

Oracle Timecard Approval



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Email Notification

Once an employee submits their timecard, the supervisor will receive an email via Oracle Workflow notifying them that a timecard exists that requires approval.

The email will look similar to this for a Non-Exempt timecard:



From: Rossi, Richard
 To: Rossi, Richard
 Sent: 01-Jun-2015 16:03:56
 Due: 02-Jun-2015 16:03:56
 ID: 6092203

Timecard Dates: 05-FEB-2015 to 18-FEB-2015
 Description: 75 total hours (65.5 worked hours, 9.5 non worked hours)
 OTL Approval ID: 8374766#302306

Timecard Entries																
Comments																
Hours Type	Time	Thu, Feb 05	Fri, Feb 06	Sat, Feb 07	Sun, Feb 08	Mon, Feb 09	Tue, Feb 10	Wed, Feb 11	Thu, Feb 12	Fri, Feb 13	Sat, Feb 14	Sun, Feb 15	Mon, Feb 16	Tue, Feb 17	Wed, Feb 18	Total
Scheduled Hours	Start	08:30 AM	10:30 AM			08:30 AM				08:30 AM	08:30 AM	29.5				
	Stop	12:00 PM	12:00 PM			12:00 PM				12:00 PM	12:00 PM					
Scheduled Hours	Start	12:30 PM	12:30 PM			12:30 PM				12:30 PM	12:30 PM	36				
	Stop	04:30 PM	04:30 PM			04:30 PM				04:30 PM	04:30 PM					
Personal	Start															2
	Stop		2													
Holiday	Start												7.5			7.5
	Stop															
		7.5	7.5	0	0	7.5	7.5	7.5	7.5	7.5	0	0	7.5	7.5	7.5	75

Accrual balances as of Wednesday, February 18 2015.
 Vacation Sick Personal Holiday
 323.00 1254.50 26.67 15.00

Action History

Num	Action Date	Action	From	To	Details
1	01-Jun-2015 16:03:57	Submit	Rossi, Richard	Rossi, Richard	

[Click here to login](#)

From this email, the supervisor can quickly ascertain the worked vs. non-worked hours submitted, for the specified period, by looking at the **Description** on the email header. In the email above, the employee worked 65.5 hours and is charging 9.5 hours to accruals for the period ending February 18, 2015.

The supervisor can click on the [Click here to Login](#) link on the bottom left side of the email to be brought to the Self Service Login page.

Self Service Login

To login to **Oracle Self Service** to approve a timecard without starting from the **Oracle Workflow** email, start at the **RFMH Homepage**. The URL is:

<http://corporate.rfmh.org/>

SELF SERVICE WEB FTASK NYPI NKI IBR OASAS SITE INDEX

Home Page
Corporate Information
Grants Administration
HR & Payroll
Employment Opportunities
AP/Purchasing
Research Compliance
Information Technology
Technology Transfer

Research Foundation for Mental Hygiene, Inc.

RFMH
Research Foundation for Mental Hygiene, Inc.

Google Custom Search

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From the links on the bar at the top of the page, click on **Self Service** and then **Login Page**. The **Information Center** is where **OTL** documentation and information can be found.

ORACLE

*User Name
(example: michael.james.smith)

*Password
(example: 4u99vz3)

Login Cancel

Login Assistance

Accessibility None

Select a Language:
English

This is the page that you will see first if you use the [Click Here to Login](#) link on the email.

You can save this login page as a shortcut to your **Desktop**, by clicking **File > Send > Shortcut to Desktop**.



Then use the **Login** icon to get to this page quickly. Alternately, you can save this as a favorite in your **Browser**. From **Internet Explorer**, click on **Favorites > Add to Favorites** then key in the name you want to use to identify it or accept the default name and click on **Add**.

To login, enter your **Username** and the **Password** that was assigned to you. Click **Login**.

The image shows a screenshot of the Oracle E-Business Suite "Change Password" dialog box. At the top, the Oracle logo and "E-Business Suite" are displayed. Below that is a blue header bar with the text "Change Password". The main title "Change Password" is centered. A note says "*Indicates Required Field". There are three input fields: "*Current Password", "*New Password", and "*Re-enter New Password", each containing a series of dots. A "TIP" checkbox is checked, with the text "Password must be at least 8 characters long." At the bottom right, there are "Cancel" and "Apply" buttons.

If your password was newly created, you will be prompted to change your password when you login for the first time. (If your password is ever reset, these same steps will apply.) Enter the information as prompted and click on **Apply**. (The next time you login, you will not see this step.)

If you are a regular Oracle user, that is, someone who logs into Oracle from a business office in the course of their day to day RFMH business (HR, Purchasing, Grants, etc.), you can access **Self Service** from your responsibility list after logging in to Oracle in your usual manner.

The **Self Service** link from the RFMH website home page links you only to a web tier that has the **Self Service** and **RF OTL Supervisor Approvals** pages. It does not allow you access to the Oracle forms for your other responsibilities. This web tier was specifically created to allow access to the Self Service platform for those connecting from outside our business office VPNs.

Navigator Page



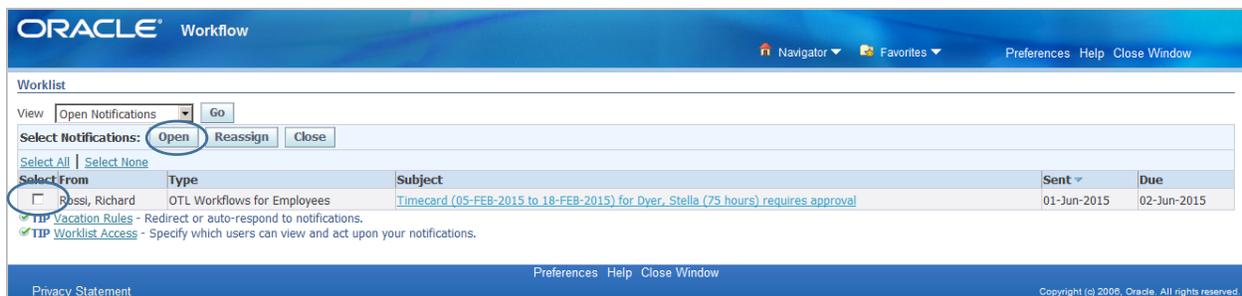
From this **Navigator** page, click on the link for **RF OTL Supervisor Approvals**.



Then, from the **RF OTL Supervisor Approvals** list click on the link for **Worklist**.

Worklist

To view a timecard, you can click on the **Select** checkbox next to the name and click on the **Open** button, or just click on the highlighted **Subject** link on that line.



The **Worklist** defaults to sorting by **Sent** date in **descending** order. You can click on any of the column headers to change the sort. The headers also toggle between ascending and descending order.

Note: Worklist items that are in a **Closed** status are purged after five days. Therefore, the **Worklist** cannot be used to view a historical list of timecards that were approved or rejected. To view this type of data, please see the **Historical Timecard Review** section of this manual.

Timecard Review

Below you will see the timecard ready for review. After review you may **Approve**, **Reject** or **Reassign** the timecard.

ORACLE Workflow

[Navigator](#) [Favorites](#) [Preferences](#) [Help](#) [Close Window](#)

[Worklist >](#)
 Timecard (05-FEB-2015 to 18-FEB-2015) for Dyer, Stella (75 hours) requires approval

[Approve](#) [Reject](#) [Reassign](#)

From **Rossi, Richard** Timecard Dates **05-FEB-2015 to 18-FEB-2015**
 To **Rossi, Richard** Description **75 total hours (65.5 worked hours, 9.5 non worked hours)**
 Sent **01-Jun-2015 12:03:56** OTL Approval ID **8374766#302306**
 Due **02-Jun-2015 12:03:56**
 ID **6092203**

Timecard Entries

Comments

Hours Type	Time	Thu, Feb 05	Fri, Feb 06	Sat, Feb 07	Sun, Feb 08	Mon, Feb 09	Tue, Feb 10	Wed, Feb 11	Thu, Feb 12	Fri, Feb 13	Sat, Feb 14	Sun, Feb 15	Mon, Feb 16	Tue, Feb 17	Wed, Feb 18	Total
Scheduled Hours	Start Stop Hrs	08:30 AM 12:00 PM	10:30 AM 12:00 PM			08:30 AM 12:00 PM				08:30 AM 12:00 PM	08:30 AM 12:00 PM	29.5				
Scheduled Hours	Start Stop Hrs	12:30 PM 04:30 PM	12:30 PM 04:30 PM			12:30 PM 04:30 PM				12:30 PM 04:30 PM	12:30 PM 04:30 PM	36				
Personal	Start Stop Hrs		2													2
Holiday	Start Stop Hrs												7.5			7.5
		7.5	7.5	0	0	7.5	7.5	7.5	7.5	7.5	0	0	7.5	7.5	7.5	75

Accrual balances are as of Wednesday, February 18 2015.

Vacation	Sick	Personal	Holiday
323.00	1254.50	26.67	15.00

Action History

Num	Action Date	Action	From	To	Details
1	01-Jun-2015 12:03:57	Submit	Rossi, Richard	Rossi, Richard	

Response

Note

[Return to Worklist](#)

Display next notification after my response

[Approve](#) [Reject](#) [Reassign](#)

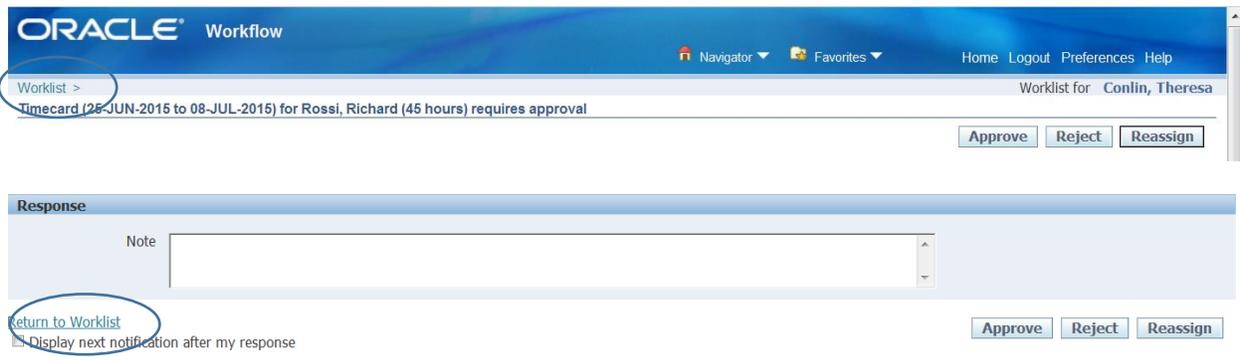
Approve: Once approved the timecard will be transferred and validated.

Reject : Once rejected, the timecard will once again be available for updates by the employee. They must then make a change and follow the same process as before to re-submit the timecard.

Reassign : The supervisor can reassign the timecard to another supervisor for follow up.

Whatever action the supervisor takes the employee will receive an email notifying them of the action. The supervisor has the ability to add a note in the notes section (shown above) and it will be included in the notification email to the employee.

At the top or bottom left hand corner of the page, there is a link back to the supervisor's worklist. If you choose to take no action on the timecard at this time, you can use that link to get back to your worklist or to view other timecards.



****Do not use the *Display next notification after my response* checkbox to view all worklist items in turn. Due to RFMH customizations, this feature is currently under review.**



When all submitted timecards have been processed the worklist will have no open notifications.

The next section will provide more information on **Vacation Rules** and **Worklist Access**.

Vacation Rules

If you would like to set up a “rule” to redirect (to an authorized individual) or auto-respond to timecard notifications follow the instructions below.

Click on TIP Vacation Rules

- ✔ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
- ✔ TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

Click on Create Rule

Vacation Rules

[Create Rule](#)

Rule Name	Item Type	Notification	Update	Delete	Status
You have not setup any notification routing rules. Please use the Create Rule button to create a new notification routing rule.					

[Return to Worklist](#)

ORACLE Workflow [Preferences](#) [Help](#) [Close Window](#)

● Notification ○ Rule Response

Vacation Rule: Item Type

Select the type of notification that will activate this rule.

Item Type: (dropdown)

If "--All--" is selected, you will skip to Step 3.

[Return to Vacation Rules](#) Step 1 of 3 [Next](#)

[Preferences](#) | [Help](#) | [Close Window](#)

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Choose the **Item Type** you want affected by the vacation rule. For those only approving timecards in Oracle, you can choose the **All** option or the timecard option. Click on **Next**. For those who approve timecards and POs, you can indicate separate rule for each **Item Type** or choose **All**.

ORACLE Workflow [Preferences](#) [Help](#) [Close Window](#)

○ Item Type ○ Notification ● Rule Response

Vacation Rule: Response

* Indicates required field

Item Type: **All**

Notification: **All**

* Start Date:

(example: 06-Oct-2011 12:47:57)

End Date:

Message:

Comments will display with each routed notification

Reassign:

All Employees and Users

Delegate your response
A manager may delegate all notification approvals to an assistant.

Transfer notification ownership
A manager may transfer a notification for a specific project to the new manager of that project.

[Cancel](#) [Back](#) Step 3 of 3 [Apply](#)

[Preferences](#) | [Help](#) | [Close Window](#)

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Add verify or change the start and end dates, and key in a message you want displayed on each routed notification. Choose to reassign **All Employees and Users** or set specific criteria. Enter the name of the person that you are assigning the responsibility to. Then indicate if you are delegating your response or transferring ownership. Click **Apply**.

Vacation Rules

Create Rule

Rule Name	Item Type	Notification	Update	Delete	Status
Transfer: Santabarbara, Melissa	<All>	<All>			Active
Transfer: Santabarbara, Melissa	<All>	<All>			Inactive

Return to Worklist

Preferences | Help | Close Window

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The rules in place are then found on your list and can be updated or deleted as necessary.

Worklist Access

Worklist

View: Open Notifications

Select Notifications: |

Select All | Select None

Select From	Type	Subject	Sent	Due
<input type="checkbox"/>	PO Approval	Unable To Approve Standard Purchase Order 35031	06-Oct-2011	
<input type="checkbox"/>	PO Approval	Unable To Approve Standard Purchase Order 35795	06-Oct-2011	
<input type="checkbox"/>	PO Approval	Unable To Approve Standard Purchase Order 37010	06-Oct-2011	
<input type="checkbox"/>	PO Approval	Unable To Approve Standard Purchase Order 40626	06-Oct-2011	
<input type="checkbox"/>	PO Approval	Unable To Approve Standard Purchase Order 41459	06-Oct-2011	

TIP Vacation Rules - Redirect or auto-respond to notifications.

TIP Worklist Access - Specify which users can view and act upon your notifications.

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To give another employee access to your worklist, click on **Worklist Access**.

Worklist Access

The following users have access to view and act upon your worklist

Name	Description	Start Date	End Date	Status	Update	Delete
No results found.						

Return to Worklist

Diagnostics | Home | Logout | Preferences | Help

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Click on **Grant Worklist Access**.

ORACLE RF OTL Supervisor Approvals

Diagnostics Home Logout Preferences Help

WorklistAccess >

Grant Worklist Access

Grant another user access to view and act upon your notifications via the Worklist. Cancel Apply

* Indicates required field

* Name: All Employees and Users

Description:

* Start Date: 06-Oct-2011
(example: 21-Sep-2011)

End Date: 10-Oct-2011

Grant Access to: All Item Types
 Selected Item Types

Cancel Apply

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Enter the name on the box after **All Employees and Users**. Use the flashlight to find a search box. The start date defaults to today's date. Enter an end date. Select **All Item Types** or **Selected Item Types** and select those you wish to share. Click **Apply**.

Viewing a Worklist Other than Your Own

ORACLE Workflow

Diagnostics Home Logout Preferences Help

Worklist for: Holub, Kathleen

View: Open Notifications

Select Notifications:

Select All | Select None

Select From	Type	Subject	Sent	Due
<input type="checkbox"/>	PO Approval	Unable To Approve Standard Purchase Order 35031	06-Oct-2011	
<input type="checkbox"/>	PO Approval	Unable To Approve Standard Purchase Order 35795	06-Oct-2011	
<input type="checkbox"/>	PO Approval	Unable To Approve Standard Purchase Order 37010	06-Oct-2011	
<input type="checkbox"/>	PO Approval	Unable To Approve Standard Purchase Order 40626	06-Oct-2011	
<input type="checkbox"/>	PO Approval	Unable To Approve Standard Purchase Order 41459	06-Oct-2011	

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

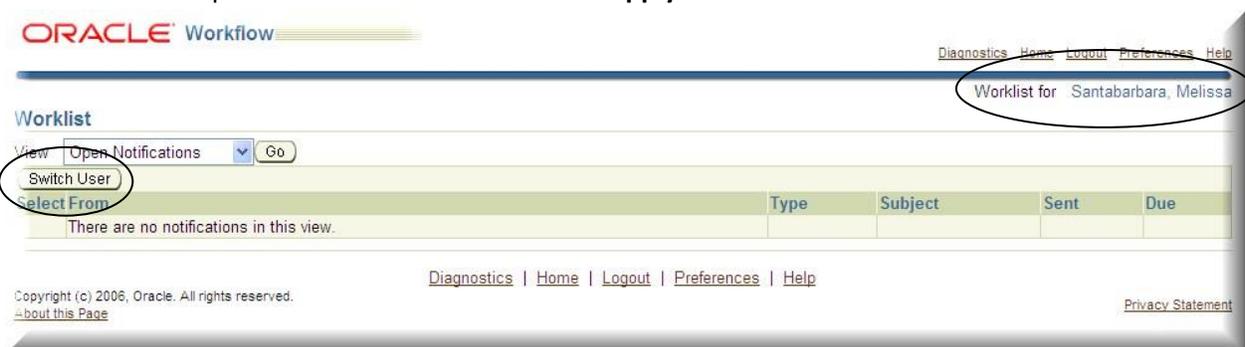
Diagnostics | Home | Logout | Preferences | Help

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Once the other person has granted you access, you will see the **Switch User** button as displayed above. Click that button to access the other worklist.



Choose the other person from the list and click the **Apply** button.



You are now viewing their worklist. Note the other name on the top right of the form. Use the Switch User button again to switch back to your worklist view.

Timeliness of Timecard Submissions

It is imperative that employees and supervisors stay current with timecard submissions & approvals!

Employees who are two pay periods behind in submitting their timecards will be removed from direct deposit and will receive a paper check until such time as their timecards submissions are current. Should the employee fall further behind, they can be removed from the payroll until such a time as their timecards are current and their hours worked and charged are validated by their supervisor.

Certain processes, such as the carry forward of annual balances can only be performed on timecards that are submitted and approved in a timely manner. Not submitting and approving timecards on schedule could delay the employee from receiving such updates to their accruals.

Email Notification of Supervisor Action



Example of an email received by the employee once the supervisor approved the timecard. (Comments were added in this response.)

Historical Timecard Review

To review details on timecards that you have previously approved or rejected for the employees that you supervise, use the **Time Card Review** page under **RF OTL Supervisor Approvals**.



A listing will show all the people that you supervise. To see details on a particular person, click on the **Action** link in the last column. To display recent timecards.

If you supervise multiple employees who are also supervisors, you will see the hierarchy for each, denoted by the ▼ symbol.

The listing will include all timecards for that employee. Click the **Details** button to view a particular timecard.

Use the [Return to Recent Timecards](#) link at the bottom left hand side of the page to return to the timecard list.

Contact Information

If you require additional information concerning **Oracle Time and Labor (OTL), Oracle Self Service** or have specific timecard issues, please utilize the following contacts:

For NYPI Employees / Supervisors:

Amanda Scarpinati (518) 486-1121 ascarpinati@rfmh.org

For NKI Employees / Supervisors:

Randi Dymond (845) 398-5412 hrprocessing@nki.rfmh.org

For IBR Employees / Supervisors:

Susan Tomaselli (718) 494-5106 susan.tomasselli@opwdd.ny.gov

For Central Office Employees / Supervisors:

Amanda Scarpinati (518) 486-1121 ascarpinati@rfmh.org

RFMH OTL Password Resets rfmh_security@rfmh.org

Password Resets

If you need your password reset, please utilize the [Login Assistance](#) link to self-initiate a password reset. If you use this feature, Oracle will set a new password for you and email it to you immediately. You can then login and reset the password to one of your choosing.



The screenshot shows the Oracle login interface. At the top is the Oracle logo. Below it is a navigation bar with several icons. The main content area features a globe on the left and a login form on the right. The login form includes a text input field for the user name, a password input field, a Login button, and a Cancel button. A blue oval highlights the user name field. Below the password field is a link for Login Assistance. At the bottom of the form is an Accessibility dropdown menu set to None. Below the form is a language selection option for English.

Note: For security reasons, this feature is not available for use by the small number of employees with Oracle Human Resources access.

Employees not able to use the self-initiated feature or those having other issues should contact RFMH_Security@rfmh.org