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

Last Update: 04/25/2023

GRAVITON
CONSULTING SERVICES

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:

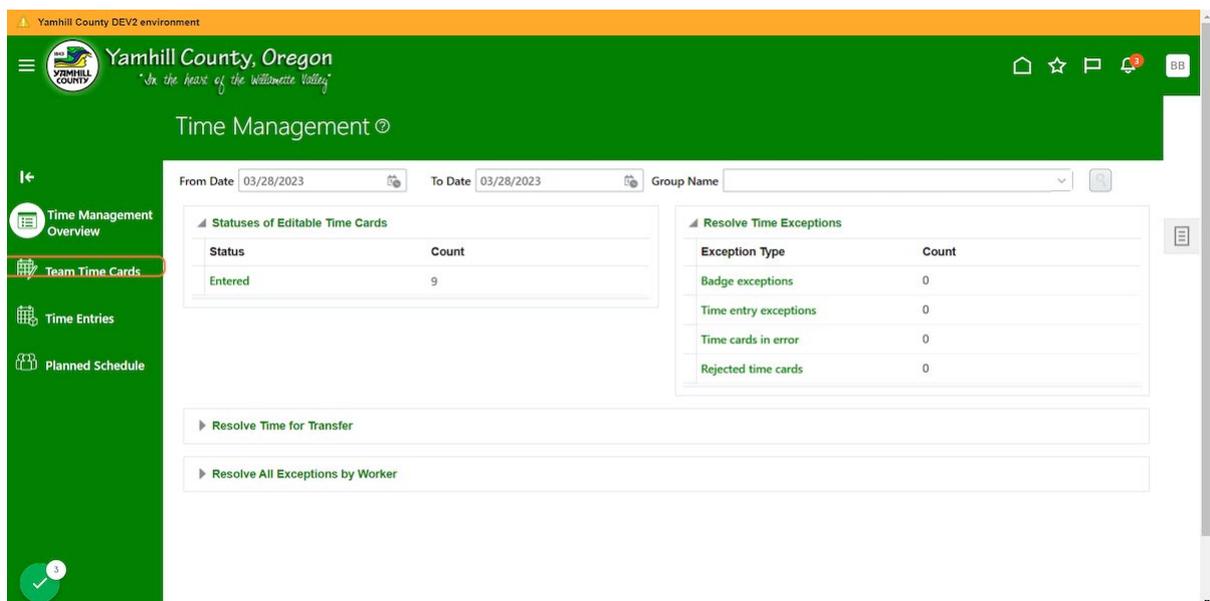| ID	Job Description
01	Time Administrator

STEP 1

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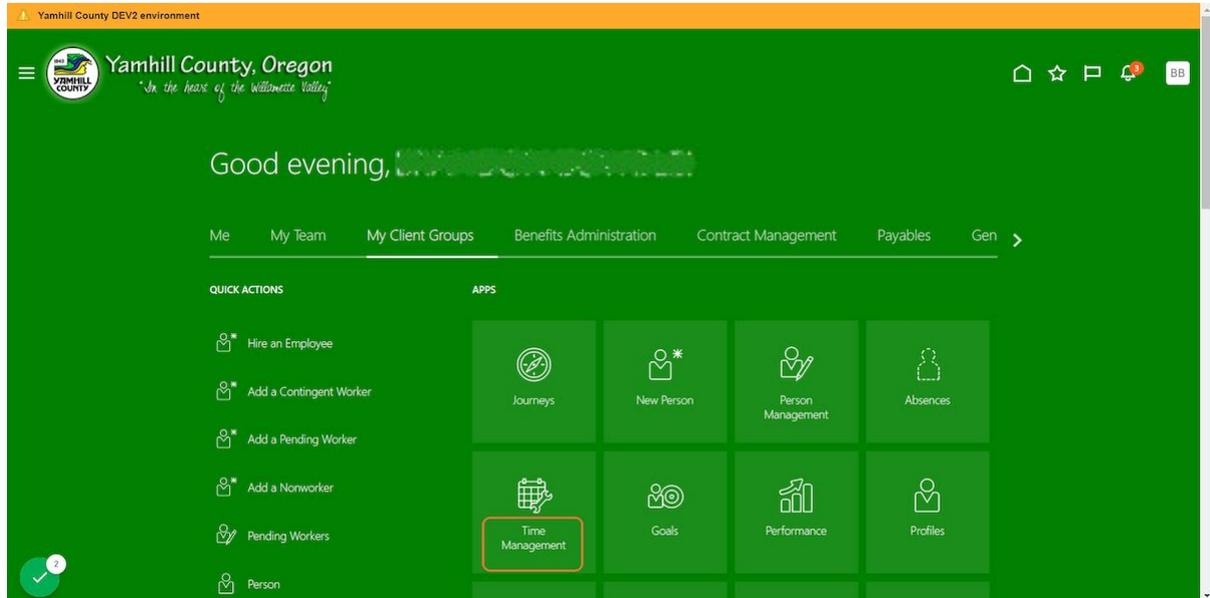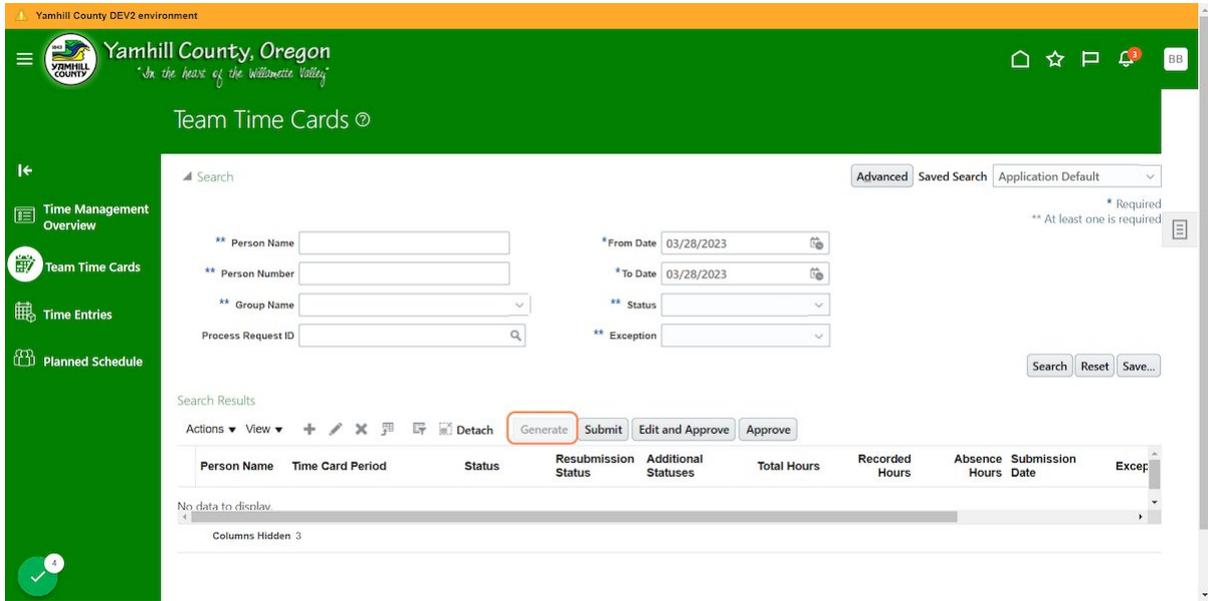

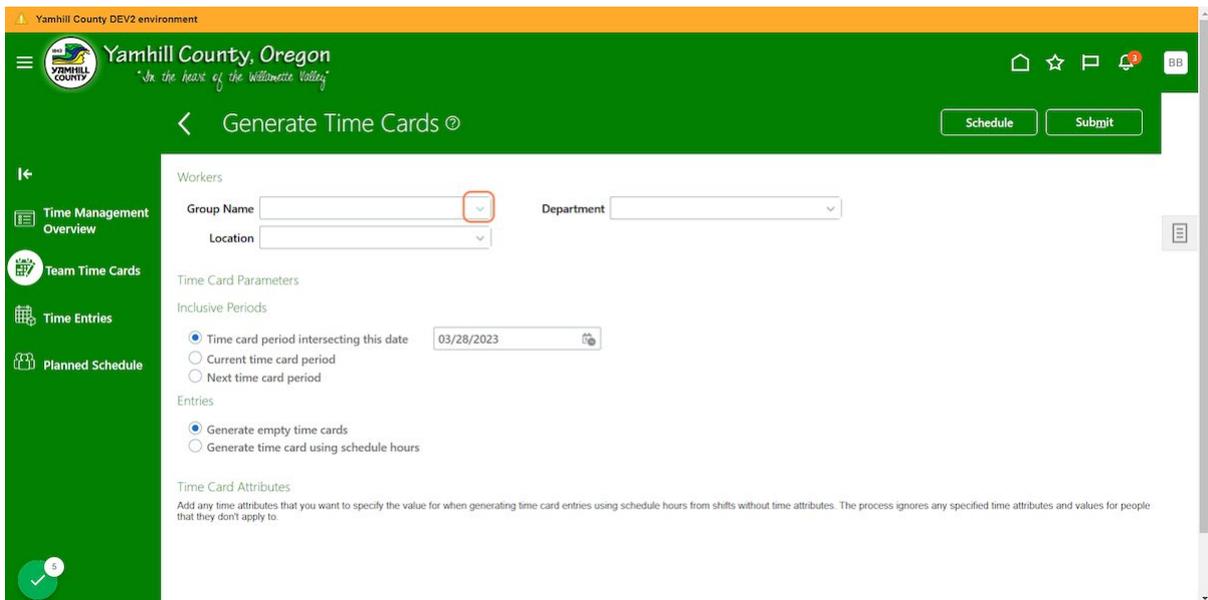## STEP 2

Click on the "Team Time Cards" hyperlink.

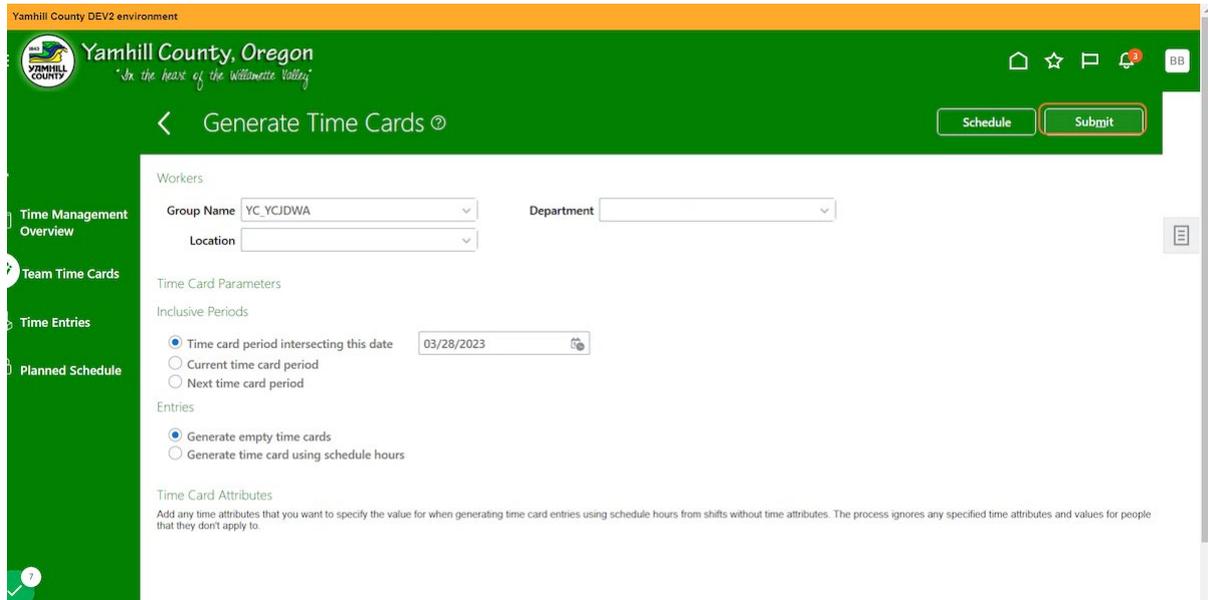STEP 3

Click on the "Generate" button.

STEP 4

Click the dropdown next to "Group Name" and select an appropriate value from the list of options.
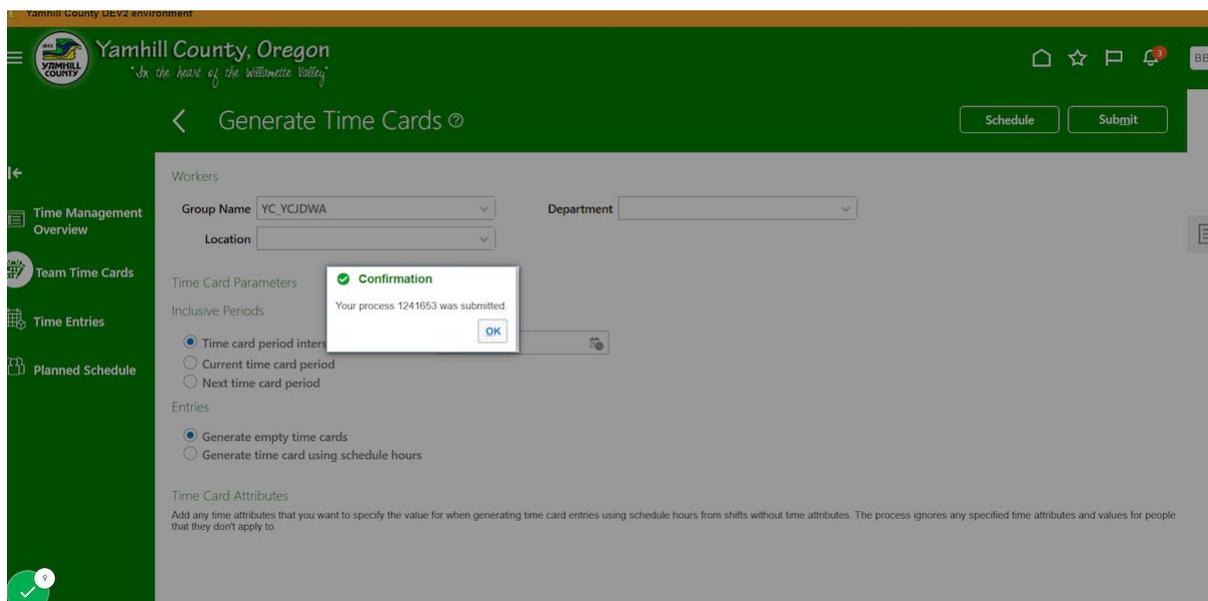
STEP 5

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.
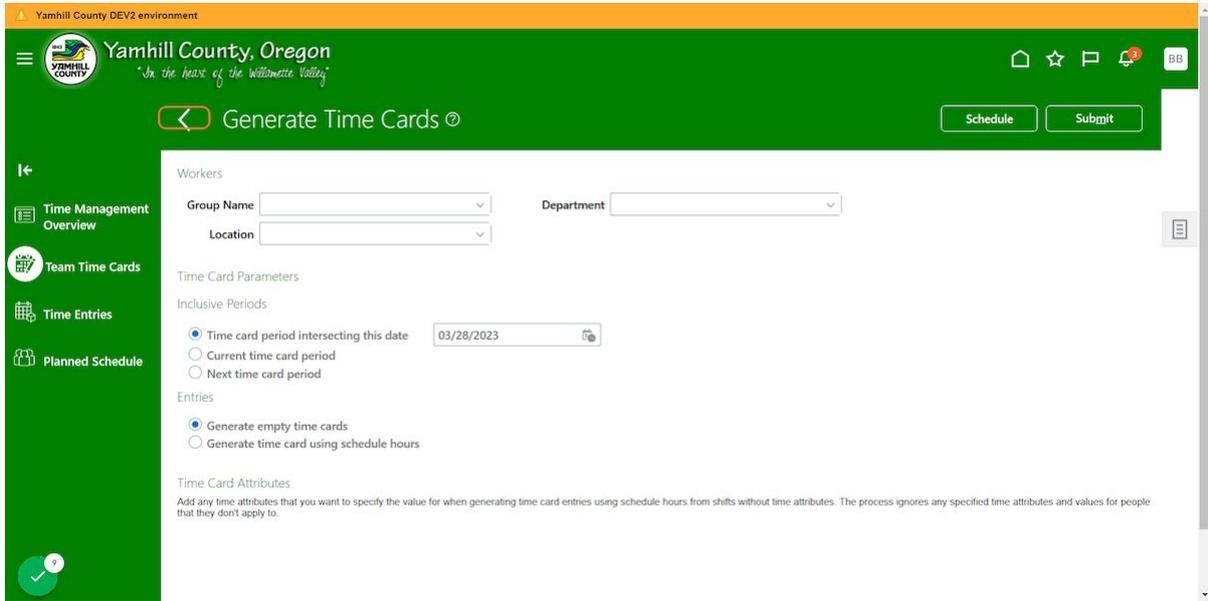

STEP 6

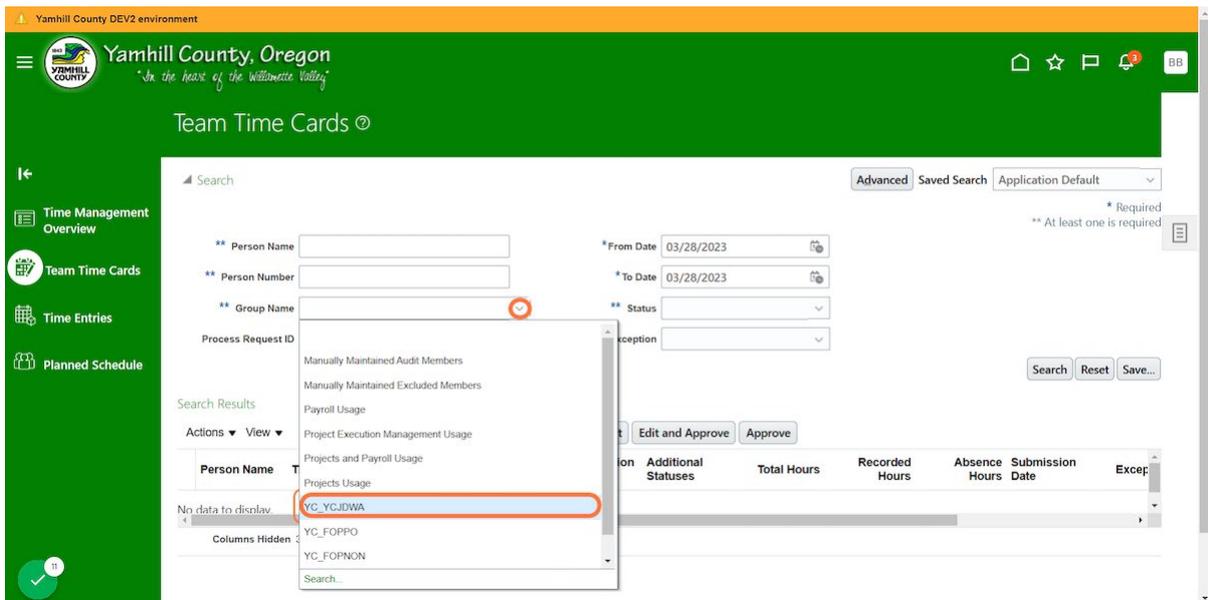**Click the "OK" button to acknowledge the confirmation message.**

STEP 7

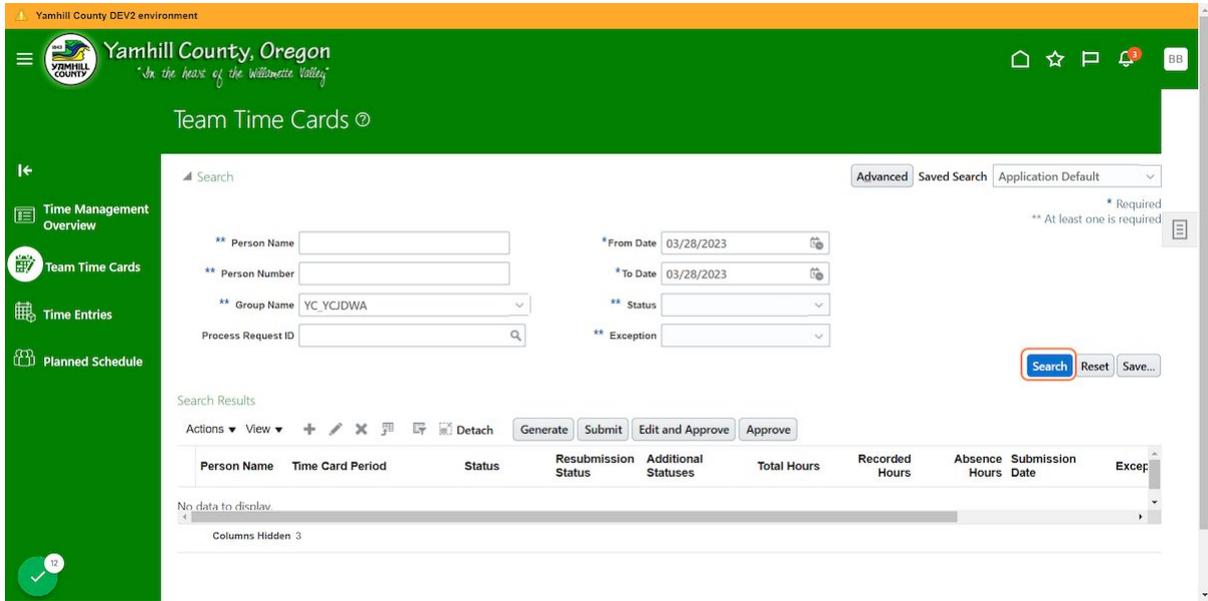**Select the "<" icon towards the top-left of the screen.**

STEP 8

Click the dropdown next to "Group Name" and select the group for which you recently generated time cards.
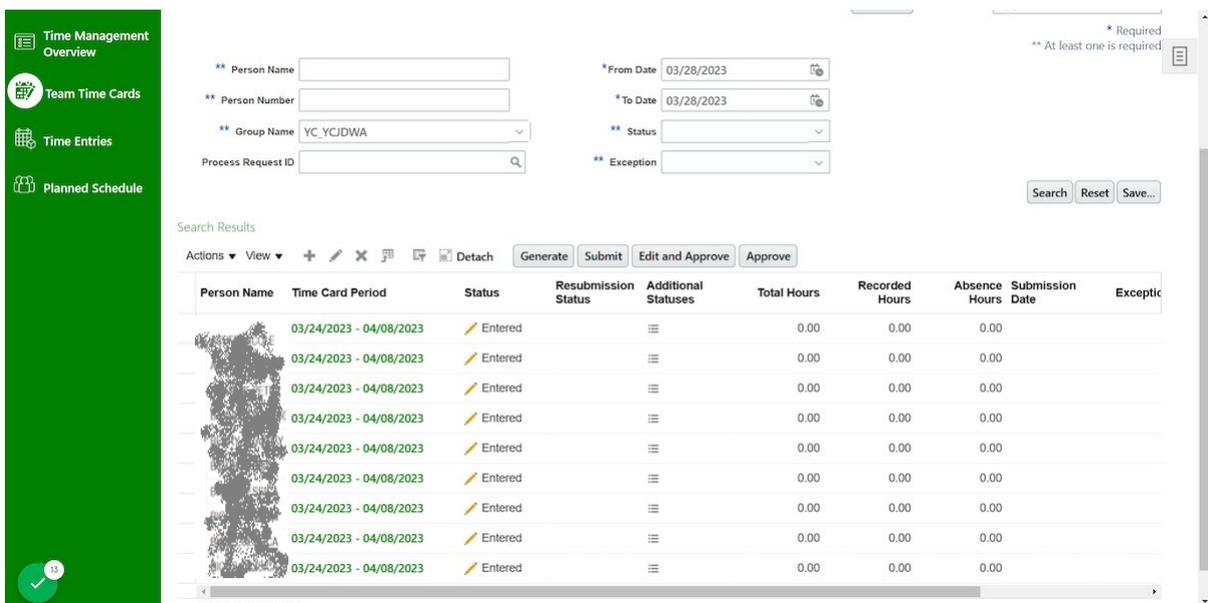
STEP 9

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.

STEP 12

End of the procedure.