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
Approving Time Off Requests

When an employee submits a time off request, the request is forwarded to the employee’s manager for review. The manager can then approve or reject the request.

1. To view a listing of the time off requests that have been submitted by employees, select Schedules ➔ Review Time Off Requests on the dashboard. The Time Off Review Summary window appears, listing pending requests, if any, and a history of past requests.

2. Select an employee. The request for that employee appears, including the hours requested, remaining bank balances, and history of the request.

   Notice that the Request Summary window includes a link to the Group Calendar window (Open the Group Calendar), which enables you to ensure that staffing needs will be met during the time period affected by the request. The Group Schedule window also displays any other time off requests already approved.

3. Select Approve this Time Off Request. Use the Manager Comments field to forward comments about the request to the employee.

4. The Request Summary window appears again. The previous request now appears on the Time Off Request History tab.
Cancelling an Approved Time-Off Request

1. To cancel an approved time off request, select a request from the **Time Off Request History** tab. The **Request Summary** window appears.

2. Click **Cancel Request**. The **Reason for Cancellation** window appears.

3. Enter a reason for cancellation, if necessary. The cancellation is in effect after you select **Cancel Request**. A confirmation message displays.
4. The status of the request on the **Time Off Request History** tab is changed from “Approved” to “Cancelled”.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Approval Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Amount Requested</th>
<th>Case ID</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Cancelled</td>
<td>04/23/2018</td>
<td>04/27/2018</td>
<td>40 Hours</td>
<td>Kfa</td>
<td>04/08/2018 18:48 pm</td>
</tr>
</tbody>
</table>

5. Click the cancelled request to see a detailed history of the request.