Job Aid: TA16 Reviewing and Approving Time Cards

Last Update: 04/25/2023

Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

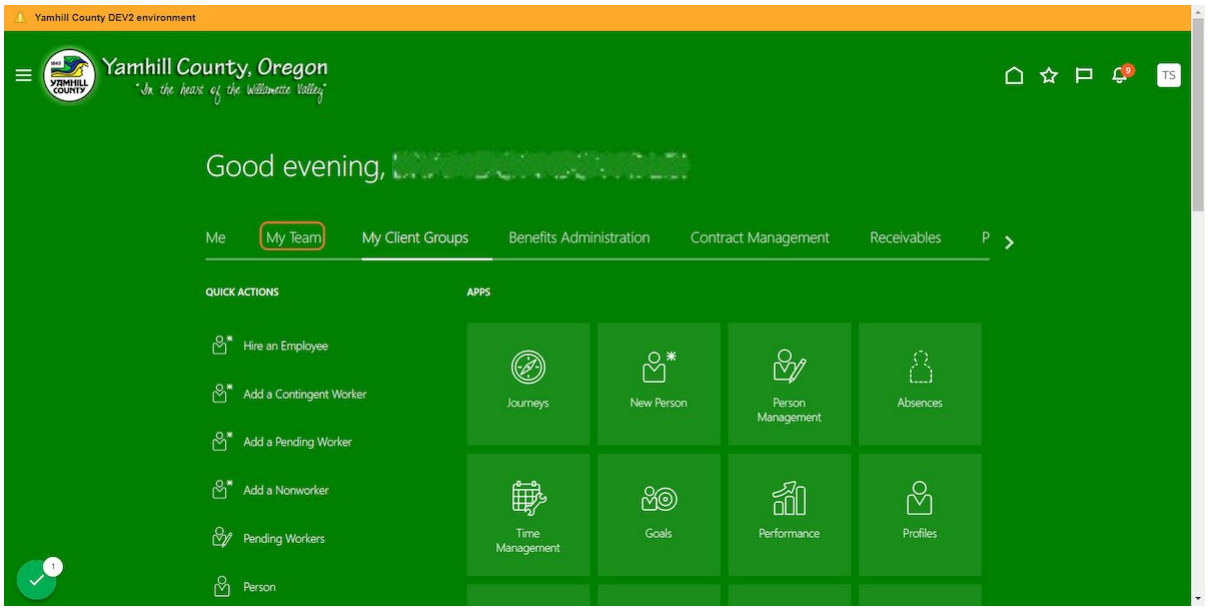
Pre-Requisites/ Job Descriptions

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

ID	Job Description
01	Manager

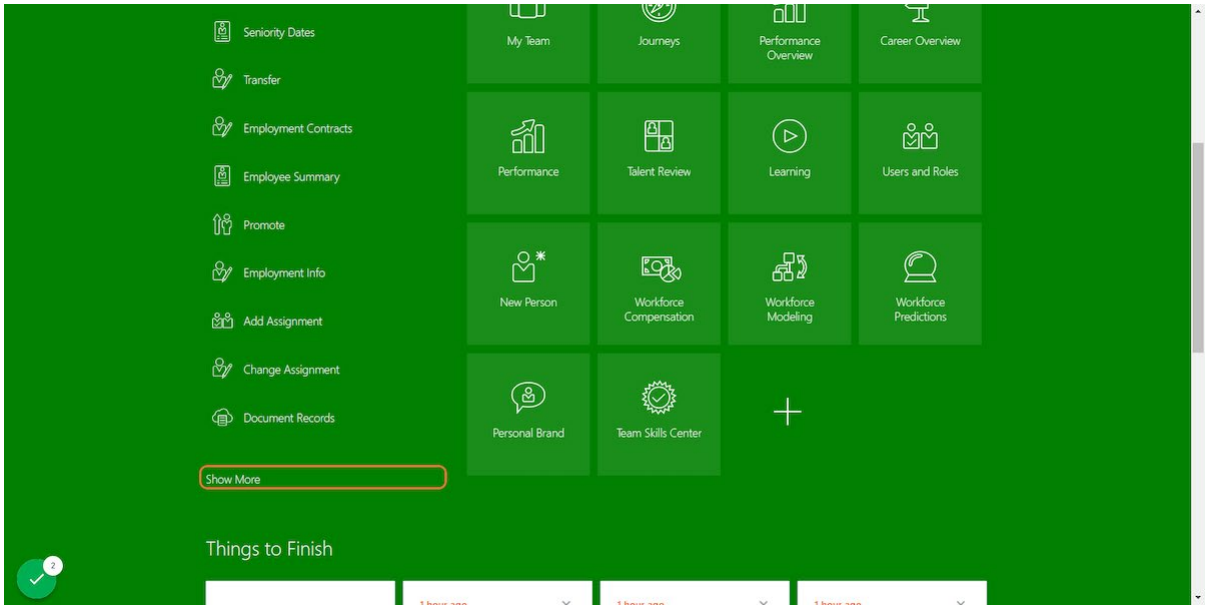
STEP 1

Login to Oracle Fusion Cloud. Click on the “My Team” tab.



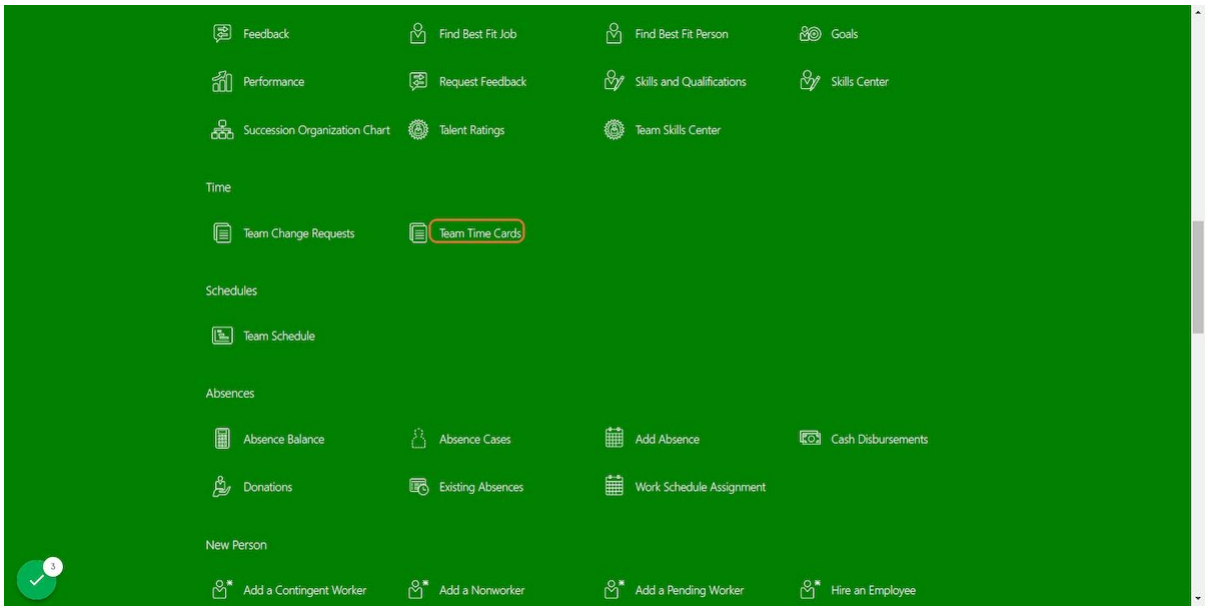
STEP 2

Scroll down and click on the “Show More” hyperlink.



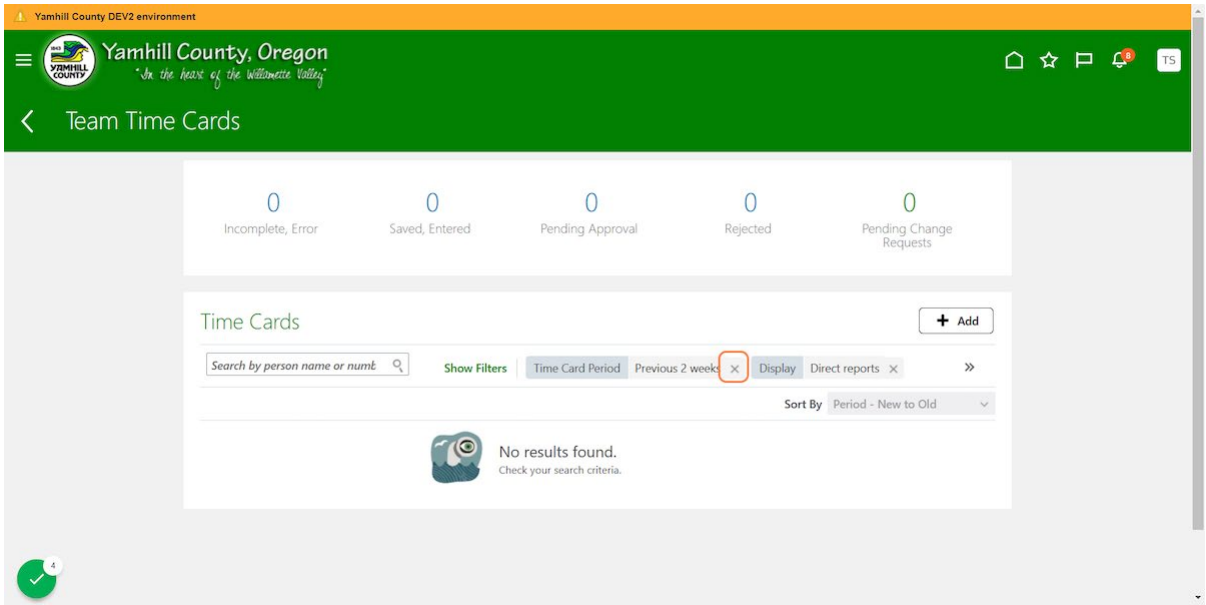
STEP 3

Under the “Time” section, click on the “Team Time Cards” option.



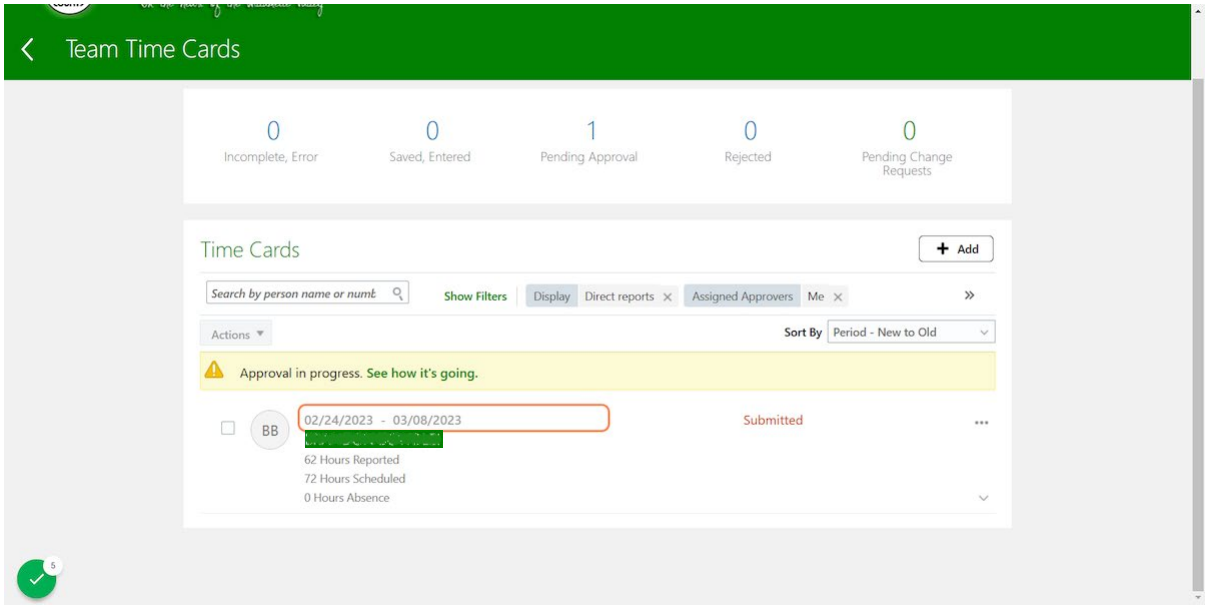
STEP 4

Update the filters if required, to search for your team’s time cards.



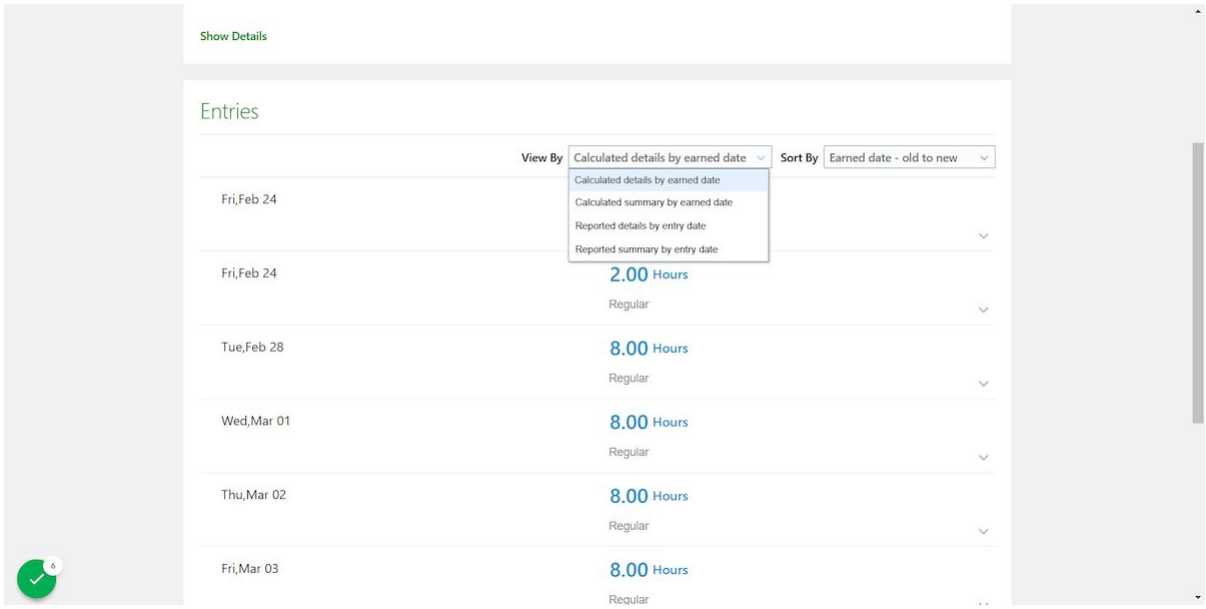
STEP 5

The screen will show the list of team members who have time cards waiting to be approved. To select a time card to review, click on the corresponding "time period" hyperlink.



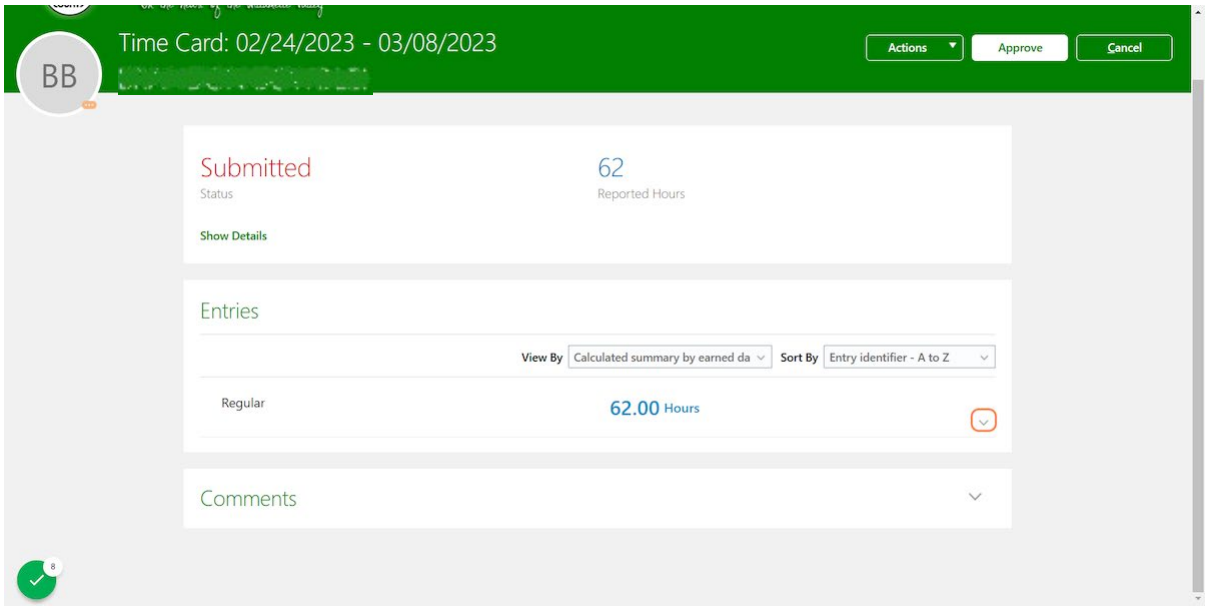
STEP 6

The detailed calculated time will be visible. Click on the "View By" dropdown and select any desired value from the list of options.



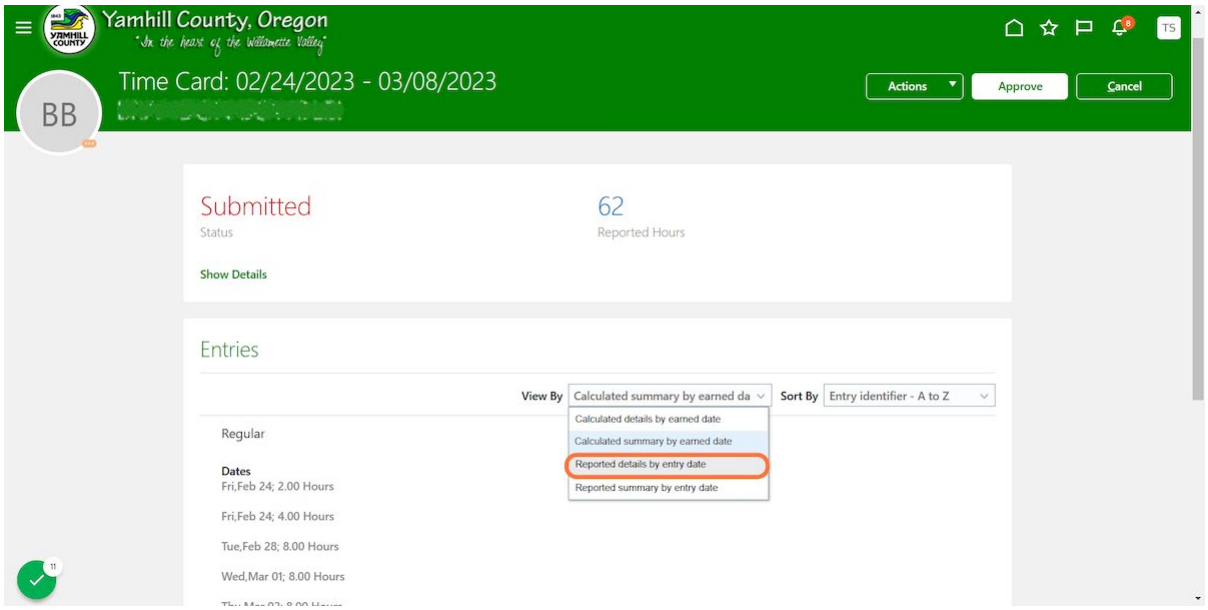
STEP 7

Click on the “Expand” icon towards the right to view the detailed entries.



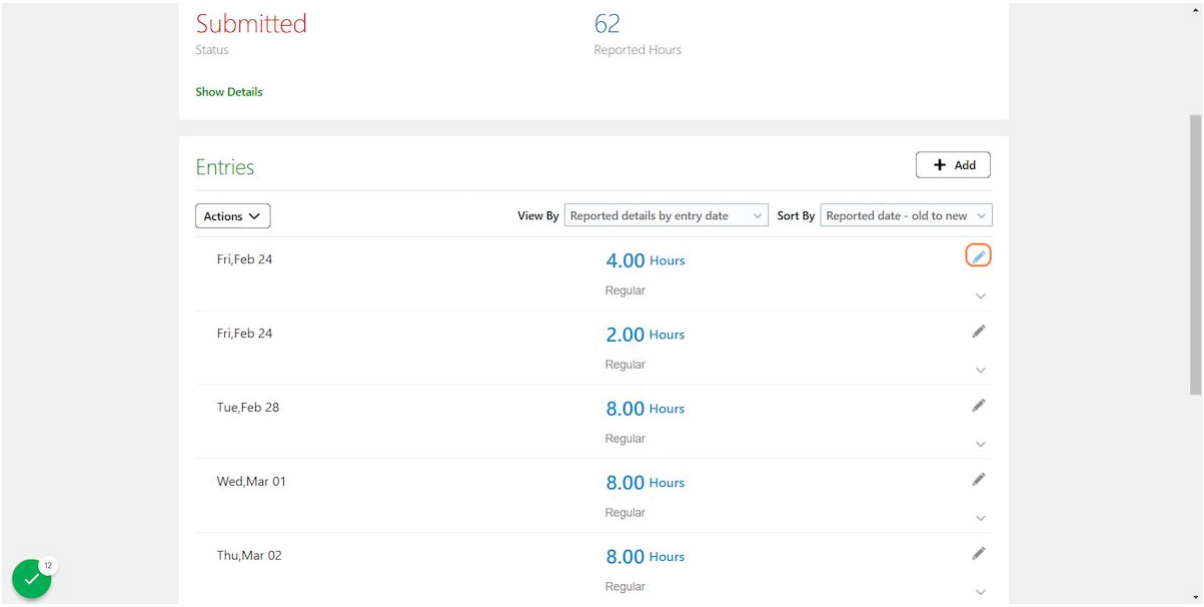
STEP 8

The detailed entries will be visible. Click on the “View By” drop-down, and select any other value from the list of options.



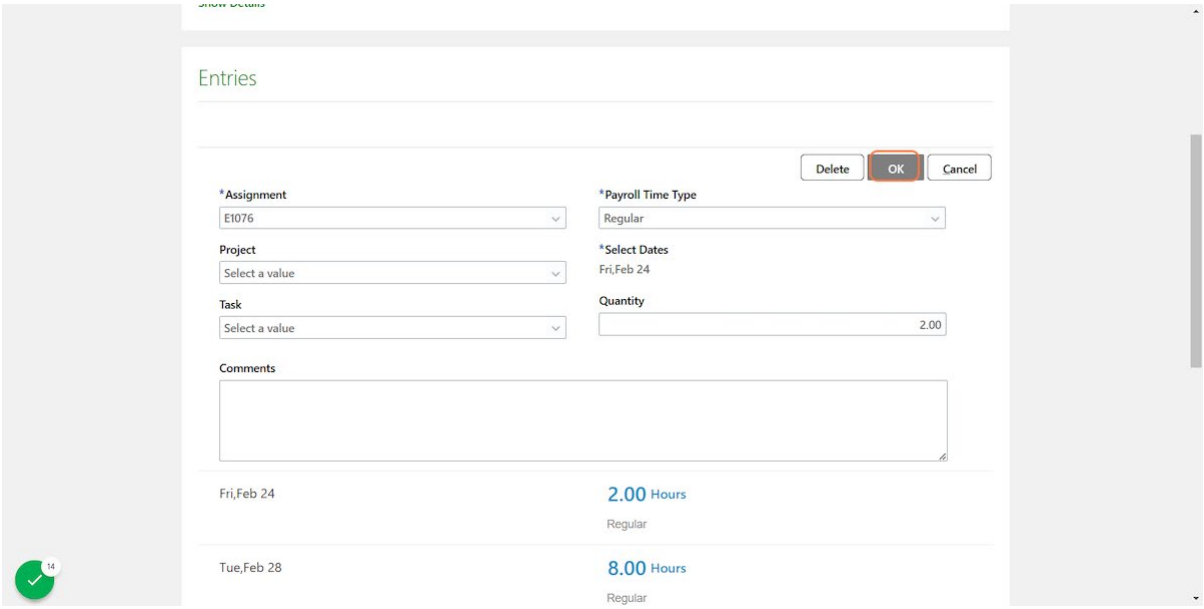
STEP 9

Click on the “pencil” icon to the far right of the desired date.



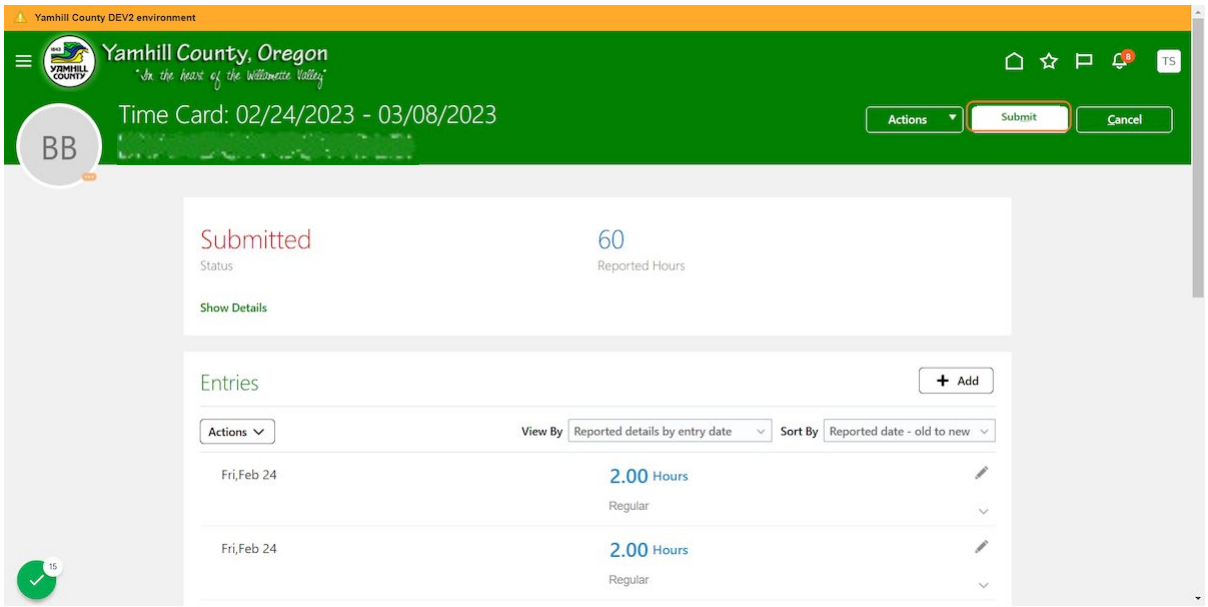
STEP 10

You can change the desired details in the Entries section and click on “OK”. You can also delete the time card for any date by clicking on the “Delete Button” next to the “OK” button.



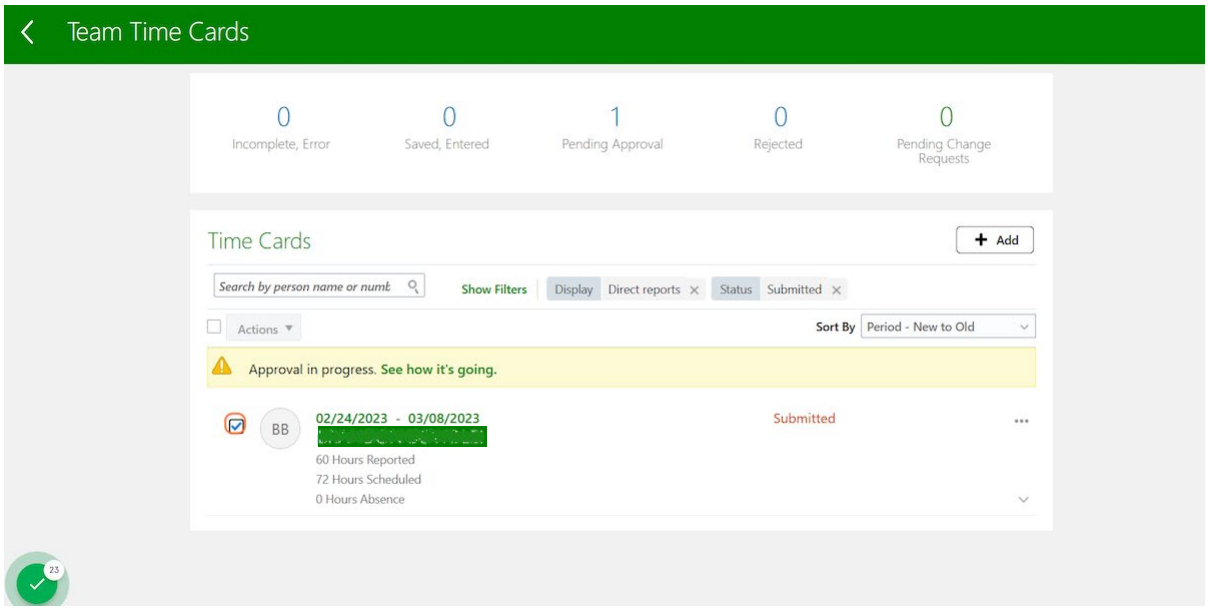
STEP 11

Click on the "Submit" button towards the top-right of the screen.



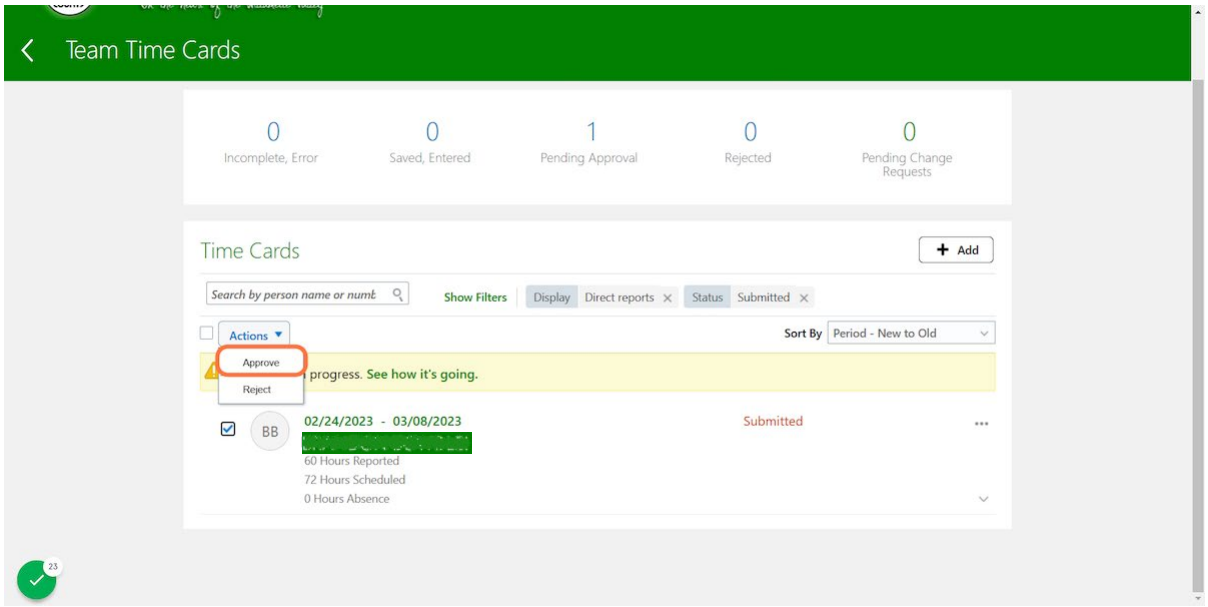
STEP 12

To approve the time card, check the box to the left of the employee's name.



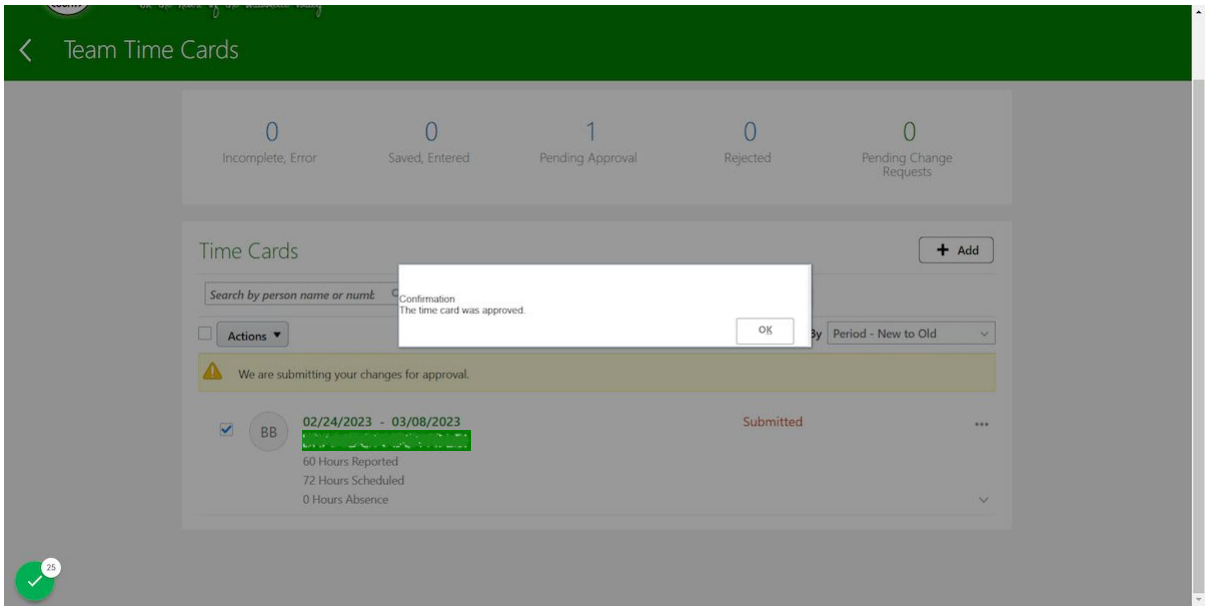
STEP 13

Click the “Actions” button, and select “Approve”.



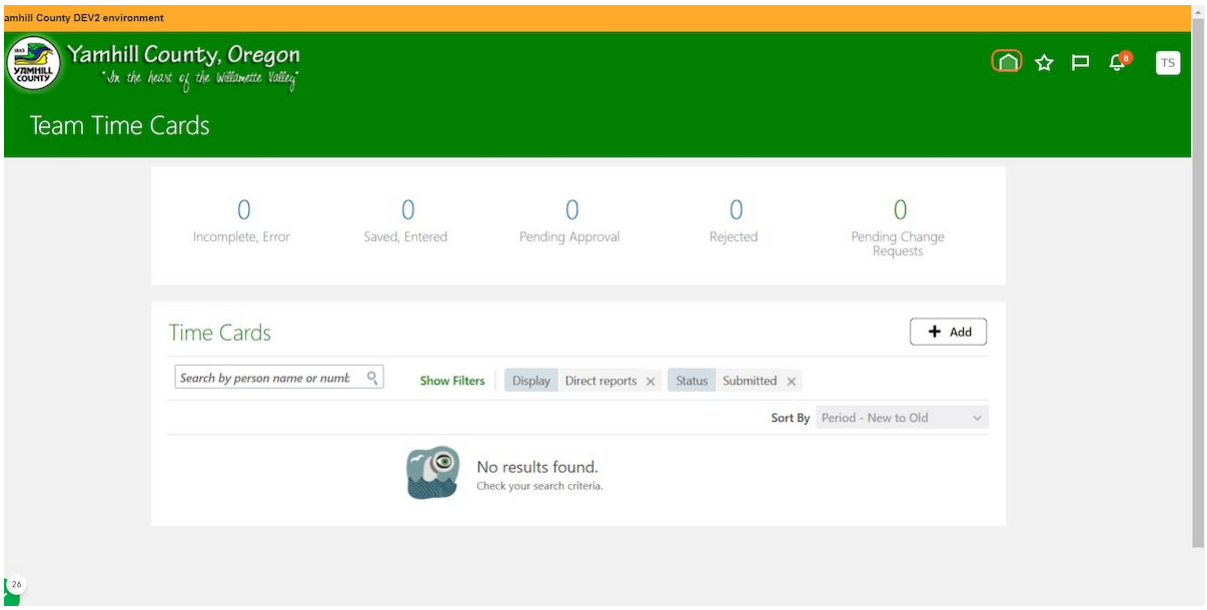
STEP 14

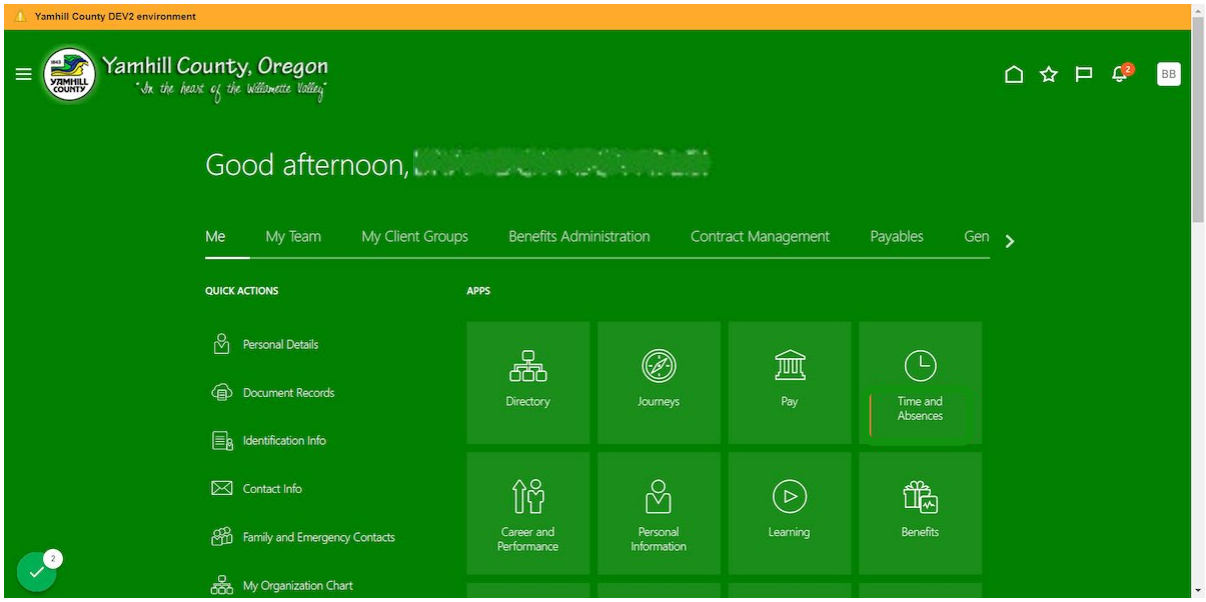
Click “OK” to acknowledge the confirmation message.



STEP 15

Click on the “Home” icon to return to the main screen.



STEP 16

End of the procedure.