

Approve or Reject a Time Card

This guide describes how to approve or reject a time card in Oracle.

Walkthroughs:

- 1.0 Navigation Path
- 1.1 Reject time card
- 1.2 Approve time card

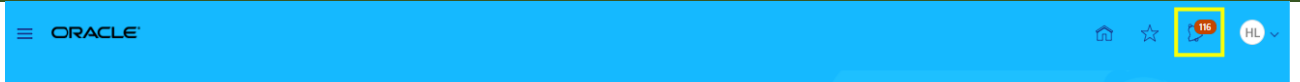
Audience: managers, timesheet approvers, proxies, super users

Additional Resources:

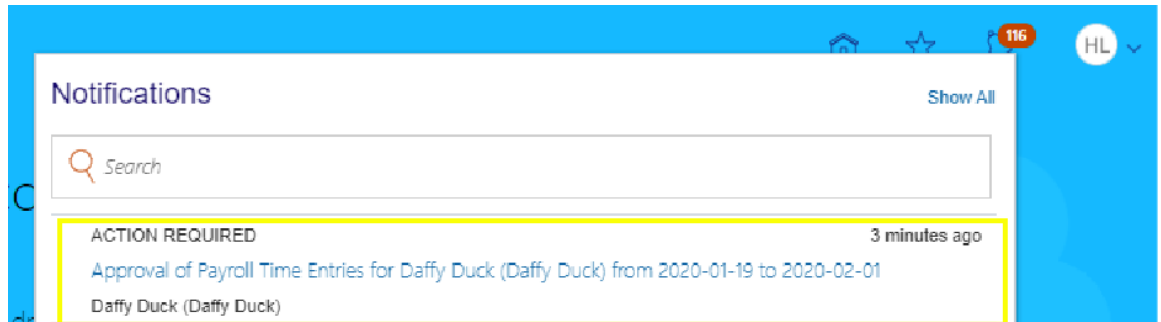
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Please note: There are multiple ways for a supervisor to open a time card. This guide describes one method, but you may use whichever method best suits your needs.

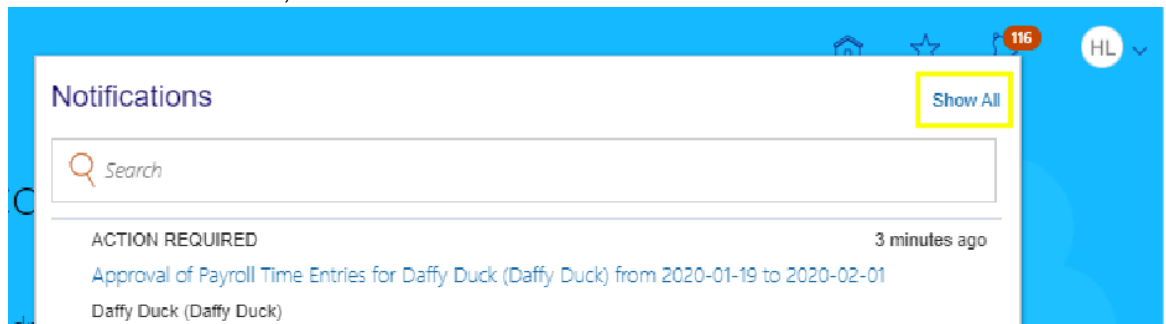
Process Step & Description	Action
1.0 Navigation Path	<p>Getting Started</p> <p>Approving and Rejecting Time Cards should be done through the Time Entry Notifications. You should receive an email notification upon the submission of a Time Card and there is also a notification to the Bell icon in HCM. We strongly encourage approval and rejection transactions through the notifications, especially if the employee has more than one position at the college.</p> <ul style="list-style-type: none"> ➤ Email: Time card approval request messages will be titled: Action Required: Approval of Payroll Entries for The message will include a two-week calendar view of the time submitted and additional information. You may take action directly from the email message. ➤ Choose Approve, Reject, or Request More Info <p style="text-align: center;">Access this task in the Workspace Application or take direct action</p> <p style="text-align: center;">Actions: Approve Reject Request More Info</p> <h3 style="text-align: center;">Approval of Payroll Time Entries for K</h3> <p>Another email message will open with an Oracle cloud address in the “To” field that will automatically trigger the action once you send the email.</p> <ul style="list-style-type: none"> ➤ Bell Notification: Navigation Path: Home Screen > Bell Notification <p>From the home screen:</p> <ul style="list-style-type: none"> • Locate the “Bell” notification icon on the top right corner



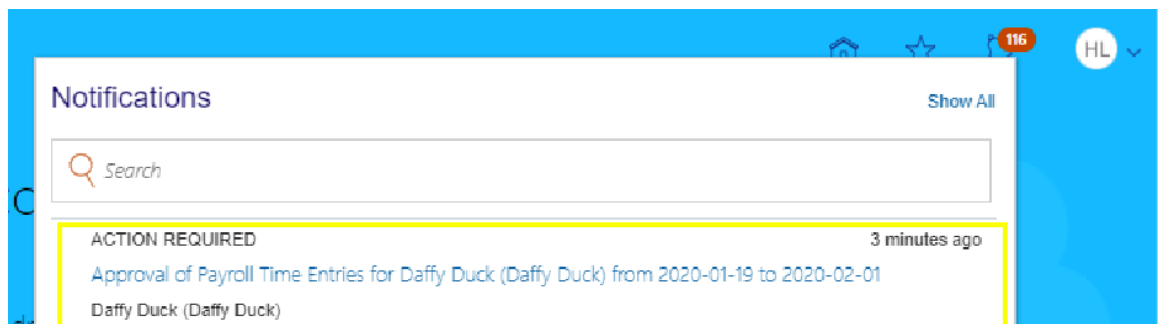
- Click the “Bell” to review the “Notifications” screen.
Note: This screen will only show the most recent, but not all notifications.



- To view all notifications, click “Show All”



- Click on the link in a notification to open the time card.




1.1 Reject time card

Reject Time Card

To reject your employee’s timecard for correction:


- Scroll down the screen to locate the “Comment” section

▲ Related Links

▲ Comments 

No data to display
- Click the “Add” button to add a comment.

▲ Related Links

▲ Comments 

No data to display
- Add your explicit comment to your employee. If your employee has multiple jobs at the organization, it is helpful to sign your name to help indicate which position needs correction.
- Click “Ok.”
- Scroll up to the top.
- Click “Reject”

Approval of Payroll Time Entries for Daffy Duck (Daffy Duck) from 2020-01-19 to 2020-02-01 Approve **Reject** Actions ▼

▲ Details

Assignee: Hau LeBlanco

From: daffy, duck

Assigned Date: 2/1/2020 3:25 PM

Task Number: 579064
- A confirmation message will appear, stating that the time card has been rejected.

1.2 Approve time card

Approve Time Card

To approve your employee’s timecard:

- Carefully review the time card for correctness.

Reported Time | Time Totals

Reported Hours 83.00 Absence Hours 0.00 Scheduled Hours 75.00

Actions | View | Format | Freeze | Detach | Wrap

Position	Sunday, January 19			Monday, January 20			Tuesday, January 21			Wednesday, January 22		
	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
1 Student Night Supe	7:00 AM	3:00 PM		7:00 AM	3:00 PM		7:00 AM	3:00 PM		7:00 AM	3:00 PM	7:00 AM
Daily Totals	Hours:8.00			Hours:8.00			Hours:8.00			Hours:8.00		

- If the timesheet is correct, click the “Approve” button

Approval of Payroll Time Entries for Daffy Duck (Daffy Duck) from 2020-01-19 to 2020-02-01 Actions

Details

Assignee: Hau LeBlanco
From: daffy, duck
Assigned Date: 21-1-2020 3:25 PM
Task Number: 579064

- A confirmation message will appear, stating that the time card has been approved.