

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.

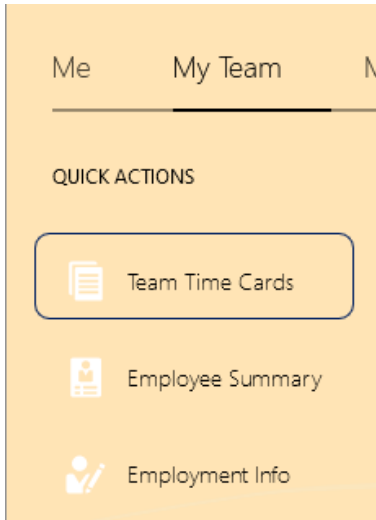
Walkthroughs:

- 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)

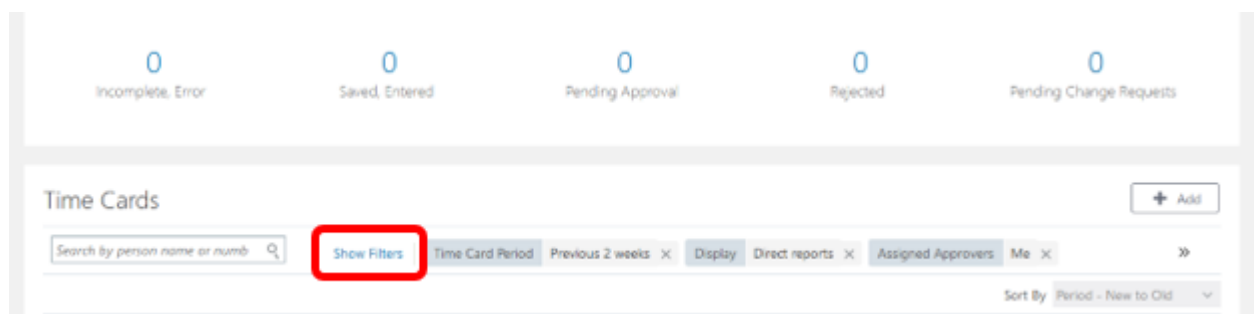
Audience: Managers

Additional Resources:

- [List out \(include GMHEC Knowledgebase\)](#)
- [Other](#)
- [Other](#)

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started 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.</p> <p>➤ Navigation Path From the Home screen, My Team tab > under Quick Actions, choose Team Time Cards</p> 

- Click Show Filters



0 Incomplete, Error 0 Saved, Entered 0 Pending Approval 0 Rejected 0 Pending Change Requests

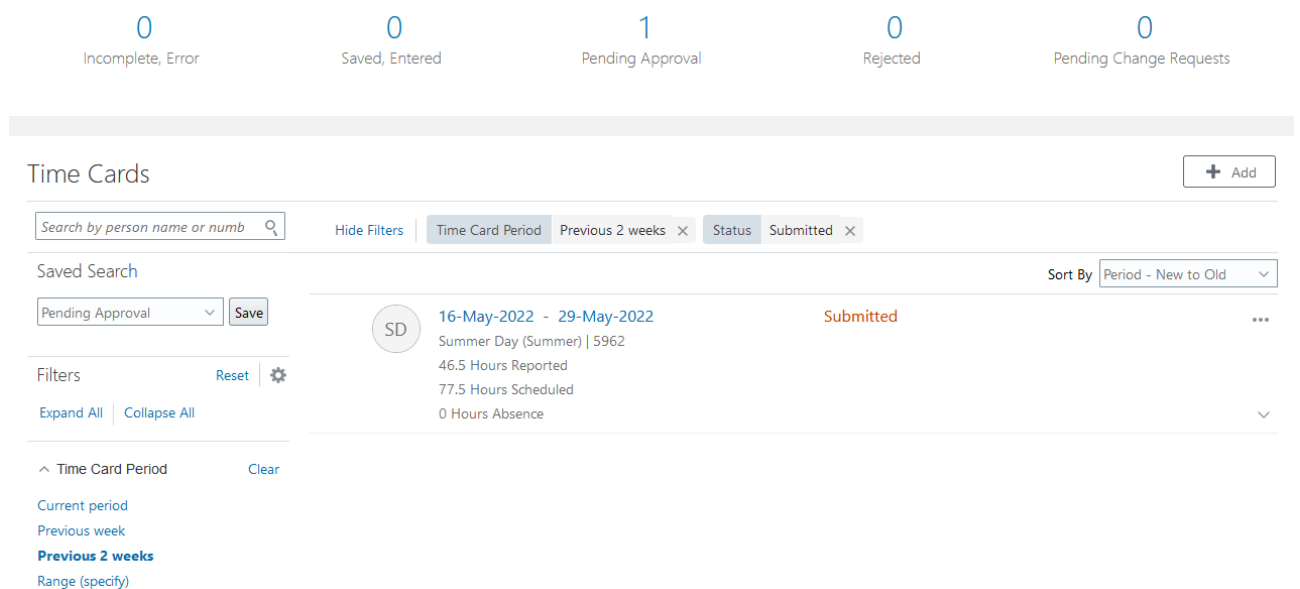
Time Cards + Add

Search by person name or numb **Show Filters** Time Card Period Previous 2 weeks X Display Direct reports X Assigned Approvers Me X >>

Sort By Period - New to Old v

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.



0 Incomplete, Error 0 Saved, Entered 1 Pending Approval 0 Rejected 0 Pending Change Requests

Time Cards + Add

Search by person name or numb [Hide Filters](#) Time Card Period Previous 2 weeks X Status Submitted X

Saved Search Sort By Period - New to Old v

Pending Approval v

Filters Reset ⚙

Expand All | Collapse All

^ Time Card Period

Current period
Previous week
Previous 2 weeks
Range (specify)

SD **16-May-2022 - 29-May-2022** **Submitted** ...

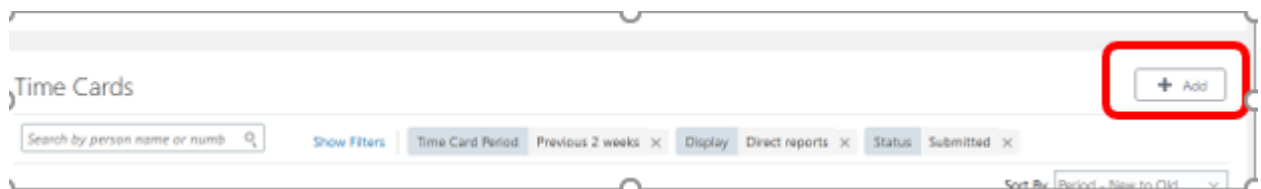
Summer Day (Summer) | 5962
46.5 Hours Reported
77.5 Hours Scheduled
0 Hours Absence

2.0 Creating a Time Card

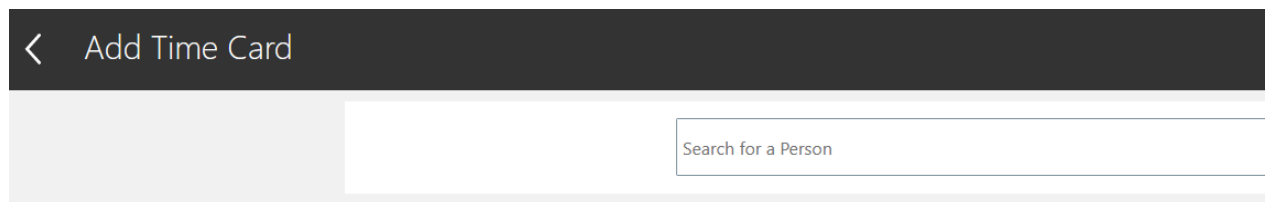
Creating a Time Card on Behalf of Your Employee

From the “Team Time Cards” screen:

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



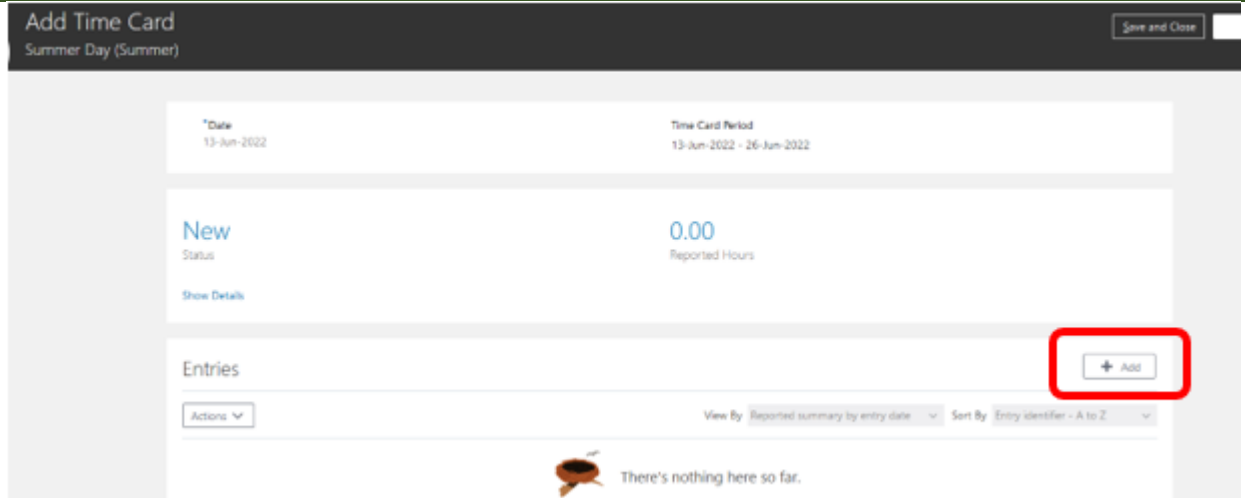
Direct Reports will be listed or you can search for a person. Click on the name to begin the time card.



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



Add Time Card
Summer Day (Summer)

Date: 13-Jun-2022 | Time Card Period: 13-Jun-2022 - 26-Jun-2022

Status: **New** | Reported Hours: **0.00**

Entries section: **+ Add** (highlighted in red)

View By: Reported summary by entry date | Sort By: Entry identifier - A to Z

There's nothing here so far.

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

Position: Admissions Office Asst. Temp

Absence Type: Select a value

Payroll Time Type: EARN MIDD Staff Hourly

Select Dates: 13-Jun-2022 ... 24-Jun-2022
10 days selected

8:00 AM | 12:00 PM

Quantity:

[Add another date](#)

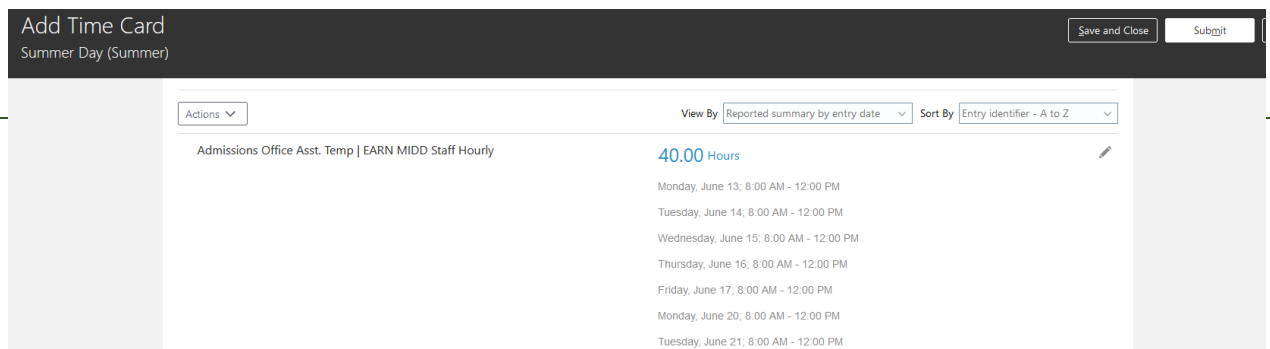
OK Cancel

Click Add another date to add more dates and time.

[Add another date](#) (highlighted in red)

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.



Add Time Card
Summer Day (Summer)

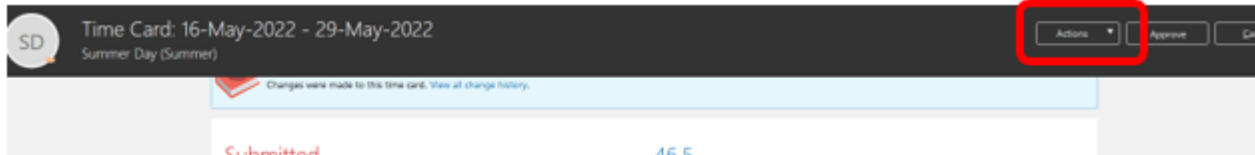
Admissions Office Asst. Temp | EARN MIDD Staff Hourly

40.00 Hours

- Monday, June 13, 8:00 AM - 12:00 PM
- Tuesday, June 14, 8:00 AM - 12:00 PM
- Wednesday, June 15, 8:00 AM - 12:00 PM
- Thursday, June 16, 8:00 AM - 12:00 PM
- Friday, June 17, 8:00 AM - 12:00 PM
- Monday, June 20, 8:00 AM - 12:00 PM
- Tuesday, June 21, 8:00 AM - 12:00 PM

	<p>Click Submit when you are satisfied with the time entries.</p>
<p>4.0 Submitting a Time Card</p>	<p>Submitting a Time Card</p> <p>Before submitting the time card for your employee::</p> <ul style="list-style-type: none"> ● 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 <p><i>Note: If you get a warning that your recorded hours do not match total scheduled hours, you can still continue.</i></p>
	<p>There are two ways to view the time cards from Team Time Cards.</p> <ol style="list-style-type: none"> 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.

	<p>Entries</p> <p style="text-align: right;">View By Calculated details by earned date Sort By Earned date - old to new</p> <table border="1"> <tr> <td data-bbox="285 310 418 338">Monday, May 16</td> <td data-bbox="857 310 948 338">0.00 Hours</td> <td data-bbox="857 348 1235 373">Admissions Office Asst. Temp EARN MIDD Night Shift Differential</td> </tr> <tr> <td data-bbox="285 394 418 422">Monday, May 16</td> <td data-bbox="857 394 948 422">3.75 Hours</td> <td data-bbox="857 432 1179 457">Admissions Office Asst. Temp EARN MIDD Staff Hourly</td> </tr> <tr> <td data-bbox="285 478 418 506">Monday, May 16</td> <td data-bbox="857 478 948 506">0.00 Hours</td> <td data-bbox="857 516 1235 541">Admissions Office Asst. Temp EARN MIDD Night Shift Differential</td> </tr> <tr> <td data-bbox="285 562 418 590">Monday, May 16</td> <td data-bbox="857 562 948 590">4.00 Hours</td> <td data-bbox="857 600 1179 625">Admissions Office Asst. Temp EARN MIDD Staff Hourly</td> </tr> </table>	Monday, May 16	0.00 Hours	Admissions Office Asst. Temp EARN MIDD Night Shift Differential	Monday, May 16	3.75 Hours	Admissions Office Asst. Temp EARN MIDD Staff Hourly	Monday, May 16	0.00 Hours	Admissions Office Asst. Temp EARN MIDD Night Shift Differential	Monday, May 16	4.00 Hours	Admissions Office Asst. Temp EARN MIDD Staff Hourly
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Monday, May 16	4.00 Hours	Admissions Office Asst. Temp EARN MIDD Staff Hourly											

	<p>2) Use the Print tool to view additional information.</p>  <p>The screenshot shows a time card for 'Summer Day (Summer)' from 16-May-2022 to 29-May-2022. The 'Actions' dropdown menu is highlighted with a red box, and the 'Print' option is visible within it. Other visible elements include 'Approve' and 'Cancel' buttons, and a notification that 'Changes were made to this time card. View all change history.'</p>
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	<p>The Print tool will open a pdf document and will include position, manager, time card status, and all the time entry data.</p>
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Summer Day (Summer)

Period 16-May-2022 - 29-May-2022
Person Number 5962

Person Information

Assignment Number
E5962

Job
Admissions Assistant

Location
Middlebury

Time Card Details

Time Card Status
Submitted

5.0 Helpful Time Entry Information

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.

*Position

Admissions Office Asst. Temp ▼

Absence Type

Select a value ▼

Payroll Time Type

EARN MIDD Staff Hourly ▼

*Select Dates

02-May-2022 ... 09-May-2022 📅 ×

6 days selected

1:00 PM 📅

5:00 PM 📅

- 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.