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
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 “Xp” (where X is a number from 1 to 12) to enter p.m. times.
       - 5 p.m. can also be entered as “17”.

   ![Pay Code dropdown list](image)

   ![Example of Pay Code and Hours columns](image)
Note: Employees can only enter paid leave unscheduled on their timesheet. 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:

<table>
<thead>
<tr>
<th>In/Out</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>08:00 am</td>
<td></td>
</tr>
<tr>
<td>07:00 am</td>
<td></td>
</tr>
</tbody>
</table>

- 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Amount</th>
<th>Department</th>
<th>Project</th>
<th>Work Order</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu 03/01</td>
<td></td>
<td>2.00</td>
<td></td>
<td>ACSISE, Industrial &amp; Systems Eng.</td>
<td></td>
<td></td>
<td>Gradual for SE Prof</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8.00</td>
<td></td>
<td>ACENR, Electrical &amp; Computer Engineer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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.
<table>
<thead>
<tr>
<th>Department</th>
<th>Project</th>
<th>Work Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADAE Architectural &amp; Engineering</td>
<td>13-07 Imhoff Road Reconstruction</td>
<td></td>
</tr>
</tbody>
</table>
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:
<table>
<thead>
<tr>
<th>Mon 03/19</th>
<th>Please Select</th>
<th>Worked In/Out</th>
<th>07:07 am</th>
<th>12:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>