OVC Scheduling and Reporting System

Employee Training

Basic Time and Attendance

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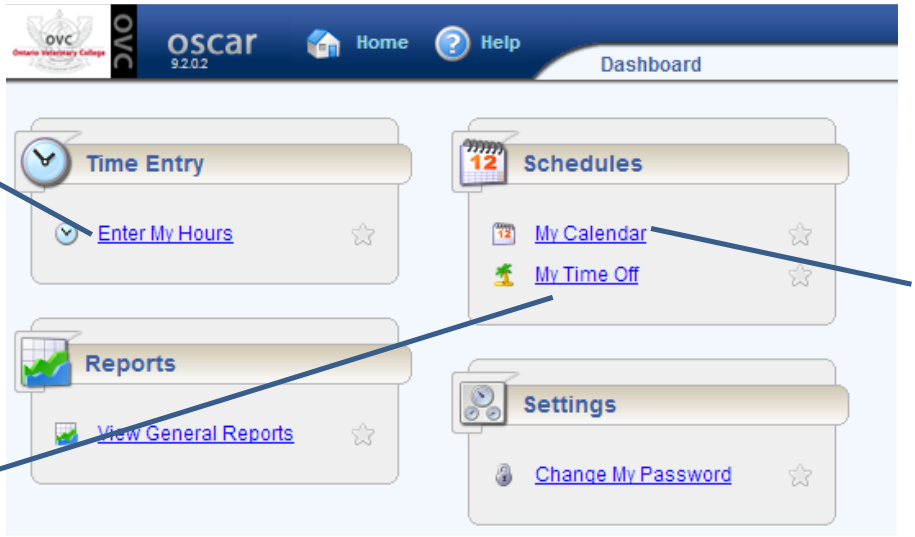
1 Main Dashboard

Once you log into OSCAR, the dashboard appears as follows:

Open your timesheet by selecting "Enter My Hours" from the Time Entry area of the dashboard.

Time off requests submitted for approval.



The My Calendar window displays events such as time off, pending time off, schedules, unavailability, and holidays. To see the calendar categories and the respective color coding, hover your mouse pointer over the **Legend** label.

2 Enter My Hours

Click on "Enter My Hours" from the main dashboard to access the timesheet screen.

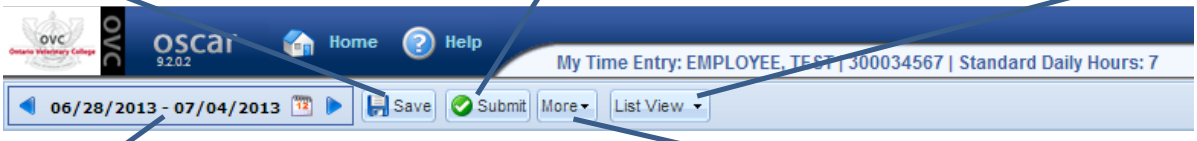
2.1 Function Buttons

The top panel displays the Timesheet. Several buttons reside at the top of your time sheet. These buttons execute certain program functions.

Saves your time sheet data. This is typically done every time you enter new data or make changes.

Submit sends your completed time sheet to your manager for approval. The message "Time sheet submitted" appears if the submission was successful. A **Recall** button replaces the **Submit** button.

Select the **List View, Table View or Day View** of the time sheet. The view you select alters the presentation of the data on the Timesheet tab.



Period Selector: Selects the pay period to view. Click the calendar icon to access a pop-up calendar from which to select a Pay Period.

The **More** button reveals the **Print**, **Print Preferences**, and **Reload Data**, buttons. You can print the information from all of the tabs in your **Time Entry** window.

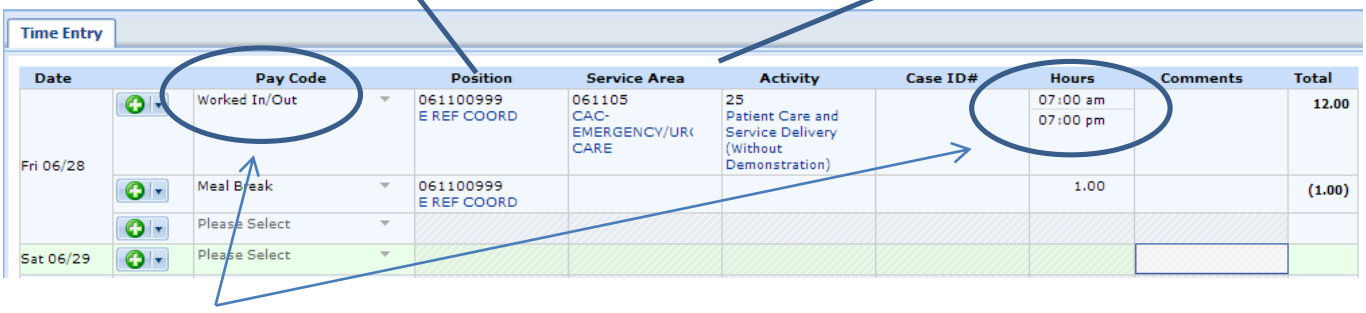
The **Print Preferences** function enables you to include or exclude the fields to print.

Reload Data refreshes the timesheet with the previously saved data.

2.2 Labour Distribution

The job you perform in a specific department is referred to as an ASSIGNMENT. An employee can have more than one assignment. Use the drop down menu to pick your correct assignment in the position field.

Select a Service area and correlating Activity according to how much work time was spent in that activity.



2.3 Entering Time

1. Click anywhere in the row in which you want to enter or modify time.
2. Record your time and attendance information (see *Entering In/Out and Elapsed Time* below).
3. Assign time to the appropriate position, service area and activity.
4. Click the **Save** icon after every time sheet change.
5. Click the **Submit** icon at the end of every pay period to send your time and attendance information to your manager for payroll processing.

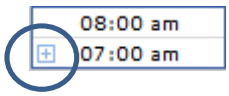
2.3.1 General rules for employees include the following:

- All employees use weekly time sheets, and submit weekly.
- The work week runs Friday to Thursday.
- The workday runs from 12:00 a.m. to 11:59 p.m.
- Shifts crossing midnight are recorded as time worked on the day the shift starts
- Work time is reported using in/out entries or elapsed time based on your position
- Non-work time (vacation, jury duty, etc) will be reported using elapsed entries (see *Entering In/Out and Elapsed Time* below).

2.3.2 Entering In/Out and Elapsed Time

1. Click on a row in the **Pay Code** column to display the drop-down list of pay codes available to you. Select a pay code.
2. For pay codes associated with elapsed time (if applicable), simply enter the number of hours.
3. For pay codes associated with In/Out times, key in the actual times, which can be entered in a variety of ways:

    - Key-in "5" on the first row and click outside the cell / box. The system will interpret the time as 5 a.m. and enter it on the time sheet in the correct format.
    - Key in "Xp" (where X is a number from 1 to 12) to enter p.m. times. Example "5p".
    - 5 p.m. can also be entered as "17".
    - The system will prevent you from entering out times that are before in times or in times that are after out times. The system will highlight the error and display a warning message. For example, entering "7pm to 1am" will show an error.
    - For shifts which start on the previous day, type in "-"(the minus sign) before the time; for shifts that end the next day, type in "+" (the plus sign).



2.3.3 Copying Data

Click the drop-down arrow next to the green plus sign that represents the **Insert** icon.

Navigate to where you want to paste the copied information. From the drop-down arrow next to the Insert icon, select **Paste 1 Entry**.

2.4 Recalling a Submitted Time Sheet

You can recall a submitted time sheet if it has not yet been approved by your manager/supervisor.

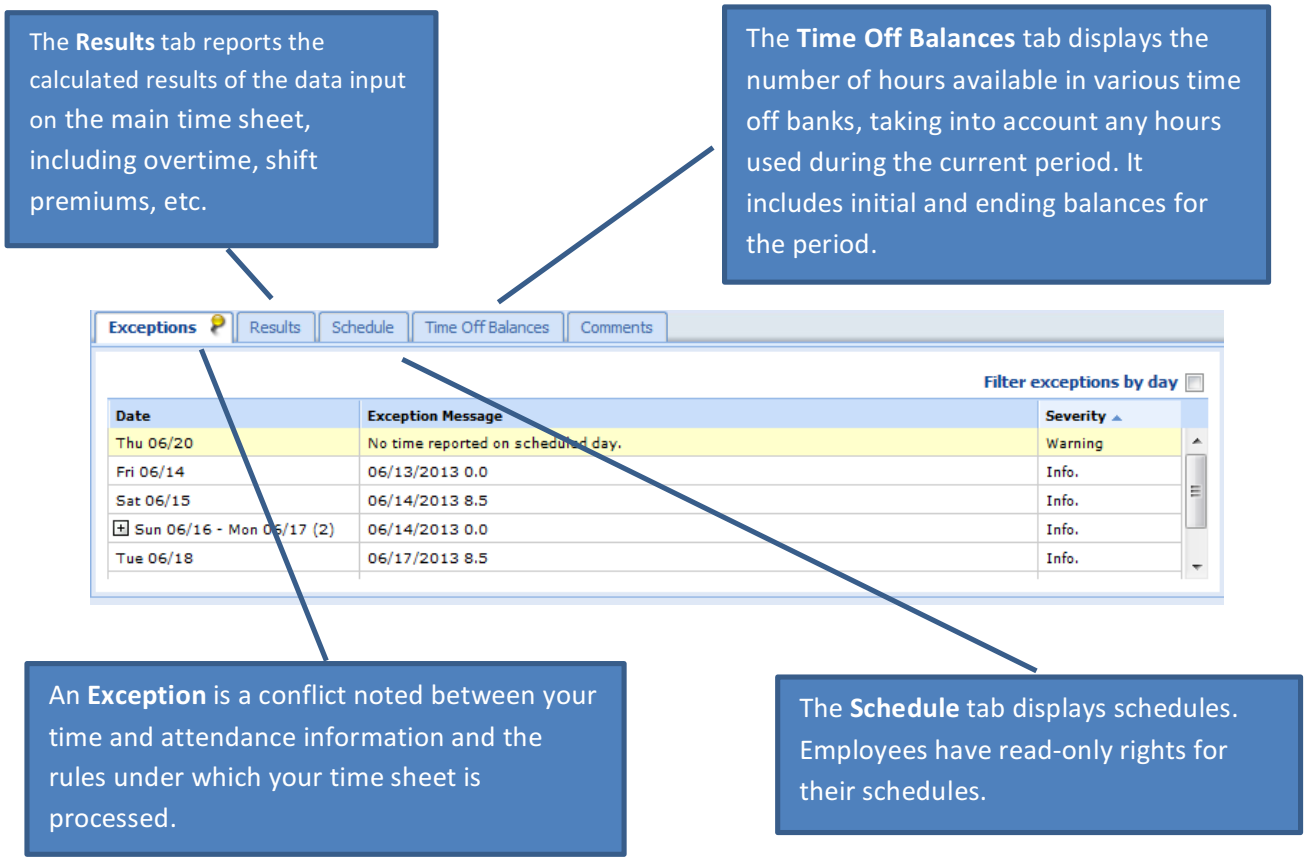
To recall a submitted time sheet:

1. Select the pay period using the **Period Selector** icon. If the time sheet has not yet been approved, the Recall icon appears with the function icons.
2. Click the **Recall** button.

   A dialog window appears, prompting you to confirm your decision.
3. Click **OK** to display the time sheet.
4. Update the information recorded in the time sheet, then **Save** and **Submit** the time sheet.

2.5 Information Tabs

The bottom panel includes key information for the employee.

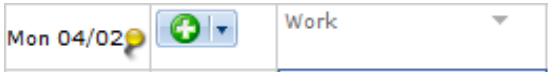


2.6 Exceptions Tab

An exception is a conflict noted between your time and attendance information and the rules under which your time sheet is processed.
Exception messages are color-coded to identify the level of severity:

- **White**: No exceptions or only informational messages present – no action required.
- **Yellow**: Warnings present
- **Red**: Errors present - require a satisfactory resolution before the time sheet can be successfully submitted

Time entries associated with exceptions appear on the timesheet marked with a colored pin.



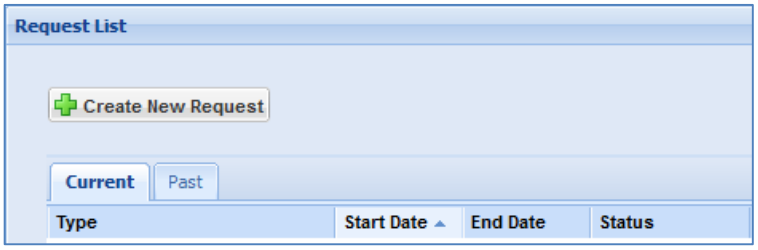
1. Click on the pin to display the exception message.

3 Requesting Time-Off

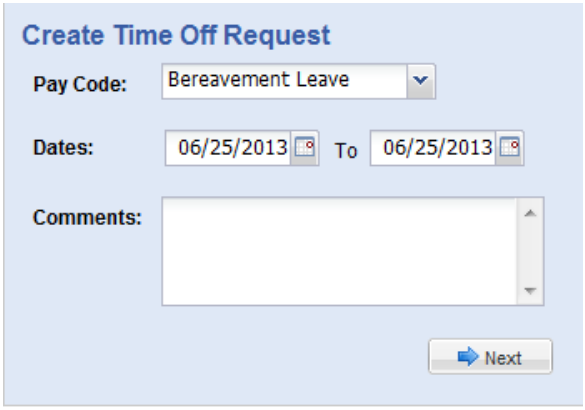
3.1 Submitting a time-off request

You can submit time off requests, track the status of your requests, and view the history of past requests using the **My Time Off** function. When employees request time-off, an e-mail is sent to notify the manager/supervisor that a request was made.

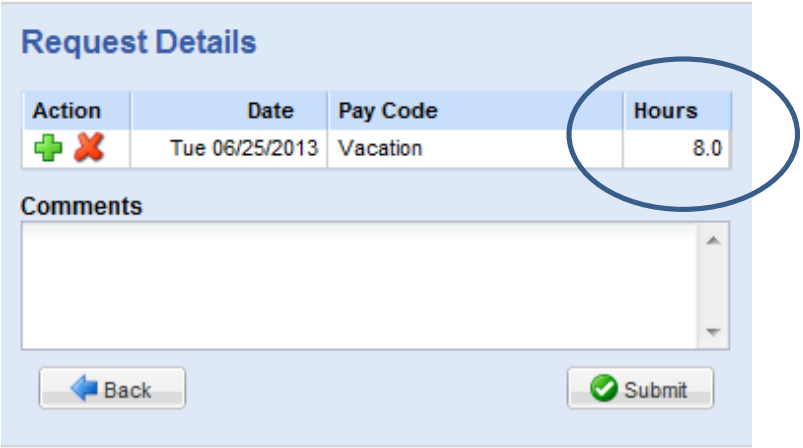
From the dashboard, select **Schedules > My Time Off**. The **Request List** window appears.



1. Select **Create New Request**.
   The **Create Time Off** Request window appears.

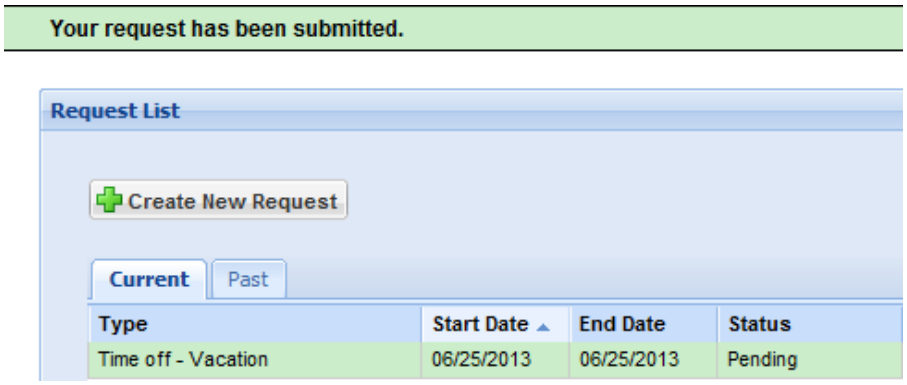


2. Choose the type of time off from the **Pay Code** drop-down list.
3. Enter the day on which you want to begin your time off in the **Start Date** field, or click the Calendar icon on the right of the date field to display a calendar from which you can choose the date. Ensure that the **Start Date** is today's date or later.
4. Enter the day on which you want to end your time off in the **End Date** field, or use the **Calendar** icon.
5. If necessary, enter a note to accompany your request in the **Comments** field.
6. Select **Next** to display the details of your time off request.
   The **Request Details** window appears. The hours request defaults to the scheduled hours for that day. You can modify the hours requested and also select another pay code from the **Pay Code** column.



7. Click the **Insert** icon in the **Action** field of a row to add another row for that day, select the Pay code and enter the hours for that type. Remember to adjust the other hours for that day accordingly, if necessary.
8. If exceptions prevent you from submitting the request, do one of the following:
   - Click the **Back** button to return to the previous window and make a different selection, or
   - Reduce the hours selected by the clicking the **Delete** icon in the **Action** field of a row to remove the hours from that row, and then click the **Update** button.
9. If no exceptions prevent you from submitting the request, click the **Submit** button to submit your request. You are notified of a successful submission.

   Click **OK**. You are returned to the **Request List** window. Your new request appears in the **Request List** window as **Pending**. A request email is sent to your manger.

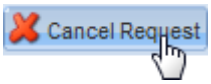


When your manager approves the Time-Off Request, the requested time posts to your time sheet as time off. You receive an email message when your supervisor / manager approves or rejects your request.

3.2 Cancelling a Time Off Request

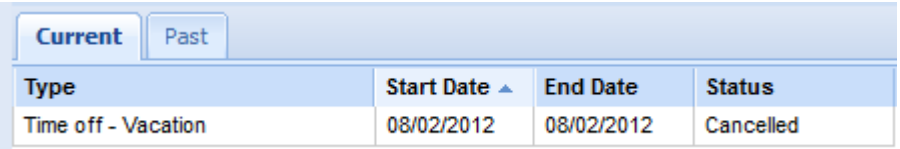
You can cancel a time off request before or after it has been approved.

1. Go to **Schedules > My Time Off**.
2. Select the **Current** tab.
3. Select the respective time off request.
   The **View/Cancel Time Off Request** window appears listing the details and history of the request.
4. Click **Cancel Request** button to withdraw your request.



   The **Reason for Cancellation** window appears. Enter your reason for cancellation, if necessary.
5. Select **Cancel Request**.

   The **My Time Off** window appears again, showing the status of the request as cancelled.



   An email message is sent out when a time off request is cancelled.