

Oracle HCM Time Entry

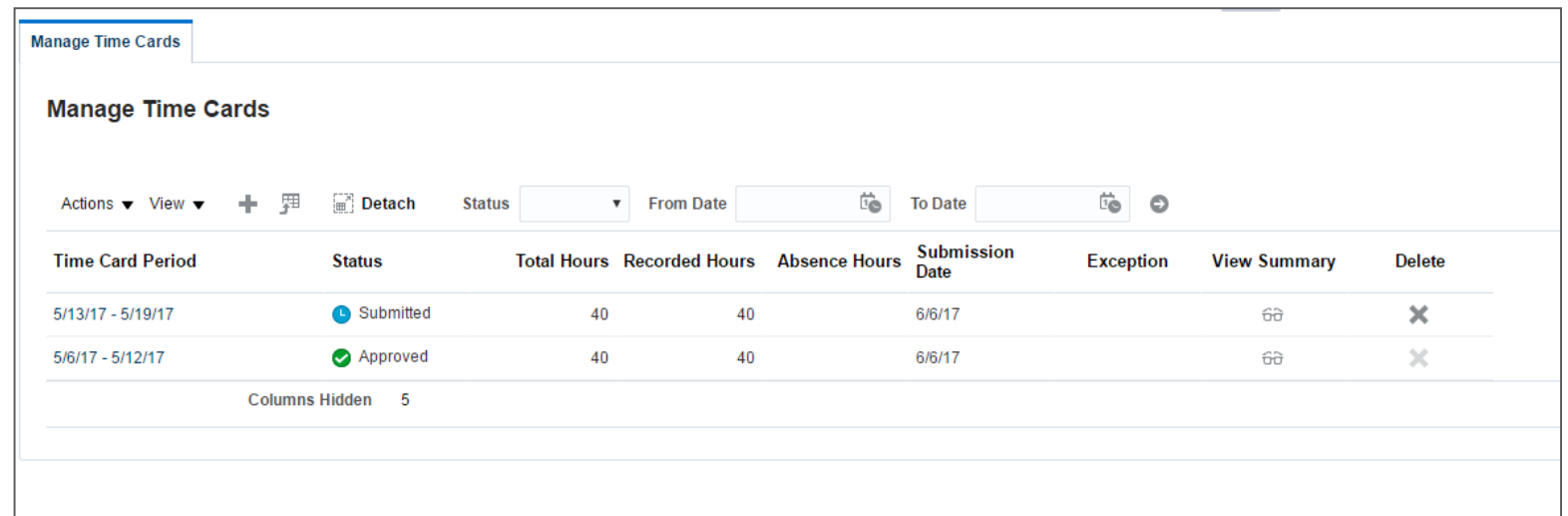
A woman with dark hair, wearing a blue blazer, is leaning forward and listening intently to a man in a grey suit. The man is gesturing with his hands as he speaks. They are in a modern office setting with a laptop and a coffee cup on a table in the foreground. The background is a bright, out-of-focus office space with large windows.

Submit Time - 1

1. Log in to Oracle Cloud HCM Time Entry
2. Select the Time work area or select About Me /Time



3. View existing time cards



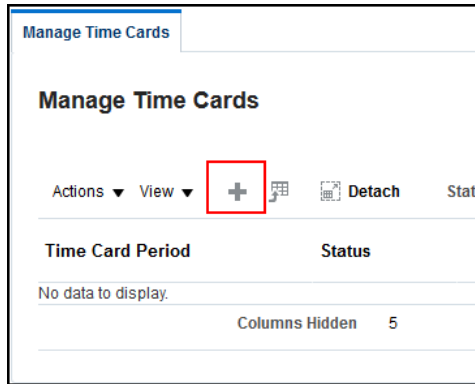
The screenshot shows the 'Manage Time Cards' interface. At the top, there is a tab labeled 'Manage Time Cards'. Below the tab, the title 'Manage Time Cards' is displayed. The interface includes a toolbar with options: 'Actions', 'View', a plus sign, a calendar icon, 'Detach', 'Status' (with a dropdown arrow), 'From Date' (with a calendar icon), 'To Date' (with a calendar icon and a right arrow), and a refresh icon. Below the toolbar is a table with the following columns: 'Time Card Period', 'Status', 'Total Hours', 'Recorded Hours', 'Absence Hours', 'Submission Date', 'Exception', 'View Summary', and 'Delete'. The table contains two rows of data:

| Time Card Period | Status | Total Hours | Recorded Hours | Absence Hours | Submission Date | Exception | View Summary | Delete |
|-------------------|-----------|-------------|----------------|---------------|-----------------|-----------|--------------|--------|
| 5/13/17 - 5/19/17 | Submitted | 40 | 40 | | 6/6/17 | | | |
| 5/6/17 - 5/12/17 | Approved | 40 | 40 | | 6/6/17 | | | |

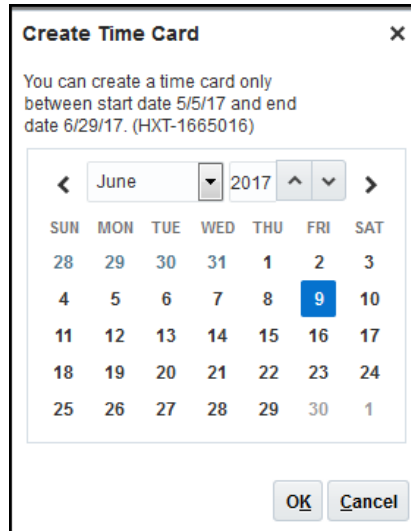
At the bottom of the table, there is a footer that reads 'Columns Hidden 5'.

Submit Time - 2

4. Select the “+” icon to add a new time card



5. Select the desired week and select Ok



Submit Time - 3

- 6. For Project related time, select Project Name, Task Name and Expenditure Type (i.e., Contractor Labor - ORCL XX - Straight Time)

Time Card Details

Time Card Period: 6/3/17 - 6/9/17
Status: New

Time Card Comments:

Time Entry

Actions View Format + Add Row Below Freeze Wrap

| | Project Name | Task Name | * Expenditure Type | Saturday, June 03 | Sunday, June 04 | Monday, June 05 | Tue |
|---|---------------------------|-------------------------|----------------------|-------------------|-----------------|-----------------|-----|
| | | | | Hours | Hours | Hours | |
| 1 | 10193 - FP_Central Bank c | 1.2.1.1.1 - B-MgdSrvs C | Labor - Straight Tim | | | 8 | |

- 7. Enter the number of hours worked on this project for each day

Submit Time - 4

8. Enter Project Location- Country and State/Province

Time Entry Time Totals

Reported Hours 0.00 Absence Hours 0.00 Scheduled Hours 40.00

Actions View Format Add Row Below Freeze Detach Wrap


| | Days | | | | | | | Time Entry Total Hours | Comments | * Country | * State | * Expenditure Items |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|----------------------|----------------------|----------------------|
| | Sat,Dec 29 | Sun,Dec 30 | Mon,Dec 31 | Tue,Jan 01 | Wed,Jan 02 | Thu,Jan 03 | Fri,Jan 04 | | | | | |
| | Quantity | Quantity | Quantity | Quantity | Quantity | Quantity | Quantity | | | | | |
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

- The Country/State fields should contain the Country & State where the consultant is deployed at the time of filling out the timecard.
- Both fields are mandatory. In case of country (i.e SG) where state is not applicable – select 'Not Applicable' in the state field for to proceed with submission

Submit Time - 5

9. Enter comments for each line. Note comments can be seen by the approver, but do not appear on the invoice.

10. Select the comments icon.

| | June 05 | Tuesday, June 06 | Wednesday, June 07 | Thursday, June 08 | Friday, June 09 | Time Entry Totals | Comments |
|---|---------|------------------|--------------------|-------------------|-----------------|-------------------|---|
| | Hours | Hours | Hours | Hours | Hours | | |
| 1 | 8.00 | 8.00 | 8.00 | | | 24.00 |  |

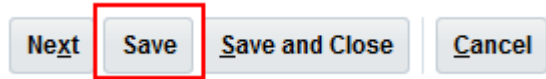
11. Enter comments and select Ok.

Comments ✕

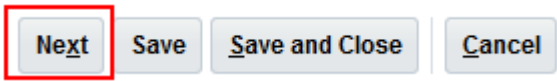
| Day | Comments |
|------------------|---|
| All Days | <input type="text"/> |
| Monday, June 05 | <input type="text" value="Worked 8 hours on ABC customizat"/> |
| Tuesday, June 06 | <input type="text" value="Worked 8 hours on ABC customizat"/> |
| Wednesday, Ju... | <input type="text" value="Worked 8 hours on ABC customizat"/> |

Submit Time - 6

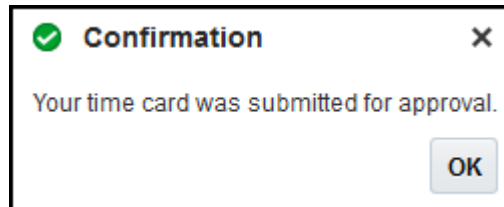
12. You may save the timecard at any time



13. Once all time for all projects for the week is entered, Submit the time card for approval




- Select Next 

- Select Submit






Other Actions

- A timecard may be saved prior to submitting it for approval
- A timecard can be edited prior to approval

| Time Card Period | Status | Total Hours | Recorded Hours | Absence Hours | Submission Date | Exception | View Summary | Delete |
|------------------|---|-------------|----------------|---------------|-----------------|-----------|---|---|
| 6/3/17 - 6/9/17 |  Saved | 40 | 32 | 8 | | |  |  |

- You may Delete a timecard that is not yet approved or that is rejected

| Time Card Period | Status | Total Hours | Recorded Hours | Absence Hours | Submission Date | Exception | View Summary | Delete |
|------------------|---|-------------|----------------|---------------|-----------------|-----------|---|---|
| 6/3/17 - 6/9/17 |  Submitted | 40 | 32 | 8 | 6/9/17 | |  |  |

- If a submission is rejected, you will receive an email notification. Make appropriate changes and resubmit for approval if required.

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