

Manage Your Time Card

This guide walks non-exempt employees through how to create, edit, save, and submit time cards for approval in Oracle.

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Current Time Card
- 2.1 Existing Time Cards
- 3.0 Entering Hours Worked
- 3.1 Editing / Deleting Time Entries
- 3.2 Saving and Submitting Time Cards
- 4.0 Editing Existing / Approved Time Cards
- 5.0 Creating a Time Card for a Past or Future Pay Period
- 6.0 Various Time Entry Notes / Tips
- 6.1 Time Card Views
- 6.2 Copy Time Card
- 6.3 Warning Messages

Additional Resources:

- [Time Entry Video Training / Walkthrough](#)
- [Mobile Time Entry](#)
- [Absence Entry](#)
- [GMHEC Knowledge Base](#)

Audience: All

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <ul style="list-style-type: none"> □ Navigation Path Me > Time and Absences <p>From the Home screen:</p> <p>Click on “Me” to see all Employee Self-Service applications</p> <p>Click on the “Time and Absences” icon</p> <p>Here you will see options for “Current Time Card” and “Existing Time Cards”</p>

Good afternoon, Test Employee!

Me Sales Procurement Tools Others

QUICK ACTIONS APPS

Personal Details Application Reference Guides Directory Onboarding Pay Time and Absences

Document Records

Identification Info

Contact Info Career and Performance Personal Information My Learning Benefits Current Jobs

Family and Emergency Contacts

My Organization Chart

My Public Info Wellness Personal Brand Volunteering Web Clock Roles and Delegations

Change Photo

TE

Test Employee (Test Employee)

Current Time Card
Open your current time card.

Existing Time Cards
Access all of your time cards.

Add Absence
Request an absence and submit for approval

Absence Balance
Review current plan balances and absences taken or requested

Existing Absences
View, change or withdraw existing absence requests

Donations
Donate a portion of your plan balance to a coworker

2.0 Current Time Card

Current Time Card

This option will take you to the time card for the current pay period, with a variety of information at a glance

NOTE: We strongly encourage users to navigate to Existing Time Cards (see walkthrough 2.1 below) and select + Add to add a timecard for your chosen dates. This will allow users to create/adjust time entries for a previous pay period, and is a work around for a glitch where the Save button is not available.

Time Card: 09-Aug-2021 - 22-Aug-2021
 Test Employee (Test Employee)

Warning
 ⚠ Hours recorded do not match total scheduled hours. Do you want to continue?

Saved Status
 Shows the current status of the time card (New, Saved, Submitted, Approved, etc.)

3.75 Reported Hours
 Displays the current total hours from entries on time card

Entries Lists entries based on current selections in "View By" menu

Monday, August 09	3.75 Hours	
8:15 AM-12:00 PM Custodian EARN MIDD Staff Hourly		

Comments

If this is a brand new time card, you will see a status of "New" and 0.00 reported hours:

New Status
 Shows the current status of the time card (New, Saved, Submitted, Approved, etc.)

0.00 Reported Hours
 Displays the current total hours from entries on time card

Entries Lists entries based on current selections in "View By" menu

There's nothing here so far.

2.1 Existing Time Cards

Existing Time Cards

This module allows you to review all of your time cards and their statuses:

Time Cards + Add

Last 5 time cards

☆ 26-Jul-2021 - 08-Aug-2021 Total Hours:77.5 Absence Hours:7.75	Rejected	...
☆ 09-Aug-2021 - 22-Aug-2021 Total Hours:77.5 Absence Hours:7.75	Saved	...
☆ 28-Jun-2021 - 11-Jul-2021 Total Hours:78.25 Absence Hours:7.75	Approved ⚠ Time card has exceptions	...
☆ 12-Jul-2021 - 25-Jul-2021 Total Hours:80 Absence Hours:0.75	Approved ⚠ Time card has exceptions	...
☆ 31-May-2021 - 13-Jun-2021 Total Hours:77.5 Absence Hours:7.75	Approved	...

Selecting a time card brings you to the detail screen for that time card. Here you can review your entries, make edits (see section 4.0), and view the change history for the card (showing status changes and approvals).

TE

Time Card: 26-Jul-2021 - 08-Aug-2021

Test Employee (Test Employee)

☆
Actions
Submit
Cancel

Information
Changes were made to this time card. [View all change history.](#)

Warning
⚠ Hours recorded do not match total scheduled hours. Do you want to continue?

Approved

Status

[Show Details](#)

76.00

Reported Hours

Entries + Add

View By: Reported details by entry date | Sort By: Reported date - old to new

Monday, July 26	4.00 Hours	✎
7:00 AM-11:00 AM Custodian EARN MIDD Staff Hourly		⌵
Monday, July 26	4.00 Hours	✎
12:00 PM-4:00 PM Custodian EARN MIDD Staff Hourly		⌵

NOTE: If you select “Save and Close” on a time card that is in Approved status, it will withdraw the time card from approval and prevent it from being included in payroll processing until it is re-submitted and re-approved. When reviewing Approved time cards, it is recommended to use the “Cancel” button instead.

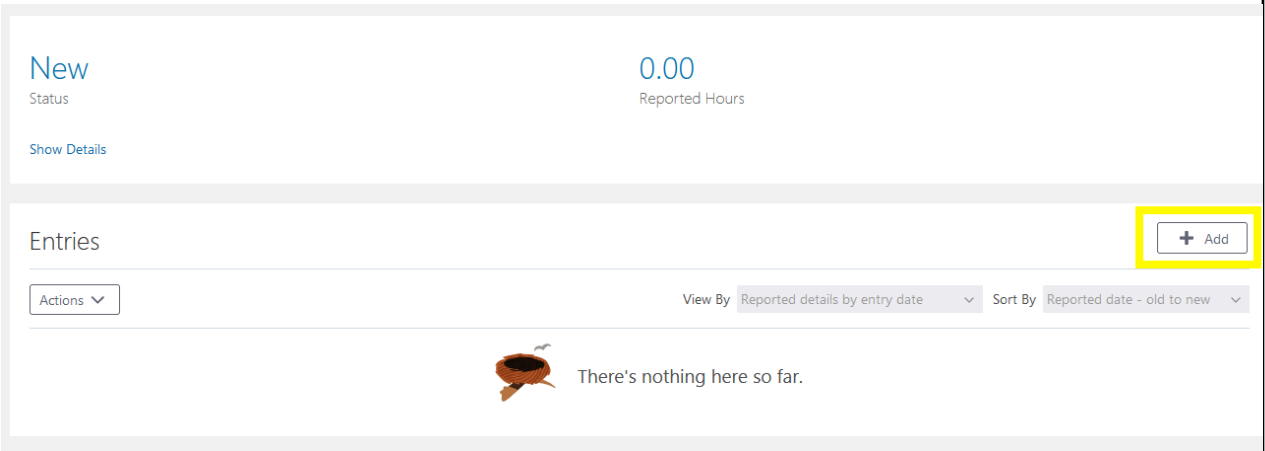
Created: 2/12/19
Revision: 08/13/2021

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3.0 Entering Hours Worked

Entering Hours Worked

To add time to your time card, open your Current Time Card and select "+ Add":




New 0.00
 Status Reported Hours

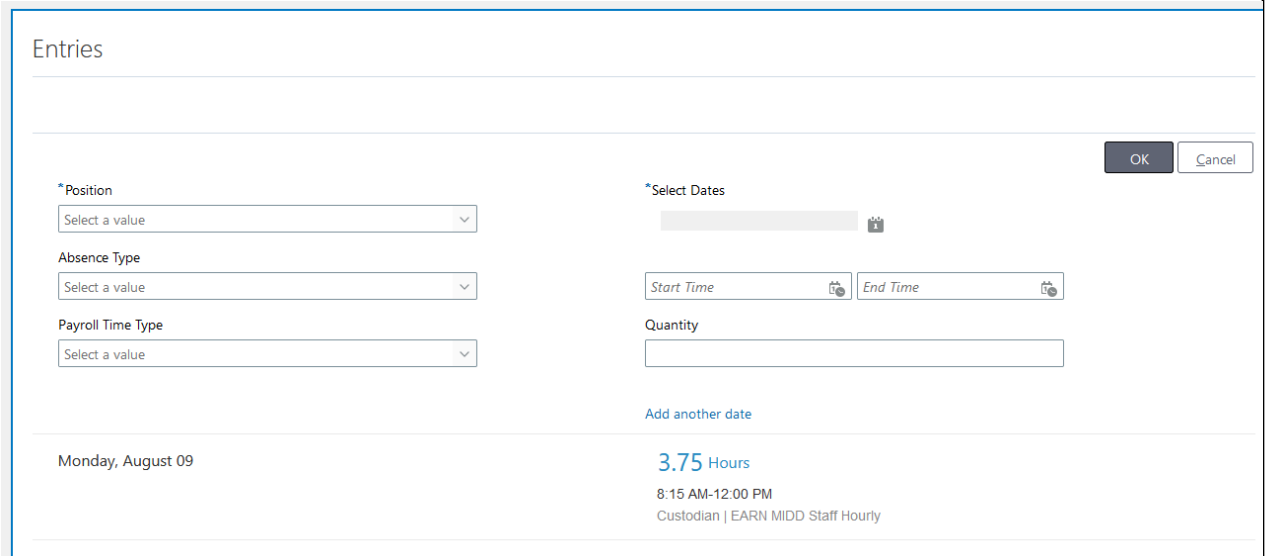
[Show Details](#)

Entries + Add

Actions View By: Reported details by entry date Sort By: Reported date - old to new

 There's nothing here so far.

This will open the edit pane which will allow you to add time entries:



Entries

OK Cancel

*Position *Select Dates
 Select a value [Date Picker]

Absence Type Start Time End Time
 Select a value [Time Picker] [Time Picker]

Payroll Time Type Quantity
 Select a value [Input Field]

Add another date

Monday, August 09 3.75 Hours
 8:15 AM-12:00 PM
 Custodian | EARN MIDD Staff Hourly

The first step is to select the position for which you are entering time:

Entries

*Position

- Attribute Value
- Custodian

*Select Dates

Payroll Time Type

Quantity

[Add another date](#)

Monday, August 09 **3.75** Hours

8:15 AM-12:00 PM
Custodian | EARN MIDD Staff Hourly

Leave "Absence Type" blank.
You cannot request an absence using your time card. Please refer to the "Schedule Absence" reference guide for step-by-step guidance.

Next select the Payroll Time Type:
Note: for questions on which time type to select speak to your supervisor

Entries

*Position

Absence Type

*Select Dates

Payroll Time Type

- Attribute Value
- EARN MIDD Staff Hourly
- EARN MIDD Holiday Worked
- EARN MIDD Holiday

Quantity

[Add another date](#)

3.75 Hours

8:15 AM-12:00 PM
Custodian | EARN MIDD Staff Hourly

Next select the date(s) for which you are entering time:
You may select from 1 – 14 days within the pay period in order to enter time. Selecting multiple dates for which your schedule was the same will allow you to enter the time for those dates in a single action, saving time.

Entries

Monday, August 09

Next enter your start/stop times either by typing in the text box, or by clicking the “Time and Date” icon which will bring up a scrolling time entry:

Entries

Monday, August 09

Comments

Note: Do not enter anything in the “Quantity” field, all staff enter time as start/stop times only.

Once you have selected the position, time type, dates, and start/stop times, you can add the entries by selecting OK:

Entries

*Position
Custodian

Absence Type
Select a value

Payroll Time Type
EARN MIDD Staff Hourly

*Select Dates
09-Aug-2021 ... 19-Aug-2021
8 days selected

8:00 AM 12:00 PM

Quantity

Add another date

Monday, August 09

3.75 Hours
8:15 AM-12:00 PM
Custodian | EARN MIDD Staff Hourly

However, if you'd like to add more entries you can select "Add another date" below, which will bring up additional fields for entry:

Entries

*Position
Custodian

Absence Type
Select a value

Payroll Time Type
EARN MIDD Staff Hourly

*Select Dates
09-Aug-2021 ... 19-Aug-2021
8 days selected

8:00 AM 12:00 PM

Quantity

Add another date

Monday, August 09

3.75 Hours
8:15 AM-12:00 PM
Custodian | EARN MIDD Staff Hourly

You can continue this process for multiple date entries:

Entries

<p>*Position Custodian</p> <p>Absence Type Select a value</p> <p>Payroll Time Type EARN MIDD Staff Hourly</p> <p>*Select Dates 09-Aug-2021 ... 19-Aug-2021 8 days selected</p> <p>8:00 AM 12:00 PM</p> <p>Quantity <input type="text"/></p> <p>*Select Dates 09-Aug-2021 ... 19-Aug-2021 8 days selected</p> <p>1:00 PM 5:00 PM</p>	<p>Quantity <input type="text"/></p> <p>*Select Dates 20-Aug-2021 1 day selected</p> <p>3:00 PM 6:00 PM</p> <p>Quantity <input type="text"/></p> <p>*Select Dates 20-Aug-2021 1 day selected</p> <p>7:00 PM 9:00 PM</p> <p>Quantity <input type="text"/></p> <p>Add another date</p>
---	---

Monday, August 09

3.75 Hours
8:15 AM-12:00 PM
Custodian | EARN MIDD Staff Hourly

Once you have entered all of your time, select "OK" to add the entries to your time card. You will now see the entries appear by date, and the "Reported Hours" total at the top will update:

TE

Time Card: 09-Aug-2021 - 22-Aug-2021

Test Employee (Test Employee)

☆
Actions ▾
Submit
Cancel

Warning

⚠ Hours recorded do not match total scheduled hours. Do you want to continue?

Saved

Status

Show Details

72.75

Reported Hours

Entries + Add

Actions ▾
View By: Reported details by entry date ▾
Sort By: Reported date - old to new ▾

Monday, August 09	4.00 Hours	8:00 AM-12:00 PM Custodian EARN MIDD Staff Hourly	✎
Monday, August 09	3.75 Hours	8:15 AM-12:00 PM Custodian EARN MIDD Staff Hourly	✎
Monday, August 09	4.00 Hours	1:00 PM-5:00 PM Custodian EARN MIDD Staff Hourly	✎
Tuesday, August 10	4.00 Hours	8:00 AM-12:00 PM Custodian EARN MIDD Staff Hourly	✎
Tuesday, August 10	4.00 Hours	1:00 PM-5:00 PM Custodian EARN MIDD Staff Hourly	✎
Wednesday, August 11	4.00 Hours	8:00 AM-12:00 PM Custodian EARN MIDD Staff Hourly	✎

You can continue to add / edit entries as needed, or Save / Submit (See section 3.2)

3.1 Editing / Deleting Time Entries

Editing / Deleting Time Entries:

If you find yourself needing to edit an entry, or delete an entry altogether, the method is very straightforward.

Identify the entry you wish to edit or delete, and select the pencil icon to the right:

Entries		+ Add
Actions View By: Reported details by entry date		Sort By: Reported date - old to new
Monday, August 09	3.75 Hours 8:15 AM-12:00 PM Custodian EARN MIDD Staff Hourly	
Monday, August 09	4.00 Hours 1:00 PM-5:00 PM Custodian EARN MIDD Staff Hourly	
Tuesday, August 10	3.75 Hours 8:15 AM-12:00 PM Custodian EARN MIDD Staff Hourly	
Tuesday, August 10	4.00 Hours 1:00 PM-5:00 PM Custodian EARN MIDD Staff Hourly	
Wednesday, August 11	3.75 Hours	

This will open the edit screen for this entry.

To edit the entry, change the values to reflect your changes (Position, Payroll Time Type, or Start/Stop times), and then select “OK” on the right. This will save the entry with your updated values.

Delete OK Cancel

<p>*Position Custodian</p> <p>Absence Type Select a value</p> <p>Payroll Time Type EARN MIDD Staff Hourly</p>	<p>*Select Dates Monday, August 09 1:00 PM 3:00 PM</p> <p>Quantity <input type="text"/></p>
---	---

To delete the entry entirely, select “Delete” in the top right. This will remove the entry from your time card.

Delete OK Cancel

<p>*Position Custodian</p> <p>Absence Type Select a value</p> <p>Payroll Time Type EARN MIDD Staff Hourly</p>	<p>*Select Dates Monday, August 09 1:00 PM 3:00 PM</p> <p>Quantity <input type="text"/></p>
---	---

3.2 Saving and Submitting Time Cards

Saving and Submitting Time Cards:

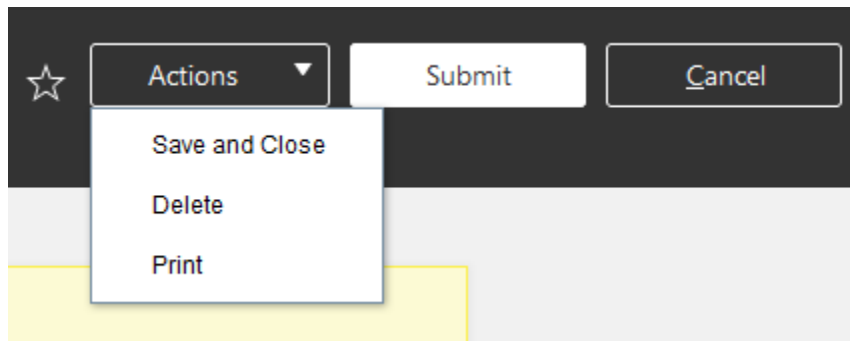
Once you have made your entries, you can either:

- Save and Close your time card, for when your time card is incomplete and you plan to add / edit your entries later
- Submit your completed time card to your supervisor for approval.

To Save and Close, select the “Actions” button in the top right, and select “Save and Close.” This will save your time card and bring you back to the Time and Absences screen.

NOTE: If you select “Save and Close” on a time card that is in Approved status, it will withdraw the time card from approval and prevent it from being included in payroll processing until it is re-submitted and re-approved. When reviewing Approved time cards, it is recommended to use the “Cancel” button instead.

To **Submit** your time card, review that all of your entries are correct, and that the total hours reported match your hours worked. Once you are confident it is correct, select the “Submit” button in the top right.



Note: If you get a warning that your recorded hours do not match total scheduled hours, you can still continue.

4.0 Editing Existing / Approved Time Cards

Editing Existing / Approved Time Cards:

If you find yourself needing to make an edit to a previous time card that has been approved, the process is very simple.


Start by navigating to Existing Time Cards, and selecting the time card you wish to edit.

Once you are on the time card entries screen, you can:

- Update an existing entry
- Delete an existing entry
- Add new entries

For instructions on adding / editing time entries, see sections 3.0 and 3.1

Once you are satisfied with your changes, you can Submit using the button in the top right. This will bring you to the “Changes” screen:



Before your changes are submitted, you need to enter a reason for all changes or for each change, as appropriate.

Changes

Reason for all changes

<p>Time Entry</p> <p>Custodian EARN MIDD Staff Hourly</p> <p>26-Jul-2021 7:00 AM - 11:00 AM</p> <p>*Reason</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<p>Deleted on 13-Aug-2021</p> <p>By Test.Employee</p>
--	---

Here you can either enter a “reason for all changes” in the first section, or you can select an individual reason for each change below.

***Reason**

- Change in work schedule
- Leave Administrator update
- Line Manager update to data
- Previous input needs update
- Retroactive update by employee

~~Change in work schedule: Not applicable for employee self service~~
~~Leave Administrator update: Not applicable for employee self service~~
~~Line Manager update to data: Not applicable for employee self service~~
Previous input needs update: For use when correcting an error (i.e. entered 4:00 AM instead of 4:00 PM)
Retroactive update by employee: For use when the original entry was not an error, but needs to be updated (i.e. you left early / worked late but forgot to update your entry before submitting)

Once you have selected the change reason(s), you can submit using the button in the top right. This will send it to your supervisor for approval.

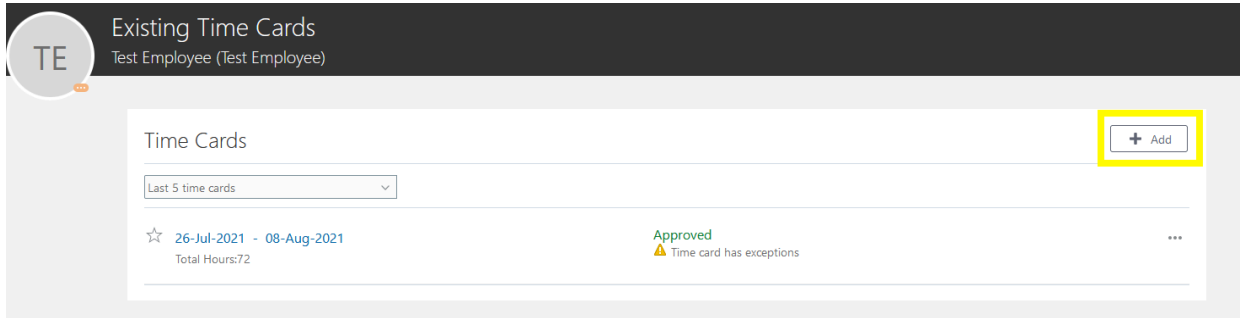
5.0 Creating a time card for a past or future pay period

Creating a Time Card for a Past or Future Pay Period

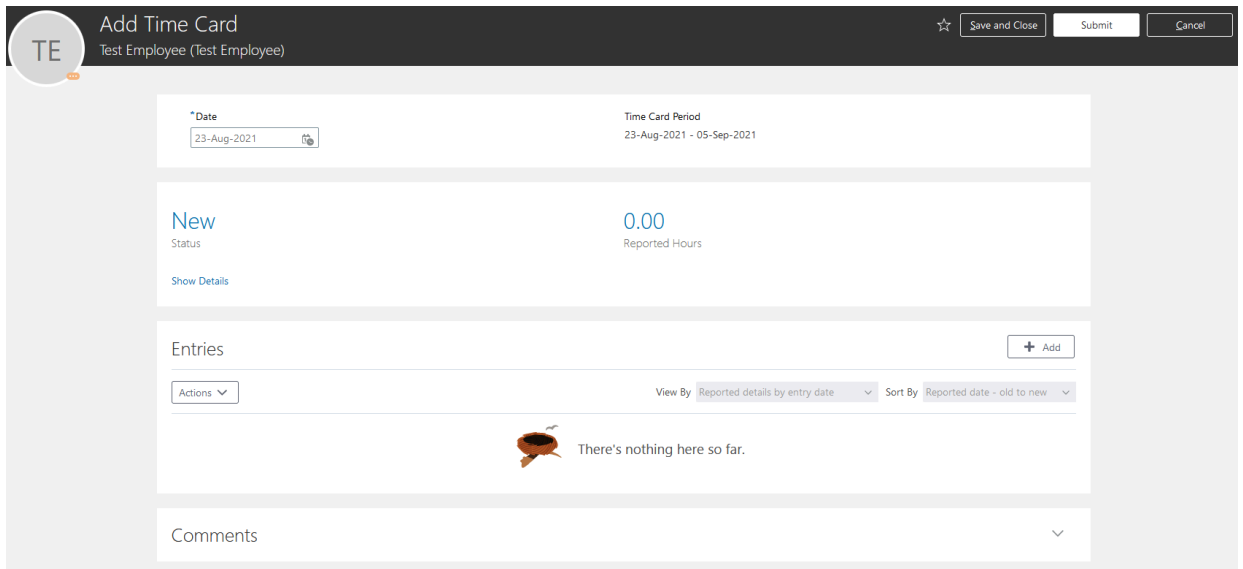
In most circumstances you will only need to go to Current Time Card to create a time card for the current pay period. However, there may be some situations in which you find yourself needing to create a new time card for a pay period that is not current – either in the past, or in the future.

To do so, begin by navigating to Time and Absences > Existing Time Cards

Once on this screen, select “+ Add” to create a time card:



This will bring you to the new time card screen, with an option to select the date at the top (note how it displays the time card period to the right of the date selection). Select a date within the pay period you wish to create a time card for.



At this point you can add entries and save / submit as needed.

Note: to access a saved time card for a pay period in the past or future, you will find it in Existing Time Cards

6.0 Various Tips / Information

Various Tips and Information

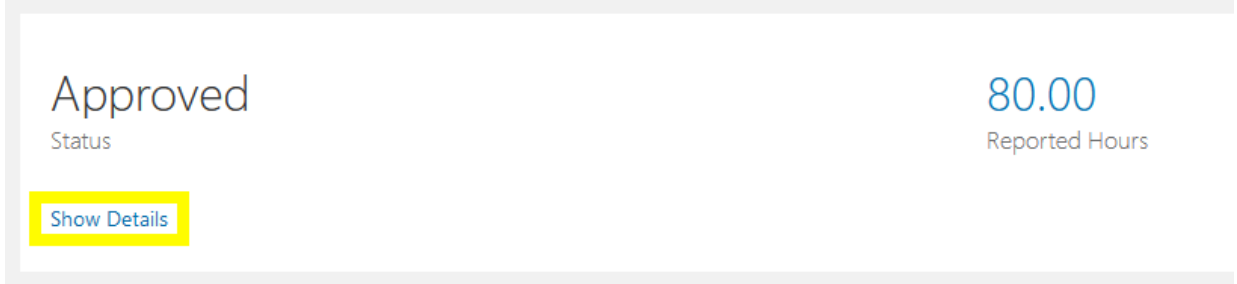
The following sections provide miscellaneous tips and tricks relating to time entry that do not neatly fit in the other sections.

6.1 Time Card Views

Time Card Views

Whether in Current Time Card or Existing Time Cards, when viewing a time card's details you may notice there are various options for viewing the information.

The first extra view is the "Details" view at the top of the time card that appears when you click "Show Details":



Approved
Status

[Hide Details](#)

Calculate

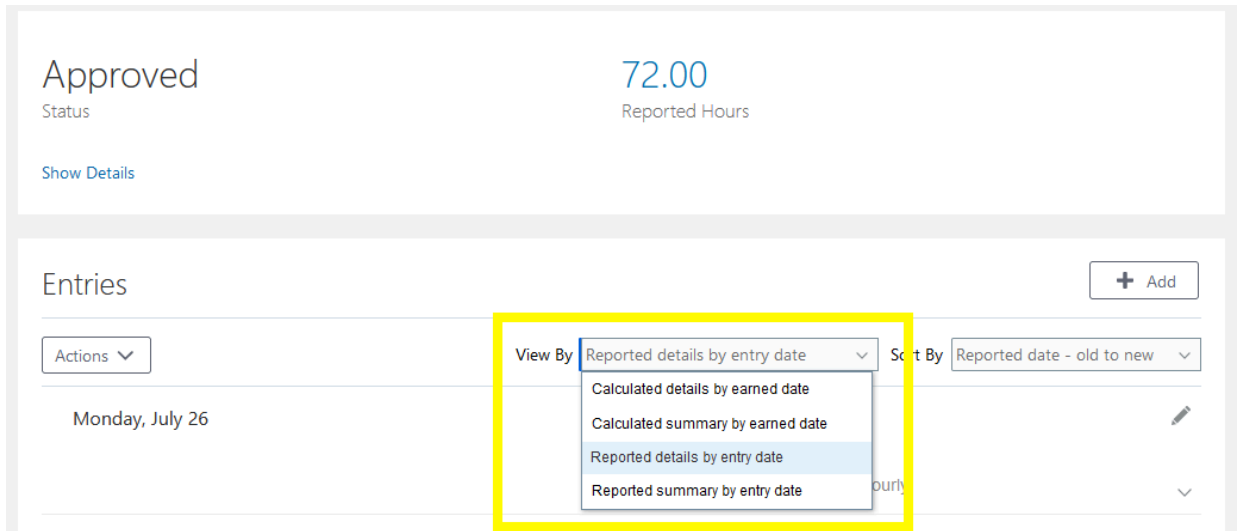
Time Totals	Reported	Calculated
Total Hours	79.25	79.75
Scheduled Hours	77.50	77.50
Schedule Deviation	2.50	3.00
Absence Hours	0.75	0.75

Note: if this is a new time card or you have made recent changes, you may be prompted to calculate / recalculate to show the most updated totals

Reported totals are based on the actual entries that you have made. The Calculated totals include all time types and may include additional calculations for overtime and shift differential pay, which will be in addition to your regular reported hourly totals.

Time Card Entry Views

There are various options for sorting and viewing your time card data when in the time card view:



Approved
Status

72.00
Reported Hours

Show Details

Entries + Add

Actions ▼

Monday, July 26

View By Reported details by entry date ▼ Sort By Reported date - old to new ▼

- Reported details by entry date
- Calculated details by earned date
- Calculated summary by earned date
- Reported details by entry date
- Reported summary by entry date

Reported details by entry date

This is the default view, and displays all of your time as individual entries.

Entries

[+ Add](#)

Actions ▼



View By Reported details by entry date ▼

Sort By Reported date - old to new ▼

Monday, July 26	4.00 Hours	
	12:00 PM-4:00 PM Custodian EARN MIDD Staff Hourly	▼
Tuesday, July 27	4.00 Hours	
	7:00 AM-11:00 AM Custodian EARN MIDD Staff Hourly	▼
Tuesday, July 27	4.00 Hours	
	12:00 PM-4:00 PM Custodian EARN MIDD Staff Hourly	▼
Wednesday, July 28	5.50 Hours	
	6:30 AM-12:00 PM Custodian EARN MIDD Staff Hourly	▼
Wednesday, July 28	2.50 Hours	
	12:30 PM-3:00 PM Custodian EARN MIDD Staff Hourly	▼

Reported summary by entry date

This view shows the total hours entered by position with the dates and times broken down below.

Entries		+ Add
Actions ▼	View By Reported summary by entry date ▼	Sort By Entry identifier - A to Z ▼
Catering Team Floater EARN MIDD Staff Hourly	6.00 Hours	
	Thursday, August 12; 6:00 PM - 8:00 PM Tuesday, August 17; 6:00 PM - 8:00 PM Wednesday, August 18; 6:00 PM - 8:00 PM	▼
Custodian EARN MIDD Staff Hourly	22.00 Hours	
	Tuesday, August 10; 8:00 AM - 12:00 PM Wednesday, August 11; 1:00 PM - 7:00 PM Thursday, August 12; 1:00 PM - 7:00 PM Friday, August 13; 1:00 PM - 7:00 PM	▼

Calculated details by earned date:

This view lists each calculated entry by date, including overtime and shift differential calculations.

Tuesday, August 10	0.00 Hours	Custodian EARN MIDD Night Shift Differential
Tuesday, August 10	4.00 Hours	Custodian EARN MIDD Staff Hourly
Tuesday, August 10	0.00 Hours	Custodian EARN MIDD Night Shift Differential
Tuesday, August 10	4.00 Hours	Custodian EARN MIDD Staff Hourly
Wednesday, August 11	0.50 Hours	Custodian EARN MIDD Night Shift Differential
Wednesday, August 11	5.50 Hours	Custodian EARN MIDD Staff Hourly

NOTE: Currently there is an issue with calculated totals where Night Shift Differential will display a 0.00 value for each entry. A solution for this is being worked on.

Calculated summary by earned date:

This displays the total calculations for each time type and position.

Entries

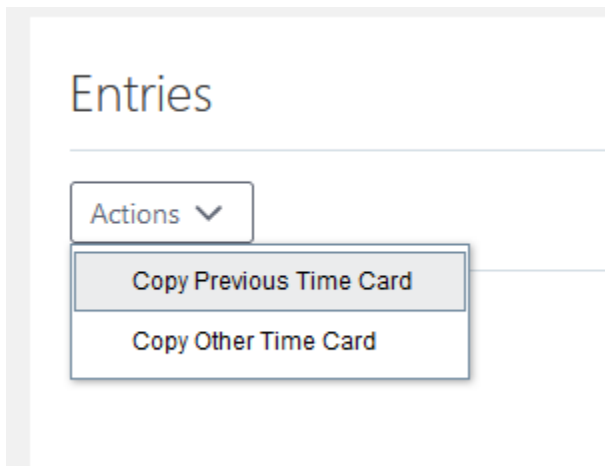
View By Sort By

Catering Team Floater EARN MIDD Evening Shift differential	6.00 Hours	▼
Catering Team Floater EARN MIDD Night Shift Differential	0.00 Hours	▼
Catering Team Floater EARN MIDD Staff Hourly	6.00 Hours	▼
Custodian EARN MIDD Evening Shift differential	3.00 Hours	▼
Custodian EARN MIDD Night Shift Differential	0.00 Hours	▼
Custodian EARN MIDD Staff Hourly	22.00 Hours	▼

6.2 Copy Time Card

Copy Time Card

If you wish to copy a previous time card's entries, select "Actions" on the left of the entries pane. This will allow you to copy the previous time card:



Selecting "Copy Previous Time Card" will copy all entries from the previous time card into the current time card.

Selecting "Copy Other Time Card" will bring you to a screen which will allow you to select another time card to copy entries from:

Time Card

*Which time card do you want to copy?

Time Card	Favorite	Name	Total Hours
23-Aug-2021 - 05-Sep-2021			0
26-Jul-2021 - 08-Aug-2021			72

After selecting the time card, the details will appear on the screen. To proceed with copying this time card, click "OK" in the top right. The values will be copied to the current time card.

Copy Time Card OK Cancel

Test Employee (Test Employee)

Time Card

*Which time card do you want to copy?

26-Jul-2021 - 08-Aug-2021

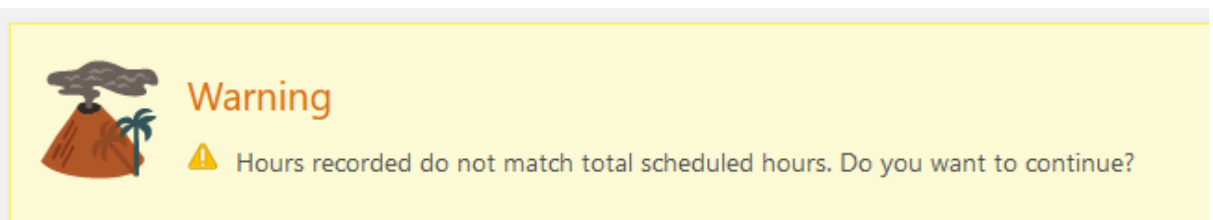
☆ 26-Jul-2021-08-Aug-2021 Approved

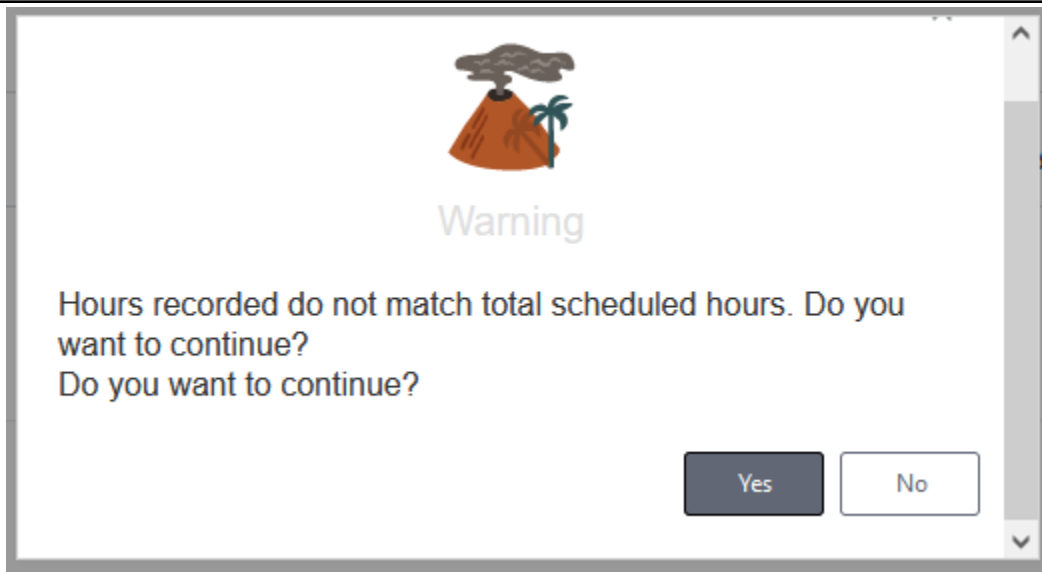
Total Hours:72

6.3 Warning Messages

Warning Messages

When saving / updating time cards, unless your entered hours match exactly your schedule you will see the following warning message:





This warning exists only as a courtesy to check your hours. It will not prevent you from saving / submitting your time card if your hours are below or above your scheduled hours.