

Info Sheet: Timekeeping for Non-Exempt Employees



Oracle Time is an integrated application within Oracle Cloud Human Capital Management (HCM) that all non-exempt employees will utilize to record their hours worked, as well as paid leave such as Paid Time Off (PTO) or Jury Duty. Oracle Time will replace the use of the E-Timesheet application and paper timesheets currently being used on campus.

Key Benefits

- **No more paper!**
 - Students, Staff and VTS employees will use Oracle Time to complete their time cards online
 - The system **automatically** routes time cards to your HR Line Manager (i.e., manager, supervisor) for approval
 - Employees can go back to previous pay periods and submit missed time or make corrections directly in the Oracle Time module
- **Time Management**
 - The HCM Specialist can review their area's time cards for status and make all necessary corrections.
- **Fully Integrated with Payroll**
 - Time module lives within HCM, so no file transmission is required to load time to Payroll.

Upcoming Key Dates

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- **Dec 17:** First Day of **Biweekly** pay period using Oracle Time
- **Dec 21:** Final work day before Winter Break (submit biweekly time card before leaving campus)
- **Dec 25:** First day of **Weekly** pay period using Oracle Time
- **Jan 2:** Noon deadline to submit timecard for January 5 payday

Resources

- Access training information at <https://www.vanderbilt.edu/skyvu/training-resources.php>
- If you have questions, please reach out to the Timekeeping team at: payroll@vanderbilt.edu

