

Time Entry

Overview

- This Quick Reference Guide (QRG) is intended for employees.
- This QRG will cover how to enter time on a timecard in Oracle Employee & Financials.
- **Oracle Guided Learning (OGL) guide available.** Refer to <u>Training Hub</u> <u>Oracle Guided Learning</u> for information on how to access Oracle Guided Learning.

Process Steps

1. On the **Home page**, under the **Me** tab, click the **Time and Absences** tile.



2. Click on the **Current Timecard** card.



If you have questions or would like assistance, go to **ask.butler.edu** and submit a case.



3. Enter your time for the days during the pay period:

10/12/2024 - 10/25/2024		Saturday, October 12			Sunday, October 13			Monday, October 14			Tuesday, October 15			Wednesday, October 16	
Assignment *	Time Reporting Code *	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop
1															
2															
5															
4															
5															
5															
5															
-		-													
Reported Hours		0 hours			0 hours			0 hours			0 hours				

- a. Assignment: select the assignment you wish to add time for
 - i. **If you are entering time for multiple assignments**: select your first assignment and enter time, then start a **new row** and select your next assignment and enter time.
- b. **Time Reporting Code**: choose the applicable time reporting code (typically Regular Pay)
- c. Start Time and Stop Time:
 - i. A Stop Time **must be entered** to save the Time Entry.
 - ii. To show a break or lunch break, two separate time entries must be entered for that day.
 - 1. 8:00 AM 12:00 PM & 1:00 PM 4:30 PM
 - iii. **DO NOT** use the "**Quantity**" field to add a time entry, all time entries must be entered via **Start and Stop Time**. The Quantity field is only used for Holiday Pay, University Closed, INP-Parental Leave, and other one-off situations.

Save Actions 🕶 Submit

Cancel

- 4. Review the time and dates for accuracy. Click **Save** every time you enter time.
- 5. Click **Submit** in the top right corner to submit your time card for the whole pay period.

TB Trip Butler Saved