



The UNIVERSITY *of* OKLAHOMA

Employee 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>



Home Screen Navigation

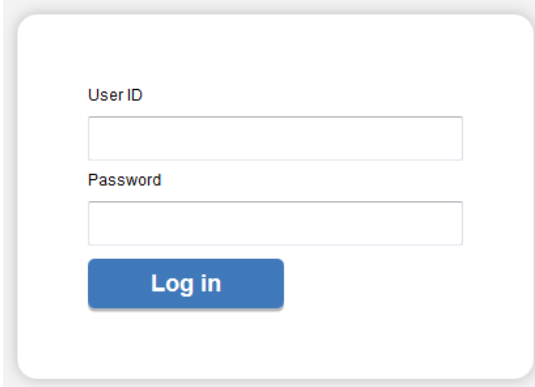
You will access the University time system, Workforce software, through a web browser at <http://time.ou.edu> or clock interface to perform functions such as entering time, time-off requests, work schedules, requesting FMLA, and reviewing leave balances. The method you use to report time depends on your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

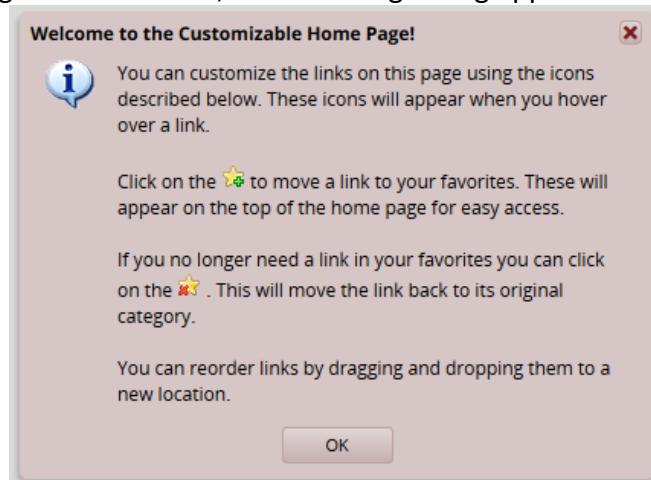
Logging into the Home Screen

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

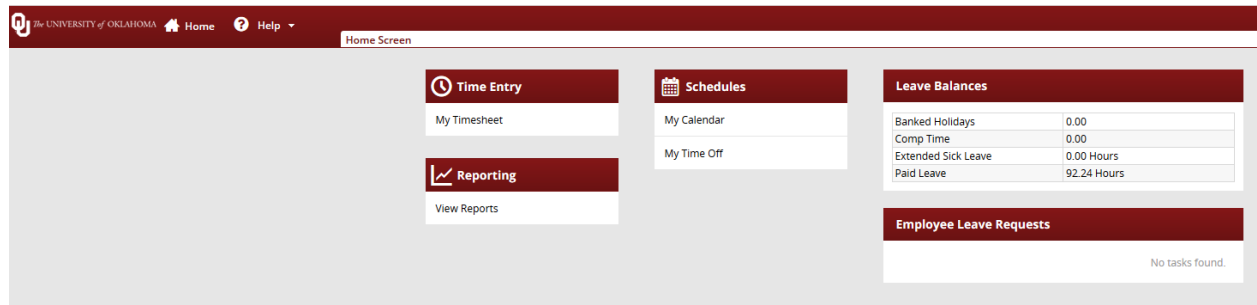


The image shows a login window with two text input fields. The first field is labeled "User ID" and the second is labeled "Password". Below the fields is a blue button with the text "Log in".

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



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



Workforce Employee 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

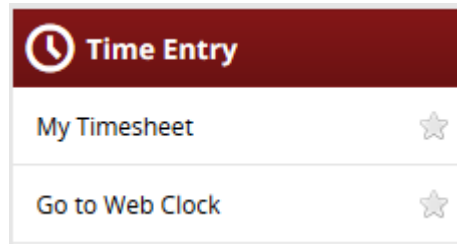
- **My Timesheet:** View, enter or update timesheet data.
- **Go to WebClock:** The WebClock records in and out work times. It functions like a traditional time clock.
- **Request Time Off:** Submit time off requests, track the status of your requests, and view past request history.
- **My Calendar:** 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:

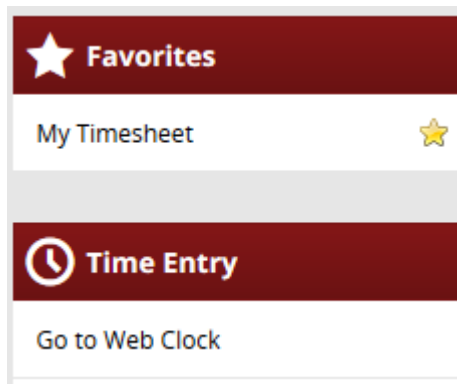
Rearranging Function Links

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



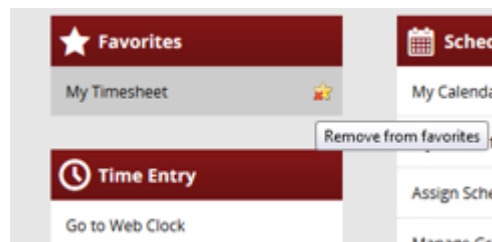
Creating a Favorites category for frequently-used functions

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

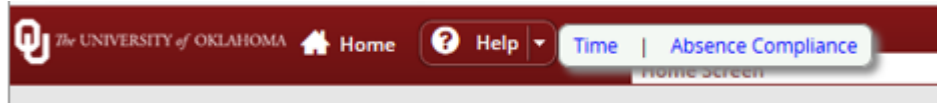
Hover the pointer over the respective function link and click the star icon.



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.

