

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

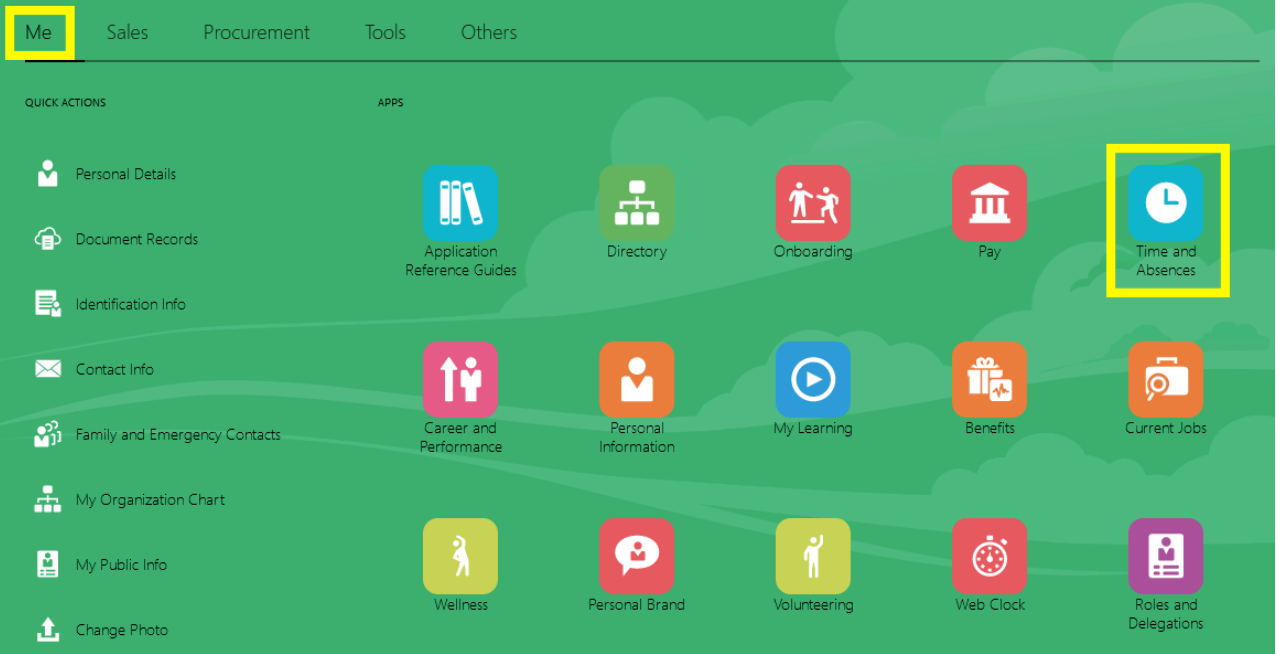
Additional Resources:

- [Mobile Time Entry](#)
- [Absence Entry](#)
- [GMHEC Knowledge Base](#)
- HCM support: hcm@gmhec.org

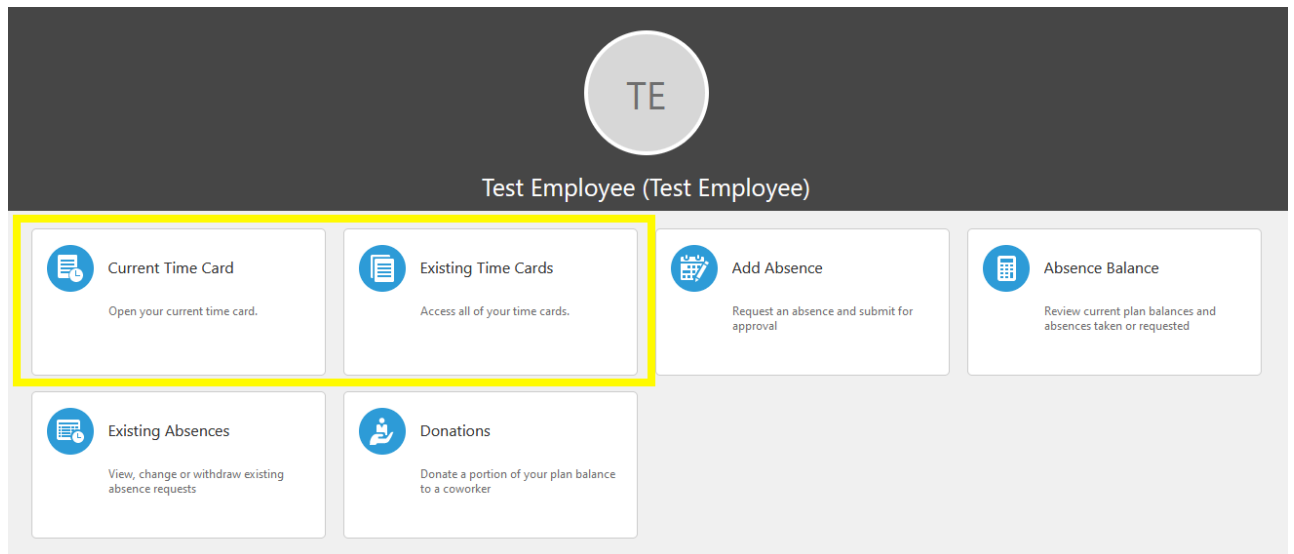
Audience: All

Process Step & Description	Action
1.0 Navigation Path	<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>

Good afternoon, Test Employee!



Here you will see options for “Current Time Card” and “Existing Time Cards”



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

TE 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
Displays the current status of the time card (New, Saved, Submitted, Approved, etc.)
[Show Details](#)

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 [+ Add](#)

Actions Reported details by entry date Reported date - old to new

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
[Show Details](#)

0.00 Reported Hours

Entries [+ Add](#)

Actions Reported details by entry date Reported date - old to new

 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

Actions

View By: Reported details by entry date

Sort By: Reported date - old to new

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

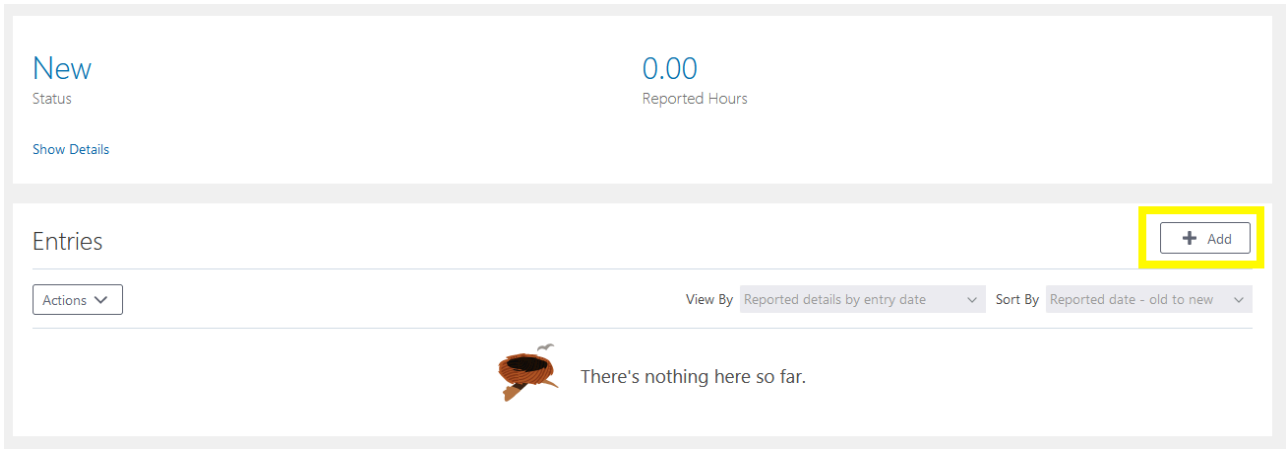
Created: 2/12/19
Revision: 08/13/2021

Page 4 of 18

3.0 Entering Hours Worked

Entering Hours Worked

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




New
Status

0.00
Reported Hours

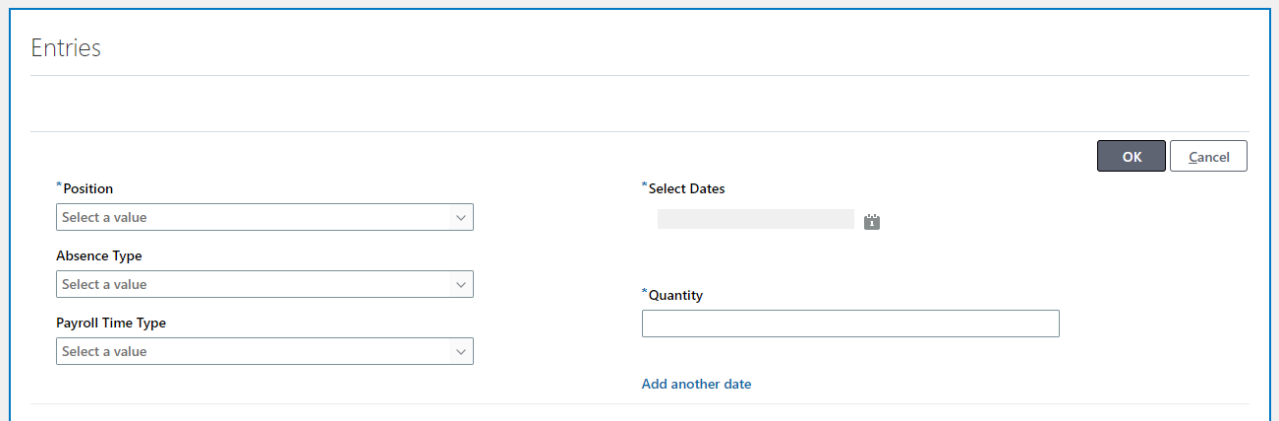
Show Details

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 a value ▾

*Select Dates
[Date Range] 📅

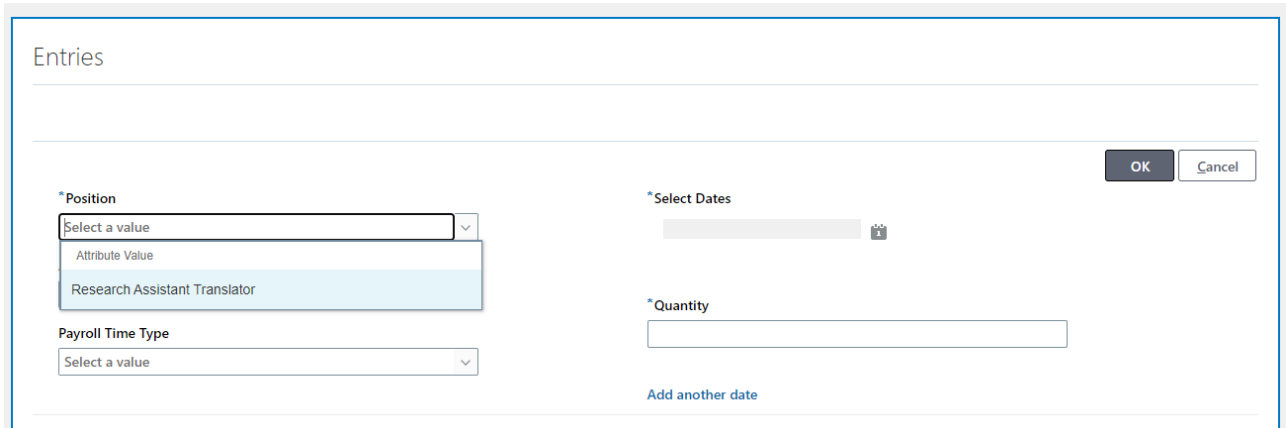
Absence Type
Select a value ▾

*Quantity
[Input Field]

Payroll Time Type
Select a value ▾

Add another date

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



Entries

OK Cancel

*Position
Select a value ▾
Attribute Value
Research Assistant Translator

*Select Dates
[Date Range] 📅

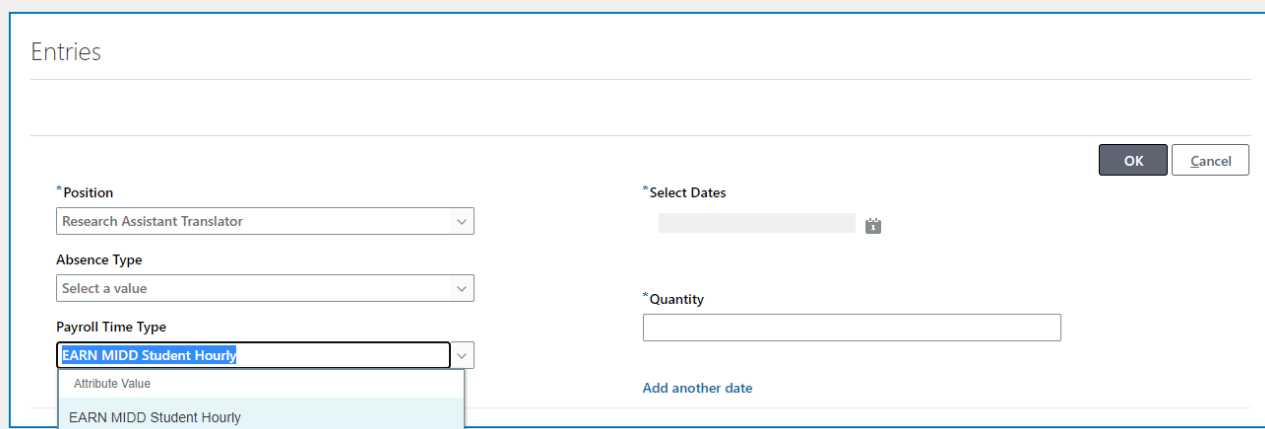
*Quantity
[Input Field]

Payroll Time Type
Select a value ▾

Add another date

Leave “Absence Type” blank.
Student Employees are not eligible for CTO or SLR accrual.

Next select the Payroll Time Type: EARN MIDD Student Hourly

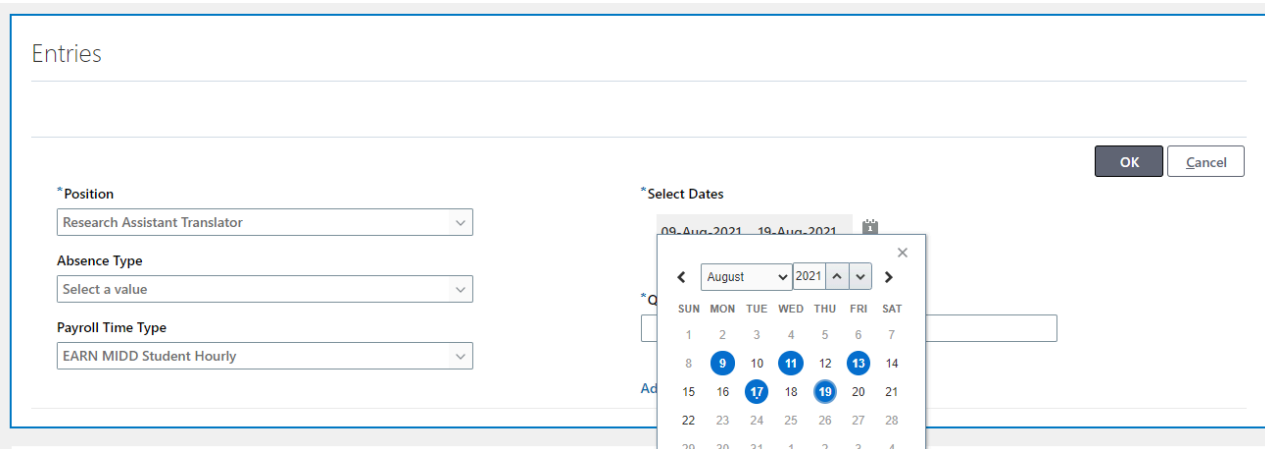


The screenshot shows the 'Entries' form with the following fields:

- *Position:** Research Assistant Translator
- Absence Type:** Select a value
- Payroll Time Type:** EARN MIDD Student Hourly (dropdown menu is open, showing 'Attribute Value' and 'EARN MIDD Student Hourly' options)
- *Select Dates:** (empty date range)
- *Quantity:** (empty text box)

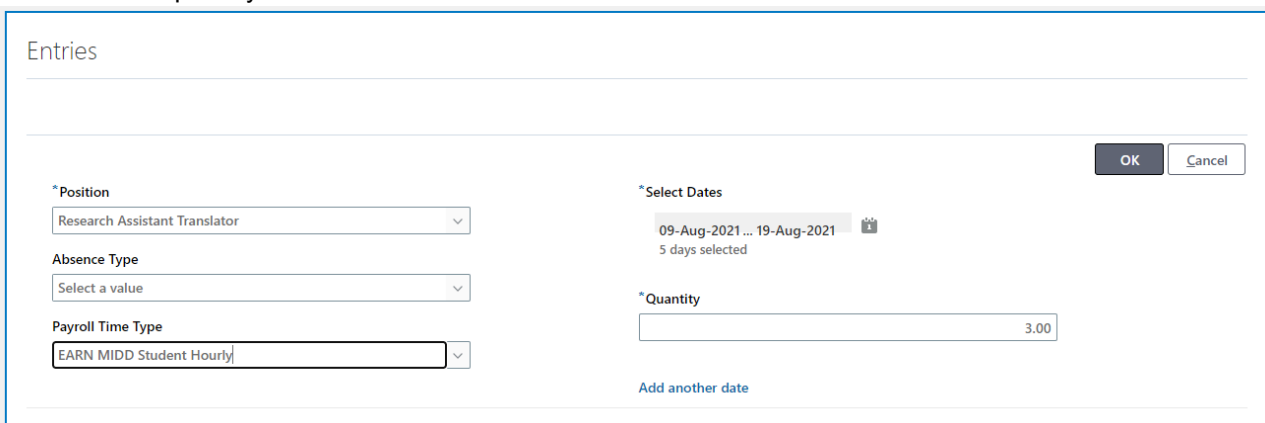
Next select the date(s) for which you are entering time:

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.



The screenshot shows the 'Entries' form with a calendar pop-up for August 2021. The following dates are selected: 9, 11, 13, 17, and 19. The 'Payroll Time Type' is set to 'EARN MIDD Student Hourly'.

Next enter the quantity of hours works for the dates selected.



The screenshot shows the 'Entries' form with the following fields:

- *Position:** Research Assistant Translator
- Absence Type:** Select a value
- Payroll Time Type:** EARN MIDD Student Hourly
- *Select Dates:** 09-Aug-2021 ... 19-Aug-2021 (5 days selected)
- *Quantity:** 3.00

Once you have selected the position, time type, dates, and entered quantity, you can add the entries by selecting OK:

Entries

*Position

*Select Dates

 8 days selected

Absence Type

8:00 AM 12:00 PM

Payroll Time Type

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

*Select Dates

 8 days selected

Absence Type

8:00 AM 12:00 PM

Payroll Time Type

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

OK
Cancel

***Position**

Absence Type

Payroll Time Type

***Select Dates**
 ×
1 day selected

***Quantity**

***Select Dates**
 ×
1 day selected

***Quantity**

***Select Dates**
 ×
1 day selected

***Quantity**

[Add another date](#)

09-Aug-2021 **3.00 Hours**

EARN MIDD Student Hourly | Research Assistant Translator

Comments

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:

Saved

Status

[Show Details](#)

11.00

Reported Hours

Entries [+ Add](#)

Actions ▼

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

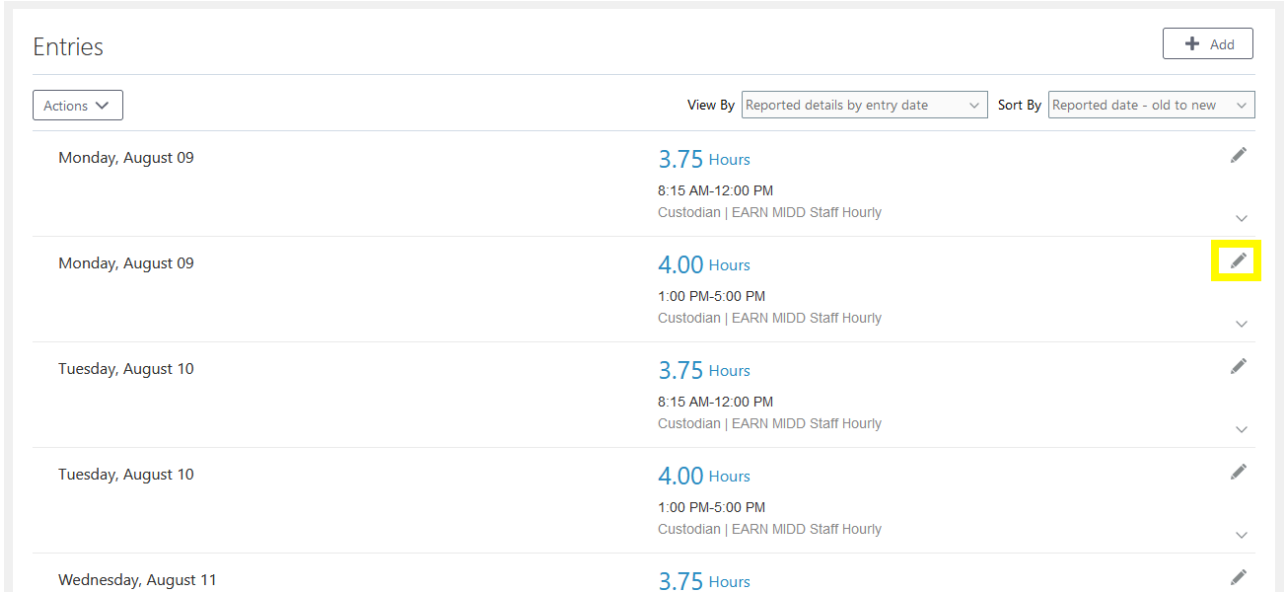
09-Aug-2021	3.00 Hours	EARN MIDD Student Hourly Research Assistant Translator	
18-Aug-2021	3.00 Hours	EARN MIDD Student Hourly Research Assistant Translator	
19-Aug-2021	3.00 Hours	EARN MIDD Student Hourly Research Assistant Translator	
20-Aug-2021	2.00 Hours	EARN MIDD Student Hourly Research Assistant Translator	

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

3.1 Editing / Deleting Time Entries

Saving and Submitting Time Entries:

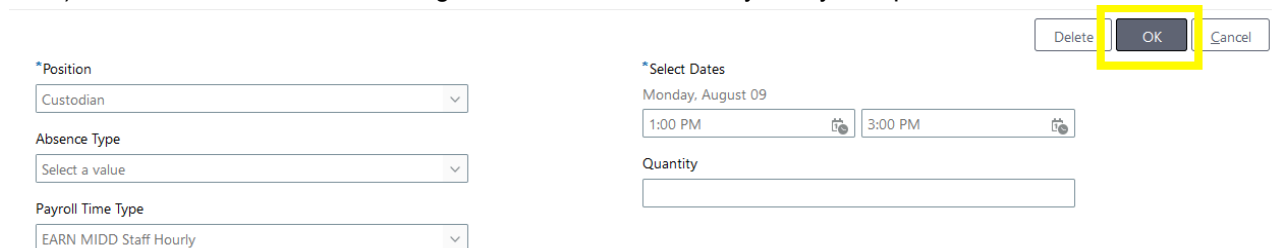
If you find yourself needing to edit an entry, or delete an entry altogether, the method is very straightforward. Identify the entry you wish to edit or delete, and select the pencil icon to the right:



Entries		+ Add
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.



*Position: Custodian

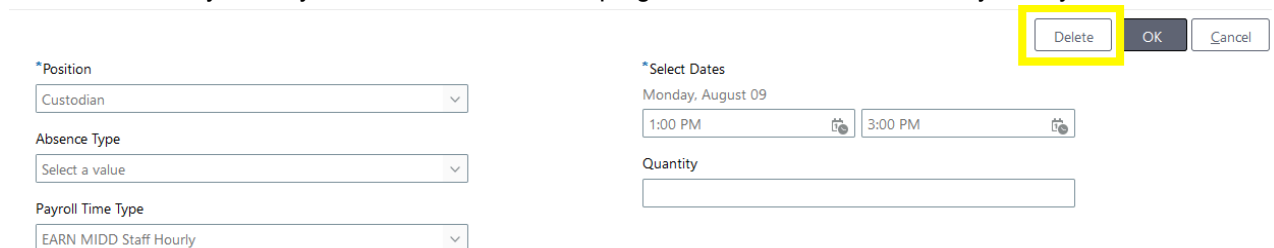
*Select Dates: Monday, August 09
1:00 PM - 3:00 PM

Absence Type: Select a value

Payroll Time Type: EARN MIDD Staff Hourly

Quantity:

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



*Position: Custodian

*Select Dates: Monday, August 09
1:00 PM - 3:00 PM

Absence Type: Select a value

Payroll Time Type: EARN MIDD Staff Hourly

Quantity:

3.2 Saving and Submitting Time Cards

Saving and Submitting Time Cards:

Once you have made your entries, you can either:

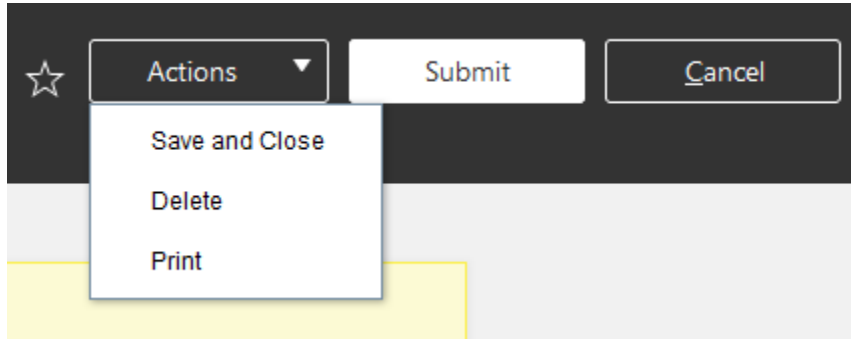
- Save and Close your time card, for when your time card is incomplete and you plan to add / edit your entries later
- Submit your completed time card to your supervisor for approval.

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.

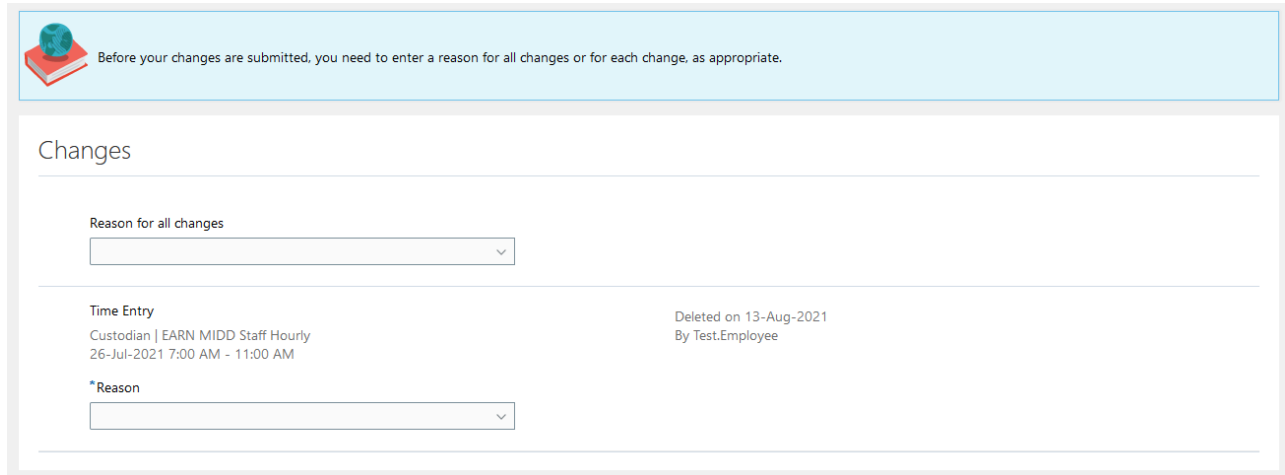
Start by navigating to Existing Time Cards, and selecting the time card you wish to edit.

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

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

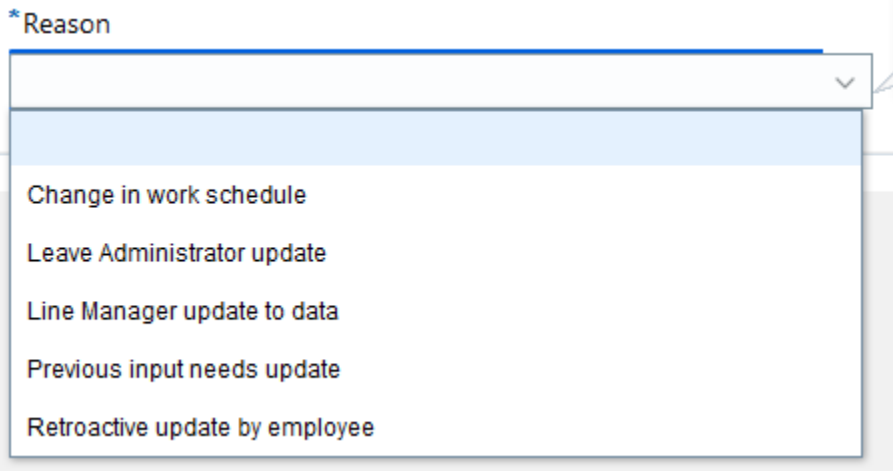
For instructions on adding / editing time entries, see sections 3.0 and 3.1

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:



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: 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.

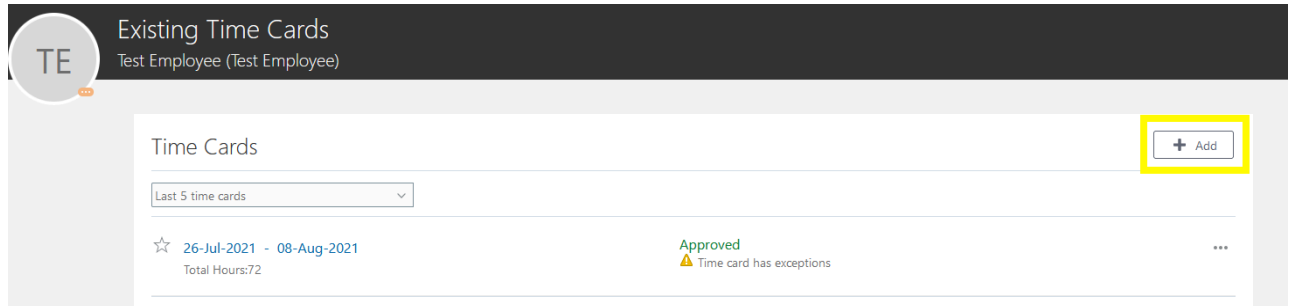
5.0 Creating a time card for a past or future pay period

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.

TE

Add Time Card

Test Employee (Test Employee)

☆ Save and Close
Submit
Cancel

*Date

Time Card Period

23-Aug-2021 - 05-Sep-2021

New

Status

Show Details


0.00

Reported Hours

Entries + Add

View By: Reported details by entry date

Sort By: Reported date - old to new



There's nothing here so far.

Comments

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

80.00

Reported Hours

Show Details

Approved

Status

Hide Details

Calculate

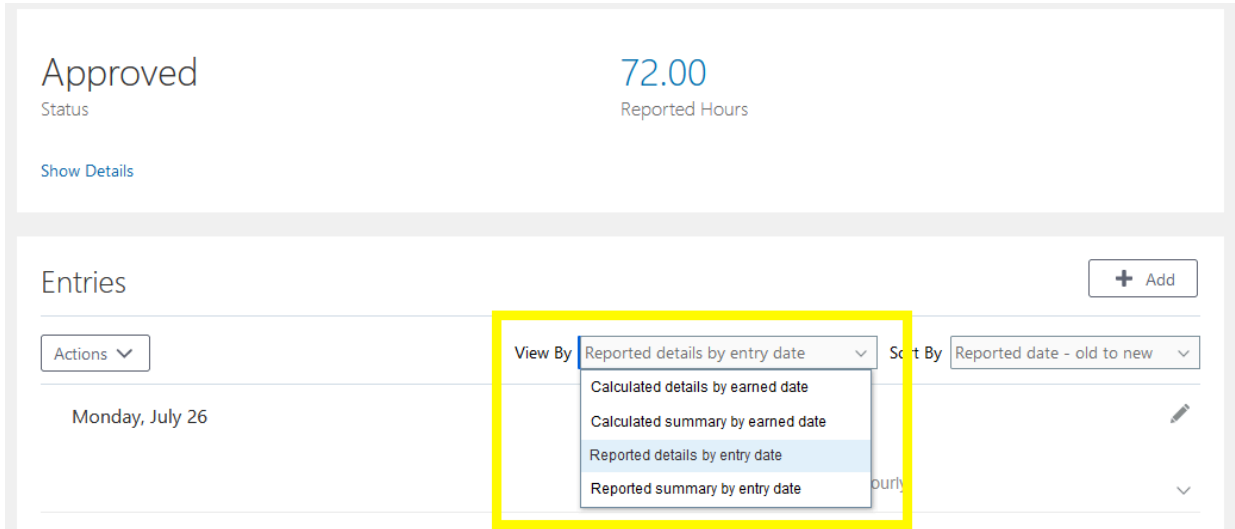
Time Totals	Reported	Calculated
Total Hours	79.25	79.75
Scheduled Hours	77.50	77.50
Schedule Deviation	2.50	3.00
Absence Hours	0.75	0.75

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:

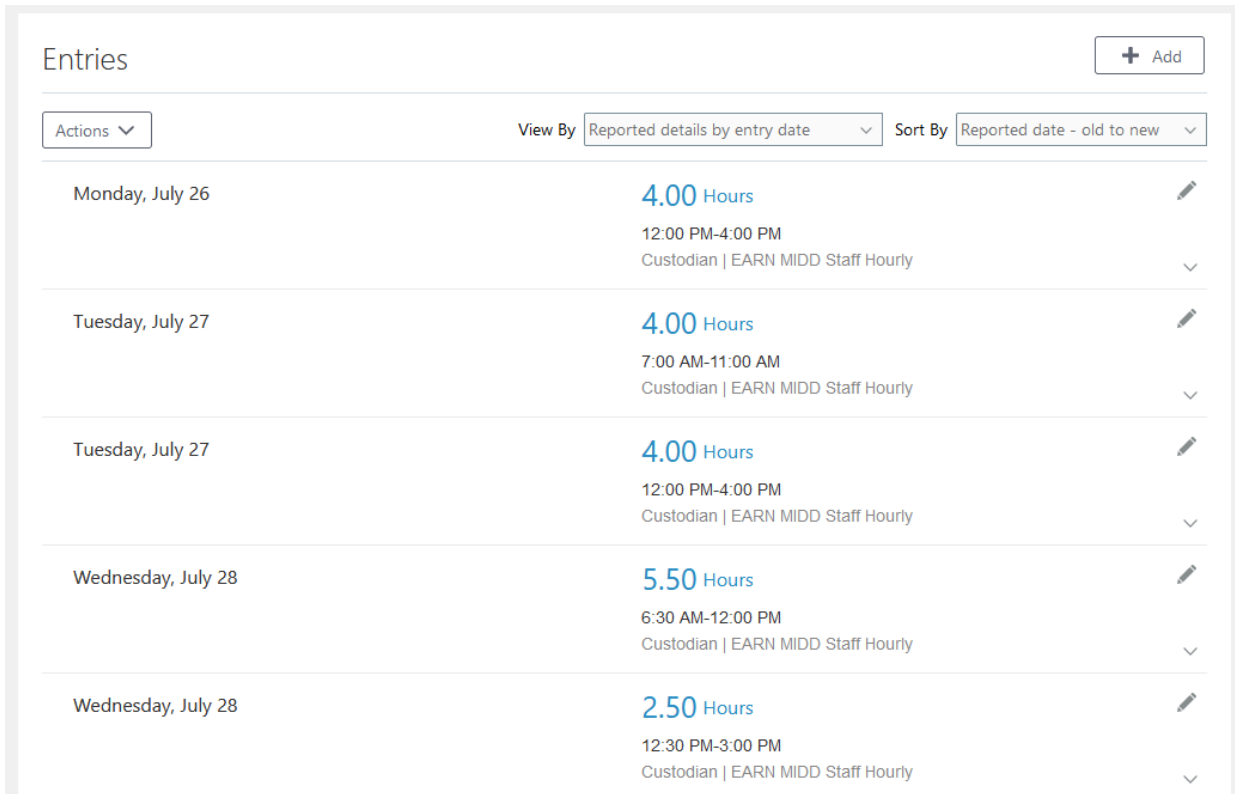


The screenshot shows the 'Approved' status and '72.00 Reported Hours'. Below this is the 'Entries' section with an 'Add' button. A dropdown menu for 'View By' is open, showing the following options:

- 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.



The screenshot shows the 'Entries' section with an 'Add' button. The 'View By' dropdown is set to 'Reported details by entry date' and the 'Sort By' dropdown is set to 'Reported date - old to new'. The entries are displayed as follows:

Date	Hours	Time Range	Job Title
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:

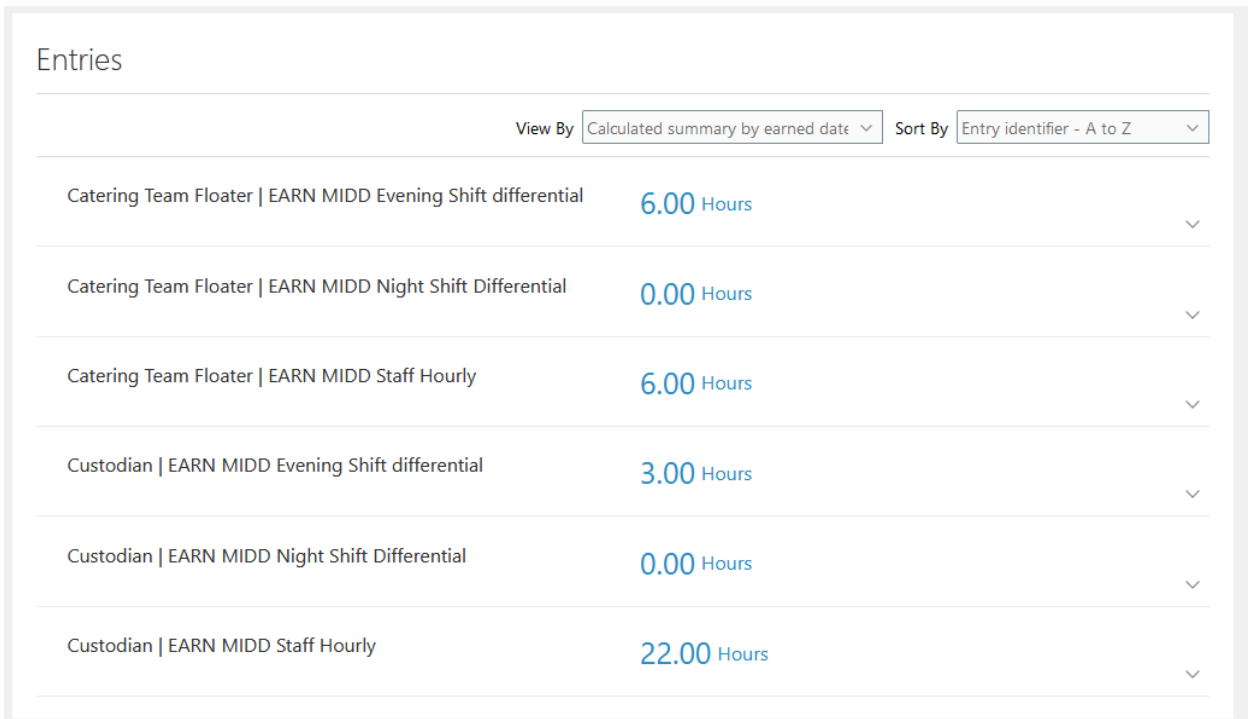
This view lists each calculated entry by date, including overtime and shift differential calculations.

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.



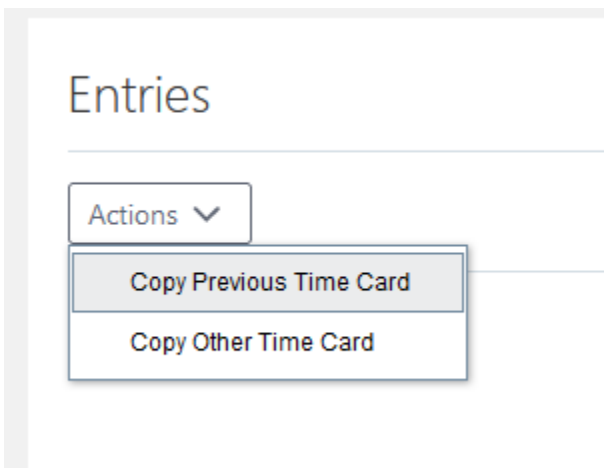
The screenshot shows a table of entries with the following data:

Position Shift Differential	Hours
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:



The screenshot shows the 'Entries' section with an 'Actions' dropdown menu open, displaying the following options:

- Copy Previous Time Card
- Copy Other 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

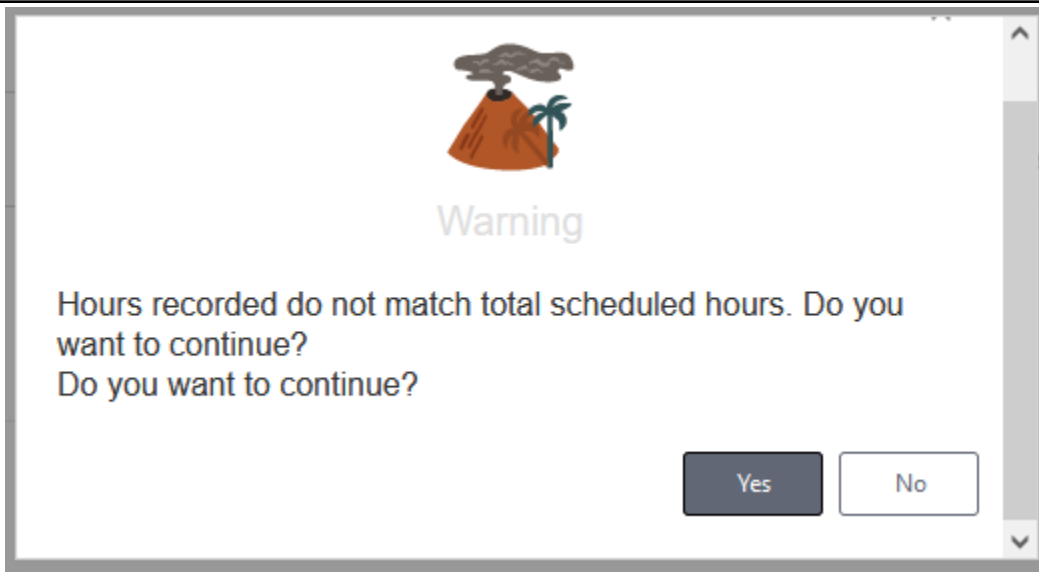
Warning Messages

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



Warning

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



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.