



*The* UNIVERSITY *of* OKLAHOMA

## 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>

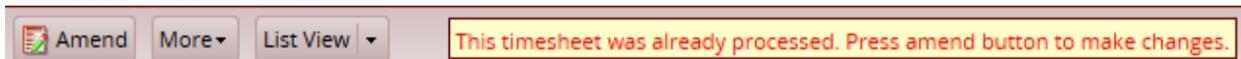
## Amending Timesheets

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.

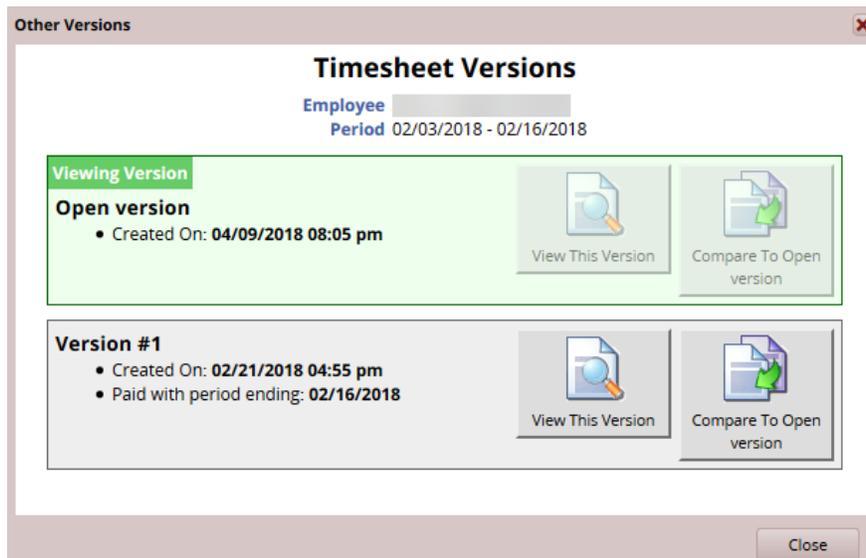
1. To amend a timesheet, click the **Amend** button for the timesheet in the pay period that needs to be modified.



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.



- Click **View This Version** to display the original version of the timesheet.
- Click **Compare To Open Version** to list the differences between the two versions. A pop-up window displays the results of the comparison.

### Timesheet Comparison Report

Employee:   
 Period: 02/03/2018 - 02/16/2018

Version #1 02/21/2018 04:55 pm	➔	Open version 04/09/2018 08:05 pm
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**Print**

	Work Date	Pay Code	Start Time	End Time	Hours	Comments
+	02/08/2018	Admin Leave			8.00	

Legend	
Example	Meaning
An unchanged value	No change
Value in version #1	Data changed
Value in open version	
+ Added	Added to open version (In open version, but not in version #1)
X Deleted	Deleted from open version (In version #1, but not in open version)

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

**Comp Time Banked & Amending Timesheets:**

**Please Note:** When amending a past timesheet in Workforce any **Comp Time** that has previously been banked and approved must be ‘re-acknowledged’ by a supervisor after the amendment has been made; otherwise, the previous banked comp time will be paid out as overtime and subsequent pay period leave bank balances will be updated respectively.

**In addition, if an amendment increases or reduces the amount of hours worked - the previous ‘banked’ comp time will need to be updated in accordance to the new weekly total.**

## **Rejecting Amended Timesheets**

All timesheet amendments will remain on the 'Approve Timesheets' screen until approved and processed during an active payroll cycle.

When an amendment is 'rejected', the amended timesheet must be modified by the employee to correct the amendment for processing. When this is not an option the department may make the necessary changes to correct the amendment for processing; however, when doing so the department must retain sufficient documentation for why the change was not performed by the employee directly.

After the amended timesheet has been modified and approved changes to the original timesheet (if any) will be processed during the following payroll cycle and the amendment will no longer be shown on the Approve Timesheets screen.