



Time Entry

NOTE: Your pay is processed with a salaried contract; however, the Affordable Care Act (ACA) requires the university to track the actual hours you work.

1. Logon to Workforce at workforce.ohio.edu
2. Click on the My Timesheet link in the Time Entry box.
 - Click the List View tab and choose Table View for a different view of the timesheet. The timesheet opens in the view selected until changed.
 - Click the Show All Weeks box to display the full pay period.

Reminder: Verify the appropriate Pay Period dates.

3. Enter your in/out times for the week in the Reg Hrly Pay row. One row of Reg Hrly Pay will display for each week.


Click the “Save” icon after hours are entered to verify daily/pay period totals.

Pay Code	Sun 01/06	Mon 01/07	Tue 01/08	Wed 01/09	Thu 01/10	Fri 01/11	Sat 01/12
+ Reg Hrly Pay		07:00 am 03:30 pm					
	0.00	8.50	0.00	0.00	0.00	0.00	0.00
Pay Code	Sun 01/13	Mon 01/14	Tue 01/15	Wed 01/16	Thu 01/17	Fri 01/18	Sat 01/19
+ Reg Hrly Pay							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Enter time using one of the following formats:

- 7:00 am and 3:30 pm=actual hours and minutes separated by colon. Use of am and pm is necessary
- 07:00 and 15:30 = military hours separated by colon. No am/pm needed.
- 7.0 and 15.5 = military hours and minutes expressed as 100ths of an hour. No colon or am/pm needed. See chart on back of guide.

INSERT A NEW ROW:

- When you have more than one time In/Out for the same day you must insert another Reg Hrly Pay code row. The times are entered as In and Out times.
- Click the plus sign  to the left of the Pay Code to insert the row. Choose Reg Hrly Pay code and record time.

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Pay Code	Sun 01/06	Mon 01/07	Tue 01/08
+ Reg Hrly Pay		07:00 am	
+ Reg Hrly Pay		03:30 pm	
		05:00 pm	
		06:15 pm	
	0.00	9.75	0.00

Pay Code	Sun 01/13	Mon 01/14	Tue 01/15
+ Reg Hrly Pay			
	0.00	0.00	0.00

DELETE, CUT, COPY, PASTE, & DUPLICATE ROWS/CREATE FAVORITES:

- Click triangle to the right of the plus .
- Choose appropriate action and follow instructions.

LUNCH:

- If you leave work to take a break, for example, lunch or appointment, you must clock out and back in to report your time away from the office. EX: Enter on separate lines 10AM to 12PM and 1PM to 5 PM.

TIME SPANS MORE THAN ONE DAY:

For example, if you worked from 10PM on August 17 until 6AM on August 18, you would enter the hours as usual in the time In/Out section for August 17.

- Enter the In time as 10 PM on 8/17
 - Enter the Out time as 6 AM, also on 8/17
 - Type “+” to indicate the out time is after midnight.
4. Click the Save icon to verify daily/pay period totals. A “Data Saved” message will display.



5. At end of the biweekly pay period, review the entries on your timesheet, and click Submit. This is your electronic approval of your timesheet. See Submitting Your Timesheet section.

WARNING: BE SURE TO SAVE YOUR TIMESHEET ENTRIES BEFORE MOVING TO ANOTHER SCREEN OR EXITING THE SYSTEM! ALL UNSAVED INFORMATION WILL BE LOST.

ADDING COMMENTS

1. To add weekly comments: from Table View, enter in Comments field to the right of the days of the week.
2. To add daily comments: change time sheet view to List View. Enter in Comments in the field to the right of the times in and out.

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3. Click Save.

TIMESHEET ERROR MESSAGES

Click on the Exceptions tab (near bottom of screen) to view messages.

Error messages in red require corrective action by the employee or manager.

If the corrective action is not taken, the total hours worked for the pay period will not be properly reported. (Red push pin displays on day of error)

SUBMITTING YOUR TIMESHEET

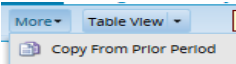
1. Review your timesheet. Correct all errors.
2. Click the Submit icon in the tool bar. This is your electronic signature. "Timesheet submitted" message displays.
3. Return to the Dashboard by clicking the Home icon. Click the My Timesheet link in the Time Entry box to open your timesheet for the next pay period.

RECALLING A SUBMITTED TIMESHEET

NOTE: You cannot recall a timesheet if your manager has already approved it [or if Payroll has already run the payroll.] If payroll has not been run, contact your manager and ask them to withdraw their approval so you may recall, edit and resubmit it. Otherwise, an amended timesheet will need to be completed by your manager to accommodate the changes of actual time worked.

1. Starting at the Dashboard, click on My Timesheet.
2. Click the black triangle pointing left in the Pay Period field until you see the date range of the timesheet you want to recall.
3. Click Recall icon appearing in tool bar. If it does not display, refer to note above.
4. "Timesheet recalled" message display
5. Edit timesheet and click the Save icon.
6. Resubmit the timesheet by clicking the Submit icon.

COPYING A TIMESHEET FROM A PRIOR PERIOD

1. Open the timesheet for the current pay period.
2. Click the black triangle on the More icon 
3. Click Copy from Prior Pay Period.
4. Make corrections and edits as necessary. Click the Save icon.

WARNING: ALL REGULAR HOURLY PAY HOURS WILL BE COPIED OVER FROM THE PRIOR PAY PERIOD. EDIT HOURS TO MATCH THE HOURS YOU WORKED IN THE CURRENT PAY PERIOD.

RELOAD DATA

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If you make one or more changes to the timesheet and decide you want to go back to the original timesheet information, the reload data function will change it back to the original timesheet information from the point of the last save.

1. Click the black triangle on the More icon.
2. Click the Reload Data link.
3. “You have unsaved changes that will be lost if you reload the data. What would you like to do?” message displays.
4. Click on Discard Changes and reload data icon to go back to the original timesheet data.
5. Otherwise, click on Do Not Reload Data icon to cancel reload data.

Minutes Worked to 100ths of an hour (expressed as decimals)

Min	100th	Min	100th	Min	100th	Min	100th
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		

For further instruction, refer to:

<https://www.ohio.edu/hr/resources/hr-system-training>

WORKFORCE QUESTIONS? CONTACT PAYROLL AT 740-593-1859

PROBLEMS CONNECTING, CONTACT OIT SERVICE DESK AT 740-593-1222