Quick Reference Guide: Create & Submit Time Cards

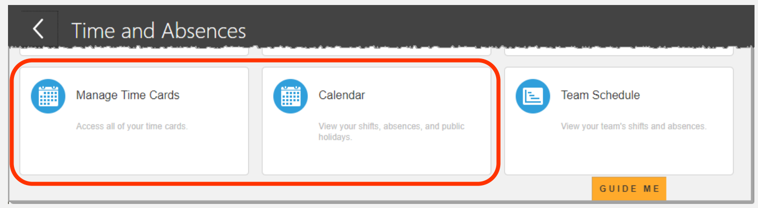
Entering Hourly Time in Oracle Cloud

The **Time and Absences** section in Oracle Cloud allows hourly employees to submit time cards in **Oracle Cloud**.

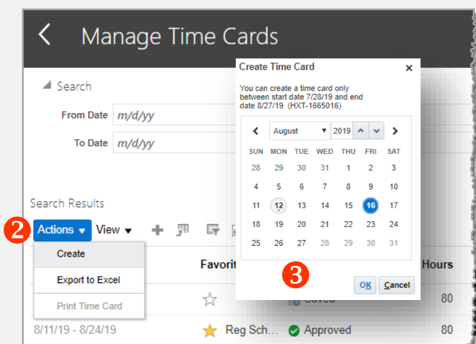
To access **Time and Absences** use the **Springboard** or **Navigator**, select the **Me** section, and then choose **Time and Absences**.

There are ***two options*** to create a time card:

- Use **Manage Time Cards** to create a time card in the grid view; or
- Use the **Calendar** to drag and drop time types onto the **Calendar** to create the current card.



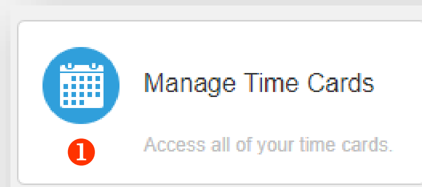
Manage Time Cards: Creating and Submitting Your Time Card Using the Time Entry Grid

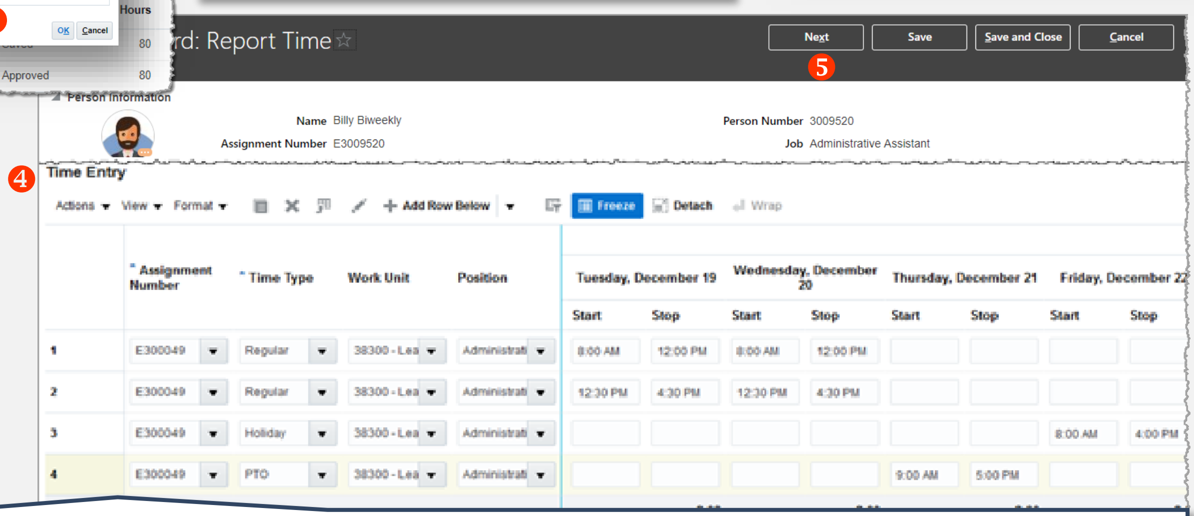


❶ Select **Manage Time Cards**

❷ Click the **Actions** drop down and then select **Create** or click the **Add** (**+**) button.

❸ On the **Create Time Card** popup, select a day within the biweekly time card period and click **Ok**.





❹ Enter* your information in the **Time Entry** grid:

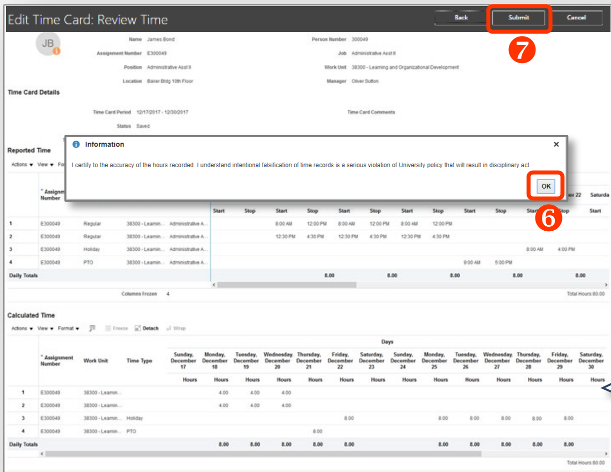
- Choose your assignment number from the **Assignment Number** drop down and select the **Time Type** (e.g., Regular, Holiday, PTO).
- Enter your **Start** and **End Times** (including AM or PM) of each working day, including start and stop times for your lunch break. When you enter a day of **PTO** or a **Holiday**, it is recommended to enter a start time of **8:00 AM** and an end time of **4:00 PM**.

❺ Once complete, click the **Next** button to review the **Time Card.** You can also **Save** or **Save and Close** to return to the time card later.

To copy a previous time card as a starting point for your current period entries, click the **Actions drop down and choose **Copy Time Card Data**.*

Manage Time Cards: Creating and Submitting Your Time Card Using the Time Entry Grid (continued)

Review your **Reported Time**. If you note any errors, click **Back** or **Edit Time Card** to make changes.



7 After reviewing for completeness and accuracy, click **Submit** to submit your time card to your manager(s) for approval.

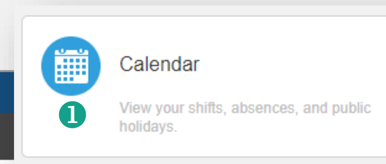
6 You must certify the accuracy of your time entries – click the **OK** button to acknowledge your certification, then scroll down to review your time entries.

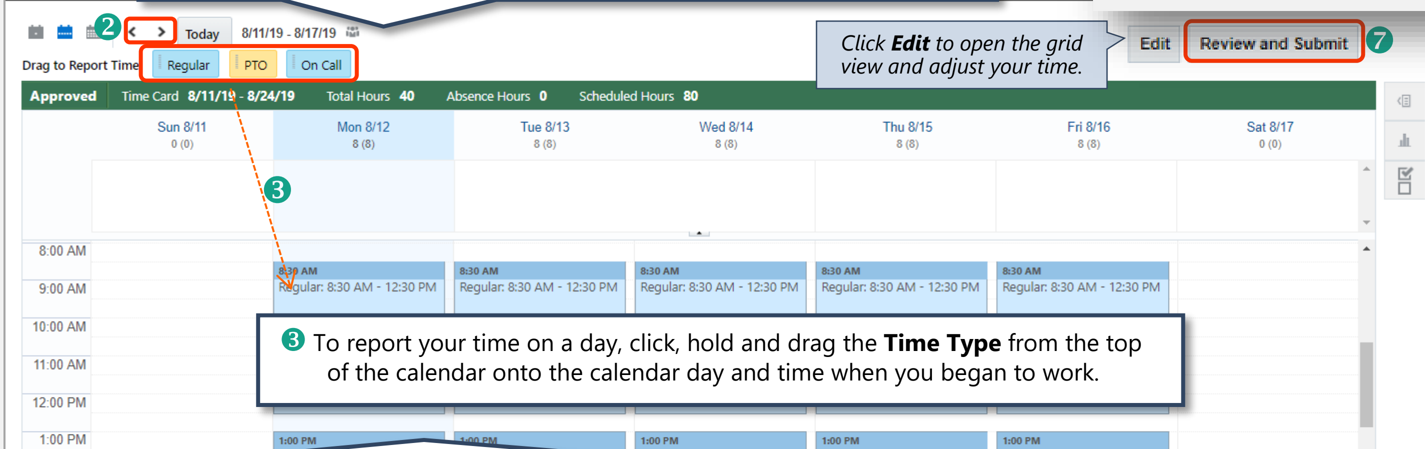
*The **Calculated Time** section displays your total hours, including overtime (if applicable).*

Calendar: Creating Your Time Card Using the Calendar

1 Select the **Calendar** card.

2 The **Oracle Time** calendar will display. The default view is the current week. Click the **arrows** to scroll to a previous or future week as needed.





*Click **Edit** to open the grid view and adjust your time.*

3 To report your time on a day, click, hold and drag the **Time Type** from the top of the calendar onto the calendar day and time when you began to work.

When you release your mouse button, the **Report Time** pop-up window will display your **Assignment Number** (Employee ID) and corresponding **Work Unit**, as well as the **Time Type**, **Dates** and **Start Time** you chose in the calendar.

4 Use the **Payroll Time Type** drop-down menu if needed to adjust the Time Type (e.g., Holiday, PTO, Jury Duty).

5 Enter your **Start and End Times** (including AM or PM) of each working day, including start and stop times for your lunch break.

- When you enter a day of **PTO** or a **Holiday**, it is recommended to enter a **Start Time** of **8:00 AM** and an **End Time** of **4:00 PM**. Note that the **calendar** view may not display hours entered on weekends or outside this time frame. If this occurs, you should review your time entered in the **Review Time** screen to see the total reported hours for that day. Refer to steps 6 and 7 above.

6 Click **Save and Close** to return to the calendar.

7 Repeat this process each day of the bi-weekly time period until you are ready to **Review and Submit.** Refer to steps 6 and 7 above for next steps.