

Physical Plant Merit Weekly Timecard At-a-Glance

The screenshot shows the Oracle E-Business Suite interface for creating a timecard. Key elements include:

- 1:** Login fields for Username and Password.
- 2:** 'UNI Employee Self Service' link in the Applications menu.
- 3:** 'Timecard' link in the sub-menu.
- 4:** 'New Timecard' icon in the top navigation bar.
- 5:** 'Assignment' and 'Timecard Period' dropdown menus in the pop-up window.
- 6:** Table for entering hours by day (Sun-Sat) with columns for Hours Type, Total, and Actions.
- 7:** 'Add a Row' button in the table.
- 8:** 'Save For Later' button at the bottom.
- 9:** 'Save and Review for Submission' button at the bottom.



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<p>1 Login with Username and Password</p>	<p>6 Click "Add a Row " and select Hours Type; enter hours and tenths worked, enter additional information as required (Cost Center, Work Code, Project Number, Description, Lead Pay)</p>
<p>2 Click "UNI Employee Self Service"</p>	<p>7 Click "Add a Row" to enter another Hours Type</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 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>