



*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.

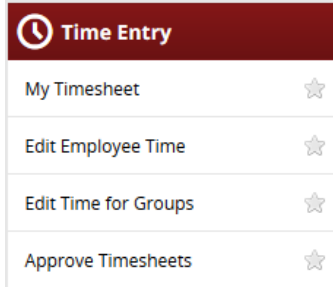
**Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.**

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

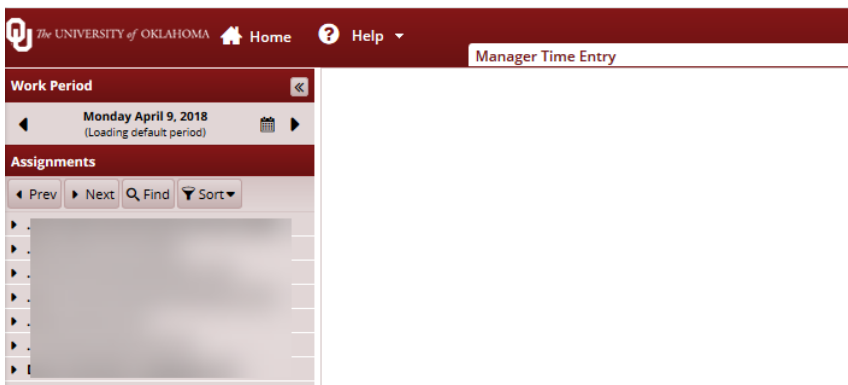
## Supplemental Payments

**Supplemental payments** may be added to hourly employee timesheets that are working in your department. No supplemental payments may be added to any monthly employee timesheets. Follow these steps to add a supplemental payment to an hourly employees timesheet for the current pay period:

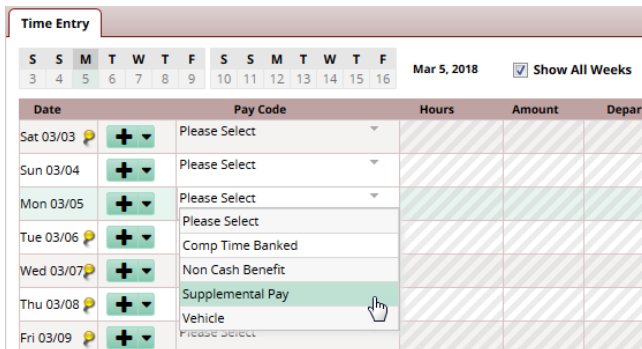
1. Select Time Entry > Edit Employee Time



2. Select the employee group.



3. Choose the hourly employee you are entering the supplemental payment for and select their timesheet.
4. Select the day you are entering the payment for on the timesheet. In the drop down, select the pay code supplemental payment.



## Time and Attendance – Manager Functions

- The Hours, Combo Code, Rate and Comments field will be open for entry.

Time Entry															
S	S	M	T	W	T	F	S	S	M	T	W	T	F	Mar 5, 2018	<input checked="" type="checkbox"/> Show All Weeks
3	4	5	6	7	8	9	10	11	12	13	14	15	16		
Date	Pay Code	Hours	Amount	Department	Project	Work Order	Combo Code	Rate	Comments	Total					
Sat 03/03	Please Select														
Sun 03/04	Please Select														
Mon 03/05	Supplemental Pay									0.00					
Tue 03/06	Please Select														
Wed 03/07	Please Select														

- Enter the appropriate Hours, Rate and Combo Code for the payment. Add any necessary comment and save the timesheet.

Time Entry															
S	S	M	T	W	T	F	S	S	M	T	W	T	F	Mar 9, 2018	<input checked="" type="checkbox"/> Show All Weeks
3	4	5	6	7	8	9	10	11	12	13	14	15	16		
Date	Pay Code	Hours	Amount	Department	Project	Work Order	Combo Code	Rate	Comments	Total					
Sat 03/03	Please Select														
Sun 03/04	Please Select														
Mon 03/05	Supplemental Pay	3.00					105415600-631105 LEADERSHIP ACADEMY	15.00	Extra work done	3.00					
Tue 03/06	Please Select														

- Supplemental payments do not require approval above your access. Make sure that you have all the necessary documentation and a signed supplemental payment form on file to justify the supplemental payment. In an audit, you will be asked to provide the documentation.**

*For a prior pay period, you will need to **Amend** the timesheet before entering the supplemental payment details. Adding a supplemental payment to a prior pay period may cause the employee to be owed overtime.*