



Employee 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>

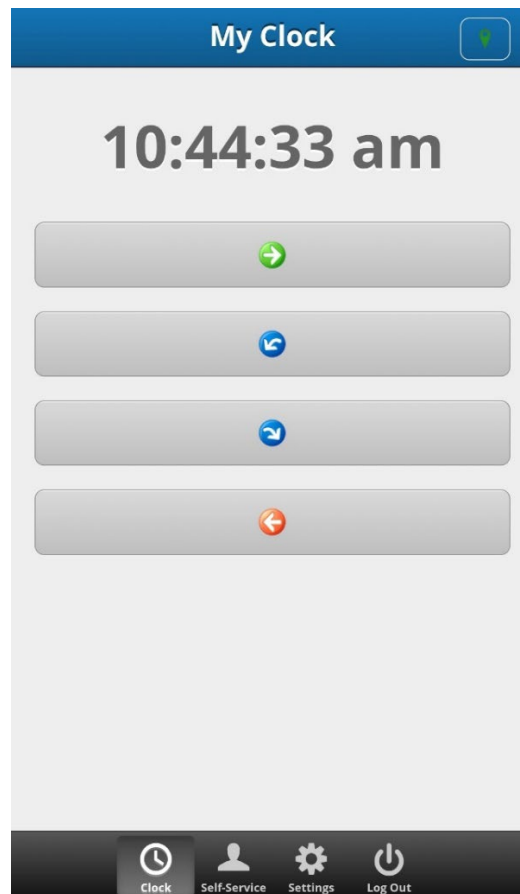
The Mobile Clock *(if applicable)*

Mobile Clock tracks employee in and out times as well as their location at the time of the punch. The Mobile Clock also includes buttons for reporting when you clock in and out for a lunch break.

Accessing the Mobile Clock through the Home Screen

Mobile Clock users log in to the Workforce Mobile Clock through a dedicated Web link. These employees use Mobile Clock to clock in and out.

To access Mobile Clock, log into time.ou.edu. *(There is not a downloadable app available for time.ou.edu – you must navigate to this via your device browser)*



When you first visit the page, you will be asked to allow the site to access your location. It is the employee's responsibility to allow the site to access their location for geo-tagging purposes.

Supervisors should be aware that even if the employee allows the sharing of their location, it is still possible for WorkForce to be unable to determine it. Even if the

location is not recorded, as long as the employee sees that the punch is recorded successfully, the punch will still be recorded to the timesheet.

The Mobile Clock interface includes the following buttons:

- **Green Right Arrow:** Records the start of work time.
- **Blue Downward-Left Arrow:** Records the time you leave for a meal.
- **Blue Downward-Right Arrow:** Records the time you return from a meal.
- **Red Left Arrow:** Records the end of work time.
- **Clock:** Selects the Mobile Clock page.
- **Self-Service:** Selects the Self-Service page.
- **Settings:** Selects the Settings page.
- **Logout:** Logs you out of Workforce.

If you have multiple assignments, Mobile Clock first displays the list of assignments and you must select the assignment into which you are logging time.

