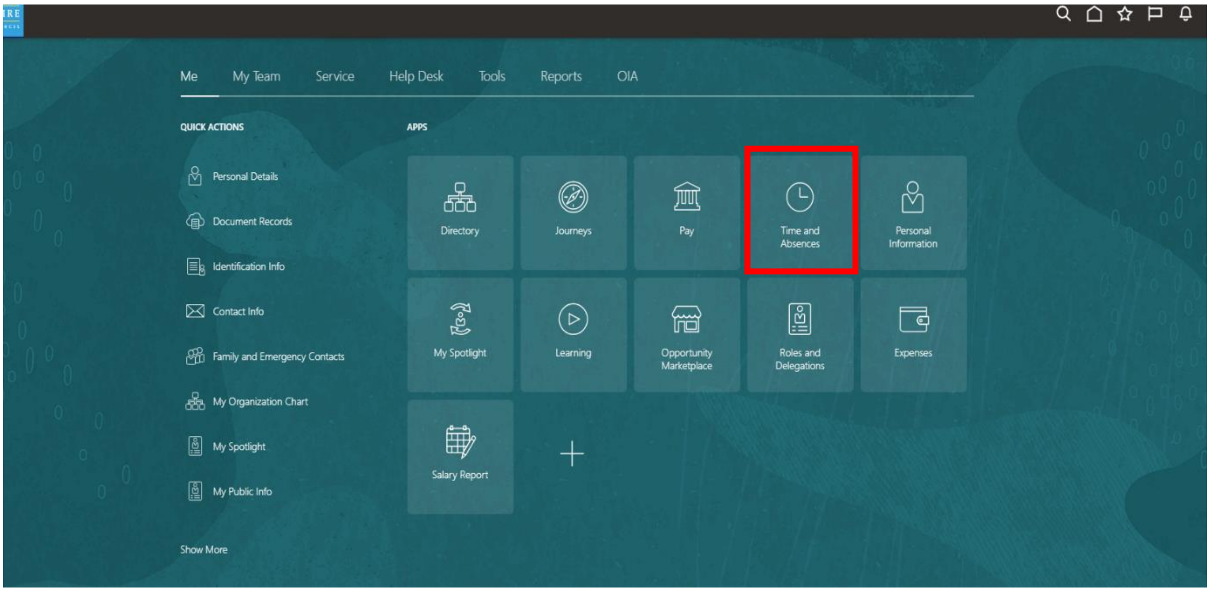
Oracle Fusion

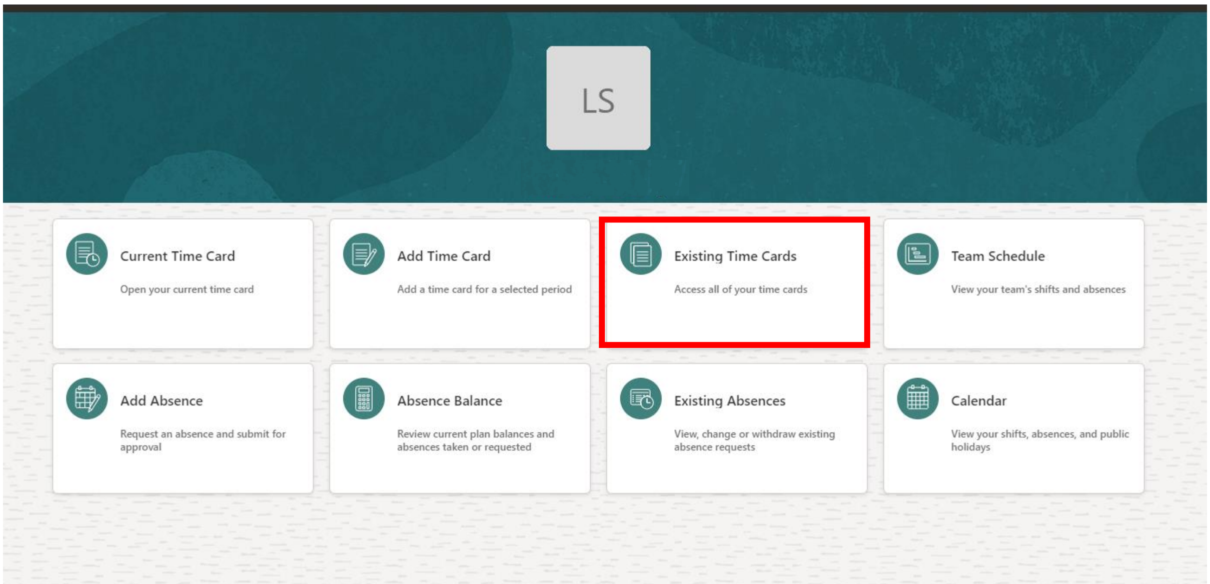
Employee Guide -
How to view existing time cards & manage notifications

Each Time Card created on fusion will have a status assigned to it as shown below-

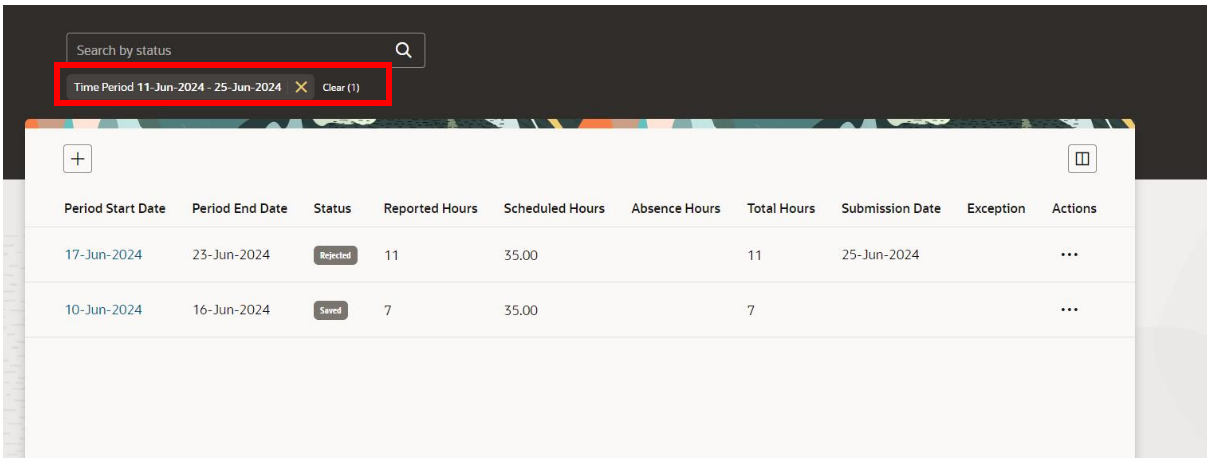
Submitted: The Time Card is submitted but is not yet approved by your line manager.
Approved: The Time Card has been approved by your line manager and is with payroll for processing.
Rejected: The Time Card was rejected by your line manager.
Saved: The Time Card is partially completed but still to be submitted.



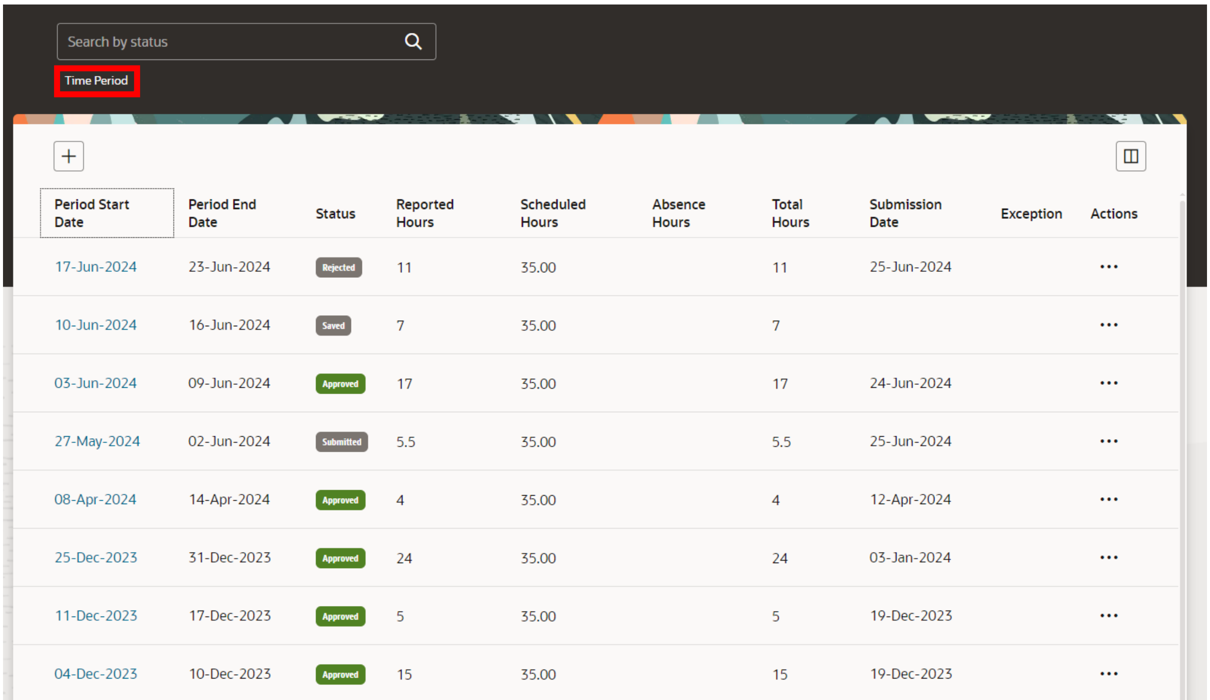
On the Home Page, select the “Me” tab and then “Time and Absences” from the Apps.



Select “Existing Time Cards”.



Within existing time cards, an automatic filter is in place to show time cards submitted within the last 2 weeks. You can clear this filter to view previous time cards or filter on the specified date period you are looking for.

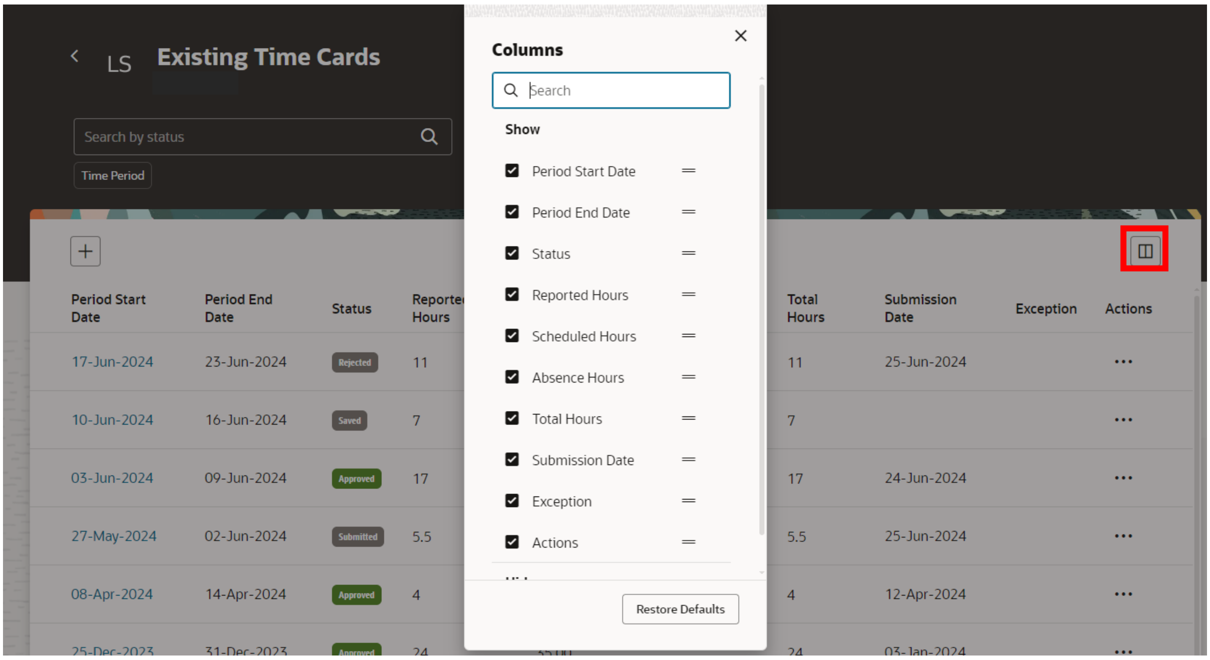


Once the filter is cleared you can see your previous time cards. Alternatively, if you want to filter down on a specific period you can do this by selecting “Time Period” and entering the dates you wish to filter on.

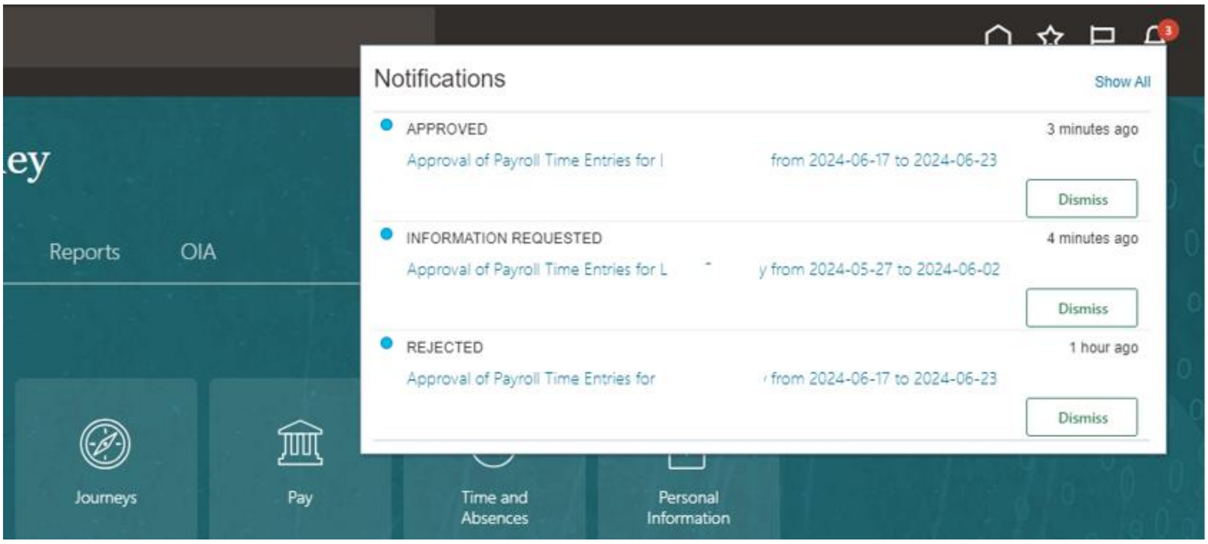
The summary screen confirms the following key information -

Column name	Description
Period Start Date	Start date of the weekly Time Card
Period End Date	End date of the weekly Time Card
Status	Status shows as saved, submitted, approved, or rejected
Reported Hours	This shows the total hours submitted
Scheduled Hours	Employee's normal working hours
Absence Hours	This field will not be used for most overtime instances (only for projects)
Total Hours	Total Hours submitted from reported hours and absence hours
Submission Date	Date Submitted for approval
Exception	This field would only be used if an error is found within a Time Card that has been uploaded via spreadsheet.

Note – Please note that the "Reported Hours" and "Total Hours" columns only record the total number of hours entered on a Time Card. Any cash value claim types such as "Standby Allowance" and "On Call Duties" will not be included in these figures.



You can also edit the columns which are presented on this summary screen by clicking the icon highlighted at the right of the page.

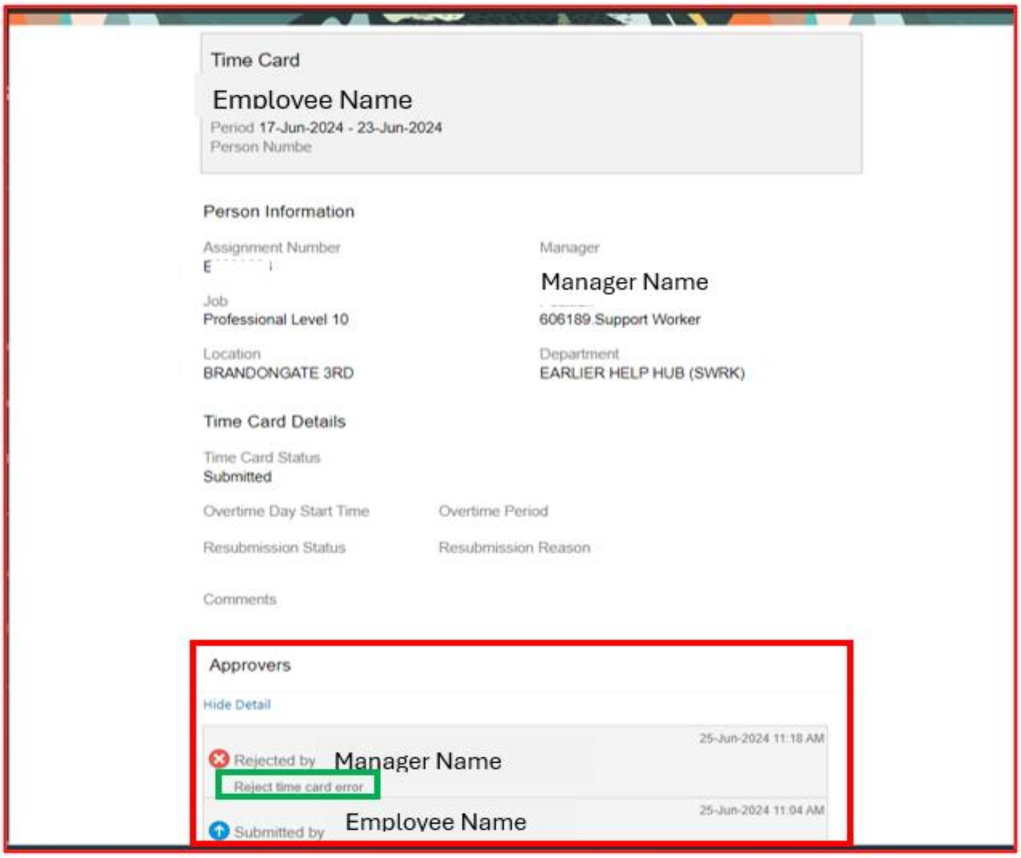


Employees will receive a notification via their “bell icon” on Oracle Fusion as well as an email notification when their manager approves, rejects, or requests information regarding a Time Card.

Notifications will come through your bell icon as shown above confirming the following –

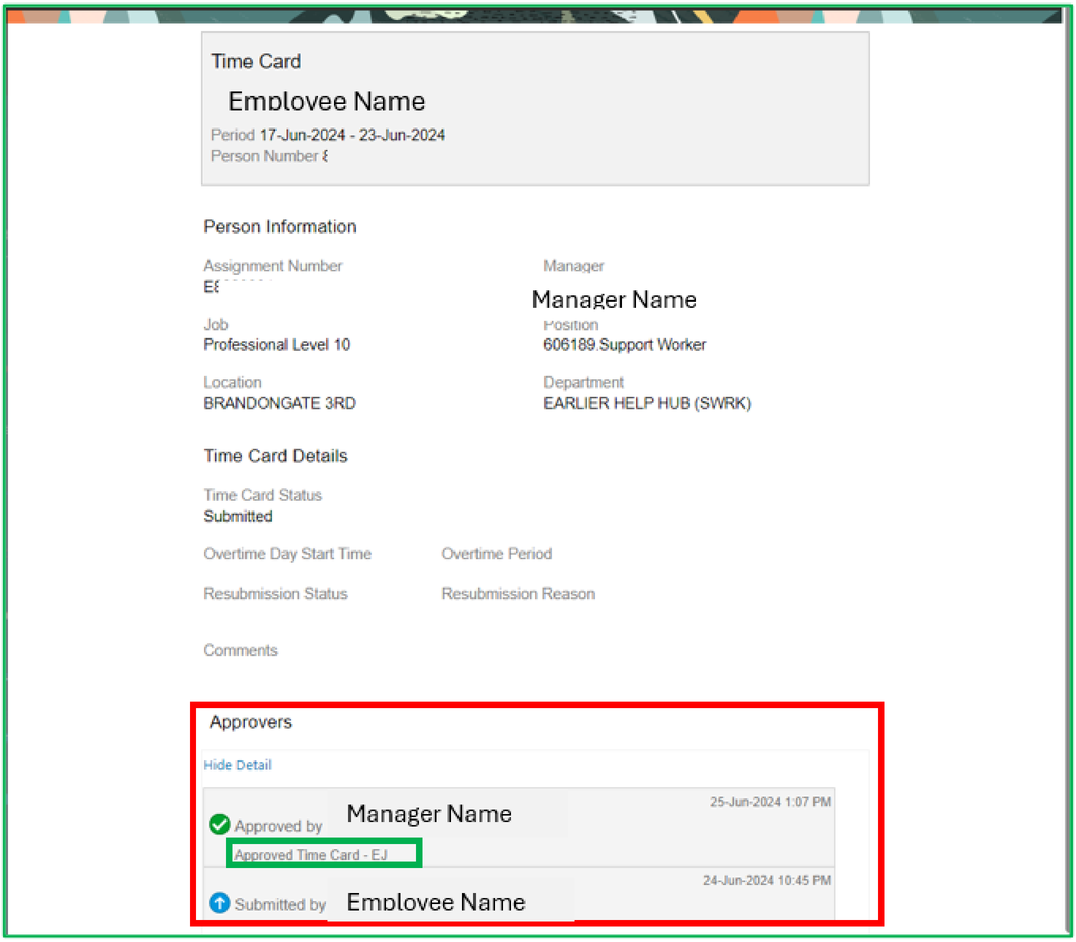
- Whether a Time Card has been approved or rejected.
- If manager has requested further information prior to approving.

Click on the blue text which will open the notification.

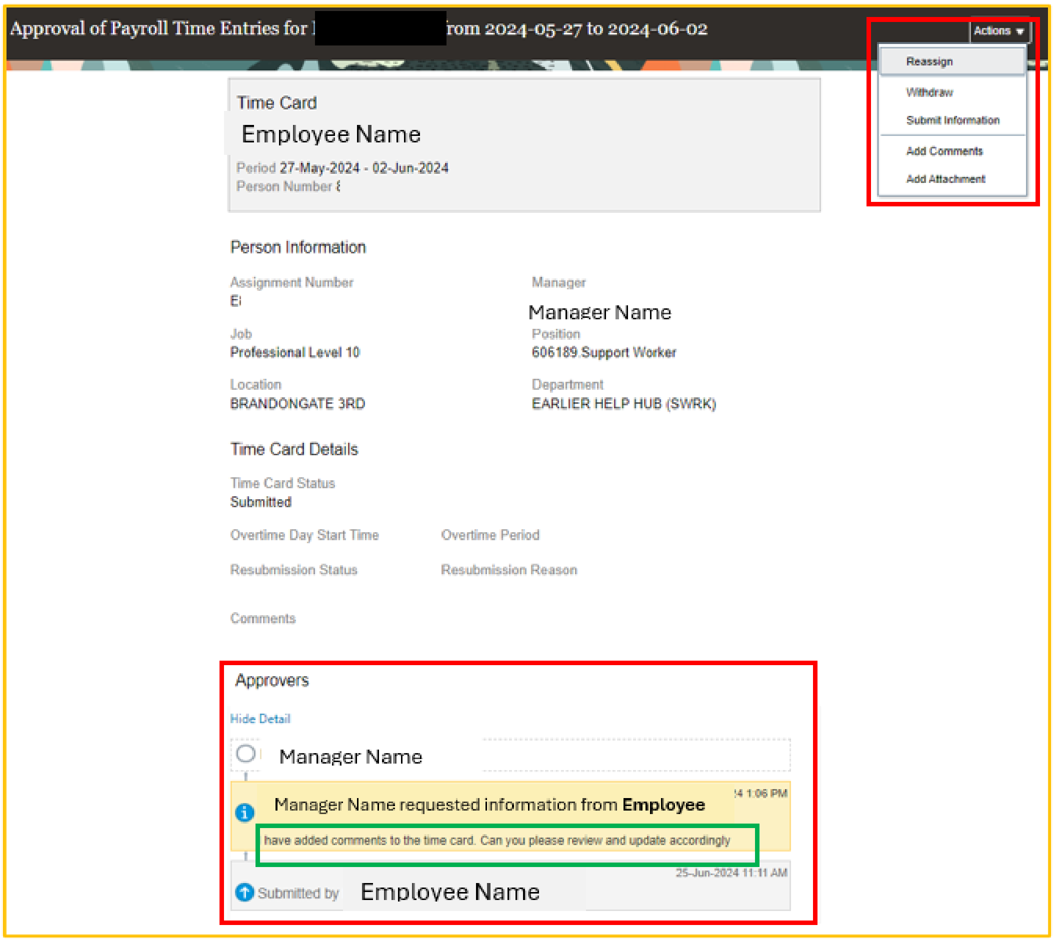


The notification above is an example of when a manager has rejected a Time Card.

Under the “Approvers” section, you will see the approval chain which confirms who the Time Card was submitted by and who approved/rejected it. Any additional comments a manager has included on the notification will show under their name (see highlighted in green).



The notification above is an example of when a manager approves a Time Card.



The notification above shows an example of when a manager requests information on a Time Card.

Any additional comments the manager has included on the notification will show under the initial notification (See highlighted green).

If you receive a “request information” notification from your line manager, they may want to query an entry which you have submitted on your Time Card.

Both managers and employees should add any comments relating to queries, changes, and updates, directly to the Time Card. This will show the full trail of comments for audit purposes and provides easy access to the comments for both employees and managers.

The comments attached to the notifications, like the one above, should be used to direct you to the Time Card where you can then view any comments relating to the Time Card.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.