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.

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.

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

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

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.

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

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

4. The status of the request on the **Time Off Request History** tab is changed from "Approved" to "Cancelled".

Pending Requests	Time Off Request History							
Current filter: From: 10/11/2017								
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	

5. 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