



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>

Comp Time vs Overtime

Depending on your departmental policies, most overtime worked is accrued as Comp Time at a 1 ½ rate. You can store earned overtime by using the pay code “Comp Time Banked”. To do so enter Comp Time Banked on your timesheet on the Friday of the week in which overtime was earned (make sure to use the value the system provides to fully bank all overtime), as this is the last day of the weekly schedule.

1. If you work more than 40-hours during the work week you will receive an exception message explaining that overtime has been earned for the pay period and can be banked as Comp Time.

Fri 03/02	Overtime has been earned and can be banked as Comp Time. Up to 4.5 hours can be banked by entering or adjusting the Comp Time Banked pay code from 2018-02-24 to 2018-03-02.	Warning
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2. Add a new row to Friday of that week and select pay code Comp Time Banked and enter the number of hours in the exception message.

Fri 09/21	+ ▾	Please Select ▾	
	+ ▾	Worked In/Out ▾	08:00 am 12:00 pm
	+ ▾	Comp Time Banked ▾	4.50
	+ ▾	Please Select ▾	

3. In this example, the overtime worked was 3hrs but accrued as Comp Time at the 1 ½ rate which is 4.50hrs.
4. Comp time to be banked must be approved/acknowledged (checkbox checked) by the manager for the time to accrue into their bank. If the manager does not approve, the hours are paid as overtime.
5. Once Comp Time has been banked the manager will then need to “approve” this time, otherwise it will be paid as Overtime.
6. To do so the Manager or Time Keeper will need to click the acknowledgement indicator and save the page, the exception message changes to informational and is no longer highlighted.

Fri 03/30	Comp Time has been banked.	Info.	<input checked="" type="checkbox"/>
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7. Comp time to be banked must be approved/acknowledged (checkbox checked) by the employees manager for the time to accrue into their bank. If the manager does not approve the comp time, the hours are paid as overtime.

Using Banked Comp Time

1. To Enter banked comp time, select the pay code Comp Time and enter the number of hours taken.

Mon 03/05	<input type="button" value="+"/>	Comp Time	4.00
	<input type="button" value="+"/>	Worked In/Out	01:00 pm 05:00 pm

2. If you have multiple assignments, you can only take comp time used with the department where the hours were accrued.