

# Oracle Time and Labor

Oracle Time and Labor (part of Oracle Cloud HCM) is a comprehensive, easy to use, rules-based time recording, and management system designed to give you maximum visibility and control over your most valuable resource, your people.

Natively integrated with Oracle Global HR, Oracle Absence Management, Oracle Payroll, and Oracle Project Costing, Oracle Time and Labor supports a wide range of time recording needs for both your employees and contingent workforce. The real time rules engine and rule templates provide an extensible and easy to configure method for validating time entries and applying pay rules, with the results included on the time card. Integration with Oracle Absence Management means scheduled absences will be shown on the calendar and time card and absences can be reported through both the calendar and the time card. With integration to Payroll, including support for retroactive changes, and recording time against valid up-to-date project information, Oracle Time and Labor provides accurate and consistent time related data to the Enterprise.

## QUICK AND EASY TIME ENTRY AND SUBMISSION

Time and Labor provides rapid time and absence entry through a daily, weekly or monthly calendar. Full drag and drop capabilities, as well as the ability to enter time or absence for a range of dates are provided as an easy and fast way to enter time into the system.

## COMPREHENSIVE TIME CARD CAPABILITIES AND TIME CARD COMPOSER

Calendar entry does not suit everyone, so Time and Labor provides comprehensive time card entry capabilities. The time card is highly configurable using the Time Card Composer, a train stop process which allows a business user to configure many of the



### Key features

- Supports all types of time entry (punch, duration, exception, positive) for employees and contingent workforce
- Time Clock support and Web Clock (time clock simulation with Oracle Cloud HCM)
- Flexible approvals to ensure accountability
- Visually create different types of time cards for different user needs
- Multiple assignment support
- Configurable business driven rules for overtime, premium calculations, and time entry validations
- Integrated time entry with Absence Management and Projects
- Report time against cost and location codes
- Mass time card create, mass time entry and mass approvals
- Send time data to any payroll solution

### Key benefits

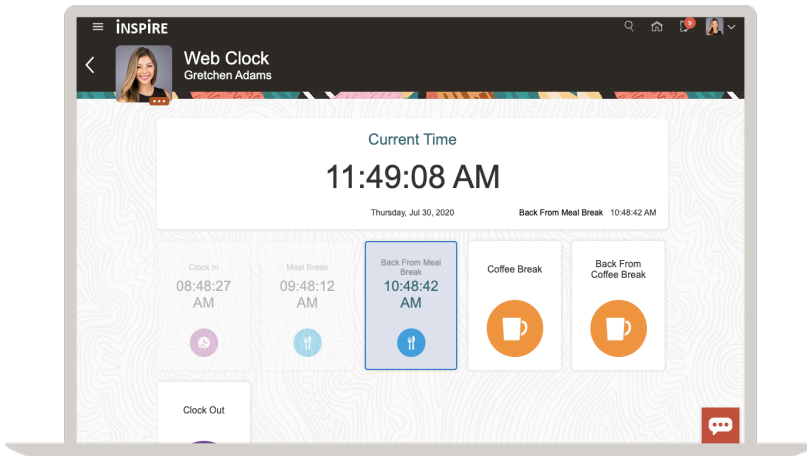
- Ensure compliance with company and external policies relating to time
- Decrease payroll preparation time

components of the calendar and time card entry system without involving technical support.

## EXTENSIVE TIME COLLECTION DEVICE SUPPORT PLUS WEB CLOCK

For organizations requiring more automatic time registration, Time and Labor provides integration capabilities to time clocks plus a configurable Web Clock. Rules can be applied to the incoming time events such that the time registration to payroll process can be nearly fully automated, where the Manager deals with any exceptions to expected working times. Time entry through time clocks and the Web Clock can be combined with the calendar and time card entry to provide support for a wide range of time management business processes.

- Reduce pay errors and adjustments by accurate application of pay rules
- Ensure a single source of truth for time related data throughout the enterprise



## CONFIGURABLE REAL-TIME RULES ENGINE

Today's leaders are under more pressure than ever to make decisions on what strategies they should pursue to achieve their strategic objectives. Whether it's entering a new market, launching a new product, or the decision to merge or divest part of their organization; leaders also need to understand the people, the skills, and the competencies needed to achieve their organizational goals.

Yet, less than 40% of organizations have any kind of proactive workforce planning process, meaning that the required people, skills and competencies are an after-thought, after operational costs have already been determined via a spreadsheet. Traditional planning has been finance intensive and effective for managing short-term operational costs, but often lacks insights into how their people will actually go about executing the strategy.

## USER DEFINED TIME CARD FIELDS

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## FLEXIBLE TIME ENTRY APPROVALS

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## **STANDARD INTEGRATIONS**

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## **BUILT-IN EXTENSIBILITY**

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