



Job Aid: TA01 Entering Time for a Period

Last Update: 04/25/2023



Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

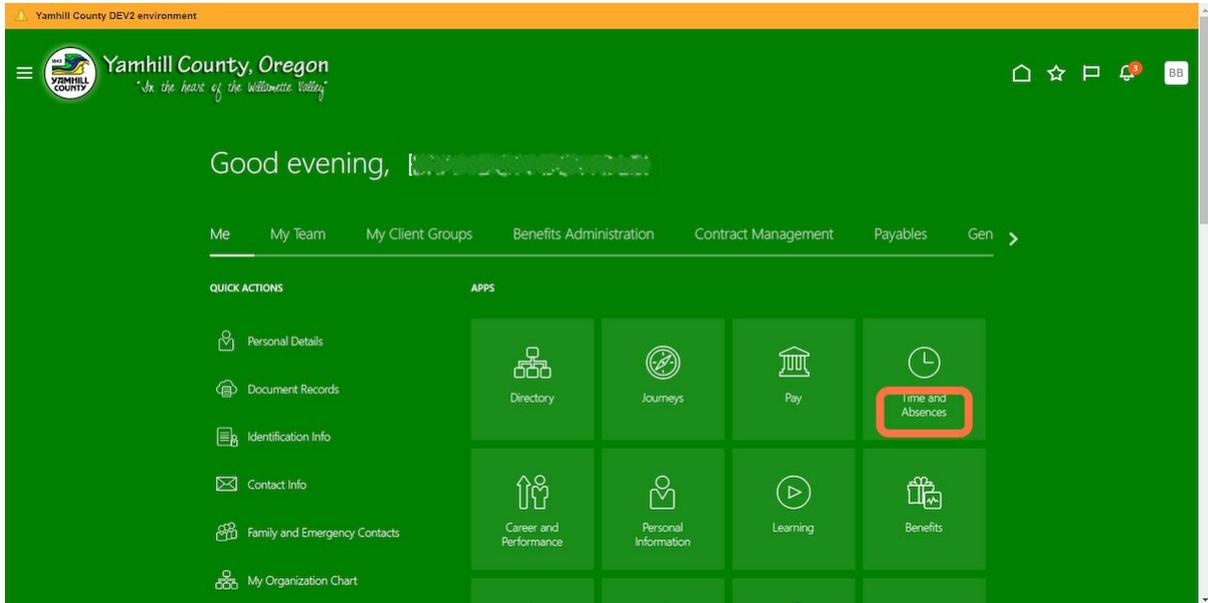
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Employee



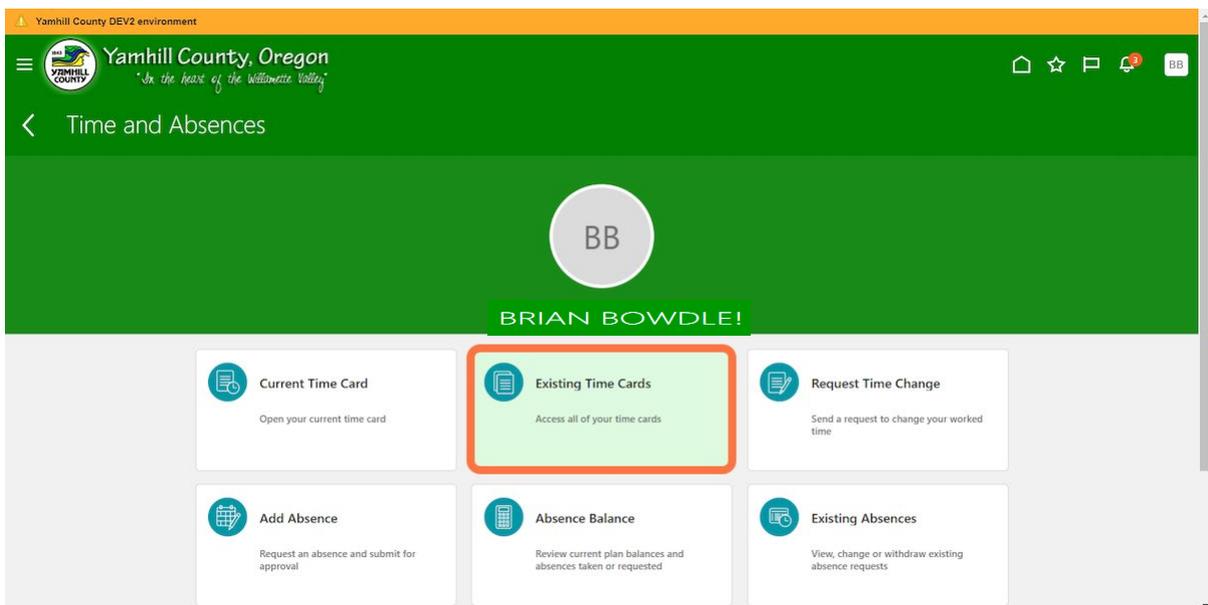
STEP 1

Login to Oracle Fusion Cloud. Click on the “Time and Absences” tile under the “Me” tab.



STEP 2

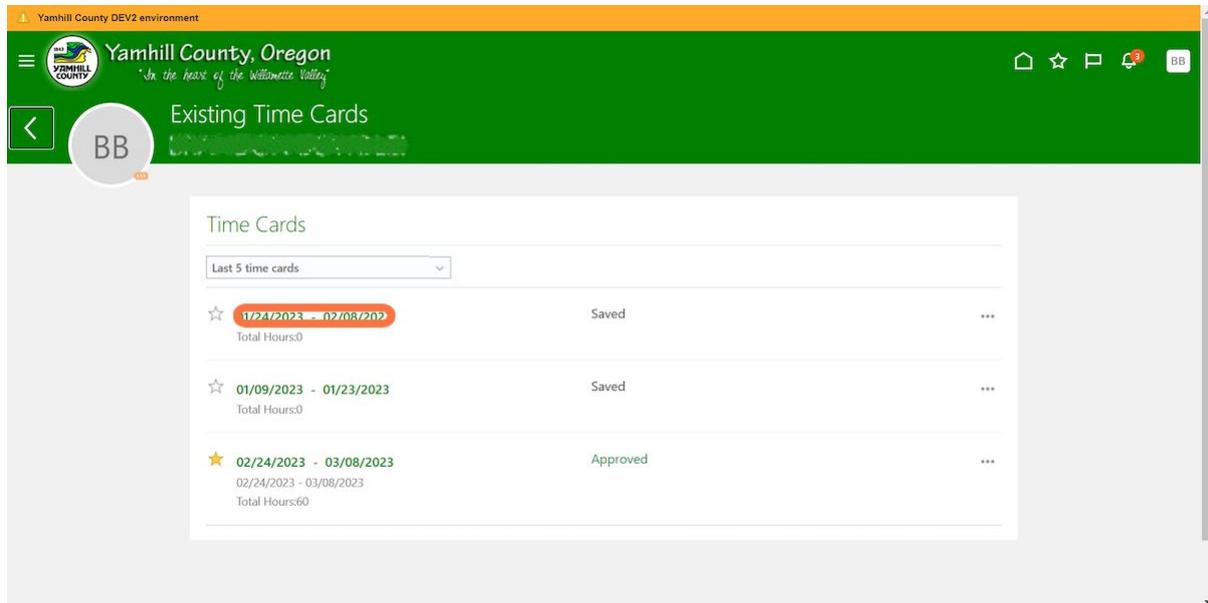
Click on the “Existing Time Cards” tile.



Job Aid: TA01 Entering time for a period

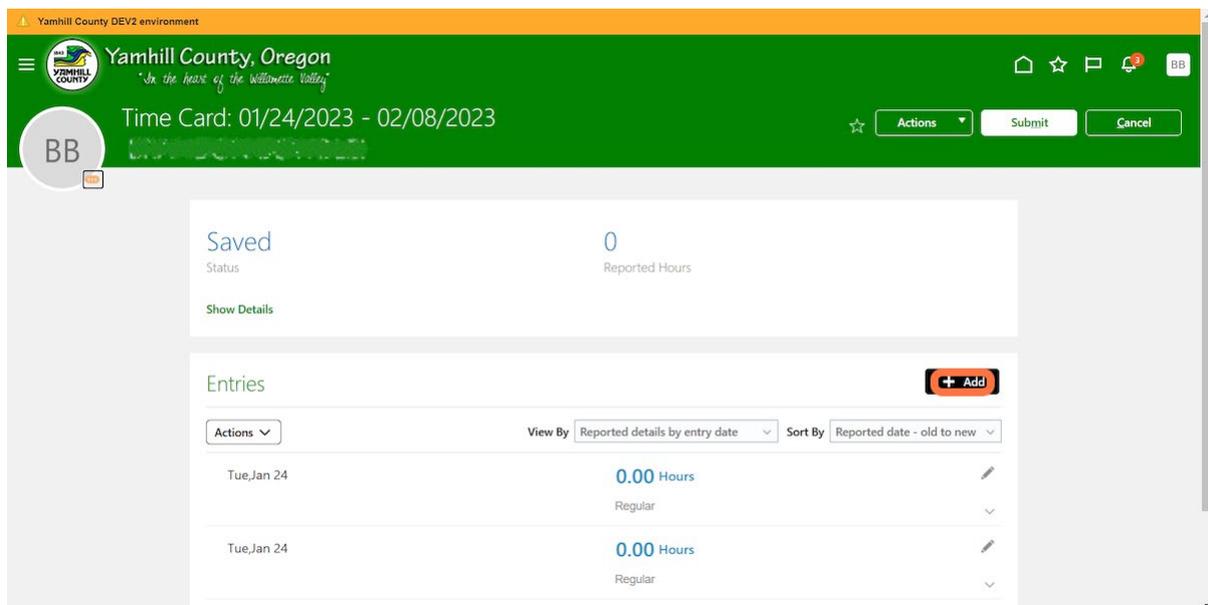
STEP 3

Find the appropriate time card and select it by clicking on it.



STEP 4

In the Entries area, click the “+ Add” button to add time to the time card.



STEP 5

Select the “Payroll Time Type” drop-down and select the appropriate value.

The screenshot shows a web interface for entering time. At the top left is a 'Show Details' link. The main area is titled 'Entries'. On the right side of the form, there are 'OK' and 'Cancel' buttons. A dropdown menu labeled 'Attribute Value' is open, showing a list of options: Regular, Overtime, Overtime Double, Comp Earned, and Comp Earned Holiday. The 'Regular' option is highlighted in blue. Below the dropdown is a text input field for '*Select Dates', a 'Quantity' input field, and a link that says 'Add another date'. At the bottom of the form, there is a 'Comments' text area. Below the form, the date 'Tue, Jan 24' is displayed, along with '0.00 Hours' and 'Regular'.

STEP 6

Click on the calendar icon next to the “Select Dates” field. Then, select the day for which you wish to enter the time. Enter the appropriate number in the “Quantity” field, and then click on the “OK” button.

The screenshot shows the same 'Entries' form as in Step 5, but with more data entered. The '* Assignment' dropdown is now set to 'E1076'. The '*Select Dates' field is set to '02/01/2023' and has a calendar icon to its right. Below the date field, it says '1 day selected'. The 'Quantity' field now contains the number '8'. The 'OK' button is highlighted in orange. The 'Comments' text area is empty. At the bottom of the form, the date 'Tue, Jan 24' is displayed, along with '0.00 Hours' and 'Regular'.

STEP 7

To enter time for multiple days at once, click the “+ Add” button.

The screenshot shows a web interface with a 'Saved' status and '8 Reported Hours'. Below this is a table of 'Entries' with columns for date, hours, and type. A '+ Add' button is visible in the top right of the entries section.

Actions	View By	Reported details by entry date	Sort By	Reported date - old to new
		Tue, Jan 24	0.00 Hours	Regular
		Tue, Jan 24	0.00 Hours	Regular
		Wed, Feb 01	8.00 Hours	Regular

STEP 8

Click on the “Payroll Time Type” and select the appropriate value from the dropdown list.

The screenshot shows the 'Show Details' page for an entry. The 'Payroll Time Type' dropdown menu is highlighted with an orange box, and the 'Regular' option is selected. Other fields include 'Assignment' (E1076), 'ChartField' (Select a value), and 'Quantity'.

*Assignment: E1076
*Select Dates: []
ChartField: Select a value
Quantity: []
*Payroll Time Type: Regular
Add another date: []
Comments: []

STEP 9

In the “Select Dates” field select the desired multiple days on the calendar.

The screenshot shows the 'Entries' form with a 'Select Dates' calendar pop-up. The form fields include: *Assignment (E1076), *ChartField (Select a value), *Payroll Time Type (Regular), and Comments. The 'Select Dates' field shows '02/06/2023' and the calendar pop-up displays the month of February 2023 with the 6th, 7th, and 8th selected. The 'OK' button is highlighted. At the bottom, the date 'Tue, Jan 24' and '0.00 Hours' are visible.

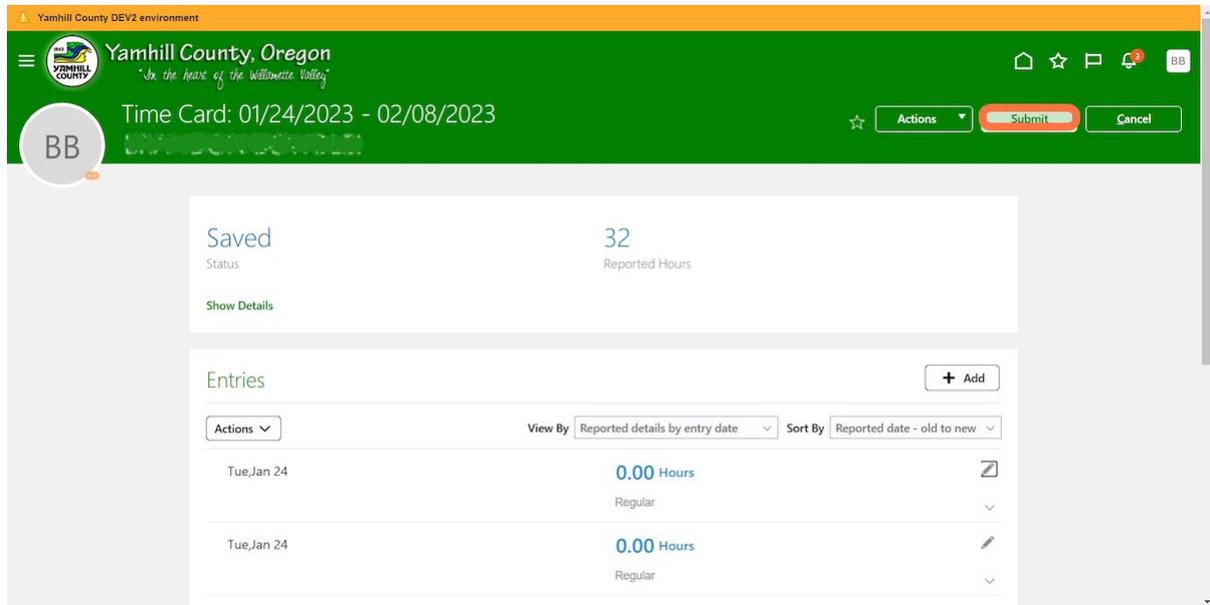
STEP 10

Enter the number of hours in the “Quantity” field, and then click on the “OK” button to continue.

The screenshot shows the 'Entries' form with the 'Select Dates' field updated to '02/06/2023 - 02/08/2023' and '3 days selected'. The 'Quantity' field now contains the number '8'. The 'OK' button is highlighted. The 'Add another date' link is visible below the 'Quantity' field. At the bottom, the date 'Tue, Jan 24' and '0.00 Hours' are visible.

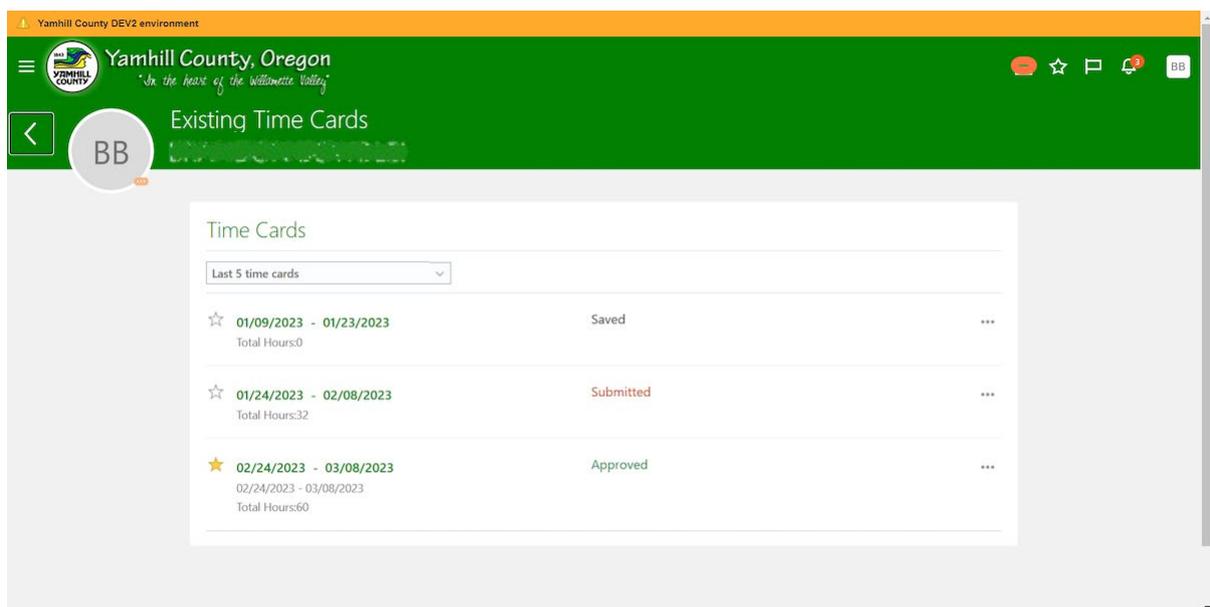
STEP 11

Click on the “Submit” button towards the top-right of the screen.



STEP 12

Click on the “Home” icon to return to the main screen.



STEP 13

End of the procedure.

