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.**

Time Record Favorites *(For Reporting Projects)*

Time Record Favorites allow you to insert a pre-defined time record into your timesheet in order to save time. Instead of entering each part of a time record every time you need to enter the information on a timesheet, you can create a favorite, which enters a combination of information all at once.

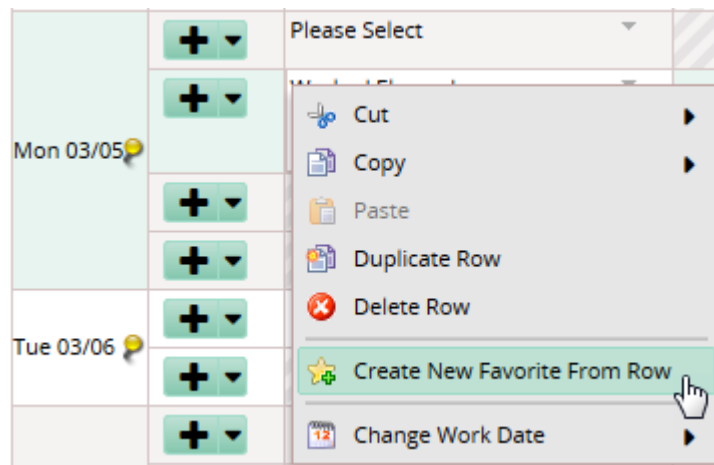1. To create a favorite on a timesheet, fill in the fields of a time record which will become a favorite.

> *The Time field cannot be pre-defined in a favorite. You must directly enter hours on the timesheet after applying a favorite.*

2. Click the **Insert** button drop-down menu on the time record from which you want to create a favorite.

3. Select **Create New Favorite From Row**.

The **Create Favorite** window appears, listing the values of the various fields on the time record.

4. Fill in the **Create Favorite** window:

- In the **Favorite Label** field, enter a name for the favorite.

- If you do not want the favorite to include a pre-defined value for a particular field, unselect the corresponding checkbox. These fields remain blank on the time record when you apply the favorite, requiring the user to enter a value each time.
- Select the checkboxes of the parameters you need to appear each time you use the favorite.

A pay code must always be part of a favorite, since this field is mandatory for any time record.

5. Click **Create Favorite** to create a favorite for the time record.

The favorite you created appears in the **Pay Code** field and is available for you to use in all timesheets for the group/assignments you selected in the **Use this favorite when viewing timesheets for field**.

Notice the Hours field is blank and highlighted in yellow, you cannot default hours worked, you must always enter hours for each pay slice.

The favorite displays with the given label at the top of the **Pay Code** drop-down menu. A star icon appears beside the name of the favorite.
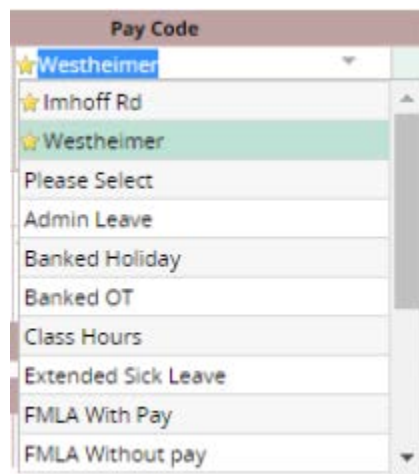
Favorites are not propagated to other users. Only you have access to the favorites you create. Each member of a target group/assignment has access only to favorites they have created themselves.