

Timecard – Create a Timecard

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2. Click on Time and Absences

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3. Click on Existing Timecards

Time and Absences	
Existing Time Cards Access all of your time cards.	Absence Balance Review current plan balances and absences taken or requested

- 4. Click the **Create (+)** sign
 - If you have already created a timecard for the week of interest, you cannot create a new card for the same week.
 - If you need to view or edit an existing timecard, click the link under the Timecard Period column to open the corresponding timecard.

Note: Use the View Summary icon ⁶⁰ to view a timecard without risk of making a change that will require re-submission.

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5. Select any day from the week for which you want to create a timecard and click **OK**.

Note: Timecards should only be created for the current workweek unless you are recording a future dated scheduled absence.

Oracle Employee Self-Service Guide

Search From Date dd-mmm-yyyy dd-mmm-yyyy				>	You car betwee	e Time n create n start d te 15-Ap 16)	a time ate 09 r-2020	card or -Feb-20). (HXT-	20 ani		×				Advanced	Saved Search		~
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6. Select the **Project**

- If you know your Project name, you can start to type the name and the project will display in the drop down for you to select; you can also search for the project. *If your project is not listed, contact your Project Manager.*
- For leave (PTO, FTO, Vacation, Sick, etc.), leave Project field blank.

Resubmission Reported H Now Format Scheduled Hours 60.000 Indirect. For leave (PTO, FTO, etc.) you leave this field blank If the project line is already completed for this time card, scroll down in this guide to the "Enter Daily Hours" step and press play. Quantity Q						Time C	ard comments					_
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7. Select the Task Name

- Select the appropriate Task from the drop down list. If you know the Task name, start to type the name and it will display in the drop down for you to select.
- For leave (PTO, FTO, Vacation, Sick, etc.), leave Task field blank.

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9. Select the **GP Work Location**

 If you know your Work Location (for example: USMD – United States – Maryland), you can start to type it and the location will display in the drop down for you to select. Note: It may be necessary for you to search for your location – click the drop down and then Search (contact the HR Department for assistance, if necessary)

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10. Select Pay Type

 If you know your Pay Type (for example: Regular Hourly), you can start to type it and the pay type will display in the drop down for you to select.
 Note: See the Task Names and Pay Types document for guidance if charging indirect.

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11. Enter **Daily Hours**

 Best practice and US Time Policy is to track hours daily and save. Timecards are submitted on the last workday of each week, and on the 15th and last working day of the month (if those dates are not also Fridays).

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12. Click **Add Row Below** to add additional rows, as necessary. Be sure to complete the Project, Task Name, GP Work Location, Pay Type and hours (Quantity) for every row.

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13. Save Timecard

- If you are currently reviewing your timecard as you follow this guide, click Cancel. Saving a previously submitted timecard will restart the approval process.
- At the end of each day (or if finished entering data, but not submitting at this time), click on "Save and Close" to save your changes.
- If you've previously submitted (you are editing a submitted timecard, or continuing a timecard in a split work week), you will be prompted to identify the reason for your changes. You can view the Create a Timecard for Split Pay Period Guide for more information.

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14. Click OK



Person Information				
DK	Name Korn, Daniel M	Person Number 184585		
CO Assignme	ent Number E184585	Job Performance Consultant 4 Department BTS-OD-1104-Learning Experier	ore and Transformation	
	Location USAColumbiaMD			
		Manager Ellens, Harold R		
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15. Click **Next** to submit your timecard. Note: Do NOT complete this step if you are not submitting your timecard for approval at the time.

A Person Information Name Korn, Daniel M Assignment Number E184585 Location USAColumbiaMD Time Card Details Time Card Period 02-Dec-2018 - 08-Dec-2018 Overtime Day Start Time 12:00 AM Status Saved Resubmission Status View Approval Comments ■	- ot complete this step if you are not nitting your time card for approval at	<u>C</u> ancel
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16. Click Submit

Note: Do NOT complete this step if you are not submitting your timecard for approval at the time.

Oracle Employee Self-Service Guide

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17. Click OK

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Assignment Number E184585	Department BTS-OD-1104-Learning Experience and Transformation	
Location USAColumbiaMD	Department B13-00-1104-Learning Experience and Transformation	
	Manager Ellens, Harold R	
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18. End of procedure. Your timecard has now been submitted for approval.

Updated 3/25/2020