



Job Aid: TA25 Mass Time Entry

Last Update: 04/25/2023



Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

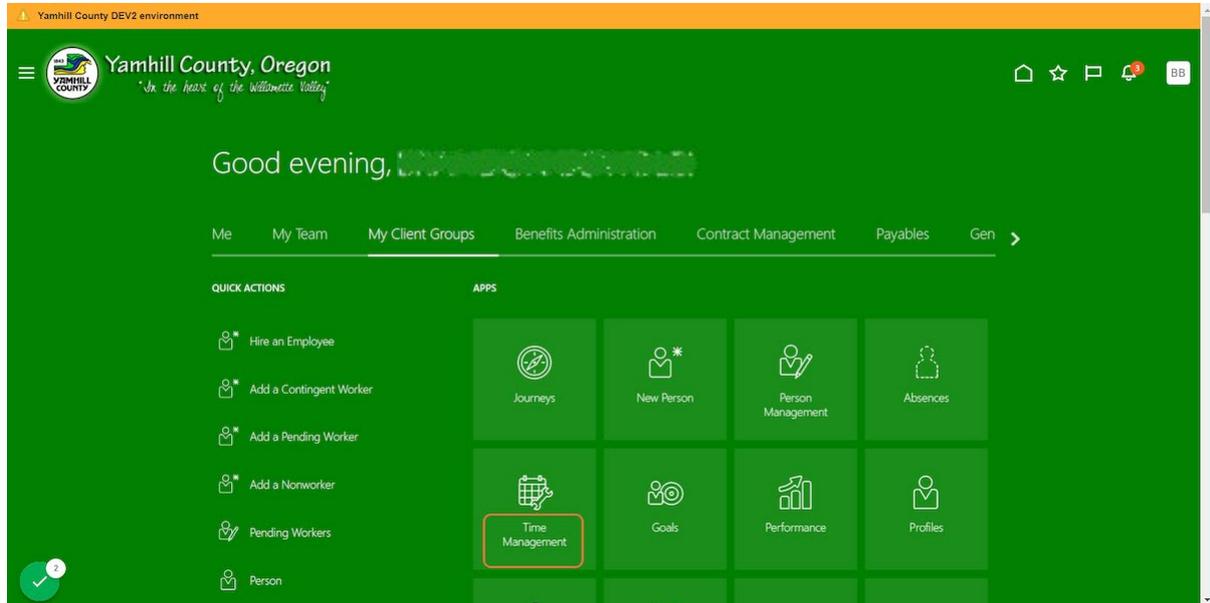
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Time Administrator



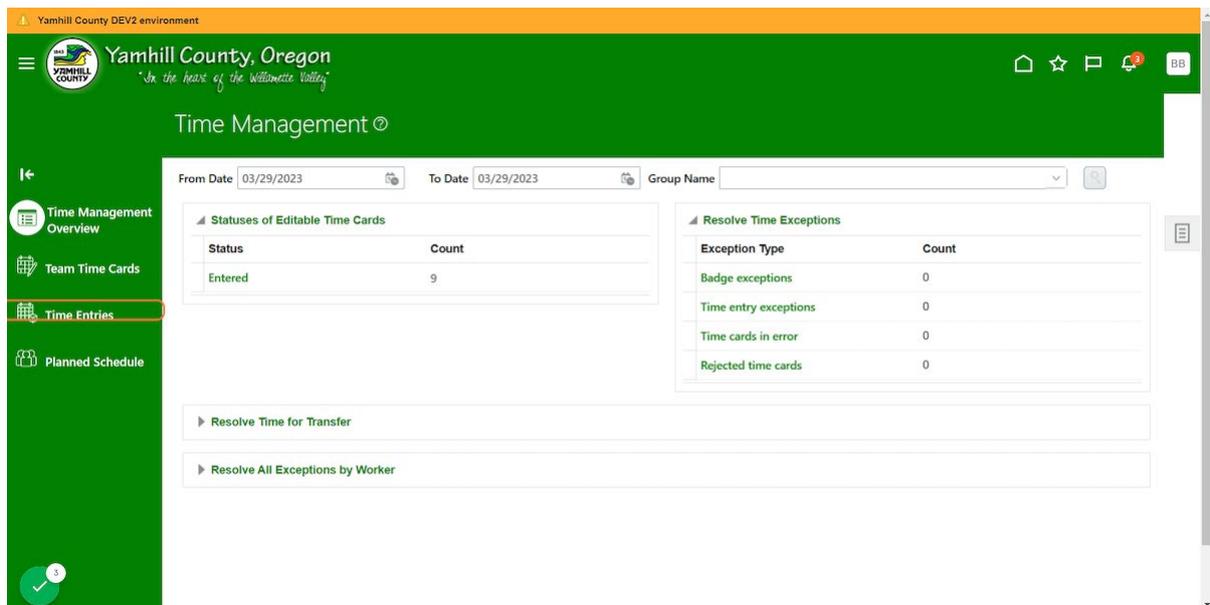
STEP 1

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



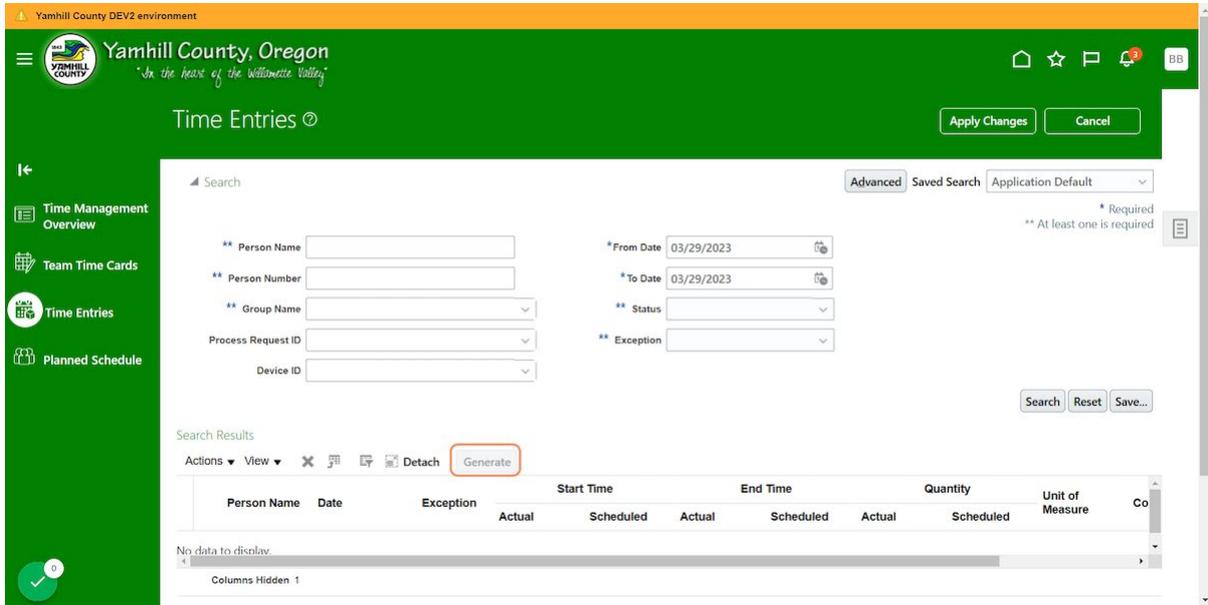
STEP 2

Click the “Time Entries” hyperlink on the left side of the page.



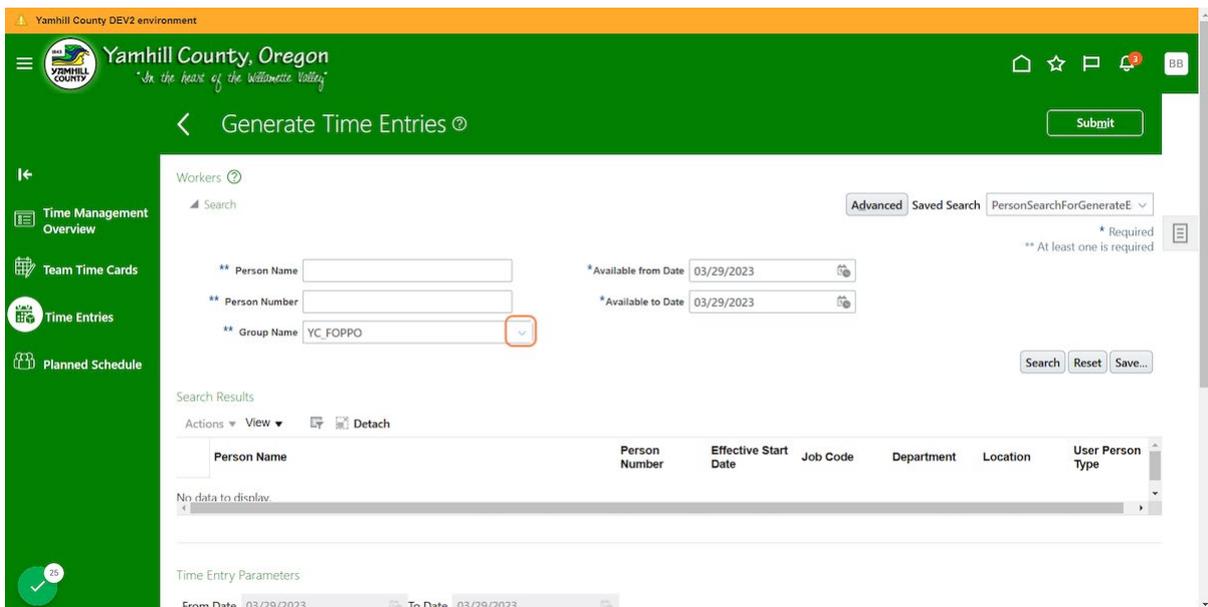
STEP 3

Click on the “Generate” button.



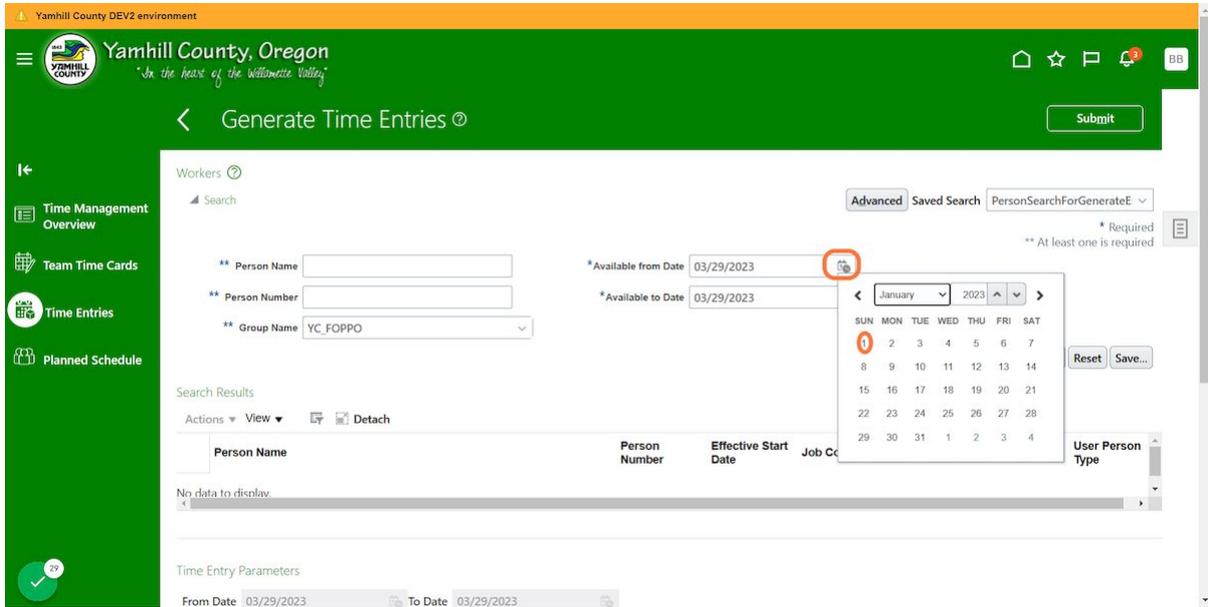
STEP 4

Click on the “Group Name” drop-down and select the appropriate group name from the drop-down list.



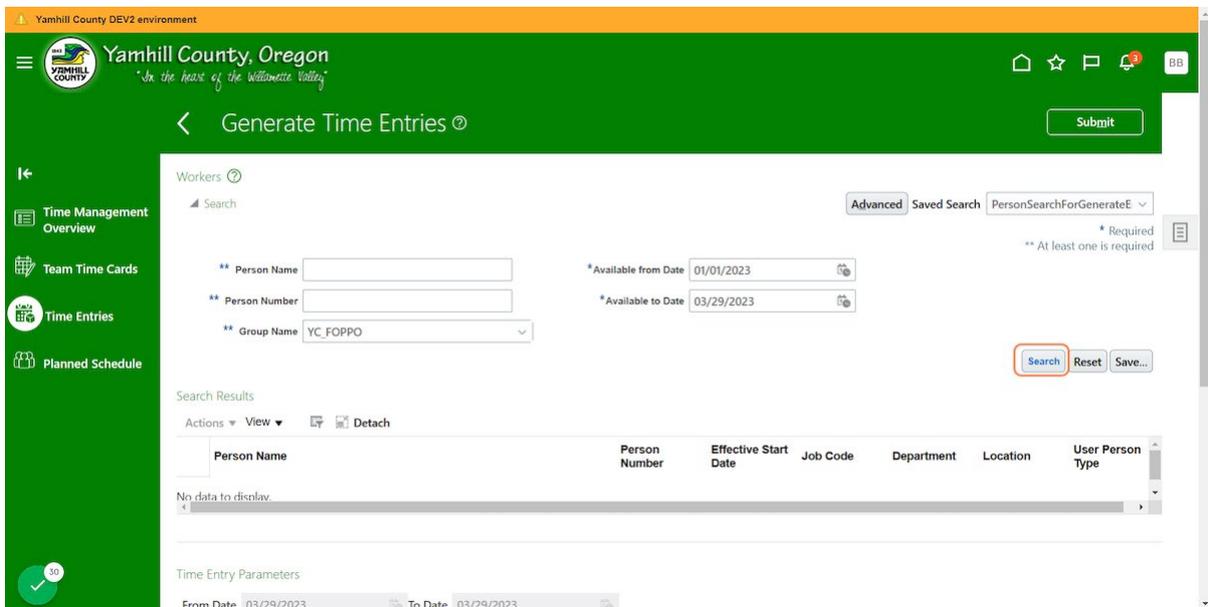
STEP 5

Enter the “Available From Date” by clicking on the “calendar” icon.



STEP 6

Click on the “Search” button.



STEP 7

Select the row corresponding to the employee by clicking on the appropriate row from the list of search results.

The screenshot shows the 'Time Entries' application interface. At the top, there are search filters: 'Person Number' (empty), 'Available to Date' (03/29/2023), and 'Group Name' (YC_FOPPO). Below these are 'Search' and 'Save...' buttons. The main area displays a table of search results with columns: Person Name, Person Number, Effective Start Date, Job Code, Department, Location, and User Person Type. The first row is highlighted in blue and has a red box around its selection checkbox. Below the table, it says 'Rows Selected 2'. At the bottom, there is a 'Time Entry Parameters' section.

Person Name	Person Number	Effective Start Date	Job Code	Department	Location	User Person Type
[Blurred]	1031	12/16/2022	J40336	COMMUNITY...	COMMUNITY...	Employee
[Blurred]	1162	12/16/2022	J40336	COMMUNITY...	COMMUNITY...	Employee
[Blurred]	1175	12/16/2022	J40336	COMMUNITY...	COMMUNITY...	Employee
[Blurred]	1197	12/16/2022	J40337	COMMUNITY...	COMMUNITY...	Employee
[Blurred]	1224	09/26/2005	J40336	COMMUNITY...	COMMUNITY...	Employee
[Blurred]	1245	12/03/2012	J40336	COMMUNITY...	COMMUNITY...	Employee
[Blurred]	1270	12/16/2022	J40336	COMMUNITY...	COMMUNITY...	Employee
[Blurred]	1913	12/16/2022	J40336	COMMUNITY...	COMMUNITY...	Employee
[Blurred]	1500	03/24/2018	J40336	COMMUNITY...	COMMUNITY...	Employee
[Blurred]	1534	12/16/2022	J40337	COMMUNITY...	COMMUNITY...	Employee
[Blurred]	1575	12/16/2022	J40336	COMMUNITY...	COMMUNITY...	Employee
[Blurred]	1602	12/16/2022	J40336	LOCAL CON...	COMMUNITY...	Employee

STEP 8

In the “Time Entry Parameters” section, change the “Time Entry Format” to “Quantity”.

The screenshot shows the 'Time Entry Parameters' section of the application. It includes 'From Date' (01/01/2023) and 'To Date' (03/29/2023) fields. The 'Time Entry Format' is set to 'Quantity' (indicated by a radio button). Below this are 'Start Time' and 'End Time' input fields. The 'Time Card Attributes' section is currently empty, showing 'No data to display.' At the bottom, there are checkboxes for 'Replace all daily time entries' and 'Generate on absences'.

STEP 9

In the “Daily Quantity” box, enter the desired quantity.

The screenshot shows a table with 12 rows of employee data. Below the table, the 'Time Entry Parameters' section is visible. The 'From Date' is 01/01/2023 and the 'To Date' is 03/29/2023. The 'Time Entry Format' is set to 'Quantity'. The 'Daily Quantity' field contains the number '2' and is highlighted with a red box. The '*Unit of Measure' dropdown menu is currently empty.

Employee ID	Date	Job Code	Department	Position
1245	12/03/2012	J40336	COMMUNITY...	Employee
1270	12/16/2022	J40336	COMMUNITY...	Employee
1913	12/16/2022	J40336	COMMUNITY...	Employee
1500	03/24/2018	J40336	COMMUNITY...	Employee
1534	12/16/2022	J40337	COMMUNITY...	Employee
1575	12/16/2022	J40336	COMMUNITY...	Employee
1602	12/16/2022	J40336	LOCAL CON...	Employee

Rows Selected 12

Time Entry Parameters

From Date 01/01/2023 To Date 03/29/2023

Time Entry Format Time Quantity

Daily Quantity *Unit of Measure

Time Card Attributes

Add all of the time attributes and attribute values required by the time consumers for these generated time entries.

Actions View + - X Detach

Time Attribute	Value
No data to display.	

Entries

Replace all daily time entries

Generate on absences

STEP 10

Click the dropdown next to “Unit of Measure” and select “Hours” from the list of options.

The screenshot shows the same table and form as in Step 9. The '*Unit of Measure' dropdown menu is now open, showing a list of options: 'Hours' and 'Units'. The 'Hours' option is highlighted with a red box.

Employee ID	Date	Job Code	Department	Position
1245	12/03/2012	J40336	COMMUNITY...	Employee
1270	12/16/2022	J40336	COMMUNITY...	Employee
1913	12/16/2022	J40336	COMMUNITY...	Employee
1500	03/24/2018	J40336	COMMUNITY...	Employee
1534	12/16/2022	J40337	COMMUNITY...	Employee
1575	12/16/2022	J40336	COMMUNITY...	Employee
1602	12/16/2022	J40336	LOCAL CON...	Employee

Rows Selected 12

Time Entry Parameters

From Date 01/01/2023 To Date 03/29/2023

Time Entry Format Time Quantity

Daily Quantity *Unit of Measure

Time Card Attributes

Add all of the time attributes and attribute values required by the time consumers for these generated time entries.

Actions View + - X Detach

Time Attribute	Value
No data to display.	

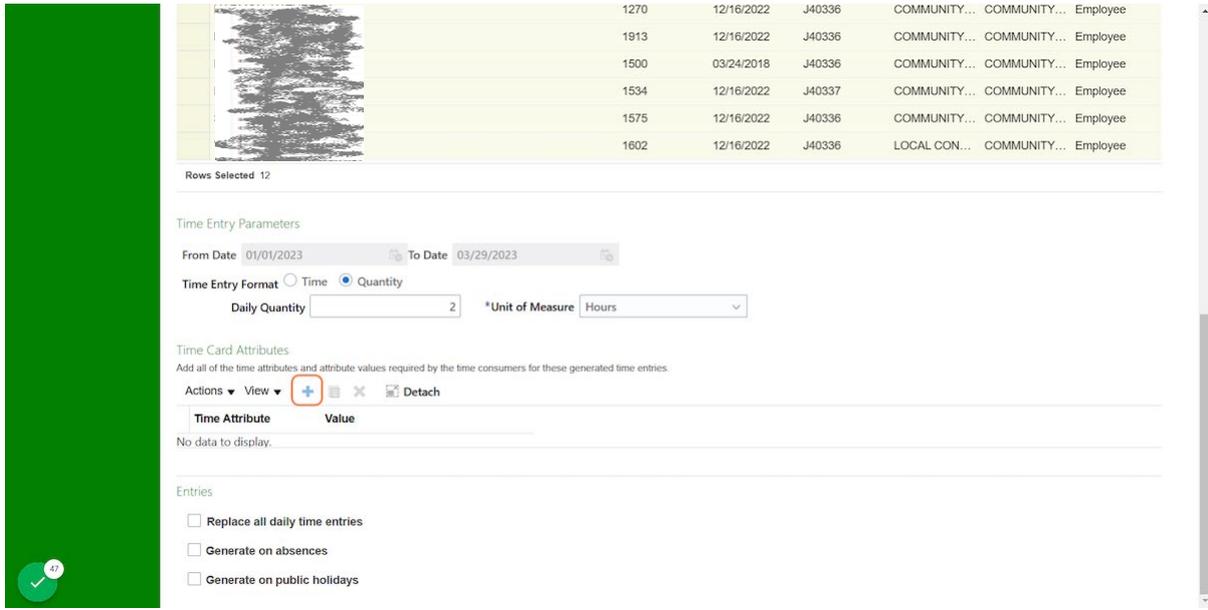
Entries

Replace all daily time entries

Generate on absences

STEP 11

In the “Time Card Attribute” section, click on the “+” icon to add a time attribute.



Rows Selected 12

1270	12/16/2022	J40336	COMMUNITY...	COMMUNITY...	Employee
1913	12/16/2022	J40336	COMMUNITY...	COMMUNITY...	Employee
1500	03/24/2018	J40336	COMMUNITY...	COMMUNITY...	Employee
1534	12/16/2022	J40337	COMMUNITY...	COMMUNITY...	Employee
1575	12/16/2022	J40336	COMMUNITY...	COMMUNITY...	Employee
1602	12/16/2022	J40336	LOCAL CON...	COMMUNITY...	Employee

Time Entry Parameters

From Date 01/01/2023 To Date 03/29/2023

Time Entry Format Time Quantity

Daily Quantity *Unit of Measure

Time Card Attributes

Add all of the time attributes and attribute values required by the time consumers for these generated time entries.

Actions

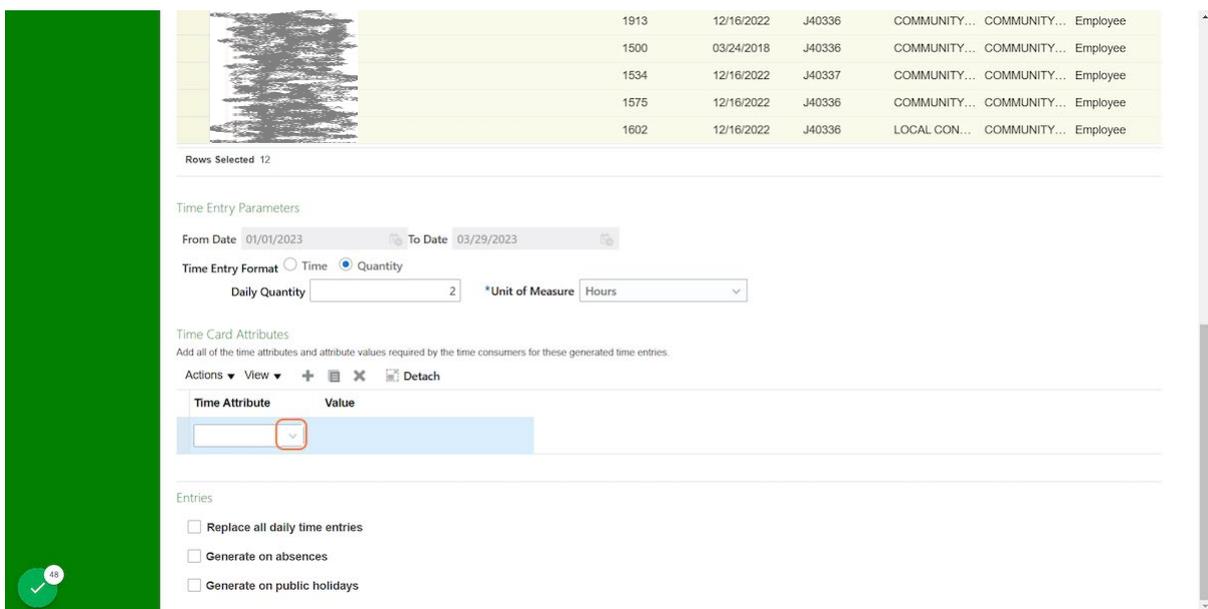
Time Attribute	Value
No data to display.	

Entries

- Replace all daily time entries
- Generate on absences
- Generate on public holidays

STEP 12

Click on the “Time Attributes” drop-down.



Rows Selected 12

1913	12/16/2022	J40336	COMMUNITY...	COMMUNITY...	Employee
1500	03/24/2018	J40336	COMMUNITY...	COMMUNITY...	Employee
1534	12/16/2022	J40337	COMMUNITY...	COMMUNITY...	Employee
1575	12/16/2022	J40336	COMMUNITY...	COMMUNITY...	Employee
1602	12/16/2022	J40336	LOCAL CON...	COMMUNITY...	Employee

Time Entry Parameters

From Date 01/01/2023 To Date 03/29/2023

Time Entry Format Time Quantity

Daily Quantity *Unit of Measure

Time Card Attributes

Add all of the time attributes and attribute values required by the time consumers for these generated time entries.

Actions

Time Attribute	Value
<input type="text" value=""/>	<input type="text" value=""/>

Entries

- Replace all daily time entries
- Generate on absences
- Generate on public holidays



STEP 13

Select the desired value from the list that is displayed. You can also use the search parameters to search for the value. Once you have selected the correct value, then click on the “OK” button.

The screenshot shows a software interface with a table of data at the top. Below the table, there are several configuration sections: 'Time Entry Parameters' with fields for 'From Date' (01/01/2023) and 'To Date', 'Time Entry Format' (Time/Quantity), and 'Daily Quantity' (2); 'Time Card Attributes' with a list of attributes and values; and 'Entries' with checkboxes for 'Replace all daily time entries', 'Generate on absences', and 'Generate on public holidays'. A modal dialog box titled 'Search and Select: Time Attribute' is open in the center. It has a search bar with 'pay' entered, and a list of results. The first result, 'Payroll Time Type', is highlighted with an orange box. The 'OK' button is also circled in orange.

ID	Date	Code	Category	Role
1913	12/16/2022	J40336	COMMUNITY...	Employee
1500	03/24/2018	J40336	COMMUNITY...	Employee
1534	12/16/2022	J40337	COMMUNITY...	Employee
1575	12/16/2022	J40336	COMMUNITY...	Employee
1602	12/16/2022	J40336	LOCAL CON...	Employee

STEP 14

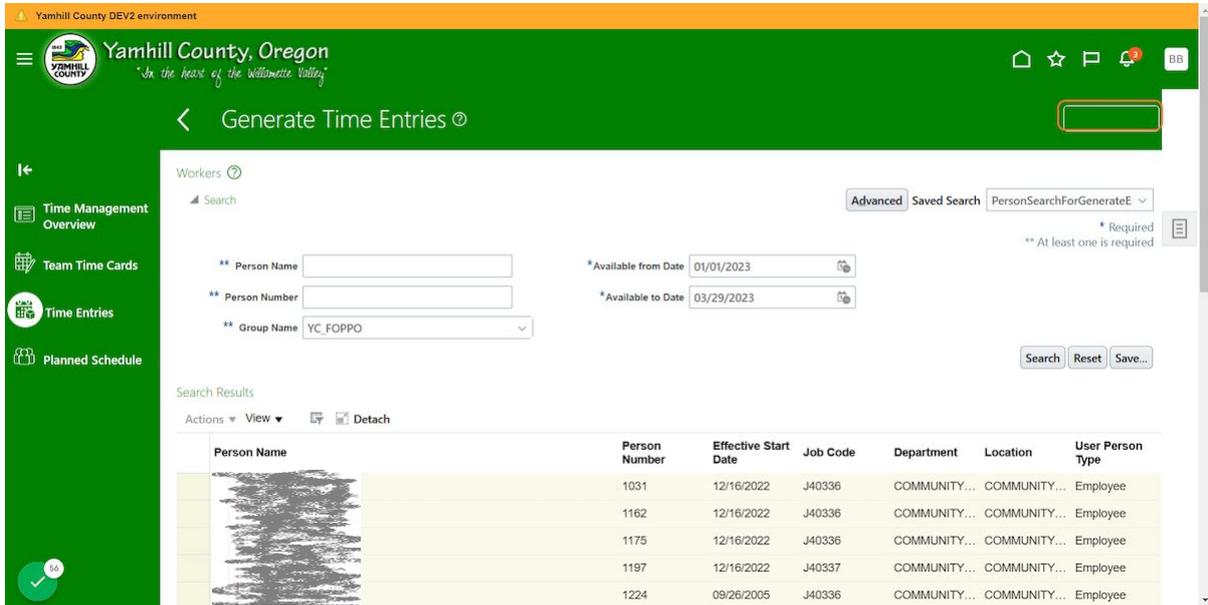
Click the dropdown next to “Value” and select the appropriate value from the list of options.

The screenshot shows the same software interface as in Step 13. The 'Time Entry Parameters' section now includes a '*Unit of Measure' dropdown set to 'Hours'. In the 'Time Card Attributes' section, the 'Payroll Time Typ' dropdown menu is open, showing a list of options. The first option is highlighted with a red box. The 'OK' button is also circled in red.

ID	Date	Code	Category	Role
1913	12/16/2022	J40336	COMMUNITY...	Employee
1500	03/24/2018	J40336	COMMUNITY...	Employee
1534	12/16/2022	J40337	COMMUNITY...	Employee
1575	12/16/2022	J40336	COMMUNITY...	Employee
1602	12/16/2022	J40336	LOCAL CON...	Employee

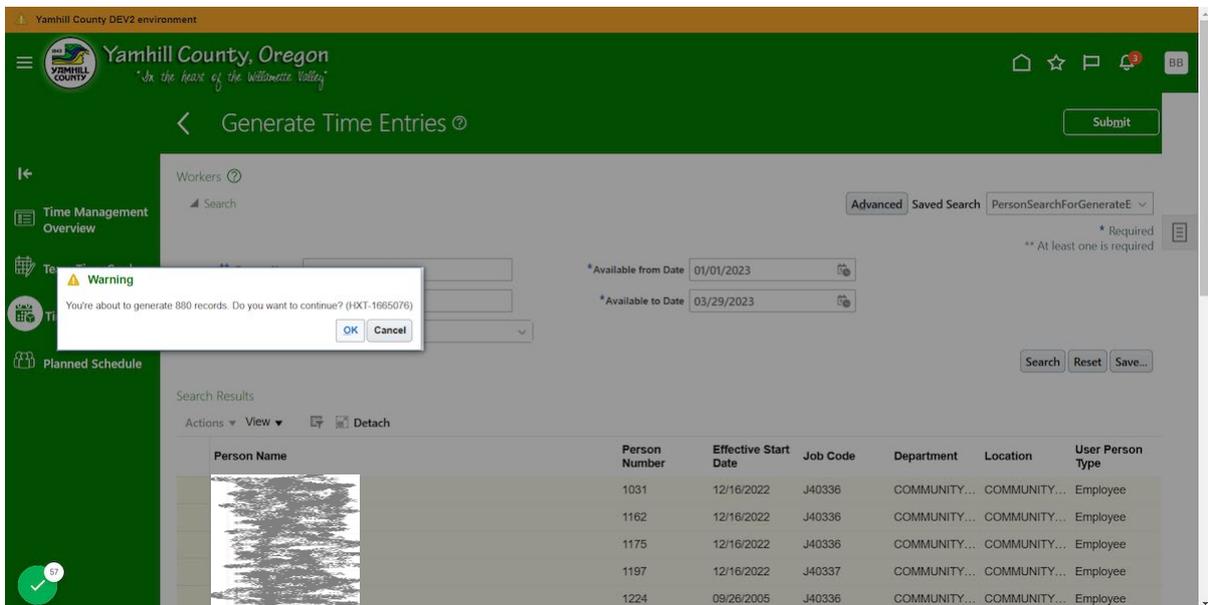
STEP 15

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



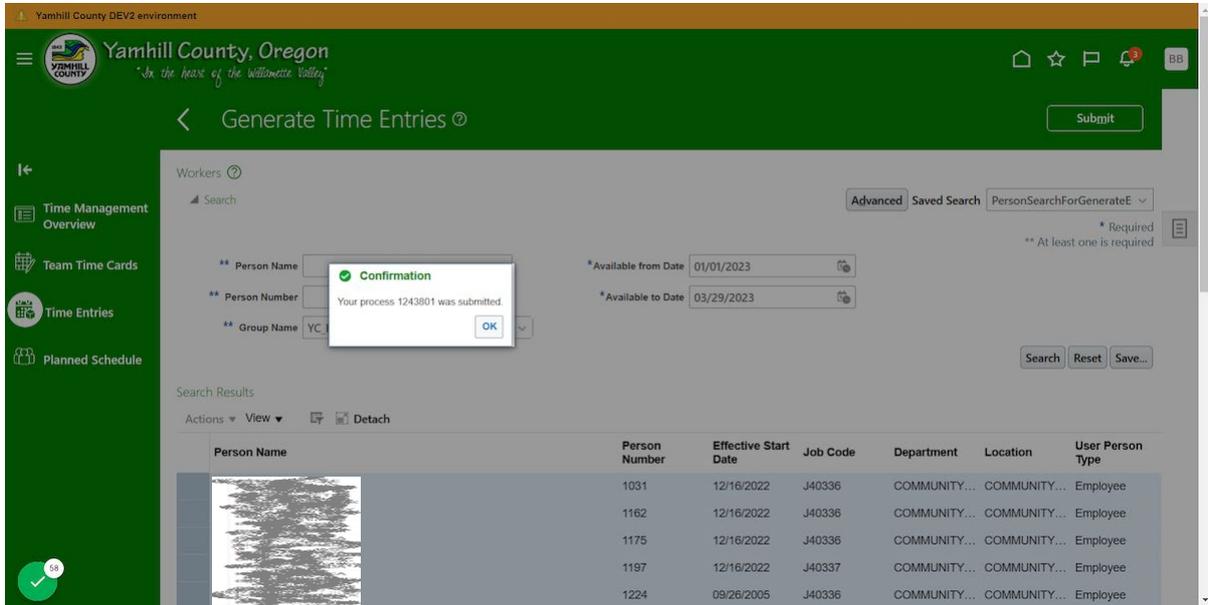
STEP 16

Review the warning message and then click on the “OK” button to continue.



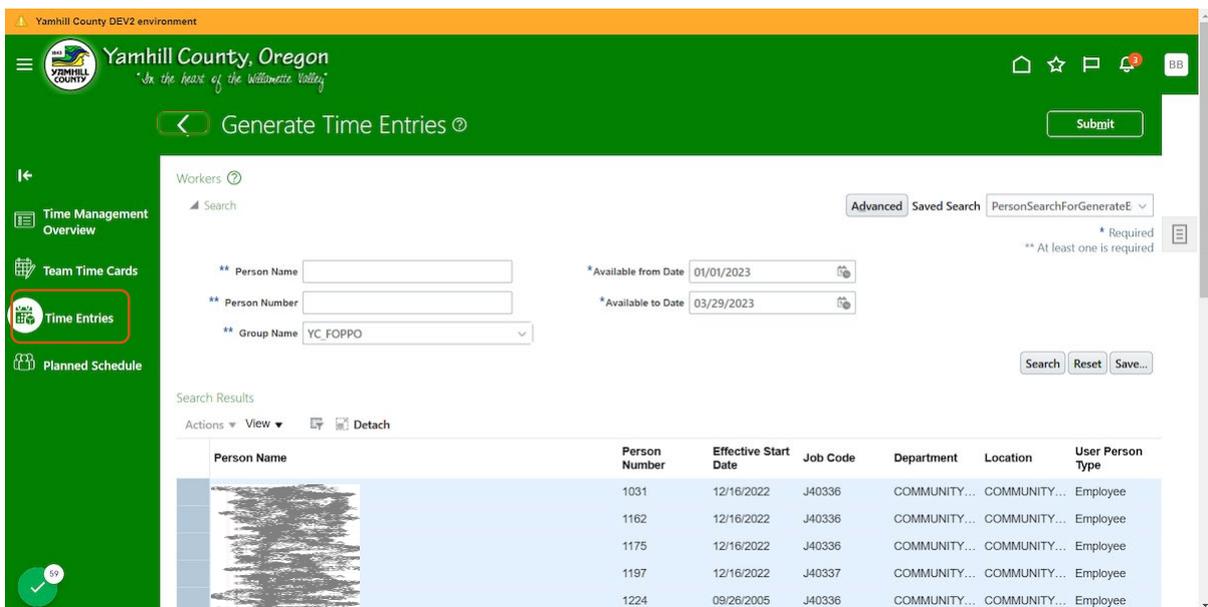
STEP 17

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



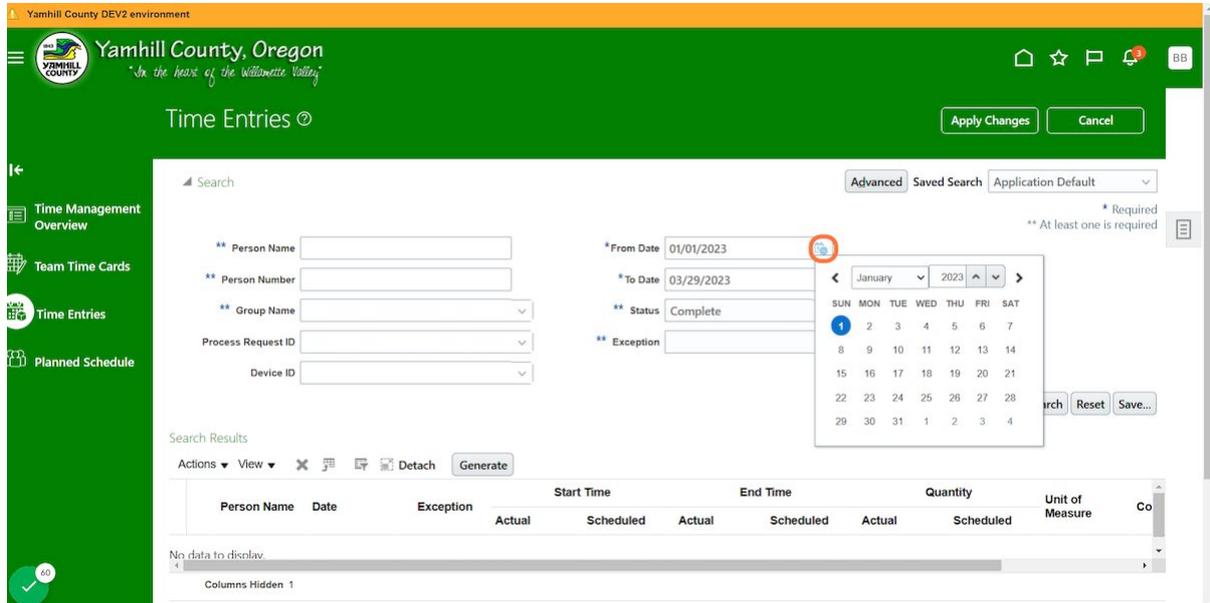
STEP 18

Click on the "Time Entries" hyperlink on the left side of the screen



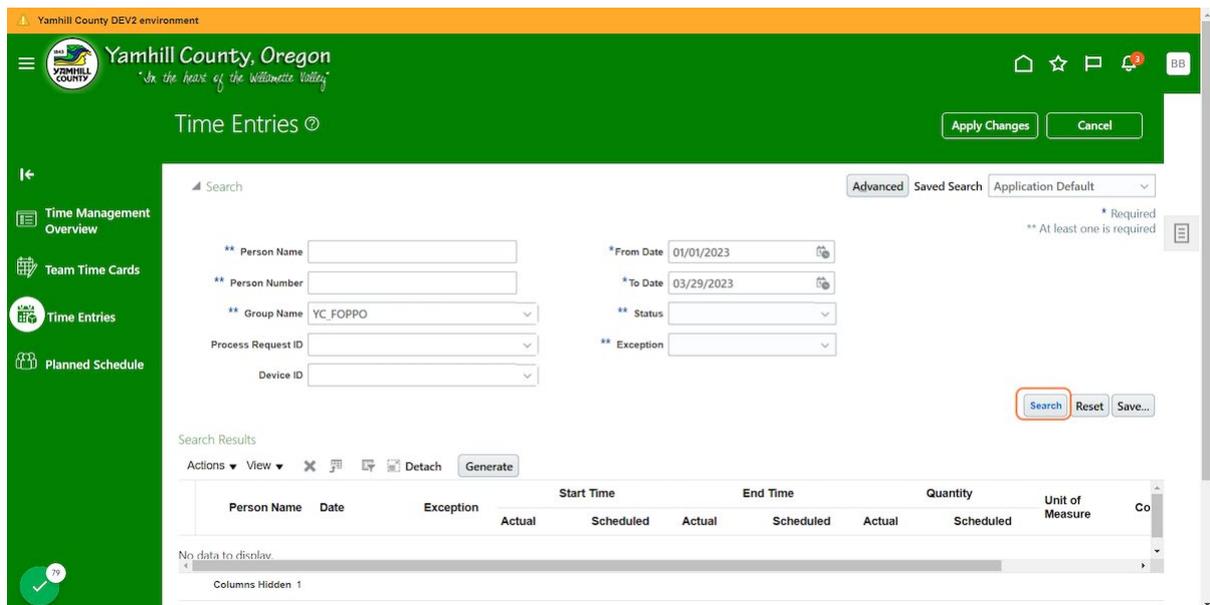
STEP 19

Select the "From Date" and the "To Date" for which the Mass Time Entry has been made.



STEP 20

Enter any desired search parameters, and then click on the "Search" button.



STEP 21

The list of employees with their recorded time and date will be displayed.

Device ID

Search Results

Search Reset Save...

Actions View Detach Generate

Person Name	Date	Exception	Start Time		End Time		Quantity		Unit of Measure	Co
			Actual	Scheduled	Actual	Scheduled	Actual	Scheduled		
[Redacted]	03/29/2023						2		Hours	
[Redacted]	03/29/2023						2		Hours	
[Redacted]	03/29/2023						2		Hours	
[Redacted]	03/29/2023						2		Hours	
[Redacted]	03/29/2023						2		Hours	
[Redacted]	03/29/2023						2		Hours	
[Redacted]	03/29/2023						2		Hours	
[Redacted]	03/29/2023						2		Hours	
[Redacted]	03/29/2023						2		Hours	
[Redacted]	03/29/2023						2		Hours	
[Redacted]	03/28/2023						2		Hours	
[Redacted]	03/28/2023						2		Hours	
[Redacted]	03/28/2023						2		Hours	
[Redacted]	03/28/2023						2		Hours	
[Redacted]	03/28/2023						2		Hours	

STEP 22

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

Yamhill County DEV2 environment

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

Time Entries

Apply Changes Cancel

Search

Advanced Saved Search Application Default

** Person Name *From Date 01/01/2023

** Person Number *To Date 03/29/2023

** Group Name YC_FOPPO ** Status

Process Request ID ** Exception

Device ID

Search Reset Save...

Search Results

Actions View Detach Generate

Person Name	Date	Exception	Start Time		End Time		Quantity		Unit of Measure	Co
			Actual	Scheduled	Actual	Scheduled	Actual	Scheduled		
[Redacted]	03/29/2023						2		Hours	
[Redacted]	03/29/2023						2		Hours	



STEP 23

End of the procedure.

