



Job Aid: TA18 Reports and Analytics

Last Update: 04/25/2023



Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

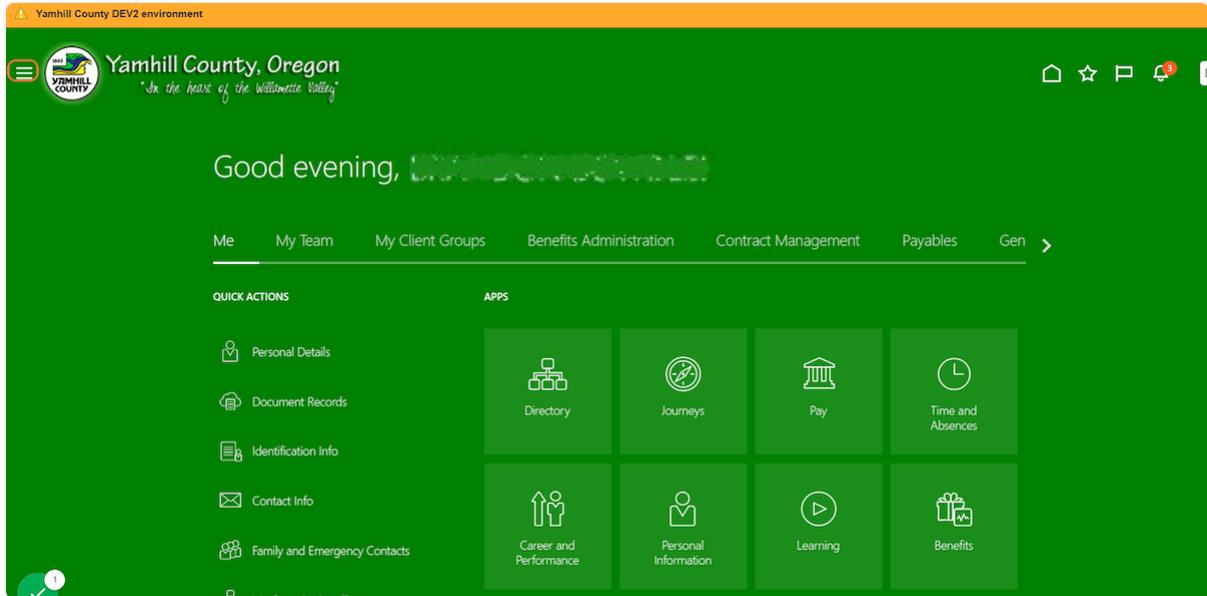
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Manager



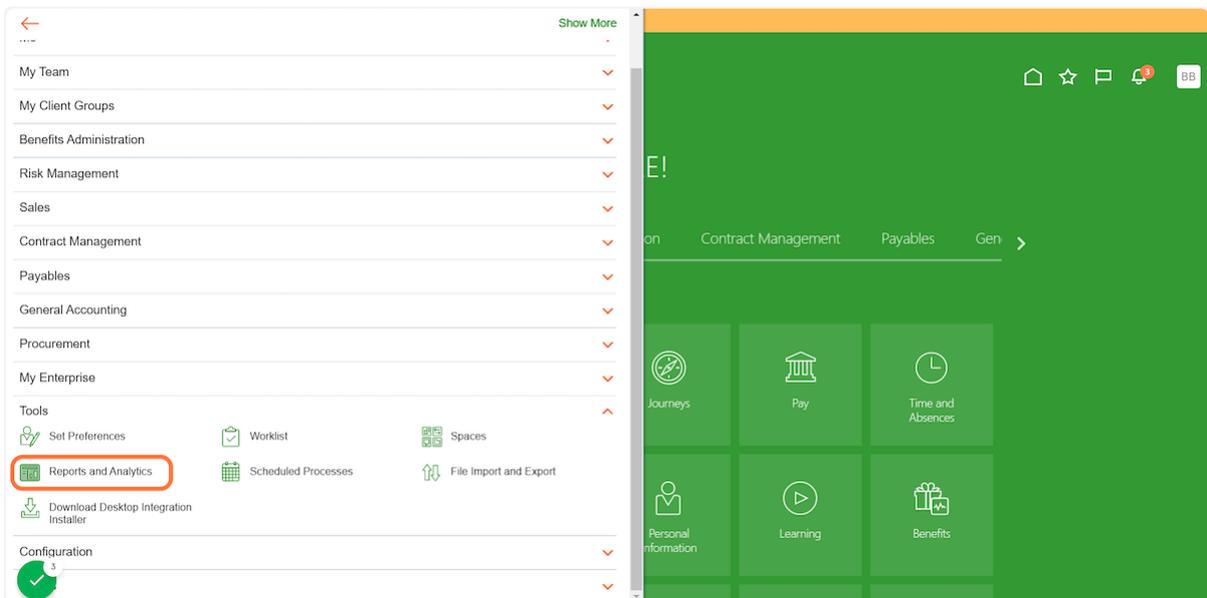
STEP 1

Login to Oracle Fusion Cloud. Click on the “Navigator” icon in the top left corner.



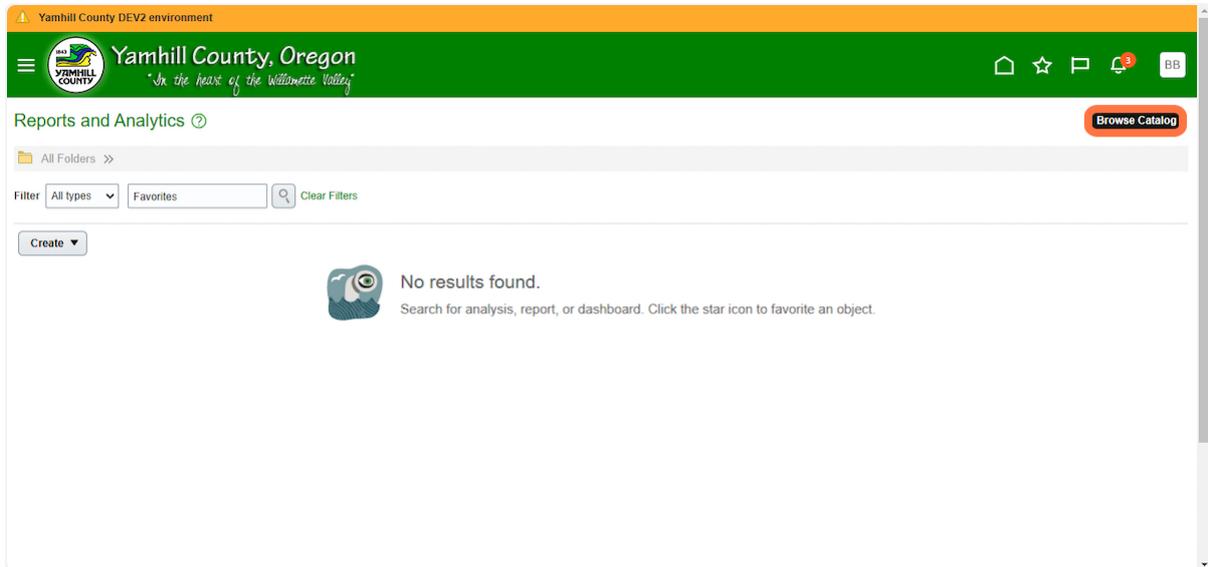
STEP 2

Click on the “Reports and Analytics” option under the “Tools” section.



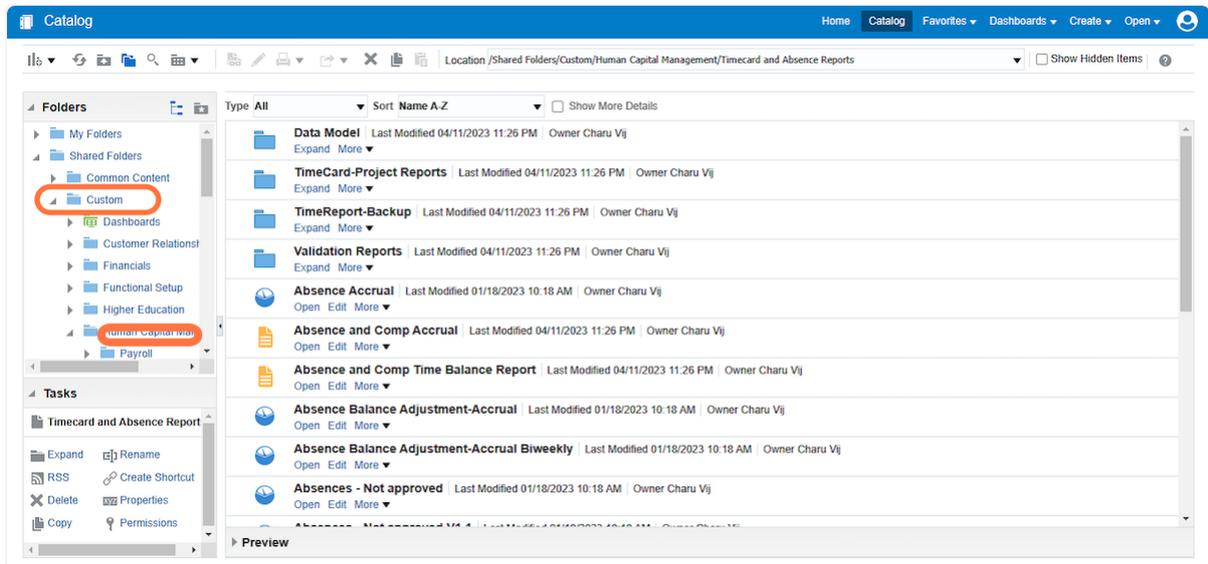
STEP 3

Click on the “Browse Catalog” button towards the top right corner.



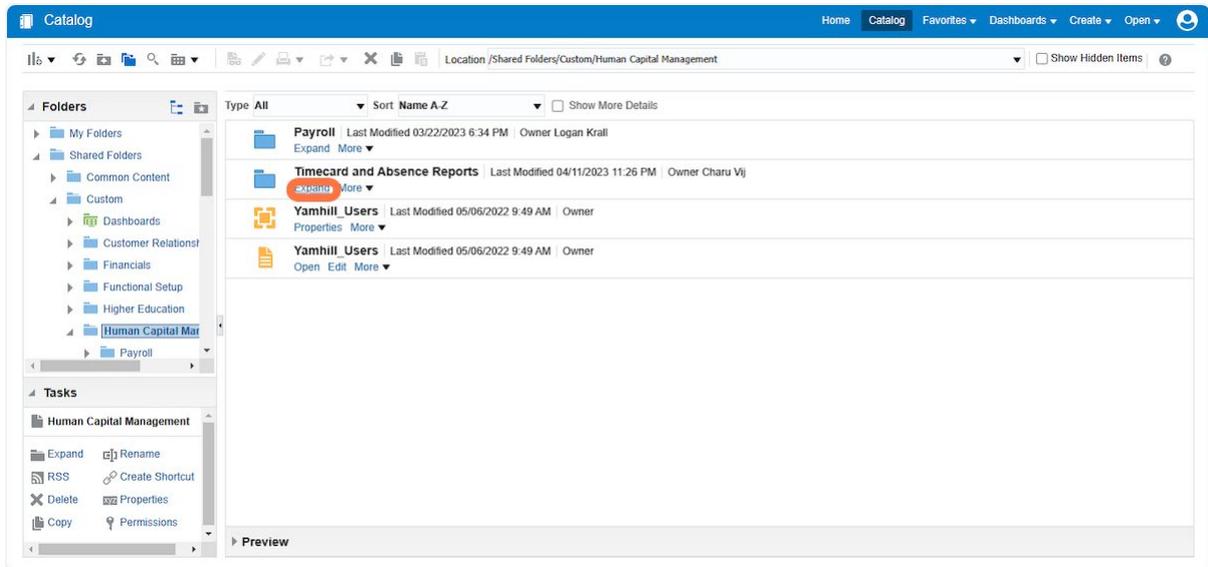
STEP 4

Click on the “Custom” folder and select the “Human Capital Management” sub-folder.



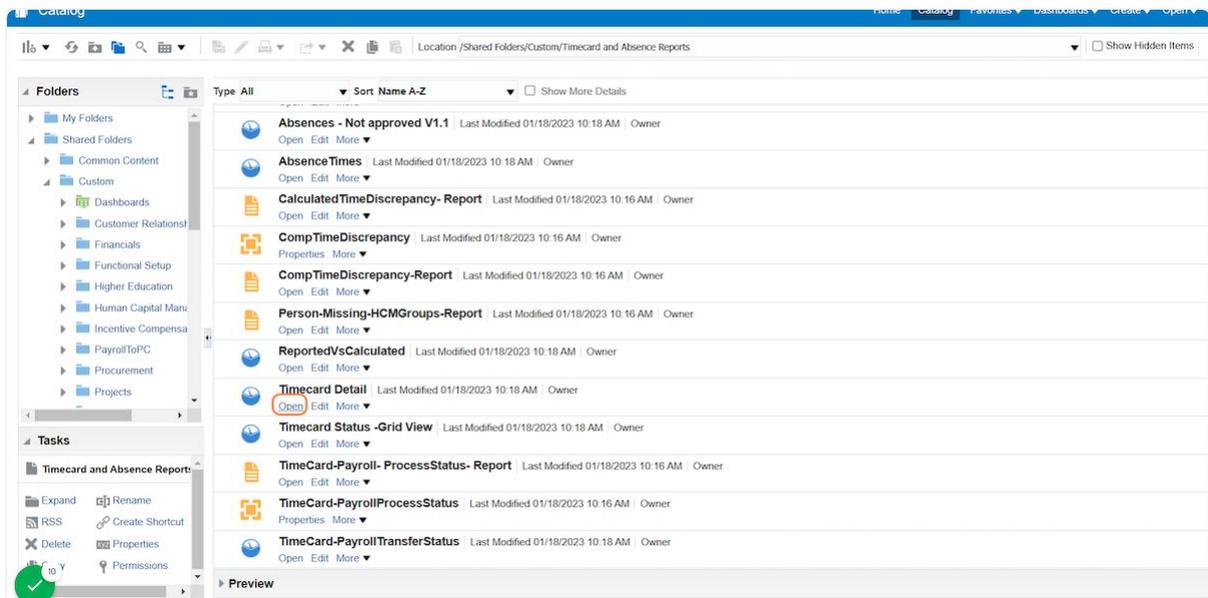
STEP 5

Click on the “Expand” option under the “Time and Absence Reports” folder.



STEP 6

A new tab will open. Scroll down to locate the “Timecard Detail” report and click “Open”.



STEP 7

Enter the desired Start and End Dates.

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

- Time Card Begin Date: 2021-08-01
- Time Card End Date: 2023-01-23 (highlighted with a red box)
- Date Entries: is equal to / is in
- Department Name: --Select Value--
- Name: --Select Value--
- Time Card Status: --Select Value--
- Payroll Time Type: --Select Value--

Buttons: OK, Reset

Footer: Edit - Refresh - Copy

STEP 8

Click the "OK" button to run the report.

This screenshot is identical to the previous one, but the 'OK' button is highlighted with a red box, indicating the next step in the process.



STEP 9

If you want to export the report to Excel, scroll to the bottom of the page and click on the “Export” button, followed by “Excel”.

The screenshot shows a table with columns for Department, Job Code, Position, Status, Date, Action, and Rate. The 'Export' button is circled in red, and a dropdown menu is open with 'Excel' selected. Other options include PDF, Powerpoint, and Web Archive.

Department	Job Code	Position	Status	Date	Action	Rate
PUBLIC HEALTH - HHS	1002		1 Full time	12/29/22	Submitted	YC_REG 9
JUVENILE DETENTION	1008		1 Full time	1/21/23	Entered	YC_HOL 4
JUVENILE DETENTION	1008		1 Full time	1/22/23	Entered	YC_HOL 2
COMMUNITY JUSTICE - STATE	1031		1 Full time	1/23/23	Entered	YC_EXTRA_HOURS 18
ADMINISTRATIVE SERVICES	1052		0.1 Part time	1/8/23	Saved	YC_REG 0
PLANNING	1056		1 Full time	1/8/23	Submitted	YC_REG 8
PLANNING	1056		1 Full time	1/9/23	Submitted	YC_REG 8
PLANNING	1056		1 Full time	1/10/23	Submitted	YC_REG 8
PLANNING	1056		1 Full time	1/11/23	Submitted	YC_REG 8
PLANNING	1056		1 Full time	1/12/23	Submitted	YC_REG 8
PLANNING	1056		1 Full time	1/13/23	Submitted	YC_REG 8
PLANNING	1056		1 Full time	1/13/23	Submitted	YC_Swing_Shift_Differential 4
PLANNING	1056		1 Full time	1/14/23	Submitted	YC_PAGER_PAY_MEDIUM 5
PLANNING	1056		1 Full time	1/16/23	Submitted	YC_REG 8
PLANNING	1056		1 Full time	1/17/23	Submitted	YC_REG 8
PLANNING	1056		1 Full time	1/18/23	Submitted	YC_REG 8
SHERIFF - PATROL	1076		1 Full time	1/8/23	Saved	YC_REG 0
SHERIFF - JAIL	1090		1 Full time	1/8/23	Submitted	YC_REG 10
SHERIFF - JAIL	1090		1 Full time	1/10/23	Submitted	YC_REG 10
SHERIFF - JAIL	1090		1 Full time	1/11/23	Submitted	YC_REG 10
SHERIFF - JAIL	1090		1 Full time	1/12/23	Submitted	YC_REG 10
JUVENILE PROBATION	1105		1 Full time	1/8/23	Saved	YC_REG 0
DISTRICT ATTORNEY	1120		1 Full time	12/25/22	Submitted	YC_REG 8
DISTRICT ATTORNEY	1120		1 Full time	12/25/22	Submitted	1
DISTRICT ATTORNEY	1120		1 Full time	12/26/22	Submitted	YC_REG 8

STEP 10

Click the “OK” button on the Confirmation message.

The screenshot shows the same table as in Step 9, but with a 'Confirmation' dialog box overlaid. The dialog box contains a checkmark icon and the text 'The Export process is complete.' with an 'OK' button highlighted in red.

STEP 11

You can click on the “Catalog” option to return to the previous screen.

Department	Employee ID	Position	Status	Date	Submission Status	Report Type	Count
PUBLIC HEALTH - HHS	1002		1 Full time	12/29/22	Submitted	YC_REG	9
JUVENILE DETENTION	1008		1 Full time	1/21/23	Entered	YC_HOL	4
JUVENILE DETENTION	1008		1 Full time	1/22/23	Entered	YC_HOL	2
COMMUNITY JUSTICE - STATE	1031		1 Full time	1/23/23	Entered	YC_EXTRA_HOURS	18
ADMINISTRATIVE SERVICES	1052		0.1 Part time	1/8/23	Saved	YC_REG	0
PLANNING	1056		1 Full time	1/8/23	Submitted	YC_REG	8
PLANNING	1056		1 Full time	1/9/23	Submitted	YC_REG	8
PLANNING	1056		1 Full time	1/10/23	Submitted	YC_REG	8
PLANNING	1056		1 Full time	1/11/23	Submitted	YC_REG	8
PLANNING	1056		1 Full time	1/12/23	Submitted	YC_REG	8
PLANNING	1056		1 Full time	1/13/23	Submitted	YC_REG	8
PLANNING	1056		1 Full time	1/13/23	Submitted	YC_Swing_Shift_Differential	4
PLANNING	1056		1 Full time	1/14/23	Submitted	YC_PAGER_PAY_MEDIUM	5
PLANNING	1056		1 Full time	1/16/23	Submitted	YC_REG	8
PLANNING	1056		1 Full time	1/17/23	Submitted	YC_REG	8
PLANNING	1056		1 Full time	1/18/23	Submitted	YC_REG	8
SHERIFF - PATROL	1076		1 Full time	1/8/23	Saved	YC_REG	0
SHERIFF - JAIL	1090		1 Full time	1/8/23	Submitted	YC_REG	10
SHERIFF - JAIL	1090		1 Full time	1/10/23	Submitted	YC_REG	10
SHERIFF - JAIL	1090		1 Full time	1/11/23	Submitted	YC_REG	10
SHERIFF - JAIL	1090		1 Full time	1/12/23	Submitted	YC_REG	10
JUVENILE PROBATION	1105		1 Full time	1/8/23	Saved	YC_REG	0
DISTRICT ATTORNEY	1120		1 Full time	12/25/22	Submitted	YC_REG	8
DISTRICT ATTORNEY	1120		1 Full time	12/25/22	Submitted	YC_REG	1
DISTRICT ATTORNEY	1120		1 Full time	12/26/22	Submitted	YC_REG	8

STEP 12

Alternatively, you can also open the previous tab and click on the “Home” icon to return to the main screen.

Report Name	Created By	Last Updated By
AbsenceTimes	01/18/2023 6:18 PM	01/18/2023 6:18 PM
CalculatedTimeDiscrepancy- Report.xdo	01/18/2023 6:16 PM	01/18/2023 6:16 PM
CompTimeDiscrepancy-Report.xdo	01/18/2023 6:16 PM	01/18/2023 6:16 PM
Data Model		
Person-Missing-HCMGroups-Report.xdo	01/18/2023 6:16 PM	01/18/2023 6:16 PM
ReportedVsCalculated	01/18/2023 6:18 PM	01/18/2023 6:18 PM



STEP 13

End of the procedure.

