



*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>

## Approving Time Off Requests

When an employee submits a time off request, the request is forwarded to the employee’s manager for review. The manager can then approve or reject the request.

1. To view a listing of the time off requests that have been submitted by employees, select **Schedules** → **Review Time Off Requests** on the dashboard. The **Time Off Review Summary** window appears, listing pending requests, if any, and a history of past requests.

Employee ID	Employee Name	Approval Status	Start Date	End Date	Amount Requested	Case ID	Last Modified
		Pending	04/23/2018	04/27/2018	40 Hours	n/a	04/09/2018 08:28 pm

2. Select an employee. The request for that employee appears, including the hours requested, remaining bank balances, and history of the request.

Notice that the **Request Summary** window includes a link to the Group Calendar window (**Open the Group Calendar**), which enables you to ensure that staffing needs will be met during the time period affected by the request. The **Group Schedule** window also displays any other time off requests already approved.

Request Summary

Exceptions (0) History (1) Bank Usage

Date/Time	Approval Status	User	Comments
04/09/2018 08:28 pm	Pending		Vacation

Date	Pay Code	Value
Mon 04/23/2018	Paid Leave Scheduled	8.0 Hours
Tue 04/24/2018	Paid Leave Scheduled	8.0 Hours
Wed 04/25/2018	Paid Leave Scheduled	8.0 Hours
Thu 04/26/2018	Paid Leave Scheduled	8.0 Hours
Fri 04/27/2018	Paid Leave Scheduled	8.0 Hours

3. Select **Approve this Time Off Request**. Use the **Manager Comments** field to forward comments about the request to the employee.

Manager Comments

Approve Request

4. The Request Summary window appears again. The previous request now appears on the **Time Off Request History** tab.

Employee ID	Employee Name	Approval Status	Start Date	End Date	Amount Requested	Case ID	Last Modified
		Approved	04/23/2018	04/27/2018	40 Hours	n/a	04/09/2018 08:33 pm

## Cancelling an Approved Time-Off Request

1. To cancel an approved time off request, select a request from the **Time Off Request History** tab. The **Request Summary** window appears.

The screenshot shows the 'Request Summary' window. At the top, there are two buttons: 'View Request List' and 'Cancel Request'. Below the buttons, the window is divided into two main sections. The left section, titled 'Request Summary', features a profile picture placeholder, a green checkmark icon, and the word 'Approved'. Below this is a table with three columns: 'Date', 'Pay Code', and 'Value'. The right section contains three tabs: 'Exceptions (0)', 'History (2)', and 'Bank Usage'. The 'History (2)' tab is active, displaying a table with four columns: 'Date/Time', 'Approval Status', 'User', and 'Comments'.

Date	Pay Code	Value
Mon 04/23/2018	Paid Leave Scheduled	8.0 Hours
Tue 04/24/2018	Paid Leave Scheduled	8.0 Hours
Wed 04/25/2018	Paid Leave Scheduled	8.0 Hours
Thu 04/26/2018	Paid Leave Scheduled	8.0 Hours
Fri 04/27/2018	Paid Leave Scheduled	8.0 Hours

Date/Time	Approval Status	User	Comments
04/09/2018 08:28 pm	Pending		Vacation
04/09/2018 08:33 pm	Approved		Approved

2. Click **Cancel Request**. The **Reason for Cancellation** window appears.

The screenshot shows the 'Reason for Cancellation' window. It has a title bar with the text 'Reason for Cancellation'. Below the title bar is a large, empty white rectangular area for entering text. At the bottom of the window, there are two buttons: 'Cancel Request' (with a red 'X' icon) and 'Do Not Cancel Request'.

3. Enter a reason for cancellation, if necessary. The cancellation is in effect after you select **Cancel Request**. A confirmation message displays.

The screenshot shows a 'Status' dialog box. The title bar contains the word 'Status' and a red 'X' icon. The main text area contains the message: 'The request has been successfully canceled'. At the bottom center of the dialog box is an 'OK' button.

## Time and Attendance – Manager Functions


- The status of the request on the **Time Off Request History** tab is changed from “Approved” to “Cancelled”.

Employee ID	Employee Name	Approval Status	Start Date	End Date	Amount Requested	Case ID	Last Modified
		Cancelled	04/23/2018	04/27/2018	40 Hours	n/a	04/09/2018 08:45 pm

- Click the cancelled request to see a detailed history of the request.

[View Request List](#)

### Request Summary

  
**Cancelled**

Date	Pay Code	Value
Mon 04/23/2018	Paid Leave Scheduled	8.0 Hours
Tue 04/24/2018	Paid Leave Scheduled	8.0 Hours
Wed 04/25/2018	Paid Leave Scheduled	8.0 Hours
Thu 04/26/2018	Paid Leave Scheduled	8.0 Hours
Fri 04/27/2018	Paid Leave Scheduled	8.0 Hours

Exceptions (0) **History (3)**

Date/Time	Approval Status	User	Comments
04/09/2018 08:28 pm	Pending		Vacation
04/09/2018 08:33 pm	Approved		Approved
04/09/2018 08:45 pm	Cancelled		blackout period