



NOTE: You are paid on a salaried contract; however, the Affordable Care Act (ACA) requires the university to track the actual hours you work.

TIME ENTRY

- Click on the *Enter My Hours* link in the *Time Entry* box.
 - Click the *List View* tab and choose *Table View* for a different view of the time sheet. The time sheet 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.
- 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.



S	M	T	W	T	F	S	Jul 27, 2014 to Aug 2, 2014										<input checked="" type="checkbox"/> Show All Weeks																
27	28	29	30	31	1	2	3	4	5	6	7	8	9																				
Pay Code		Sun 07/27		Mon 07/28		Tue 07/29		Wed 07/30		Thu 07/31		Fri 08/01		Sat 08/02		COMMENTS		Total															
	Reg Hrly Pay			08:00 am 12:00 pm														4.00															
		0.00		4.00		0.00		0.00		0.00		0.00		0.00				4.00															
Pay Code		Sun 08/03		Mon 08/04		Tue 08/05		Wed 08/06		Thu 08/07		Fri 08/08		Sat 08/09		COMMENTS		Total															
	Reg Hrly Pay																	0.00															
		0.00		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 green plus sign  to the left of the Pay Code to insert the row. Choose Reg Hrly Pay code and record time.

S	M	T	W	T	F	S	S	M	T	W	T	F	S	Jul 27, 2014 to Aug 2, 2014									
27	28	29	30	31	1	2	3	4	5	6	7	8	9										
Pay Code							Sun 07/27	Mon 07/28							Tue 07/29							W 07/30	
<div> Reg Hrly Pay</div>								08:00 am															
<div> Reg Hrly Pay</div>								12:00 pm															
								01:00 pm															
								05:00 pm															
							0.00	0.00							0.00								

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

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

LUNCH:

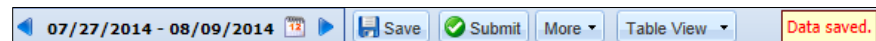
- If you leave work to take a break, for example, lunch or appointment, you must clock out and back in to report your time away from the office. EX: Enter on separate lines 10AM to 12PM and 1PM to 5 PM.

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 **Out** time
- Enter **+** to change date.
Click blue **+**, a message displays: "This shift ended on 'DATE' after midnight."

- Click the *Save* icon after any hours entered to verify daily/pay period totals. A "Data Saved" message will display.



- At end of the biweekly pay period, once all time is entered, review your time sheet, and click *Submit* to forward it to your manager. **See Submitting Your Time Sheet** section.

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

ADDING COMMENTS

- To add weekly comments: from *Table View*, enter in *Comments* field by Pay Code.
- To add daily comments: change time sheet view to *List View*. Enter in *Comments* field by Pay Code.
- Click *Save* button

TIME SHEET 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 TIME SHEET

- Review your time sheet. Correct all errors.
- Click the *Submit* icon in the tool bar. This is your electronic signature.
"Time sheet submitted" message displays.
- Return to the Dashboard by clicking the *Home* icon. Click the *Enter My Hours* link in the *Time Entry* box to open your time sheet for the next pay period.

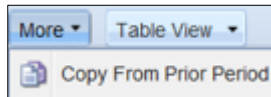
RECALLING A SUBMITTED TIME SHEET

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 time sheet must be completed by your manager to accommodate the changes of actual time worked.

- Starting at the Dashboard/Home, Click on *Enter My Hours* link.
- Click the blue triangle pointing left in the *Pay Period* icon until you see the date range of the time sheet you want to recall.
- Click *Recall* icon appearing in tool bar. If it is not displayed, refer to note above.
- "Time sheet recalled" message displays.
- Edit time sheet and click the *Save* icon.
- Resubmit the time sheet by clicking the *Submit* icon.

COPYING A TIME SHEET FROM A PRIOR PERIOD

1. Open the time sheet 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

If you make one or more changes to the time sheet and decide you want to revert back to the original time sheet information, the reload data function will revert back to the original time sheet 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 is displayed.
4. Click on *Discard Changes and reload data* icon to revert back to the original time sheet 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		



OHIO
UNIVERSITY

WorkForce Software
Time & Attendance

Group III Employee Time Entry

Quick Reference Guide

(Required time tracking for Group III salaried Administrative employees)

For further instruction, refer to:

www.ohio.edu/finance/payroll/workforcepage.cfm

Logging into WorkForce:

1. Go to: workforce.ohio.edu.
2. The OHIO Login screen is displayed. You may bookmark this screen.
3. Enter your OHIO ID and password.
4. Click the *Login* button.

*Warning: You must be able to access/receive your OHIO email.
All WorkForce processes are based on your OHIO ID.*

WORKFORCE QUESTIONS, CONTACT PAYROLL AT 740-593-1859
PROBLEMS CONNECTING, CONTACT OIT SERVICE DESK AT 740-593-1222