Manager 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
Amending Timesheets

Managers can amend timesheets for past pay periods for employees in assignment groups delegated to them. How far back in the past amendments are permitted is determined by your organizational rules and can differ by role.

- Data from amended timesheets are not included in reports unless the amended timesheet has been approved or approved and locked.
- Amended timesheets must be approved by a manager, or a higher role, to be included in end of period processing and paid.
- Any changes made to a timesheet that has already been paid will cascade through all timesheets up through the current pay period. The difference will be applied to the current pay and bank balances.

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

1. To amend a timesheet, click the Amend button for the timesheet in the pay period that needs to be modified.

   ![This timesheet was already processed. Press amend button to make changes.]

2. The timesheet opens for edits. Edit and Save the timesheet. The Other Versions button appears.

   ![Save ▼ More ▼ Other Versions ▼ List View ▼]

3. Click the Other Versions button. The Timesheet Versions window appears.

   ![Timesheet Versions window]
4. Click **View This Version** to display the original version of the timesheet.
5. Click **Compare To Open Version** to list the differences between the two versions. A pop-up window displays the results of the comparison.

![Timesheet Comparison Report](image)

6. After viewing the comparison, you can print the results, or close the window to return to the timesheet.

**Comp Time Banked & Amending Timesheets:**

**Please Note:** When amending a past timesheet in Workforce any **Comp Time** that has previously been banked and approved must be ‘re-acknowledged’ by a supervisor after the amendment has been made; otherwise, the previous banked comp time will be paid out as overtime and subsequent pay period leave bank balances will be updated respectively.

In addition, if an amendment increases or reduces the amount of hours worked - the previous ‘banked’ comp time will need to be updated in accordance to the new weekly total.
Rejecting Amended Timesheets

All timesheet amendments will remain on the 'Approve Timesheets' screen until approved and processed during an active payroll cycle.

When an amendment is 'rejected', the amended timesheet must be modified by the employee to correct the amendment for processing. When this is not an option the department may make the necessary changes to correct the amendment for processing; however, when doing so the department must retain sufficient documentation for why the change was not performed by the employee directly.

After the amended timesheet has been modified and approved changes to the original timesheet (if any) will be processed during the following payroll cycle and the amendment will no longer be shown on the Approve Timesheets screen.