

# ORACLE TIME & LABOR

## KEY FEATURES

Oracle Time & Labor has a time store that is a centralized repository for time and time-related data. The time store is the single "source of truth" for time entry information that can be used by multiple applications

- Single source of time entry
- Widest set of configurable usability options for quick and easy time recording
- Time entry by authorized delegate
- Project Manager approval style
- Graphical Timesheet Dashboard for Supervisors
- Templates created and assigned by administrators
- Configurable resend options on Approval styles
- Flexible options to setup Overtime and shift premium rules
- Timekeeper entry and maintenance of change and late audit reasons
- Flexible time reporting and comply auditing requirements
- Easy distribution of Regular hours, Overtime and premiums to oracle Payroll
- Location data on timecard captured and retrieved by Payroll
- Full-fledged Integration with Cross Functional products
- Archive past timecards
- Restore archived timecards

*Oracle® Time & Labor is an enterprise-wide time management application that efficiently automates time and attendance record keeping for an ever-changing workforce. Oracle Time & Labor is part of Oracle's Human Resources Management System (HRMS), a key component of the Oracle E-Business Suite, which is designed to optimize your workforce.*

### Complete, Automated Time Management Solution

Oracle Time & Labor is an intuitive web-enabled timecard solution that allows you to reduce costs associated with time and attendance by completely automating time record keeping. It can help your global organization control costs and time worked, consolidate timecard information and adhere to organizational time management rules. For your employees, it offers a simplified way to submit, review, track and approve timecards.

Employees, line managers, authorized delegates or administrators can submit timecards, and supervisors, managers and/or administrators can review the approval status on the web. Timecards can be approved automatically or routed for approval using Oracle Workflow.

Time & Labor can be integrated to share time and attendance information with Oracle and non-Oracle applications; Oracle Time & Labor is integrated with Oracle Human Resources (HR), Oracle Internet Expenses, Oracle Project Resource Management, Oracle Payroll, Oracle Projects, Oracle Enterprise Asset Management and Oracle Procurement.

Time & Labor can archive past timecard data to defined tables allowing for long-term retention of timecards based on your individual requirements. Archived timecard data that has been restored can be viewed and/or modified by the user, manager or administrator.

### Enter Your Time Anytime, Anywhere

Oracle Time & Labor provides a configurable, web-based time-entry application to fit your organization's time recording requirements. Employees can enter exception or hourly-based time for a given period based on your business rules. Employees can enter work location on a timecard that transfers the selected value to Oracle Payroll as the jurisdiction input value located on the US Payroll element. Remote users can also download a timecard template and/or a defined list of projects (i.e., as a Microsoft Excel spreadsheet), enter hours while disconnected from the network, and then upload this data when they are online.

### **Make Time Entry Easy with Templates**

You can create a timecard template and can use it from period to period, modifying only the information that has changed. With the template functionality, you have the capability to automatically generate a timecard from your work schedule, from the last timecard you created, or from a schedule stored in Oracle Projects Resource Management. You can define templates for yourself or a group and make them public or privately available. In addition, public templates can be grouped and assigned to employees using OTL Preferences, freeing workers time to complete other tasks.

Your employees can revise unsubmitted and rejected timecards as often as necessary. Once your timecard is completed and submitted, the transactions are validated and routed for approval. Your employees can also save timecards via template override or direct entry, with row(s) having only time information but without hours or time values

### **Timekeeper Functionality, Heads Down Data Entry**

Timekeeper functionality allows heads down data entry of time information for a group of workers. The data can be entered quickly, stored in the Time & Labor time store and then transferred to e-business suite applications as necessary.

### **Mass Edit Functionality**

Timekeeper Mass Edit allows for additions, changes and deletions of time data for one or more workers. Easily select the workers to include and perform the mass edit operation.

### **Configurable Validations and Approvals**

You can configure Oracle Time & Labor using preferences, assigning different preferences using defined preference eligibility. Some of the preferences may include:

- Establish approval functionality
- Set a timecard work week (e.g., Tuesday-Monday)
- Enable template functionality for commonly used hour's types (i.e., regular, shift, holiday), projects, tasks and expenditure types
- Use Alternate Names functionality to rename hour's types for self-service and to display only the appropriate time related elements for each individual or group on the respective timecard.
- Assign OTL specific validation using delivered or company defined rules.

### **Search Timecard History**

You can view summary information for your own timecards or the timecards that you approve. You can drill down to the details for each timecard. An advanced search is also available for refined selection criteria. The Recent Timecard screen also allows you to check timecard status, details and multiple deletions of timecards. It allows you to create a new timecard by copying one from a previous submission using Templates namely last submitted timecards or user-defined.

### **Streamline the Approval Process: Define a Critical Path for Approvals**

With Oracle Time & Labor, you can establish the critical path for approvals to streamline the overall approval process. For example, your organization requires the Project team and Human Resources (HR) to approve all employees' timecards first, followed by approval from the Payroll department. With Oracle Time & Labor, you can make the timecards available to HR and the Projects team at the same time (i.e., the approval from these two departments can happen "in parallel"). You can then set timecard approval from Payroll dependent on the approval from HR and the Project team.

### **Approvals via Workflow**

Based on your organization's business rules, timecards can be approved automatically or can be routed for approval via Oracle Workflow. Oracle Time & Labor can be configured to establish one of the following approval processes:

- Manager/Supervisor approval
- Project Manager
- Auto approval
- Designated Person approval
- Immediate Overriding approver
- Formula-Based Routing for approval
- Designated workflow for approval
- Entry Level Approval that allows for routing by type of data i.e. a specific project

When defining the OTL Approval Style, various workflow parameters can be set, such as the number of times a notification should be resent and the number of minutes to wait before resending. OTL Approvals allow for additional notifications when certain timecard actions have been taken.

The timecard approver can view the timecard via Inline Notifications or an OTL specific Mass Approval page. The timecard preparer receives notification once the timecard is approved or rejected.

### **Mass Approvals**

Timecards can be approved in batches via the Mass Approval page. An approver can view premium, regular and non-worked hours at a glance. The approver can reject, approve or skip a timecard or group of timecards. Default approval action can also be set for supervisors.

### **Supervisor Timesheet Dashboard**

As a Supervisor, you can view the status of your employees' timecard status online. This helps you in ensuring your directs or anyone under the directs can book time periodically. You can approve the timecards that are pending approval and generate Timecard Status Detail Reports. It facilitates the daily time reporting requirements enforced on Engineering & Construction customers for complying with DCAA - Defense Contract Audit Agency.

**Configurable Business Message**

You can configure Oracle Time & Labor to display a business message in the Final Review, Timecard Details, and Approver Review windows.

**Entry Level Validation**

You can configure rules to validate data upon entry. For example, you can create rules to validate a PTO balance or to guarantee entry of specific data. You can limit the future time slot that appears on timecard screen and additionally can set the defaulting style for the timecard period choice list

**Retro Time Entry Process**

Occasionally, time data needs to be changed retroactively. Oracle Time & Labor delivers a retro-time entry process to manage these instances based on business rules.

**Multiple Organization Support**

You can establish rules for charging time between departments or operating units. In addition, you can create a distinct timecard responsibility for each operating unit and assign it only to employees in that operating unit.

**Change and Late Audit**

This feature allows you to address auditing requirements by requiring reasons for changes to unsubmitted or submitted timecards and late timecards. Change and Late Audit uses a set of configurable rules to enforce streamlined time entry. A summary of the audit information is shown to the user before each self-service timecard is submitted. Timekeepers can also enter and update Change and Late Audit Reasons based on Timekeeper and user rules.

**Audit Trail Report**

As a time administrator, this report helps you to track changes made to the timecards, indicate what data was changed each time, which user has last updated the time details along with date and timestamp. It facilitates the reporting requirements enforced on some of our Engineering & Construction customers for Defense Contract Audit Agency compliance

**Rules-Based Shifts, Work Plans and Rotation Plans**

You can define an unlimited number of employee shifts used in the creation of work plans. Attributes that define shifts include name, description, and early start and late stop times, actual start and actual stop times and the effective dates for which the shifts are valid. Shifts can also be validated against a Shift Differential Policy that defines premiums for those shifts that require a special rate of pay. The start day of a Work Plan can be any day of the week. An unlimited number of Work Plans can be included in a Rotation Plan by indicating the start date each Work Plan takes effect. The Work Plan and Rotation Plan are used in the dynamic generation of hours for those employees whose work schedules change.

### Earnings Policy Management

An unlimited number of earnings policies can be defined that match the various employee pay rules set forth by your organization. Earnings policies can be created that apply to groups such as union workers, temporary employees, and full-time or part-time employees.

### Integration with Oracle E-Business Suite

#### Oracle HRMS

- Absence hours, vacation, sick time, family leave, etc., entered through Oracle Time & Labor, are shared with Oracle HR.

#### Oracle Internet Expenses

- For the user who enters both time and expenses, Oracle Internet Expenses and Oracle Time & Labor are integrated for a single entry experience using tabs to navigate between time and expense in a single flow.

#### Oracle Projects

- Oracle Time & Labor integrates with Oracle Projects to validate time against chargeable projects, tasks and expenditure types and to check for transaction controls that you may have implemented. You can configure which information is displayed to your users for charging time, and you can create templates with this information to ease entry and ensure accuracy.

#### Oracle Projects Resource Management

- Using Projects Resource Management, timecards may be automatically populated with projects and expenditure types from the user's assignments. If your organization is also using Oracle Payroll or Oracle HR, the hour's type will default from the expenditure type. The automatic population allows the user to easily and quickly enter project information for the period.

#### Data Migration from Projects Time Collection Products

- Historical time data can be migrated from Internet Time, Project Time and Expense or Personal Time and Expense. Migration can be performed selectively by user, organization, and for a date range specific to the amount of history that needs to be migrated.

#### Oracle Enterprise Asset Management

- Oracle Time & Labor integrates with Oracle Enterprise Asset Management to validate time against work orders, maintained unit, operation, and resource and charge department. You can configure which information is displayed to your users for charging time, and you can create templates with this information to ease entry and ensure accuracy.

#### Oracle Procurement

- Oracle Time & Labor integrates with Oracle Procurement and to validate time against purchase orders and purchase order lines specific to contingent workers in your organization. You can hire contingent workers in Human Resources, make them eligible for the appropriate purchase orders at the assignment level and those purchase orders are available on

**KEY BENEFITS**

Time and Labor enables organizations to:

- Reduce their gross payroll costs by automating time capture and complex pay rate calculations
- Improve employee productivity by streamlining time-consuming processes
- Reduce infrastructure costs by consolidating disparate legacy and homegrown systems
- Support better decision making with enterprise analysis of labor data

**RELATED PRODUCTS**

For more information on related HRMS Applications, please see product announcements and data sheets on the following:

- Oracle Payroll
- Oracle Training Administration
- Oracle HR: Self-service
- Oracle Advanced Benefits
- Oracle iRecruitment
- Oracle iLearning
- Oracle HRMS Business Intelligence
- Oracle Project Accounting
- Oracle Federal Human Resources (US)
- Oracle Labor Distribution

In addition, product announcements and data sheets are available which detail country-specific extensions for Oracle HR and Oracle Payroll.

**RELATED SERVICES**

The following services are available from Oracle Support Services:

- Oracle E-Business Suite Accelerators
- Oracle Application Solution Centers
- Oracle University
- Oracle Consulting

the timecard for the person to charge time against. A contingent worker can report time for multiple purchase orders. Additionally, the contingent worker is able to report time against any valid project whether or not the project is associated to a purchase order.

**Oracle E-Business Suite—The Complete Solution**

Oracle E-Business Suite enables companies to efficiently manage customer processes, manufacture products, ship orders, collect payments, and more—all from applications that are built on unified information architecture. This information architecture provides a single definition of your customers, suppliers, employees, and products—all aspects of your business. Whether you implement one module or the entire Suite, Oracle E-Business Suite enables you to share unified information across the enterprise so you can make smarter decisions with better information.

**Contact Us**

For more information about Oracle Time & Labor, please visit [oracle.com](http://oracle.com) or call +1.800.ORACLE1 to speak to an Oracle representative.



Oracle is committed to developing practices and products that help protect the environment

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