



Job Aid: TA04 Editing or Updating a Time Card 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

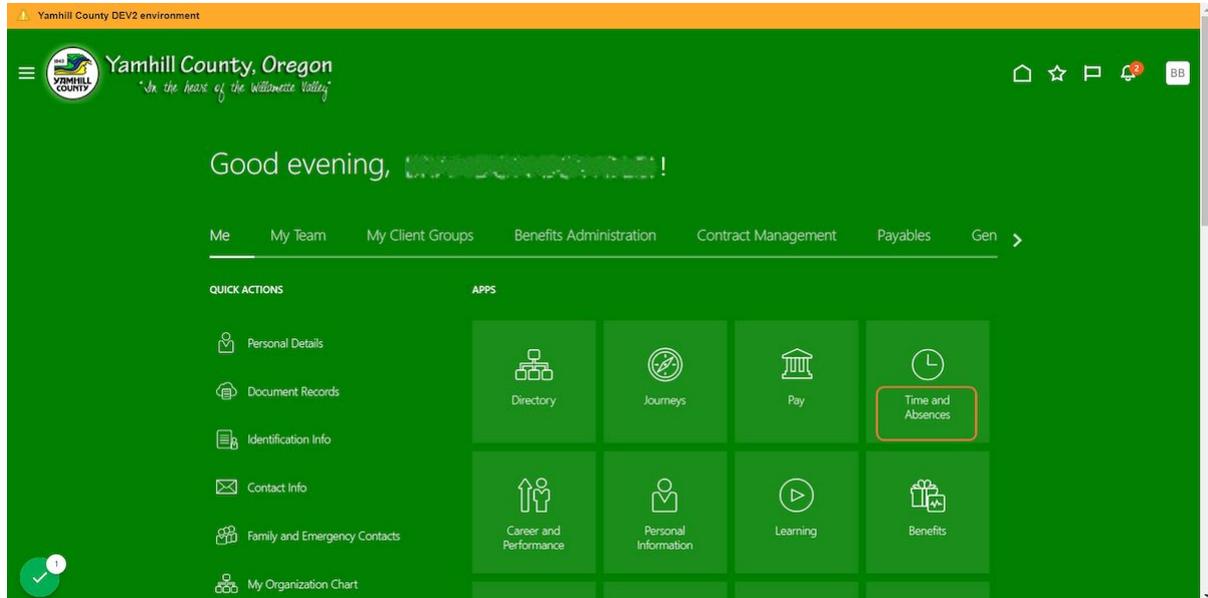
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Employee



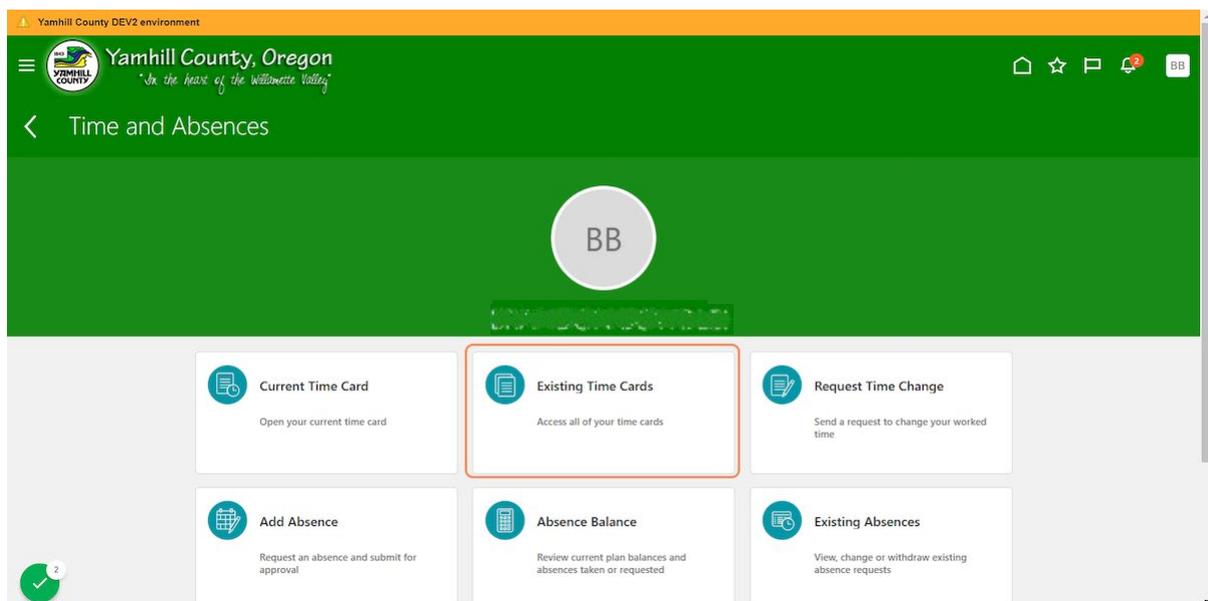
STEP 1

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



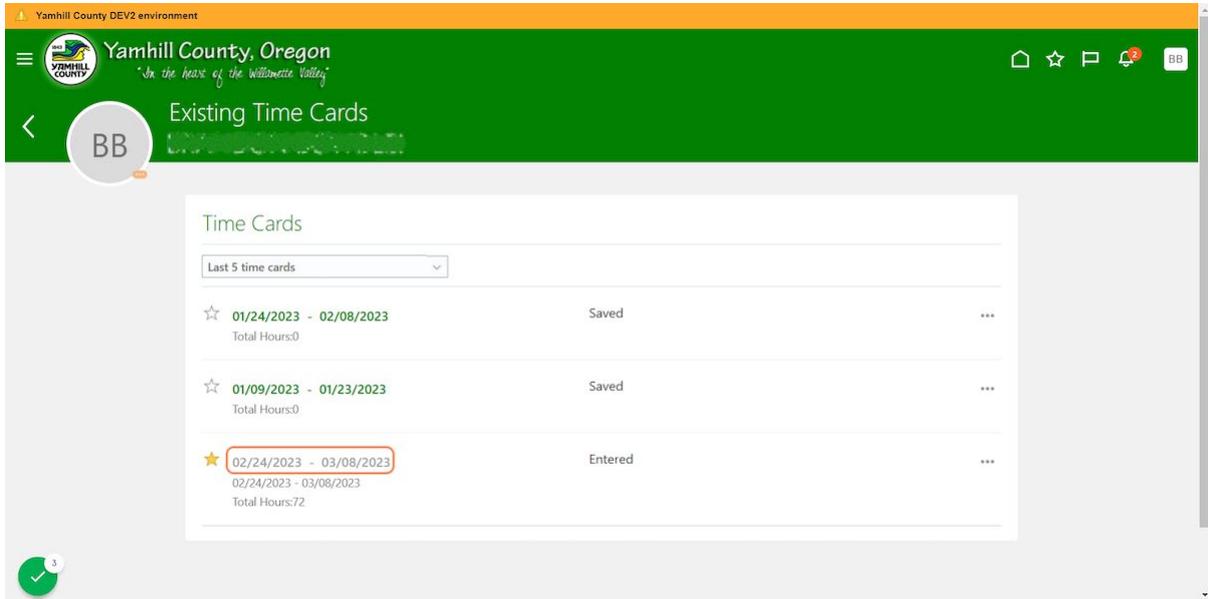
STEP 2

Click on the “Existing Time Cards” tile.



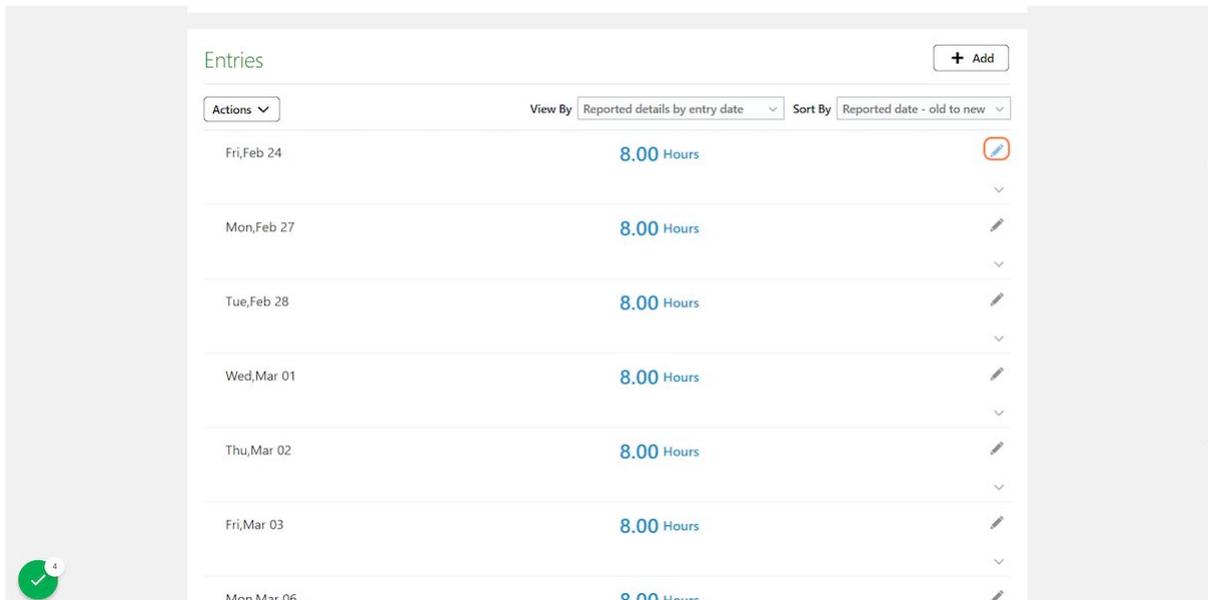
STEP 3

Select the time card that you wish to edit.



STEP 4

Click on the “pencil” icon to the far right of the desired date.



STEP 5

Click on the “Payroll Time Type” dropdown and select the appropriate option.

The screenshot shows the 'Entries' form with the following fields and values:

- *Assignment: E1076
- ChartField: Select a value
- *Payroll Time Type: Regular (selected from a dropdown menu)
- Comments: (empty text area)
- Mon, Feb 27: 8.00 Hours

The dropdown menu for *Payroll Time Type is open, showing options: Attribute Value, Regular, Overtime, Overtime Double, Comp Earned, and Comp Earned Holiday. The 'Regular' option is highlighted with a red box.

STEP 6

Update the details as appropriate. Once the changes are made, then click on the “OK” button.

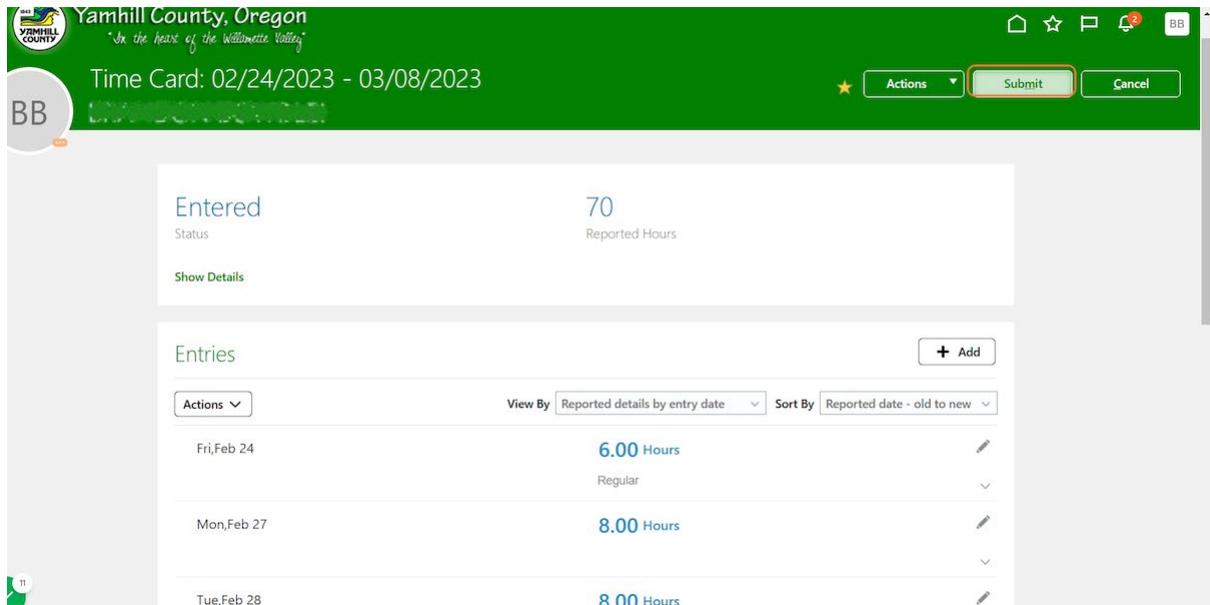
The screenshot shows the 'Entries' form with the following updated fields and values:

- *Assignment: E1076
- ChartField: Select a value
- *Payroll Time Type: Regular
- *Select Dates: Fri, Feb 24
- Quantity: 6.00
- Comments: (empty text area)
- Mon, Feb 27: 8.00 Hours

The 'Quantity' field is highlighted with a red box.

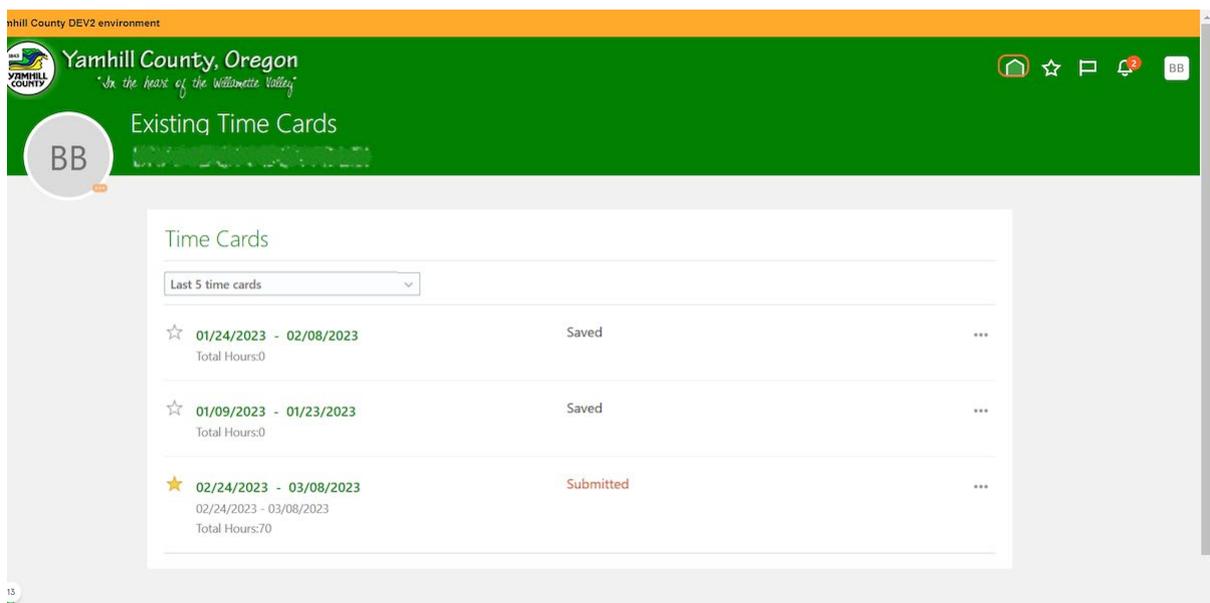
STEP 7

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



STEP 8

The changes to the time card will be submitted. Click on the “Home” icon to return to the main screen.



STEP 9

End of the procedure.

