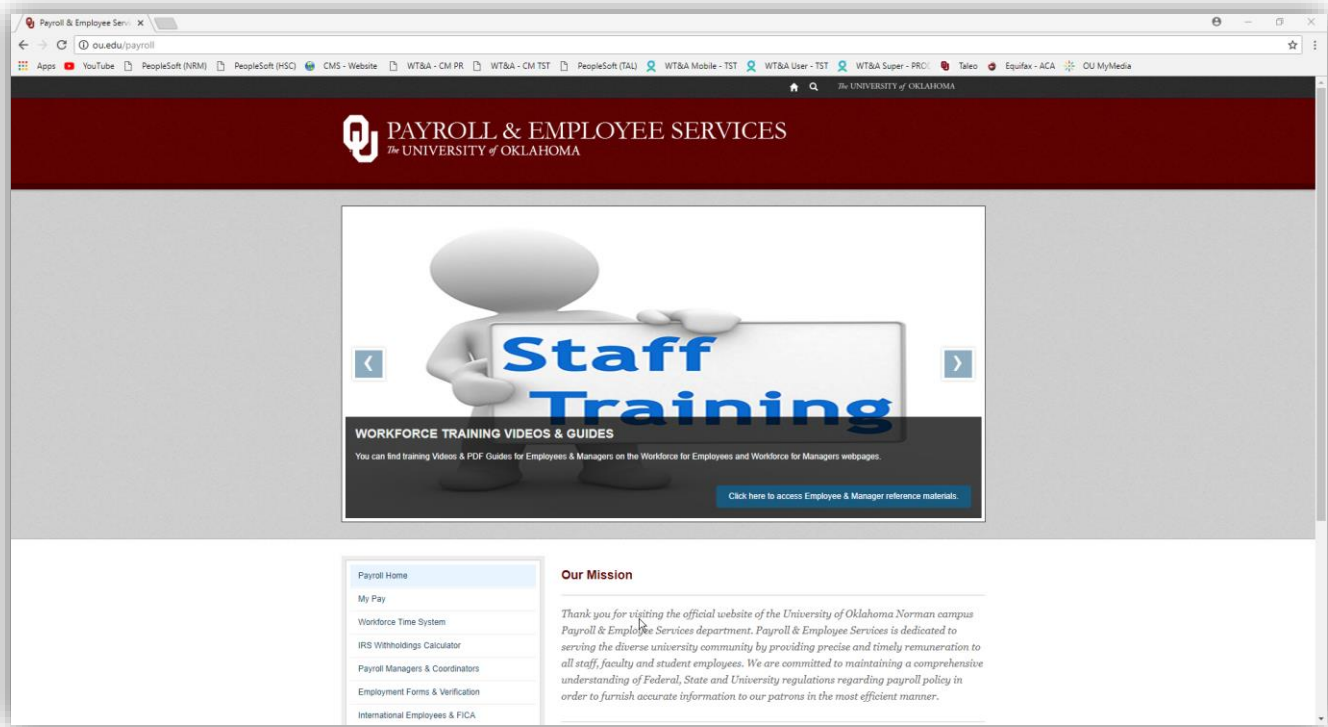The UNIVERSITY *of* OKLAHOMA

Employee Functions

Creating a Time & Attendance Bookmark: time.ou.edu

Experience the Workforce system from the employee perspective. Learn Workforce navigation fundamentals and functions related to reporting time, activities, and absences in the system.
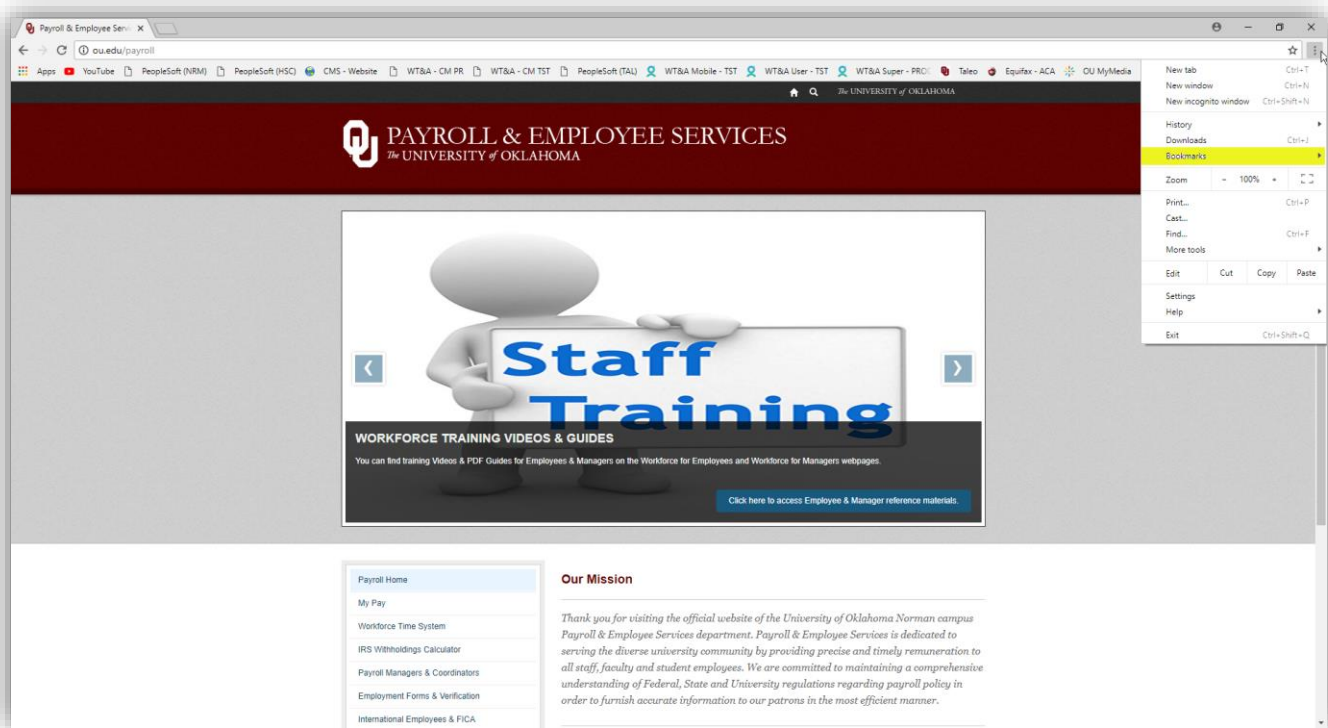
Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.

University time system:
http://time.ou.edu
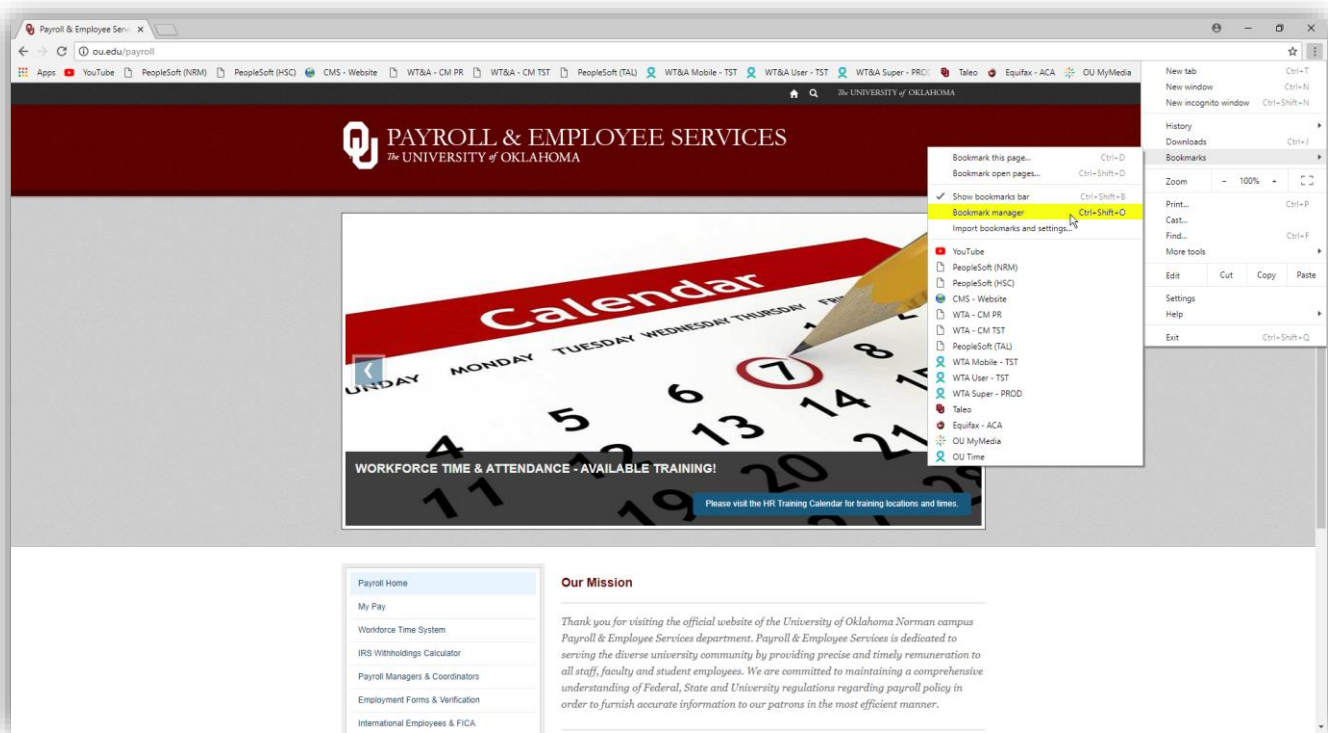
1. Open your preferred browser, in this case we are using Chrome.

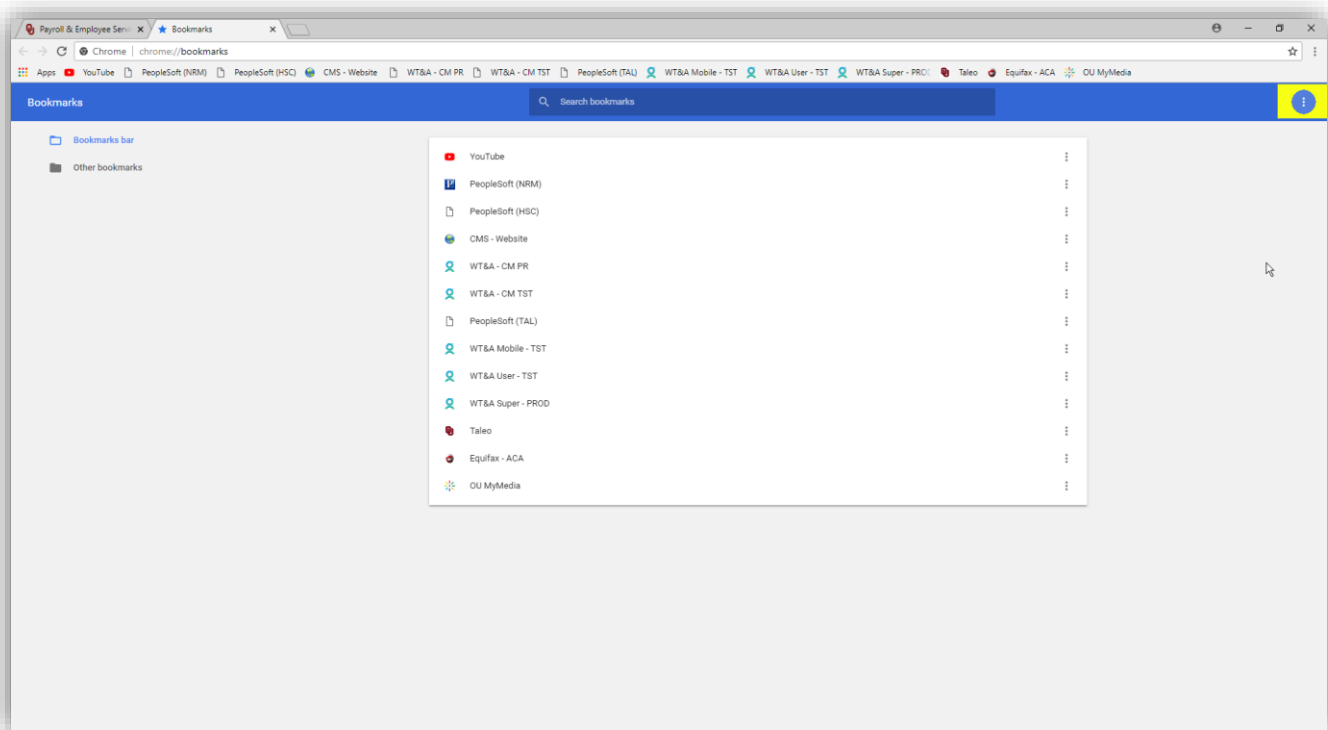2. In the top right corner select the dropdown menu and click on the "bookmarks" menu.

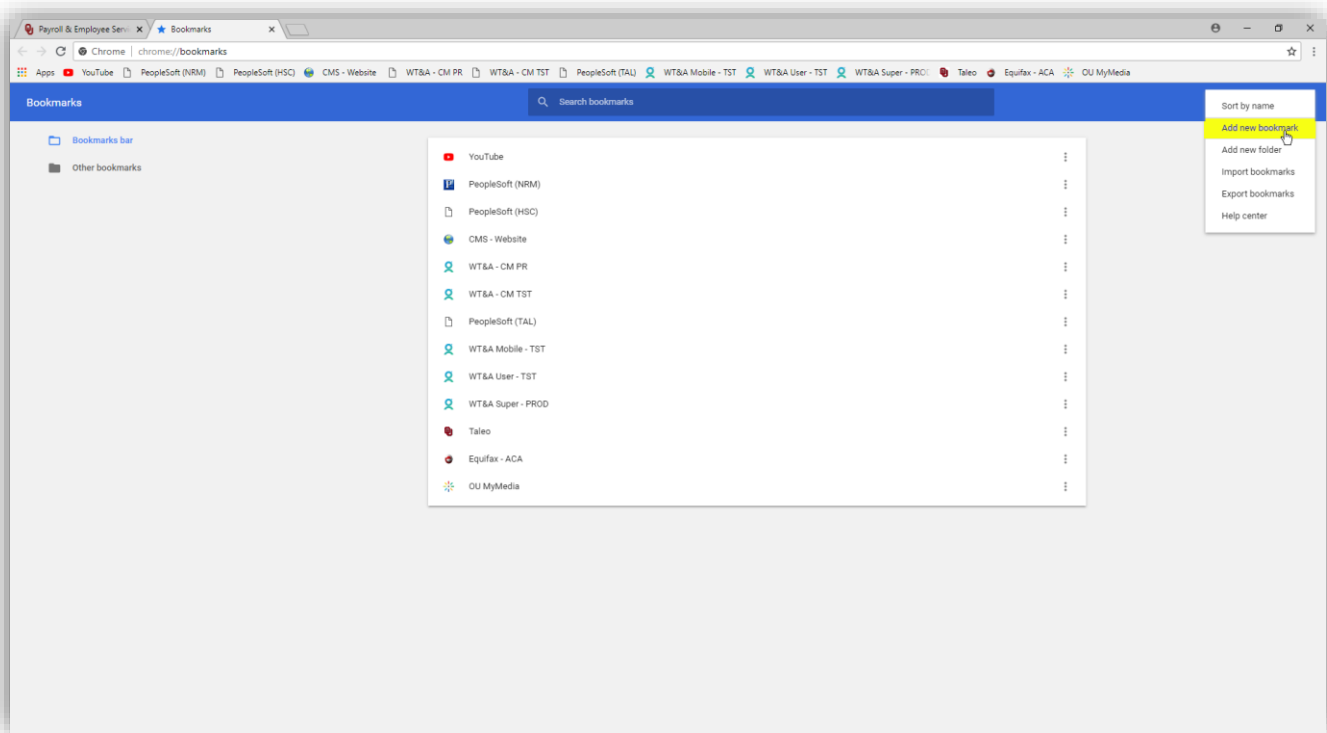University time system:
http://time.ou.edu

3. Next open the "bookmarks manager".

4. When the bookmark setting menu appears click the dropdown menu on the top right of the window.
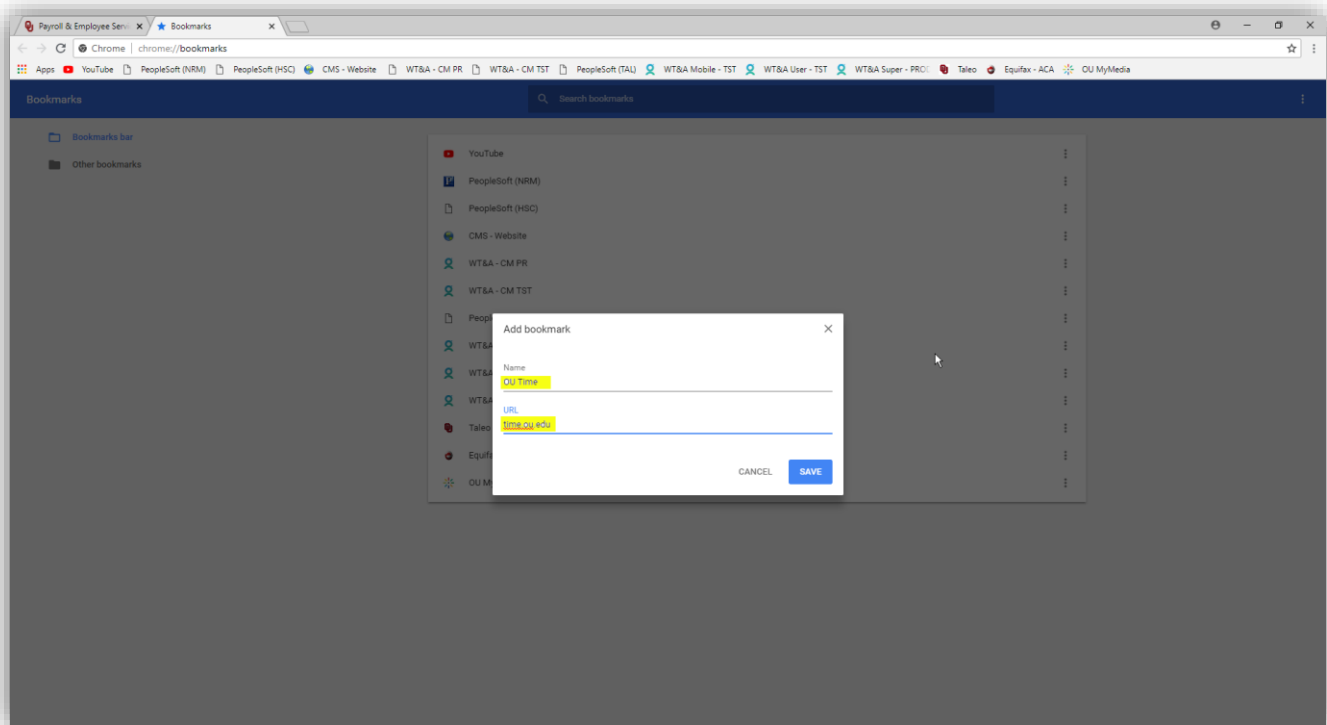

University time system:
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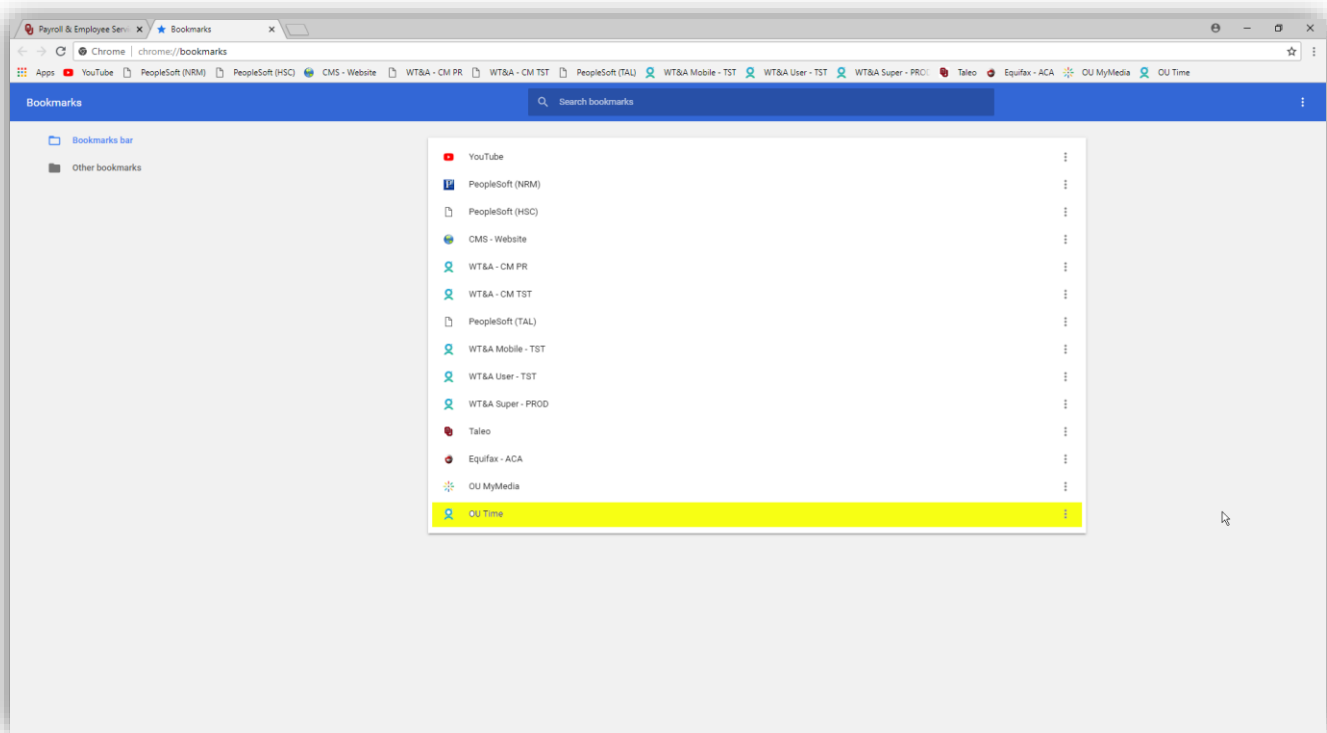5. Open the dropdown menu and select "add new bookmark":

6. When the "add bookmark" menu appears, add a bookmark title and enter **time.ou.edu** in the URL field and click save.
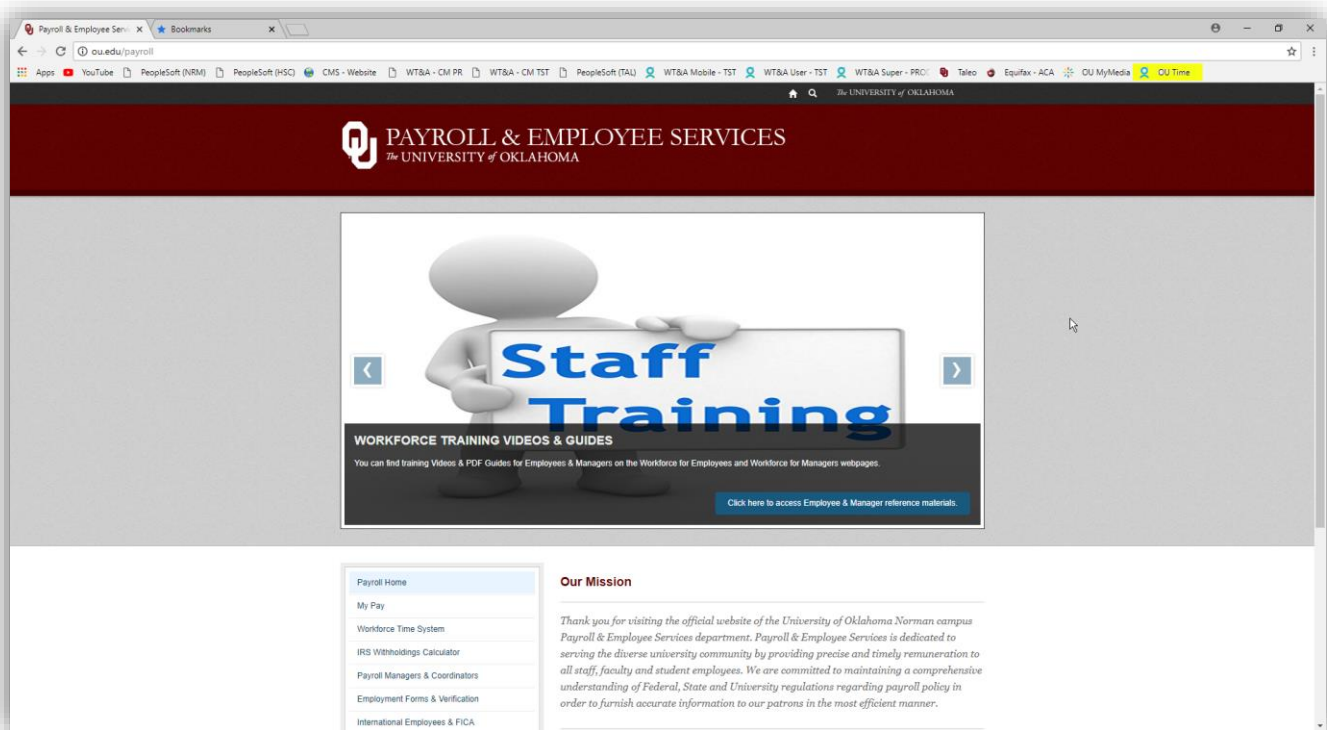

University time system:
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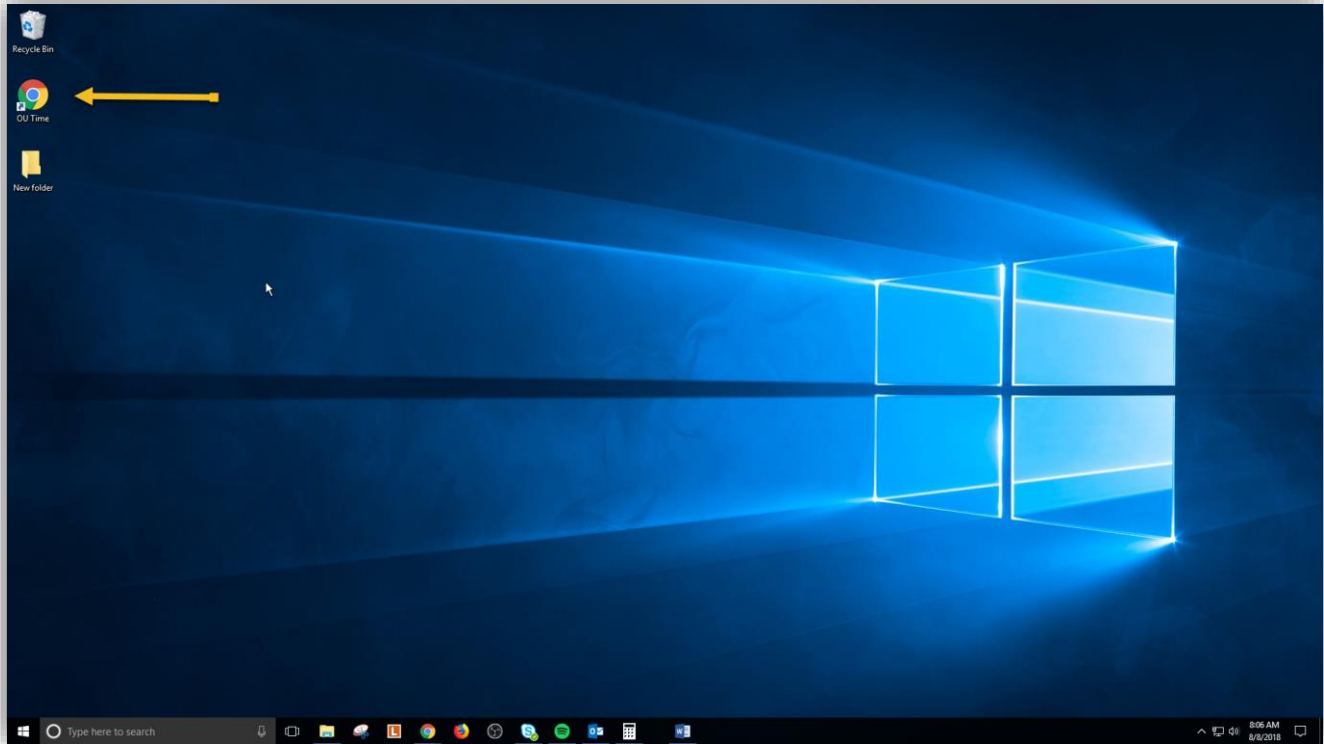7. The new bookmark named "OU Time" has been added to my list of Chrome bookmarks.

8. In addition, the new bookmark labeled "OU Time" is also displayed in my bookmarks toolbar.

University time system:
http://time.ou.edu

9. If you would like to add a shortcut to your desktop you may drag the bookmark from your bookmark's toolbar menu to your desktop screen. To do so, simply click on the bookmark in your browser without releasing the mouse button and drag the bookmark to your desktop home screen. This will create a shortcut that will open your browser at the Single Sign On (SSO) for time.ou.edu.

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