

Oracle Exempt Timecard Entry



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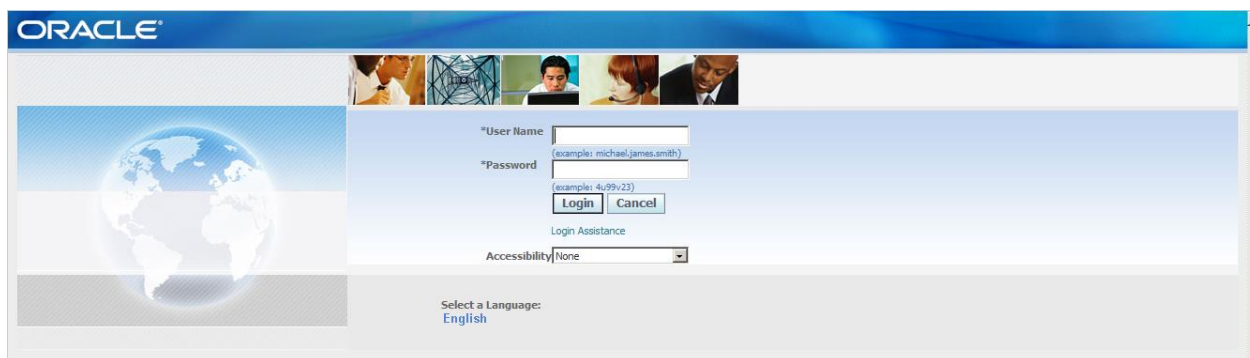
Login

To login to **Oracle Self Service** to enter a timecard, start at the **RFMH Homepage**. The URL is:

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



From the links on the bar at the top of the page, click on **Self Service** then **Login Page**.

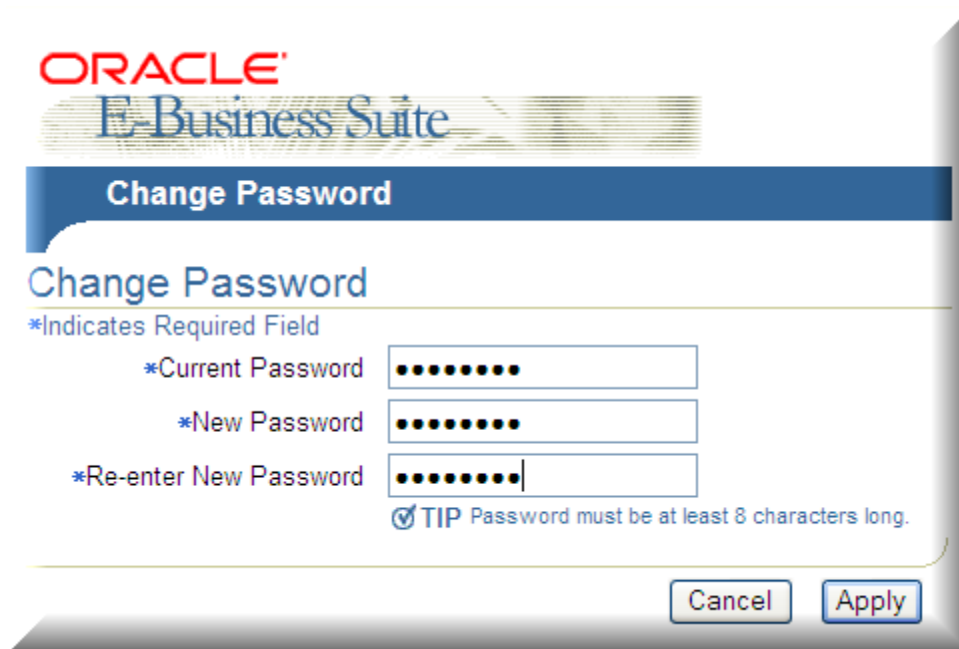


You can save this login page as a shortcut to your **Desktop**, by clicking **File > Send > Shortcut to Desktop**.



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 and click on **Add**.

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



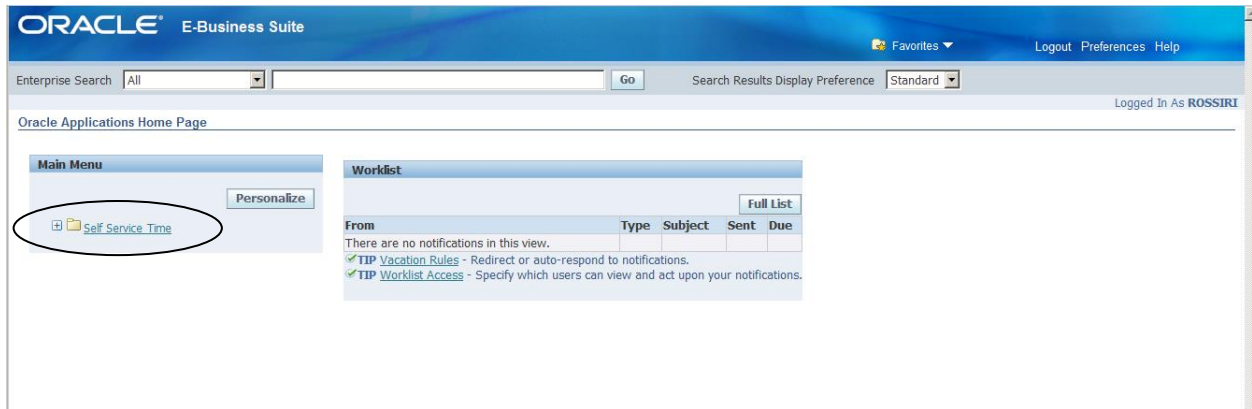
The screenshot shows the Oracle E-Business Suite 'Change Password' form. At the top is the Oracle E-Business Suite logo. Below it is a blue header bar with the text 'Change Password'. The main title 'Change Password' is displayed in blue. A note states '*Indicates Required Field'. There are three password fields: '*Current Password', '*New Password', and '*Re-enter New Password', each containing eight black dots. A tip icon (a checkmark in a circle) is followed by the text 'TIP Password must be at least 8 characters long.' At the bottom right are two buttons: 'Cancel' and 'Apply'.

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.)

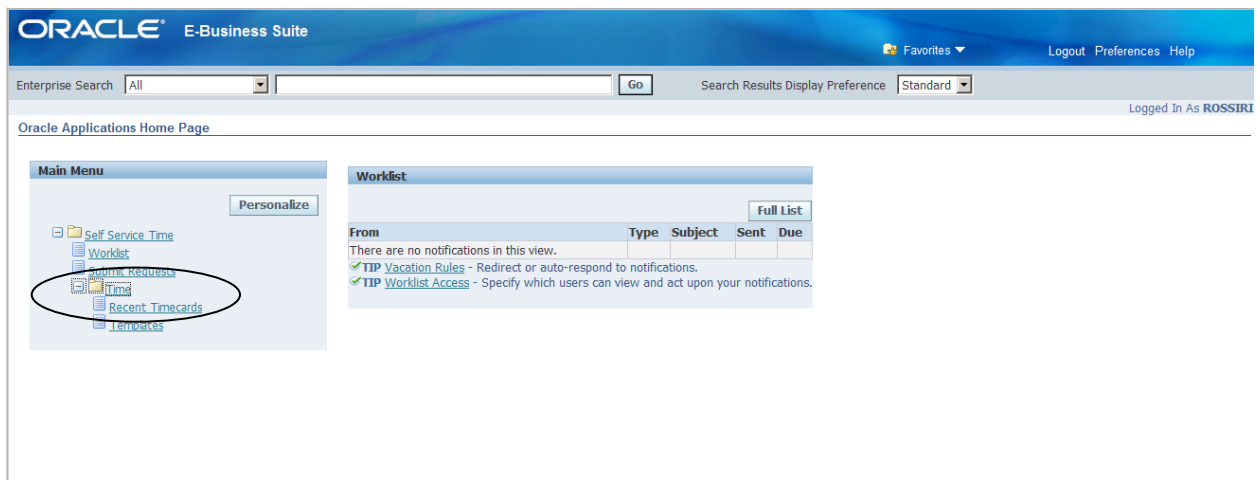
If you are a regular Oracle user, that is, someone who regularly logs into Oracle from a business office in the course of their day to day RFMH business (HR, Purchasing, Grants, etc.), you can access **Self Service** from your responsibility list after logging in to Oracle in your usual manner.

The **Self Service** link from the RFMH website home page links you only to a web tier that has the **Self Service** pages. It does not get 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 **Self Service Time**.



Then, click on the link for **Time**, then **Recent Timecards**.

Time Entry

ORACLE Time

Time

Recent Timecards | Templates

Recent Timecards: Rossi, Richard V, 8454

Search

TIP Depending on your search criteria, your search results may or may not include archived timecards. Archived timecards appear in the search results table with summary information and disabled icons.
[Read more...](#)

From Date To Date
(example: 18-Mar-2015)

[Show Advanced Search Criteria](#)

Select Timecard: |

[Previous](#) 1-3 of 94 [Next 3](#)

[Select All](#) | [Select None](#)

Select Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Hours/Submission Date	Update	Details
<input type="checkbox"/> Approved	None	05-Mar-2015	18-Mar-2015	45 17-Mar-2015		
<input type="checkbox"/> Approved	Payroll	19-Feb-2015	04-Mar-2015	45 09-Mar-2015		
<input type="checkbox"/> Approved	Payroll	05-Feb-2015	18-Feb-2015	45 18-Feb-2015		

[Conversion Chart](#)

Time Home Logout Preferences Help

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From **Recent Timecards**, once you have created timecards, you can view all of your existing timecards.

Once a timecard has been approved, the employee no longer has the ability to make changes to the timecard. (That is why the **Update** and **Delete** icons are grayed out.) However, you can click on the details button to view information on approved timecards.

To create a new timecard, click on the **Create Timecard** button.

Hint: When moving through these web pages, do not use the Back button on your browser. Use the links provided to move from page to page. In some areas, using the back button will make your session close and you will have to log back in.

ORACLE Time

Navigator Favorites Home Logout Preferences Help

Time

Recent Timecards Templates

Time Entry: Conlin, Theresa A, 790

Cancel Save Continue

Show Accrual Balances

Period March 05, 2015 - March 18, 2015 Comments

Template - Work Schedule Apply Template

Supervisor Burke, Robert E Anniversary Date 1985-07-29 00:00:00.0

Hours Type	Thu, Mar 05	Fri, Mar 06	Sat, Mar 07	Sun, Mar 08	Mon, Mar 09	Tue, Mar 10	Wed, Mar 11	Thu, Mar 12	Fri, Mar 13	Sat, Mar 14	Sun, Mar 15	Mon, Mar 16	Tue, Mar 17	Wed, Mar 18	Total	Delete
Scheduled Hours	7.5	7.5			7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	75	
															0	
AddRow Recalculate	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	

Template Name Save as a Template

Conversion Chart

Cancel Save Continue

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The new timecard will be created and will default to the current pay period.

To choose another pay period, use the **Period** drop down box to pick from the list.

Note: The number after your name at the top of the form is your employee number. RFMH is trying to get away from using Social Security numbers whenever possible, to better protect our employees' information.

Time Entry | Timecard Search | Templates

Time Entry: Holub, Kathleen M, 4044

Note: If there is a Holiday during this period please Holiday.

► Show Accrual Balances

Period April 07, 2011 - April 20, 2011

Template More Periods...

Supervisor August 25, 2011 - September 07, 2011

August 11, 2011 - August 24, 2011

July 28, 2011 - August 10, 2011

July 14, 2011 - July 27, 2011

June 30, 2011 - July 13, 2011

Hours Ty June 16, 2011 - June 29, 2011

Schedule June 02, 2011 - June 15, 2011

May 19, 2011 - June 01, 2011

May 05, 2011 - May 18, 2011

April 21, 2011 - May 04, 2011

AddRow April 07, 2011 - April 20, 2011

Template March 24, 2011 - April 06, 2011~

March 10, 2011 - March 23, 2011~

February 24, 2011 - March 09, 2011~

February 10, 2011 - February 23, 2011

January 27, 2011 - February 09, 2011

January 13, 2011 - January 26, 2011

December 30, 2010 - January 12, 2011

Copyright (c) December 16, 2010 - December 29, 2010

About this Page December 02, 2010 - December 15, 2010

November 18, 2010 - December 01, 2010

More Periods...

Timecard periods on the list that have a tilde (~) after them are periods that have had a timecard generated for them. The timecards can be in any status: Working, Submitted, Approved or Rejected.

Use the **More periods...** options to view periods either farther in the future or past than the list provides.

It is imperative that you stay current with your timecard submissions!

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 timecard 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.

ORACLE Time

Navigator Favorites Home Logout Preferences Help

Time

Recent Timecards Templates

Time Entry: Conlin, Theresa A, 790

Cancel Save Continue

[Hide Accrual Balances](#)

TIP Accrual balances are as of: 18-Mar-2015.

Holiday 37_5 58.75 Personal 37_5 33.75 Sick 37_5 1500

Vacation 37_5 334.5

Period March 05, 2015 - March 18, 2015

Comments

Template - Work Schedule Apply Template

Supervisor Burke, Robert E Anniversary Date 1985-07-29 00:00:00.0

Hours Type	Thu, Mar 05	Fri, Mar 06	Sat, Mar 07	Sun, Mar 08	Mon, Mar 09	Tue, Mar 10	Wed, Mar 11	Thu, Mar 12	Fri, Mar 13	Sat, Mar 14	Sun, Mar 15	Mon, Mar 16	Tue, Mar 17	Wed, Mar 18	Total	Delete
Scheduled Hours	7.5	7.5			7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	75	
															0	
AddRow Recalculate	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	

Template Name Save as a Template

[Conversion Chart](#)

Cancel Save Continue

Privacy Statement Time Home Logout Preferences Help

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To view your accrual balances, click on the **Show Accrual Balances** link at the top of the page. There you will see your Holiday, Personal, Sick and Vacation accruals. (The numbers **37_5** in accrual plan **Holiday 37_5** indicate the number of hours in the employee's normal work week. There are different accrual plans based on the different work schedules. If you are a 40 hour employee, your plans would be **Holiday 40, Sick 40**, etc.) These accruals include the earned accrual for the current pay period, and the charges that have been entered on this timecard and any prior timecard.

If you do not wish to see the accruals, you can click on **Hide Accrual Balances**.

Time Entry | Timecard Search | Templates

Time Entry: Holub, Kathleen M, 4044

[Hide Accrual Balances](#)

TIP The accrual balances are as of: August, 10 2011 and d

Holiday 37_5 0 Personal 37_5 2.5 Sick 37_5

Vacation 37_5 220.75

Period July 28, 2011 - August 10, 2011

Template - Work Schedule Apply Template

Supervisor My Templates-----

Public Templates-----

- Last Timecard

- Project Assignments

- Work Schedule

Hours Ty

Fri, Jul 29

Sat, Jul 30

Templates

The **Work Schedule** Template will default in holidays if one exists in the pay period. It is the only template that does this.

The **Last Timecard** template can be used to copy from one timecard to another. (A big help for non-exempt employees especially.)

More information on templates is offered in the **Template** section at the end of this manual.

ORACLE Time

Time Entry: Conlin, Theresa A, 790

Cancel Save Continue

Show Accrual Balances

Period: May 14, 2015 - May 27, 2015

Template: - Work Schedule

Supervisor: Burke, Robert E

Hours Type	Thu, May 14	Fri, May 15	Sat, May 16	Sun, May 17	Mon, May 18	Tue, May 19	Wed, May 20	Thu, May 21	Fri, May 22	Sat, May 23	Sun, May 24	Mon, May 25	Tue, May 26	Wed, May 27	Total	Delete
Scheduled Hours	7.5	7.5			7.5	7.5	7.5	7.5	7.5				7.5	7.5	67.5	
Holiday												7.5			7.5	
															0	
AddRow Recalculate	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	

Template Name: Save as a Template

Conversion Chart

Cancel Save Continue

Time Home Logout Preferences Help

Privacy Statement

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An Exempt employee starts their first timecard by entering any changes to the **Scheduled Hours**. **Scheduled Hours** are the hours you are scheduled to work during the pay period. If you work an **Alternate Work Schedule (AWS)** or work part-time, you will need to change the hours to indicate the number of hours you actually worked each day. The template will default in hours based on your normal work week of 7, 7.5 or 8 hours per day.

Time Entry: Holub, Kathleen M, 4044

Cancel Save Continue

Show Accrual Balances

Period: July 28, 2011 - August 10, 2011

Template: - Work Schedule

Supervisor: Santabarbara, Melissa A

Hours Type	Thu, Jul 28	Fri, Jul 29	Sat, Jul 30	Sun, Jul 31	Mon, Aug 01	Tue, Aug 02	Wed, Aug 03	Thu, Aug 04	Fri, Aug 05	Sat, Aug 06	Sun, Aug 07	Mon, Aug 08	Tue, Aug 09	Wed, Aug 10	Total
Scheduled Hours	9.25				9.5	9.5	9.25		9.25			5.75	9.5	9.25	71.25
															0
AddRow Total	9.25	0	0	0	9.5	9.5	9.25	0	9.25	0	0	5.75	9.5	9.25	71.25

Template Name: Save as a Template

Cancel Save Continue

Time | Home | Logout | Preferences | Help

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Here the **Scheduled Hours** row has been updated to indicate the actual hours worked each day. To charge your accruals, go to the next (blank) row and use the drop down to choose an **Hours Type** other than **Scheduled Hours**.

en M, 4044

Blood Donation Off Premises
Blood Donation On Premises
Comp Time Earned
Comp Time Used
Educational Leave
Holiday
Jury Duty
LWOP
Military Leave
Off Payroll
Overtime Earned
Personal
Scheduled Hours
Sick
Vacation

10, 2011~
Apply Template

Comments

Anniversary Date 19-MAR-2001

Thu, Jul 28	Fri, Jul 29	Sat, Jul 30	Sun, Jul 31	Mon, Aug 01	Tue, Aug 02	Wed, Aug 03	Thu, Aug 04	Fri, Aug 05	Sat, Aug 06	Sun, Aug 07	Mon, Aug 08	Tue, Aug 09	Wed, Aug 10	Total		
9.25				9.5	9.5	9.25		9.25			5.75	9.5	9.25	71.2		
AddRow	Total	9.25	0	0	0	9.5	9.5	9.25	0	9.25	0	0	5.75	9.5	9.25	71.2

Template Name Save as a Template

Cancel Save Continue

Time | Home | Logout | Preferences | Help

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Pick the appropriate accrual type you wish to charge from the drop down list and enter the number of hours to charge in the box on that row for the appropriate day. Follow the same process for each different type of accrual to be charged.

Show Accrual Balances

Period May 14, 2015 - May 27, 2015
Template Work Schedule
Apply Template

Supervisor Burke, Robert E
Anniversary Date 1985-07-29 00:00:00.0

Hours Type	Thu, May 14	Fri, May 15	Sat, May 16	Sun, May 17	Mon, May 18	Tue, May 19	Wed, May 20	Thu, May 21	Fri, May 22	Sat, May 23	Sun, May 24	Mon, May 25	Tue, May 26	Wed, May 27	Total	Delete
Scheduled Hours	7.5	7.5			7.5	7.5	7.5	7.5	7.5				7.5	7.5	67.5	
Holiday												7.5			7.5	
															0	
AddRow Recalculate	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	

Template Name Save as a Template

The **Work Schedule** template is designed to have a blank row for additional entry at the bottom of the timecard. If you use a blank row and click on **Save** or the **Recalculate** button, a new blank row will be created automatically.

If you need to use another row, and have not hit **Save** or **Recalculate**, you can click on the **Add Row** button in the bottom left corner of the page to have another row made available for you.

The **Recalculate** button generates totals per row, day and period. This also occurs when the **Save** or **Continue** buttons are pressed.

Once you enter accrual charges to the timecard, you must click the **Save** button to see the accrual deducted from your balance on the **Show Accrual Balances** section of the timecard. Clicking **Save** refreshes the web page and prompts the page to recalculate the totals.

Time Entry: Holub, Kathleen M, 4044

[Cancel](#) [Save](#) [Continue](#)

[Show Accrual Balances](#)

Period [?](#)

Comments

Template [Apply Template](#)

Supervisor Santabarbara, Melissa A.

Anniversary Date 19-MAR-2001

Hours Type	Thu, Jul 28	Fri, Jul 29	Sat, Jul 30	Sun, Jul 31	Mon, Aug 01	Tue, Aug 02	Wed, Aug 03	Thu, Aug 04	Fri, Aug 05	Sat, Aug 06	Sun, Aug 07	Mon, Aug 08	Tue, Aug 09	Wed, Aug 10	Tot
<input type="text" value="Scheduled Hours"/>	9.25				9.5	9.5	9.25		9.25			5.75	9.5	9.25	71
<input type="text" value="Personal"/>												2.5			
<input type="text" value="Vacation"/>												1.25			1
<input type="text" value=""/>															
AddRow Total	9.25	0	0	0	9.5	9.5	9.25	0	9.25	0	0	9.5	9.5	9.25	

Template Name [Save as a Template](#)

[Cancel](#) [Save](#) [Continue](#)

Comments can be added at any time. When the timecard is submitted for approval, the comments can be viewed by the supervisor.

Save a Timecard

Once you have made entries, you can click the **Save** button at any time to save your work and return at a later date.

The **Continue** button will save your entries, generate totals, and perform checks against **Time Entry Rules** to validate your timecard information. For instance, a **Time Entry Rule** will validate your daily scheduled hours times your FTE (Full time Equivalent) to determine the minimum number of hours you should be submitting on your timecard. So, if you work a 7.5 hour day and your FTE is 1.0, then you should submit no less than 75 hours on your timecard.

These validations can generate warnings or errors. A warning will allow you to continue on to submit your timecard. An error will not.

If you experience an error or warning that you feel is incorrect or that will not allow you to process your timecard, please contact your local OTL Administrator or send an email to RFMHOTL@RFMH.ORG.

The screenshot shows the Oracle Timecard Entry interface. At the top, there's a navigation bar with 'ORACLE Time' and links for Navigator, Favorites, Home, Logout, Preferences, and Help. Below this, there's a 'Time' tab and a 'Recent Timecards' section. A confirmation message is displayed: 'Confirmation: The timecard has been saved successfully. Time Entry: Conlin, Theresa A, 790'. Below the message, there are buttons for 'Cancel', 'Save', and 'Continue'. The main area shows a 'Show Accrual Balances' section with a period selector (May 14, 2015 - May 27, 2015), a template dropdown (Work Schedule), and an 'Apply Template' button. Below this, there's a supervisor field (Burke, Robert E) and an anniversary date field (1985-07-29 00:00:00.0). The main table displays a grid of hours for each day of the week, with columns for 'Hours Type', 'Thu, May 14', 'Fri, May 15', 'Sat, May 16', 'Sun, May 17', 'Mon, May 18', 'Tue, May 19', 'Wed, May 20', 'Thu, May 21', 'Fri, May 22', 'Sat, May 23', 'Sun, May 24', 'Mon, May 25', 'Tue, May 26', 'Wed, May 27', 'Total', and 'Delete'. The 'Hours Type' column has a dropdown menu. The 'Total' column shows 67.5 for Scheduled Hours, 7.5 for Holiday, and 0 for the empty row. The 'Delete' column has a trash icon. Below the table, there's a 'Template Name' field and a 'Save as a Template' button. At the bottom, there's a 'Conversion Chart' link and another set of 'Cancel', 'Save', and 'Continue' buttons.

Hours Type	Thu, May 14	Fri, May 15	Sat, May 16	Sun, May 17	Mon, May 18	Tue, May 19	Wed, May 20	Thu, May 21	Fri, May 22	Sat, May 23	Sun, May 24	Mon, May 25	Tue, May 26	Wed, May 27	Total	Delete
Scheduled Hours	7.5	7.5			7.5	7.5	7.5	7.5	7.5				7.5	7.5	67.5	
Holiday												7.5			7.5	
															0	
AddRow	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	

If you save your timecard, you will see a message at the top of the timecard stating that it was successfully saved.

If you wish, you can logout and come back another time to add entries or finish your timecard.

Timecard Review in Time Entry

ORACLE Time

Time

Recent Timecards | Templates

Recent Timecards: Conlin, Theresa A, 790

Search

TIP Depending on your search criteria, your search results may or may not include archived timecards. Archived timecards appear in the search results table with summary information and disabled icons.
[Read more...](#)

From Date To Date
(example: 18-Mar-2015)

[Show Advanced Search Criteria](#)

Go Clear

Select Timecard: Delete | Create Timecard

Previous 1-5 of 95 Next 5

Select Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Details
<input checked="" type="checkbox"/> Working	None	14-May-2015	27-May-2015	75			
<input type="checkbox"/> Approved	Payroll	19-Feb-2015	04-Mar-2015	75	10-Mar-2015		
<input type="checkbox"/> Approved	Payroll	05-Feb-2015	18-Feb-2015	75	10-Mar-2015		
<input type="checkbox"/> Approved	Payroll	22-Jan-2015	04-Feb-2015	75	11-Feb-2015		

When you log back into **Oracle** and go to **Time Entry**, you will now see the timecard in progress is in your timecard listing with a status of **Working**. To continue working on the timecard, click on the

icon to re-enter the timecard. The icon is used to delete the timecard.

Once you click the **Delete** icon and confirm your intentions, you can then click the **Create Timecard** button to start a new version of the timecard.

The icon will bring you to a view only version of the timecard and it will not include your accrual balances. You can view the detail, but not make changes from this page. Once a timecard is in **Approved** status, this is the only option you have available, as you cannot **Update** or **Delete** an approved timecard.

ORACLE Time

Time

Recent Timecards | Templates

Review: Conlin, Theresa A, 790

Week Starting **Thursday, May 14 2015**

Timecard Period (days) **14**

Comments

Hours Type	Thu, May 14	Fri, May 15	Sat, May 16	Sun, May 17	Mon, May 18	Tue, May 19	Wed, May 20	Thu, May 21	Fri, May 22	Sat, May 23	Sun, May 24	Mon, May 25	Tue, May 26	Wed, May 27	Total
Scheduled Hours	7.5	7.5			7.5	7.5	7.5	7.5	7.5				7.5	7.5	67.5
Holiday												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

I certify that this record of attendance is correct and is an accurate report of my attendance and leave activity.

[Conversion Chart](#)

[Return to Recent Timecards](#)

Time Home Logout Preferences Help

Privacy Statement

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This is the **Details** view. No changes can be made from this page.

Submit a Timecard for Approval

Once you are satisfied that the timecard reflects a complete and accurate record of your time for that period, click on the **Continue** button to perform a save with validations. If no errors arise, you can click the **Submit** button to send the timecard to your supervisor for approval.

The screenshot shows the Oracle Timecard Confirmation page. At the top, the Oracle logo is on the left, and links for Diagnostics, Preferences, Help, and Close Window are on the right. Below the logo, a blue navigation bar contains 'Time Entry | Timecard Search | Templates'. The main heading is 'Confirmation', and a green message box states: 'Time entries for the given timecard period have been submitted successfully.' Below this, the confirmation details are: 'Confirmation: Holub, Kathleen M, 4044'. A section titled 'Hours Entered' contains a table with 'Worked Hours' (74) and 'Non Worked Hours' (1). Below this, it says 'Week Starting Thursday, April 07 2011' and 'Timecard Period (days) 14'. A 'Comments' section is followed by a table showing hours for each day of the week. The table has columns for 'Hours Type', days from 'Thu, Apr 07' to 'Wed, Apr 20', and a 'Total' column. The rows are 'Scheduled Hours' and 'Personal'. The 'Scheduled Hours' row shows 6.5 on Thu, 7.5 on Fri, 7.5 on Mon, 7.5 on Tue, 7.5 on Wed, 7.5 on Thu, 7.5 on Fri, 0 on Sat, 0 on Sun, 7.5 on Mon, 7.5 on Tue, 7.5 on Wed, and a total of 74. The 'Personal' row shows 1 on Thu, 1 on Fri, 1 on Mon, 1 on Tue, 1 on Wed, 1 on Thu, 1 on Fri, 0 on Sat, 0 on Sun, 1 on Mon, 1 on Tue, 1 on Wed, and a total of 1. At the bottom, there is a 'Return to Recent Timecards' link, copyright information, and a 'Privacy Statement' link.

Hours Type	Thu, Apr 07	Fri, Apr 08	Sat, Apr 09	Sun, Apr 10	Mon, Apr 11	Tue, Apr 12	Wed, Apr 13	Thu, Apr 14	Fri, Apr 15	Sat, Apr 16	Sun, Apr 17	Mon, Apr 18	Tue, Apr 19	Wed, Apr 20	Total
Scheduled Hours	6.5	7.5			7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	74
Personal	1														1
	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

You will receive confirmation that the timecard was submitted successfully.

The screenshot shows the Oracle Timecard Recent Timecards page. At the top, the Oracle logo is on the left, and links for Diagnostics, Preferences, Help, and Close Window are on the right. Below the logo, a blue navigation bar contains 'Time Entry | Timecard Search | Templates'. The main heading is 'Recent Timecards: Holub, Kathleen M, 4044'. Below this, there is a 'Create Timecard' button and a table with columns: 'Status', 'Period Starting', 'Period Ending', 'Recorded Hours', 'Submission Date', 'Update', 'Delete', and 'Details'. The table contains four rows: 'Submitted' (07-Apr-2011 to 20-Apr-2011, 75 hours, 14-Apr-2011), 'Approved' (24-Feb-2011 to 09-Mar-2011, 75 hours, 16-Mar-2011), 'Approved' (10-Mar-2011 to 23-Mar-2011, 75 hours, 29-Mar-2011), and 'Approved' (24-Mar-2011 to 06-Apr-2011, 75 hours, 29-Mar-2011). The 'Submitted' status is circled. At the bottom, there is a 'Return to Recent Timecards' link, copyright information, and a 'Privacy Statement' link.

Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details
Submitted	07-Apr-2011	20-Apr-2011	75	14-Apr-2011			
Approved	24-Feb-2011	09-Mar-2011	75	16-Mar-2011			
Approved	10-Mar-2011	23-Mar-2011	75	29-Mar-2011			
Approved	24-Mar-2011	06-Apr-2011	75	29-Mar-2011			

If you return to the **Time Entry** page, you will now see that your timecard is in **Submitted** status. Since it has not yet been approved, you can still use the **Update** icon to re-enter the timecard and make changes.

Updating a Timecard after Submission

Reminder: Once the supervisor approves the timecard, you can no longer make any changes. If changes are required after approval, please send an email to the RFMH OTL HelpDesk (RFMHOTL@rfmh.org) with the details of what needs to be changed. An OTL Administrator at Central office will then make the changes and resubmit your timecard to your supervisor for the new approval.

If you reopen the timecard, Oracle will not allow it to be re-submitted unless a change is made. That can be anything from changing the **Scheduled Hours** or accrual usage to adding a timesheet comment.

It is highly recommended that you add a timecard comment whenever you make a change to a timecard.

You would then follow the same process to **Save**, **Continue** and **Submit** the timecard for your supervisor to review.

Timecard Approval or Rejection

Once a timecard is acted on by the supervisor, the employee will receive an email back via **Oracle Workflow** to let them know that the timecard was approved or rejected. The supervisor can also add comments at that time. These comments will be included in the email.

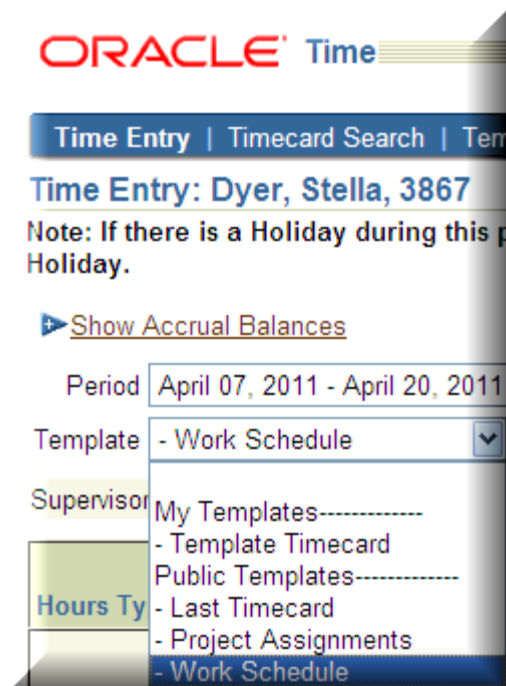
If a timecard is rejected, the employee will be able to enter the timecard by going back to **Time Entry** and using the **Update** icon to make the necessary changes before resubmitting.

Using Templates

As noted earlier, the timecard template used can help enter information in your timecard. For instance, the **Work Schedule** template will default in the RFMH Holidays if they fall in the pay period you are working in.

Once you have created your first timecard, for any ensuing timecards, you can choose the **Last Timecard** template. This template will create a timecard identical to the prior one. This can be a real timesaver if you work a fairly consistent schedule. You can then make any time changes that you need and add or delete rows for the accrual charges and be done, with less data to enter.

Just remember that if you use the last timecard entry, your holidays will not default in and you will have to add that row manually.



The screenshot shows the Oracle Timecard Entry web interface. At the top is the Oracle Time logo. Below it is a navigation bar with links: Time Entry | Timecard Search | Template. The main heading is "Time Entry: Dyer, Stella, 3867". A note states: "Note: If there is a Holiday during this pay period, the system will default to the Work Schedule template." Below the note is a link "Show Accrual Balances". The "Period" is set to "April 07, 2011 - April 20, 2011". The "Template" dropdown menu is open, showing the following options: - Work Schedule (selected), - Template Timecard, - Last Timecard, - Project Assignments, and - Work Schedule. The "Supervisor" field is labeled "My Templates-----". The "Hours Type" field is labeled "Public Templates-----".

You also have the option of creating your own template.

	12:30	12:30			12:30	12:30	12:30	12:30	12:30			12:30	12:30	12:30	
	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	
	04:00	04:00			02:00	04:00	04:00	04:00	04:00			04:00	04:00	04:00	
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	
Scheduled Hours															33
	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	
	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	
Vacation					2										2
	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	
	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	
															0
AddRow															
Total	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
Template Name	<input type="text"/> <input type="button" value="Save as a Template"/>														
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Continue"/>															

Once you enter a timecard that you want to duplicate in the future, on the bottom left corner of the timecard you will find a box called **Template Name**. Enter the name that you want to give the custom template and click the **Save as a Template** button. Then the next time you create a timecard, choose that template name from the template drop down list to have the information entered for you.

Printing Timecards

To print a copy of a timecard, from **Time Entry** click on the **Update** or **Details** button (as appropriate based on the timecard status). Once you have the timecard on screen, click on **File > Print**. Even if the entire timecard is not in view on the page, (you would have to scroll to view the whole thing), the entire timecard will print on one page.

Navigation

On the Oracle pages, you will see navigation links at the top and bottom of most pages. Just click on a link to get where you want to go.

On the **Oracle Self Service** pages, you will see navigation links at the top and bottom of most pages. Just click on a link to get where you want to go.

The screenshot shows the Oracle Time application interface. At the top, there is a blue header bar with the Oracle logo and the word "Time". To the right of the header, there are navigation links: "Home", "Logout", "Preferences", and "Help", which are circled in red. Below the header, there is a "Recent Timecards" section showing a list of timecards for "Rossi, Richard V., 8454". Below this, there is a "Search" section with a search bar and a "Go" button. At the bottom of the page, there is a blue footer bar with the same navigation links: "Time", "Home", "Logout", "Preferences", and "Help", which are also circled in red. The footer bar also includes a "Privacy Statement" link and a copyright notice.

Select Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Details
<input type="checkbox"/> Approved	None	05-Mar-2015	18-Mar-2015	45	17-Mar-2015		
<input type="checkbox"/> Approved	Payroll	19-Feb-2015	04-Mar-2015	45	09-Mar-2015		
<input type="checkbox"/> Approved	Payroll	05-Feb-2015	18-Feb-2015	45	18-Feb-2015		

Home

This link will return you to the **Navigator** page.

Logout

This link will log you out and bring you to the **Login** page.

Preferences

This link will bring you to a preferences page where you can change your password.

Help

This link will bring you to the generic Oracle Help information for that page. *This is not RFMH specific information.*

Time

This link will return you to the **Recent Timecards** page.

Close Window

This link will close the open web page and return you to the session menu.

Warnings and Errors

When you click the **Continue** button on a timecard, the timecard data is saved and **Time Entry Rule** validations are performed. Warnings will allow you to move forward with the process and submit a timecard, however, errors will not. If you encounter a warning or error that you feel is incorrect or that you cannot get past to submit your timecard, please contact your local **OTL Administrator** or send an email to the **RFMH OTL HelpDesk** (RFMHOTL@rfmh.org).

Following are some examples of the warnings and errors:

The screenshot shows the Oracle Timecard Entry interface. At the top, there is a navigation bar with links for Home, Logout, Preferences, and Help. Below this is a blue header bar with the text "Time Entry | Timecard Search | Templates". A red error message is displayed in a yellow box, stating: "The following time entry rule has been violated (Time worked and/or charged less than expected for the pay period.)". The error message is circled in red. Below the error message, the text "Time Entry: Holub, Kathleen M, 4044" is visible. To the right of this text are buttons for Cancel, Save, and Continue. Below the error message, there is a section for "Hide Accrual Balances" and a "TIP" section. The "TIP" section states: "The accrual balances are as of: August, 10 2011 and do not include any time off taken for this timecard." Below this, there are fields for Holiday 37_5 0, Personal 37_5 2.5, Sick 37_5 17.75, and Vacation 37_5 219.5. There is also a "Period" dropdown menu set to "July 28, 2011 - August 10, 2011~" and a "Comments" text area. Below these fields, there is a "Template" dropdown menu set to "- Work Schedule" and an "Apply Template" button. Below the template section, there is a "Supervisor" field set to "Santabarbara, Melissa A." and an "Anniversary Date" field set to "19-MAR-2001". At the bottom, there is a table with columns for "Hours Type" and dates from "Thu, Jul 28" to "Wed, Aug 10", and a "Total" column. The table contains data for "Scheduled Hours" and "Vacation". The "Total" for "Scheduled Hours" is 71.25, and the "Total" for "Vacation" is 1.25. The overall total is 72.5, which is circled in red.

Hours Type	Thu, Jul 28	Fri, Jul 29	Sat, Jul 30	Sun, Jul 31	Mon, Aug 01	Tue, Aug 02	Wed, Aug 03	Thu, Aug 04	Fri, Aug 05	Sat, Aug 06	Sun, Aug 07	Mon, Aug 08	Tue, Aug 09	Wed, Aug 10	Total
Scheduled Hours	9.25				9.5	9.5	9.25		9.25			5.75	9.5	9.25	71.25
Vacation												1.25			1.25
															0
AddRow Total	9.25	0	0	0	9.5	9.5	9.25	0	9.25	0	0	7	9.5	9.25	72.5

The employee is a 37.5 hour/week employee and should have a minimum of 75 hours submitted on the timecard. (72.5 hours are entered on the timecard above.) The employee cannot submit the timecard until 75 hours are accounted for either in **Scheduled Hours** or accruals or a combination of the two.

Time Entry | Timecard Search | Templates

Error

The following time entry rule has been violated (Exceeded available Personal leave balance.)

Time Entry: Holub, Kathleen M, 4044

[Cancel](#) [Save](#) [Continue](#)**Hide Accrual Balances**

TIP The accrual balances are as of August, 10 2011 and do not include any time off taken for this timecard.

Holiday 37_5 0 Personal 37_5 2.5 Sick 37_5 17.75

Vacation 37_5 219.5

Period July 28, 2011 - August 10, 2011~

Comments

Template - Work Schedule

[Apply Template](#)

Supervisor Santabarbara, Melissa A.

Anniversary Date 19-MAR-2001

Hours Type	Thu, Jul 28	Fri, Jul 29	Sat, Jul 30	Sun, Jul 31	Mon, Aug 01	Tue, Aug 02	Wed, Aug 03	Thu, Aug 04	Fri, Aug 05	Sat, Aug 06	Sun, Aug 07	Mon, Aug 08	Tue, Aug 09	Wed, Aug 10	Total
Scheduled Hours	9.25				9.5	9.5	9.25		9.25			5.75	9.5	9.25	71.25
Personal												3.5			2.5
Vacation												.25			1.25
															0
AddRow Total	9.25	0	0	0	9.5	9.5	9.25	0	9.25	0	0	9.5	9.5	9.25	75

The employee has 2.5 hours available to charge to Personal Leave, but has charged 3.5 hours on the timecard. The time Entry Rule has generated an error indicating that the amount charged exceeds the available balance in that category. The employee must reduce the amount charged to less than or equal to the available balance and click the **Continue** button to revalidate the entries.

Time Entry | Timecard Search | Templates

Warning

The following time entry rule has been violated (Time worked and/or charged more than expected for the pay period.)

Review: Holub, Kathleen M, 4044

[Cancel](#) [Back](#) [Submit](#)

Week Starting Thursday, July 28 2011

Timecard Period (days) 14

Comments

Hours Type	Thu, Jul 28	Fri, Jul 29	Sat, Jul 30	Sun, Jul 31	Mon, Aug 01	Tue, Aug 02	Wed, Aug 03	Thu, Aug 04	Fri, Aug 05	Sat, Aug 06	Sun, Aug 07	Mon, Aug 08	Tue, Aug 09	Wed, Aug 10	Total
Scheduled Hours	9.25				9.5	9.5	9.25		9.25			5.75	9.5	9.25	71.25
Vacation												4			4
	9.25	0	0	0	9.5	9.5	9.25	0	9.25	0	0	9.75	9.5	9.25	75.25

[Cancel](#) [Back](#) [Submit](#)

The employee is a 37.5 hour/week employee and should normally have a maximum of 75 hours submitted on the timecard. (75.25 hours are entered on the timecard above.) If the employee meant to only submit for 75 hours, the timecard should be changed and the **Continue** button clicked to re-validate. (Click on the **Back** button on the page, not your browser Back button, to go back to the **Update** page, where changes can once again be made to the timecard.)

Since some employees might have **Overtime** or **Comp Time Earned** on their timecard, which would make their total submitted hours greater than their normal bi-weekly total, this rule gives a warning instead of an error.

If no changes need to be made to the timecard, the **Submit** button can be clicked to submit the timecard to the supervisor for approval.

If a timecard generates both an error and a warning upon validation, both descriptions will be listed on the top of the page under the heading of **Error**. Then once the error condition is corrected, the validation will revert to the **Warning** heading if the warning condition still exists.

Accrual Notes

Personal leave

Personal Leave accruals will be awarded at the **beginning** of the payroll period in which your anniversary date occurs. The amount of accruals given will be based on the percentage of full-time effort in effect on that date and will not be adjusted during the course of the year if there is a change of effort.

Personal Leave accrual balances will be brought to zero (0) at the **end of the payroll period immediately preceding** your anniversary date.

Holiday

RFMH holidays will be awarded based on your percentage of full-time effort in effect at the beginning of the payroll period in which the Holiday falls.

Note: So if you are a part-time employee who works 60%, in a location that works a standard 8 hour day, you will receive 4.8 hours of holiday, no matter how many hours you were scheduled to work on that particular day. If you are scheduled to work 6 hours on the day of the holiday, you will have to either use your accruals to charge the additional 1.2 hours to get you up to the 6 hour total or arrange with your supervisor to make up the time in that pay period. On the other hand, if you are scheduled to work only 3 hours on the day of the holiday, you are getting 4.8 hours of holiday accruals and only charging 3 hours. So you will have the remaining 1.8 hours to use at another time.

In OTL, holidays and floating holidays will be combined into one category and will no longer expire one year from the date they are earned; however the balance of holiday accruals may not exceed eight (8) days (based on 35, 37.5 or 40 hour work week) at any given time.

Vacation Accruals

Employees may carry more than thirty (30) days per year provided that the balance of vacation accruals does not exceed forty (40) days on the **last day of the last payroll** in the calendar year. For example the last payroll in 2011 is December 28th. **All accruals in excess of forty (40) days remaining on December 29, 2011 will be forfeited.**

***Keep in mind that the last payroll date varies each year. You should reference the payroll schedule published each year during Open Enrollment on our website to plan the use of your accruals accordingly.*

General Modifications

In OTL accruals can be earned and charged in less than ¼ hour increments. Timecards are the official record of actual time worked and should reflect your actual start, lunch and end times.

- **For example:** If your regular work schedule is 9-5 with a lunch from 12- 12:30 and you actually arrive at 9:08, take lunch from 12:40 to 1:10 and leave for the day at 4:45 your timecard should reflect each of these specific times. In this example you would charge 23 minutes for the day.

Time Conversion Chart

The following chart converts minutes to decimals:

Minutes	Decimal				
1	0.02	11	0.18	21	0.35
2	0.03	12	0.20	22	0.37
3	0.05	13	0.22	23	0.38
4	0.07	14	0.23	24	0.40
5	0.08	15	0.25	25	0.42
6	0.10	16	0.27	26	0.43
7	0.12	17	0.28	27	0.45
8	0.13	18	0.30	28	0.47
9	0.15	19	0.32	29	0.48
10	0.17	20	0.33	30	0.50

31	0.52	41	0.68	51	0.85
32	0.53	42	0.70	52	0.87
33	0.55	43	0.72	53	0.88
34	0.57	44	0.73	54	0.90
35	0.58	45	0.75	55	0.92
36	0.60	46	0.77	56	0.93
37	0.62	47	0.78	57	0.95
38	0.63	48	0.80	58	0.97
39	0.65	49	0.82	59	0.98
40	0.67	50	0.83	60	1.00

A link to this chart is available on the **Recent Timecards** page and the timecard itself.

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.tomaselli@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 option on the login screen 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 row of five small profile pictures. On the left is a large, glowing globe. The main login area contains fields for '*User Name' (with an example 'michael.james.smith') and '*Password' (with an example '4u99v23'). Below the password field are 'Login' and 'Cancel' buttons. Underneath these is a 'Login Assistance' link and an 'Accessibility' dropdown menu set to 'None'. At the bottom left is a 'Select a Language: English' link. The footer contains a 'Privacy Statement' link on the left and 'Copyright (c) 2006, Oracle. All rights reserved.' on the right.

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