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).
**Quick Reference Guide: Bi-Weekly Employee Time Reporting**

### 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 Grid](image)

**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.

### Reviewing and Submitting Your Time Card

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

![Review Time Screen](image)

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

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

**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.**

### Reported Time Section

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).**

![Reported Time Section](image)

![Calculated Time Section](image)

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

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

Last updated: 02/19/2018