

Info Sheet

Mobile-Responsive Biweekly Time Card



Why and when is the biweekly time card being updated?

The current biweekly time card user interface is being replaced with an enhanced, mobile-friendly time card as Oracle continues the trend toward providing a consistent experience whether using a desktop computer or mobile device during calendar 2020.



Users will see this change in Vanderbilt's production environment beginning Monday, January 13, during the first full biweekly period of calendar 2020.

What is changing?

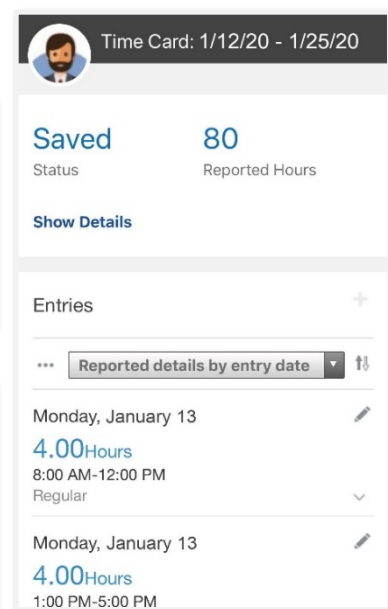


The **enhanced time entry screen** replaces the **calendar*** and **grid** entry options for all employees and student workers who create and submit biweekly time cards.

* A **view only** calendar page will continue to be available.



The mobile-responsive design allows user to choose either the **mobile browser** or the **Oracle HCM app** to enter and submit time from a mobile device.



What is not changing?

- **Biweekly periods and related pay dates** are not affected by the change to the entry screen.
- **Submission and approval requirements** for biweekly time cards remain the same:
 - **Employees and student workers** should continue to submit biweekly time cards as soon as they finish working during the biweekly period; and
 - **Line managers** must review and take action on time cards before noon on the Monday following the end of each biweekly period.

How can I learn more?

[Click here](#) to preview the new biweekly time entry process.

Detailed training and resources will be available within Oracle beginning in January 2020.

