

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".

| Time Period 11-Jun- | 2024 - 25-Jun-2024 | X Clear (1) | | | | | | | |
|---------------------|--------------------|-------------|----------------|-----------------|---------------|-------------|-----------------|-----------|---------|
| + | | | | | | | | | |
| Period Start Date | Period End Date | Status | Reported Hours | Scheduled Hours | Absence Hours | Total Hours | Submission Date | Exception | Actions |
| 17-Jun-2024 | 23-Jun-2024 | Rejected | 11 | 35.00 | | 11 | 25-Jun-2024 | | |
| 10-Jun-2024 | 16-Jun-2024 | Saved | 7 | 35.00 | | 7 | | | |
| | | | | | | | | | |
| | | | | | | | | | |

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.

| Se | earch by status | | | Q | | | | | | |
|--------------|-----------------|--------------------|-----------|-------------------|--------------------|------------------|----------------|--------------------|-----------|---------|
| Tin | ne Period | | | | | | | | | |
| + | | | | | | | | | | |
| Peri Date | od Start e | Period End Date | Status | Reported Hours | Scheduled Hours | Absence Hours | Total Hours | Submission Date | Exception | Actions |
| 17 -J | Jun-2024 | 23-Jun-2024 | Rejected | 11 | 35.00 | | 11 | 25-Jun-2024 | | |
| 10-J | Jun-2024 | 16-Jun-2024 | Saved | 7 | 35.00 | | 7 | | | |
| 03-J | Jun-2024 | 09-Jun-2024 | Approved | 17 | 35.00 | | 17 | 24-Jun-2024 | | |
| 27-1 | May-2024 | 02-Jun-2024 | Submitted | 5.5 | 35.00 | | 5.5 | 25-Jun-2024 | | |
| 08-4 | Apr-2024 | 14-Apr-2024 | Approved | 4 | 35.00 | | 4 | 12-Apr-2024 | | |
| 25-0 | Dec-2023 | 31-Dec-2023 | Approved | 24 | 35.00 | | 24 | 03-Jan-2024 | | |
| 11-[| Dec-2023 | 17-Dec-2023 | Approved | 5 | 35.00 | | 5 | 19-Dec-2023 | | |
| 04-[| Dec-2023 | 10-Dec-2023 | Approved | 15 | 35.00 | | 15 | 19-Dec-2023 | | |

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.

| | | | | Q Search | | Ì | | | |
|----------------------|--------------------|-----------|-------------------|-------------------------------------|---|----------------|--------------------|-----------|-------|
| | | | Q | Show | | | | | |
| Time Period | | | | Period Start Date | = | | | | |
| | | | | Period End Date | = | _ | | - | _ |
| + | | | | Status | = | | | | |
| Period Start Date | Period End Date | Status | Reported Hours | Reported Hours | = | Total Hours | Submission Date | Exception | Actio |
| 45.1 0004 | 27.1 2024 | - | | Scheduled Hours | = | | 25.1 2024 | | |
| 17-Jun-2024 | 23-Jun-2024 | Rejected | 11 | Absence Hours | = | 11 | 25-Jun-2024 | | |
| 10-Jun-2024 | 16-Jun-2024 | Saved | 7 | Total Hours | = | 7 | | | |
| 03-lun-2024 | 09-1un-2024 | Approved | 17 | Submission Date | = | 17 | 24- lun-2024 | | |
| 00 5411 2024 | 07 501 2024 | | | Exception | = | | 21 3011 2024 | | |
| 27-May-2024 | 02-Jun-2024 | Submitted | 5.5 | Actions | - | 5.5 | 25-Jun-2024 | | |
| 08-Apr-2024 | 14-Apr-2024 | Approved | 4 | | | 4 | 12-Apr-2024 | | |

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

| | | <u>^ + D d</u> |
|-------------|---|---|
| | Notifications | Show All |
| ev | APPROVED Approval of Payroll Time Entries for I from | 3 minutes ago n 2024-06-17 to 2024-06-23 |
| | | Dismiss |
| Reports OIA | INFORMATION REQUESTED Approval of Payroll Time Entries for L y from | 4 minutes ago n 2024-05-27 to 2024-06-02 |
| | | Dismiss |
| | REJECTED Approval of Payroll Time Entries for rfron | 1 hour ago n 2024-06-17 to 2024-06-23 |
| A I | | Dismiss |
| Journeys Pr | y Time and Personal Absences Information | |

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.

| Time Card | | |
|---|---------------------------------------|-------|
| Period 17-Jun-2024 - 23-Jun Person Numbe | 9 -2024 | |
| Person Information | | |
| Assignment Number | Manager | |
| E i | Manager Name | |
| Job Professional Level 10 | 606189.Support Worker | |
| Location BRANDONGATE 3RD | Department EARLIER HELP HUB (SWRK) | |
| Time Card Details | | |
| Time Card Status Submitted | | |
| Overtime Day Start Time | Overtime Period | |
| Resubmission Status | Resubmission Reason | |
| Comments | | |
| Approvers | | |
| Hide Detail | | |
| Rejected by Manage | 25-Jun-2024 11 | 18 AM |
| Submitted by Empl | ovee Name | 04 AM |

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).

| Time Card Emplovee Nam Period 17-Jun-2024 - 23-Jun Person Number { | 1⊖ ⊦-2024 | |
|---|---|-----------------------|
| Person Information Assignment Number Ef Job Professional Level 10 | Manager Manage Postion 606189.Si | er Name |
| Location BRANDONGATE 3RD | Departmen EARLIER | nt HELP HUB (SWRK) |
| Time Card Details | | |
| Time Card Status Submitted | | |
| Overtime Day Start Time | Overtime Period | |
| Resubmission Status | Resubmission Reason | |
| Comments | | |
| Approvers | | |
| Hide Detail | | |
| Approved by Mana | iger Name | 25-Jun-2024 1:07 PM |
| Submitted by Emplo | ovee Name | 24-Jun-2024 10:45 PM |

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

| Approval of Payroll Time | Entries for] | rom 2024-05-27 to 2024-06-02 | Actions V |
|--------------------------|--|---|--|
| | Time Card Employee Name Period 27-May-2024 - 02-Jun-20 Person Number { | 024 | Vithdraw Submit Information Add Comments Add Attachment |
| | Person Information Assignment Number El Job Professional Level 10 Location BRANDONGATE 3RD Time Card Details Time Card Details Overtime Day Start Time Resubmission Status Comments | Manager Manager Name Position 606189.Support Worker Department EARLIER HELP HUB (SWRK) Overtime Period Resubmission Reason | |
| | Approvers Hide Detail Manager Name Manager Name requires have added comments to the the base added comments to the the submitted by Employ | uested information from Employee Ime card. Can you please review and update accordingly 25-Jun-2024 11:11 AM pypee Name | |

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.