Manage Your Time Card

This guide walks non-exempt employees through how to create, edit, save, and submit time cards for approval in Oracle.

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Current Time Card
- 2.1 Existing Time Cards
- 3.0 Entering Hours Worked
- 3.1 Editing / Deleting Time Entries
- 3.2 Saving and Submitting Time Cards
- 4.0 Editing Existing / Approved Time Cards
- 5.0 Creating a Time Card for a Past or Future Pay Period
- 6.0 Various Time Entry Notes / Tips
- 6.1 Time Card Views
- 6.2 Copy Time Card
- 6.3 Warning Messages

Audience: All

Additional Resources:

- Time Entry Video Training / Walkthrough
- Mobile Time Entry
- Absence Entry
- GMHEC Knowledge Base

Process Step & Description	Action
1.0 Navigation Path	**Getting Started** **Navigation Path** Me > Time and Absences From the Home screen: Click on “Me” to see all Employee Self-Service applications Click on the “Time and Absences” icon Here you will see options for “Current Time Card” and “Existing Time Cards”

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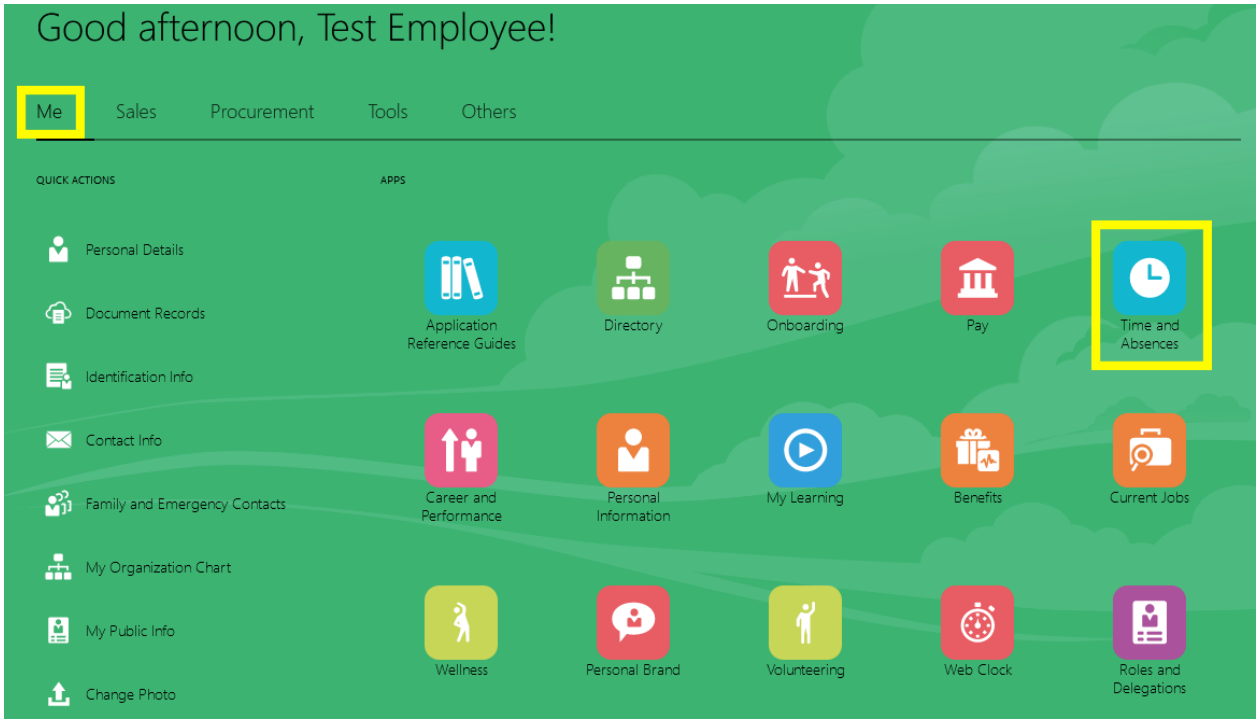

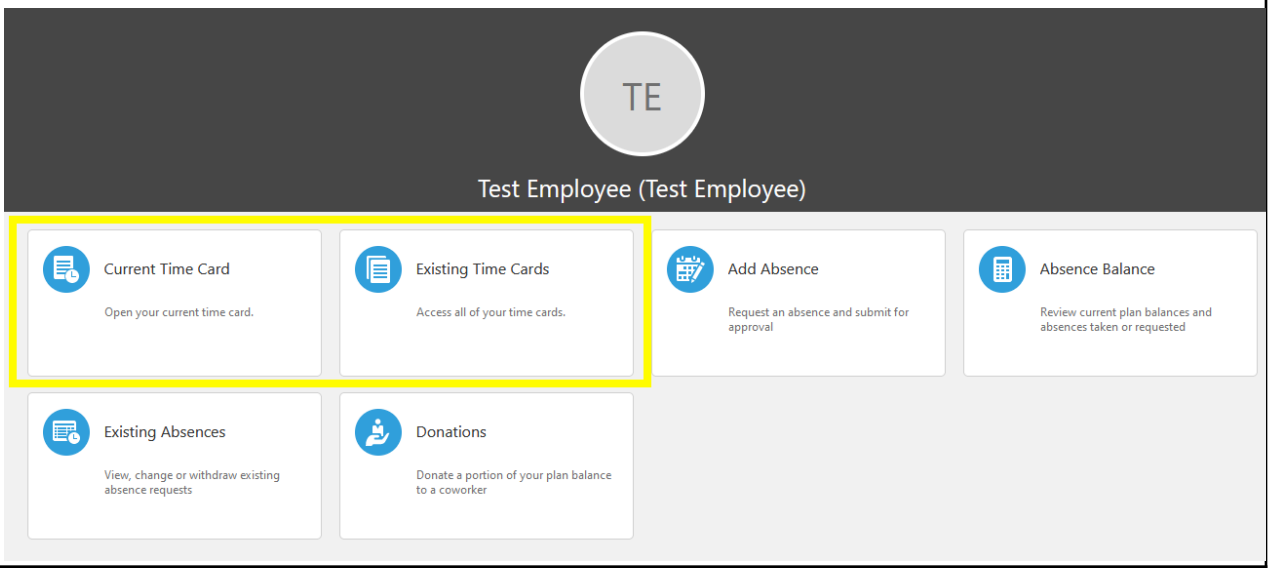

2.0 Current Time Card

Current Time Card

This option will take you to the time card for the current pay period, with a variety of information at a glance

NOTE: We strongly encourage users to navigate to Existing Time Cards (see walkthrough 2.1 below) and select + Add to add a timecard for your chosen dates. This will allow users to create/adjust time entries for a previous pay period, and is a work around for a glitch where the Save button is not available.

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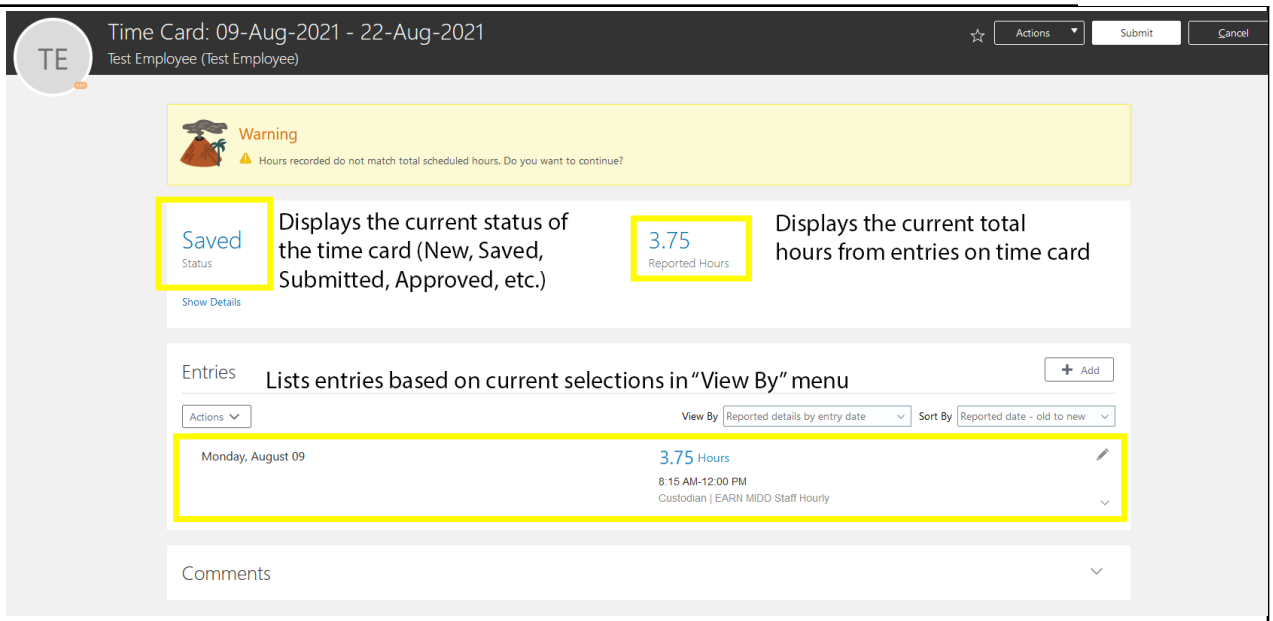
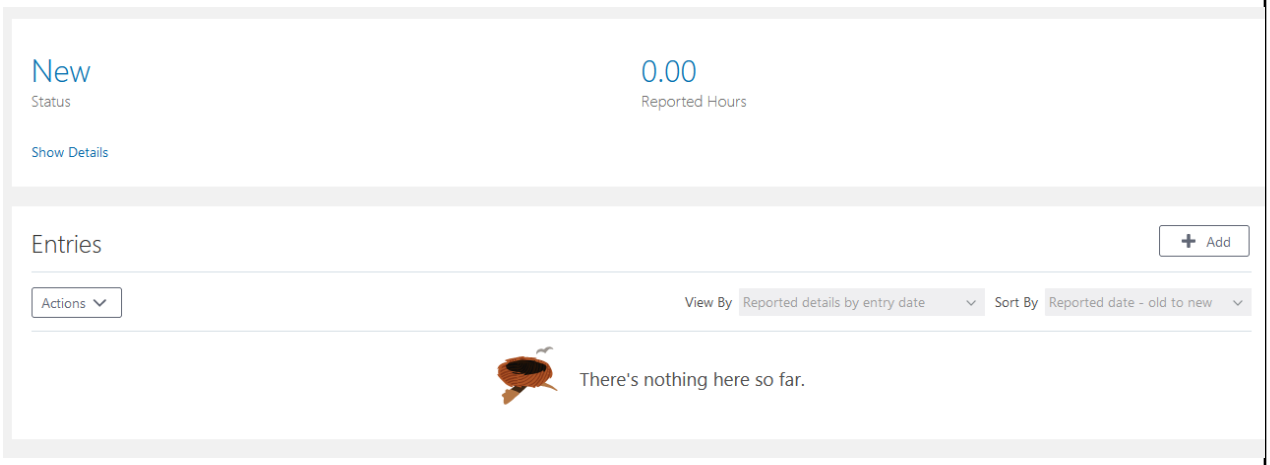


If this is a brand new time card, you will see a status of "New" and 0.00 reported hours:



2.1 Existing Time Cards

Existing Time Cards

This module allows you to review all of your time cards and their statuses:

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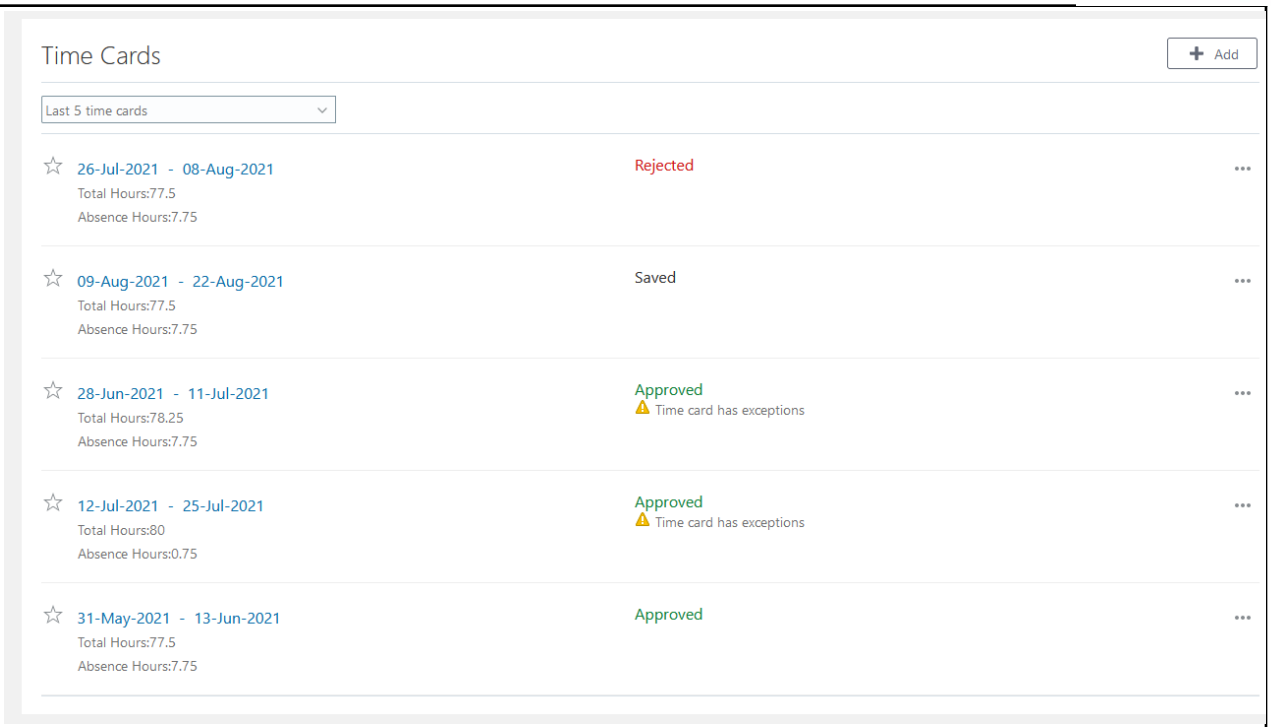
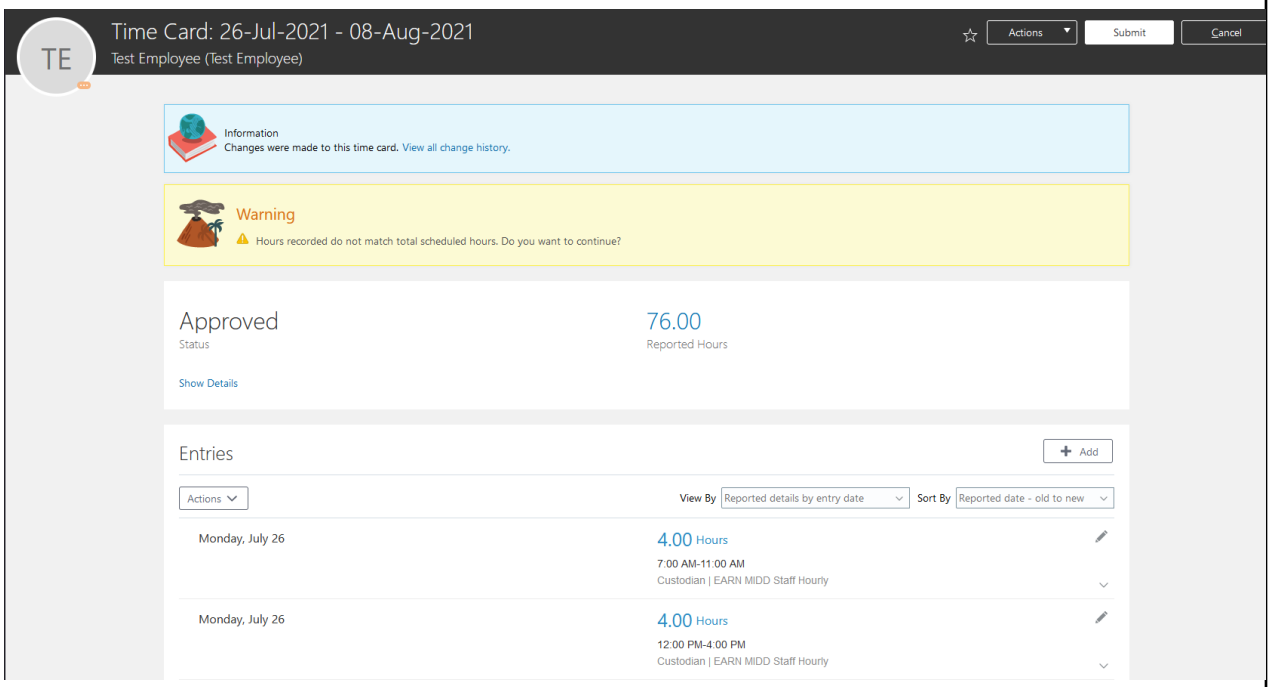


Selecting a time card brings you to the detail screen for that time card. Here you can review your entries, make edits (see section 4.0), and view the change history for the card (showing status changes and approvals).



***NOTE**: If you select "Save and Close" on a time card that is in Approved status, it will withdraw the time card from approval and prevent it from being included in payroll processing until it is re-submitted and re-approved. When reviewing Approved time cards, it is recommended to use the "Cancel" button instead.*

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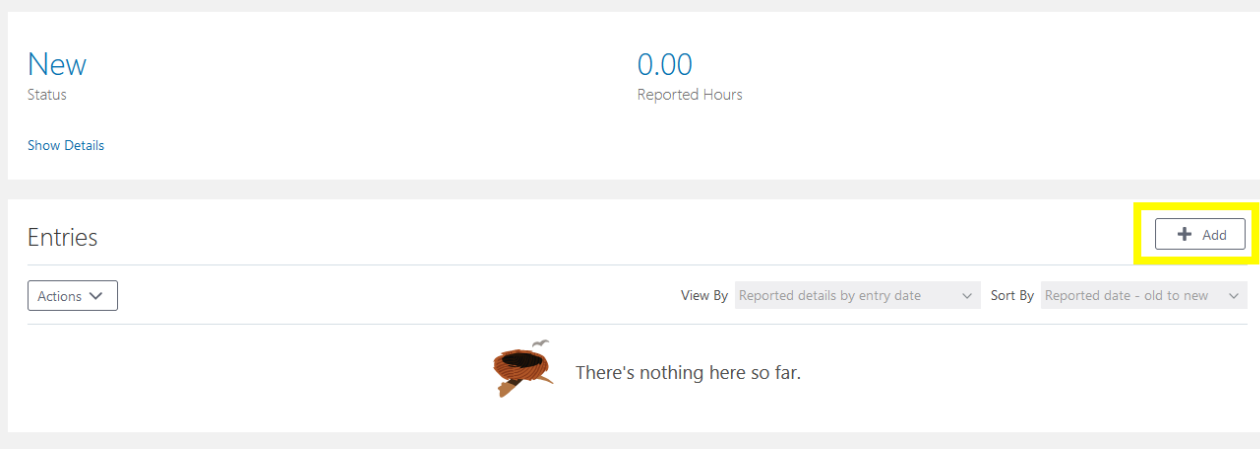
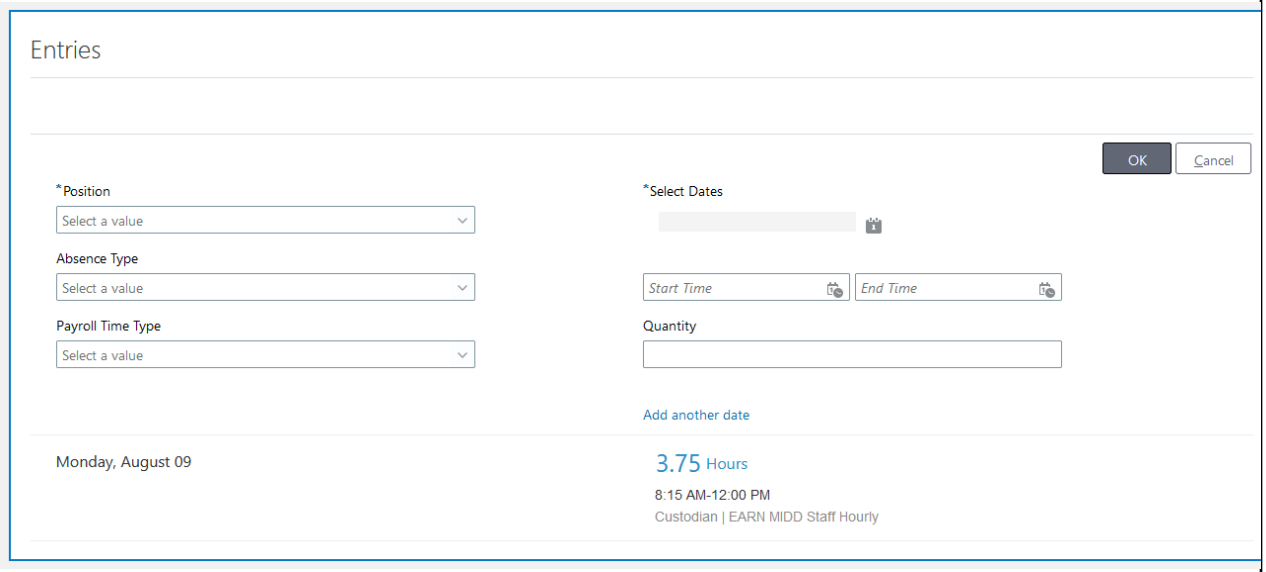
3.0 Entering Hours Worked

Entering Hours Worked

To add time to your time card, open your Current Time Card and select "+ Add":



This will open the edit pane which will allow you to add time entries:



The first step is to select the position for which you are entering time:

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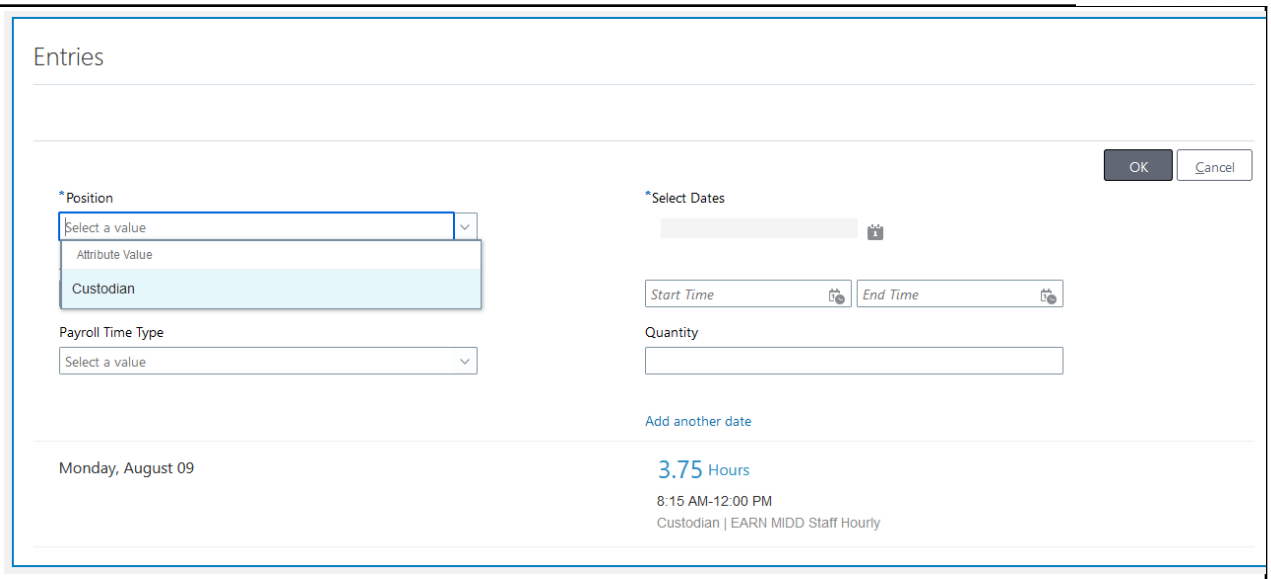
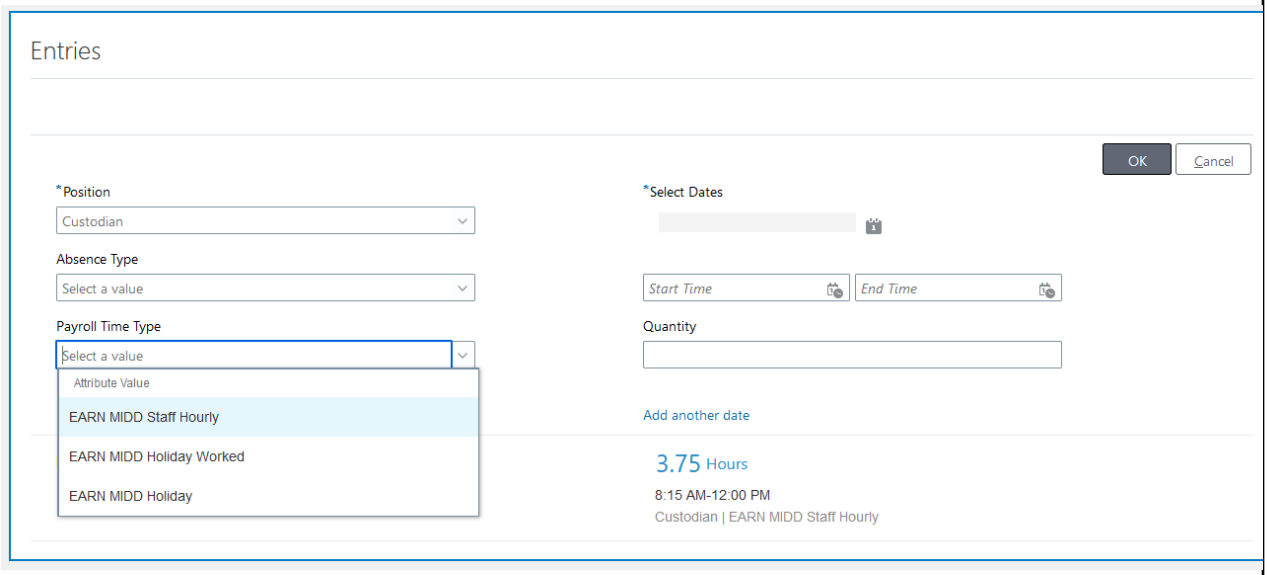


Leave "Absence Type" blank.
You cannot request an absence using your time card. Please refer to the "Schedule Absence" reference guide for step-by-step guidance.

Next select the Payroll Time Type:
Note: for questions on which time type to select speak to your supervisor



Next select the date(s) for which you are entering time:
You may select from 1 – 14 days within the pay period in order to enter time. Selecting multiple dates for which your schedule was the same will allow you to enter the time for those dates in a single action, saving time.

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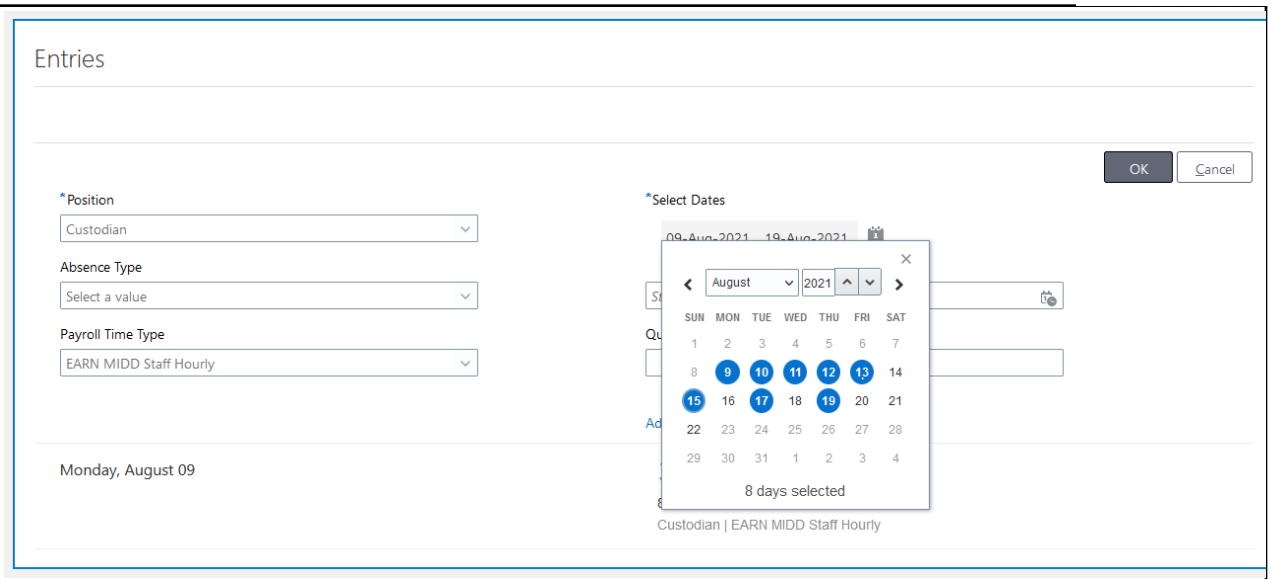
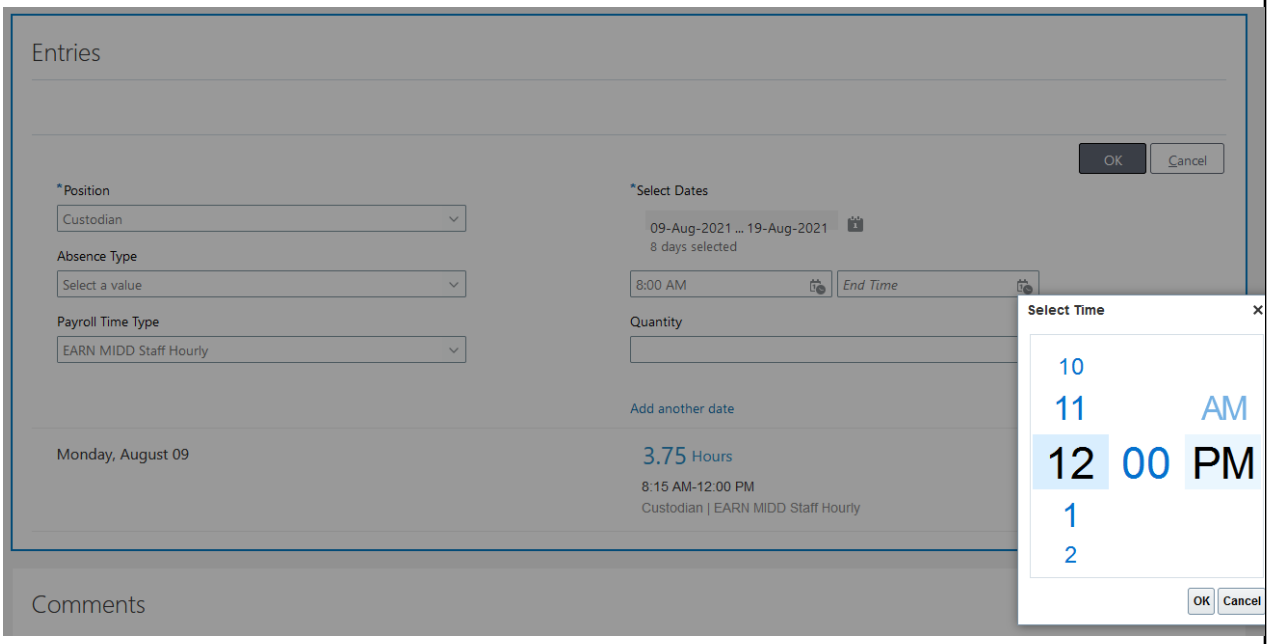


Next enter your start/stop times either by typing in the text box, or by clicking the “Time and Date” icon which will bring up a scrolling time entry:



Note: Do not enter anything in the “Quantity” field, all staff enter time as start/stop times only.

Once you have selected the position, time type, dates, and start/stop times, you can add the entries by selecting OK:

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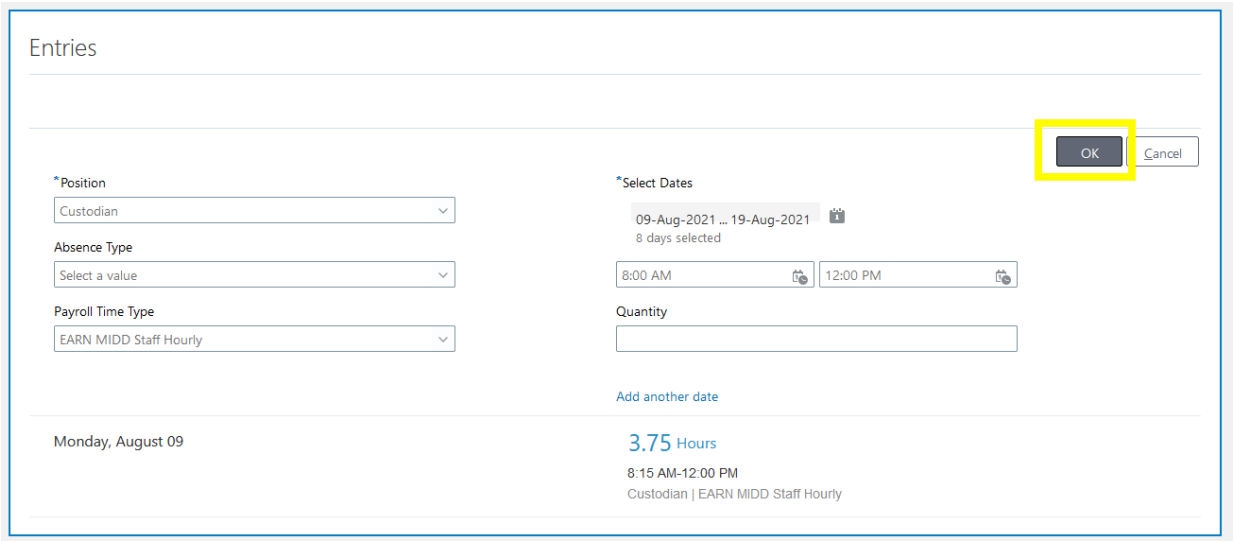
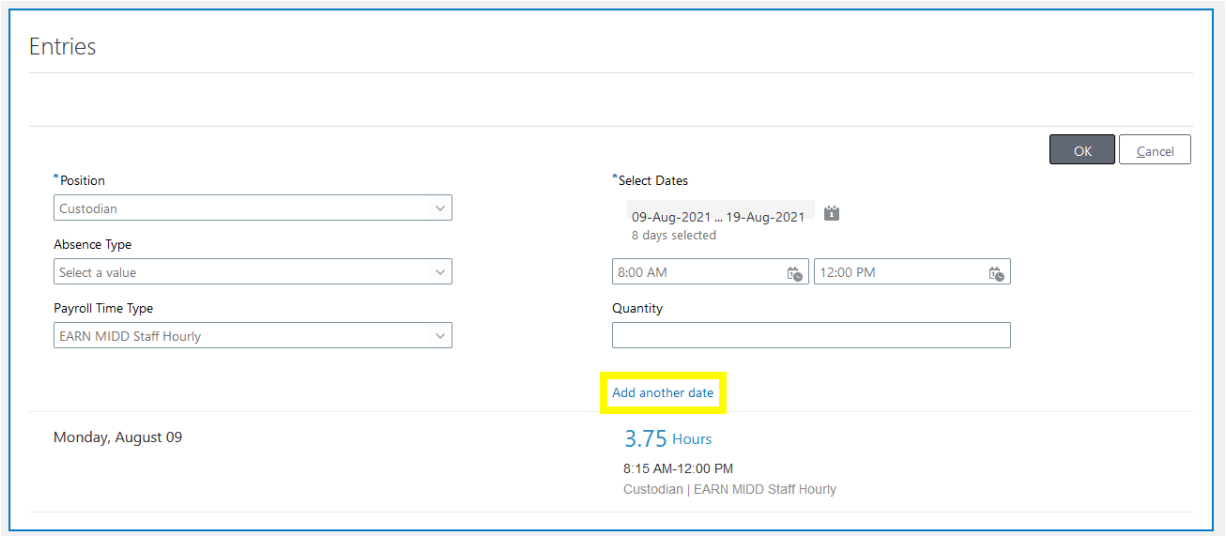


However, if you'd like to add more entries you can select "Add another date" below, which will bring up additional fields for entry:



You can continue this process for multiple date entries:

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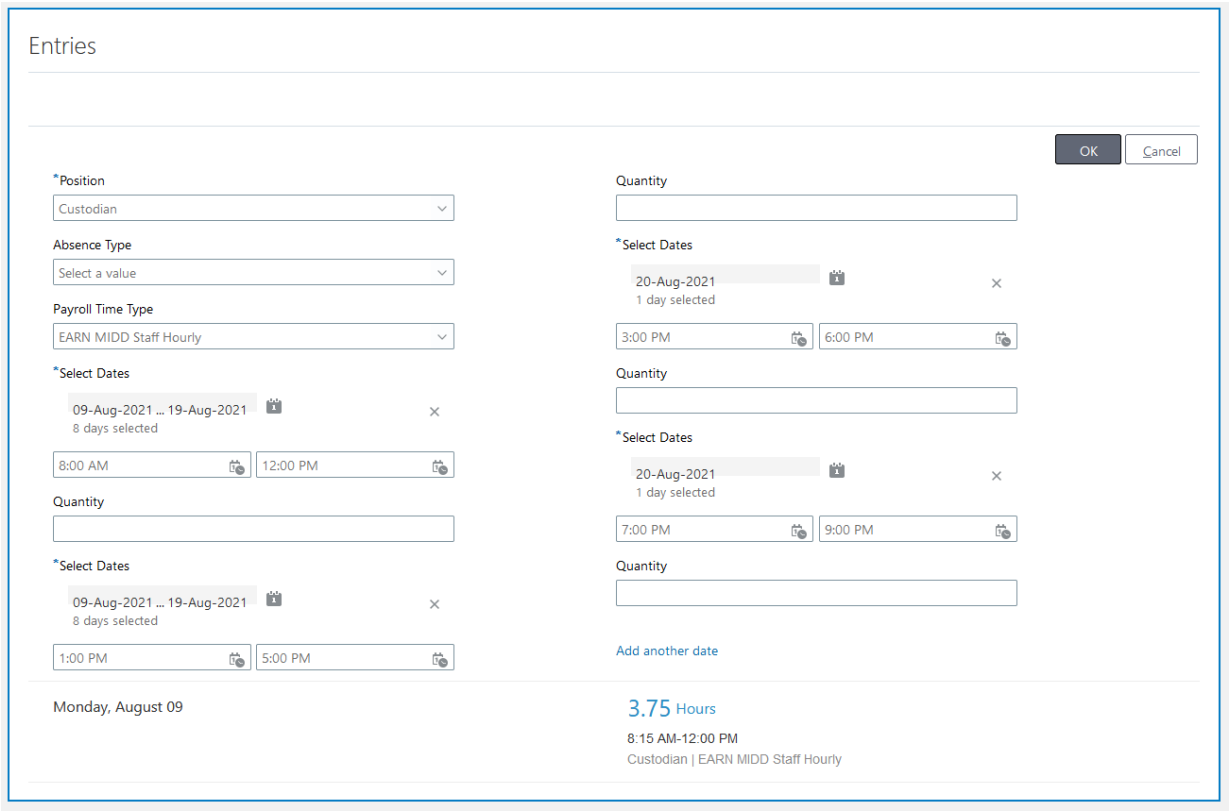

Once you have entered all of your time, select “OK” to add the entries to your time card. You will now see the entries appear by date, and the “Reported Hours” total at the top will update:

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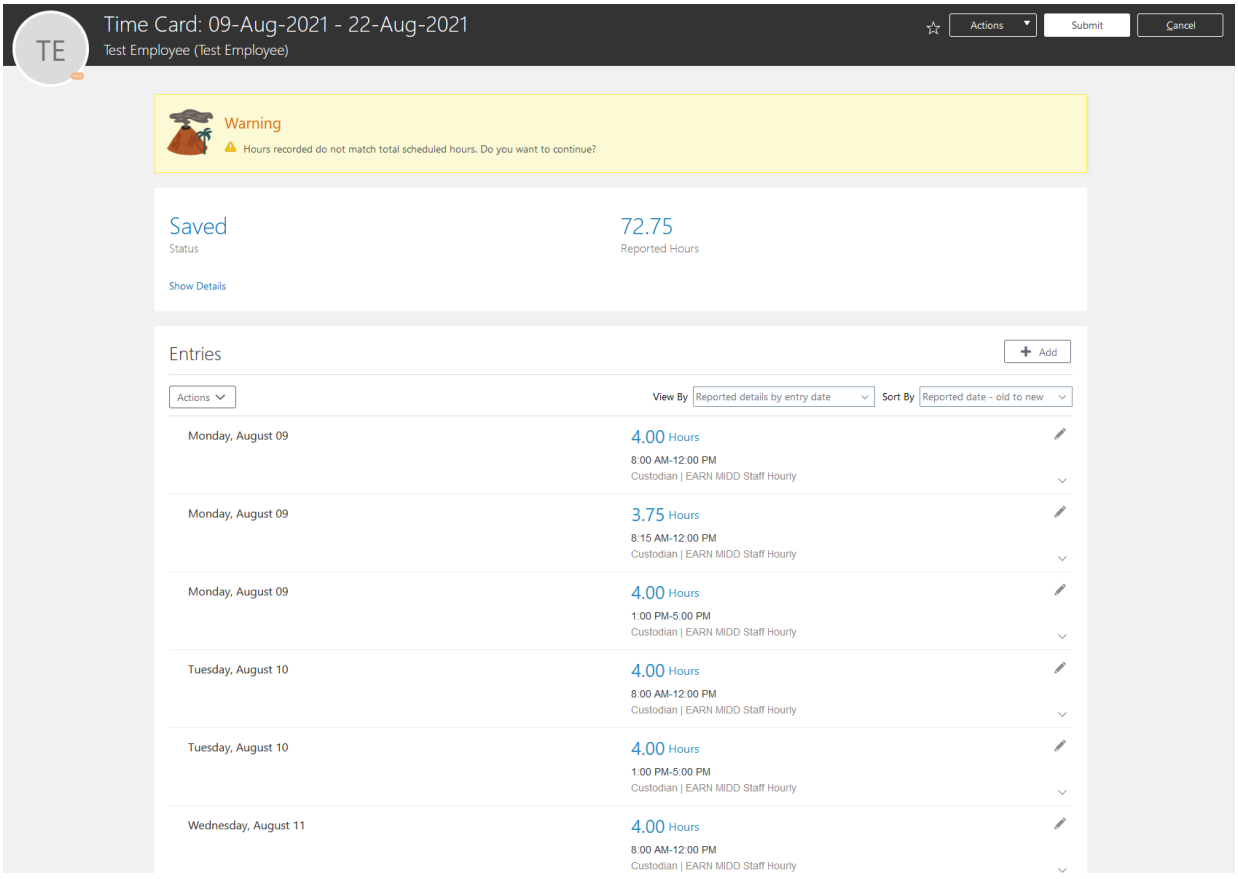


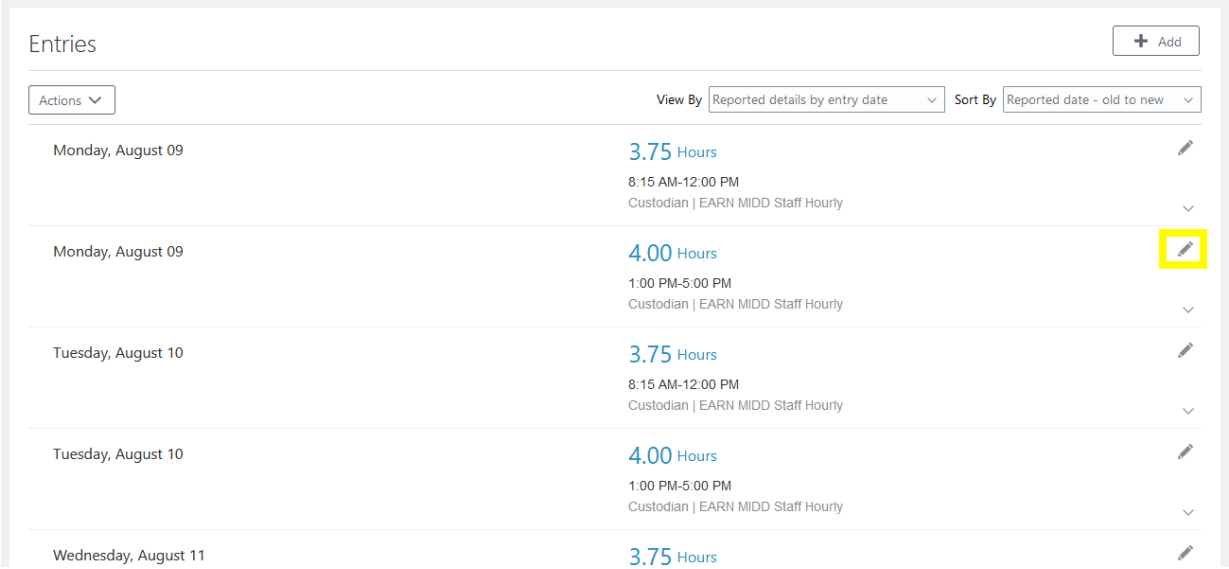
You can continue to add / edit entries as needed, or Save / Submit (See section 3.2)

3.1 Editing / Deleting Time Entries

Editing / Deleting Time Entries:

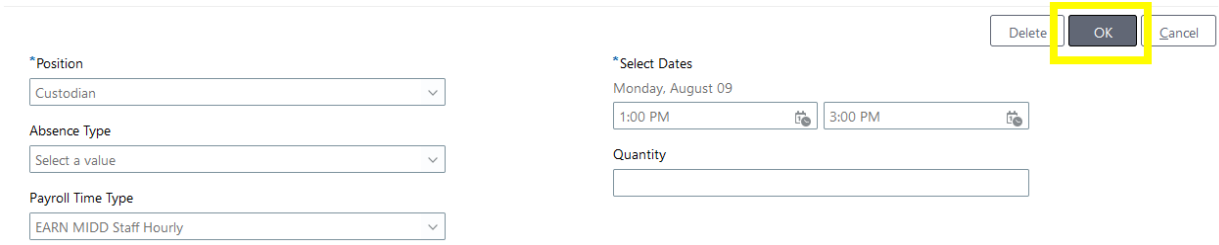
If you find yourself needing to edit an entry, or delete an entry altogether, the method is very straightforward.

Identify the entry you wish to edit or delete, and select the pencil icon to the right:

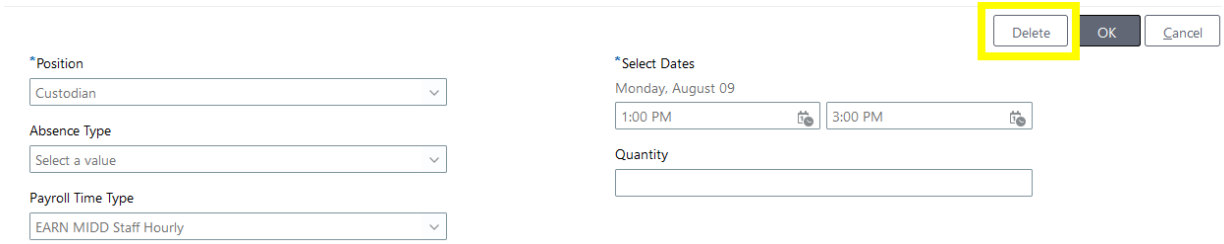


This will open the edit screen for this entry.

To edit the entry, change the values to reflect your changes (Position, Payroll Time Type, or Start/Stop times), and then select "OK" on the right. This will save the entry with your updated values.



To delete the entry entirely, select "Delete" in the top right. This will remove the entry from your time card.



3.2 Saving and Submitting Time Cards

Saving and Submitting Time Cards:

Once you have made your entries, you can either:

- Save and Close your time card, for when your time card is incomplete and you plan to add / edit your entries later
- Submit your completed time card to your supervisor for approval.

To Save and Close, select the "Actions" button in the top right, and select "Save and Close." This will save your time card and bring you back to the Time and Absences screen.

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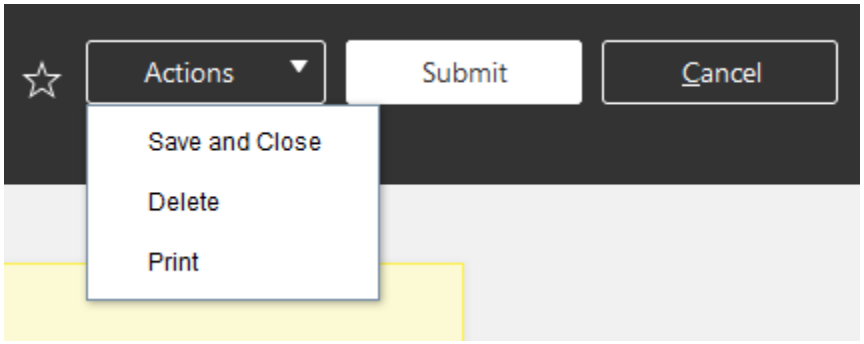
	***NOTE**: If you select "Save and Close" on a time card that is in Approved status, it will withdraw the time card from approval and prevent it from being included in payroll processing until it is re-submitted and re-approved. When reviewing Approved time cards, it is recommended to use the "Cancel" button instead.* To Submit your time card, review that all of your entries are correct, and that the total hours reported match your hours worked. Once you are confident it is correct, select the "Submit" button in the top right.  *Note: If you get a warning that your recorded hours do not match total scheduled hours, you can still continue.*
4.0 Editing Existing / Approved Time Cards	**Editing Existing / Approved Time Cards:** If you find yourself needing to make an edit to a previous time card that has been approved, the process is very simple. Start by navigating to Existing Time Cards, and selecting the time card you wish to edit. Once you are on the time card entries screen, you can: • Update an existing entry • Delete an existing entry • Add new entries *For instructions on adding / editing time entries, see sections 3.0 and 3.1* Once you are satisfied with your changes, you can Submit using the button in the top right. This will bring you to the "Changes" screen:

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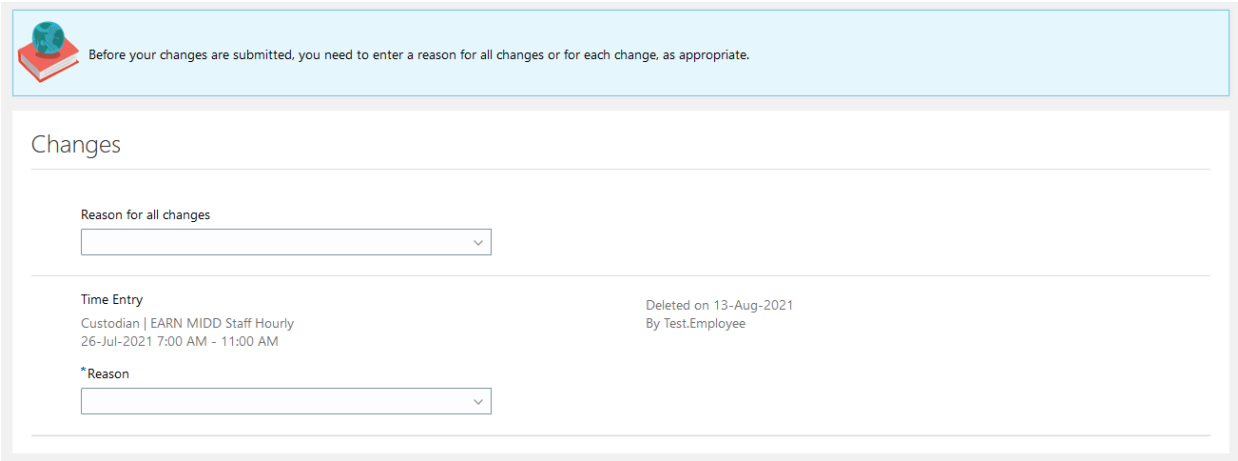
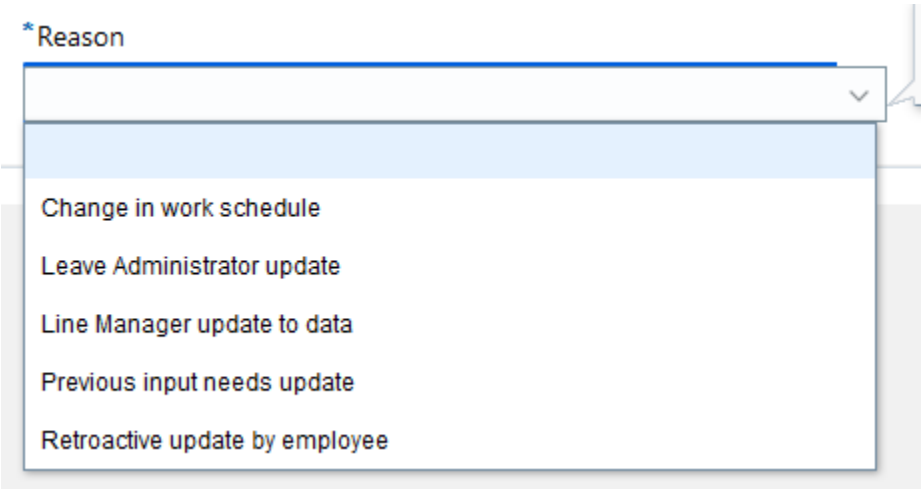


Here you can <u>either</u> enter a “reason for all changes” in the first section, or you can select an individual reason for each change below.



~~Change in work schedule~~: *Not applicable for employee self service*
~~Leave Administrator update:~~ *Not applicable for employee self service*
~~Line Manager update to data:~~ *Not applicable for employee self service*
<u>Previous input needs update</u>: For use when correcting an error (i.e. entered 4:00 AM instead of 4:00 PM)
<u>Retroactive update by employee</u>: For use when the original entry was not an error, but needs to be updated (i.e. you left early / worked late but forgot to update your entry before submitting)

Once you have selected the change reason(s), you can submit using the button in the top right. This will send it to your supervisor for approval.

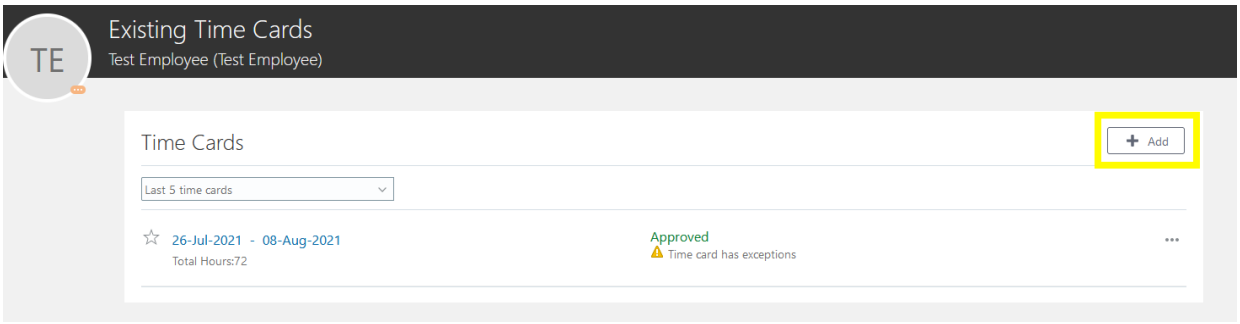
5.0 Creating a time card for a past or future pay period

Creating a Time Card for a Past or Future Pay Period

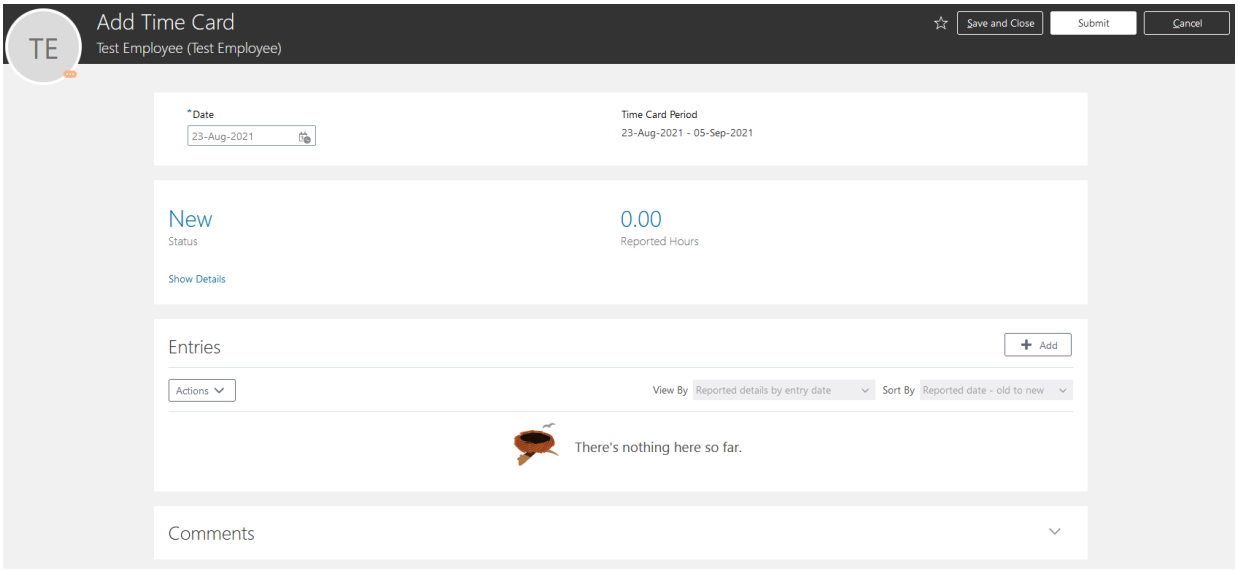
In most circumstances you will only need to go to Current Time Card to create a time card for the current pay period. However, there may be some situations in which you find yourself needing to create a new time card for a pay period that is not current – either in the past, or in the future.

To do so, begin by navigating to Time and Absences > Existing Time Cards

Once on this screen, select "+ Add" to create a time card:



This will bring you to the new time card screen, with an option to select the date at the top (note how it displays the time card period to the right of the date selection). Select a date within the pay period you wish to create a time card for.



At this point you can add entries and save / submit as needed.

Note: to access a saved time card for a pay period in the past or future, you will find it in Existing Time Cards

6.0 Various Tips / Information

Various Tips and Information

The following sections provide miscellaneous tips and tricks relating to time entry that do not neatly fit in the other sections.

6.1 Time Card Views

Time Card Views

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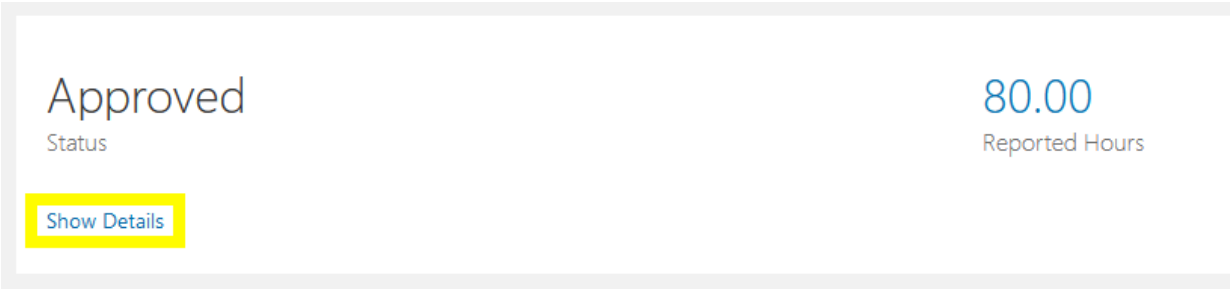
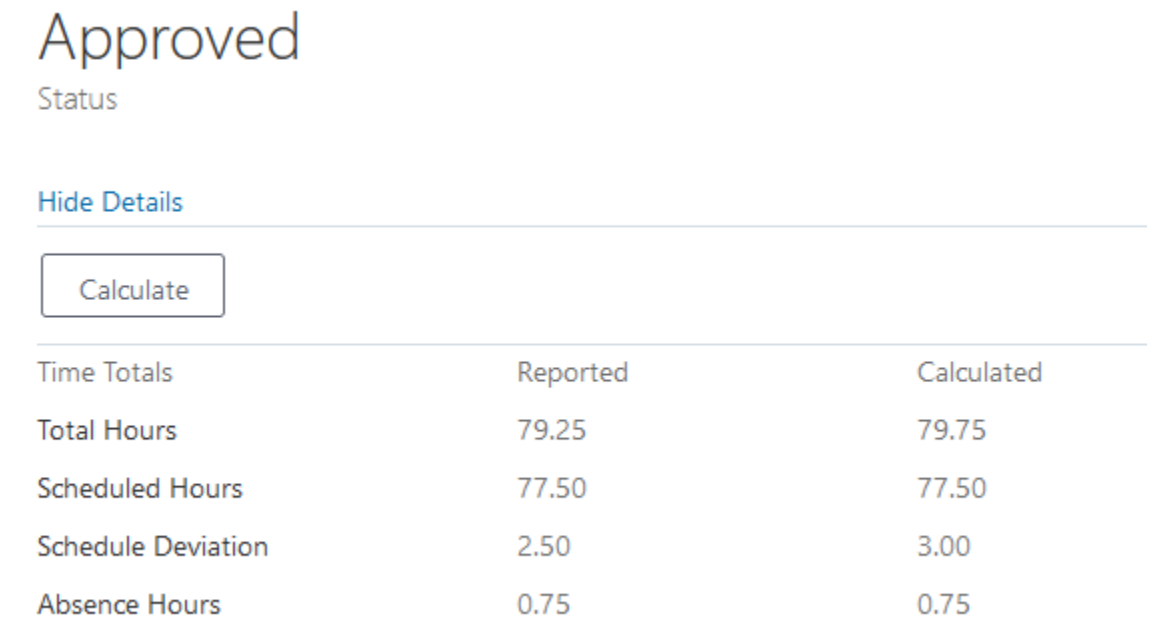
Whether in Current Time Card or Existing Time Cards, when viewing a time card's details you may notice there are various options for viewing the information.

The first extra view is the "Details" view at the top of the time card that appears when you click "Show Details":





Note: if this is a new time card or you have made recent changes, you may be prompted to calculate / recalculate to show the most updated totals

Reported totals are based on the actual entries that you have made. The Calculated totals include all time types and may include additional calculations for overtime and shift differential pay, which will be in addition to your regular reported hourly totals.

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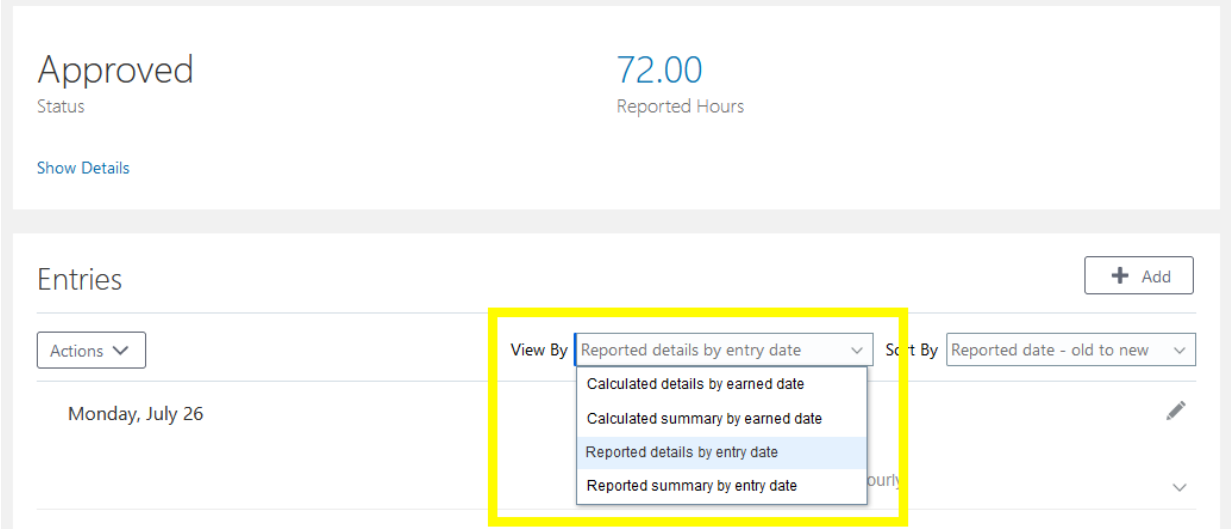
Time Card Entry Views

There are various options for sorting and viewing your time card data when in the time card view:



<u>Reported details by entry date</u>

This is the default view, and displays all of your time as individual entries.

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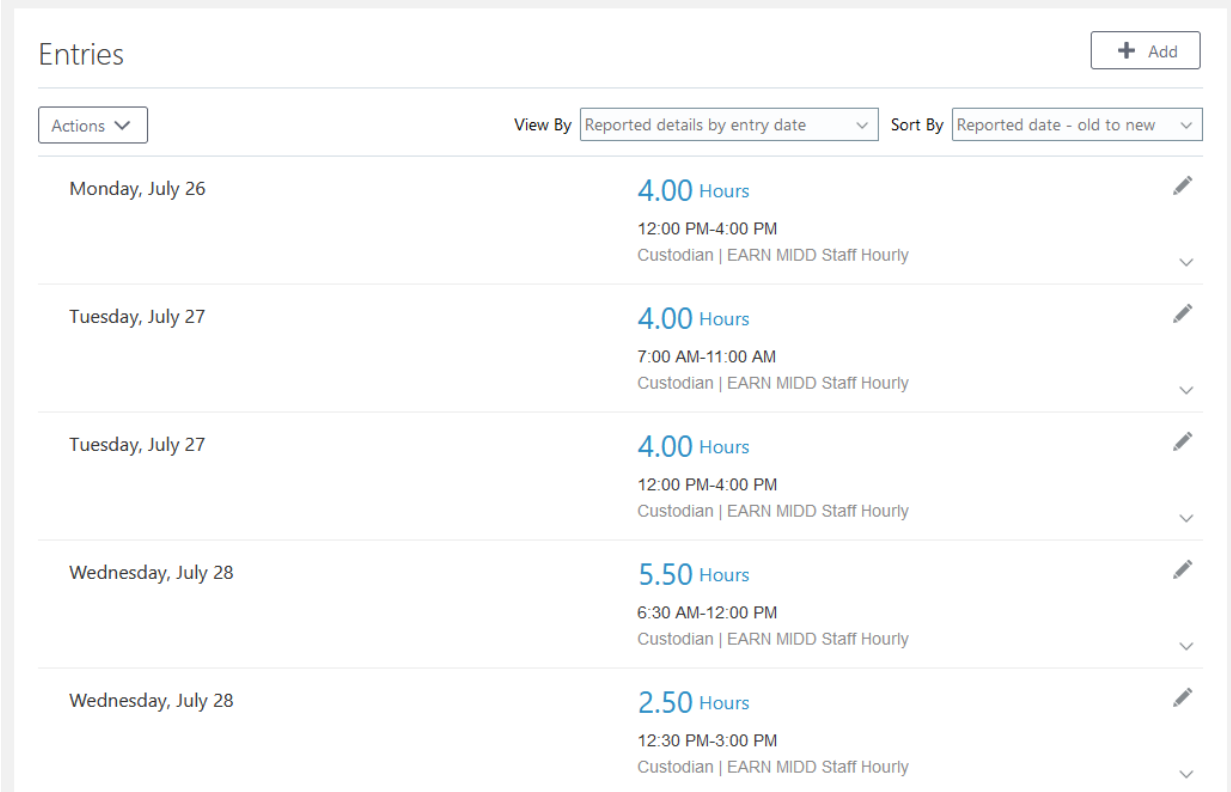
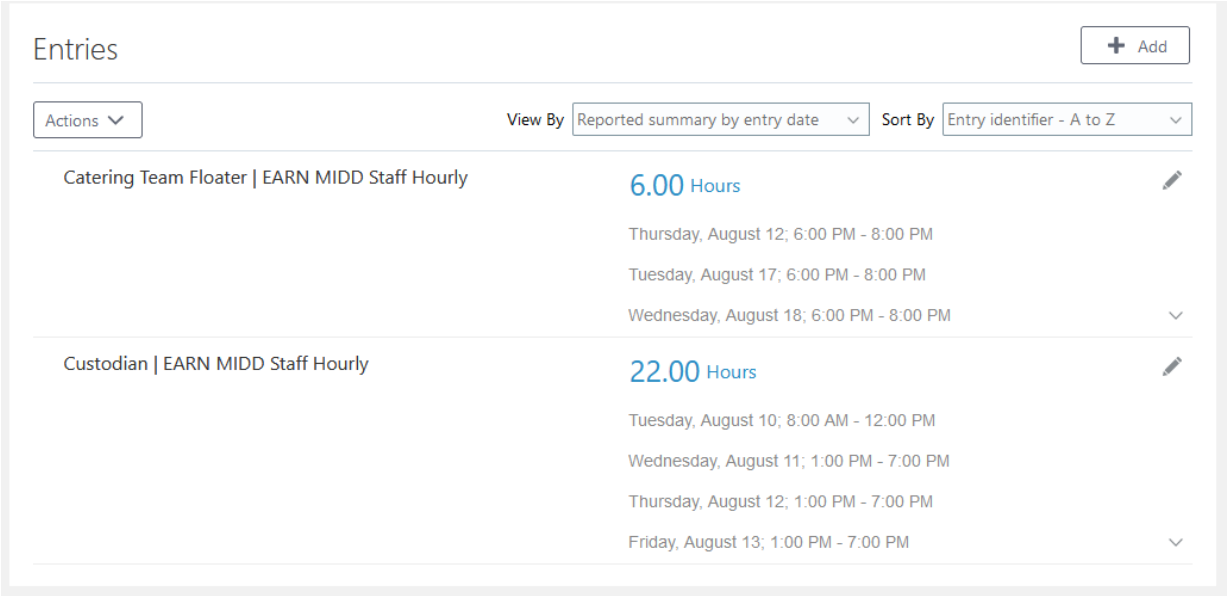


Reported summary by entry date

This view shows the total hours entered by position with the dates and times broken down below.



Calculated details by earned date:

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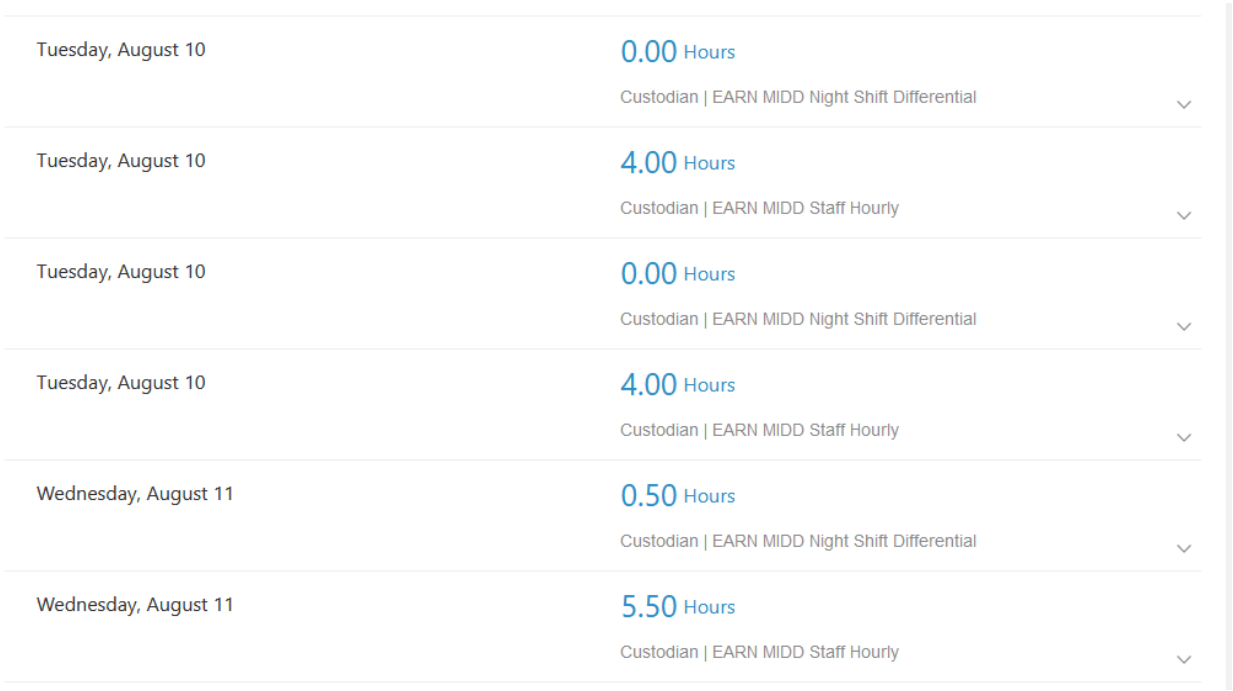
This view lists each calculated entry by date, including overtime and shift differential calculations.



***NOTE**: Currently there is an issue with calculated totals where Night Shift Differential will display a 0.00 value for each entry. A solution for this is being worked on.*

Calculated summary by earned date:

This displays the total calculations for each time type and position.

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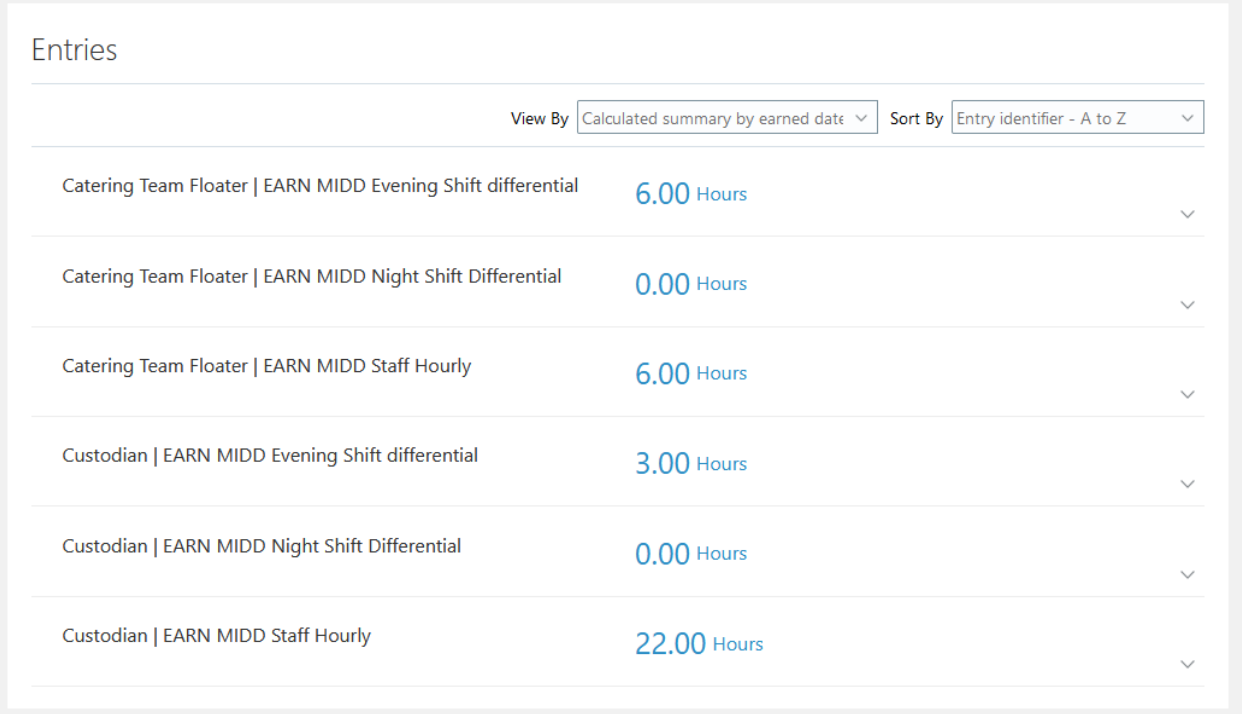
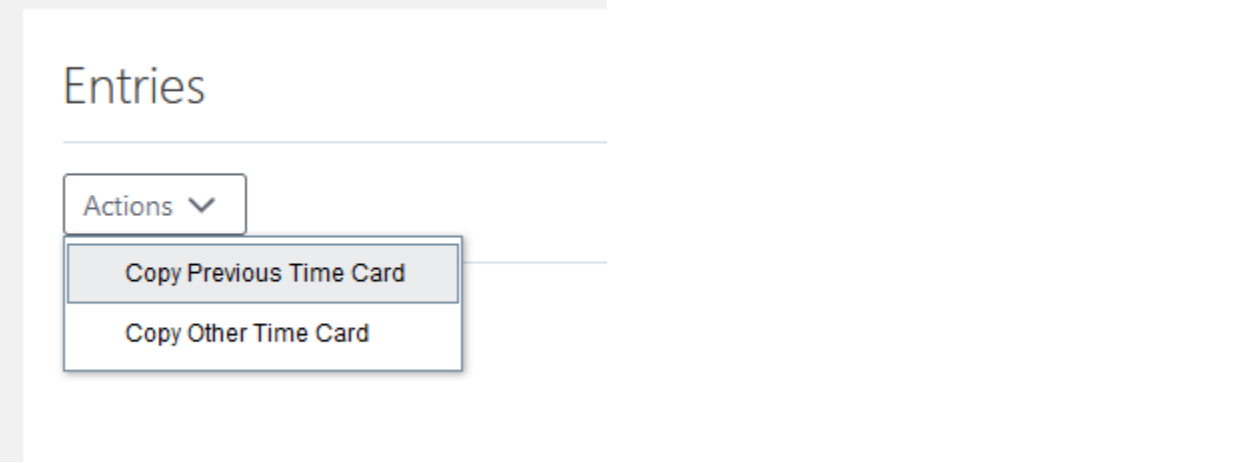


6.2 Copy Time Card

Copy Time Card

If you wish to copy a previous time card's entries, select "Actions" on the left of the entries pane. This will allow you to copy the previous time card:



Selecting "Copy Previous Time Card" will copy all entries from the previous time card into the current time card.

Selecting "Copy Other Time Card" will bring you to a screen which will allow you to select another time card to copy entries from:

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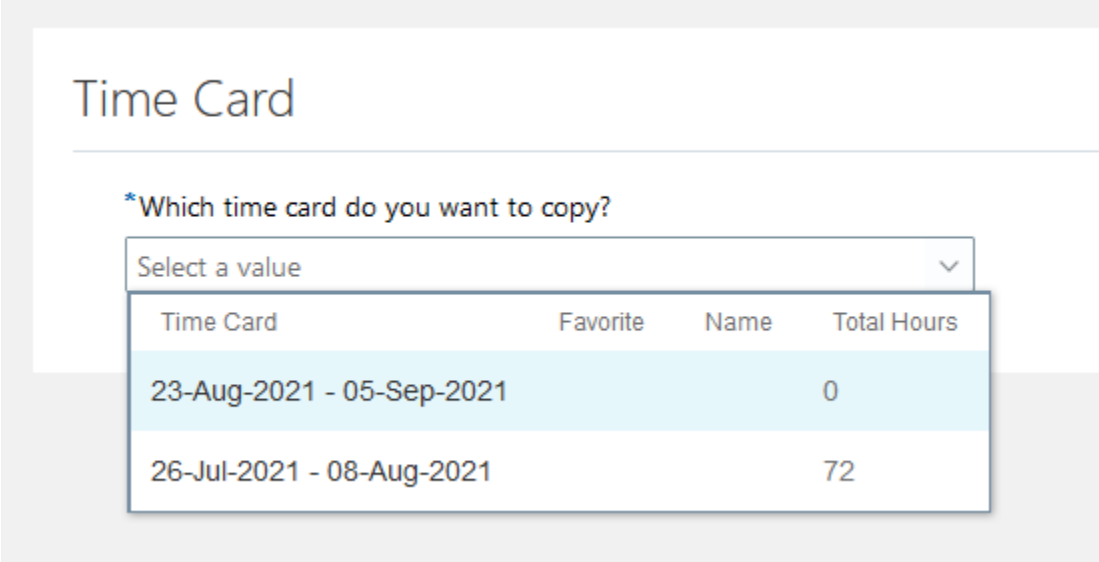
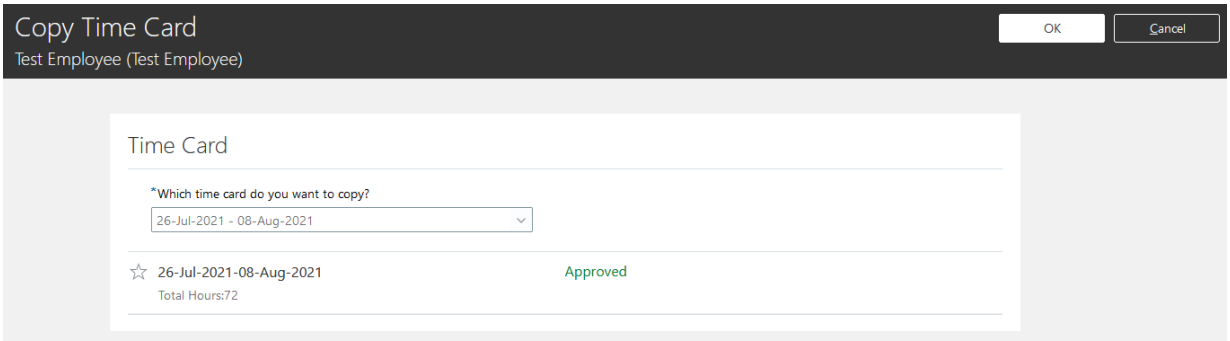


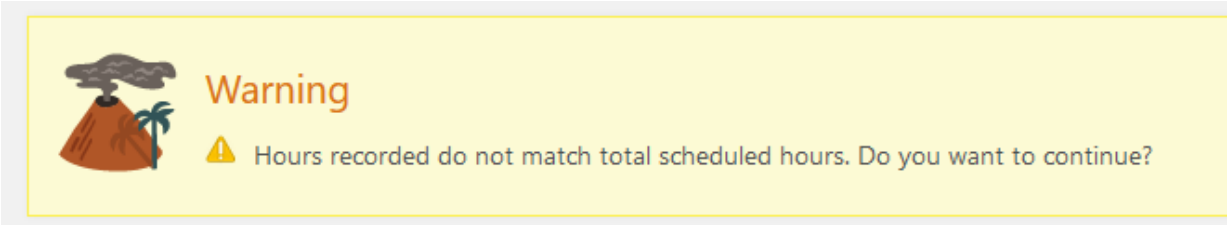
After selecting the time card, the details will appear on the screen. To proceed with copying this time card, click “OK” in the top right. The values will be copied to the current time card.



6.3 Warning Messages

Warning Messages

When saving / updating time cards, unless your entered hours match exactly your schedule you will see the following warning message:



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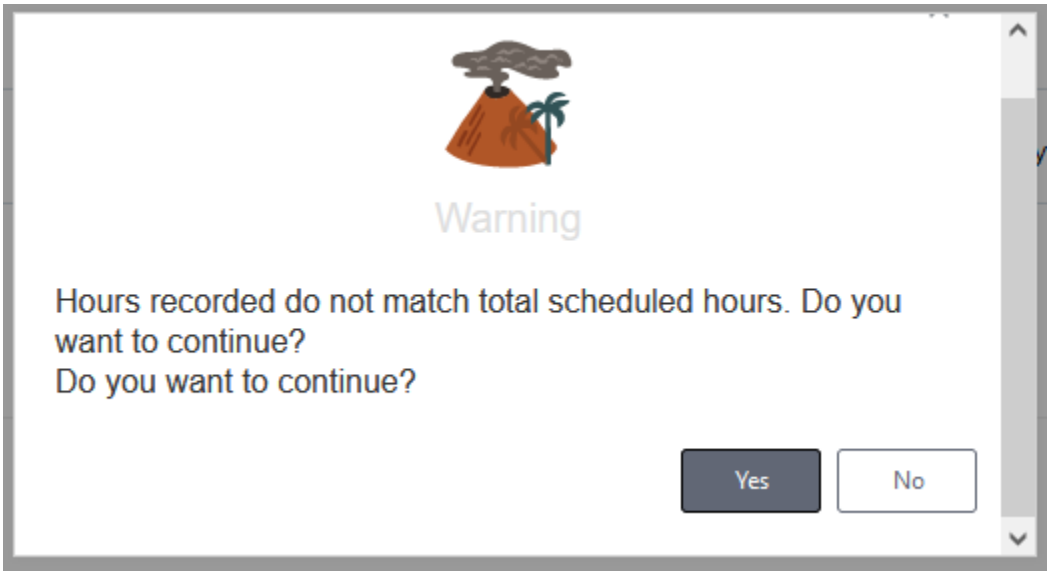

This warning exists only as a courtesy to check your hours. It will not prevent you from saving / submitting your time card if your hours are below or above your scheduled hours.