The UNIVERSITY of OKLAHOMA

Employee Functions

Time & Attendance

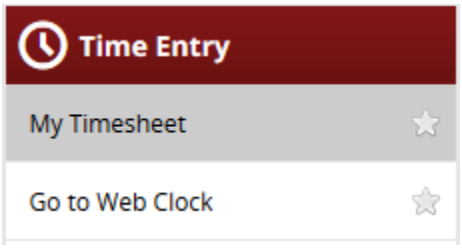
Experience the Workforce system from the employee perspective. Learn Workforce navigation fundamentals and functions related to reporting time, activities, and absences in the system.

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

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

The Time Entry Window

The time entry window comprises various fields and tabs which allow easy view and entry of your time. After you login to Workforce and (if necessary) select the appropriate assignment, open your timesheet by selecting **My Timesheet** from the Home Screen. Your name will appear on the timesheet as your legal name. ***No preferred names will appear in Workforce for any employee.***

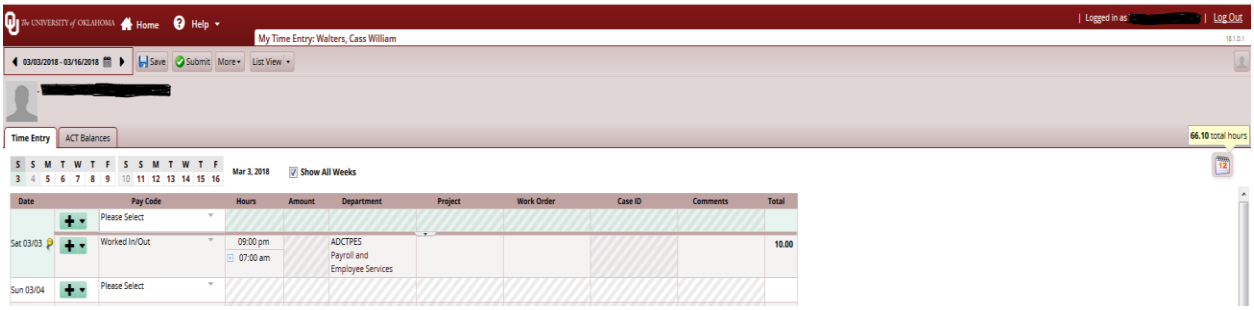


If you currently have multiple active appointments, you will need to select which timesheet you are wanting to access:

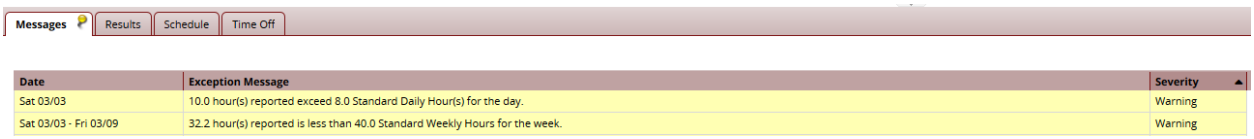
The time entry window provides the options necessary for completing time entry. From this window, depending on your role, you can perform one or more of the following tasks:

- Enter/view time on your timesheet
- View your schedule (if applicable)
- View or acknowledge any exceptions (errors or warnings) about your timesheet
- View details of available time off
- See a preview summary of time entered on the timesheet

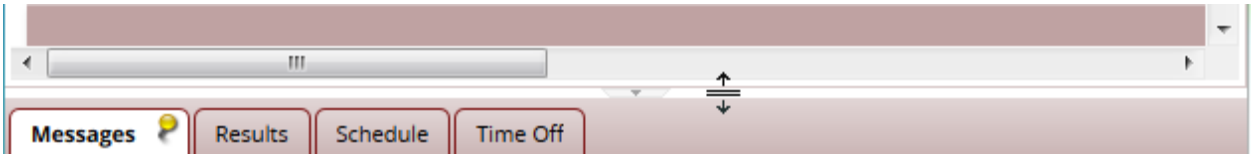
The following is an example of an employee time entry window. The exact appearance of the timesheet varies according to your Workforce configuration.



In most configurations, the top panel displays the Timesheet tab while the bottom panel includes tabs for **Messages, Results, Schedule, Time Off,** and more.



Notice the following user interface features:



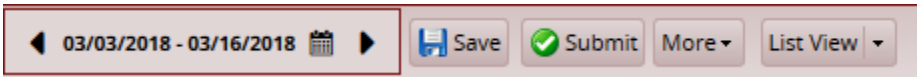
- Hover the pointer on the line separating the panels to activate the “adjust height” control. Click and drag the line up or down to adjust the relative height of the panels.

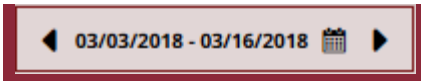
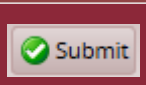
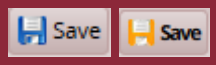
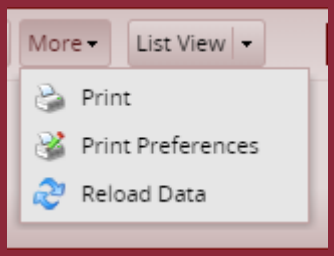
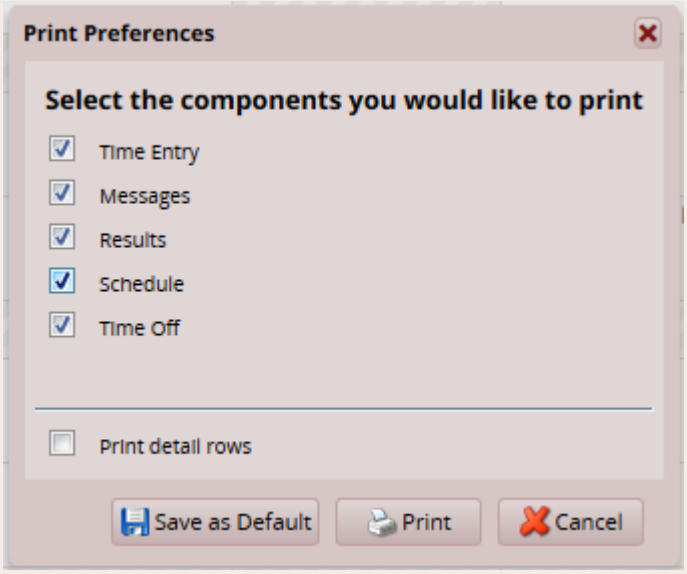
- Click on the arrow to hide the bottom panel. Click it again to display it.

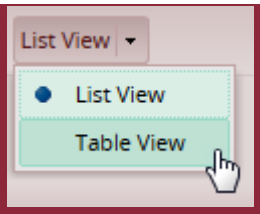
- Use the scrollbar to access parts of the timesheet which are not currently visible.

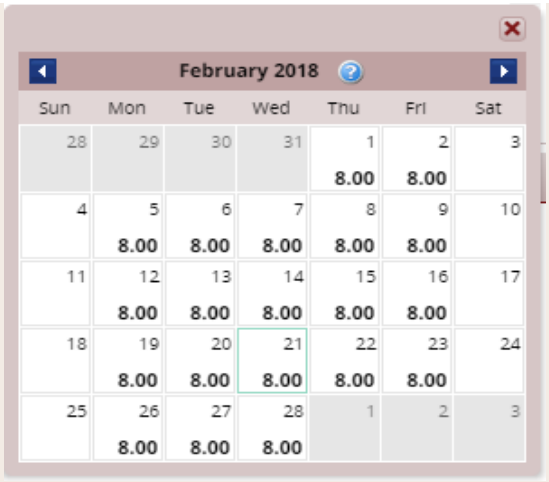
Function Buttons

Several buttons reside at the top of your timesheet. These buttons execute certain program functions.



Button	Button Name	Function
	Period Selector	Selects the pay period to view. Click the calendar icon to access a pop-up calendar from which to select a Pay Period.
	Submit	Sends your completed timesheet to your manager for approval.
	Save	Saves your timesheet data. This is typically done every time you enter new data or make changes. An orange 'save' button indicates you have changes on the page you need to save.
	More	The **More** button reveals the Print, **Print Preferences**, and **Reload Data** buttons. The **Print Preferences** function enables you select the components to be printed:  **Reload Data** refreshes the timesheet with the previously saved data.

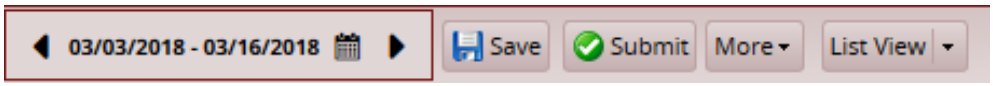


View	Select the List View, Day View, or Table View of the timesheet. The view you select alters the presentation of the data on the Timesheet tab.
Calendar	 Opens an interactive calendar from which you can navigate to a specific date or pay period. Additionally, this calendar may be configured to display days containing timesheet exceptions or planned time off. Click the question mark icon to access a legend that details the colors used in the calendar.

Changing the Pay Period

The pay period selector allows you to move forward or backward one period at a time, using the arrow icons, or to select a specific period to move to using the calendar icon.

1. Click the respective arrow on the **Pay Period** date range bar to retreat or advance a pay period.



2. Click the **Pay Period** date range bar to access a pop-up calendar, and then select a pay period or click the **Default Period** button.

3. Click anywhere in the row in which you want to enter or modify time.
4. Record your time and attendance information (see *Entering In/Out and Elapsed Time*).
5. Click the **Save** icon after every timesheet change.
6. Click the **Submit** icon at the end of every pay period to send your time and attendance information to your manager for payroll processing.

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

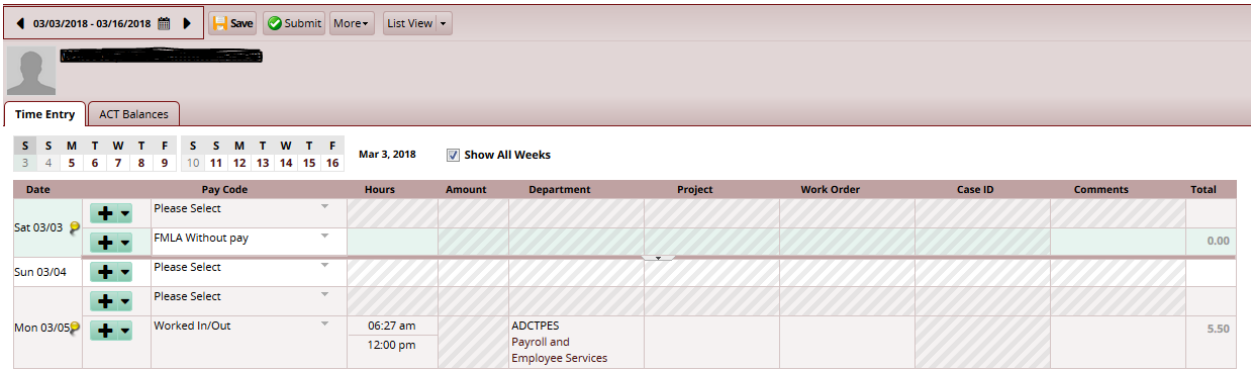
Timesheet Views

Workforce provides views (or formats) for displaying timesheet information: List View and Table View. Each view displays timesheet information for an entire Pay Period. Your ability to view any or all depends on your Workforce configuration.

Select the respective view through the **View** button.

List View

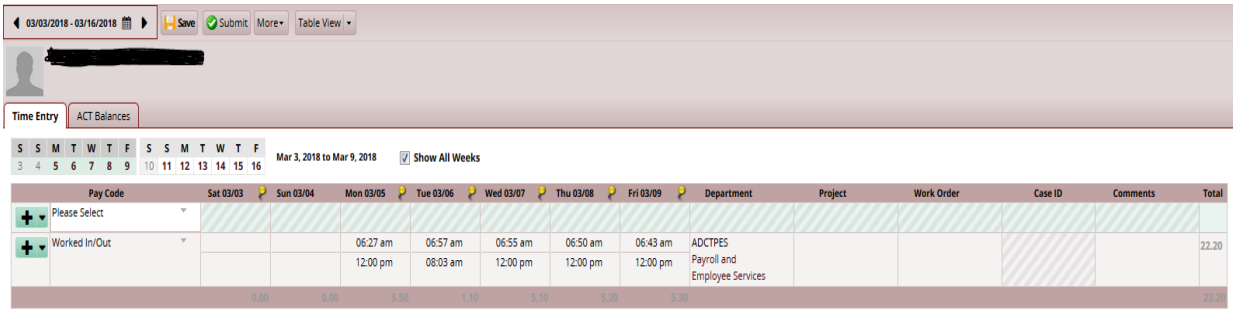
The List View is the default view; it displays the days in the selected Pay Period as a list.



Totals per time slice appear on the right side of the window, with the sum total for the Pay Period displayed in the bottom right corner.

Table View

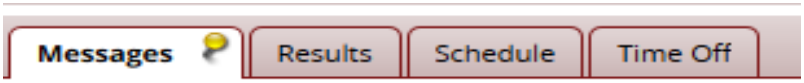
The Table View eliminates the need to enter repetitive information for each entry on your timesheet. For example, instead of selecting a pay code for each day, you can enter this information once in Table View and simply enter hours for each day of the Pay Period.



Totals per pay code appear on the right side of the window, and totals for each day at the bottom of the window.

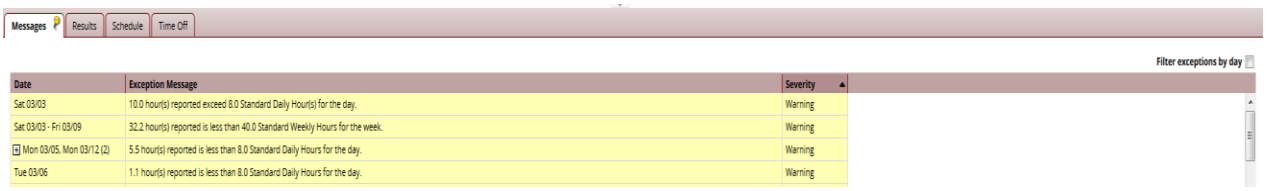
Information Tabs

The time entry layout shows one or more information tabs, depending on your role.



Messages Tab

The Messages Tab displays exception messages. An exception is a conflict noted between your time and attendance information and the rules under which your timesheet is processed. Exceptions generate messages which appear in the Messages tab on the Time Entry window. A common exception message would include entering less than forty hours in a week or trying to overdraw vacation time. Some messages are informational and require no action; others require a satisfactory resolution before the timesheet can be successfully submitted. Error level exceptions must be corrected before the respective time is paid.



Each exception message shows the:

- Date of the exception
- Exception message describing the problem
- Severity of the exception (Informational, Error, or Warning)
- Any action that may be required

Exception messages are color-coded to identify the level of severity:

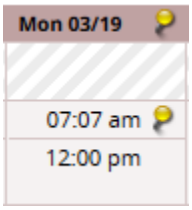
- **White**: No exceptions or only informational messages present
- **Yellow**: Warnings present
- **Red**: Errors present

By default, exception messages are displayed in decreasing order of severity.

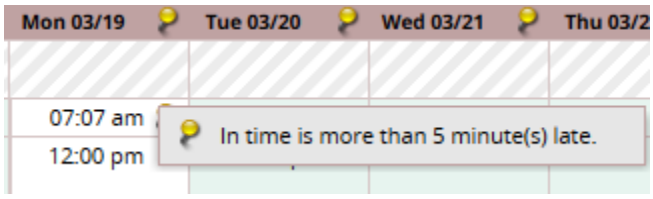
The rank of severity codes, from highest to lowest, is as follows:

Severity Level	Field Options
Most Severe	Error – entire timesheet not paid/held
	Error – record not paid
	Warning – paid differently than entered
	Warning
	Informational message – action may be required
Least Severe	Informational message – no action required

Time entries associated with exceptions appear on the timesheet marked with a colored pin.



1. Click the pin to display the exception message.



Time Off Tab

For any given bank, notice the interface functions in the following example:

1. Click the **Show Details** link in the lower right corner of a bank to see more details about the period's bank transactions.

Paid Leave	Hours
Initial Balance Sat 03/03	113.42
Credits	0.83
Debits	0.00
Ending Balance Fri 03/16	114.25
Show Details >>	

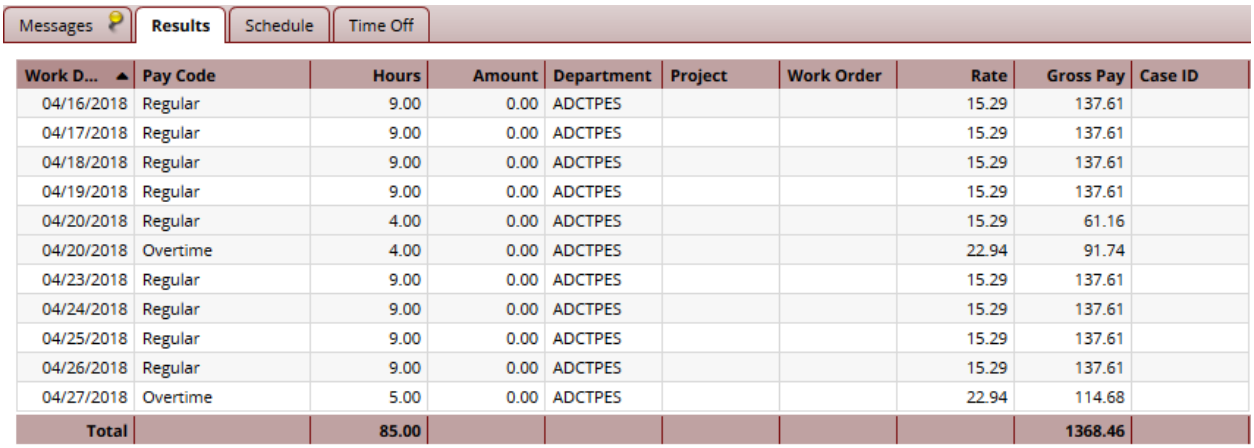
2. Click the **Hide Details** link to return to the summary view.

Paid Leave					
Date	Credit	Debit	Balance	Action	Source
Sat 03/03			113.42	Balance Forward	
Fri 03/09	0.83		114.25	Accrual	
Hours	**0.83**	**0.00**	**114.25**	Hide Details <<	

Results Tab

The Results Tab shows the calculated results of the data input on the main timesheet, including overtime, shift premiums, etc. User-controlled grouping capabilities are provided on this tab. All columns will be available for grouping, by default the data will be grouped by Pay Code.

The **Results** tab reports the calculated results of the data input on the main timesheet, including overtime, shift premiums, etc.



Messages | **Results** | Schedule | Time Off

Work D...	Pay Code	Hours	Amount	Department	Project	Work Order	Rate	Gross Pay	Case ID
04/16/2018	Regular	9.00	0.00	ADCTPES			15.29	137.61	
04/17/2018	Regular	9.00	0.00	ADCTPES			15.29	137.61	
04/18/2018	Regular	9.00	0.00	ADCTPES			15.29	137.61	
04/19/2018	Regular	9.00	0.00	ADCTPES			15.29	137.61	
04/20/2018	Regular	4.00	0.00	ADCTPES			15.29	61.16	
04/20/2018	Overtime	4.00	0.00	ADCTPES			22.94	91.74	
04/23/2018	Regular	9.00	0.00	ADCTPES			15.29	137.61	
04/24/2018	Regular	9.00	0.00	ADCTPES			15.29	137.61	
04/25/2018	Regular	9.00	0.00	ADCTPES			15.29	137.61	
04/26/2018	Regular	9.00	0.00	ADCTPES			15.29	137.61	
04/27/2018	Overtime	5.00	0.00	ADCTPES			22.94	114.68	
Total		**85.00**						**1368.46**	

- You can sort the data according to any column. By default, the data is sorted by **Work Date**. Click a column title to display the sorting arrow and sort in increasing order. Click it again to sort in decreasing order. All columns can be sorted.

- Click and drag the line separating two columns to modify the width of the left-hand column.

- Click and drag a column title to change the display order of the column.

- Click the arrow on top of the right-hand scroll-bar to display the menu that allows you to show/hide columns by checking or un-checking the appropriate check boxes.