

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

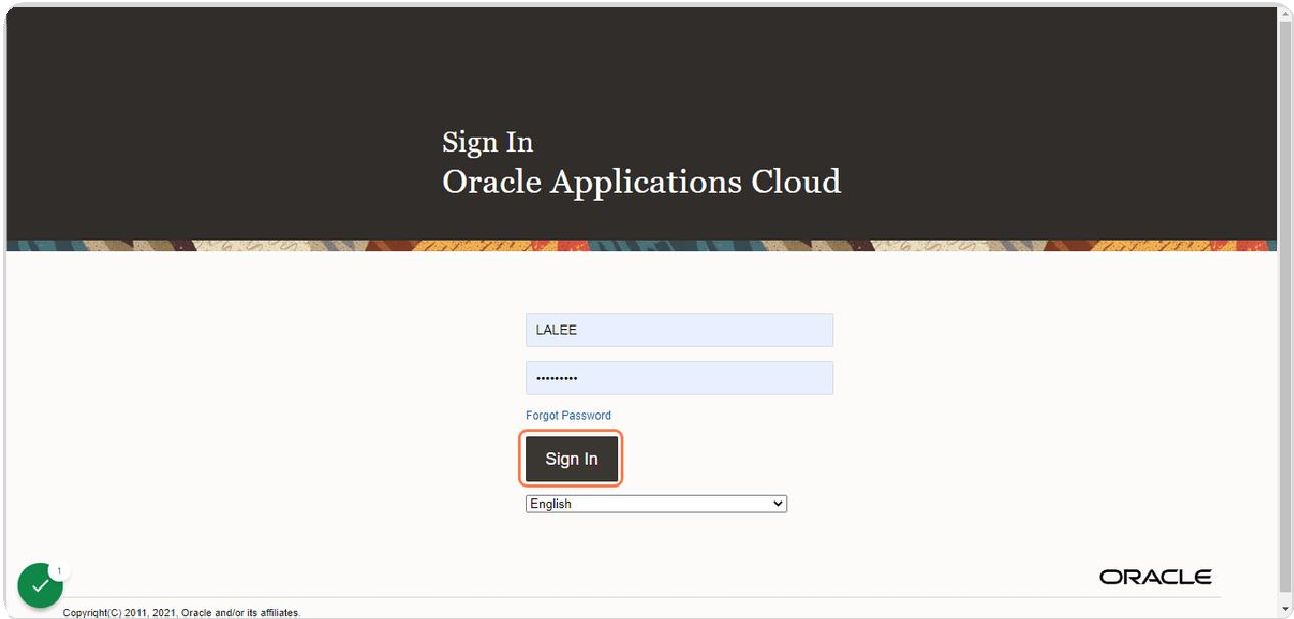
Pre-Requisites/ Job Descriptions

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

ID	Description
1.	Employee

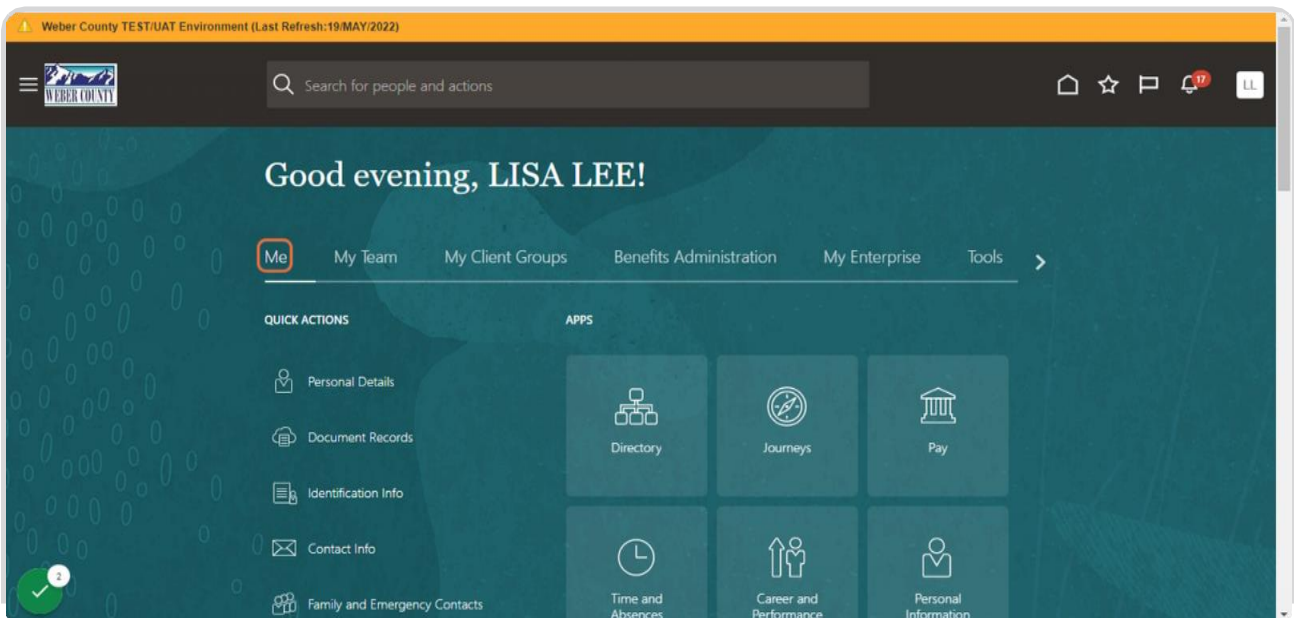
STEP 1

Click on Sign In



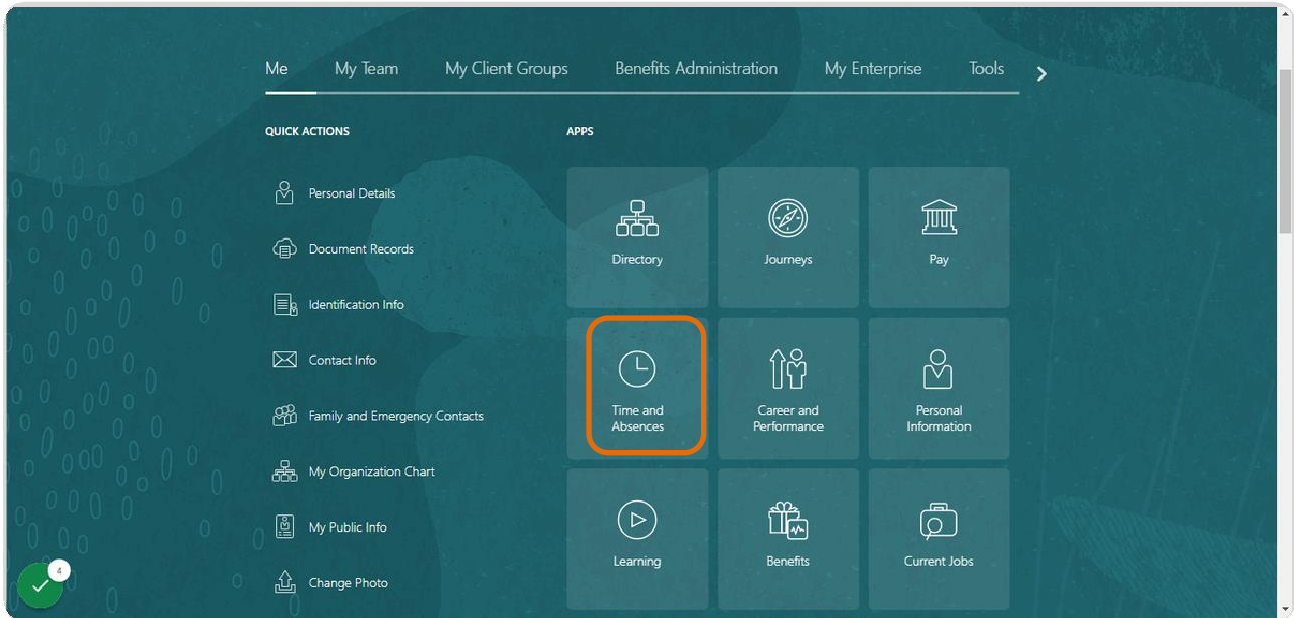
STEP 2

Click on Me tab



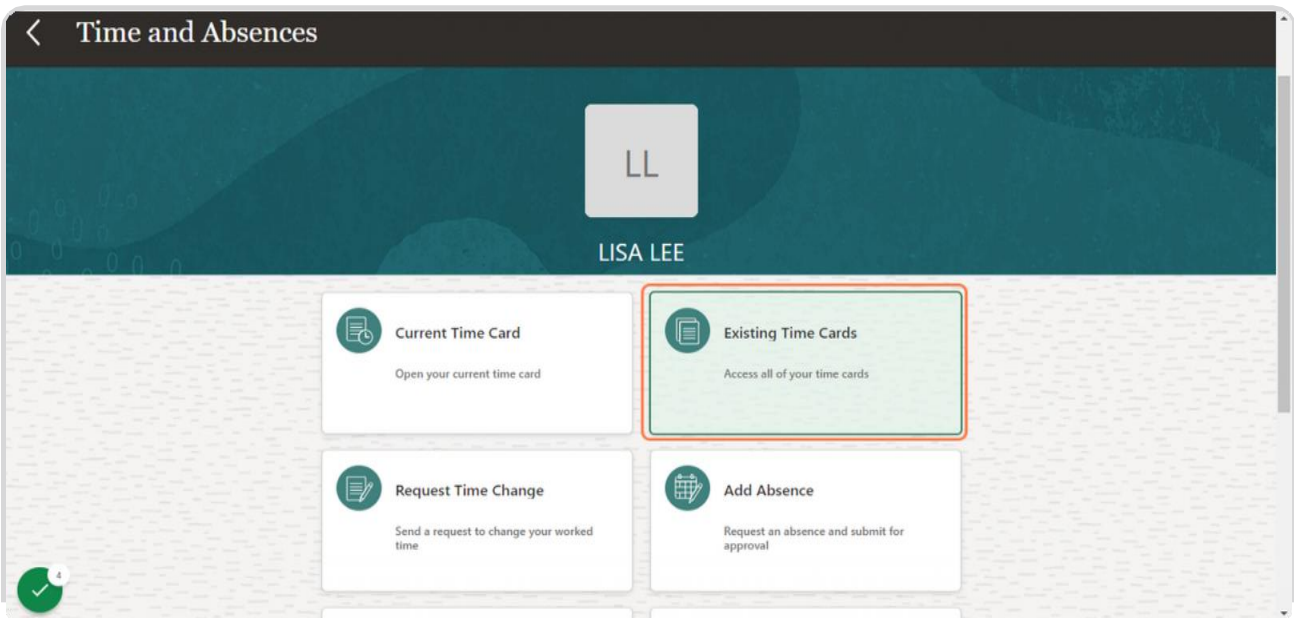
STEP 3

Click on Time and Absences tile



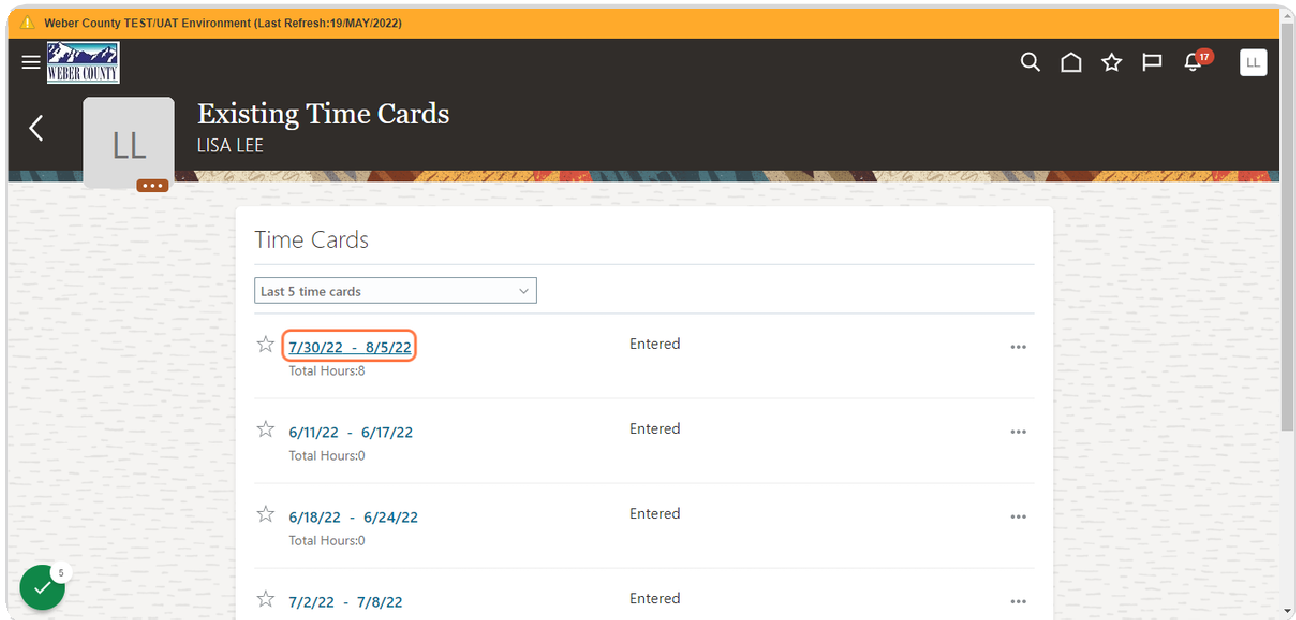
STEP 4

Click on Existing Time Cards tile



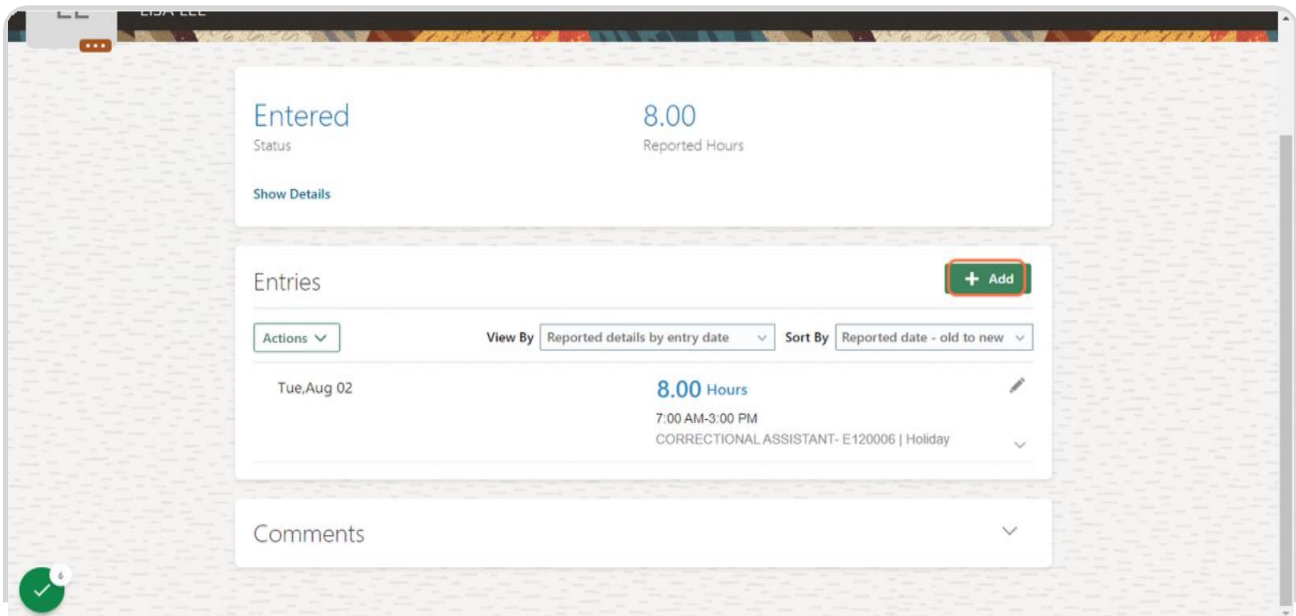
STEP 5

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



STEP 6

Click on Add button



STEP 7

Click on Payroll Time Type

The screenshot shows a dialog box titled "ENTERED" with a green checkmark icon in the bottom left corner. The dialog contains several fields: "Assignment" (CORRECTIONAL ASSISTANT- E120006), "Payroll Time Type" (Reg), "Project" (Select a value), "Activity" (Select a value), "Select Dates" (empty), "Start Time" and "End Time" (empty), and "Quantity" (empty). There are "OK" and "Cancel" buttons at the top right. A red circle highlights the "Reg" option in the "Payroll Time Type" dropdown menu.

STEP 8

Select Reg, if not already selected

The screenshot shows the same "ENTERED" dialog box as in Step 7. The "Payroll Time Type" dropdown menu is open, showing a list of options: "Attribute Value", "Reg", "Holiday", "Comp Plan - Opt In", "Comp Plan - Opt Out", and "On Call Pay". The "Reg" option is highlighted in blue. The "OK" and "Cancel" buttons are visible at the top right.

STEP 9

Click on calendar icon under Select dates

The screenshot shows a web-based form for entering time. The form includes several dropdown menus: 'Assignment' (CORRECTIONAL ASSISTANT- E120006), 'Payroll Time Type' (Reg), 'Project' (Select a value), and 'Activity' (Select a value). Below these is the 'Select Dates' field, which is currently empty. A red circle highlights a small calendar icon to the right of this field. Below the 'Select Dates' field are 'Start Time' and 'End Time' fields, each with a clock icon. There is also a 'Quantity' field and an 'Add another date' link. At the bottom, there is a 'Comments' text area. The form has 'OK' and 'Cancel' buttons in the top right corner. A green checkmark icon is visible in the bottom left corner of the form area.

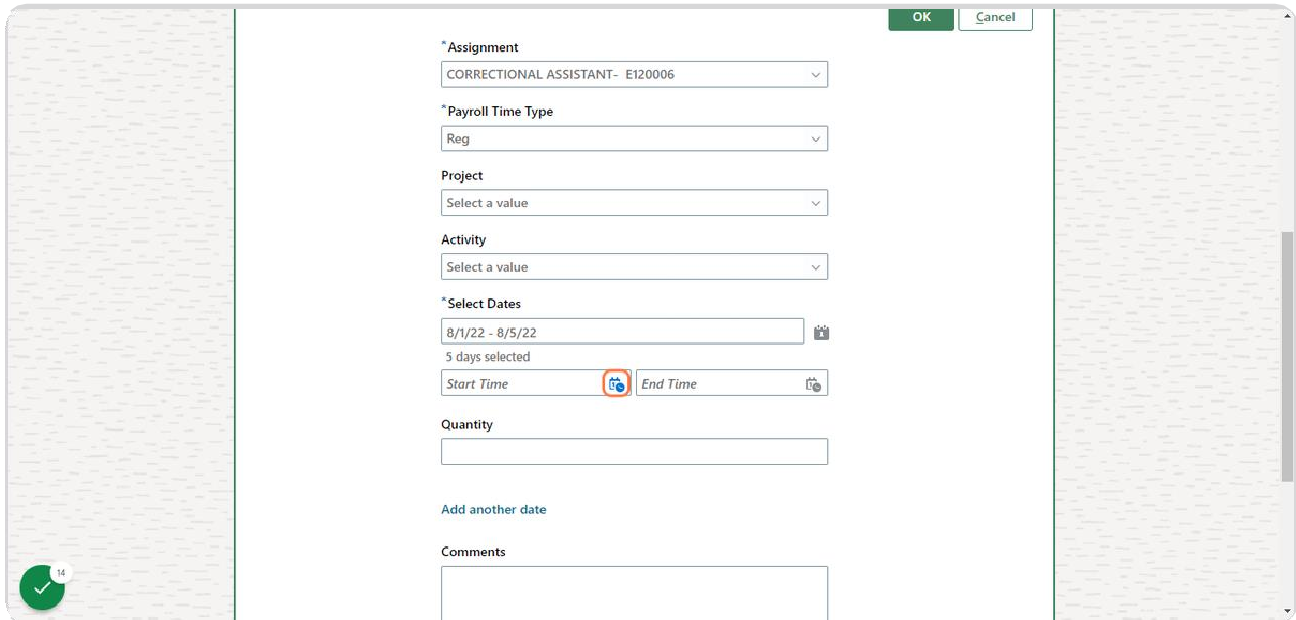
STEP 10

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

This screenshot shows the same time entry form as in Step 9, but with a calendar pop-up open. The 'Select Dates' field now contains the text '8/1/22, 8/2/22'. The calendar pop-up shows the month of August 2022. The days of the week are listed as SUN, MON, TUE, WED, THU, FRI, SAT. The dates 1, 2, 3, 4, and 5 are highlighted with blue circles, indicating they have been selected. The text '2 days selected' is visible at the bottom of the calendar pop-up. The 'OK' and 'Cancel' buttons are still present in the top right corner. The green checkmark icon is also visible in the bottom left corner.

STEP 11

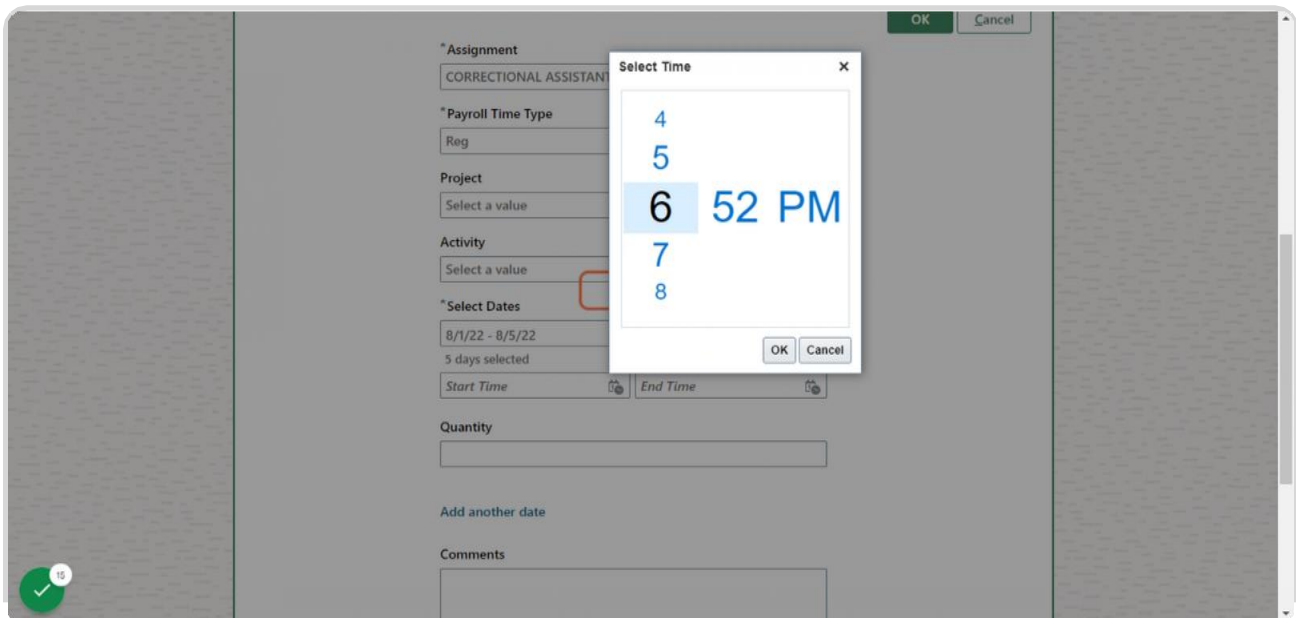
Click on calendar icon next to Start time



The screenshot shows a form with the following fields: Assignment (CORRECTIONAL ASSISTANT- E120006), Payroll Time Type (Reg), Project (Select a value), Activity (Select a value), Select Dates (8/1/22 - 8/5/22, 5 days selected), Start Time (with a calendar icon highlighted), End Time, Quantity, Add another date, and Comments. A green checkmark icon is in the bottom left corner.

STEP 12

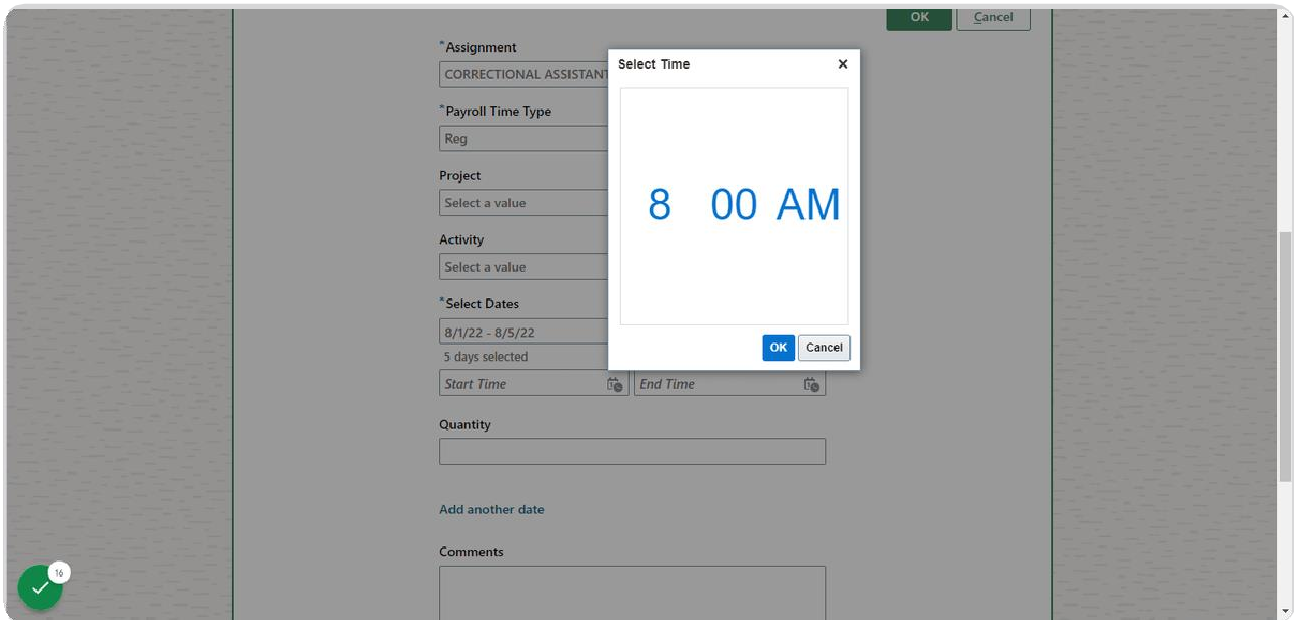
Scroll the time bar to get the appropriate Start time



The screenshot shows the same form as in Step 11, but with a 'Select Time' dialog box open. The dialog box has a vertical time bar with numbers 4, 5, 6, 7, and 8. The number 6 is selected, and '52 PM' is displayed to its right. The dialog box also has OK and Cancel buttons. A green checkmark icon is in the bottom left corner.

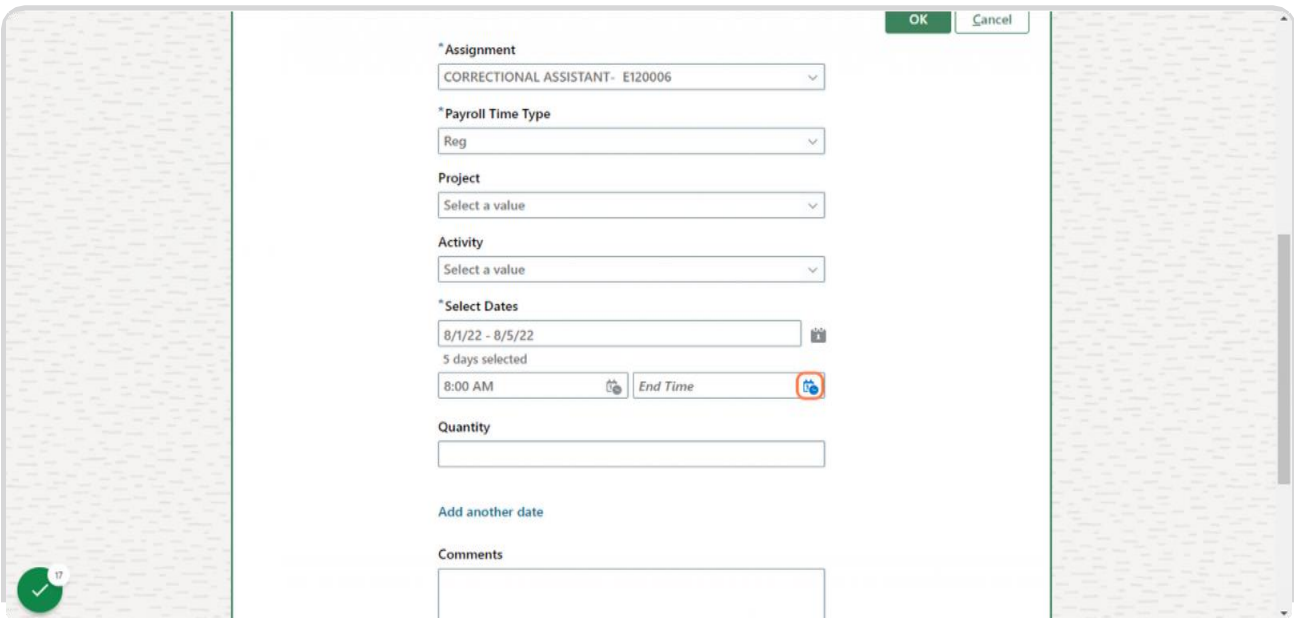
STEP 13

Click on OK



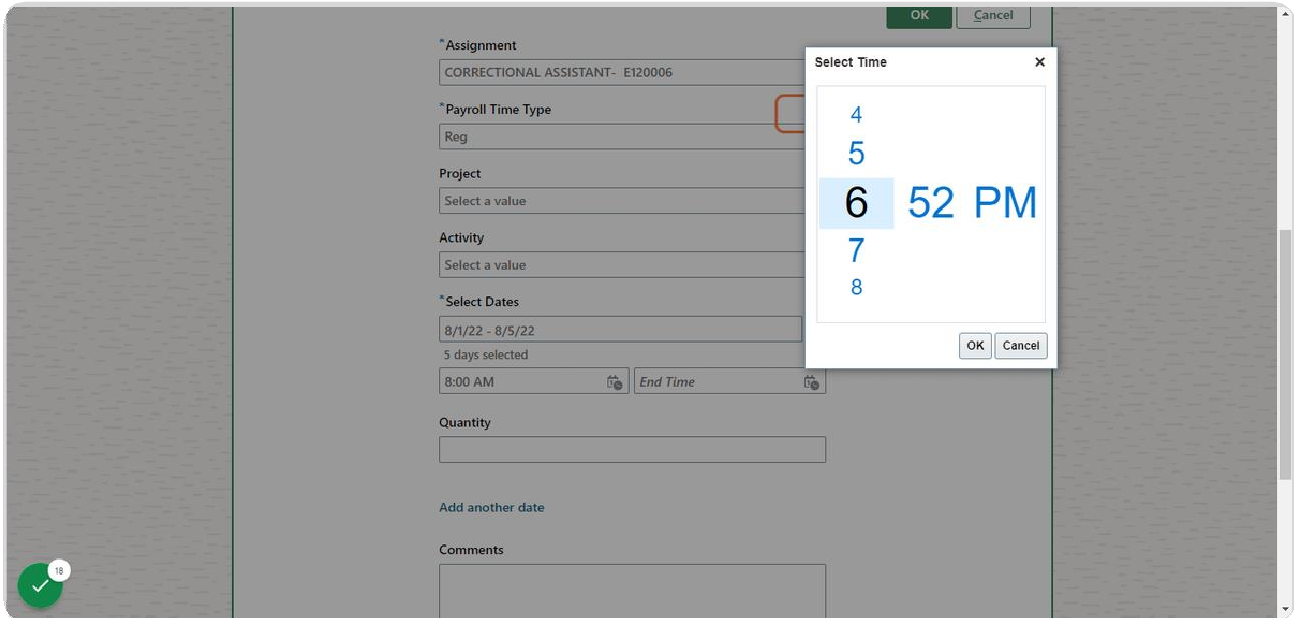
STEP 14

Click on calendar icon next to End Time



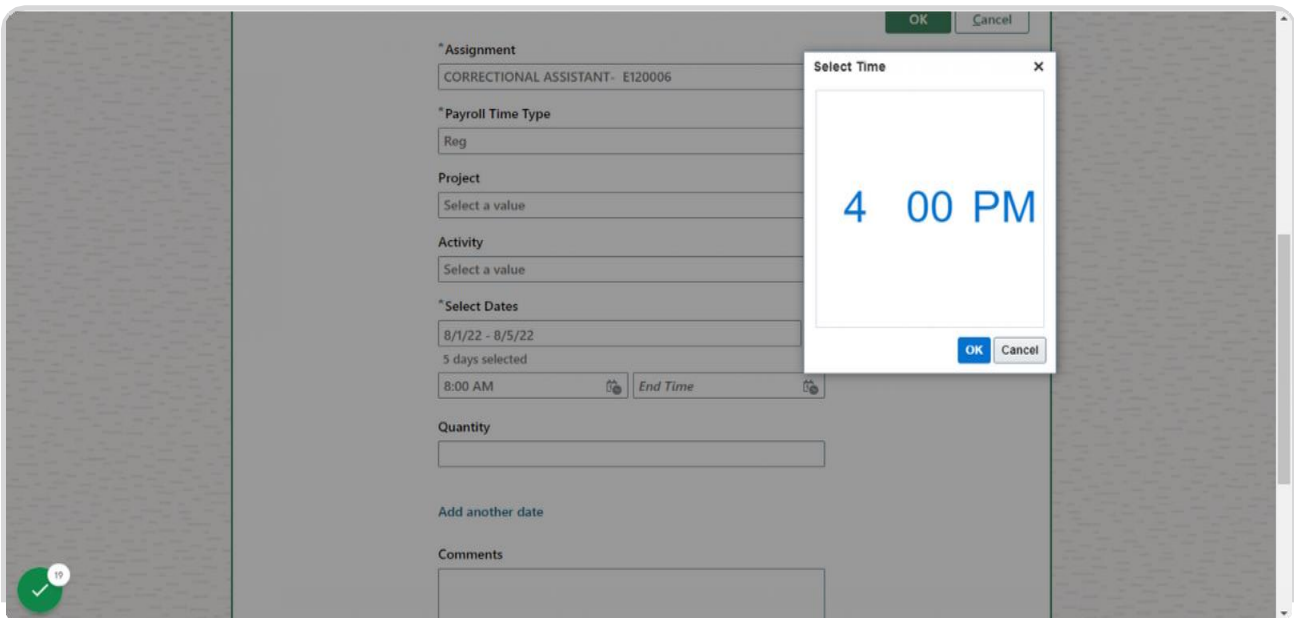
STEP 15

Scroll the time bar to get the appropriate End time



STEP 16

Click on OK



STEP 17

Click on OK

WEBER COUNTY

Time Card: 7/30/22 - 8/5/22

LISA LEE

Entered 8.00
Status Reported Hours

Show Details

Entries

Assignment: CORRECTIONAL ASSISTANT- E120006

Payroll Time Type: Reg

OK Cancel

STEP 18

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

Status Reported Hours

Show Details

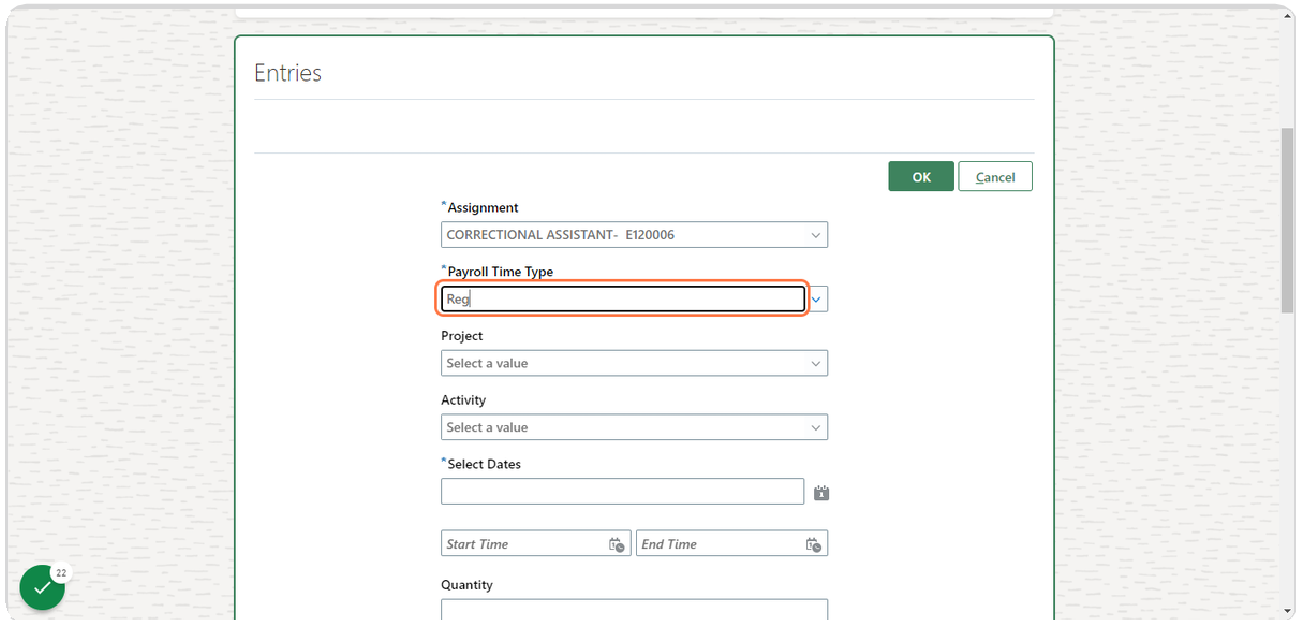
Entries + Add

Actions View By Reported details by entry date Sort By Reported date - old to new

Date	Hours	Time Range	Assignment
Mon, Aug 01	8.00 Hours	8:00 AM-4:00 PM	E120006 Reg
Tue, Aug 02	8.00 Hours	7:00 AM-3:00 PM	E120006 Holiday
Tue, Aug 02	8.00 Hours	8:00 AM-4:00 PM	E120006 Reg
Wed, Aug 03	8.00 Hours	8:00 AM-4:00 PM	E120006 Reg

STEP 19

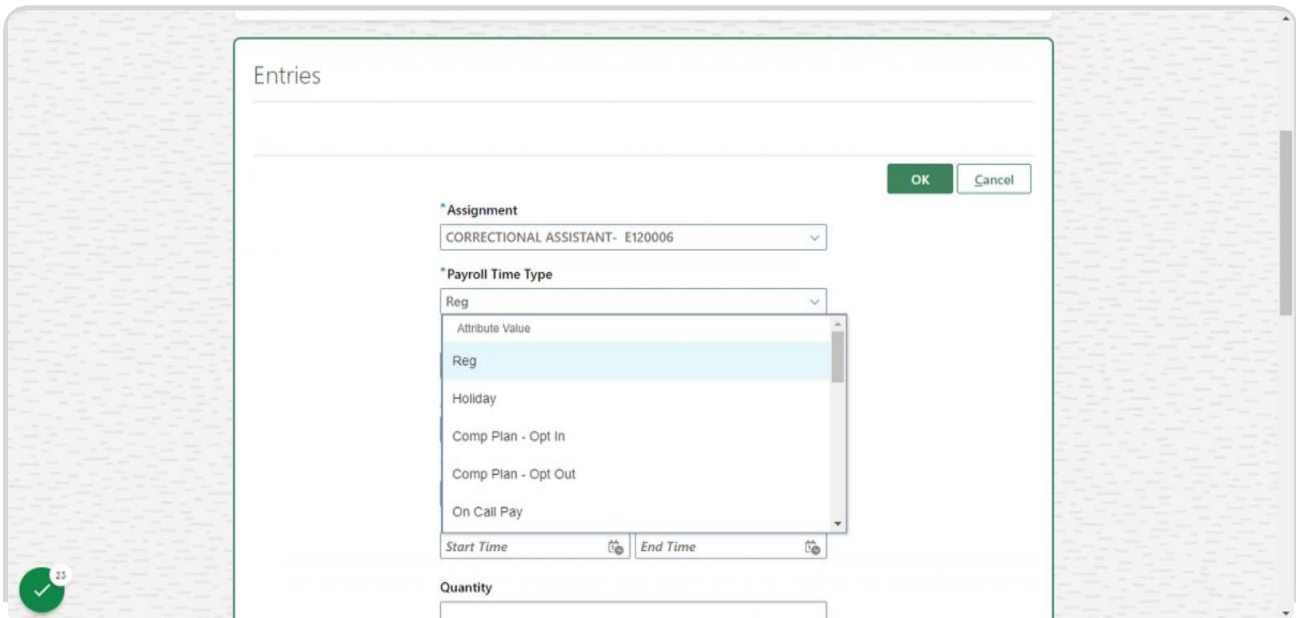
Click on Payroll Time Type



The screenshot shows a web-based form titled "Entries". At the top right, there are "OK" and "Cancel" buttons. The form contains several fields: "* Assignment" with a dropdown menu showing "CORRECTIONAL ASSISTANT- E120006"; "* Payroll Time Type" with a dropdown menu showing "Reg", which is highlighted with a red rectangular box; "Project" with a dropdown menu showing "Select a value"; "Activity" with a dropdown menu showing "Select a value"; "* Select Dates" with a date picker icon; "Start Time" and "End Time" fields with clock icons; and "Quantity" with an input field. A green checkmark icon with the number "22" is located in the bottom left corner of the form area.

STEP 20

Select Reg, if not already selected



The screenshot shows the same "Entries" form as in Step 19. The "* Payroll Time Type" dropdown menu is open, displaying a list of options: "Reg", "Attribute Value", "Holiday", "Comp Plan - Opt In", "Comp Plan - Opt Out", and "On Call Pay". The "Reg" option is highlighted in light blue. The "OK" and "Cancel" buttons are visible at the top right. A green checkmark icon with the number "23" is located in the bottom left corner of the form area.

STEP 21

Click on calendar icon under Select dates

CORRECTIONAL ASSISTANT- E120006

*Payroll Time Type
Reg

Project
Select a value

Activity
Select a value

*Select Dates

Start Time End Time

Quantity

Add another date

Comments

STEP 22

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

*Assignment
CORRECTIONAL ASSISTANT- E120006

*Payroll Time Type
Reg

Project
Select a value

Activity
Select a value

*Select Dates

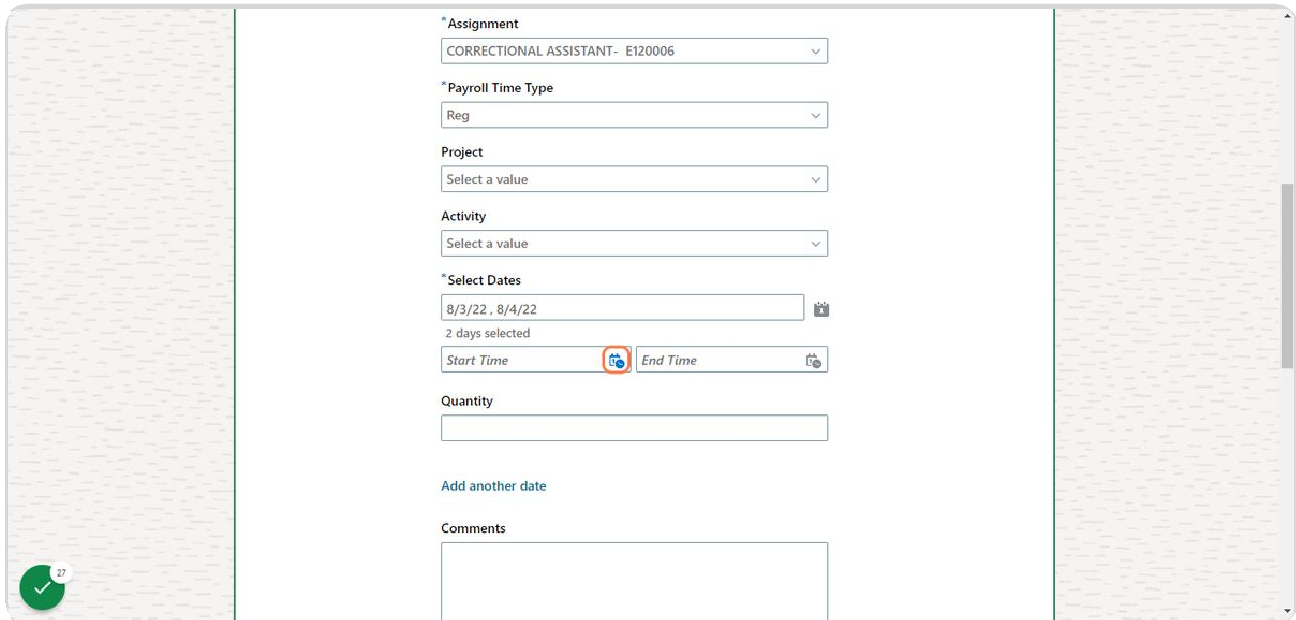
August 2022

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Select days

STEP 23

Click on calendar icon next to Start time





*Assignment
CORRECTIONAL ASSISTANT- E120006

*Payroll Time Type
Reg

Project
Select a value

Activity
Select a value

*Select Dates
8/3/22, 8/4/22
2 days selected

Start Time  End Time 

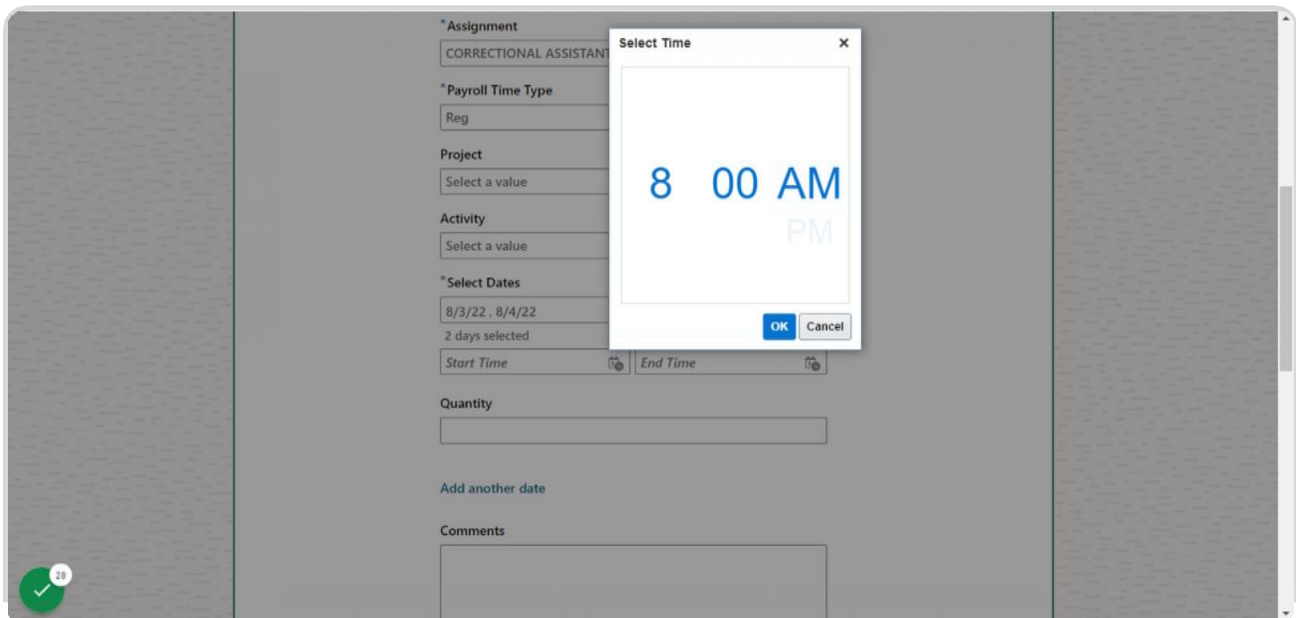
Quantity

Add another date

Comments

STEP 24

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





*Assignment
CORRECTIONAL ASSISTANT

*Payroll Time Type
Reg

Project
Select a value

Activity
Select a value

*Select Dates
8/3/22, 8/4/22
2 days selected

Start Time  End Time 

Quantity

Add another date

Comments

Select Time dialog box:
8 00 AM
PM
OK Cancel

STEP 25

Click on calendar icon next to End time

*Assignment
CORRECTIONAL ASSISTANT- E120006

*Payroll Time Type
Reg

Project
Select a value

Activity
Select a value

*Select Dates
8/3/22 , 8/4/22
2 days selected
8:00 AM End Time

Quantity

Add another date

Comments

29

STEP 26

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

*Assignment
CORRECTIONAL ASSISTANT- E120006

*Payroll Time Type
Reg

Project
Select a value

Activity
Select a value

*Select Dates
8/3/22 , 8/4/22
2 days selected
8:00 AM End Time

Quantity

Add another date

Comments

30

Select Time

4 00 PM

OK Cancel

STEP 27

Click on OK

Entered
Status
48.00
Reported Hours
Show Details

Entries

Assignment: CORRECTIONAL ASSISTANT- E120006
Payroll Time Type: Reg
Project: Select a value
Activity: Select a value

OK Cancel

STEP 28

Click on Submit

Weber County TEST/UAT Environment (Last Refresh: 19/MAY/2022)

Time Card: 7/30/22 - 8/5/22
LISA LEE

Entered
Status
64.00
Reported Hours
Show Details

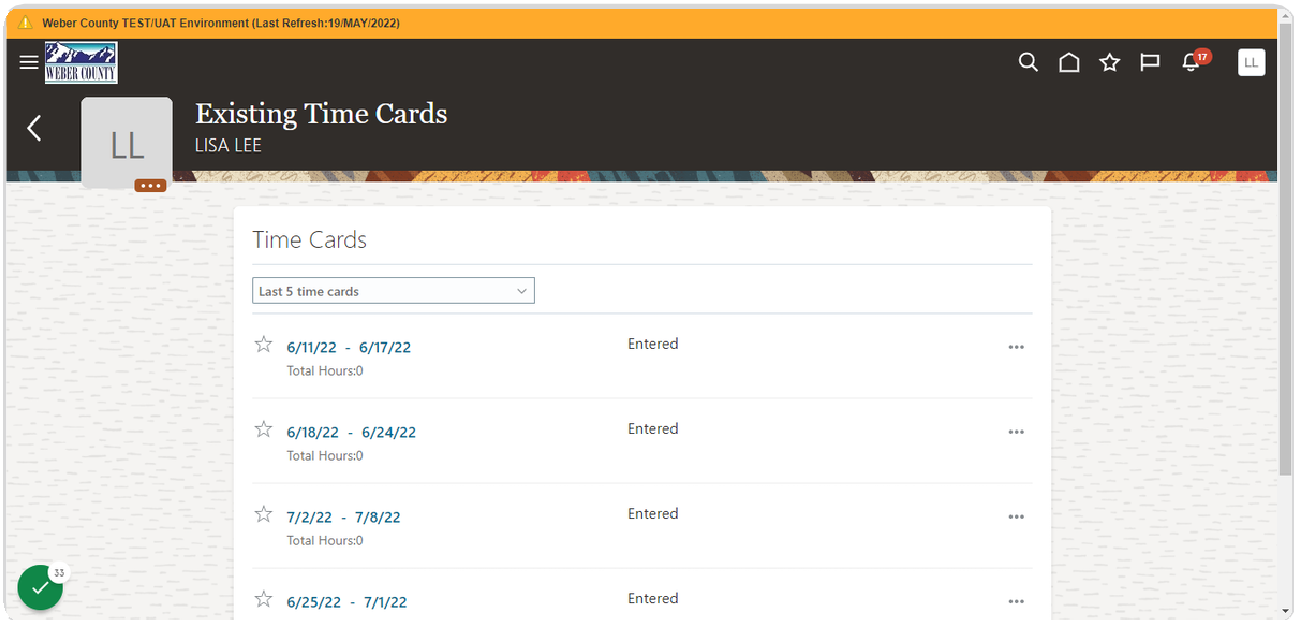
Entries

Mon, Aug 01
8.00 Hours
8:00 AM-4:00 PM
E120006 | Reg

Submit Cancel

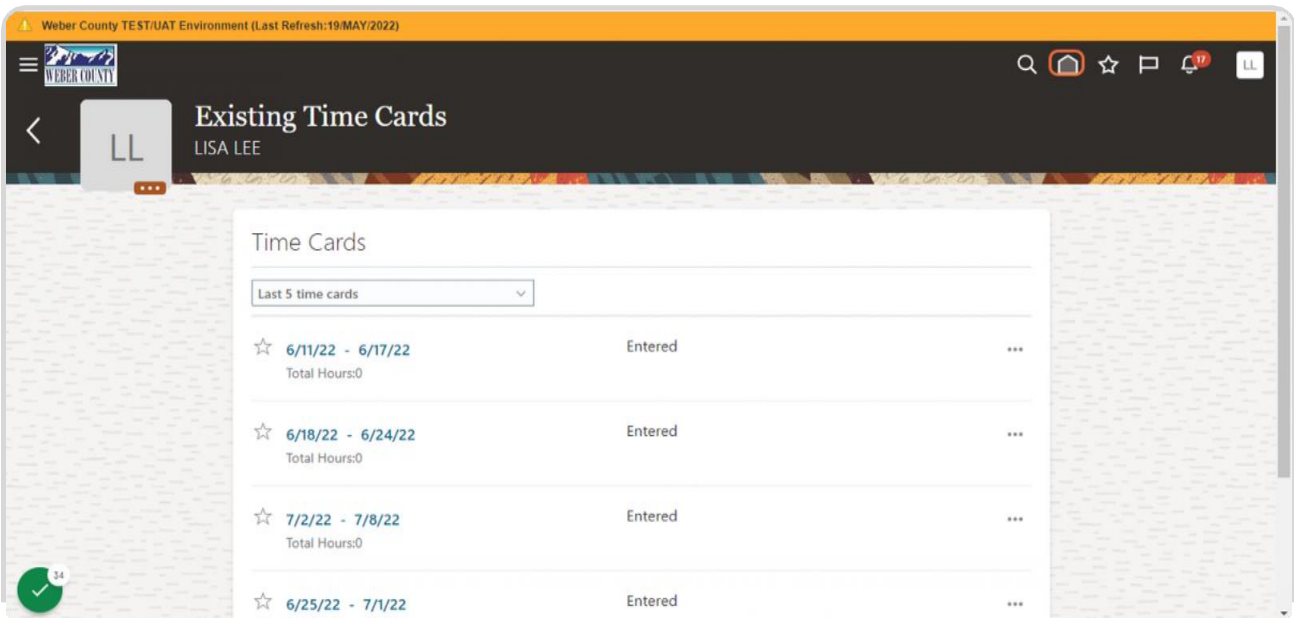
STEP 29

You will return to the Existing Time Cards page

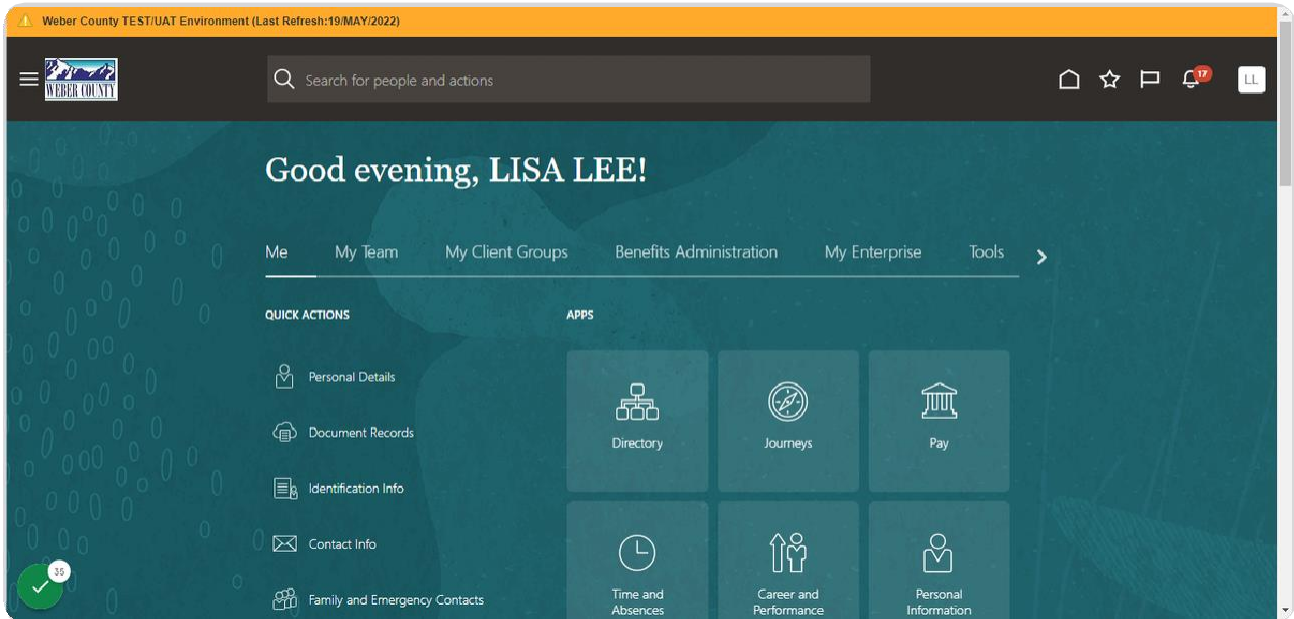


STEP 30

Click on home icon to return to the main screen



STEP 31



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