

TIME ENTRY


1. Click on the link *Enter My Hours* in the *Time Entry* box.
2. If you have more than one assignment, click on the appropriate assignment name (Dining hall, library, etc.).
Your time sheet for the unprocessed pay period should open.
 - 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 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.

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


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. The times are entered as *In* and *Out* times.
- Click green 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 sign .
- 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 *Out* time.
- Enter + to change date.
- If you click on the blue + a message displays: “*This shift ended on ‘Day/Date’ (after midnight).*”


6. Click the *Save* icon after hours are entered to verify daily/pay period totals. A “Data saved” message displays.
7. 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.

At end of the 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.

SWITCH ASSIGNMENTS ON TIME SHEET

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

1. Click on the *Switch Assignment* button. 
2. Click the appropriate assignment in the list, which will open the time sheet.

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

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)

SUBMITTING YOUR TIME SHEET

1. Review your time sheet. Correct all appropriate Time Sheet Exceptions.
2. Click the *Submit* icon in the tool bar. This is your electronic signature. “Time sheet submitted” message displays.
3. 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.

1. Starting at the Dashboard/Home, Click on *Enter My Hours* link.
2. If you have more than one assignment, click on the appropriate assignment name.
3. Click the blue triangle pointing left in the *Date Range* field until you see the date range of the time sheet you want to recall.
4. Click the *Recall* icon that appears in the tool bar. If it is not displayed, refer to note above.
5. “*Time sheet recalled*” message displays.

- Edit time sheet and save changes.
- Resubmit the time sheet by clicking the *Submit* icon.

PAY PREVIEW

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

- Click the black triangle on the *More* icon.
- Click the *Reload Data* link.
- “You have unsaved changes that will be lost if you reload the data. What would you like to do?” message is displayed.
- Click on *Discard Changes and reload data* icon to revert back to the original time sheet data.
- 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

Student Time Entry

Quick Reference Guide

For further instruction, go to:

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

Logging into WorkForce:

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

*Warning: You must be able to access/receive your OHIO email.
All WF 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