

Create/Edit Timecards as Timecard Manager

Welcome to Oracle E-Business Suite

Enter your username and password to
*Indicates Required Field

1

* Username

* Password

Admin_Finance_Div Timecard Mgr

2

- Manager Actions
- Timecard Status Report
- UNI Manager Actions
- Timecard List

6/24/11

Name: Go

3

UNI Manager Actions: People in Hierarchy

Show Terminated Employees

Name	Assignment Number	Job	Department	Timecard List
Neff, Brenda J	2039	Merit Clerical Supervisory.Secretary IV.1074	VP for Administration & Finance	
Paulsen, Mikaela V	8433-2	Student.Requisition Preparer.	VP for Administration & Finance	

a

Line#	Hours	Type	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Actions
1		Holiday		8.0						Details

5

Status	Assignment	Period Starting	Period Ending	Recorded Hours	Submission Date	Open History	Print
Submitted	ITS-Information Systems Asst Applications Administrator	01-Nov-2004	30-Nov-2004	0.0	18-Oct-2004		
Working	ITS-Information Systems Asst Applications Administrator	01-Oct-2004	31-Oct-2004	40.0	18-Oct-2004		
Timed Out	ITS-Information Systems Asst Applications Administrator	01-Sep-2004	30-Sep-2004	8.0	18-Oct-2004		

4

Line#	Hours	Type	Sep 05	Sep 06	Sep 07	Sep 08	Sep 09	Sep 10	Sep 11	Actions
1		Holiday	0.0	8.0	0.0	0.0	0.0	0.0	0.0	Details
New		Holiday		-8.0						Delete
New		Vacation		8.0						Delete

2

3

UNI

Home Search Timecard List New Timecard Logoff Help

6

Save and Review for Submission Cancel Save For Later Print Timecard View Comments/History

Delete

7

1	Enter My UNIVERSE, click e-Business Login Login with Username and Password	5	To edit a timecard, reverse the current entry. Click (1) 'Add a Row', (2) select the same hours type as the incorrect entry, but enter a negative number of hours. Then, click 'Add a Row', (3) choose the correct hours type and enter the correct number of hours
2	Select UNI Timecard Manager, then click "Timecard List" located under UNI Manager Actions	6	To create an entirely new timecard, click the New Timecard icon at the top of the page. Complete the timecard
3	Click the (a) "Timecard List" icon for the person whose timecard you want or if not displayed (b) type their last name in the blank search field, Click Go, then click the "Timecard" icon	7	Click 'Save and Review for Submission' if you are finished with the timecard or "Save For Later" if additional entries will be added
4	Select the timecard you wish to review by clicking the Open icon for the appropriate time period		