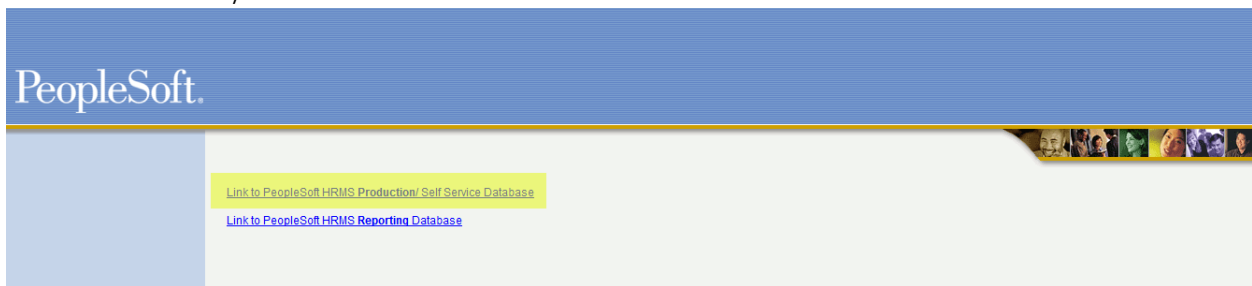


## To update Employees' Time/Travel Approvers and/or Time Reporting on ePAFs

*Effective May 2, 2018 there will be an addition to the Hire and Edit Existing Job ePAF form types where you will now be required to assign a Time Supervisor for all employee types and a Travel Supervisor for all employee types except hourly Student Employee titled jobs.  
This information should be distributed to all ePAF preparers in your department.*

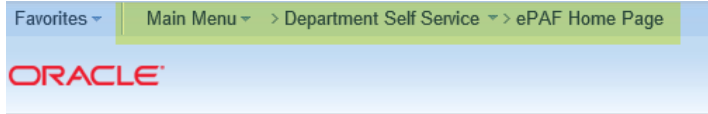
**Step 1:** In your browser window, type hrms.ou.edu. Once on the site, select 'Link to PeopleSoft HRMS Production/Self Service Database':









**Step 2:** Sign into PeopleSoft Self Service using your OU Net ID and password:





**Step 3:** Once you are signed into the HRMS PeopleSoft system, navigate to OU Main Menu> Department Self Service > ePAF Home Page and select “Start a new ePAF” then choose either the “Hire an Employee” or “Edit Existing Job” form link.






## Electronic Personal Action Form (ePAF) Home Page

-  [My Worklist](#)  
Work the items that have been routed to you.
-  [Start a New ePAF](#)  
Start a new ePAF, which will then be routed to the appropriate approvers.
-  [Resubmit, Change or Withdraw an ePAF](#)  
Make changes to an ePAF that has been recycled or needs to be updated. Only forms that have not had final approval or have not been processed into the system will be accessible.
-  [Evaluate an ePAF](#)  
Participate in the approval process for an ePAF. This link allows you to search for the ePAF you want to evaluate.
-  [View Employee History](#)  
Use this link to view the ePAF history for an employee.
-  [View Employee Assigned Training](#)  
Use this link to view the assigned training for an employee.

 **Hire an Employee**  
Use this form to hire a new employee into your department, or to add an additional job for an employee that already works in your department.  
[Hire an Employee](#)

 **Edit Existing Job**  
Use this form to edit the job of an employee currently working in your department.  
[Edit Existing Job](#)

-  **Change Employment Status**  
Use this form to submit a termination, retirement, leave of absence or return from leave.  
[Change Employment Status](#)
-  **Add Additional Pay**  
Use this form to add an additional/supplemental pay for any monthly employee with a current appointment.  
[Add Additional Pay](#)
-  **Add Ad Hoc Training Assignment**

**Step 4:** Enter the Empl ID of the employee you are wanting to review/update OR search by Last Name. Once you've selected the appropriate form type and entered the effective date and position data you will need to complete the following highlighted sections as detailed further below:

**Time and Travel**

\*Travel Supervisor Approver

\*Time Supervisor Approver

3  **Web Clock** - (this flag will be true for a user that will be punching in/out times via the webclock)

4  **Mobile Punch** - (this flag will be true for users who can punch in/out on a mobile device)

5  **Time Clock** - (this flag will be true for a user that will be punching in/out time from an actual time clock)

6  **Time Sheet User** - (this flag will be true for a user that will be entering their time directly on the timesheet)

**9/80 Schedule**

7  **9/80 Schedule** - (Employee has been approved by HR to work a 9/80 schedule)

1. Enter the emplid of the individual responsible for approving the employees travel request in Concur.
2. Enter the emplid of the individual's direct supervisor. This person will be responsible for approving the employee's timesheet in Workforce Software.
3. Select this option if the employee will use the on-line Web Clock in Workforce Software to 'clock in', 'clock out for lunch', 'clock in from lunch' and 'clock out at the end of day. If you select this option, the only other option you might selected is #4.
4. Select this option if the employee will use the on-line Web Clock or Time Clock and can also use a mobile device to clock in/out.
5. Select this option if the employee will us a departmental Time Clock to 'clock in', 'clock out for lunch', 'clock in from lunch' and 'clock out at the end of day. If you select this option, the only other option you might selected is #4.
6. The option for the employee to enter their time directly on the Workforce Software on-line timesheet. This employee can enter begin/end time or hours worked per day, time off, etc. **This option should be selected for every employee.**
7. This option can only be selected by Payroll and Employee Services. This option would be selected if the employee has been approved by HR and the department for the employee to work a 9/80 schedule.

Once changes are saved, the information will be sent as follows:

- Travel Supervisor changes will take up to three evenings to be updated in Concur.
- Time Supervisor changes will take up to two evenings to be updated in Workforce.
- Changes to how an employee can report time will take up to two evenings to be updated in Workforce.