

Job Aid: TL06a Enter Time using the Web Clock (Employee)

Last Update: 7/06/22



Document Version History

Date	Version #	Comments
07/06/2022	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	
	ABROWN Forget Password Sign In English	
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STEP 2

Click on the Me tab if not already selected

						с ф ф
	Good afternoon, A	MBUR BRO	OWN!			
	Me Tools Others					
	QUICK ACTIONS	APPS				
	Personal Details		(A)	Â		
	Document Records	Directory	Journeys	Pay	Time and Absences	
	e Identification Info					
	Contact Info	ÛŶ	Å	\bigcirc	Ĩ	
	Family and Emergency Contacts	Career and Performance	Personal Information	Learning	Benefits	
	My Organization Chart					
~	👸 My Public Info	þ	ŝ	B	4	77. Shinak





Click on Web Clock tile

	QUICK ACTIONS	APPS		전 화장 이 영화	R. Star	顶 前所 新汉语	^
	Personal Details	Directory	Ø Journeys) Pay	Time and Absences		
	Contact Info	Career and Performance	Personal Information	(D) Learning	Benefits		
	생y Organization Chart 응 용 My Public Info 값 Change Photo	Current Jobs	g) Wellness	Personal Brand	(s) (j) Volunteering		
	$\partial_{\Delta}^{\Theta}$ Share Data Access $\partial_{\Delta}^{\Theta}$ Share Personal Info	(3) Web Clock	Roles and Delegations	Expenses	+		
<u>_</u>	Show More	ng:				14-11	_

STEP 4

Click on Clock In when you start your shift

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Web Clock					
		INTER A LA LA PERSONNE A			
		A	В		
		Currer	nt Time		
		1:50) PM		
	Clock In	Out to Meal	In from Meal	Clock Out	
		(1)			
		UU	₽		
		12-1-2-2-2			
Jaily Time Events: Today					•





Click on Out to Meal when you start your lunch break. Note: Some staff may only see clock in and clock out.



STEP 6

Click on In from Meal when you return from lunch.



CONSULTING SERVICES

Click on Clock Out when your shift is done

					Q (<u>)</u> 🗘 (AB) (
Web Clock					
			-	6.6.012 A	
		A	В		
		Curren	it Time		
		1:51 6/15	PM 5/22		In from Meal 1:50:50 PM
	Clock In	Out to Meal	In from Meal	Clock Out	
	1:50:23 PM	1:50:36 PIM	1:50:50 PM		
	(L)		L.		
Willy Time Events: Today					

STEP 8

It will display Daily Events

		Clock In 1:50:23 PM	Out to Meal 1:50:36 PM	In from Meal 1:50:50 PM	Clock Out 1:51:02 PM
		Ð		Ð	9
Daily Tim	e Events: Today				
Actions Actions	(S) Clock In				
1:50:36 PM 1:50:50 PM	Out to MealIn from Meal				
1:51:02 PM	Clock Out				





ÉLE Q 🏠 🗘 🗛 ock AB **Current Time** 1:51 PM Clock Out 1:51:02 PM Clock In Out to Meal In from Meal Clock Out 1:50:23 PM 1:50:36 PM 1:50:50 PM 1:51:02 PM $(\square$

Click on Home icon to return to the main screen.

STEP 10







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