



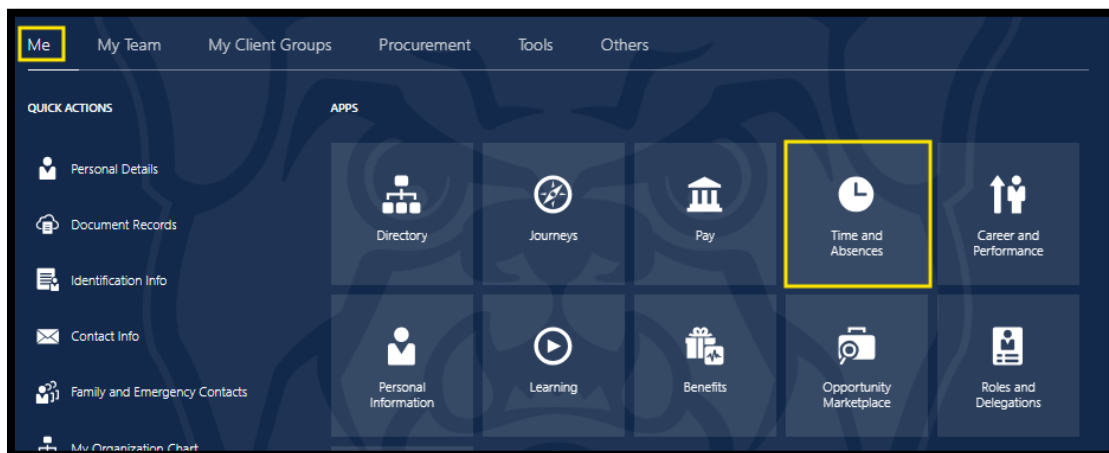
Time Entry

Overview

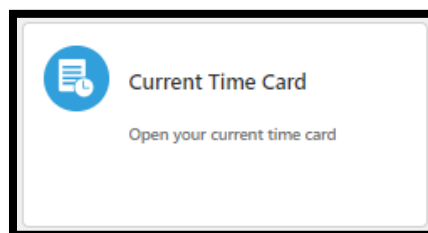
- This Quick Reference Guide (QRG) is intended for employees.
- This QRG will cover how to enter time on a timecard in Oracle Employee & Financials.
- **Oracle Guided Learning (OGL) guide available.** Refer to [Training Hub – Oracle Guided Learning](#) for information on how to access Oracle Guided Learning.

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.

