



# 2024

## Time & Labor Admin Guide



**Camptra Technologies**  
1309 W 15<sup>th</sup> Street  
Suite 240  
Plano, TX 75075



[info@camptratech.com](mailto:info@camptratech.com)

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Guide Usage and Disclosures .....	2
Guide Information .....	2
How To Use This Guide .....	2
Overall Process Flow .....	3
Glossary of Terms .....	4
Daily Time And Labor Management .....	6
Time Management Overview .....	6
Create Team Timecards .....	10
Search Team Time Cards .....	13
Submit Team Timecards .....	15
Edit Team Timecards .....	18
Approve Team Time Cards .....	22
Delete Team Timecards .....	25
Generate Team Timecards .....	28
Search Time Entries .....	33
Add Time Entries .....	35
Delete Time Entries .....	40
Review Planned Schedule .....	44
Update Planned Schedule .....	46
Create Planned Schedule .....	49
Time Management Analysis .....	52
Load Timecard Batches & Transfer Time To Payroll .....	53
Review Additional Time Management Tasks .....	61

## Guide Usage and Disclosures

### Guide Information

This guide is designed based on the Oracle Cloud HCM delivered setups; some fields may differ from your instance configurations. For example, some fields may be required in this guide that are not required in your instance. Additionally, some of the training topics discussed in this guide may not apply to your organization, but we know you'll find it helpful. If you would like a custom guide for your organization, please contact Megan Ketter at [mketter@camptratech.com](mailto:mketter@camptratech.com).

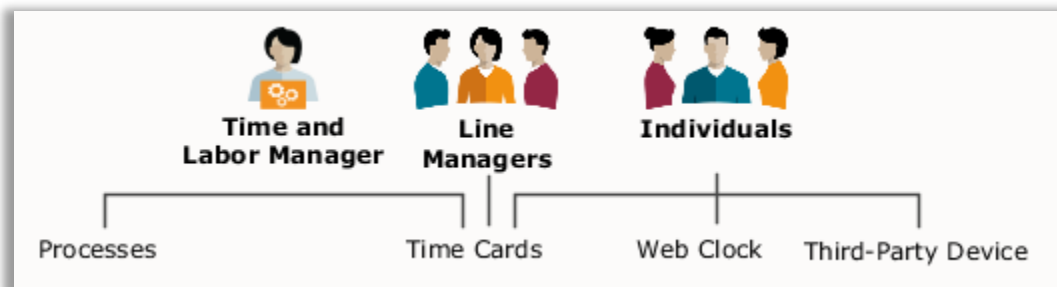
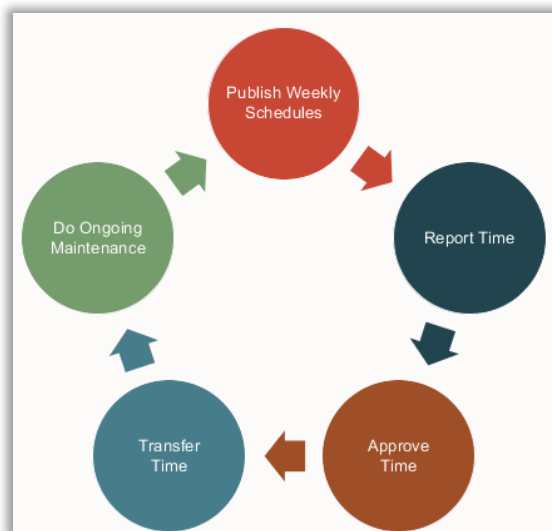
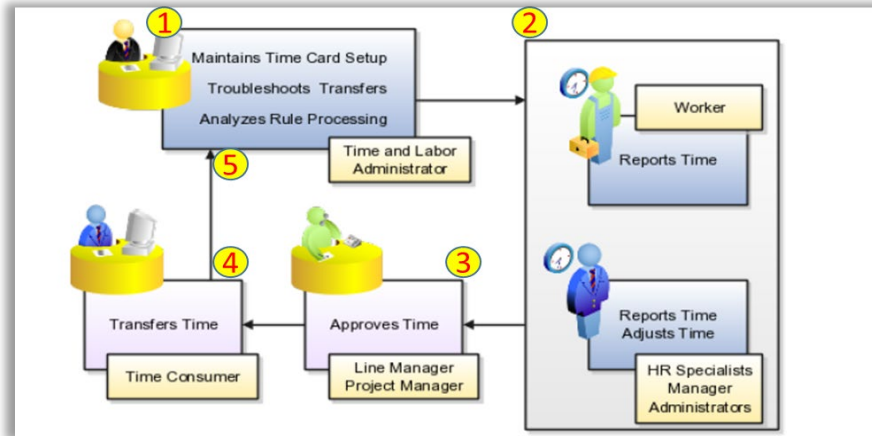
### How To Use This Guide

This guide is intended to assist Admin users with their day-to-day tasks in Oracle Cloud. A few notes before you begin:

1. Any fields with an asterisk are required fields.
2. Based on your configurations, approval workflows may in place for the training topics below; those tasks would need to be approved before the additions or updates are visible in your instance.
3. You may have specific flexfields in your instance that require inputs; this guide is a generic tool and will not include those specific flexfields. You will see those fields as a context segment or not visible at all in our Oracle instance.

## Overall Process Flow

Before we begin with the training content, It's important to understand the overall process flow of information in Oracle Cloud for the Time & Labor module.



## Glossary of Terms

Here we've included common terms associated to the Time & Labor module. Please review the terms below to familiarize yourself with the Oracle Cloud terms used throughout this guide.

### Time Entries

- ✦ A unit of time entered into a timecard by a worker to report time worked.

### Timecard

- ✦ A mechanism used to accurately capture employee and contingent workers' time.

### Elements

- ✦ Elements are essential compensation and benefit components that represent earning types, benefits such as pension plans, absences, expense reimbursements, and even tangible items given to a person, such as a computer.

### Transfer Time

- ✦ The action of moving hours or earnings from the Time & Labor module over to Payroll for processing.

### Approve Time

- ✦ Approval of hours or earnings submitted by an employee. Typically, this is the employee's direct supervisor or line manager.

### Time Management

- ✦ The process of verifying time entered is accurate before sending to payroll from processing.

### Webclock

- ✦ The ability for an employee to clock in and out of the system to track stop and start time within the Oracle application.

### Planned Scheduled

- ✦ The ability for Time Administrators and Manager to manage employee schedules.

### Custom Time Attribute

- ✦ Attributes are used to store additional, company-specific information, for example, Standard 10-minute break, lunch break.

### Value Set

- ✦ Set of a group of valid values that are stored for attributes.

### Time Entry Layout Components

- ✦ We can specify how a time attribute appears on the timecard, calendar, or web clock pages and transfers to the time consumer with these layout components.

### **Time Layout Sets**

- ✦ A layout set consists of different layouts for entering, reviewing, and summarizing time data. These layouts include: Responsive UI, Manager, Shift, Cost Override, and Webclock.

### **Worker Time Entry Profile**

- ✦ We can specify the actions that individuals and managers can do by timecard status. You can also set the number of days employees can edit the cards in the past and future.

### **HCM Groups**

- ✦ Collection of people that share common characteristics.

### **Repeating Time Period**

- ✦ We create a continuously repeating timecard period such as timecard, approval, accrual processing, Overtime, and balances.

### **Time Category**

- ✦ Time categories classify time entries. For example, you create the Regular Pay category that finds time entries with the Regular payroll time type. We can have different categories to find all payroll time type attributes/ those attributes which are eligible for overtime calculation.

### **Time Consumer Set**

- ✦ We identify the consumers that consume time data for specific groups of people.

### **Fast Formulas**

- ✦ We can use fast formulas to validate or calculate data for payroll and other Oracle Fusion applications.

### **Time Rule Template**

- ✦ We can configure rule templates that reuse associated formulas to support the general time validation and processing policies.

### **Time Rules**

- ✦ We use rules to set specific values for parameters and outputs defined in the selected template.

### **Time Rule Set**

- ✦ A ruleset is a collection of rules.

## **Worker Time Processing Profile**

- 💡 A collection of time rules, timecard periods, overtime periods, and time consumers.

## **Time Attestation**

- 💡 This is enabled when we take any confirmation from the employee. For example, when employees submit their timecards less than their scheduled hours this will pop and ask them for reason. Or if employees have any questions after submitting timecards manager reviews them and answer them.

## **Time Balance Dimensions**

- 💡 Provides the time worked by a group of people for an assignment or person group.

## **Work Day Definitions**

- 💡 These are used to identify earned days using the spanning day's rule and associated group threshold.

## **Time Allocations**

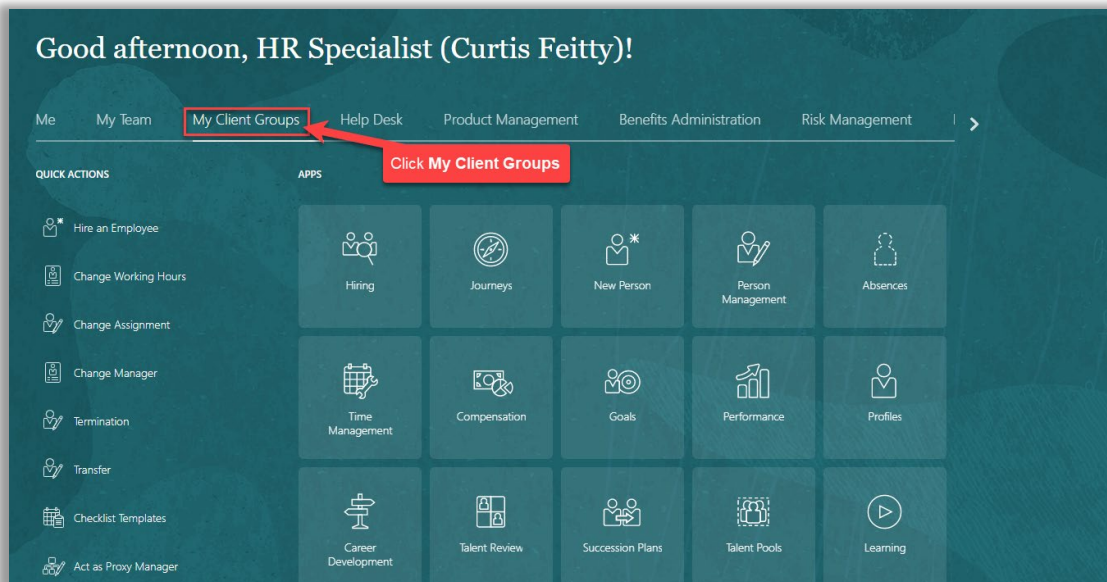
- 💡 This allocates worker hours to a specific cost segment.

## **Daily Time And Labor Management**

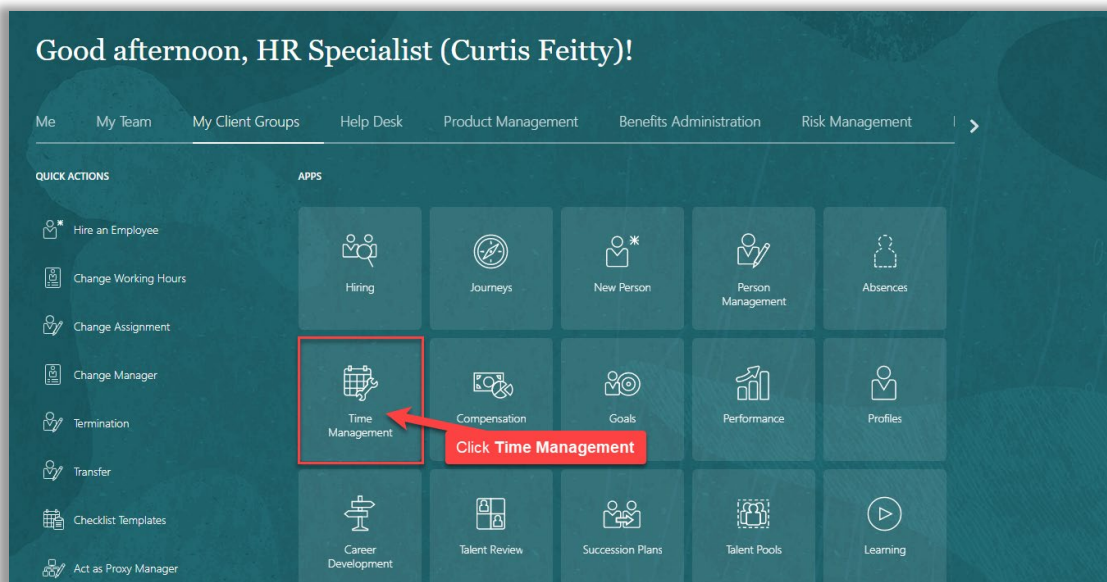
### **Time Management Overview**

Navigation: Home>My Client Groups>Time Management>Review Tabs>Expand Tasks

From the home screen, click **My Client Groups**

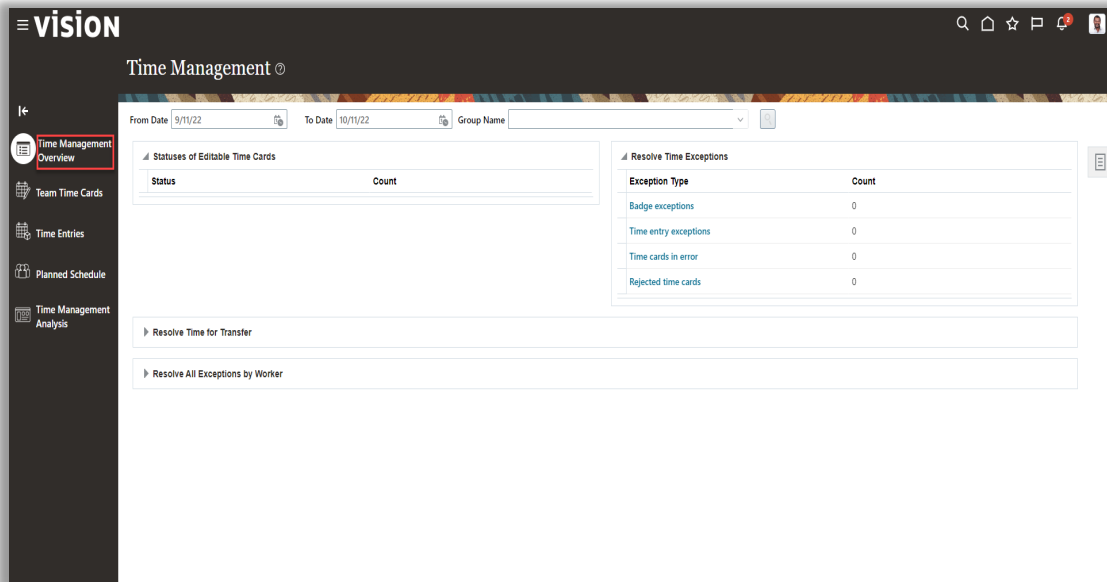


Next, click **Time Management**

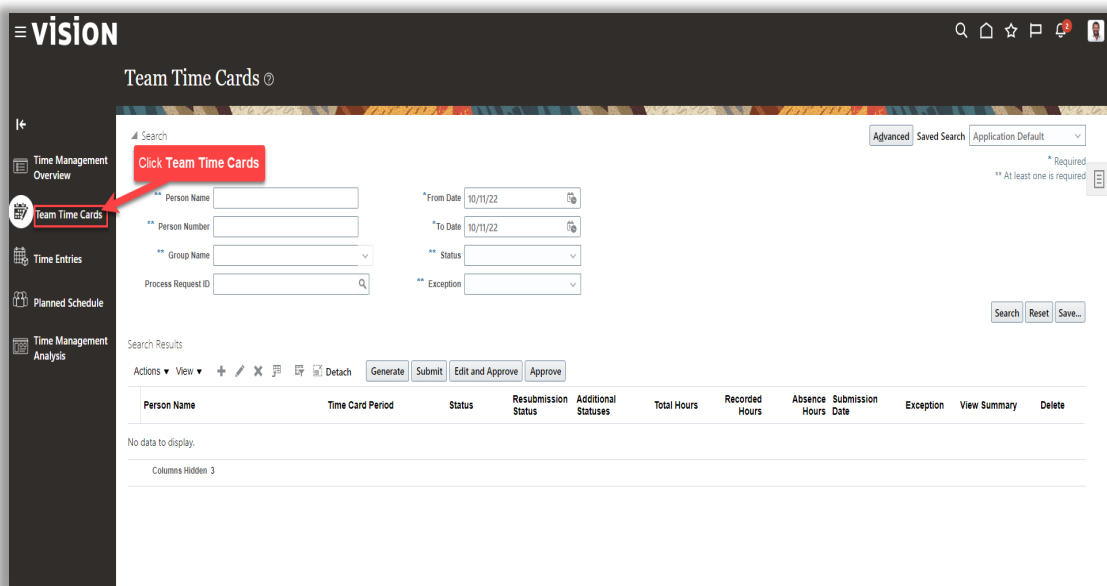


In **Time Management**, the Time Administrator can access the Time Management Overview tab and review the timecard and badge swipe information.





Next, click **Team Time Cards**. In this screen, the Time Administrator can review the time card and their statuses, approve time cards, and create timecards.



Next, click **Time Entries**. In this screen, the Time Administrator can review time entries for employees

**Time Entries**

Search filters:

- Person Name
- Person Number
- Group Name
- Process Request ID
- Device ID
- From Date: 10/11/22
- To Date: 10/11/22
- Status
- Exception

Search Results:

Person Name	Date	Exception	Start Time	End Time	Quantity	Unit of Measure	Comment	Delete
No data to display.								

Next, click **Planned Schedule**. In this screen, the Time Administrator can review the schedules for employees as well as edit the schedules.

**Planned Schedule**

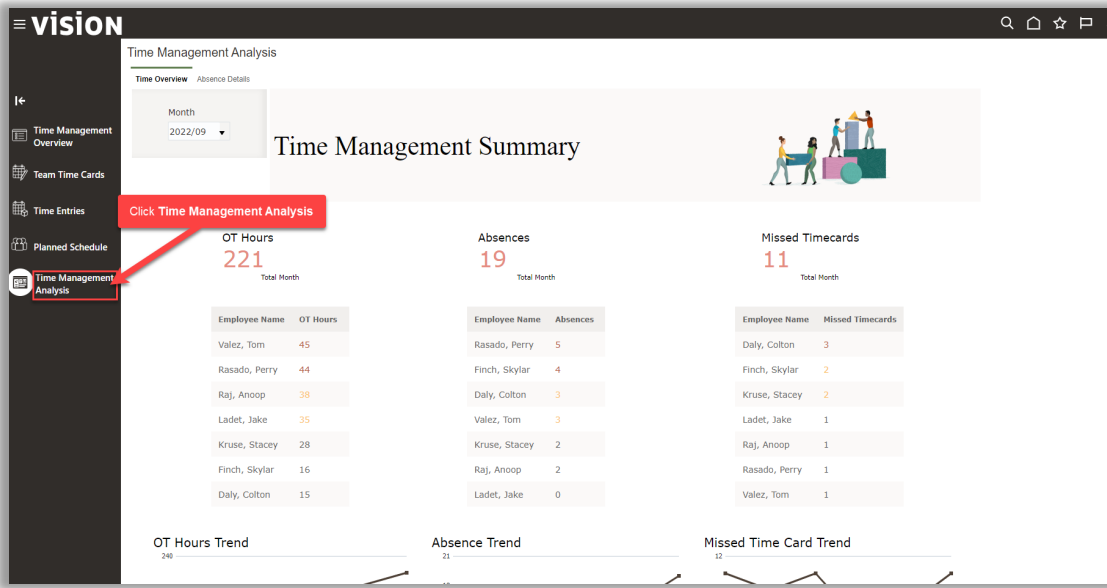
Scheduler Profile: Default profile

Name	Assignment Number	Weekly Duration	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Eden, Sue	E4337	45.00	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM
Hightower, Hope	E4149	45.00	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM
Justus, Halle	E4760	45.00	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM
Lavelle, Carl	E4372	45.00	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM	8:30 AM-5:30 PM

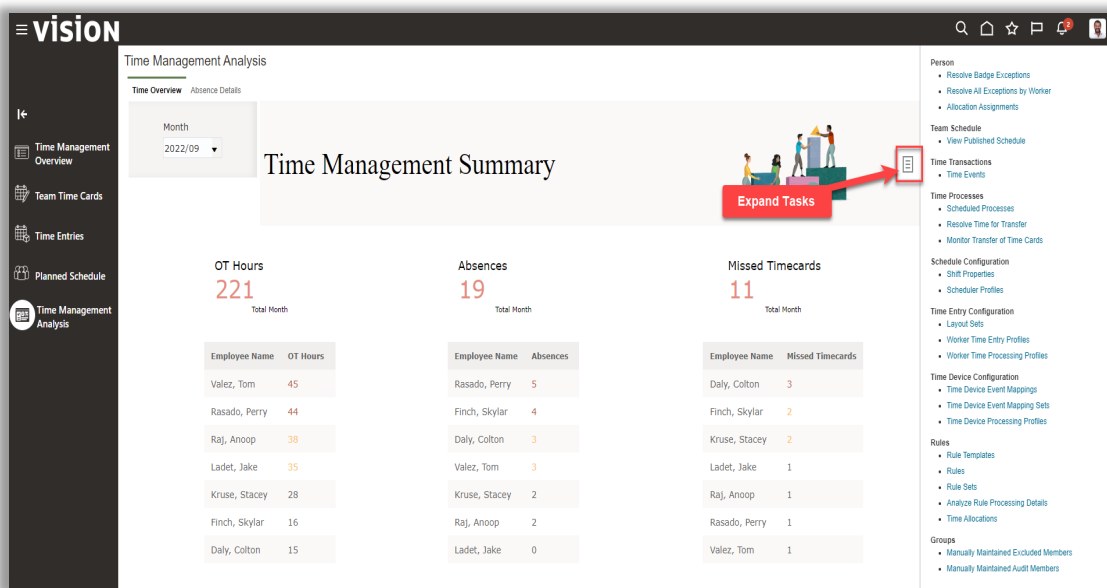
Planned Schedule Summary:

	Total	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Resourcing								
Total Hours	180.00	0.00	36.00	36.00	36.00	36.00	36.00	0.00
Resources Scheduled	20	0	4	4	4	4	4	0

Next, click **Time Management Analysis**. In this screen, the Time Administrator can review reports related to Time and Absence.



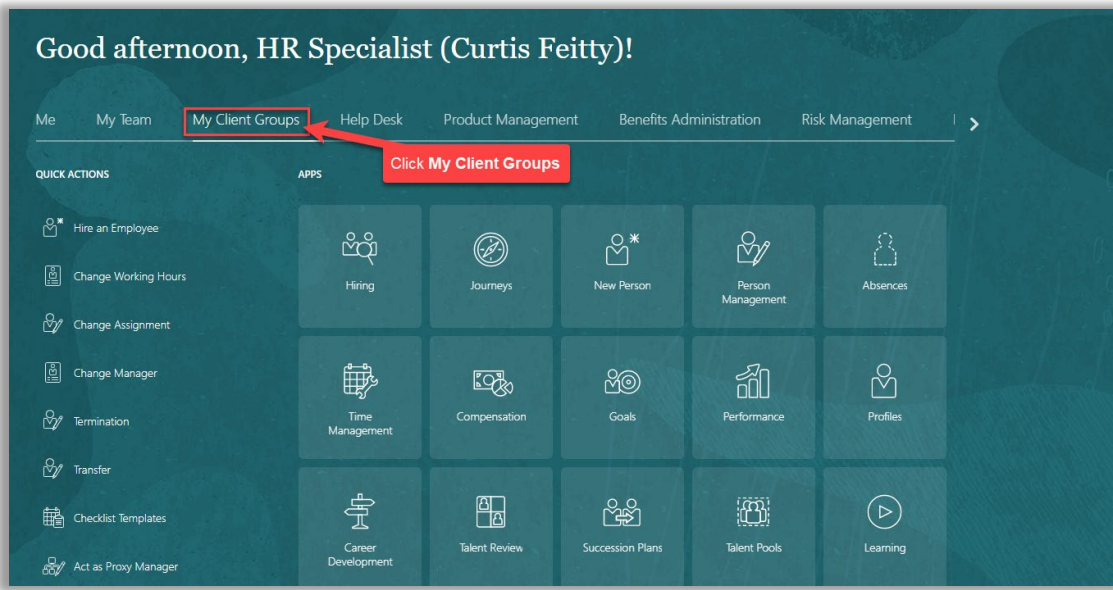
Lastly, expand the **Tasks**. In this area, the Time Administrator can review various tasks related to Time and Labor



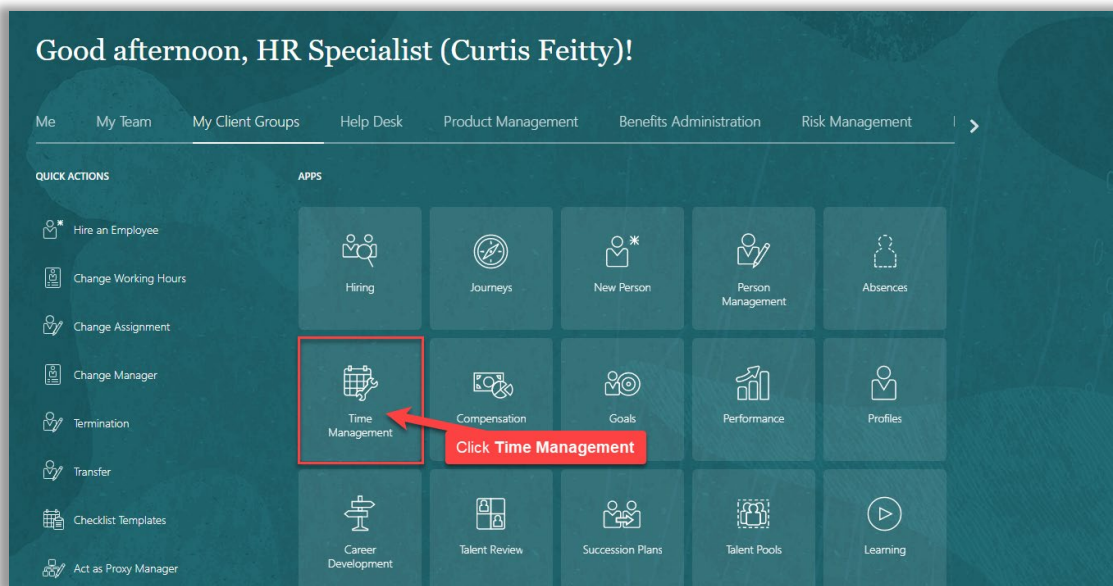
## Create Team Timecards

Navigation: Home>My Client Groups>Time Management>Team Time Cards>Add>Search Person>Enter Info>OK>Enter Timecard Details>Save

From the home screen, click **My Client Groups**



Next, click **Time Management**



Click **Team Time Cards**

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Team Time Cards

Search

Advanced Saved Search Application Default

Person Name \* From Date 10/11/22

Person Number \* To Date 10/11/22

Group Name \* Status

Process Request ID Exception

Search Reset Save...

Search Results

Actions View + X Detach Generate Submit Edit and Approve Approve

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
No data to display.											
Columns Hidden 3											

Click Create

**vision**

Team Time Cards

Search

Advanced Saved Search Application Default

Person Name \* From Date 10/12/22

Person Number \* To Date 10/12/22

Group Name \* Status

Process Request ID Exception

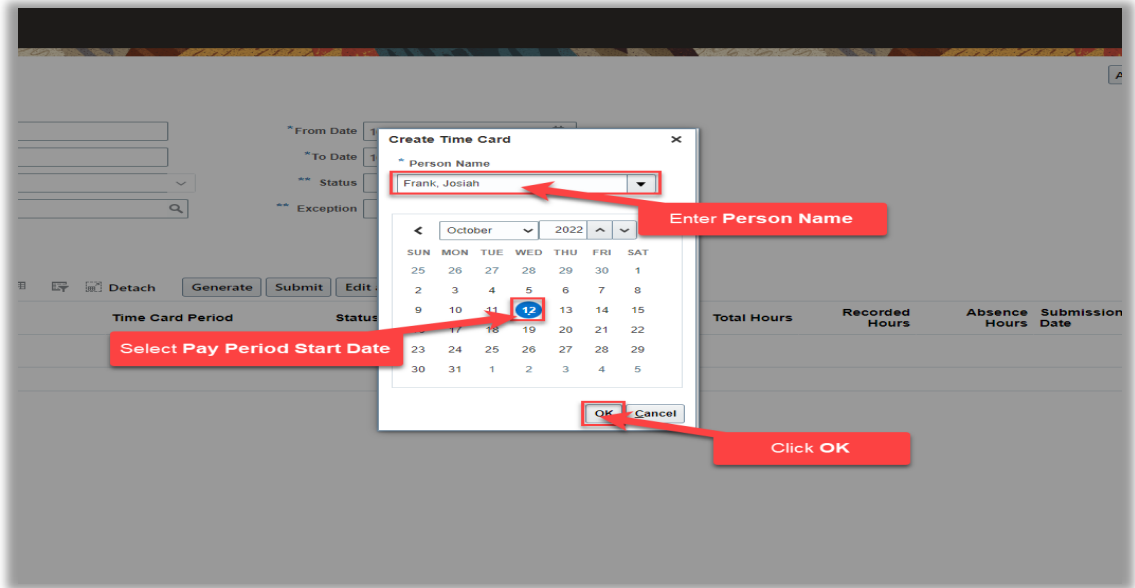
Search Reset

Search Results

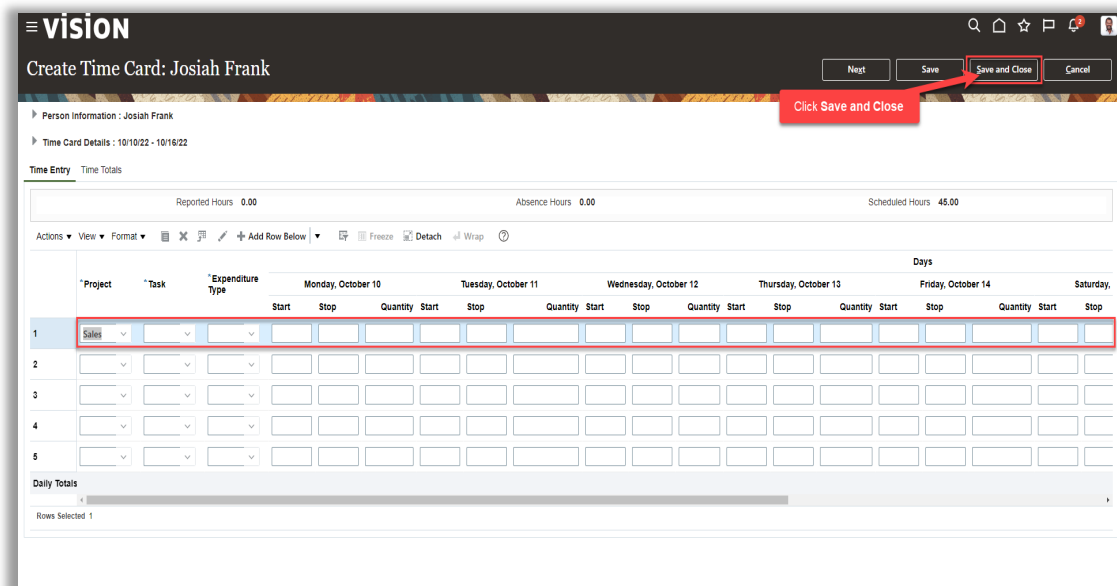
Actions View + X Detach Generate Submit Edit and Approve Approve

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
No data to display.											
Columns Hidden 3											

Enter **Person Name** and select the Pay period **Start Date** and click **OK**



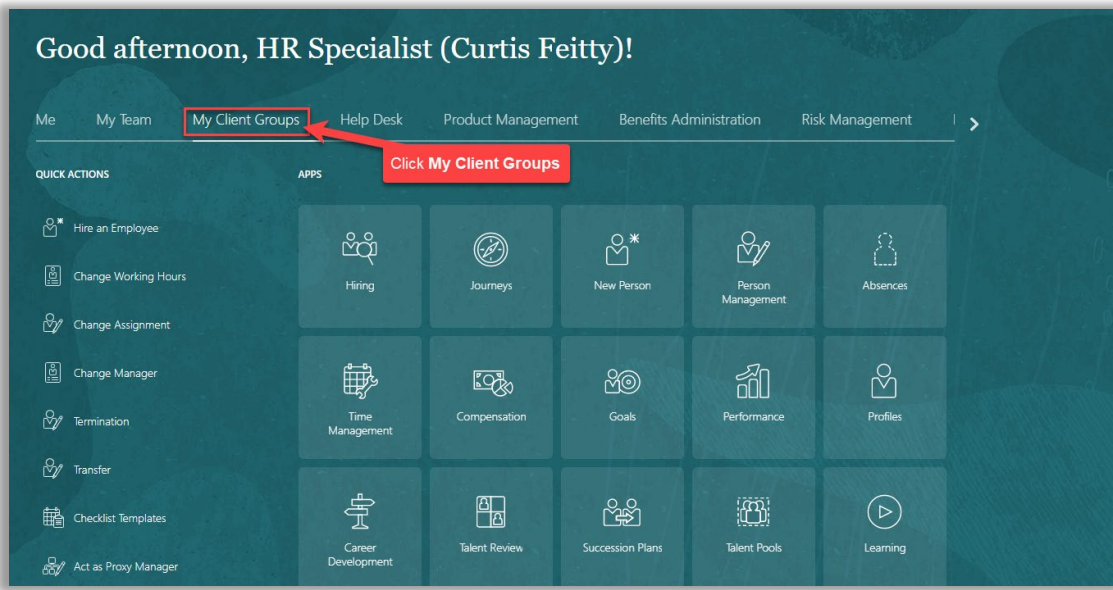
Enter the applicable information and click **Save and Close**



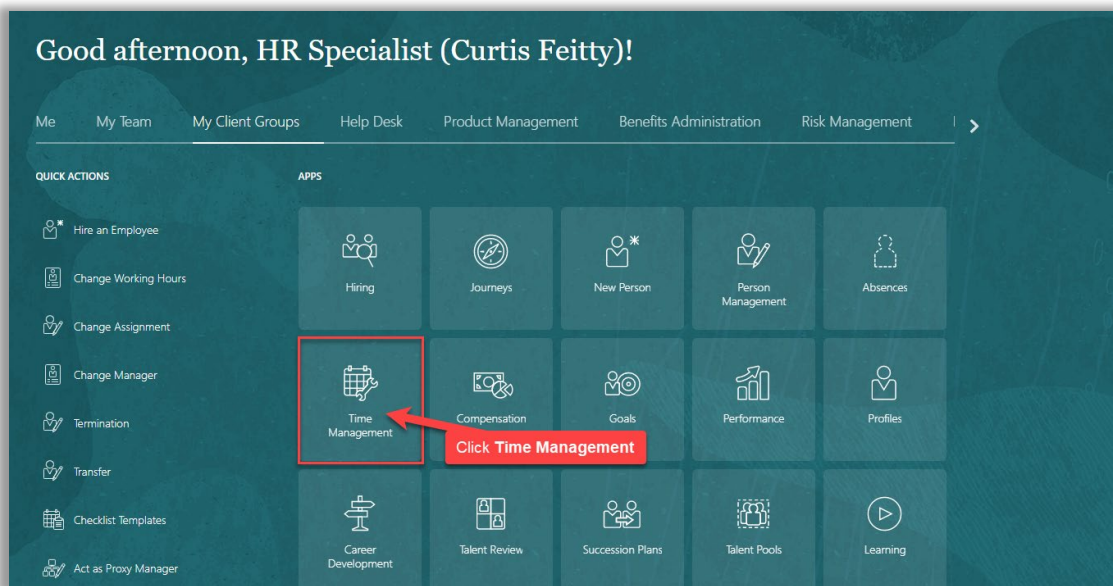
## Search Team Time Cards

Navigation: Home>My Client Groups>Time Management>Team Time Cards>Enter Person Name>Search

From the home screen, click **My Client Groups**



Next, click **Time Management**



Click **Team Time Cards**

**Team Time Cards**

Search

Advanced | Saved Search | Application Default

\* Required  
\*\* At least one is required

Person Name  \* From Date 10/11/22

Person Number  \*\* To Date 10/11/22

Group Name  \*\* Status

Process Request ID  \*\* Exception

Search Reset Save...

Search Results

Actions View

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
No data to display.											

Columns Hidden 3

In this screen, we can search by the **Employee's Name** or **Person Number**, by the timecard **Status**, or **Group Name**. We can also adjust the **From Date** and **To Date** to ensure this span includes the correct timecard period for which we are searching. Once the search criteria is entered, click **Search**. The results will populate below

**Team Time Cards**

Search

Advanced | Saved Search | Application Default

\* Required  
\*\* At least one is required

Person Name Debbie Sheen \* From Date 10/12/21

Person Number  \*\* To Date 10/12/22

Group Name  \*\* Status Submitted

Process Request ID  \*\* Exception

Search Reset Save...

Click Search

Search Results

Actions View

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
Sheen, Debbie	05/23/22 - 05/29/22	Submitted			40.00	40.00	0.00	05/23/22		<input type="button" value="View Summary"/>	<input type="button" value="X"/>
Sheen, Debbie	02/14/22 - 02/20/22	Submitted			40.00	40.00	0.00	02/16/22		<input type="button" value="View Summary"/>	<input type="button" value="X"/>

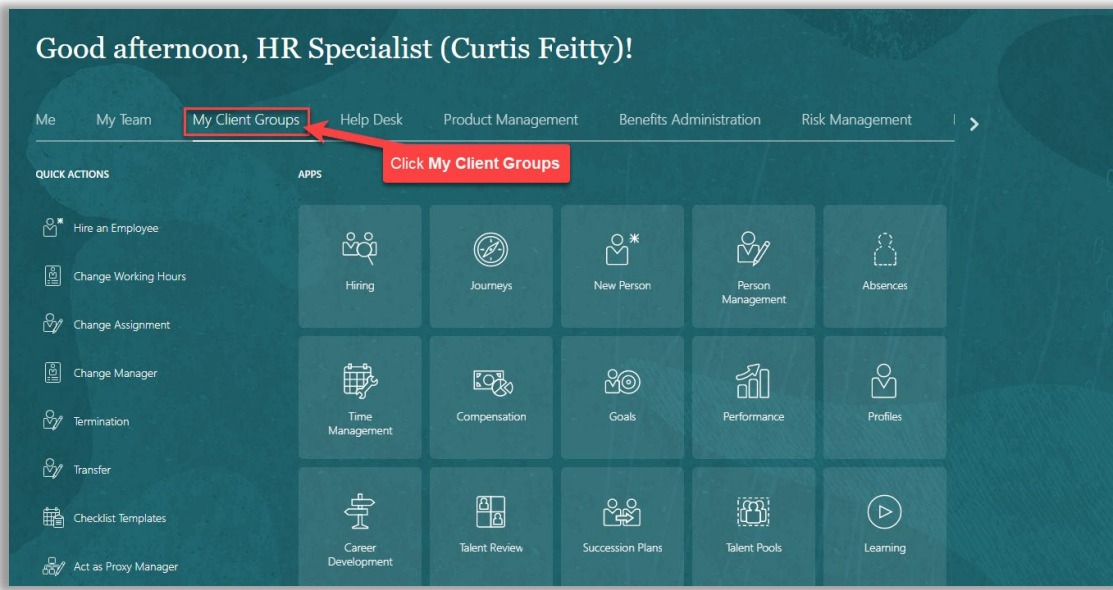
Columns Hidden 3

## Submit Team Timecards

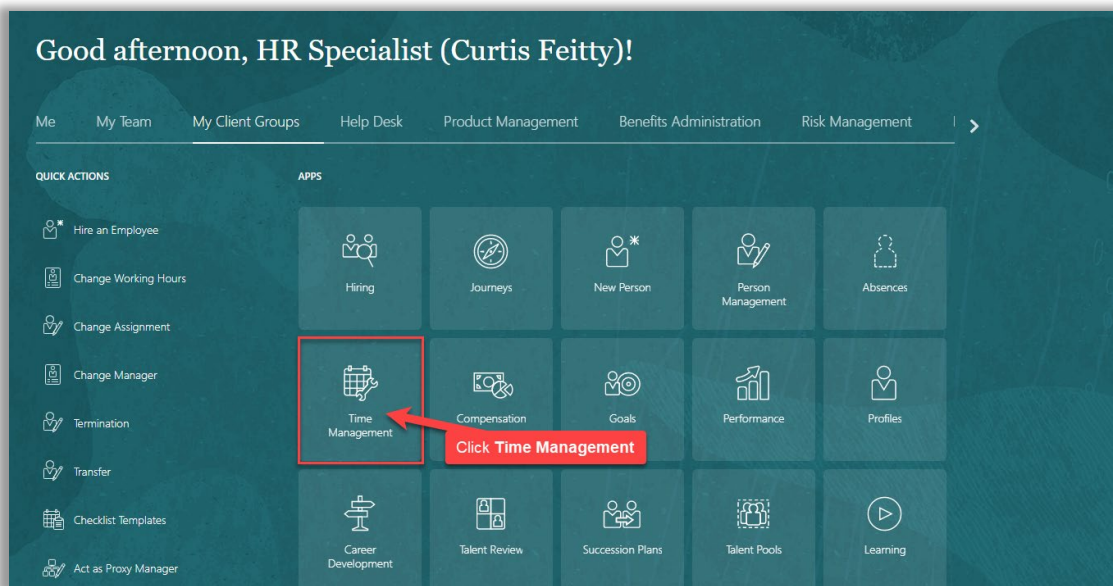
Navigation: Home>My Client Groups>Time Management>Team Time Cards>Enter Person Name>Select Employee>Submit

From the home screen, click **My Client Groups**





Next, click **Time Management**



Click **Team Time Cards**



**Team Time Cards**

Search: Person Name: Bob Howard, From Date: 10/12/21, To Date: 10/12/22, Status: Entered, Exception: [dropdown]

Search Results:

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
Howard, Bob	04/25/22 - 05/01/22	Entered			40.00	40.00	0.00			60	X
Howard, Bob	04/18/22 - 04/24/22	Entered			40.00	40.00	0.00			60	X
Howard, Bob	04/11/22 - 04/17/22	Entered			40.00	40.00	0.00			60	X
Howard, Bob	04/04/22 - 04/10/22	Entered			40.00	40.00	0.00			60	X
Howard, Bob	03/28/22 - 04/03/22	Entered			40.00	40.00	0.00			60	X
Howard, Bob	03/21/22 - 03/27/22	Entered			40.00	40.00	0.00			60	X
Howard, Bob	03/14/22 - 03/20/22	Entered			40.00	40.00	0.00			60	X
Howard, Bob	03/07/22 - 03/13/22	Entered			40.00	40.00	0.00			60	X

The Timecard is now **Submitted**

**Team Time Cards**

Search: Person Name: Bob Howard, From Date: 10/12/21, To Date: 10/12/22, Status: Submitted, Exception: [dropdown]

Search Results:

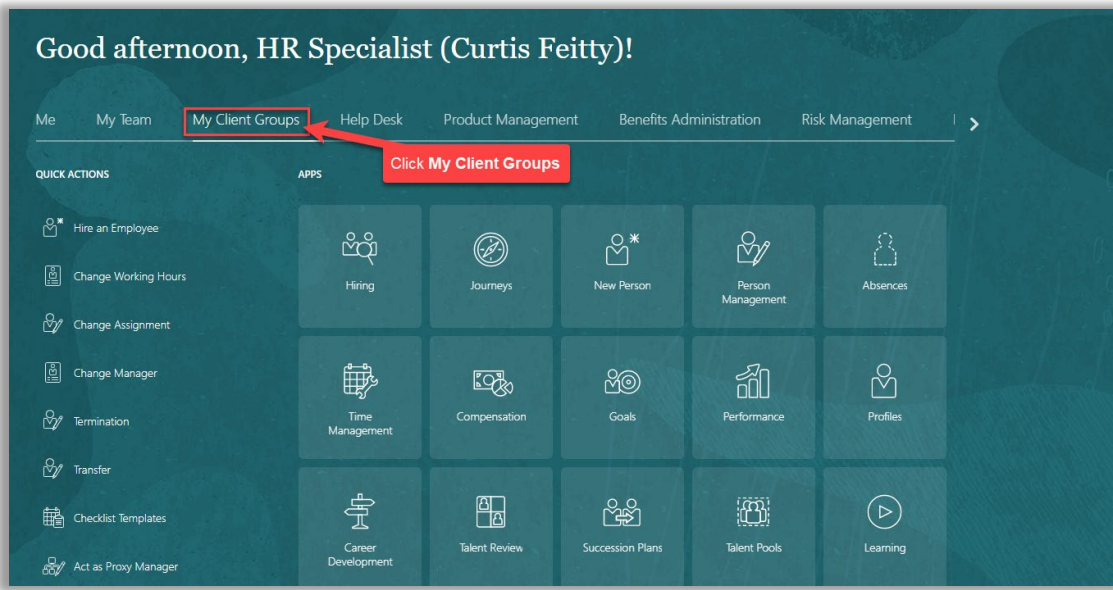
Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
Howard, Bob	04/25/22 - 05/01/22	Submitted			40.00	40.00	0.00	10/12/22		60	X

Columns Hidden: 3

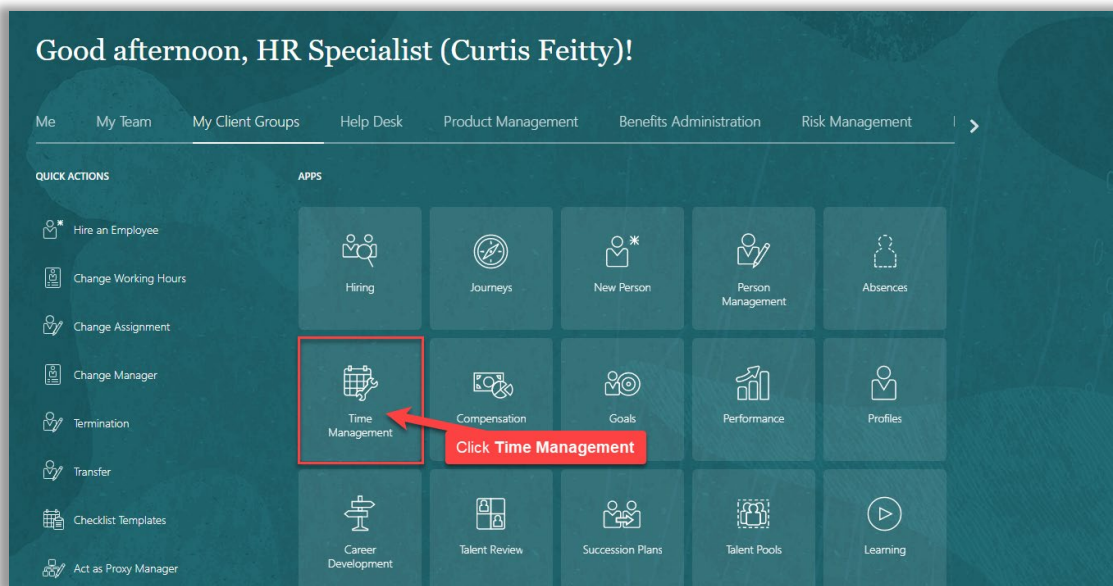
## Edit Team Timecards

Navigation: Home>My Client Groups>Time Management>Team Time Cards>Enter Person Name>Select Employee>Edit and Approve>Update Details>Next>Submit or Submit and Approve

From the home screen, click **My Client Groups**



Next, click **Time Management**



Click **Team Time Cards**

**Team Time Cards**

Search

Advanced | Saved Search | Application Default

Person Name  From Date 10/11/22

Person Number  To Date 10/11/22

Group Name  Status

Process Request ID  Exception

Search Reset Save...

Search Results

Actions View

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
No data to display.											

Columns Hidden 3

In this screen, we can search by the **Employee's Name** or **Person Number**, by the timecard **Status**, or **Group Name**. We can also adjust the **From Date** and **To Date** to ensure this span includes the correct timecard period for which we are searching. As a note, we can only edit and approve timecards that are in **Submitted Status**. Once the search criteria is entered, click **Search**. The results will populate below

**Team Time Cards**

Search

Advanced | Saved Search | Application Default

Person Name Benjamin Jenner From Date 10/12/21 To Date 10/12/22

Person Number Group Name Status Submitted Exception

Process Request ID

Search Reset Save...

Search Results

Actions View

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
Jenner, Benjamin	05/23/22 - 05/29/22	Submitted			40.00	40.00	0.00	05/24/22		60	X
Jenner, Benjamin	04/11/22 - 04/17/22	Submitted			40.00	40.00	0.00	04/12/22		60	X
Jenner, Benjamin	02/14/22 - 02/20/22	Submitted			40.00	40.00	0.00	02/16/22		60	X
Jenner, Benjamin	01/10/22 - 01/16/22	Submitted			40.00	40.00	0.00	01/11/22		60	X

Columns Hidden 3

Highlight the row of the Timecard we wish to **Edit**. Click on the **Employees Name** to Highlight the row. The row will change from white to blue. Click **Edit** and **Approve**

vision

Team Time Cards

Search

Advanced Saved Search Application Default

Person Name: Bob Howard From Date: 10/12/21

Person Number To Date: 10/12/22

Group Name Status: Submitted

Process Request ID Exception

Search Results

Actions View + - X Y Detach Generate Submit Edit and Approve Approve

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
Howard, Bob	04/25/22 - 05/01/22	Submitted			40.00	40.00	0.00	10/12/22			

Rows Selected: 1 Columns Hidden: 3

Click Person Name

Click Edit and Approve

Update the applicable information and click **Next**

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Edit Time Card: Bob Howard

Selected Time Card: Bob Howard, 04/25/22 - 05/01/22

Next Save Cancel

Click Next

Person Information: Bob Howard

Time Card Details: 04/25/22 - 05/01/22

Time Entry

Time Totals

Reported Hours: 40.00 Absence Hours: 0.00 Scheduled Hours: 40.00

Actions View Format X Y + Add Row Below Freeze Detach Wrap

Update the applicable information

Project	Task	Time Type	Days															
			Mon, Apr 25		Tue, Apr 26		Wed, Apr 27		Thu, Apr 28		Fri, Apr 29		Sat, Apr 30					
			Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	
1			8:30 AM	4:30 PM		8:30 AM	4:30 PM		8:30 AM	4:30 PM		8:30 AM	4:30 PM		8:30 AM	4:30 PM		
Daily Totals			Hours: 8.00		Hours: 8.00		Hours: 8.00		Hours: 8.00		Hours: 8.00		Hours: 8.00		Hours: 8.00			

Review the updated information and click **Submit** or **Submit and Approve**



**vision**

Edit Time Card: Review Time

Person Information : Bob Howard

Time Card Details : 04/25/22 - 05/01/22

Reported Time Time Totals

Reported Hours			Absence Hours			Scheduled Hours		
40.00			0.00			40.00		

Actions View Format Freeze Detach Wrap

Project	Task	Time Type	Mon, Apr 25		Tue, Apr 26		Wed, Apr 27		Thu, Apr 28		Fri, Apr 29	
			Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start
1			8:30 AM	4:30 PM	8:30 AM	4:30 PM	8:30 AM	4:30 PM	8:30 AM	4:30 PM	8:30 AM	4:30 PM
Daily Totals			Hours: 8.00		Hours: 8.00		Hours: 8.00		Hours: 8.00		Hours: 8.00	

Calculated Time Time Totals

Reported Hours			Absence Hours			Scheduled Hours		
40.00			0.00			40.00		

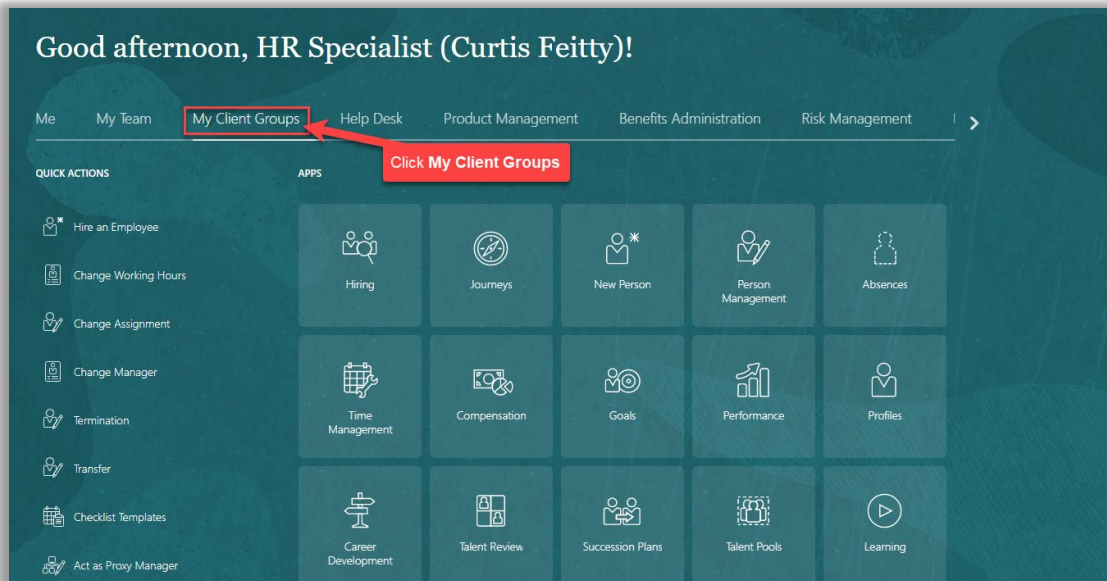
Actions View Format Freeze Detach Wrap

Project	Task	Time Type	Mon, Apr 25		Tue, Apr 26		Wed, Apr 27		Thu, Apr 28		Fri, Apr 29			
			Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	
1			8:30 AM	4:30 PM	8.00	8:30 AM	4:30 PM	8.00	8:30 AM	4:30 PM	8.00	8:30 AM	4:30 PM	8.00

## Approve Team Time Cards

Navigation: Home>My Client Groups>Time Management>Team Time Cards>Enter Person Name>Select Employee>Approve

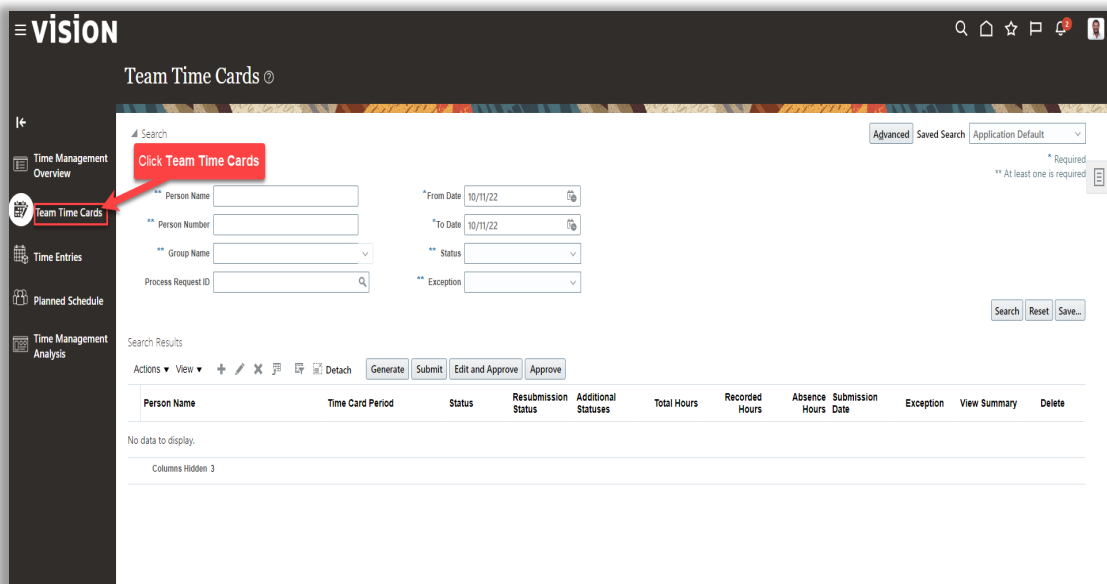
From the home screen, click **My Client Groups**



Next, click **Time Management**



## Click Team Time Cards



In this screen, we can search by the **Employee's Name** or **Person Number**, by the timecard **Status**, or **Group Name**. We can also adjust the **From Date** and **To Date** to ensure this span includes the correct timecard period for which we are searching. As a note, we can only approve timecards that are in **Submitted Status**. Once the search criteria is entered, click **Search**. The results will populate below



**vision** Team Time Cards

Search

Advanced Saved Search Application Default

\*\* Person Name Benjamin Jenner \* From Date 10/12/21

\*\* Person Number \* To Date 10/12/22

\*\* Group Name \*\* Status Submitted

Process Request ID Exception

Search Results

Actions View + - X Detach Generate Submit Edit and Approve Approve

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
Jenner, Benjamin	05/23/22 - 05/29/22	Submitted			40.00	40.00	0.00	05/24/22		69	X
Jenner, Benjamin	04/11/22 - 04/17/22	Submitted			40.00	40.00	0.00	04/12/22		69	X
Jenner, Benjamin	02/14/22 - 02/20/22	Submitted			40.00	40.00	0.00	02/16/22		69	X
Jenner, Benjamin	01/10/22 - 01/16/22	Submitted			40.00	40.00	0.00	01/11/22		69	X

Columns Hidden 3

Highlight the row of the Timecard we wish to approve. Click on the **Employees Name** to Highlight the row. The row will change from white to blue. Click **Approve**

**vision** Team Time Cards

Search

Advanced Saved Search Application Default

\*\* Person Name Benjamin Jenner \* From Date 10/12/21

\*\* Person Number \* To Date 10/12/22

\*\* Group Name \*\* Status Submitted

Process Request ID Exception

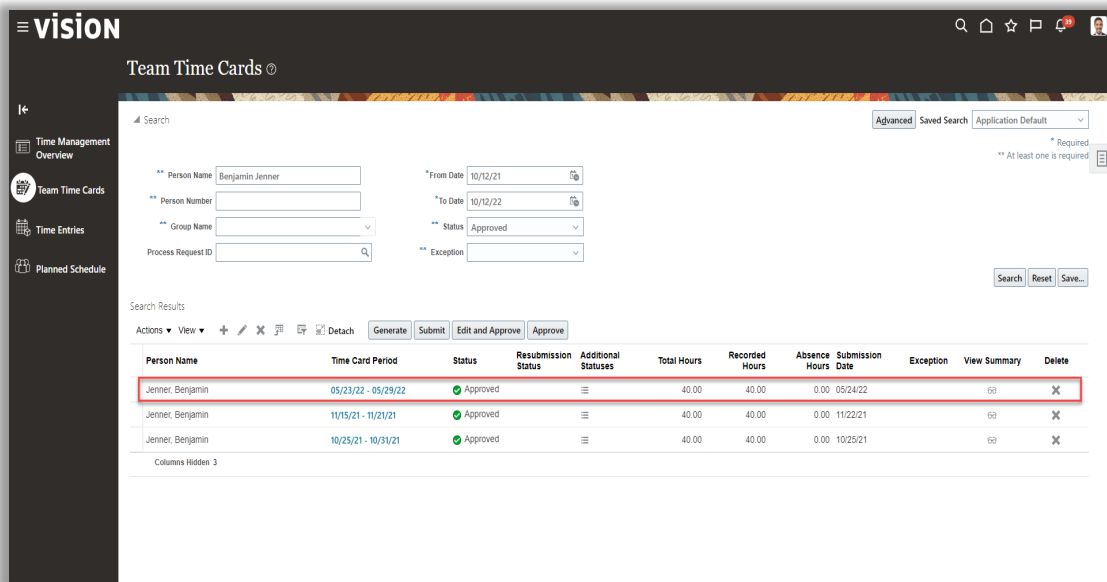
Search Results

Actions View + - X Detach Generate Submit Edit and Approve Approve

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
Jenner, Benjamin	05/23/22 - 05/29/22	Submitted			40.00	40.00	0.00	05/24/22		69	X
Jenner, Benjamin	04/11/22 - 04/17/22	Submitted			40.00	40.00	0.00	04/12/22		69	X
Jenner, Benjamin	02/14/22 - 02/20/22	Submitted			40.00	40.00	0.00	02/16/22		69	X
Jenner, Benjamin	01/10/22 - 01/16/22	Submitted			40.00	40.00	0.00	01/11/22		69	X

Rows Selected 1 Columns Hidden 3

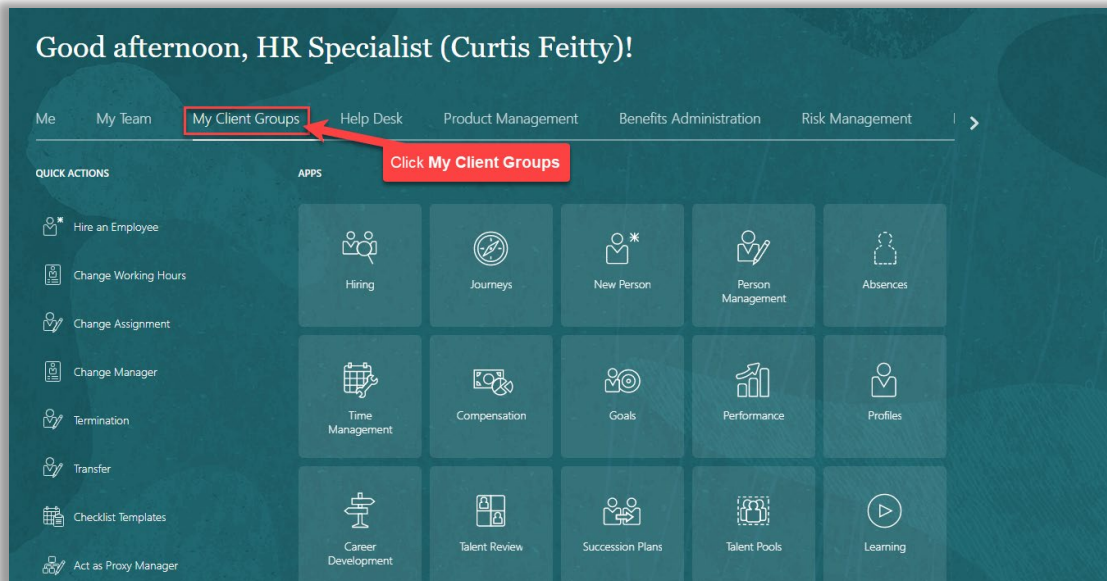
The Timecard is now **Approved**



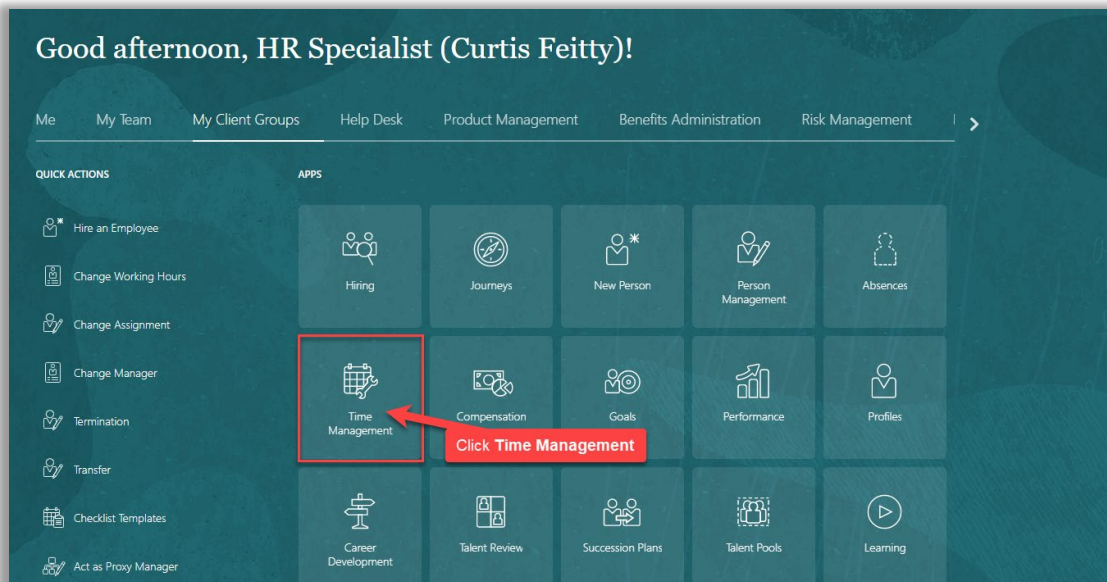
## Delete Team Timecards

Navigation: Home>My Client Groups>Time Management>Team Time Cards>Enter Person Name>Select Employee>Delete

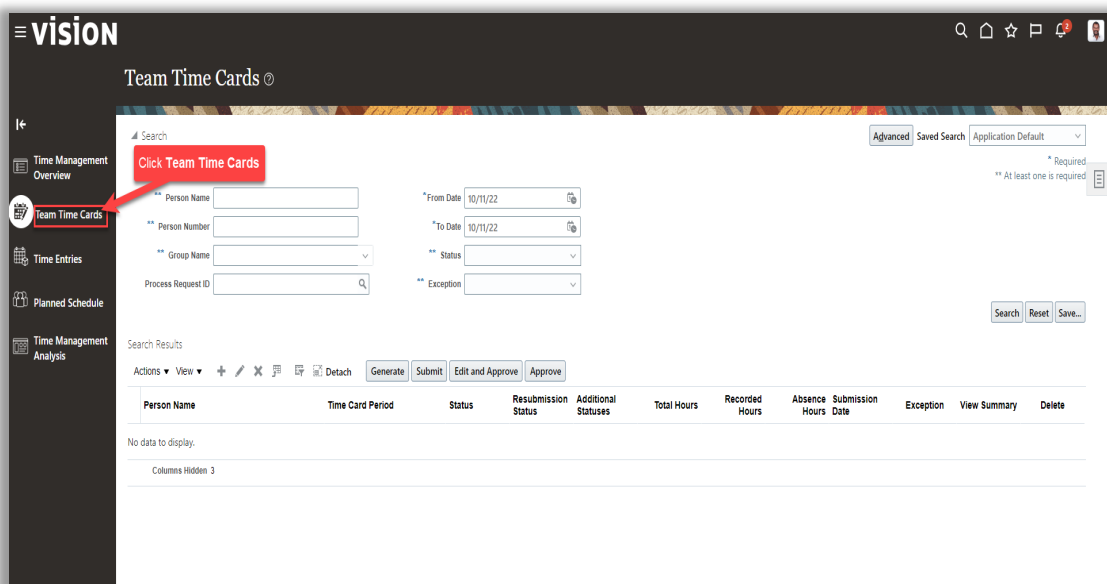
From the home screen, click **My Client Groups**



Next, click **Time Management**



## Click Team Time Cards



In this screen, we can search by the **Employee's Name** or **Person Number**, by the timecard **Status**, or **Group Name**. We can also adjust the **From Date** and **To Date** to ensure this span includes the correct timecard period for which we are searching. Once the search criteria is entered, click **Search**. The results will populate below

**vision** Team Time Cards

Search Advanced Saved Search Application Default

**Enter Person Name**

\*\* Person Name Benjamin Jenner \*From Date 10/12/21  
 \*\* Person Number \*To Date 10/12/22  
 \*\* Group Name \*\* Status Submitted  
 Process Request ID \*\* Exception

**Click Search**

Search Results

Actions View + - X Detach Generate Submit Edit and Approve Approve

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
Jenner, Benjamin	05/23/22 - 05/29/22	Submitted			40.00	40.00	0.00	05/24/22		60	X
Jenner, Benjamin	04/11/22 - 04/17/22	Submitted			40.00	40.00	0.00	04/12/22		60	X
Jenner, Benjamin	02/14/22 - 02/20/22	Submitted			40.00	40.00	0.00	02/16/22		60	X
Jenner, Benjamin	01/10/22 - 01/16/22	Submitted			40.00	40.00	0.00	01/11/22		60	X

Columns Hidden 3

Scroll to the right of the timecard we wish to delete. Click **Delete**

**vision** Team Time Cards

Search Advanced Saved Search Application Default

\*\* Person Name Bob Howard \*From Date 10/12/21  
 \*\* Person Number \*To Date 10/12/22  
 \*\* Group Name \*\* Status Submitted  
 Process Request ID \*\* Exception

Search Reset Save...

Search Results

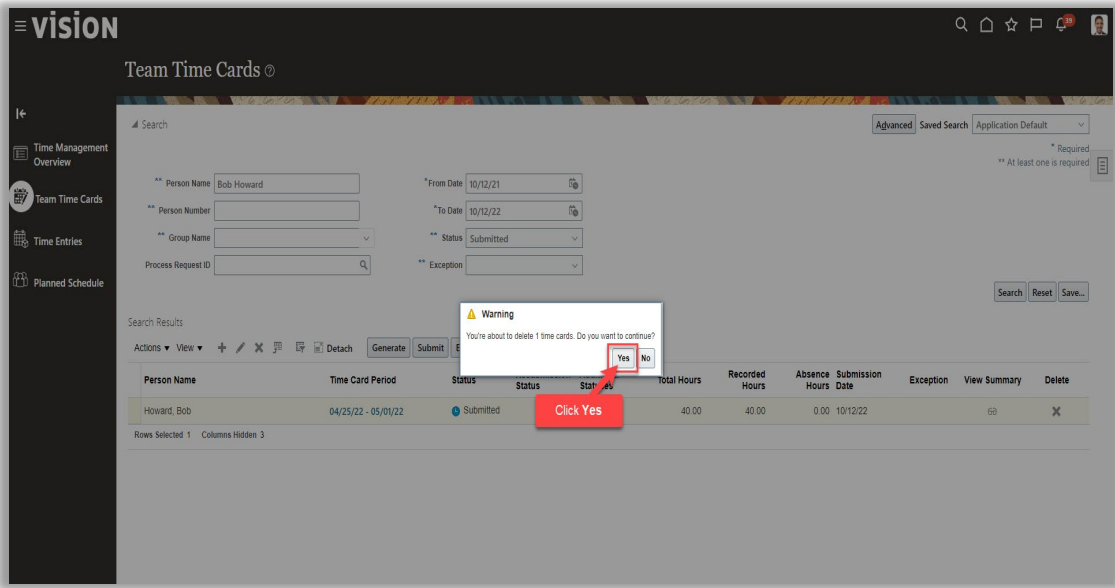
Actions View + - X Detach Generate Submit Edit and Approve Approve

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
Howard, Bob	04/25/22 - 05/01/22	Submitted			40.00	40.00	0.00	10/12/22		60	X

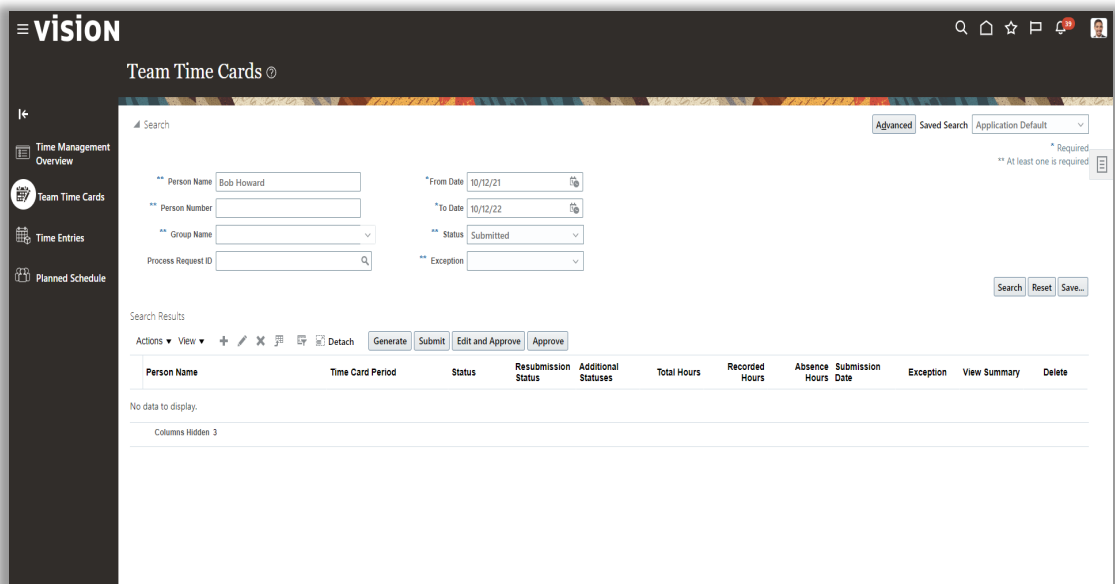
Columns Hidden 3

**Click Delete**

Click **Yes**



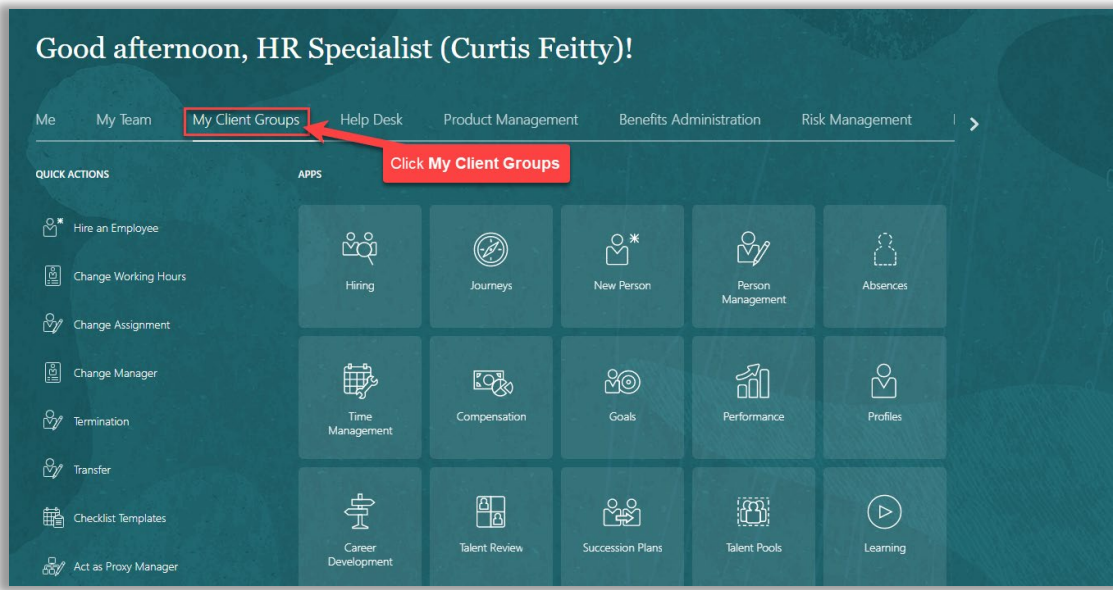
The timecard has been **Deleted**



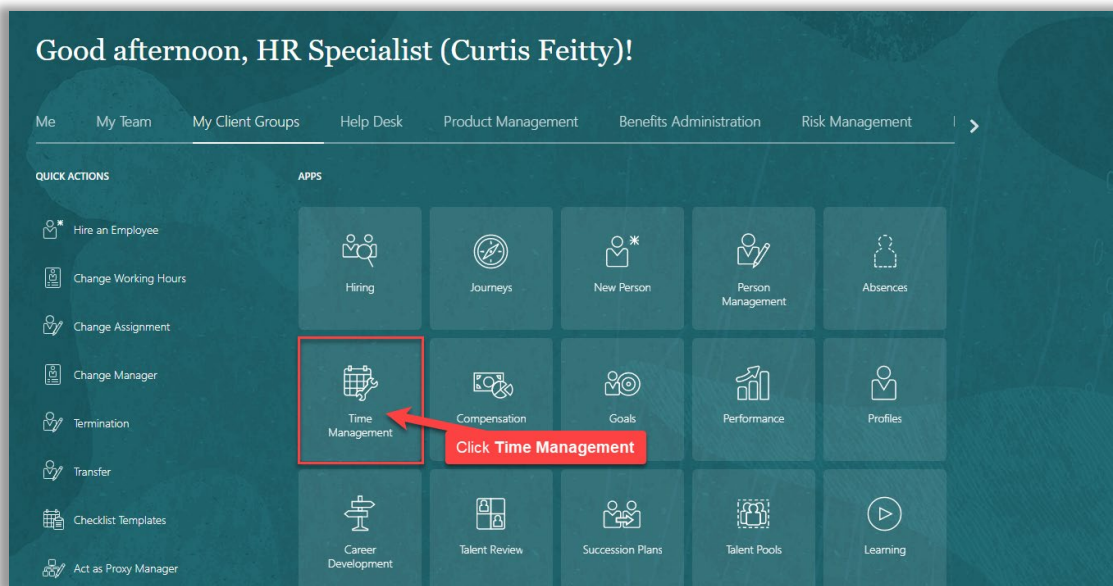
## Generate Team Timecards

Navigation: Home>My Client Groups>Time Management>Team Time Cards>Generate>Enter Information>Submit

From the home screen, click **My Client Groups**



Next, click **Time Management**



Click **Team Time Cards**

**vision**

Team Time Cards

Search

Advanced Saved Search Application Default

\* Required  
\*\* At least one is required

Person Name  From Date 10/11/22

Person Number  To Date 10/11/22

Group Name  Status

Process Request ID  Exception

Search Reset Save

Search Results

Actions View

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
No data to display.											
Columns Hidden 3											

Click Generate

**vision**

Team Time Cards

Search

Advanced Saved Search Application Default

\* Required  
\*\* At least one is required

Person Name  From Date 10/12/21

Person Number  To Date 10/12/22

Group Name  Status Submitted

Process Request ID  Exception

Search Reset Save

Search Results

Actions View

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
No data to display.											
Columns Hidden 3											

**Generate** timecards is used to create multiple timecards at once. We can choose to create timecards by using a set of criteria such as Group Name, Department, Location, and can combine more than one of these options. Next, select the **Group Name** form the dropdown



**vision**

Generate Time Cards

Workers

Person Name:  Available from Date: 10/13/22

Person Number:  Available to Date: 10/13/22

Group Name:  (Dropdown menu open showing list of groups)

Search Results: No data to display.

Time Card Parameters:

- ☒ Time cards for periods within range From Date: 10/13/22 To Date: 10/13/22
- ☐ Number of time cards From Date: 10/13/22

Entries:

- ☒ Generate empty time cards

Table Headers: Person Number, Effective Start Date, Job Code, Department, Location, User Person Type

Next select the **Inclusive Periods** under **Timecard Parameters** such as **Time cards for periods within range** and **Number of timecards**. To update the **Time cards for periods within range**, update the **Available from Date** and **Available to Date**. **Time cards for periods within range** is the date range is for example, the time card period is July 1st through July 7th and we select July 5th. By submitting this process, it creates a time card for the period July 1st through July 7th. The **Number of time cards** allows us to specify the number of time cards, the first generated time card has the time card period that includes the **From date**

**vision**

Generate Time Cards

Workers

Person Name:  Available from Date: 10/13/22

Person Number:  Available to Date: 10/13/22

Group Name: HCM Salaried

Search Results: No data to display.

Time Card Parameters:

- ☒ Time cards for periods within range From Date: 10/13/22 To Date: 10/13/22
- ☐ Number of time cards From Date: 10/13/22

Entries:

- ☒ Generate empty time cards
- ☐ Generate time card using schedule hours

Time Card Attributes

Next, Enter the **Entries**. Select **Generate empty time cards** if we wish to create time cards with no timecard information. Select **Generate time card using scheduled hours** if we wish to create time cards with timecard information



**vision**

< Generate Time Cards

Workers

Search

Advanced Saved Search

\*\* Person Name  \* Available from Date 10/13/22

\*\* Person Number  \* Available to Date 10/13/22

\*\* Group Name HCM Salaried

Search Results

Actions View Detach

Person Name	Person Number	Effective Start Date	Job Code	Department	Location	User Person Type
No data to display.						

Time Card Parameters

Inclusive Periods

☐ Time cards for periods within range From Date 10/13/22 To Date 10/13/22

☒ Number of time cards 1 From Date 10/13/22

☐ Generate empty time cards

☒ Generate time card using schedule hours

Enter Entries

Next, select the **Time Card Attributes** from the dropdown, if applicable. For example, we can add **Regular hours** and this will be populated in all generated time cards

Time Management Overview

< Generate Time Cards

Schedule

Team Time Cards

Time Entries

Planned Schedule

Time Management Analysis

\*\* Person Name  \* Available from Date 10/13/22

\*\* Person Number  \* Available to Date 10/13/22

\*\* Group Name HCM Salaried

Search Results

Actions View Detach

Person Name	Person Number	Effective Start Date	Job Code	Department	Location
No data to display.					

Time Card Parameters

Inclusive Periods

☐ Time cards for periods within range From Date 10/13/22 To Date 10/13/22

☒ Number of time cards 1 From Date 10/13/22

Entries

☐ Generate empty time cards

☒ Generate time card using schedule hours

Time Card Attributes

Add any time attributes for which you want to specify the value when generating time card entries using schedule hours from shifts without time attributes. The process ignores any specified time attributes and values for workers to whom they do not apply.

Actions View Detach

Time Attribute	Value
<input type="text"/>	

Select Time Card Attributes

Lastly, we can click **Schedule** or **Submit**. We would click **Schedule** to create the timecards on a future date. We would click **Submit**, to create the timecards immediately

**Generate Time Cards**

Person Name:  Available from Date: 10/13/22

Person Number:  Available to Date: 10/13/22

Group Name: HCM Salaried

Search Results

Person Name	Person Number	Effective Start Date	Job Code	Department	Location	User Person Type
No data to display.						

Time Card Parameters

Inclusive Periods

☐ Time cards for periods within range From Date: 10/13/22 To Date: 10/13/22

☒ Number of time cards: 1 From Date: 10/13/22

Entries

☐ Generate empty time cards

☒ Generate time card using schedule hours

Time Card Attributes

Add any time attributes for which you want to specify the value when generating time card entries using schedule hours from shifts without time attributes. The process ignores any specified time attributes and values for workers to whom they do not apply.

Actions: View, Detach

Time Attribute	Value
<input type="text"/>	<input type="text"/>

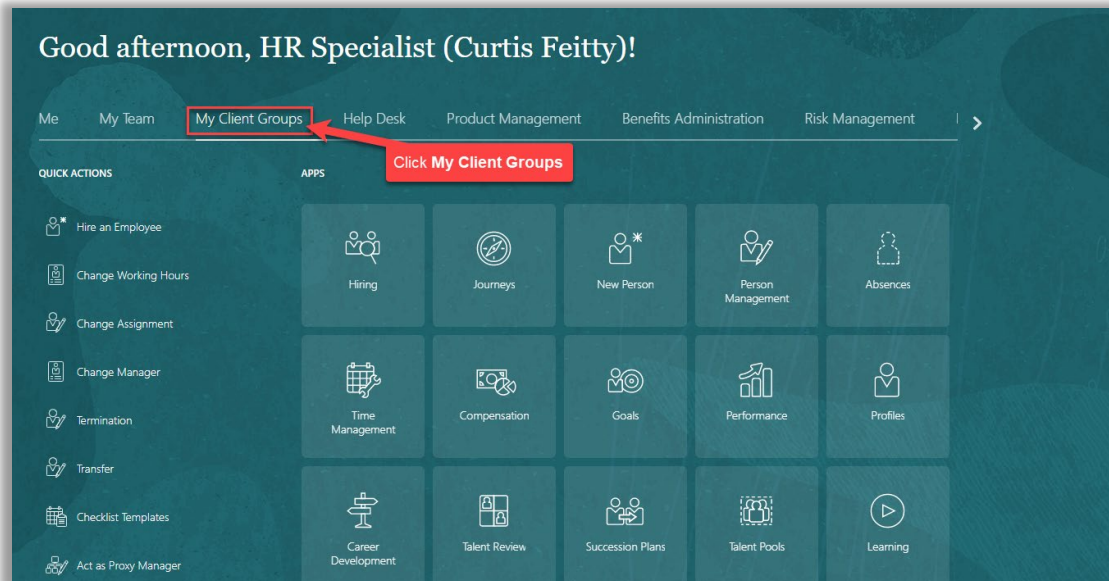
**Schedule Submit**

Click Schedule or Submit

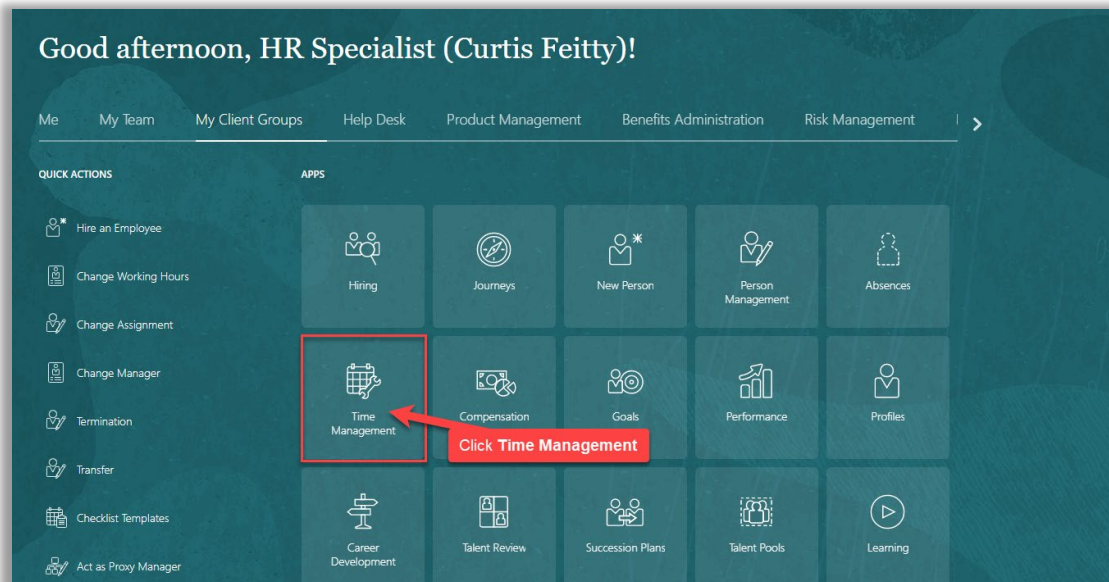
## Search Time Entries

Navigation: Home>My Client Groups>Time Management>Time Entries>Enter Person Name>Search

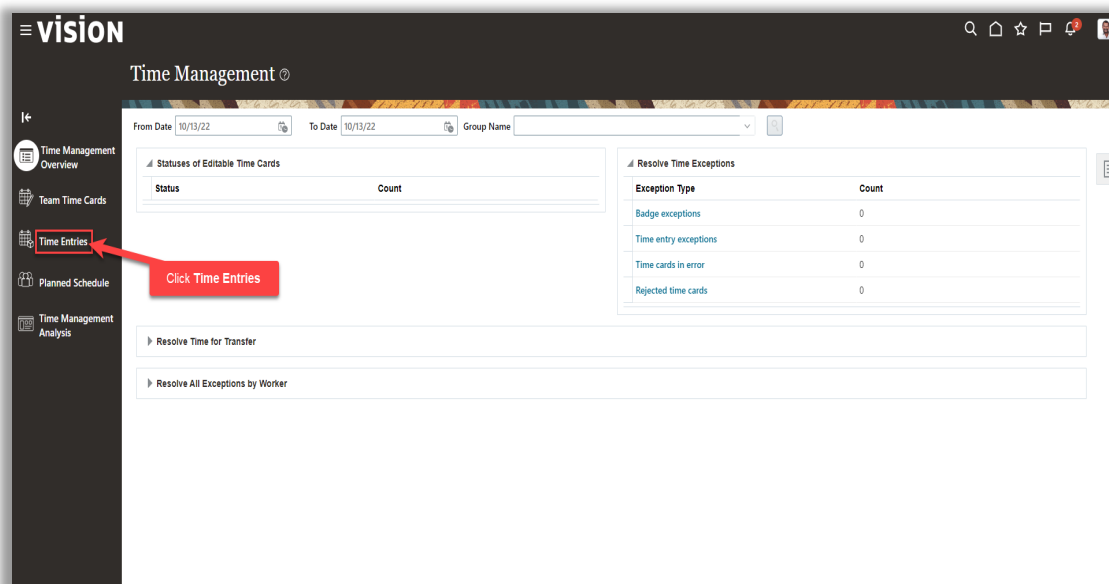
From the home screen, click **My Client Groups**



Next, click **Time Management**



## Click Time Entries



Enter the **Person Name**, update the **From Date** and **To Date**, and click **Search**

**Search Form Fields:**

- \*\* Person Name: Robert Jackman
- \*\* Person Number:
- \*\* Group Name: HCM Salaried
- Process Request ID:
- Device ID:
- \* From Date: 9/1/22
- \* To Date: 10/13/22
- \*\* Status:
- \*\* Exception:

**Buttons:** Search, Reset, Save...

**Search Results Table:**

Person Name	Date	Exception	Start Time	End Time	Quantity	Unit of Measure	Comment	Delete
			Actual	Scheduled	Actual	Scheduled		
Jackman, Ro...	9/30/22		8:30 AM		4:30 PM		Hours	X

Columns Hidden: 1

**Details:**

Time Entry Attributes: No data to display.

Time Entry Exceptions: No data to display.

Scroll down and view the **Search Results**

**Search Results Table:**

Person Name	Date	Exception	Start Time	End Time	Quantity	Unit of Measure	Comment	Delete
			Actual	Scheduled	Actual	Scheduled		
Jackman, Robert	9/30/22		8:30 AM		4:30 PM		Hours	X

Columns Hidden: 1

**Details:**

Time Entry Attributes: No data to display.

Time Entry Exceptions: No data to display.

## Add Time Entries

Navigation: Home>My Client Groups>Time Management>Time Entries> Enter Person Name>Search>Highlight Row>Generate>Enter Person Name>Search>Enter Time Entry Parameters>Submit

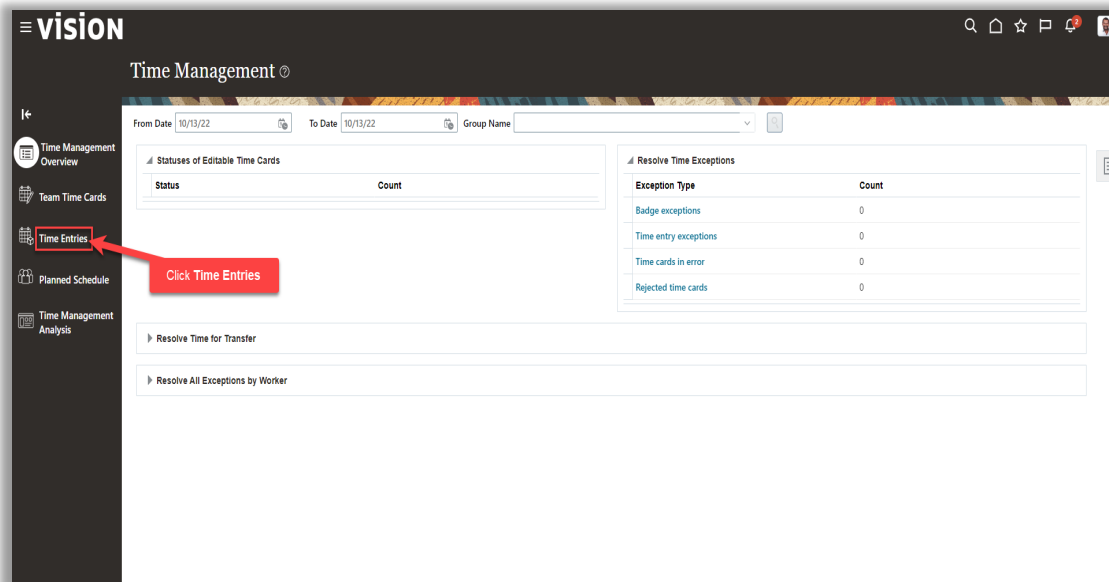
From the home screen, click **My Client Groups**



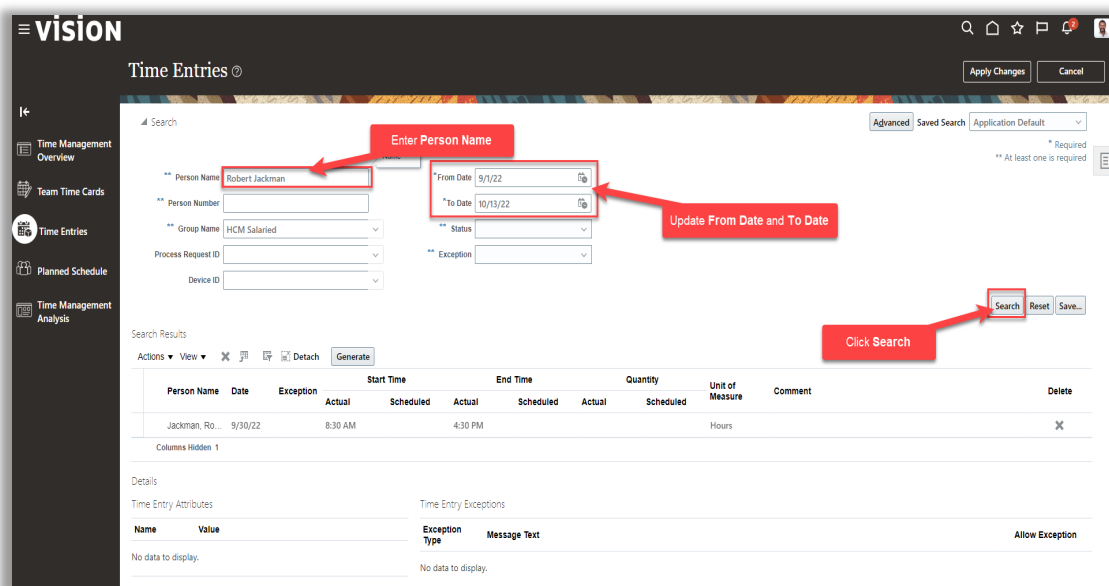
Next, click **Time Management**



Click **Time Entries**



Enter the **Person Name**, update the **From Date** and **To Date**, and click **Search**



Scroll down and view the **Search Results**

**vision** Time Entries

Search filters: Person Name (Robert Jackman), Person Number, Group Name (HCM Salaried), Process Request ID, Device ID, From Date (9/1/22), To Date (10/13/22), Status, Exception.

Buttons: Apply Changes, Cancel, Advanced, Saved Search, Application Default.

Search Results Table:

Person Name	Date	Exception	Start Time	End Time	Quantity	Unit of Measure	Comment	Delete
			Actual	Scheduled	Actual	Scheduled		
Jackman, Robert	9/30/22		8:30 AM		4:30 PM		Hours	X

Columns Hidden: 1

Details: Time Entry Attributes, Time Entry Exceptions.

Highlight the row and click **Generate** to add the **Time Entries**

**vision** Time Entries

Search filters: Person Name (Robert Jackman), Person Number, Group Name (HCM Salaried), Process Request ID, Device ID, From Date (9/1/22), To Date (10/13/22), Status, Exception.

Buttons: Apply Changes, Cancel, Advanced, Saved Search, Application Default.

Search Results Table:

Person Name	Date	Exception	Start Time	End Time	Quantity	Unit of Measure	Comment	Delete
			Actual	Scheduled	Actual	Scheduled		
Jackman, Robert	9/30/22		8:30 AM		4:30 PM		Hours	X

Columns Hidden: 1

Details: Jackman, Robert 9/30/22 Actual Start Time: 8:30 AM Actual End Time: 4:30 PM

Time Entry Attributes: Name, Value, Exception Type, Message Text, Allow Exception.

Annotations: Click Generate (pointing to the Generate button), Click Person Name (pointing to the Person Name field).

Next, Enter the **Person Name**, enter the **Available from Date** and **Available to Date** and click **Search**

**VISION** Generate Time Entries Submit

Workers Search

**Enter Person Name** **Enter Available from Date** **Enter Available to Date**

Person Name: Robert Jackman  
 Person Number:   
 Group Name:   
 Available from Date: 10/1/22  
 Available to Date: 10/14/22

**Click Search** Search Reset Save...

Search Results

Person Name	Person Number	Effective Start Date	Job Code	Department	Location	User Person Type
Jackman, Robert	541	10/1/10	JOB074	Human Reso...	Redwood City	Employee

Time Entry Parameters

From Date: 10/1/22 To Date: 10/14/22

Time Entry Format: ☒ Time ☐ Quantity

Start Time: End Time:

Next, enter the **Time Entry Parameters**. Enter the **Time Entry Format** and the **Start Time** and **End Time**

**Overview** Generate Time Entries Submit

Person Name: Robert Jackman  
 Person Number:   
 Group Name:   
 Available from Date: 10/1/22  
 Available to Date: 10/14/22

Search Reset Save...

Search Results

Person Name	Person Number	Effective Start Date	Job Code	Department	Location	User Person Type
Jackman, Robert	541	10/1/10	JOB074	Human Reso...	Redwood City	Employee

Time Entry Parameters

From Date: 10/1/22 To Date: 10/14/22

Time Entry Format: ☒ Time ☐ Quantity

**Enter Start Time and End Time**

Start Time: 8:30 AM End Time: 4:30 PM

Time Card Attributes

Add all of the time attributes and attribute values required by the time consumers for these generated time entries.

Actions View + - × □ Detach

Time Attribute	Value
No data to display.	

Entries

Next, enter the **Entries Information**



**Generate Time Entries**

Person Name: Robert Jackman Available from date: 10/1/22

\*\* Person Number:  \* Available to Date: 10/14/22

\*\* Group Name:

Search Results

Actions View Detach

Person Name	Person Number	Effective Start Date	Job Code	Department	Location
Jackman, Robert	541	10/1/10	JO8074	Human Reso...	Redwood City

Time Entry Parameters

From Date: 10/1/22 To Date: 10/14/22

Time Entry Format: ☒ Time ☐ Quantity

Start Time: 8:30 AM End Time: 4:30 PM

Time Card Attributes

Add all of the time attributes and attribute values required by the time consumers for these generated time entries.

Actions View + - Detach

Time Attribute	Value
No data to display.	

Enter Entries

☒ Replace all daily time entries  
☐ Generate on absences  
☐ Generate on public holidays

Click **Submit**

**Generate Time Entries**

Person Name: Robert Jackman Available from date: 10/1/22

\*\* Person Number:  \* Available to Date: 10/14/22

\*\* Group Name:

Search Results

Actions View Detach

Person Name	Person Number	Effective Start Date	Job Code	Department	Location	User Person Type
Jackman, Robert	541	10/1/10	JO8074	Human Reso...	Redwood City	Employee

Time Entry Parameters

From Date: 10/1/22 To Date: 10/14/22

Time Entry Format: ☒ Time ☐ Quantity

Start Time: 8:30 AM End Time: 4:30 PM

Time Card Attributes

Add all of the time attributes and attribute values required by the time consumers for these generated time entries.

Actions View + - Detach

Time Attribute	Value
No data to display.	

Enter Entries

☒ Replace all daily time entries  
☐ Generate on absences

Submit

Click Submit

Search Reset Save...

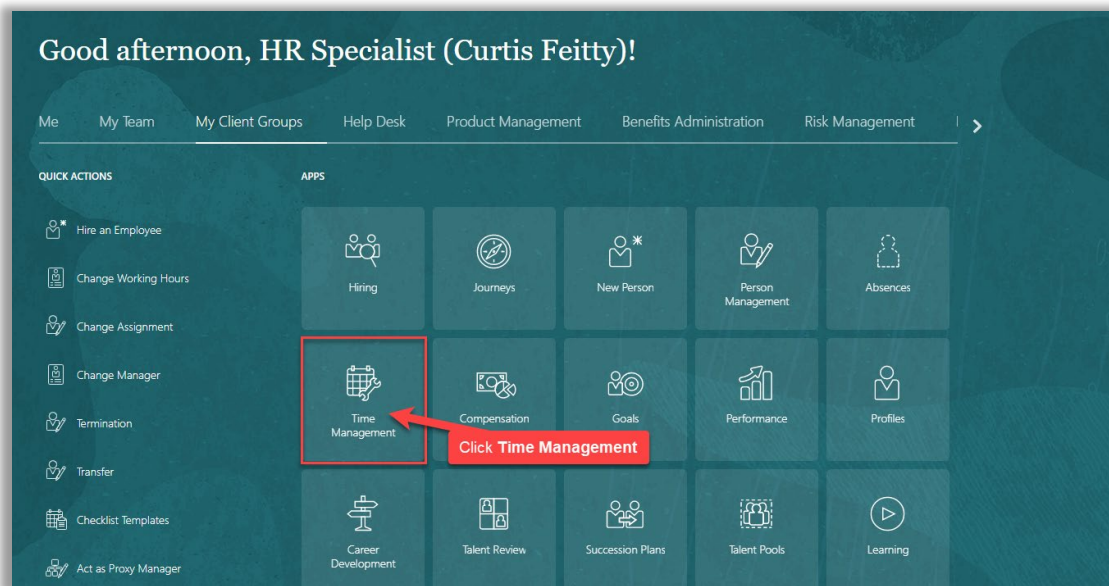
## Delete Time Entries

Navigation: Home>My Client Groups>Time Management>Time Entries> Enter Person Name>Search>Highlight Row>Delete

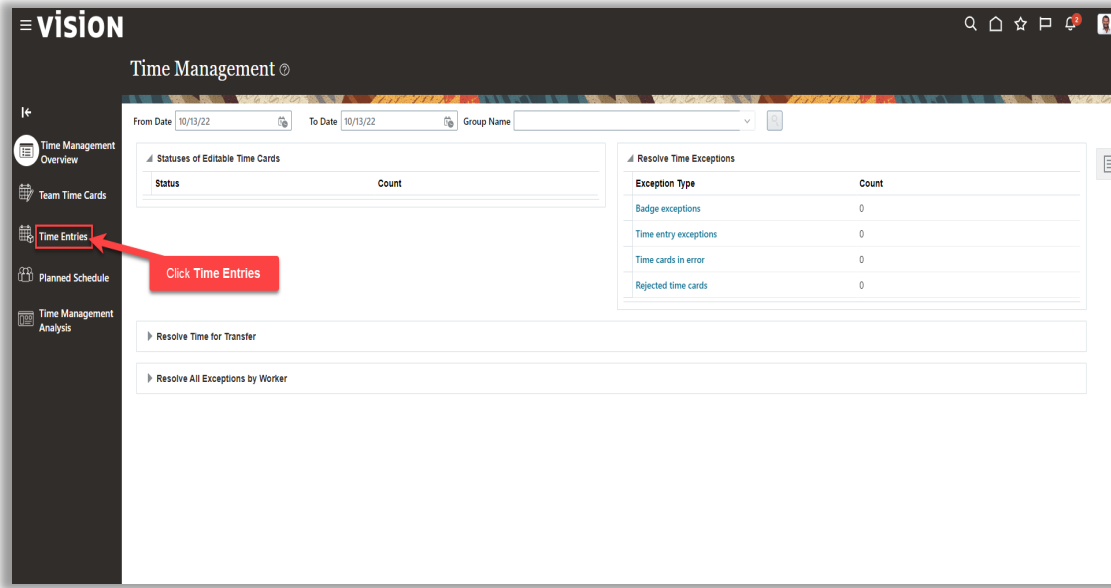
From the home screen, click **My Client Groups**



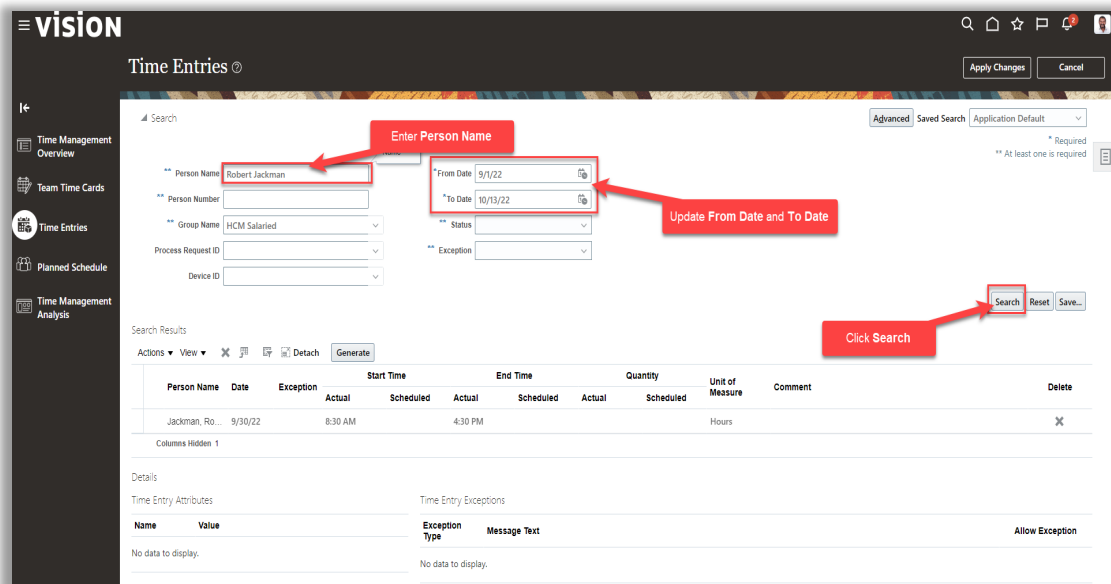
Next, click **Time Management**



Click **Time Entries**



Enter the **Person Name**, update the **From Date** and **To Date**, and click **Search**



Click **Delete**

**vision** Time Entries

Search

Advanced Saved Search Application Default

Person Name: Robert Jackman From Date: 9/1/22 To Date: 10/13/22

Person Number Group Name: HCM Salaried Status Exception

Process Request ID Device ID

Search Results

Actions View View X Detach Generate

Person Name	Date	Exception	Start Time		End Time		Quantity		Unit of Measure	Comment	Delete
			Actual	Scheduled	Actual	Scheduled	Actual	Scheduled			
Jackman, Ro...	9/30/22		8:30 AM		4:30 PM				Hours		X

Rows Selected 1 Columns Hidden 1

Details

Time Entry Attributes

Name	Value
No data to display.	

Time Entry Exceptions

Exception Type	Message Text	Allow Exception
No data to display.		

Click Delete

Click OK

**vision** Time Entries

Search

Advanced Saved Search Application Default

Person Name: ROBERT AND JACKMAN From Date: 9/1/22 To Date: 10/13/22

Person Number Group Name: HCM Salaried Status Exception

Process Request ID Device ID

Search Results

Actions View View X Detach Generate

Person Name	Date	Exception	Start Time		End Time		Quantity		Unit of Measure	Comment	Delete
			Actual	Scheduled	Actual	Scheduled	Actual	Scheduled			
Jackman, Ro...	9/30/22		8:30 AM		4:30 PM				Hours		X

Rows Selected 1 Columns Hidden 1

Details

Time Entry Attributes

Name	Value
No data to display.	

Time Entry Exceptions

Exception Type	Message Text	Allow Exception
No data to display.		

Warning

The selected record(s) will be deleted. Do you want to continue?

OK Cancel

Click OK

The Entry has been Deleted

**vision**

Time Entries

Search

Person Name: ROBERT AND JACKMAN

Person Number:

Group Name: HCM Salaried

Process Request ID:

Device ID:

From Date: 9/1/17

To Date: 10/1/17

Status:

Exception:

Information: The number of deleted time entries is 1.

Search Results

Person Name	Date	Exception	Start Time		End Time		Quantity	Unit of Measure	Comment	Delete
			Actual	Scheduled	Actual	Scheduled				
No data to display.										

Columns Hidden: 1

Details

Time Entry Attributes

Name	Value
No data to display.	

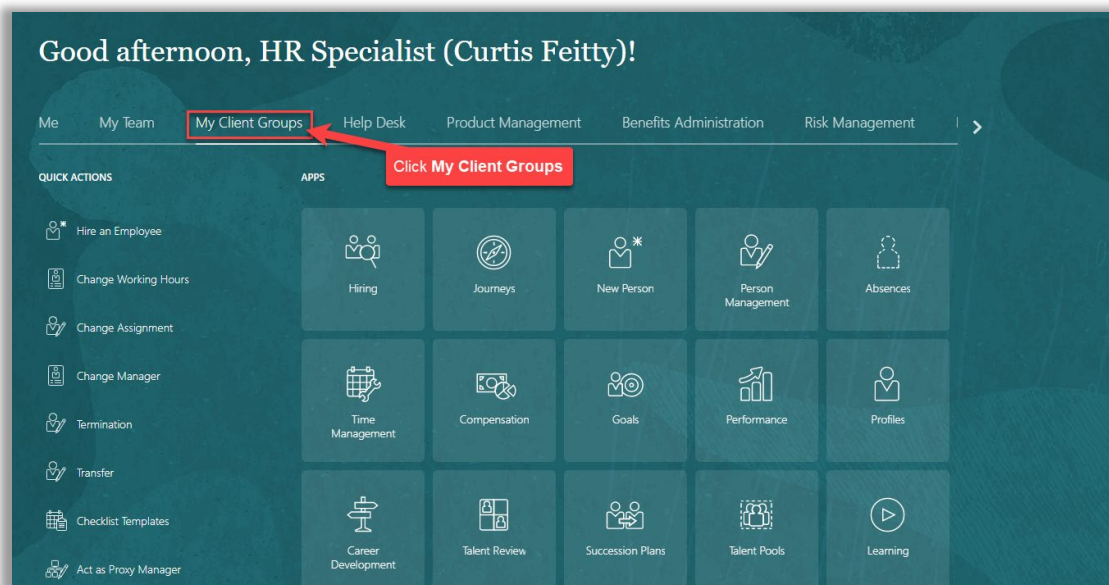
Time Entry Exceptions

Exception Type	Message Text	Allow Exception
No data to display.		

## Review Planned Schedule

Navigation: Home>My Client Groups>Time Management>Planned Schedule

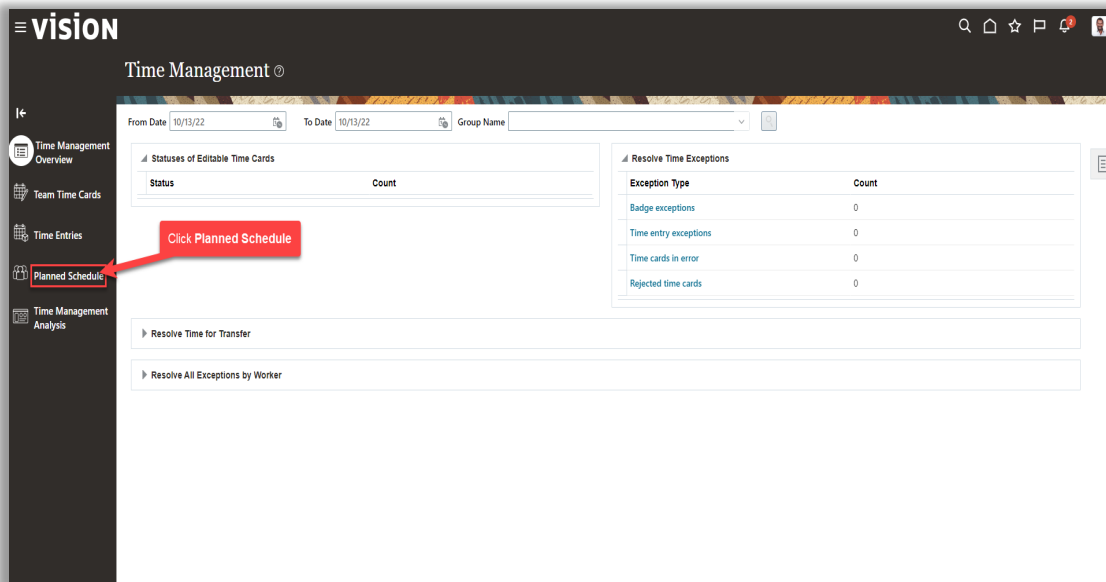
From the home screen, click **My Client Groups**



Next, click **Time Management**



Click **Planned Schedule**



Review the **Planned Schedule** details. We can also view the Planned Scheduled Analytics on the bottom

**Planned Schedule**

Scheduler Profile: Default profile

Review the schedule details

Name	Assignment Number	Weekly Duration	Week 42	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Eden, Sue	E4337	45.00		10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM
Hightower, Hope	E4149	45.00		10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM
Justus, Halle	E4760	45.00		10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM
Lavelle, Carli	E4372	45.00		10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM	10 AM - 5:30 PM

Planned Schedule Summary

	Total	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Resourcing								
Total Hours	180.00	0.00	36.00	36.00	36.00	36.00	36.00	0.00
Resources Scheduled	20	0	4	4	4	4	4	0

## Update Planned Schedule

Navigation: Home>My Client Groups>Time Management>Planned Schedule>Choose Action>Save>Publish

From the home screen, click **My Client Groups**

Good afternoon, HR Specialist (Curtis Feitty)!

Me My Team **My Client Groups** Help Desk Product Management Benefits Administration Risk Management

QUICK ACTIONS

APPS

Click My Client Groups

Hiring Journeys New Person Person Management Absences

Time Management Compensation Goals Performance Profiles

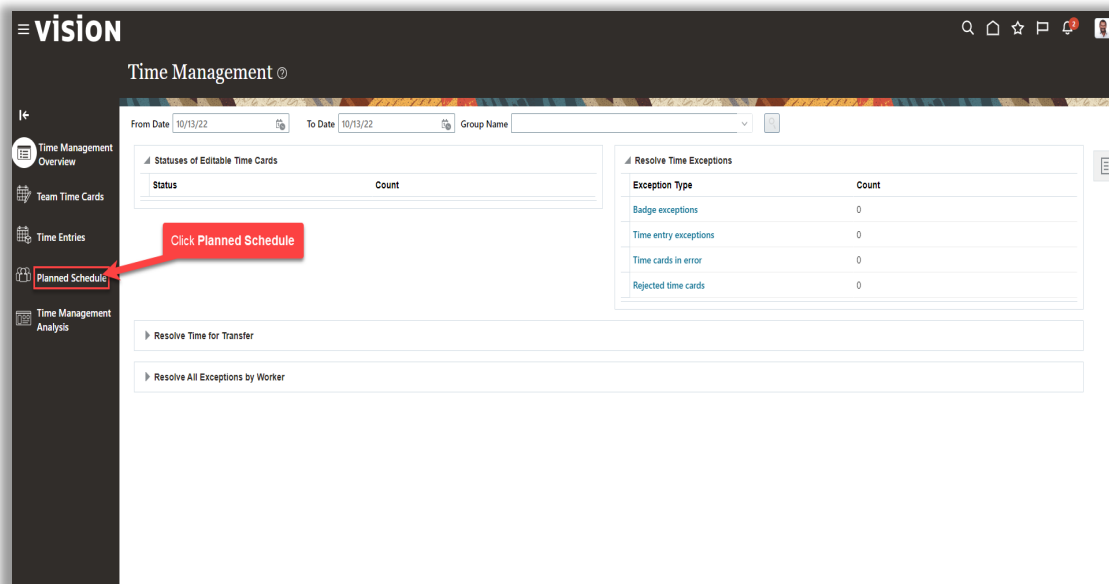
Career Development Talent Review Succession Plans Talent Pools Learning

Next, click **Time Management**





Click **Planned Schedule**



Select the **Scheduled Shift** on the schedule we wish to Edit

**Planned Schedule**

Scheduler Profile: Default profile

Week 42

Name	Assignment Number	Weekly Duration	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Eden, Sue	E4337	44.00		Night	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM
Hightower, Hope	E4149	45.00		20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM
Justus, Halle	E4760	45.00		20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM
Lavelle, Carl	E4372	45.00		20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM

Click Scheduled Shift

Planned Schedule Summary

	Total	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Resourcing								
Total Hours	179.00	0.00	35.00	36.00	36.00	36.00	36.00	0.00
Resources Scheduled	20	0	4	4	4	4	4	0

Next, we can **Create Task, Update, Delete, Cut, Copy** or **Select** the date and Move the shift to another day

**Planned Schedule**

Scheduler Profile: Default profile

Week 42

Name	Assignment Number	Weekly Duration	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Eden, Sue	E4337	44.00		Night	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM
Hightower, Hope	E4149	45.00		20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM
Justus, Halle	E4760	45.00		20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM
Lavelle, Carl	E4372	45.00		20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM

Choose Action

Planned Schedule Summary

	Total	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Resourcing								
Total Hours	179.00	0.00	35.00	36.00	36.00	36.00	36.00	0.00
Resources Scheduled	20	0	4	4	4	4	4	0

Once updated, click **Save** then **Publish**

**Planned Schedule**

Scheduler Profile: Default profile

Buttons: Click Save, Click Publish

Name	Assignment Number	Weekly Duration	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Eden, Sue	E4337	44.00	Night	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM
Hightower, Hope	E4149	45.00	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM
Justus, Haile	E4760	45.00	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM
Lavelle, Carl	E4372	45.00	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM	8:30 AM - 5:30 PM

**Planned Schedule Summary**

Resourcing	Total	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Total Hours	178.00	0.00	26.00	36.00	36.00	36.00	36.00	9.00
Resources Scheduled	20	0	3	4	4	4	4	1

## Create Planned Schedule

Navigation: Home>My Client Groups>Time Management>Planned Schedule>Create Task>OK>Save>Publish

From the home screen, click **My Client Groups**

Good afternoon, HR Specialist (Curtis Feitty)!

Navigation: Me, My Team, **My Client Groups**, Help Desk, Product Management, Benefits Administration, Risk Management

Click My Client Groups

**QUICK ACTIONS**

- Hire an Employee
- Change Working Hours
- Change Assignment
- Change Manager
- Termination
- Transfer
- Checklist Templates
- Act as Proxy Manager

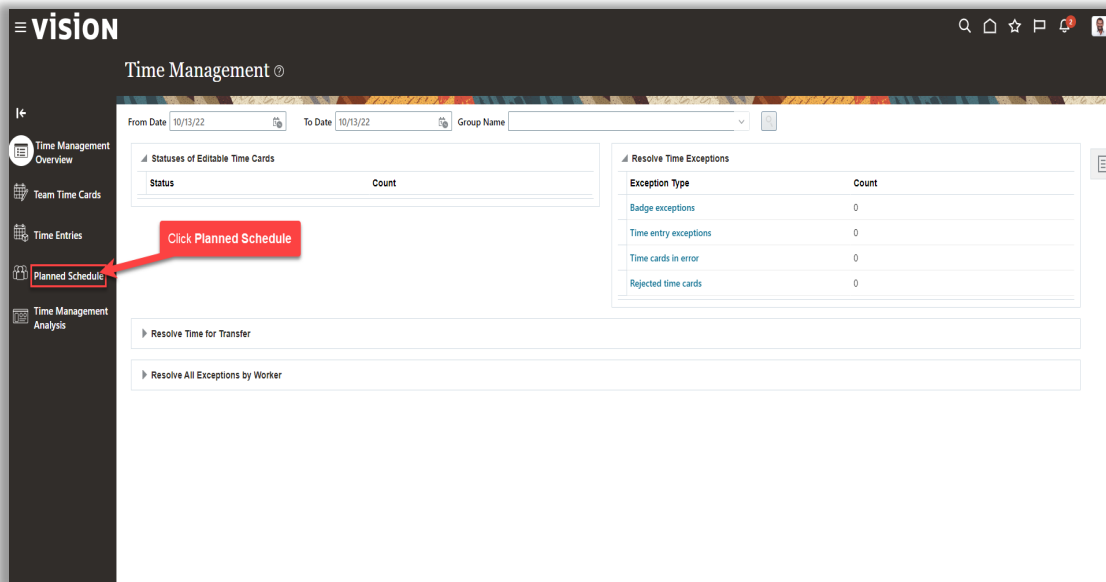
**APPS**

- Hiring
- Journeys
- New Person
- Person Management
- Absences
- Time Management
- Compensation
- Goals
- Performance
- Profiles
- Career Development
- Talent Review
- Succession Plans
- Talent Pools
- Learning

Next, click **Time Management**



Click **Planned Schedule**



Click **Create Task**

**vision**

Planned Schedule

Click Create Task

Scheduler Profile

Save Reset Publish

Name	Assignment Number	Weekly Duration	Week 42	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Eden, Sue	E4337	44.00			Night	20 AM 5:30 PM	20 AM 5:30 PM	20 AM 5:30 PM	20 AM 5:30 PM	
Hightower, Hope	E4149	45.00			20 AM 5:30 PM	20 AM 5:30 PM	20 AM 5:30 PM	20 AM 5:30 PM	20 AM 5:30 PM	
Justus, Halle	E4760	45.00			20 AM 5:30 PM	20 AM 5:30 PM	20 AM 5:30 PM	20 AM 5:30 PM	20 AM 5:30 PM	
Lavelle, Carli	E4372	45.00				20 AM 5:30 PM	20 AM 5:30 PM	20 AM 5:30 PM	20 AM 5:30 PM	

Planned Schedule Summary

Resourcing	Total	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Total Hours	179.00	0.00	26.00	36.00	36.00	36.00	36.00	9.00
Resources Scheduled	20	0	3	4	4	4	4	1

Next, enter the applicable information and click **OK**

Planned Schedule

Scheduler Profile

Enter the applicable information

Create Shift

Owner Published schedule

\* Resource E4760 - Justus, Halle

\* Shift 8 Hour Shift - Facility

Code -

Type Time

\* Reference Date 10/9/22

Start Time 10/9/22 8:00 AM

End Time 10/9/22 4:00 PM

Duration 8h

Time Not Worked 0.00

Time Worked 8h

Time Attributes

OK Cancel

Click OK

Name	Assignment Number	Weekly Duration	Week 42	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Eden, Sue	E4337	44.00								
Hightower, Hope	E4149	45.00								
Justus, Halle	E4760	45.00								
Lavelle, Carli	E4372	45.00								

Planned Schedule Summary

Resourcing	Total	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Total Hours	179.00	0.00	26.00	36.00	36.00	36.00	36.00	9.00
Resources Scheduled	20	0	3	4	4	4	4	1

Click **Save** then **Publish**

**Planned Schedule**

Scheduler Profile: Default profile

Buttons: Click Save, Save, Reset, Publish, Click Publish

Name	Assignment Number	Weekly Duration	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Eden, Sue	E4337	44.00		Night	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	
Hightower, Hope	E4149	45.00		20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	
Justus, Halle	E4760	53.00	8 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	
Lavelle, Carli	E4372	45.00		20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	20 AM-5:30 PM	

**Planned Schedule Summary**

	Total	10/9/22	10/10/22	10/11/22	10/12/22	10/13/22	10/14/22	10/15/22
Resourcing								
Total Hours	187.00	8.00	26.00	36.00	36.00	36.00	36.00	9.00
Resources Scheduled	21	1	3	4	4	4	4	1

## Time Management Analysis

Navigation: Home>My Client Groups>Time Management>Time Management Analysis

From the home screen, click **My Client Groups**

Good afternoon, HR Specialist (Curtis Feitty)!

Navigation: Me, My Team, **My Client Groups**, Help Desk, Product Management, Benefits Administration, Risk Management

QUICK ACTIONS:

- Hire an Employee
- Change Working Hours
- Change Assignment
- Change Manager
- Termination
- Transfer
- Checklist Templates
- Act as Proxy Manager

APPS:

- Hiring
- Journeys
- New Person
- Person Management
- Absences
- Time Management
- Compensation
- Goals
- Performance
- Profiles
- Career Development
- Talent Review
- Succession Plans
- Talent Pools
- Learning

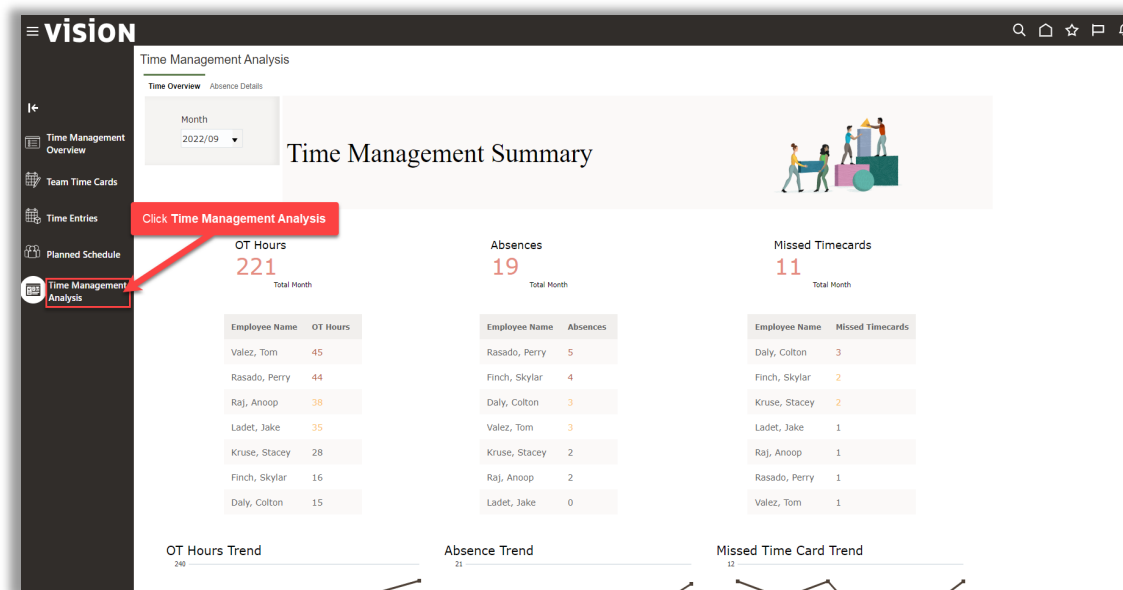
Callout: Click My Client Groups

Next, click **Time Management**





Next, click **Time Management Analysis**. In this screen, the Time Administrator can review reports related to Time and Absence

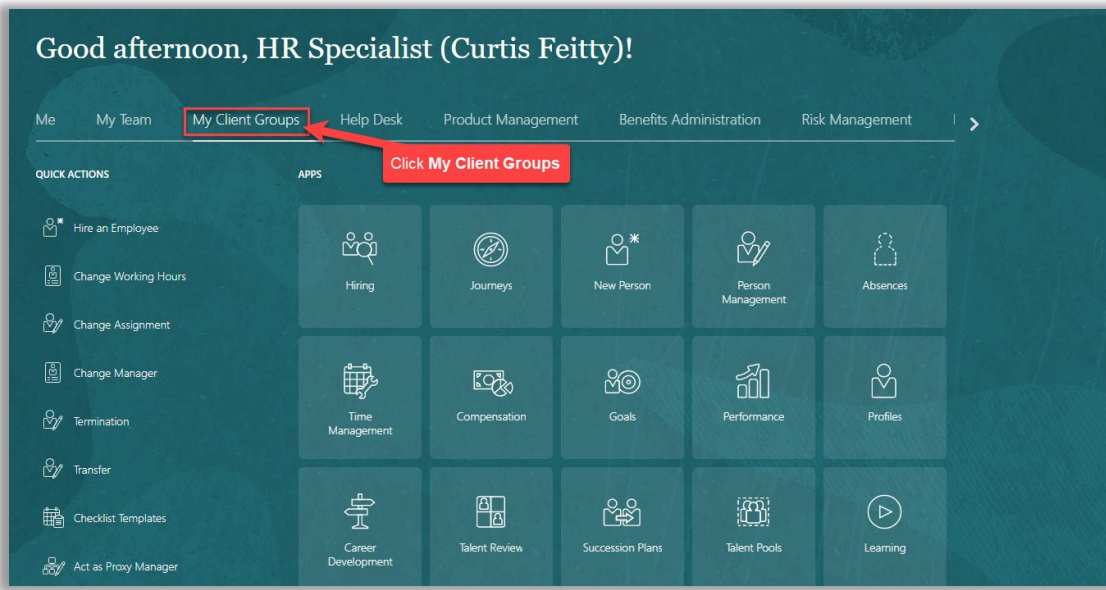


## Load Timecard Batches & Transfer Time To Payroll

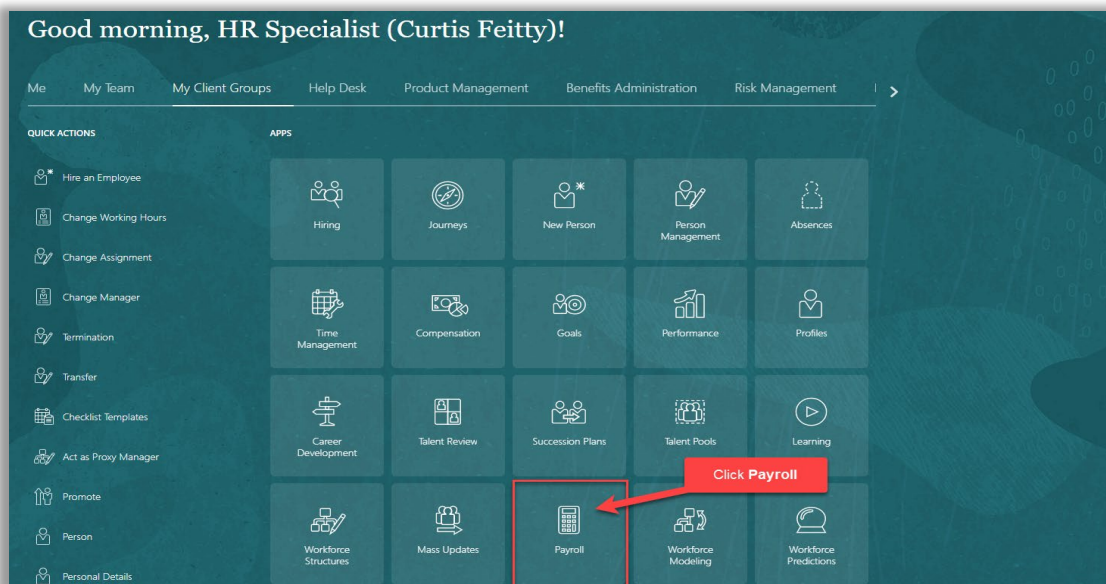
Navigation: Home>My Client Groups>Payroll>Submit A Flow>Enter Information>Submit

From the home screen, click **My Client Groups**

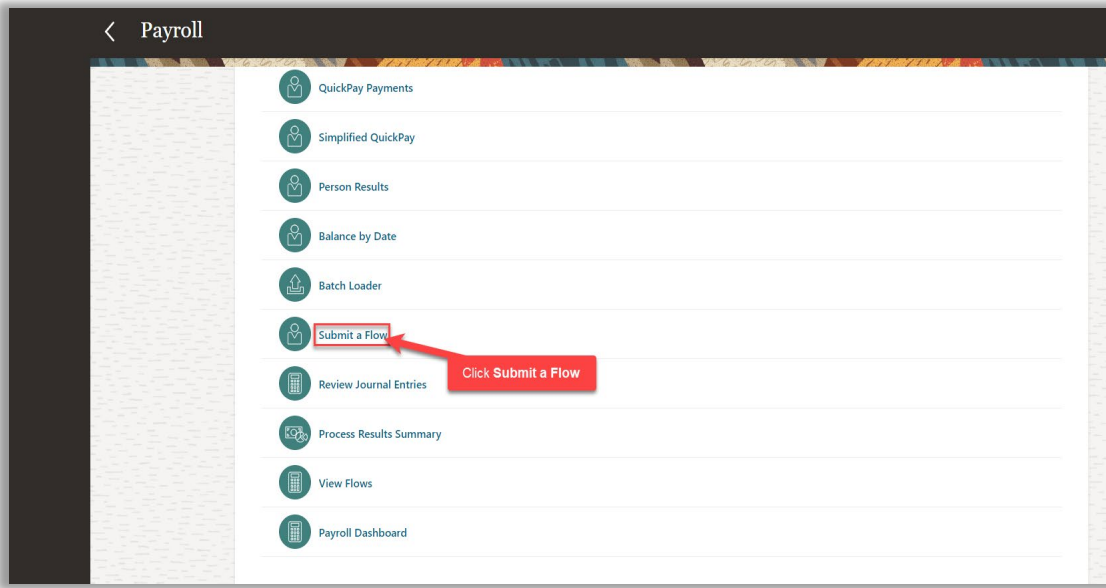




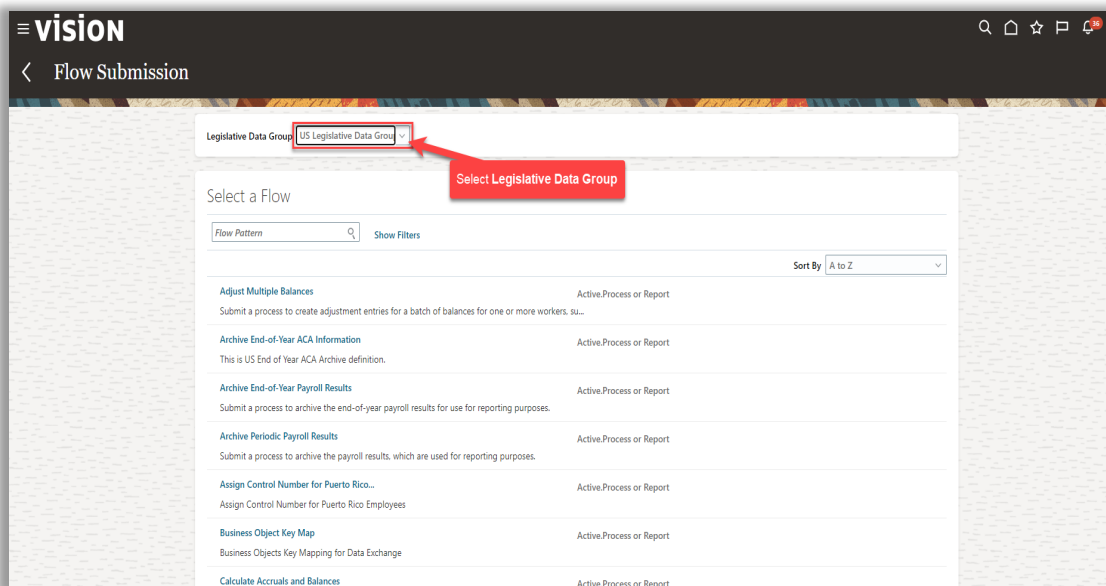
Next, click **Payroll**



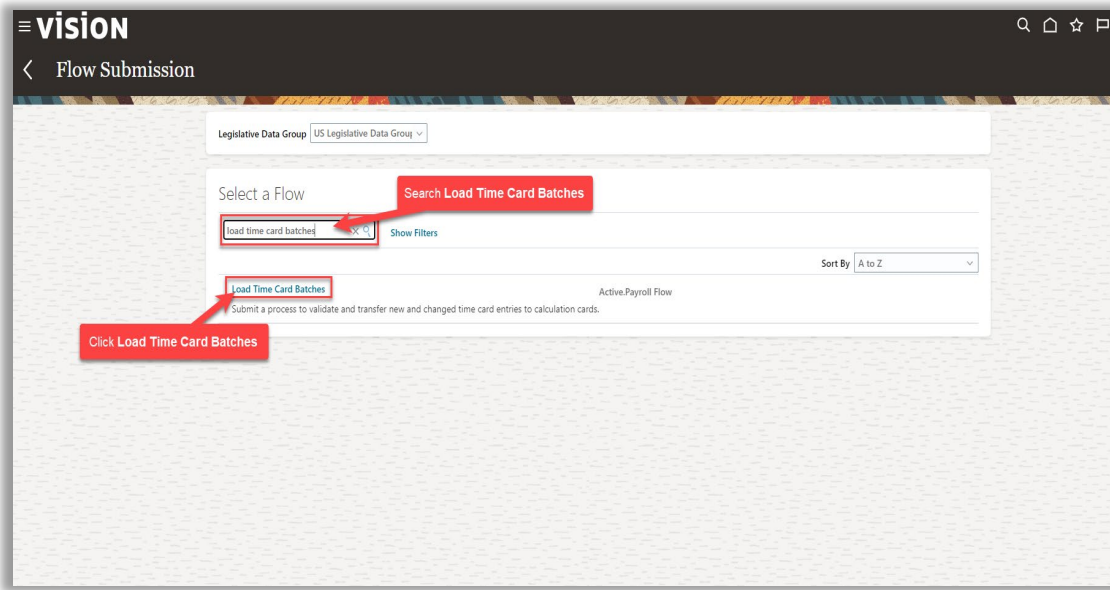
From the Payroll menu, scroll down and click **Submit a Flow**. We can also search for **Submit a Flow** in the search box at the top of the page. As a note, we must approve all timecards prior to transferring time to Payroll. This process will Load and Transfer the time to Payroll



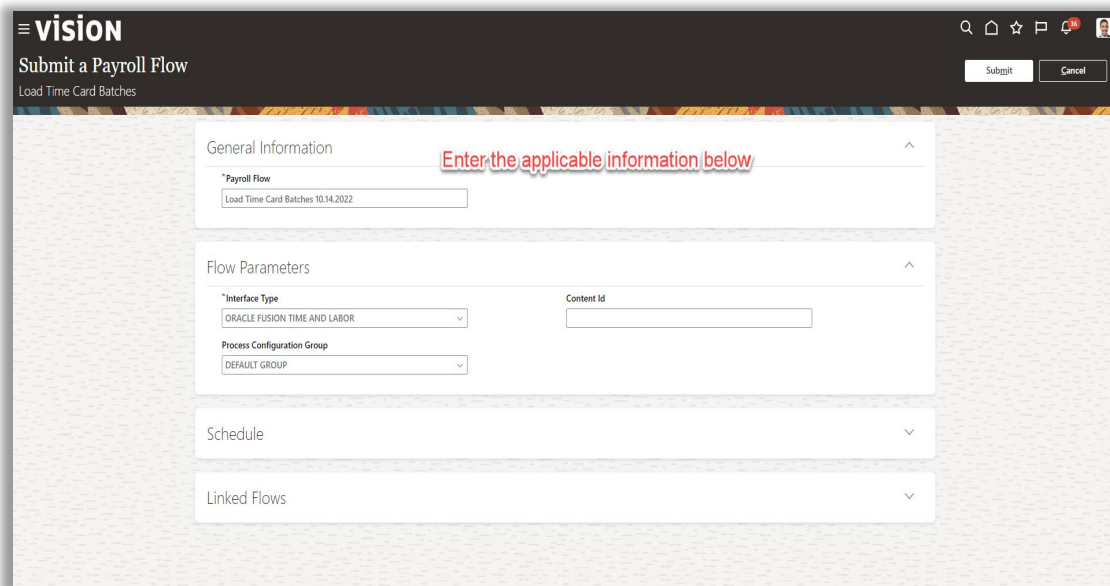
## Select the Legislative Data Group



## Search Load Time Card Batches and click Load Time Card Batches



Next, enter the **General Information** and **Flow Parameters**



Click **Submit**

**vision**  
Submit a Payroll Flow  
Load Time Card Batches

Search, Home, Star, Print, Notifications, User Profile icons

**Click Submit** (points to Submit button)

**General Information**

\*Payroll Flow  
Load Time Card Batches 10.14.2022

**Flow Parameters**

\*Interface Type  
ORACLE FUSION TIME AND LABOR

Content Id

Process Configuration Group  
DEFAULT GROUP

**Schedule**

**Linked Flows**

Click the **three dots** and select **Mark as Complete**

**vision**  
Payroll Checklist  
Load Time Card Batches : Load Time Card Batches 10.14.2022

Refresh, Actions

0/2 Completed      0 Completed with Alerts      0 Critical Alerts

**Tasks**

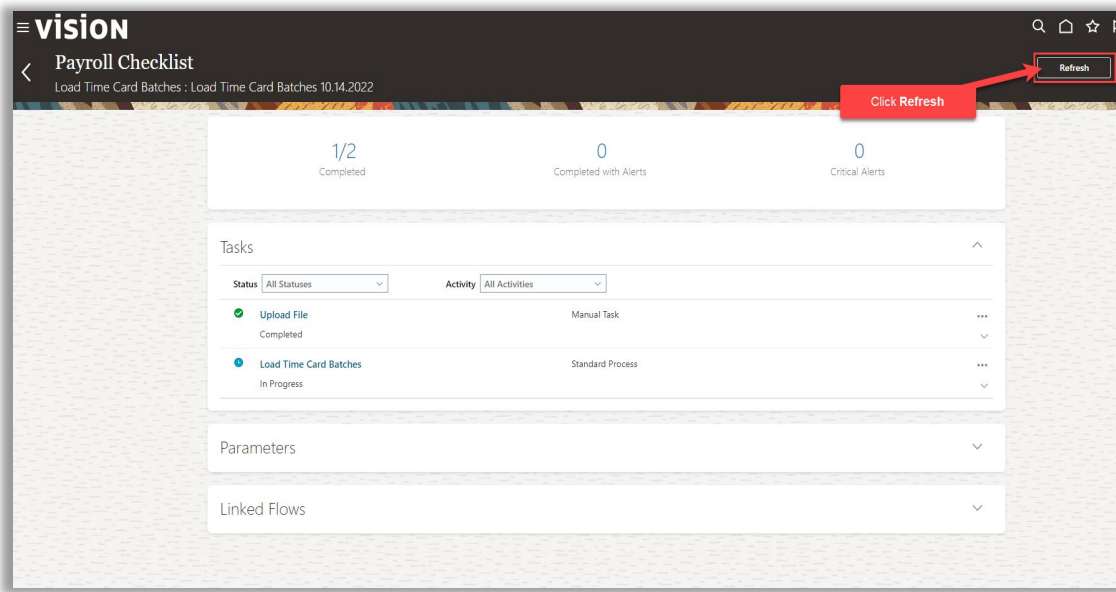
Status: All Statuses      Activity: All Activities

Task Name	Activity	Buttons
Upload File In Progress	Manual Task	More options (three dots)
Load Time Card Batches Pending	Standard Process	Click Mark as Complete (points to Mark as Complete button)

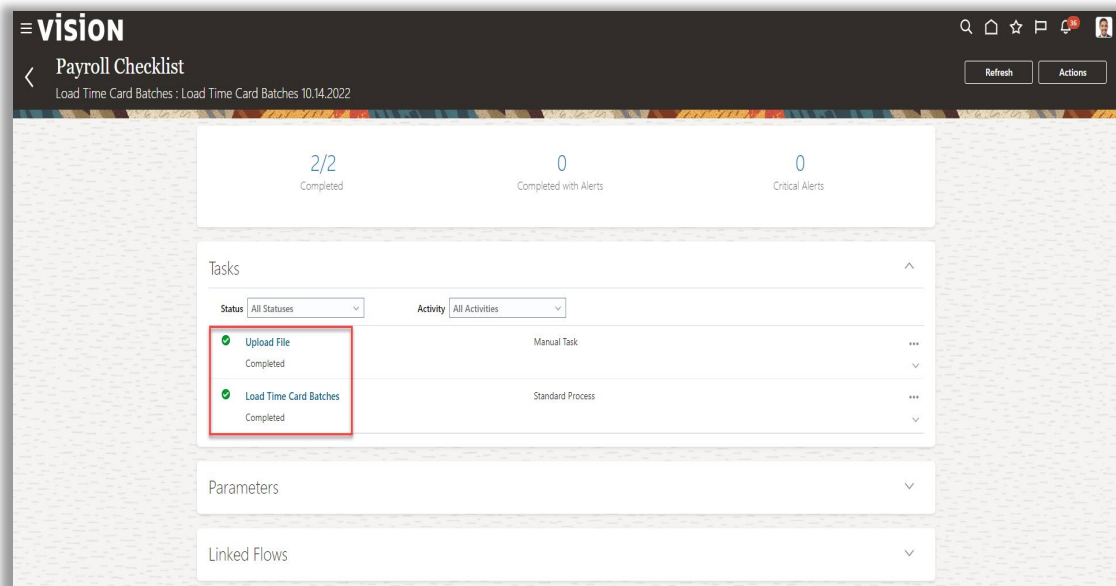
**Parameters**

**Linked Flows**

Click **Refresh**



The Load Time Card Batches process is Complete

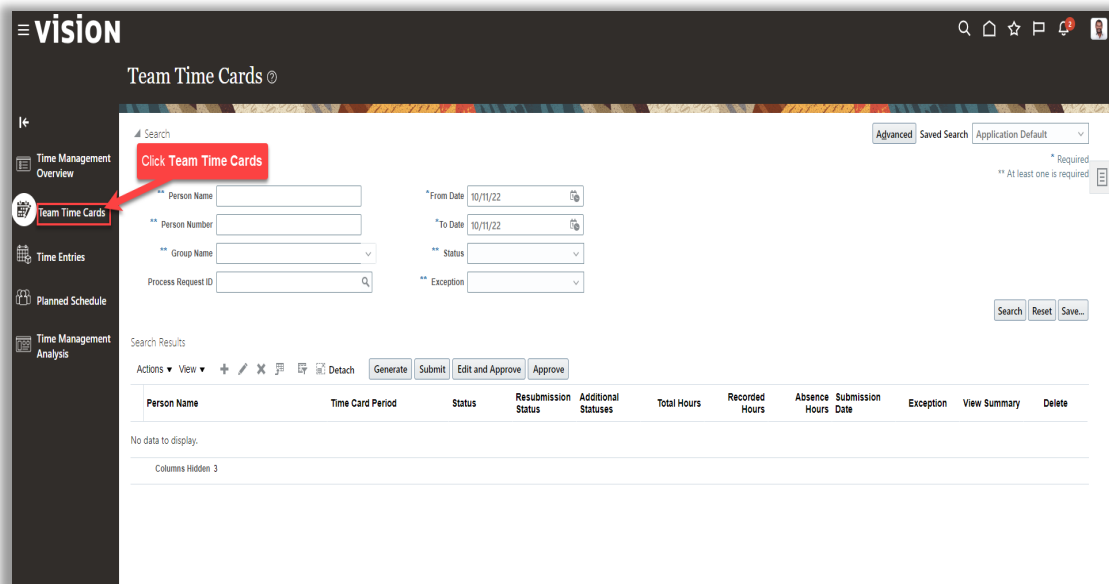


Next, to verify a timecard was loaded and transferred correctly to Payroll, click **Time Management**





## Click Team Time Cards



Search for an **Employee** who had a timecard transferred. Enter **Person Number**, Review **From Date** and **To Date**. Click **Search**

**vision** Team Time Cards

Search

Advanced Saved Search Application Default

\*\* Person Name

\*\* Person Number 1875

\*\* Group Name

Process Request ID

\*From Date 10/1/22

\*To Date 10/17/22

\*\* Status

\*\* Exception

Search Reset

Click Search

Search Results

Actions View + - X Detach Generate Submit Edit and Approve Approve

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
Land, Adam	10/17/22 - 10/23/22	Approved			40.00	40.00	0.00	10/17/22		68	X

Rows Selected 1 Columns Hidden 3

Click the three lines under **Additional Statuses**

**vision** Team Time Cards

Search

Advanced Saved Search Application Default

\*\* Person Name

\*\* Person Number 1875

\*\* Group Name

Process Request ID

\*From Date 10/1/22

\*To Date 10/17/22

\*\* Status

\*\* Exception

Search Reset

Search Results

Actions View + - X Detach Generate Submit Edit and Approve Approve

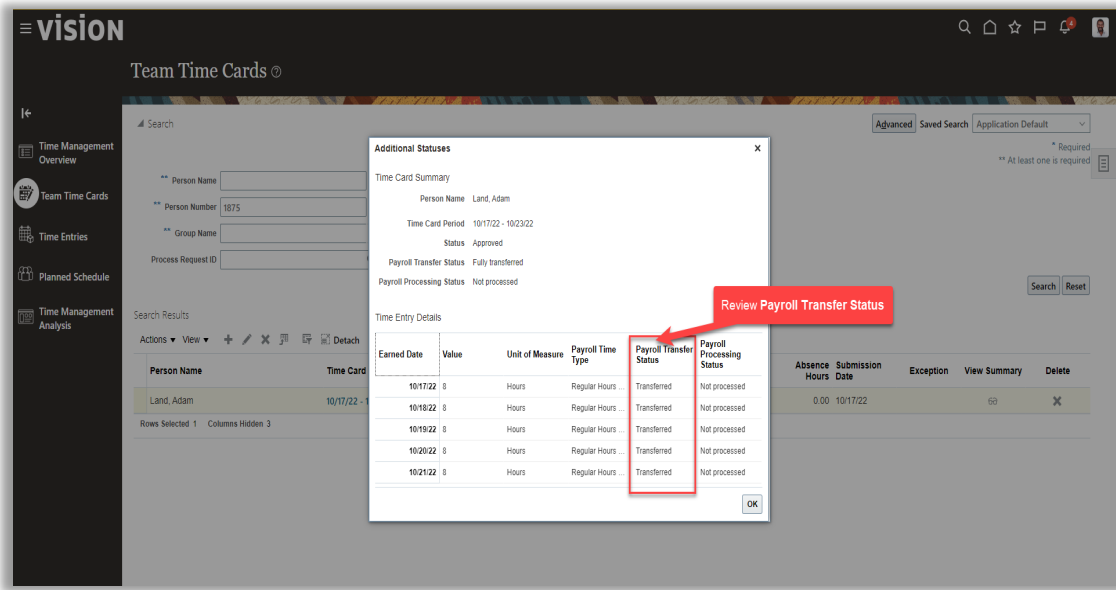
Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
Land, Adam	10/17/22 - 10/23/22	Approved			40.00	40.00	0.00	10/17/22		68	X

Rows Selected 1 Columns Hidden 3

Click Three Lines

Review the **Payroll Transfer Status**

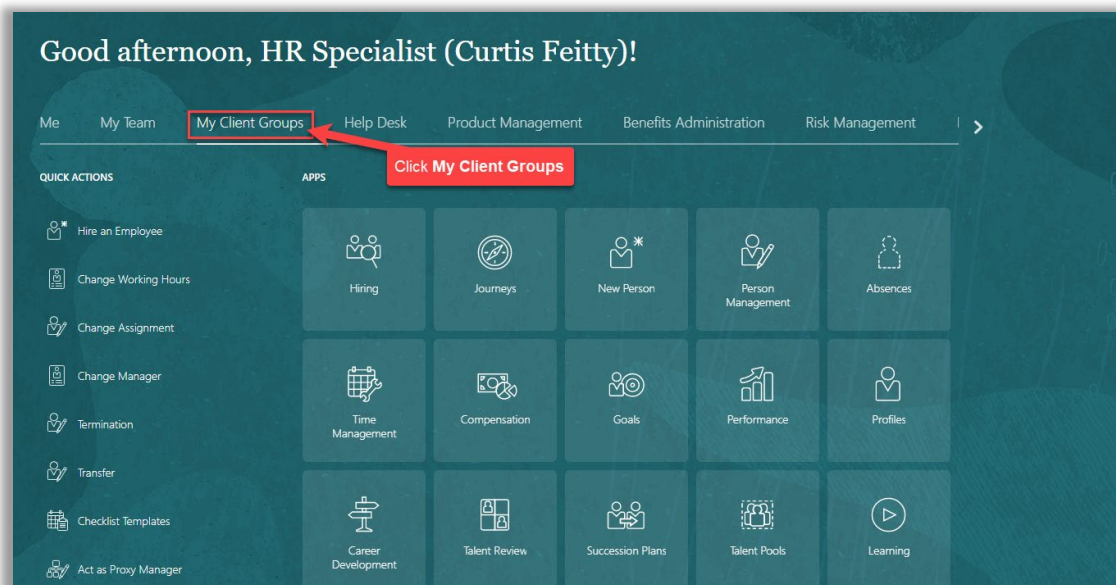




## Review Additional Time Management Tasks

Navigation: Home>My Client Groups>Time Management>Tasks>Review

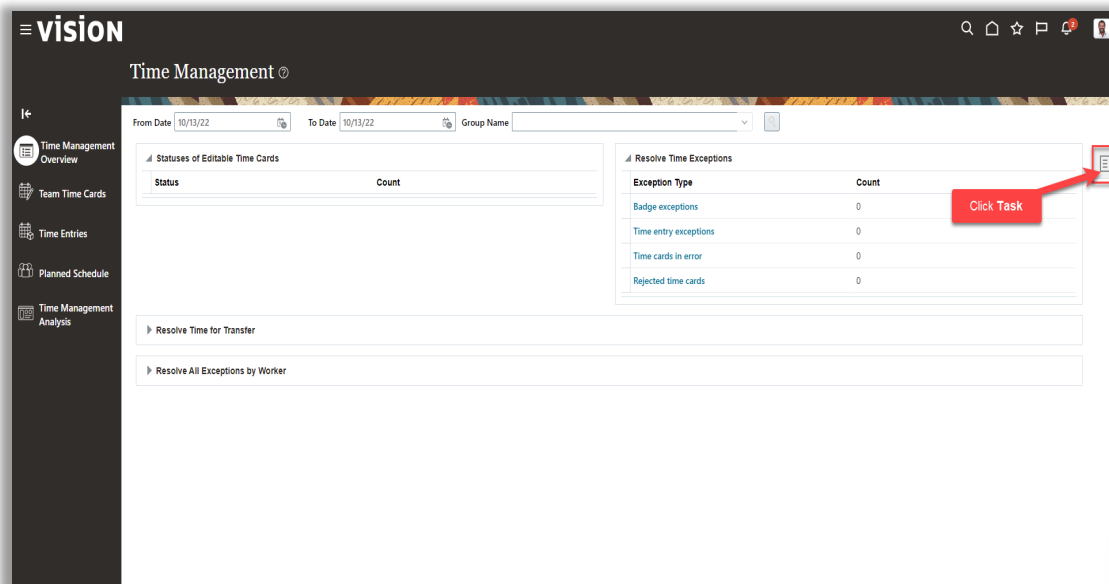
From the home screen, click **My Client Groups**



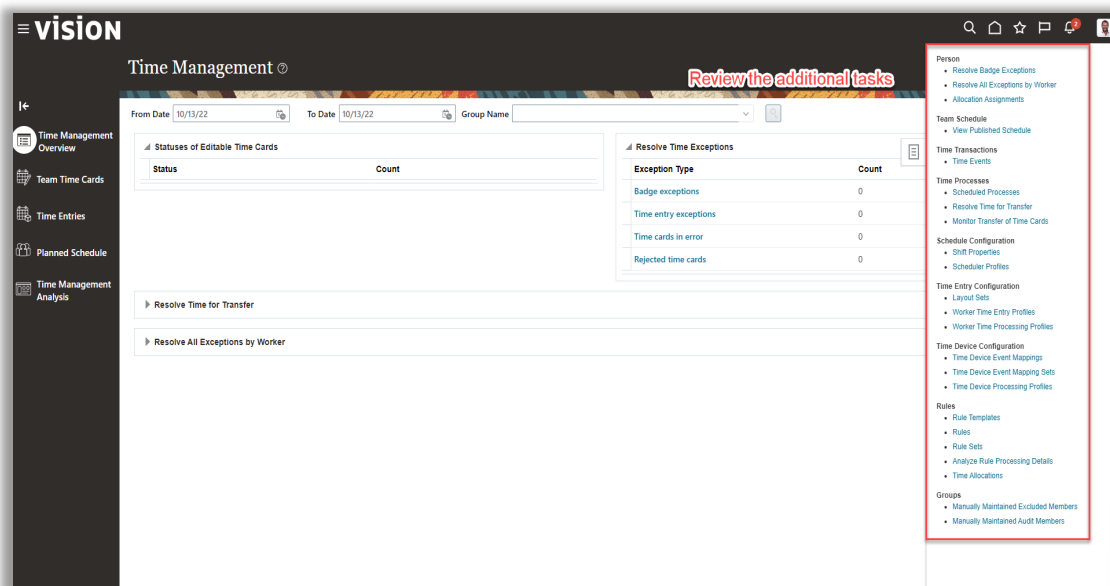
Next, click **Time Management**



In Time Management Overview screen, click **Tasks**



Review the additional Time Management Tasks such as **Person, Team Schedule, Time Transactions, Time Processes, Schedule Configuration, Time Entry Configuration, Time Device Configuration, Rules, and Groups**



Thank you for reviewing and using our guide; we hope you have found it helpful. If you have any questions on the content included in this guide, please contact our Training & Learning team at [learn@camptratech.com](mailto:learn@camptratech.com)

Version History	Revision Date	Author	Changes
Version 1.0		Megan Ketter	Initial Version