ORACLE

Use Oracle Time With Projects

Billable Subcontract Services External Process

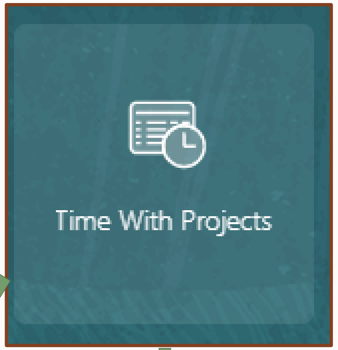
Billable Subcontractor Process

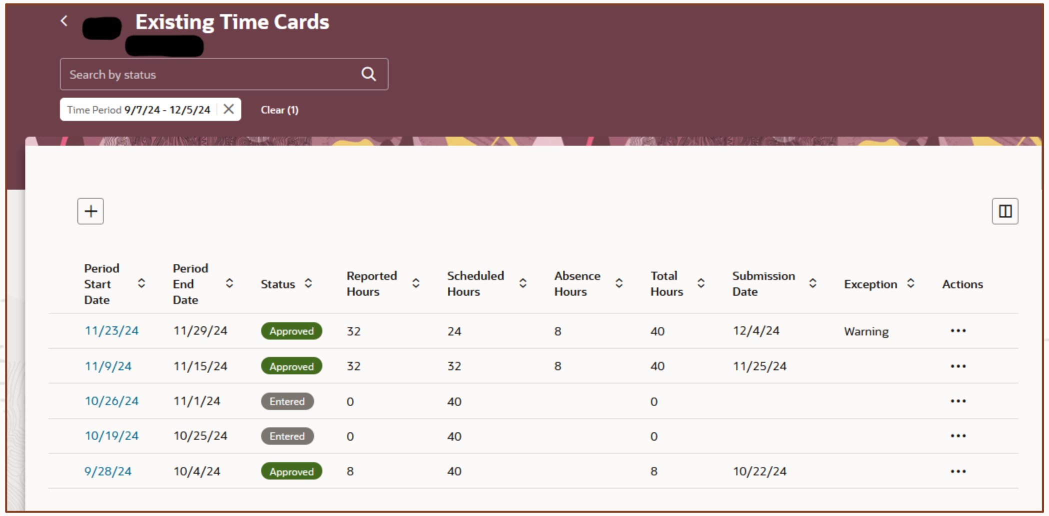
Go Live for new interface: 31-March-2025

Last updated: 31-March-2025

How to Submit Time – Log in to Oracle Cloud

1. Log in to Oracle Cloud at the following location:
   - https://eeho.fa.us2.oraclecloud.com
2. Log in by entering your Oracle Single Sign-on (SSO), then follow the login authentication process.
3. Under **Me** in the interface, click **Time With Projects**.
   - **Existing Time Cards** opens, which you can use to view existing time cards or create a new time card.





Attention: *Do not use* **Time and Absence** (if displayed). If **Time With Projects** is not displaying, contact your Oracle Supervisor and/or Project Manager (PM), who can request the permission for you.

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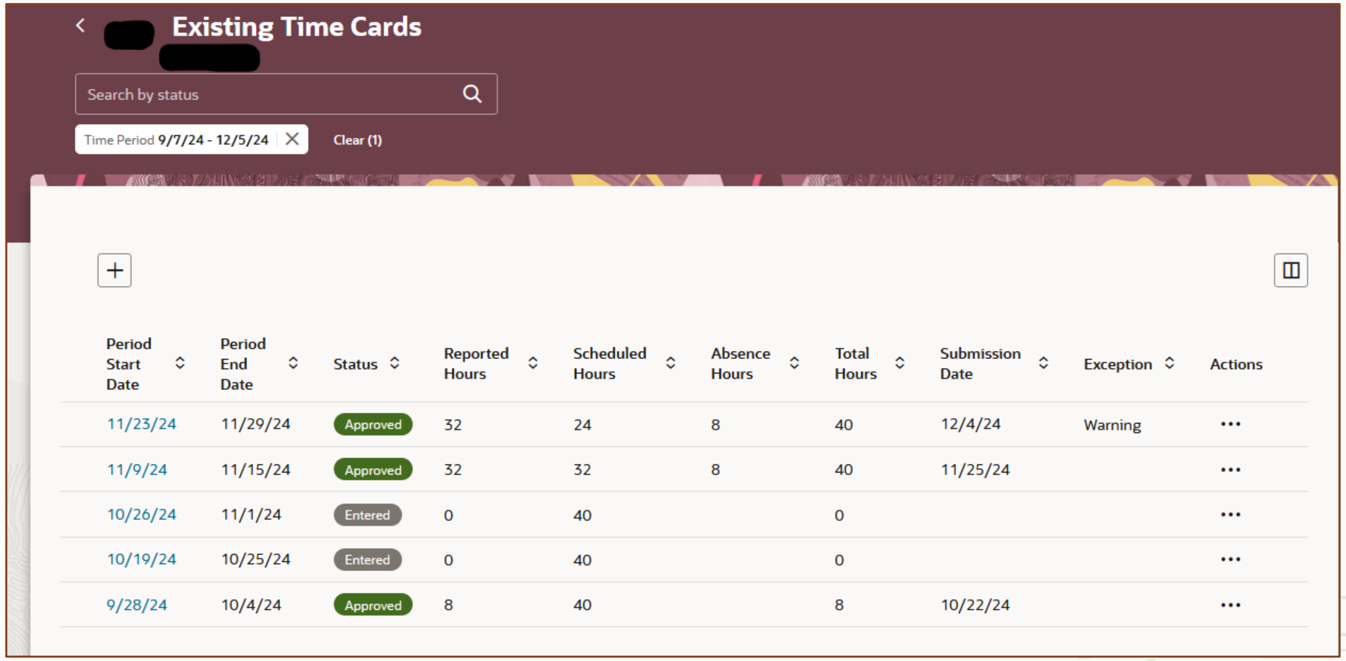
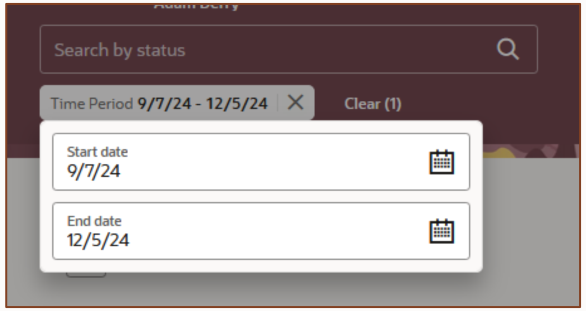
How to Submit Time – Navigate Time With Projects

View existing time cards:



Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Actions
11/23/24	11/29/24	Approved	32	24	8	40	12/4/24	Warning	...
11/9/24	11/15/24	Approved	32	32	8	40	11/25/24		...
10/26/24	11/1/24	Entered	0	40		0			...
10/19/24	10/25/24	Entered	0	40		0			...
9/28/24	10/4/24	Approved	8	40		8	10/22/24		...

Search by Status or Time Period

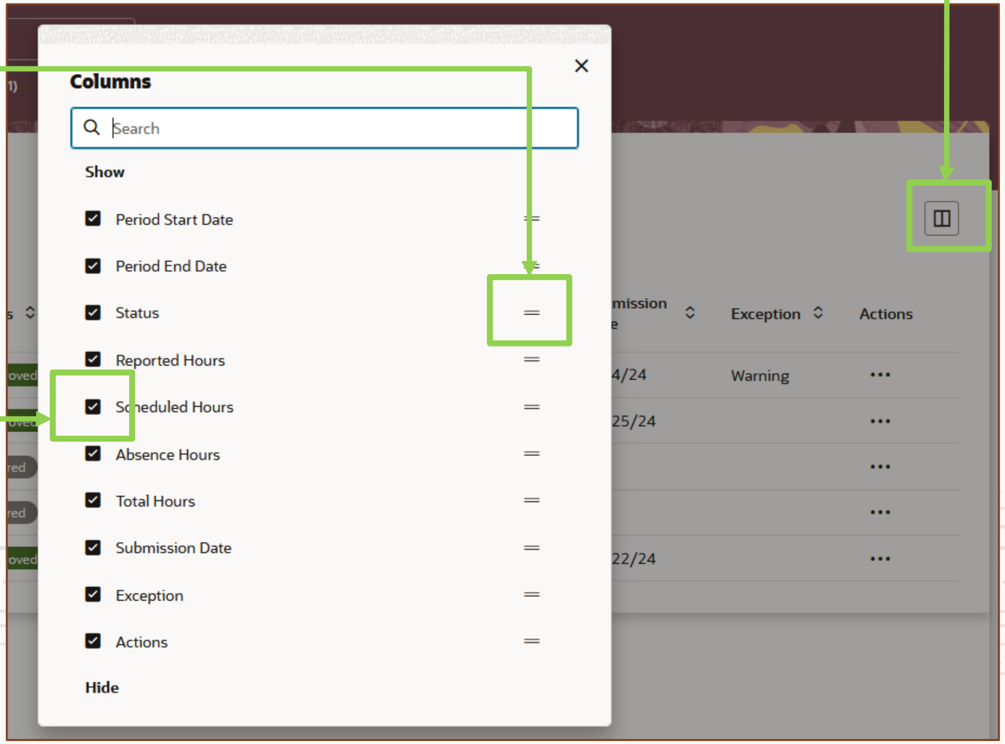


How to Submit Time – Navigate Time With Projects

1. Customize View of Existing Time Cards by clicking the “columns” icon.

2. Re-order columns by clicking the “=“ to drag/drop.

3. Deselect columns to hide; select (√) to display.

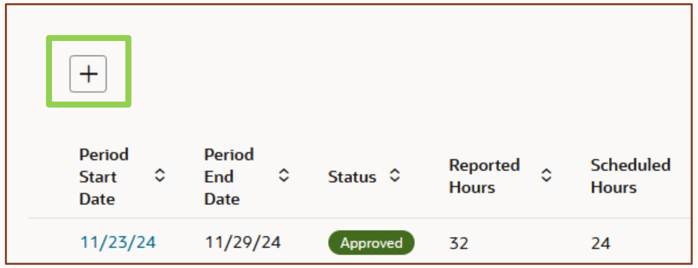


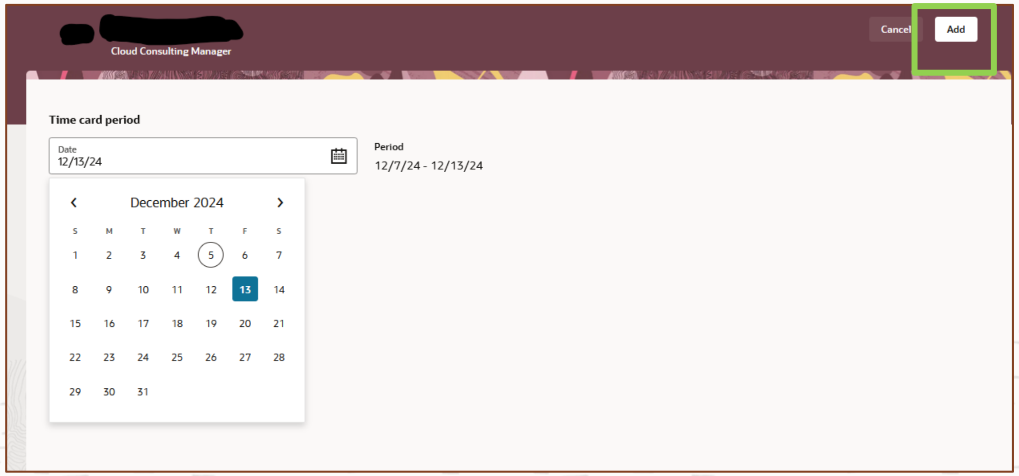
How to Submit Time – Create a New Time Card

To create a new time card:

1. Click the **+** icon to create a new time card
2. Select the Time card period, then click **Add**.

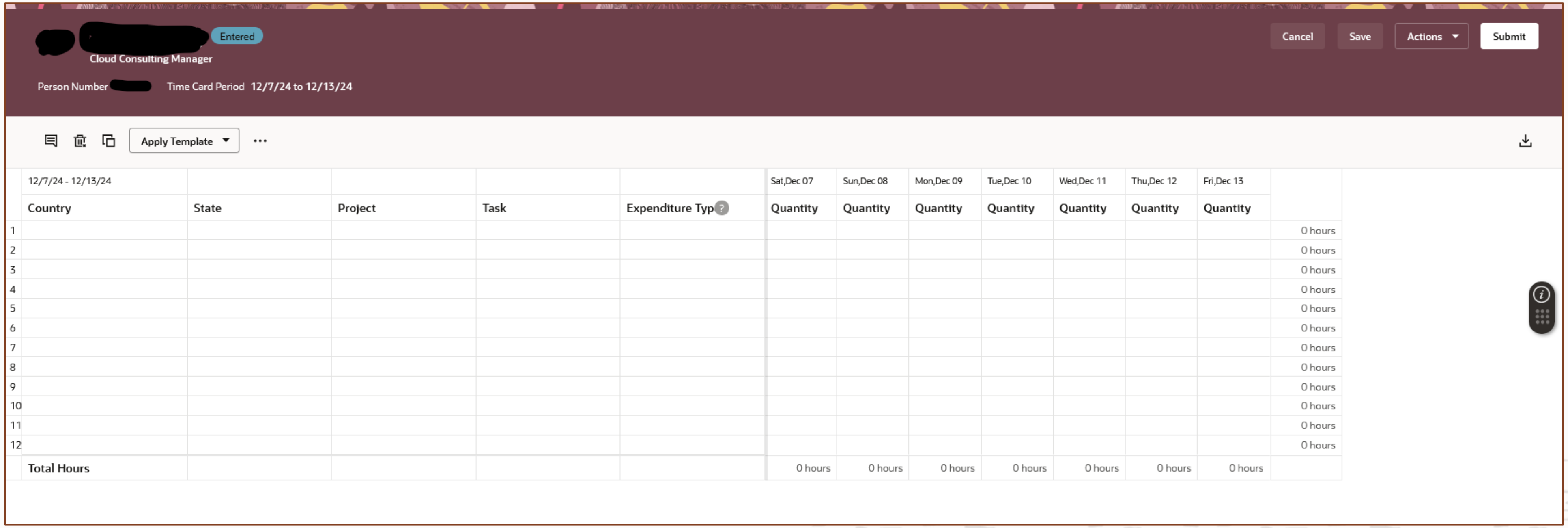
Note: In Time With Projects the week displays as Saturday through Friday. Depending on the **Date** you enter, the period will default to the week containing that date.





How to Submit Time – Create a New Time Card

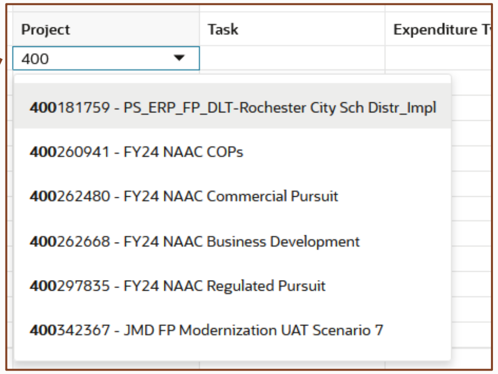
The time card layout for Contractors required to submit time cards is as shown below.
By default, there are 12 rows available. You can add or delete rows as described in this process.

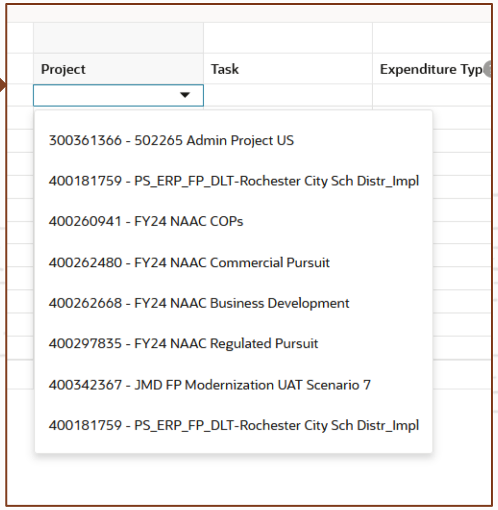


Attention: If you do not have layout shown above, please confirm contact your Oracle Supervisor and/or PM, who can request the permission for you.

How to Submit Time – Populate Fields/Values in the Time Card

1. There are *four* ways to populate fields within *Time with Projects*, described in this and the following slides:
2. Start typing the first few digits/characters and a list of matching entries from which to choose will be returned.
3. Double-click in the field to display the down arrow.
   Click the down arrow to display full list of options available.
   - Clicking the drop-down as blind query is slower than entering a few characters to reduce the list.





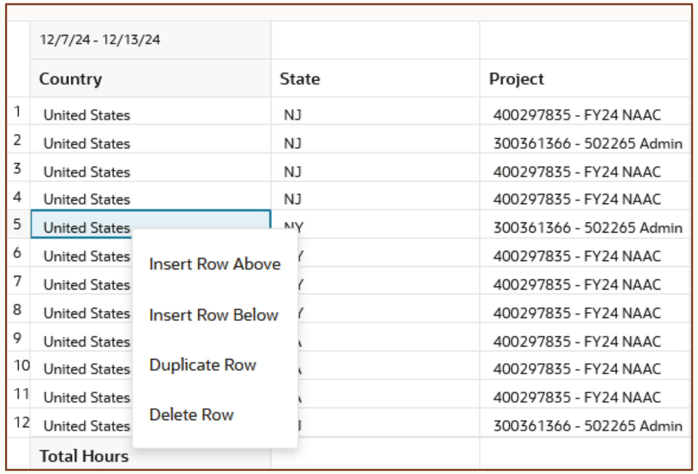
How to Submit Time – Populate Fields/Values in the Time Card

3. Copy/Paste each field, following these guidelines:

Field	Outside Source	From Another Row within Time Card
Country	Yes	Yes
State	Yes	Yes
Project	Yes	Yes
Task	No	Yes, only for same project number
Expenditure Type	No	Yes
Quantity	Yes	Yes

How to Submit Time – Populate Fields/Values in the Time Card

4. “Row’ Actions; right click on a row to open actions menu:
    - **Insert Row Above**: Blank row above selected row.
    - **Insert Row Below**: Blank row below selected row.
    - **Duplicate Row**: Duplicates all data from selected row including cell comments and inserts it into the row below.
        - To change fields in the duplicated row, update through one of the other methods and be sure to work left to right when making updates to Project, Task, Expenditure Type.
    - **Delete Row**: Deletes selected row – rows which include Absence Type cannot be deleted if they have been Submitted or Approved



How to Submit Time – Populate Fields/Values in the Time Card

5. Enter **Country** and **State:**

Country:

- You must choose the country where you were physically performing services.
- If you are delivering services remotely, enter where you are physically located.

State:

- Choose the State you in which you were performing services.
- If in a country where State is not applicable, choose **Not Available** in the **State** field.
- You cannot leave this field blank.

12/7/24 - 12/13/24	
Country	State
United States	NJ

Notes:

- If you are performing services from your home location, enter your home state even if you are working on a customer project where the customer is located in another country and/or state.
- If you are performing services from an Oracle office or Customer Site, enter the Country/State where the office/site is located.
- If you are recording travel time, use your origin point for each leg of travel. For example, if you are US, NJ based and traveling to California, for your outbound trip use US, NJ and US, CA for your return trip.

How to Submit Time – Populate Fields/Values in the Time Card

6. Enter **Project**, **Task**, **Expenditure Type**
   Project:

- Choose the Project you have worked on during the week using one of the three search options described in this process. Only projects where you are added as a resource in the Transaction Controls of the project are available; you can only add time if you are authorized to do so by the PM.
  Attention: If a project is not appearing in your list, contact the PM or Project Admin.

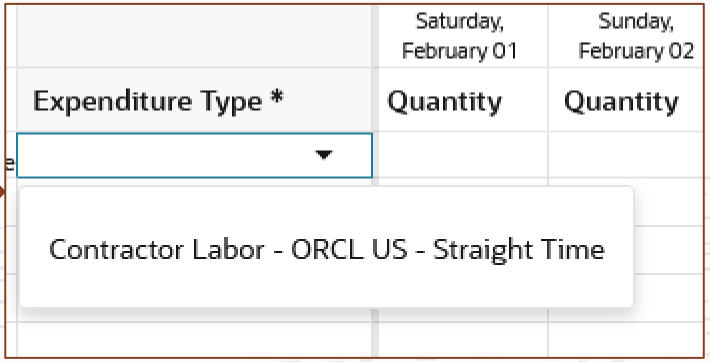
Task:

- Choose the appropriate Task for the work performed.
  Attention: If you are unsure which task to choose or a specific task is not appearing in your list, contact the PM or Project Admin.

Expenditure Type:

- Choose the option **Contractor Labor –ORCL (**XX**) Straight Time,** where *XX* is the country code. You will only have a single option.

Attention: When populating *or* modifying Project, Task, Expenditure Type, it is important to work left to right as there are dependencies on the values for each of these elements. You must first choose the new **Project**, then **Task**, then **Expenditure Type**. The values are updated based on the value of the previous field.



How to Submit Time – General Information

- The timecard week runs from Saturday to Friday.
- Enter time performing services as hours per day, for a particular project/task combination.
- You can enter partial hours.
- If you performed services on multiple projects and/or tasks on a single day, enter multiple lines to account for the hours related to each unique combination of project/task and/or country/state.
- Enter the number of hours according the country specifications and appropriate for the services performed.

	1/25/25 - 1/31/25					Saturday, January 25	Sunday, January 26	Monday, January 27	Tuesday, January 28	Wednesday, January 29	Thursday, January 30	Friday, January 31	
	Country	State	Project	Task	Expenditure Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1	United States	MO	400283024 - CTT0095028:	10546880:4 - Clinicals |	Contractor Labor - ORCL US -			8	4				12 hours
2	United States	KS	400286485 - CTT0098506:	10555179:207 - Learning -	Contractor Labor - ORCL US -				4				4 hours
3	Canada	Not Available	400286485 - CTT0098506:	10555179:207 - Learning -	Contractor Labor - ORCL US -						8	8	16 hours
4	United States	KS	400283024 - CTT0095028:	10546880:4 - Clinicals |	Contractor Labor - ORCL US -					8			8 hours
5													0 hours
6													0 hours
7													0 hours
8													0 hours
9													0 hours
10													0 hours
11													0 hours
12													0 hours
	Total Hours					0 hours	0 hours	8 hours	8 hours	8 hours	8 hours	8 hours	

How to Submit Time – Add Comments

If required by the PM, enter time card comments at the cell level.

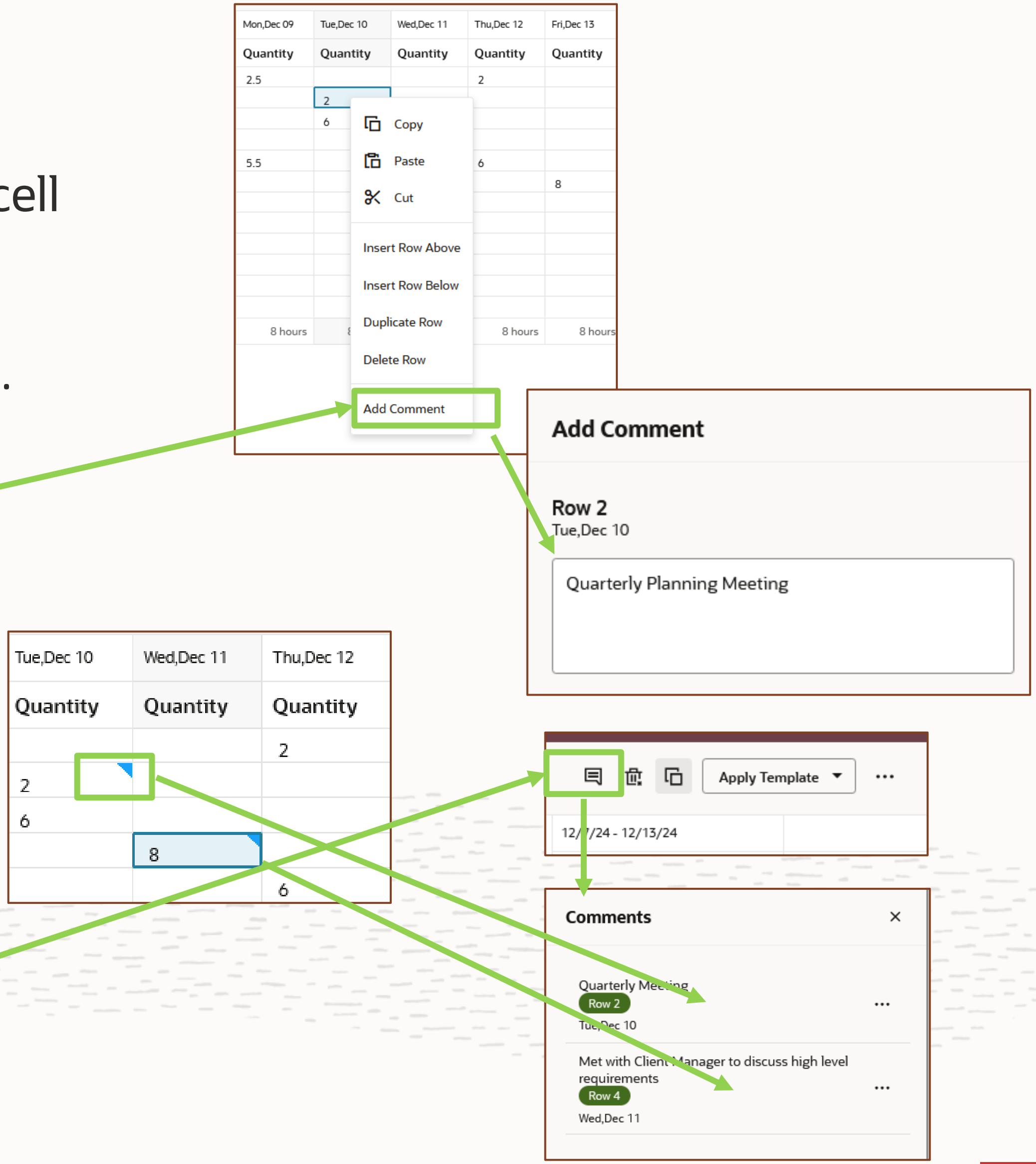
- These comments are visible on Oracle's invoice to the customer; ensure the comments are clear and professional.

To add a Comment:

1. Right click on the cell for which you would like to enter comment.
2. Choose **Add Comment**.
3. Enter comment.
4. Click **Save** (lower right).
5. Repeat as needed.

Notes:

- Cells with comments display blue indicator in corner.
- Hover over over to view the cell comment.
- Click comments icon to view all comments for a time card.



How to Submit Time - Options
Save, Cancel, Submit

Save your time card at any time, then continue to edit in the current session or come back to edit at another point prior to submitting. See slide.

Cancel reverts to the last version of the time card.

Submit time card when it is complete. Upon successful submission, you will be returned to **Existing Time Cards**. The status will be **Submitted.**

Time Card Approval Workflow

Approval Workflow:

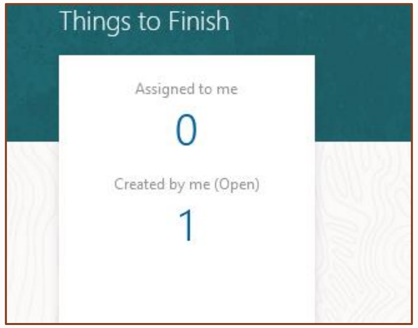
- After you submitted a time card, it will have a status of “**Submitted**” and be routed for approval by the PM(s).
- If entering time for more than one Project with different PM approvers, the time card remains in **Submitted** status until *all* PMs have approved.
- All approval workflows must complete successfully for a time card to move to **Approved** status
- If your time card remains in **Submitted** status, resolve by following the Common Errors described starting with this slide, and if needed discuss with your PM.

Time Card Approval Workflow

After submit your time card for approval:

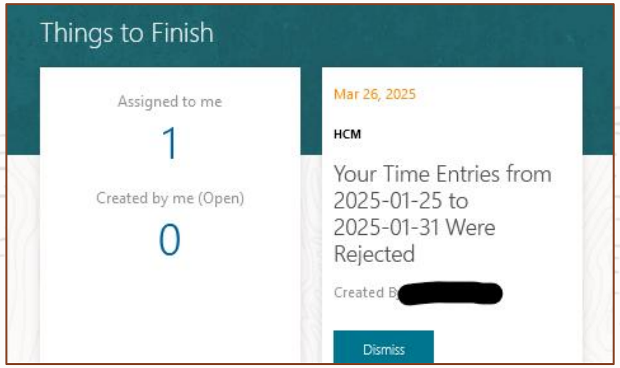
Track actions on the Home page, under **Things to Finish> Created by me**, which displays:

- The number of approvals *not* completed.
  - For example, if you charge 2 different projects, the counter will be at 2.
  - As a PM approves, the counter will be reduced.
  - **Assigned to me** and **Created by me** (Open) are 0 after all approvals are completed; the time card status is then **Approved**.



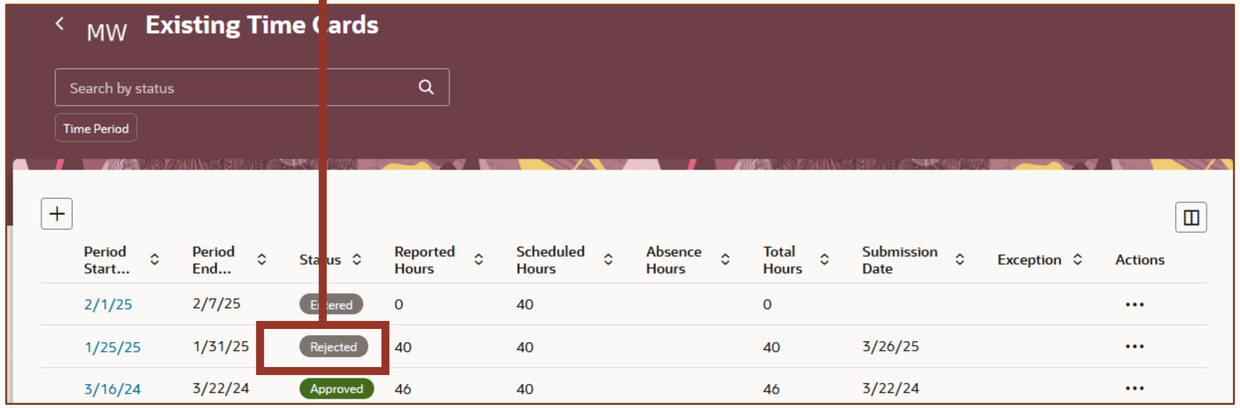
If the PM rejects a time card:

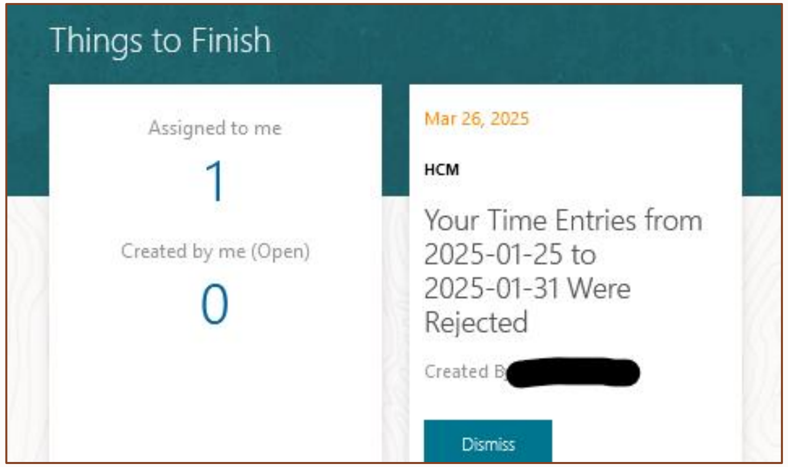
- **Created by me** will be 0.
- **Assigned to me** will be 1 along with a notification of the rejection with additional information.
- See next slide.



Time Card Approval Workflow - Rejected

If incorrect, the PM rejects the time card and includes notes about what to correct.





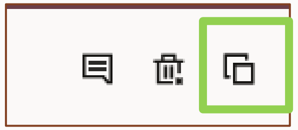
Notes:

- If multiple projects are charged and multiple PMs must approve, if any of the PMs reject, the entire time card is rejected.
- You must correct and submit it and send it through the full approval workflow again.

How to Create a Time Card Using Copy

To create a copy of a previous time card, to start with information from a previous week:

1. Create a new time card.



2. Click the copy icon.
   All of the previous week's time card details will be copied to the new time card.
   - Country, State, Project, Task, Expenditure Type, Hours per day, and Comments.
4. While in **Entered** or **Saved** status, edit and update as needed: add additional rows, make edits to the copied rows, delete a row which was copied, or other. Follow the processes in previous slides.
5. Click **Save** and/or **Submit**.

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Use Templates - Overview

Template functionality has been introduced with this release, which allows you to:

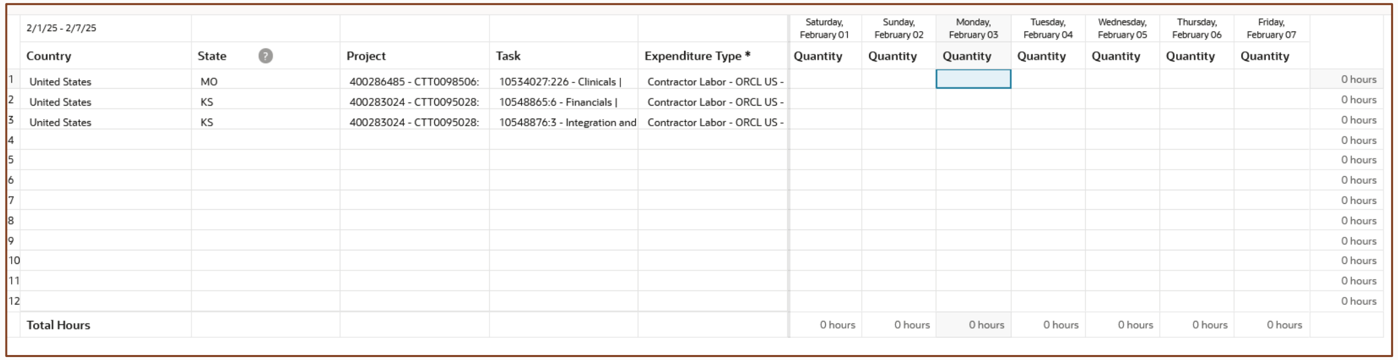
- Create and save up to *six* templates.
- Apply a template to create a new time card.
- Define templates that include partial data for a row or all data, which can you can modify the template is applied to the new time card. Follow the processes in the previous slides about entering and modifying time cards.
- Update templates. Templates **cannot** be deleted; they can only be modified
- Name templates. Templates **cannot** be renamed therefore recommend the names not be specific to a project assignment. Suggest something like “Current Assignments” or “Standard week.”

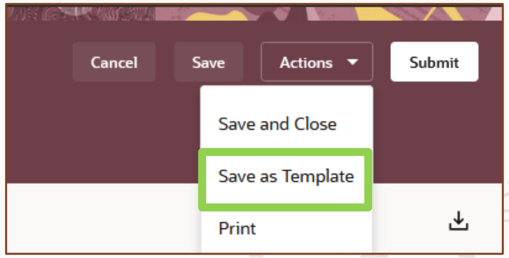
Note: The following slides describe how to create, modify, and apply templates.

Use Templates - Create a Template (1 of 2)

To create a template:

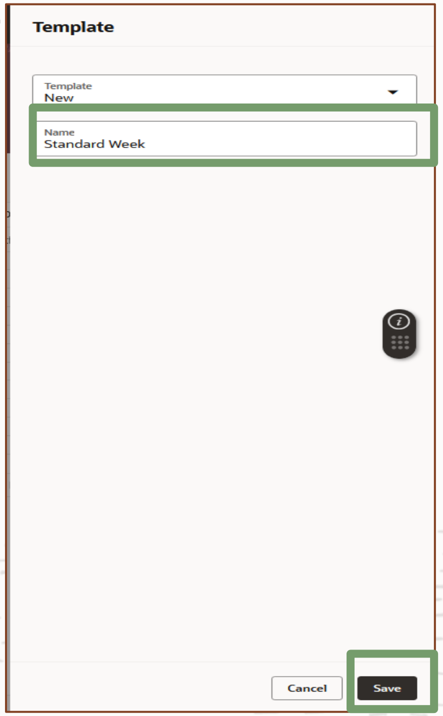
1. Choose an existing time card or create a new time card.
2. Edit the time card to include the information for the template.
   - You must populate all fields for a template.
3. From the **Actions,** choose **Save as Template**.





Use Templates - Create a Template (2 of 2)

4. Enter a **Name** for the template.
   Use generic names because you can modify templates but not remove/replace them.
5. Click **Save**.



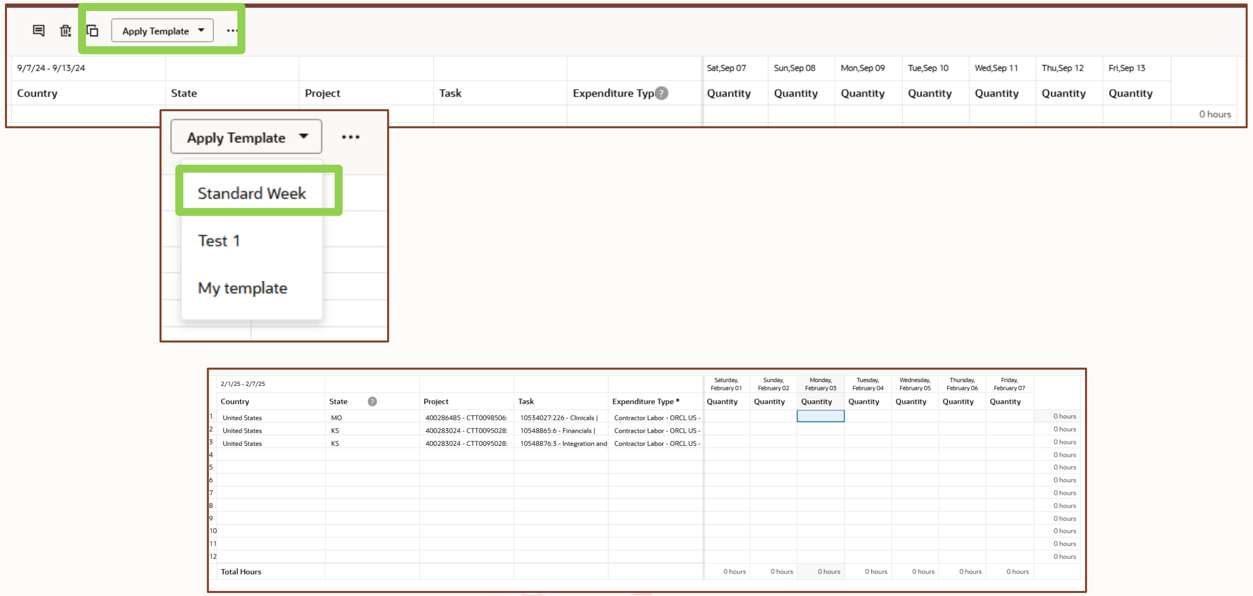
Use Templates - Edit an Existing Template

To edit an existing template:

1. Create a new time card and apply the template you would like to edit. See this slide.
2. Make the modifications to the template.
3. From the **Actions**, click **Save as Template**.
4. Choose the existing **Template** you are editing (not New).
5. Click **Save**.

Use Templates - Create a Time Card Using a Template

1. Add a new time card
2. Click **Apply Template.**
3. Choose the template to apply.
4. The data from the template is added to the time card.
5. Edit and update as needed. Follow the processes in previous slides related to creating and modifying a time card.
6. Click **Save** or **Submit**.



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Modify Time Cards - Guidelines

You can modify time cards in any status, including Entered, Saved, Submitted, Approved, if they meet the following criteria:

- Time being adjusted is within 12 weeks Days from Current Date.
- Time is not invoiced in Oracle systems.

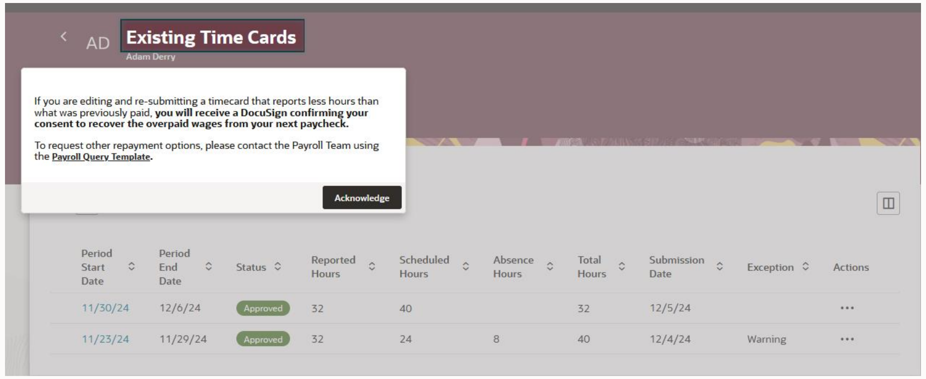
Contact the PM(s) and/or Project Administrator(s) with questions or for specific instructions when modifications do not meet the above criteria.

For instructions, see next slide.

Modify Time Cards – Modify a Time Card

To modify a time card:

1. Open **Existing Time Cards**.
   - Typically, you will receive a warning message.
   - If displayed, read the warning message and click **Acknowledge**.
2. Choose a time card to modify by clicking on the hyperlink under the **Period Start Date**, or choose **Edit** from the **Actions** menu.
3. Modify as required.
   - Add rows, change project, task, location details, remove rows, add/adjust Quantity, etc.
   - You can edit any existing rows with “Contractor Labor” provided they have not been invoiced
4. Click **Save** and/or **Submit**.



Time Card Entry Tips

CONFIRM the Project and Task values to be used with the PM.

If entering time for more than one Project with different PM approvers, the time card remains in **Submitted** status until all PMs have approved.

EXPENDITURE TYPE is typically **Contractor Labor**.

SAVE the time card at any time to ensure you do not lose data.

Be sure to **SUBMIT** after confirming everything is entered.

Errors and Issues (1 of 3)

- I don’t know what project and/or task to charge.
  Remedy: Contact the PM.

- A project is not showing in my search results:
  Cause(s): Transaction Control missing or not active for time card period; “blank” transaction control; time card period outside the Start and Stop date of the project; project status does allow time card entries.
  Remedy: Contact the PM or Project Admin for the project.

- The task I was told to charge is not showing in the search results
  Cause(s): Not “chargeable”; time card period outside the Start and Stop date of task.
  Remedy: Contact the PM or Project Admin for the project.

- Messages: “A Project-level expenditure transaction control has been violated” or “You are not authorized to enter time for this project.”
  Cause: Transaction control start and end dates do not include the date(s) you are attempting to charge.
  Remedy: Contact the PM or Project Admin for the project.

Errors and Issues (2 of 3)

- Message: “The Expenditure Date is not within the dates of the task”:
  Cause: The task start and end date are outside the date(s) you are attempting to charge.
  Remedy: Contact the PM or Project Admin for the project.

- Message: “Couldn’t save the time already invoiced”:
  Cause: Modifying a time card entry which has already been invoiced to the customer.
  Remedy: Contact the PM or Project Admin for the project.

- Messages: "No Change Allowed. This entry has been invoiced" or "No Deletion Allowed. This entry has been invoiced”:
  Cause: Modifying a time card entry which has already been invoiced to the customer.
  Remedy: Contact the PM or Project Admin for the project.

- Existing Time Card query is not returning any records:
  Action: 1) Assure you are using a supported browser. 2) Verify your query criteria. 3) Clear your browser history and cache and restart the browser. 4) Use another browser. 5) Open in a new Private or Incognito browser session.

Errors and Issues (3 of 3)

- Message: "The task isn't a financial task or doesn't belong to the project entered on the cost transaction."
  Cause: The task is not setup as chargeable on the project.
  Remedy: Confirm you are using the correct task; choose the task from the list of values. Do not copy/paste.
  Cause: Copied the task from another row with a different project. While task names may be the same from one to another, there is an internal ID which makes it unique to a single project
  Remedy: . Use supported methods for populating fields, including Copy/Paste limitations for populating task. See this slide.

- Message: "You cannot enter 0 hours in a row".
  Cause: Entered a "0" in a Quantity field, check Saturday and Sunday.
  Remedy: Clear the field(s) with the "0" value entered.
  Cause: Copied a previous row or previous week time card or applied a template, then did not fully remove the contents of a row.
  Remedy: Use "Delete Row" to assure all rows on the time card that appear to be empty are cleared completely.

- Time Card is "stuck" in Submitted
  Cause: Pending Approval by PM(s).
  Remedy: Contact the PM(s).

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