



The UNIVERSITY *of* OKLAHOMA

PEAK Manager Functions

Time and Attendance

Learn Workforce PEAK Manager functions and workflow related to Time and Attendance.

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

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

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About This Guide

This guide will help you learn the functions in Workforce Time and Attendance as it pertains to managing PEAK employees timesheets.

Objectives

In this guide you will learn how to:

- Add/Change the rate of pay
- Add/Change the combo code
- Generate reports

Conventions

This guide uses the following notational conventions:

- **Bold text** depicts tab labels, menu names, policy labels (**Pay Code** policy), function buttons (**Submit Timesheet** button), and computer keyboard keys (press **Enter**).
- **Bold text** and the right arrow symbol (**➔**) depict hierarchical choices in menus.
- ***Bold italics*** represents field labels (***Status_Code_1*** field).

Bordered text depicts notes, cautions, or warnings.

The PEAK Manager Dashboard

The functions available on the Workforce dashboard depend on the type of role of the user. The Internal Auditor's dashboard offers functions as reviewing employee timesheets, reviewing assigned schedules and running reports.

The screenshot shows the PEAK Manager Dashboard interface. At the top, there is a navigation bar with the University of Oklahoma logo, 'Home', and 'Help' options. Below this is a 'Home Screen' header. The dashboard is organized into several main sections:

- Time Entry:** Includes links for 'My Timesheet', 'Edit Employee Time', 'Edit Time for Groups', and 'Approve Timesheets'.
- Schedules:** Includes links for 'My Calendar', 'Employee Calendars', and 'Group Calendars'.
- Reporting:** Includes a link for 'View Reports'.
- Settings:** Includes a link for 'Manage Delegations'.
- Leave Requests:** A section with the text 'No tasks found.'
- Messages:** A section with the text 'There are no exceptions that match the current filter.'
- Leave Balances:** A table showing the following data:

Banked Holidays	0.00
Extended Sick Leave	0.00 Hours
Military Leave	240.00
Paid Leave	143.56 Hours

PEAK Manager Functions

The functions available on the dashboard are arranged in groups of related tasks. See below for a description of each of the links on your dashboard.

Time Entry

- **My Timesheet:** View, enter or update timesheet data through the timesheet.
- **Edit Employee Time:** View employee timesheets.
- **Edit Time for Groups:** Add and edit time entries for a group of assignments at once.
- **Approve Timesheets:** Approve timesheets for groups of employee assignments. Instead of approving timesheets individually, you can approve the timesheets for all employee assignments in a group.

Reports

- **View Reports:** Generate general reports to view timesheet information for a certain period, delegated roles, or comments on timesheets.

Schedules

- **My Calendar:** View your calendar.
- **Employee Calendars:** View your employee calendars.
- **My Time Off:** Submit time off requests, track the status of your requests, and view the history of past requests.

Settings

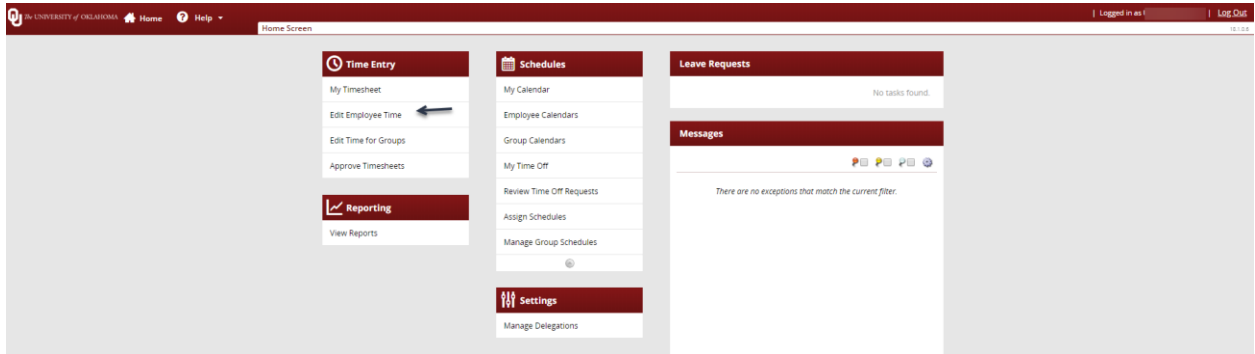
- **Manage Delegations:** The roles for an assignment group can be delegated to another user. When delegating assignment group roles, the owner can delegate only those roles that are at or below the owner's role for the group; i.e., an owner with manager role for a group cannot delegate the Payroll administrator role to the group. The owner delegating the roles can indicate if the recipient of the delegation is allowed to re-delegate the role to another user. Once an owner has delegated a role, that owner can also cancel the delegation.

PEAK Timesheet Changes

You will need to enter the combo code and rate of pay in the appropriate box for each line and each day the PEAK employee reports time worked.

Enter Combo Code and Rate of Pay

1. From the Home Screen, click on Edit Employee Time.



2. Click an assignment in the assignment tree on the left side of the window to reveal the group's employees.



3. Click the name of the PEAK employee to open their timesheet.



4. The employees time should be visible for each day they worked during the pay period.

Time Entry

S S M T W T F S S M T W T F Aug 24, 2018 Show All Weeks

Date	Pay Code	Hours	Amount	Combo Code	Rate	Comments	Total
Sat 08/18	Please Select						
Sun 08/19	Please Select						
Mon 08/20	Worked In/Out	09:00 am					0.00
		02:00 pm					
Tue 08/21	Worked In/Out	08:00 am					0.00
		12:00 pm					
		01:00 pm					0.00
Wed 08/22	Worked In/Out	05:00 pm					0.00
		09:00 am					0.00
Thu 08/23	Worked In/Out	02:00 pm					
		08:00 am					0.00
		12:00 pm					
Fri 08/24	Worked In/Out	01:00 pm					0.00
		05:00 pm					0.00
		09:00 am					0.00
		02:00 pm					0.00
							0.00

5. Click in the “Combo Code” field and a menu of available accounts will appear.

Save More List View

Time Entry

S S M T W T F S S M T W T F Aug 21, 2018 Show All Weeks

Date	Pay Code	Hours	Amount	Combo Code	Rate	Comments	Total
Sat 08/18	Please Select						
Sun 08/19	Please Select						
Mon 08/20	Worked In/Out	09:00 am					0.00
		02:00 pm					
Tue 08/21	Worked In/Out	08:00 am					0.00
		12:00 pm					
		01:00 pm					0.00
Wed 08/22	Worked In/Out	05:00 pm					0.00
		09:00 am					0.00
Thu 08/23	Worked In/Out	02:00 pm					
		08:00 am					0.00
		12:00 pm					
Fri 08/24	Worked In/Out	01:00 pm					0.00
		05:00 pm					0.00
	Worked In/Out	09:00 am					0.00
		02:00 pm					0.00
							0.00

105088600-637005 OPERATIONAL MODELING SYSTEM

105099900-632505 PHASED ARRAY RADAR RESEARCH

105139700-700005 LSAMP-BRIDGE TO DOCTORATE

105157200-630005 JOINT US-EU COURSE

105301900-650005 STABILITY OF NAVAL FUELS

105415600-631105 LEADERSHIP ACADEMY

105437300-631105 BARRIERS OF GRAM-NEG PATHOGENS

105467800-650005 SURVEY OF ORION FILAMENT

115904700-637005 OK EMS RES ASSMT FY10 RESIDUAL

Search for more >

6. Scroll or begin typing the appropriate department number and account code (combo code) from which the employee should be paid. Once the correct combo code appears in the drop down box, click on the combo code and tab out of the field.

Time Entry									
S S M T W T F		S S M T W T F		Aug 21, 2018		Show All Weeks			
Date	Pay Code	Hours	Amount	Combo Code	Rate	Comments	Total		
Sat 08/18	+ Please Select								
Sun 08/19	+ Please Select								
Mon 08/20	+ Worked In/Out	09:00 am 02:00 pm						0.00	
Tue 08/21	+ Worked In/Out	08:00 am		122699900-632705				0.00	
		12:00 pm							
	+ Worked In/Out	01:00 pm		122699900-632705 !				0.00	
		05:00 pm							
Wed 08/22	+ Worked In/Out	09:00 am 02:00 pm						0.00	
	+ Worked In/Out	08:00 am						0.00	
		12:00 pm							
Thu 08/23	+ Worked In/Out	01:00 pm 05:00 pm						0.00	
Fri 08/24	+ Worked In/Out	09:00 am						0.00	
		02:00 pm							
							0.00		

- Do not enter the “-“ after the first 3 digits of the combo code.
- Do not type in the complete combo code or the entry will not work.
- You can highlight the combo code and use copy and paste in the other cells.

7. Under the “Rate” column, enter the PEAK employees rate of pay. You may use copy and paste to enter the rate of pay for the other lines.

Time Entry									
S S M T W T F		S S M T W T F		Aug 21, 2018		Show All Weeks			
Date	Pay Code	Hours	Amount	Combo Code	Rate	Comments	Total		
Sat 08/18	+ Please Select								
Sun 08/19	+ Please Select								
Mon 08/20	+ Worked In/Out	09:00 am 02:00 pm						0.00	
Tue 08/21	+ Worked In/Out	08:00 am		122699900-632705	15.50			0.00	
		12:00 pm							
	+ Worked In/Out	01:00 pm						0.00	
		05:00 pm							
Wed 08/22	+ Worked In/Out	09:00 am 02:00 pm						0.00	
	+ Worked In/Out	08:00 am						0.00	
		12:00 pm							
Thu 08/23	+ Worked In/Out	01:00 pm 05:00 pm						0.00	
Fri 08/24	+ Worked In/Out	09:00 am						0.00	
		02:00 pm							
							0.00		

8. Repeat the process for each line that the employee entered time for.

Time Entry													
S	S	M	T	W	T	F	S	S	M	T	W	T	F
18	19	20	21	22	23	24	25	26	27	28	29	30	31
Aug 24, 2018 <input checked="" type="checkbox"/> Show All Weeks													
Date	Pay Code	Hours	Amount	Combo Code	Rate	Comments	Total						
Sat 08/18	+ Please Select												
Sun 08/19	+ Please Select												
Mon 08/20	+ Worked In/Out	09:00 am		122699900-632705	15.50		0.00						
		02:00 pm											
Tue 08/21	+ Worked In/Out	08:00 am		122699900-632705	15.50		0.00						
		12:00 pm											
Wed 08/22	+ Worked In/Out	01:00 pm		122699900-632705	15.50		0.00						
		05:00 pm											
Thu 08/23	+ Worked In/Out	09:00 am		122699900-632705	15.50		0.00						
		02:00 pm											
Fri 08/24	+ Worked In/Out	08:00 am		122699900-632705	15.50		0.00						
		12:00 pm											
Fri 08/24	+ Worked In/Out	01:00 pm		122699900-632705	15.50		0.00						
		05:00 pm											
Fri 08/24	+ Worked In/Out	09:00 am		122699900-632705	15.50		0.00						
		02:00 pm											
							0.00						

9. If the employee has multiple jobs that are paid at different rates of pay or different combo codes, be sure and enter the combo code and/or rate of pay.

10. Once you have entered the combo code and rate of pay for each line of the pay period, click the Save button.

Time Entry													
S	S	M	T	W	T	F	S	S	M	T	W	T	F
18	19	20	21	22	23	24	25	26	27	28	29	30	31
Aug 27, 2018 <input checked="" type="checkbox"/> Show All Weeks													
Date	Pay Code	Hours	Amount	Combo Code	Rate	Comments	Total						
Sat 08/18	+ Please Select												
Sun 08/19	+ Please Select												
Mon 08/20	+ Worked In/Out	09:00 am		122699900-632705	15.50		5.00						
		02:00 pm											
Tue 08/21	+ Worked In/Out	08:00 am		122699900-632705	15.50		4.00						
		12:00 pm											
Wed 08/22	+ Worked In/Out	01:00 pm		122699900-632705	15.50		4.00						
		05:00 pm											
Thu 08/23	+ Worked In/Out	09:00 am		122699900-632705	15.50		5.00						
		02:00 pm											
Fri 08/24	+ Worked In/Out	08:00 am		122699900-632705	15.50		4.00						
		12:00 pm											
Fri 08/24	+ Worked In/Out	01:00 pm		122699900-632705	15.50		4.00						
		05:00 pm											
Fri 08/24	+ Worked In/Out	09:00 am		122699900-632705	15.50		5.00						
		02:00 pm											
							31.00						