Time & Labor & Absence
Questions and Answers

Q: Is it correct that, for the first two pay periods after go-live,anyone who enters hours/time worked will have to do so in both their legacy system AND Oracle?
A: Yes, that's correct. Time entry in both systems will be required for at least two pay periods, starting with the first pay period of the week of go-live. Specific dates will vary and will be communicated by each college.

Q: Does this also apply to student workers?
A: Yes, it does. They will need to submit their time in both the legacy system AND Oracle.

Q: There is so much going on. Staff will need support to ensure that time is entered correctly and within the required deadlines.
A: We understand that this may be challenging. We are working to ensure that there's adequate support - trainings, reference guides and meaningful communication - for all constituents.

Q: What happens if you request time off in advance, but then you end up not taking it? How is that managed?
A: From the Absence Records screen, in the Time & Absences app, you can withdraw the Absence Request. Submitted Absence Requests can be adjusted by the employee or their line manager.

Q: Will I have an opportunity to verify the accuracy of an Absence Request before payroll runs?
A: Yes, when an employee submits an Absence Request, their line manager can review the details of the request before approving. The line manager can also view the employee's Absence Plan balances in the "My Team" app.

Q: If I take an unpaid, 1-hour break, do I have to enter my hours in multiple rows on the time card? Or can I account for that break by entering a "stop time" which is one hour earlier than my actual stop time?
A: No. That would be falsifying a time card. Employees must enter time as accurately as possible. Also, shift differential may not calculate correctly if you do not enter your hours accurately.

Q: Can I assign someone else to approve time cards/absences as my proxy?
A: Managers are able to delegate their time and absence approvals through the "Roles and Delegations" feature. Here is the [Reference Guide](#) on how to do this.

Q: If my manager has not yet approved an absence that I requested, how does that impact my time when I enter it?
A: *Exempt employees do not enter hours in time cards, so this only applies to non-exempt (hourly) employees*. If you have an unapproved Absence Request for some date(s) within a given pay period, your time card for that pay period will not change to Approved status until both the absence request(s) and time card have been approved. A time card only transfers to payroll if it is in Approved status prior to payroll.
Any absence requested for a date within a given pay period will automatically show up in your time card for that pay period, unless the request is denied by the line manager or withdrawn by the employee.