

P&S Hourly Timecard At-a-Glance

The screenshot displays the Oracle E-Business Suite interface for entering a timecard. The process is guided by numbered callouts:

- 1:** Welcome to Oracle E-Business Suite login page.
- 2:** UNI Employee Self Service link in the Applications menu.
- 3:** Timecard link in the UNI Employee Self Service sub-menu.
- 4:** New Timecard icon in the navigation bar.
- 5:** Selection of Assignment (University Marketing & Public Relations Program Assistant) and Timecard Period (September 12, 2004 - September 18, 2004).
- 6:** Clicking "Add a Row" and selecting Hours Type (Regular) with 32.5 hours.
- 7:** Clicking "Add a Row" to enter another Hours Type (Excused Duty) with 3.5 hours.
- 8:** Clicking "Save for Later" to save an incomplete timecard.
- 9:** Clicking "Save and Review for Submission" to review a completed timecard.

<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 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 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>