**Oracle Non-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**.



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

the two 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.

ORACLE E-Business Si	ite
Change Password	d 📕
Change Password *Indicates Required Field	
*New Password	
*Re-enter New Password	
	Cancel 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 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**

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Oracle Applications Home Page											
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( I Self Service Time )		From	Туре	Subject	Sent	Due					
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		✓TIP <u>Vacation Rules</u> - Redirect or auto-respond ✓TIP <u>Worklist Access</u> - Specify which users can	to notifica view and	ations. act upon yo	ur notific	cations.					

From this **Navigator** page, click on the link for **Self Service Time**.

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Templates										

Then, from the list on the left, click on the link for **Time**, then **Recent Timecards** to create or revise a timecard.

## **Time Entry**

ime Recent							s neip
Recent							
	Timecards   Templates						
Recent	Timecards: Rossi, Richard	V, 8454					
Search	:h						
	(example: 17-Mar-2015)	Search Oritoria					
Select <sup>-</sup>	(example: 17-Mar-2015)	Search Criteria				S Previous 1-3 of 94	Nex
Select 7	(example: 17-Mar-2015) Show Advanced 9 Go Clear Timecard: Delete   C All Select None Timecard Status #	Search Criteria	Period Starting	Deriod Ending	Recorded Hours'Submission Date	Previous 1-3 of 94	<u>Nex</u>
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Select T Select A Select T	(ecample: 17-Mar-2015)   Show Advanced 1  Go Clear  Timecard: Delete      Chil Select None Timecard Status  Working Approved	Create Timecard Transferred To None Payroll	Period Starting 05-Mar-2015 19-Feb-2015	Period Ending 18-Mar-2015 04-Mar-2015	Recorded Hours Submission Date 45 45 09-Mar-2015	<ul> <li>Previous 1-3 of 94</li> <li>Update</li> <li>2</li> </ul>	Ne
Select	(ecample: 17-Mar-2015)  Show Advanced 1  Go Clear  Timecard: Delete     C  All Select None  Timecard Status ~  Working  Approved  Approved	Create Timecard Transferred To None Payroll Payroll	Period Starting 05-Mar-2015 19-Feb-2015 05-Feb-2015	Period Ending 18-Mar-2015 04-Mar-2015 18-Feb-2015	Recorded Hours Submission Date 45 45 09-Mar-2015 45 18-Feb-2015	<ul> <li>O Previous 1-3 of 94</li> <li>Update</li> <li>J</li> <li>J</li> <li>J</li> </ul>	Nex

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

**Note:** The data can be sorted by **Status**, **Period Ending** or **Recorded Hours** by clicking on those column headers. The default sort shows all timecards in **Working** status and then **Approved** timecards in ascending order.

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 above.) 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, <u>do not</u> 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.

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Time Entry: Rossi, Richard V,	0434												_			
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Period March 19, 2015 - A	Period March 19, 2015 - April 01, 2015 🔽 🗊 Comments															
Template - Work Schedule Apply Template																
Template - Work Schedule - Apply Template																
Supervisor Howard, Lisa M Anniversary Date 2008-10-06 00:00:00.0																
Hours Type	Thu, Mar 19	Fri, Mar 20	Sat, Mar 21	Sun, Mar 22	Mon, Mar 23	Tue, Mar 24	Wed, Mar 25	Thu, Mar 26	Fri, Mar 27	Sat, Mar 28	Sun, Mar 29	Mon, Mar 30	Tue, Mar 31	Wed, Apr 01	Total	Delete
	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		
Scheduled Hours	7.3	7.5			<u> </u>	7.5	7.5	1.3	7.5				<u> </u>	7.5	75	
	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start		
	Stop		Stop	Stop	Stop	Stop	Stop					Stop		Stop		
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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 new timecard will be created and will default to the current pay period.

To choose another pay period, use the 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.



The timecard periods shown are the only ones for which you can submit timecards.

#### 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.

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	Supervisor Howard, Lisa M			A	Anniversary D	ate 2008-10	-06 00:00:00	0.0									
	Hours Type	Thu, Mar 19	Fri, Mar 20	Sat, Mar 21	Sun, Mar 22	Mon, Mar 23	Tue, Mar 24	Wed, Mar 25	Thu, Mar 26	Fri, Mar 27	Sat, Mar 28	Sun, Mar 29	Mon, Mar 30	Tue, Mar 31	Wed, Apr 01	Total	Delete
		Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop		~
	Scheduled Hours	Hrs 7.5	Hrs 7.5	Hrs	Hrs	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	Hrs	Hrs 7.5	Hrs 7.5	Hrs 7.5	75	
									-	1							

To view your accrual balances, click on the **Show Accrual Balances** link at the top of the page. There you will see the 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 <u>include</u> the earned accrual for the current pay period, and the charges that have been entered and saved on this and any prior timecard.

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

Time Entry   Timecard Search   Tem Time Entry: Dyer, Stella, 3867	Templates
✓ <u>Hide Accrual Balances</u> ✓ TIP The accrual balances are as of: A Holiday 37_5 0 Personal 37_ Vacation 37_5 258 Pariad Labe 28, 2014 Account 40, 201	The <b>Work Schedule</b> Template will default in holidays if one exists in the pay period. <u>It is the only</u> <u>template that does this.</u>
Period       July 28, 2011 - August 10, 20         Template       - Work Schedule         Supervisor       My Templates         Public Templates       - Last Timecard         - Last Timecard       - Project Assignments         - Work Schedule       - Work Schedule	The <b>Last Timecard</b> 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 Using Templates section of this manual.

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Hours Type	Thu, Mar 19	Fri, Mar 20	Sat, Mar 21	Sun, Mar 22	Mon, Mar 23	Tue, Mar 24	Wed, Mar 25	Thu, Mar 26	Fri, Mar 27	Sat, Mar 28	Sun, Mar 29	Mon, Mar 30	Tue, Mar 31	Wed, Apr 01	Total	Delete
	Start															
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	Hrs															
Scheduled Hours	7.5	7.5			7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	75	
	Start															

A Non-Exempt employee starts their very first timecard by deleting the ten entries of 7.5 in the **Hrs** fields on the first row of the timecard. Then begin entering your morning **Start** and **Stop** times for the period on the first row of the timecard that has an **Hours Type** of **Scheduled Hours**. (When you enter **Start** and **Stop** times, you do not enter anything in the **Hrs** field.)

The format is: HH:MM AM

The **Hours Type** for hours worked is **Scheduled Hours**. As you look at the timecard, the start time looks like just 08:00, but if you scroll in the field with your mouse, you can see that the entry is really **08:00 AM**. Entering the time in an incorrect format will return an error when the **Continue** button is clicked and validations are performed on the data you entered.

The second row is for the afternoon **Start** and **Stop** times and is also an **Hours Type** of **Scheduled Hours**. Choose **Scheduled Hours** from the drop down list in the **Hours Type** column on the second row.

If you tab between fields, the tab will go from **Start > Stop> Hrs** and then do the same for the next day on that row. It does not jump from one row (morning entries) to the next (afternoon entries) on the same day.

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	То
	Start														
	08:00	08:00			08:00	08:00	08:00	08:00					08:00	08:00	
	Stop														
	12:00	12:00			12:00	12:00	12:00	12:00					12:00	12:00	
	Hrs														
Blood Donation Off Premises	Start														
Comp Time Earned	12:35	12:30			12:30	12:30	12:30	12:30					12:30	12:30	
Educational Leave	Stop														
Floating Holiday Charged	04:05	04:00			04:00	04:00	04:00	04:00					04:00	04:00	
Floating Holiday Earned	Hrs														
Jury Duty															
LWOP	Start	┢													
Off Payroll															
Overtime Earned	Stan	Stop	Stan												
Personal Scheduled Hours	Stop														
Sick															
Vacation	Hrs	Hrs	HIS	Hrs	HIS	Hrs	HIS	Hrs			Hrs	Hrs	HIS	HIS	
Vacation 💌									7.5						
AddRow Total	7.5	7.5	0	0	7.5	7.5	7.5	7.5	0	0	0	0	7.5	7.5	
Template Name			Sa	ve as a Te	emplate										

To charge time to an accrual, go to the first blank row and pick the accrual type that you wish to charge from the drop down list in the **Hours Type** column. 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.

**Note:** Every hour charged on a particular row will be deducted from the accrual type listed in the **Hours Type** box on that row. So if you are charging both Vacation and Sick accruals and you worked during that pay period, you will have at least four rows of data. One for your morning **Scheduled Hours**, one for your afternoon **Scheduled Hours**, one for **Vacation** hours and one for **Sick** hours. Once you click the **Save** button, your accrual totals at the top of the page will update to indicate the time you have charged.

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.

**Note:** The hours you enter for your Start and Stop times should be accurate. If you came in at 8:05, your timesheet should not indicate 8:00. In that case, you should talk to your supervisor about your options of staying later to make up the time or charging the missing time to an appropriate accrual. There are regulations governing the lunch and break times that employees must take, based on their workday. So depending on your particular schedule, taking a shorter lunch is not always a viable option.

Clicking the **Recalculate** or **Save** button to generate totals will allow you to easily see if you have the correct number of hours entered or if you need to make an adjustment to complete your 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 the entries and generate totals, but also performs 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 8 hour day and your FTE is 1.0, then you should submit no less than 80 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 <u>RFMHOTL@RFMH.ORG</u>.

See more information on these validations in the Warnings and Errors section in this manual.

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upervisor Howard, Lisa M				Anniversary I	Date 2008-1	0-06 00:00:0	0.00									
lours 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
	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		
					01:0	01:1	01:0					01:0	01:1	01:00		1
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs		
Scheduled Hours															30.34	

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

# Save a Timecard

Time Recent Timecards   Templa	ime Ites		Z	9					<b>π</b> Na	vigator 🔻 🛛	Favorites	-	Home Logo	out Preferenc	ces Hel	þ	-
The timecard has been save	Confirmation The timecard has been saved successfully. ime Entry: Rossi, Richard V, 8454 Cancel Save Continue																
Ime Entry: Rossi, Richard V, 8454 Cancel Save Continue  Show Accrual Balances Period March 05, 2015 - March 18, 2015~  (Apply Template Supervisor Howard, Lisa M Anniversary Date 2008-10-06 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	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start 08:00 Stop 01:00 Hrs	Start 08:00 Stop 01:10 Hrs	Start 08:00 Stop 01:00 Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start 08:00 Stop 01:00 Hrs	Start 08:00 Stop 01:10 Hrs	Start 08:00 Stop 01:00 Hrs	20.24	Î	

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

You can then logout and come back another time to add entries or finish your timecard.

### **Timecard Review in Time Entry**

Time						
Recent Timecards   Templates						
Recent Timecards: Rossi, Richard	V, 8454					
Search						
✓TIP Depending on your search cr	iteria, your search results may (	or may not include archived tim	ecards. Archived timecards appea	ar in the search results table with summary information a	and disabled icons.	
Read more						
From Date	To Date	e				
(example: 1/-Mar-2015)						
+ Show Advanced	Search Criteria					
	7					
Go Clear						
						<b>—</b>
Select Timecard: Delete	Create Timecard				Previous 1-3 of 94	Next 3 (8)
Select All Select None	Turn of owned To	Devied Obertine	Devied Fedline	Described Useria Ocharistica Data	Undete	Datalla
Select Hillecard Status	Transferred To	Period Starting	Period Ending	Recorded Hours Submission Date	Update	Details
Working	None	05-Mar-2015	18-Mar-2015	45		
Approved	Payroll	19-Feb-2015	04-Mar-2015	45 09-Mar-2015	2	
Approved	Payroll	05-Feb-2015	18-Feb-2015	45 18-Feb-2015	0	
Conversion Chart						
		Time	Home Logout Preferences He	lp		

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 reenter the timecard. You may also use the icon 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.

Details

The icon will bring you to a view only version of the timecard. 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.

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
	Start 08:00 AM Stop	Start 08:00 AM Stop	Chard	Start	Start 08:00 AM Stop	Start 08:00 AM Stop	Start 08:00 AM Stop	Start 08:00 AM Stop	Start	Start	Charl	Chard	Start 08:00 AM Stop	Start 08:00 AM Stop	
Scheduled Hours	12:00 PM Hrs	12:00 PM Hrs	Stop Hrs	Stop Hrs	12:00 PM <sup>Hrs</sup>	12:00 PM Hrs	12:00 PM Hrs	12:00 PM <sup>Hrs</sup>	Stop Hrs	Stop Hrs	Stop Hrs	Stop Hrs	12:00 PM <sup>Hrs</sup>	12:00 PM Hrs	32
	Start 12:35 PM	Start 12:30 PM			Start 12:30 PM	Start 12:30 PM	Start 12:30 PM	Start 12:30 PM					Start 12:30 PM	Start 12:30 PM	
Scheduled Hours	04:05 PM Hrs	04:00 PM Hrs	Start Stop Hrs	Start Stop Hrs	04:00 PM Hrs	04:00 PM Hrs	04:00 PM Hrs	04:00 PM Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	04:00 PM Hrs	04:00 PM Hrs	28
	Start	Start	Start	Start	Start	Start	Start	Start	Start Stop	Start	Start	Start	Start	Start	
Vacation	Stop Hrs	Stop Hrs	Stop Hrs	Stop Hrs	Stop Hrs	Stop Hrs	Stop Hrs	Stop Hrs	Hrs 7.5	Stop Hrs	Stop Hrs	Stop Hrs	Stop Hrs	Stop Hrs	7.5
	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	Start Stop	
Personal	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs 7.5	Hrs	Hrs	Hrs 7.5	Hrs	Hrs	Hrs 7.5	Hrs 7.5	Hrs	7.5

This is the **Details** view. No changes can be made from this page. To return to the **Recent Timecards** page, click on the link on the bottom left corner labeled <u>Return to Recent Timecards</u>.

#### Submit a Timecard for Approval

To submit a timecard, if you are not already working on the timecard, you must re-enter it. To do this, from the **Time Entry** page, click on the **Update** icon.

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Time Entry: Rossi, Richard V,	8454																
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Hours Tupo	Thu, Mar	Fri, Mar	Sat, Mar	Sun, Mar	Mon, Mar	Tue, Mar	Wed, Mar	Thu, Mar	Fri, Mar	Sat, Mar	Sun, Mar	Mon, Mar	Tue, Mar	Wed, Mar	Total	Delete	
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	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs			
Scheduled Hours															30.34		
	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start			_
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					04:0	04:0	04:0					04:00	04:0	04:00			
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs			

Once you are satisfied that the timecard details reflect a complete and accurate record of your time for that period, click on the **Continue** button to perform a save with validations.

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Review: Rossi, F	Richard V, 84	54												$\sim$	$\sim$
Week SI Timecard Period Corr	tarting <b>Thurs</b> (days) <b>14</b> iments	day, March	05 2015										Cance	Back	Sub <u>m</u> it
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	Start Stop Hrs	Start Stop Hrs	Start Stop	Start Stop Hrs	Start 08:00 AM Stop 01:00 PM	Start 08:00 AM Stop 01:10 PM	Start 08:00 AM Stop 01:00 PM	Start Stop Hrs	Start Stop Hrs	Start Stop	Start Stop	Start 08:00 AM Stop 01:00 PM	Start 08:00 AM Stop 01:10 PM	Start 08:00 AM Stop 01:00 PM	
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	Stop	Stop	Stop	Stop	04:00 PM	04:00 PM	04:00 PM	Stop	Stop	Stop	Stop	04:00 PM	04:00 PM	04:00 PM	

If no errors arise, you can click the **Submit** button to send the timecard to your manager for approval.

If you decide to make a change to the timecard, <u>do not</u> use the **Back** button on your browser to return to the prior page. Instead use the **Back** button located next to the **Submit** button, as seen above. Using

the browser **Back** button can make your session close and you would then have to log back in to Oracle to continue your timecard activities.

Time									T Na	vigator 👻 🕒	Favorites 🗸	пог	ne Logout P	references
Recent Timeca	ards   Tem	plates												
Confirmatio	on as for the give	n timecard neri	iod have been	submitted sur	ressfully	$\overline{}$								
Confirmation:	Rossi, Richa	rd V, 8454		Submitted but	ocoordiny.									
	-													
Hours Entere	ed													_
	w	Vorked Hours	Non Work	ed Hours										
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Mook														
vveek	Starting Thu	rsday, March	05 2015											
Timecard Perio	Starting <b>Thu</b> d (days) <b>14</b>	rsday, March	05 2015											
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Timecard Perio Co	Starting Thu d (days) 14 mments Thu, Mar	rsday, March	05 2015 Sat, Mar	Sun, Mar	Mon, Mar	Tue, Mar	Wed, Mar	Thu, Mar	Fri, Mar	Sat, Mar	Sun, Mar	Mon, Mar	Tue, Mar	Wed, Mar
Timecard Perio Co	Starting Thu d (days) 14 mments Thu, Mar 05	rsday, March Fri, Mar 06	05 2015 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
Timecard Perio Co	Starting Thu d (days) 14 mments Thu, Mar 05	rsday, March Fri, Mar 06	05 2015 Sat, Mar 07	Sun, Mar 08	Mon, Mar 09 Start	Tue, Mar 10 Start	Wed, Mar 11 Start	Thu, Mar 12	Fri, Mar 13	Sat, Mar 14	Sun, Mar 15	Mon, Mar 16 Start	Tue, Mar 17 Start	Wed, Mar 18 Start
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Week Timecard Perio Co Hours Type Scheduled Hours	Starting Thui d (days) 14 mments Thu, Mar 05 Start Stop Hrs	rsday, March Fri, Mar 06 Start Stop Hrs	Sat, Mar 07 Start Stop Hrs	Sun, Mar 08 Start Stop Hrs	Mon, Mar 09 Start 08:00 AM Stop 01:00 PM Hrs	Tue, Mar 10 Start 08:00 AM Stop 01:10 PM Hrs	Wed, Mar 11 Start 08:00 AM Stop 01:00 PM Hrs	Thu, Mar 12 Start Stop Hrs	Fri, Mar 13 Start Stop Hrs	Sat, Mar 14 Start Stop Hrs	Sun, Mar 15 Start Stop Hrs	Mon, Mar           16           Start           08:00 AM           Stop           01:00 PM           Hrs	Tue, Mar 17 Start 08:00 AM Stop 01:10 PM Hrs	Wed, Mar 18 Start 08:00 AM Stop 01:00 PM Hrs
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You will receive confirmation that the timecard was submitted successfully. You can click in the link at the bottom left corner of the page to <u>Return to Recent Timecards</u>. This will return you to the **Time Entry** page.

		-		🏛 Navigator 🔻 🁒 Favo	orites 🔻 Home Logou	t Preferences	Help
Time							
Recent Timecards   Templates							
Recent Timecards: Rossi, Richard V, 84	54						
Search TIP Depending on your search criteria, Read more From Date (example: 17-Mar-2015) Show Advanced Search Go Clear	your search results may or ma	y not include archived timecar	rds. Archived timecards appear	r in the search results table with	summary information and disabl	ed icons.	
Select Timecard: Delete   Create	e Timecard				S Previou	s 1-3 of 94	Next 3
Select All Select None	Transforred To	Period Starting	Period Ending	Recorded Hours	Submission Date	Undate	Dotaile
Submitted	None	05-Mar-2015	18-Mar-2015	45	17-Mar-2015		Details
Approved	Payroll	19-Eeb-2015	04-Mar-2015	45	09-Mar-2015	2	
Approved	Payroll	05-Feb-2015	18-Feb-2015	45	18-Feb-2015	Ĩ	

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 reenter the timecard and make changes. You can also delete the timecard and create a new one.

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 the second time.

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 <u>RFMHOTL@rfmh.org</u> 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.



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 re-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 others 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.

Time Er	n <mark>try</mark>   Timecard Search   T	em
Time En Note: If th Holiday.	try: Dyer, Stella, 3867 ere is a Holiday during th	is p
▶ <u>Show</u> /	Accrual Balances	I
Period	April 07, 2011 - April 20, 20	11
Template	- Work Schedule	~
Supervisor Hours Ty	My Templates - Template Timecard Public Templates - Last Timecard - Project Assignments - Work Schedule	

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	
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	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	
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												Cance	e <u>l</u> ) ( <u>S</u> ave	) <u>Conti</u>	nue

Once you enter a timecard that you will 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 **Recent Timecards** 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, i.e., you would have to scroll to view the whole thing, the entire timecard will print on the page.

#### Navigation

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.

ORACLE	Time	-		n Navigator 🔻 🅞 Favorites 👻 Home L	ogout Preference:	s Help
Time						
Recent Timecards   Tem	plates					
Recent Timecards: Rossi, R	Richard V, 8454					
Search						
	arch criteria, your search results may of To Date ar-2015)	or may not include archived tin	necards. Archived timecards app	ear in the search results table with summary information and d	isabled icons.	
Go	Clear					
Select Timecard: Delete	Create Timecard			© Pri	avious 1-3 of 94	• <u>Next 3</u> >
Select All Select None						
Select Timecard Status 🔻	Transferred To	Period Starting	Period Ending	Recorded Hours Submission Date	Update	Details
Approved	None	05-Mar-2015	18-Mar-2015	45 17-Mar-2015	0	
Approved	Payroll	19-Feb-2015	04-Mar-2015	45 09-Mar-2015	2	
Approved	Payroll	05-Feb-2015	18-Feb-2015	45 18-Feb-2015	0	
Conversion Chart						
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<u>Home</u> Logout	This link will ret This link will log	urn you to the you out and b	e <b>Navigator</b> pag pring you to the	ge. e <b>Login</b> page.		
<u>Preferences</u>	This link will bri	ng you to a pr	eferences page	e where you can change your	passwoi	r <b>d</b> .

HelpThis link will bring you to the generic Oracle Help information for that page. This is not<br/>RFMH specific information.

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

<u>Close Window</u> This link will close the open web page and return you to the session menu.

### **Entering/Using Comp Time**

Non-Exempt 37.5 hour employees, who work more than their scheduled hours, are entitled to **Comp Time** for the hours worked between 37.5 and 40 hours.

However, please note that time that is earned and used in the same pay period, with their manager's approval, does not need to be entered on a timecard as **Comp Time**. For instance, if you work an extra hour on Monday and then leave an hour early on Tuesday, there is no need to enter **Comp Time** on the timecard. The employee would simply note the change from their regular schedule in the comments section of the timecard and note the correct hours for those days as seen below:

Note: If there is a Holiday du Holiday.	, 3867 Iring this	period p	lease be	sure to a	ccuratel	y docum	ent time	worked a	nd/or ch	arged for	the	Canc	e <u>l</u> ) ( <u>S</u> ave	e <u>C</u> ont	inue
Show Accrual Balances															
Period April 07, 2011 - Apr	il 20, 201 <sup>.</sup>	1~	<b>v</b> (i)	Comme	ents Left	late at 5p	m on 4/7	and	-						
Template - Work Schedule	emplate - Work Schedule Apply Template left early on 4/8 at 3pm.														
upervisor Corcoran, Colleen M Anniversary Date 04-DEC-2000															
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
	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	
	08:00	08:00			08:00	08:00	08:00	08:00	08:00			08:00	08:00	08:00	
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Scheduled Hours															40
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	12:30	12:30			12:30	12:30	12:30	12:30	12:30			12:30	12:30	12:30	
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	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	
Scheduled Hours															35

If the employee works the additional time and does not use it before the end of the timecard period, it should be entered as **Comp Time**. In that case, the employee should only show their regular scheduled hours on the rows with an **Hours Type** of **Scheduled Hours**. The additional time worked should be noted on a row with an **Hours Type** of **Comp Time Earned** and the appropriate **Start** and **Stop** times as seen below:

	Thu,	Fri, Apr	Sat,	Sun,	Mon,	Tue,	Wed,	Thu,	Fri, Apr	Sat,	Sun,	Mon,	Tue,	Wed,		
Hours Type	Apr 07	08	Apr 09	Apr 10	Apr 11	Apr 12	Apr 13	Apr 14	15	Apr 16	Apr 17	Apr 18	Apr 19	Apr 20	Total	Delete
	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start		
	08:00	08:00			08:00	08:00	08:00	08:00	08:00			08:00	08:00	08:00		
	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop		
	12:00	12:00			12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:00		
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs		
Scheduled Hours															40	Û
	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start		
	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			04:00	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		
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AcdRow (Total)	8.5	7.5	0	0	7.5	7.5	7.5	7.5	7.5	0	0	7.5	7.5	7.5	76	
Tamplate Name			(Ca	eve as a Te	mplate )											

In order to use a **Comp Time** balance, it must be earned in a timecard that was submitted, approved and transferred to create a balance. So, if you are behind in entering your timecards and earn two hours of Comp Time in one timecard period, you can submit that for approval. Then if you enter your second timecard, use the **Comp Time Used** element and press **Continue**, you will get an error if the **Comp Time Earned** has not yet created a balance.

OTL is intimately related to Oracle Payroll and HR. So you cannot use a balance until it has been created, approved, transferred and validated.

When the banked comp time is used, choose the **Hours Type** of **Comp Time Used** and simply enter the number of hours used in the **Hrs** field on the appropriate day. No **Start** and **Stop** times need to be entered.

	Thu,	Fri, Apr	Sat,	Sun,	Mon,	Tue,	Wed,	Thu,	Fri, Apr	Sat,	Sun,	Mon,	Tue,	Wed,		_
Hours Type	Apr 07	08	Apr 09	Apr 10	Apr 11	Apr 12	Apr 13	Apr 14	15	Apr 16	Apr 17	Apr 18	Apr 19	Apr 20	Total	Delete
	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start	Start		
	08:00	08:00			08:00	08:00	08:00	08:00	08:00			08:00	08:00	08:00		
	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop		
	12:00	12:00			12:00	12:00	12:00	12:00	12:00			12:00	12:00	12:00		
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs		
Scheduled Hours															40	Û
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	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop		
	03:00	04:00			04:00	04:00	04:00	04:00	04:00			04:00	04:00	04:00		
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Comp Time Used 🔽	1														1	Û
	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	
AcdRow) (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	_

#### **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, **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 (**<u>RFMHOTL@rfmh.org</u>**)**.

Vacation														
												1.25		
Scheduled Hours	9.25				9.5	9.5	9.25		9.25			5.75	9.5	9.2
o <mark>urs Type</mark>	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 1
emplate - Work Schedule upe <mark>rvisor Santabarbara, Mel</mark>	sa A.	Apply Te	mplate	Anniversa	ry Date	19-MAR-2	001							
IP The accrual balances a         Holiday 37_5         Vacation 37_5         Point 1	e as of: Aug ersonal 37_	just, 10 20 5 <b>2.5</b>	)11 and d Sick 37_5	o not inclu 17.75	ide any tir	ne off take	en for this	timecard						
✓ Hide Accrual Balances								-			(	Cance <u></u> )	<u>S</u> ave) (	<u>C</u> ontin
The following time entry ru	e has been een M 4(	violated (T	ïme work	ed and/or	charged l	ess than e	expected	for the pay	y period.)		$\nearrow$			
(x) Error														
Time Entry   Timecard Sea	ch   Temp	ates												

Following are examples of some the warnings and errors:

The employee is a full time 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.

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Time Entry   Timecard Search	+ I emple	ites					-								
The following time entry rule k	ae haan i	iolated (E	beheeov	availabla (	Doreonal I	aava hala	100)	$\rightarrow$							-
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The Entry, Holub, Nathlee	11 10, 40	44									(	Cancel )	Save ) (	Continue	
<ul> <li>TIP The accrual balances are a Holiday 37_5 0 Pers Vacation 37_5 219.5</li> <li>Period July 28, 2011 - August emplate - Work Schedule</li> <li>upervisor Santabarbara, Melissa</li> </ul>	<u>s of Augu</u> onal 37_5 10, 2011~ <b>v</b> ( a A.	2.5 \$	Mill and do Sick 37_5 mplate	Anniversa	s y Date 1	19-MAR-2	on for this	timecard.							
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Scheduled Hours	9.25				9.5	9.5	9.25		9.25			5.75	9.5	9.25	
Scheduled Hours   Personal  Vacation	9.25				9.5	9.5	9.25		9.25			5.75 3.5 .25	9.5	9.25	
Scheduled Hours   Personal  Vacation  V	9.25				9.5	9.5	9.25		9.25			5.75 3.5 .25	9.5	9.25	7

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.

	Home Logout	Preferences	Help							
Time Entry   Timecard Search   Templates										
X Error										
Tou have entered some time information without associating any time with that information. Enter some time for this information, or remove it. Time Entry: Holub, Kathleen M, 4044										
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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       -7.5       Personal 37_5 0       Sick 37_5 36.5         Vacation 37_5       2.25         Period       July 28, 2011 - August 10, 2011       Image: Comments         Template       -Work Schedule       Apply Template         Supervisor       Santabarbara, Melissa A.       Anniversary Date										
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This timecard has an **Hours Type** of **Personal** on the second row, but there are no hours entered on that row. Either enter the correct number of hours, delete the **Hours Type** or delete the row entirely.

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A Warnin	g										<u> </u>				
The follow	The following time entry rule has been violated (Time worked and/or charged more than expected for the pay period.)														
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The employee is a full time 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 revalidate. (Click on the **Back** button on the page, <u>not your browser **Back** button</u>, to return 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. *All accruals in excess of forty (40) days remaining on December 18, 2019 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 to1:10 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:

0.35 0.37 0.38 0.40 0.42 0.43 0.45 0.45 0.47 0.48 0.50

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

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.

### **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:

RFMH OTL Password R	esets	RFMH_Security@rfmh.org
Amanda Scarpinati	(518) 486-1121	ascarpinati@rfmh.org
For Central Office Emp	loyees / Supervisors:	
Susan Tomaselli	(718) 494-5106	susan.tomaselli@opwdd.ny.gov
For IBR Employees / Su	upervisors:	
Randi Dymond	(845) 398-5412	hrprocessing@nki.rfmh.org
For NKI Employees / Se	upervisors:	
Amanda Scarpinati	(518) 486-1121	ascarpinati@rfmh.org

#### **Password Resets**

If you need your password reset, please utilize the **Login Assistance** 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.

ORACLE <sup>®</sup>		
	*User Name	
	*Password (example: michael.james.smith)	
	(example: 4099v23)	
	Login Assistance	
	Accessibility None	
	Select a Language: English	
Diana Orbana		
Privacy Statement		Copyright (c) 2006, Oracle. All rights reserved.

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