Oracle Fusion

Manager Guide - How to approve an employee's time card

Time cards submitted by employees need to be approved by line managers before they can be processed by payroll for payment. A notification is generated to the line manager's email address, and they will also receive a notification through the Oracle Fusion "bell icon" to notify them that a time card requires action.

Prior to approving a time card, please ensure that you check the details thoroughly to ensure the entries and values are accurate. Managers have 3 options to choose from-

Approve – You are satisfied that the time card is correct and can be submitted to payroll for payment.

Request Information – If you have a query regarding the entries submitted on the time card and need clarification from the employee.

Reject – Only use this option when there is an error will the full time card for example – if the employee has submitted entries for the wrong dates.

Employees with multiple assignments

- Employees with multiple assignments will submit overtime for all their posts on the same time card; each entry will be identified by their assignment number. Line managers can only approve the entries relating to the post they manage.
- If one manager rejects their part of the time card, then the whole time card will be rejected and all claims must be re-entered and approved by all managers before payment can be made.
- If an employee makes changes to an entry on a submitted or approved time card for one assignment, both line managers will receive a notification to approve the claim. This must be done regardless of whether the entries relate to the post they manage.

Where possible we ask that line managers correct the errors submitted on an employee's time card to avoid any delay in processing.
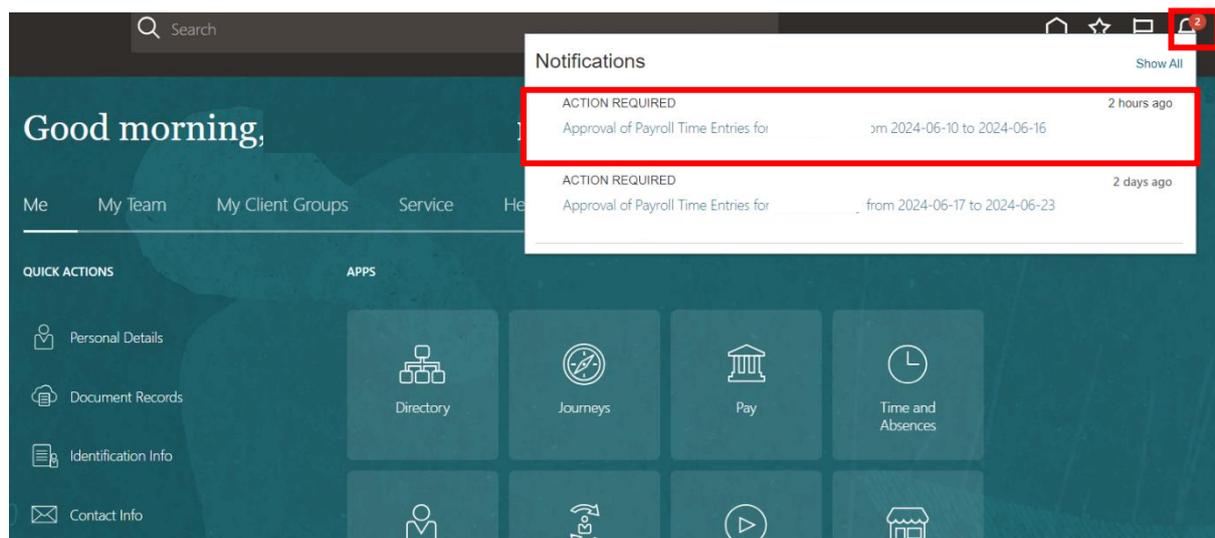
From the home screen, select the "bell icon" to show your recent notifications. Click on the notification you want to open.

Time Card

Joe Bloggs

Period 10-Jun-2024 - 16-Jun-2024
Person Number   E1234567

Person Information

Assignment Number	Manager
E1234567	Manager Name
Job	Position
Professional Level 10	606204.Support Worker
Location	Department
BRANDONGATE 4TH	CHILDREN & FAMILIES HAMILTON SOUTH (SWRK)

Time Card Details

Time Card Status
Submitted

Overtime Day Start Time   Overtime Period

Resubmission Status   Resubmission Reason

Comments

Time Totals

	Reported Time
Total Hours	16
Scheduled Hours	35
Schedule Deviation	21
Absence Hours	0
Total Cash Amount Claimed (£)	0

Reported Time by Entry Date

10-Jun-2024		8.00 Hours
		9:00 AM - 5:00 PM
Assignment Number	E1234567	
Claim Type	Keeping In Touch Payment	
11-Jun-2024		**4.00 Hours**
		9:00 AM - 1:00 PM
Assignment Number	E1234567	
Claim Type	Keeping In Touch Payment	
12-Jun-2024		**4.00 Hours**
		1:00 PM - 5:00 PM
Assignment Number	E1234567	
Claim Type	Keeping In Touch Payment	

The example above shows the notification which line managers will receive when a time card is submitted for their approval.

The notification shows the following details –

- Name of employee
- The time card period (start and end dates)
- A list of the entries included on the time card.
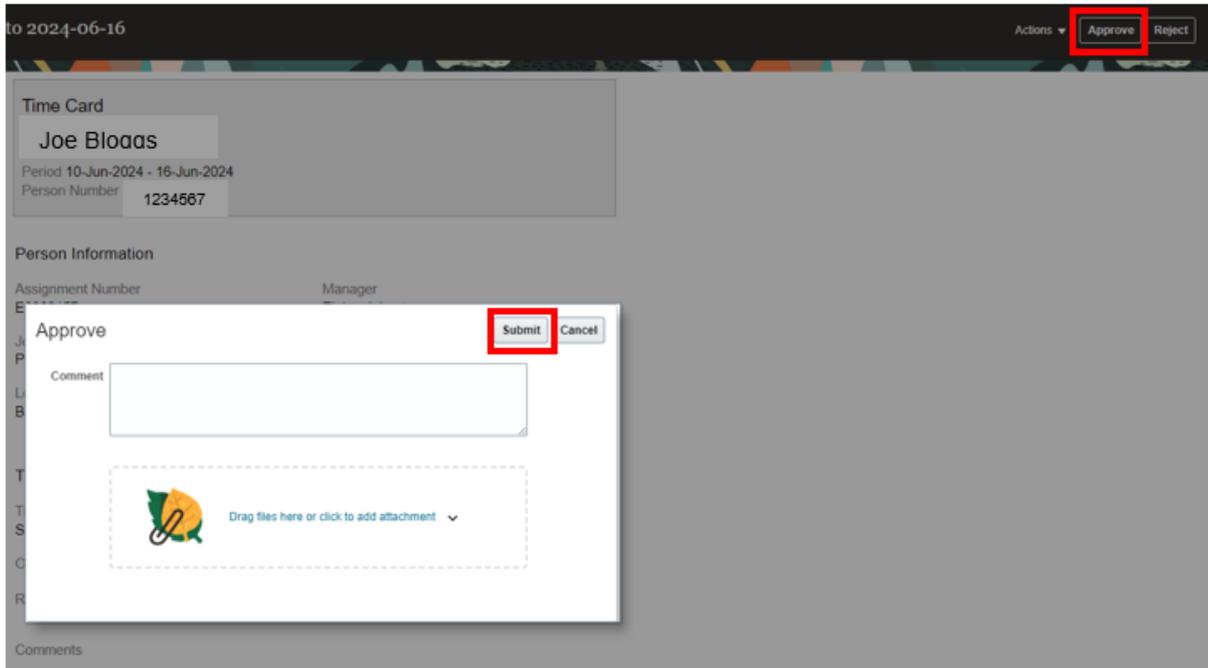
If you are satisfied that the information on the time card is accurate, you can approve the transaction by clicking the "approve" button at the top right of the screen. You will have the chance to add any comment if required, prior to submitting the approval.
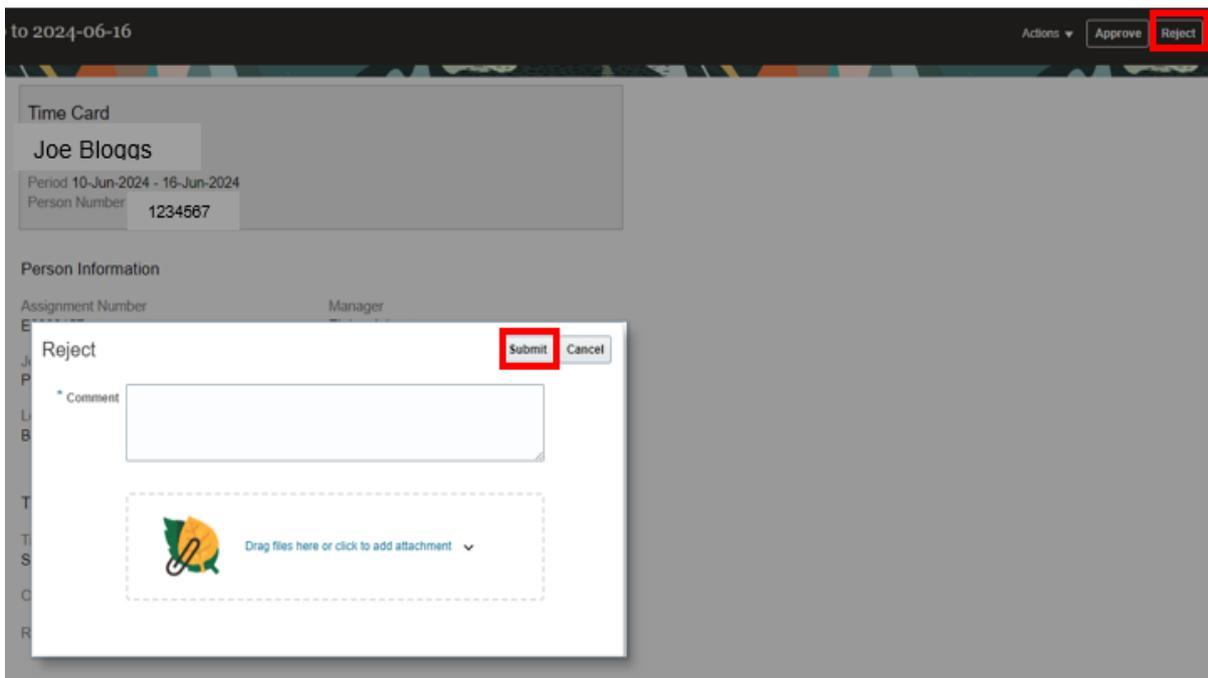
If the time card needs to be rejected (only when necessary) then simply click "reject" and then add the rejection reason in the comments, prior to submitting the rejection.

If a manager wants to review the time card fully, they can do this by navigating to "team time cards" ("home screen > my team > show more > team time card").

Within team time cards, an automatic filter is in place that shows all of the existing time cards 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.

Other filter options are available such as "status." Managers can also search by employee name or employee number to show only the time cards relating to a specific employee.

Each time card created on Oracle Fusion will have a status assigned to it. See below a list of the status types -

Submitted: The Time Card is submitted but is not yet approved by the line manager
Approved: The Time Card has been approved by the line manager and now with payroll for payment.
Rejected: The Time Card has been rejected by the Line Manager.
Saved: The Time Card is partially completed but still to be submitted by the employee.
Entered: This Time Card has been created/saved but still to be submitted.

Select the time card you wish to view.

The manager can the review the time card. If they find an error with the time card at this stage, they can simply change the date/entry they wish to amend and add a comment for audit purposes.

In this example we have amended a Keeping in touch day entered for Tuesday 11 June 2024. The time claimed has been amended from 4 hours to 5 hours.

It is important to add a comment to the time card, this is done by selecting the field you have changed then right click to "add comment." Enter a comment appropriate to the change you have made and select "save."

Once manager is satisfied with the changes they have made to the time card, they can then click approve.

In cases where the line manager needs to return a time card to the employee to request further information, they should follow the steps shown previously to access the relevant time card.

Enter a comment on the fields the employee needs to review by right clicking on the field and selecting "add comment." When you have added your comment select "save."

When you have finished adding comments for the employee to review select "save" at the top of the page.

When you re-open the notification from your bell icon, you will see the notification has updated with the comments you added to the time card.

To send the timecard back to the employee to review you should select the "actions" button then "request information."

Managers should add a general comment in the box to refer the employee to the comments made on their time card and asking them to review it and make the required changes as soon as possible so payment is not delayed. Click submit to send the notification back to the employee.

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.