Oracle Global Human Resources Cloud
Using Time and Labor

19C
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td>i</td>
</tr>
<tr>
<td><strong>1 Time and Labor Overview</strong></td>
<td>1</td>
</tr>
<tr>
<td>Overview of Using Time and Labor</td>
<td>1</td>
</tr>
<tr>
<td>Time and Labor Task Delegation</td>
<td>3</td>
</tr>
<tr>
<td><strong>2 Scheduling Configuration and Maintenance</strong></td>
<td>5</td>
</tr>
<tr>
<td>How You Plan and Publish WFM Schedules</td>
<td>5</td>
</tr>
<tr>
<td>How You View WFM Team Schedules</td>
<td>5</td>
</tr>
<tr>
<td>How an Employee’s Schedule Is Determined</td>
<td>5</td>
</tr>
<tr>
<td>Scheduler Profiles</td>
<td>8</td>
</tr>
<tr>
<td>Scheduling FAQ</td>
<td>9</td>
</tr>
<tr>
<td><strong>3 Time Reporting and Collecting</strong></td>
<td>11</td>
</tr>
<tr>
<td>Employee Time Reporting</td>
<td>11</td>
</tr>
<tr>
<td>Time Management</td>
<td>13</td>
</tr>
<tr>
<td>Considerations for Generating Time Cards</td>
<td>14</td>
</tr>
<tr>
<td>Examples of Generate Time Cards Process Configurations</td>
<td>16</td>
</tr>
<tr>
<td>How You Process Events from Time Collection Devices</td>
<td>20</td>
</tr>
<tr>
<td>How You Recalculate Time Data Affected by Retroactive Changes to Employee Data</td>
<td>24</td>
</tr>
<tr>
<td>Time Entry Display Filters for Project Costing</td>
<td>26</td>
</tr>
<tr>
<td>Time Reporting and Collecting FAQs</td>
<td>26</td>
</tr>
<tr>
<td><strong>4 Time Data Approval and Transfer</strong></td>
<td>29</td>
</tr>
<tr>
<td>Validation and Processing Rules by Time Card Action</td>
<td>29</td>
</tr>
<tr>
<td>How Time Card and Time Entry Approvals Work</td>
<td>29</td>
</tr>
<tr>
<td>How You Transfer Time Data to Global Payroll</td>
<td>31</td>
</tr>
<tr>
<td>How You Transfer Time Data to Project Costing</td>
<td>31</td>
</tr>
<tr>
<td>How Absences Are Handled When Integrated with Time and Labor</td>
<td>32</td>
</tr>
<tr>
<td>How You Transfer Absence Data to Project Execution Management</td>
<td>33</td>
</tr>
</tbody>
</table>
5 Time Issues Troubleshooting

- How You Troubleshoot Issues with Time Profiles
- How You Analyze Processing Details for Time Rules and Rule Sets
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>boldface</td>
<td>Boldface type indicates user interface elements, navigation paths, or values you enter or select.</td>
</tr>
<tr>
<td>monospace</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 Overview

Overview of Using Time and Labor

You can report, manage, and process employee time using Time and Labor. You can also transfer time data to global payroll, project costing, and external applications. This workflow summarizes the cycle of main tasks that you can do in Time and Labor.

Here are high-level descriptions of the ongoing tasks and where you do them.

<table>
<thead>
<tr>
<th>Task</th>
<th>Typical User</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan and Publish Schedules</td>
<td>Schedulers, Line managers</td>
<td>Plan and publish schedules for your employees in the My Client Groups &gt; Time Management work area. An employee work schedule consists of shifts, public holidays, approved absences, and other events.</td>
</tr>
<tr>
<td>Report Time</td>
<td>Employees</td>
<td>Report time using any of these methods:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Web clock</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Calendar and Manage Time Cards task in the Me &gt; Time work area</td>
</tr>
</tbody>
</table>
## Chapter 1

### Time and Labor Overview

<table>
<thead>
<tr>
<th>Task</th>
<th>Typical User</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Line managers</strong></td>
<td></td>
<td>Report and adjust time for your employees in the My Client Groups &gt; Time Management work area.</td>
</tr>
<tr>
<td><strong>Time and labor managers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HR specialists</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Approve Time Cards</strong></td>
<td>Line managers (payroll time)</td>
<td>Approve using the Pending Notifications icon on the global header or the Worklists work area.</td>
</tr>
<tr>
<td></td>
<td>Project managers (project time)</td>
<td></td>
</tr>
<tr>
<td><strong>Transfer Time</strong></td>
<td>Payroll administrators</td>
<td>Transfer payroll time data to Global Payroll for processing and payment using the Load Time Card Batches process. You use the transferred payroll time data to pay employees.</td>
</tr>
<tr>
<td></td>
<td>Project costing administrators</td>
<td>Transfer project time data to Project Costing for processing and billing. Use the Transfer Time service of the Import and Process Cost Transaction process. You use the transferred project time data to bill clients.</td>
</tr>
<tr>
<td><strong>Troubleshoot Time Transfer Issues</strong></td>
<td>Time and labor managers</td>
<td>Troubleshoot any issues that arise with time transfer processes. You can review incomplete transfer processes and resolve transfer failures for your employees in the My Client Groups Time Management work area.</td>
</tr>
<tr>
<td><strong>Analyze Time Processing</strong></td>
<td>Time and labor managers</td>
<td>Analyze time processing information, such as validations and calculations. You can then adjust time configurations as needed. Use the analysis and adjustments tasks in the My Client Groups Time Management work area.</td>
</tr>
<tr>
<td><strong>Maintain Configurations</strong></td>
<td>Time and labor managers</td>
<td>Maintain your time configurations to support policy changes, after the initial implementation. For example, you can change the look of time cards for a group of your employees. For information about maintaining your configurations, see the Implementing Time and Labor guide.</td>
</tr>
</tbody>
</table>

### Related Topics

- How Time Card and Time Entry Approvals Work
- How You Troubleshoot Issues with Time Profiles
- Employee Time Reporting
- Time Management
Time and Labor Task Delegation

Sometimes you need to delegate time and labor tasks to other people, such as when managers take personal time off. You can delegate all or some tasks using the **Me > Roles and Delegations** task.

To delegate scheduling tasks, add your delegate to your scheduler profile. For example, you want Chris to handle your team’s scheduling while you’re away, so you add Chris to your scheduler profile. If you’re using the default scheduler profile, you need to create a scheduler profile. Then, you can add your delegate to the profile. In both cases, use the **Manage Scheduler Profiles** task in the Time Management work area.
2 Scheduling Configuration and Maintenance

How You Plan and Publish WFM Schedules

Schedules determine the days and times that your employees work. A workforce management (WFM) schedule is a combination of HR shifts and time shifts, public holidays, approved time off, and other events. Typically, you plan and publish schedules for a group of employees using the Manage Planned Schedule page. This page is in the My Client Groups > Time Management work area. Use the page to complete these activities:

- Analyze and edit workload coverage according to the total hours scheduled, people needed at work, and people scheduled to work.
- Create and edit shifts as needed, according to the results of your analysis.

Shifts

WFM schedules include shifts from various sources, which this table describes.

<table>
<thead>
<tr>
<th>Source</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time shifts</td>
<td>Create and edit time shifts using the Manage Shift Properties task in the My Client Groups &gt; Time Management work area. You can use this work area to edit time-specific data for HR shifts too, but you can’t create HR shifts here.</td>
</tr>
<tr>
<td>HR shifts</td>
<td>Create and edit HR shifts using the Manage Work Shifts task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering.</td>
</tr>
<tr>
<td>External scheduling applications</td>
<td>Import and edit shifts from external applications using the Process Import Shifts process of the Manage Scheduled Processes task. This task is in the My Client Groups &gt; Time Management work area.</td>
</tr>
</tbody>
</table>

How You View WFM Team Schedules

You can view the published team schedules for your peers in the Me > Time work area. You can use this information, for example, to negotiate shift trades when you have personal appointments.

If you’re also a manager, you can view published team schedules for your direct reports using the View Published Schedule task. This task is in the My Client Groups > Time Management work area. You can track their absences using Worker Availability on My Team > Manager Resources Dashboard.
How an Employee's Schedule Is Determined

You can set up employee work time in different ways. An employee’s official schedule for a selected time period is automatically determined using this information:

- Current schedule or work hours
- Calendar events and work schedule resource exceptions
- Absence entries

Search Order

This flow chart shows you the order that the application searches for an employee’s schedule, before applying it to the assignment.

1. Published schedule
2. Employment work week
3. Primary work schedule
4. Standard working hours

Schedule found?

Assign the schedule to the employee

Schedule not found?

Assign default hours to the employee
Published Schedule (Workforce Management)

The published schedule is built using the employment work week, primary work schedule, or standard working hours for each employee. It can also be built using published schedules from other scheduling applications. The published schedule shows applicable calendar events and absences.

Employment Work Week

The employment work week is configured on the employee’s employment record. Schedules built from the work week also show applicable calendar events and absences.

Primary Work Schedule

The primary work schedule is linked to one of these levels. Schedules built from the work schedule also show assigned calendar events and resource exceptions, as well as applicable absences.

1. Primary assignment of the worker
2. Position
3. Job
4. Department
5. Location
6. Legal Employer
7. Enterprise

The process moves through the schedule hierarchy in the specified order and stops as soon as it finds a primary schedule. This example hierarchy shows primary work schedules associated with three levels.

Departments 1 and 3 don’t have primary schedules. So, the primary schedule at the enterprise-level applies to all those employees, with one exception. One employee in department 3 has a schedule for their primary assignment. That primary
assignment schedule applies instead of the enterprise-level schedule. Department 2 has a primary schedule, and it applies to all employees in that department.

All employee schedules are affected by the calendar events and resource exceptions that exist in the primary work schedule, regardless of level. They're also affected by any absences they report during the selected time period.

**Standard Working Hours**
The standard working hours are defined on the employee's primary assignment. Schedules built with these hours also show applicable calendar events and absences.

**Default Hours**
If the application doesn't find a schedule, it uses the default hours 8:30a to 5:00p.

**Scheduler Profiles**
To plan and publish workforce management (WFM) schedules, you need to be assigned a scheduler profile.

**Default Profile**
The default scheduler profile automatically applies to managers and has this configuration.

<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>
<tr>
<td>Shift Without Defined Limits</td>
<td>Start to end or duration</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

**Additional Profiles**
You can’t edit the default profile. You can create your own scheduler profiles though, for reasons like these:

- To delegate scheduling tasks to employees other than the line manager
- To set resource requirements
- To identify overstaffing and understaffing

Create profiles using the **Manage Scheduler Profiles** task in the **My Client Groups Time Management** work area.
Scheduling FAQ

Why can't I see absences on the schedule?

Only absences measured in units of hours show 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, aren’t shown on schedules.

How can I delegate scheduling tasks?

Assign the person acting on your behalf to the appropriate scheduler profile using the *Manage Scheduler Profiles* task. This task is in the *My Client Groups > Time Management* work area. Remember, this person needs to have the *Time and Labor Manager* role to use the scheduling features.
3 Time Reporting and Collecting

Employee Time Reporting

Report time using time cards, calendar, web clock, or third-party time collection devices, such as badge and biometric readers, as shown in this figure.

Web Clock

Use the Me > Web Clock work area to report time with a browser-based clock and applicable dependent fields.

Calendar

Use the calendar in the Me > 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>Use this dialog box to create time entries for the time card periods allowed by your time entry profile. 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 your employment schedule and my schedule aren’t displaying.</td>
</tr>
<tr>
<td>Time Entry Details</td>
<td>Use this dialog box to view and delete a specific time entry. Open this dialog box by clicking the time entry.</td>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Edit</td>
<td>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. Use the page to make and save any needed edits.</td>
</tr>
<tr>
<td>Review and Submit</td>
<td>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. Use the page to review and submit your time cards.</td>
</tr>
<tr>
<td>Schedule Absence</td>
<td>Use this button on the calendar header to schedule absences. You can also view the total duration of the absence and remaining balance for that type of absence.</td>
</tr>
</tbody>
</table>

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, you must display you 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.

**Maintain Absence Records and Absence Details Tasks**

Enter absences, view upcoming absences, check accrual balances, and delete absences.

- If responsive pages are enabled, you use the **Absence Balance**, **Add Absence**, or **Existing Absences** quick actions under Absences.
- If responsive pages aren’t enabled, you use the **Manage Absence Records** task on the Actions panel tab of the **Me > Time** work area. You can use the Absence Details panel tab to easily view accrual balances and upcoming absences.

**Time Cards**

Search for, edit, create, and delete time cards for any time card period, as allowed by your time entry profile. This includes finding and fixing incomplete and in error time cards, if you are empowered to edit incomplete entries generated from time collection device events. You can also save and submit your time cards. Depending on your configuration, you access your time cards using one of these methods:

- If responsive pages are enabled, you use the **Existing Time Cards** or **Current Time Card** quick actions under **Time**
- If responsive pages aren’t enabled, you use the **Manage Time Cards** task on the Actions panel tab of the **Me > Time** work area.
Reduce the time that you spend completing time cards by copying data from favorite time cards. If you report project time, you can also populate your time cards with current project, task, and assignments values.

- On responsive time cards, the features are available on the Entries section, **Actions** button menu.
- On classic time cards, the features are available on the Create Time Card page, Time Entry tab, **Actions** menu.

The **Add Project Task Assignments** option is visible only if you have project layouts.

**Related Topics**

- Enable Change Audit of Time Cards

## Time Management

Time and labor managers can report, review, and submit employee time using time cards and processes that generate mass time, as this figure shows.

**Manage Time Cards Task**

Time and labor managers use the Manage Time Cards task in the Time Management work area 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 can reduce the time that they spend completing time cards by copying data from favorite time cards. If their employees report project time, they can also populate employee 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 if your employees have project layouts.
Time Processes

Time and labor managers use these processes to generate mass time for multiple employees at a time:

- Generate Time Events
- Generate Time Entries
- Generate Time Cards

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

They also schedule these processes using the Manage Scheduled Processes task in the Time Management work area:

<table>
<thead>
<tr>
<th>Process</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate Group Membership</td>
<td>Refresh membership for the selected group. The process refreshes all groups with Include in Refresh All Groups Process selected as part of the group definition, if you leave these fields blank:</td>
</tr>
<tr>
<td></td>
<td>- HCM Group</td>
</tr>
<tr>
<td></td>
<td>- Person</td>
</tr>
<tr>
<td></td>
<td>The process only refreshes all groups that are associated with at least 1 time entry, processing, or device processing profile.</td>
</tr>
<tr>
<td>Generate Time Cards from Time Collection Device</td>
<td>Create time cards from web clock and third-party time devices. Managers view these time cards using the Manage Time Cards task.</td>
</tr>
<tr>
<td>Mass Submit and Approve Time Cards</td>
<td>Submit and approve multiple time cards at a time, based on time card criteria.</td>
</tr>
<tr>
<td>Set Time Card Resubmission Status to Resubmit</td>
<td>Identify time cards affected by retroactive changes and optionally resubmit them automatically.</td>
</tr>
</tbody>
</table>

View Time Cards Task

Managers with the View Time Cards privilege can use the View Time Cards task to search for and view time cards for their direct reports. This task is one of the task tabs in the Time Management work area.

Related Topics

- Enable Change Audit of Time Cards
Considerations for Generating Time Cards

Create time cards for the primary assignments of a group of employees during a specified date range, at a time. Use the **Generate Time Cards** process in the Time Management work area. Open the process request page by clicking **Generate** on the Manage Time Cards page. You can submit a one-time process request or schedule a recurring process.

When you search for the employees to generate time cards for, you must provide available from and to dates and can optionally select a group. When you define time card parameters, you specify the inclusive periods, entries, and time attributes.

Available From and To Dates

The search uses the available from and to dates to retrieve only employees with a primary assignment for the specified date range. If your search criteria include a group, the search results show only employees who are active members of the group during the specified date range.

Your available date selections also populate the inclusive period from and to dates in the Time Card Parameters section.

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.

Examples of Generate Time Cards Process Configurations
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>
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: \((\text{Number of time cards} \times \text{Time card period}) = \text{Frequency}\).

<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 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>

**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: (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 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>
<tbody>
<tr>
<td>((\text{Number of time cards} \times \text{Time card period}) &gt; \text{Frequency})</td>
<td>Number of time cards: 2</td>
<td>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 have with this configuration: ((\text{Number of time cards} \times \text{Time card period}) = \text{Frequency}).</td>
</tr>
<tr>
<td>((\text{Number of time cards} \times \text{Time card period}) &lt; \text{Frequency})</td>
<td>Number of time cards: 2</td>
<td>The process generates the time cards for only the first 2 time card periods. It doesn’t generate any time cards for the third time card period because it’s only supposed to generate 2 time cards.</td>
</tr>
</tbody>
</table>

How You Process Events from Time Collection Devices

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.

Oracle Fusion Time and Labor

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>
<tr>
<td></td>
<td>• ORA_HWM_TCD_SUPPLIER1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• ORA_HWM_TCD_SUPPLIER2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sequence</td>
<td>Setup Task</td>
<td>Work Area</td>
<td>Applicable Collection Method</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------------</td>
<td>----------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>2</td>
<td>Manage Time Device Event Mappings</td>
<td>Time Management</td>
<td>Time collection device files</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Setup and Maintenance</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Manage Time Device Event Mapping Sets</td>
<td>Time Management</td>
<td>Time collection device files</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Setup and Maintenance</td>
<td></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 Setup Data 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 Export Time Device Data Configuration</td>
<td>Time Management</td>
<td>Time collection device files</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Setup and Maintenance</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Manage Rules</td>
<td>Time Management</td>
<td>Web clock and time collection device files</td>
</tr>
<tr>
<td></td>
<td>Manage Time Repository Rules</td>
<td>Setup and Maintenance</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Manage Rule Sets</td>
<td>Time Management</td>
<td>Web clock and time collection device files</td>
</tr>
<tr>
<td></td>
<td>Manage Time Repository Rule Sets</td>
<td>Setup and Maintenance</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Manage Time Device Processing Profiles</td>
<td>Time Management</td>
<td>Web clock and time collection device files</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Setup and Maintenance</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Manage Scheduled Processes - Generate Time Cards from Time Collection Device</td>
<td>Time Management</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](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](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**

- Considerations for Exporting Data to Time Collection Devices
- How Time Collection Device and Web Clock Events Are Processed
- How Time Processing Profile Components Work Together
- How You Configure Mappings and Mapping Sets for Time Device Events

How You Recalculate Time Data Affected by Retroactive Changes to Employee Data

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 two 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.</td>
</tr>
<tr>
<td></td>
<td>This option is the default mode for the process.</td>
</tr>
</tbody>
</table>


Option | Description
---|---
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>
<tr>
<td>Identify time cards for manual resubmission</td>
<td>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 <strong>Submit</strong>.</td>
</tr>
</tbody>
</table>
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>
</table>
| Values After Submission  | 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. |
| Values Before Submission | 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. |

Time Entry Display Filters for Project Costing

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

- How You Configure Time Entry for Project Costing

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

- How Terminations 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 and Processing Rules by Time Card Action

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&lt;br&gt;• Applies time entry rules&lt;br&gt;• Applies time calculation rules, including any allocation rules&lt;br&gt;• Generates calculated time entries</td>
</tr>
<tr>
<td>Save</td>
<td>• Always initiates the absence-delivered validations&lt;br&gt;• 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

### How Time Card and Time Entry Approvals Work

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

<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 to send all time card data to the approver, including nonpertinent data. Further, specify whether approval processing should</td>
<td>Setup and Maintenance</td>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
<td>Work Area</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Manage Worker Time Entry Setup Profiles</td>
<td>Control when employees can update time cards during the approval 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.

```
    Submit or resubmit time card
       |                         |                            |
    Project or Payroll time?  | Payroll                    |
       |                         | Worked hours > 40?         |
       | Route to project manager for review | No | Approval rules automatically approve time |
       | If cannot derive project manager | Yes |                          |
       | Route to line manager for review |                          |
       | Time entries accurate? | Yes | Approve time card |
       | No | Reject time card |
       |                            |                           |
       | Time reporter corrects time card |
```

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
- Defining Approvals for Human Capital Management: Explained
- Managing HCM Approval Transactions: Explained
- Time Card and Time Entry Approval Configuration
- Considerations for Creating Time Consumer Sets

How You Transfer Time Data to Global Payroll

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

- Integrate Global Payroll and Time and Labor

How You Transfer Time Data to Project Costing

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**

- How You Configure Time Entry for Project Costing
- How You Configure Time Entry for Combined Project Costing and Global Payroll
- Set Up Project Costing for Use with Time and Labor
- Time Card Adjustments for Projects

**How Absences Are Handled When Integrated with Time and Labor**

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

- Integrate Absence Management and Time and Labor

How You Transfer Absence Data to Project Execution Management

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

- How You Configure Time Entry for Combined Project Costing and Global Payroll
5 **Time Issues Troubleshooting**

How You Troubleshoot Issues with Time Profiles

You troubleshoot time entry, processing, and device processing profiles to resolve these issues:

- Unexpected absence or appearance of time card, calendar, web clock, or shift layouts might not appear for the employee or manager.
- Unexpected results from time entry, calculation, device, or submission rules

In the Time Management work area, use these tasks investigate any of these issues that you might occur for an employee or group:

- Manage Worker Time Entry Setup Profiles
- Manage Worker Time Processing Setup Profiles
- Manage Time Device Processing Profiles

Comparing Profiles

Use the **Assign Profile to Person** option to assign a profile directly to any employee with incorrect time cards, validations, or calculated time. This individual profile assignment overrides all profile assignments based on group memberships.

1. Click **Troubleshoot**.
2. Select an employee.
3. Specify the profile evaluation date.
4. Click **Evaluate** to list the profiles with an effective employee assignment on that date.
5. Select up to 3 of the employee’s profiles and view the various values for those profiles.

Deleting a Profile Override for an Individual

Use the **Assign Profile to Person** option to assign a profile directly to any employee with incorrect time cards or calculated time. This individual profile assignment overrides all profile associations based on group memberships.

Disassociating a Profile Assigned to an Individual

Remove a direct profile assignment for an employee by clicking **Delete Override**. If multiple direct assignments remain, then the individual profile with the lowest priority number applies. For example, you assign the employee to profiles A and B and profile A has a higher priority than B. The employee’s job responsibility changes and profile A no longer applies for the employee, so you delete the profile A override. The application automatically applies profile B to the employee. If there are no other individual assignments, then the group profile with lowest priority number takes priority.
How You Analyze Processing Details for Time Rules and Rule Sets

You can view the formulas, rules, and rule sets used to validate and process an employee’s time card. Use the **Analyze Rule Processing Details** task in the Time Management work area to analyze the processing logs and diagnose any errors. Correct errors using the relevant task. Example: For errors detected when processing a rule template, use the **Manage Rule Template** task to search for the rule template and fix the error.

This table describes specific aspects of the employee’s time card that you can view on the Rule Processing Details page.

<table>
<thead>
<tr>
<th>Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule details</td>
<td>Click <strong>Rule Definition</strong> to view details of the time repository rule that includes the parameter and output values.</td>
</tr>
<tr>
<td>Processing logs for the rule and rule set</td>
<td>Click <strong>Rule Processing Log</strong> and <strong>Rule Set Processing Log</strong> to view the processing logs that help to diagnose processing issues.</td>
</tr>
<tr>
<td>Formula details</td>
<td>Click <strong>Formula Details</strong> to view details of the formula associated with the rule templates.</td>
</tr>
</tbody>
</table>

See Time and Labor Fast Formula Reference Guides (1990057.1) on My Oracle Support at https://support.oracle.com for more information about these areas:

- Enabling and disabling rule set log files
- Enabling deletion of rule set log files
- Setting up the data role and security profile required to analyze rule processing details
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.

**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.

**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.

**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.