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
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.