

Monthly Timecard At-a-Glance

The screenshot displays the Oracle E-Business Suite interface. On the left, a login box (1) prompts for a username and password. The main area (2) shows the 'Applications' menu with 'UNI Employee Self Service' selected. A 'Timecard' link (3) is visible in the sub-menu. On the right, a navigation bar (4) includes icons for 'Home', 'Search', 'Timecard List', 'New Timecard', 'Logoff', and 'Help'. Below this, a table (4) lists timecard records with columns for 'Period Ending', 'Recorded Hours', and 'Submission Date'. A central dialog box (5) allows selecting an 'Assignment' (e.g., 'VP for Administration & Finance Coordinator III') and a 'Timecard Period' (e.g., 'February 01, 2004 - February 29, 2004'). The main timecard grid (6) has columns for days of the week and rows for 'Hours Type' (e.g., 'Vacation', 'Sick Leave') with input fields for hours. 'Add a Row' buttons (7) are used to add new entries. At the bottom, 'Save and Review for Submission' (9) and 'Save For Later' (8) buttons are present.

<p>1 Enter My UNiverse, click e-Business Login Login with Username and Password</p>	<p>6 Click "Add a Row " and select Hours Type; enter hours and tenths (for example 3.5)</p>
<p>2 Click "UNI Employee Self Service"</p>	<p>7 Click "Add a Row" to enter hours for another week</p>
<p>3 Click "Timecard"</p>	<p>8 Click "Save for Later" to save an incomplete timecard</p>
<p>4 Click "New Timecard" icon to create a new timecard or Click the "Open" icon to update a Working timecard</p>	<p>9 Click "Save and Review for Submission" to review a completed timecard</p>
<p>5 Select Assignment and Timecard Period, then click "Go"</p>	<p>Click "Submit" to forward timecard for approval</p>