Creating, Entering, and Approving Time Card on Behalf of Your Employee

This guide walks managers through the process of creating, entering, and submitting time on behalf of their employees. It is a best practice that employees manage their own time card.

Walkthroughs:
• 1.0 Navigation Path
• 2.0 Creating a Time Card on Behalf of Your Employee
• 3.0 Entering Hours Worked on Behalf of Your Employee
• 4.0 Submitting a Time Card
• 5.0 - 5.3 Helpful Time Entry Information (Recommended to Review First)

Audience: Managers

Additional Resources:
• List out (include GMHEC Knowledgebase
• Other
• Other

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Navigation Path</td>
<td>Getting Started</td>
</tr>
<tr>
<td></td>
<td>Beginning in May 2022, Oracle HCM will transition Line Manager access to Time Entries and Absences through a Responsive User Interface (RUI) that will respond better on mobile and tablet devices. The new way to navigate is listed below. My Client Groups will no longer be available.</td>
</tr>
<tr>
<td></td>
<td>➢ Navigation Path</td>
</tr>
<tr>
<td></td>
<td>From the Home screen, My Team tab &gt; under Quick Actions, choose Team Time Cards</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Team Time Cards" /></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Employee Summary" /></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Employment Info" /></td>
</tr>
</tbody>
</table>
● Click Show Filters

Clear or choose the filters to view existing time cards. You can filter on Time Card Period and Time Card Status in addition to other options. You can also sort by pay period or by name. Click Show Filters or use the double arrows to the right on the Filters line to see and change the selections.

You are able to Edit and Approve Time Cards here when you are updating their record on their behalf, but we strongly encourage Time Approvers to use the Notifications for Approvals and Rejections for time submitted by the employee. This will reduce unwanted notification of required actions and ensure you are approving only the time submitted for the positions you supervise.
2.0 Creating a Time Card

Creating a Time Card on Behalf of Your Employee

From the “Team Time Cards” screen:

- Click the “+ Add” button to create a new time card.

Direct Reports will be listed or you can search for a person. Click on the name to begin the time card.

This next screen will open a time card for the employee. Choose the first day of the pay period in the Date field.

Click + Add to build time Entries for the time card.
3.0 Entering Hours Worked on Behalf of Your Employee

From this screen you can build the time entry. Choose the Position and Payroll Time Type. Select the date(s) - you can select multiple days by clicking on all the dates that will match the in and out times you are going to enter.

Entries

Click Add another date to add more dates and time.

When you are finished entering time, click OK.

The hours you entered will now be displayed in a list. Click the Comment section down arrow if you wish to add text.
Click Submit when you are satisfied with the time entries.

### 4.0 Submitting a Time Card

**Submitting a Time Card**

Before submitting the time card for your employee:

- Open a saved the time card that you would like to submit.
- Check that you have all the hours entered for the pay period
- Review the time card for correctness and make any necessary changes
- Submit the time card
- Approve the time card

*Note: If you get a warning that your recorded hours do not match total scheduled hours, you can still continue.*

There are two ways to view the time cards from Team Time Cards.

1) Click on the employee’s name and it will open the list of entries with some information on each shift, including pay types of hourly, shift differential, and overtime.
2) Use the Print tool to view additional information.

The Print tool will open a pdf document and will include position, manager, time card status, and all the time entry data.
5.0 Helpful Time Entry Information

- **Position** – All of your positions will appear in the drop-down menu.

- **Payroll Time Type** – All Payroll Time Types which you are eligible for will appear in the drop-down menu. Use “Earn (CC, SMC, MIDD) Hourly” for time worked. Use “Earn (CC, SMC, MIDD) Holiday” for paid holidays. Use “Earn (CC, SMC, MIDD) Holiday Worked” for when you worked during a paid holiday.

- **Absence Type** – Any requested absences will automatically appear in this column. This column is not for entering or submitting an absence request to your manager. Leave this column blank unless it auto-populated because you have an approved absence request.
### 5.1 Entering Multiple Types of Time

#### Entering Multiple Types of Time

To enter multiple types of time (i.e. different **Positions**, and **Payroll Time Types**) in the same time card, you must add additional rows.

- For each row, select the correct option for **Position**, and **Payroll Time Type**. 
  
  **Note:** Do not use the time card to request an absence.

  ![Time Card Interface](image)

- To change your selection in any field on the time card, click on the field and delete the text, then replace it with the correct information, if necessary.

### 6.2 Entering Start & Stop Time

#### Entering Start & Stop Time

For each day on the time card, enter your Start time and Stop time in the row for the correct type of time. **It is best practice to enter your time daily and submit your time card weekly.**

- For example, if you worked from 9:00 AM to 5:00 PM in one position on a given day, you would enter 9:00 AM under “Start” for that day, and 5:00 PM under “Stop,” in the row that you have designated for your regular hours worked in that position.

- To enter unpaid breaks, you will need to create two or more different entries. The first entry contains when you came in and when you punched out for break. The second contains when you come back from break and punch out for another break or out for the day.

- If you enter a time in the wrong format, you will get an error message. For example, if you enter 9:00 AM as “9:00AM” (without the space between 0 and A), that will cause an error.