



*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>

## Holiday and Administrative Leave

When the University is closed due to Holiday or Administrative Leave (bad weather, icy roads, etc.) the number of hours, based on your FTE, will automatically be entered onto your timesheet.

Wed 02/21		Please Select	
		Admin Leave	8.00

If you are required to work over a Holiday, depending on your departmental policies, you can bank the Holiday hours on your timesheet to use at a later date.

1. Leave the Holiday hours populated and add your hours worked for the day.

Mon 05/28		Please Select	
		Worked In/Out	08:00 am 04:00 pm
		Holiday	8.00

2. After adding daily time entry you will be prompted in the “messages” tab to acknowledge the time transfer to your Holiday leave bank. Check the Acknowledge box and save the timesheet, if you do not check the message and save your timesheet you will be paid in addition to your holiday hours and the holiday time will “not” be banked.

<b>Acknowledge</b>
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

## Using Banked Holiday Time

1. To use banked Holiday Time, select Banked Holiday and enter the number of hours taken.

Mon 03/05		Banked Holiday	4.00
		Worked In/Out	01:00 pm 05:00 pm