



# Job Aid: TA20 Generating Time Cards for a Group of employees

Last Update: 04/25/2023



## Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

## Pre-Requisites/ Job Descriptions

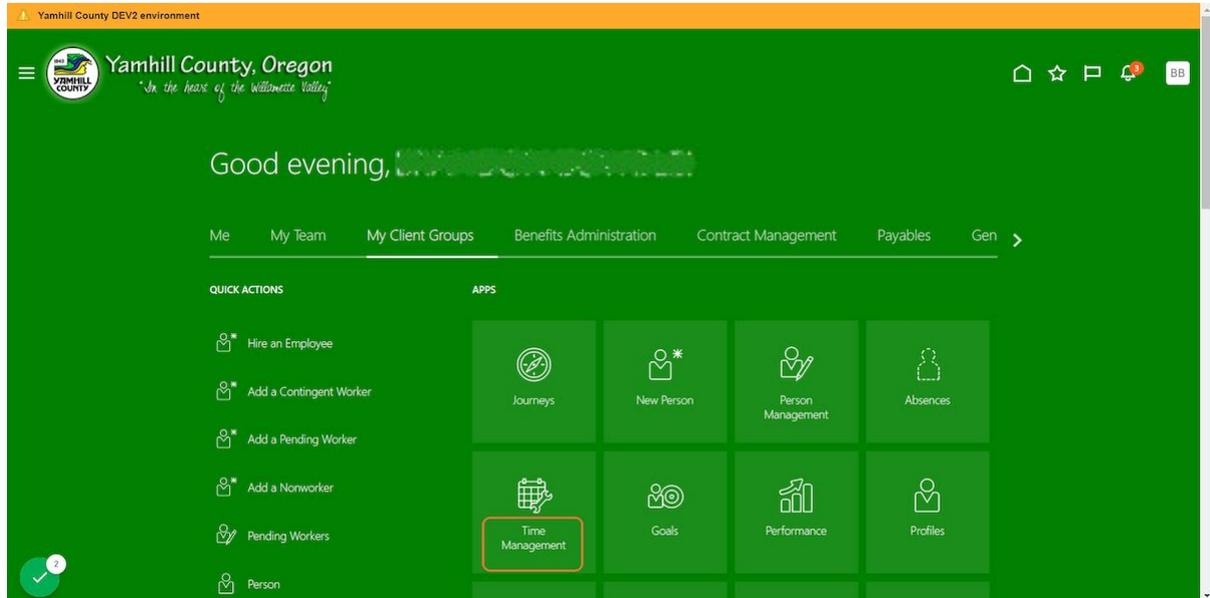
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Time Administrator



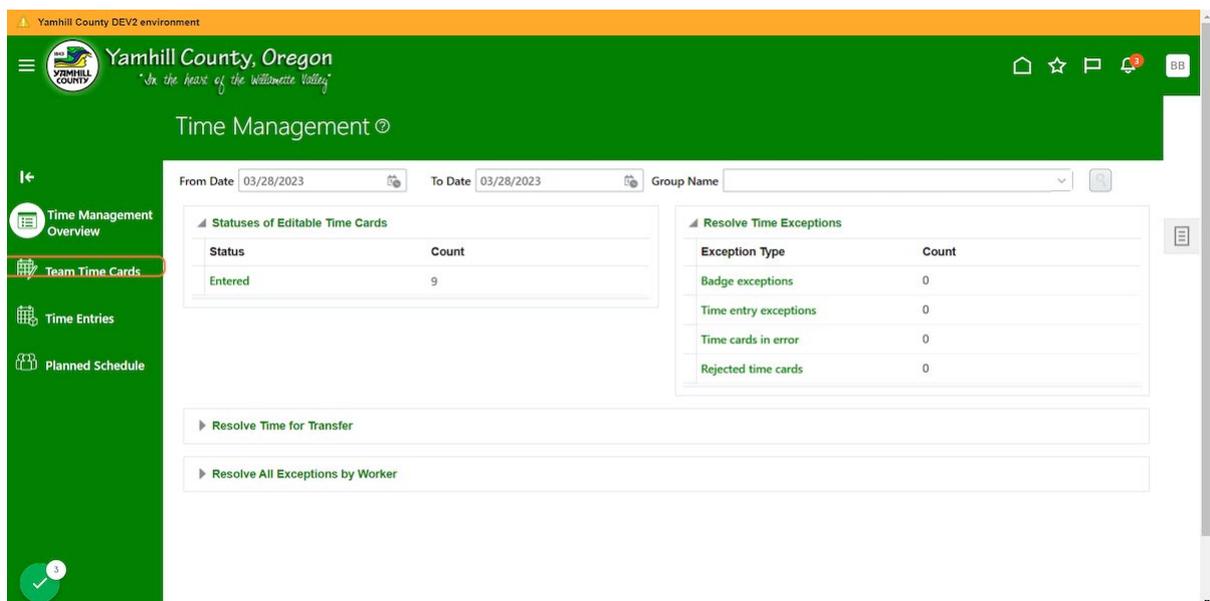
STEP 1

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



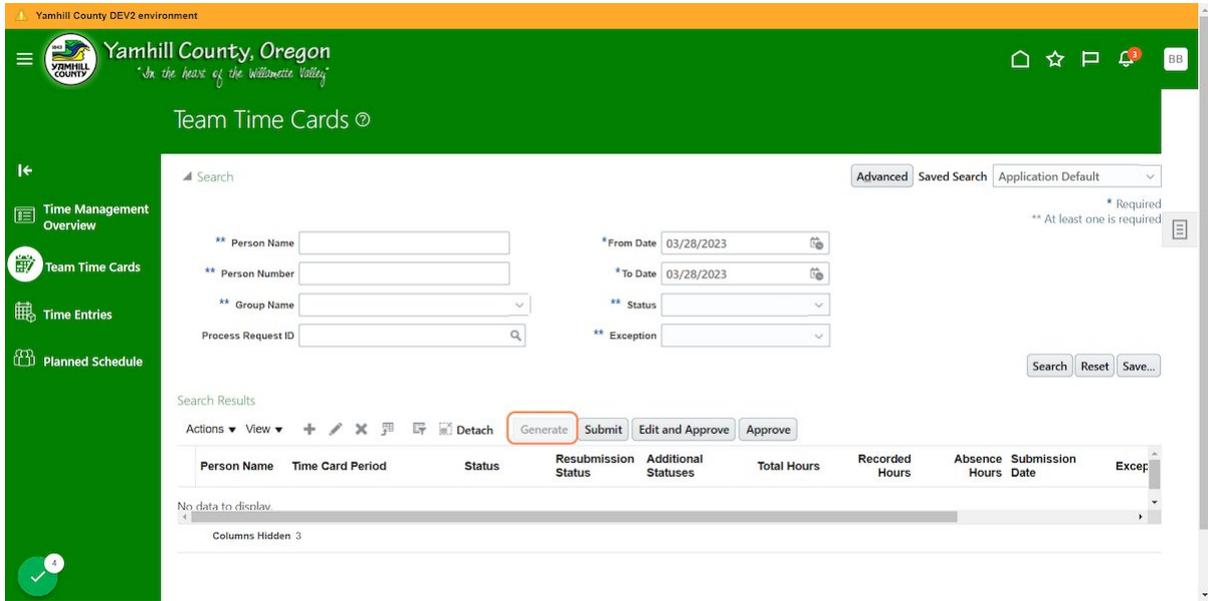
STEP 2

Click on the “Team Time Cards” hyperlink.



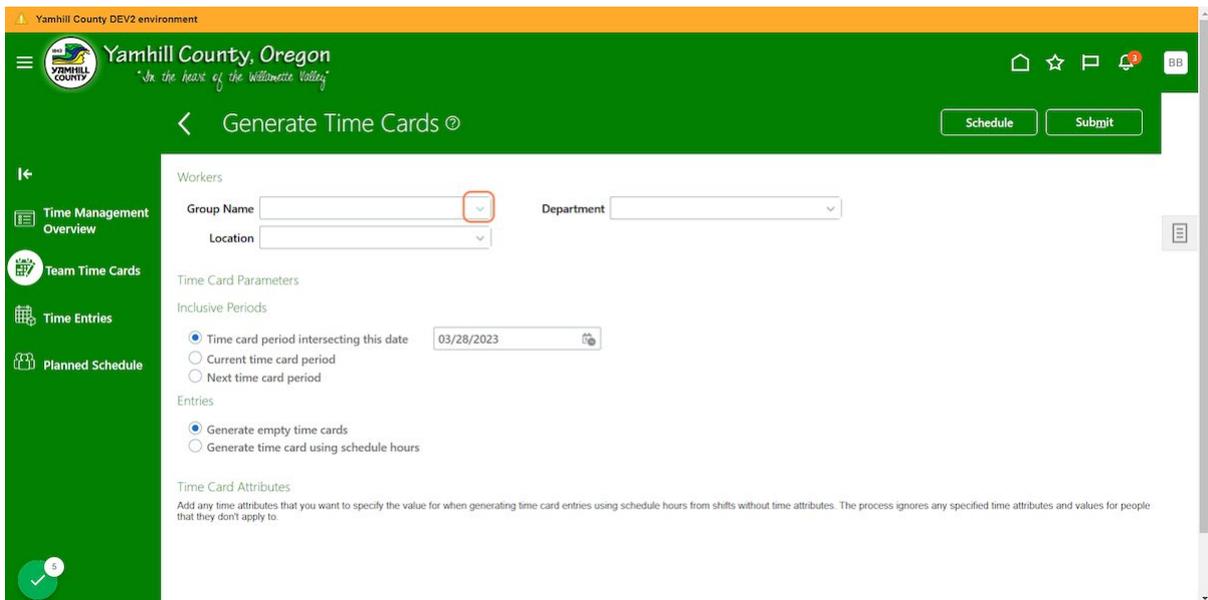
### STEP 3

Click on the “Generate” button.



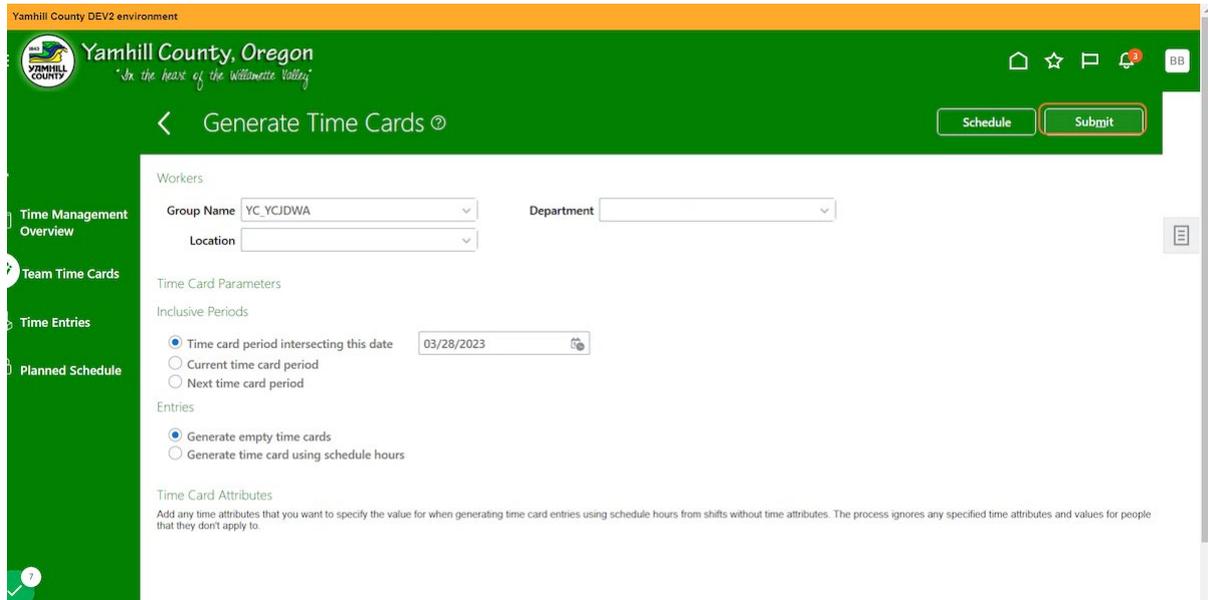
### STEP 4

Click the dropdown next to “Group Name” and select an appropriate value from the list of options.



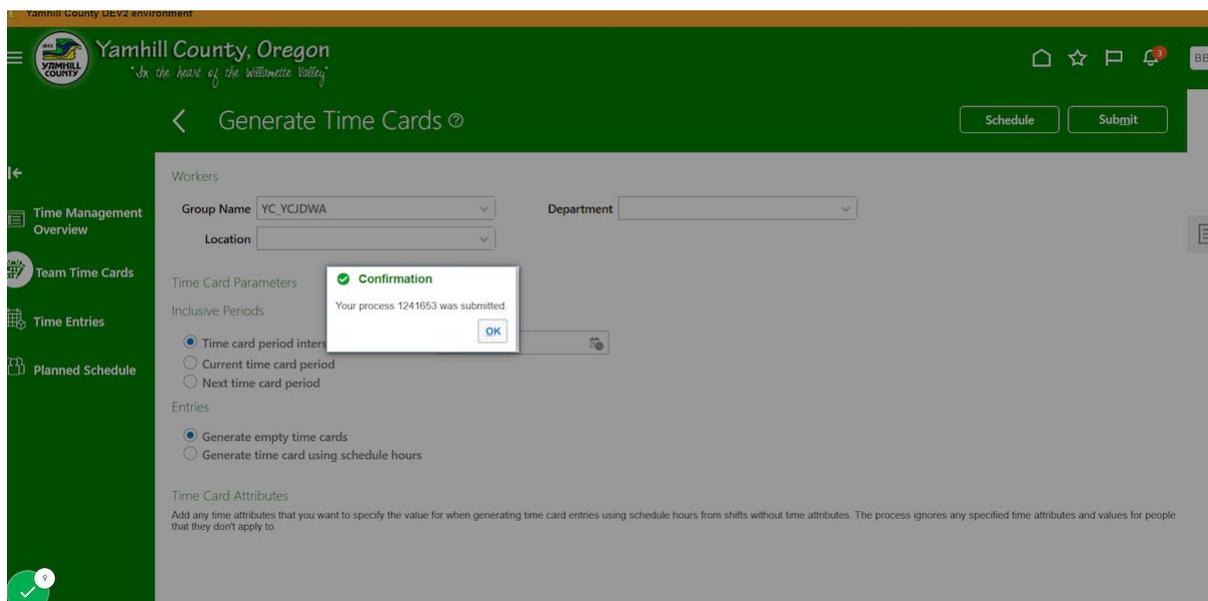
### STEP 5

The “Time Card Parameters” section will be displayed with default values. You can edit them, if required, and then click on the “Submit” button towards the top-right of the screen.



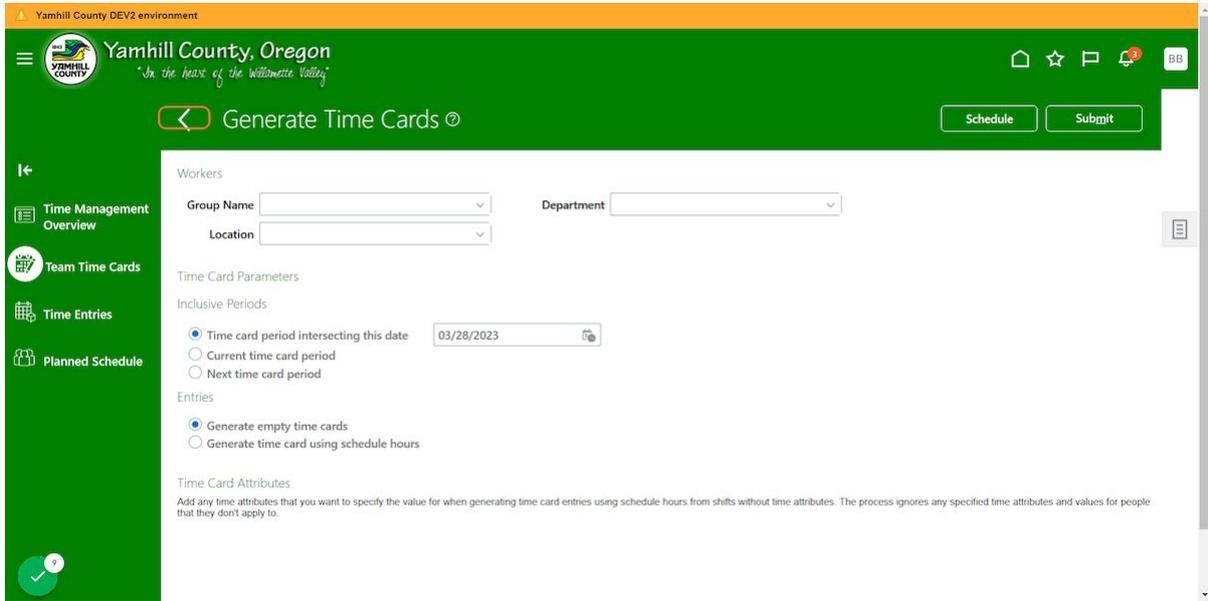
### STEP 6

Click the “OK” button to acknowledge the confirmation message.



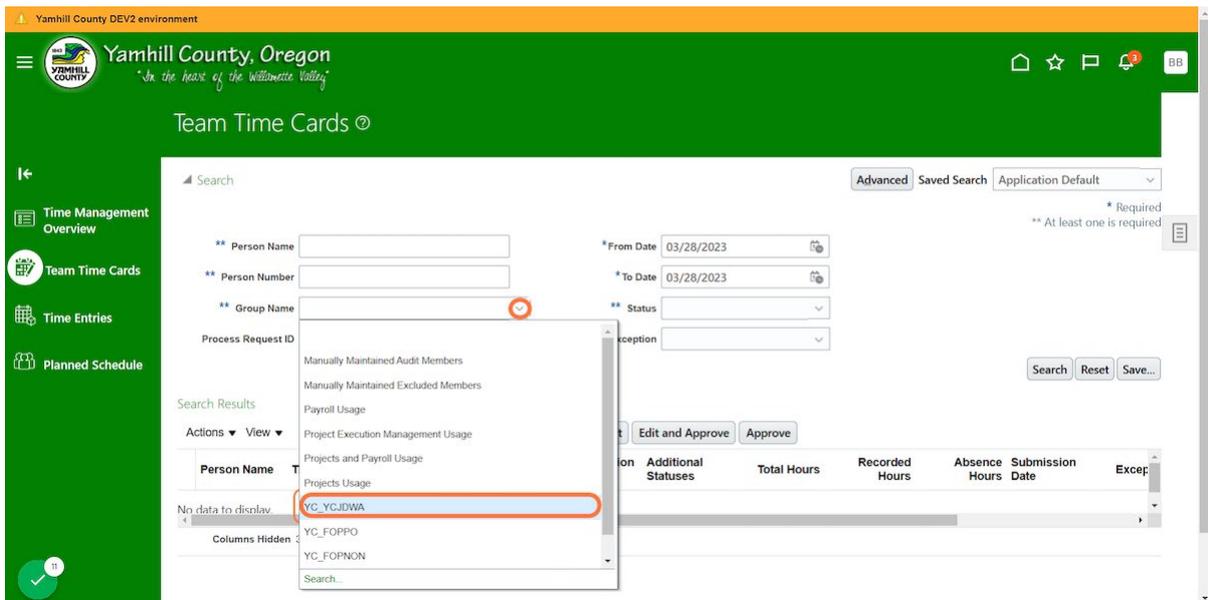
STEP 7

Select the “<” icon towards the top-left of the screen.



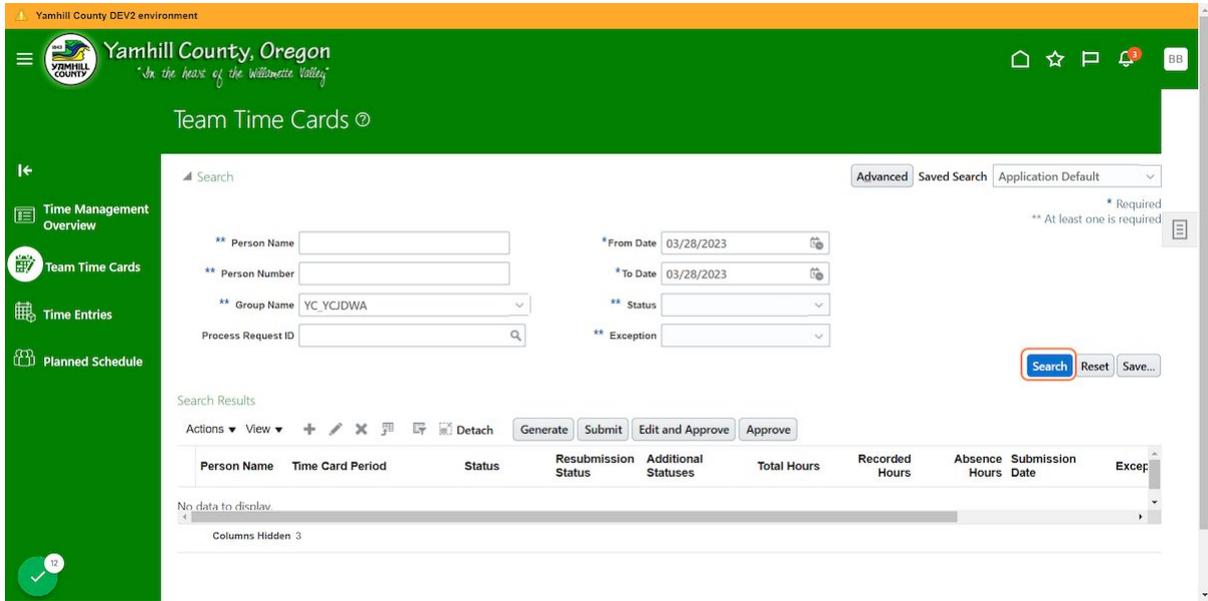
STEP 8

Click the dropdown next to “Group Name” and select the group for which you recently generated time cards.



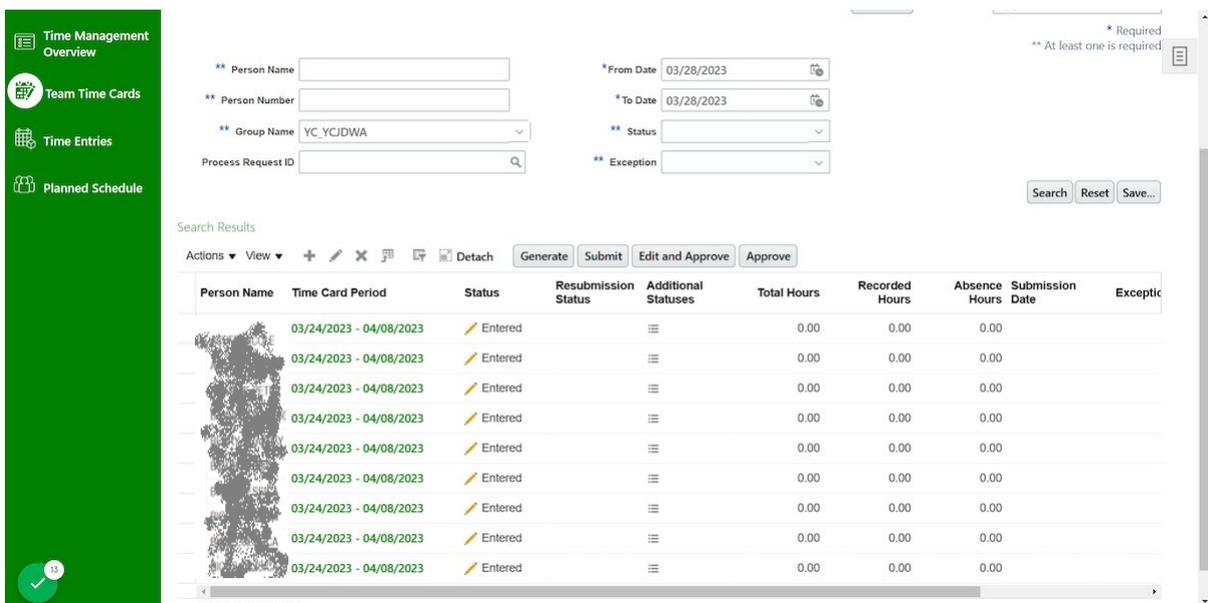
STEP 9

Click on the "Search" button.



STEP 10

A list of people who recently had their time cards generated will be displayed.



STEP 11

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

The screenshot shows the 'Team Time Cards' application interface. At the top, there is a search bar and several filter buttons: 'Advanced', 'Saved Search', and 'Application Default'. Below the search bar are input fields for 'Person Name', 'Person Number', 'Group Name' (set to 'YC\_YCIDWA'), 'Process Request ID', 'From Date' (03/28/2023), 'To Date' (03/28/2023), 'Status', and 'Exception'. A table below displays search results with columns for 'Person Name', 'Time Card Period', 'Status', 'Resubmission Status', 'Additional Statuses', 'Total Hours', 'Recorded Hours', 'Absence Hours', 'Submission Date', and 'Exception'. The table shows three entries for the period 03/24/2023 - 04/08/2023, all with a status of 'Entered' and zero hours recorded.

STEP 12

End of the procedure.

The screenshot shows the main dashboard of the Yamhill County system. It features a navigation menu with options like 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Contract Management', 'Payables', and 'Gen'. Below the navigation menu are 'QUICK ACTIONS' and 'APPS' sections. The 'APPS' section contains several tiles: 'Directory', 'Journeys', 'Pay', 'Time and Absences' (highlighted with a red box), 'Career and Performance', 'Personal Information', 'Learning', and 'Benefits'. The 'Time and Absences' tile is the focus of this step.

