




Time Entry

1. Click on the My Timesheet link in the Time Entry box.
2. If you have more than one assignment, click on the appropriate assignment name for the hours you are reporting. Your timesheet for the unprocessed pay period should open.
 - 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 in the Show All Weeks box to display the full pay period.
3. Check the pay period dates to confirm that you are entering time in the correct period. If this is not the correct pay period, click in the Pay Period field and select the appropriate date range.
4. Click in the Job field and select the appropriate job. You must select a job, even if only one is available for this assignment.
5. Enter in/out times for the week on Reg Hourly Pay row.
6. Click the Save icon. Review the daily and pay period totals for accuracy.


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 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.
- Click plus sign  to the left of the Job field to insert the row.

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

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

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 In time as 10 PM on 8/17
 - Enter Out time as 6 AM also on 8/17
 - Type "+" to indicate the time out is after midnight.
7. Click the Save icon after hours are entered to verify daily/pay period totals. A "Data saved" message displays.
 8. Click the Pay Preview tab to view your gross pay calculation that includes all OU Assignments for the pay period. See Pay Preview section for more details.

Workforce Software:


Time and Attendance Student Time Entry

At end of the pay period, review your timesheet for accuracy, and click Submit to forward it to your manager. 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.

SWITCH ASSIGNMENTS ON TIMESHEET

This action opens the Assignments menu, for a student employee with multiple assignments, listing the assignments active in the selected period. The selected assignment corresponding to the timesheet in the window appears highlighted with a bullet.

1. Click on the Switch Assignment button. 
2. Click another assignment in the list to open the timesheet.

ADDING COMMENTS

1. To add weekly comments from the Table View, enter in Comments in the field to the right of the days of the week.
2. To add daily comments change timesheet view to List View. Enter in Comments in the field to the right of your times in and out.
3. Click Save button

TIMESHEET EXCEPTION MESSAGES

1. Click on the Exceptions tab (near bottom of screen) to view messages.
2. Three exception messages may appear at the bottom of your timesheet:
 - Info messages, such as “Account Number,” do not require any action.
 - Warning messages, such as “Work on a Holiday,” may or may not require some corrective action.
 - Error messages in red, such as “Missing Punch,” require corrective action. If the corrective action is not taken, the employee is not paid for the time associated with the error. (Red push pin displays on day of error)

SUBMITTING YOUR TIMESHEET

1. Review your timesheet. Correct all appropriate Exceptions.
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 the payroll run is not yet complete, contact your manager and ask them to withdraw their approval so you may recall, edit and resubmit it. If the pay period is closed, an amended timesheet must be completed by your manager to accommodate the changes.

Workforce Software:

Time and Attendance Student Time Entry

1. From the Dashboard, Click on the My Timesheet link.
2. If you have more than one assignment, click on the appropriate assignment name.
3. Click the triangle pointing left in the Date Range field until you see the date range of the timesheet you want to recall.
4. Click the Recall icon that appears in the tool bar. If you don't see a Recall icon, refer to note above.
5. "Timesheet recalled" message displays.
6. Edit Timesheet and save changes.
7. Resubmit the Timesheet by clicking the Submit icon.

PAY PREVIEW

1. Click on the Pay Preview tab (near bottom of screen) to review your projected gross pay information for the pay period.
2. Click any column header to sort information in either ascending or descending order. Click again to switch to other order.
3. If you have multiple jobs, pay information displays for all jobs worked in the current pay period.

RELOAD DATA

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 revert it back to the original timesheet information from the point of the last save.

1. Click 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.

Workforce Software: Time and Attendance Student Time Entry

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, go 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