**Quick Reference Guide: Bi-Weekly Employee Time Reporting**

**Entering Hourly Time in Oracle Cloud**

To access the **Time** section from the Navigator (top left corner icon):
- Click the Navigator, then expand the **Me** section and click **Time**.

To access **Time** from your Springboard*:
- Click on the **Time** icon (within the **Me** section).

(*Available when selected in your personalizations. Click on the plus sign (+) icon to select options for your Springboard.)*

1. **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.

2. 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.

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

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

   **Important notes:**
   - You must enter a **start and end time** for all days.
   - When you 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 (see reverse).

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

6. Repeat this process each day of the bi-weekly time period until you are ready to **Review and Submit** (see reverse for detail).
Editing and Entering Time using the Time Entry Grid
Clicking the Edit Time Card button will open the Time Entry grid view. Within this view, you can edit any fields to properly reflect your time worked, then click the Next at the top of the page to return to the Review Time screen. You can also enter time using this Time Entry grid as an alternative to using the calendar view on the reverse.

Use the drop-down menus to update the Time Type. Note: You must use separate row for Regular time entered before and after your lunch break and for each time type.

Click on any field within the grid to enter or edit your Start and Stop times.