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.

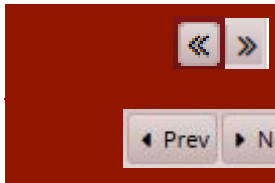
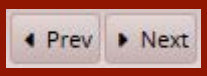
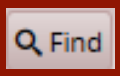
Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.

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

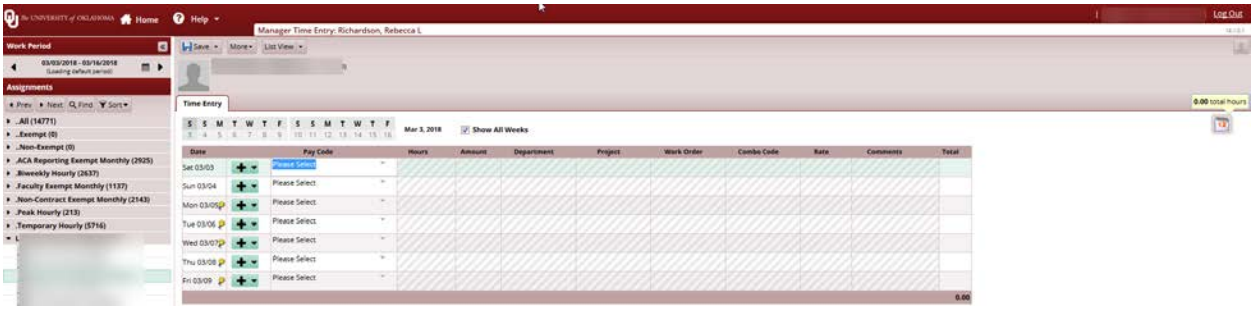
Timesheet Components

When viewing and editing individual employee timesheets or schedules, the work area of the manager's window resembles the work area of an employee's window, and includes buttons that perform similar tasks. ***No preferred names will appear in Workforce for any employee.***

Timesheet Window Buttons

Button	Button Function
	The **Minimize** button lets you hide the assignment tree. When hidden, the button toggles to a **Maximize** button.
	The **Prev** and **Next** buttons move you to the previous or next record available, respectively, based on your selection criteria.
	The **Find** button locates records based on a common set of search criteria. To sort your search results, click the top of any column in the **Find Employees** window.
	The **Sort** button arranges employee records in a specific order.
	The **Work Period** button, in Table and List view, displays the timesheet's period. In Day View, this button indicates the date displayed in the timesheet. This button opens a pop-up calendar from which you can select a pay period.

1. Click an assignment in the assignment tree on the left side of the window to reveal the group's employees.
2. Click a name to open the employee's timesheet.



Setting Date and Save Options

You can specify date and save options that help you locate and process employee timesheets or schedules more efficiently. The options you select remain valid for the current session only.

1. To set the date and save options, click the **Pay Period** button to access a pop-up calendar.
2. Select the period from the calendar by doing one of the following:
   - Click the desired date. The period containing that date appears.
   - Click the **Current Period** button to specify the current period.
   - Click the **Today** button to specify the period containing today's date. The selected period appears in yellow.
3. Click the arrow in the **Save** button to access its drop-down menu, and choose what the system will do whenever you save an employee's timesheet. By default, the system saves just the employee's timesheet and performs no further action.
   - Select **Save and Next** to direct the system to save the employee's timesheet, then close it, and display the timesheet of the next employee in the group.
   - Select **Save and Find** to direct the system to save the employee's timesheet, then close it and open the **Find Employees** pop-up window.

Finding Timesheets

Use the **Find** button to quickly locate the timesheet for an employee or a set of employees based on specific search criteria.

1. Click the **Find** button to display the **Find Employees** pop-up window.
2. Enter your search criteria. For example, you may enter a Last Name or Employee ID. You can also use a character string and or the wildcard character (*) to retrieve a list of employees matching the characters you enter.
3. Click **Search** to find the records, or click **Cancel** to exit the pop-up without searching. When the search completes, the results expand within the **Find Employees** pop-up window and appear in a table. You are able to sort your search results by clicking the top of any column in the **Find Employees** pop-up window.
4. Click a row in the table to display the record for that employee. To refine your search, click the plus button ✚ to expand **Search Criteria**, make any changes, and click **Search**.

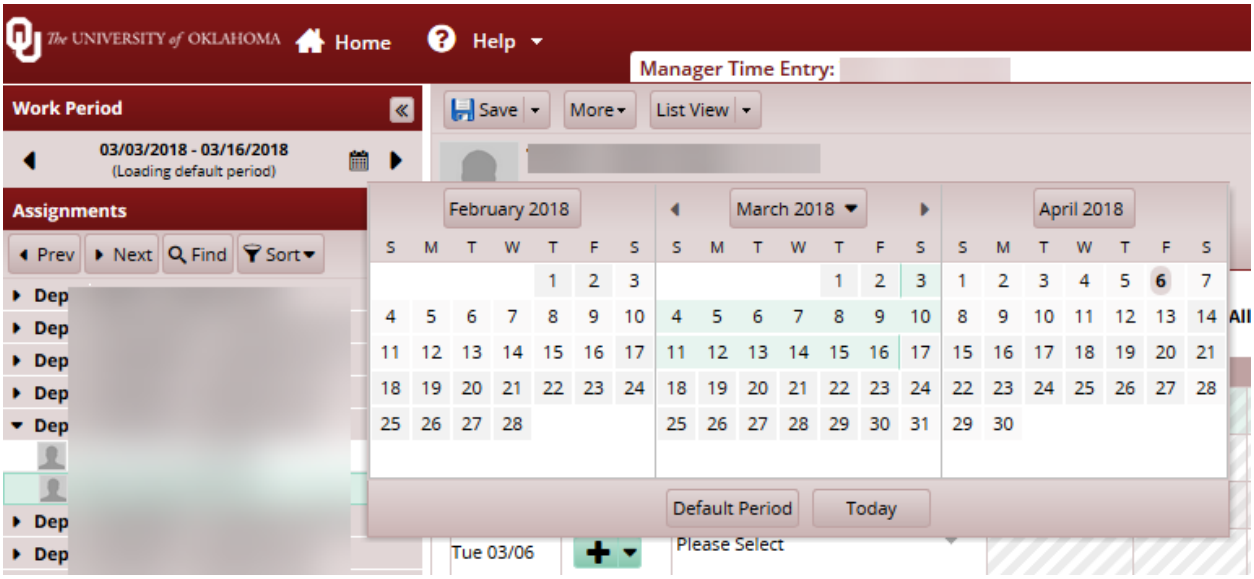
Sorting Timesheets

Use **Sort** to specify the order in which to arrange records.

- To sort records, click the **Sort** button to display the **Sort** drop-down list.
- Select the option by which you want the records sorted.

Navigating Timesheets

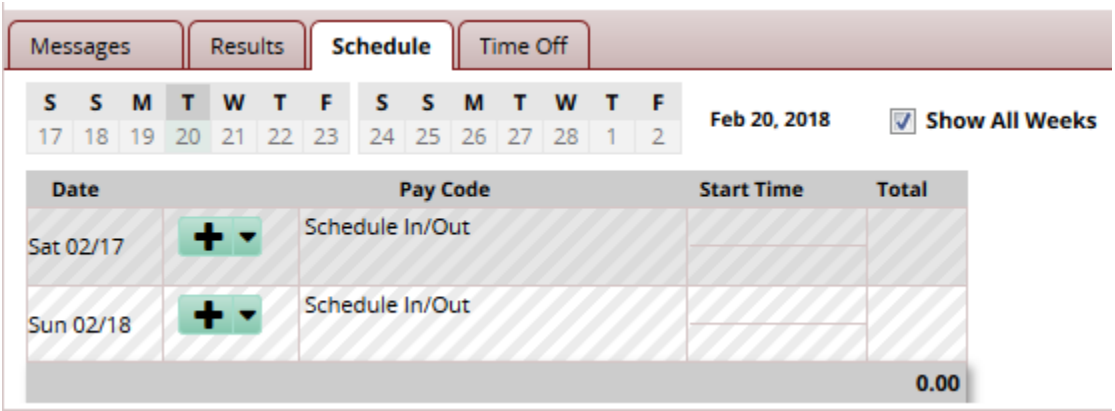
1. To select a pay period for viewing or editing, click the **Work Period** button to access the pop-up calendar, and select a pay period.



2. Use the **Minimize** and **Maximize** buttons to collapse or expand the left panel.

3. Use **Tab** or **Shift + Tab** to move between fields on the timesheet.

4. Click the **Schedule** tab to display the employee's work schedule.

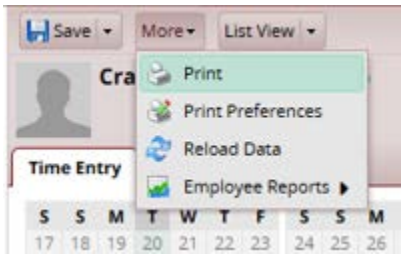
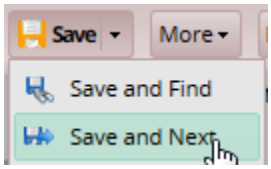
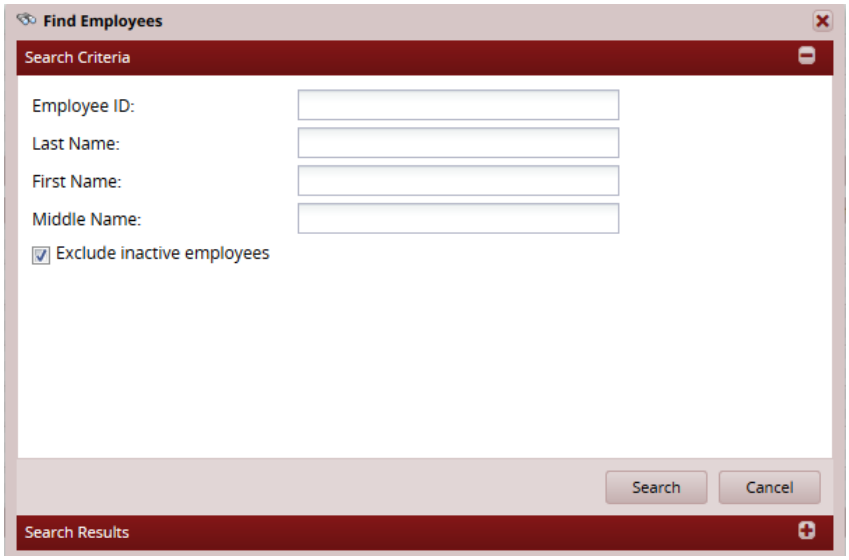


5. Click the **Exceptions** tab on the bottom panel to display system-generated messages related to the timesheet.

6. Click the **Time Off** tab to view the employee's bank balances.

7. Click the **Results** tab to view a pay summary of the timesheet.

8. Select and click the **Print** item from the **More** button to print the timesheet.



9. Click the **Save** icon to save any changes you make.
   - Select and click the **Save and Find** option from the **Save** button to save the timesheet and automatically open the **Find Employees** window.
   - Select the **Save and Next** option to save the timesheet and automatically open the timesheet of the next employee in the group.