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

Additional Resources:

Audience: managers, timesheet approvers, proxies, super users

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.

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Navigation Path</td>
<td></td>
</tr>
</tbody>
</table>

**Getting Started**

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.

➢ **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**

   Access this task in the [Workspace Application](#) or take direct action.

**Actions:** [Approve](#) | [Reject](#) | [Request More Info](#)

**Approval of Payroll Time Entries for K**

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.

➢ **Bell Notification:**

   Navigation Path: Home Screen > Bell Notification

   From the home screen:

   • 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

- Click the “Add” button to add a comment.

- 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”

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

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