

# Job Aid: TL01a Entering Time for a Period (Start/Stop Time)

Last Update: 8/05/22



# **Document Version History**

Date	Version #	Comments
08/05/2022	1.0	Initial Version

# Pre-Requisites/ Job Descriptions

## This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Description
1.	Employee





## **Click on Sign In**

Sign In Oracle Applications Cloud	
LALEE  Forgot Password Sign In English	ORACLE

## STEP 2

# Click on Me tab

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# **Click on Time and Absences tile**

#### STEP 4

# **Click on Existing Time Cards tile**







## Select an appropriate time card. In this case, 7/30/22-8/5/22

eber County TEST/UAT Environment (Last Refresh:19/MAY/2022)			
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#### STEP 6

## **Click on Add button**

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#### STEP 8

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## Click on calendar icon under Select dates

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#### STEP 10

# You can record multiple days at once by selecting the dates from Monday to Friday of the timecard week

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## Click on calendar icon next to Start time

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#### STEP 12

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#### STEP 14

# Click on calendar icon next to End Time

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# Scroll the time bar to get the appropriate End time

#### **STEP 16**

#### **Click on OK**







## Click on OK

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#### **STEP 18**

# You can also enter time for selected days from the time card week. To do so, click on Add

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Tue,Aug 02	8:00 Hours 8:00 AM-4:00 PM E120006   Reg	
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## Click on Payroll Time Type

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## Click on calendar icon under Select dates

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## STEP 22

## Select the days for which the time must be entered. In this case, Wednesday and Thursday has been selected

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#### STEP 24

# Scroll the time bar to make an appropriate selection and click on OK

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## Click on calendar icon next to End time

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#### STEP 26

# Scroll the time bar to make an appropriate selection and click on OK

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# Click on OK

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#### STEP 28

## **Click on Submit**

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32	Mon,Aug 01	8:00 Hours 8:00 AM-4:00 PM E120006   Reg	/	





## You will return to the Existing Time Cards page

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	Time Cards			
	Last 5 time cards $\checkmark$			
	が 6/11/22 - 6/17/22 Total Hours:0	Entered	6100	
	∑ 6/18/22 - 6/24/22 Total Hours:0	Entered	***	
	차 <b>7/2/22 - 7/8/22</b> Total Hours:0	Entered	0100	
	5Å 6/25/22 - 7/1/22	Entered	0.0.0	

#### STEP 30

## Click on home icon to return to the main screen

Weber County TEST/UAT Envir	onment (Last Refresh:19/MAY/2022)			
			۵ 🕻	①☆P 🧶 😐
< LL E	<b>Existing Time Cards</b> SA LEE			Married a 2.07 and see
	Time Cards			
Last 5 time cards V				
	· 6/11/22 - 6/17/22 Total Hours:0	Entered		
	다. 6/18/22 - 6/24/22 Total Hours:0	Entered		
	T <sup>∧</sup> 7/2/22 - 7/8/22 Total Hours:0	Entered		
	∱ 6/25/22 - 7/1/22	Entered		











Job aid - TL01a Entering Time for a Period (Start/Stop Time)