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.

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

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

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