

SMC Oracle Timecard Reference Guide

Entering Hours Worked:

To add time to your time card: Me -> Time and Absences -> Current Timecard

Current timecard will open as shown below (with full range of payroll dates)

23-Mar-2025 - 05-Apr-2025		Sunday, March 23			Monday, March 24		
Assignment Name *	Hours Type *	Start	Stop	Quantity	Start	Stop	Quantity
1	<input type="text"/>						
2							

The first step is to select the Assignment Name for which you are entering time.

Please Note that **you will have to double click the Assignment Name box** to then select the role you are entering hours for. You will need to then **also double click when selecting the Hours Type.**

To enter hours worked, begin on the first row:

- Select your position (Assignment Name) from the drop-down (required)
- Select your Hours Type (required)

Note: Staff will see a variety of options, please select the correct type per pay period for the hours worked. For example: Regular Hours for normal hours worked. For Holidays, select holiday pay. In this example you would have this on multiple lines (see next set of instructions).

Students will only have Regular Pay as an Hours Type option.

Entering Multiple Types of Time

To enter multiple types of time (i.e. different Assignments, and Hours Type) in the same time card, you must add additional rows.

To add another assignment to your time card double click on the second Assignment Name box line and make a selection (you will also need to select the Hours Type for that role):

	Assignment Name *	Hours Type *	Start	Stop	Quantity
1	Human Resources Generalist	Regular Hours			
2					
3					

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/save your time daily and submit the timecard at the end of the pay period.**

- For example, if you worked from 8:00 AM to 12:00 PM in one position on a given day, you would enter 8:00 AM under “Start” for that day, and 12:00 PM under “Stop,” in the row that you have designated for your regular hours worked in that position.
- In the example below when working another assignment in the same day the information can be added to the second line.
- To enter unpaid breaks, you will need to create two or more rows. The first row 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.

23-Mar-2025 - 05-Apr-2025			Monday, March 24			
	Assignment Name *	Hours Type *	Quantity	Start	Stop	Quantity
1	Student Employee: Human	Regular Hours		08:00 AM	12:00 PM	4
2	Student Employee: Bergeron	Regular Hours		01:00 PM	04:00 PM	3
-						

Helpful Time Entry Information

Each time card will have at least one row in the Time Entry Section. Each row will have the following fields:

- **Assignment Name** – All of your assignments will appear in the drop-down menu.
- **Hours Type** – All Payroll Time Types which you are eligible for will appear in the drop-down menu. Staff will have a variety of options depending on their role (please select the accurate Hours Type for time worked given a certain pay period). Student employees will only see one Payroll Time Type, “Regular Hours.”

23-Mar-2025 - 05-Apr-2025		Sunday, March 23			Monday, March 24	
Assignment Name *	Hours Type *	Start	Stop	Quantity	Start	Stop
Human Resources Generalist	Regular Hours	08:00 AM	04:00 PM	8	08:00 AM	04:00 PM