



PAYROLL SERVICES

The UNIVERSITY of OKLAHOMA

Time Entry Expectations for Employees

Employees must accurately and completely record all hours worked and leave time in university timekeeping systems. Norman employees record time in [Workforce](#), and Health Campus employees record time in [TAL](#). All time entry must be completed by the deadlines established on Payroll Services website. Timely submission is essential, as late or incomplete time entry may result in delayed or inaccurate pay.

Employee Requirements

- Salaried employees verify hours worked and ensure applicable leave is entered correctly for the pay period.
- Hourly employees clock in and out to accurately record time worked, as well as ensure applicable leave is entered correctly for the pay period.
- All employees ensure their total hours align with appointment/FTE expectations (e.g., 80 hours for full-time employees or FTE equivalent).
- After ensuring their timesheet reflects all time and leave correctly, employees are responsible for submitting timesheets promptly to allow supervisors adequate time for review and approval.

Deadlines

- Timesheets should be submitted at close of business the last Friday of the pay period, or as early as possible the following Monday. Supervisors require time to review and approve timesheets before the timekeeping systems are locked at end of business (5 p.m.) the first Monday of the pay period.
 - Workforce (Norman) and TAL (Health Campus) generate automated reminders to employees to submit their timesheets. Employees may receive multiple reminders until their timesheet has been submitted.
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Helpful Guides

[Health Campus Payroll Services Calendar & Deadlines](#)

Health Campus pay periods begin on Sunday and end on Saturday.

[EcoTime Training Guides for Health Campus Employees](#)

[Employee Timekeeping Guidelines \(TAL Manual\)](#)

[Norman Payroll Services Calendar & Deadlines](#)

Norman pay periods begin on Saturday and end on Friday.

[Workforce Training Guides for Norman Employees](#)

[Employee Timekeeping Guidelines \(Workforce Manual\)](#)