

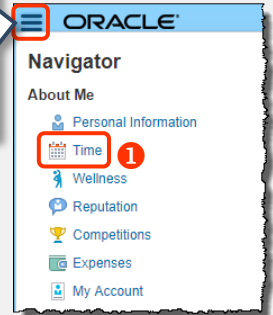
# SKYVU Quick Reference Guide: Bi-Weekly Employee Time Reporting

## Entering Hourly Time in Oracle Cloud

Hourly employees who have historically submitted their time through **eTimesheet** or **Paper Timesheets** will complete and submit their time cards in **Oracle Time** beginning **December 17, 2017**.

In addition, you can also enter prior period time cards using **Oracle Time**, and paper timesheets will no longer be used to create entries or make corrections.

1 Use the **Navigator** to access **Oracle Time**.



2 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.

3 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.

When you release your mouse button, the **Report Time** pop-up window will display your **Assignment Number** (Employee ID) and corresponding **Work Unit**, as well as the **Time Type**, **Dates** and **Start Time** you chose in the calendar.

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

5 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*).

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

7 Repeat this process each day of the bi-weekly time period until you are ready to **Review and Submit** (*see reverse for detail*).

## Reviewing and Submitting Your Time Card

Once entered, you will review and submit your time card from the **Review Time** screen.

9 Click **Submit** to submit your time card – it will be routed automatically to your manager for approval.

### Edit Time Card: Review Time

Person Information



Name James Bond

Person Number

Assignment Number E300049

Job

Edit Time Card **Submit** Cancel

Click **Edit Time Card** to make changes to your entries.

### Time Card Details

**Information**  
I certify to the accuracy of the hours recorded. I understand intentional falsification of time records is a serious violation of University policy that will result in disciplinary action.

8 You must certify the accuracy of your time entries – click the **OK** button to acknowledge your certification, then scroll down to review your time entries.

**OK**

### Reported Time

Actions View Format Freeze Detach Wrap

	* Assignment Number	* Time Type	Work Unit	Position	Sunday, December 17		Monday, December 18		Tuesday, December 19		Wednesday, December 20		Thursday, December 21		Friday, December 22		Saturday
					Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start
1	E300049	Regular	38300 - Learnin...	Administrative A...			8:00 AM	12:00 PM	8:00 AM	12:00 PM	8:00 AM	12:00 PM					
2	E300049	Regular	38300 - Learnin...	Administrative A...			12:30 PM	4:30 PM	12:30 PM	4:30 PM	12:30 PM	4:30 PM					
3	E300049	Holiday	38300 - Learnin...	Administrative A...											8:00 AM	4:00 PM	
4	E300049	PTO	38300 - Learnin...	Administrative A...									9:00 AM	5:00 PM			
<b>Daily Totals</b>							8.00		8.00		8.00		8.00		8.00		8.00

Scroll through the **Reported Time** section (above) to view the start and stop times you entered and the total hours for each day and for the full two-week period – if you note any errors, click the **Edit Time Card** button to open the edit view. The **Calculated Time** section (below) displays your total hours, including overtime (if applicable).

### Calculated Time

Actions View Format Freeze Detach Wrap

	* 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	Sunday, December 24	Monday, December 25	Tuesday, December 26	Wednesday, December 27	Thursday, December 28	Friday, December 29	Saturday, December 30
				Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	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	8.00	8.00	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	8.00	8.00	8.00	8.00	8.00	8.00	8.00	

## 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 alternative to using the calendar view on the reverse.

### Time Entry

Actions View Format Add Row Below Freeze Detach Wrap

	* Assignment Number	* Time Type	Work Unit	Position	Tuesday, December 19		Wednesday, December 20		Thursday, December 21		Friday, December 22		
					Start	Stop	Start	Stop	Start	Stop	Start	Stop	
1	E300049	Regular	38300 - Lea	Administrati	8:00 AM	12:00 PM	8:00 AM	12:00 PM					
2	E300049	Regular	38300 - Lea	Administrati	12:30 PM	4:30 PM	12:30 PM	4:30 PM					
3	E300049	Holiday	38300 - Lea	Administrati							8:00 AM	4:00 PM	
<b>Daily Totals</b>							8.00		8.00		8.00		8.00

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

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.