

Reviewing Timecards At-a-Glance

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Physical_Plant Timecard Mgr

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UNI Manager Actions

- Timecard List

Name: Go

Show Terminated Employees Show Hierarchy

Name	Assignment Number	Job	Department	Timecard List
Abbott, Christopher M	3711	Merit Blue Collar.Pipefitter.5161	Operations	Home
	2040	Merit Blue Collar.Custodian I.5701	Building Services	Home
	577	Merit Supervisory (Non-Clerical).Facilities Services Coordinator.5031	Building Services	Home

You can open or print the timecards below. Click on New Timecard to create a new timecard.

Sort By: Period Start Date

Status	Assignment	Period Starting	Period Ending	Recorded Hours	Submission Date	Open History Print
Submitted	Utilities & Power Plant Power Plant Asst Chief Operator	01-Aug-2004	07-Aug-2004	16	20-Jun-2004	Open History Print
Processed	Utilities & Power Plant Power Plant Asst Chief Operator	04-Apr-2004	10-Apr-2004	43	10-Jun-2004	Open History Print
Processed	Utilities & Power Plant Power Plant Asst Chief Operator	28-Mar-2004	03-Apr-2004	43	10-Jun-2004	Open History Print
Processed	Utilities & Power Plant Power Plant Asst Chief Operator	21-Mar-2004	27-Mar-2004	43	10-Jun-2004	Open History Print
Processed	Utilities & Power Plant Power Plant Asst Chief Operator	14-Mar-2004	20-Mar-2004	43	10-Jun-2004	Open History Print
Processed	Utilities & Power Plant Power Plant Asst Chief Operator	07-Mar-2004	13-Mar-2004	43	10-Jun-2004	Open History Print

Assignment Utilities & Power Plant Power Plant Asst Chief Operator
Timecard Period August 01, 2004 - August 07, 2004
Salary Basis Hourly Paid Salary

View Comments/History

Jump to Bottom

Line#	Hours	Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Actions
1	0.0	Regular	0.0	8.0	0.0	0.0	0.0	0.0	0.0	8.0	Details
2	0.0	Regular	0.0	0.0	6.0	0.0	0.0	0.0	0.0	6.0	Details
3	0.0	Regular	0.0	0.0	2.0	0.0	0.0	0.0	0.0	2.0	Details
	0.0		0.0	8.0	8.0	0.0	0.0	0.0	0.0	16.0	

6/24/11

1	Enter My UNiverse, click e-Business Login Login with Username and Password	6	Select the timecard you wish to review by clicking the Open Icon for the appropriate time period
2	Click Timecard Mgr, Timecard Reviewer, or Supervisor Self Service		Review timecard online or click Print Timecard for a copy
3	Click "Timecard List"	7	Click "Details" to see information about a specific line
4	Enter the last name of employee you wish to view and click Go or leave the name blank, click Go and everyone you are allowed to view will display	8	"View Comments/History" reveals status, date/time/owner of action, and comments about the timecard
5	Click the Timecard List icon for appropriate employee		Click "Home" at the top of the screen and repeat process to review a timecard for another employee; click "Timecard List" to review another timecard for the same employee