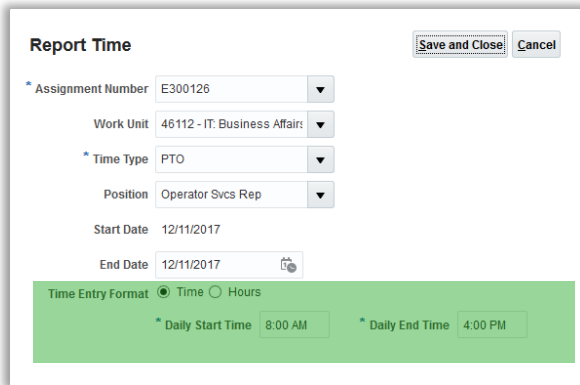


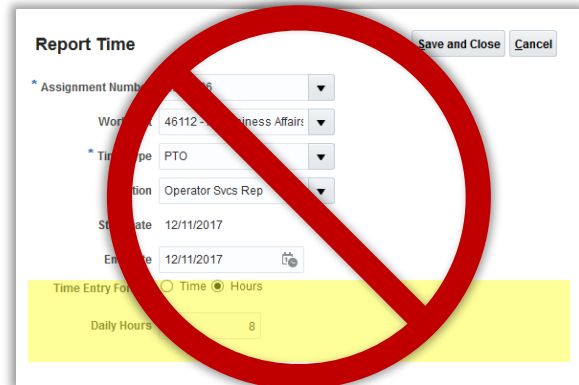
TIMESHEET ENTRY TIPS

1

You must enter a start and stop time.



The screenshot shows the 'Report Time' form with the following fields: Assignment Number (E300126), Work Unit (46112 - IT Business Affairs), Time Type (PTO), Position (Operator Svcs Rep), Start Date (12/11/2017), and End Date (12/11/2017). The 'Time Entry Format' is set to 'Time' (radio button selected) and 'Hours' (radio button unselected). The 'Daily Start Time' is 8:00 AM and the 'Daily End Time' is 4:00 PM. A green highlight is placed over the start and stop time fields.

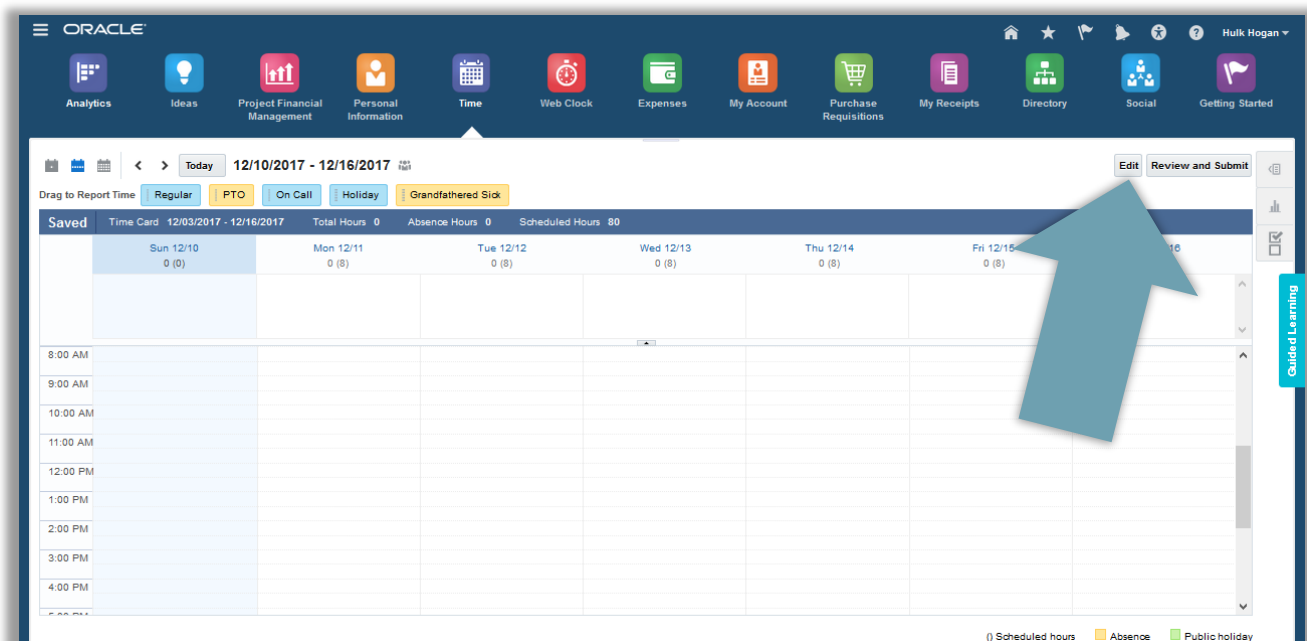


The screenshot shows the 'Report Time' form with the same fields as the previous one. A red 'X' is drawn over the 'Daily Start Time' and 'Daily End Time' fields, indicating that these fields are required for time entry.

All time types, including PTO or Holiday require a start and stop. To record eight (8) hours of PTO, enter start and stop times eight (8) hours apart i.e., 8:00 AM to 4:00 PM

2

Timesheets can be created from the calendar view, but not edited. Click edit to make changes and updates.



The screenshot shows the Oracle HR system interface. The top navigation bar includes icons for Analytics, Ideas, Project Financial Management, Personal Information, Time, Web Clock, Expenses, My Account, Purchase Requisitions, My Receipts, Directory, Social, and Getting Started. The main area displays a calendar view for the period 12/10/2017 - 12/16/2017. The calendar shows a grid of days and times. A blue arrow points to the 'Edit' button in the top right corner of the calendar view. The bottom of the screen shows a legend for Scheduled hours, Absence, and Public holiday.

3

The calendar mode is not the source of truth. Click edit to see full time entry details.

The screenshot shows the Oracle Time Card interface in calendar mode. The top navigation bar includes icons for Analytics, Ideas, Project Financial Management, Personal Information, Time, Web Clock, Expenses, My Account, Purchase Requisitions, My Receipts, Directory, Social, and Getting Started. The main area displays a calendar for the week of 12/10/2017 to 12/16/2017. A callout box points to a PTO entry on Monday, 12/11/2017, from 1:00 PM to 4:00 PM, which is circled in red. The callout text reads: "PTO taken outside 8:00 AM to 4:00 PM M-F will not appear on calendar view". The calendar shows regular hours from 8:00 AM to 5:00 PM for most days, with a gap for the PTO on Monday.

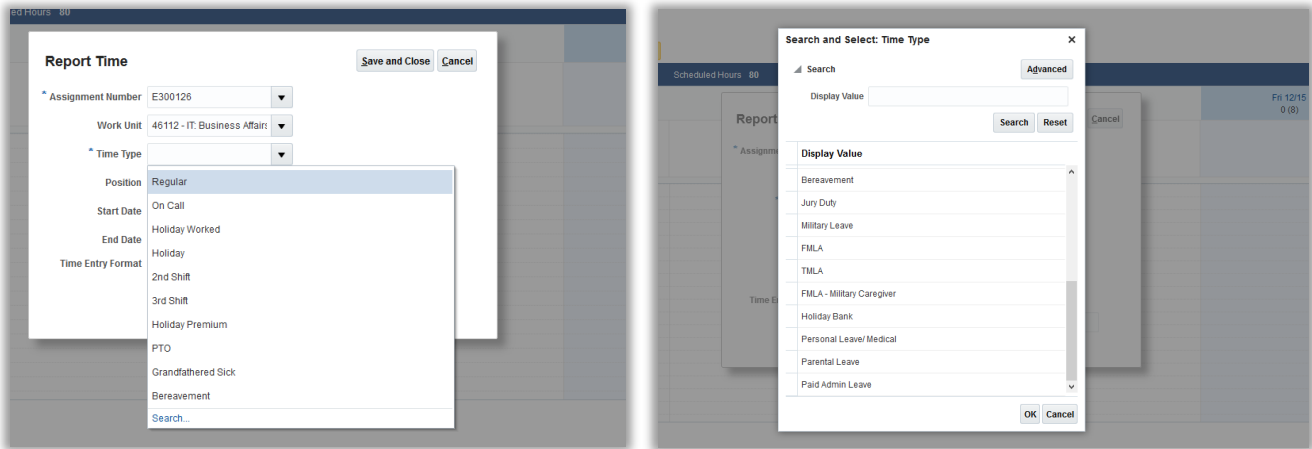
The screenshot shows the Oracle Time Card interface in table view. The top navigation bar is the same as the previous screenshot. The main area displays the "Edit Time Card: Report Time" form. The "Person Information" section includes fields for Name (Hulk Hogan), Person Number (300128), Assignment Number (E300126), Job (Operator Svcs Rep), Position (Operator Svcs Rep), Work Unit (46112 - IT: Business Affairs), Location (1415 17th Ave S 1st Floor), and Manager (Chris Bransford). The "Time Card Details" section shows the "Time Card Period" as 12/03/2017 - 12/16/2017. A callout box points to a PTO entry in the table view, which is circled in red. The callout text reads: "Notice, Monday afternoon PTO shows 1:00 PM to 5:00 PM in table view". The table view shows the following data:

* Assignment Number	* Time Type	Monday, December 11			Tuesday, December 12			Wednesday, December 13			Thursday, December 14			Friday, December 15		
		Start	Stop	Hours	Start	Stop	Hours	Start	Stop	Hours	Start	Stop	Hours	Start	Stop	Hours
1	E300126 PTO	1:00 PM	5:00 PM													9:00
2	E300126 Regular	8:00 AM	12:00 PM		8:00 AM	12:00 PM		8:00 AM	12:00 PM		8:00 AM	12:00 PM		8:00 AM	12:00 PM	
3	E300126 Regular				1:00 PM	5:00 PM		1:00 PM	5:00 PM		1:00 PM	5:00 PM		1:00 PM	5:00 PM	

The timecard table view is the source of truth and what is sent to payroll for payment. Ensure that this entry is accurate before submitting your timesheet. Seeing several rows of time is a normal and expected experience, especially when you have holiday, PTO, or on-call time.

4

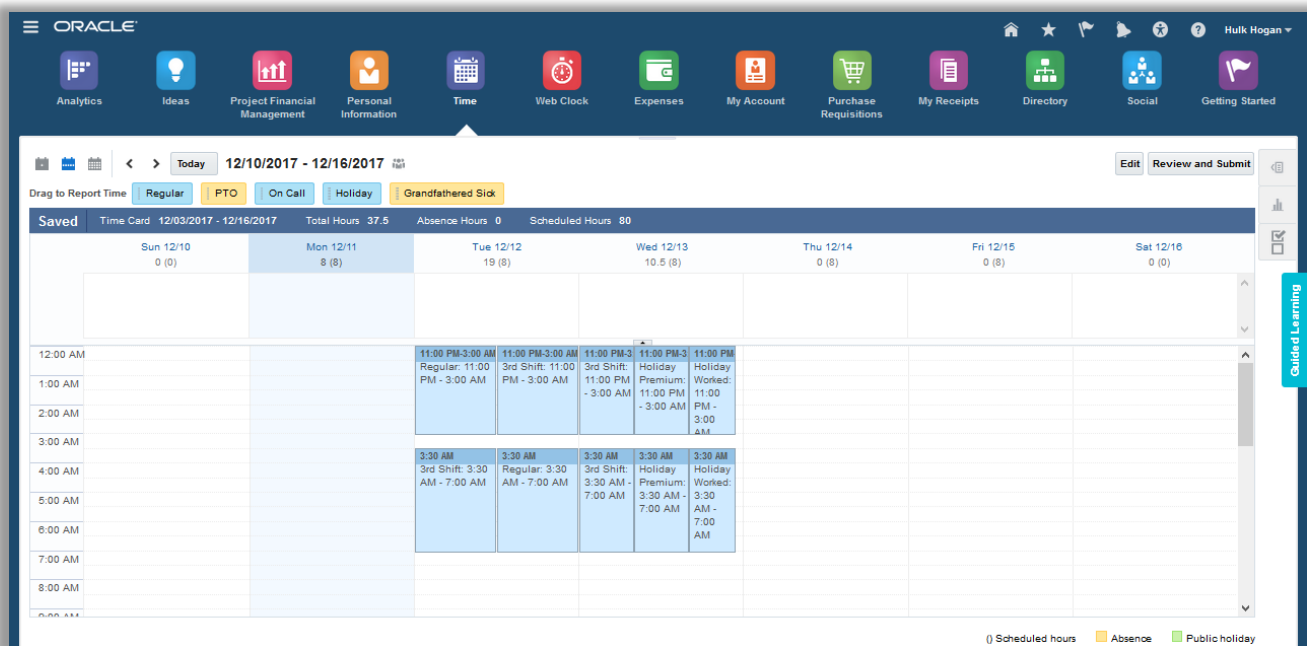
Use the search feature to enter infrequently used time types.



To enter time types that do not appear on the menu bar, use the search feature to add them to your timecard. This includes FMLA, Jury Duty, Parental Leave, and Holiday Bank (used to record a make-up holiday when you worked the actual holiday)

5

Shift and holiday premiums must be entered separately, in addition to regular time or holiday worked, to be paid.



All time must be entered to be paid. This means if you should be paid a 2nd or 3rd shift premium for part or all of your shift, it must be entered as a concurrent time entry. Similarly, if you are due a holiday premium, you must enter both holiday worked and holiday premium time.

6

When entering 24-hour on-call time, the day begins at 12:00 AM and ends at 11:59 PM.

Report Time Save and Close Cancel

* Assignment Number: E300126

Work Unit: 48112 - IT: Business Affairs

* Time Type: On Call

Position: Operator Svcs Rep

Start Date: 12/11/2017

End Date: 12/11/2017

Time Entry Format: Time Hours

* Daily Start Time: 12:00 AM * Daily End Time: 11:59 PM

Entering 24 hour time 12:00 AM to 12:00 AM will result in an erroneous time entry. To enter 24-hour time, the start time should be 12:00 AM and the end time should be 11:59 PM. Oracle Cloud will round this up to the full day for payment purposes. If you are called upon to work, that time should be entered as regular time.

7

When entering a shift that spans midnight, do not change the end date to the next day.

Report Time Save and Close Cancel

* Assignment Number: E300126

Work Unit: 48112 - IT: Business Affairs

* Time Type: Regular

Position: Operator Svcs Rep

Start Date: 12/11/2017

End Date: 12/11/2017

Time Entry Format: Time Hours

* Daily Start Time: 11:00 PM * Daily End Time: 3:00 AM

Report Time Save and Close Cancel

* Assignment Number: E300126

Work Unit: 48112 - IT: Business Affairs

* Time Type: Regular

Position: Operator Svcs Rep

Start Date: 12/11/2017

End Date: 12/12/2017

Time Entry Format: Time Hours

* Daily Start Time: 11:00 PM * Daily End Time: 3:00 AM

Oracle Cloud begins counting at the daily start time and looks for the next time the clock hits the daily end time, automatically recording the end time on the next calendar day. If you change the end date, you will create duplicate entries on each day between the start and end date.