

Workforce Employee Time Entry Manual



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Introduction

This Manual details steps for employees to access, record, and submit timesheets in the Workforce time management system.

Note: You must be able to access / receive your Ohio email. All Workforce processes are based on your Ohio ID.

Who to contact	Contact Info
For Technical Questions, Contact	Service Desk at 593-1222
For Functional Questions, Contact	Janice Giesecking at 593-1859
Workforce Team Leader	Bridget Driggs 593-1861
Workforce Team	Janice Giesecking 593-1859
Workforce Team	Kevin Simons 593-0860
Workforce Team	Tanya Brooks 597-1474
Last Revision Date	7/31/2019

Task #1: Accessing Workforce

1. Select a browser icon on your desktop. Firefox, Google Chrome, and Internet Explorer are the preferred browsers. Enter workforce.ohio.edu in the browser address field

OR

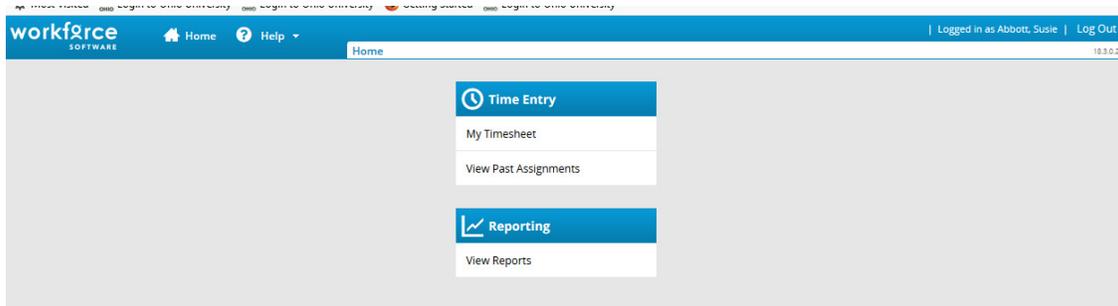
1. Navigate to ohio.edu/hr
2. Click the My HR Info in the top navigation
3. Click Workforce



4. Enter your OHIO ID and Password

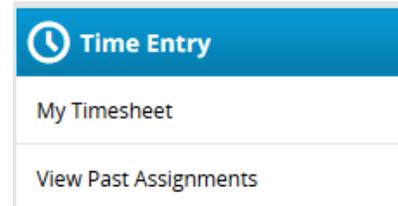
Task #2: Navigating the Employee Dashboard Home Page

To navigate through Workforce, you must return “Home” to navigate to a new screen. Home allows employees to return to “Home” and displays available navigation options.



Time Entry

Time Entry	Displays Options; My Hours and Past Assignments
My Timesheet	Allows employees to enter and submit their personal timesheet.
View Past Assignments	Allows student employees to view timesheets for their past assignments.



Reporting

Reporting	Displays Options; My Reports and Employees
View Reports	Allows employees to access the Timesheet Audit Report. The report displays a record of the timesheet activity history for the selected pay period. There are also other employee specific reports available. To see a complete list, click the link and review the reports.



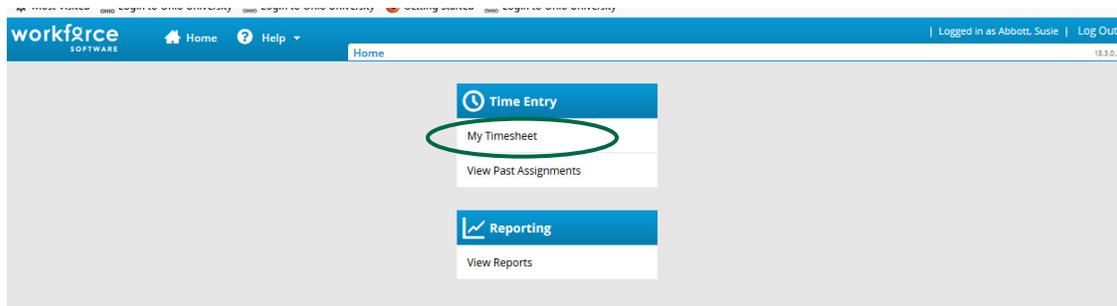
Log out

Click the “Log out” link in the top right corner to log out of Workforce

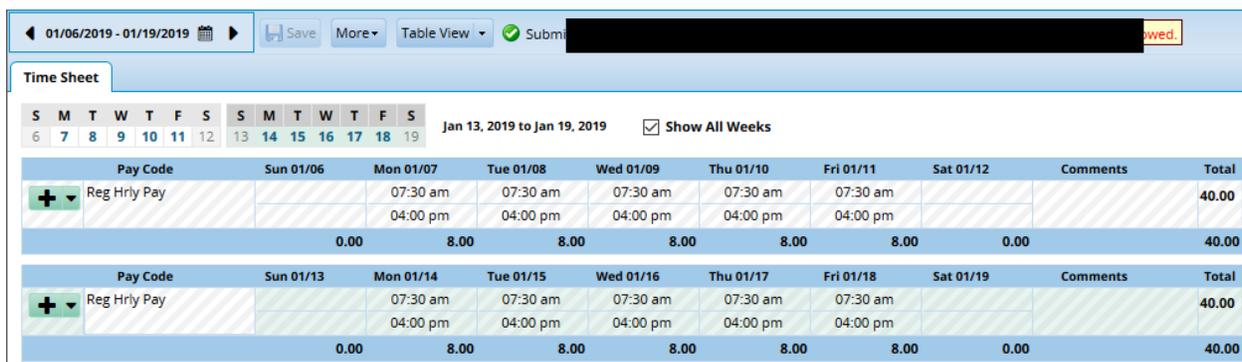


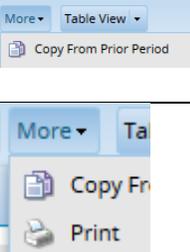
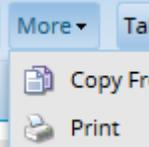
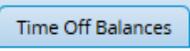
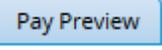
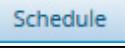
Task #3: Opening a Timesheet

The timesheet is where the employee’s time is entered and stored. This is the employee’s most important screen in Workforce. To access, click “My Timesheet” in the Time Entry Dashboard on the Workforce homepage.

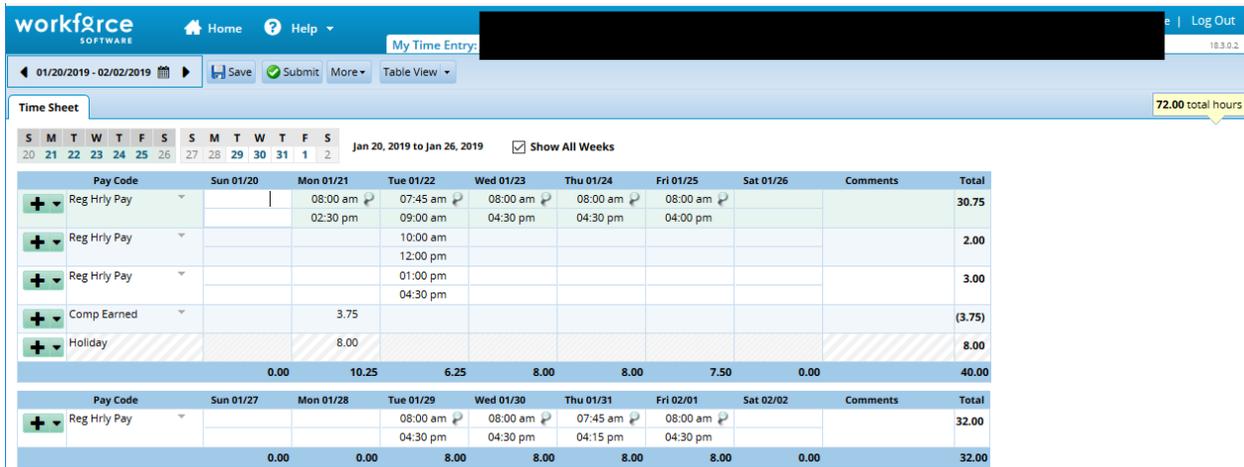


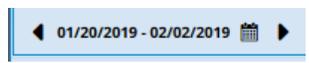
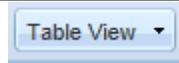
Timesheet Navigation



Icon	Description
	Submits the completed and saved timesheet to the manager for approval. This icon should be used only at the end of the biweekly pay period.
	Saves any changes made to the timesheet. <i>Warning: Save the timesheet before navigating to other screens or new/edited data will be lost!</i>
	Under the “More” tab, copies the <u>worked hours</u> (in and out punches) from the previous timesheet to the current one. This data may then be changed prior to saving or submitting. See Task #15 for more details.
	The PRINT icon is hidden under the “More” tab. Use this when you need to print a timesheet from Workforce. DO NOT use the browser’s print feature.
Tabs	Description
	Displays any warnings or errors on the timesheet. Also shows default account number for charging wages and your “Job” information
	Displays an employee’s PTO (sick, personal, comp time and vacation) balances. See Task #6 for details.
	Displays employee’s pay rate, total hours and expected gross payment. This information is calculated from the hours currently entered on the timesheet. See Task #12 for more details.
	Displays your current scheduled work hours and standard lunch deductions.

Timesheet Navigation Continued



Field	Description
	Employee's name with Oracle ID number.
	Pay Period for the current time sheet. The Pay Period defaults to the most current un-submitted period. Employees can view previous timesheets by clicking the triangle pointing left or by clicking on the date to open a calendar and select a date. Timesheets which have already been approved by the authorized manager may be viewed but can no longer be changed by the employee. There are two weeks available on your Time Sheet, one for each week of the bi-weekly pay period, each containing the related days and dates.
	Total number of hours currently logged on the timesheet.
	Allows the user to choose a different timesheet view. Table View is recommended, but not required. List View is the other option.

Timesheet Navigation Continued

◀ 01/20/2019 - 02/02/2019 ▶ Save Submit More Table View

Time Sheet

S M T W T F S S M T W T F S Jan 20, 2019 to Jan 26, 2019 Show All Weeks

Pay Code	Sun 01/20	Mon 01/21	Tue 01/22	Wed 01/23	Thu 01/24	Fri 01/25	Sat 01/26	Comments	Total
+ Reg Hrly Pay		08:00 am 02:30 pm	07:45 am 09:00 am	08:00 am 04:30 pm	08:00 am 04:30 pm	08:00 am 04:00 pm			30.75
+ Reg Hrly Pay			10:00 am 12:00 pm						2.00
+ Reg Hrly Pay			01:00 pm 04:30 pm						3.00
+ Comp Earned		3.75							(3.75)
+ Holiday		8.00							8.00
	0.00	10.25	6.25	8.00	8.00	7.50	0.00		40.00

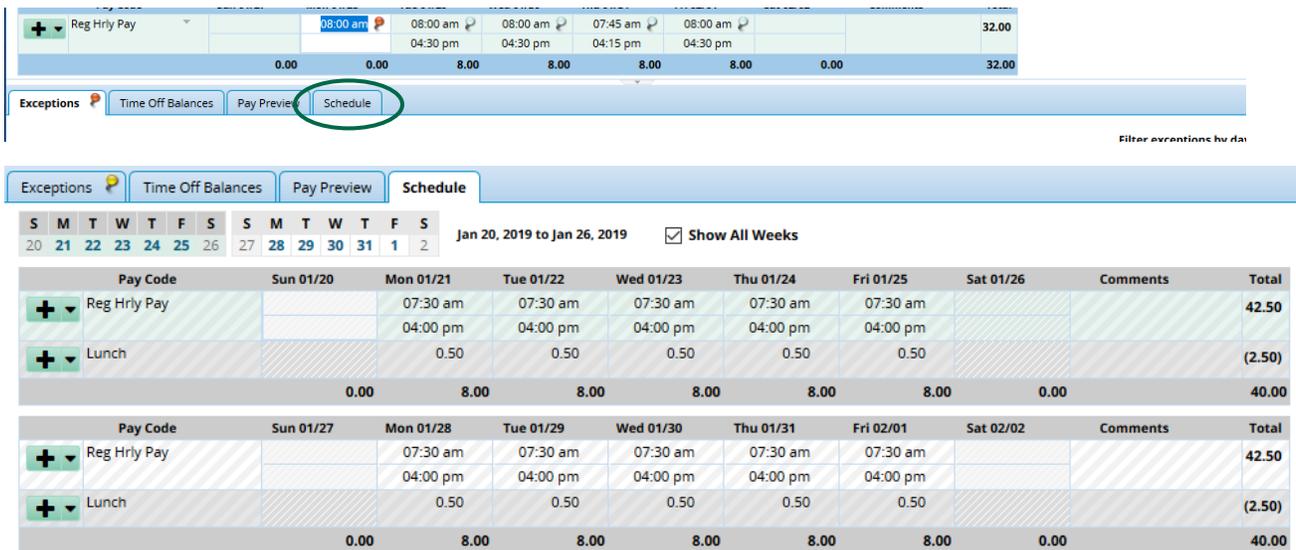
Pay Code	Sun 01/27	Mon 01/28	Tue 01/29	Wed 01/30	Thu 01/31	Fri 02/01	Sat 02/02	Comments	Total
+ Reg Hrly Pay			08:00 am 04:30 pm	08:00 am 04:30 pm	07:45 am 04:15 pm	08:00 am 04:30 pm			32.00
	0.00	0.00	8.00	8.00	8.00	8.00	0.00		32.00

Column	Description
	Allows the employee to add a row to add pay code type. When the timesheet opens, one row per week is displayed. To record more than one in/out punch for a day, or more than one pay code for a week, a new row must be inserted by clicking on “  ”.
Pay Code	Allows the employee to choose the appropriate pay code. When the timesheet opens, the Reg Hrly Pay code is displayed for each week. There are three types of pay codes that are available: (1) Worked hours (e.g., ‘Regular Hourly Pay’) are recorded as time in/out. (2) Elapsed time (e.g., Lunch Exception [Emergency Worked - manager entry only], Vacation, Sick, etc.) is simply recorded as number of hours and/or minutes expressed as hundredths of an hour. (3) Amount pay codes (e.g., Beeper Pay, Pay Adjustment, etc.) record actual dollar amounts and are entered only by managers or Payroll for eligible employees. Amount pay codes will be seen by the employee only after an amount has been entered by Payroll or the manager.
Sun 01/20 Mon 01/21	Allows the employee to enter the worked hours and elapsed time for each particular day.
Total	Displays the total for each pay code row for the week and totals all hours at the end of the Total row.
Comments	Allows the employee or manager to enter a comment onto the time sheet.

Task #4: Viewing Work Schedule and Exceptions

Most employees have a permanent schedule in Workforce. Schedules are NEVER maintained for students. The 'Schedule' tab shows the employee's bi-weekly work schedule and is available primarily as a reference. This is *not* the timesheet and does not reflect the actual time or days worked. The schedule does, however, have a similar set-up and structure as a timesheet. The employee schedule can be changed by the manager or Payroll staff, but not by the employee.

To access, click on the "Schedule" tab at the bottom of timesheet. The primary schedule will be displayed.



Pay Code	Sun 01/20	Mon 01/21	Tue 01/22	Wed 01/23	Thu 01/24	Fri 01/25	Sat 01/26	Comments	Total
Reg Hrly Pay		07:30 am 04:00 pm			42.50				
Lunch		0.50	0.50	0.50	0.50	0.50			(2.50)
	0.00	8.00	8.00	8.00	8.00	8.00	0.00		40.00

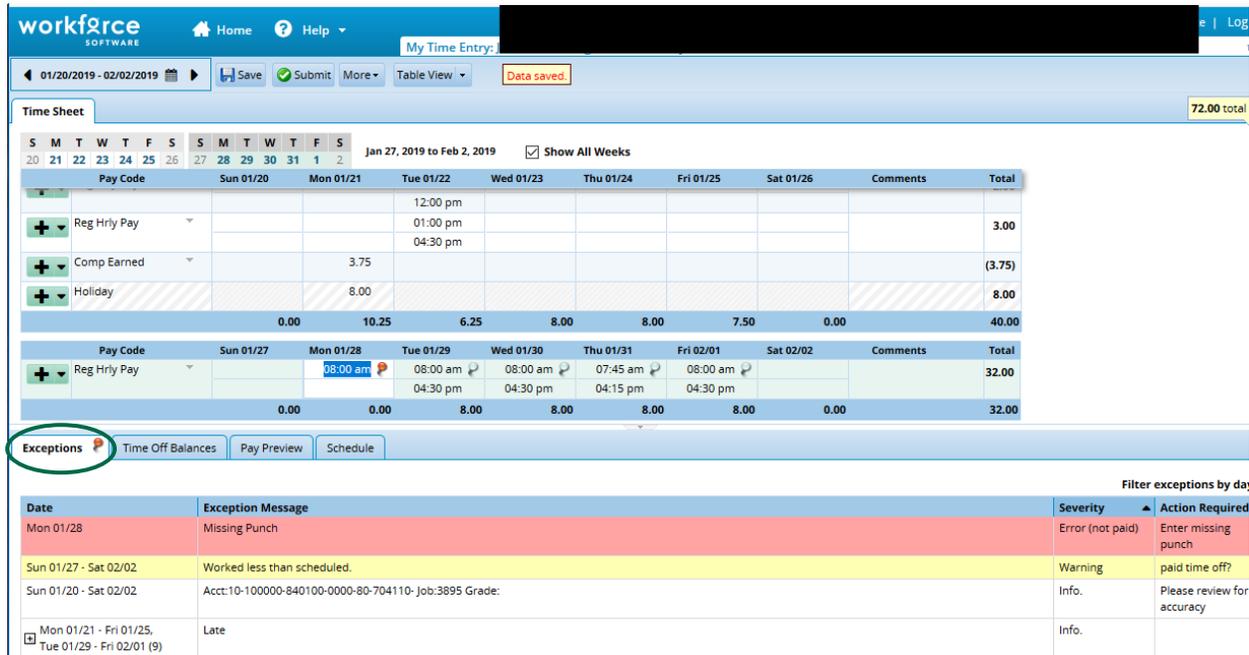
Pay Code	Sun 01/27	Mon 01/28	Tue 01/29	Wed 01/30	Thu 01/31	Fri 02/01	Sat 02/02	Comments	Total
Reg Hrly Pay		07:30 am 04:00 pm			42.50				
Lunch		0.50	0.50	0.50	0.50	0.50			(2.50)
	0.00	8.00	8.00	8.00	8.00	8.00	0.00		40.00

Each week generally shows two rows. The first row shows the daily time (in/out times) for Reg Hrly Pay. The second row shows scheduled lunch time in hundredths of hours (.50 = 30 minutes, .75 = 45 minutes, etc.) to be deducted each day. Including a lunch in the schedule makes it unnecessary for the employee to clock in and out for lunch. The system automatically deducts the amount of time scheduled for lunch after four worked hours.

Exception Tab

The Exception Tab displays important information about the timesheet and specific entries. This section will notify you of errors or irregularities on the timesheet and should always be checked prior to submitting the timesheet to the manager. There is also a corresponding ‘Push Pin’ indicator on the timesheet. The account number (known in Workforce as the ‘Labor Distribution’) is always noted in this section as “Info.”

Note: For more complete descriptions of the types of errors, see Task #11

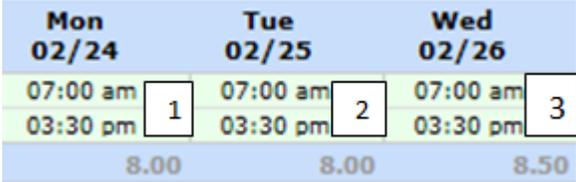


Date	Exception Message	Severity	Action Required
Mon 01/28	Missing Punch	Error (not paid)	Enter missing punch
Sun 01/27 - Sat 02/02	Worked less than scheduled.	Warning	paid time off?
Sun 01/20 - Sat 02/02	Acc:10-100000-840100-0000-80-704110- Job:3895 Grade:	Info.	Please review for accuracy
Mon 01/21 - Fri 01/25, Tue 01/29 - Fri 02/01 (9)	Late	Info.	

Column	Description
Date	Displays the date to which the <i>Exception Message</i> refers and applies.
Exception Message	Shows the error, warning, or informational message. The employee’s job and costing information appear for reference.
Severity	Gives an indication of the seriousness of the issue. <i>Warning:</i> A RED error message is the most severe. The employee will not be paid for hours to which a red error message applies. A red Push Pin appears on the timesheet. It MUST be corrected
Action Required	Notice to Employee and/or Manager that <i>some</i> action <i>may</i> be required to correct a possible error on the timesheet.

Task #5: Enter Worked Hours on the Timesheet

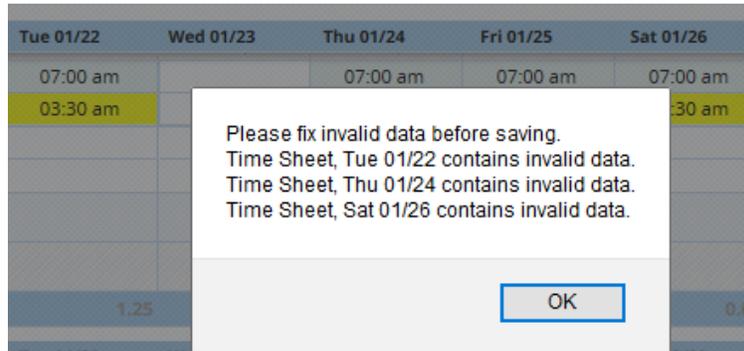
This section instructs employees to enter worked hours on the timesheet. This will be the most common task for employees.

Step	Action	Results / Notes
1	Click on <i>My Timesheet</i> (Dashboard).	The most current un-submitted timesheet is displayed.
2	Click in the field underneath the appropriate day/date.	
3	Enter time using one of the following formats: <ol style="list-style-type: none"> 7:00 and 3:30 p = Actual hours and actual minutes separated by a colon. PM time must be followed by 'pm' or just 'p'. 07:00 and 15:30 = Military hours and actual minutes separated by a colon. No 'pm' necessary. 7.0 And 15.5 = Military hours and minutes expressed as 100ths of an hour, separated by a period. No 'pm' necessary. Click the Tab key to move to the next field in the row.  Note: Convert hours to military time by adding 12 to all hours occurring after noon.	Regardless of how hours are entered, once saved, Workforce displays them according to the first format: 7:00 AM and 3:30 PM
4	Enter the time-out using a proper format.	
5	Click the <i>Save</i> icon in the tool bar.	"Information Saved" message is displayed under the title bar.
6	Check the <i>Exceptions</i> field below to make certain there are no red error messages and your entries are correct.	Messages and warnings are described in Task #11.
7	Make the decision in the table below.	

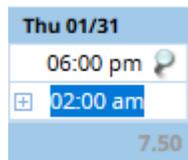
If...	Then...
You would like to record a second in/out punch in a day	Proceed to Task #8, step #3 and step #4. Refer back to step #2 of this Task and proceed.
You would like to enter time for Elapsed time codes (e.g., lunch exception)	Proceed to Task #7.
You would like to enter a comment on a timesheet entry	Proceed to Task #10.
You are finished entering all of your timesheet information and it has been saved	Click the <i>Log Out</i> link in the upper right hand corner of the screen.

Additional Details for entering worked hours

- If actual hours are entered, the system assumes the first entry is a.m., and that any second entry less than twelve is also a.m. If the employee fails to identify the time as p.m., the system will issue the message shown below.



- If the employee tries to save the timesheet without identifying the p.m. punch, the error message will continue until the a.m. /p.m. punch is corrected.
- All time entries must be entered for the actual date that they occurred. Overnight shifts have different clock-in and clock-out dates. All shifts begin on the date the employee clocks in. If an employee clocks out on the next day, type a “+” after *Out* to select the following day. *Note:* a midnight clock-out should be entered as “0” or “12:00am” with the date changed to the following day.



EXAMPLE: Clock in at 6pm and out at 2 am

- A little box with a plus sign indicates that the time entered in the adjacent field happened on the day after the clock-in date.

1. Enter Time in/Clock in
2. Enter your out time
3. Type + to change to next day



Task #6: View Time-off Balances

The “Time Off Balances” tab displays the employee’s banks for the different types of Paid Time Off. Note that the bank shows the beginning balance, and any use of PTO. Time accrued during the pay period ONLY shows for Comp Time.

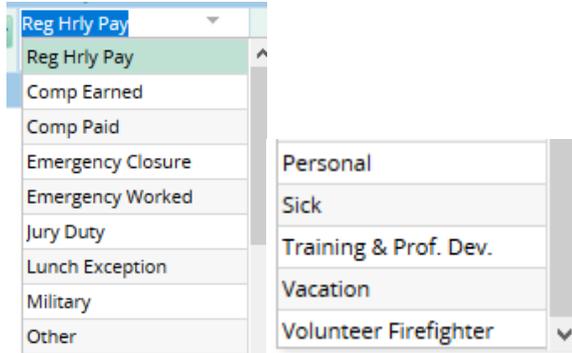
Step	Action	Results / Notes
1	Click on <i>My Timesheet</i> (Dashboard).	The most current un-submitted timesheet is displayed.
2	Click on <i>Time Off Balances</i> tab on the Exceptions section of the toolbar.	Time Off Balances window is displayed.

Exceptions		Time Off Balances	Pay Preview	Schedule
Sick	Hours	Vacation	Hours	
Initial Balance Sun 01/20	1,705.75	Initial Balance Sun 01/20	562.25	
Accrued	0.00	Accrued	0.00	
Used	0.00	Used	(8.00)	
Ending Balance Sat 02/02	1,705.75	Ending Balance Sat 02/02	554.25	
No Details		Show Details >>		
Personal	Hours	Comp Time	Hours	
Initial Balance Sun 01/20	22.00	Initial Balance Sun 01/20	0.00	
Accrued	0.00	Accrued	5.63	
Used	0.00	Used	0.00	
Ending Balance Sat 02/02	22.00	Ending Balance Sat 02/02	5.63	
No Details		Show Details >>		

Column	Description
Sick / Vacation / Personal / Comp Time	Displays the different types of paid time off: Sick, Personal, Comp Time, Vacation, and Birthday (AFSCME & FOP employees).
Initial Balance Sun 01/20	Total number of hours available at the beginning of the pay period. For most paid time off codes, only the hours available in the <i>Initial Balance</i> column may be used in the current pay period. If an employee enters paid time off in excess of the initial balance, the system will not allow the employee to save the timesheet. Adjustments to accruals, made on the beginning day of the pay period by Payroll, may be used within the current pay period. Comp Time can be used during the pay period in which it is earned, but differs based on employment type. (Classified , FOP, and Admin Hourly: can earn Comp Time the first week after they have worked 40 hours in the week but cannot use it until the next week) (AFSCME employees: can earn Comp Time one day and may use it the very next day)
Ending Balance Sat 02/02	The difference between the initial and ending balances represents the amount of the initial balance and PTO used on the open timesheet. Current usages are shown in the detail section on next page. Accruals are not added until the FIRST FRIDAY of the pay period as it takes the payroll run to create the new accruals.

Task #7: Enter Elapsed Time Hours on the Timesheet.

If employees need to use/record more than one type of elapsed time pay code in a week, they must insert a separate row for each elapsed time pay code. See Task #8, Insert and Delete Rows.



Step	Action	
1	Click on <i>My Timesheet</i> (Dashboard). The most current un-submitted timesheet is displayed.	
2	Make the decision in the table below.	
	If...	Then...
	<ul style="list-style-type: none"> You would like to enter a lunch exception OR <ul style="list-style-type: none"> You would like to enter any paid time off (sick, vacation, comp or personal time) Then proceed to 3	Return to Task #6 to view and confirm the availability of the paid time off hours you will be entering. Return to step #3 of this Task.
	You would like to enter any other elapsed time (Comp Paid, Jury Duty, etc.)	Proceed to step #3 of this task
3	Click the "+" to add a row Click the drop down triangle in the <i>Pay Code</i> field of the new row. Select Pay Code → enter amount Elapsed time, such as a Lunch Exception, is recorded as a total amount of time (no clock-in or clock-out times). The total time is entered using 100ths of hours. For Example: 30 minutes = .50 (hours) Note: See the conversion chart at the end of Task #7 for assistance in making these conversions.	
4	Click on the code for the type of elapsed time that you are entering.	
5	Click in the blank field in the elapsed time row under the date for which you want to record elapsed time.	
6	Enter the amount of time in the proper format. Repeat for other dates as necessary.	
7	Make the decision in the table below.	
	If...	Then...
	You would like to record time for a second elapsed time pay code	Proceed to Task #8 step #5 and step #6. Refer back to step #2 of this Task and proceed.
	You would like to enter time for worked hours	Refer to Task #5.
	You would like to enter a comment on a timesheet entry	Proceed to Task #10.
	You are finished entering all of your timesheet information	Click the <i>Save</i> icon. Click the <i>Log Out</i> link.

Task #7 Continued: Time Pay Codes and Conversion Tables

PAY CODE INFORMATION:

NOTE: New Pay Codes have recently been added for Emergency Closure situations. Now when the University closes, use the pay code “Emergency Closure” to record the number of hours to be paid during the closure. If you are required to work during an emergency, your supervisor can now use the “Emergency Worked” pay code to ensure proper compensation.

Elapsed Time Pay Codes	
Pay Codes	Description
Lunch Exception	Used to record lunch time taken when it differs from the regularly scheduled lunch. Enter the <i>actual length</i> of the lunch (not the difference from the usual). A zero should be entered for any days when no lunch was taken including partially worked days where more than 4 hours are worked. There is no entry needed when the lunch taken is the same as the regularly scheduled lunch. (refer to schedule to verify regular scheduled lunch)
Vacation	Used to record vacation hours used on a particular day.
Sick	Used to record sick time taken on a particular day.
Personal	Used to record personal hours taken on a particular day. <i>Must be entered in full hour increments only.</i>
Comp Earned	Used when employees want to ‘bank’ their overtime hours for a week (Classified, FOP, Admin Hourly) or for a day (AFSCME Only) as ‘comp time’ rather than get paid the time-and-a-half rate for those hours. The employee enters the number of OT hours they want to bank as comp earned. Those hours that the employee banks are automatically multiplied by 1.5 and added to the employee’s comp time bank to be used as early as the following week (Classified, FOP, Admin Hourly) or the following day (AFSCME). Comp Time cannot be banked until the total hours for the week exceed 40 (Classified, FOP, Admin Hourly) or until the hours exceed 8 or 10, depending on the <u>AFSCME</u> employee’s schedule, for a day. (The number of hours requested to be banked must not exceed the number of overtime hours worked during the week or day. See Task #9 for instructions on banking comp time.
Comp Paid	Used when an employee chooses to use banked Comp Time. The number of hours used cannot exceed the employee’s banked balance.
Jury Duty	Used to record regular work hours lost when an employee is subpoenaed to testify in court or serves on a jury for the United States or the State of Ohio.
Military	Used to record regular hours lost due to temporary military service in the Ohio organized militia, or other reserve components of the armed forces of the United States, including the Ohio National Guard. Not to exceed 176 hours within a calendar year.
Funeral	AFSCME and FOP Employees (who have completed the probationary period) may use up to three (3) days for arranging and attending the funeral of a member of his/her immediate family. They may use up to 2 days as sick pay in addition to the 3 funeral days. Classified & Admin Hourly will use sick pay code for up to five (5) days.
Other	Used for anything that doesn’t have an individual pay code. A comment is required when this pay code is used.

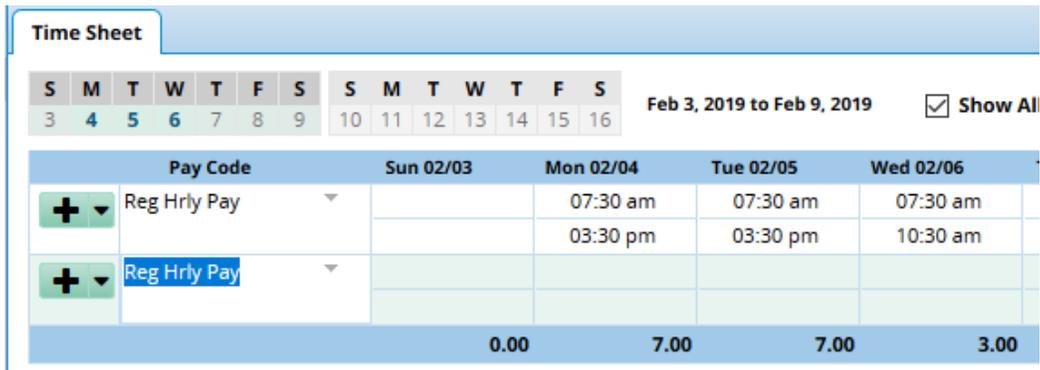
Volunteer Firefighter	Classified, AFSCME, FOP, Admin Hourly May use up to 80 hours per year to respond to emergencies while at work.
Training & Professional Development	Used to record training hours.
Birthday	AFSCME & FOP Employees entitled to Birthday Pay enter a one (1) to request Birthday Pay for that day. The system converts the 1 day to the total hours the employee is scheduled to work that day.

Conversion Chart: Minutes to 100ths of an Hour

Min	100 th						
1	.02	16	.27	31	.52	46	.77
2	.03	17	.28	32	.53	47	.78
3	.05	18	.30	33	.55	48	.80
4	.07	19	.32	34	.57	49	.82
5	.08	20	.33	35	.58	50	.83
6	.10	21	.35	36	.60	51	.85
7	.12	22	.37	37	.62	52	.87
8	.13	23	.38	38	.63	53	.88
9	.15	24	.40	39	.65	54	.90
10	.17	25	.42	40	.67	55	.92
11	.18	26	.43	41	.68	56	.93
12	.20	27	.45	42	.70	57	.95
13	.22	28	.47	43	.72	58	.97
14	.23	29	.48	44	.73	59	.98
15	.25	30	.50	45	.75		

Task #8: Insert and Delete Rows

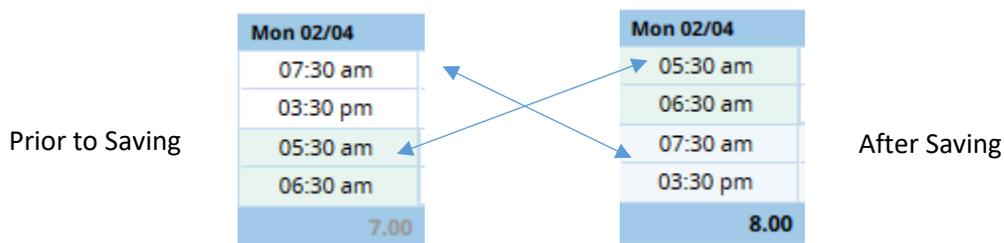
When the timesheet first opens, one row is displayed for each week. However, an employee will often require more than one row. It will default to “Reg Hrly Pay.” If, for example, an employee punched in and out twice in one day, an extra “Reg Hrly Pay” row would be required. Similarly, if the employee had both a lunch exception and used sick time in the same week, then it would be necessary to insert an extra Elapsed Time row.



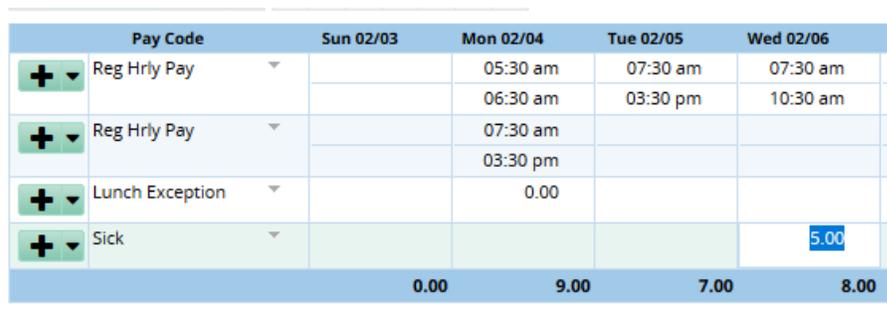
Time Sheet		S	M	T	W	T	F	S	S	M	T	W	T	F	S	Feb 3, 2019 to Feb 9, 2019	<input checked="" type="checkbox"/> Show All
		3	4	5	6	7	8	9	10	11	12	13	14	15	16		
Pay Code		Sun 02/03	Mon 02/04	Tue 02/05	Wed 02/06												
<input type="button" value="+"/>	Reg Hrly Pay		07:30 am 03:30 pm	07:30 am 03:30 pm	07:30 am 10:30 am												
<input type="button" value="+"/>	Reg Hrly Pay																
		0.00	7.00	7.00	3.00												

Step	Action	Results / Notes
1	Click on <i>My Timesheet</i> (Dashboard).	The most current un-submitted timesheet is displayed.
2	Click the <input type="button" value="+"/> button to the left of the “Reg Hrly Pay” code.	A new row is inserted below the existing row and is displayed in a darker color. The default pay code “Reg Hrly Pay” is displayed.
3	Choose the appropriate pay code.	
4	Enter the time-in and time-out according to the Manual in Task #5 step #2 or Elapsed time pay code in Task #7	

Note: In/Out punches will appear out of order when a row is inserted. The punches are listed in the correct order when the entries are saved.

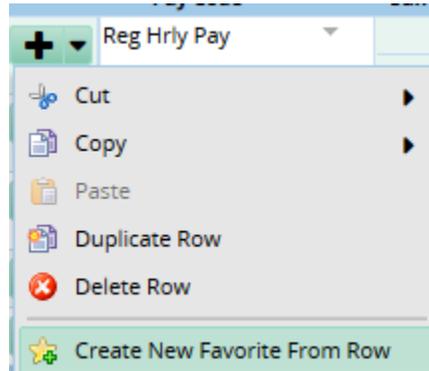


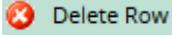
Note: New rows will populate under the row that you click the and duplicate the pay code. Change pay code as needed.



Pay Code		Sun 02/03	Mon 02/04	Tue 02/05	Wed 02/06												
<input type="button" value="+"/>	Reg Hrly Pay		05:30 am 06:30 am	07:30 am 03:30 pm	07:30 am 10:30 am												
<input type="button" value="+"/>	Reg Hrly Pay		07:30 am 03:30 pm														
<input type="button" value="+"/>	Lunch Exception		0.00														
<input type="button" value="+"/>	Sick				5.00												
		0.00	9.00	7.00	8.00												

Delete a Row



Step	Action	Results / Notes
1	Click the  button in the row you wish to delete.	A confirmation window is displayed.
2	Click the Yes button in the confirmation window. Note: If this is the only row for a particular week of the pay period, the delete process will actually leave the row but delete any entered data. The pay code will go back to Reg Hrly Pay	Selected row is deleted.
3	Click the Save icon.	“Data Saved” message is displayed under title bar.

Task #9: Bank Overtime Hours as Comp Time

Employees often prefer to ‘bank’ their overtime hours for a week (Classified, FOP, Admin Hourly) or for a day (AFSCME Only) as ‘Comp Earned’ rather than get paid the time-and-a-half rate for those hours. The overtime hours that the employee banks are multiplied by 1.5 and added to the employee’s Comp Time bank to be used as early as the following week (Classified, FOP, Admin Hourly) or the following day (AFSCME).

Warning: Comp Time cannot be banked until the total hours for the week exceed 40 (Classified, FOP, Admin Hourly) or until the hours exceed 8 or 10 for a day, depending on the AFSCME employee’s schedule. (AFSCME only).

Step	Action
1	Click on <i>My Timesheet</i> (Dashboard). The most current un-submitted timesheet is displayed.
2	Check that the total hours for the week exceed 40 (Classified, FOP, Admin Hourly) or overtime hours for a day (AFSCME Only).
3	Click on the “  ” plus sign next to the pay code field to add a row.
4	Click the drop down arrow and click on the “Comp Earned” option.
5	Enter the number of overtime hours that you want to bank as comp time in Comp Earned row for the last date you <u>worked</u> in that week (Classified, FOP, Admin Hourly) or on the day the overtime was worked (AFSCME Only). Use the Pay Preview as your guide to banking comp time. Look for the OVERTIME pay code. That will indicate on which day(s) to bank your comp time.
6	Click the Save icon. Note: Totals line shows comp earned hours deducted from reg hrly pay hours to result in a lower ‘Total’. The ‘Total’ indicates PAID hours.

Task #9 Continued: Bank Overtime Hours as Comp Time

In the below example, the employee has opted to bank four overtime hours for the week as comp time and receive his/her normal 40 hour pay.

Note: To split the overtime between comp earned and overtime pay, the employee would bank a portion of the overtime hours and get paid the overtime rate on the remaining hours that exceed 40.

Note: Comp time is banked on Thursday in this example because of the vacation day on Friday. See Pay Preview indicating OT earned on Thursday:

Pay Code	Sun 02/03	Mon 02/04	Tue 02/05	Wed 02/06	Thu 02/07	Fri 02/08	Sat 02/09	Comments	Total
+ Reg Hrly Pay		08:00 am 05:00 pm	08:00 am 05:00 pm	08:00 am 07:00 pm	08:00 am 07:00 pm				36.00
+ Comp Earned					4.00				(4.00)
+ Vacation						8.00			8.00
	0.00	8.00	8.00	10.00	6.00	8.00	0.00		40.00

02/07/2019	Reg Hrly Pay	10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	4.00	76.36
02/07/2019	Reg Hrly Pay	10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	1.00	19.09
02/07/2019	Lunch	10	100000	840100	0000	80	704110		0.00	0.00	1.00	0.00	0.00	0.00
02/07/2019	Comp Earned	10	100000	840100	0000	80	704110		0.00	0.00	3.00	0.00	0.00	0.00
02/07/2019	Overtime	10	100000	840100	0000	80	704110		28.63	0.00	0.00	0.00	5.00	143.17
02/07/2019	Overtime	10	100000	840100	0000	80	704110		28.63	0.00	0.00	0.00	(3.00)	(85.91)
02/08/2019	Vacation	10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	8.00	152.72

Step	Action	Results / Notes												
7	<p>Now check Time off balances to verify that the 4 hours of comp time banked is loaded at time-and-a-half (or 1.5 times)</p> <table border="1" data-bbox="568 1249 836 1417"> <thead> <tr> <th>Comp Time</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Initial Balance Sun 02/03</td> <td>0.00</td> </tr> <tr> <td>Accrued</td> <td>6.00</td> </tr> <tr> <td>Used</td> <td>0.00</td> </tr> <tr> <td>Ending Balance Sat 02/16</td> <td>6.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">Show Details >></td> </tr> </tbody> </table>	Comp Time	Hours	Initial Balance Sun 02/03	0.00	Accrued	6.00	Used	0.00	Ending Balance Sat 02/16	6.00	Show Details >>		See Task #6, View Time Off Balances
Comp Time	Hours													
Initial Balance Sun 02/03	0.00													
Accrued	6.00													
Used	0.00													
Ending Balance Sat 02/16	6.00													
Show Details >>														
8	Select the pay preview tab at the bottom of the screen. Check that all time is paid correctly.													

Task #10: Add Comments to a Timesheet

It is often desirable or necessary to add a comment to a certain time-punch or elapsed time entry for special notice or clarification. Comments are seen by the timesheet manager and stored as a part of the timesheet record. These comments may be needed by the manager to approve your time.

Wed 02/06		Reg Hrly Pay		08:00 am	07:00 pm	Stayed late for special event	10.00
Thu 02/07		Reg Hrly Pay		08:00 am	07:00 pm	Stayed late to cover for	10.00
		Comp Earned	4.00				(4.00)

Step	Action	Results / Notes
1	Click on <i>My Timesheet</i> (Dashboard).	The most current un-submitted timesheet is displayed.
2	Navigate to Comment Section	Enter comments
3	For weekly comments, use the Table View of the Time Sheet. For daily comments, use the List View.	Time Sheet view changes.
4	Enter the comments.	
5	Click save.	

Task #11: Reviewing a timesheet

The Timesheet should be reviewed both after every save and prior to submitting for approval. While it is important to check the “Exceptions” section for more obvious problems, Workforce cannot know what you *intend* to enter. Thus, the employee must ensure that the entries are made accurately.

Step	Action	Results / Notes
1	Click on <i>My Timesheet</i> link (Dashboard).	
2	Verify that the correct pay codes have been selected and that the total hours for each day and week are correct.	
3	Verify that the correct number of hours have been entered for each pay code.	
4	Verify that a lunch exception has been entered for each day that the actual lunch varied from the scheduled lunch. Make sure a zero is entered for any days that a lunch was not taken.	
5	Verify that worked time or paid time off has been entered for each scheduled workday during the pay period.	
6	Include any additional information in the <i>Comments</i> field that the timesheet manager may need in order to approve your time.	
7	Confirm that the only unresolved error messages are those that must be corrected by the manager.	See the table on the next page for the different types of Messages and their descriptions.
8	Click the <i>Save</i> icon to save any new changes.	“Data Saved” message is displayed under tool bar.

Task #11 Continued: Reviewing a Timesheet

Timesheet Messages and Warnings

There are three types of messages issued in the timesheet.

Message	Message description
Informational Messages (WHITE)	Informational Messages may not require the employee or manager to take any action. For example, a “late” message is displayed on the timesheet when an employee clocks in past their scheduled time. Another example is the costing/job information which always is displayed at the bottom of each employee’s timesheet and correspond with the white ‘Push Pin’
Warnings (YELLOW)	Warnings inform the employee of a possible unacceptable situation that may not require the employee to take action when the timesheet is saved or submitted. For example, a message stating that “no time is entered for a scheduled workday” is displayed in yellow on both the employee and manager’s view of the timesheet when time is not entered for a scheduled workday. The system is configured to post this message at the end of each week in the pay period. There will also be a corresponding yellow ‘Push Pin’ on the timesheet on the day being referenced.
Error Messages (RED)	Error Messages indicate an unacceptable situation requiring action by the employee or the timesheet manager. A common error message is the “Missing Punch” error, which indicates that either a ‘time in’ or ‘time out’ is missing on the timesheet. If the Missing Punch error goes uncorrected, the employee will not be paid for the day containing the missing punch. There will be a corresponding red ‘Push Pin’ on the Timesheet on the day in error. Errors MUST be corrected.
<p>Warning: Red error Messages will result in employee not being paid correctly.</p> <p>Note: A corresponding push pin appears on the day that the error occurs.</p>	

Task #12: Viewing the Pay Preview

Pay Preview allows the employee to view the gross pay calculation for the pay period and thereby verify the accuracy of the timesheet.

Work D...	Pay Code	Job	Entity	Source	Organiza...	Activity	Function	Natural Ac...	Project-Ta...	Rate	Amount	Unpaid Ho...	Shift Hours	Paid Hours	Pay
12/24/2018	Reg Hrly Pay		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	4.50	85.91
12/24/2018	Vacation		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	3.50	66.82
12/25/2018	Holiday		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	8.00	152.72
12/26/2018	Holiday		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	8.00	152.72
12/27/2018	Other		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	8.00	152.72
12/28/2018	Other		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	8.00	152.72
12/31/2018	Vacation		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	8.00	152.72
01/01/2019	Holiday		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	8.00	152.72
01/02/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	4.00	76.36
01/02/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	4.00	76.36
01/02/2019	Lunch		10	100000	840100	0000	80	704110		0.00	0.00	1.00	0.00	0.00	0.00
01/03/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	4.00	76.36
01/03/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	4.00	76.36
01/03/2019	Lunch		10	100000	840100	0000	80	704110		0.00	0.00	1.00	0.00	0.00	0.00
01/04/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	4.00	76.36
01/04/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	4.00	76.36
01/04/2019	Lunch		10	100000	840100	0000	80	704110		0.00	0.00	1.00	0.00	0.00	0.00
Total											0.00	3.00	0.00	80.00	1,527.21

Step	Action	Results / Notes
1	Click on <i>My Timesheet</i> (Dashboard).	The most current un-submitted timesheet is displayed.
2	Click on the <i>Pay Preview</i> tab at the bottom of your timesheet.	
3	Verify that the pay codes and the hours entered on them accurately reflect your hours for the pay period. Note: Any timesheet entries displaying the message "Error – (not paid)" will not be included.	This window represents another opportunity to confirm the accuracy of the information you entered in your timesheet.

Work D...	Pay Code	Job	Ent...	Source	Organiza...	Acti...	Funcni...	Object	Project-T...	Rate	Amount	Unpaid H...	Shift H...	Paid Hours	Pay
02/04/2019	Lunch		10	100000	840100	0000	80	704110		0.00	0.00	1.00	0.00	0.00	0.00
02/04/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	7.00	133.63
02/05/2019	Lunch		10	100000	840100	0000	80	704110		0.00	0.00	1.00	0.00	0.00	0.00
02/05/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		19.09	0.00	0.00	0.00	8.00	152.72

Column (left to right)	Description
Work Date	References date of occurrence for each pay code paid or unpaid.
Pay Code	Earnings being paid or deduction being taken.
Job	Appears if there is an over-ride on the Timesheet (AFSCME) and on all Student Timesheets
Entity, Source, Organization, Activity, Function, Object	Departmental costing.
Project-Task-Award	Grant costing
Rate	Hourly rate for pay code
Amount	Flat amount pay code value.
Unpaid Hours	Records values for lunches or banked comp time
Shift Hours	Hours paid at 2nd, 3rd, or weekend shift.
Paid Hours	Hours by which rate is multiplied.
Pay	Gross earnings for the pay code

Task #13: Submitting a Timesheet

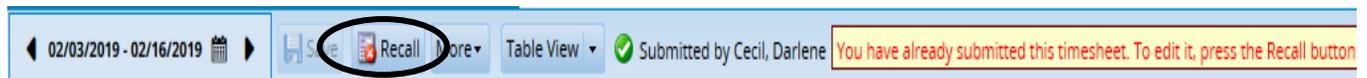
When all data for the entire pay period has been entered, saved and verified in the Pay Preview, the employee is ready to submit the timesheet to his/her manager.

Step	Action	Results / Notes
1	Click on the “ <i>My Timesheet</i> ” link. (Dashboard)	The most current un-submitted timesheet is displayed.
2	Click the <i>Submit</i>  icon in the tool bar.	

Timesheet submitted.

Task #14: Recalling a Submitted Timesheet

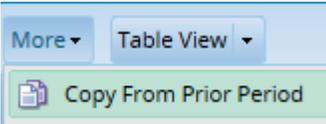
A timesheet may be recalled from submission as long as it has not yet been approved by the manager.



Step	Action	Results / Notes
1	Click on <i>My Timesheet</i> (Dashboard).	The most current un-submitted timesheet is displayed.
2	Click the black triangle to the left of the displayed pay period date. Navigate to the pay period for the timesheet you want to recall.	The requested timesheet is displayed with the warning in red below.
3	Click the <i>Recall</i>  icon.	
4	Make the desired changes to the timesheet entries.	
5	Click the <i>Save</i> icon.	“Data Saved” message is displayed under title bar.
6	Click the <i>Submit</i> icon.	Timesheet is closed and “Timesheet submitted” message is displayed.

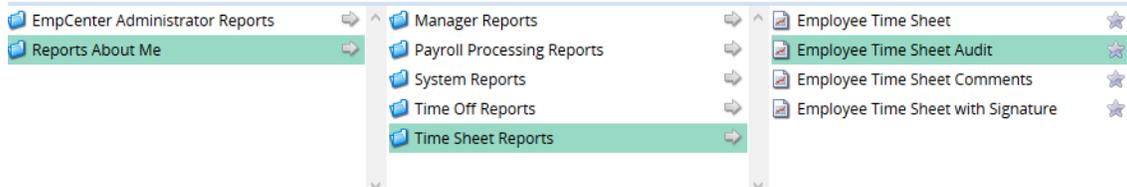
Task #15: Copying from Prior Periods

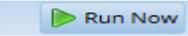
If an employee’s work hours seldom change, it isn’t necessary to enter the same information in the timesheet each pay period. The employee can follow instructions below to copy the prior period timesheet into the current pay period.

Step	Action	Results / Notes
1	Click on <i>My Timesheet</i> (Dashboard).	The most current un-submitted timesheet is displayed.
2	Click the “More” icon, select Copy From Prior Period. 	Confirmation window is displayed. “Copy from previous period.”
Note: This process copies only WORKED time entries from the previous period’s timesheet to the current one. Paid time-off entries are not copied.		
3	Update the entries as needed. Warning: Regular hours may be copied into a designated holiday. Remove the entry if you did not work on the holiday. Note: Lunch Exception entries are not copied. Only enter lunch exceptions for the current pay period.	
4	Click the <i>Save</i> icon.	“Data Saved” message is displayed under tool bar.

Task #16: Viewing the Timesheet Audit Report

The employee has the ability to run an audit report for either the current or a previous timesheet. This report displays a record of when and who did what to the timesheet for the selected pay period.



Step	Action	Results / Notes
1	Click on the <i>View Reports</i> link. (Dashboard)	Reports window is displayed.
2	Click on <i>Reports About Me</i>	
3	Click on <i>Time Sheet Reports</i> .	
4	Click in the <i>Pay Period End Date</i> field. Click on the blue calendar icon Choose the pay period end date. Click on "Run Now" to the right 	Pay Period End Date:  02/21/2019 
5	Make a selection for "Delivery Option" to View Now, or Send in an Email	Delivery Method:  <input type="radio"/> PDF <input checked="" type="radio"/> View Now <input type="radio"/> Send in an Email
6	Make the decision in the table below.	
	If...	Then...
	You would like to view the report in the web-browser	<ul style="list-style-type: none"> Click in the <i>HTML</i> radio button. Click the <i>Run Now</i> button.
	You would like to save and view the report using the Acrobat Reader	<ul style="list-style-type: none"> Click in the <i>PDF</i> radio button. Click the <i>Run Now</i> button. Handle saving or printing as necessary
	You would like to view the report in Excel	<ul style="list-style-type: none"> Click in the <i>Excel</i> radio button. Click <i>Run Now</i> Handle saving or printing as necessary
	You would like to view the report as a CSV document	<ul style="list-style-type: none"> Click in the <i>CSV</i> radio button. Click <i>Run Now</i> Handle saving or printing as necessary

Task #16 Continued: Viewing the Timesheet Audit Report

Time Sheet Audit for Period Ending on 02/16/2019

Ohio University

Changed on (EST)	By User	Action	Data Source	Work Date	Pay Code	Days	Hours	In Time	Out Time	Entity	Source	IP Address	Comments
Employee: ██████████						Assignment: Primary							
02/21/2019 10:51 AM	WFORCE	Insert	User Entered	02/04/2019	Reg Hrly Pay			07:30 AM	03:30 PM			132.235.176.7 3	
02/21/2019 10:53 AM	WFORCE	Insert	User Entered	02/04/2019	Reg Hrly Pay			05:30 AM	06:30 AM			132.235.176.7 3	
02/21/2019	WFORCE	Insert	User Entered	02/04/2019	Lunch Exception	0.00	0.00					132.235.176.7	

Column	Descriptions
Changed on	Date and time that the timesheet was altered.
By User	Ohio ID of the employee that made the change. "System Scheduler" indicates use of a time clock.
Action	Type of action taken on the timesheet.
Work Date	Date affected by the change.
Pay Code	Pay Code used/affected by the change.
In-Time	Reg Hrly Pay time-in recorded.
Out-Time	Reg Hrly Pay time-out recorded.
Fund Type and Fund	Will be blank
IP Address	Indicates the IP address of the computer or time clock used for the data entry

Task #17: Pay Codes Listing

Pay Codes Enterable by Employees/Students

Pay Codes	All Classifications → Description
Reg Hrly Pay	(All Employees) Pay code used to record In/Out punches for each day worked during the pay period.
Relief Wrkr Dbl Sft	(Heating Plant only) Pay code allows relief workers of heating plant to work a double shift without going into OT for the day, and allows for day off later without using PTO.
Lunch Exception	(Classified, AFSCME, FOP, Admin Hourly) Pay code used to record lunch time taken when it is different from the employee's scheduled lunch. If no lunch is taken, a zero must be entered on the Lunch Exception pay code.
Training & Professional Development	(Classified, FOP, AFSCME, Admin Hourly) Pay code used to record training hours in elapsed time.
Vacation	(Classified, FOP, AFSCME, Admin Hourly) Pay code used to record vacation hours used as elapsed time.
Sick	(Classified, FOP, AFSCME, Admin Hourly) Pay code used to record sick time used in elapsed time.
Personal Day	(Classified, FOP, AFSCME, Admin Hourly) Pay code used to record personal hours used as elapsed time in full-hour increments only.
Jury Duty	(Classified, AFSCME, FOP, Admin Hourly) Pay code used to record regular work hours lost when an employee is subpoenaed to testify in court or serves on a jury for the United States or the State of Ohio.
Pay Codes CONT	All Classifications → Description
Comp Earned	(Classified, FOP, AFSCME, Admin Hourly) Pay code used when an employee chooses to bank compensatory time in lieu of being paid for Overtime hours worked. Time is banked at one and a half times the number of Comp Time Earned hours entered. The number of hours requested to be banked must not exceed the number of Overtime hours worked during the week.
Comp Paid	(Classified, FOP, AFSCME, Admin Hourly) Pay code used when an employee chooses to use banked Comp Time. The number of hours used cannot exceed the employee's banked balance.
Military Pay	(Classified, FOP, AFSCME, Admin Hourly) Pay code used to record regular hours lost due to temporary military service in the Ohio organized militia or other reserve components of the armed forces of the United States, including the Ohio National Guard. Not to exceed 176 hours within a calendar year.
Birthday	(AFSCME, FOP) Employees entitled to Birthday Pay enter a one (1) to request Birthday Pay for that day. The system verifies that the employee is scheduled to work on the requested date and pays the employee for one day based on the employee's schedule. Can only be used in 1 day increments
Funeral	(AFSCME, FOP) An employee who has completed the probationary period may take up to three (3) days for arranging and attending the funeral of a member of his/her immediate family and may use up to 2 additional sick days. (Classified, Admin Hourly) An employee may use Sick time for up to five (5) days.
Other	Used for anything that doesn't have an individual pay code. A comment is required when this pay code is used.
Volunteer Firefighter	(Classified, AFSCME, FOP, Admin Hourly) May be away from work for up to 80 hours in a calendar year to respond to emergencies.

Pay Codes Enterable by Supervisors

Emergency Worked → AFSCME, Classified, FOP, Admin Hourly

Managers may change punches recorded under Regular Hourly Pay to any of the following:

Pay Codes	Description
Call Back Sched	(AFSCME, FOP) Employee guaranteed a minimum of three hours. The system automatically generates the difference between the time designated as Call Back Scheduled and the guarantee.
Call Back Unsched	(AFSCME, FOP) Employee guaranteed a minimum of four hours. The system automatically generates the difference between the time designated as Call Back Unscheduled and the guarantee.
Flight Instr	(Aviation Students only)
<i>Managers may make entries to the following pay codes which record time in elapsed time:</i>	
Occup Injury	(Classified, FOP, AFSCME, Admin Hourly) to be used to finish out a work day for an employee injured on the job.
Holiday	(Classified, FOP, AFSCME, Admin Hourly) If holiday hours do not automatically post for the employee, the manager may enter the appropriate holiday hours. Part time employees MUST have a schedule template applied to their record to receive holiday pay.
Overtime	(Classified, AFSCME, FOP, Admin Hourly, Students) Workforce calculates overtime on a timesheet. This pay code should not be entered manually without consulting Payroll first.
Emergency Closure	(AFSCME, Classified, FOP, Admin Hourly) Time not worked while the university is closed. Entered as elapsed time equal to the amount of closure time during an employee’s scheduled work hours.
Emergency Worked	(AFSCME, Classified, FOP, Admin Hourly) Time worked by employees during an emergency closure. Pays the premium rate of time and a half. Must be used in conjunction with Emergency Closure
Excused Abs	(Classified, AFSCME, FOP, Admin Hourly) Informational pay code used to record an unpaid, excused absence.
Unexcused Abs	(Classified, AFSCME, FOP, Admin Hourly) Informational pay code used to record an unpaid, unexcused absence.
Lunch Exception	(Classified, AFSCME, FOP, Admin Hourly) Used to tell the system that the lunch time taken on a day differs from their scheduled lunch deduction
Beeper Pay	(AFSCME only) This is entered as a dollar amount. It is limited to \$150 per week. Used when an AFSCME employee must carry a beeper.
EE Credit Card Tips	(Students only)
EE Declared Cash Tips	(Students only)
Employer Tip Credit	(Students only)
Student Meals	(Students only)

Managers now have the ability to amend an employee’s time from a previous pay period. Please refer to the appropriate Quick Reference Guide under Workforce Training at www.ohio.edu/hr/resources/hr-system-training.

Frequently Asked Questions

- 1. What happens if I forget to submit my timesheet?**
 - a. The approver can approve the timesheet without the employee's approval. You will be paid for all reported hours.

- 2. What happens if the approver fails to approve my timesheet?**
 - a. The employee is paid. The approver receives an email notification of an unapproved timesheet. This requires submission of a hand-signed print of the WF timesheet.

- 3. What is a Lunch Exception, and when should it be entered on the timesheet?**
 - a. Employee schedules include an amount of time scheduled for a lunch break. The system automatically takes the scheduled lunch after four worked hours. When the actual lunch break varies from the schedule, the Lunch Exception pay code is used to record the actual amount of time taken. If no lunch is taken, a zero must be entered. For example, an employee worked four hours and fifteen minutes, did not take a lunch, and left work for the day. The employee is scheduled for a one-hour lunch break. If a zero lunch exception isn't entered, the system attempts to deduct the scheduled lunch from the hours worked in excess of four. Since the employee only worked four hours and fifteen minutes, the system would reduce the employee's hours back to four.

- 4. What happens if I submit my timesheet and then realize that I need to make changes?**
 - a. See the instructions for recalling a submitted timesheet (Task #14). If the timesheet has already been approved by your supervisor, you must contact the supervisor to ask them to remove their approval.

- 5. What is an FLSA Adjustment?**
 - a. When more than forty hours are worked in a week, the Fair Labor Standards Act requires the employer to determine an average hourly rate of pay for the week based on the number of worked hours, the rates of pay for those worked hours, and specific flat amounts paid to the employee for the week. The average rate is multiplied by .5 to determine the half hour rate. If the half hour portion of overtime pay due on the worked hours exceeds the half hour portion of the overtime being paid to the employee for the week, the employee's earnings must be adjusted to include the difference. That difference is the FLSA Adjustment. This happens systematically. No entries required.

- 6. What happens if I change timesheet approvers in the middle of a pay period?**
 - a. All information entered on the timesheet goes to the new approver.