Oracle Global Human Resources Cloud
Using Time and Labor

Contents

Preface

1 Time and Labor Functional and Effective Dating Overview
   Using Time and Labor: Overview
   Delegating Time and Labor Tasks: Explained
   Date-Effective Objects in Scheduling and Time and Labor: Explained
   Effective Date FAQs

2 Scheduling Configuration and Maintenance
   Time and Labor Scheduling: Overview
   Default Scheduler Profile: Explained
   Worker Schedule: How It’s Determined
   Importing Third-Party Schedules for Employees: Explained
   Scheduling FAQ

3 Time Reporting and Collecting
   Reporting Time: Overview
   Change Audit of Time Cards: Explained
   Generating Time Cards: Points to Consider
   Generating Time Cards: Examples
   Processing Events from Time Collection Devices: Overview
   Recalculating Time Card Data Affected by Retroactive Changes to Employee Data: Overview
   Time Entry Display Filters for Project Costing: Explained
   Time Reporting and Collecting FAQs

4 Time Data Approval and Transfer
   Validation, Calculation, and Approval Rules Initiated by Time Card Action: Explained
   Time Card and Time Entry Approvals: Explained
   Transferring Global Payroll Time Data: Explained
   Transferring Project Costing Time Data: Explained
   Time Card Absence Approvals and Transfer: Explained
   Transferring Absence Time Data to Project Execution Management: Explained
Preface

This preface introduces information sources that can help you use the application.

Using Oracle Applications

Using Applications Help

Use help icons to access help in the application. If you don’t see any help icons on your page, click your user image or name in the global header and select Show Help Icons. Not all pages have help icons. You can also access Oracle Applications Help.

Watch: This video tutorial shows you how to find help and use help features.

You can also read Using Applications Help.

Additional Resources

- **Community**: Use Oracle Cloud Customer Connect to get information from experts at Oracle, the partner community, and other users.
- **Guides and Videos**: Go to the Oracle Help Center to find guides and videos.
- **Training**: Take courses on Oracle Cloud from Oracle University.

Conventions

The following table explains the text conventions used in this guide.

<table>
<thead>
<tr>
<th>Convention</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>boldface</strong></td>
<td>Boldface type indicates user interface elements, navigation paths, or values you enter or select.</td>
</tr>
<tr>
<td><strong>monospace</strong></td>
<td>Monospace type indicates file, folder, and directory names, code examples, commands, and URLs.</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than symbol separates elements in a navigation path.</td>
</tr>
</tbody>
</table>

Documentation Accessibility

For information about Oracle’s commitment to accessibility, visit the Oracle Accessibility Program website.

Videos included in this guide are provided as a media alternative for text-based help topics also available in this guide.
Contacting Oracle

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit My Oracle Support or visit Accessible Oracle Support if you are hearing impaired.

Comments and Suggestions

Please give us feedback about Oracle Applications Help and guides! You can send an e-mail to: oracle_fusion_applications_help_ww_grp@oracle.com.
1 Time and Labor Functional and Effective Dating Overview

Using Time and Labor: Overview

Ongoing business process activities for time and labor include reporting, approving, and transferring time, as well as maintaining time card configuration and analyzing processing details. This figure summarizes these ongoing activities, which are described in the following sections.

Planning and Publishing Schedules

Schedulers plan and publish weekly team schedules based on the work schedules of team members, including approved absences and public holidays. They can optionally create and edit Time shifts, which only Scheduling can use, or create and edit HR shifts. Schedulers manage schedules and shifts using tasks in the Time Management work area.

Reporting Time

Employees report time in the Time work area on a calendar or using the Manage Time Cards task. HR specialists and any user with the Time and Labor Manager role can report or adjust employee time in the Time Management work area.
Approving Time Cards

Line managers approve payroll time data and project managers approve project costing time data. They make their approvals using the **Pending Notifications** icon on the global header or the Worklists work area.

Transferring Time

Time and labor managers troubleshoot time transfers initiated by time consumer administrators. They can review incomplete transfer processes and resolve time entry transfer failures in the Time Management work area.

Analyzing Time

Time and labor managers analyze the processing details of time formulas, rules, and rule sets, and make necessary configuration adjustments. They do the analysis and adjustments using tasks in the Time Management work area.

Maintaining Time and Labor Configurations

After the initial implementation, time and labor managers maintain these objects:

- Time layouts
- Validation, calculation, allocation, save, and submission rules
- Group memberships
- Setup and device profile assignments

They do this maintenance mostly using tasks in the Time Management work area. Certain tasks, such as **Manage HCM Groups**, are in the Setup and Maintenance work area, Workforce Deployment offering, Time and Labor functional area.

See the Implementing Time and Labor guide for information about maintaining your setup configurations.

**Related Topics**

- **Time Card and Time Entry Approvals: Explained**
- **Managing Layout Sets: Explained**
- **Troubleshooting Assignments of Time Setup and Device Processing Profiles: Explained**
- **Time and Labor Scheduling: Overview**
- **Reporting Time: Overview**
Delegating Time and Labor Tasks: Explained

You can delegate all or a subset of tasks associated with your Time and Labor Manager role using the Me > Roles and Delegations task.

To delegate scheduling tasks, assign the delegate working on the manager's behalf to the manager's scheduler profile. If the manager is using the default scheduler profile, you must create a scheduler profile for the manager. Then, you can also assign the delegate to the profile. In both cases, use the Manage Scheduler Profiles task in the Time Management work area. Delegated schedulers must have the Time and Labor Manager role to use the Manage Planned Schedule task.

Date-Effective Objects in Scheduling and Time and Labor: Explained

These setup objects use date effectivity to retain history as they change over time:

- Scheduler Profile
- Time Entry Rule Set
- Worker Time Entry Setup Profile
- Time Calculation Rule Set
- Worker Time Processing Setup Profile
- Time Device Rule Set
- Time Device Processing Profile

When you edit a profile, ensure that the edit start date corresponds with the start date of the associated reporting period.

Related Topics

- Date Effectivity: Explained
- Updating Date-Effective Objects: Examples
- Correcting Date-Effective Objects: Examples

Effective Date FAQs

What's the effective as-of date?

A date value that filters search results. For any date-effective object that matches the other search criteria, the search results include the physical record for the specified effective as-of date. The effective as-of date is one of the search criteria. Therefore, objects with effective dates that don't include the specified date don't appear in the search results. By default, the effective as-of date is today's date.
What's the difference between updating and correcting a date-effective object?

When you update an object, you insert a physical record in the object’s history. Typically, the inserted record follows the current physical record, and the effective start date is today’s date. However, you can edit the object history or create a future-dated change by setting an appropriate effective start date.

When you correct a date-effective object, you edit the information in an existing physical record. You don’t create a physical record.

What happens when I end date an object?

The date that you enter becomes the final effective end date for the object. If physical records exist for the object beyond the effective end date, either they’re deleted automatically or you delete them.

The object’s history remains available. For example, the object may appear in search results if the search criteria include an effective as-of date that’s within the object’s effective dates.
2 Scheduling Configuration and Maintenance

Time and Labor Scheduling: Overview

Employees and managers use schedule views to plan leave time and shifts. Managers use scheduling tasks to schedule shifts, monitor work coverage, and balance workloads.

Managing Shift Properties

Time and labor managers can create and edit time shifts, which only Scheduling uses. They can edit time and labor properties of HR shifts, such as shift short name, color display, next day, time not worked, and limits. They can also import shifts from third-party scheduling applications.

Time and labor managers:

- Create and edit time shifts and edit scheduling-specific HR shifts using the Manage Shift Properties task in the Time Management work area.
- Create HR shifts using the Manage Work Shifts task in the Setup and Maintenance work area, Workforce Deployment offering, Workforce Information functional area.
- Make imported shift data available using the Manage Schedule Processes task, Process Import Shifts process in the Time Management work area.

Managing Scheduler Profiles

Scheduler profiles determine who can schedule shifts, monitor coverage, and balance workloads for a specific group of employees. Time and labor managers use the Manage Schedule Profiles task in the Time Management work area to create scheduler profiles. These profiles control these aspects of the managed planned schedule and view published schedule pages:

- Scheduling group, either the direct reports for the selected manager or members of the selected HCM group
- Default resource requirements
- Display labels for shifts with defined limits, such as the short name, and for shifts without defined limits, such as start to end or duration
- Staffing differences for over, under, and normal staffing levels
  
  Colors associated with each level enable schedulers to quickly distinguish the levels on planned schedule summary sections.

Schedulers can delegate scheduling tasks as needed by assigning other people to their scheduler profiles.

**Note:** All schedulers must have the Time and Labor Manager role to use the scheduling features.
Managing Planned Schedule

Time and labor and line managers maintain weekly team schedules based on the work schedules of team members, including approved absences and public holidays. They can quickly analyze and edit workload coverage using indicators of total hours scheduled, resources required, and resources scheduled. They can optionally create and edit Time shifts, which only Scheduling can use. The time entry profile associated with each manager determines whether the manager can edit shifts. The allow edits option on imported schedule events can override this setting for the time period of the imported schedule event. Managers are indirectly associated with time entry profiles through the supervisor hierarchy of the employees directly associated with these profiles. The **Manage Planned Schedule** task is part of the Time Management work area.

Viewing Published Schedule

The View Published Schedules page is a read-only version of the Manage Planned Schedule page in terms of appearance and coverage indicators. The schedule and coverage data can be different between the two pages because schedulers can create, edit, and save a planned schedule without publishing it. The **View Published Schedule** task is part of the Time Management work area.

Managing Time and Viewing Team Schedules

Employees can use the Time work area to manage their time with a complete view of their personal and published employment schedule. They can use their team schedules to view their teammates' shifts. The team schedules enable employees to responsibly plan leaves and actively negotiate shift trades to accommodate personal appointments or time off.

Managers can't use team schedules to view their subordinate teams' schedules. Team schedules in the Time work area always show peer schedule data, not subordinate schedule data. To view team schedules for subordinates, managers must use the **Manage Planned Schedule** and **View Published Schedule** tasks in the Time Management work area.

Related Topics

- Schedule Components: How They Fit Together

Default Scheduler Profile: Explained

All managers with the **Time and Labor Manager** role are automatically associated with the default scheduler profile. The default profile enables them to manage planned schedules and view published schedules without having to first set up scheduler profiles. This table shows the values configured in the default scheduler profile.

<table>
<thead>
<tr>
<th>Field</th>
<th>Configured Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling Group Type</td>
<td>Group Manager</td>
</tr>
<tr>
<td>First Day of the Week</td>
<td>Sunday</td>
</tr>
<tr>
<td>Shift With Defined Limits</td>
<td>Short name</td>
</tr>
</tbody>
</table>
You cannot edit this delivered profile. Create your own scheduler profiles when you require other scheduler configurations, such as:

- To assign, or delegate, scheduling tasks to schedulers other than the line manager
- To set resource requirements and identify over and under staffing

Worker Schedule: How It's Determined

The schedule for a worker during a selected time period is automatically determined using:

- The published WFM schedule, HR work week, work schedule, or standard working hours that the worker presently follows
- Calendar events and work schedule resource exceptions
- Absence entries during that period

How the Worker Schedule Is Determined

The schedule API uses the provided worker assignment to determine the worker’s schedule. It checks for a schedule using this hierarchy, in the specified order.

1. A published WFM schedule for the worker
2. An HR work week if it can’t find a WFM schedule
3. A work schedule assigned to 1 of these workforce structure levels, in the specified order; it stops as soon as it finds a primary schedule
   a. Primary assignment of the worker
   b. Position
   c. Job
   d. Department
   e. Location
   f. Legal Employer
   g. Enterprise
4. The standard working hours defined for the worker’s primary assignment

Then the schedule API factors in any applicable:

- Calendar events and work schedule resource exceptions
- Absences
This figure is a visual representation of the schedule API search flow.

These 2 scenarios show how determining a worker's schedule changes based on the workforce structure with the primary schedule.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>You assigned a primary work schedule at the enterprise level. However,</td>
<td>The department’s primary work schedule determines the worker’s schedule</td>
</tr>
<tr>
<td>since workers belonging to a particular department in that enterprise</td>
<td>because that schedule takes precedence over the work schedule defined at</td>
</tr>
<tr>
<td>follow different work hours, you assigned a different primary work</td>
<td>the enterprise level.</td>
</tr>
<tr>
<td>schedule to that department.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>In the same example, you assigned a primary work schedule to a worker</td>
<td>That work schedule determines the worker’s schedule. A work schedule</td>
</tr>
<tr>
<td>(primary assignment) belonging to the same department.</td>
<td>assigned to the primary assignment takes precedence over the ones</td>
</tr>
<tr>
<td></td>
<td>defined at the department level and the enterprise level.</td>
</tr>
</tbody>
</table>
This figure is a visual representation of the 2 scenarios.

The calendar events and resource exceptions that exist in the primary work schedule, and any absences during the selected time period, affect the worker’s schedule.
Importing Third-Party Schedules for Employees: Explained

Import up to 4 levels of schedule business objects to view and optionally edit using these Time Management work area tasks: **View Published Schedule** and **Manage Planned Schedule**. This figure shows the hierarchy of the objects within the import file.

This table provides import scenarios for each schedule business object and level.

<table>
<thead>
<tr>
<th>Import Scenario</th>
<th>Affected Schedule Object</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Import full schedules from January 1 to 7 for Chris's team.</td>
<td>Schedule Request</td>
<td>1</td>
</tr>
<tr>
<td>Import Leslie's full schedule from January 1 to 7.</td>
<td>Schedule Event</td>
<td>2</td>
</tr>
<tr>
<td>Import Leslie's shift on January 5.</td>
<td>Schedule Shift Event</td>
<td>3</td>
</tr>
<tr>
<td>Import time attributes related to Leslie's shift on January 5.</td>
<td>Schedule Shift Attribute</td>
<td>4</td>
</tr>
</tbody>
</table>

Importing third-party schedule data consists of these 2 phases:

1. Import the schedules to the staging table.
2. Load the imported shifts to the planned schedule table.
Prerequisite Setup of Shift Owners

You must add codes to the ORA_HWM_SHIFT_ENTRY_OWNER lookup type for each third-party scheduling application that you import shifts from. Time and Labor Scheduling uses these codes to identify the owner of each shift, so that schedulers know the source of the shift data.

Prerequisite Setup of Notifications

Automatically notify schedulers when new schedules were imported. Optionally, automatically notify employees of newly published schedules. Configure the recipients and messages for these alerts in the Tools > Alerts Composer work area:

- HTS Worker Shifts Imported
- HTS Schedule Publication

Import Third-Party Schedules

Import schedule business objects using these 2 methods:

<table>
<thead>
<tr>
<th>Import Method</th>
<th>Recommended Use</th>
<th>Configuration Documentation</th>
</tr>
</thead>
</table>
| HCM Data Loader, Import and Load Data task | Upload full schedules for multiple employees that cover a long period:  
  - During implementation  
  - Once a week, ongoing | For details on importing Schedule business objects to the workforce management server, see the Oracle Human Capital Management Cloud Integrating guide on http://docs.oracle.com. |
| REST API Schedule resources and requests   | Synchronize regular updates for one or several shifts at a time. | For details on configuring the Schedule resources and requests, see the REST API for Oracle Global Human Resources Cloud guide on http://docs.oracle.com. |

Both import methods include validation, such as expected data formats and values. View data loader errors using the My Client Groups > Data Exchange work area. The REST APIs return error messages for data that fails validation.

Load Imported Shifts

Schedule one-time or recurring Process Imported Shifts processes using the Manage Schedule Processes task in the Time Management work area. This process includes validation. For example, validation ensures that imported shifts don’t overlap or exceed a 24-hour duration.

This table describes the application processing actions that occur depending on the validation results.

<table>
<thead>
<tr>
<th>Validation Results</th>
<th>Processing Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid</td>
<td>Add the shift to the employee’s planned schedule.</td>
</tr>
<tr>
<td>Invalid</td>
<td>Log error details for the process. Open the log from the Manage Schedule Processes page.</td>
</tr>
</tbody>
</table>
Related Topics

- Managing Shifts: Examples
- Schedule Components: How They Fit Together
- Managing Workday Patterns: Examples

Scheduling FAQ

How can I view my team's schedule?

Managers can view team schedules for their subordinates using the Manage Planned Schedule and View Published Schedule tasks in the Time Management work area. They can view their peer team's schedule in the Time work area. Managers can also track the absences for their subordinate teams using Worker Availability on the My Team > Manager Resources Dashboard.

Workers can view the published schedule for their peers in the Time work area.

Why can't I see absences on the schedule?

Only absences measured in units of hours are displayed on the team schedule, manage planned schedule, and view published schedule pages. Absences with a display status of Awaiting approval show on schedule pages with a status of Pending Absence. Absences with a display status of Scheduled, In progress, or Complete show on schedule pages with a status of Approved Absence.

Long-term absences such as sabbaticals or maternity leave are not displayed.

How can I delegate scheduling tasks?

Assign the delegate to the appropriate scheduler profile using the Manage Scheduler Profiles task. All schedulers must have the Time and Labor Manager role to use the scheduling features.
3 Time Reporting and Collecting

Reporting Time: Overview

Employees can report time using time cards, calendar, web clock, or third-party time collection devices, such as badge and biometric readers. Time and labor managers can report, review, and submit employee time using time cards and processes that generate mass time. This figure summarizes these methods.

Time Work Area Where Employees Report Time

Employees use the Time work area to complete these time entry tasks:

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Time</td>
<td>Employees use this dialog box to create time entries for the time card periods allowed by their time entry profiles. They open this dialog box using any one of these methods:</td>
</tr>
<tr>
<td></td>
<td>• Dragging and dropping a time box, such as Regular or Holiday, onto a time band, such as 8:00 to 9:00, on a calendar day.</td>
</tr>
<tr>
<td></td>
<td>• Clicking just below the label of a calendar day, such as Monday.</td>
</tr>
<tr>
<td></td>
<td>• Double-clicking a time band, such as 8:00 to 9:00 AM, on a calendar day. This method only works when their employment schedule and my schedule aren’t displaying.</td>
</tr>
<tr>
<td>Time Entry Details</td>
<td>Employees use this dialog box to view and delete a specific time entry. They open this dialog box by clicking the time entry.</td>
</tr>
<tr>
<td>Edit</td>
<td>Employees use this button to open the Edit Time Card: Report Time page for the time card currently shown on the summary bar above the calendar. Employees can use the page to make and save any needed edits.</td>
</tr>
<tr>
<td>Review and Submit</td>
<td>Employees use this button to open the Edit Time Card: Review Time page for the time card currently shown on the summary bar above the calendar. Employees can use the page to review and submit their time cards.</td>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Schedule Absence</td>
<td>Employees use this button on the calendar header to schedule absences. They can also view the total duration of the absence and remaining balance for that type of absence.</td>
</tr>
<tr>
<td>Maintain Absence Records</td>
<td>Employees use this task to enter absences, view upcoming absences, check accrual balances, and delete absences. They open this task on the Actions panel tab.</td>
</tr>
<tr>
<td>Manage Time Cards</td>
<td>Employees use this task to search for, edit, create, and delete time cards for any time card period, as allowed by their time entry profiles. This includes finding and fixing incomplete and in error time cards, if employees are empowered to edit incomplete entries generated from time collection device events. Employees also use this task to save and submit their time cards. They open this task on the Actions panel tab.</td>
</tr>
</tbody>
</table>

Employees can reduce the time that they spend completing time cards by copying data from existing time cards. If employees report project time, they can also populate their time cards with current project, task, and assignments values. Both features are available on the Create Time Card page, Time Entry tab, Actions menu. The Add Project Task Assignments option is visible only to employees with project layouts.

Workers can use the Absence Details panel tab, to easily view accrual balances and upcoming absences. They can use the Display Options panel tab to display and hide calendar overlays, such as:

- Employment schedule
- My schedule
- Absence
- Time card
- Overtime

To view shift details, employees must display their employment schedule, my schedule, or both and then click within the bar for the schedule. Both employment schedule and my schedule calendar displays include resource exceptions for work periods. They don’t include resource exceptions for off periods.

Web Clock Work Area Where Employees Report Time

Employees use the Web Clock work area to report time with a browser-based clock and applicable dependent fields.

Time Management Work Area Where Managers Report, Edit, Submit, and Approve Time

Time and labor managers use the Time Management work area to create, edit, submit, and approve time cards for their employees.

- They use the Manage Time Cards task to:
  - Create, edit, and submit employee time cards.
  - Approve multiple time cards at a time.
Edit and approve multiple time cards in 1 session.

- They schedule the **Mass Submit and Approve Time Cards** process to submit and approve multiple time cards at a time, based on time card criteria.
- They use these processes to generate mass time for multiple employees at a time:
  - Generate Time Events
  - Generate Time Entries
  - Generate Time Cards
- They schedule the **Generate Time Cards from Time Collection Device** process to create time cards from web clock and third-party time devices. They view these time cards using the **Manage Time Cards** task.

The generate time card processes automatically create multiple time cards for the time card period, for each employee whose setup profiles changed during the period. For example, the time calculation rules associated with a time processing setup profile change in the middle of the time card period. The appropriate generate time card process creates 2 time cards for each employee associated with the profile:

- A time card for the first part of the period with the previous time calculation rules
- A time card for the second part of the period with the new time calculation rules

Schedule these processes using the **Manage Scheduled Processes** task in the Time Management work area:

- Mass Submit and Approve Time Cards
- Generate Time Cards from Time Collection Devices

## Change Audit of Time Cards: Explained

Track time card statuses so that you know who did what time card action—such as save, submit, and approve—and when. Also track who edited, added, or deleted time entries; when the changes were made; and the reason for each change.

This topic covers:

- Prerequisite setup tasks
- Adding change audit reasons
- Viewing change audit detail

### Prerequisite Setup Tasks

Complete these setup tasks to enable change audit for your employees’ time cards. The tasks in the Setup and Maintenance work area are part of the Workforce Deployment offering, Time and Labor functional area.

<table>
<thead>
<tr>
<th>Task</th>
<th>Purpose</th>
<th>Work Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Workforce Management Lookups</td>
<td>Add change audit reasons as lookup codes in the <strong>ORA_HWM_CA_REASONS</strong> lookup type to support your time card audit policies. These codes compose change audit reason choice lists on time card pages and dialog boxes.</td>
<td>Setup and Maintenance</td>
</tr>
<tr>
<td>Task</td>
<td>Purpose</td>
<td>Work Area</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Manage Time Layout Sets</td>
<td>Identify the fields to combine to uniquely identify time entries on the change audit dialog boxes of these time card pages: time entry, view, review, and approval notifications.</td>
<td>Setup and Maintenance</td>
</tr>
<tr>
<td>Manage Layout Sets</td>
<td>Use the edit layout guide processes to edit the fields of the time entry, reported time, and calculated time matrixes, as appropriate.</td>
<td>Time Management</td>
</tr>
<tr>
<td>Manage Worker Time Processing Profiles</td>
<td>Enable change audit for the employees associated with the time processing profile and optionally require change audit reasons.</td>
<td>Setup and Maintenance</td>
</tr>
<tr>
<td>Manage Worker Time Processing Setup Profiles</td>
<td></td>
<td>Time Management</td>
</tr>
</tbody>
</table>
Inclusive Periods

Specify the inclusive periods for the time cards that you are generating using either of these two methods:

- Create time cards that contain periods within the specified from and to date range.
- Create a specific number of time cards starting with the specified from date.

The first time card generated for the selected employee using either method is for the time card period that matches one of these conditions:

- Condition 1: The period that starts on the specified from date
- Condition 2: The period that occurs next in the sequence of time card periods after the specified from date

This figure shows sample time cards generated for both of these conditions.

Condition 1: The Week 32 time card period for Sonia, Frank, and Andrew, starts on the 11th, which is the specified from date. Therefore, the first time cards that the process generates for this trio are for Week 32. Their Week 33 time card periods start after the specified from date and end before the specified to date of the 25th. Therefore, the process also generates Week 33 time cards for the trio. The trio’s Week 34 time card periods start after the specified from date and end after the specified to date. Therefore, the process doesn’t generate Week 34 time cards for the trio.

Condition 2: The Week 32 time card period for Sue starts on the 10th, while the specified from date is the 11th. Sue’s Week 33 time card period starts after the 11th and ends before the specified to date of the 25th. Therefore, the first time card that the process generates for Sue is for Week 33. Sue’s Week 34 time card period starts after the specified From date and ends after the specified to date. Therefore, the process doesn’t generate a second time card for Sue.

Note: To schedule a recurring Generate Time Card process, you must select the option Number of time cards. Specify the frequency and start date of the recurring process on the schedule dialog box, Schedule tab. For example, run the Generate Time Cards process for the selected employees, every 3 weeks starting on January 1, 2016.

Entries

Specify whether to generate empty time cards or time cards with entries using schedule hours. Time and Labor uses schedule hours provided by the Manage Published Schedule task or the work schedule provided by person employment records.
Time Card Attributes

When you generate time cards using schedule hours, you must specify all of the time attributes and attributes values required by the time consumers. The Generate Time Cards process uses the specified time attributes and attribute values to create the relevant time entries.

You can’t assign unit-based time attributes to scheduled shifts. To generate time entries with unit-based time attributes, use the Generate Time Entries task. You can also create a time calculation rule to add them to the appropriate time cards.

Generating Time Cards: Examples

Use combinations of employees, time card parameters, and optionally, time card attributes to generate many time cards at a time. Also, schedule recurring processes to automatically generate many time cards. The examples in this topic show how the number of time cards and frequency parameters work in various scenarios.

⚠️ Caution:

- To successfully generate multiple time cards for multiple employees at a time, all of the selected employees must have the same time card period. You must also select the inclusive period Number of time cards.
- While you can search for employees using groups, you select specific employees. Recurring processes generate time cards for the selected employees. The processes don’t verify that the selected employees are still part of the group you used in the original search criteria.

The example dates in these scenarios assume that the time card periods start on a Monday and end on a Sunday.

Generate Multiple Time Cards at One Time

Scenario: You want to generate weekly time cards for a selection of employees, for the upcoming month. Checking the calendar, you see that this month has 5 weeks.

Process configuration:

1. Search for the employees using their group name and available from and to dates for the upcoming month. For example, select Sunday, January 7, 2018 and Monday, February 5, 2018.
2. Select the employees that you want to generate time cards for.
3. In the Number of time cards field, enter 5.

   The From Date value was automatically populated with the Available From Date value.
4. Specify what entries, if any, to include on the time cards.
5. Optionally, add time card attributes and values.
6. Click Submit.

Result: The process runs once and generates the 5 weekly time cards for the specified date range and selected employees.
Generate Recurring Weekly Time Cards

Scenario: You want to schedule a recurring process to generate weekly time cards for a selection of employees every Friday. This way, the time cards are ready when employees start the new work week.

Process configuration:

1. Search for the employees using their group name and available from and to dates for the upcoming Friday and the Sunday 8 days out. For example, select **Friday, January 5, 2018** and **Sunday, January 14, 2018**.
2. Select the employees that you want to generate time cards for.
3. In the **Number of time cards** field, enter **1**.
   
   The **From Date** value was automatically populated with the **Available From Date** value.
4. Specify what entries, if any, to include on the time cards.
5. Optionally, add time card attributes and values.
6. Click **Schedule**.
7. On the Schedule dialog box, click **Advanced**.
8. On the Schedule tab, complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run</td>
<td>Using a schedule</td>
</tr>
<tr>
<td>Frequency</td>
<td>Weekly</td>
</tr>
<tr>
<td>Every</td>
<td>1 week</td>
</tr>
<tr>
<td>Start Date</td>
<td>Leave the default from your available from date selection</td>
</tr>
<tr>
<td>End Date</td>
<td>The last day of, or the day after, the last period that you want to generate time cards for</td>
</tr>
</tbody>
</table>

Examples

- To run the process weekly for just the month of January, select **Sunday, 4 or Monday, 5 February, 2018**.
- To run the process weekly for the first calendar quarter, select **Sunday, 1 or Monday, 2 April, 2018**.
- To run the process weekly for the entire calendar year, select **Sunday, 6 or Monday, 7 January, 2019**.

9. Click **Submit**.

Result: The process runs once every Friday and generates the upcoming weekly time cards for the selected employees, until the specified end date.

Valid variations: These examples are valid variations for scheduling recurring processes to generate weekly time cards based on this best practice formula: (Number of time cards * Time card period) = Frequency.
<table>
<thead>
<tr>
<th>Number of time cards</th>
<th>Frequency</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Weekly every 2 weeks</td>
<td>The process runs every other Friday. It generates the weekly time cards for the next 2 weeks, for the selected employees, until the specified end date.</td>
</tr>
<tr>
<td>3</td>
<td>Weekly every 3 weeks</td>
<td>The process runs every third Friday. It generates the weekly time cards for the next 3 weeks, for the selected employees, until the specified end date.</td>
</tr>
<tr>
<td>4</td>
<td>Weekly every 4 weeks</td>
<td>The process runs every fourth Friday. It generates the weekly time cards for the next 4 weeks, for the selected employees, until the specified end date.</td>
</tr>
</tbody>
</table>

Generate Recurring Biweekly, or Fortnight, Time Cards

Scenario: You want to schedule a recurring process to generate biweekly, or fortnight, time cards for a selection of employees every other Friday. This way, the time cards are ready when employees start the new time card period.

Process configuration:

1. Search for the employees using their group name and available from and to dates for the upcoming Friday and the Sunday 15 days out. For example, select Friday, January 5, 2018 and Sunday, January 21, 2018.
2. Select the employees that you want to generate time cards for.
3. In the Number of time cards field, enter 1. The From Date value was automatically populated with the Available From Date value.
4. Specify what entries, if any, to include on the time cards.
5. Optionally, add time card attributes and values.
6. Click Schedule.
7. On the Schedule dialog box, click Advanced.
8. On the Schedule tab, complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run</td>
<td>Using a schedule</td>
</tr>
<tr>
<td>Frequency</td>
<td>Weekly</td>
</tr>
<tr>
<td>Every</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Start Date</td>
<td>Leave the default from your available from date selection</td>
</tr>
<tr>
<td>End Date</td>
<td>The last day of, or the day after, the last period that you want to generate time cards for</td>
</tr>
</tbody>
</table>
Field | Value
--- | ---
Examples
- To run the process every other week for just the month of January, select Sunday, 4 or Monday, 5 February, 2018.
- To run the process every other week for the first calendar quarter, select Sunday, 1 or Monday, 2 April, 2018.
- To run the process every other week for the enter calendar year, select Sunday, 6 or Monday, 7 January, 2019.

9. **Click Submit.**

Result: The process runs once every other Friday and generates the upcoming biweekly, or fortnight, time cards for the selected employees, until the specified end date.

Valid variations: These examples are valid variations for scheduling recurring processes to generate biweekly, or fortnight, time cards based on this best practice formula: \((\text{Number of time cards} \times \text{Time card period}) = \text{Frequency}\).

<table>
<thead>
<tr>
<th>Number of time cards</th>
<th>Frequency</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Weekly every 4 weeks</td>
<td>The process runs every fourth Friday. It generates the biweekly, or fortnight, time cards for the next 2 time card periods, for the selected employees, until the specified end date.</td>
</tr>
<tr>
<td>4</td>
<td>Weekly every 8 weeks</td>
<td>The process runs every eighth Friday. It generates the biweekly, or fortnight, time cards for the next 4 time card periods, for the selected employees, until the specified end date.</td>
</tr>
<tr>
<td>6</td>
<td>Weekly every 12 weeks</td>
<td>The process runs every twelfth Friday. It generates the biweekly, or fortnight, time cards for the next 6 time card periods, for the selected employees, until the specified end date.</td>
</tr>
</tbody>
</table>

Recurring Process Configurations to Avoid

You want to avoid these two recurring process configurations when generating time cards.

<table>
<thead>
<tr>
<th>Configuration</th>
<th>Examples</th>
<th>Reason</th>
</tr>
</thead>
</table>
| \((\text{Number of time cards} \times \text{Time card period}) > \text{Frequency}\) | Number of time cards: 2  
Weekly time card frequency is every 1 week.  
Biweekly, or fortnight, time card frequency is every 2 weeks. | The process generates time cards for only the second time card period. The time cards for the first time card period already exist, so the process doesn’t generate new ones. Essentially, it ignores the scheduled overlap. You get all of the time cards, but with possible performance issues that you don’t |
Processing Events from Time Collection Devices: Overview

To process time collection device events, you regularly export data to the devices, import data from them, and handle exceptions. To process web clock events, you regularly import reported time data and handle exceptions. To set up processing of time device events, you configure supplier lookups, event mappings, and export data. To set up processing of web clock events, you configure web clock buttons, the web clock layout, and worker time entry setup profiles. To complete setup for both time collection devices and web clock, you also configure rules, device processing profiles, and employee groups.

This figure shows the ongoing process of collecting time device and web clock events through to creation or completion of time entries. You regularly export person and employment data to third-party time devices and import time device and
web clock events. The import process initiates validations of the imported time data and identifies any badge and time entry exceptions for resolution by time and labor managers. The process uses valid events to create or complete time entries.

### Setting Up and Maintaining Time Collection Device Configurations

For third-party collection methods, you must complete the time entry and processing object configuration tasks. You must also complete these configuration tasks in the sequence listed to:

- Transfer data to and from third-party devices.
- Process time device and web clock events.

Tasks in the Setup and Maintenance work area are part of the Workforce Deployment offering, Time and Labor functional area.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Setup Task</th>
<th>Work Area</th>
<th>Applicable Collection Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manage Workforce Management Lookups</td>
<td>Setup and Maintenance</td>
<td>Time collection device files</td>
</tr>
</tbody>
</table>

- ORA_HWM_TCD_SUPPLIER
- ORA_HWM_TCD_SUPPLIER
<table>
<thead>
<tr>
<th>Sequence</th>
<th>Setup Task</th>
<th>Work Area</th>
<th>Applicable Collection Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Manage Time Device Event Mappings</td>
<td>Time Management Setup and Maintenance</td>
<td>Time collection device files</td>
</tr>
<tr>
<td>3</td>
<td>Manage Time Device Event Mapping Sets</td>
<td>Time Management Setup and Maintenance</td>
<td>Time collection device files</td>
</tr>
<tr>
<td>4</td>
<td>Configure Time Event resources and requests</td>
<td>Documented in REST API for Oracle Global Human Resources Cloud on <a href="http://docs.oracle.com">http://docs.oracle.com</a></td>
<td>Time collection device files</td>
</tr>
<tr>
<td>5</td>
<td>Manage Time Device Export Data</td>
<td>Setup and Maintenance</td>
<td>Time collection device files</td>
</tr>
<tr>
<td>6</td>
<td>Configure Time Collection Device Export business object services and service data objects</td>
<td>Documented in SOAP Web Services for Oracle HCM Cloud on <a href="http://docs.oracle.com">http://docs.oracle.com</a></td>
<td>Time collection device files</td>
</tr>
<tr>
<td>7</td>
<td>Manage Scheduled Processes - Workforce Management Time Device Export Data</td>
<td>Time Management Setup and Maintenance</td>
<td>Time collection device files</td>
</tr>
<tr>
<td>8</td>
<td>Manage Rules</td>
<td>Time Management Setup and Maintenance</td>
<td>Web clock and time collection device files</td>
</tr>
<tr>
<td>9</td>
<td>Manage Rule Sets</td>
<td>Time Management Setup and Maintenance</td>
<td>Web clock and time collection device files</td>
</tr>
<tr>
<td>10</td>
<td>Manage Time Device Processing Profiles</td>
<td>Time Management Setup and Maintenance</td>
<td>Web clock and time collection device files</td>
</tr>
<tr>
<td>11</td>
<td>Manage Scheduled Processes - Generate Time Cards from Time Collection Device</td>
<td>Time Management Setup and Maintenance</td>
<td>Web clock and time collection device files</td>
</tr>
</tbody>
</table>
Exporting Data to Time Collection Devices

Export data for time collection devices includes person information, payroll time types, and published employee schedules. Use the **Workforce Management Time Device Export Data** process to:

- Run a one-time, full export of data to the time collection devices during implementation
- Maintain current data on the time device by scheduling full and partial recurring and one-time exports

Schedule this process using either of these 2 tasks:

- **Export Time Device Data Configuration** task in the Setup and Maintenance work area
- **Manage Scheduled Processes** task in the Time Management work area

Web clock doesn’t require export data because it gets person and schedule data directly from the time repository. Relevant payroll time data is contained in each button definition.

For details on configuring the **Time Collection Device Setup Data Export** business object services and service data objects, see SOAP Web Services for Oracle HCM Cloud on http://docs.oracle.com.

Importing Time Events from Time Devices and Web Clock

The **Generate Time Cards from Time Collection Device** process imports time reported using third-party time devices and web clock. You transfer time data from a third-party time device using the Time Event REST web service. Typically, the time collection device performs time event transfers in regularly scheduled batches.

The process handles imported time events using one of these methods, depending on the verification results:

- Returns inaccurately formed resources in an error status
- Saves accurately formed resources to the time repository for further functional validations

For details on configuring the **Time Event** resources and requests, see REST API for Oracle Global Human Resources Cloud on http://docs.oracle.com.

Validating and Processing Imported Time Device and Web Clock Events

The **Generate Time Cards from Time Collection Device** process validates imported time device events using event mappings, which link supplier device events to application events. It processes valid time device and web clock events using time device rules, published employee schedules, and defined shift limits. This table describes the application processing actions that occur depending on the validation results.

<table>
<thead>
<tr>
<th>Validation Results</th>
<th>Application Processing Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid</td>
<td>• Creates incomplete time entries for In application events&lt;br&gt;• Completes time entries after receiving the corresponding Out application event</td>
</tr>
<tr>
<td>Invalid</td>
<td>• Creates time entry exceptions</td>
</tr>
</tbody>
</table>
Handling Exceptions

Time-device-related exceptions typically occur when the application can’t:

- Identify the employee for the time event
- Match the imported supplier device event with an application event

In the Time Management work area, you can review and fix unidentified employee exceptions using the Resolve Badge Exceptions task. You can also review and fix time entry exceptions using either the Resolve All Exceptions by Worker or Manage Time Entries task.

Related Topics

- Sending Export Data to Time Collection Devices: Points to Consider
- Time Collection Device and Web Clock Events: How They’re Processed
- Components Composing a Time Processing Profile: How They Work Together
- Mappings and Mapping Sets for Time Device Events: Explained

Recalculating Time Card Data Affected by Retroactive Changes to Employee Data: Overview

Retroactive changes to employee data can necessitate the recalculation of time card data. Examples of these employee data changes include payroll relationship, overtime period, assignment status, and bargaining unit. To recalculate time card data:

- Identify time cards for resubmission
- Resubmit specific time cards automatically or manually
- Compare calculated time before and after resubmission

Identify Time Cards for Resubmission

You identify affected time cards using one of these 2 options when configuring the Set Time Card Resubmission Status to Resubmit process. Configure this process using the Manage Scheduled Processes task in the Time Management work area.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resubmit specific time cards</td>
<td>Identify time cards affected by retroactive changes using various search criteria, such as group name, collective agreement, or legislative data group. This option is the default mode for the process.</td>
</tr>
</tbody>
</table>
Oracle Global Human Resources Cloud
Using Time and Labor

Chapter 3
Time Reporting and Collecting

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
</table>
| Resubmit time cards identified by WFM events | Identify and automatically resubmit time cards affected by retroactive changes using WFM events and actions. You load events and actions using HCM Data Loader and these business objects, available under the product area **Global Payroll - Define**:
  
  - Event Group
  - Event Group Translation
  - Event Action
  - Event Action Translation |

You can also specify to automatically handle these tasks:

- Reapprove resubmitted time cards that were already approved
- Create multiple time cards for the time card period, as applicable. Retroactive HR changes and changes to time card setup objects can affect time calculation rules that generate calculated time data. These changes can occur during a time card period. They may require splitting the time card so that the correct rules apply for each worked day.

Retroactive HR changes to employees can lead to changes in their HCM group memberships. This process starts by automatically refreshing group membership of the affected employees.

To schedule recurring processes, click **Advanced**. Only time cards with **Submitted** or **Approved** statuses can be resubmitted. Calculated data for resubmitted time cards may remain unchanged by the retroactive changes to employee data. In these instances, the process rolls back the resubmission and returns the time card to its original status, **Submitted** or **Approved**.

Resubmit Specific Time Cards Automatically or Manually

If you specify to resubmit specific time cards, you also specify whether to process the identified time cards automatically or manually.

<table>
<thead>
<tr>
<th>Process Mode</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify and resubmit time cards</td>
<td>The process identifies affected time cards and resubmits them without any manual intervention. On the Manage Time Cards page, use advanced search criteria to find time cards that were resubmitted. Review the time cards, as appropriate.</td>
</tr>
</tbody>
</table>

| Identify time cards for manual resubmission | Default mode, the process only identifies affected time cards, it doesn’t resubmit them. On the Manage Time Cards page, use advanced search criteria to find time cards to resubmit. Review the time cards, as appropriate. To manually resubmit multiple time cards at a time, select the appropriate time cards and click **Submit**. |
Compare Calculated Time Before and After Resubmission

On the time card review pages, Calculated Time tab toolbar, **Actions** menu, select **Compare Calculated Time**. The Compare Calculated Time tab includes these sections:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Values After Submission</td>
<td>If you only identified time cards to resubmit, these are the calculated time values for the time card period after you resubmit the time card. Changes resulting from retroactive changes are marked and transferred to the relevant time consumers in the first transfer process after you resubmit the time card. If you automatically resubmitted the time card and the time card isn’t affected by any other retroactive changes, the current calculated values.</td>
</tr>
<tr>
<td>Values Before Submission</td>
<td>If you only identified time cards to resubmit, the current calculated time values, which were transferred to the relevant time consumers and processed. If you automatically resubmitted the time card and the time card isn’t affected by any other retroactive changes, the calculated values before the resubmission.</td>
</tr>
</tbody>
</table>

Time Entry Display Filters for Project Costing: Explained

This table describes how time cards derive project values:

<table>
<thead>
<tr>
<th>Data to Display</th>
<th>Derivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects that are correct for the employee</td>
<td>Business unit defined in Oracle Fusion Human Capital Management for the employee. If you enable project team membership in the layout set, then the list contains only the projects with the employee as a team member.</td>
</tr>
<tr>
<td>Tasks that are correct for the employee</td>
<td>Project name or number entry on the time card lists all tasks for the selected project that are valid for the employee’s business unit. For layout sets with project team membership enabled, the list contains only projects and related tasks with the employee as a team member.</td>
</tr>
<tr>
<td>Correct expenditure types</td>
<td>Entry of the project derives the project unit. The project unit derives the correct list of expenditure types.</td>
</tr>
</tbody>
</table>

**Related Topics**

- Setting Up Time Entry for Project Costing: Explained

**Time Reporting and Collecting FAQs**
Why do calendar time entries show in decimal units instead of hours and minutes?

The calendar was designed to show time entries in the unit of measure transferred to time consumers, such as payroll. Time consumers expect quantities in decimal units.

Why can't I edit the incomplete time card generated from my web clock events?

Only managers can edit incomplete time cards generated from time collection devices, including web clock.

How can I submit time cards containing zero hours entries?

Ensure that the time entry format is set to display hours and time. Use the Manage Layout Set task to edit the time entry format on the edit time layout. Use the Manage Worker Time Entry Setup Profiles task to associate the layout set with relevant profiles. Both tasks are available in the Time Management work area.

What happens if time is reported beyond a termination date?

Employees can enter time beyond their termination in many time applications, but the Load Time Card Batches process rejects time card entries for:

- Entries for elements beyond the termination date
- Entries for elements that are end-dated
- Entries where the element eligibility criteria no longer applies

To avoid release of information about planned terminations, several applications, such as Oracle Fusion Time and Labor, hide and ignore the future termination date until it's formally announced. Employees reporting time in Time and Labor can report time entries beyond their termination date, without any indication that they are ineligible for the time entered. Line managers can view and approve these entries. The Load Time Card Batches process rejects the entries beyond the termination date.

Related Topics

- Terminations: How They Affect Payroll Processing

Can I schedule recurring generation of time cards for members of an HCM group?

No. You can find employees to generate time cards for by including an HCM group in your search criteria. In the search results, you can select one or more employees, but you can't select one or more HCM groups.
Validation, Calculation, and Approval Rules Initiated by Time Card Action: Explained

Oracle Fusion Global Payroll, Oracle Fusion Project Costing, and Oracle Fusion Absence Management deliver validation rules that apply to Oracle Fusion Time and Labor data. For example, absence validations ensure that employees enter absence for only those absence types that they are eligible for.

This table describes the default validation and processing associated with the time card buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Validation and Processing Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next</td>
<td>• Validates absence, payroll, and project time entries</td>
</tr>
<tr>
<td></td>
<td>• Applies time entry rules</td>
</tr>
<tr>
<td></td>
<td>• Applies time calculation rules, including any allocation rules</td>
</tr>
<tr>
<td></td>
<td>• Generates calculated time entries</td>
</tr>
<tr>
<td>Save</td>
<td>• Always initiates the absence-delivered validations</td>
</tr>
<tr>
<td></td>
<td>• Doesn’t initiate project-delivered and payroll-delivered validations</td>
</tr>
<tr>
<td>Save and Close</td>
<td></td>
</tr>
</tbody>
</table>

To configure validation on the save buttons, use the Manage Time Consumer Sets task. In the Validate on Time Card Actions field, select Submit and save. Validations on the save buttons are identical to those described for the Next button.

Submit

Sets the time card status to Submitted and starts the approval workflow

Time Card and Time Entry Approvals: Explained

Approve project only, payroll only, and combined project and payroll time cards or time entries using approval rules delivered as part of actionable workflow tasks. You must complete these setup tasks to configure time data approvals that use delivered approval workflows. Tasks in the Setup and Maintenance work area are part of the Workforce Deployment offering, Time and Labor functional area.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Work Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Repeating Time Periods</td>
<td>Define approval periods for each time consumer. The approval period must match the time card period. When the approval period is met, the time card is ready to be routed for approval.</td>
<td>Setup and Maintenance</td>
</tr>
<tr>
<td>Manage Time Consumer Sets</td>
<td>Specify whether to send only the pertinent time entry data to the approver. Leaving this option deselected configures the process.</td>
<td>Setup and Maintenance</td>
</tr>
</tbody>
</table>
Time Card Level Approvals
Delivered actionable approval rules route project and payroll time card data as follows:

- Route pertinent and nonpertinent project time entries to the derived project manager. When the delivered rule can’t derive the project manager, it routes the time entries to the employee’s line manager for review.
- Automatically approve payroll time entries when they total less than or equal to 40 hours. Route payroll entries to the employee’s line manager for review when total payroll entries exceed 40 hours.

This figure visually represents the workflow of these delivered approval rules.

The delivered approval workflow tasks handle approvals, rejections, and employee notifications as follows:

- A time card is approved when all approvers approve the time card.
- A time card is rejected when any of the approvers reject the time card.
- The employee is notified when the time card is approved or rejected.
Time Entry Level Approvals

Delivered actionable approval rules route project and payroll time entry data as follows:

- Route pertinent project time entries to the appropriate approvers to review and approve or reject. Approved project time entries are ready for transfer to the project costing time consumer.
- Route payroll time entries to the appropriate approver to review and approve or reject. Approved payroll time entries aren’t ready for transfer to payroll until all time entries for the time card period are approved.

Related Topics

- Repeating Time Periods: Explained
- Defining Approvals for Human Capital Management: Explained
- Managing HCM Approval Transactions: Explained
- Configuring Time Card and Time Entry Approvals: Explained
- Creating Time Consumer Sets: Points to Consider

Transferring Global Payroll Time Data: Explained

The Global Payroll administrator retrieves payroll time data using the Load Time Card Batches process. The process transfers only approved time data with no errors from validations, time entry, or time calculation rules.

To monitor and troubleshoot time data transfers, use the Time Management work area:

- View the time entries that failed during the transfer process in the Resolve Time Cards with Transfer Failures section of the Overview page.
- Monitor time data transfer processes that failed or terminated abruptly in the Incomplete Time Transfer Processes section of the Overview page.
  - The payroll administrator notifies the time and labor manager of any failed process. The time and labor manager resets the status to Unprocessed for the time data that didn’t transfer successfully.
  - The transfer process retrieves the unprocessed time data the next time that the payroll administrator runs it.

Related Topics

- Integrating Global Payroll and Time and Labor: Procedure

Transferring Project Costing Time Data: Explained

The project costing administrator retrieves project costing time data using the Transfer Time service of the Import and Process Cost Transaction process. The process transfers only approved time data with no errors from validations, time entry, or time calculation rules.
To monitor and troubleshoot time data transfers, use the Time Management work area:

- View the time entries that failed during the transfer process in the Resolve Time Cards with Transfer Failures section of the Overview page.
- Monitor time data transfer processes that failed or terminated abruptly in the Incomplete Time Transfer Processes section of the Overview page.
  - The project administrator notifies the time and labor manager of any failed process. The time and labor manager resets the status to **Unprocessed** for the time data that didn’t transfer successfully.
  - The transfer process retrieves the unprocessed time data the next time that the project administrator runs it.

**Related Topics**

- Projects Time Card Adjustments: Explained
- Setting Up Time Entry for Project Costing: Explained
- Setting Up Combined Time Entry for Project Costing and Global Payroll: Explained
- Prerequisite Setup of Project Costing for Use with Time and Labor: Procedure

**Time Card Absence Approvals and Transfer: Explained**

Enable employees to report absences and view accrual balances in their time cards by integrating Oracle Fusion Absence Management with Oracle Fusion Time and Labor. Considerations for using Absence Management with Time and Labor include:

- Absences on time cards
- Absence approvals
- Absence transfer

**Absences on Time Cards**

Any approved future absences automatically appear on the time card for that period. Deleting a time card doesn’t delete the relevant absence hours. To delete the absence, use the **Maintain Absence Records** task in the Time work area.

**Absence Approvals**

Absence approvals are automatically submitted. An employee:

- Submits an approval flow by entering an absence using Absence Management application, if approvals are configured for that absence type.
- Initiates the **Time Card Approval** task by entering the absence directly on the time card.

Entering an absence within an existing time card period and submitting it with the time card results in a single approval notification. The absence entry appears in the time card routed for approval without sending a separate approval notification for the absence.
Absence Transfer

Time and Labor doesn’t transfer the absence time entries to any time consumer. Absence Management performs these tasks:

- Generates the absence entries and populates the Absence Plan Details results for payment.
- Processes the hours to update accrual balances.

**Related Topics**

- Integrating Absence Management and Time and Labor: Procedure

Transferring Absence Time Data to Project Execution Management: Explained

The Project Execution Management administrator retrieves absence time data, including future-based absences, using the **Initiate Absence Records Transfer to Oracle Fusion Project Execution** process.

To monitor and troubleshoot time data transfers, use the Time Management work area:

- View the time entries that failed during the transfer process in the Resolve Time Cards with Transfer Failures section of the Overview page.
- Monitor time data transfer processes that failed or terminated abruptly in the Incomplete Time Transfer Processes section of the Overview page.
  - The project administrator notifies the time and labor manager of any failed process. The time and labor manager resets the status to Unprocessed for the time data that didn’t transfer successfully.
  - The transfer process retrieves the unprocessed time data the next time that the project administrator runs it.

**Related Topics**

- Setting Up Combined Time Entry for Project Costing and Global Payroll: Explained
Glossary

action
Determines how to react to a WFM event. For example, if an employee's overtime period changes, run the process Set Time Card Resubmission Status to Resubmit. The process recalculates the affected time card data using the correct period.

API
Abbreviation for application programming interface.

application event
The time event recognized by the Oracle Fusion Time and Labor application. Event mappings link supplier device events, such as Meal Out, with application events, such as Out and In, to create time card entries.

calendar event
A period that signifies an event, such as a public holiday or a training course, that impacts worker availability.

date-effective object
An object with a change history. Professional users can retrieve the object as of a current, past, or future date.

effective as-of date
A date used for filtering search results for date-effective objects. For objects that match the search criteria, the search results include the physical record in effect on the specified date.

effective end date
For a date-effective object, the end date of a physical record in the object's history. A physical record is available to transactions between its effective start and end dates.

effective start date
For a date-effective object, the start date of a physical record in the object's history. A physical record is available to transactions between its effective start and end dates.

layout
The time card, calendar, web clock, and shift components that appear on pages and dialog boxes, and the details of their appearance.

layout set
A set of layout configurations that determine the appearance of the time card and calendar when reporting, reviewing, or viewing time.
**physical record**
A single record, with effective start and end dates, in the history of a date-effective object. Each physical record is a row in a database table.

**supplier device event**
The time event recognized by the time collection device supplier, such as Clock In or Meal Out. Event mappings link supplier device events with application events, such as In or Out, and time attributes to create time card entries.

**time attribute**
A qualifier associated with a time event or time entry that reflects how the time is paid, costed, billed, or recorded as an information entry. For example, the payroll time type attribute indicates whether time for payroll consumers should be paid as Regular, Overtime, or Vacation.

**time collection device**
A hardware device or software method used to collect time reporting data. Devices include true swipe clocks, a computer or tablet, a kiosk with a touch screen, a cash register that collects in and out times, a badge reader, and a biometric recognition device.

**time consumer**
An application that uses calculated time data for processing. For example, a payroll consumer uses reported time to calculate employee pay. A project costing consumer uses reported time to bill customers for a given project.

**time entry**
A range expressed as start and stop times or a duration in hours, along with the associated attribution that details the kind of work performed. Examples: 9 am to 5 pm working on Project A or 8 hours of Regular work.

**time event**
A single In or Out time transaction reported using a time collection device.

**WFM event**
A change to a person's data that can potentially require time card data be recalculated. You can track any and all events--creation, update, or deletion. For example, you track the creation of a bargaining unit or the update of a collective agreement.

**worker time entry profile**
A collection of layout rules and specifications that determine the time card appearance and control when employees can take action on their time cards.