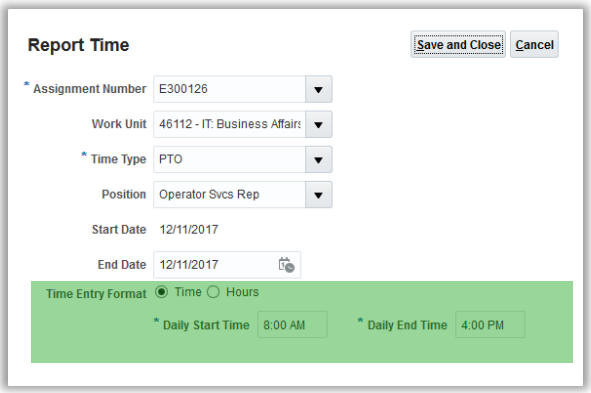
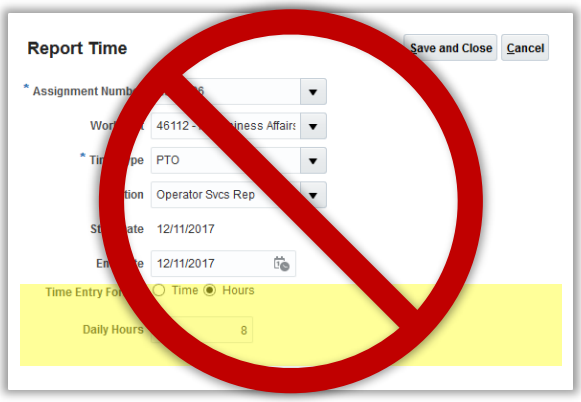
TIMESHEET ENTRY TIPS

1

You must enter a start and stop time.

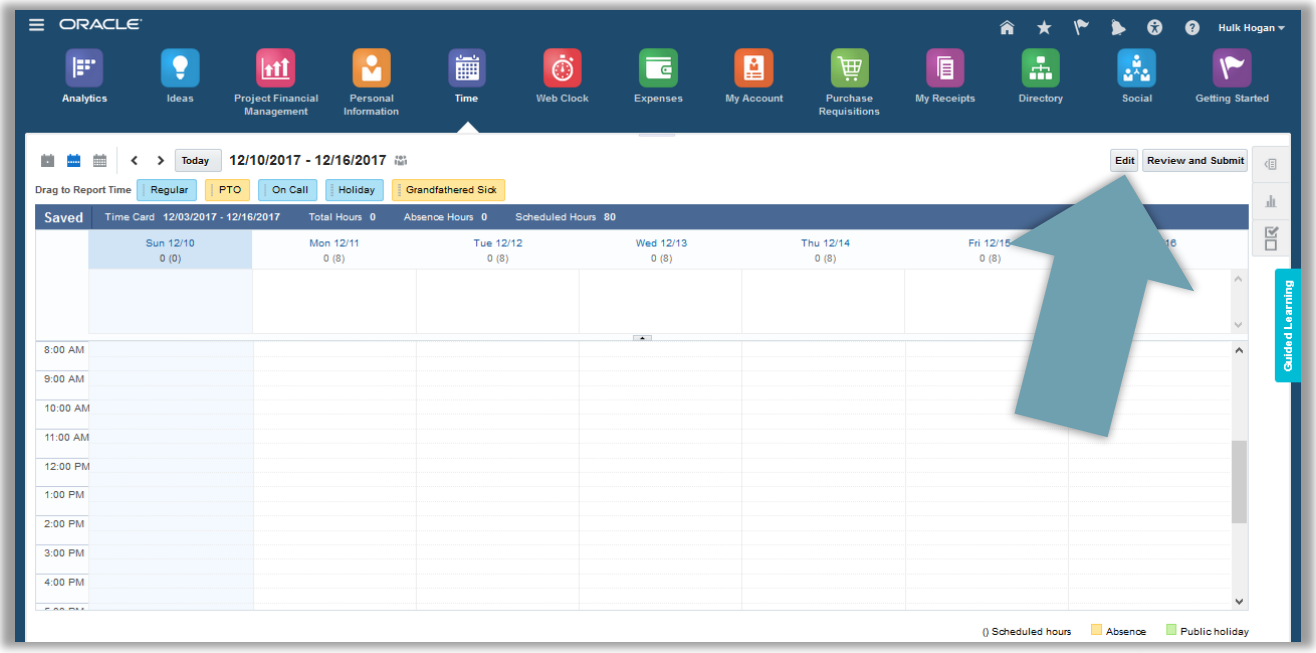




All time types, including PTO or Holiday require a start and stop. To record eight (8) hours of PTO, enter start and stop times eight (8) hours apart i.e., 8:00 AM to 4:00 PM

2

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



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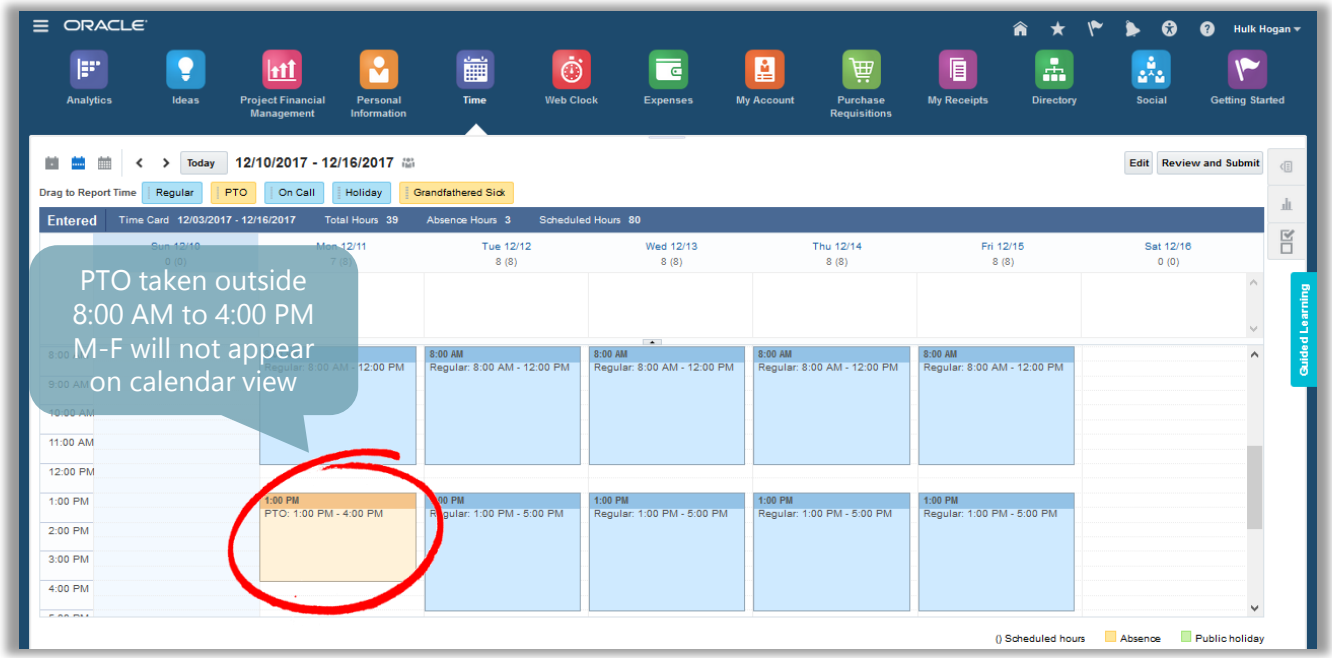
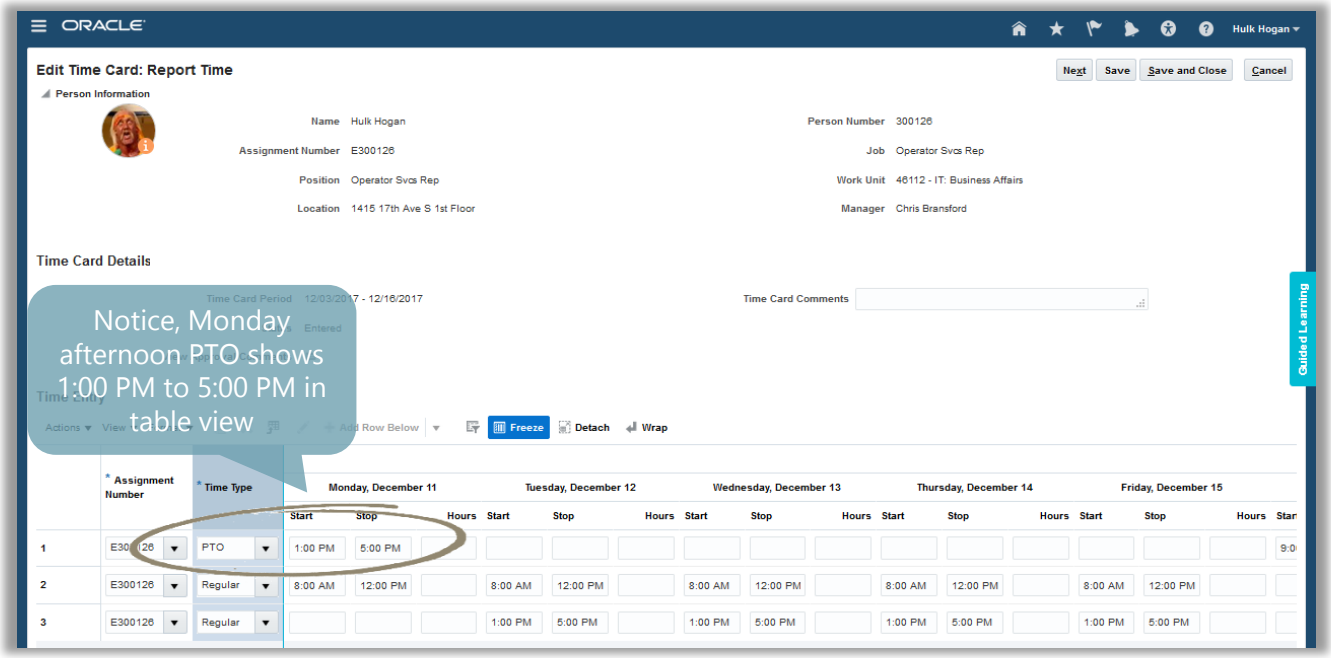
3

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

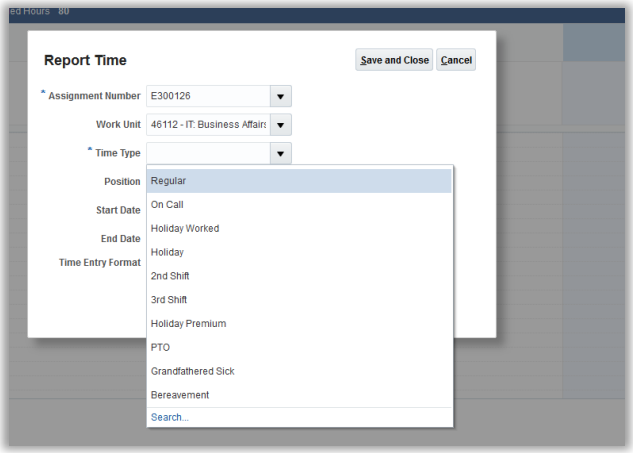


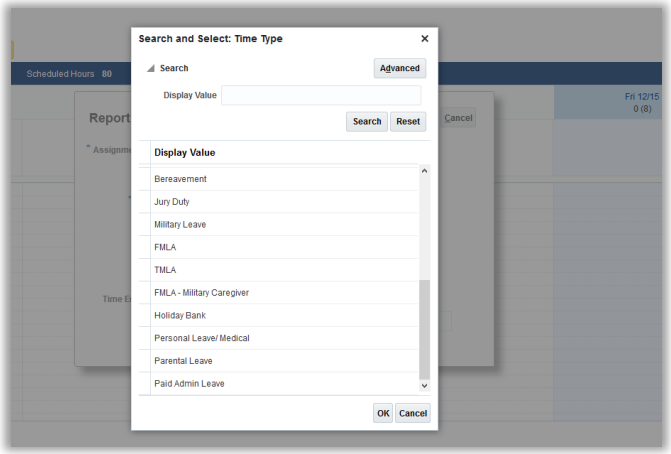


The timecard table view is the source of truth and what is sent to payroll for payment. Ensure that this entry is accurate before submitting your timesheet. Seeing several rows of time is a normal and expected experience, especially when you have holiday, PTO, or on-call time.

4

Use the search feature to enter infrequently used time types.

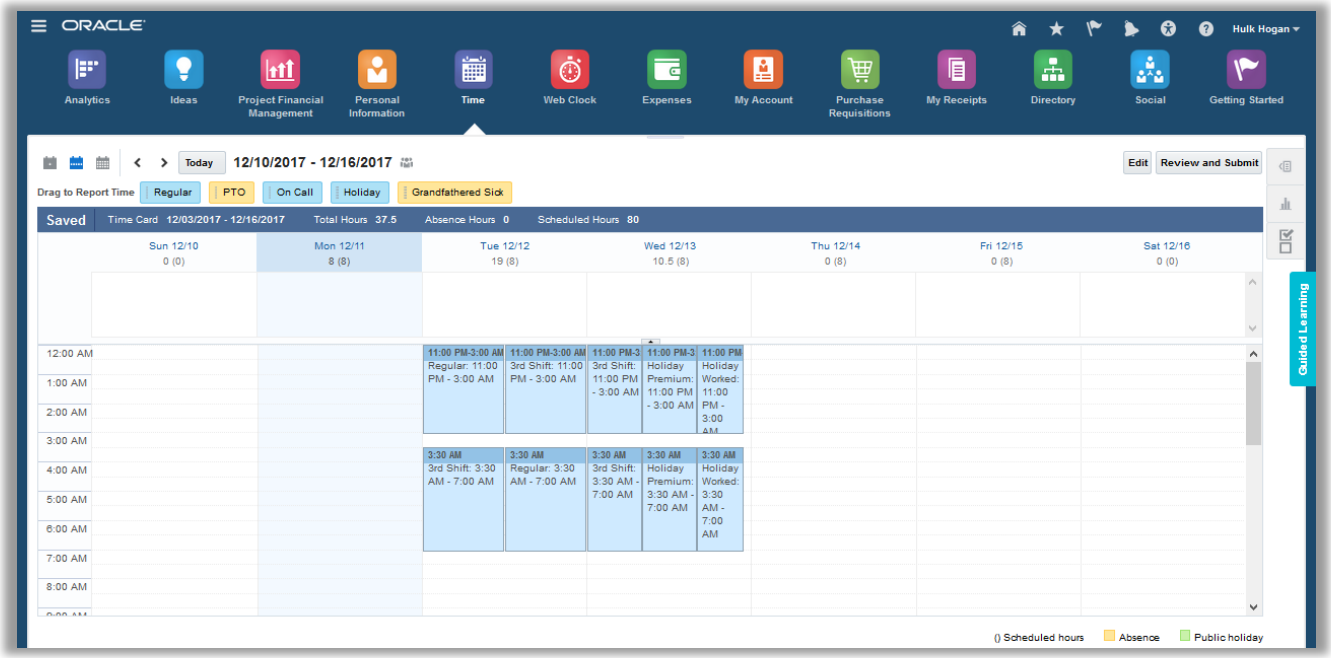




To enter time types that do not appear on the menu bar, use the search feature to add them to your timecard. This includes FMLA, Jury Duty, Parental Leave, and Holiday Bank (used to record a make-up holiday when you worked the actual holiday)

5

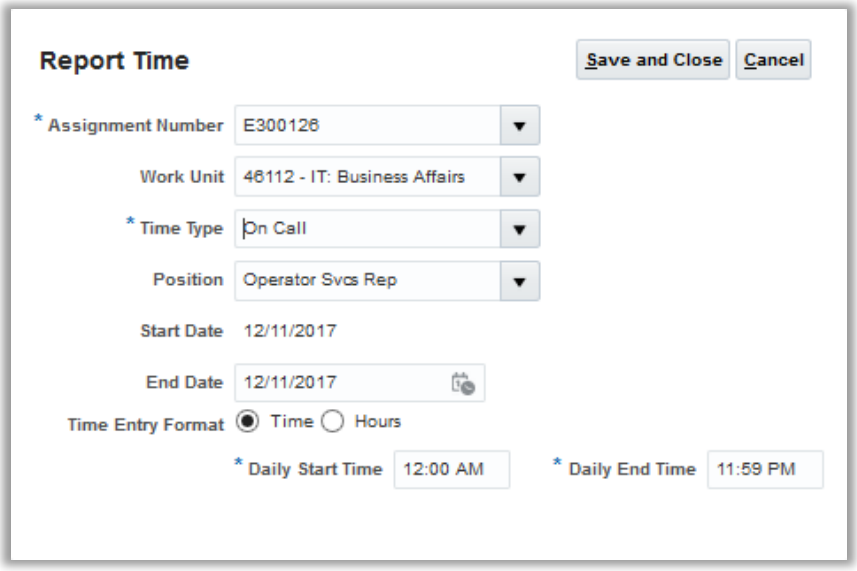
Shift and holiday premiums must be entered separately, in addition to regular time or holiday worked, to be paid.



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

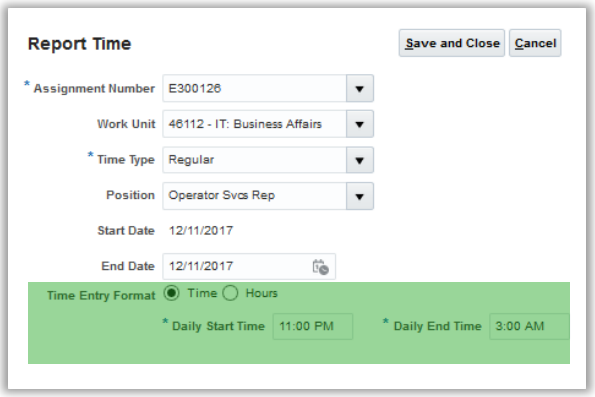
When entering 24-hour on-call time, the day begins at 12:00 AM and ends at 11:59 PM.

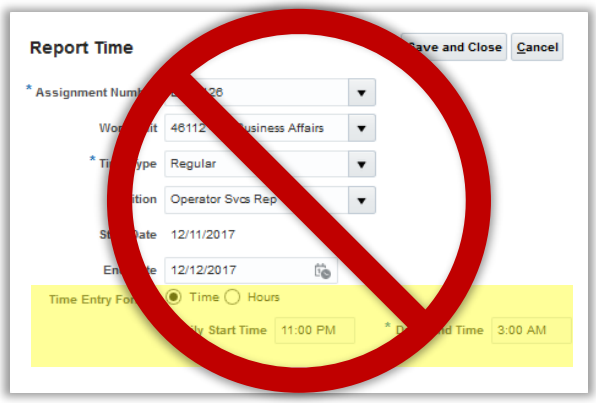


Entering 24 hour time 12:00 AM to 12:00 AM will result in an erroneous time entry. To enter 24-hour time, the start time should be 12:00 AM and the end time should be 11:59 PM. Oracle Cloud will round this up to the full day for payment purposes. If you are called upon to work, that time should be entered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

7

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





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.