Quick Reference Guide: Approving Non-Exempt Employee Time Cards

Historically HR Line Managers (i.e., managers, supervisors, etc) have approved timesheets for non-exempt employees in eTimesheet. Upon implementation of Oracle, managers will approve bi-weekly employee time cards within Oracle Cloud.

As a manager, you will receive both an email notification and an in-system notification when you have something to approve.

1. Click the bell icon to view your Notifications.
2. Unread Notifications will be listed in bold type within the Notifications window. Click each notification to review and approve that transaction.
3. Review the employee’s Reported Time. The employee’s assignment, work unit and time type(s) will be listed on the left side of the grid, and the hours will be listed on the right side of the grid. Use the scroll bar to view each day. You should also scroll down and review the system’s Calculated Time to ensure any overtime or other calculations are appropriate for that employee.

When you have completed the review, select Approve to approve the time card or Reject to return the time card to the employee for correction.

Please see reverse side for approval of Exempt Employee Time Off.