

# TIMESHEET ENTRY TIPS

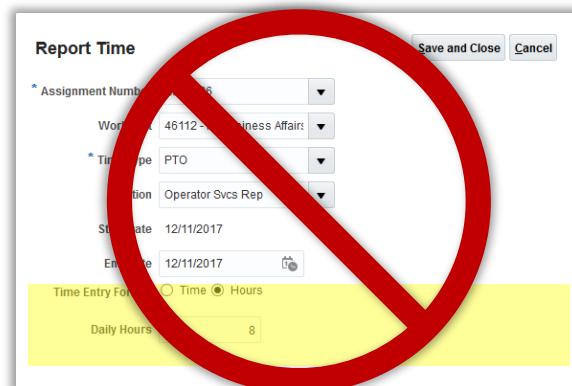
1

You must enter a start and stop time.

Report Time

\* Assignment Number: E300126  
Work Unit: 46112 - IT Business Affairs  
\* Time Type: PTO  
Position: Operator Svcs Rep  
Start Date: 12/11/2017  
End Date: 12/11/2017

Time Entry Format:  Time  Hours  
\* Daily Start Time: 8:00 AM    \* Daily End Time: 4:00 PM



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 a weekly timesheet grid for the period 12/10/2017 - 12/16/2017. The grid includes columns for Total Hours (0), Absence Hours (0), and Scheduled Hours (80). The rows represent daily time entries from 8:00 AM to 4:00 PM. At the top right of the grid, there is an 'Edit' button. A large blue arrow points to this 'Edit' button, indicating that users can click it to make changes and updates to the timesheet.

3

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

PTO taken outside  
8:00 AM to 4:00 PM  
M-F will not appear  
on calendar view

Sun 12/10	Mon 12/11	Tue 12/12	Wed 12/13	Thu 12/14	Fri 12/15	Sat 12/16
0 (0)	7 (0)	8 (8)	8 (8)	8 (8)	8 (8)	0 (0)
8:00 AM Regular: 8:00 AM - 12:00 PM	8:00 AM Regular: 8:00 AM - 12:00 PM	8:00 AM Regular: 8:00 AM - 12:00 PM	8:00 AM Regular: 8:00 AM - 12:00 PM	8:00 AM Regular: 8:00 AM - 12:00 PM	8:00 AM Regular: 8:00 AM - 12:00 PM	
9:00 AM						
10:00 AM						
11:00 AM						
12:00 PM						
1:00 PM 1:00 PM PTO: 1:00 PM - 4:00 PM	1:00 PM Regular: 1:00 PM - 5:00 PM	1:00 PM Regular: 1:00 PM - 5:00 PM	1:00 PM Regular: 1:00 PM - 5:00 PM	1:00 PM Regular: 1:00 PM - 5:00 PM	1:00 PM Regular: 1:00 PM - 5:00 PM	
2:00 PM						
3:00 PM						
4:00 PM						

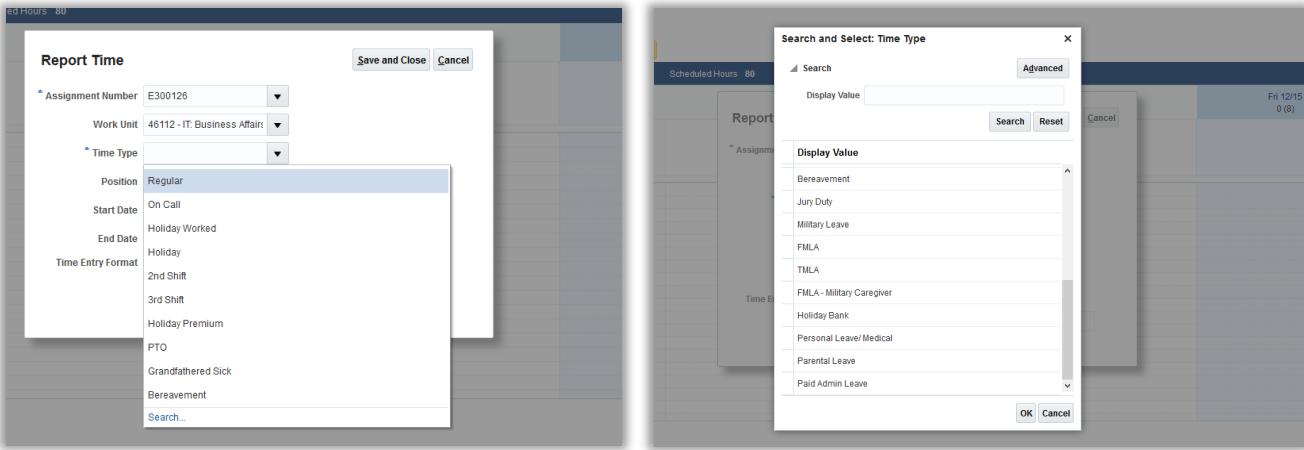
Notice, Monday afternoon PTO shows 1:00 PM to 5:00 PM in table view

Assignment Number	Time Type	Monday, December 11	Tuesday, December 12	Wednesday, December 13	Thursday, December 14	Friday, December 15
1 E300126	PTO	Start 1:00 PM Stop 5:00 PM				
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 2<sup>nd</sup> or 3<sup>rd</sup> 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**

* Assignment Number	E300126
Work Unit	46112 - IT: Business Affairs
* Time Type	On Call
Position	Operator Svcs Rep
Start Date	12/11/2017
End Date	12/11/2017
Time Entry Format	<input checked="" type="radio"/> Time <input type="radio"/> 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**

* Assignment Number	E300126
Work Unit	46112 - IT: Business Affairs
* Time Type	Regular
Position	Operator Svcs Rep
Start Date	12/11/2017
End Date	12/11/2017
Time Entry Format	<input checked="" type="radio"/> Time <input type="radio"/> Hours
* Daily Start Time	11:00 PM
* Daily End Time	3:00 AM

**Report Time**

* Assignment Number	E300126
Work Unit	46112 - IT: Business Affairs
* Time Type	Regular
Position	Operator Svcs Rep
Start Date	12/11/2017
End Date	12/12/2017
Time Entry Format	<input checked="" type="radio"/> Time <input type="radio"/> 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.