



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.

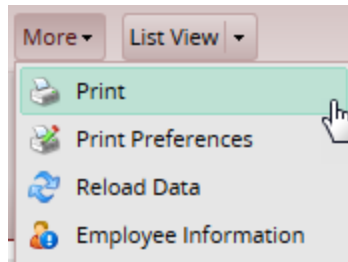
Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.

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

Printing the Timesheet

You can print the information from all of the tabs in your **Time Entry** window.


1. In the **Time Entry** window, click the **More** button and select **Print**.



A **Print Preview** window and **Print** dialog box appear.

My Time Entry:

Saturday March 3, 2018 to Friday March 16, 2018



Time Entry

Saturday March 3, 2018 to Friday March 9, 2018

Date	Pay Code
Sat 03/03	Please Select Worked In/Out
Sun 03/04	Please Select Worked In/Out
Mon 03/05	Please Select Worked In/Out
	Worked In/Out
	Please Select

Print

Printer

Name: HP LaserJet 4250 Properties...

Status: Ready

Type: HP LaserJet 4250 PCL6

Where: 10.200.40.15

Comment: Print to file

Print range

All

Pages from: 1 to: 1

Selection

Copies

Number of copies: 1

Collate

If the **Print** dialog does not open, click the **Print** link in the upper right area of the **Print Preview** window.



2. Select your print options and click **OK**.
3. Click the **Close** link to close the **Print Preview** window.