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
Working with Employee Timesheets

Editing Employee Time
The Manager Time Entry window enables you to:

- Edit employee timesheets
- View an employee’s time off balances and pay preview

1. Select Time Entry > Edit Employee Time in the dashboard. The Manager Time Entry window appears.
2. Select an assignment group if you have been delegated more than one group of employees.
3. Select an employee from that assignment group. The employee’s timesheet appears.

Editing the timesheet for an assignment in the Manager Time Entry window is the same as working in the Personal Time Entry window.

CAUTION: It is always recommended for a supervisor to return a timesheet to an employee and have the employee make the correction/change. There are some instances where the employee is unable to make the correction (ex. Time/web clock punches) and the supervisor must update the employee’s timesheet. In these instances, be sure to note in the comments why you are making the change and keep back up for your records.
Using Pay Codes
A pay code is an entry-type identifier required for every transaction recorded on a timesheet or schedule. Each pay code has an entry type such as amount, elapsed time, or in/out time. Managers may have access to certain pay codes which are unavailable to employees and can modify employee timesheets by selecting from a number of additional pay codes.

Pay codes such as vacation, paid leave scheduled or paid leave unscheduled will decrease time off banks.

1. Open an employee’s timesheet.

2. Select the needed pay code.

3. Enter the hours for the pay code or the elapsed time.
Entering Timesheet Details
The **Comments** field can be used to enter details about an infrequently used pay code to a timesheet entry or to enter any additional information related to a particular time entry. If a timesheet entry contains any details, a Comment Indicator appears in the field associated with the comment.

1. Click the small black arrow to expand and collapse the **Comments** field.

   An alternative method is to press the Shift and Enter keys at the same time.

   By default, when the **Comments** field contains data, the comment indicator and comment toggle are green. If the **Comments** field contains any invalid data, such as an invalid date format or too many characters, the comment indicator is red.

2. To hide the **Comments** field, click the small black arrow.
Exception Handling

An exception is a conflict noted between time and attendance information and the rules under which the timesheet is processed. Exceptions generate messages which appear in the Exceptions tab on the Time Entry window. Some messages are informational and require no action; others require a satisfactory resolution before the timesheet can be successfully submitted. Error level exceptions must be corrected before the respective time is paid.

The Exceptions tab presents exceptions. Each exception shows the:

- Date of the exception
- Exception message describing the problem
- Severity of the exception (Informational, Error, or Warning)
- Any action which may be required

If a time entry has a related exception, a color-coded exception pin appears which, when clicked, displays the Exception tab. The exception messages are also color-coded to identify the level of severity, and sometimes the system is configured to automatically send e-mail notification of the exception to you or another appropriate party. To view exceptions for a specific day, select the Filter exception by day checkbox.

- White: No exceptions or only informational messages present
- Yellow: Warnings present
- Red: Errors present

By default, exception messages are displayed in decreasing order of severity. The rank of severity codes, from lowest to highest, is as follows:

<table>
<thead>
<tr>
<th>Severity Level</th>
<th>Field Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Least Severe</td>
<td>No Exceptions</td>
</tr>
<tr>
<td></td>
<td>Informational message – no action required</td>
</tr>
<tr>
<td></td>
<td>Informational message – action may be</td>
</tr>
<tr>
<td></td>
<td>Warning</td>
</tr>
<tr>
<td></td>
<td>Warning – paid differently than entered</td>
</tr>
<tr>
<td></td>
<td>Error – record not paid</td>
</tr>
<tr>
<td>Most Severe</td>
<td>Error – entire timesheet not paid/held</td>
</tr>
</tbody>
</table>
1. Select any column header (Date, Exception Message, or Action Required) to reorder the list.

2. Click the arrow which appears next to the column name to select a different sort order.

3. Time entries associated with exceptions appear on the timesheet marked with a colored pin.

Deleting a Time Entry

You can delete a row of time, a time transaction commonly called a slice, in Table View.

3. Switch to Table view if necessary.

4. To delete a time slice, select the time slice to delete.

5. Right-click and select **Delete Entry**.