

OPEN YOUR TIME SHEET

1. Click on the link “*Enter My Hours*” in the *Time Entry* box.
Reminder: Verify the appropriate time sheet was opened by checking the Pay Period dates. The most current unsubmitted time sheet is displayed.
2. If you would like to view a time sheet for a prior pay period:
 - a. Click on the Pay Period directional button to find the appropriate pay period.
 - b. The message, “Data is locked from further changes by payroll.” Or “This time sheet was already approved by [mgr name]. Changes not allowed” shows, but you may view all the time in/out entries including time off balances and the pay preview for that pay period.
3. Your Time clock swipe in and out times will be displayed on each day of each week in the pay period.

NOTE: Do not change your swiped time in or out entries on your time sheet.

REMINDER: All Paid Time Off (PTO) forms are still required by your department and Human Resources.

ENTER PTO

Each dept. will decide if the employee or the manager will enter the PTO on the WF time sheet. **Please check with your manager.** You should view your available PTO Balances first. For Sick, Vacation, Birthday, and Personal time, only the hours available in the *Initial Balance* row may be used in the current pay period. The system will not allow you to use hours if they are not available in the Initial Balance column.

Banking Comp Time-AFSCME employees may ‘bank’ their overtime hours as ‘comp time’ rather than be paid time-and-a-half for those hours. The overage hours banked by the employee are automatically multiplied by 1.5 and added to the employee’s *Comp Time* bank. They may be used as early as the following day. Comp Time cannot be banked until the total hours for the day exceed 8 or 10, depending on the AFSCME employee’s schedule. Use the pay code *Comp Earned* when **banking** Comp Time hours on the day the overtime was worked. Use the pay code *Comp Paid* when **using** the banked comp time hours.

Reminder: You must insert a new row for each type of paid time off taken.

1. Click green plus  (located to the left of the pay code). A new row is inserted.
2. Click on the drop down arrow  in the pay code field.
3. Choose the appropriate PTO pay code.
4. **Enter the amount of time** - Click in the blank field in that same row under the date for which you will enter the PTO. Enter the PTO as an amount of time using 100ths of hours. For example, 1 hr and 15 minutes vacation is entered as 1.25.
5. If you enter PTO in excess of the initial balance, the system will not allow you to save the time sheet (except for comp time balances).
6. Check that totals for each day, each week, and the pay period are accurate.
7. Check PTO balances to verify accruals, comp time banked, and usages.
8. Check Pay Preview to verify all PTO used.
9. Click the *Save* icon, then click the *Submit* time sheet icon.

NOTE: For Birthday PTO, choose Birthday in the drop-down Pay Code and enter 1.0 (for one day) in the row for that date rather than the number of hours. WorkForce will add a row with the appropriate number of scheduled hours (8 or 10) for your birthday. Verify correct number of hours in the TOTAL column.

WARNING: IF YOU ARE ENTERING YOUR OWN PTO, THEN CLICK *SAVE & SUBMIT*. IF YOU ARE VIEWING YOUR TIME SHEET HOURS, TIME SHEET BALANCES, PAY PREVIEW, OR SCHEDULE: CLICK *LOG OFF*, DO NOT CLICK *SAVE OR SUBMIT*.

ADDING COMMENTS

1. To add weekly comments from the Table View, enter in *Comments* field per Pay Code.
2. To add daily comments change time sheet view to *List View*. Enter in *Comments* field for each Pay Code.
3. Click *Save* button.

WARNING: ALL UNSAVED INFORMATION WILL BE LOST.

ALL EMPLOYEES MAY VIEW THEIR PAY PREVIEW IN A TABBED SECTION AT THE BOTTOM OF THE SCREEN.

TIME SHEET 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 time sheet:
 - 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.)**

NOTE: Non-Student employees may view their available Paid Time Off balances in a field at the bottom of the time sheet.

VIEW AVAILABLE PAID TIME OFF (PTO) BALANCES

NOTE: Balances are designated as hours except Birthday balance is 1 day.

1. Click on the *Time Off Balances* tab at the bottom of the time sheet.
2. The *Time Off Balances* section displays a separate box for these PTO types: Sick, Vacation, Personal, Birthday, and Comp.
 - a. *Initial Balance*-Displays the total number of hours available at the beginning of the pay period. For Sick, Vacation, and Personal time, only the hours available in the *Initial Balance* column may be used in the current pay period. AFSCME employees can earn Comp Time one day and use it the next day.
 - b. *Accrued* and *Used*: Displays the detailed activity, accruals and usages, for each type of PTO for the current pay period.

VIEW AVAILABLE PAID TIME OFF (PTO) BALANCES, Cont'd

- c. *Ending Balance*-Displays the total number of hours accrued by the end of the current pay period according to the amount of time displayed on the time sheet. The difference between the initial and ending balances represents the amount of time accrued and used during the current pay period (see the next section).
3. *Comp Time*
When Comp Time is banked on the time sheet, the system automatically multiplies the time by 1.5 hrs. (1 hr of Overtime banked as Comp Time on the time sheet automatically calculates to 1.5 Comp Time hours added to the Comp Time bank.)

VIEW PAY PREVIEW

1. Click the *Pay Preview* tab to view your **gross pay** calculation.
2. **Student employees** will see the gross calculation for ALL time sheets with hours on their pay preview. No need to check all time sheets for gross pay.
3. **AFSCME and FOP employees** will see the gross calculation for all pay codes used during the pay period.
4. The *Pay Preview* table displays:
 - a. *Pay Code*-Displays any pay codes used in the current pay period; Regular Hourly Pay, Overtime, PTO, Shift Differential, Comp. Earned/Paid, etc.
 - b. *Rate*-Rate for each specific pay code listed.
 - c. *Amount*-Flat amount pay, for example, FLSA adjustments.
 - d. *Unpaid Hours*-Records hours for lunches and banked comp time.
 - e. *Shift Hours*-Hours paid at 2nd, 3rd, or weekend shifts.
 - f. *Paid Hours*-Hours by which rate is multiplied.
 - g. *Pay*-Gross earnings listed for each pay code.

NOTE: Any time from an amended time sheet will be included on the current pay period pay preview.

ALL EMPLOYEES MAY RUN THE TIME SHEET AUDIT REPORT

The employee has the ability to run an audit report for any pay period. It displays a record of all entries/changes to the time sheet identified by OHIO ID.

1. Click on the *View General Reports* link on the Dashboard.
2. Click on the *Time Sheet Reports* link.
3. Select *Employee Time Sheet Audit*.
4. Click the calendar icon in the *Pay Period End Date* field to select the appropriate pay period end date.
5. Under "Generate output as," choose one of the formats. (HTML is default mode.)
6. Click the *Submit* button.
7. Follow the instructions to view, save, or print including the navigation of pop-up messages that require clicking on open/save or continue to complete task.



OHIO
UNIVERSITY

WorkForce Software
Time & Attendance

Time Clock User—View Time Sheet Quick Reference Guide

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, and then click the *Login* button.

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

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

You will need a current OU ID card to use the clock. If you replace your card you may not be able to swipe the clock for a couple of days after obtaining your new ID.

If you find an old card after replacing it, please destroy the old card. Only the most recently issued card will work with the clock.

WARNING: DO NOT CHANGE THE SWIPED TIME IN OR OUT ENTRIES ON YOUR TIME SHEET. WORKFORCE TRACKS ALL CHANGES MADE TO YOUR TIME SHEET BY THE OHIO ID OF THE PERSON MAKING THE CHANGES. MANAGERS AND EMPLOYEES CAN RUN A REPORT THAT IDENTIFIES CHANGES MADE TO A TIME SHEET.