



Job Aid: TA24 Defining Shifts, Work Patterns, and Schedules

Last Update: 04/25/2023



Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

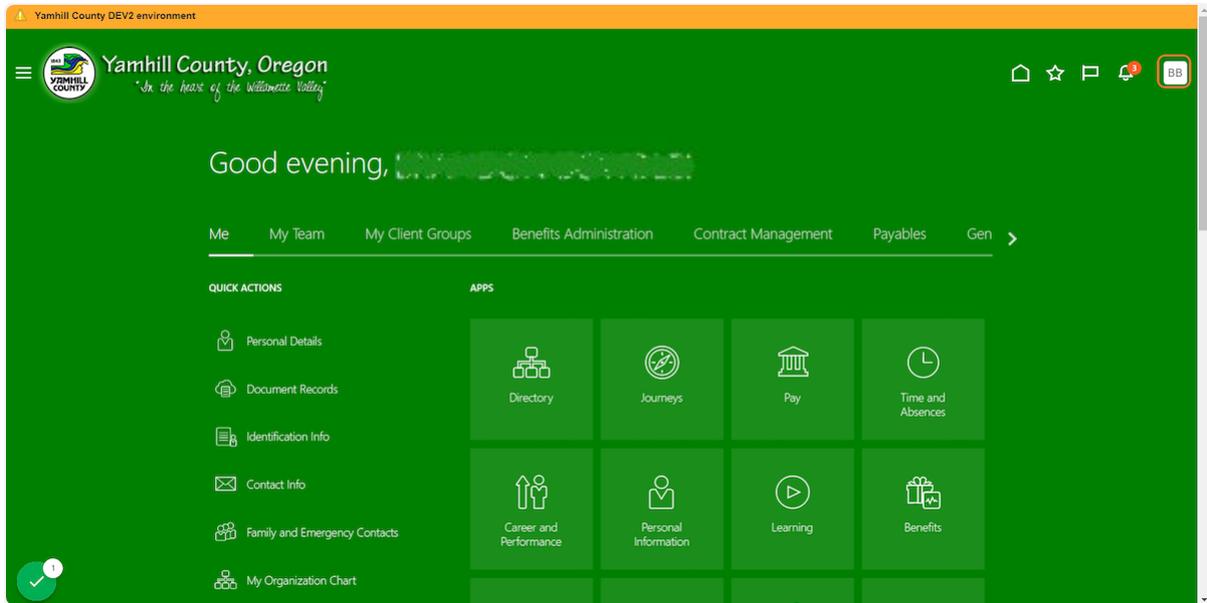
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Time Administrator



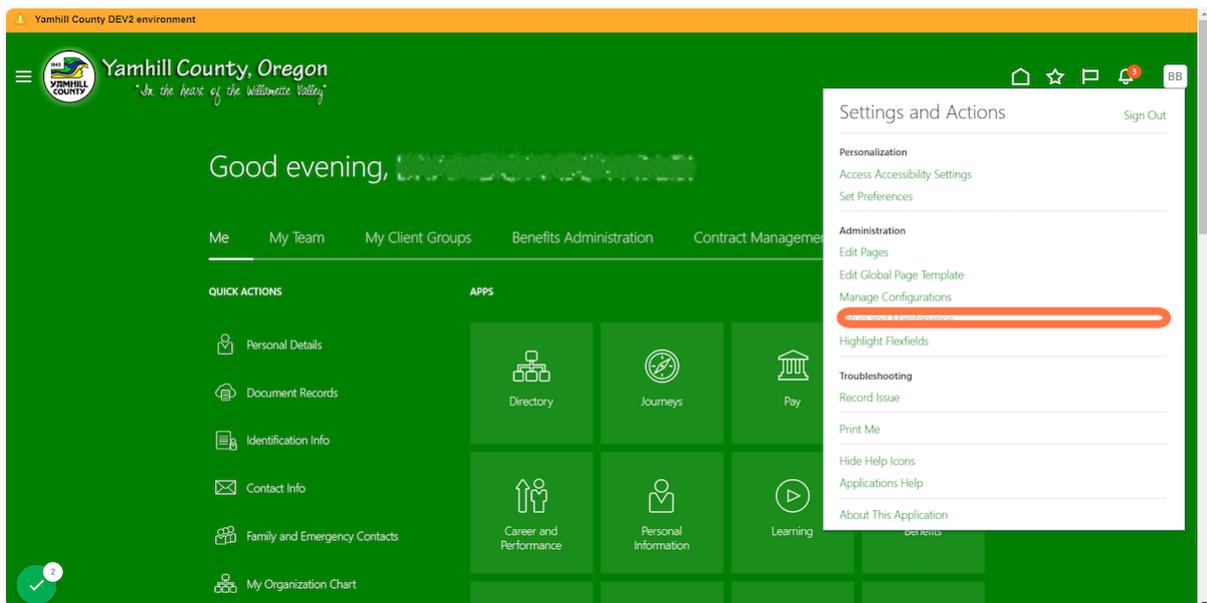
STEP 1

Login to Oracle Fusion Cloud. Click on your initials in the top right corner of the screen.



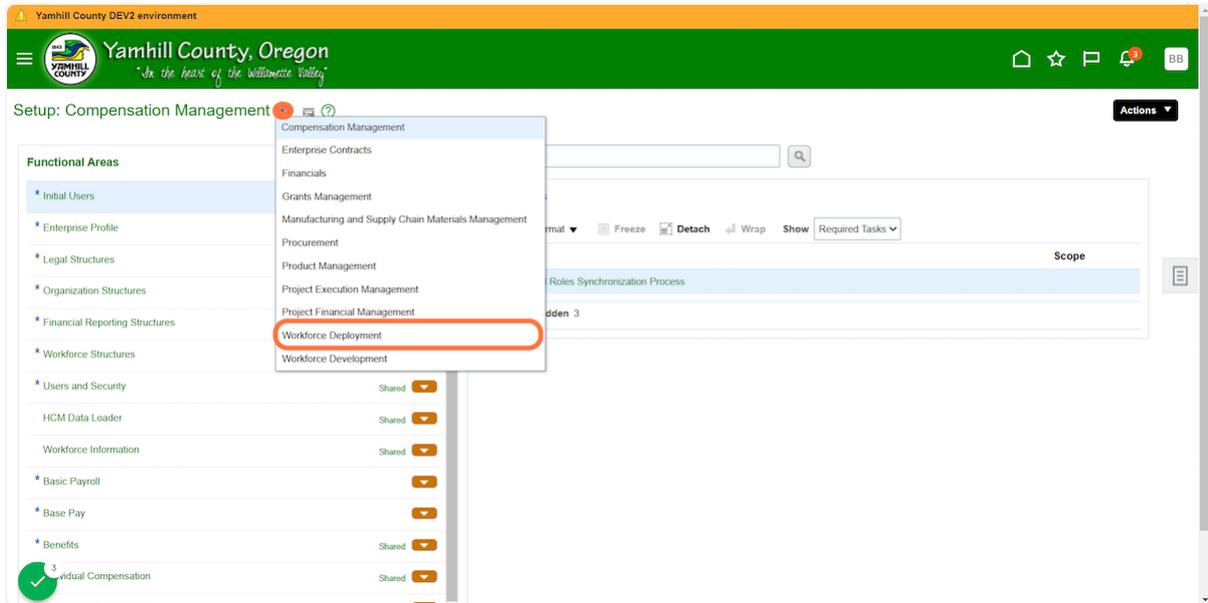
STEP 2

Click on “Setup and Maintenance” from the list of options.



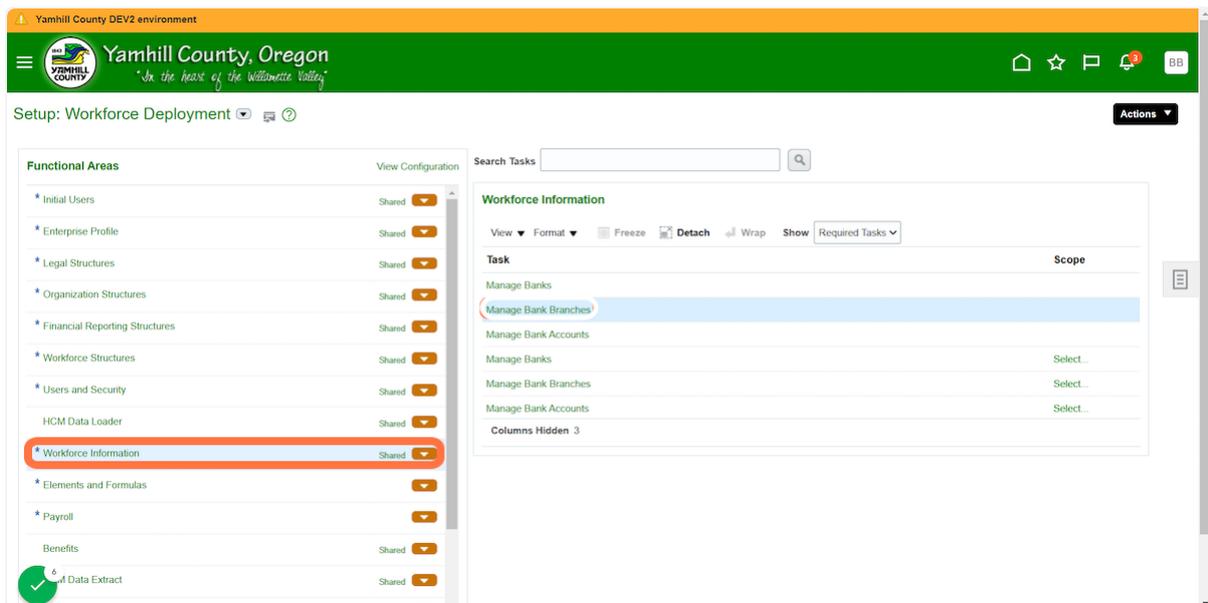
STEP 3

Click on the dropdown next to “Compensation Management” and select “Workforce Deployment” from the list of options.



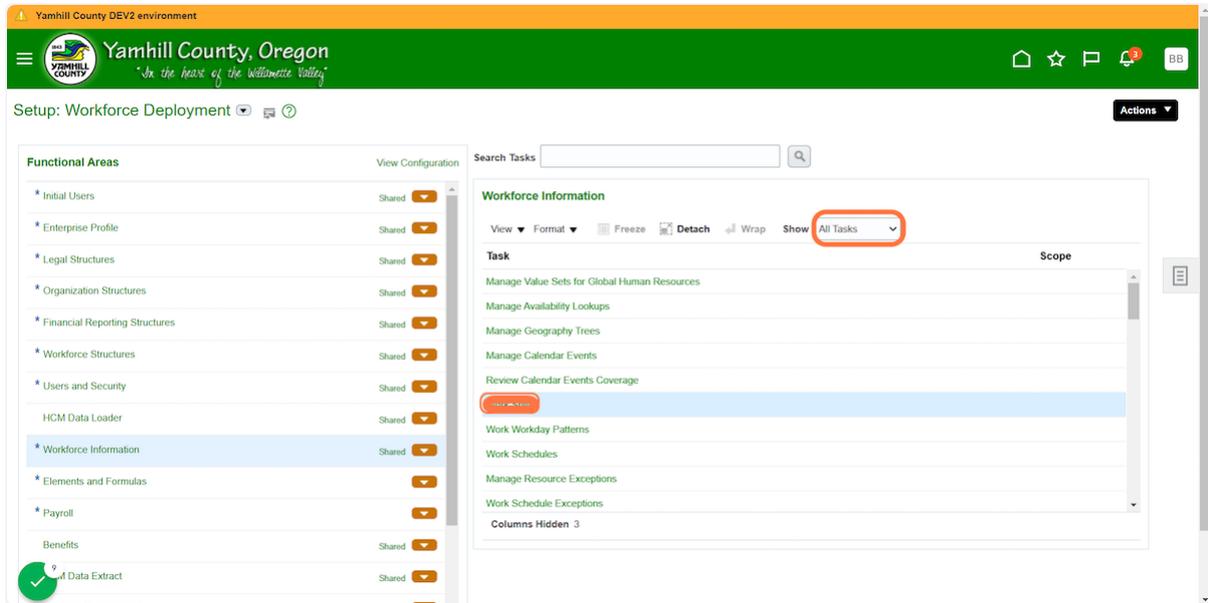
STEP 4

Click on the “Workforce Information” Functional Area.



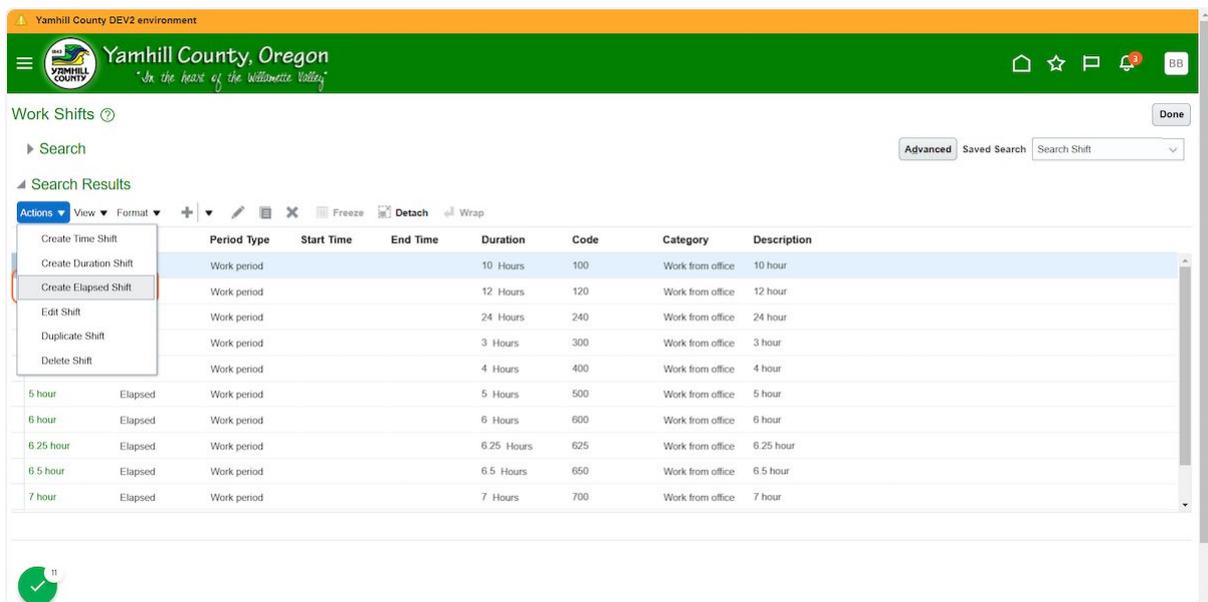
STEP 5

Click the dropdown next to “Show” and select “All Tasks”. Then, click on “Work Shifts”.



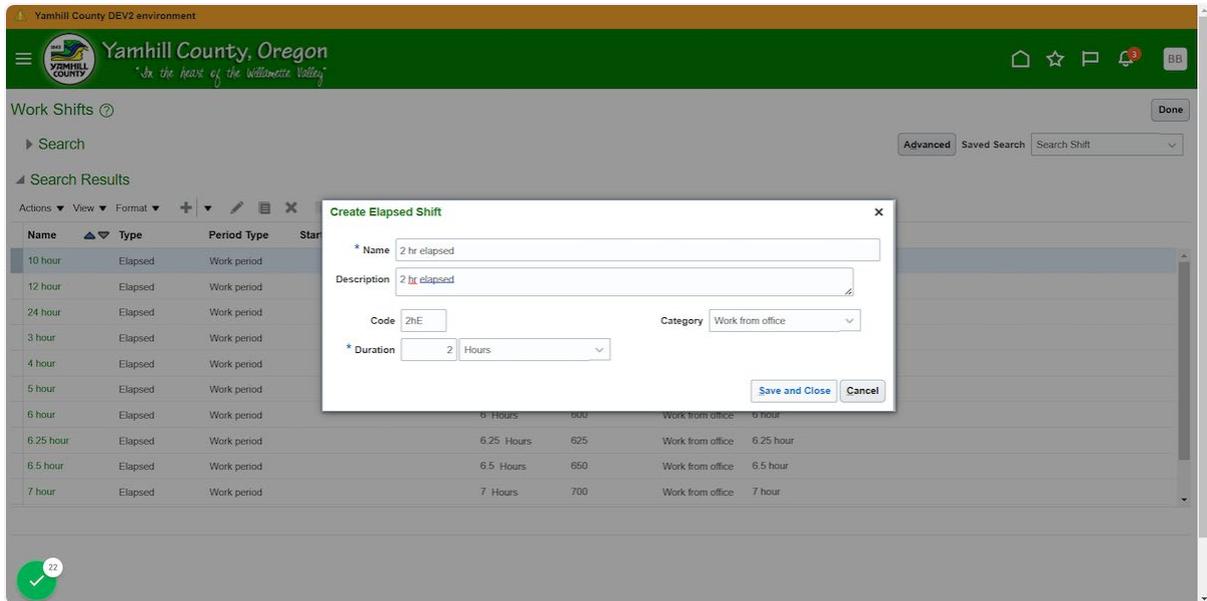
STEP 6

Click on the dropdown next to “Actions” and select “Create Elapsed Shift” from the list of options.



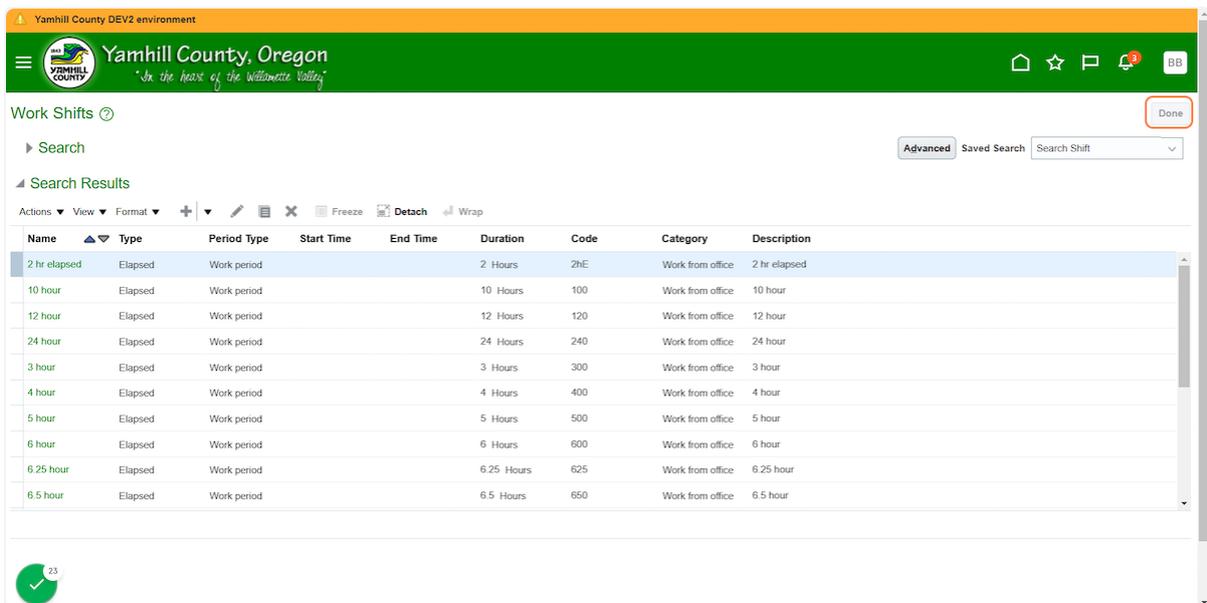
STEP 7

Enter the appropriate details, and then click on the “Save and Close” button.



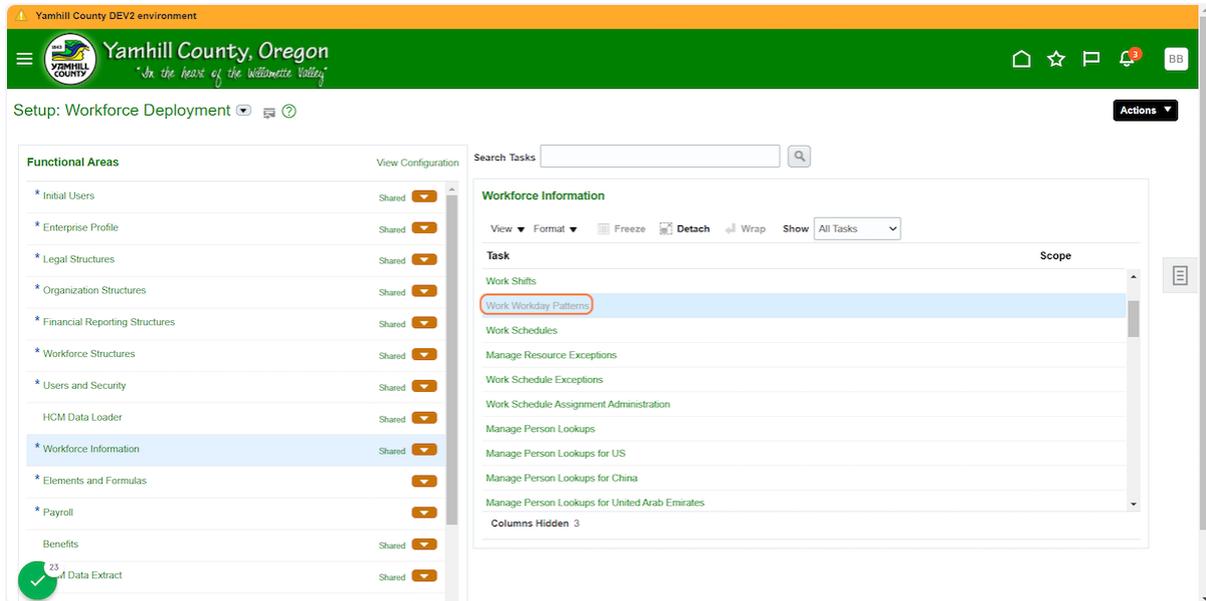
STEP 8

Click on the “Done” button towards the top-right corner of the screen.



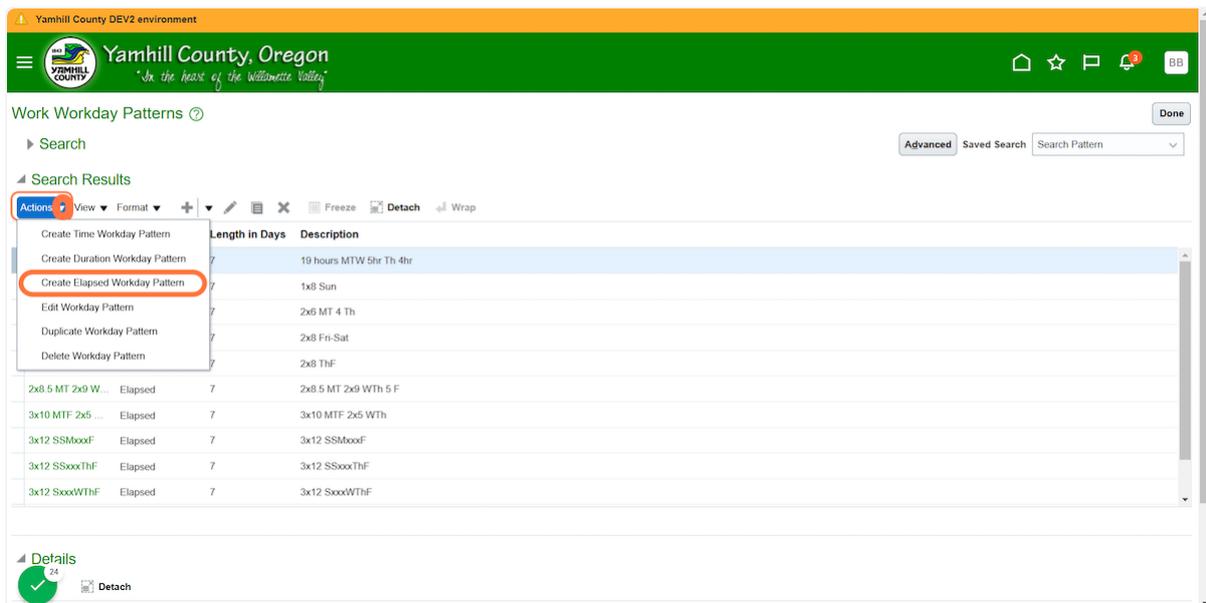
STEP 9

Click on the “Work Workday Patterns” option under the Task section.



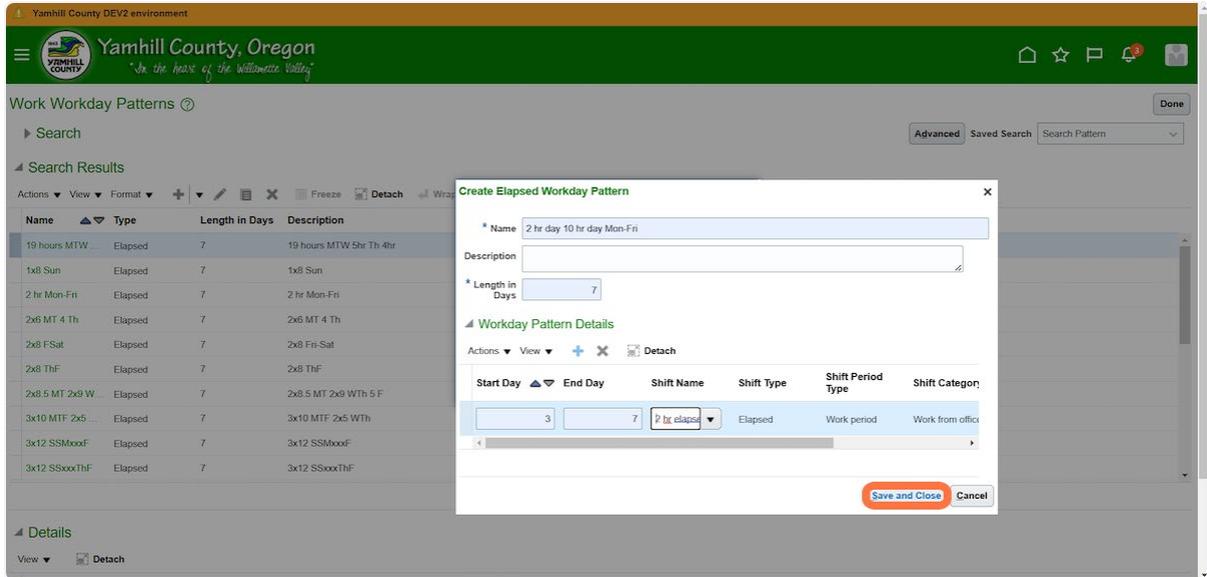
STEP 10

Click on the dropdown next to “Actions” and select “Create Elapsed Workday Pattern” from the list of options.



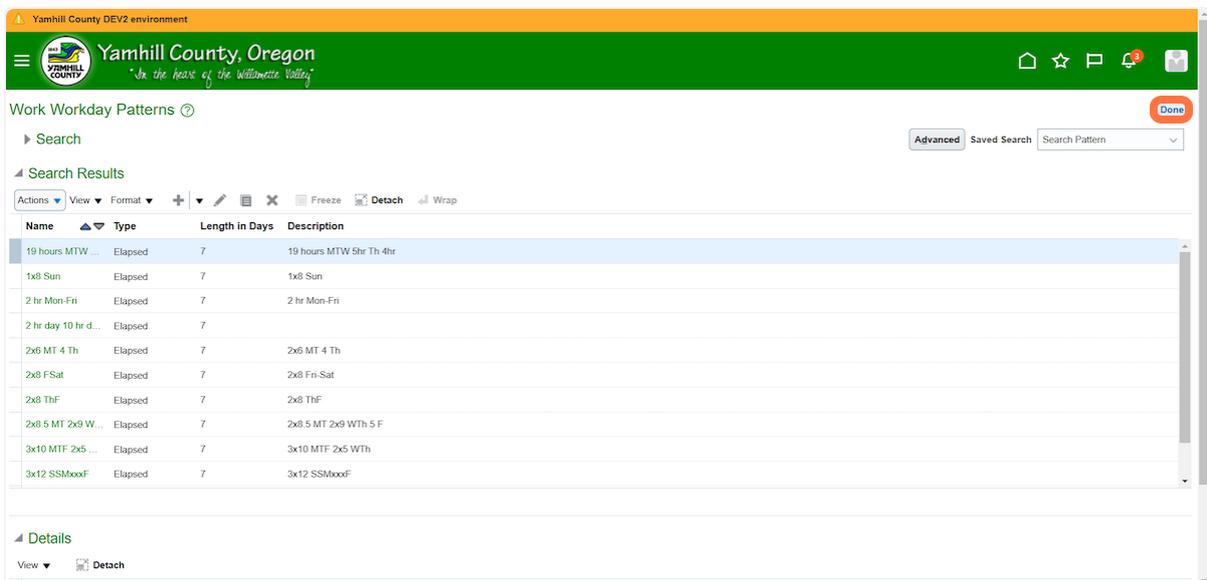
STEP 11

Enter the details as appropriate, and then click on the “Save and Close” button.



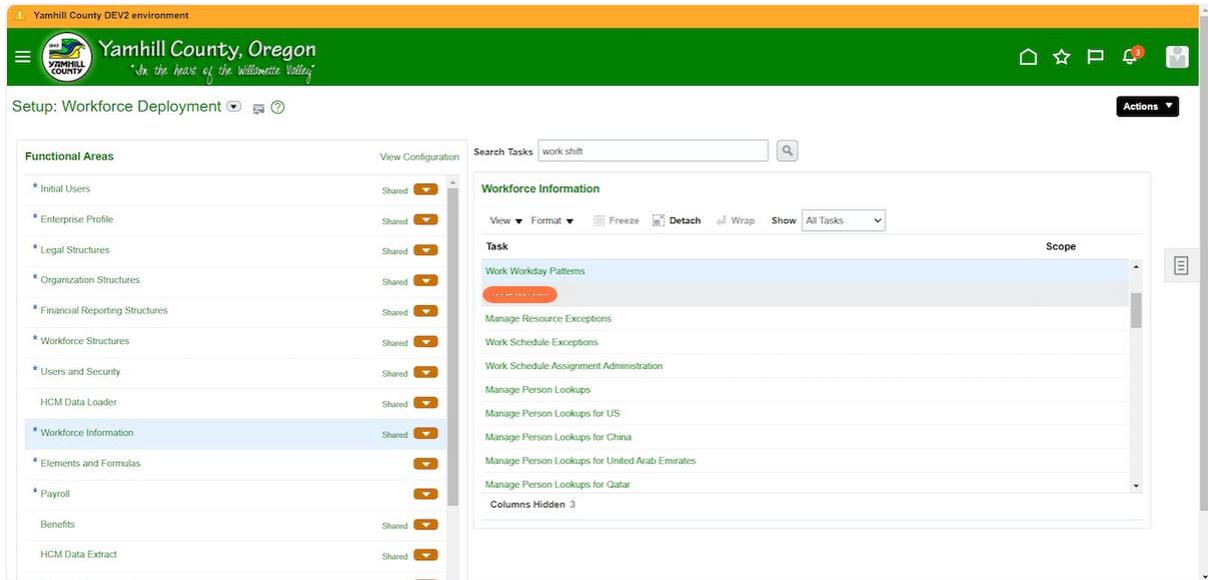
STEP 12

Click on the “Done” button towards the top-right corner of the screen.



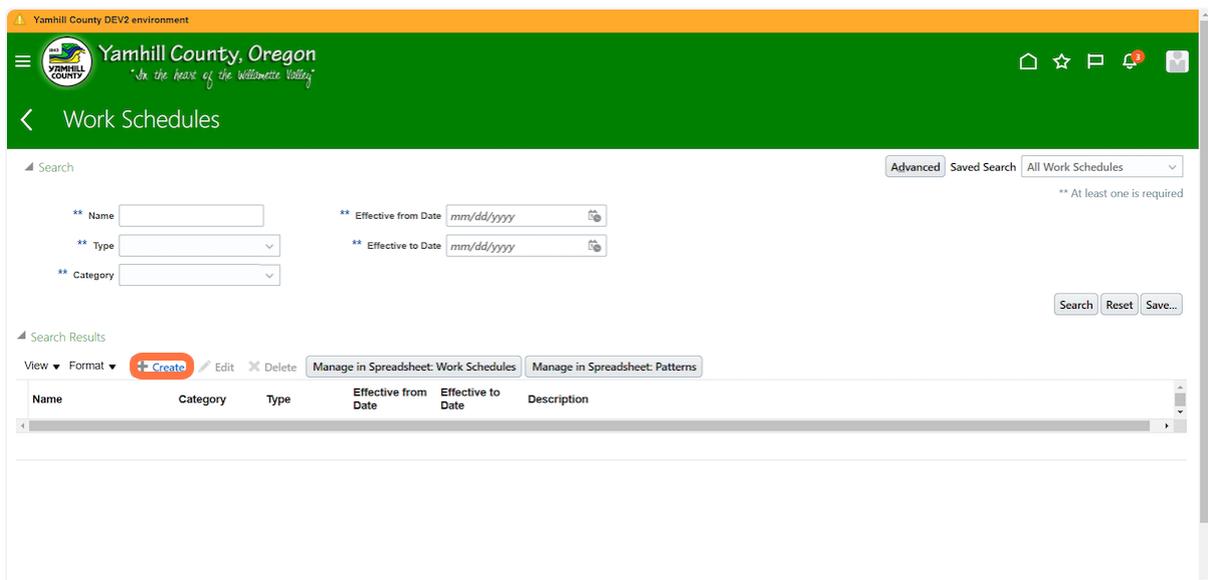
STEP 13

Click on the “Work Schedules” option under the Task section.



STEP 14

In the Search Results section, click on the “+ Create” button.



STEP 15

Enter the details as appropriate. Then, click on the “+” button under the “Patterns” section.

Yamhill County DEV2 environment

Yamhill County, Oregon
"In the heart of the Willamette Valley"

Create Work Schedule

Submit Cancel

*Name: 2 hr 10 hr Mon-Fri
Type: Elapsed
Category: Work
Description:

*Effective from Date: 04/26/2023
*Effective to Date: 12/31/2042

Patterns

Actions View +

Sequence	Name	Type	Length in Day
1	2 hr 10 hr Mon-Fri	Elapsed	7

Exceptions

Actions View +

Type	Name	Start Date	End Date	Availability
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Eligibility Profiles

STEP 16

Enter the appropriate values, and then click on the “Submit” button.

Yamhill County DEV2 environment

Yamhill County, Oregon
"In the heart of the Willamette Valley"

Create Work Schedule

Submit Cancel

*Name: 2 hr 10 hr Mon-Fri
Type: Elapsed
Category: Work
Description:

*Effective from Date: 04/26/2023
*Effective to Date: 12/31/2042

Patterns

Actions View + X

Sequence	Name	Type	Length in Days
1	2 hr day 10 hr day Mon-Fri	Elapsed	7

Exceptions

Actions View +

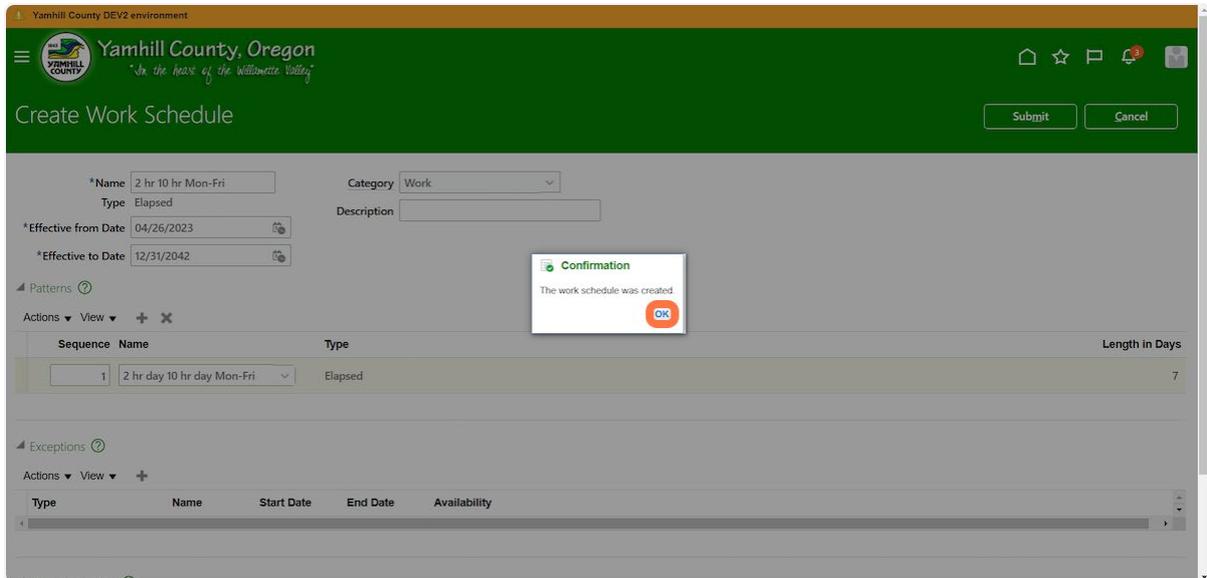
Type	Name	Start Date	End Date	Availability
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Eligibility Profiles



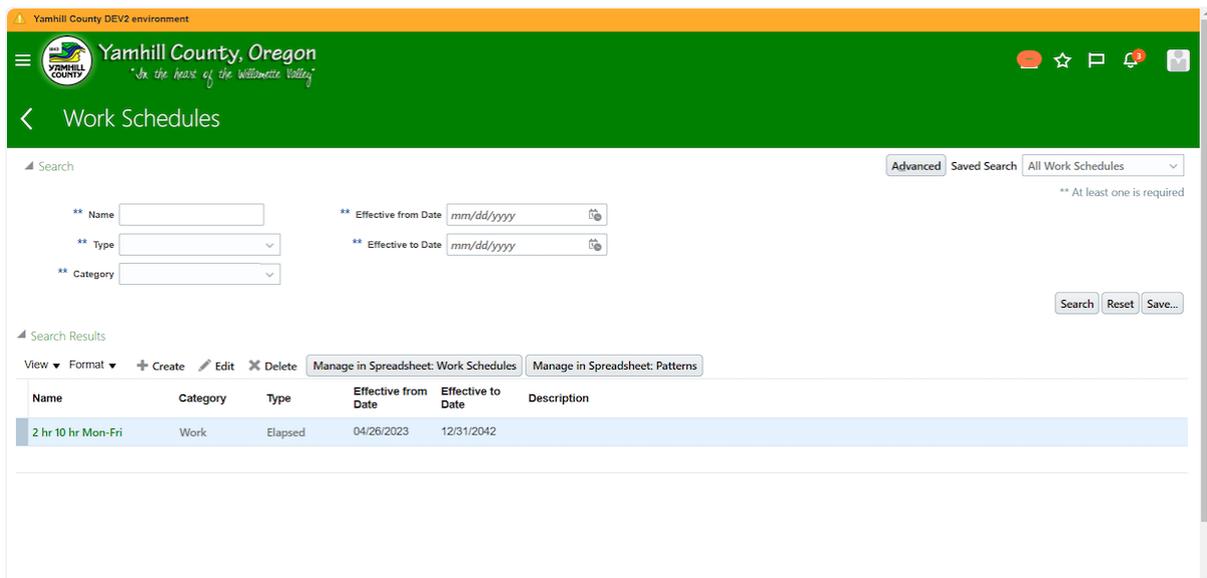
STEP 17

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



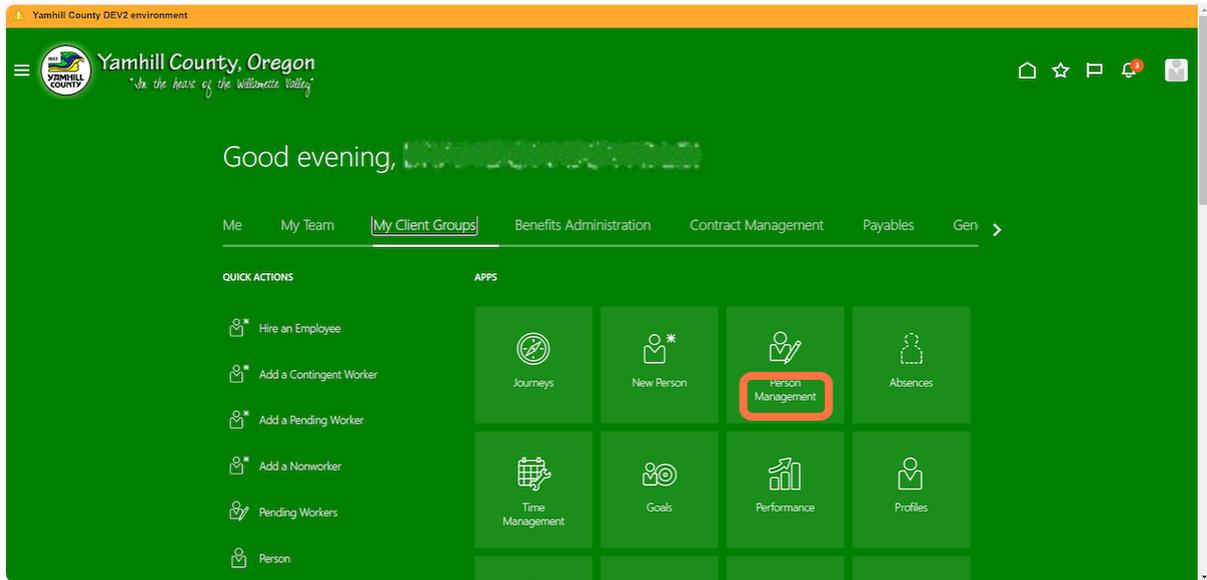
STEP 18

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



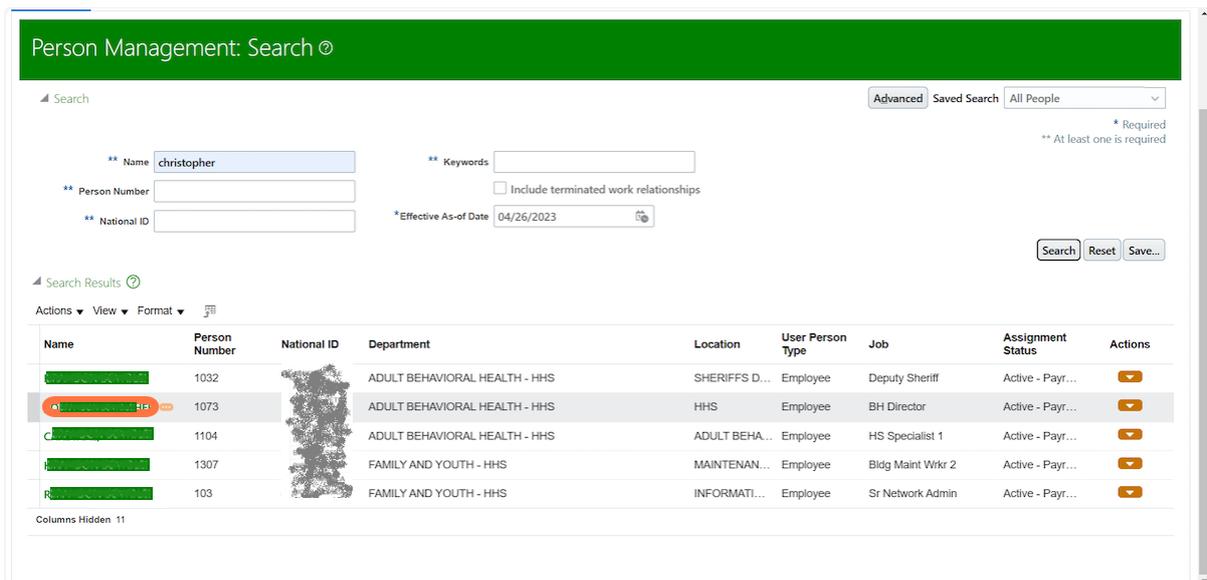
STEP 19

Click on the “My Client Groups” tab and select the “Person Management” tile.



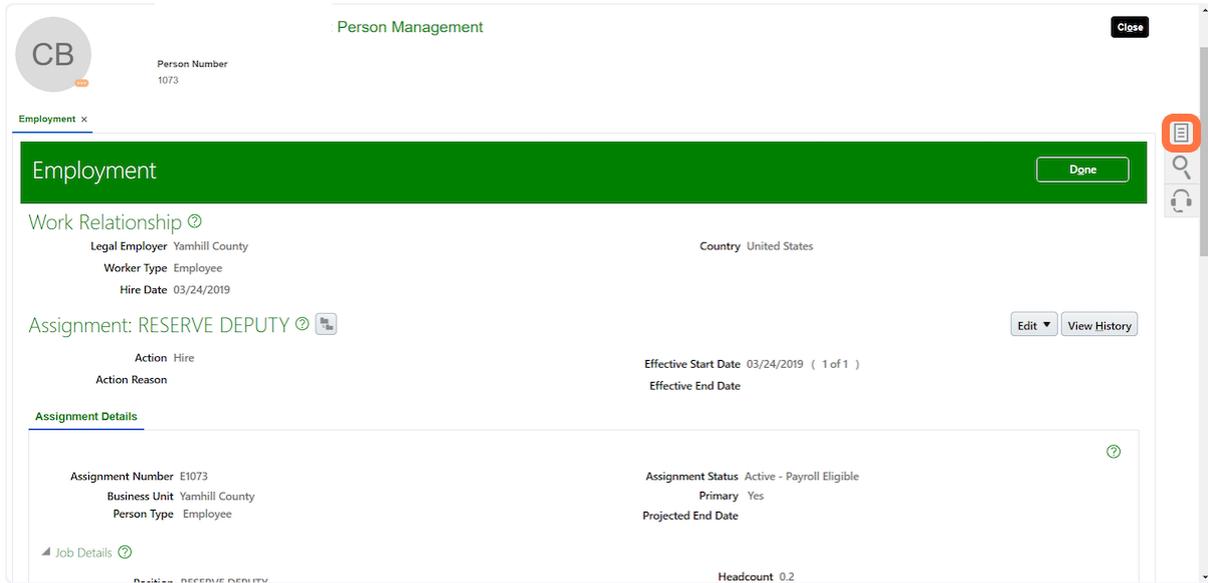
STEP 20

Enter the search parameters and click on the “Search” button. Click on the appropriate value from the list of results.



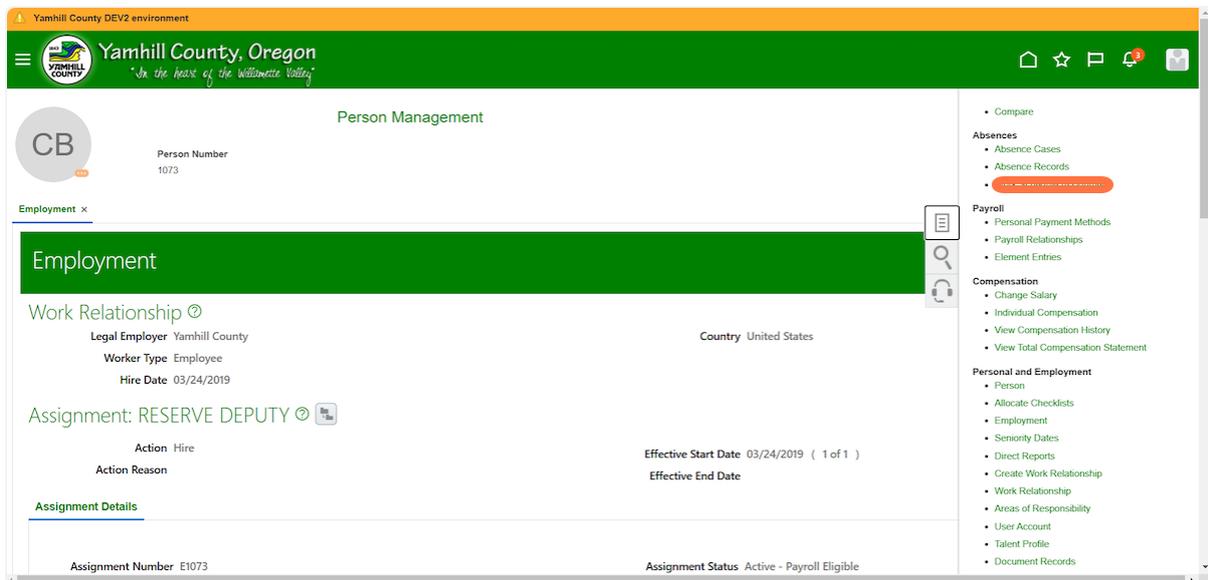
STEP 21

Click on the “Tasks” icon towards the far-right of the screen.



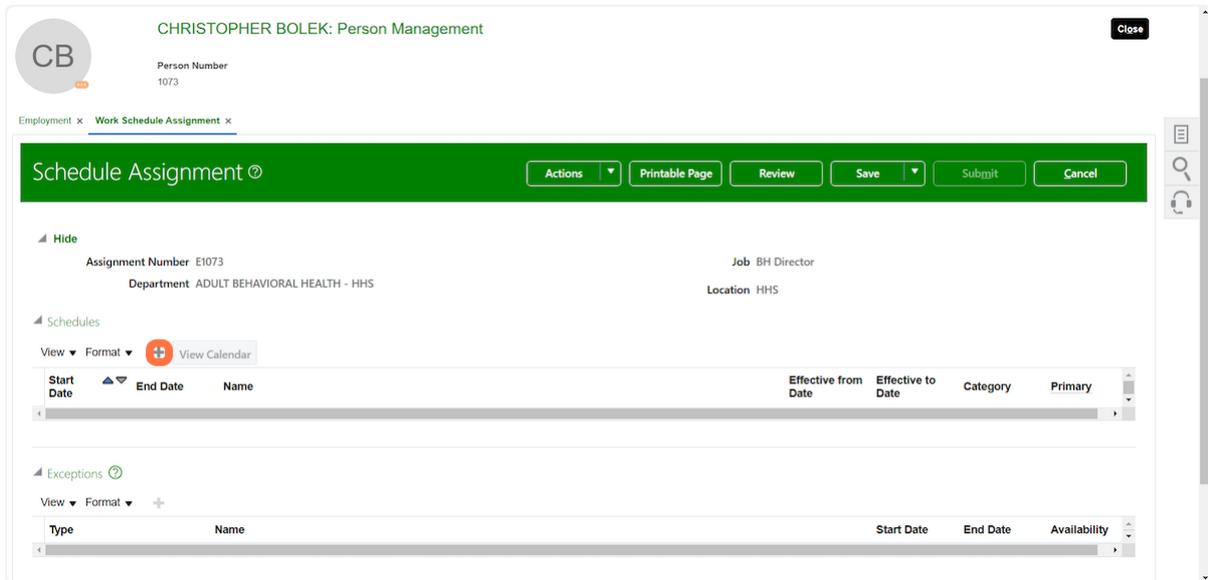
STEP 22

Click on the “Work Schedule Assignment” option.



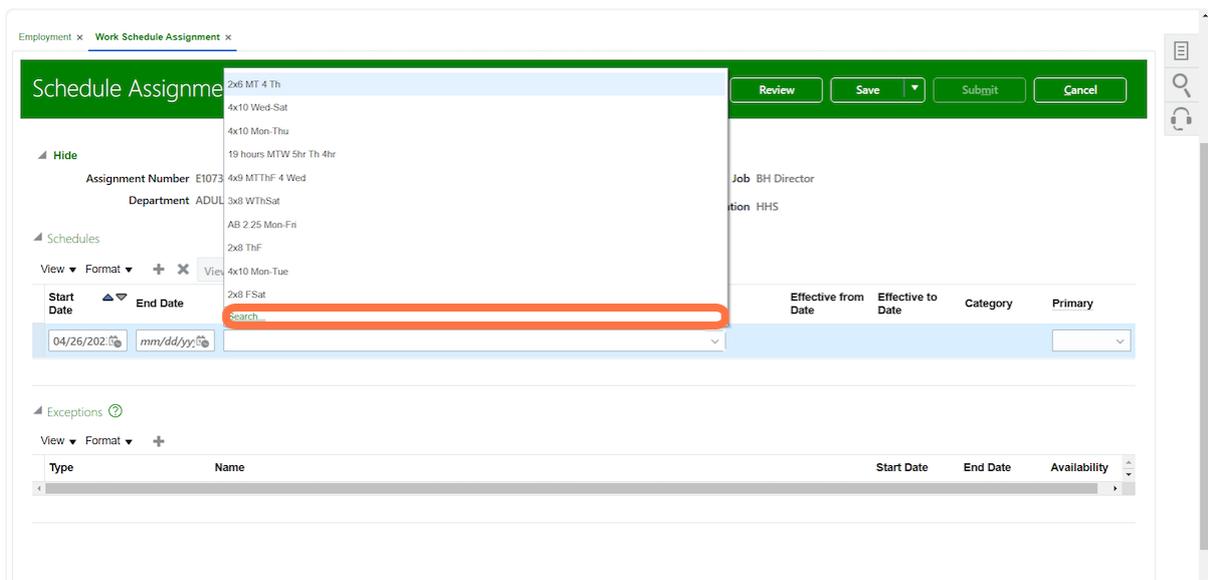
STEP 23

Click on the “+” button under “Schedules”.



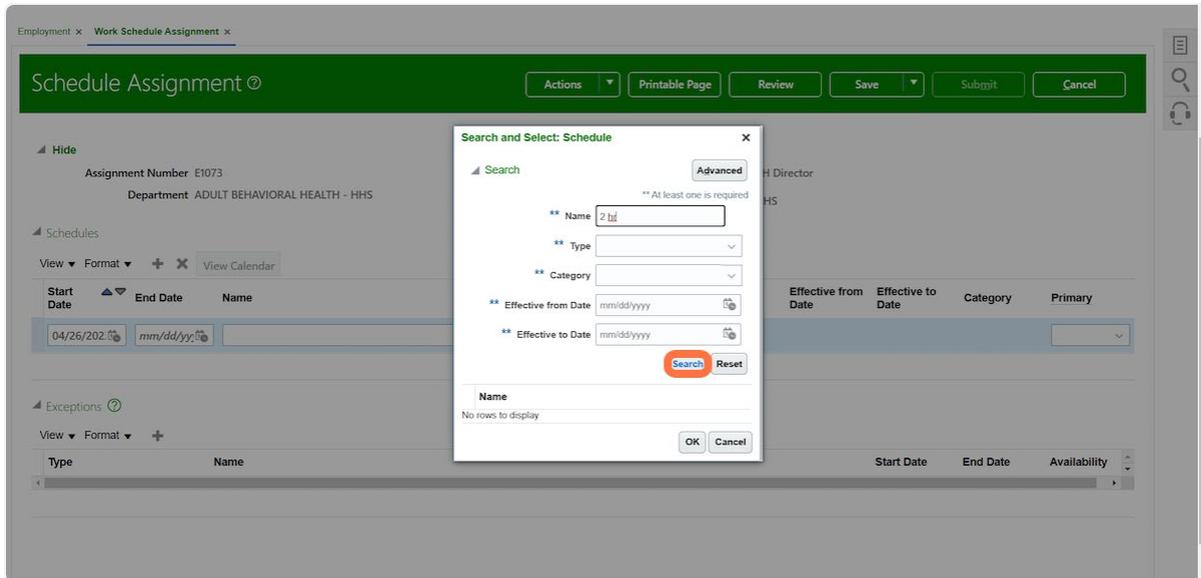
STEP 24

Click on the dropdown next to “Name”, and then click on the “Search” hyperlink at the bottom of the list.



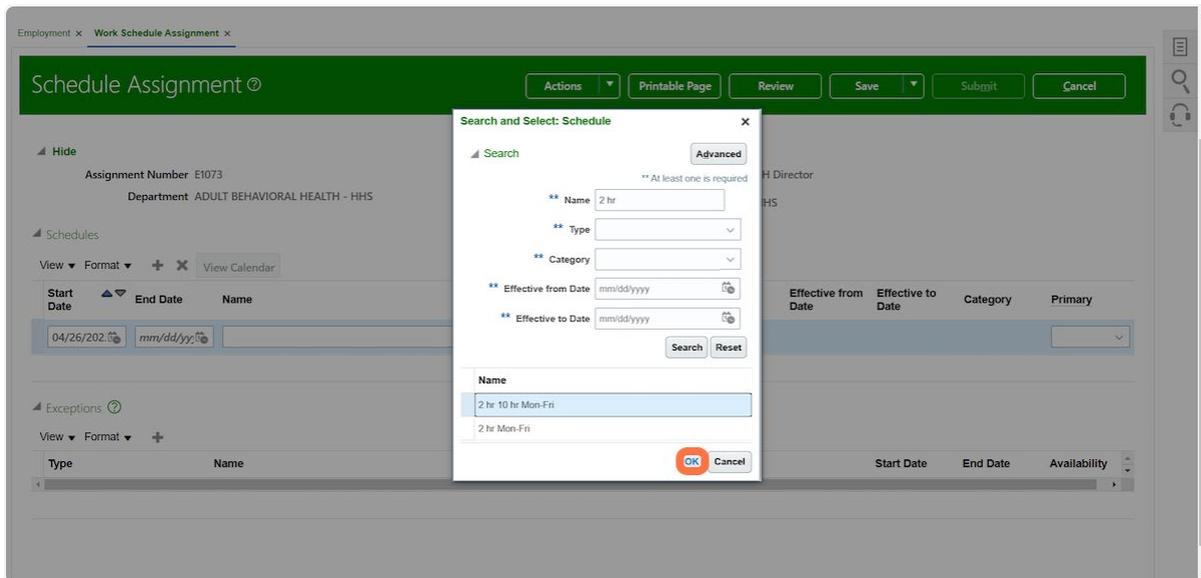
STEP 25

Enter the appropriate search parameters and then click on the “Search” button.



STEP 26

Select the appropriate option from the list of results, and then click on the “OK” button.



STEP 27

Click on the dropdown next to “Primary” and select “Yes” from the list of options.

The screenshot shows the 'Schedule Assignment' form. At the top, there are buttons for 'Actions', 'Printable Page', 'Review', 'Save', 'Submit', and 'Cancel'. Below this, the form displays assignment details: 'Assignment Number E1073', 'Job BH Director', 'Department ADULT BEHAVIORAL HEALTH - HHS', and 'Location HHS'. Under the 'Schedules' section, there is a table with columns: 'Start Date', 'End Date', 'Name', 'Effective from Date', 'Effective to Date', 'Category', and 'Primary'. A single row is visible with values: '04/26/2023', '12/31/2042', '2 hr 10 hr Mon-Fri', '04/26/2023', '12/31/2042', 'Work', and a dropdown menu. The dropdown menu is open, showing 'No' and 'Yes' options, with 'Yes' highlighted by a red circle. Below the table is an 'Exceptions' section with a similar table structure.

STEP 28

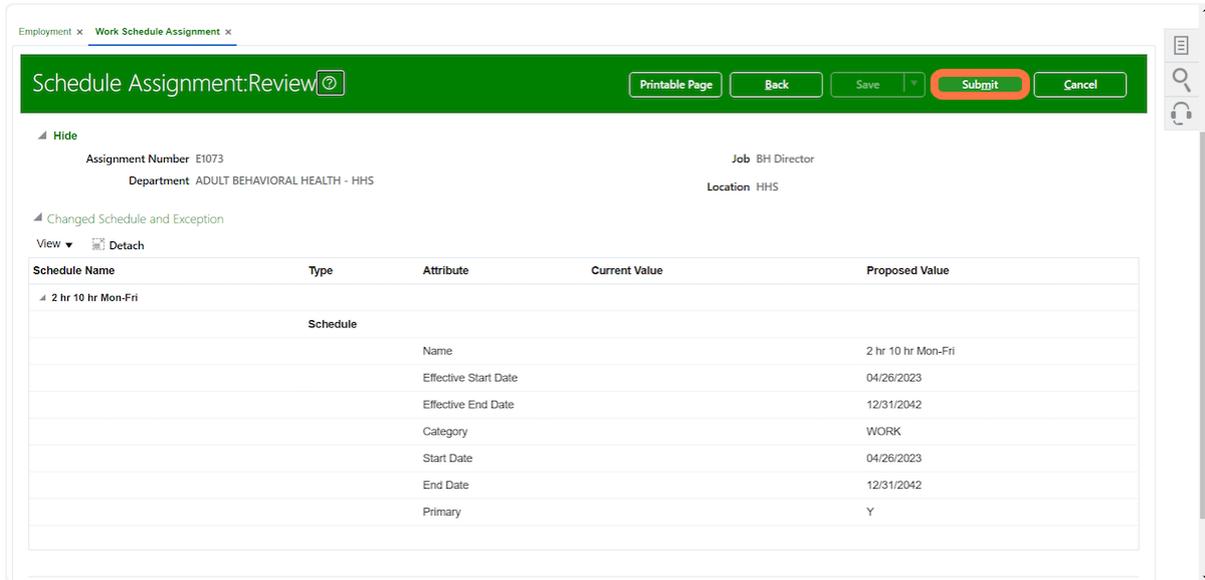
Click on the “Review” button.

This screenshot shows the same 'Schedule Assignment' form as in Step 27, but from a different user perspective. At the top, there is a header for 'Yamhill County, Oregon' with a logo and navigation icons. Below the header, the user's name 'CHRISTOPHER BOLEK: Person Management' and 'Person Number 1073' are displayed. The 'Schedule Assignment' form is visible, and the 'Review' button in the top navigation bar is highlighted with a red circle. The 'Primary' dropdown menu in the table is now set to 'Yes'.



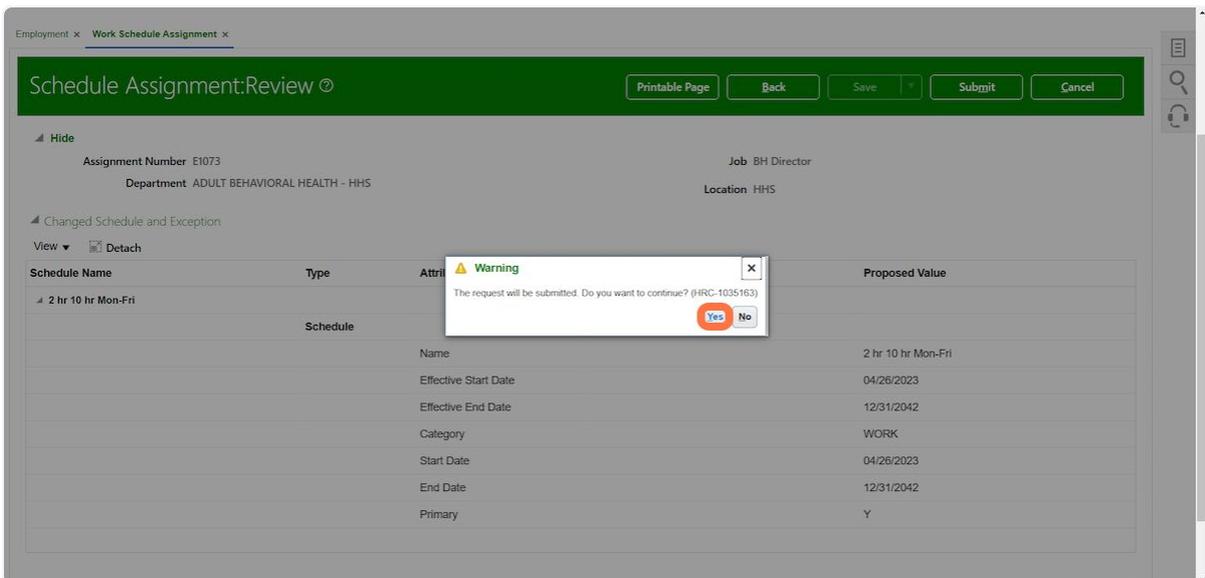
STEP 29

Click on the “Submit” button towards the top right of the screen.



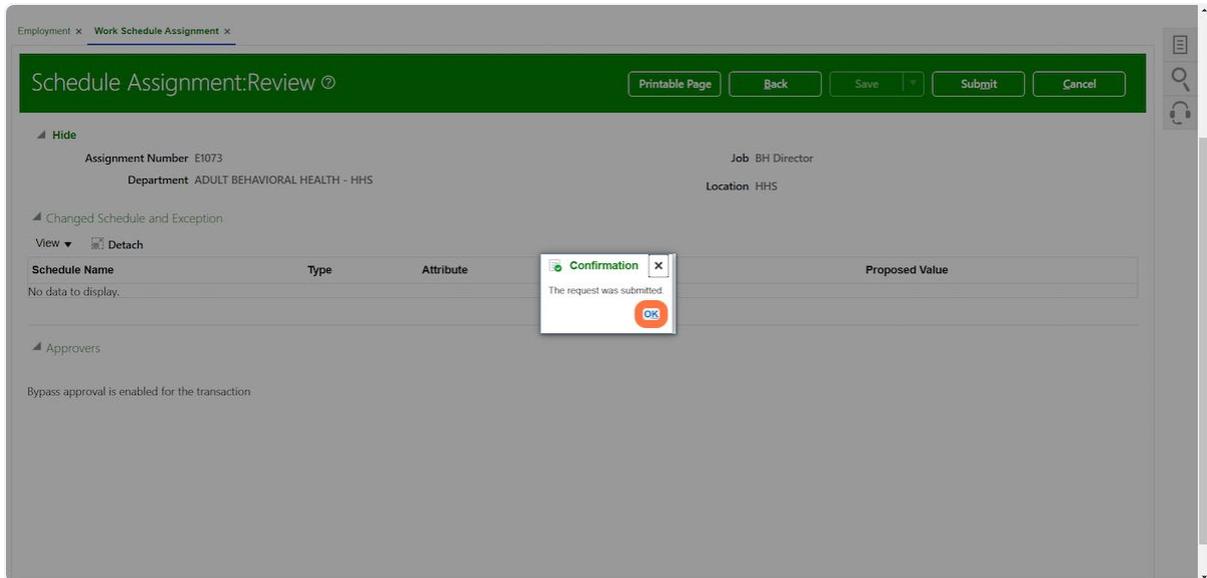
STEP 30

If a warning message appears, then review the message and click on the “Yes” button to continue, or the “No” button to go back and make any additional changes.



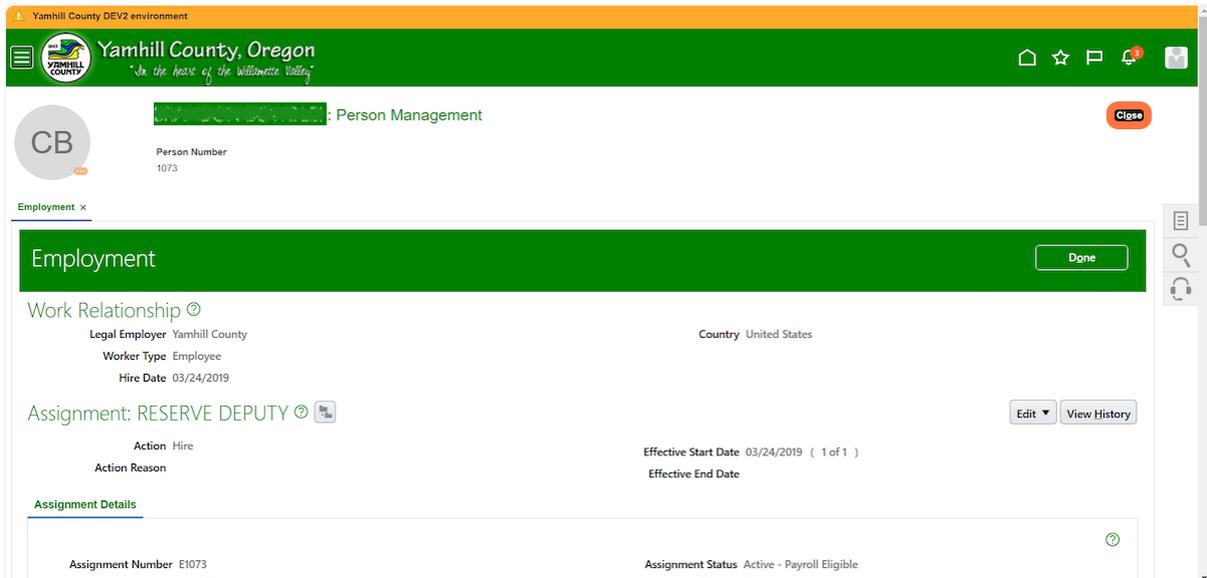
STEP 31

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



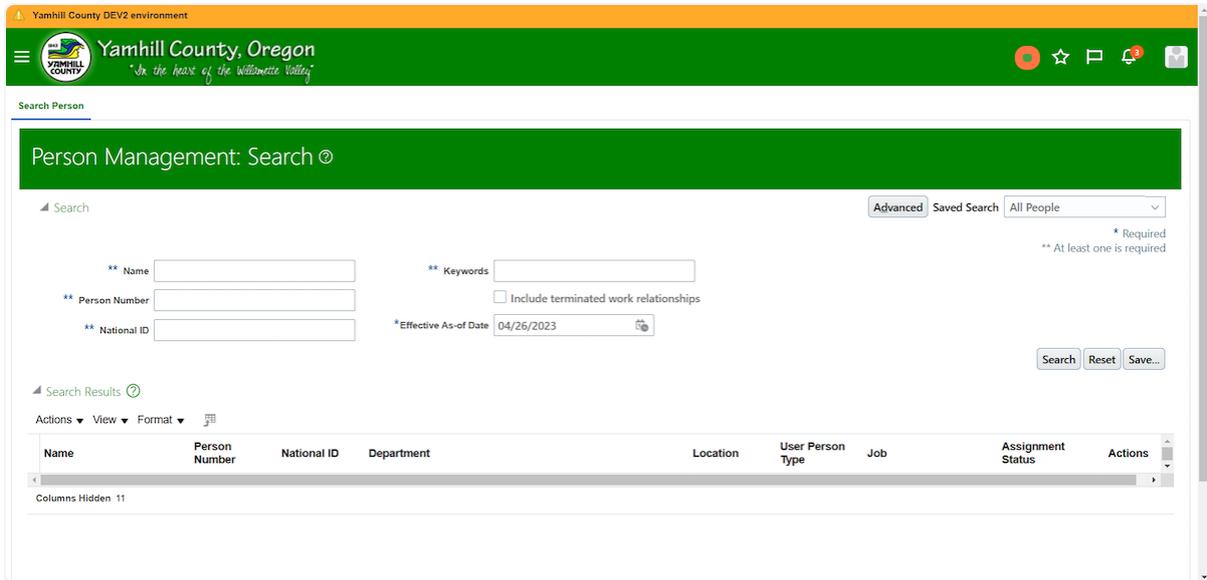
STEP 32

Click on the “Close” button.



STEP 33

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



STEP 34

End of the procedure.

