

# SKYVU 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.

As a manager, you will see a **Notification** indicated by the number next to the **bell icon** whenever you have a transaction to approve.

- Click the bell icon to view your **Notifications**.
- Unread **Notifications** will be listed in **bold type** within the **Notifications** window. Click each notification to review and approve that transaction.
- CAUTION:** The system will allow you to approve a transaction from the notification window. Take care not to approve or reject prior to review.
- 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 add **Comments** prior to rejecting in order for the employee to correct the time card.
- 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 start and stop times that the employee entered will be listed on the right side of the grid. Use the scroll bar to view each day.
- Calculated Time** lists totals in hours. Review this to ensure overtime and other calculations are correct for the employee.
- You can also add **Comments** (5) and **Attachments** (6) if needed.

**Oracle Cloud Interface Details:**

**Notifications Window:**

- Search terms: Enter search terms
- Notification 1: Action Required: Approval of PTO Absence Request for Ann Employee from 2017-07-03 to 2017-07-07 (10-16-2017)
- Notification 2: Action Required: Approval of Time Entries for James Bond from 2017-12-17 to 2017-12-30 (10-16-2017)
- Buttons: Approve, Reject

**Time Card Approval Details:**

Approval of Time Entries for James Bond from 2017-12-17 to 2017-12-30 - Mozilla Firefox

URL: https://ecsr-dev1.hcm.us2.oraclecloud.com/hcmTime/faces/adf.task-flow?tz=America%

Details: Assignee: suttono, From: bondj

**Reported Time Grid:**

Assignment Number	Time Type	Work Unit	Position	Days											
				Monday, December 18	Tuesday, December 19	Wednesday, December 20	Thursday, December 21	Friday, December 22	Saturday, December 23	Sunday					
				Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
1	Regular	38300 - Learnin...	Administrative A...	8:00 AM	12:00 PM	8:00 AM	12:00 PM	8:00 AM	12:00 PM						
2	Regular	38300 - Learnin...	Administrative A...	12:30 PM	4:30 PM	12:30 PM	4:30 PM	12:30 PM	4:30 PM						
3	Holiday	38300 - Learnin...	Administrative A...							8:00 AM	4:00 PM				
4	PTO	38300 - Learnin...	Administrative A...												
<b>Daily Totals</b>															

**Calculated Time Grid:**

Assignment Number	Work Unit	Time Type	Days						
			Sunday, December 17	Monday, December 18	Tuesday, December 19	Wednesday, December 20	Thursday, December 21	Friday, December 22	Saturday, December 23
			Hours	Hours	Hours	Hours	Hours	Hours	
1	E300049	38300 - Learnin...		4.00	4.00	4.00			
2	E300049	38300 - Learnin...		4.00	4.00	4.00			
3	E300049	38300 - Learnin... Holiday					8.00	8.00	
4	E300049	38300 - Learnin... PTO					8.00		
<b>Daily Totals</b>			8.00	8.00	8.00	8.00	8.00	8.00	

**Related Links:** Comments (5), Attachments (6)