**WorkForce**

WorkForce is used for time and attendance tracking for student and hourly employees.  
[https://workforce.ohio.edu/](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.

Employee & Manager View:

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

### 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 Gieseking 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

Operating accounts

New Student Hire View:

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