Job Aid: TA06 Shift Differential

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:
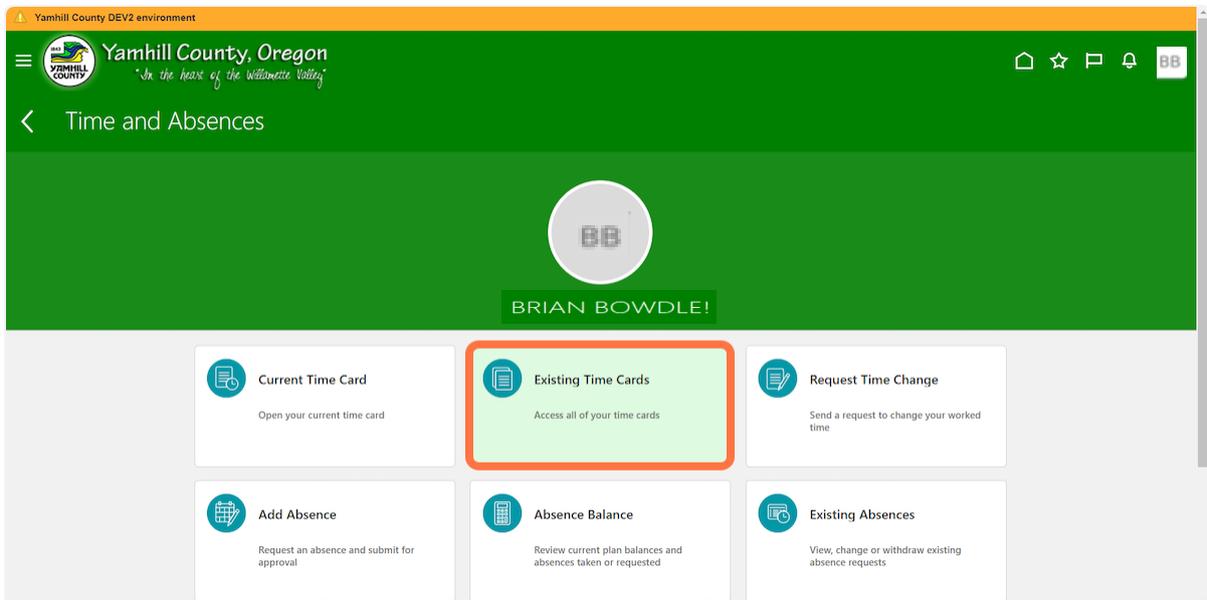
ID	Job Description
01	Employee

STEP 1

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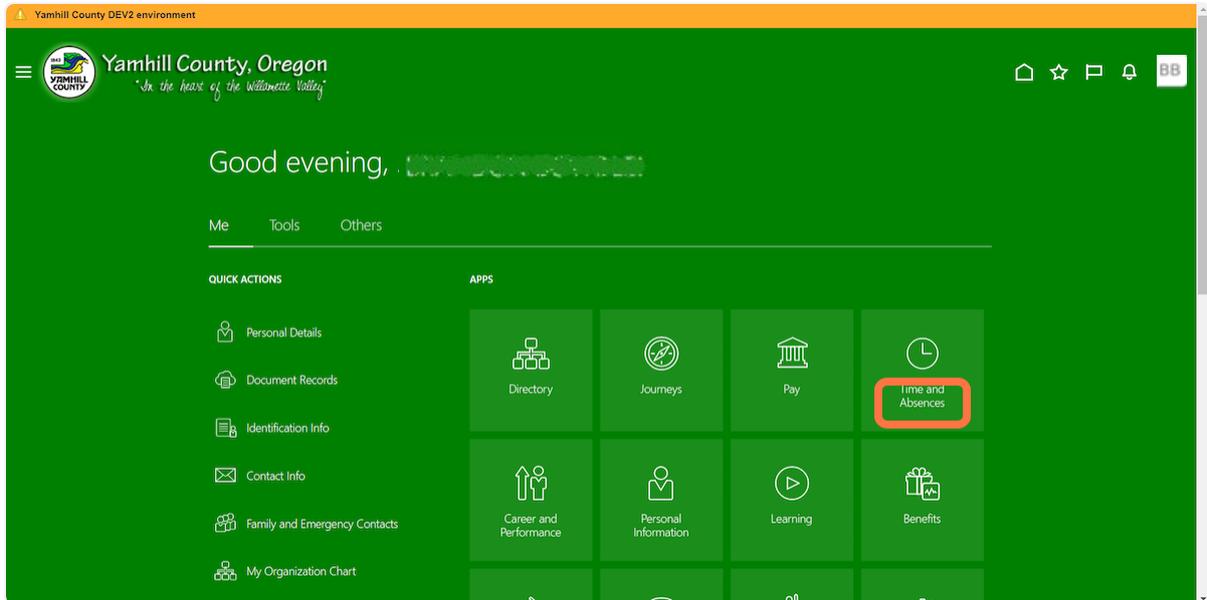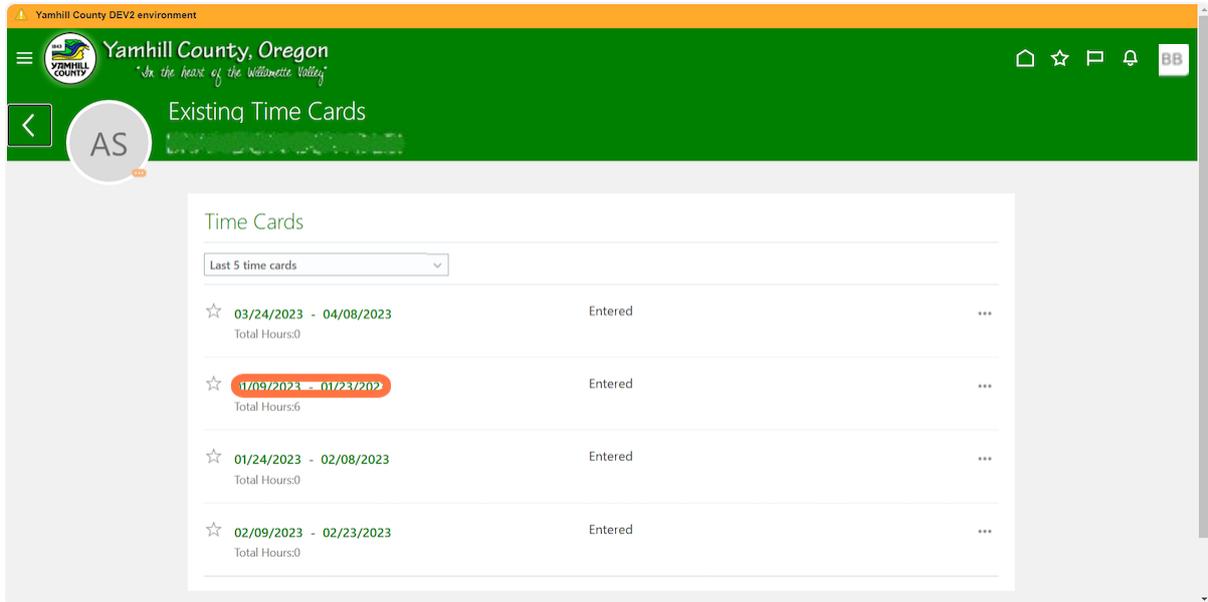

STEP 2

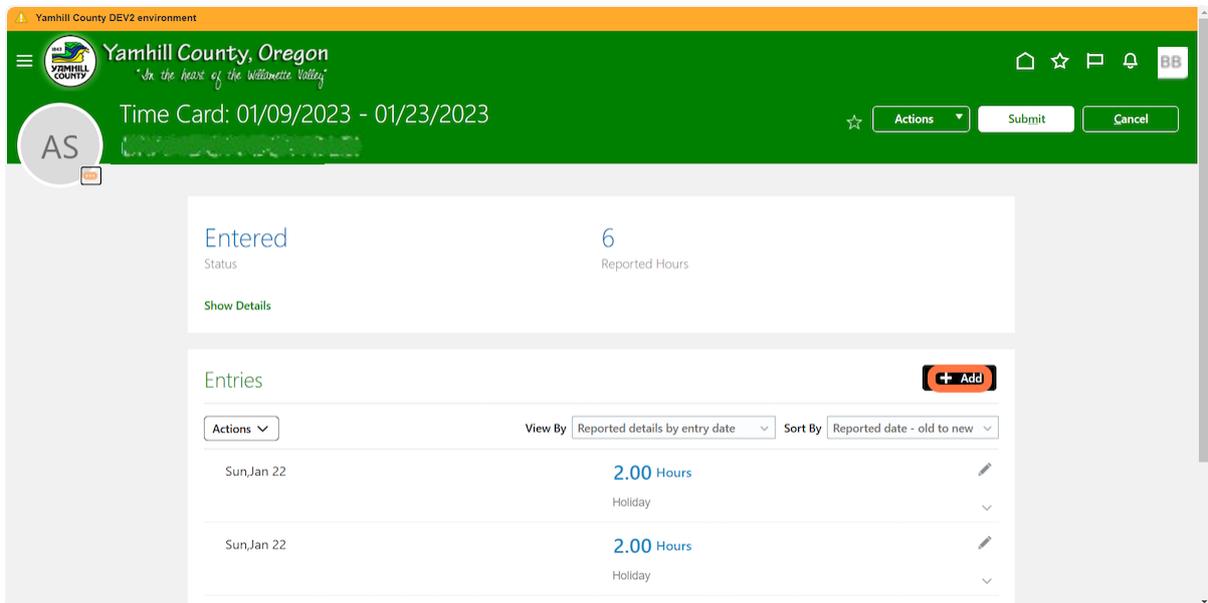**Click on the "Existing Time Cards" tile.**

STEP 3

Select the appropriate time card 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 "Swing Shift Differential" or "Night Shift Differential".

STEP 6

Click the calendar icon next to "Select Dates" and select the appropriate day of the week. In the "Quantity" field, enter the desired quantity. In this case, 4 represents 4 hours worked on the swing shift. Click on the "OK" button to continue.
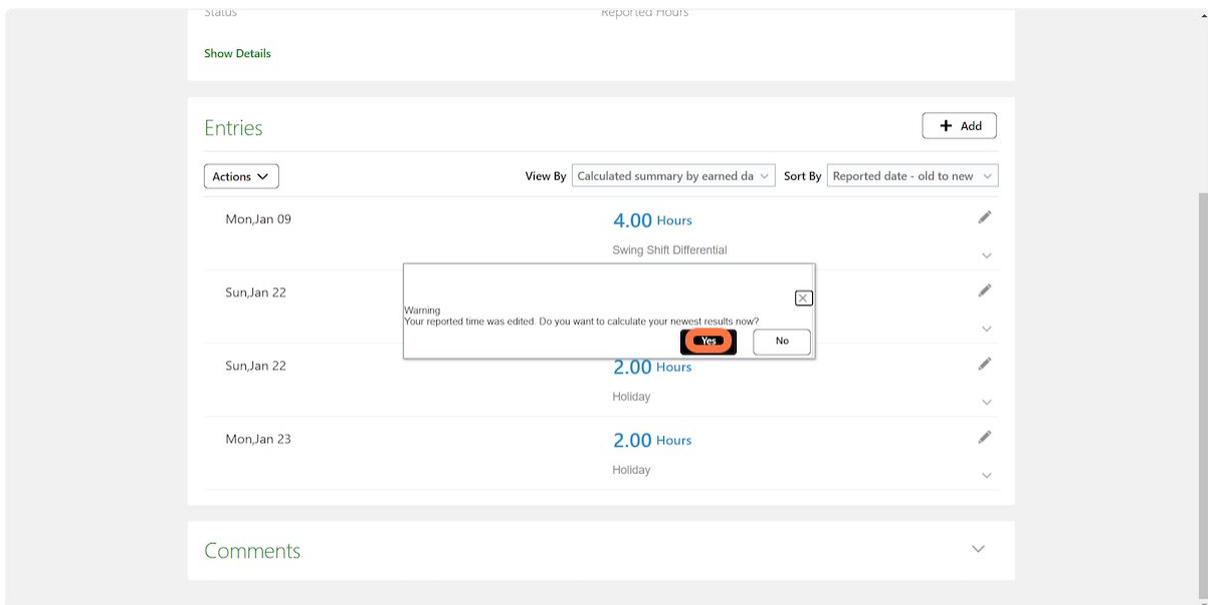
STEP 7

Click the dropdown next to "View By", and select "Calculated summary by earned date".

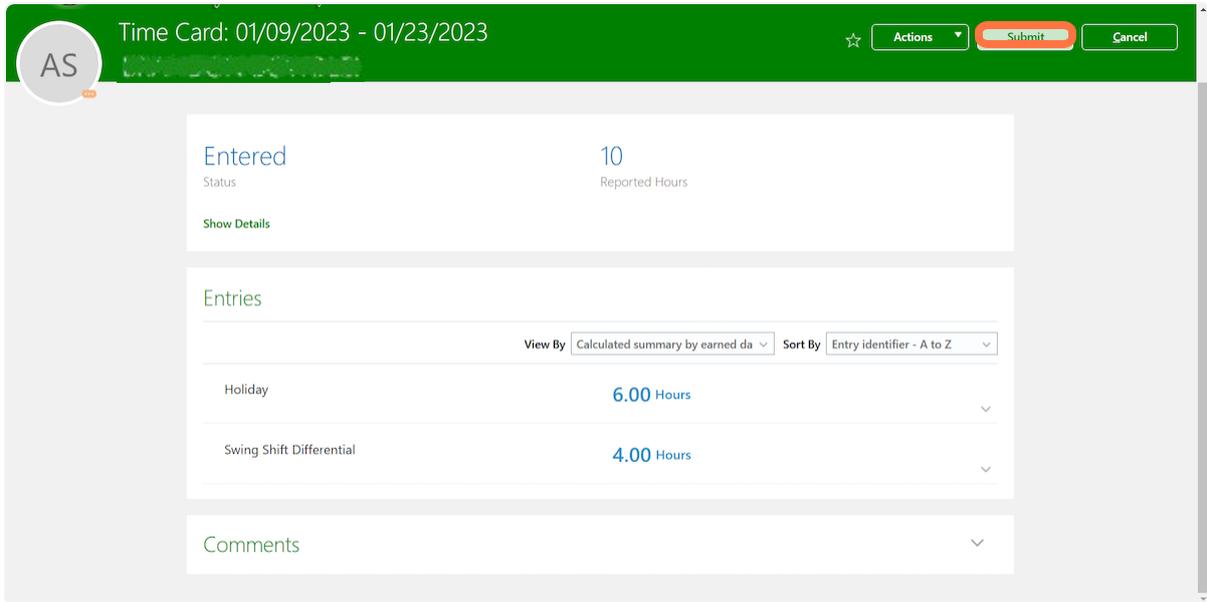**A summary of the timesheet entries should be visible including the swing shift entry.**
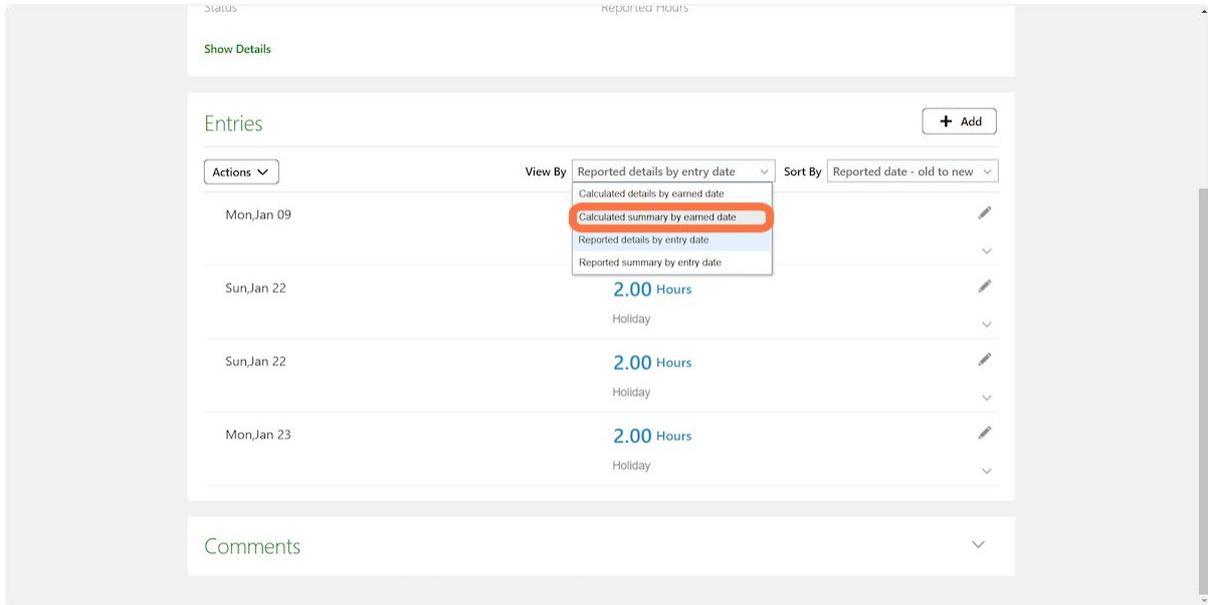
STEP 8

If a warning message appears, then review the message. Then, click on the "Yes" button to continue, or the "No" button to go back and make any additional changes.
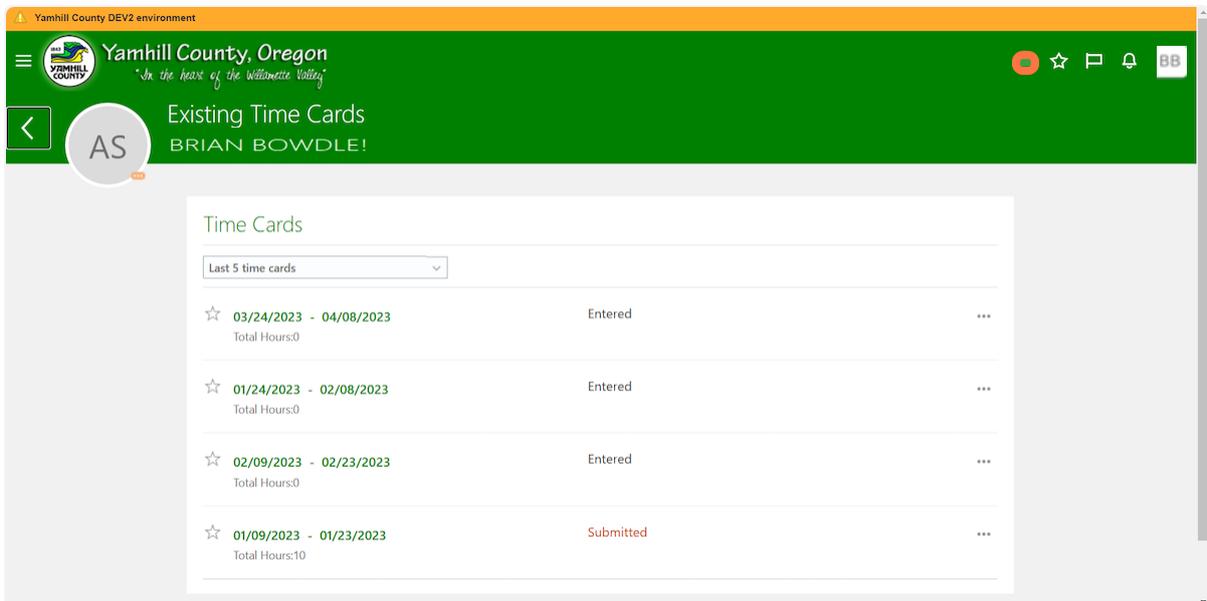
STEP 9

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

STEP 10

Click on the "Home" icon to return to the main screen.

STEP 11

End of the procedure.