PEAK Manager Functions

Time and Attendance

Learn Workforce PEAK Manager functions and workflow related to Time and Attendance.

Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.

University time system:
http://time.ou.edu
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About This Guide

This guide will help you learn the functions in Workforce Time and Attendance as it pertains to managing PEAK employees timesheets.

Objectives
In this guide you will learn how to:

- Add/Change the rate of pay
- Add/Change the combo code
- Generate reports

Conventions
This guide uses the following notational conventions:

- **Bold text** depicts tab labels, menu names, policy labels (**Pay Code** policy), function buttons (**Submit Timesheet** button), and computer keyboard keys (press **Enter**).
- **Bold text** and the right arrow symbol (→) depict hierarchical choices in menus.
- **Bold italics** represents field labels (**Status_Code_1** field).

  Bordered text depicts notes, cautions, or warnings.
The PEAK Manager Dashboard

The functions available on the Workforce dashboard depend on the type of role of the user. The Internal Auditor’s dashboard offers functions as reviewing employee timesheets, reviewing assigned schedules and running reports.

PEAK Manager Functions

The functions available on the dashboard are arranged in groups of related tasks. See below for a description of each of the links on your dashboard.

Time Entry

- **My Timesheet**: View, enter or update timesheet data through the timesheet.
- **Edit Employee Time**: View employee timesheets.
- **Edit Time for Groups**: Add and edit time entries for a group of assignments at once.
- **Approve Timesheets**: Approve timesheets for groups of employee assignments. Instead of approving timesheets individually, you can approve the timesheets for all employee assignments in a group.
Reports

- **View Reports**: Generate general reports to view timesheet information for a certain period, delegated roles, or comments on timesheets.

Schedules

- **My Calendar**: View your calendar.
- **Employee Calendars**: View your employee calendars.
- **My Time Off**: Submit time off requests, track the status of your requests, and view the history of past requests.

Settings

- **Manage Delegations**: The roles for an assignment group can be delegated to another user. When delegating assignment group roles, the owner can delegate only those roles that are at or below the owner’s role for the group; i.e., an owner with manager role for a group cannot delegate the Payroll administrator role to the group. The owner delegating the roles can indicate if the recipient of the delegation is allowed to re-delegate the role to another user. Once an owner has delegated a role, that owner can also cancel the delegation.
PEAK Timesheet Changes

You will need to enter the combo code and rate of pay in the appropriate box for each line and each day the PEAK employee reports time worked.

Enter Combo Code and Rate of Pay

1. From the Home Screen, click on Edit Employee Time.

2. Click an assignment in the assignment tree on the left side of the window to reveal the group’s employees.

3. Click the name of the PEAK employee to open their timesheet.
4. The employees’ time should be visible for each day they worked during the pay period.

5. Click in the “Combo Code” field and a menu of available accounts will appear.
6. Scroll or begin typing the appropriate department number and account code (combo code) from which the employee should be paid. Once the correct combo code appears in the drop down box, click on the combo code and tab out of the field.

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Amount</th>
<th>Combo Code</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 21, 2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 08/19</td>
<td>Please Select</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 08/20</td>
<td>Worked In/Out</td>
<td>09:00 am</td>
<td>12:00 pm</td>
<td>122-99900-032705</td>
<td>15.51</td>
<td>0.00</td>
</tr>
<tr>
<td>Tue 08/21</td>
<td>Worked In/Out</td>
<td>08:00 am</td>
<td>12:00 pm</td>
<td>122-99900-032705</td>
<td>15.51</td>
<td>0.00</td>
</tr>
<tr>
<td>Wed 08/22</td>
<td>Worked In/Out</td>
<td>08:00 am</td>
<td>12:00 pm</td>
<td>122-99900-032705</td>
<td>15.51</td>
<td>0.00</td>
</tr>
<tr>
<td>Thu 08/23</td>
<td>Worked In/Out</td>
<td>08:00 am</td>
<td>12:00 pm</td>
<td>122-99900-032705</td>
<td>15.51</td>
<td>0.00</td>
</tr>
<tr>
<td>Fri 08/24</td>
<td>Worked In/Out</td>
<td>08:00 am</td>
<td>12:00 pm</td>
<td>122-99900-032705</td>
<td>15.51</td>
<td>0.00</td>
</tr>
</tbody>
</table>

- **Do not enter the “-” after the first 3 digits of the combo code.**
- **Do not type in the complete combo code or the entry will not work.**
- **You can highlight the combo code and use copy and paste in the other cells.**

7. Under the “Rate” column, enter the PEAK employees rate of pay. You may use copy and paste to enter the rate of pay for the other lines.
8. Repeat the process for each line that the employee entered time for.

9. If the employee has multiple jobs that are paid at different rates of pay or different combo codes, be sure and enter the combo code and/or rate of pay.

10. Once you have entered the combo code and rate of pay for each line of the pay period, click the Save button.