Job Aid: TA02 Searching for a Time Card

Last Update: 03/20/2023

Document Version History

Date	Version	Comments
03/20/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

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

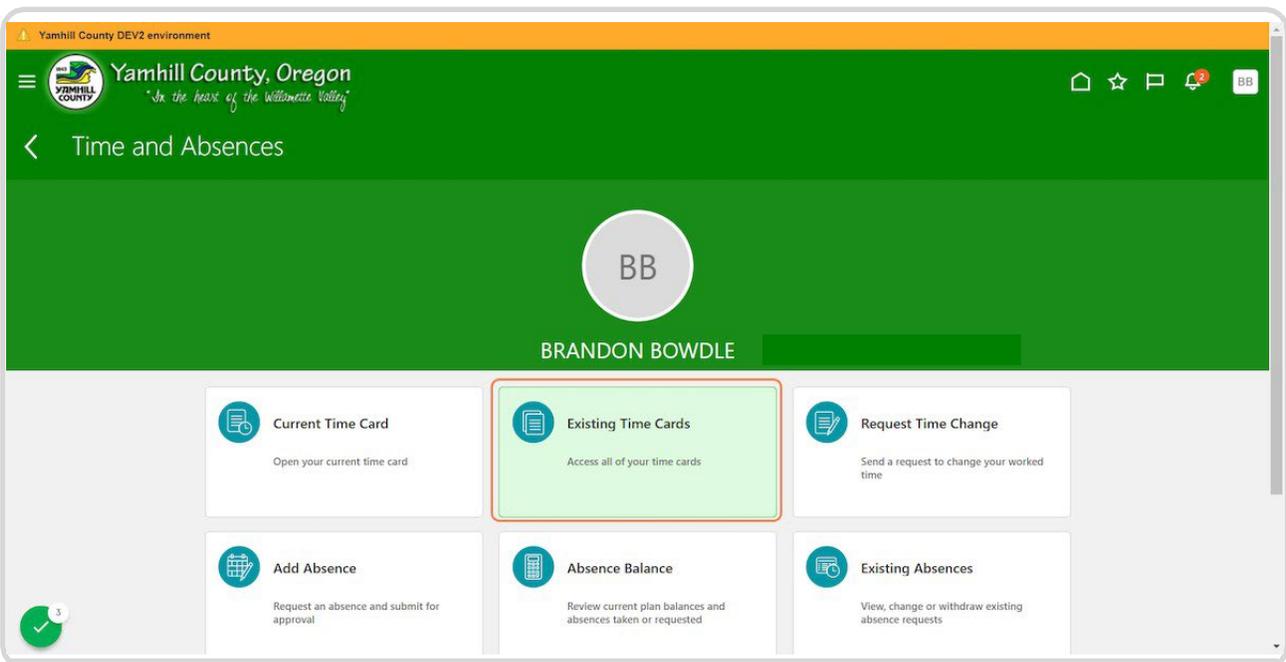| ID	Job Description
01	Employee

STEP 1

Login to Oracle Fusion Cloud. Click on the 'Me' tab and then select the 'Time and Absences' tile.
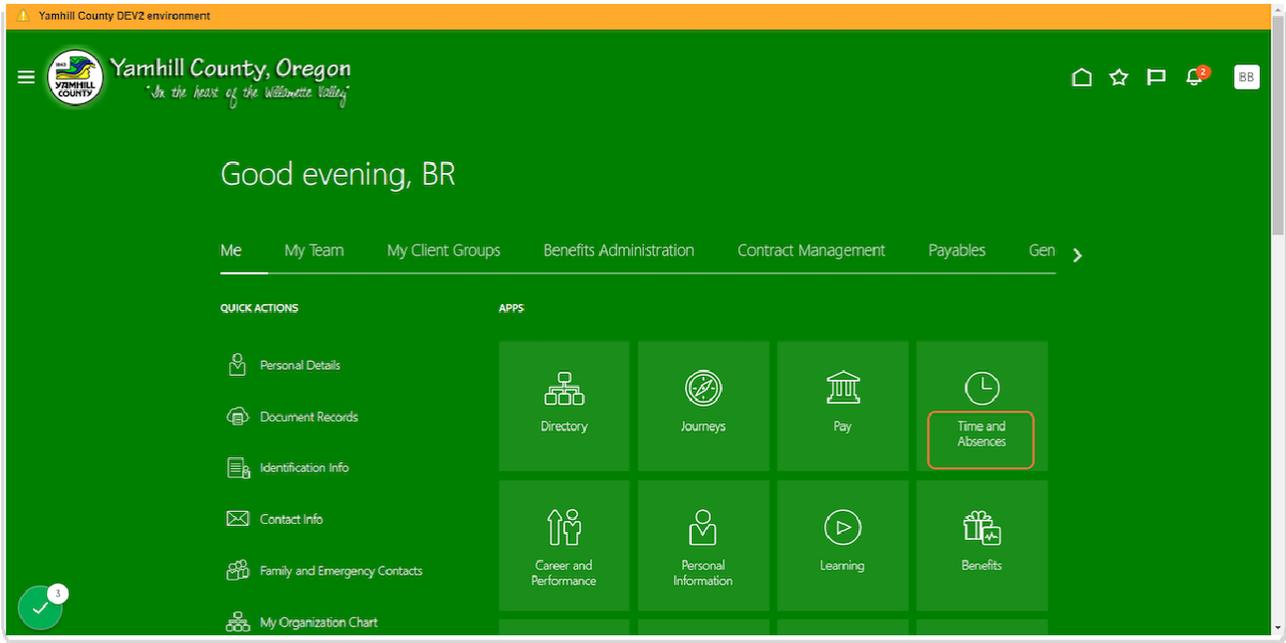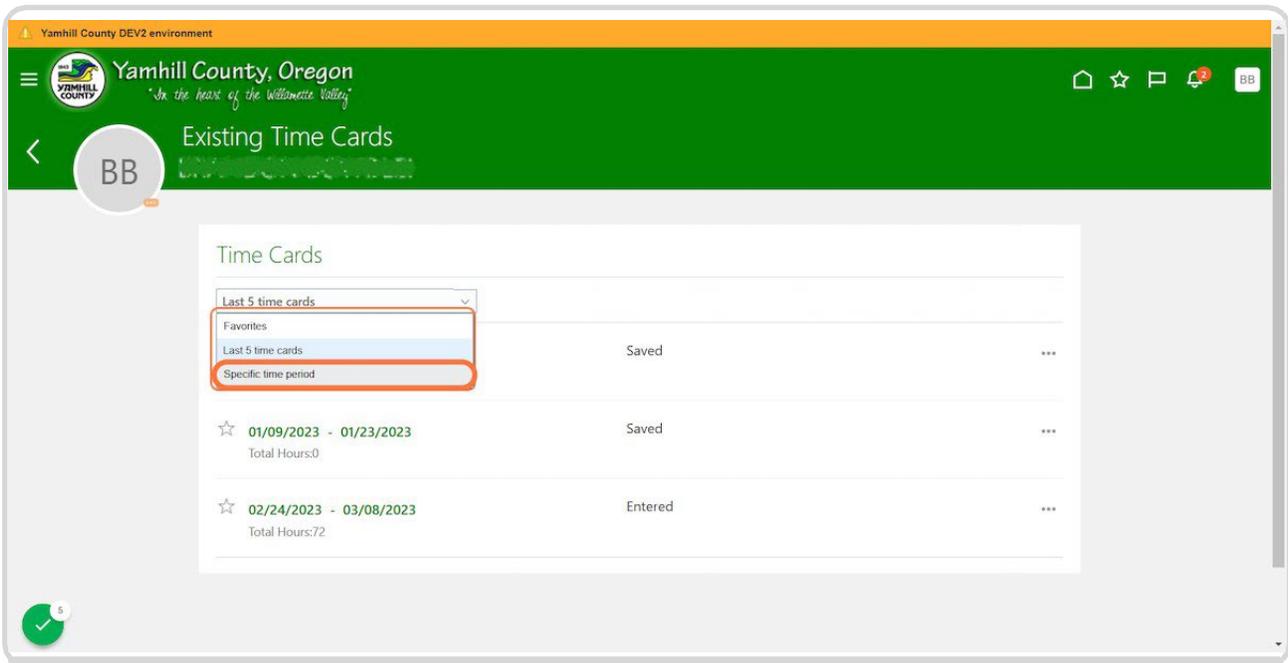

STEP 2

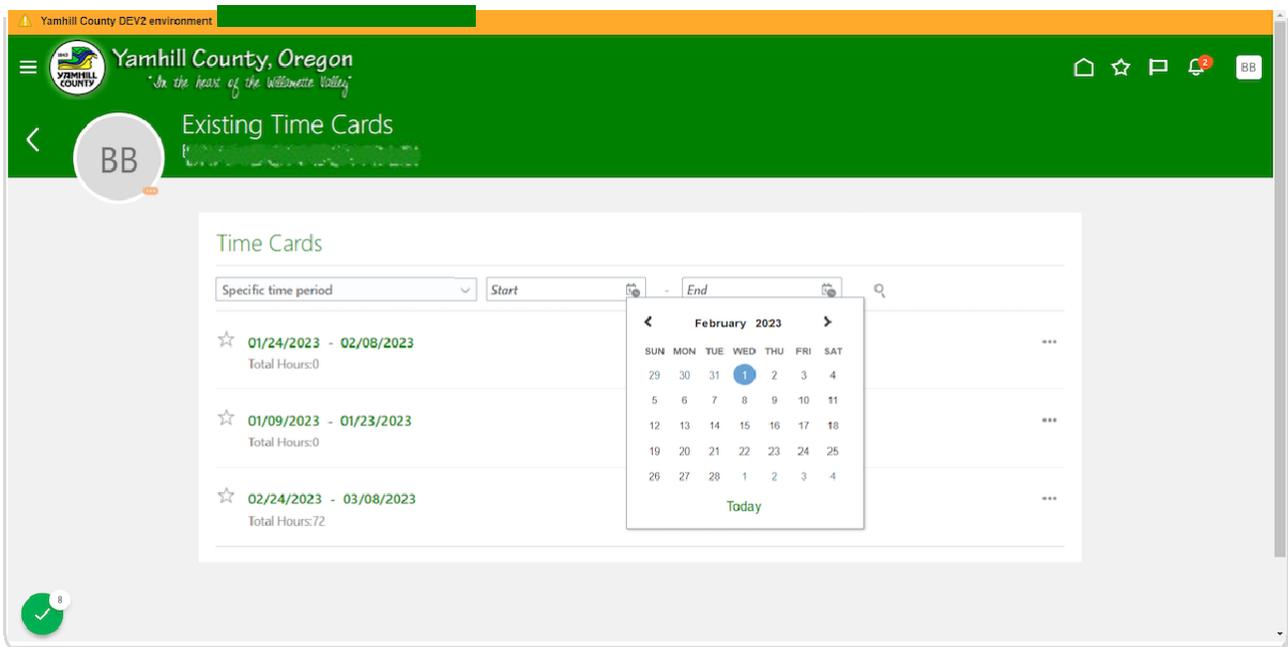**Click on the 'Existing Time Cards' tile**

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STEP 3
Click on the dropdown immediately below 'Time Cards', and select an appropriate value from the list of options

STEP 4
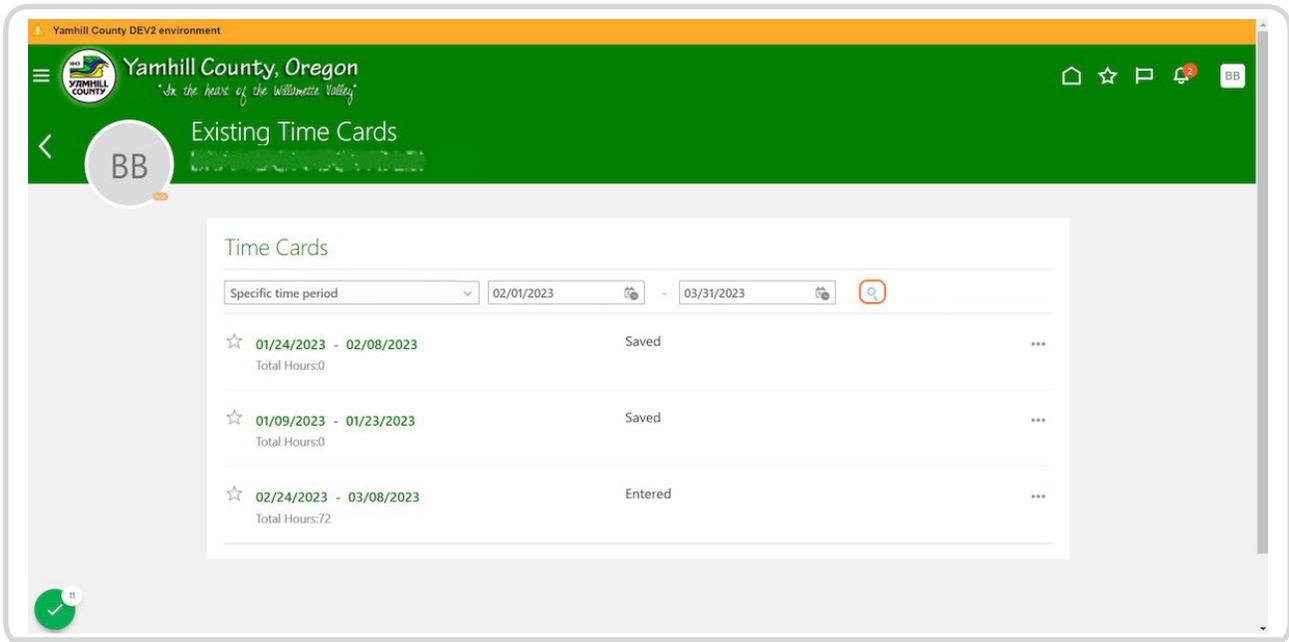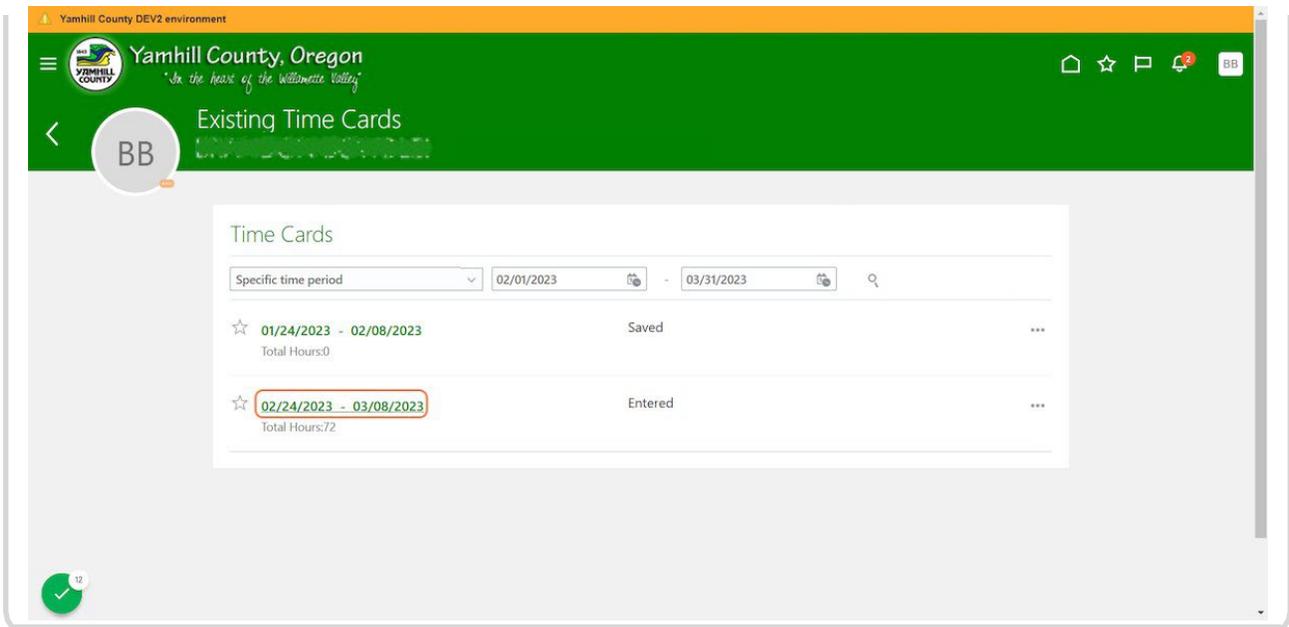**Click on the Calendar icon next to 'Start Date' and select an appropriate date. Similarly, select an appropriate 'End Date'**

STEP 5
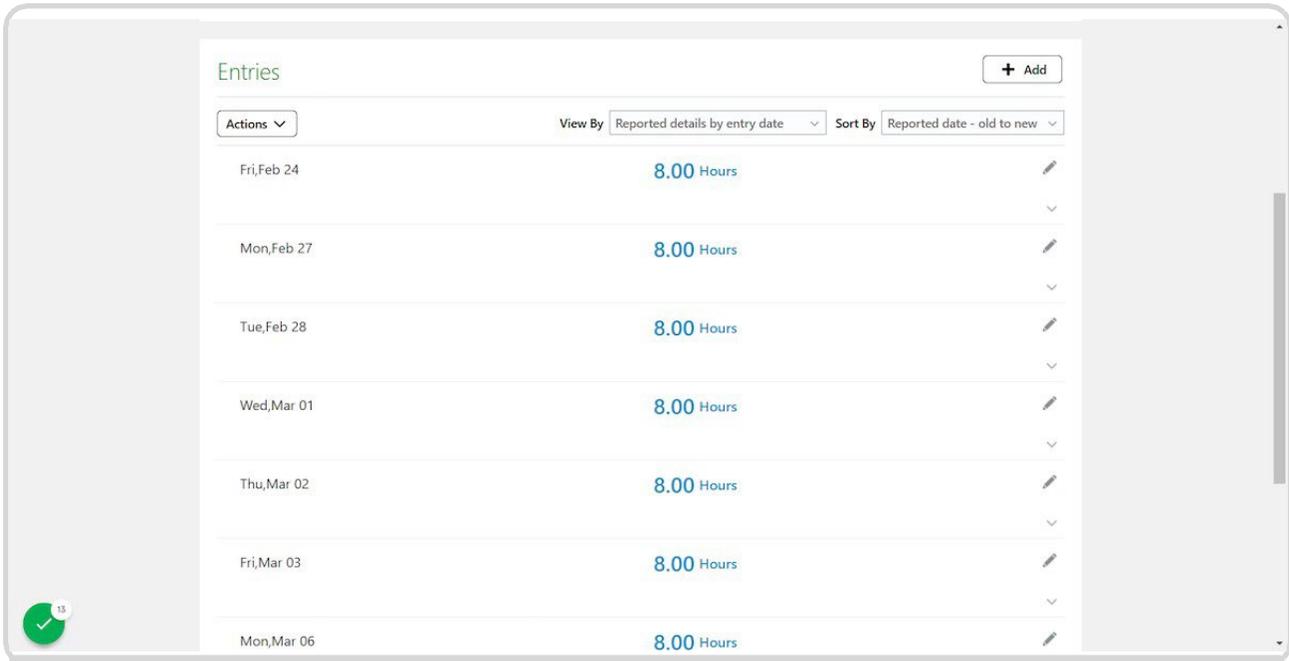**Click on the 'Search' icon next to the End Date**

STEP 6
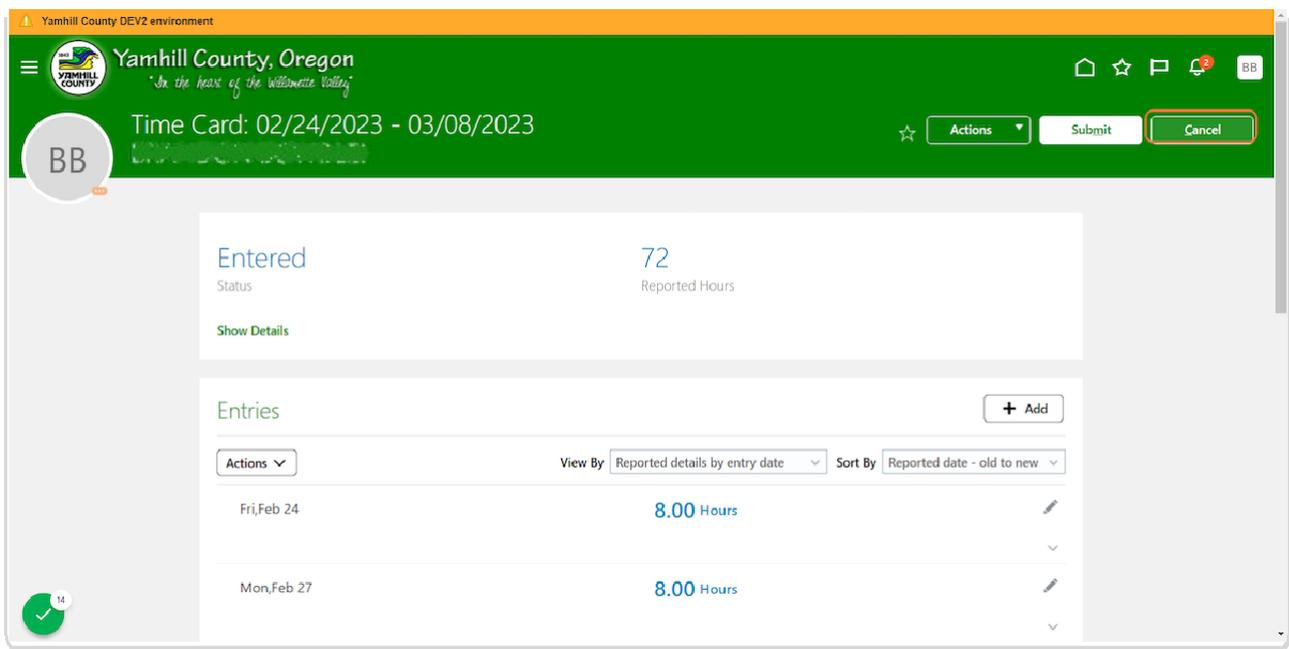**From the list of search results, select the time card that you wish to view.**

STEP 7

The timecard details will be displayed on the screen

STEP 8

Once you have reviewed the details, click on the 'Cancel' button towards the top-right of the screen

STEP 9
End of the procedure