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:
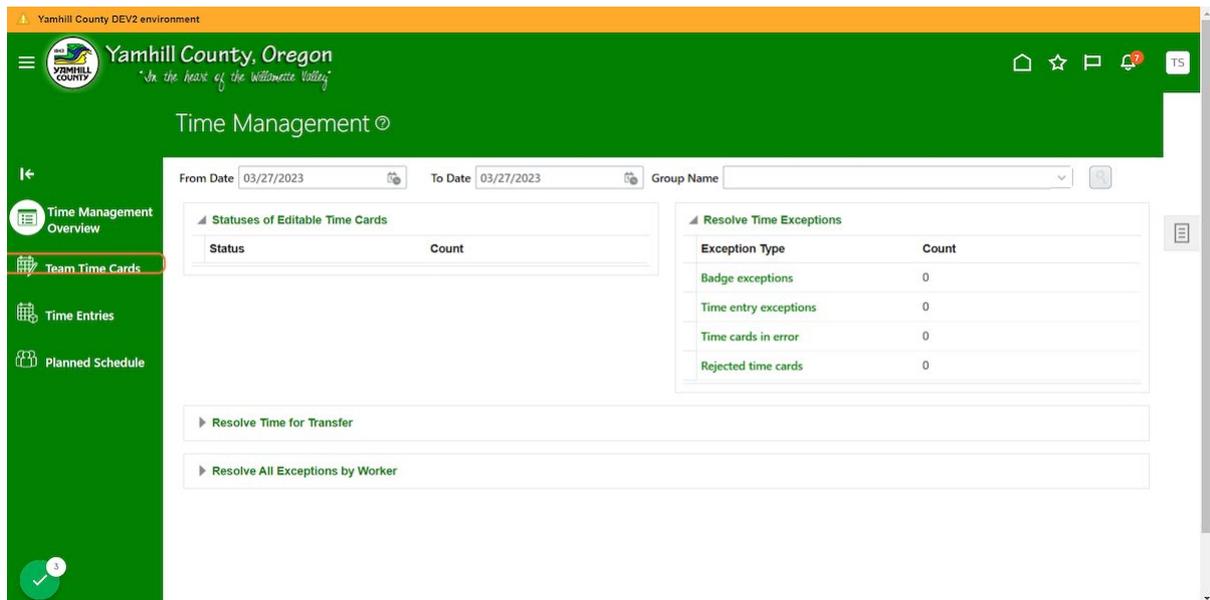
ID	Job Description
01	Manager

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

STEP 1

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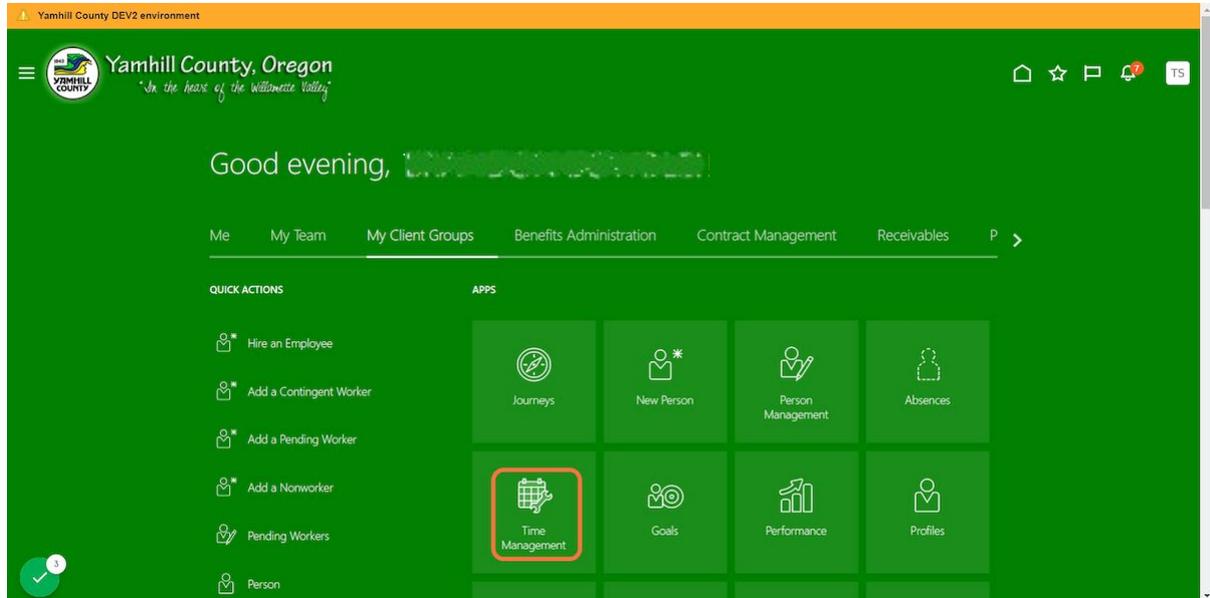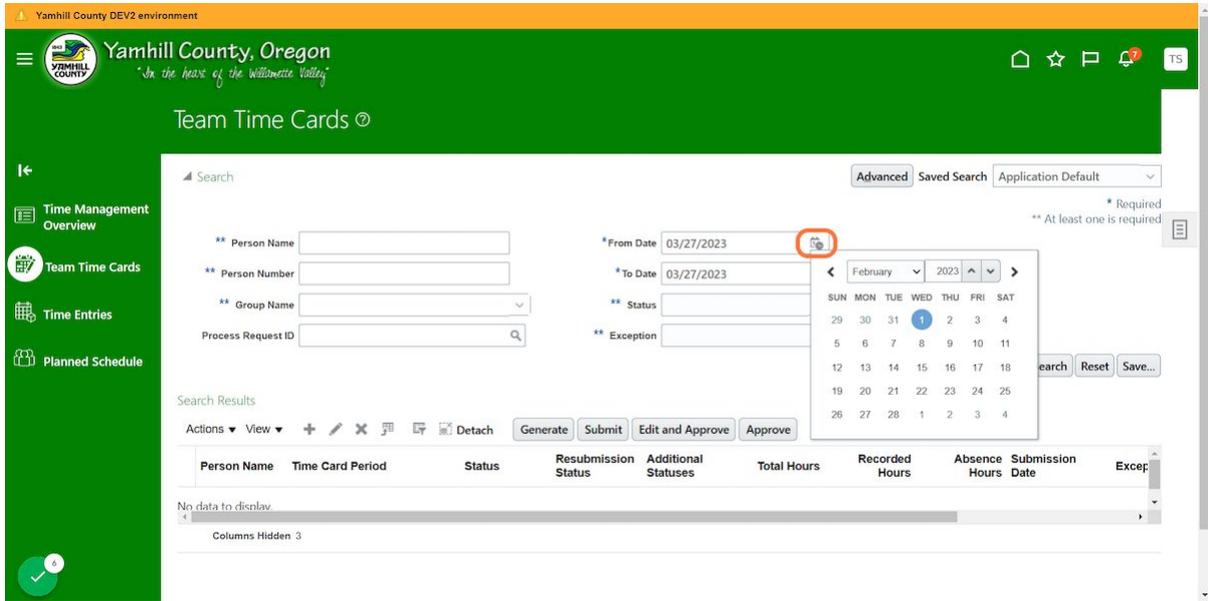

STEP 2

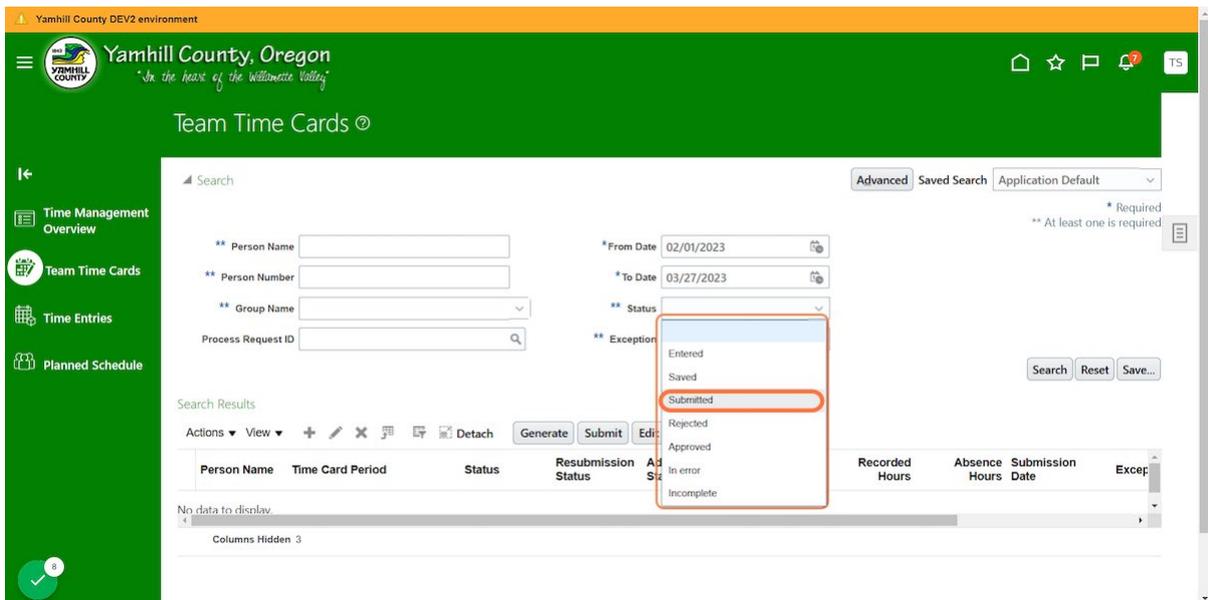**Click on the "Team Time Cards" hyperlink towards the left of the screen.**

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.

STEP 6

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

STEP 7

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

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.

STEP 9

A confirmation message will appear. Click on "OK" to continue.

STEP 10

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

STEP 11

End of the procedure.