To review and/or update Employees Approvers/Time Reporting

**Step 1:** In your browser window, type hrms.ou.edu. Once on the site, select ‘Link to PeopleSoft HRMS Production/Self Service Database’: 

![PeopleSoft Login](image)

**Step 2:** Sign into PeopleSoft Self Service using your OU Net ID and password:
Step 3: Once you are signed into the HRMS PeopleSoft system, navigate to OU Manage Time and Earnings > OU Reports > OU Employee Approver. Enter the Empl ID of the employee you are wanting to review/update OR search by Last Name.

Then click ‘Search’
Step 4: Once on the Employee Approvers page, review the data to ensure all information is correct. If changes are needed, click the + to insert a new row, enter the effective date for the change, make any necessary changes to the employees information and click ‘Save’.

1. Enter the emplid of the individual responsible for approving the employees travel request in Concur.
2. Enter the emplid of the individual’s direct supervisor. This person will be responsible for approving the employee’s timesheet in Workforce Software.
3. Select this option if the employee will use the on-line Web Clock in Workforce Software to ‘clock in’, ‘clock out for lunch’, ‘clock in from lunch’ and ‘clock out at the end of day’. If you select this option, the only other option you might selected is #4.
4. Select this option if the employee will use the on-line Web Clock or Time Clock and can also use a mobile device to clock in/out.
5. Select this option if the employee will use a departmental Time Clock to ‘clock in’, ‘clock out for lunch’, ‘clock in from lunch’ and ‘clock out at the end of day’. If you select this option, the only other option you might selected is #4.
6. Select this option if the employee will enter their time directly on the Workforce Software online timesheet. This employee will enter begin/end time or hours worked per day. If you select this option, the only other option you might selected is #4.

7. This option can only be selected by Payroll and Employee Services. This option would be selected if the employee has been approved by HR and the department for the employee to work a 9/80 schedule.

Once changes are saved, the information will be sent as follows:

- Travel Supervisor changes will take up to three evenings to be updated in Concur.
- Time Supervisor changes will take up to two evenings to be updated in Workforce.
- Changes to how an employee can report time will take up to two evenings to be updated in Workforce.