

## Enter, Submit, or Edit Time

*Purpose:* The purpose of this task is to enter your time (Worked or Absence), correct any time entry errors, and submit your timesheet at the end of the time reporting period.

*How to Access:* From the Oracle *Springboard* screen, click **About Me**, and click **Time/Absences**.

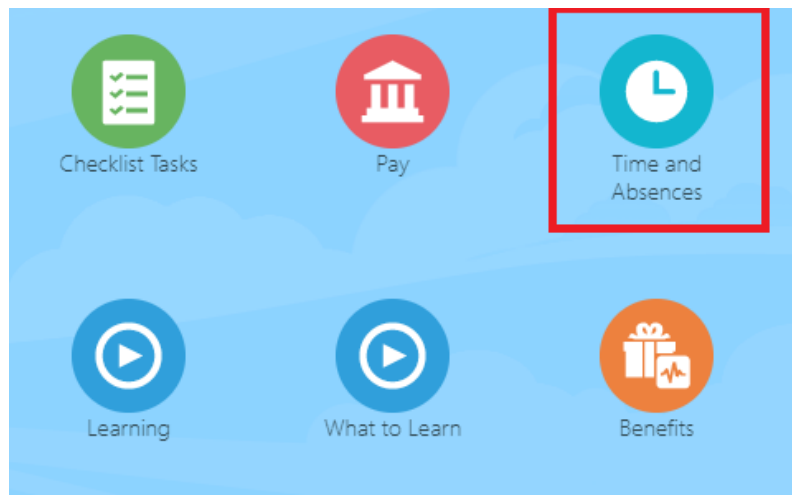
*Audience:* Hourly Employees

*Helpful Hints:*

- Keep in mind that only hourly employees will enter their time in the system.
- **Do Not** submit Timesheets until the end of the Period. Only Save time sheets until all hours have been completed. Please refer to [Step 8](#) in this guide.
- When making changes to Time Sheets, adjust the hours in the row if the time type is the same. Only add an additional row if the time type you are recording is different. (eg. Regular time vs Sick Time)
- If you need to un-submit a timesheet due to an error, contact your manager/supervisor first to reject the time sheet.
- Time must be submitted by 5:00 PM on the first business day after the end of the bi-weekly payroll period.
- If the first business day after the end of the bi-weekly payroll period is a holiday, then be sure to submit your bi-weekly timesheet by noon on the last day of the payroll period.

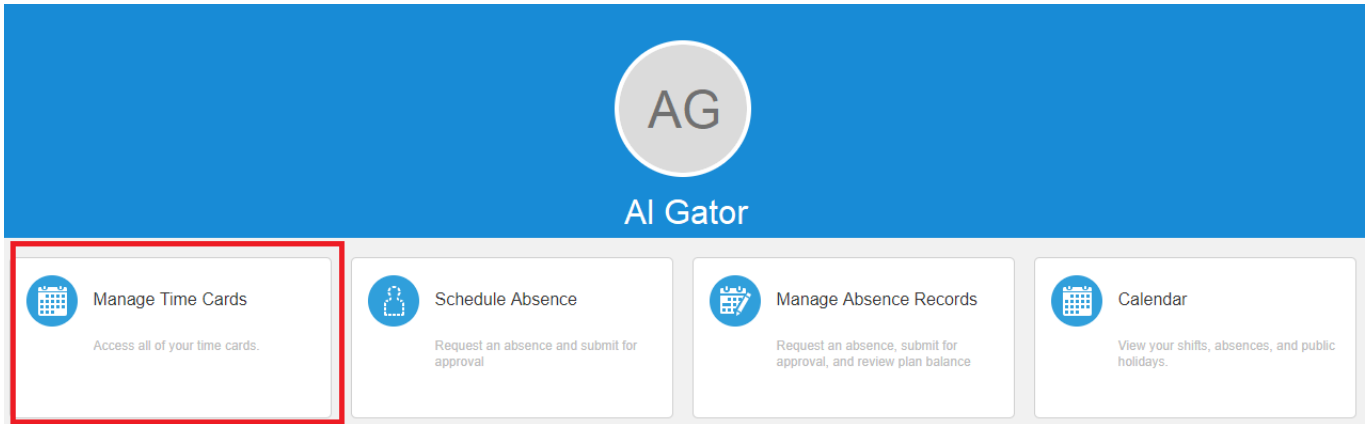
*Procedure:* Complete the following steps to enter and submit your time.

1. **Select Time from the Torch homepage.**

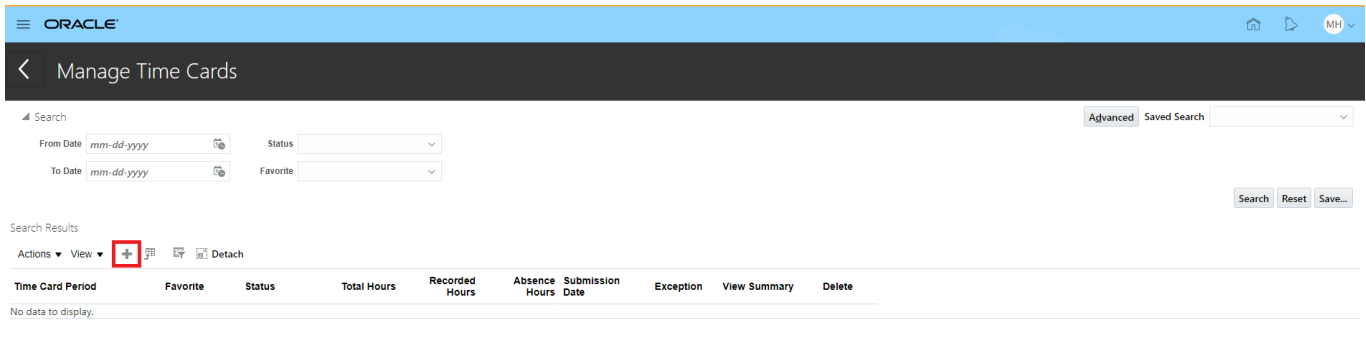


*Manage Time Card*

2. Click on Manage Time Cards (highlighted in red).



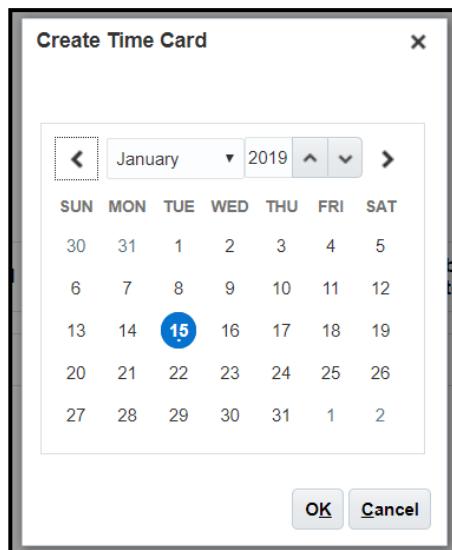
3. Click the + button to create a new time card.



4. Select any day within the required payroll period.

**Note:** The current day will be highlighted in blue.

5. Click **OK**.




Create Time Card: Report Time

Create Time Card: Report Time ☆

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Person Information



Name: Al Gator  
 Assignment Number: E101881  
 Position:  
 Location: Steubenville Campus

Person Number: 101881  
 Job: Verification Specialist  
 Department: Financial Aid  
 Manager: Han Solo

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Time Card Details

Time Card Period: 08-04-2019 - 08-17-2019  
 Overtime Day Start Time: 12:00 AM  
 Status: New  
 Resubmission Status:

Time Card Comments:

Resubmission Reason:

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Time Entry
Time Totals

Reported Hours: 0.00      Absence Hours: 0.00      Scheduled Hours: 80.00

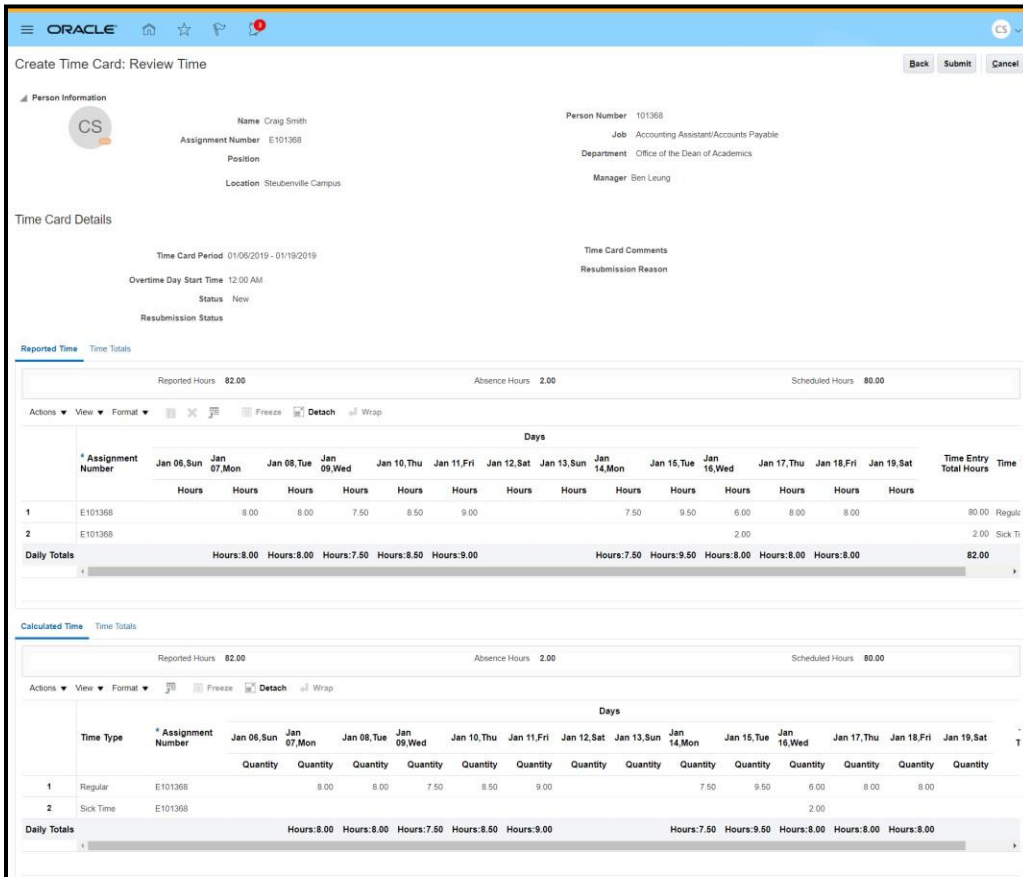
Actions: View | Format | Add Row Below | Freeze | Detach | Wrap

	*Time Type	*Job	Days														Time Entry Total Hours	
			Aug 04, Sun	Aug 05, Mon	Aug 06, Tue	Aug 07, Wed	Aug 08, Thu	Aug 09, Fri	Aug 10, Sat	Aug 11, Sun	Aug 12, Mon	Aug 13, Tue	Aug 14, Wed	Aug 15, Thu	Aug 16, Fri	Aug 17, Sat		
1																		0.00
Daily Totals																	0.00	

6. Select the **Job first** from the drop down menu  
**Select Time Type:** Select **Regular** for any recorded working hours. To add an absence from this time card layout, highlight the first row and click **+Add Row Below**. Select the appropriate **Time Type** for the required absence (eg. Sick, Vacation, etc.).  
  
**Note:** Notice that the filled in Time Card contains both Regular Hours (red highlight) and Sick Time (blue highlight). Hours must be entered in .25 hour increments.
8. Complete one of the following steps.

If you want to...	Then...	Go To
Save your hours and remain on the <i>Time Card</i> screen,	Click <b>Save</b> .	
Save your hours and return to the <i>Calendar</i> screen,	Click <b>Save and Close</b> .	
Submit your Hours for approval,	Click <b>Next</b> .	Step 9

Create Time Card: Review Time



**Person Information**

Name: Craig Smith  
Assignment Number: E101368  
Position: [Blank]  
Location: Steubenville Campus

Person Number: 101368  
Job: Accounting Assistant/Accounts Payable  
Department: Office of the Dean of Academics  
Manager: Ben Leung

**Time Card Details**

Time Card Period: 01/06/2019 - 01/19/2019  
Overtime Day Start Time: 12:00 AM  
Status: New  
Resubmission Status: [Blank]

Time Card Comments: Resubmission Reason

**Reported Time**

Reported Hours: 82.00      Absence Hours: 2.00      Scheduled Hours: 80.00

* Assignment Number	Days														Time Entry Total Hours	Time
	Jan 06, Sun	Jan 07, Mon	Jan 08, Tue	Jan 09, Wed	Jan 10, Thu	Jan 11, Fri	Jan 12, Sat	Jan 13, Sun	Jan 14, Mon	Jan 15, Tue	Jan 16, Wed	Jan 17, Thu	Jan 18, Fri	Jan 19, Sat		
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
1 E101368		8.00	8.00	7.50	8.50	9.00			7.50	9.50	6.00	8.00	8.00		80.00	Regul
2 E101368											2.00				2.00	Sick Ti
<b>Daily Totals</b>		Hours:8.00	Hours:8.00	Hours:7.50	Hours:8.50	Hours:9.00			Hours:7.50	Hours:9.50	Hours:8.00	Hours:8.00	Hours:8.00		<b>82.00</b>	

**Calculated Time**

Reported Hours: 82.00      Absence Hours: 2.00      Scheduled Hours: 80.00

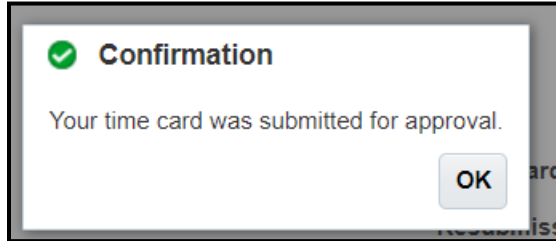
Time Type	* Assignment Number	Days														Quantity
		Jan 06, Sun	Jan 07, Mon	Jan 08, Tue	Jan 09, Wed	Jan 10, Thu	Jan 11, Fri	Jan 12, Sat	Jan 13, Sun	Jan 14, Mon	Jan 15, Tue	Jan 16, Wed	Jan 17, Thu	Jan 18, Fri	Jan 19, Sat	
Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		
1 Regular	E101368		8.00	8.00	7.50	8.50	9.00			7.50	9.50	6.00	8.00	8.00		
2 Sick Time	E101368										2.00					
<b>Daily Totals</b>			Hours:8.00	Hours:8.00	Hours:7.50	Hours:8.50	Hours:9.00			Hours:7.50	Hours:9.50	Hours:8.00	Hours:8.00	Hours:8.00		

- Review the entered hours and confirm that all information is accurate.
- Click **Submit** to submit your hours for manager approval.



**Note:** Time must be submitting by 5:00 PM on the first business day after the end of the bi-weekly payroll period. If the first day is a holiday, then be sure to submit your timesheet by noon on the last day of the payroll period.

*Confirmation*



*Result:*

You have successfully entered, corrected and/or submitted your timesheet.