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
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.