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

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About This Guide

This guide will help you learn the most commonly used functions in Workforce Time & Attendance.

Access to Workforce is browser-based. Workforce supports Internet Explorer, Firefox, and Safari.

Objectives

This guide will help you learn how to:

- Identify functions represented on the Home Screen
- Customize the Home Screen
- Enter worked time and paid time off (if available)
- Create time record favorites
- Identify information tabs
- Submit timesheets
- Request time off
- 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.*

Home Screen Navigation

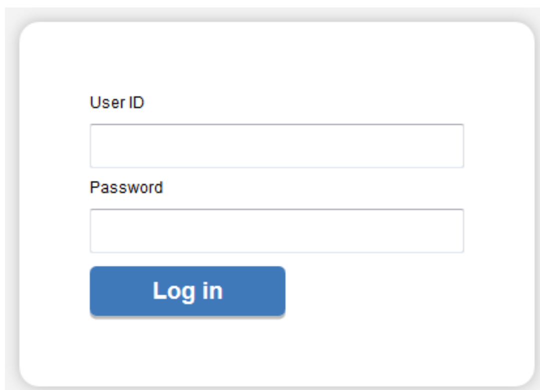
You will access the University time system, Workforce software, through a web browser at http://time.ou.edu or clock interface to perform functions such as entering time, time-off requests, work schedules, requesting FMLA, and reviewing leave balances. The method you use to report time depends on your department preference.

You might access Workforce in one or more of the following ways:

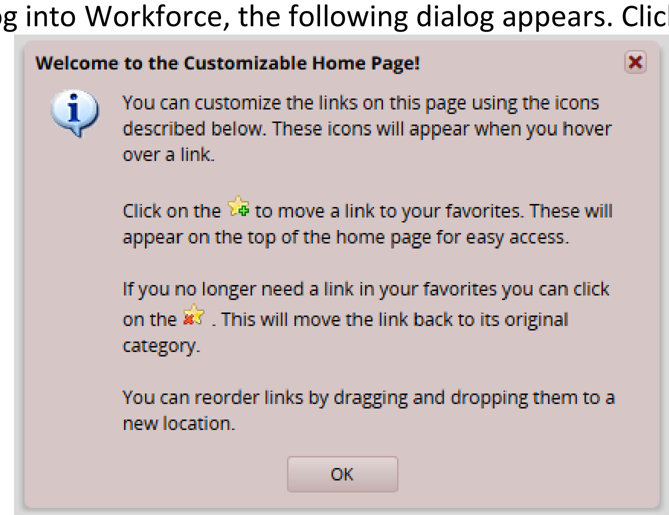
- Web-based interface on a workstation. Workforce supports the *Microsoft Internet Explorer*, *Mozilla Firefox*, and *Apple Safari* web browsers.
- WebClock on a personal computer or kiosk
- Workforce Mobile
- Time Clock

Logging into the Home Screen

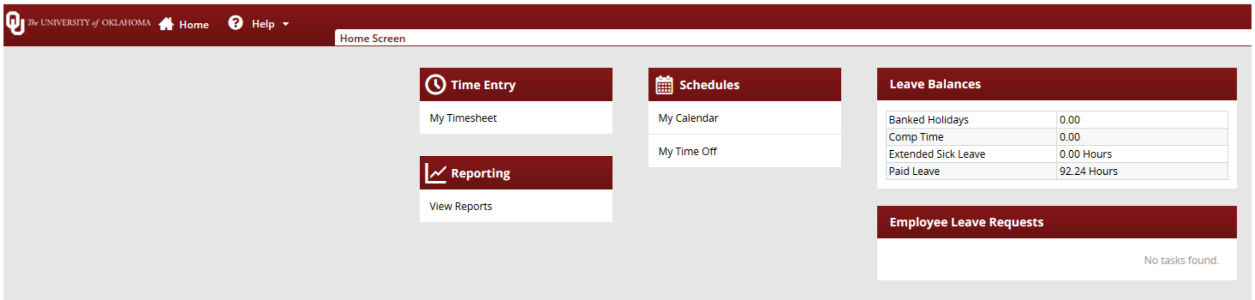
1. Log into Workforce by entering your **OUNet ID** and **Password** into the Login window.



2. The first time you log into Workforce, the following dialog appears. Click **OK**.



3. The employee Home Screen appears. The following is a sample of the employee Home Screen.



Workforce Employee Functions

The employee Home Screen provides links to the following Time & Attendance related functions. The functions on your Home Screen may vary from those described here based on your security and access.

Actions

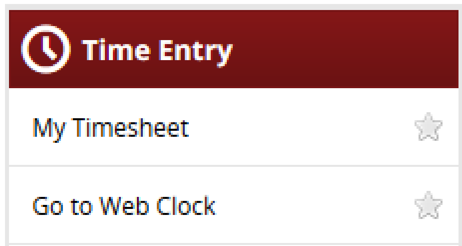
- **My Timesheet**: View, enter or update timesheet data.
- **Go to WebClock**: The WebClock records in and out work times. It functions like a traditional time clock.
- **Request Time Off**: Submit time off requests, track the status of your requests, and view past request history.
- **My Calendar**: Shows your personal calendar which displays events such as time off, pending time off, and holidays.
- **View Reports**: Workforce includes reports for both employees and managers. Employees can access general reports to view timesheet information for a certain period, roles delegated to them, or comments on timesheets.

Customizing the Home Screen

Workforce supports the following Time & Attendance Home Screen customizations:

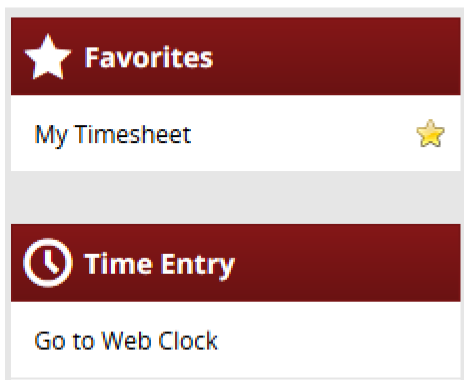
Rearranging Function Links

To rearrange the order in which functions appear within a category, click and drag the function link.



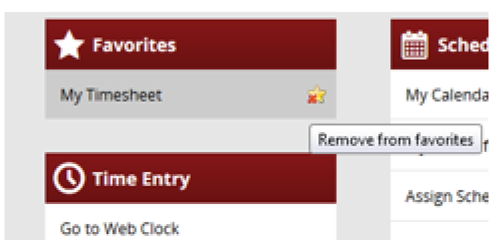
Creating a Favorites category for frequently-used functions

Hover the mouse pointer over the function's star icon and click to move the function to the Favorites section of the Home Screen.



Removing a Function from Favorites

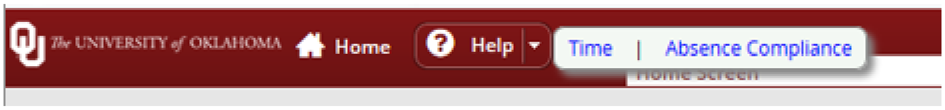
Hover the pointer over the respective function link and click the star icon.



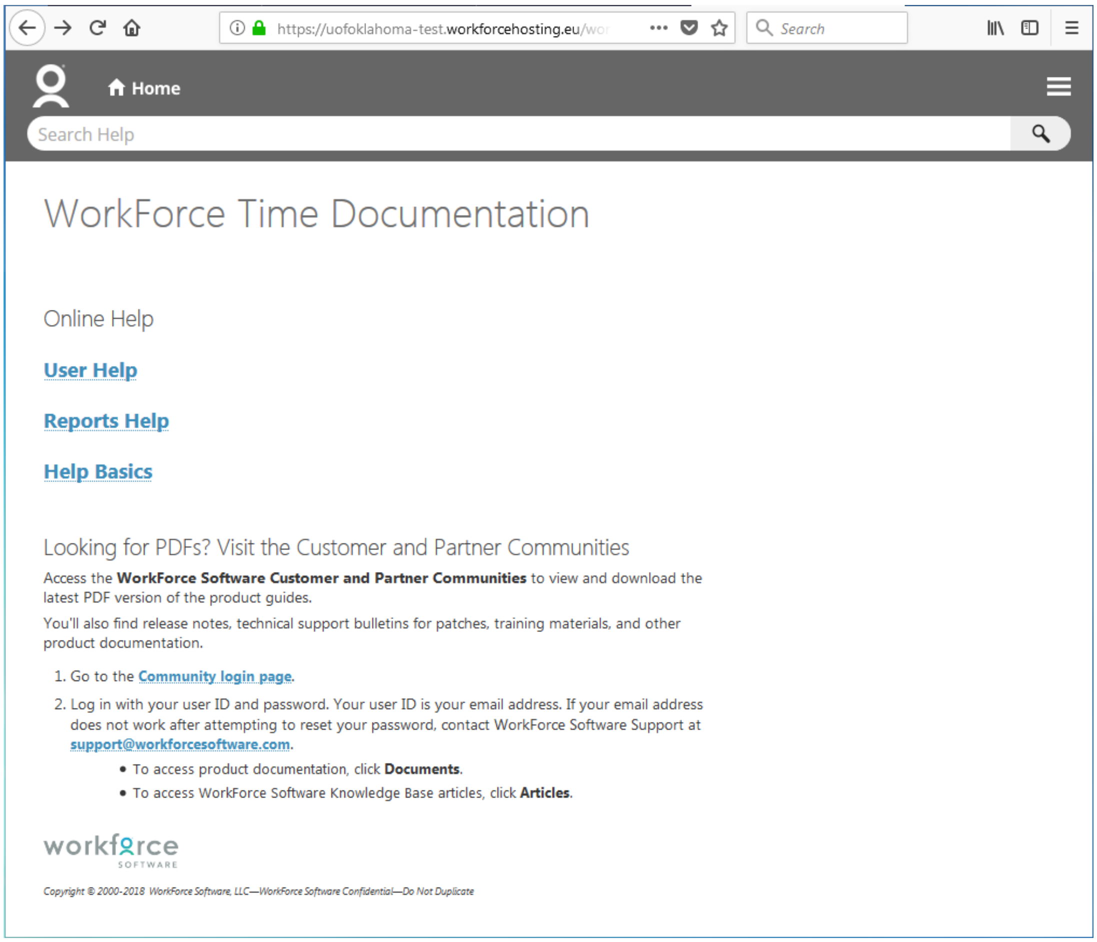
The function returns to its original category.

Online Help

Once logged into Workforce, you have access to online documentation for **Time** and **Absence Compliance** through the **Help** link.



- The **Time** and **Absence Compliance** link opens the online help options in a new browser window.



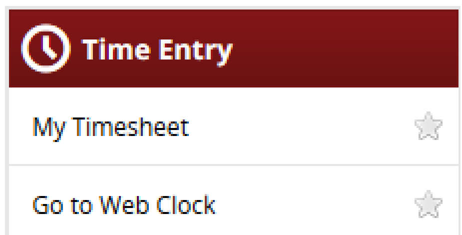
The WebClock *(if applicable)*

WebClock tracks employee in and out times. It functions like a traditional time clock, and is configured with additional features such as tracking the hours you work with the project or task you are working on. The WebClock also includes buttons for reporting when you clock in and out for a lunch break.

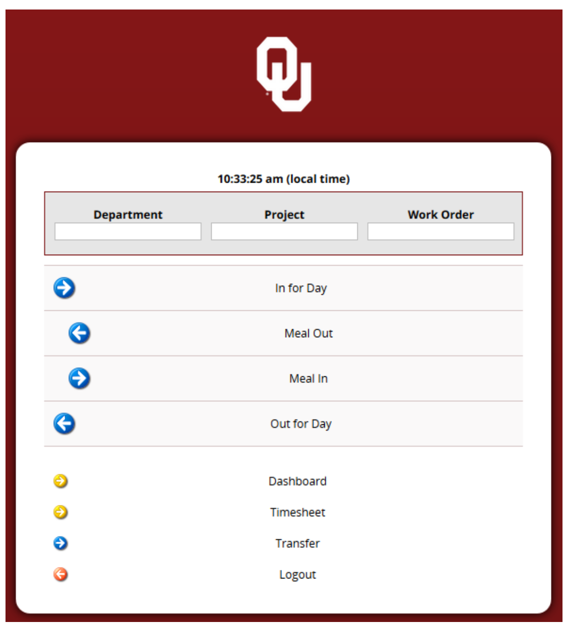
Accessing the WebClock through the Home Screen

WebClock users log in to the Workforce WebClock through the Workforce Home Screen or through a dedicated Web link. These employees use WebClock to clock in and out.

To access WebClock, select **Go to Web Clock** link.



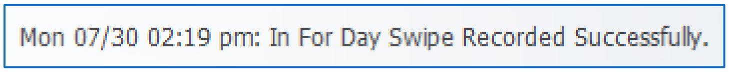
WebClock appears.



If you have multiple assignments, WebClock first displays the list of assignments and you must select the assignment into which you are logging time.

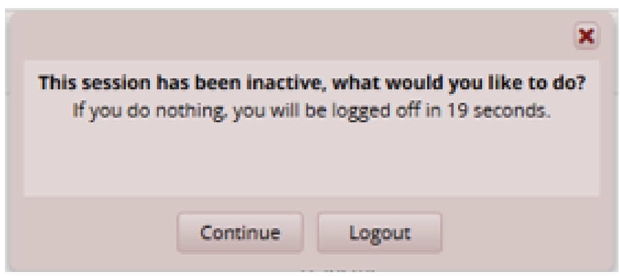
The WebClock interface includes the following buttons:

- **Timesheet**: Takes you to the timesheet view.
- **In For Work**: Records the start of work time.
  A successfully recorded In swipe is reported as follows:



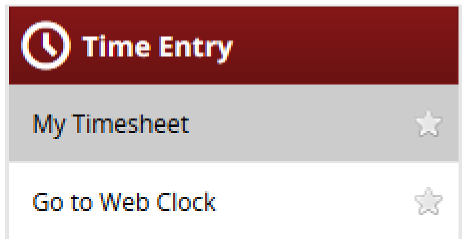
- **Out For Day**: Records the end of the work day.
- **Out To Meal**: Records the time you leave for a meal.
- **In From Meal**: Records the time you return from a meal.
- **Logout**: Logs you out of Workforce

WebClock will timeout with inactivity. The following message appears with time in seconds left until automatic logout.

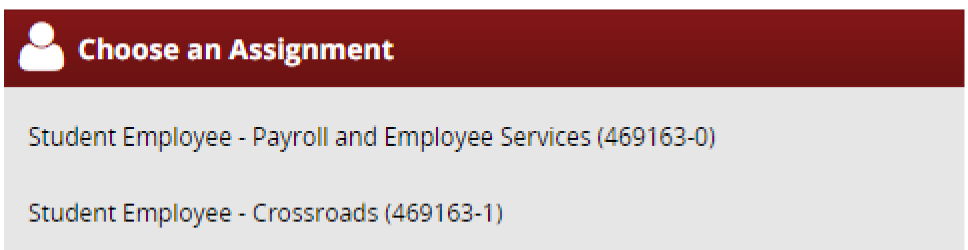


The Time Entry Window

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.***



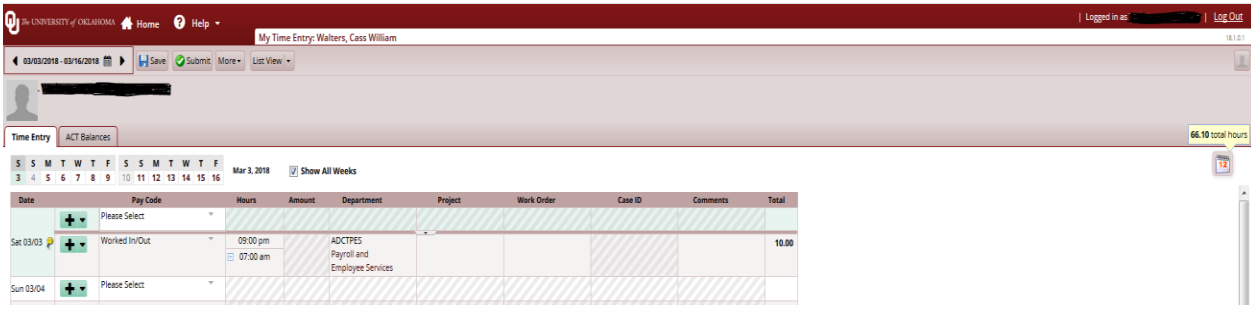
If you currently have multiple active appointments, you will need to select which timesheet you are wanting to access:



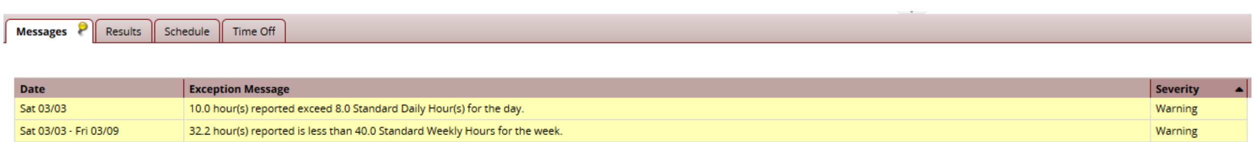
The time entry window provides the options necessary for completing time entry. From this window, depending on your role, you can perform one or more of the following tasks:

- 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

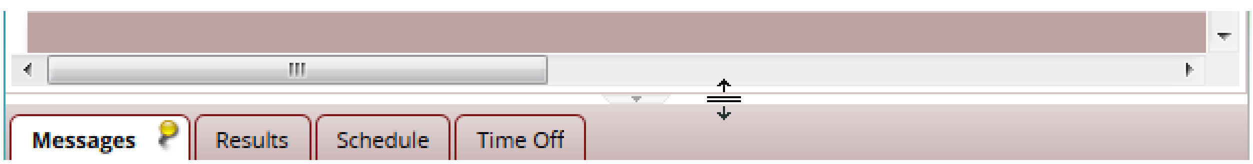
The following is an example of an employee time entry window. The exact appearance of the timesheet varies according to your Workforce configuration.



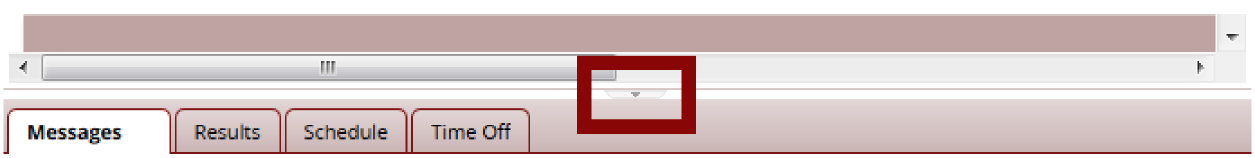
In most configurations, the top panel displays the Timesheet tab while the bottom panel includes tabs for **Messages, Results, Schedule, Time Off,** and more.



Notice the following user interface features:



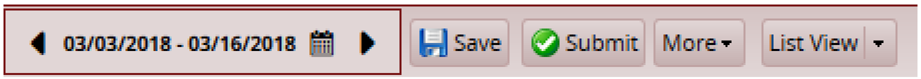
- Hover the pointer on the line separating the panels to activate the “adjust height” control. Click and drag the line up or down to adjust the relative height of the panels.
- Click on the arrow to hide the bottom panel. Click it again to display it.

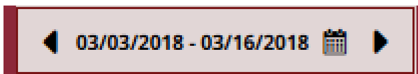
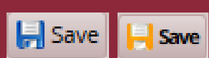
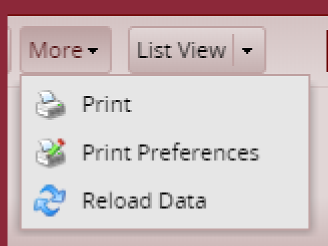
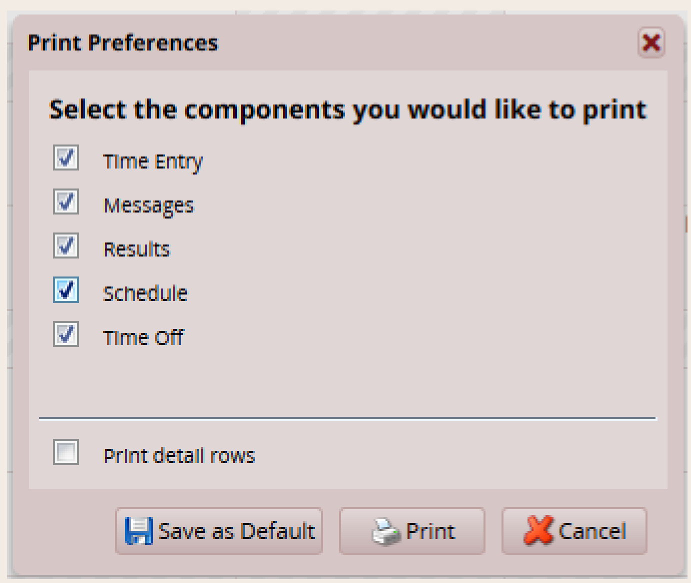


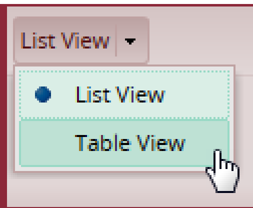
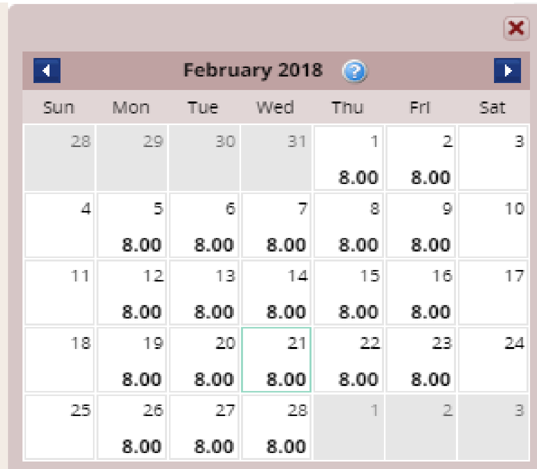
- Use the scrollbar to access parts of the timesheet which are not currently visible.

Function Buttons

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



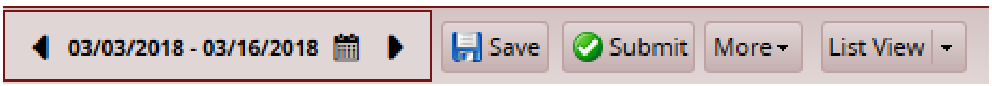
Button	Button Name	Function
	Period Selector	Selects the pay period to view. Click the calendar icon to access a pop-up calendar from which to select a Pay Period.
	Submit	Sends your completed timesheet to your manager for approval.
	Save	Saves your timesheet data. This is typically done every time you 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.

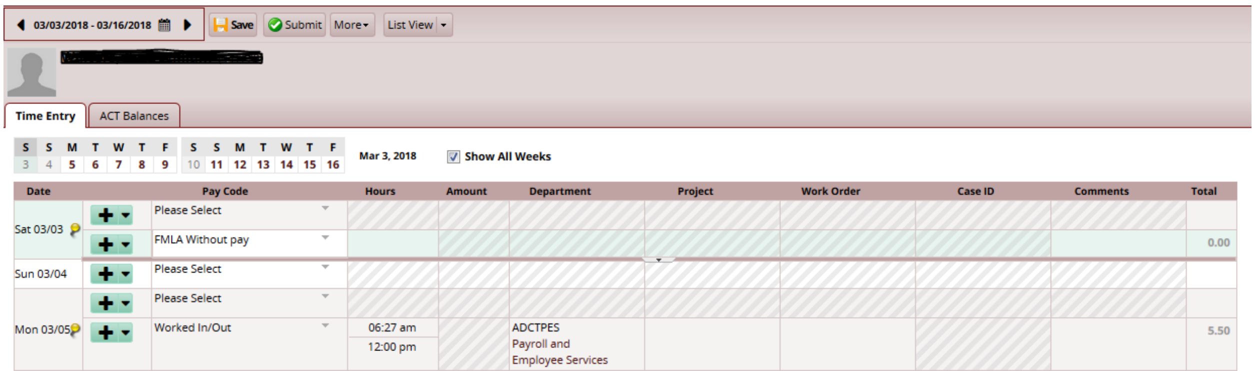
Timesheet Views

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

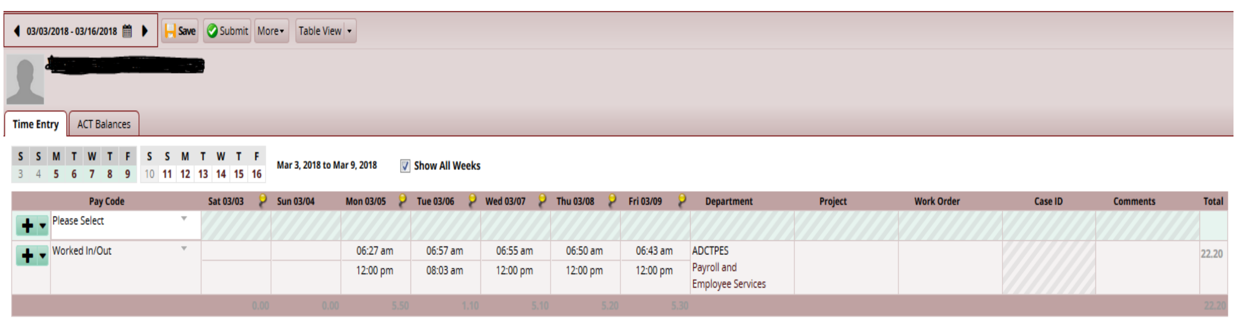
The List View is the default view; it displays the days in the selected Pay Period as a list.



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

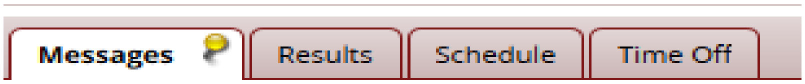
The Table View eliminates the need to enter repetitive information for each entry on your timesheet. For example, instead of selecting a pay code for each day, you can enter this information once in Table View and simply enter hours for each day of the Pay Period.



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:

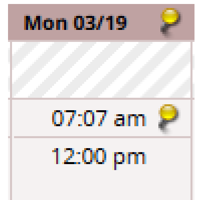
- **White**: No exceptions or only informational messages present
- **Yellow**: Warnings present
- **Red**: Errors present

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

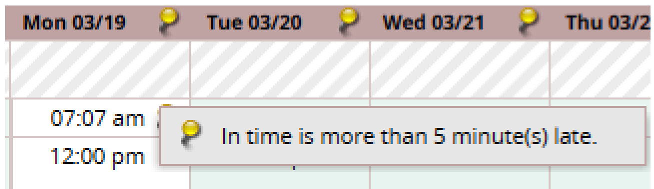
The rank of severity codes, from highest to lowest, is as follows:

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**	

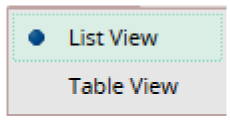
- You can sort the data according to any column. By default, the data is sorted by **Work Date**. Click a column title to display the sorting arrow and sort in increasing order. Click it again to sort in decreasing order. All columns can be sorted.
- Click and drag the line separating two columns to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

Basic Time Entry

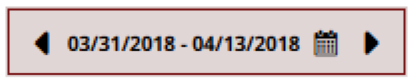
To enter time into timesheets, follow these steps.

1. From the Home Screen, select the **My Timesheet** link to open your timesheet.

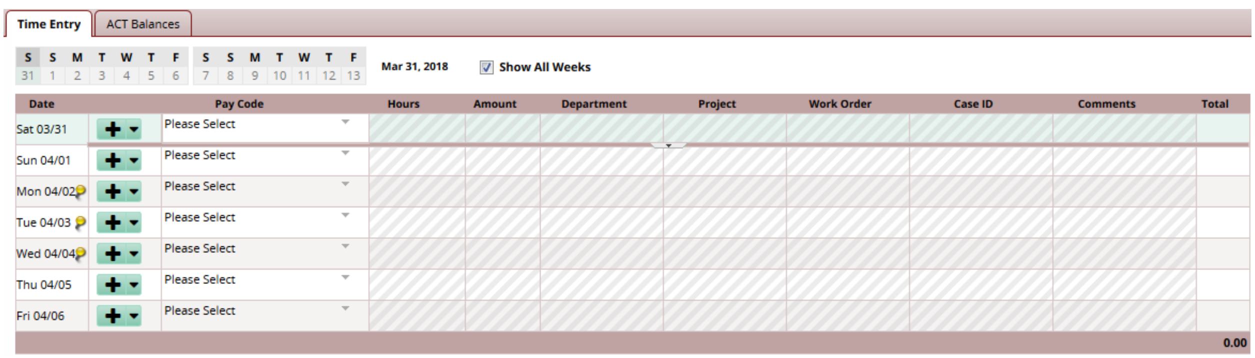
2. Display the body of your timesheet using the default view or the view of your choice.



3. Ensure that the correct pay period displays.



4. Click anywhere in the row in which you want to enter or modify time.



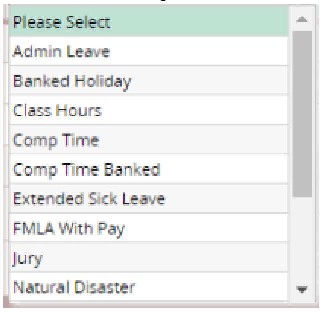
5. Record your time and attendance information (see *Entering In/Out and Elapsed Time* below).

6. Click **Save** after every timesheet change.

Entering In/Out and Elapsed Time

A pay code is the category to which your hours are assigned. Different categories of employees have access to different pay codes.

1. Click in a **Pay Code** cell to see the drop-down list of pay codes you can access.



If a pay code cannot be modified, it will appear with a shaded grey background and the cursor will change into a “Stop” symbol when placed over that row:

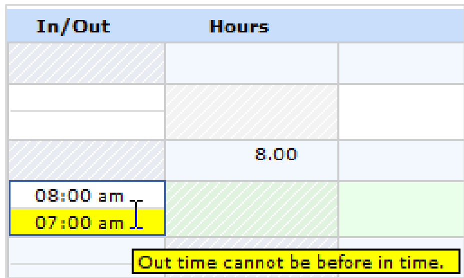
> *Note: A **Pay Code** is the category to which your hours are assigned. Different categories of employees have access to different pay codes.*

2. Select a pay code. Enter the time in the **Hours** column.
   - For pay codes associated with elapsed time (if applicable), simply enter the number of hours. For example: Paid Leave Unscheduled, comp time, etc.

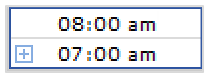
   - For pay codes associated with In/Out times, enter the In time on the first row of the **Hours** column and the Out time on the second row.
     - In/Out times can be entered in a variety of ways, for example:
       - Enter “5” on the first row and click outside the cell. The system will interpret the time as 5 a.m. and enter it on the timesheet in the correct format.
       - Enter “***X***p” (where ***X*** is a number from 1 to 12) to enter p.m. times.
       - 5 p.m. can also be entered as “17”.

> *Note: Paid leave scheduled is automatically entered on the timesheet once the manager approves the request through the Request Time Off function.*

- The system prevents you from entering out times that are before in times or in times that are after out times. The system will highlight the error and display a warning message:

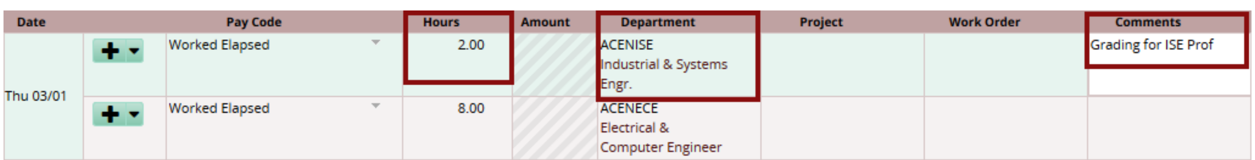


- For shifts which start on the previous day, type in "**-**" (the minus sign) before the time; for shifts that end the next day, type in "+" (the plus sign).



Monthly employee paid by supplemental payment

If you are a monthly paid employee that does work for another department and they pay you with a supplemental payment on the monthly payroll, you will need to enter the elapsed hours that you worked on your timesheet, select the department you did the work for and add a comment that explains what the extra work was.



Date		Pay Code	Hours	Amount	Department	Project	Work Order	Comments
Thu 03/01		Worked Elapsed	2.00		ACENISE Industrial & Systems Engr.			Grading for ISE Prof
		Worked Elapsed	8.00		ACENECE Electrical & Computer Engineer			

Activity Tracking

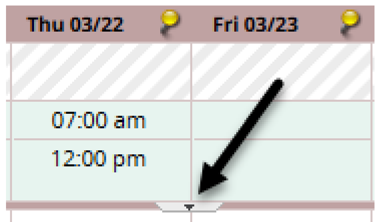
If you perform separate tasks, you can differentiate the hours worked as long as your department has requested this functionality for your area. In Workforce, Activity Tracking (sometimes referred to as "Labor Distribution" or "LD") is used to charge worked hours to labor categories. Fields are present on the timesheet for capturing Activity Tracking information. Employees may enter values directly in the fields or select from pull down lists. Entries are validated when saving the timesheet.

Department	Project	Work Order
ADAE Architectural & Engineering	13-07 Imhoff Road Reconstruction	

Comments Field

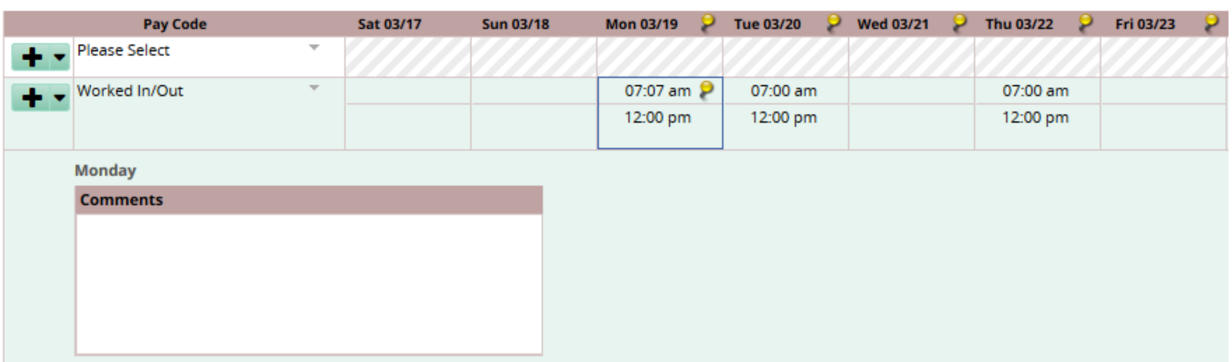
Use the **Comments** field to enter additional information related to a particular time entry. Click the field to enter text.

In the **Table View**, the comments are accessible for a selected row by clicking the arrow.

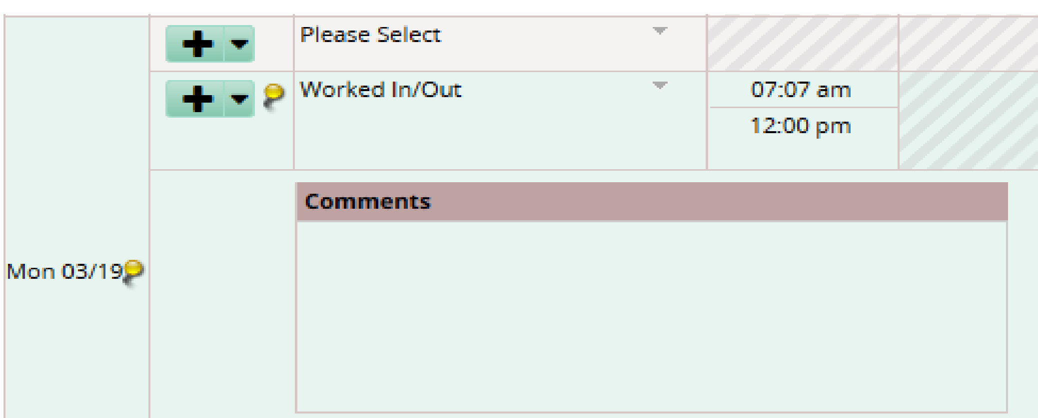


Another method of accessing the Comments field is to press Shift + Enter. This hotkey toggles the field open and closed.

The **Comments** field in **Table** view:



The **Comments** field in **List** view:



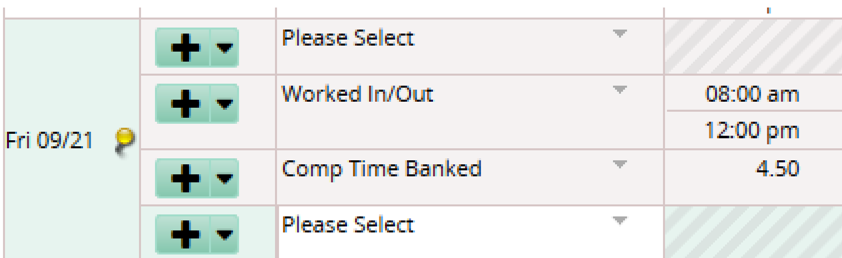
Comp Time vs Overtime

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

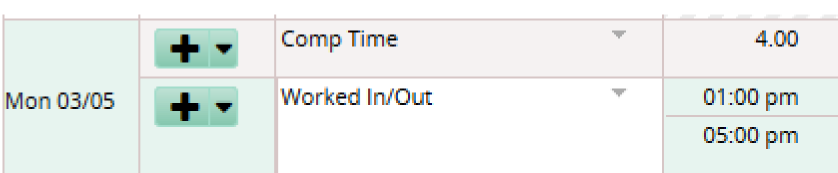
2. Add a new row to Friday of that week and select pay code Comp Time Banked and enter the number of hours in the exception message.



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 (check box 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. Comp time to be banked must be approved/acknowledged (check box checked) by the manager for the time to accrue into their bank. If the manager does not approve, the hours are paid as overtime.

Using Banked Comp Time

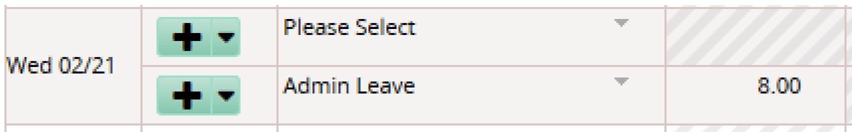
1. To Enter banked comp time, select the pay code Comp Time and enter the number of hours taken.



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

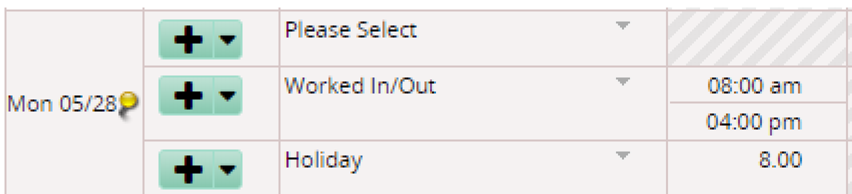
Holiday and Administrative Leave

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.

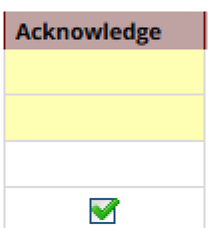


If you are required to work over a Holiday, depending on your departmental policies, you can bank the Holiday hours on your timesheet to use at a later date.

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

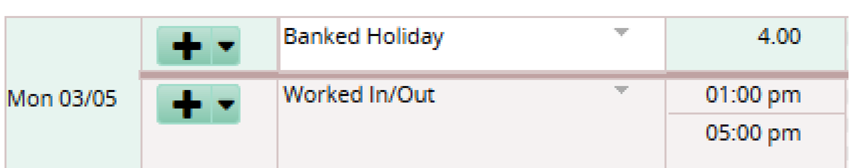


2. After adding daily time entry you will be prompted in the “messages” tab to acknowledge the time transfer to your Holiday leave bank. Check the Acknowledge box and save the timesheet, if you do not check the message and save your timesheet you will be paid in addition to your holiday hours and the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



Using Banked Holiday Time

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

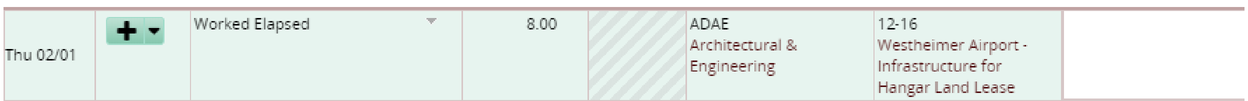


Other Timesheet Tasks

Time Record Favorites *(For Reporting Projects)*

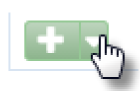
Time Record Favorites allow you to insert a pre-defined time record into your timesheet in order to save time. Instead of entering each part of a time record every time you need to enter the information on a timesheet, you can create a favorite, which enters a combination of information all at once.

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

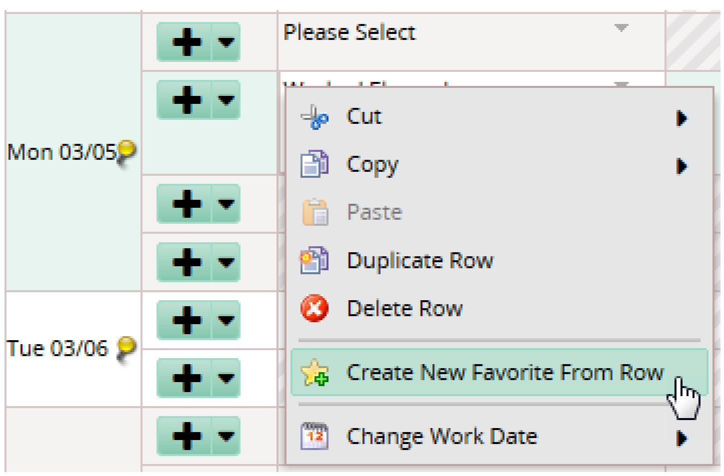


The Time field cannot be pre-defined in a favorite. You must directly enter hours on the timesheet after applying a favorite.

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



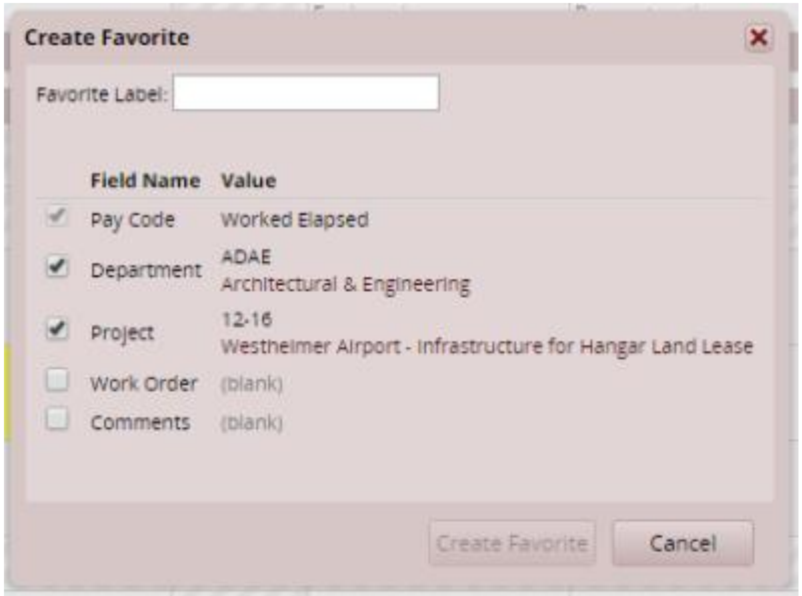
3. Select **Create New Favorite From Row**.



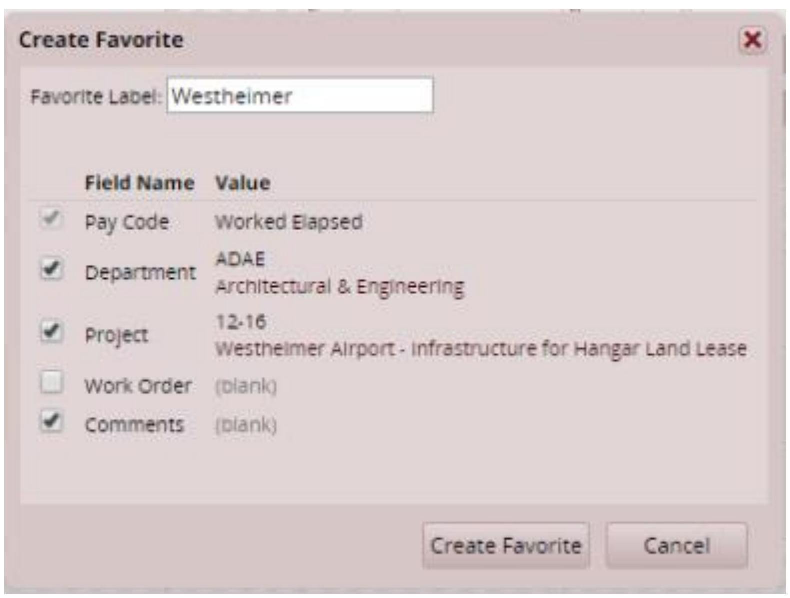
   The **Create Favorite** window appears, listing the values of the various fields on the time record.

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.



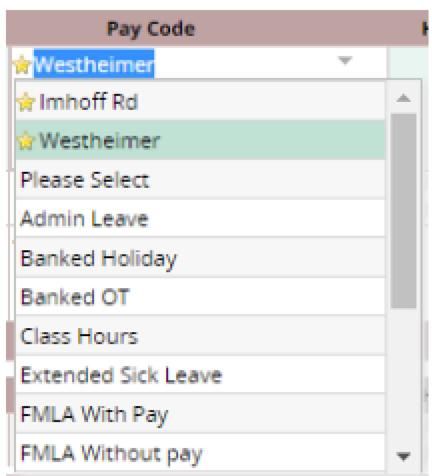
A pay code must always be part of a favorite, since this field is mandatory for any time record.

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.

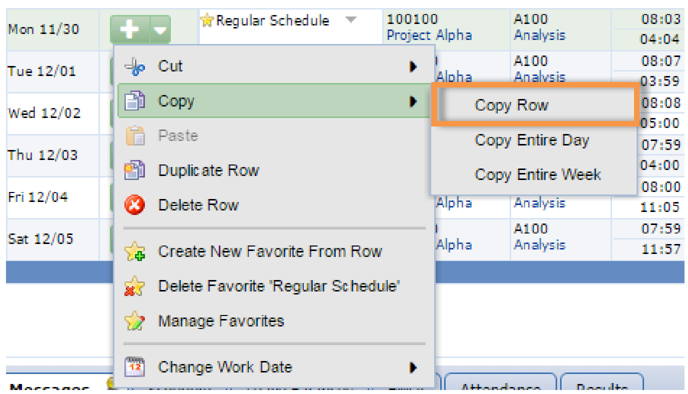
Reusing Timesheet Data

Copying Data

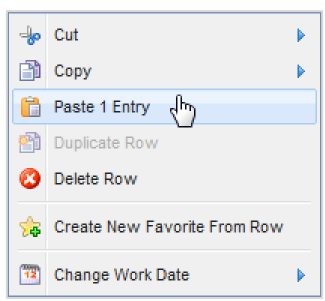
1. Click the drop-down arrow next to the green plus sign that represents the **Insert** icon.

2. Select **Copy**, and one of the following:

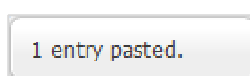
- **Copy Row**
- **Copy Entire Day**
- **Copy Entire Week**



Navigate to where you want to paste the copied information. From the drop-down arrow next to the Insert icon, select **Paste 1 Entry**.

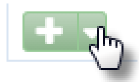


The Paste event is acknowledged.

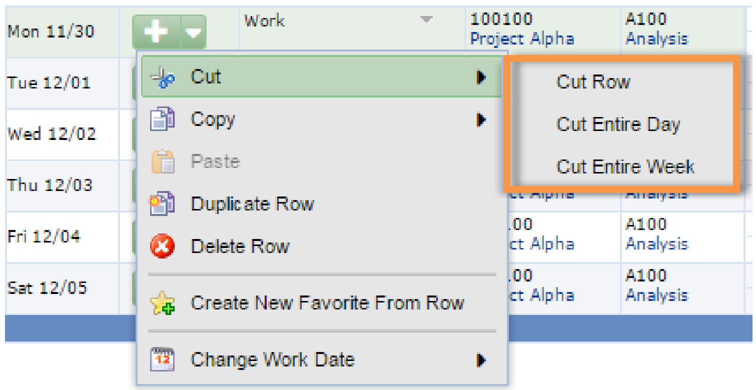


Cutting and Pasting Data

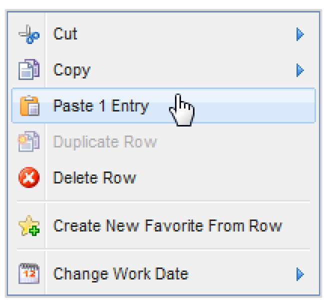
1. Click the drop-down arrow next to the **Insert** icon.



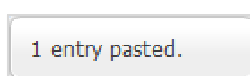
2. Select **Cut**, and one of the following:
   - **Cut Row**
   - **Cut Entire Day**
   - **Cut Entire Week**



3. Navigate to where you want to paste the cut information. From the drop-down arrow next to the Insert icon, select **Paste 1 Entry**.



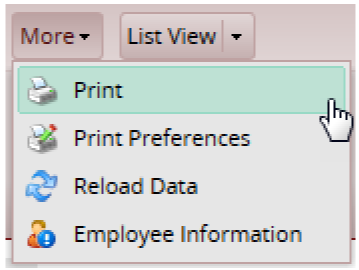
The Paste event is acknowledged.



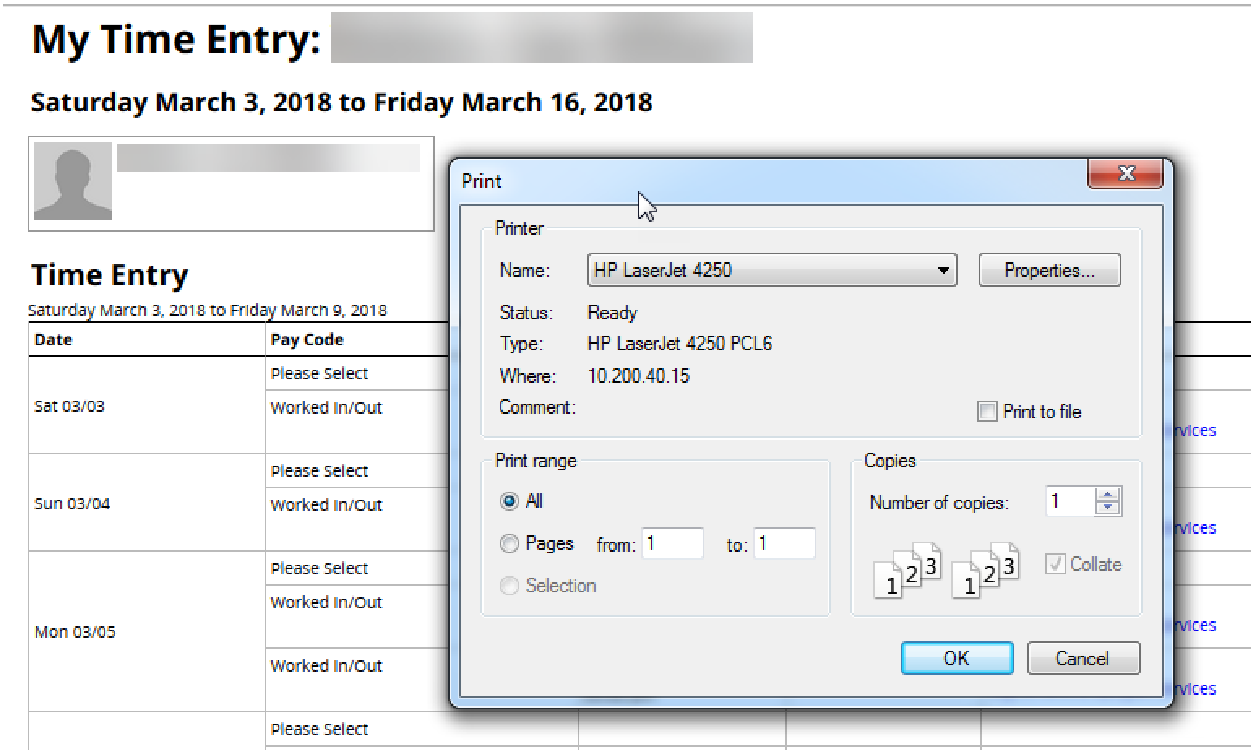
Printing the Timesheet

You can print the information from all of the tabs in your **Time Entry** window.

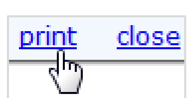
1. In the **Time Entry** window, click the **More** button and select **Print**.



A **Print Preview** window and **Print** dialog box appear.



If the Print dialog does not open, click the **Print** link in the upper right area of the **Print Preview** window.



2. Select your print options and click **OK**.

3. Click the **Close** link to close the **Print Preview** window.

Amending Timesheets

Based on your configuration, employees can amend, or change timesheets after they have been approved by a manager. Amended timesheets must be approved by a manager (or Payroll) in order for them to be included in end of period processing and, therefore paid.

Your system configuration determines the number of pay periods in arrears you can view. Any changes you make must be approved by your manager to be considered for recalculation. Your system configuration may also require your approval, but submitting the timesheet will most likely be sufficient.

Any changes made to a timesheet for which you have already been paid will cascade through all timesheets up through the current pay period. The difference will be applied to your current pay and bank balances.

If you amend a past timesheet to account for a vacation day that you entered as a workday, then that change – because it affects your vacation bank – is used to recalculate your bank balances for each successive timesheet up through the current pay period.

1. To amend a closed timesheet, use the **Pay Period** icon to select a prior pay period.
   If the timesheet can be amended, an **Amend** button appears in the functions toolbar.

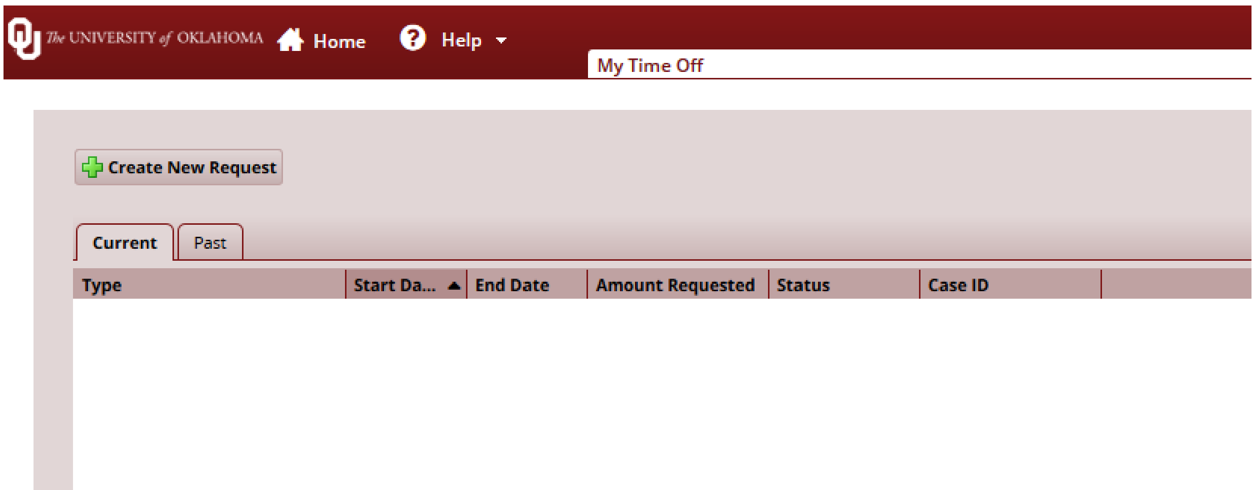
2. Click **Amend** to access your prior timesheet for editing.
   Your prior timesheet will contain the time and attendance information you originally submitted.
3. Make your changes to the prior timesheet.
4. **Save** and **Submit** your amended timesheet.

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

Requesting Time-Off

You can submit time off requests, track the status of your requests, and view the history of past requests using the **My Time Off** function. When employees request time-off, an e-mail is sent to notify the manager that a request was made.

1. From the Home Screen, select **Actions** ➔**My Time Off**.
   The **Request List** window appears.

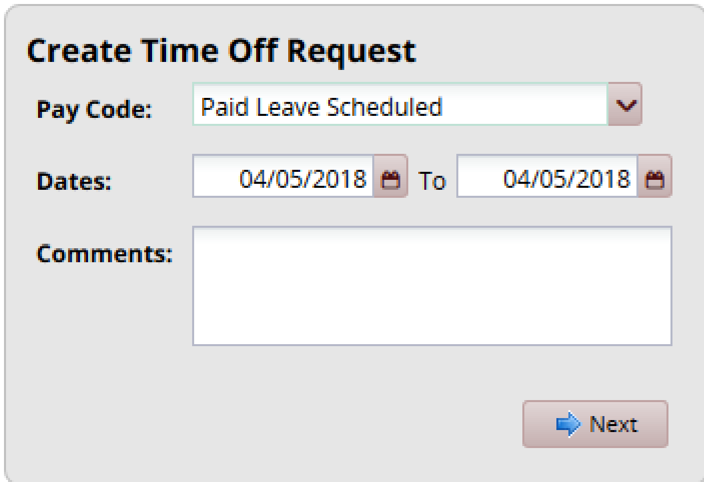


If you have multiple assignments, Time Off Request first displays the list of assignments and you must select the assignment into which you are requesting time.

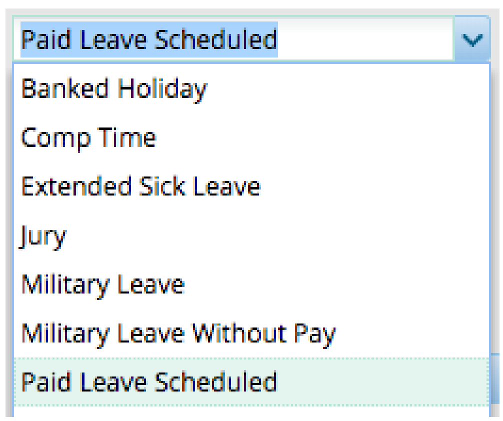
2. Click **Create New Request**.

3. Review the types of leave and select the appropriate group of time that you are requesting by clicking Continue.

The **Create Time Off Request** window appears.

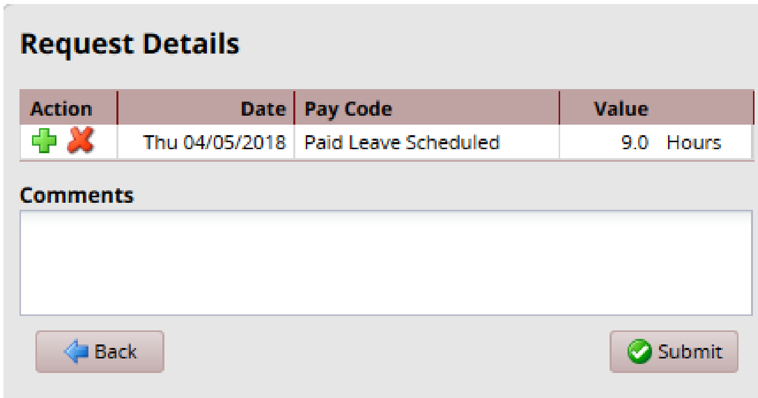


4. Choose the type of time off from the **Pay Code** drop-down list.



Note: Banked Holiday or Comp Time hours must be used before Paid Leave can be taken.

5. Enter the day on which you want to begin your time off in the **Start Date** field, or click the Calendar icon on the right of the date field to display a calendar from which you can choose the date. Ensure that the **Start Date** is today's date or later.
6. Enter the day on which you want to end your time off in the **End Date** field, or use the **Calendar** icon.
7. If necessary, enter a note to accompany your request in the **Comments** field. Caution: Comments are accessible by everyone and should be office appropriate.
8. Click **Next** to display the details of your time off request.
   The **Request Details** window appears. The hours request defaults to the scheduled hours for that day. You can modify the hours requested and also select another pay code from the **Pay Code** column.

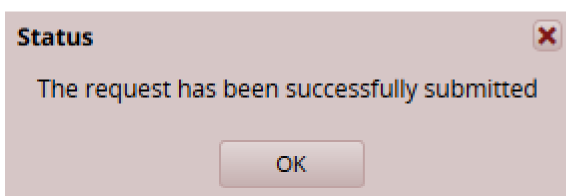


9. Click the **Insert** icon in the **Action** field of a row to add another row for that day, select the Pay code and enter the hours for that type. Remember to adjust the other hours for that day accordingly, if necessary.

10. If exceptions prevent you from submitting the request, do one of the following:

    - Click the **Back** button to return to the previous window and make a different selection, or
    - Reduce the hours selected by the clicking the **Delete** icon in the **Action** field of a row to remove the hours from that row, and then click the **Update** button.

11. If no exceptions prevent you from submitting the request, click the **Submit** button to submit your request. You are notified of a successful submission.



Click **OK**. You are returned to the **Request List** window. Your new request appears in the **Request List** window as **Pending**. A request email is sent to your manger.

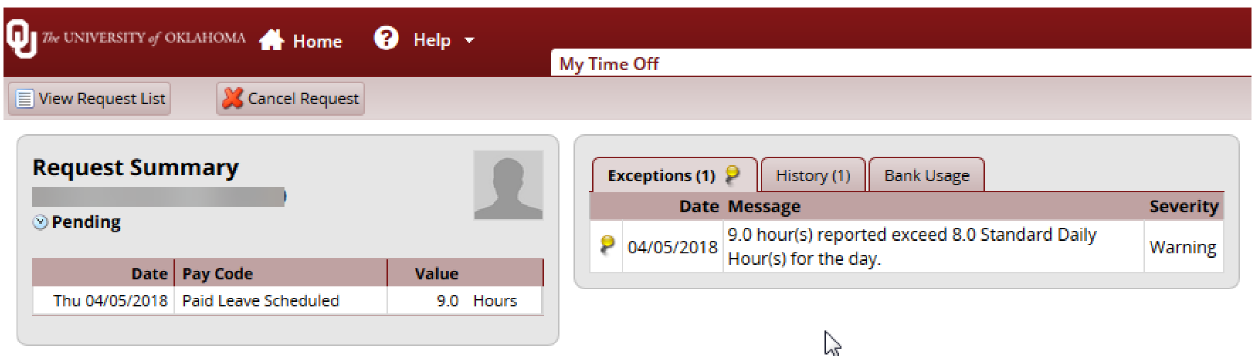
When your manager approves the Time-Off Request, the requested time posts to your timesheet as time off. You receive an email message when your manger approves or rejects your request.

If you do not have enough leave in your bank to cover the time off requested, the system will notify you some days will be without pay. **Submitting the request is acknowledgement that your pay will be reduced by the overage.**

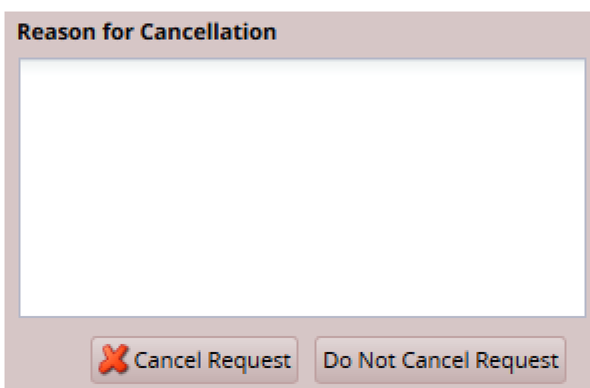
Cancelling a Time Off Request

You can cancel a time off request before or after it has been approved.

1. Go to **Schedules ➔ My Time Off**.
2. Select the **Current** tab.
3. Select the respective time off request.
   The **View/Cancel Time Off Request** window appears listing the details and history of the request.
4. Click **Cancel Request** button to withdraw your request.

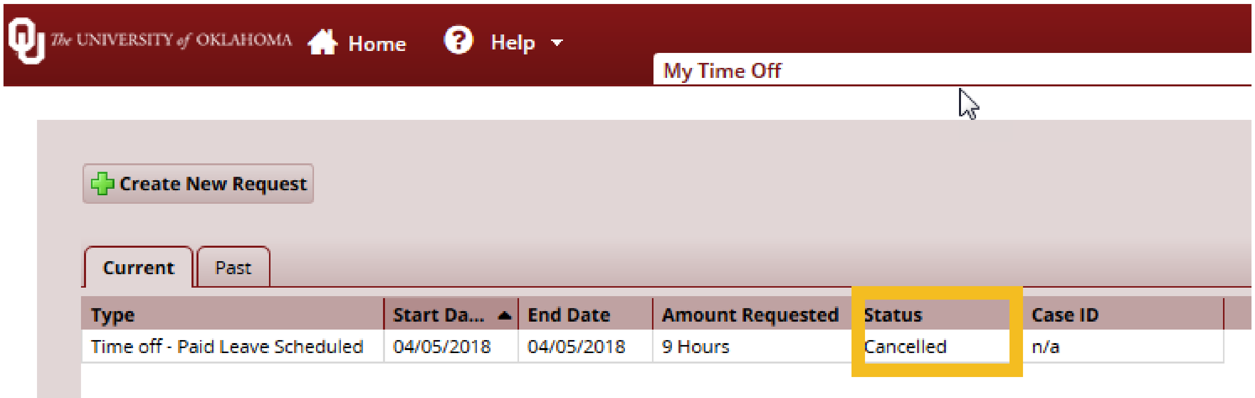


The **Reason for Cancellation** window appears. Enter your reason for cancellation, if necessary.



5. Select **Cancel Request**.

   The **My Time Off** window appears again, showing the status of the request as cancelled.



An email message is sent when a time off request is cancelled. The following table shows when the e-mail is sent, who will receive it, and the content of the message.

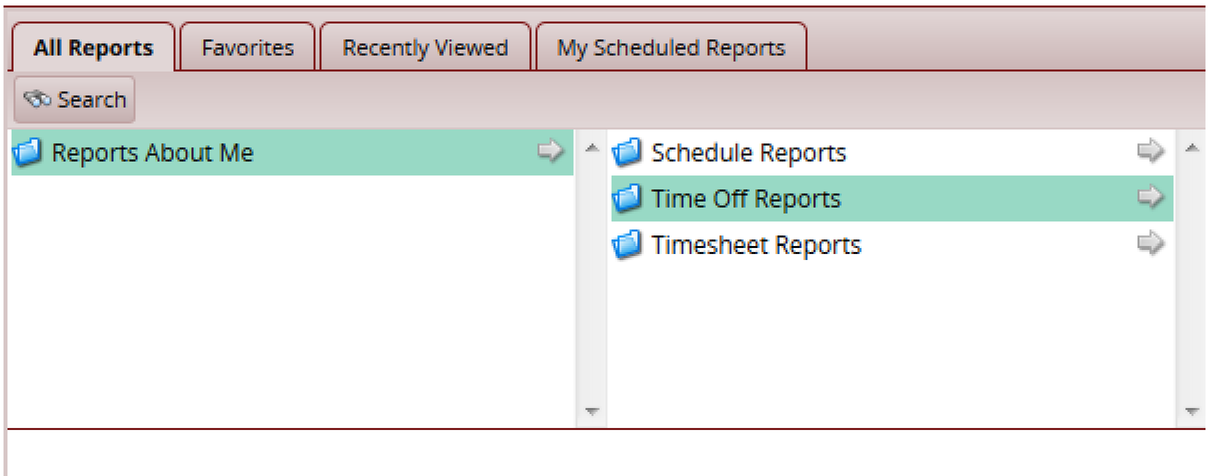
Table 1: Cancelled Time Off Request Emails, Triggering Events and Recipients

Event triggering email	Day and time to send email	Recipient(s)	Message
Time Off Request – Pending	Submission of time off request	Supervisor and Delegates	"*Employee Name*" has requested time off. Please review.
Time Off Request – Approved	Approval of time off request	Employee	Your time off request has been approved.
Time Off Request – Rejected	Rejection of time off request	Employee	Your time off request has been rejected.
Time Off Request – Cancelled	Submission of time off request	Supervisor and Delegates	"*Employee Name*" has cancelled his or her request for time off.

Generating Reports

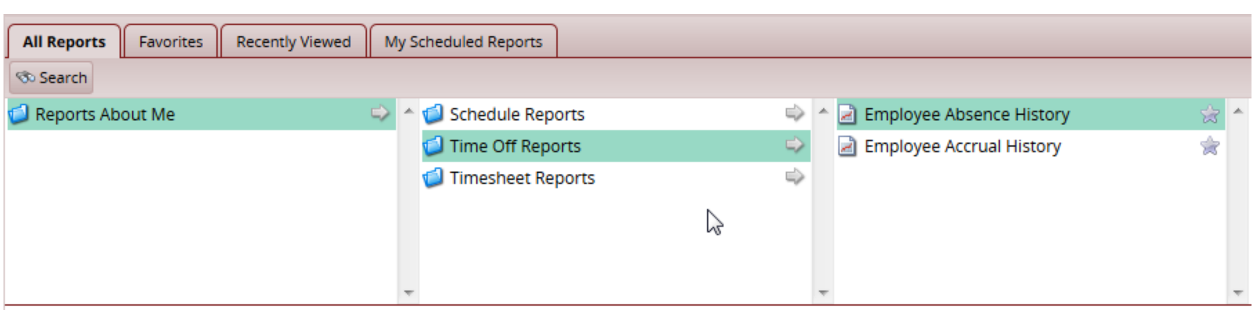
Workforce supports report generation for employees and managers. Employees can access general reports to view timesheet information for a certain period, roles delegated to them, time spent by project, or comments on timesheets.

1. To generate a report: from the Home Screen, click **View Reports**.
   A list of report categories appears.

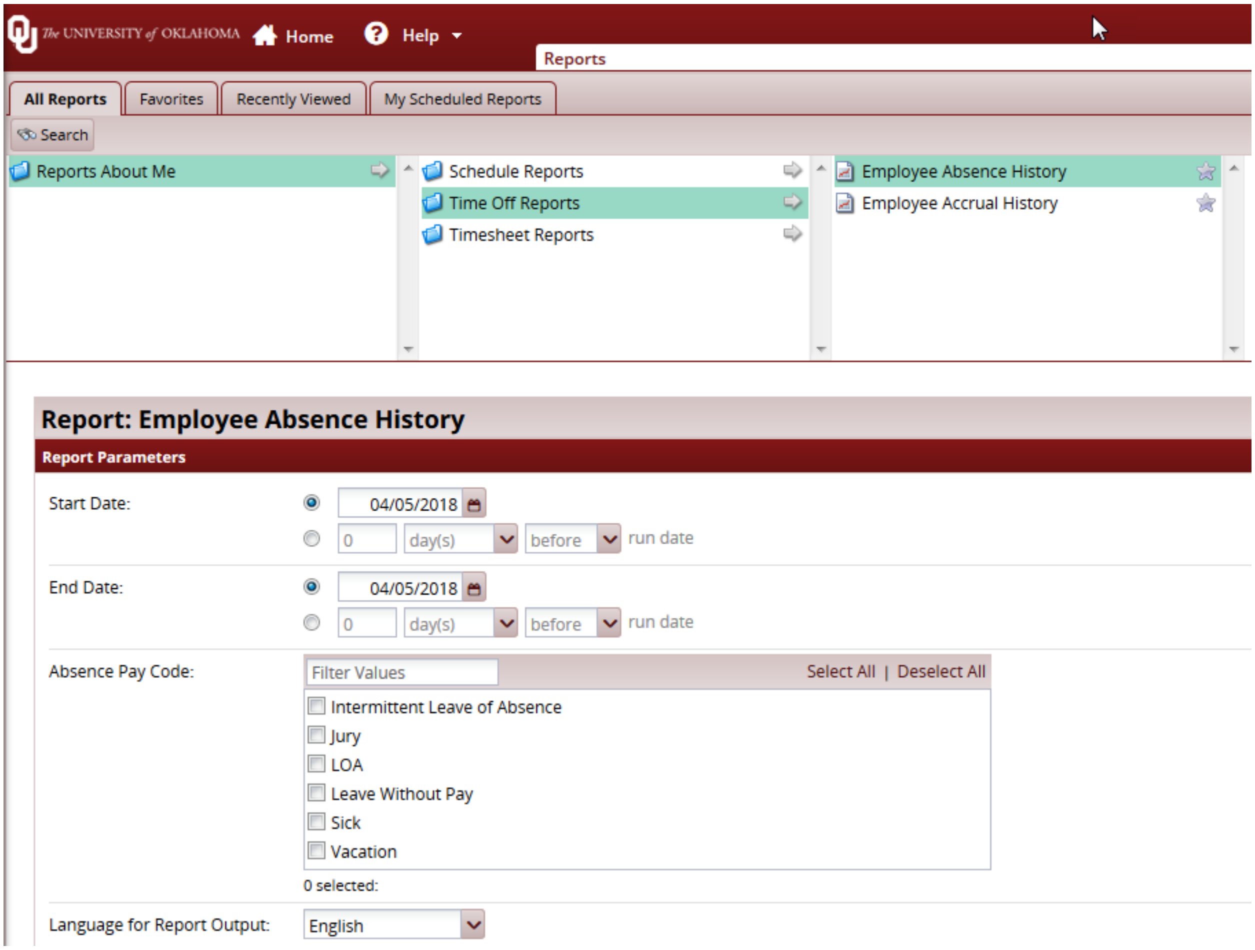


2. Do one of the following:
   - Select a report category to display the respective reports
     or
   - Search for the report by entering the name or part of the name of the report in the **Search** field. Reports with the search criteria in their name appear in the **Search Results** pane as you type.

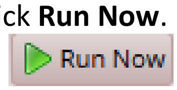
3. Click the name of the report you want to generate.



A second pane appears in which you specify report criteria.



4. Complete the respective fields and click **Run Now**.



5. Select your preferred output format:

- **Excel** to view/print the report as a *Microsoft Excel* spreadsheet.
- **HTML** (the default) to view the report in the browser window as a Web page.
- **PDF** to view/print the report in *Adobe Acrobat* PDF format.
  Adobe Acrobat Reader is required to view this format. The Reader is available at: http://get.adobe.com/reader/.

6. Click **Run Now** to generate the report.

The following figure shows a sample report in PDF format.


The UNIVERSITY of OKLAHOMA

Employee Timesheet for Period Ending on 03/02/2018

Standard Product

Employee	Assignment	Timesheet Version	Work Date	Pay Code	In Time	Out Time	Hours
		0					
			02/20/2018	Holiday			8.00
			02/21/2018	Admin Leave			8.00
			02/22/2018	Admin Leave			8.00

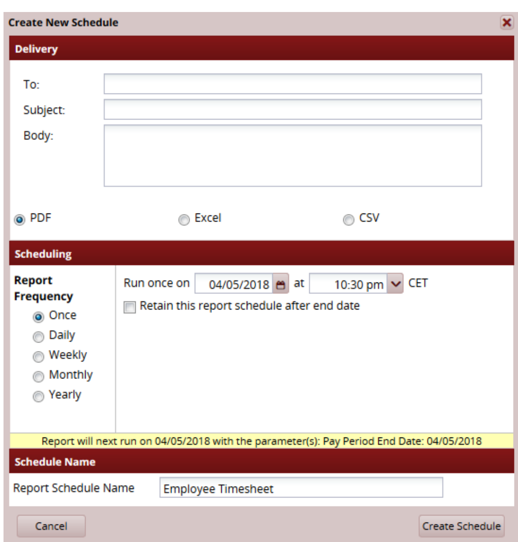
Data from an amended timesheet will not be included in reports unless the amended timesheet has been approved or approved and locked.

Scheduled Reports

A scheduled report runs on a schedule that you define.

1. Open the Reports window and select a report.
2. Click the Schedule button at the right of the report toolbar.

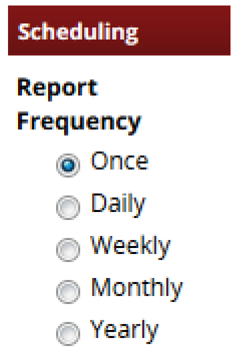
3. A window similar to the following appears:



4. In the Report Parameters area, use the controls to specify dates, employee ID or name, report language, and other items.

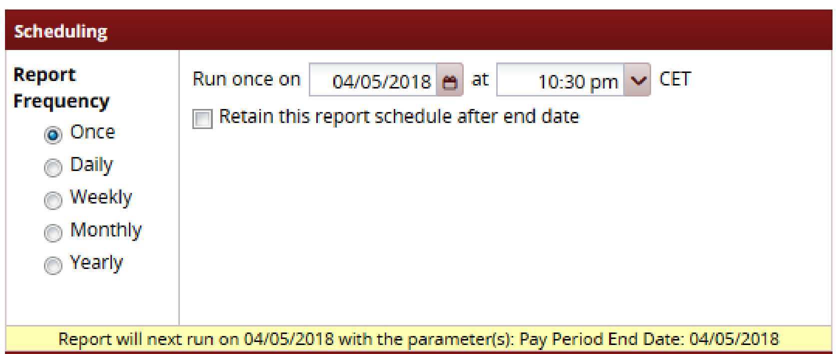
5. The report schedule name can be changed in the **Report Schedule Name** field.

6. In the Scheduling area, use the controls to specify the frequency on which the report is to run:

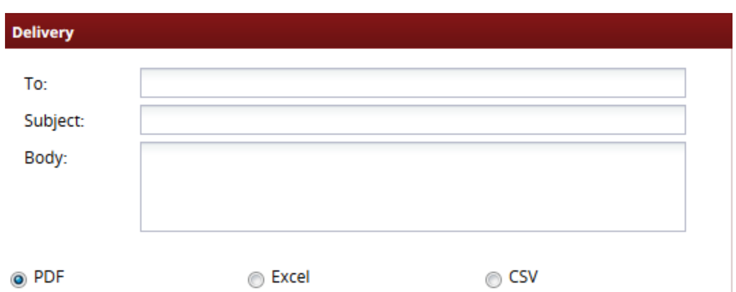


7. A start date is required, but the end date can be left open-ended by selecting the No end date checkbox.

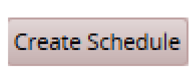
8. A message appears in yellow at the bottom of this area to verify the options selected.



9. In the Delivery area, use the controls to specify the means of delivery. The sample shows that a PDF of this report will be sent to an email address.



10. Click the Create Schedule button.

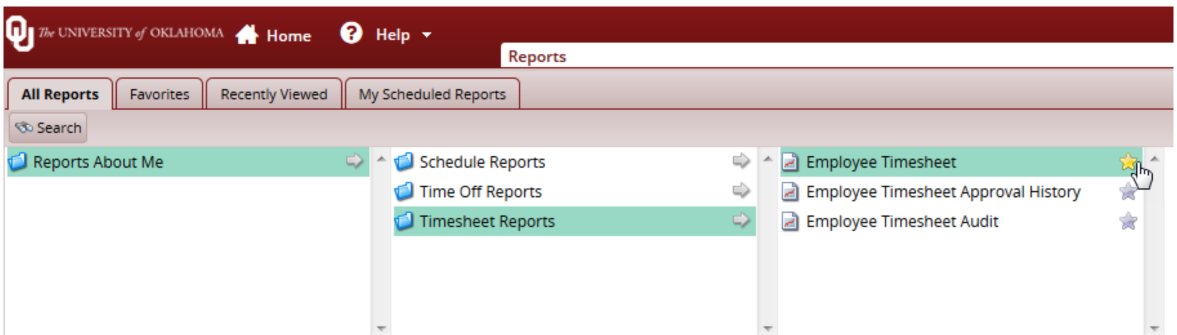


Report Favorites

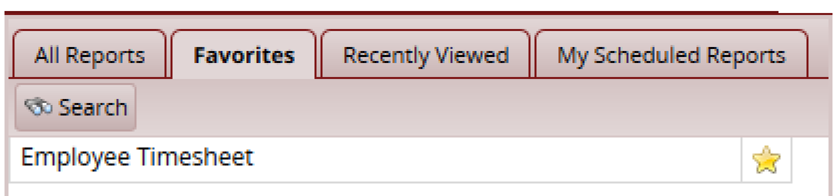
Report favorites give you quick access to frequently run reports by letting you store those reports in a top-level folder. You have the ability to specify and store your own report favorites.

Creating a Report Favorite

1. From the Home Screen, select **View Reports**.
2. The **Report** window appears.
3. Navigate to and select the report you want to designate as a favorite.
4. Click the **Favorites** icon (the star). The star color changes to yellow.

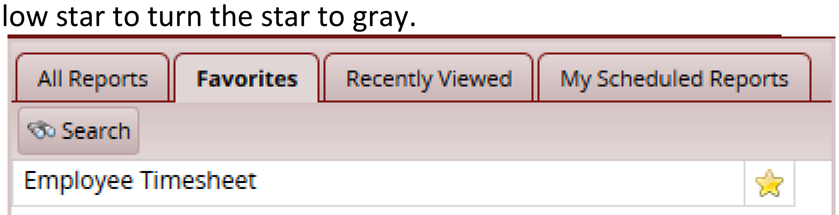


The report is now listed in the **Favorites** tab.



Removing a Report Favorite

1. To remove a report favorite, highlight the report name to be removed from the Favorites tab.
2. Click the yellow star to turn the star to gray.



3. The report is removed from the **Favorites** tab and the star icon turns gray.

4. The report is still available under the **All Reports** tab.

Conversion Chart

The below conversion chart is used for all timesheet calculations. The time conversions may be different than what you are used to.

NOTE: The following chart must be followed in converting all fractional hours from minutes to tenths for entry of time on the hourly time record. Fractions of an hour less than 6-minutes do not count.

Minute	Tenths	Minute	Tenths	Minute	Tenths
01	.0	21	.4	41	.7
02	.0	22	.4	42	.7
03	.0	23	.4	43	.7
04	.0	24	.4	44	.7
05	.0	25	.4	45	.8
06	.1	26	.4	46	.8
07	.1	27	.5	47	.8
08	.1	28	.5	48	.8
09	.2	29	.5	49	.8
10	.2	30	.5	50	.8
11	.2	31	.5	51	.9
12	.2	32	.5	52	.9
13	.2	33	.6	53	.9
14	.2	34	.6	54	.9
15	.3	35	.6	55	.9
16	.3	36	.6	56	.9
17	.3	37	.6	57	1 hour
18	.3	38	.6	58	1 hour
19	.3	39	.7	59	1 hour
20	.3	40	.7	60	1 hour

Note: Time entry rounds based on each completed in/out punch enter to define time totals throughout a workday, time in excess of a whole hour is measure using the chart above.

Example: An employee returns from lunch at 11:26am and finishes for the day at 2:27pm. The total time would equal 3.0 hours worked after the lunch break.

11:26a – 12:00p = 34 minutes
12:00p – 2:00p = 120 minutes
2:00p – 2:27p = 27 minutes

Total time logged after lunch = 181 minutes = 3 hours and 1 minute:

Using the chart above any time between 01 minute and 05 minutes registers as a 0.0; therefore, the total time after the break is **3.0** hours.