Job Aid: TA25 Mass Time Entry

Last Update: 04/25/2023

Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

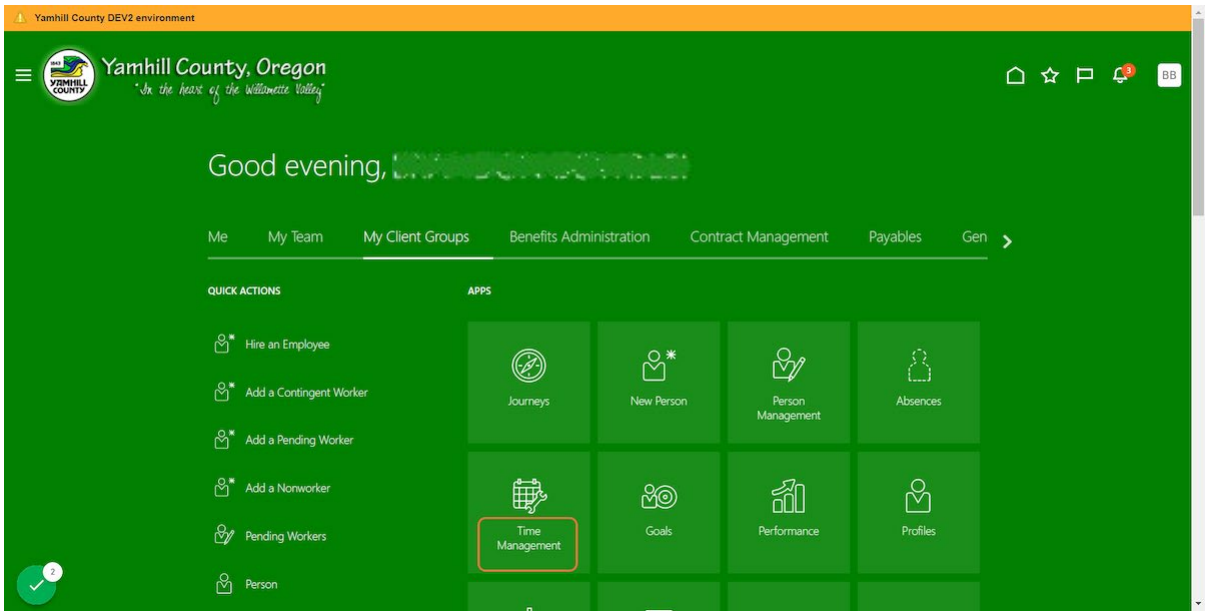
Pre-Requisites/ Job Descriptions

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

ID	Job Description
01	Time Administrator

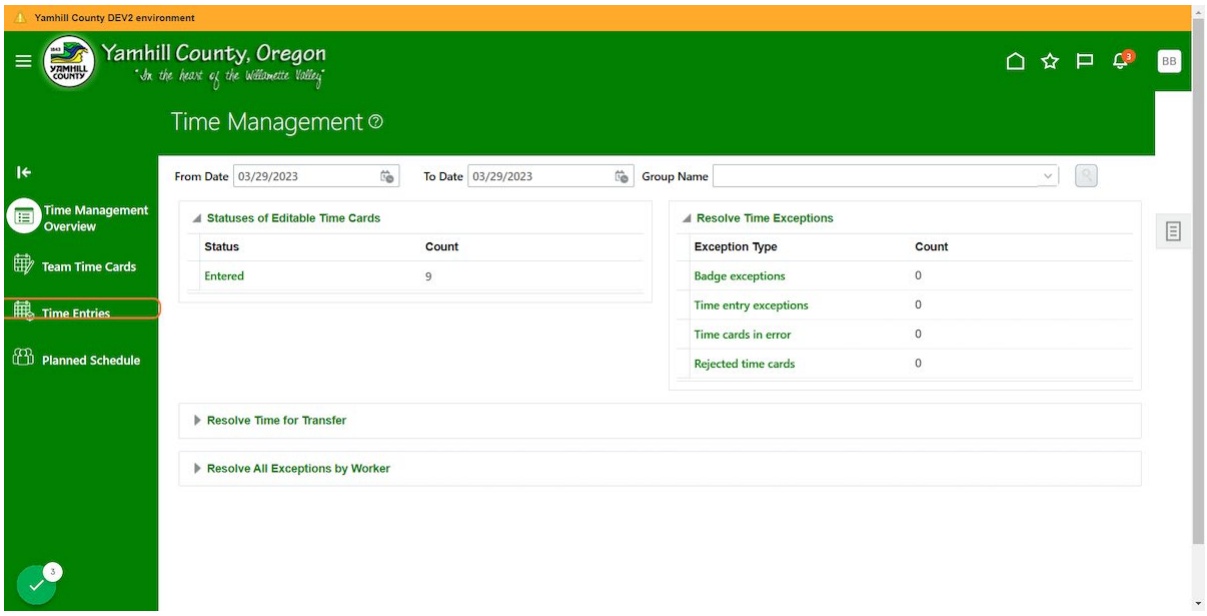
STEP 1

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



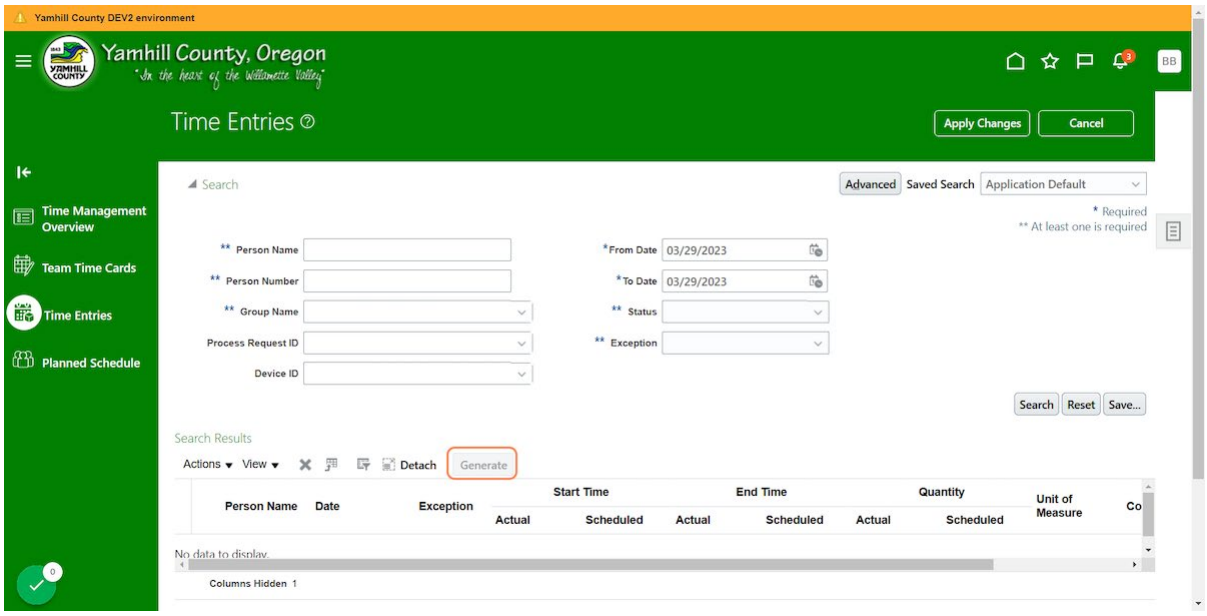
STEP 2

Click the "Time Entries" hyperlink on the left side of the page.



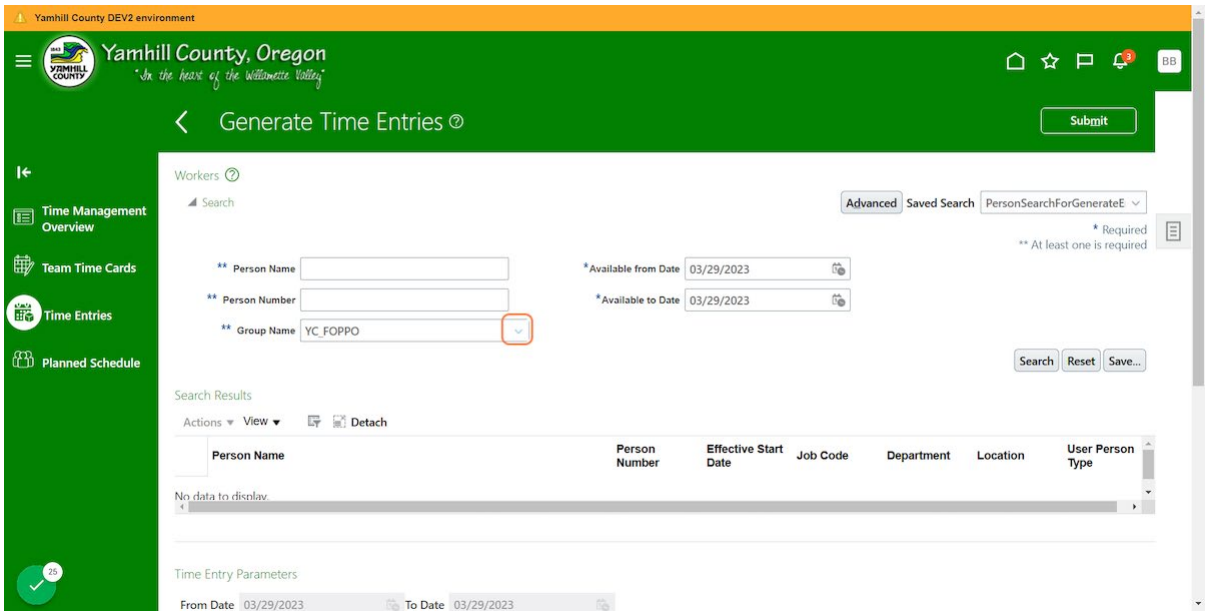
STEP 3

Click on the “Generate” button.



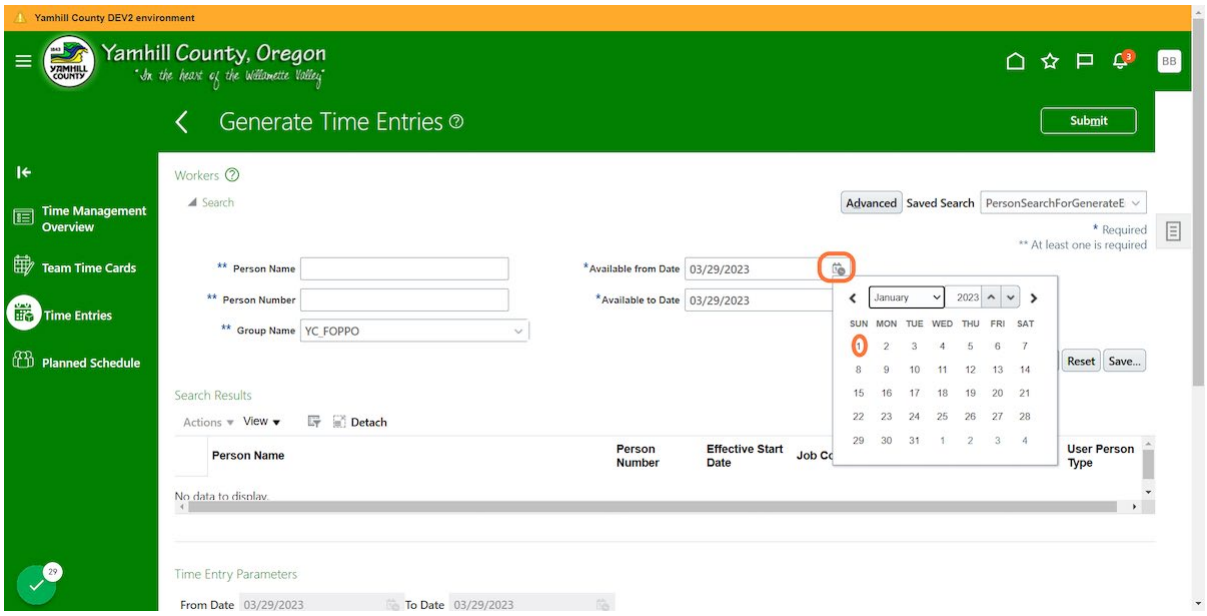
STEP 4

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



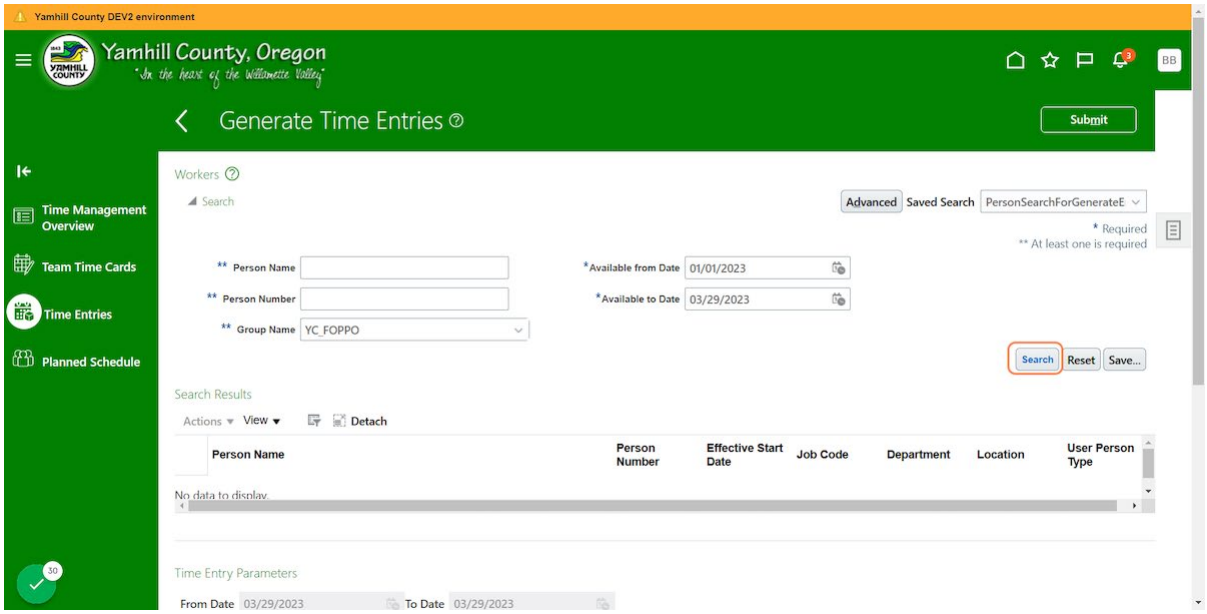
STEP 5

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



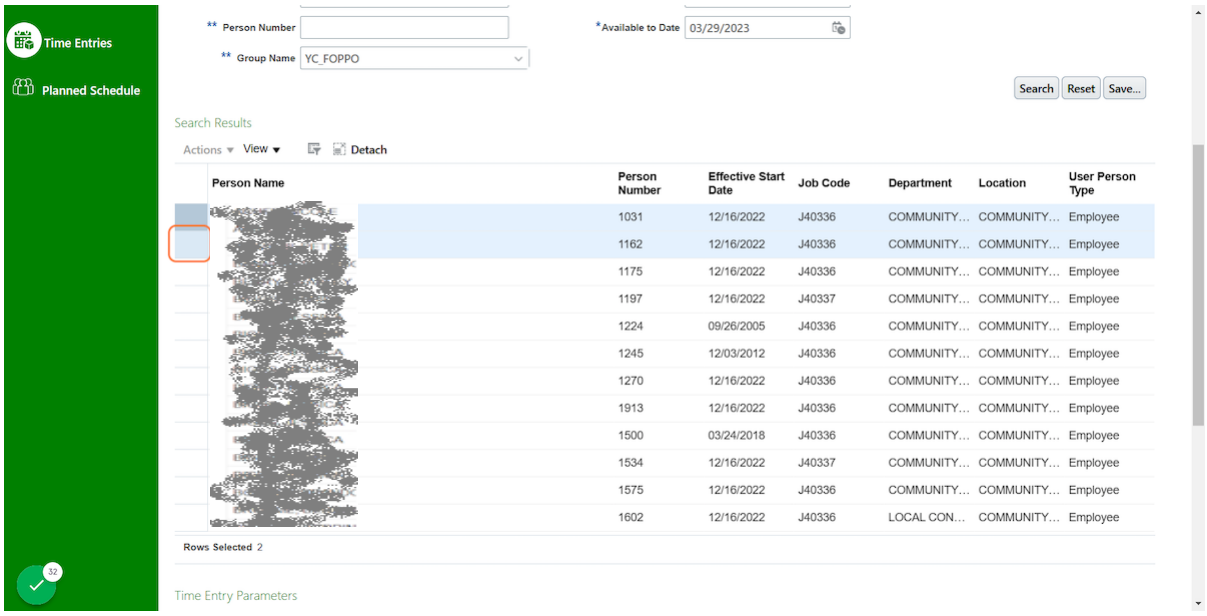
STEP 6

Click on the “Search” button.



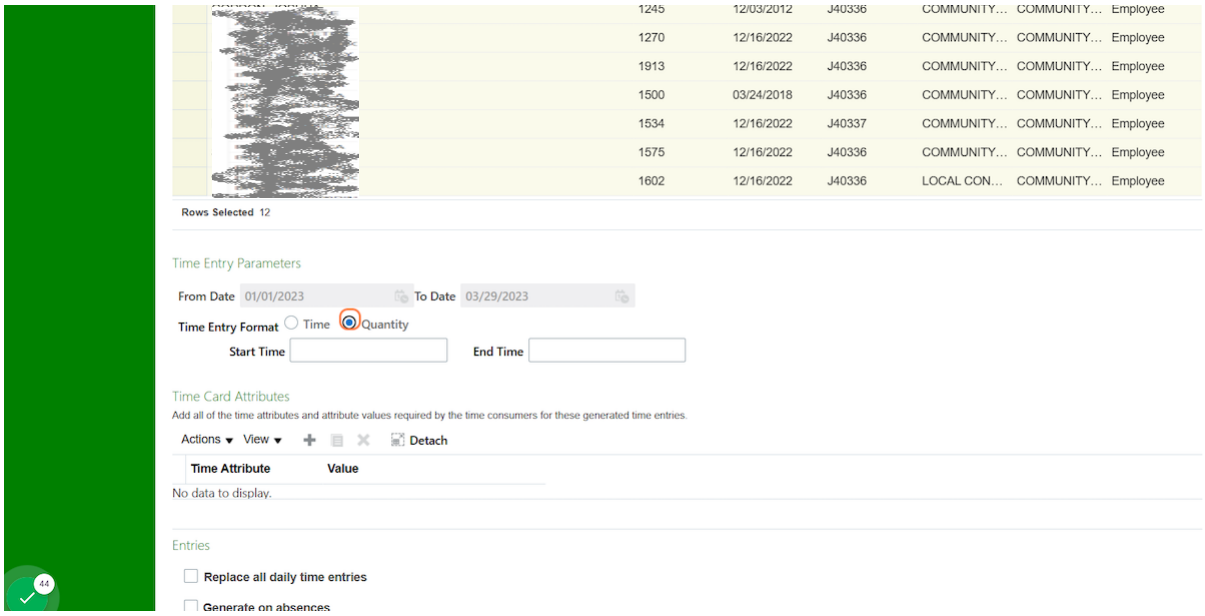
STEP 7

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



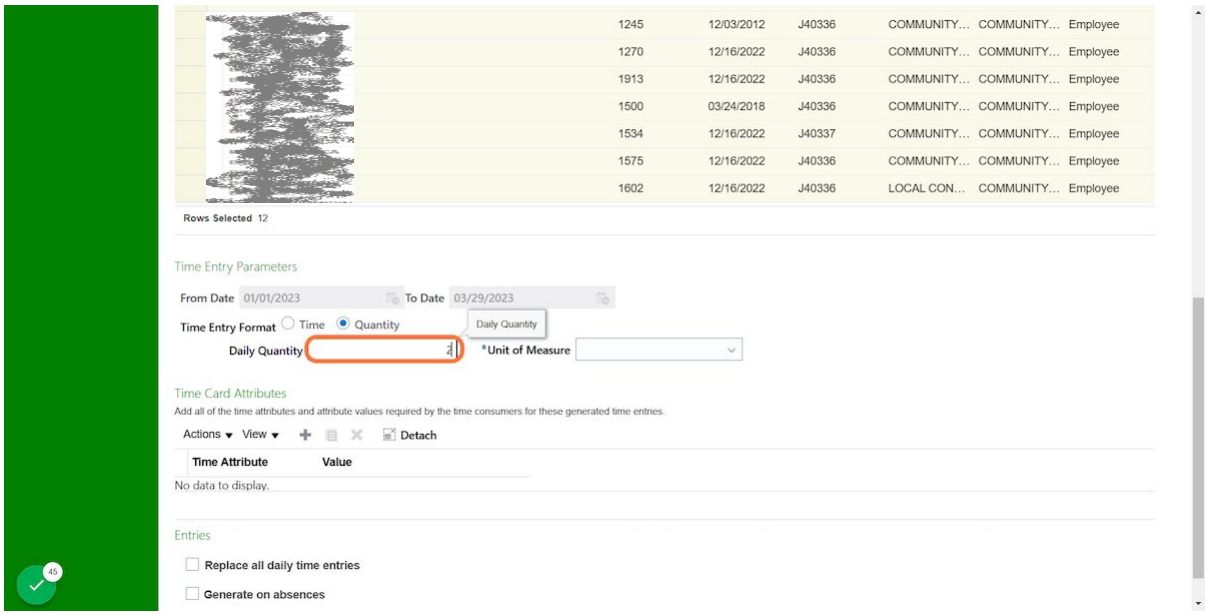
STEP 8

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



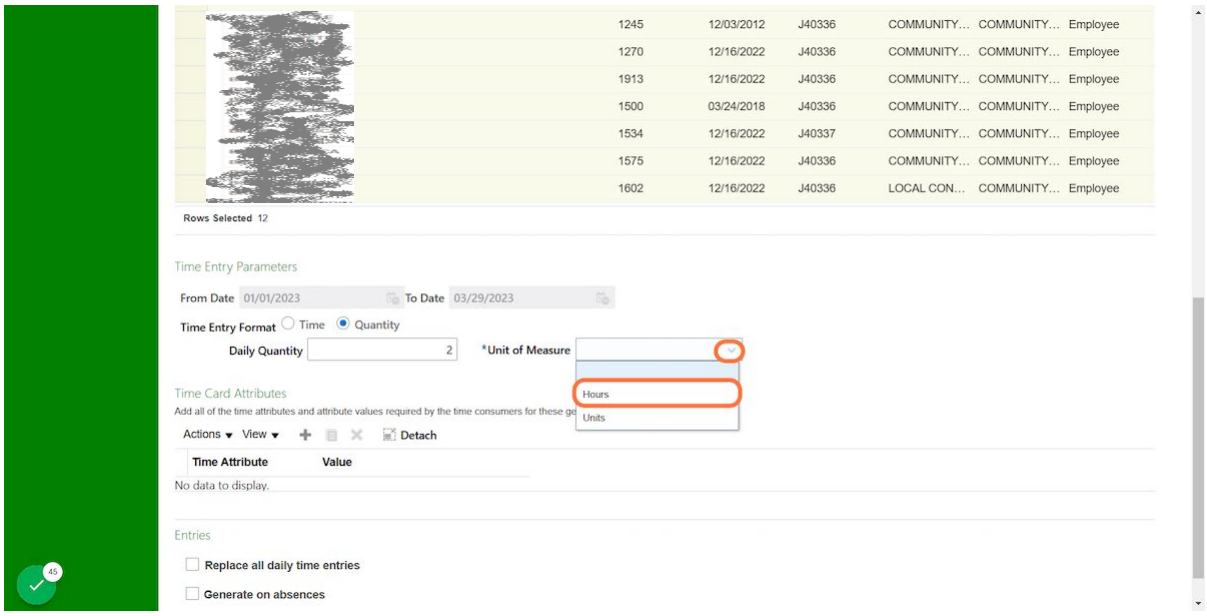
STEP 9

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



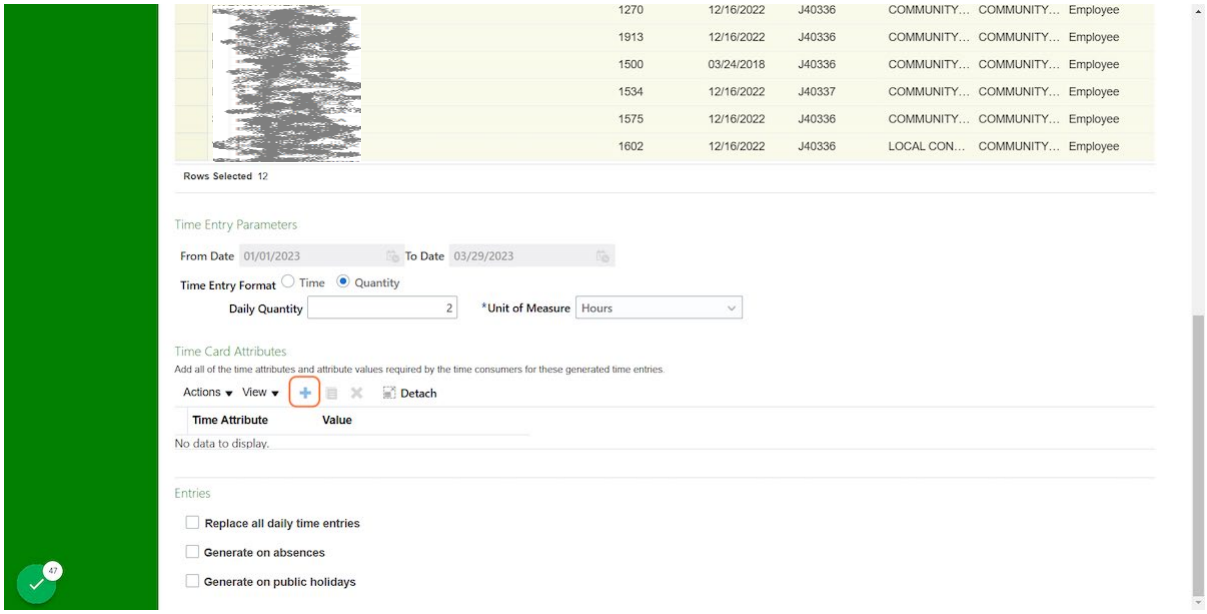
STEP 10

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



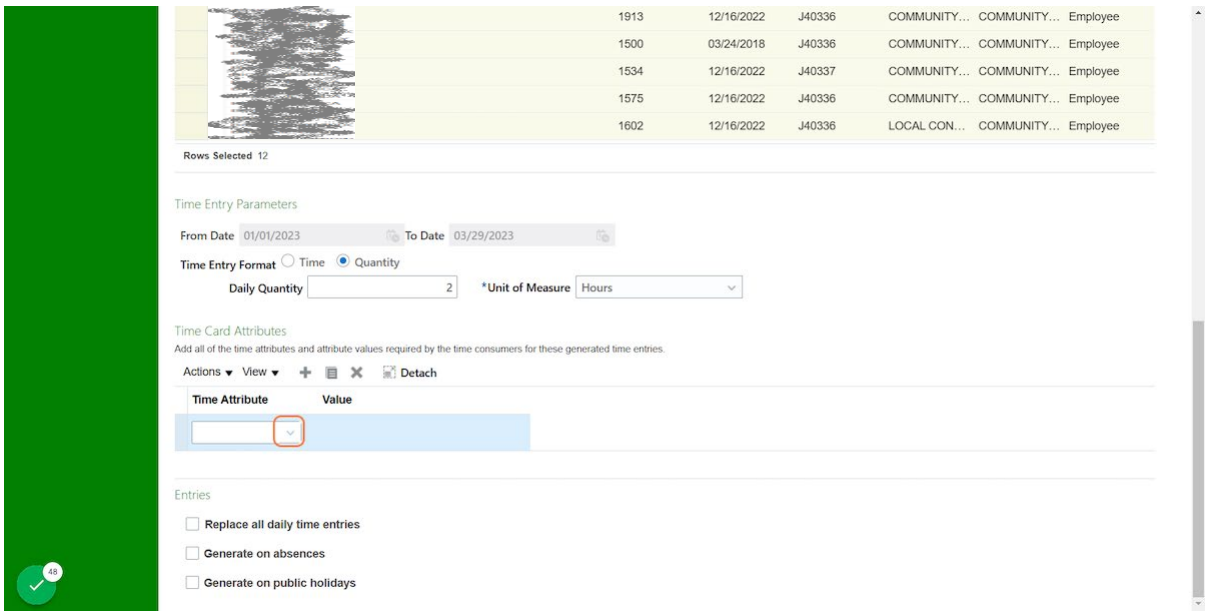
STEP 11

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



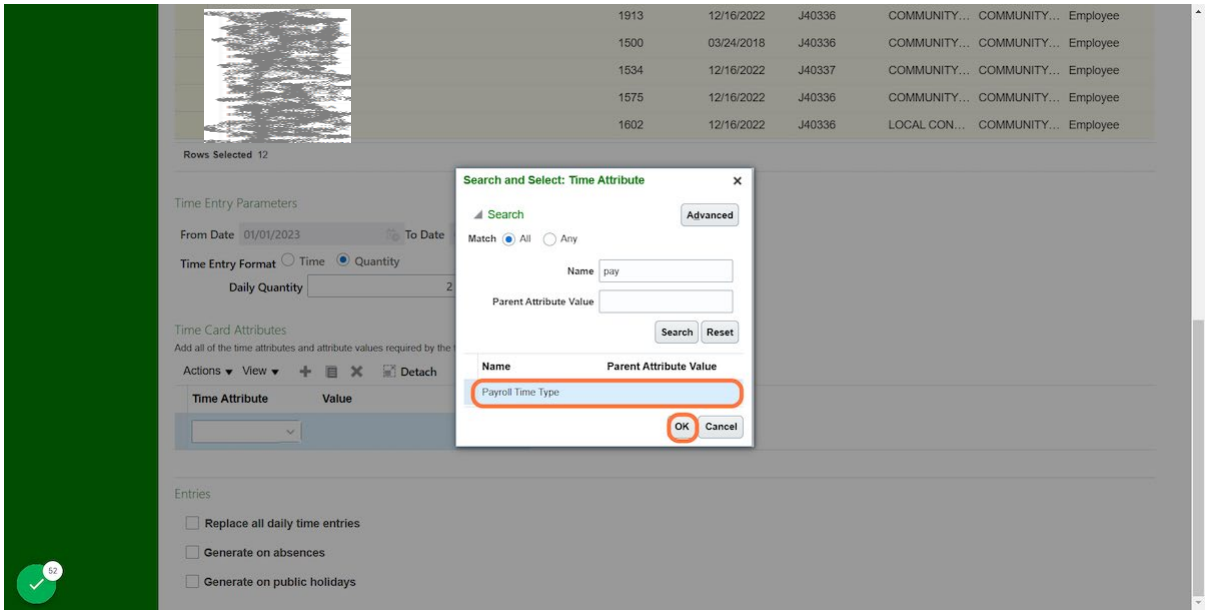
STEP 12

Click on the "Time Attributes" drop-down.



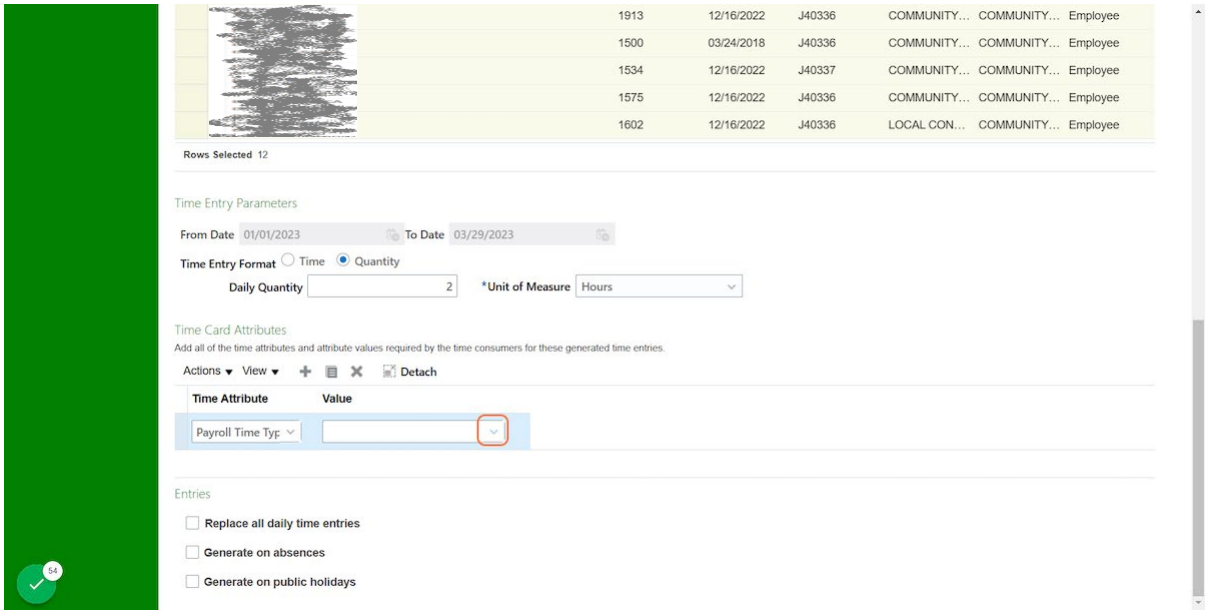
STEP 13

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.



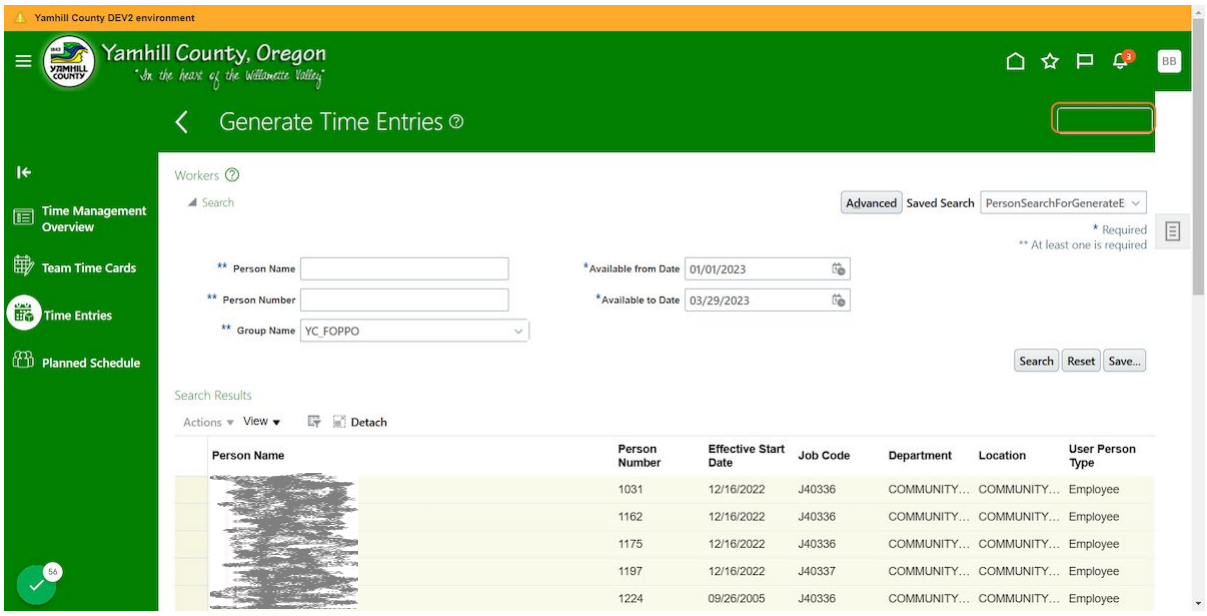
STEP 14

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



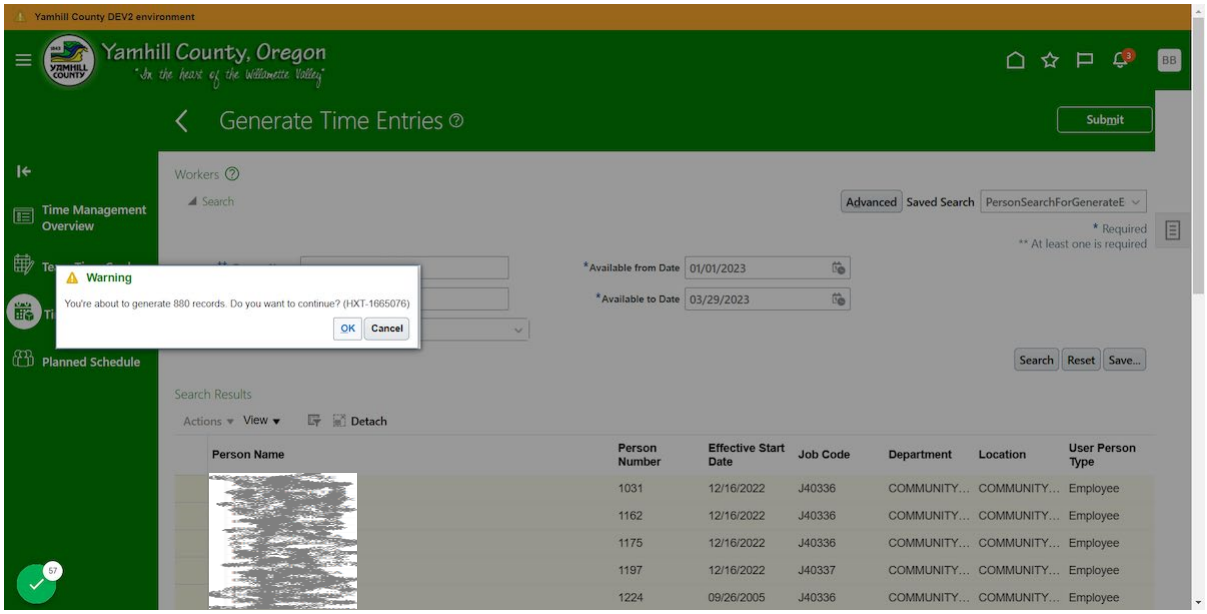
STEP 15

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



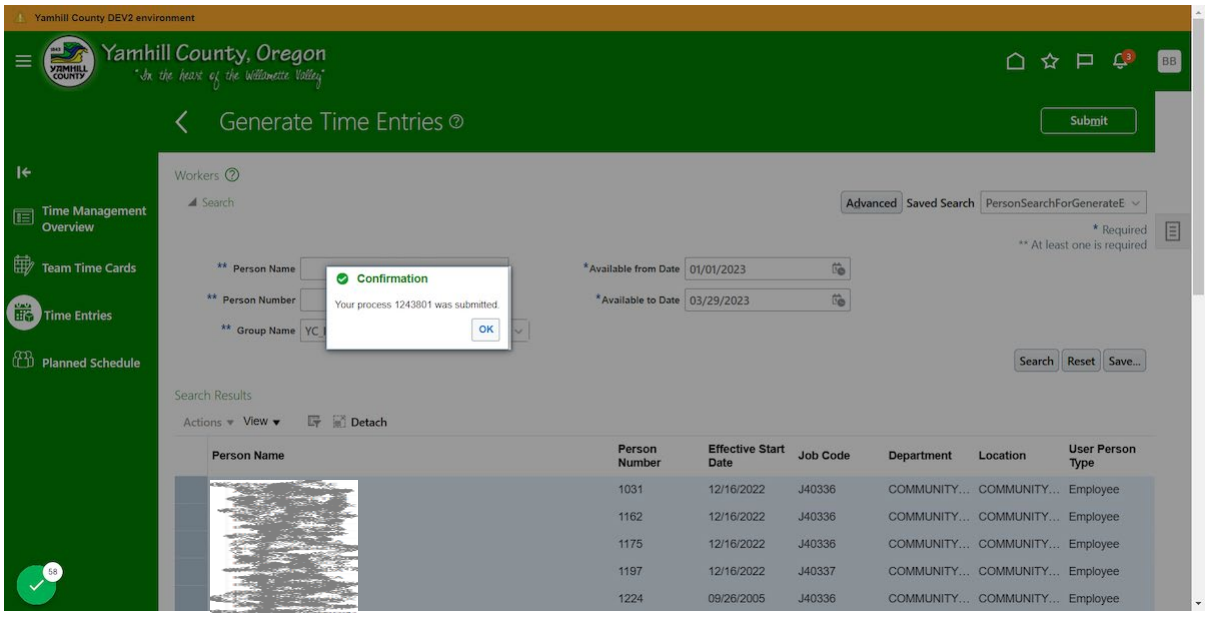
STEP 16

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



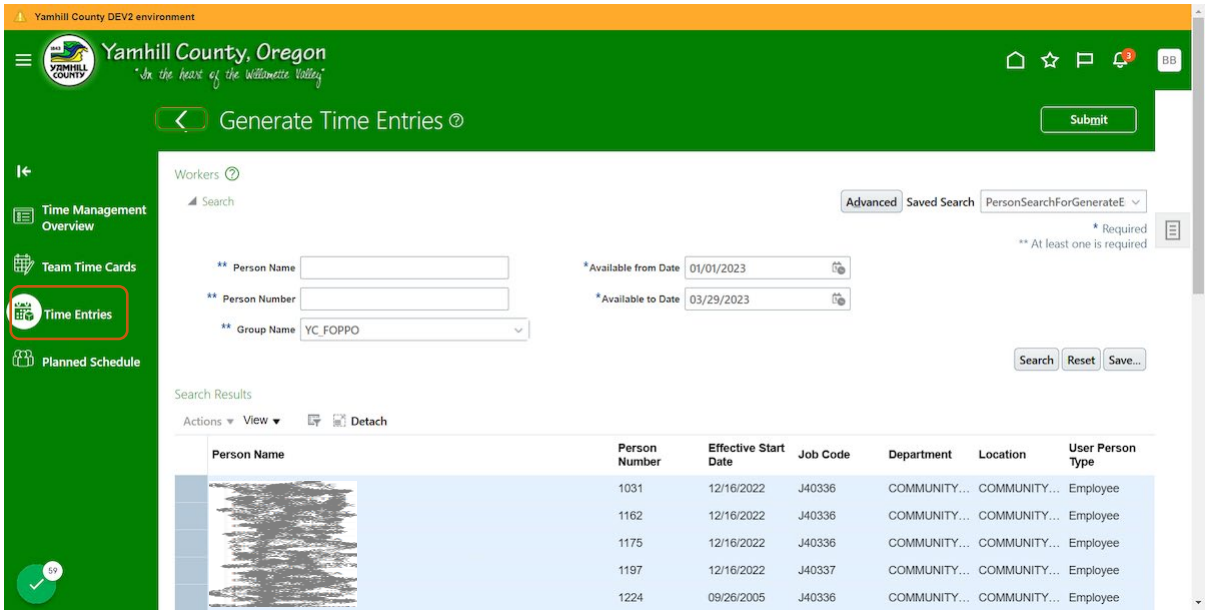
STEP 17

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



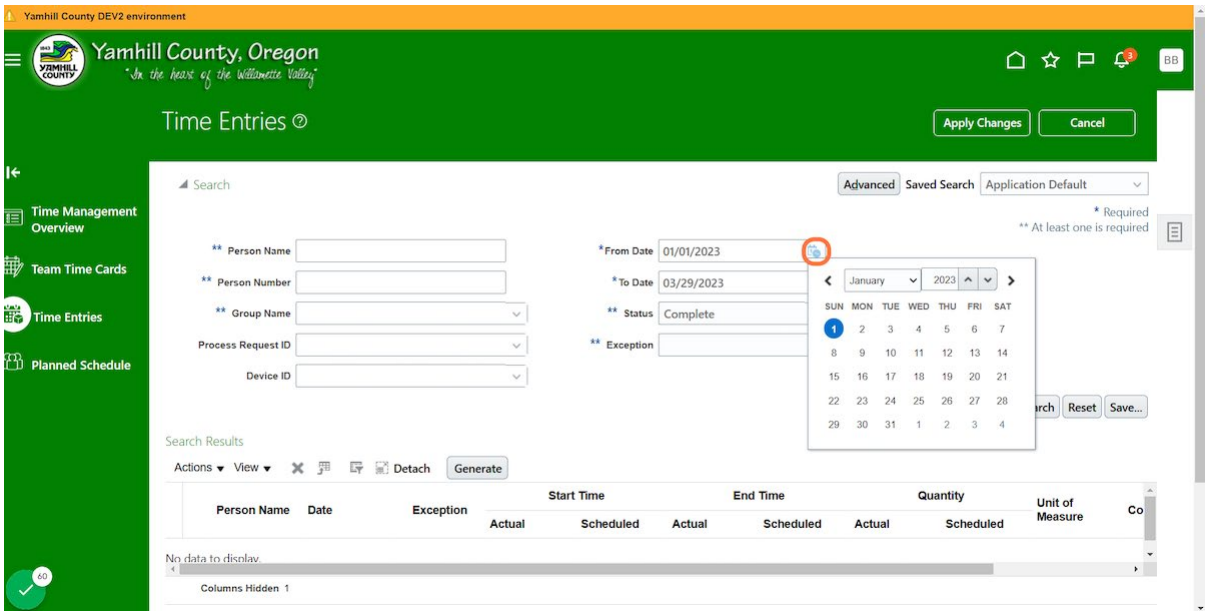
STEP 18

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



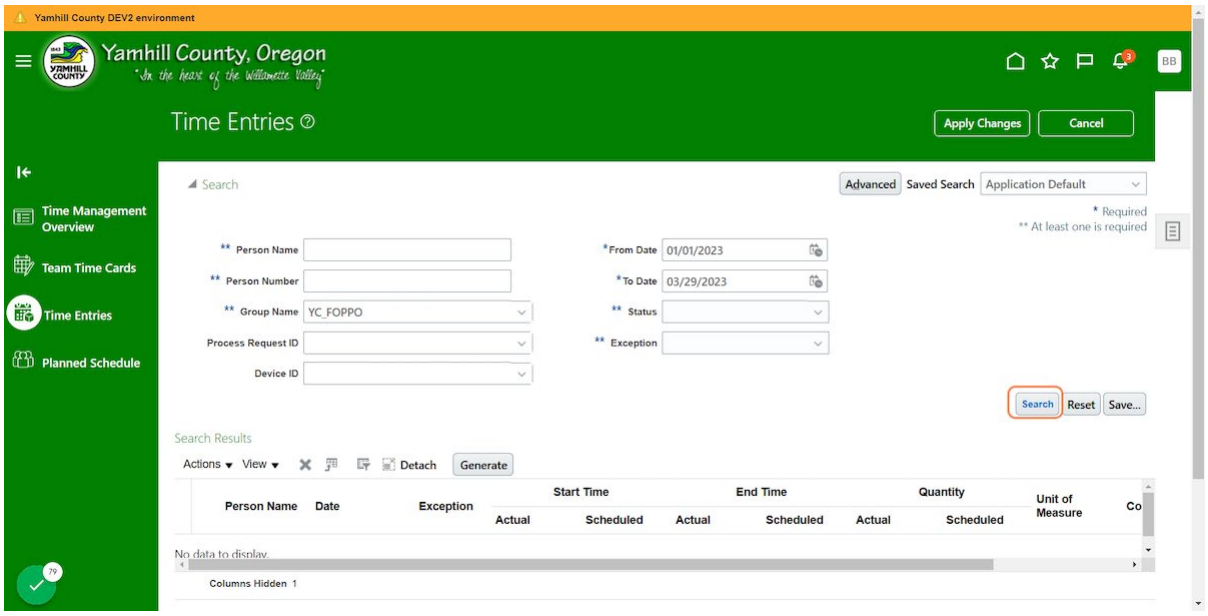
STEP 19

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



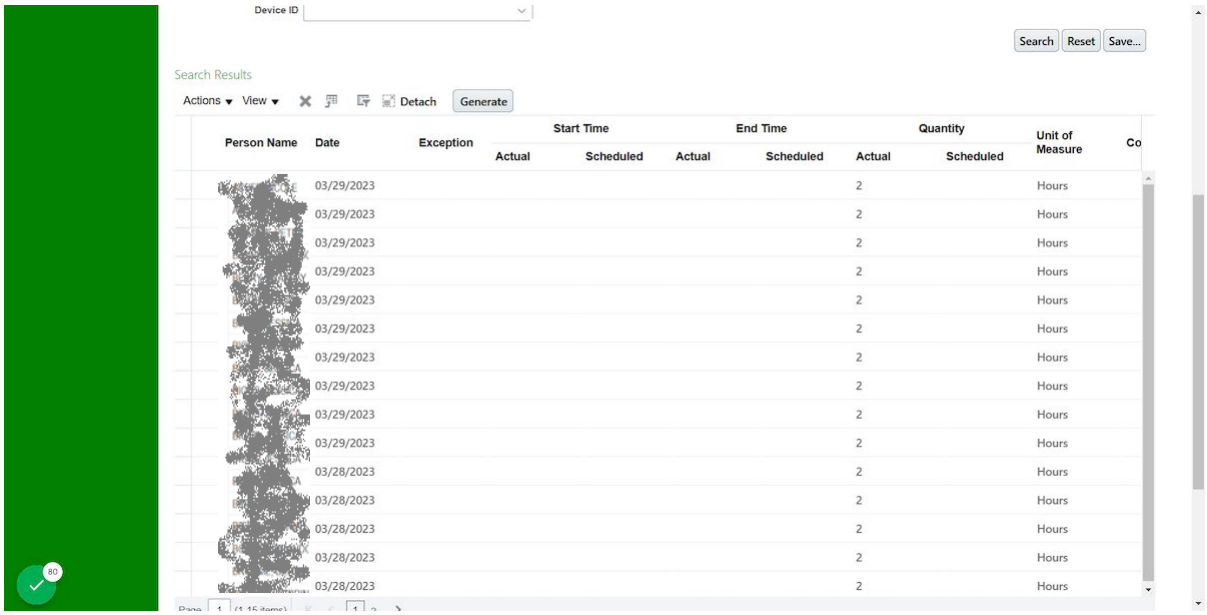
STEP 20

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



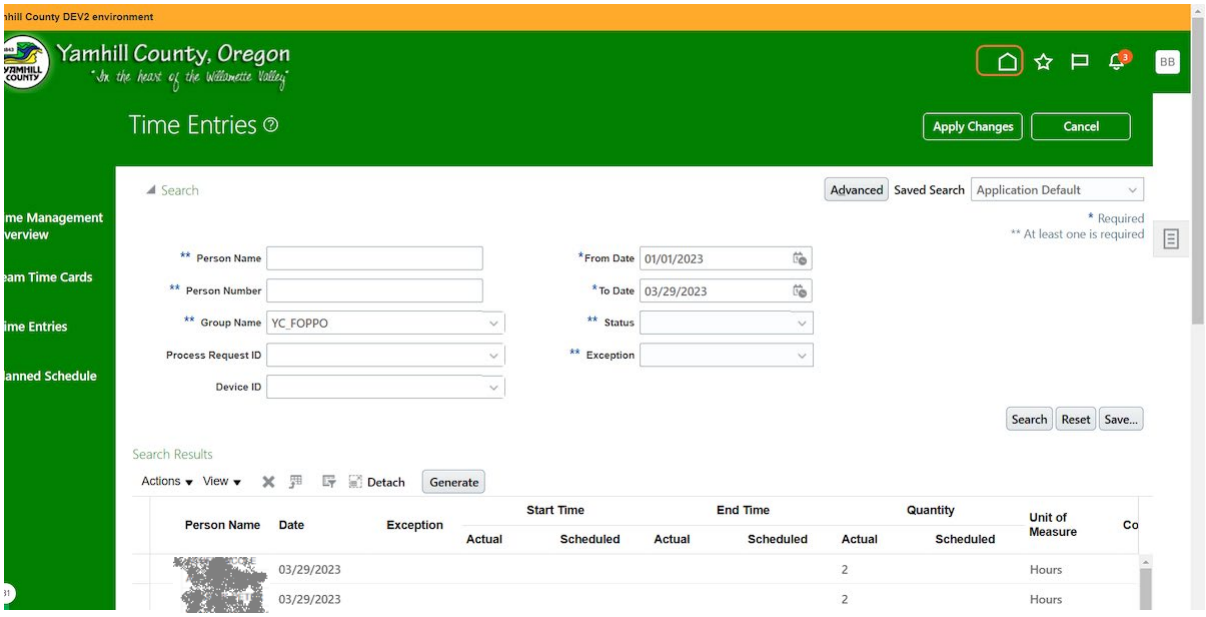
STEP 21

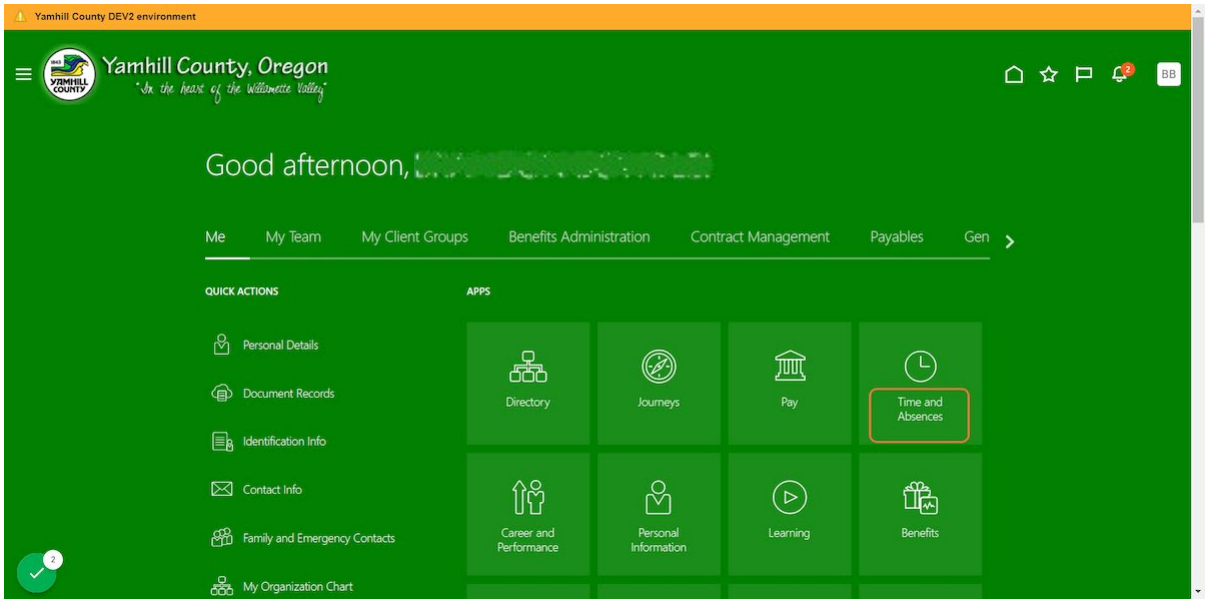
The list of employees with their recorded time and date will be displayed.



STEP 22

Click on the "Home" icon to return to the main screen.



STEP 23

End of the procedure.