Job Aid: TA03 Mark a Time Card as Favorite

Last Update: 04/25/2023

Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

This job aid is applicable to the following Oracle Cloud job descriptions:

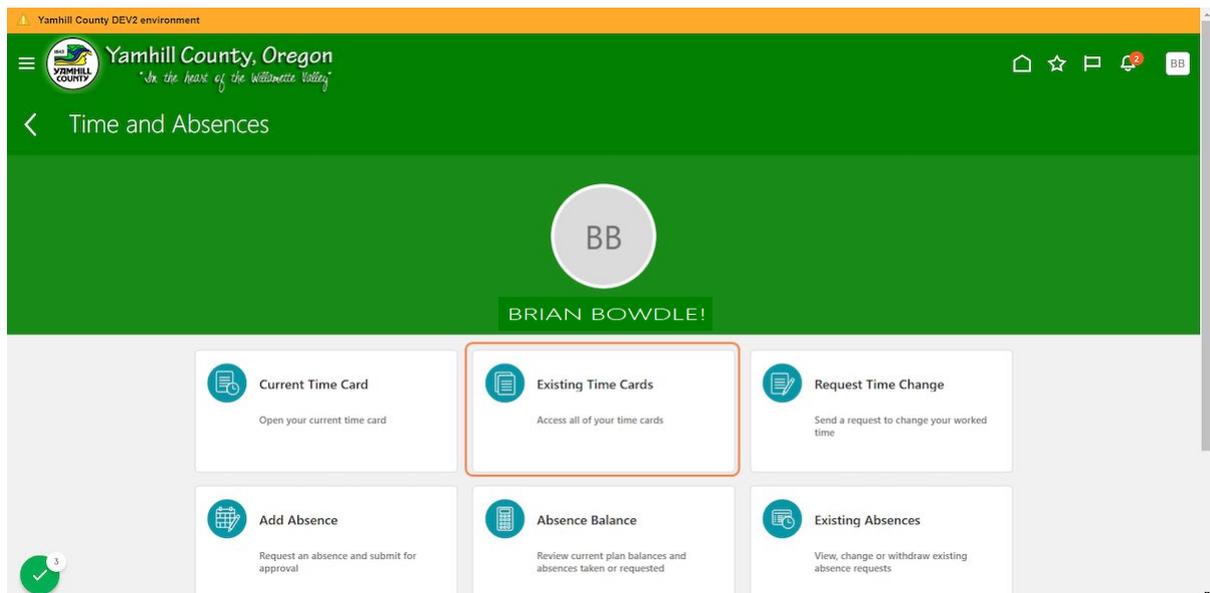| ID	Job Description
01	Employee

STEP 1

Login to Oracle Fusion Cloud. Click on the "Time and Absences" tile under the "Me" tab.
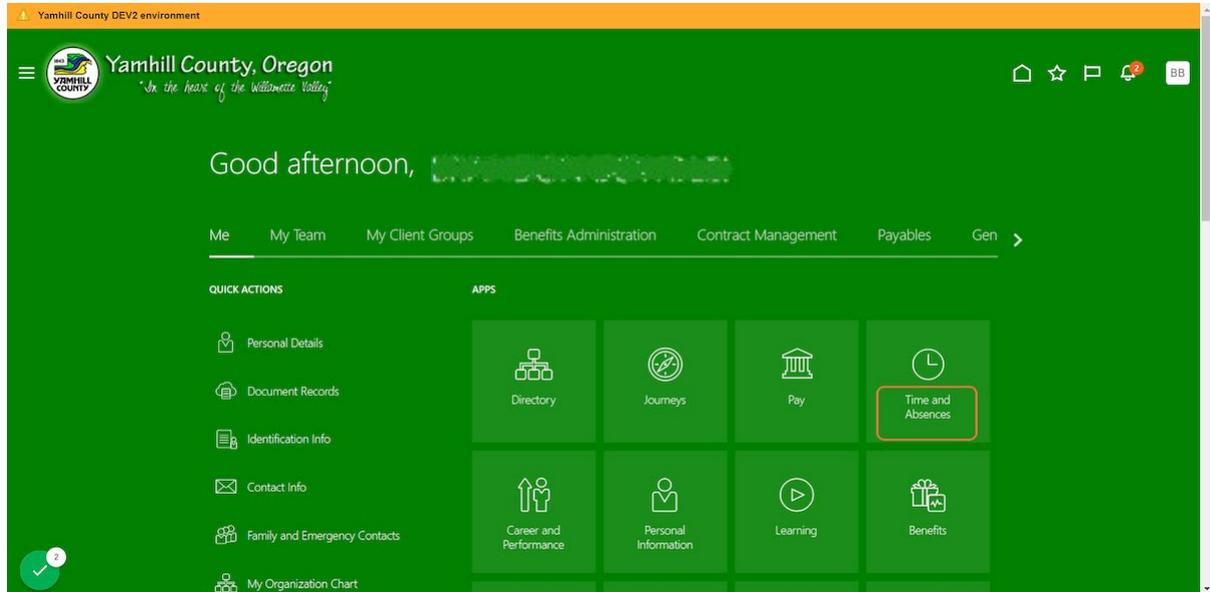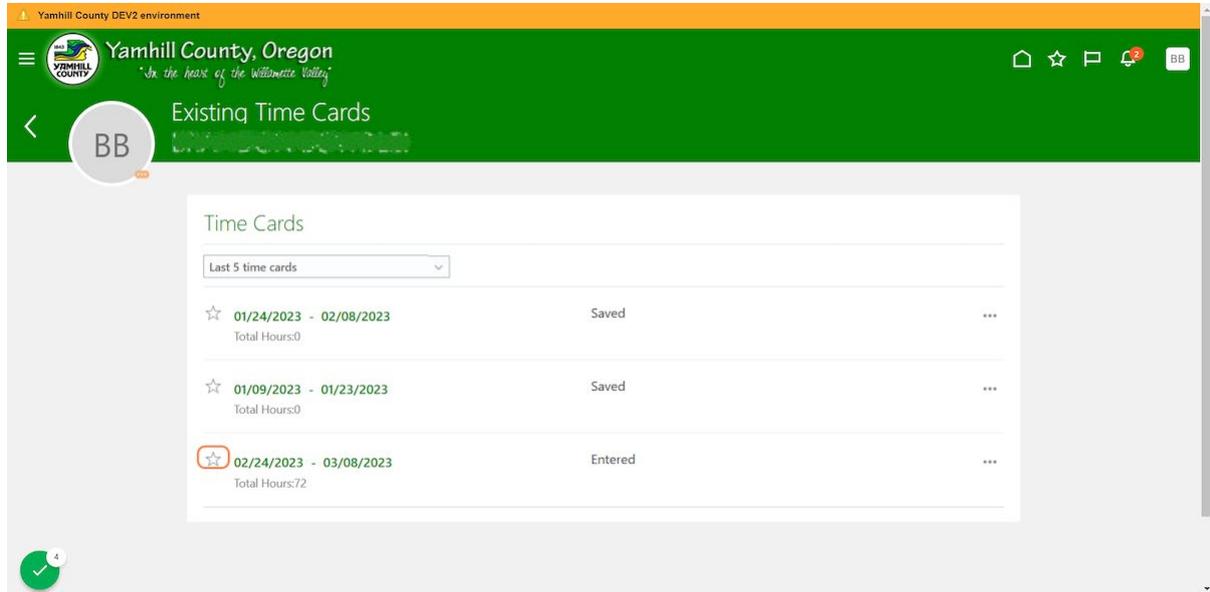

STEP 2

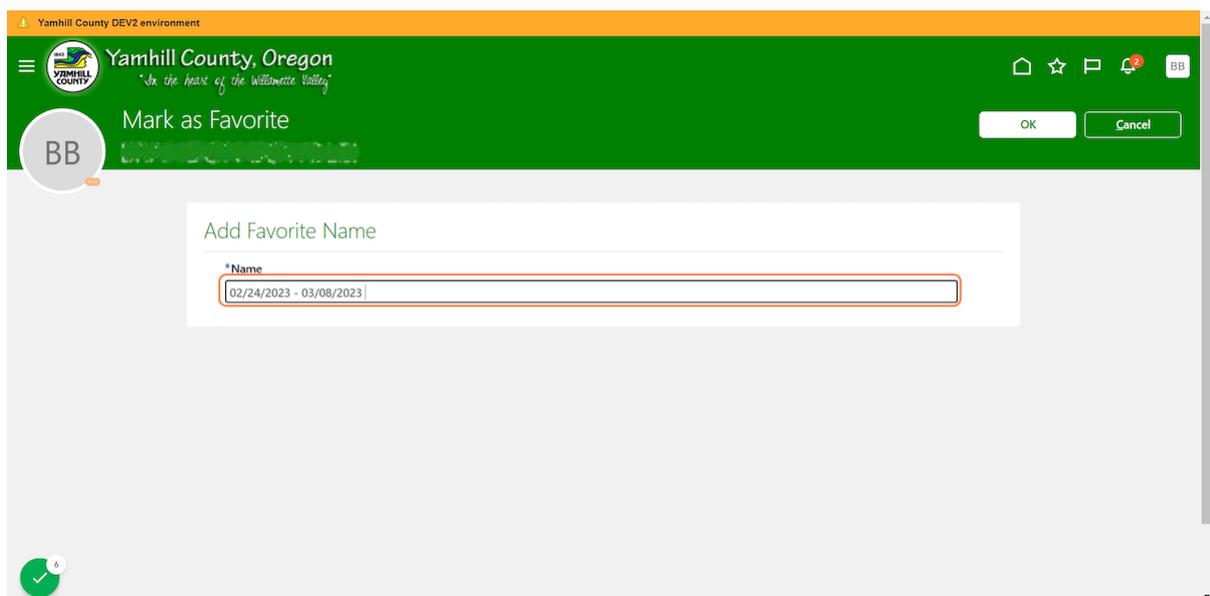**Click on the "Existing Time Cards" tile.**

STEP 3

Click on the "☆" icon beside the time card you wish to mark as a favorite.
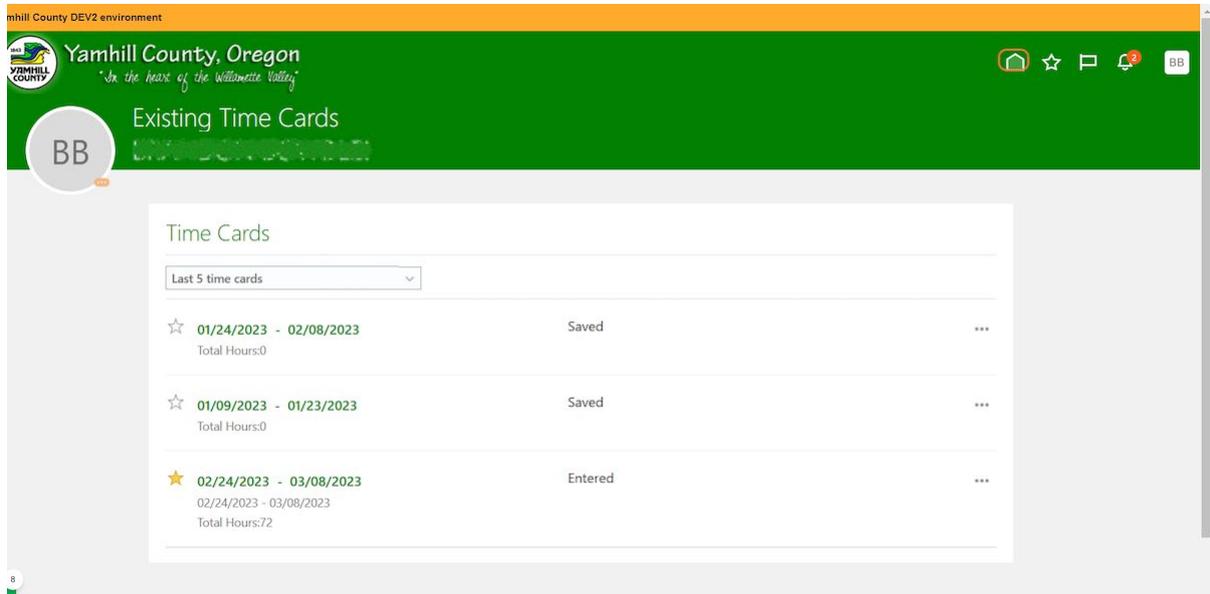

STEP 4

If you wish to change the name of the favorite, then edit the default value in the "Name" section. Once you have reviewed the name, then click the "OK" button towards the top-right of the screen.

STEP 5

The time card will be added as favorite. Click on the "Home" icon to return to the main screen.

STEP 6

End of the procedure.