



*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>

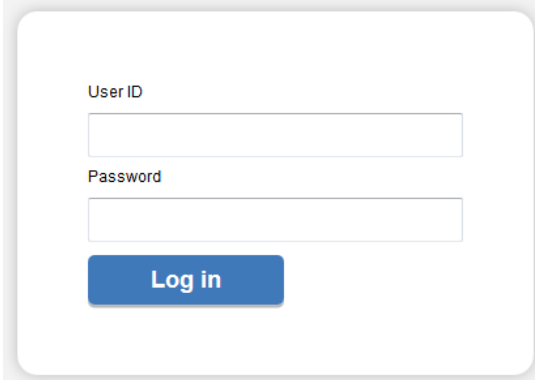
You will access the University time system, Workforce software, through a web browser at <http://time.ou.edu> or clock interface to perform functions such as entering time, time-off requests, work schedules, requesting FMLA, and reviewing leave balances. The method you use to report time depends on your department preference.

You might access Workforce in one or more of the following ways:

- Web-based interface on a workstation. Workforce supports the *Microsoft Internet Explorer*, *Mozilla Firefox*, and *Apple Safari* web browsers.
- WebClock on a personal computer or kiosk
- Workforce Mobile
- Time Clock

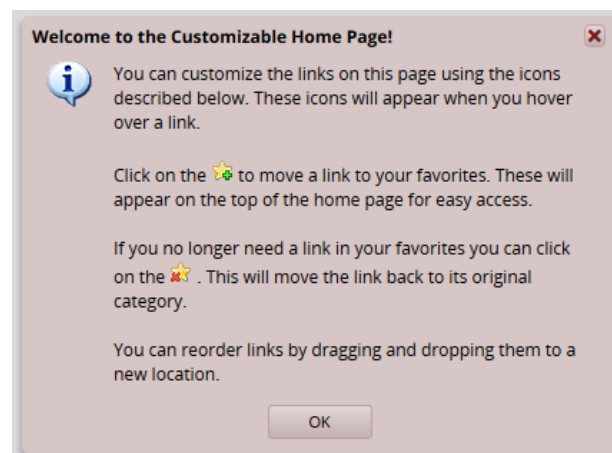
### Logging into the Home Screen

1. Log into Workforce by entering your **OUNet ID** and **Password** into the Login window.

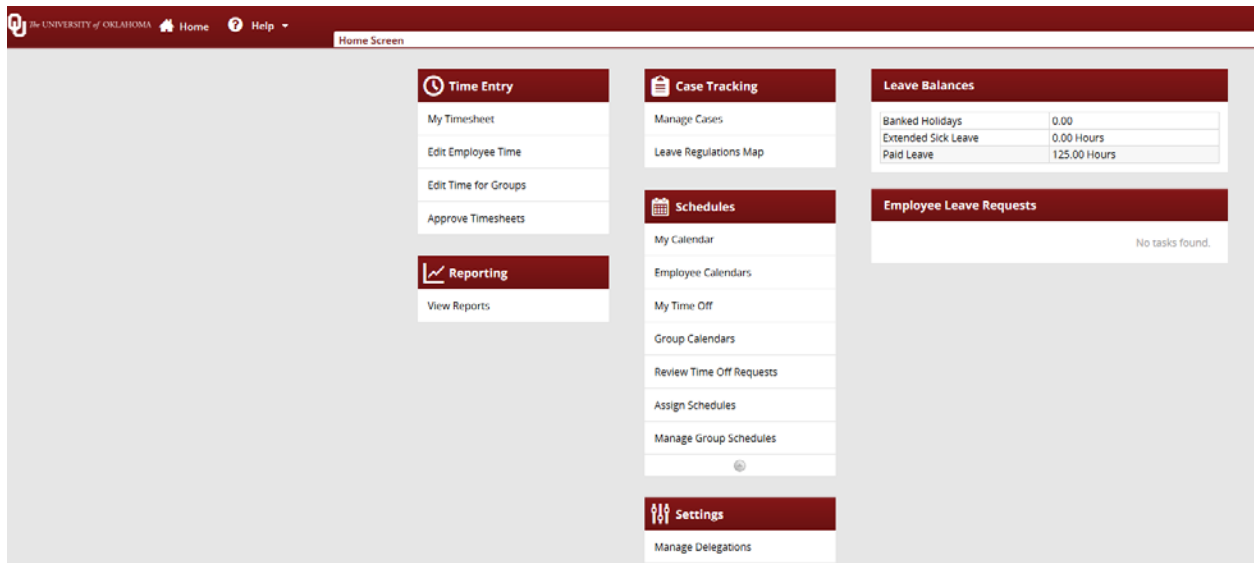


A login window with a white background and rounded corners. It contains two text input fields: the top one is labeled "User ID" and the bottom one is labeled "Password". Below the fields is a blue button with the text "Log in" in white.

2. The first time you log into Workforce, the following dialog appears. Click **OK**.



3. The Manager Home Screen appears. The following is a sample of the employee Home Screen.



## Workforce Manager Functions

The employee Home Screen provides links to the following Time & Attendance related functions. The functions on your Home Screen may vary from those described here based on your security and access.

### Actions

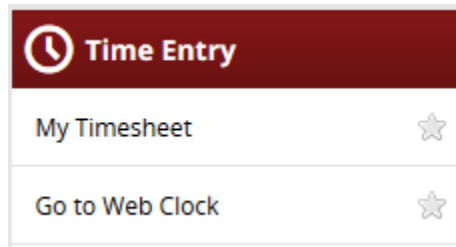
- **My Timesheet:** View, enter or update timesheet data.
- **My Time Off:** Submit time off requests, track the status of your requests, and view past request history.
- **My Calendar:** Shows your personal calendar which displays events such as time off, pending time off, and holidays.
- **View Reports:** Workforce includes reports for both employees and managers. Employees can access general reports to view timesheet information for a certain period, roles delegated to them, or comments on timesheets.

## Customizing the Home Screen

Workforce supports the following Time & Attendance Home Screen customizations:

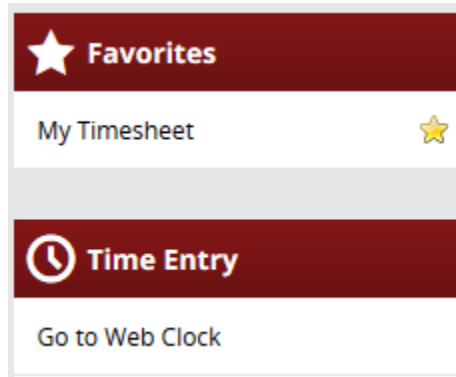
### Rearranging Function Links

To rearrange the order in which functions appear within a category, click and drag the function link.



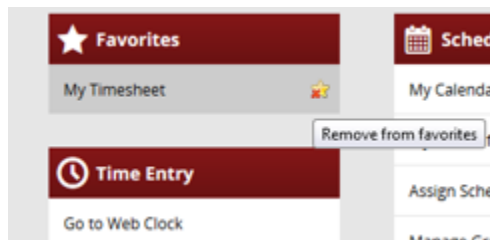
### Creating a Favorites category for frequently-used functions

Hover the mouse pointer over the function's star icon and click to move the function to the Favorites section of the Home Screen.



### Removing a Function from Favorites

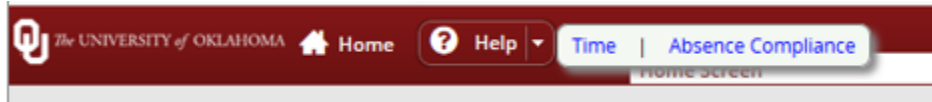
Hover the pointer over the respective function link and click the star icon.



The function returns to its original category.

## Online Help

Once logged into Workforce, you have access to online documentation for **Time** and **Absence Compliance** through the **Help** link.



The **Time** and **Absence Compliance** link opens the online help options in a new browser window.

A screenshot of a browser window displaying the 'WorkForce Time Documentation' page. The browser's address bar shows the URL 'https://uofoklahoma-test.workforcehosting.eu/wo...'. The page header includes a 'Home' link and a search bar labeled 'Search Help'. The main content area is titled 'WorkForce Time Documentation' and lists several help categories: 'Online Help', 'User Help', 'Reports Help', and 'Help Basics'. Below these links, there is a section titled 'Looking for PDFs? Visit the Customer and Partner Communities' which provides instructions on how to access product documentation and contact support. The WorkForce Software logo is at the bottom, along with a copyright notice: 'Copyright © 2000-2018 WorkForce Software, LLC—WorkForce Software Confidential—Do Not Duplicate'.

## The Manager Dashboard

The functions available on the Workforce dashboard depend on the type of role of the user. The manager's dashboard offers functions not available to non-management employees to assist managers in handling the time and attendance data of their employees. Managers can use these options to perform such functions as editing and approving employee timesheets, assigning schedules, or reviewing employee time off requests.

The screenshot displays the Manager Dashboard interface. At the top, there is a navigation bar with the University of Oklahoma logo, 'Home', 'Help', and 'Logged in a' status. The main content area is divided into several sections:

- Time Entry:** Includes links for 'My Timesheet', 'Edit Employee Time', 'Edit Time for Groups', and 'Approve Timesheets'.
- Case Tracking:** Includes links for 'Manage Cases' and 'Leave Regulations Map'.
- Leave Balances:** A table showing leave balances:

Banked Holidays	0.00
Extended Sick Leave	0.00 Hours
Paid Leave	125.00 Hours
- Schedules:** Includes links for 'My Calendar', 'Employee Calendars', 'My Time Off', 'Group Calendars', 'Review Time Off Requests', 'Assign Schedules', and 'Manage Group Schedules'.
- Reporting:** Includes a link for 'View Reports'.
- Employee Leave Requests:** A section with the text 'No tasks found.'
- Settings:** Includes a link for 'Manage Delegations'.

### Manager Functions

The functions available on the dashboard are arranged in groups of related tasks. See below for a description of each of the links on your dashboard.

#### Time Entry

- **My Timesheet:** View, enter or update timesheet data through the timesheet.
- **Edit Employee Time:** View and edit employee timesheets.
- **Edit Time for Groups:** Add and edit time entries for a group of assignments at once.
- **Approve Timesheets:** Approve timesheets for groups of employee assignments. Instead of approving timesheets individually, you can approve the timesheets for all employee assignments in a group.

#### Reports

- **View Reports:** Generate general reports to view timesheet information for a certain period, delegated roles, or comments on timesheets.

## Schedules

- **My Calendar:** View your calendar.
- **Employee Calendars:** View your employee calendars.
- **Group Calendars:** View your group's calendars.
- **My Time Off:** Submit time off requests, track the status of your requests, and view the history of past requests.
- **Review Time off Requests:** Approve or reject employee time off requests.
- **Assign Schedules:** Assign schedules or schedule cycles to employees.
- **Manage Group Schedules:** Enables the adding and editing of schedules for an entire group of assignments at once. Managers should use this window for one-time schedule modifications.

## Settings

- **Manage Delegations:** The roles for an assignment group can be delegated to another user. When delegating assignment group roles, the owner can delegate only those roles that are at or below the owner's role for the group; i.e., an owner with manager role for a group cannot delegate the Payroll administrator role to the group. The owner delegating the roles can indicate if the recipient of the delegation is allowed to re-delegate the role to another user. Once an owner has delegated a role, that owner can also cancel the delegation.