



*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>

## Approving Timesheets

Managers can approve hours for individual employees or for an entire group. When you review employee hours, the system allows you to see whether an employee’s timesheet contains any exception messages.

Timesheets with errors need attention before approval. You can choose to open and edit timesheets to correct any condition causing an exception, to reject timesheets and direct employees to correct them, or approve them despite exceptions. If there is a mixture of error-free timesheets and timesheets with exceptions, you have the option of approving the error-free timesheets immediately. The primary focus of approving or rejecting hours is to correct timesheets to eliminate exceptions.

*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 employees timesheet. In these instances, be sure to note in the comments why you are making the change and keep back up for your records.*

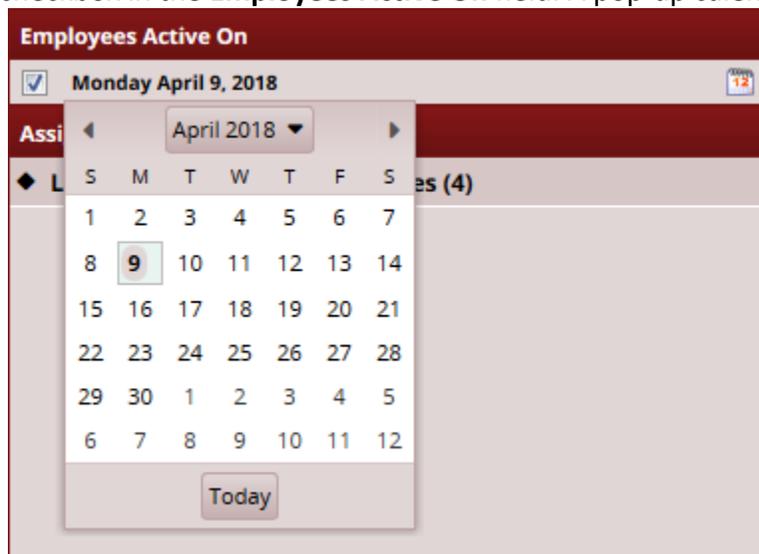
1. To approve or reject employee time, select **Time Entry** → **Approve Timesheets**. The **Approve Timesheets** window appears.
2. From the assignment tree, select the group for which you want to approve or reject hours.



- The **Approve Current Timesheets** window appears. The names of the employees in the group populate the main window.



- You can view an employee’s timesheet by clicking on the row of the respective employee.
- If you would like to view timesheets ending on a different date than the default (the current date), do the following:
  - Select the checkbox in the **Employees Active On** field. A pop-up calendar appears.



- Select a different date. The window updates with timesheet information for the period containing the date you selected.
  - If you would like to return to the current date, deselect the checkbox in the **Employees Active On** field.
- To approve employee timesheets, do the following:

- a. To approve an individual employee's hours, select the **Approve** checkbox in the **Manager's Approval** field. The **Approve** button for an accepted timesheet includes a green check mark.



This is a toggle; you can click it again to undo the approval.

- b. If the timesheet data indicates that all timesheets have been submitted without any errors or exceptions that will prevent you from approving them, you can approve them at once using the **Approve All** button.
  - c. If the timesheet data indicates a mixture of error-free timesheets and timesheets with exceptions, you can approve the error-free timesheets immediately by checking the box for **Manager's Approval**. Of course, you may choose to correct all timesheet errors first, and then approve all employees at once.
7. Click **Save Approvals**.

The hours for the applicable employees are saved for the specified work period. When employees access their timesheet for that work period, a note appears informing them that the hours have been approved. They will not be able to enter changes to their timesheet for that work period.

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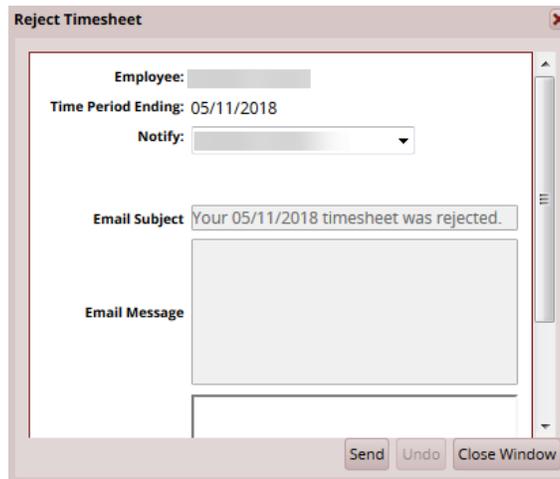
## Rejecting Timesheets

To reject an employee timesheet, do the following:

1. Click the **Reject** timesheet button in the **Manager Approval** field.



2. The **Reject Timesheet** window appears.



3. If the employee has an email address on file you can send an email notification to the employee about their rejected timesheet. Complete the fields in the **Reject Timesheet** dialog, using the following table as a guideline.

Field	Description
<b>Notify</b>	The employee to be notified about the rejected timesheet.
<b>Email subject</b>	The subject title of the email to be sent to the employee. (The email subject can be changed.)
<b>Email message</b>	A message to convey to the employee about the rejected timesheet.
<b>Comments</b>	Additional information about the rejected timesheet.

4. Do one of the following:
  - Click **Reject** to reject the timesheet and send the e-mail message.
  - Click **Close Window** to quit the **Reject Timesheet** window without rejecting the timesheet.

- Click **Undo** to rescind the previous rejection of a timesheet. This option is enabled only if you previously rejected the timesheet.

**Note:** Clicking *Undo* moves the timesheet to a neutral status. You can also undo a rejected timesheet by selecting the checkbox on the *Approve* button and clicking *Save Approval*. This method will save the timesheet as “approved.”

5. If you have rejected the timesheet, the **Approve** button is “grayed out.” Click **Save Approvals**. Once saved, the **Approve** button for a rejected timesheet is no longer “grayed out”.



6. Click the **History** button to view the approval or rejection history for an employee timesheet.



7. The **Approval History for Employee** window appears. The **Approval History** window displays the action taken, who took action, the date and time of the action, any e-mail messages sent, and comments made.
8. Review and click **Close Window**.