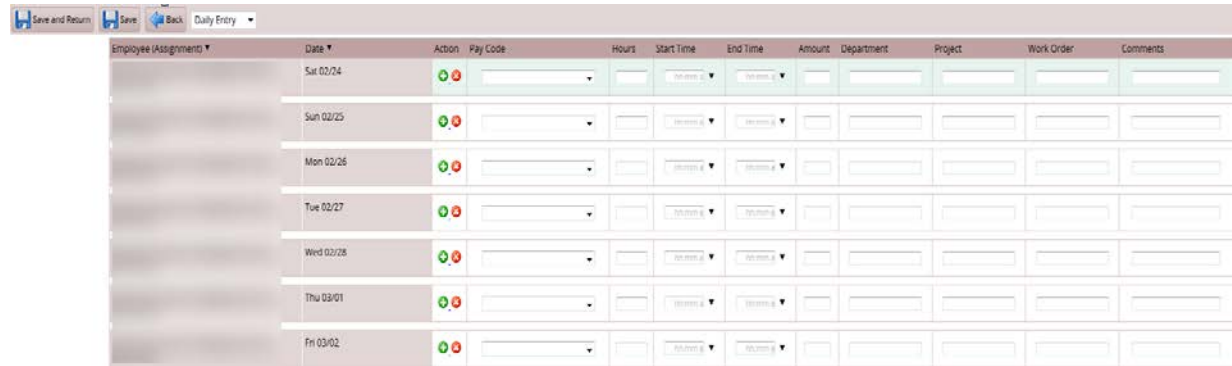
- In the **Daily Entry** area, click **Add** or **Edit** to add or edit daily entries. This is a good choice when you have selected just a few assignments or an individual assignment.













The **Group Time Entry** window opens in either **Group Entry** view or **Day** view for adding and editing group entries.



## Time and Attendance – Manager Functions





Employee (Assignments)	Date	Action	Pay Code	Hours	Start Time	End Time	Amount	Department	Project	Work Order	Comments
	Sat 02/24	 									
	Sun 02/25	 									
	Mon 02/26	 									
	Tue 02/27	 									
	Wed 02/28	 									
	Thu 03/01	 									
	Fri 03/02	 									

When you select one or more assignments for editing, the window displays the pay code for the in and out times, and groups consecutive in and out times with the same pay code. In and out times are grouped even if there are gaps between them, provided the times are not separated by another in and out time with a different pay code.

For example, in the **Group Entry** view, the Regular pay codes are grouped together in one row, and the OVERTIME pay code is grouped in a different row, similar to the Table View in the Time Entry Window. The **Day View** lists each employee's worked days in a separate row, similar to the List View in the Time Entry Window.

3. Make the necessary changes or additions.



-  Click the **Insert** button to add time or schedule entries.
-  Click the **Delete** button to delete time or schedule entries.
- Use **Tab** or **Shift + Tab** to move between fields.

4. Save your work.

- Click the **Save** button to save your changes.
- Click the **Save and Return** button to save your changes and go back to the entry grid.
- Click the **Back** button to exit the window without saving your changes.

## Using Other Group Time Entry Tools

In addition to the standard tools used for working with multiple entries, you can use the following options if your system has been configured to include them.

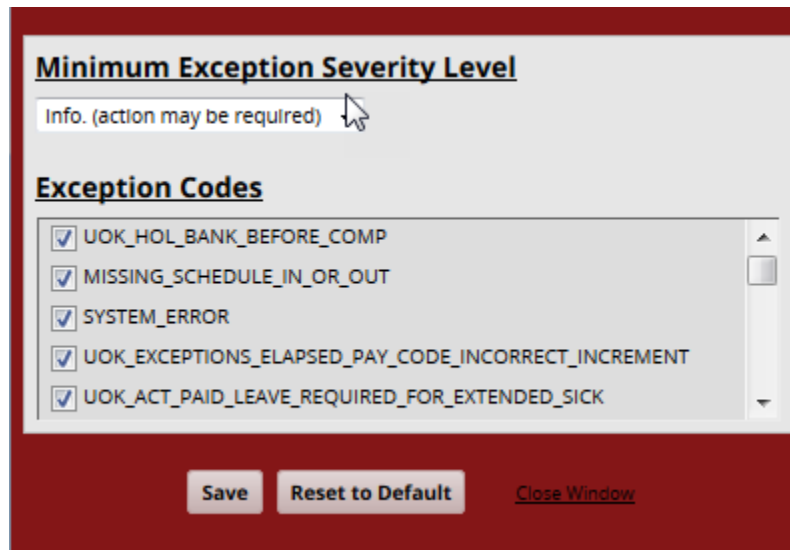
Button	Description
 Sort Employees	Arranges your records in a specific order.
 Edit Exceptions	Lets you take action on exceptions.

### Sort Employees

1. In the list of sort options, arrange the options in the order by which the records will sort. For example, you can sort first by hire date, then by last name, etc.
2. Click **Sort** to use the sort hierarchy you have specified, or click **Close Window** to exit the pop-up without sorting.

### Edit Exceptions

1. Select exceptions to modify by clicking the appropriate cells in the grid.
  - To select all dates in the time period, click the cell containing the employee (assignment) name.
  - To select a specific date for all members in the group (i.e., a column), click the cell containing the date (the column header).
  - To select specific dates for specific members, click the cells you would like to edit.
  - Select a range of cells, click the first cell in the range, and then press the Shift key while clicking the last cell in the range.
  - To select multiple concurrent cells, click a cell and drag the mouse across additional cells while holding down the mouse button.
2. Click the **Edit Exceptions** button. A new window opens for addressing and resolving exceptions. Depending on your configuration, the appearance of this window can vary.
3. To select certain exception types, do the following:
  - a. Click the **Exception Filter** button. The **Exception Filter** dialog box opens to let you select specific exceptions and to filter exceptions by severity level.



- b. From the **Minimum Exception Severity Level** drop-down list, select the lowest level exception you want to view or edit.
- c. In **Exception Codes**, select the specific exceptions you want to view or edit. By default, the system selects all exception codes.
- d. Do one of the following:
  - i. To save your changes, click **Save**. The Exception Filter dialog closes and the Group Time Entry window displays the filtered results.
  - ii. To display all exceptions, click **Reset to Default**. The Exception Filter dialog closes and the Group Time Entry Window displays unfiltered results.
  - iii. To cancel any filter changes, click **Close Window**. The Exception Filter dialog closes and the Group Time Entry Window display does not change.

Make the necessary changes or additions.

- a. Click the **Insert** button to add time or schedule entries.
- b. Click the **Delete** button to delete time or schedule entries.
- c. Select the **Acknowledged** checkbox to acknowledge the exception.

Save your work.

- a. Click the **Save** button to save your changes.
- b. Click the **Save and Return** button to save your changes and go back to the entry grid.
- c. Click the **Back** button to exit the window without saving your changes.