Oracle Non-Exempt Timecard Entry

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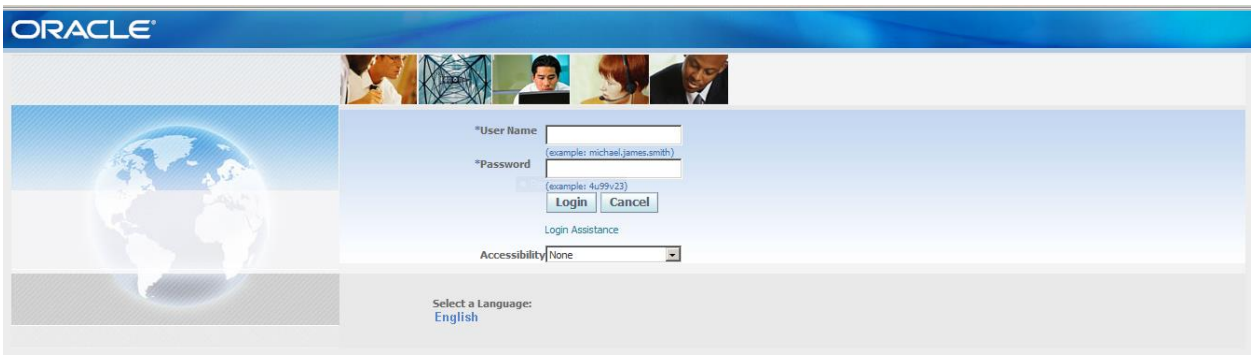
Login

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

http://corporate.rfmh.org/

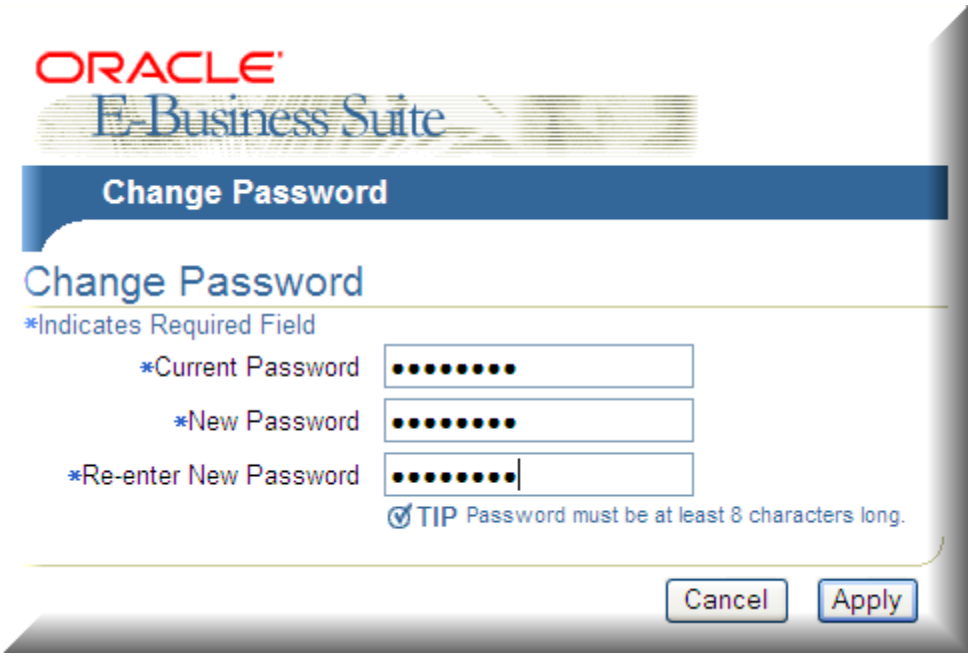
From the links on the bar at the top of the page, click on **Self Service**.



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

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**.

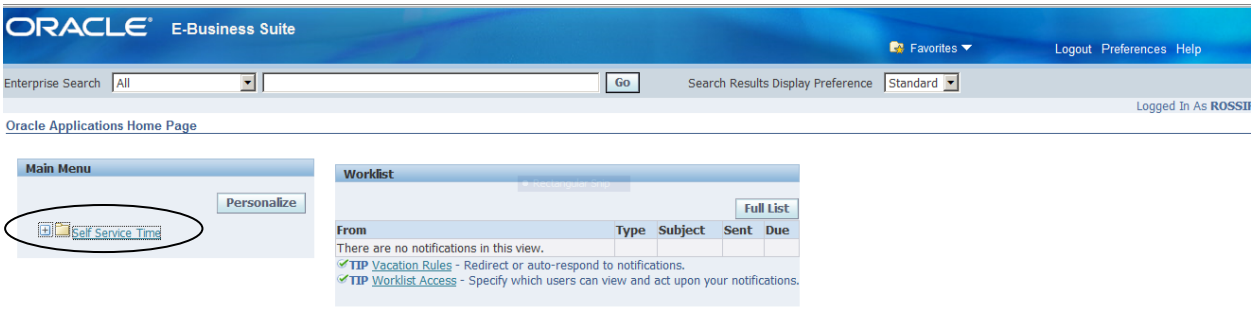


If your password was newly created, you will be prompted to change your password when you login for the first time. (If your password is ever reset, these same steps will apply.) Enter the information as prompted and click on **Apply**. (The next time you login, you will not see this step.)

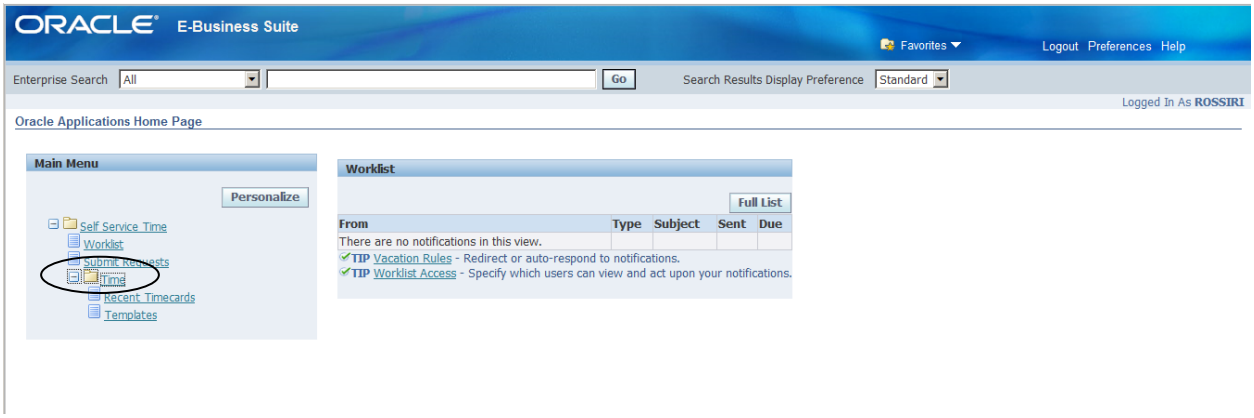
If you are a regular Oracle user, that is, someone who logs into Oracle from a business office in the course of their day to day RFMH business (HR, Purchasing, Grants, etc.), you can access **Self Service** from your responsibility list after logging in to Oracle in your usual manner.

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

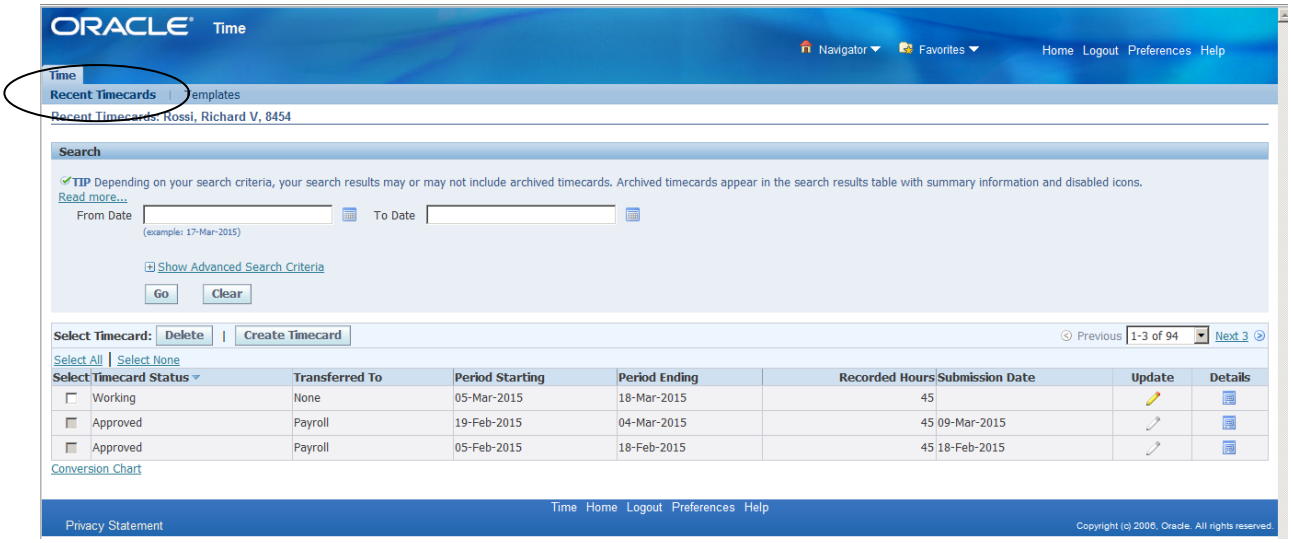


From this **Navigator** page, click on the link for **Self Service Time**.



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

Time Entry



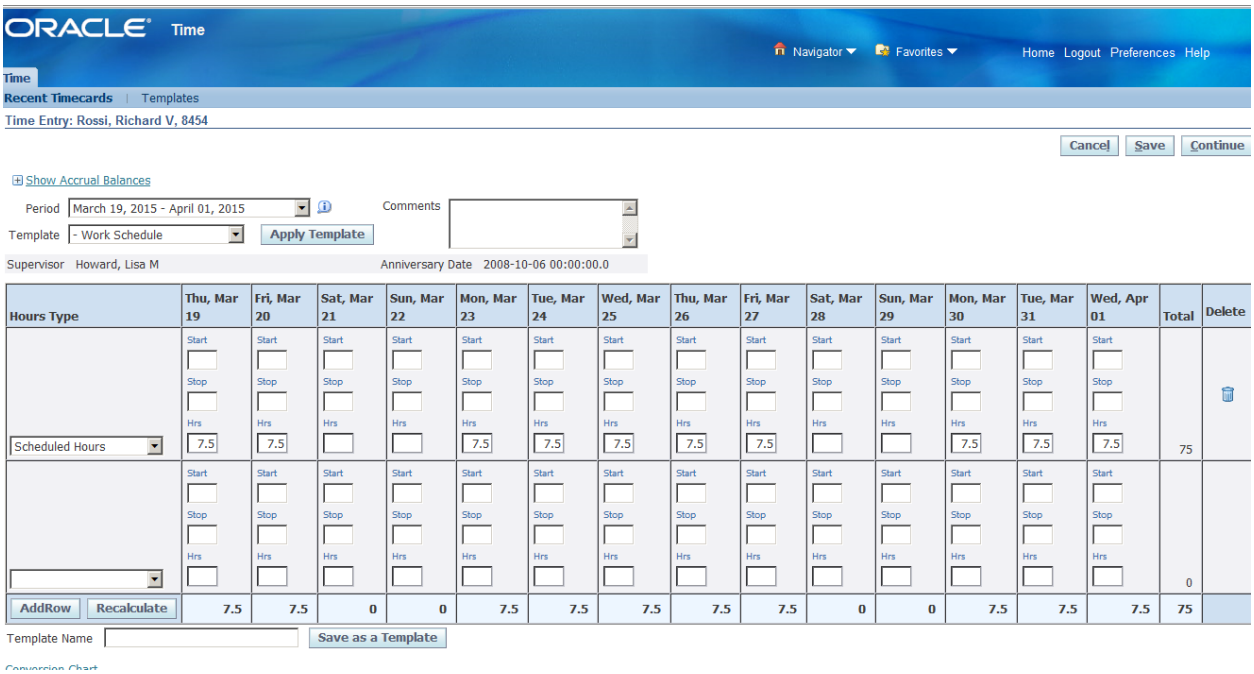
From **Recent Timecards**, once you have created timecards, you can view all of your existing timecards.

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, 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.



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.

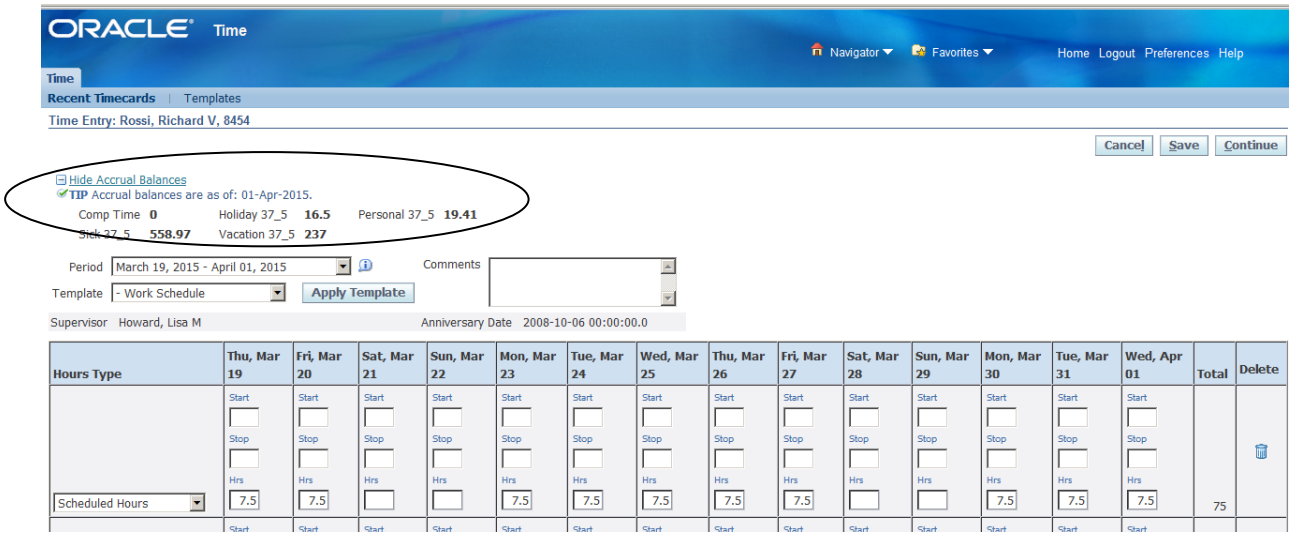
Note: The number after your name at the top of the form is your employee number. RFMH is trying to get away from using Social Security numbers whenever possible, to better protect our employees' information.

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.

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

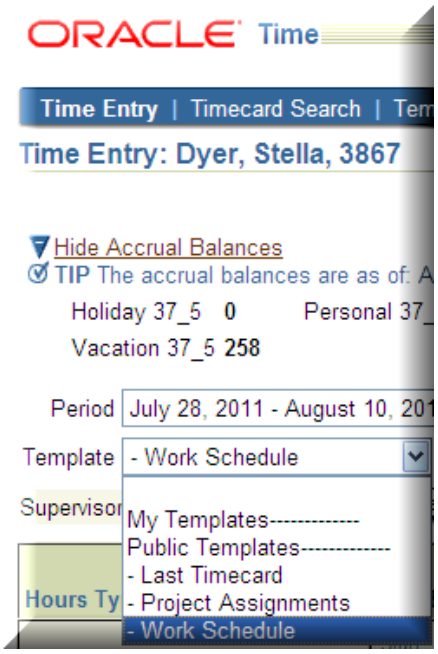
<u>It is imperative that you stay current with your timecard submissions!</u>

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.



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**.

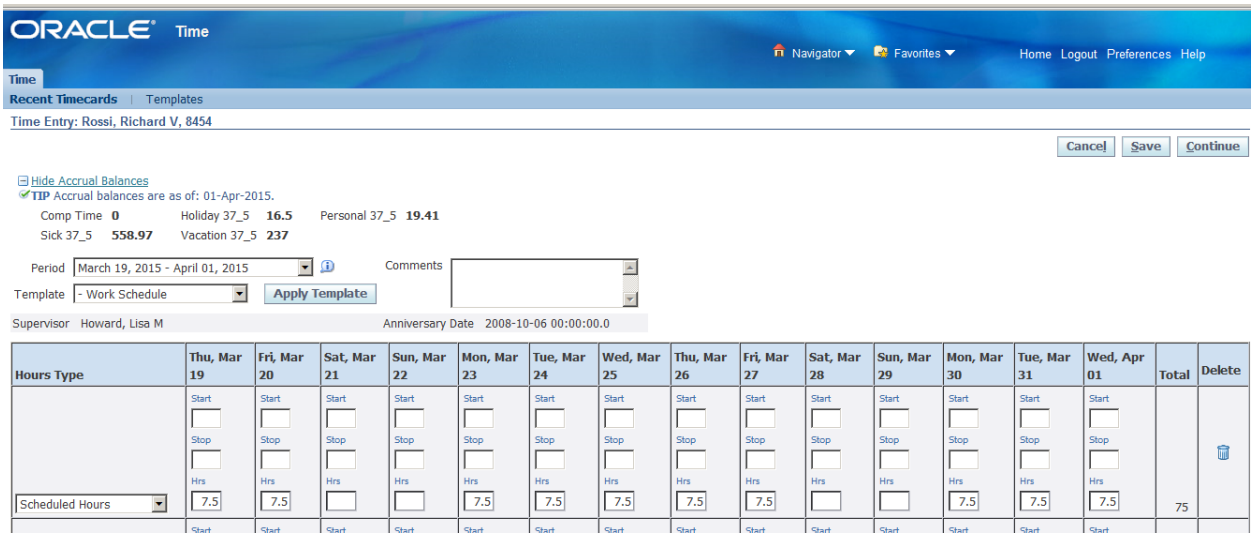


Templates

*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 **Using Templates** section of this manual.



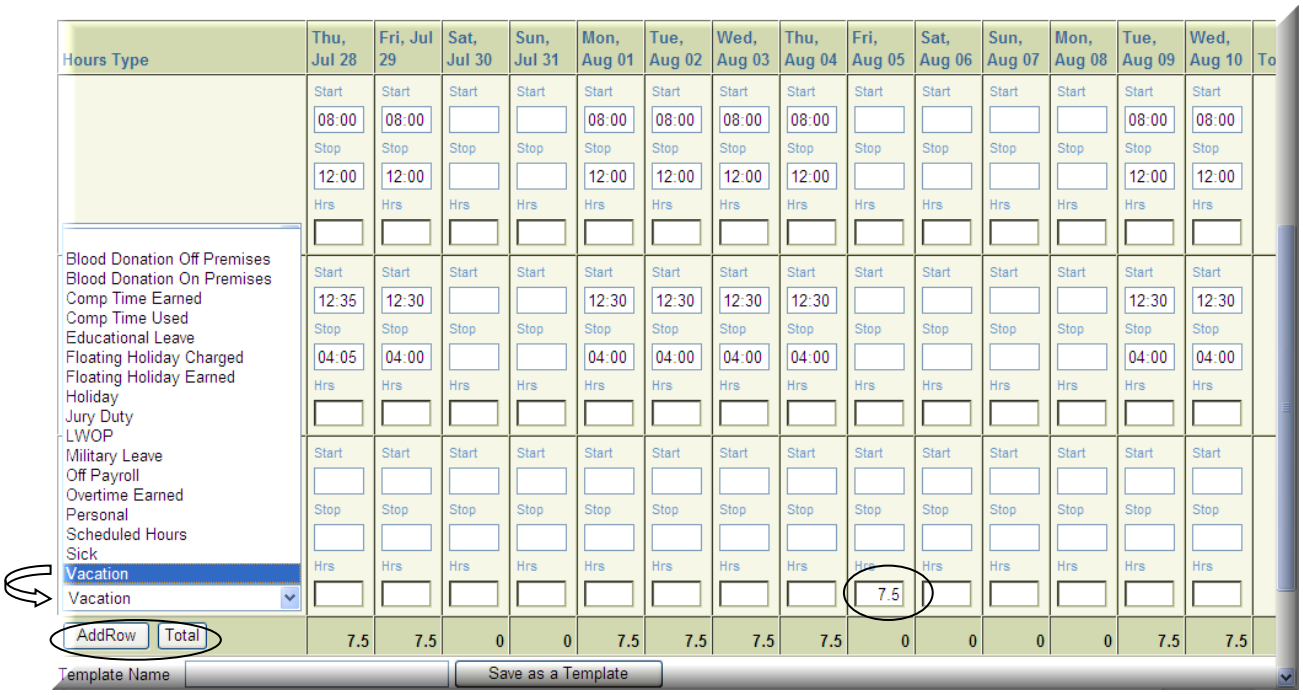
A Non-Exempt employee starts their very first timecard by deleting the ten entries of 7.5 in the **Hrs** fields on the first row of the timecard. Then begin entering your morning **Start** and **Stop** times for the period on the first row of the timecard that has an **Hours Type** of **Scheduled Hours**. (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.



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.

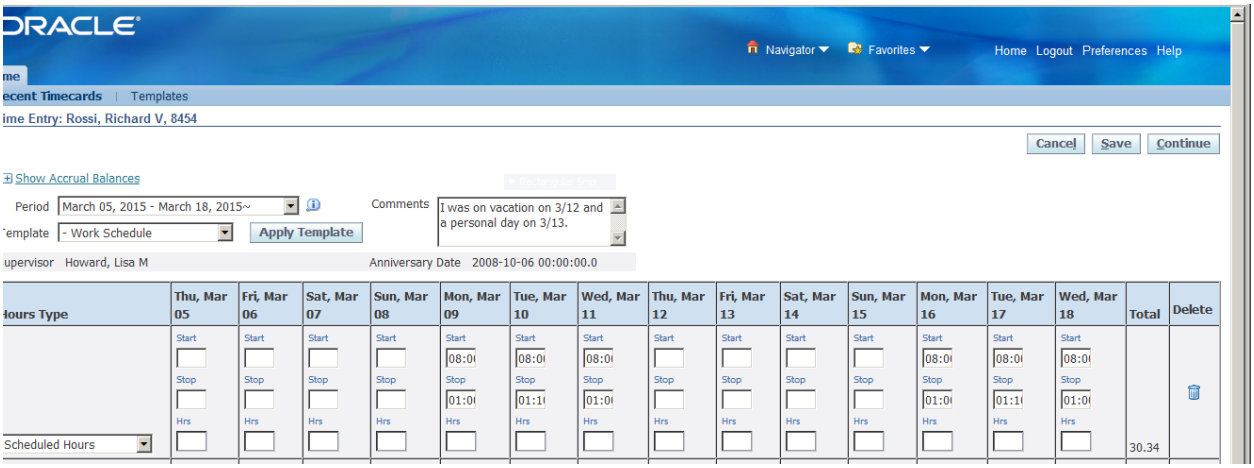
Once you have made entries, you can click the **Save** button at any time to save your work and return at a later date.

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.

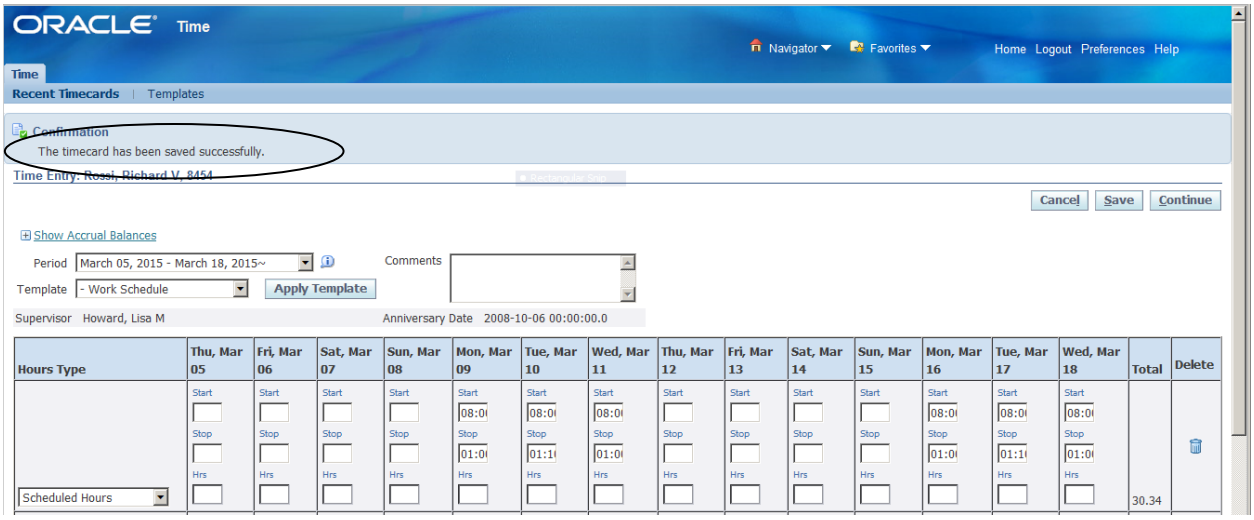
If you experience an error or warning that you feel is incorrect or that will not allow you to process your timecard, please contact your local OTL Administrator or send an email to RFMHOTL@RFMH.ORG.

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



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

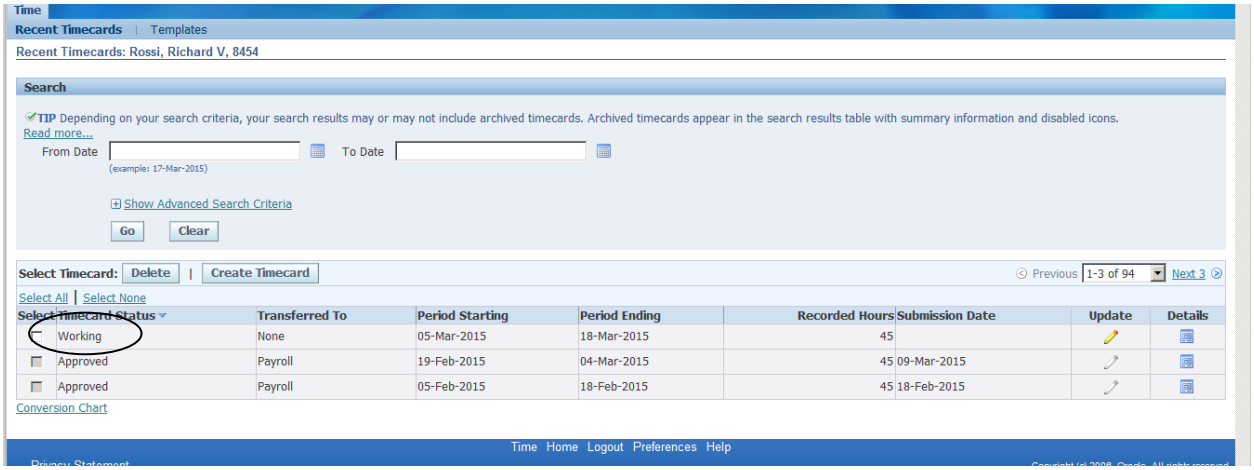
Save a Timecard



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



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

Update icon to reenter the timecard. You may also use the Delete 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.

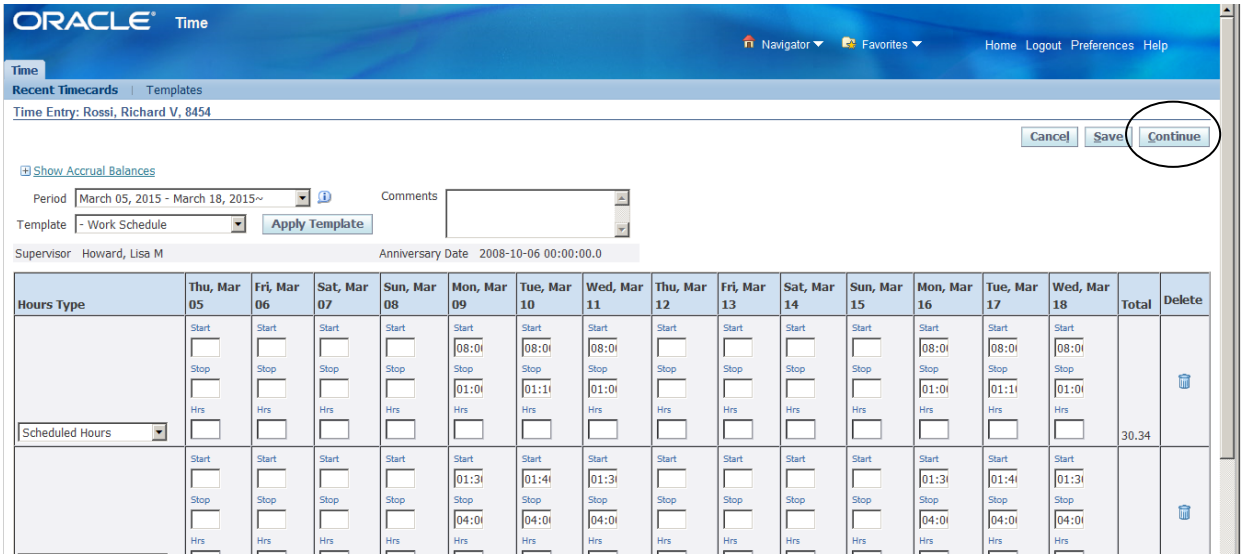
The Details icon will bring you to a view only version of the timecard. You can view the detail, but not make changes from this page. Once a timecard is in **Approved** status, this is the only option you have available, as you cannot **Update** or **Delete** an approved timecard.

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
Scheduled Hours	Start 08:00 AM Stop 12:00 PM Hrs	Start 08:00 AM Stop 12:00 PM Hrs	Start Stop Hrs	Start Stop Hrs	Start 08:00 AM Stop 12:00 PM Hrs	Start 08:00 AM Stop 12:00 PM Hrs	Start 08:00 AM Stop 12:00 PM Hrs	Start 08:00 AM Stop 12:00 PM Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start 08:00 AM Stop 12:00 PM Hrs	Start 08:00 AM Stop 12:00 PM Hrs	32
Scheduled Hours	Start 12:35 PM Stop 04:05 PM Hrs	Start 12:30 PM Stop 04:00 PM Hrs	Start Stop Hrs	Start Stop Hrs	Start 12:30 PM Stop 04:00 PM Hrs	Start 12:30 PM Stop 04:00 PM Hrs	Start 12:30 PM Stop 04:00 PM Hrs	Start 12:30 PM Stop 04:00 PM Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start 12:30 PM Stop 04:00 PM Hrs	Start 12:30 PM Stop 04:00 PM Hrs	28
Vacation	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs 7.5	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	7.5
Personal	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs 7.5	Start Stop Hrs	Start Stop Hrs	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

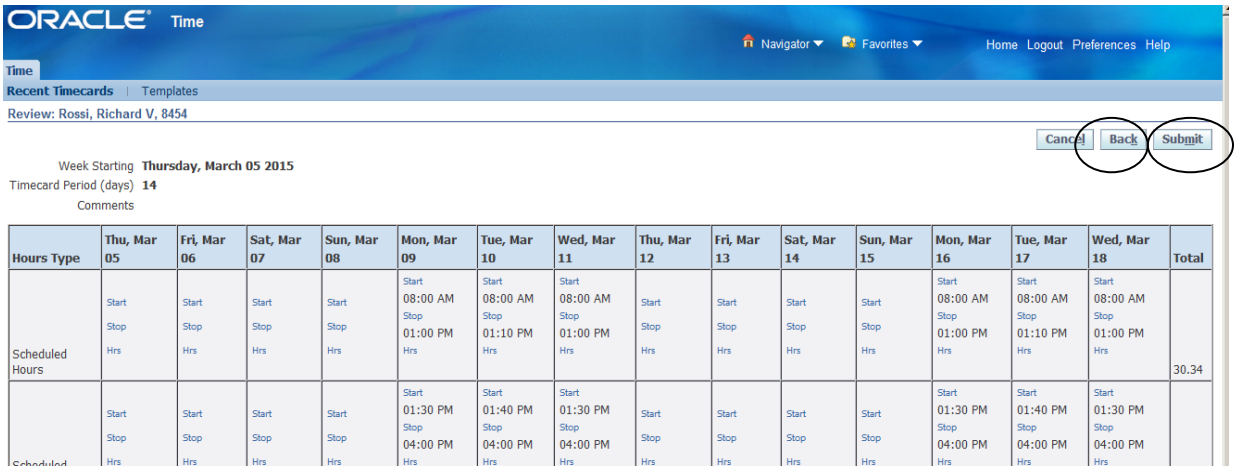
This is the **Details** view. No changes can be made from this page. To return to the **Recent Timecards** page, click on the link on the bottom left corner labeled Return to Recent Timecards.

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.



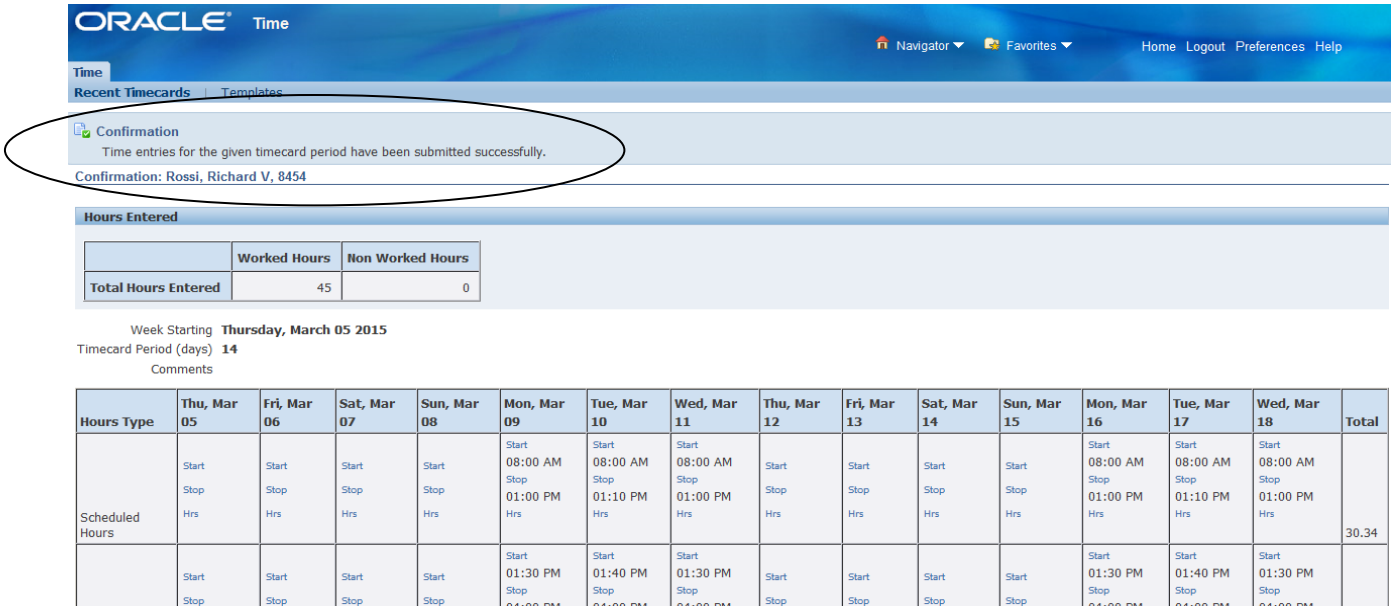
Once you are satisfied that the timecard details reflect a complete and accurate record of your time for that period, click on the **Continue** button to perform a save with validations.



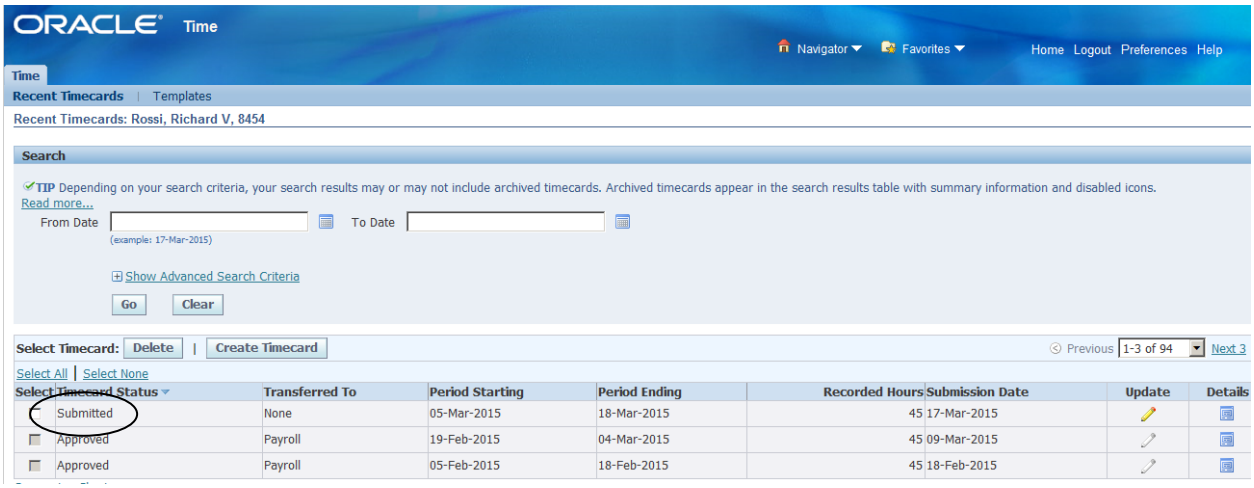
If no errors arise, you can click the **Submit** button to send the timecard to your manager for approval.

If you decide to make a change to the timecard, do not 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.



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



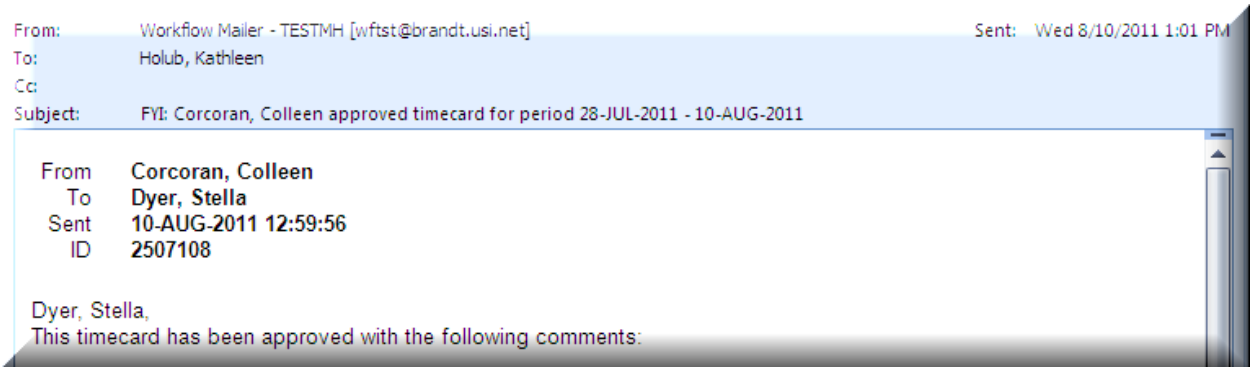
If you return to the **Time Entry** page, you will now see that your timecard is in **Submitted** status. Since it has not yet been approved, you can still use the **Update** icon to reenter the timecard and make changes. You can also delete the timecard and create a new one.

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 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.


From: Workflow Mailer - TESTMH [wftst@brandt.usi.net] Sent: Wed 8/10/2011 1:01 PM
To: Holub, Kathleen
Cc:
Subject: FYI: Corcoran, Colleen approved timecard for period 28-JUL-2011 - 10-AUG-2011

From Corcoran, Colleen
To Dyer, Stella
Sent 10-AUG-2011 12:59:56
ID 2507108

Dyer, Stella,
This timecard has been approved with the following comments:

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.

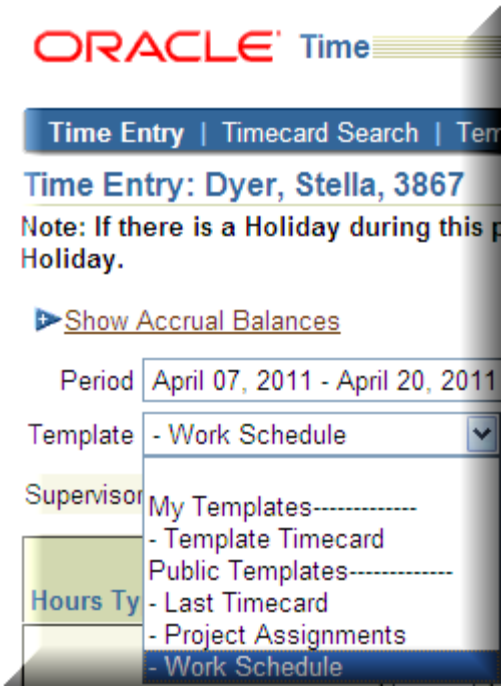
If a timecard is rejected, the employee will be able to re-enter the timecard by going back to **Time Entry** and using the **Update** icon to make the necessary changes before resubmitting.

Using Templates

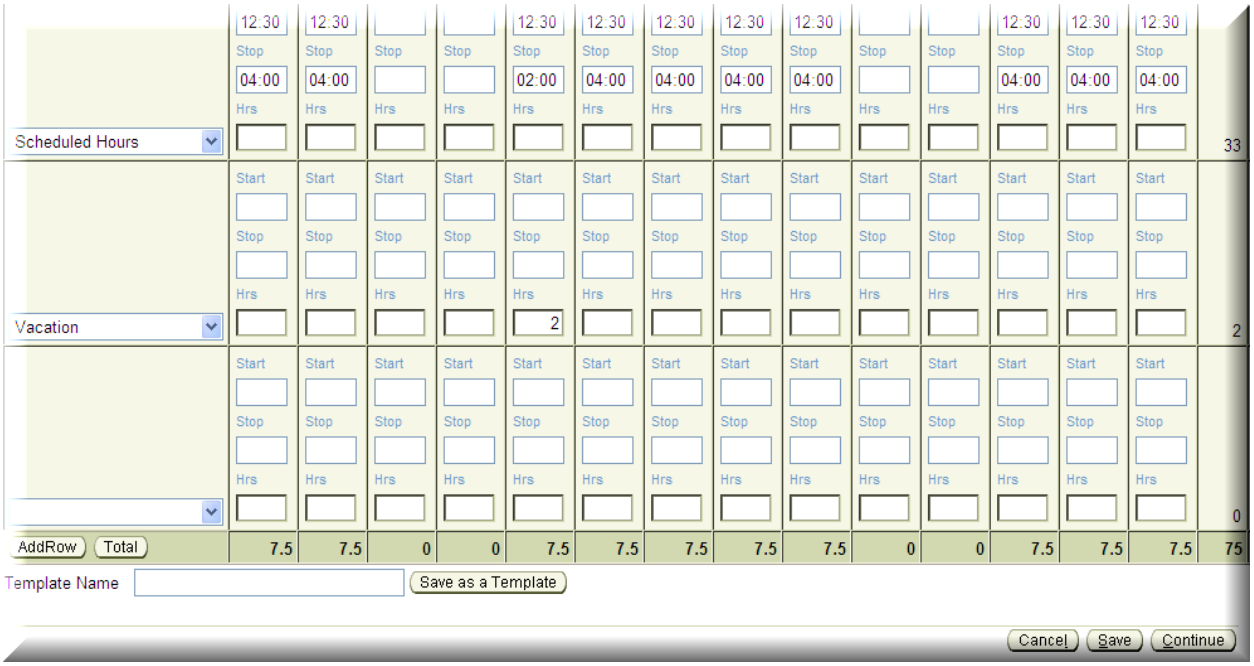
As noted earlier, the timecard template used can help enter information in your timecard. For instance, the **Work Schedule** template will default in the RFMH Holidays if they fall in the pay period you are working in.

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.



You also have the option of creating your own template.



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

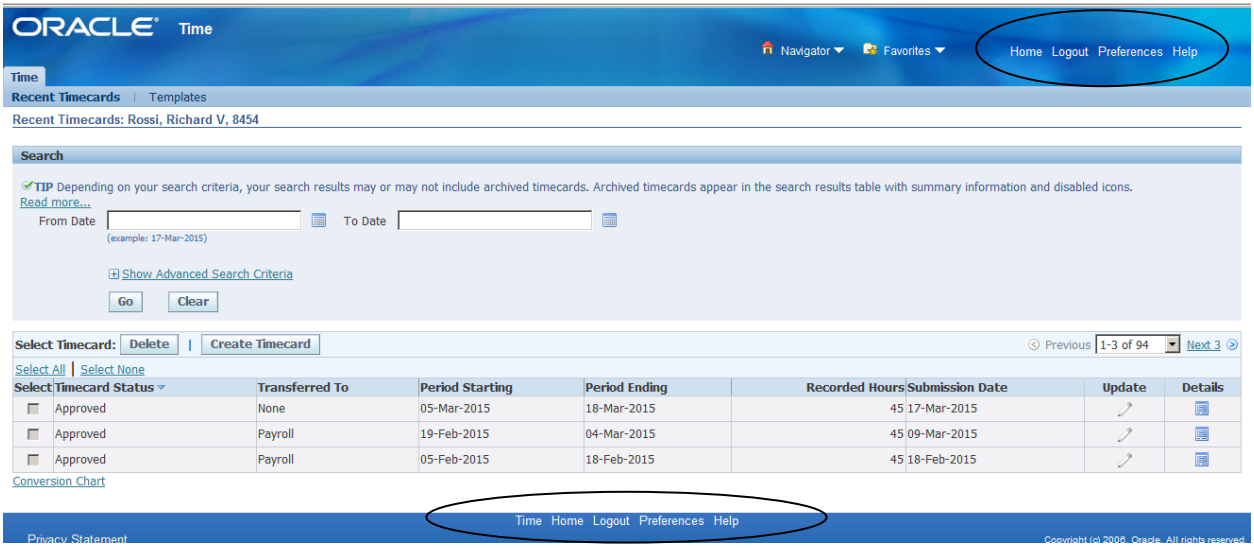
template and click the **Save as a Template** button. Then the next time you create a timecard, choose that template name from the template drop down list to have the information entered for you.

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.

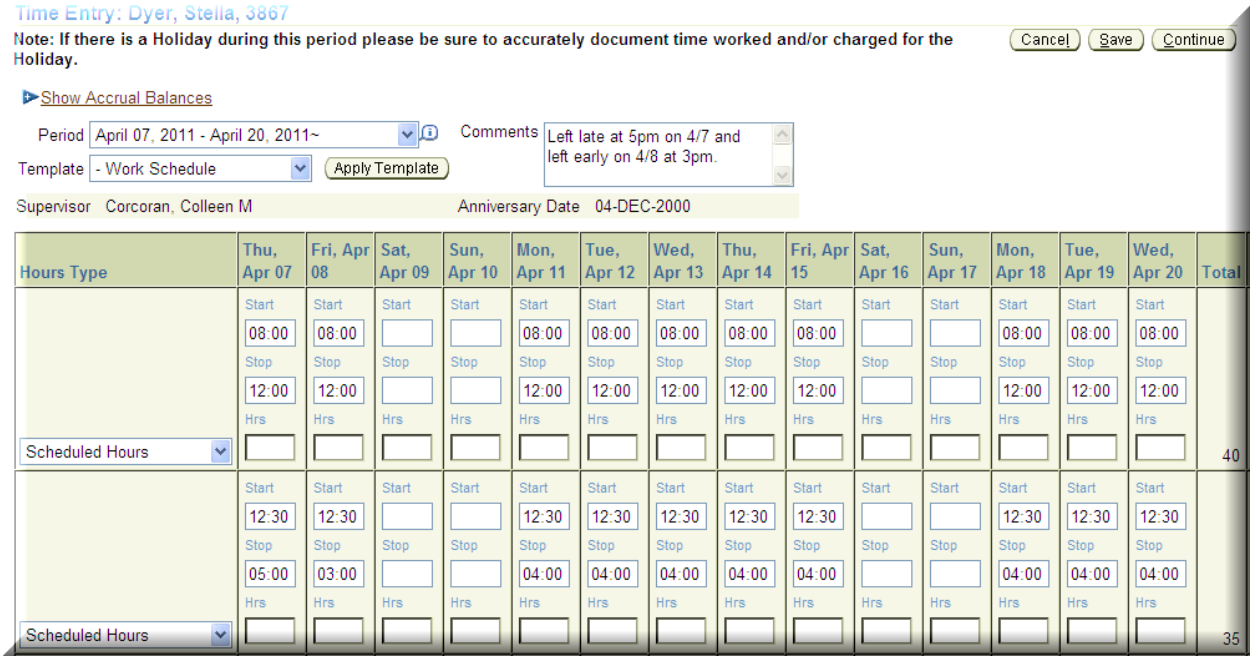


Home	This link will return you to the **Navigator** page.
Logout	This link will log you out and bring you to the **Login** page.
Preferences	This link will bring you to a preferences page where you can change your password.
Help	This link will bring you to the generic Oracle Help information for that 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.

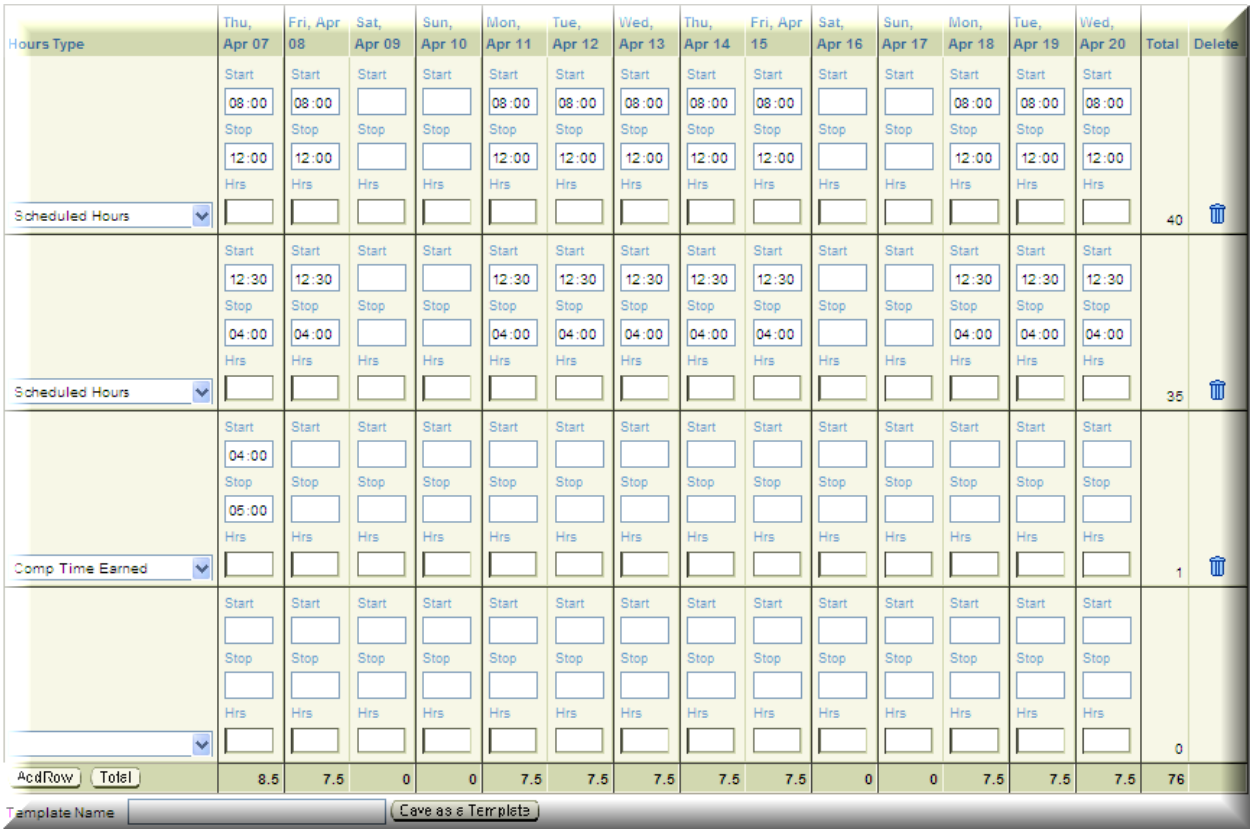
Entering/Using Comp Time

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:



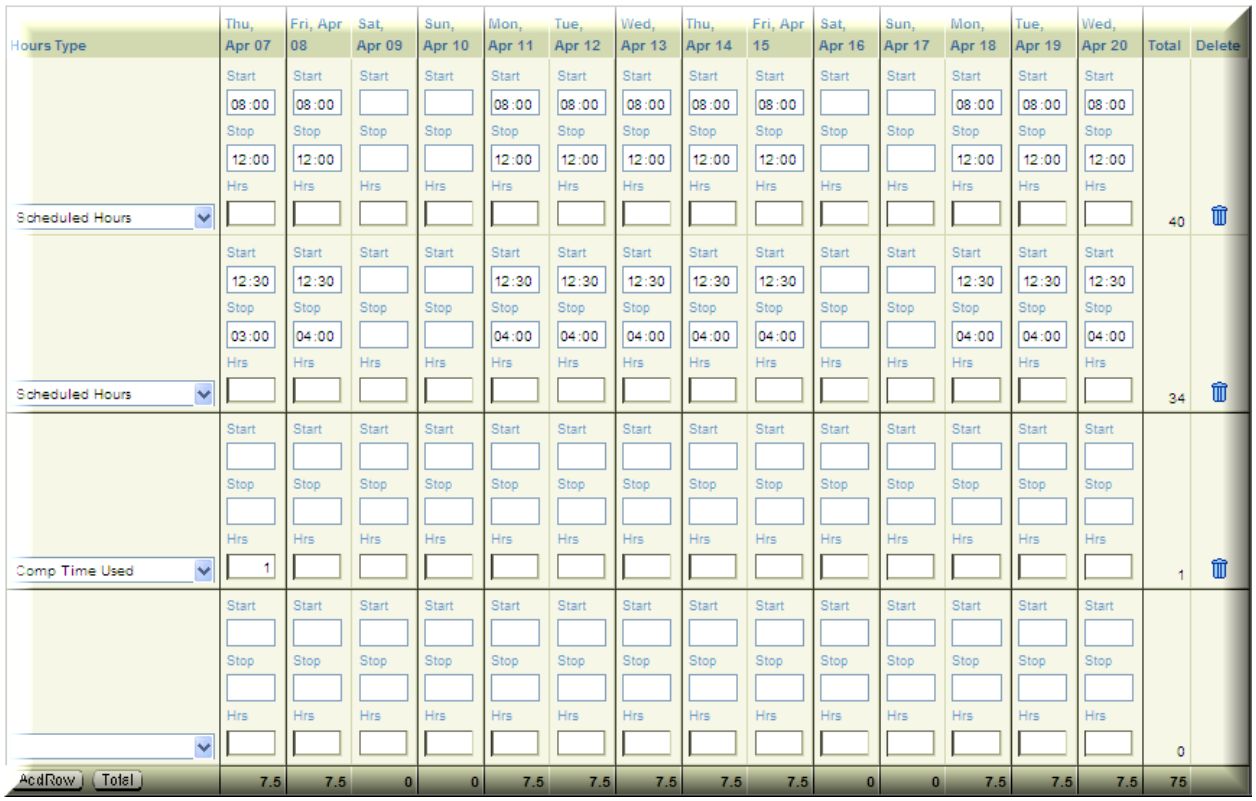
If the employee works the additional time and does not use it before the end of the timecard period, it should be entered as **Comp Time**. In that case, the employee should only show their regular scheduled hours on the rows with an **Hours Type** of **Scheduled Hours**. The additional time worked should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



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.

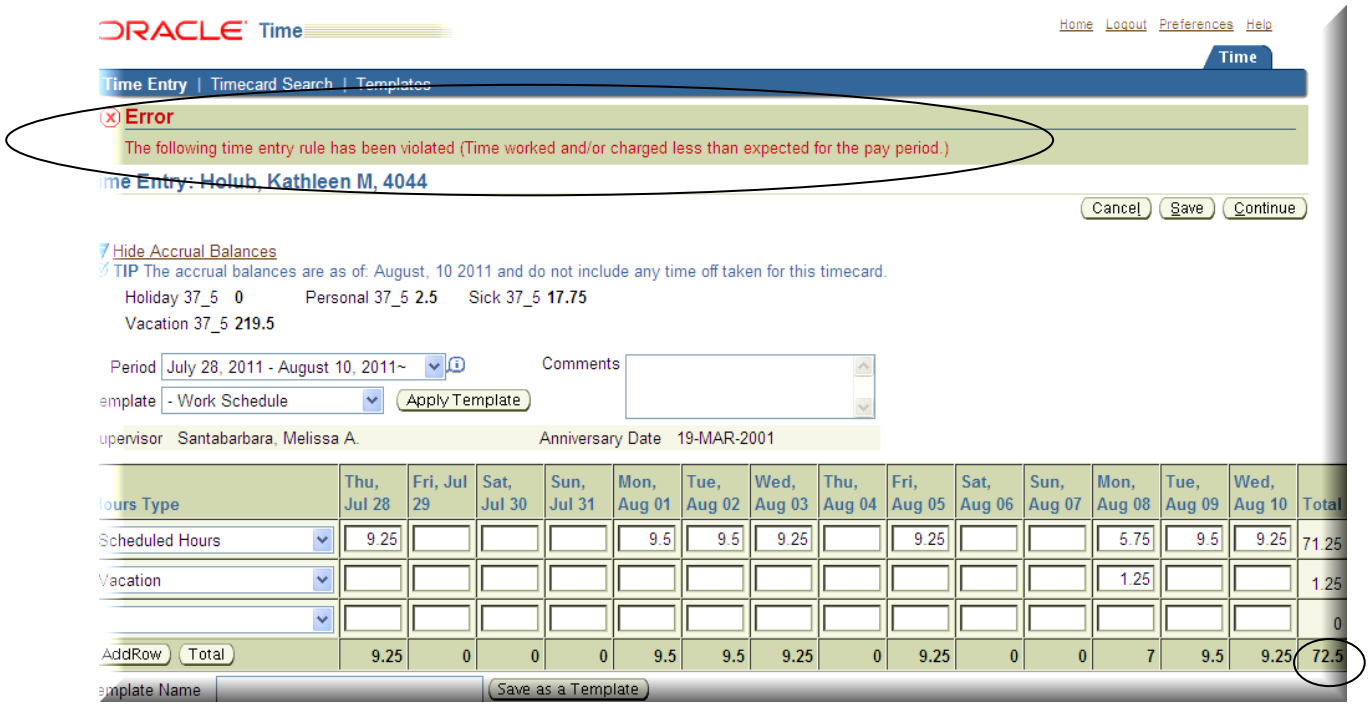


Hours Type	Thu, Apr 07	Fri, Apr 08	Sat, Apr 09	Sun, Apr 10	Mon, Apr 11	Tue, Apr 12	Wed, Apr 13	Thu, Apr 14	Fri, Apr 15	Sat, Apr 16	Sun, Apr 17	Mon, Apr 18	Tue, Apr 19	Wed, Apr 20	Total	Delete
Scheduled Hours	Start 08:00 Stop 12:00 Hrs	Start 08:00 Stop 12:00 Hrs	Start Stop Hrs	Start Stop Hrs	Start 08:00 Stop 12:00 Hrs	Start 08:00 Stop 12:00 Hrs	Start 08:00 Stop 12:00 Hrs	Start 08:00 Stop 12:00 Hrs	Start 08:00 Stop 12:00 Hrs	Start Stop Hrs	Start Stop Hrs	Start 08:00 Stop 12:00 Hrs	Start 08:00 Stop 12:00 Hrs	Start 08:00 Stop 12:00 Hrs	40	
Scheduled Hours	Start 12:30 Stop 03:00 Hrs	Start 12:30 Stop 04:00 Hrs	Start Stop Hrs	Start Stop Hrs	Start 12:30 Stop 04:00 Hrs	Start 12:30 Stop 04:00 Hrs	Start 12:30 Stop 04:00 Hrs	Start 12:30 Stop 04:00 Hrs	Start 12:30 Stop 04:00 Hrs	Start Stop Hrs	Start Stop Hrs	Start 12:30 Stop 04:00 Hrs	Start 12:30 Stop 04:00 Hrs	Start 12:30 Stop 04:00 Hrs	34	
Comp Time Used	Start Stop Hrs 1	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	1	
	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop Hrs	Start Stop 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	

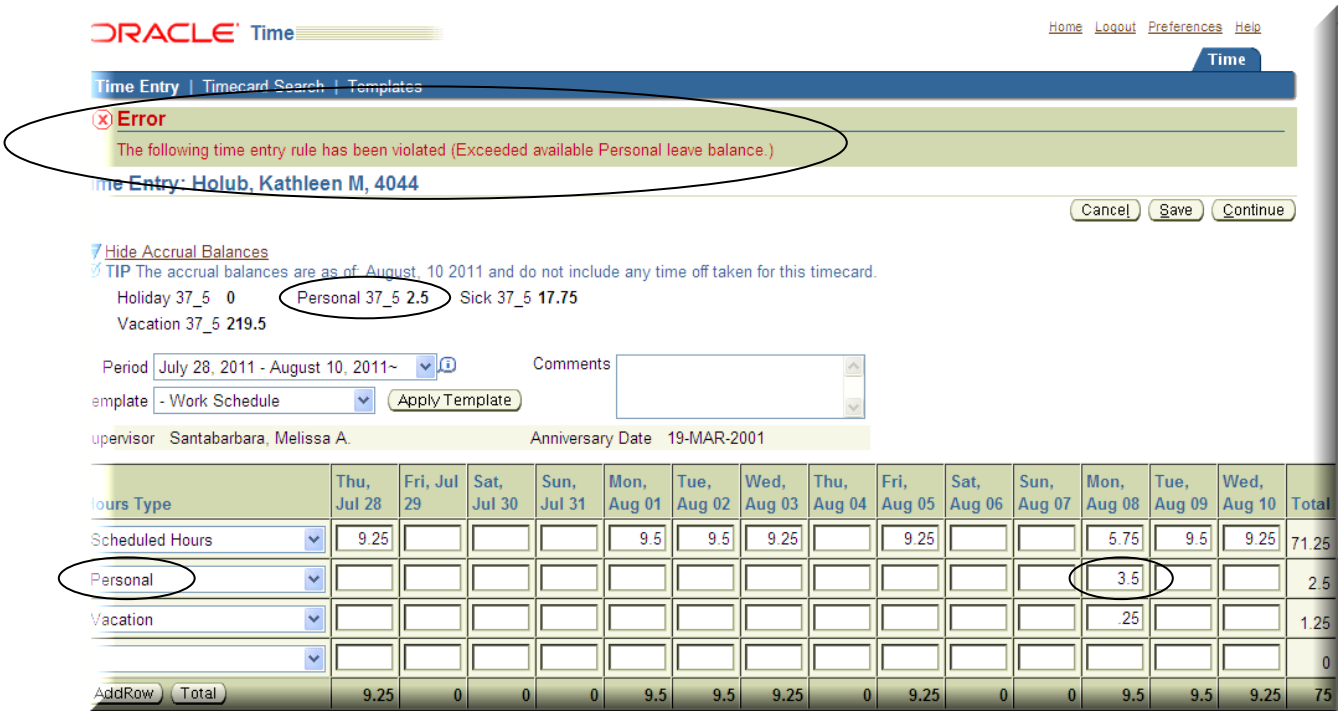
Warnings and Errors

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 (RFMHOTL@rfmh.org).**

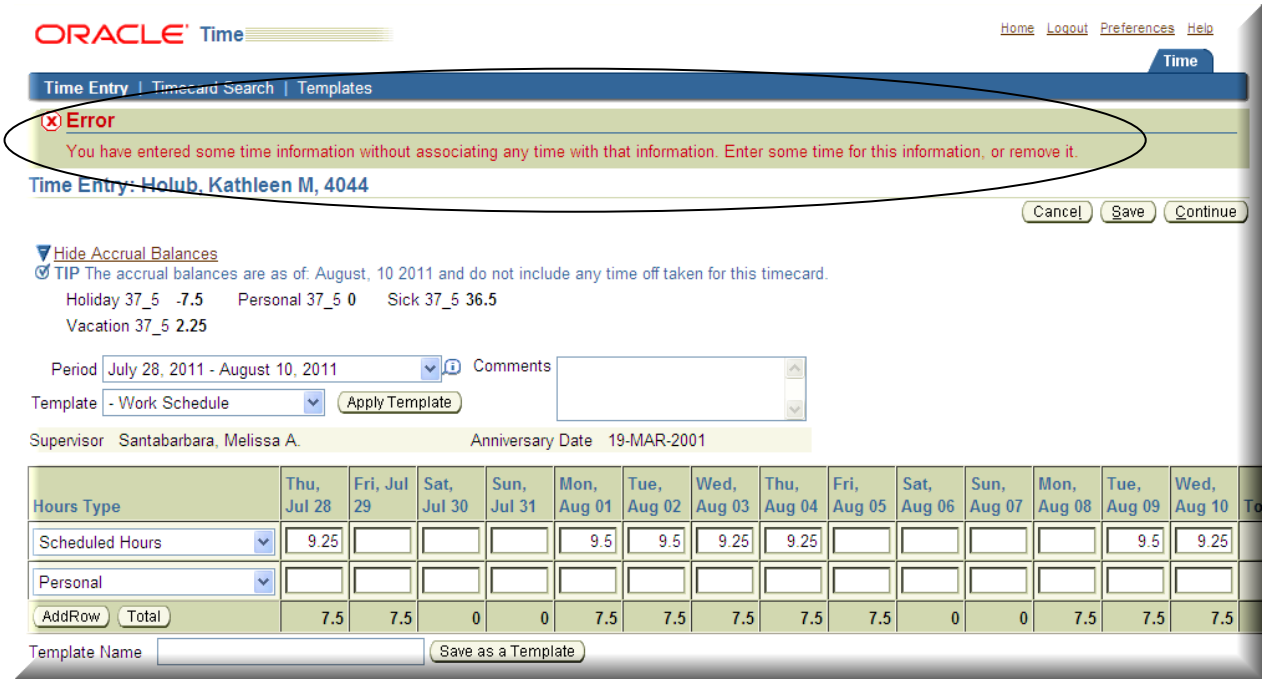
Following are examples of some the warnings and errors:



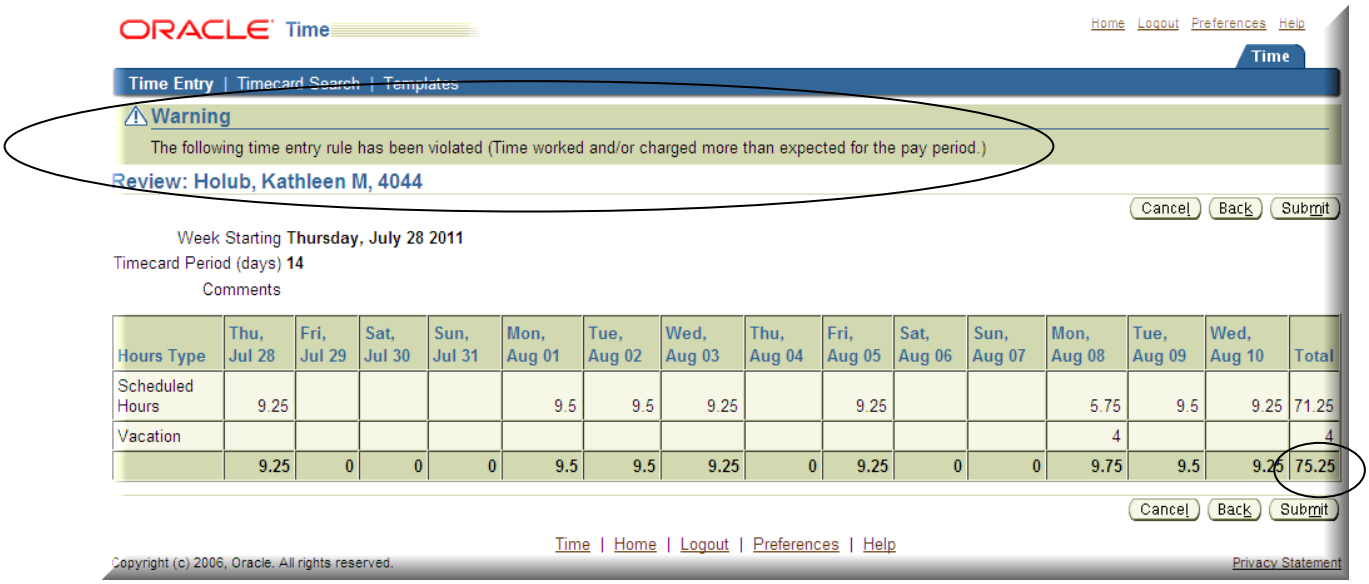
The employee is a full time 37.5 hour/week employee and should have a minimum of 75 hours submitted on the timecard. (72.5 hours are entered on the timecard above.) The employee cannot submit the timecard until 75 hours are accounted for either in **Scheduled Hours** or accruals or a combination of the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



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.



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.



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 re-validate. (Click on the **Back** button on the page, not your browser **Back** button, 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:

Minutes	Decimal
1	0.02
2	0.03
3	0.05
4	0.07
5	0.08
6	0.10
7	0.12
8	0.13
9	0.15
10	0.17

11	0.18
12	0.20
13	0.22
14	0.23
15	0.25
16	0.27
17	0.28
18	0.30
19	0.32
20	0.33

21	0.35
22	0.37
23	0.38
24	0.40
25	0.42
26	0.43
27	0.45
28	0.47
29	0.48
30	0.50

31	0.52
32	0.53
33	0.55
34	0.57
35	0.58
36	0.60
37	0.62
38	0.63
39	0.65
40	0.67

41	0.68
42	0.70
43	0.72
44	0.73
45	0.75
46	0.77
47	0.78
48	0.80
49	0.82
50	0.83

51	0.85
52	0.87
53	0.88
54	0.90
55	0.92
56	0.93
57	0.95
58	0.97
59	0.98
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:

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

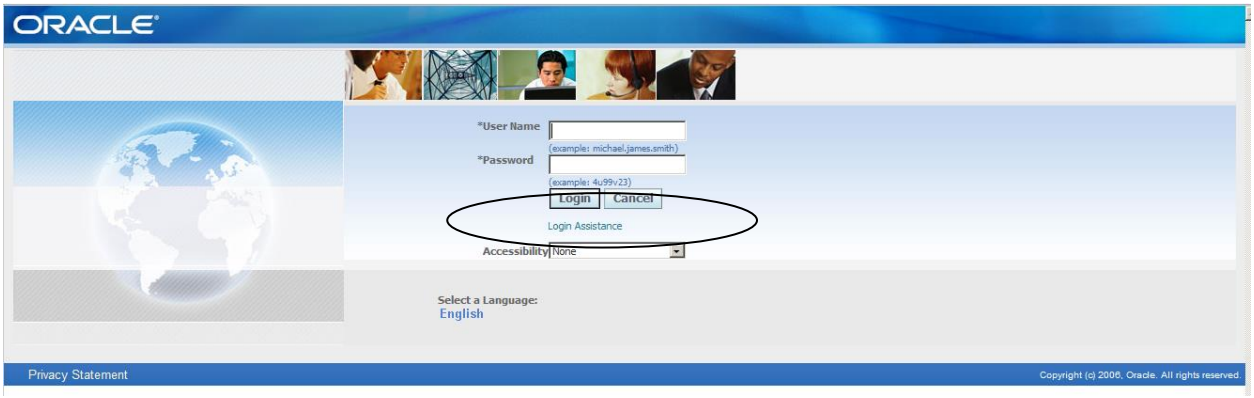
For Central Office Employees / Supervisors:

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 **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.



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