



# Job Aid: TA15 Administrator Edits the Time Card (Grid)

Last Update: 04/25/2023



## Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

## Pre-Requisites/ Job Descriptions

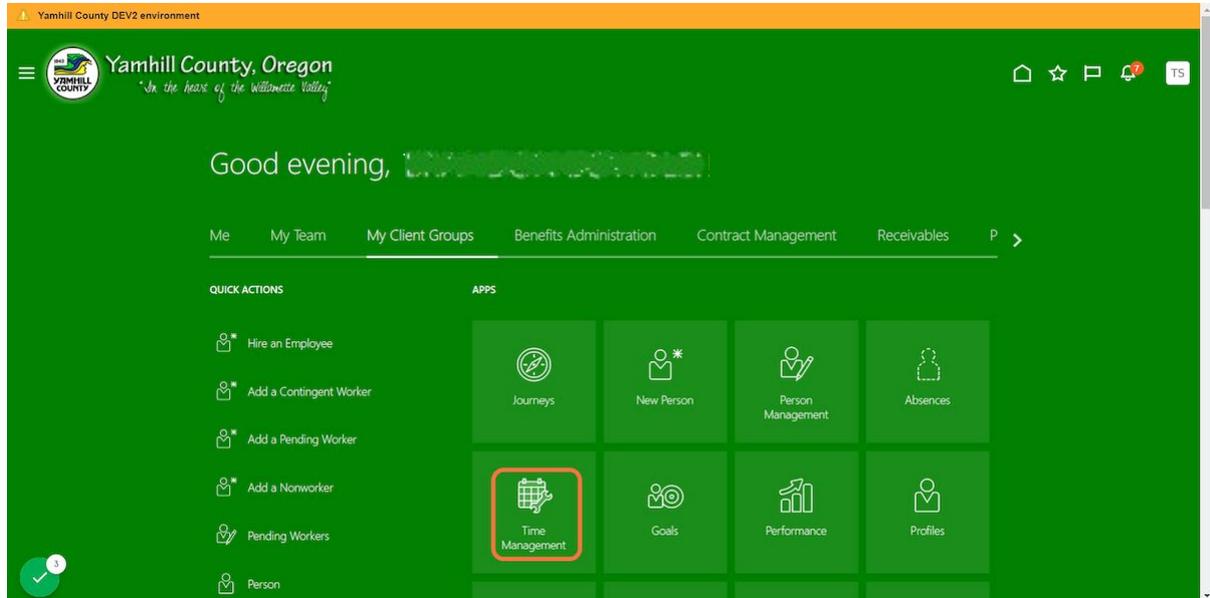
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Manager



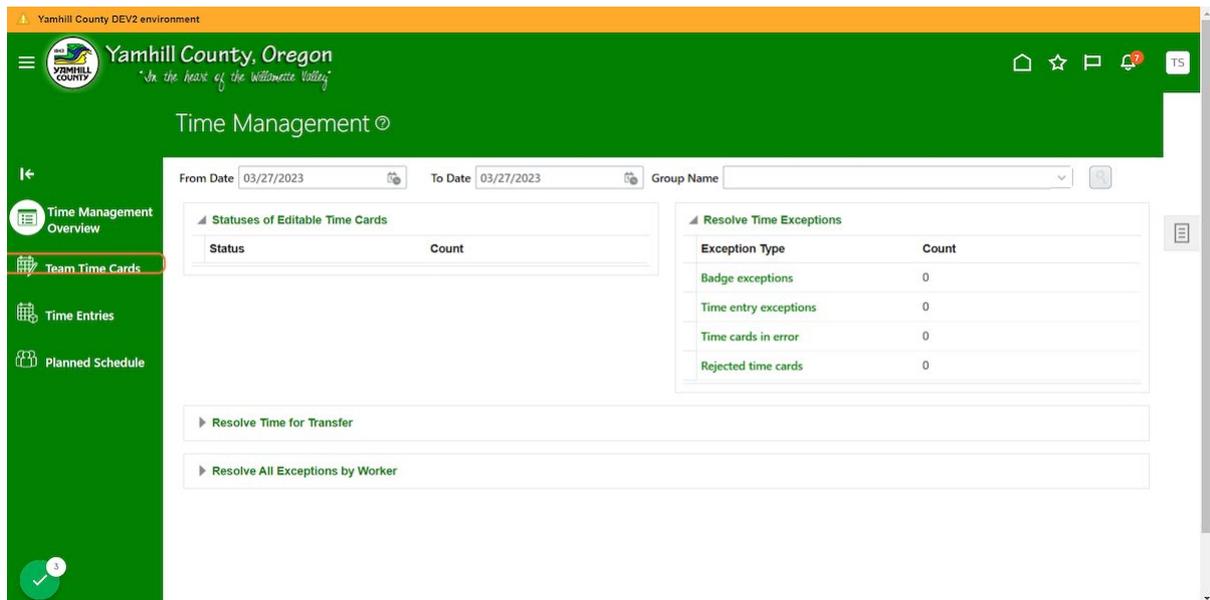
STEP 1

Login to Oracle Fusion Cloud. Click on the “Time Management” tile, under the “My Client Groups” tab.



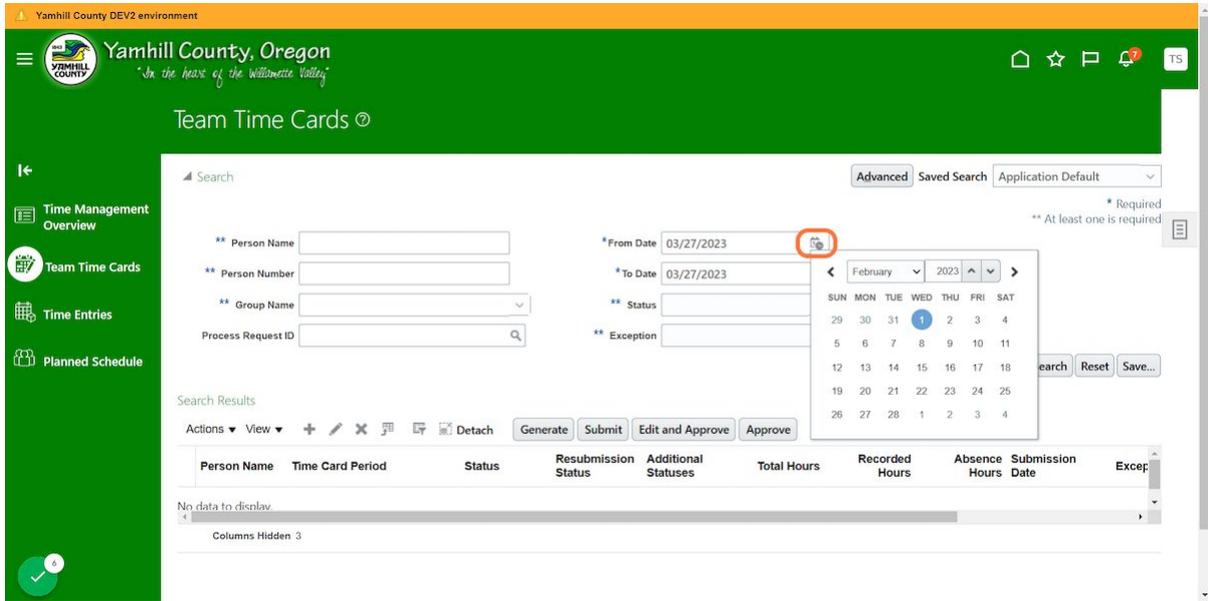
STEP 2

Click on the “Team Time Cards” hyperlink towards the left of the screen.



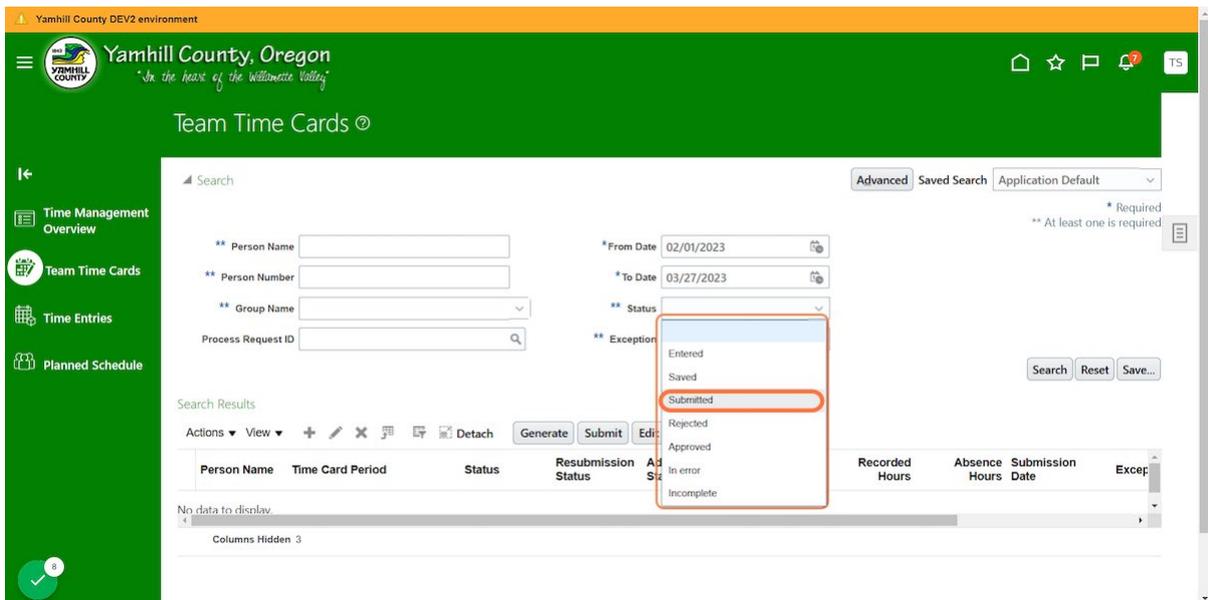
STEP 3

Enter the “From Date” and the “To Date” by clicking on the “calendar” icon.



STEP 4

Click on the “Status” dropdown and select the desired option. Then, click the “Search” button.



STEP 5

Click the “Time Card Period” hyperlink corresponding to the time card that you wish to edit.

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Yamhill County, Oregon  
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Team Time Cards

Search

Advanced Saved Search Application Default

\*\* Person Name  \* From Date 02/01/2023

\*\* Person Number  \* To Date 03/27/2023

\*\* Group Name  \*\* Status Submitted

Process Request ID  \*\* Exception

Search Reset Save...

Search Results

Actions View + X Print Detach Generate Submit Edit and Approve Approve

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Except...
[Redacted]	<a href="#">02/24/2023 - 03/08/2023</a>	Submitted			70.00	70.00	0.00	03/23/2023	
[Redacted]	02/24/2023 - 03/08/2023	Submitted			80.00	72.00	8.00	02/10/2023	
[Redacted]	02/11/2023 - 02/17/2023	Submitted			40.00	40.00	0.00	02/09/2023	
[Redacted]	02/11/2023 - 02/17/2023	Submitted			40.00	40.00	0.00	02/09/2023	

STEP 6

Add, update, or delete the quantity for any day(s) of the time card week, as appropriate.

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Edit Time Card: [Redacted]

Next Save Save and Close Cancel

Person Information: [Redacted]

Time Card Details: 02/24/2023 - 03/08/2023

Time Entry Time Totals

Reported Hours 70.00 Absence Hours 0.00 Scheduled Hours 72.00

Actions View Format X Print Add Row Below Freeze Detach Wrap

Project	Task	* Assignment	* Payroll Time Type	Days										
				Fri, Feb 24	Sat, Feb 25	Sun, Feb 26	Mon, Feb 27	Tue, Feb 28	Wed, Mar 01	Thu, Mar 02	Fri, Mar 03	Sat, Mar 04	Sun, Mar 05	Mon, Mar 06
				Quantity										
1	[Redacted]	E1076	Regular	4.00										
2	[Redacted]	E1076					8.00	8.00	8.00	8.00	8.00			8.00
Daily Totals				Hours:6.00			Hours:8.00	Hours:8.00	Hours:8.00	Hours:8.00	Hours:8.00	Hours:8.00		Hours:8.00

Rows Selected 1



STEP 7

You can also select the “Payroll Time Type” by clicking on the dropdown icon and then clicking on the “Next” button.

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Edit Time Card: [Redacted]

Next Save Save and Close Cancel

Person Information [Redacted]

Time Card Details : 02/24/2023 - 03/08/2023

Time Entry Time Totals

Reported Hours 62.00 Absence Hours 0.00 Scheduled Hours 72.00

Actions View Format Add Row Below Freeze Detach Wrap

Project	Task	*Assignment	*Payroll Time Type	Days											
				Fri, Feb 24	Sat, Feb 25	Sun, Feb 26	Mon, Feb 27	Tue, Feb 28	Wed, Mar 01	Thu, Mar 02	Fri, Mar 03	Sat, Mar 04	Sun, Mar 05	Mon, Mar 06	
				Quantity											
1		E1076	Regular	4.00											
2		E1076	Regular	2.00				8.00	8.00	8.00	8.00			8.00	
<b>Daily Totals</b>				Hours:6.00			Hours:0.00			Hours:8.00	Hours:8.00	Hours:8.00	Hours:8.00	Hours:8.00	

Row(s) Selected 1

STEP 8

Review the Calculated amounts in the lower portion of the screen and click on the “Submit” button towards the top-right of the screen.

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Edit Time Card: [Redacted]

Back Submit Cancel

Person Information [Redacted]

Time Card Details : 02/24/2023 - 03/08/2023

Reported Time Time Totals

Reported Hours 62.00 Absence Hours 0.00 Scheduled Hours 72.00

Actions View Format Freeze Detach Wrap

Project	Task	*Assignment	*Payroll Time Type	Days											
				Fri, Feb 24	Sat, Feb 25	Sun, Feb 26	Mon, Feb 27	Tue, Feb 28	Wed, Mar 01	Thu, Mar 02	Fri, Mar 03	Sat, Mar 04	Sun, Mar 05	Mon, Mar 06	
				Quantity											
1		E1076	Regular	4.00											
2		E1076	Regular	2.00				8.00	8.00	8.00	8.00			8.00	
<b>Daily Totals</b>				Hours:6.00			Hours:8.00			Hours:8.00	Hours:8.00	Hours:8.00	Hours:8.00	Hours:8.00	

Calculated Time Time Totals



STEP 9

A confirmation message will appear. Click on “OK” to continue.

The screenshot shows the 'Edit Time Card: Review Time' page. A confirmation dialog box is overlaid on the grid, indicating that the time card has been submitted for approval. The grid below shows reported hours for two projects (1 and 2) across several days from February 24 to March 6, 2023. Project 1 has 4.00 hours on Fri, Feb 24. Project 2 has 2.00 hours on Fri, Feb 24, and 8.00 hours on Tue, Feb 28, Wed, Mar 01, Thu, Mar 02, Fri, Mar 03, and Mon, Mar 06. Daily totals are shown at the bottom of the grid.

STEP 10

You will be directed to the “Team Time Cards” page. Click on the “Home” icon to return to the main screen.

The screenshot shows the 'Team Time Cards' page. It includes a search form with the following fields: Person Name, Person Number, Group Name, From Date (02/01/2023), To Date (03/27/2023), Status (Submitted), and Exception. The search results table is as follows:

Person Name	Time Card Period	Status	Resubmission Status	Additional Statuses	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exceptio
[Redacted]	02/24/2023 - 03/08/2023	Submitted			62.00	62.00	0.00	03/27/2023	
[Redacted]	02/24/2023 - 03/08/2023	Submitted			80.00	72.00	8.00	02/10/2023	
[Redacted]	02/11/2023 - 02/17/2023	Submitted			40.00	40.00	0.00	02/09/2023	



STEP 11

**End of the procedure.**

