



Job Aid: TA19 Generating Time Cards for an Individual

Last Update: 04/25/2023



Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

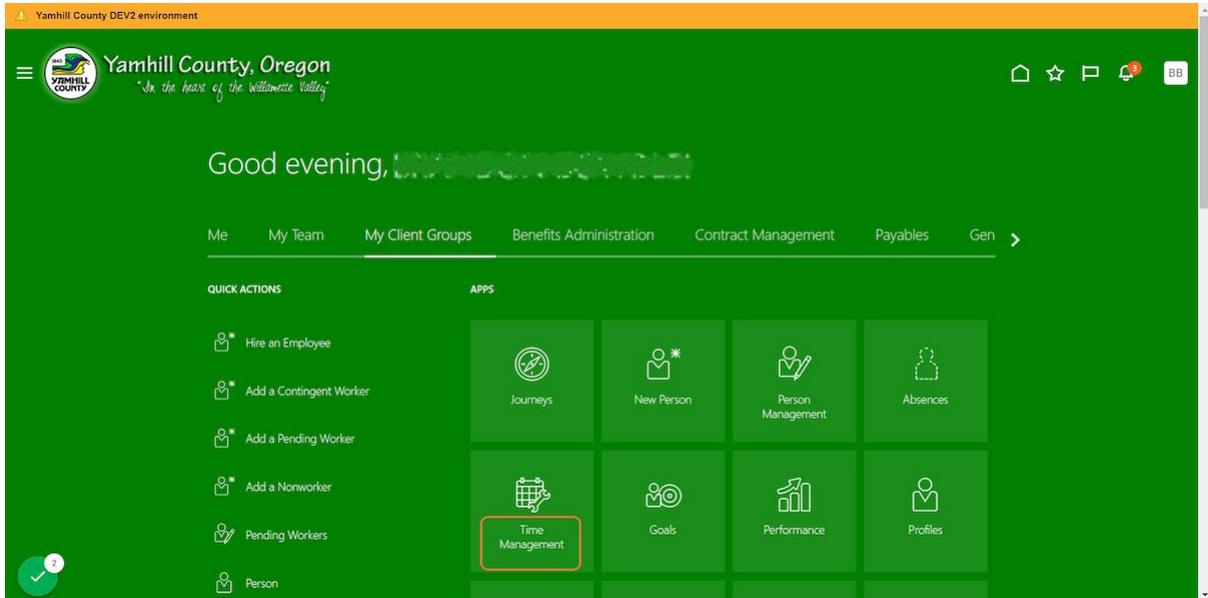
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Time Administrator



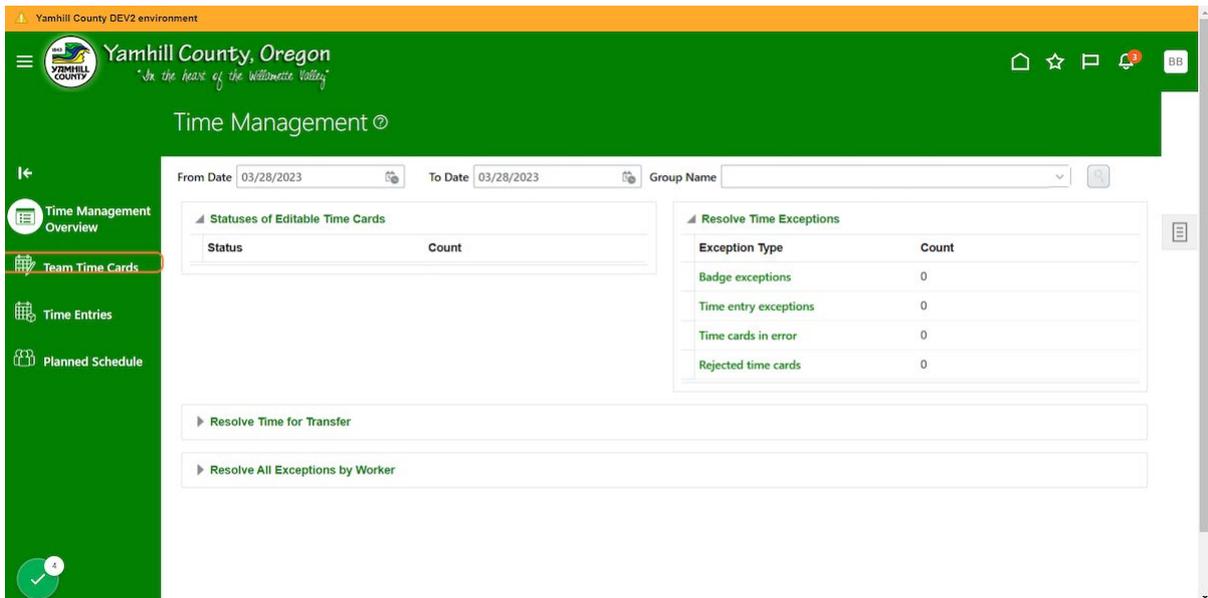
STEP 1

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



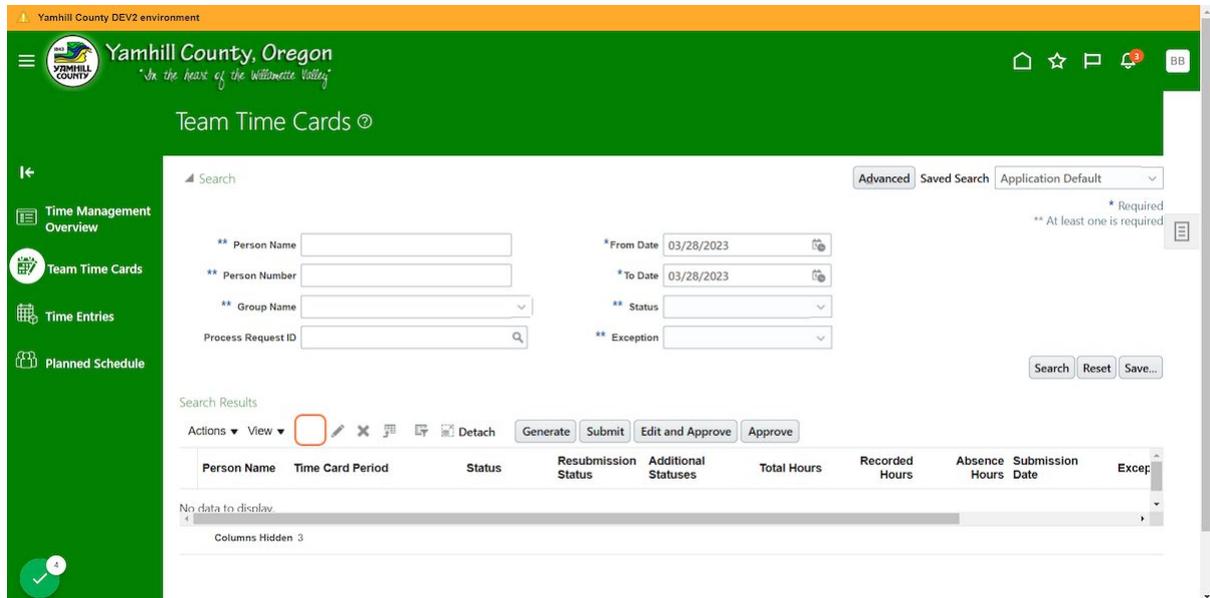
STEP 2

Click on the “Team Time Cards” hyperlink.



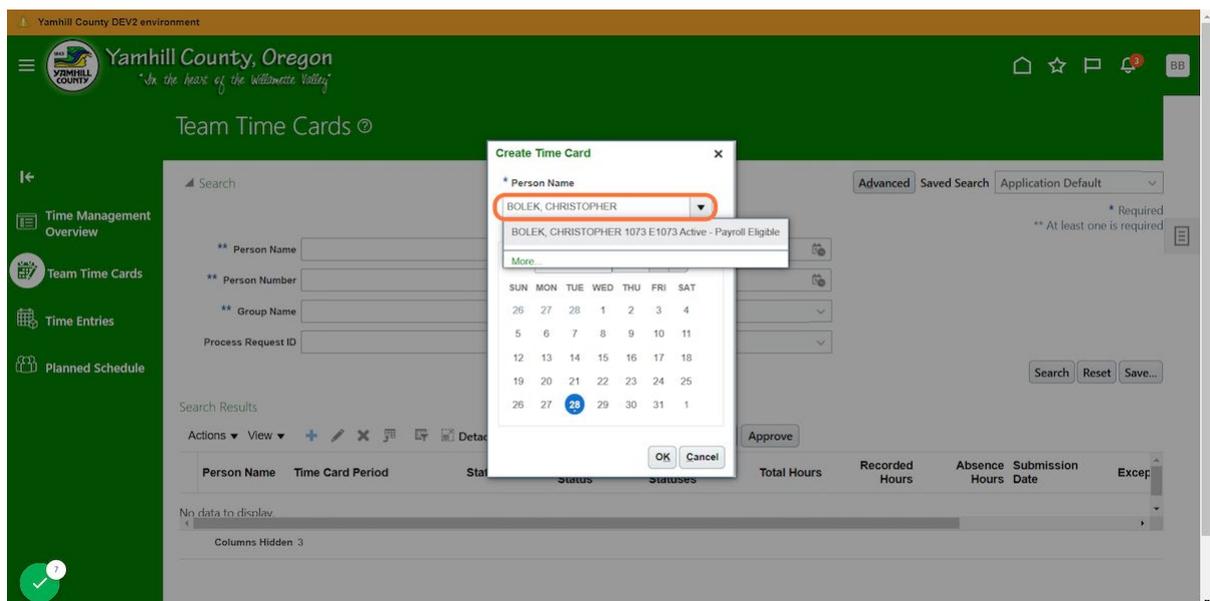
STEP 3

In the search results section click the “+” button to add timecards for the employee.



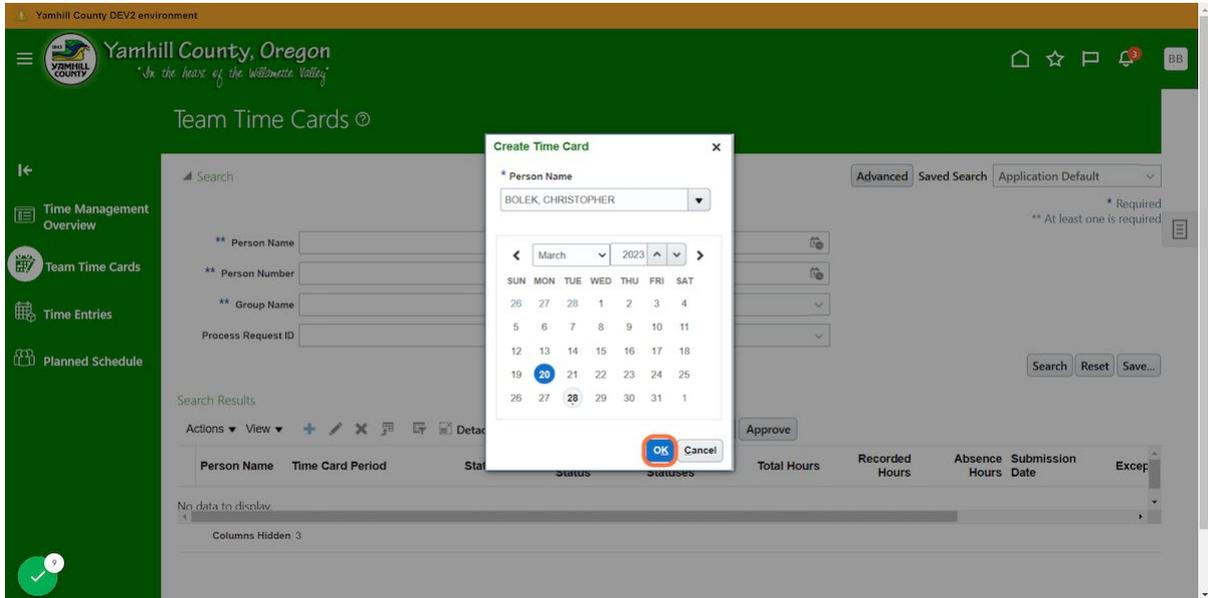
STEP 4

In the “Person Name” field, select the employee for whom you want to create the timecard.



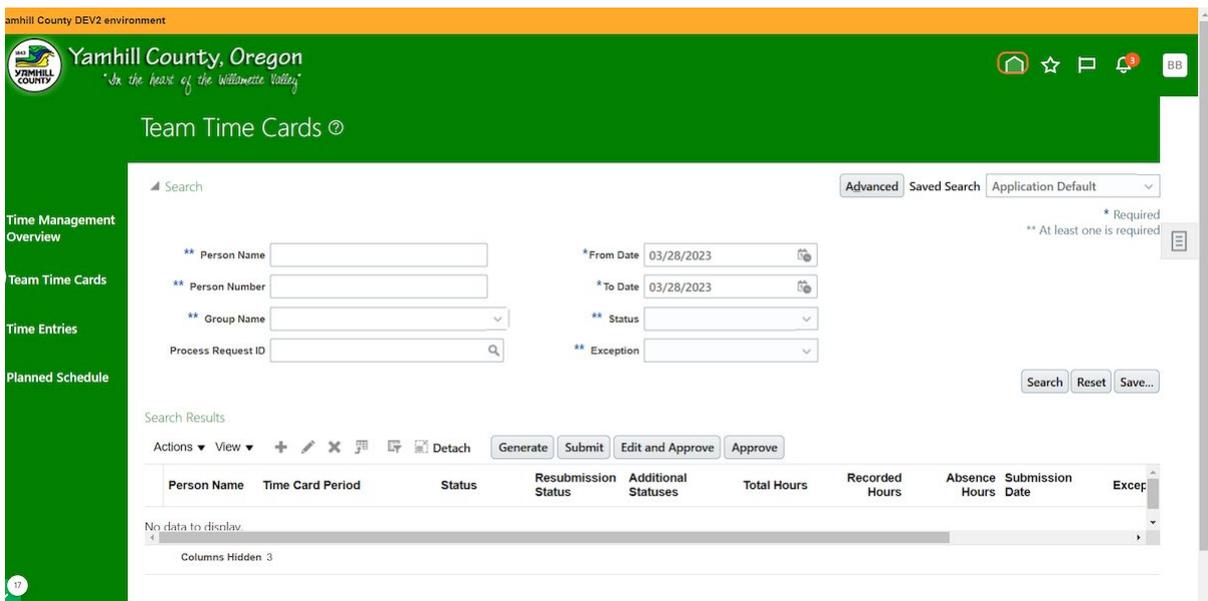
STEP 5

Select a date on the calendar that falls within the pay period date range of the time card you want to create. Click the “Ok” button to create the timecard.



STEP 6

Click on the “Home” icon to return to the main screen.



STEP 7

End of the procedure.

