



WorkForce

WorkForce is used for time and attendance tracking for student and hourly employees.

<https://workforce.ohio.edu/>



With the new Chart of Accounts, New Hires and Account Number Changes:

- Will require new chart of account number
- The hiring process is not changing

Entering Costing

New hire non-student first timesheet & non-student costing changes:

Functionality is the same as before just enter your account string, either PTA or GL.

To Charge to GL, populate Entity - Source - Organization - Activity - Function - Object

To charge to Grants, populate Object - Project - Task - Award

General Ledger & Grants Example

Manager View:

Overrides to costing for non-student employees still happens directly on the timesheet in the provided fields.

Entity	Source	Organization	Activity	Function	Object	Project/Task...	Total
10 OHIO U GENERAL	100000 GENERAL FUND (UNR)	250623 OH MUSCULOSKELETAL AND NEUROLOGICAL INSTITUTE	0000 NOT SPECIFIED	10 INSTRUCTION	703310 ADMIN HOURLY WAGES		16.00
							16.00
					703310 ADMIN HOURLY WAGES	10291-03-1114464 HEALTHCARE ACCESS INET #402- HEALTHCARE ACCESS INET #4	8.00
							24.00

Employee & Manager View:

The "default" costing will be in the same "Exceptions" area of the Workforce timesheet

Date	Exception Message
Sun 10/15 - Sat 10/28 (2)	Worked less than scheduled.
Sun 10/15 - Sat 10/28	Acct:10-100000-840100-0000-80-704110- Job:3895 Grade:

Need Help?

For account conversion, login to Oracle Business Intelligence (OBI) and navigate to the Conversion Lookup dashboard page under the Financial Reporting Dashboard.

For assistance with accounts, please contact your CFAO or their delegate(s). For operational questions, contact Janice Giesecking at 740-593-1859 or Kevin Simons at 740-593-0860. For technical assistance, please contact OIT at 740-593-1222.

Training resources are available on the Human Resources site to guide employees on using WorkForce.



Entering Costing (Continued)

For split costed non-student employees. Grant funded is only Project, Task, Award and Object code

Date	Exception Message
Sun 10/15 - Sat 10/28 (2)	Worked less than scheduled.
Sun 10/15 - Sat 10/28	SPLIT ACCOUNTS: (10.0%) 11162-10-1131961-704110 (35.0%) 12523-13-4100001-704110 (30.0%) 11346-10-1130683-704110 (25.0%) 11109-14.01-1119520-704110 Job:12907 Grade:

Operating accounts

Date	Exception Message
Sun 10/15 - Sat 10/28 (2)	Worked less than scheduled.
Sun 10/15 - Sat 10/28	SPLIT ACCOUNTS: (12.5%) 10-100000-100185-0000-10-704110 (12.5%) 10-100000-100050-0000-42-704110 (5.0%) 50-432033-100181-0000-10-704110 (70.0%) 10-100000-100100-0000-10-704110 Job:3861 Grade:

New Student Hire View:

The "new hire" process for a student in Workforce will now look like this.

Assignment (OU NEW HIRE ASSN STU)	
Assignment Name *	<input type="text"/>
Beginning on *	<input type="text" value="10/15/2017"/>
Entity	<input type="text"/>
Source	<input type="text"/>
Organization	<input type="text"/>
Activity	<input type="text"/>
Function	<input type="text"/>
Object	<input type="text"/>
Project/Task /Award	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Previous"/> <input type="button" value="Next"/>	