Oracle Fusion Cloud Human Resources

Implementing Time and Labor

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F97509-01

Author: Lynn Raiser

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1 Overview

Overview of Implementing Time and Labor

You can address simple to complex time reporting for permanent and contingent employees using this rule-based time management application.

- Individuals can report time using time cards, calendar, and web clock. They can also use third-party time collection devices, such as badge and biometric readers.

- Line managers can report, review, and submit time cards for their people, including delegates.

- Time and labor managers can report, review, and submit time for their people using time cards and processes that generate mass time.
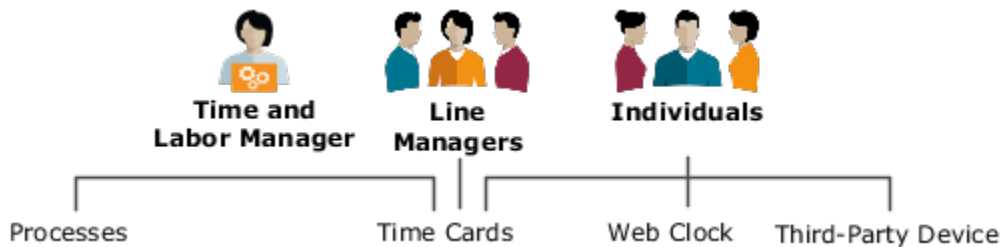
For web clock and third-party devices, the import process validates event-related time data and creates or completes time entries. Time and labor managers resolve any badge and time entry exceptions identified during this validation.

When anyone saves or submits a time card, time entry rules run to validate reported time. Managers resolve any time entry exceptions identified during this validation. Next, calculation rules run using the time data validated by the time entry rules. Then, time consumer validation runs for the relevant calculated time data. Finally, time consumer administrators transfer time data for further processing, such as payroll and project costing. Here's a summary of this flow.

Time Reporting

Web Clock	① Validate time data, resolve exceptions
Third-Party Device	② Create and complete time entries

Time Reporting

① Validate time data, resolve exceptions

Time Cards	② Create and complete time entries
Processes	③ Calculate, approve, and transfer time data
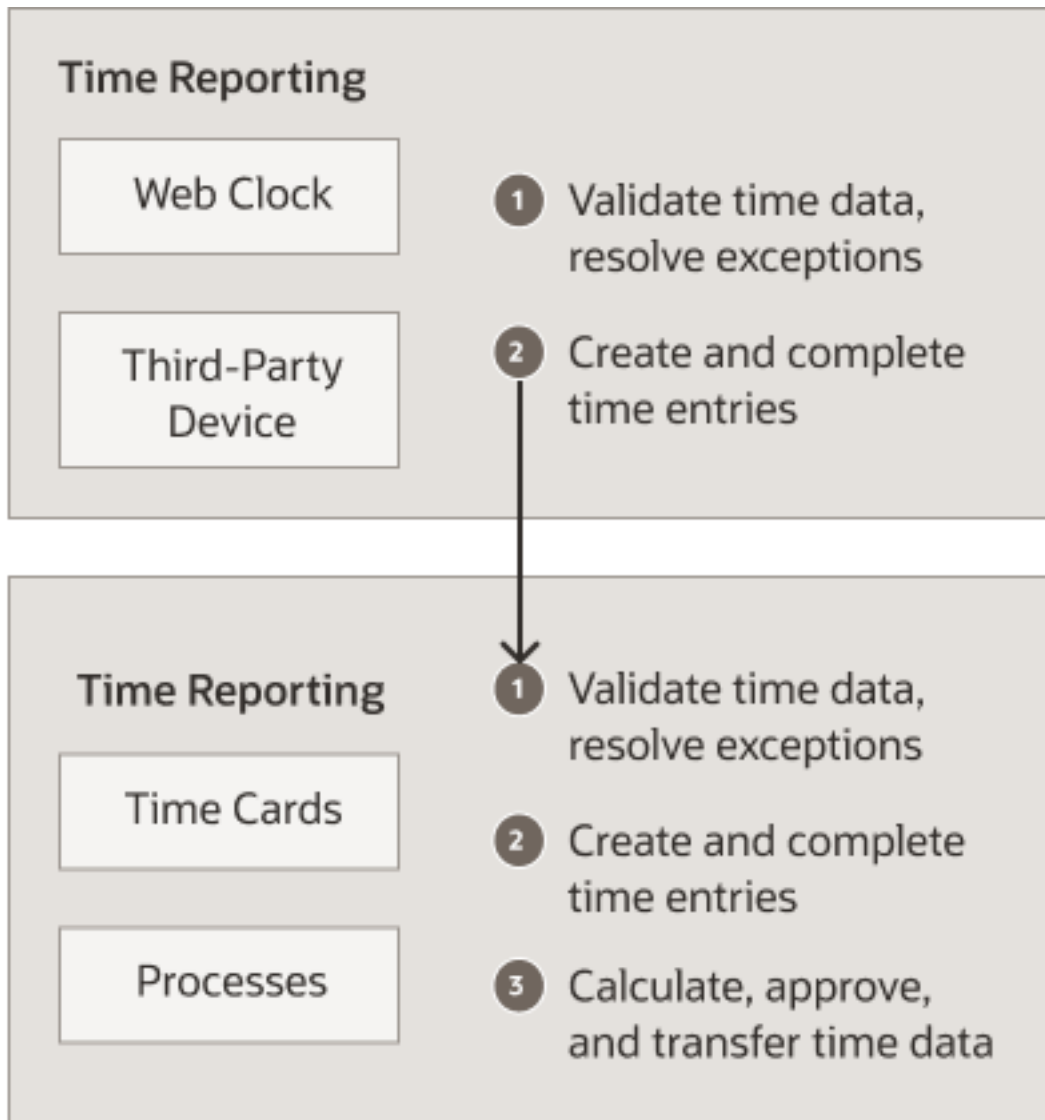
Time and Labor Task Lists

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

If you already implemented Oracle Global Human Resources Cloud, required for Time and Labor processing, you've completed many prerequisite tasks. If you pay worked time according to time card entries, you need to complete tasks in the Elements and Formulas functional area too. The Implementing Global Human Resources guide explains these tasks.

You need to show all Time and Labor setup tasks to complete these configurations:

- Time entry
- Time processing
- File processing for time collection devices

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Related Topics
- Time Entry Setup and Maintenance Tasks
- Time Processing Setup and Maintenance Tasks
- Overview of Time Collection Device and Web Clock Event Processing

Overview of Global Human Resources

To start an implementation of Global Human Resources, a user with the Application Implementation Consultant role (ORA_ASM_APPLICATION_IMPLEMENTATION_CONSULTANT_JOB) must opt into the offerings applicable to your business requirements.

Refer to the Oracle Fusion Cloud Applications Using Functional Setup Manager guide to manage the opt-in and setup of your offerings.

Workforce Deployment Offering

Use this offering to align resources and people with business objectives, and enter and maintain information related to people, employment, and work structures.

The following table specifies the primary functional areas of this offering. For the full list of functional areas and features in this offering, use the Associated Features report that you review when you plan the implementation of your offering.

Functional Area	Description
Enterprise Profile	Manage geographies, file import, reference data, and data access for users.
Legal Structures	Manage information related to legal entities - jurisdictions, authorities, addresses, registration, and tax profile.
Organization Structures	Manage business units and business unit set assignment.
Workforce Structures	Manage work structures including legislative data groups, enterprise information, locations, departments, divisions, reporting establishments, department, position, and organization trees, disability organizations, grades, grade rates, grade ladders, jobs, and positions. You can also define seniority dates, collective agreements, and worker unions.
HCM Data Loader	Configure HCM Data Loader and HCM Spreadsheet Data Loader for bulk data loading. Import and load data using HCM Data Loader. Manage access to spreadsheet templates, and configure spreadsheets to suit business needs.
Workforce Information	Manage your workforce information including banks, actions, assignment statuses, checklist templates, document types, and eligibility profiles.
Elements and Formulas	Define elements for base pay, absences, benefits, time and labor, and payroll. You can also define formulas for specific areas such as payroll calculation.

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Functional Area	Description
Payroll	Manage payroll legislations, payroll and time definitions, fast formulas, and rate definitions.
Benefits	Configure eligibility profiles for checklists.
Absence Management	Configure absence plans, types, categories, certifications, and reasons for employees, including formulas, eligibility profiles, and rates.
HCM Data Extract	Define extract definitions for HCM.
Time and Labor	Define time entry, processing, and device processing configurations, including entry field and layouts, time categories and consumers, validation and calculation rules, groups and profiles.
Workforce Health and Safety Incidents	Define settings for environment, health, and safety.

Related Topics
- Plan Your Implementation

Date-Effective Objects in Scheduling and Time and Labor

You can keep a history of configuration changes for these time and labor objects because they let you set effective dates for the changes:

- 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

Related Topics
- Date Effectivity
- What's the difference between updating and correcting a date-effective object?
- Examples of Updating Date-Effective Objects
- Examples of Correcting Date-Effective Objects
- What happens when I end date an object?

2 Setup and Maintenance Tasks

Time Entry Setup and Maintenance Tasks

You can address simple to complex time reporting methods with your time entry configurations.

- Individuals can report time using time cards, calendar, and web clock. Depending on your implementation, they can also use third-party time collection devices, such as badge and biometric readers.

- Line managers can report, review, and submit time cards for their people, including delegates.

- Time and labor managers can report, review, and submit time for their people using time cards and processes that generate mass time.
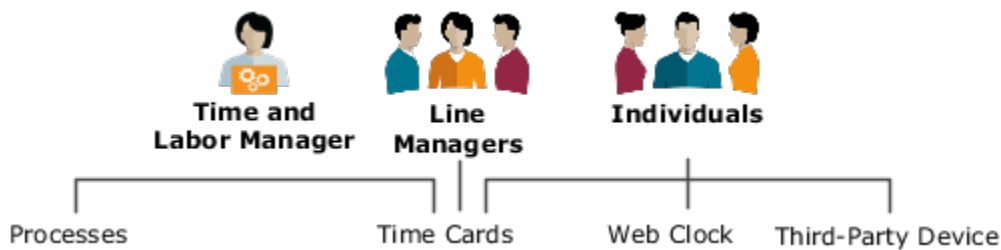
Configure time entry methods to support your policies by completing these tasks in the order listed. Unless otherwise specified, the tasks are in the Setup and Maintenance work area, Workforce Deployment offering, Time and Labor functional area.

Task	Description	Recommended Help
Elements Functional area: Elements and Formulas	Create the payroll elements required for payroll processing of time data transferred to the Payroll time consumer. This includes elements for public holidays, if you want to automatically create holiday entries on people's time cards.	• *Basic Process to Integrate Global Payroll and Time and Labor* • *Create Time Card Elements for Time Entries*
Generate Data Dictionary Time Attributes	Link time attributes stored in the data dictionary to time card elements. Also link them to any absence types enabled for time entry. These attributes identify the time data for transfer to the appropriate time consumer for processing. The time card elements, such as Regular US, Overtime CAN, and Public Holiday INDIA make up the drop-down list for the Payroll Time Type attribute. The absence types make up the drop-down list for the Absence Management Type attribute. You use these drop-down list values when you create time card fields and web clock buttons. Time reporters use them when they report time worked and time off.	• *Generate Time Attributes and Time Card Fields for Your Elements* • *Generate Data Dictionary Time Attributes*
Generate Time Card Fields	Optionally generate multiattribute fields for the selected legislative data group. You've the	• *Generate Time Attributes and Time Card Fields for Your Elements*

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Task	Description	Recommended Help
	option to include absence types when defining time card fields.	
Time and Labor Value Sets	Optionally create value sets for your own data sources, such as drop-down lists for custom time attributes. For example, you create the Meal Taken custom time attribute with a data source that contains these values: Breakfast, Lunch, and Dinner. You can use them with time cards, calendar, web clock, and processes that generate mass time based on business requirements. You can't use them with third-party device files. But, they can still apply to time cards and time entries created and viewed by managers.	• *Create Value Sets for Time and Labor*
Custom Time Attributes	Optionally create your own time attributes to record more time data to meet organization-specific requirements. For example, record whether people took Breakfast, Lunch, or Dinner meal breaks. Saving a custom time attribute adds it to the data dictionary. You can use them with time cards, calendar, web clock, and processes that generate mass time based on business requirements. You can't use them with third-party device files. But, they can still apply to time cards and time entries created and viewed by managers.	• *Overview of Custom Time Attributes* • *Attribute Categories for Custom Time Attributes* • *Best Practices for Creating Time Entry Objects* • *Create Custom Time Attributes*
Time Entry Layout Components	Create layout components or edit delivered components, such as the Expenditure Type and Payroll Time Type fields. Layout components let different groups of people report time using different combinations of time attributes and values. For example, you configure the Worked Time field to include a Jury Duty option. The option stores a value for the Payroll Time Type attribute and the Absence Management Type attribute. You don't create layout components for third parties with this task. Here's how you can use the components: • To configure time card layouts that managers use to resolve device-related time exceptions. • To configure the approval notification layout	• *Overview of Layout Components for Time Entry* • *Basic Time Entry Layout Component Configuration Process* • *Best Practices for Creating Time Entry Objects* • *How Many Time Entry Layout Components, Categories, and Layout Sets to Create*
Time Categories	Create time categories that classify the time entries to use on the time totals tab of various time card and approval notification pages. For example, you want to show totals for all reported Straight Time, Training, and Vacation time for the week. Also create the time categories to use in time attestation sets	• *Time Categories* • *Best Practices for Creating Time Entry Objects* • *How Many Time Entry Layout Components, Categories, and Layout Sets to Create*

Task	Description	Recommended Help
Question Library, Questionnaire Templates, and Questionnaires	Optionally create time attestations that let you identify if people comply with your time policies and various regulations. For example, did they take their scheduled meal break.	• *Time Attestations* • *Configure Time Attestations* • *Best Practices for Creating Time Entry Objects*
Time Attestation Sets	Optionally create groups of related time attestations. You link these groups to time entry profiles.	• *Best Practices for Creating Time Entry Objects* • *Time Attestation Sets*
Time Layout Sets	Create a set of different layouts for the various time card, web clock, and schedule shift pages used by individuals and managers. To change the appearance of a page, you delete and add layout components and set various properties. You don't create third-party device layouts with this task. Here's how you can use the layouts: • To configure the time card pages that managers use to resolve device-related time exceptions. • To configure the approval notification layout that managers use to review and approve time cards created from time device events.	• *Time Layout Sets* • *Time Layouts* • *Configure Time Layout Sets* • *How Many Time Entry Layout Components, Categories, and Layout Sets to Create*
HCM Groups	Configure groups that identify the people who share common time entry characteristics, such as hourly employees in the same job and state.	• *Overview of Linking People to Time and Labor Objects* • *Best Practices for Creating Time Entry Objects*
Evaluate HCM Group Membership	Build group membership for a specific date or range of dates. Run this process regularly so that everyone always has the appropriate time entry configuration. During implementation, refresh the groups that we provide so that you link everyone to a default time entry profile.	• *How You Refresh and Evaluate HCM Group Membership*
Worker Time Entry Profiles	Create time entry profiles that directly link individuals, and indirectly their managers, to the correct time entry configurations. Also configure time entry access controls separately for individuals and managers. For example, let individuals edit their time for the past 7 days and let managers edit time cards for the past 31 days. You don't create time entry layouts for third-party devices. But you do use layouts to create the time cards that managers use to fix exceptions.	• *How Time Entry Profile Components Work Together* • *Best Practices for Creating Time Entry Objects* • *Time Collection Device Integration Options on Time Entry Profiles*

Task	Description	Recommended Help
	CAUTION: If you plan to use geolocation with Web Clock, be sure to test that the countries support generating the correct addresses from the geolocation coordinates.	

Security Reference

The tasks that people can do and the data that they can see depend on their roles, duties, and privileges. For information about these factors, see these two guides:

- *Securing HCM*
- *Security Reference for HCM*

Related Topics
- How Time Entry Profile Components Work Together
- Best Practices for Creating Time Entry Objects

Time Processing Setup and Maintenance Tasks

Individuals can report time using time cards, third-party time collection devices, and Web Clock. Line managers manage time cards and changes requests, as do time and labor managers. Time and labor managers can also generate time using various processes.
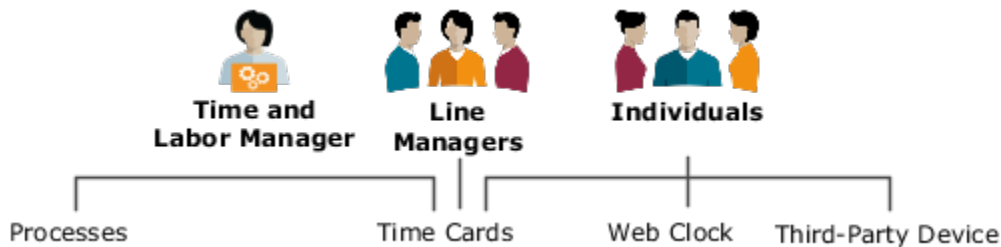
Here's the high-level processing that happens for time reported with Web Clock and third-party devices:

1. The import process validates event-related time data and creates or completes time entries.
2. Time and labor managers resolve any badge and time entry exceptions identified during this validation.

Here's the high-level processing that happens for all time reporting and management methods:

1. Time entry rules that validate reported time run when people save time cards and submit them.
2. Managers resolve any time entry exceptions identified during this validation.
3. Calculation rules run using the time data validated by the time entry rules.
4. Time consumer validation runs for the relevant calculated time data.
5. Time consumer administrators transfer time data for further processing, such as payroll and project costing.

   Retroactive changes to people's data can require recalculation and transfer of time card data. Examples of retroactive changes are changes to the payroll relationship or overtime period.

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Configure time processing that supports your policies by completing these configuration tasks, in the order listed. All these tasks are in the Setup and Maintenance work area, Workforce Deployment offering, Time and Labor functional area.

Task	Description	Recommended Help
Repeating Time Periods	Create repeating time periods, such as weekly from Monday to Sunday, to use with time cards, approvals, accrual processing, overtime, and balances. You can use the delivered periods or create your own, as appropriate.	• *Repeating Time Periods*
Workforce Management Value Sets	Optionally review the delivered value sets that people can use when creating time categories and rule templates. Create more value sets as needed.	• *Overview of Value Sets*
Workforce Management Lookups	Add reasons for audited time changes from time collection devices. Also add reasons for exceptions for incomplete or in error data. Add more time rule classifications, as appropriate. And add your suppliers and supplier events for time collection devices so that people can create time device event mappings.	• *Overview of Workforce Management Lookups*
Time Categories	Identify the time entries to use in time rules, summaries, analytics, and transfers according to your time processing policies. Delivered time categories include All Absence Entries, All Payroll Entries, and All Project Entries.	• *Time Categories* • *Best Practices for Creating Time Processing Objects* • *How Many Time Categories and Consumer Sets to Create*
Time Consumer Sets	Enable informational workflow for everyone linked to the time consumer set, for these processes: • Mass submit and approve time cards • Generate time cards • Generate time entries • Generate time cards from time collection devices Specify for each time consumer what actions start validation, and what time data to validate. And, select the approval period and the transfer rules to use.	• *Time Consumer Sets* • *Best Practices for Creating Time Processing Objects* • *How Many Time Categories and Consumer Sets to Create*
Shift Properties	Optionally set shift limits, which you can include in various time rules. For example, create rules that generate exceptions when people clock in late or clock out early.	• *Shifts Used in WFM Schedules*
Time Allocations	Optionally allocate time automatically to specific cost segments, such as Department, Fund, and Program, for payment.	• *Overview of Allocating Time to Cost Segments* • *Best Practices for Creating Time Processing Objects* • *Create Time Allocations*

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Task	Description	Recommended Help
Time Allocation Assignments	Optionally assign time allocations to individuals directly or using HCM groups. Allocation assignments use effective dating to identify which allocation to use in time rules applicable for the person and time card period.	• *Time Allocation Assignment* • *How You View and Override Time Allocation to Cost Segments*
Work Day Definitions	Optionally configure workday definitions that support your policies for earned dates and the day start for overtime. Time processing uses these definitions to derive and use the earned date for time entries that span midnight.	• *Setup to Handle Midnight-Spanning Time and Overtime Day Start*
Time Balance Dimensions	Optionally start creating your own database items to use as time balance variables in fast formulas. Create time balance dimensions to specify the level and time period to use when summarizing people's time balances.	• *Time Balance Dimensions*
Time Balance Definitions	Optionally finish creating your own database items to use as time balance variables in fast formulas. Create time balance definitions to identify the time data to add or subtract from the time balance.	• *Time Balance Definitions*
Fast Formulas	Optionally create formulas to use in place of, or in addition to, the delivered workforce management formulas.	• Using Fast Formulas in *Oracle Help Center* • Time and Labor Fast Formula Reference Guides (document ID *1990057.1*)
Time Rule Templates	Create rule templates that support your time validation, calculation, and submission policies. Use time categories in rule templates to identify the time data to process. You need to create rule templates for these conditions: • You use your own formulas. • You use multiattribute time card fields with more than one stored time attribute. You can use delivered rule templates if the time card field or web clock button stores a single time attribute.	• *How Formulas and Time Rule Components Work Together* • *Time Formula and Rule Types* • *Create Time Rule Templates* • *Options to Configure Time Rule Templates* • *Formula Parameters in Time Rule Templates and Rules* • *Formula Outputs in Time Rule Templates and Rules*
Time Rules	Create time rules using the rule templates. • Advanced time category rules identify time events and entries using complex logic not available in the condition components of a time category. • Time entry rules validate time entries and generate messages. • Time calculation rules generate calculated time, which transfers to time consumers, such as payroll and project costing. • Time device rules validate time events imported from time collection devices,	• *How Formulas and Time Rule Components Work Together* • *Create Time Rules* • *Formula Parameters in Time Rule Templates and Rules* • *Formula Outputs in Time Rule Templates and Rules*

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Task	Description	Recommended Help
	create or update time entries, and create time entry exceptions. • Time submission rules identify when to automatically save and submit time card entries created with time events imported from time collection devices.	
Time Rule Sets	Create collections of time submission, validation, and calculation rules and rule sets.	• *Best Practices for Creating Time Processing Objects* • *Create Time Rule Sets*
HCM Groups	Create groups of people who share common time processing characteristics to link to time processing profiles.	• *Overview of Linking People to Time and Labor Objects* • *Best Practices for Creating Time Processing Objects*
Evaluate HCM Group Membership	Build group membership for a specific date or range of dates. Run this process regularly so that everyone always has the appropriate time processing configuration. During implementation, refresh the groups that we provide so that you link everyone to a default time processing profile.	• *How You Refresh and Evaluate HCM Group Membership*
Worker Time Processing Profiles	Identify the rule sets, time consumer set, and time card periods to use to validate, approve, and transfer time. Also, to automatically create public holiday entries on people's time cards, set the default value to use for the payroll time type attribute. The profiles directly link individuals, and indirectly link their managers, to time entry validation and calculation rules. These rules also apply to time entries created using third-party device events and Web Clock events.	• *How Time Processing Profile Components Work Together* • *Best Practices for Creating Time Processing Objects*
HCM Data Loader	Load WFM events and actions that automatically identify retroactive changes to people's data that require the recalculation of their time card data. Use these business objects, available under the product area **Global Payroll - Define**: • Event Group • Event Group Translation • Event Action • Event Action Translation	• *Import and Load Data*
Manage Task Configurations for Human Capital Management	Optionally change default approval workflows to support your policies for payroll and project costing time cards and entries.	• *Overview of Time Approval Workflows Configuration* • *Payroll Time Approval Workflow Tasks*

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Task	Description	Recommended Help
		• *Project Costing Time Approval Workflow Tasks*

Security Reference

The tasks that people can do and the data that they can see depend on their roles, duties, and privileges. For information about these factors, see these two guides:

- *Securing HCM*
- *Security Reference for HCM*

Related Topics

- Best Practices for Creating Time Processing Objects
- How Time Processing Profile Components Work Together
- Resubmit Time Cards Process

Time Collection Device Setup and Maintenance Tasks

For third-party collection methods, you need to complete the time entry and processing configuration tasks. To transfer data and process events, you also need to complete these configuration tasks for your time collection devices.

Unless otherwise indicated, these tasks are in the Setup and Maintenance work area, Workforce Deployment offering, Time and Labor functional area.

Task	Description	Recommended Help
Workforce Management Lookups	Add the suppliers of your time collection devices to the ORA_HWM_TCD_SUPPLIERS lookup and the supplier events to the ORA_HWM_TCD_SUPPLIER_EVENTS lookup.	• *Overview of Workforce Management Lookups* • *Supplier-Related Choice Lists for Time Device Event Mappings* • *Time Collection Supplier and Supplier Device Event Lookups*
Time Device Event Mappings	Map time device events to time and labor application events. For example, map a supplier Meal event to the application Out and In event.	• *Best Practices for Creating Time Device Processing Objects* • *How Many Time Device Event Mappings and Web Clock Button Definitions to Create* • *Time Device Event Mappings*
Time Device Event Mapping Sets	Create collections of device event mappings. For example, add mappings for shift start, breaks, and shift stop to a set.	• *Best Practices for Creating Time Device Processing Objects* • *How Many Time Device Event Mapping Sets and Web Clock Buttons to Create*

Task	Description	Recommended Help
		• *Time Device Event Mapping Sets*
Time Event resources and request	Configure the appropriate REST resources and requests.	• REST API for Oracle Global Human Resources Cloud guide on *Oracle Help Center*
Time Collection Device Setup Data Export business object services and service data objects	Configure the appropriate SOAP services.	• SOAP Web Services for Oracle HCM Cloud guide on *Oracle Help Center*
Export Time Device Data Configuration	Identify the person and employment data to export to the time collection device.	• *Best Practices for Creating Time Device Processing Objects* • *How Many Time Device Export Data Configurations to Create* • *Export Data to Time Collection Devices Process*
Scheduled Processes task, Workforce Management Time Device Export Data process	Schedule recurring exports of person and employment data to time collection devices. This task is in the Time Management work area.	• *Export Data to Time Collection Devices Process*
Time Rule Templates, Time Rules, and Time Rule Sets	Validate and process time device and web clock events by creating time device and submission rule templates, rules, and rule sets. The import process runs these rules for both time device and web clock events.	• *How Formulas and Time Rule Components Work Together* • *Time Formula and Rule Types* • *Create Time Rule Templates* • *Create Time Rules* • *How Many Time Device and Submission Rule Sets to Create* • *Create Time Rule Sets* • *Options to Configure Time Rule Templates* • *Formula Parameters in Time Rule Templates and Rules* • *Formula Outputs in Time Rule Templates and Rules*
HCM Groups	Create groups of people who share common characteristics for time device processing to link to time device processing profiles.	• *Overview of Linking People to Time and Labor Objects* • *How Many HCM Groups to Create for Time Device Processing Profiles*
Evaluate HCM Group Membership	Build group membership for a specific date or range of dates. Run this process regularly so that everyone always has the appropriate configuration for time device processing. During implementation, refresh the groups that we provide so that you link everyone to a default time processing profile.	• *How You Refresh and Evaluate HCM Group Membership*
Time Device Processing Profiles	Link device mappings, device and submission rules, and export data to groups of people. You can also set time attributes that the Generate Time Cards from Time Collection Device	• *How Time Device Processing Profile Components Work Together*

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Task	Description	Recommended Help
	process uses to match In and Out events. It uses the matched events to create complete, valid time entries.	• *Time Attributes for In and Out Event Matching*
Scheduled Processes task, Generate Time Cards from Time Collection Device process	Schedule onetime and recurring processes to validate imported time device and Web Clock data. Generate time exceptions for any invalid data, and create and update time cards with valid data at appropriate intervals. This task is in the Time Management work area.	• *Generate Time Cards from Time Collection Device Process*

Security Reference

The tasks that people can do and the data that they can see depend on their roles, duties, and privileges. For information about these factors, see these two guides:

- *Securing HCM*
- *Security Reference for HCM*

Related Topics
- How Time Device Processing Profile Components Work Together
- Overview of Time Collection Device and Web Clock Event Processing
- Generate Time Cards from Time Collection Device Process

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3 Redwood User Experience Setup

Enable Redwood Experiences for Time and Labor

Here are the setup tasks that you need to complete for individuals, line managers, and time and labor managers to use Redwood pages.

1. Enable the enhanced time card search for managers to access enhanced time cards. Individuals access the enhanced time card using the Current Time Card task on the Me > Time and Absences page.

   a. Run the **Initial Data Ingestion** process using the **Tools** > **Scheduled Processes** task.

      - **Process name**: ESS process to create index definition and perform initial ingest to OSCS
      - **Parameter name**: Index Name to Reingest
      - **Parameter value**: fa-hcm-timecard

      | **Tip:** You need to run this process after every release upgrade and production-to-test process.

   b. Set up the data security for Oracle Search. Oracle Search data security relies on dynamically computed access control lists that reflect Oracle HCM Cloud data security setup. You should run the access control list processes with certain minimal logging features turned on.

   c. Create the ACL index using the **Tools** > **Scheduled Processes** task.

      - **Process name**: ESS process to create index definition and perform initial ingest to OSCS
      - **Parameter name**: Index Name to Reingest
      - **Parameter value**: fa-hcm-acl

   d. Run the **Compute Users ACL** process once with a User Population parameter of **All Users**.

   e. Schedule the **Compute Users ACL by Event** process to run every 15 minutes.

   f. Schedule the **Compute Users ACL** process to run with a User Population parameter of **Logged in users** and a frequency of every 30 minutes.

      After the access control list processes complete, the related lists are generated, including the list of excluded users to be resolved.

   g. Make sure that the HXT data security policy is correctly defined so that time and labor managers and line managers access time cards for only the workers that they're responsible for.

2. Configure the time entry layout of the time layout set.

Related Topics

- Workforce Management Profile Options
- Time Layout Sets
- Time Layouts
- Time Entry, Review, View, Approval Notification, and Calendar Entry Layout Configurations
- Create and Edit Profile Options

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4 Profile Options

Time and Labor Profile Options

To enable actionable and informational notifications about time cards, and to enable certain search features, configure these profile options. Edit the site-level profile values using the Manage Administrator Profile Values task in the Setup and Maintenance work area.

Profile Option Code	Description	Default
BIP_EMAIL_NOTIFICATION_FIN_HXT	Enable Oracle Business Intelligence Publisher email notifications for time cards.	None
BIP_EMAIL_NOTIFICATION_HCM_HXT	Enable Oracle Business Intelligence Publisher email notifications for time cards.	False
BIP_ONLINE_NOTIFICATION_HCM_HXT	Enable Oracle Business Intelligence Publisher worklist notifications for Oracle Human Capital Management Cloud applications.	true
HXT_LOV_SEARCH_TIMECARDFIELDVALUES_STARTSWITH	Enable people to search for time card field values that start with the specified characters.	N
HXT_LOV_SEARCH_TIMECARDS_STARTSWITH	Enable people to search for time cards that start with the specified characters.	N

Related Topics

- Overview of Profile Options
- Create and Edit Profile Options

Workforce Management Profile Options

To enable various features, including whether people use classic, responsive, or enhanced time cards and Oracle Search, use these profile options. Edit the site-level profile values using the Manage Administrator Profile Values task in the Setup and Maintenance work area.

Profile Option Code
HWM_MANAGER_RESPONSIVE_PAGES_ENABLED
HWM_MANAGER_SCHEDULES_RESPONSIVE_PAGES_ENABLED
HWM_TIME_AND_LABOR_MANAGER_RESPONSIVE_PAGES_ENABLED
HWM_TIME_AND_LABOR_MANAGER_SCHEDULES_RESPONSIVE_PAGES_ENABLED

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Profile Option Code
HWM_WORKER_RESPONSIVE_PAGES_ENABLED
HWM_WORKER_SCHEDULES_RESPONSIVE_PAGES_ENABLED
ORA_HWM_DECIMAL_ROUNDING_LIMIT
ORA_HWM_ELASTIC_SEARCH_ENABLED
ORA_HWM_ELASTIC_SEARCH_INITIAL_TC_INGEST_RGE
ORA_HWM_EVENT_INLINE_THRESHOLD
ORA_HWM_INTERNAL_TEST_FLAGS
ORA_HWM_MANAGER_VBCS_TC_SEARCH_ENABLED
ORA_HWM_PJC_VALIDATE_ONLY_UPDATED_ENTRIES
ORA_HWM_REQUEST_TIME_CHANGES_REDWOOD_PAGE_ENABLED
ORA_HWM_RULES_LOG_LEVEL
ORA_HWM_RULES_LOG_MONTHS_TO_KEEP
ORA_HWM_TIME_AND_LABOR_MANAGER_VBCS_TC_SEARCH_ENABLED
ORA_HXT_GEN_TC_OFFLINE_SEARCH_ENABLED
ORA_HXT_MANAGER_VB_TC_UI_ENABLED
ORA_HXT_TIME_AND_LABOR_MANAGER_VB_TC_UI_ENABLED
ORA_HXT_TM_DSP

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Profile Option Code
ORA_HXT_WORKER_VBCS_TC_UI_ENABLED

Related Topics

- Overview of Profile Options
- Create and Edit Profile Options
- HCM Data Roles

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5 Workforce Management Lookups

Overview of Workforce Management Lookups

Delivered lookups make up drop-down list values for various time and labor fields, including fields for change audit, rule classification, and time collection devices.

You can review and change these lookups according to your needs using the Workforce Management Lookups task in the Setup and Maintenance work area. It's part of the Workforce Deployment offering, Time and Labor functional area.

You can also review all the workforce management lookups and change the extensible lookups using these steps, as appropriate for your policies:

1. In the Setup and Maintenance work area, on the Tasks panel tab, click **Search**.
2. Search for and click **Manage Common Lookups**.
3. On the Manage Common Lookups page in the Lookup Type field, enter **ORA_HWM%**.
4. Click **Search**.

Time and Labor Relative Ranges

Let line and time and labor managers quickly show only relevant time cards with relative range filters. Examples of delivered relative ranges are Next week, Next 2 weeks, Previous 2 weeks, or Previous 3 months.

To enable the ranges that best support your managers, use the Manage Common Lookups task and ORA_HXT_RELATIVE_RANGES lookup type in the Setup and Maintenance work area.

Change Audit Reason Lookup

When you enable change auditing for time cards, you can also have people give reasons for their changes. These reasons show as read-only information in the change audit history of affected time cards.

To ensure consistency with your policies, people select their reasons from a drop-down list with values that come from the ORA_HWM_CA_REASONS lookup type. The lookup type includes reasons for absences created and deleted in Oracle Fusion Absence Management. The Evaluate Absences process applies these reasons to affected time cards during reprocessing.

Related Topics
- Change Audit Options

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Time Collection Supplier and Supplier Device Event Lookups

You create a list of the suppliers of your time collection devices, and the events their devices record using these lookups.

Suppliers

The values that make up the Supplier drop-down list on the Create Time Device Event Mappings page come from the ORA_HWM_TCD_SUPPLIERS lookup. You need to add your suppliers to this lookup before you change the lookup for the supplier device event. You do this because the lookup codes for device events need to start with the supplier lookup code.

Supplier Device Events

The values that makes up the Supplier Device Event drop-down list on these pages come from the ORA_HWM_TCD_SUPPLIER_EVENTS lookup:

- Create Time Device Event Mappings

- Generate Time Events

You need to start these lookup codes with the supplier lookup code. For example, if you've a supplier with the lookup code ABC, start the lookup code for that supplier's device events with ABC_.

Related Topics
- Time Device Event Mappings

Time Rule Classification Lookup

You can identify the purpose of each time rule template using the Rule Classification drop-down list. Here are some example purposes:

- Threshold

- Shift premium

- Meal or break

You can add classifications that support your time policies using the HWM_RULE_CLASSIFICATION lookup type. The tag for each lookup code identify which template drop-down list includes the classification.

Tag	Template with the Classification
TAR	Time audit rule
TCR	Time calculation rule

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Tag	Template with the Classification
TDR	Time device rule
TER	Time entry rule
TSR	Time submission rule
WCR	Workforce compliance rule

You can't edit the rule-level classification, because it's inherited from the template.

Related Topics
- How Formulas and Time Rule Components Work Together
- Time Formula and Rule Types

Web Clock Properties Lookup

You can identify more properties for web clock or time device events using the ORA_HWM_CLOCK_PROPERTIES lookup. For example, you can use delivered properties to identify when an event is the start or end of a shift or meal.

This lookup makes up the drop-down lists for the Start Property and End Property time attributes. You can add these time attributes and select appropriate values as part of these tasks:

- Create web clock buttons
- Create time device event mappings

Related Topics
- Configure the Web Clock Button Properties
- Create Shift, Break, and Meal Web Clock Buttons

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6 Time Entry Configurations

Best Practices for Creating Time Entry Objects

You need to create separate time entry profiles for each unique combination of time entry objects, as shown in these diagrams.

The more objects you create, the greater the ongoing maintenance effort. You want to find a balance between optimizing the time entry experience for your time reporters and the effort required to maintain that experience.

Here's how the time entry components and time categories of layout sets work together. And how the layout and time attestation sets of the time entry profile work together. The following sections provide some combination of guidelines, considerations, questions, and examples to help you decide how many time entry objects to create.

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Time Attributes

Payroll

Absence Management

Project Costing

Custom

Time Entry Layout Components

Time Card Fields

Web Clock Buttons

Layout Set

Time Entry, Time View, Time Review Layouts

Approval Notification Layout

Calendar Entry Layout

Responsive UI Layout

Shift Layout

Cost Overrides Layout

Web Clock Layout

Time Category

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Layout Set

Time Entry, Time View, Time Review Layouts

Approval Notification Layout

Calendar Entry Layout

Responsive UI Layout

Shift Layout

Cost Overrides Layout

Web Clock Layout

Time Attestation Set

Questionnaires

Time Categories

Worker Time Entry Profile 1

Layout Set A

Time Attestation Set G

Group 8

HCM Groups

Custom Time Attributes

Create as many custom time attributes as you need for people to record company-specific time information outside of payroll, absences, and project costing. For example, you want people to record the type of break they take, such as Breakfast or Tea.

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Time Entry Layout Components, Time Categories, and Layout Sets

You've many considerations to factor when deciding how many time entry layout components, time categories, and layout sets to create. For example, when you create layout components, you set a default field or button name. You can elect to let people override those names when they configure layouts. This approach minimizes the number of layout components you need to create because you can reuse them in different layouts. You create as many layouts as you need to provide meaningful time entry, review, and approval pages for the people using them. Another topic has questions, examples, and comments to help you assess how many of these objects you need.

Time Categories and Time Attestation Sets

Create as many time attestations sets as you need for the different groups of policy and regulations you need groups of people to attest to. Also create as many time categories as you need to identify the web clock events and time entries that cause the attestation questionnaires to appear.

Time Card Access Settings on Time Entry Profiles

Create one profile for each group of people when the different groups have these conditions:

- Different settings configurations for time card access

- The same settings configurations for time card access for different date ranges

If individuals and their managers have the same settings configuration for time card access, with the same date ranges, create one profile per layout set. If subsets of managers have different configurations or use different date ranges, then create one profile for each subset of managers and their people.

Schedule, Worker Attestation, and Cost Override Options on Time Entry Profiles

Create one profile for each group of people with the same schedule, worker attestation, and cost override options.

HCM Groups

You link one or more HCM groups with each profile. Define separate groups wherever the characteristics are unique across profiles or groups of profiles. For example, you group people into separate groups for these reasons:

- One group reports only payroll and absence time.

- Another group reports project costing, payroll, and absence time.

Related Topics
- Time Entry Setup and Maintenance Tasks
- How Time Entry Profile Components Work Together
- How Many Time Entry Layout Components, Categories, and Layout Sets to Create

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How Many Time Entry Layout Components, Categories, and Layout Sets to Create

Use these questions to help you figure out how many layout components, time categories, and layout sets you need to create.

Question	Examples and Comments
What type of time do you want people to report?	Examples: Project costing, payroll, absence, a combination, company-specific information
What layout components do people use to report time?	Examples: • Expenditure type, project ID or name, payroll time type, absence type, and cost center fields • Start shift, end shift, and break web clock buttons

How often do people report time with the fields? Regularly, infrequently, or does frequency vary among different groups?	Example: You've a group of people who regularly reports payroll costing and another group who does so infrequently. These configurations support both groups with a single field and two layout sets:
	
	• Time card field: You add a payroll cost segment as a dependent field of the Payroll Time Type field. You configure the dependent field to appear regardless of the selected value for the payroll time type.
	
	• Layout sets:
	
	  o In one set, you configure the time entry layout so that the cost field shows as part of the main table.
	  o In another set, you configure the time entry layout so that the cost field appears in the entry-level dialog box.
	
	You edit the display name in each layout set to show the name most expected by that group of people.

Should everyone see the same drop-down list values for the time attribute or only those values that apply to their time entries? If you plan to differentiate drop-down list values, how do you want to do that?	Examples of how you can differentiate the drop-down lists: • Based on assignment • Based on exemptions, such as overtime in the US
Can you filter the drop-down list values by creating a value set or using private view objects delivered by Oracle Global Payroll Cloud? Do you need to create different fields?	If you create value sets, you need to create time card fields to use those value sets. You can limit the number of required value sets by creating table-defined value sets. Use the logic of the filter variable to constrain the values available for each person according to values selected for the independent time attribute. You can filter values using values specified for related independent layout components that appear on the time card or Web Clock. You can also use values from these places: • The time card itself, such as time period start and end dates • Hidden fields, such as Assignment Values for hidden fields automatically populate based on these values: • The person's primary assignment • Values provided for related independent layout components

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Question	Examples and Comments
Should everyone see the same name for the layout component?	Example: You use the delivered Payroll Time Type time card field. You want certain people to see the field name Type of Hours Worked and other people to see Time Type. You can change the default display name of appropriately configured layout components when you edit the layouts in a layout set. Create different layout sets for different groups of people who use the same layout component but with different names.
Should everyone see the same time totals?	Example: You've reservists and you want their reservist time to show in their time totals. You want to exclude reservist time totals for people who aren't reservists. Create different layout sets for people with time totals from different time categories.
Do you want to automatically allocate time entries to payroll cost segments? If yes, do you want people to see these allocations?	Example: Allocate the person's daily hours evenly to the 1111 and 2222 departments. You can create time allocations using just the dependent Payroll Time Type cost attributes and no time entry fields. To view the allocations, you must create the dependent fields and add them to time card layouts.

Related Topics

- Time Entry Setup and Maintenance Tasks
- How Time Entry Profile Components Work Together
- Best Practices for Creating Time Entry Objects

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7 Absence, Payroll, and Project Costing Time Attributes

Time Attributes

A time attribute reflects how time is paid, costed, billed, or recorded as an information entry. It also qualifies the linked time event or time entry. Here's how you can use time attributes:

- In the layout components that make up time card, calendar, and Web Clock layouts
- In time calculation rules, categories, and approval rules

Here are examples of time attributes and values delivered by Oracle Global Payroll Cloud, Oracle Project Costing Cloud, and Oracle Absence Management Cloud.

Integrating Application	Time Attribute	Attribute Description	Example Values
Global Payroll	Payroll Time Type	Identifies time for payroll processing according to the value selected	Regular US, Overtime CAN, Vacation US, Public Holiday US, and Public Holiday CAN
Project Costing	Expenditure Type	Identifies time for costing and billing according to the value selected	Billable and Nonbillable
Absence Management	Absence Management Type	Identifies time for absence processing according to the value selected.	Paid Maternity and Vacation

Related Topics

- Basic Process to Integrate Absence Management and Time and Labor
- Time and Labor Units of Measure
- Overview of Layout Components for Time Entry
- Create Time Card Elements for Time Entries

Start and End Property Time Attributes

You can identify if a time event is the start or end of a shift or meal. Depending on your policies, you can also identify other start and end properties.

You can add your own values to the time attribute drop-down lists using the ORA_HWM_ CLOCK_PROPERTIES lookup. You can add Start Property and End Property time attributes and select the appropriate values as part of these tasks:

- Create web clock buttons
- Create time device event mappings

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Related Topics
- Overview of Workforce Management Lookups
- Time Device Event Mappings
- Configure the Web Clock Button Properties
- Create Shift, Break, and Meal Web Clock Buttons

Data Dictionary of Time Attributes

The data dictionary is the place with all possible attributes regardless of the source, such as Oracle Absence Management Cloud or Oracle Global Payroll Cloud.

- It includes the primary time attributes for projects, payroll, and absence time. You can load more payroll and absence time attributes, and your own custom attributes.

- It contains metadata that data sources and time consumers use to present time data in a meaningful way. Time consumers also use it to process time data appropriately. Here are examples of the metadata:

  - What attributes to store, such as storing the configured display names of time attributes and attribute values as alternate names
  - Where the repository physically keeps the attributes
  - How to verify valid values

Related Topics
- Basic Process to Integrate Absence Management and Time and Labor
- Basic Process to Integrate Global Payroll and Time and Labor
- Overview of Layout Components for Time Entry
- Create Time Card Elements for Time Entries

Generate Data Dictionary Time Attributes

After you complete the payroll and absence setup tasks, you need to run the **Generate Data Dictionary Time Attributes** process to create these attributes:

- Payroll-dependent attributes for all element input values, such as rate, rate code, state, city, and public holidays

- Payroll costing attributes

The process also updates the HWM_GENERATE_TIME_ATTR_DFF descriptive flexfield with the new and revised attributes. Here's how you also make these attributes available in Oracle Transactional Business Intelligence (OTBI):

- Confirm that this flexfield has **Deployment Status** selected.

- Run the Import Oracle Fusion Data Extensions for Transactional Business Intelligence process.

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You also need to run the Generate Data Dictionary Time Attributes process after changing any time elements. Changes include adding or deleting elements, editing input values, or editing element eligibility records. If you don't run the process, you might negatively affect these actions:

- Setup of time card fields

- Validation of payroll time types

- Transfer of time to payroll

Currently, this process doesn't create any attributes for project costing time.

Related Topics
- Basic Process to Integrate Absence Management and Time and Labor
- Time and Labor Units of Measure
- Overview of Layout Components for Time Entry
- Create Time Card Elements for Time Entries

Time and Labor Units of Measure

You can create payroll and custom time attributes to store and display quantities as hours, days, or units.

- Use hours-based time entries to reflect how to pay, cost, and bill worked and calculated time. For example:

  - 8 hours of regular time per work day

  - 8 hours of public holiday time for what would otherwise be a regular work day

  - 10 hours of regular time per work day that calculation rules converted into 8 hours of regular time and 2 hours of overtime

  - 7 hours of regular time per work day spent on project A, and 1 hour of regular time spent on miscellaneous administration
  - 8 hours of regular time per work day for 2 days, and 8 hours of absence for 3 days

- Use days-based time entries to measure absences, for example, 4 days of personal time off.

- Use units-based time entries to assign people a flat payment amount. For example:

  - Pay people 25 USD for each meal taken, up to three meals per day.

  - Pay people an extra 100 USD for each worked shift where they were in charge and handled related duties.

Here are the units of measure that you can include on various time layouts:

- You can include both hours-based and units-based time card fields on these layouts: time entry, review, view, approval notification, calendar entry, and responsive UI.

- You can use only hours-based time attributes to create the web clock buttons on the web clock layout. You can optionally include hours-based and units-based fields on the web clock layout.

- You can include only hours-based fields for the shift layout.

Related Topics

- Time Attributes
- Create Custom Time Attributes

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8 Custom Time Attributes

Overview of Custom Time Attributes

You can create custom time attributes that store company-specific information in the time repository and add them on people's time cards. You can also link dependent attributes to these independent custom attributes. Then use this information in rules and reports.

For example, you want to record the type of break people take when they report time for the Break payroll time type. You start by creating a value set with these values to link to your custom attribute:

- Standard 10-minute break
- Special 15-minute break
- 2 combined 10-minute breaks
- Lunch break
- Combined lunch break and 10-minute break
- Combined lunch with 10-minute breaks to leave early

You then create your custom time attribute, which you can use with the Break time card field or web clock button.

> **Note:** You can't delete custom time attributes after you create them. And, the attribute values don't transfer to payroll or project costing.

Value Sets

Before you create your custom time attributes, create at least one value set for each independent and dependent time attribute.

- If your list of values is the same for both the setup tasks and time entry, you can create just one value set. Use that value set with both the unfiltered data source and the filtered data source.
- To limit the drop-down lists for time entry to valid values for each individual, create both an unfiltered and a filtered value set.

> **CAUTION:** Updating an existing value set for a custom time attribute linked to time entry layout components already used on time card layouts causes errors. You need to create a new value set, new custom time attribute, and new layout component instead. Then, replace the existing layout component with the new component in the appropriate layouts.

Attribute Categories

You can use attribute categories to group multiple custom time attributes together, to help when people add time attributes as part of setup tasks. For example, you can use the delivered Custom category to identify time attributes not delivered as part of the application. You can also use these categories in reports.

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Related Topics
- Data Dictionary of Time Attributes
- Data Sources for Layout Components
- Attribute Categories for Custom Time Attributes
- Create Value Sets for Time and Labor
- Create Custom Time Attributes

Create Value Sets for Time and Labor

You create unfiltered value sets for your administrators to use during setup tasks, such as creating time categories or rules. And you can create separate, filtered value sets for individuals to use when they report time.

Use the Time and Labor Value Sets task in the Setup and Maintenance work area. It's part of the Workforce Deployment offering, Time and Labor functional area.

> **CAUTION:** You'll get errors if you update an existing value set for a custom time attribute used on time card layouts. You need to create a new value set, new custom time attribute, and new layout component instead. Then, replace the existing layout component with the new component in the appropriate layouts.

1. On the Time and Labor Value Sets page, click the **Create** icon.
2. On the Create Value Set page, complete these steps:
   a. In the Module field, select **Time and Labor Web Entry Configurations**.
   b. Select one of these validation types: **Format Only**, **Independent**, or **Table**. Typically, you want to use a table-validated set as the filtered data source for a time card field.
   c. Select the appropriate data type for the values in the set.
   d. For a table-validated value set, use the SQL WHERE clause to add filter variables that limit the valid values to a subset of values. When you create time card fields, you map these filter variables to time attributes that limit drop-down lists to valid values for each individual.
   e. Save and close your configuration. The task maintains the values that you want to use in an application table.
3. Add values. How you add them to the value set depends on the validation type.
   - Independent validation: On the Create Value Sets page, click **Manage Values** to add values.
   - Table-validated: You don't have to define or maintain values because the reference view or table manages them.

Related Topics
- Overview of Custom Time Attributes
- Delivered Project-Specific Time Card Fields and Data Sources
- Overview of Value Sets
- Validation Type Options for Value Sets
- Considerations for Planning Value Sets

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Attribute Categories for Custom Time Attributes

An attribute category can include a limited number of time attributes. This limit depends on the data type of the time attribute, as shown here.

Data Type	Maximum Number of Time Attributes Supported
Text	40
Number	40
Date	20

If you've more than the specified number of attributes, you need to create another category. To retain the relationship between the categories for reports, you might want to use the same category name with an appended number.

You create attribute categories for the ORA_HWM_ATTR_CATEGORY lookup type using the Manage Common Lookups task in the Setup and Maintenance work area. The attribute categories are available for use when you create time attributes.

Related Topics
- Overview of Custom Time Attributes

Create Custom Time Attributes

To create a custom time attribute, you use the Custom Time Attributes task in the Setup and Maintenance work area. It's part of the Workforce Deployment offering, Time and Labor functional area.

1. On the Custom Time Attributes page, click the **Create** icon.
2. On the Create Time Attribute page, complete these steps:
   a. Enter a name and description.
   b. Select the classification type, which indicates if the attribute has dependent attributes.
   c. Select the data type of the attribute. It need to match the data type of the linked value set.
   d. Optionally, select the unit of measure used for payroll and reporting purposes.
   e. Select the data source value sets that appear first in the data source drop-down lists when your administrators configure time card fields with these attributes.
   f. Select an attribute category value to group time attributes for reporting purposes. You create your own attribute categories as lookup type values.

      When you select an attribute category, the data dictionary location that stores the custom time attribute appears. The location value also indicates the number of times this attribute category was used to group time attributes.
   g. To add dependent time attributes, go to the next section. Otherwise, save your changes and close the page. Saving your time attribute adds it to the data dictionary.

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3. If you're using the nonunified time entry experience and you selected the classification type With dependent attributes, you need to add the dependent time attributes. Here's how to do that:

    a. On the Create Custom Attributes page, in the Dependent Time Attributes section, click **Create**.

    b. Select the data type. It needs to match the data type of the selected data sources.

    c. Select the data source value sets that need to appear first in the data source drop-down lists when your administrators configure the dependent fields.

    d. Save your changes and close the page. Saving your time attribute and any dependent attributes adds them to the data dictionary.

If you're using the unified time entry experience, you can create the related single-attribute time card fields instead of dependent fields. Then add the custom attribute and related single-attributes fields to the appropriate layouts in the layout sets, in the display sequence that makes the appropriate drop-down list values available.

Related Topics

- Data Dictionary of Time Attributes
- Overview of Custom Time Attributes
- Attribute Categories for Custom Time Attributes
- Create Value Sets for Time and Labor

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9 Overview of Time Entry Layout Components

Overview of Layout Components for Time Entry

You specify how a time attribute appears on classic calendar pages, classic and responsive time card and web clock pages, and Redwood enhanced time card pages. Also specify how the attributes transfer to the time consumer with these layout components.

To manage time entry layout components, use the Time Entry Layout Components task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

Related Topics

- Time Attributes
- Data Dictionary of Time Attributes
- Availability Options for Dependent Time Card Fields
- Delivered Project-Specific Time Card Fields and Data Sources
- Basic Time Entry Layout Component Configuration Process

Single-Attribute Time Field

A single-attribute time field has only one time attribute linked to it. For example, Task is a single-attribute field with the TaskID time attribute.

You use single-attribute fields most often with lists of values that are dynamic and update automatically as new values are added for the attribute. Because the list is dynamic, some values might not be relevant to the people reporting time.

If you've the unified time entry experience enabled, you create single-attribute fields with dependent time attributes from payroll element values. Examples of element values are rate override, location override, and costing segments. The people who can see the field, and where they see it depends on how you configure the field and the layouts that include it.

If you've the nonunified time entry experience, you configure dependent attributes as part of the create single-attribute field guided process.

Related Topics

- Time Attributes
- Data Dictionary of Time Attributes
- Basic Time Entry Layout Component Configuration Process

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Multiple-Attribute Time Field

A multiattribute field has one or more time attributes linked to it. It stores multiple values internally, but people see only one value. For example, when someone selects the Hours Type value Regular, the save action stores the Regular payroll time type and Billable expenditure type.

Multiattribute fields also let you identify HCM groups whose members can see the value. And you can specify whether workers, line managers, and time and labor managers can edit or only read the value.

You use multiattribute fields most often with payroll time attributes because they're relatively static. And you can change the name of the attribute value that people see. For example, a payroll time type value might be US Reg Hrly and you set the display name to Regular Pay.

The unified time entry experience uses layout-level maximums for time card field data types, including multiattribute fields. The nonunified time entry experience uses a site-level maximum of 20 multiattribute fields across all layouts. So if you've the nonunified experience, plan carefully the fields to create and the layouts to add them to.

1. Use the allowed actions and HCM groups in each row to create one multipurpose field.
2. Use the field in various layout sets across many groups of workers, managers, and time and labor managers.

Related Topics
- Time Attributes
- Data Dictionary of Time Attributes
- Basic Time Entry Layout Component Configuration Process

Web Clock Buttons

Each web clock buttons layout component typically contains multiple web clock buttons. Each button has one or more attributes linked to it.

The button stores the multiple values internally, but people see only one value. For example, when someone clicks **Clock Out**, it stores the Out application event and Regular payroll time type.

The create buttons page automatically includes the Clock Event time attribute in the button definition table. The attribute values are In, In and Out, Out and In, and Out.

Related Topics
- Time Attributes
- Data Dictionary of Time Attributes
- Basic Time Entry Layout Component Configuration Process

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Dependent Time Field

Optionally define dependent time card fields as part of the guided processes to create single-attribute and multiattribute time card fields, and web clock buttons. A dependent field is always a single-attribute field that's related to an independent field or button.

Generally, you identify dependent time attributes from payroll element values, such as rate override, location override, and costing segments. For example, you configure a field so that people need to select a Payroll Time Type value before they can select the dependent State value.

When and where the dependent field appears on the time card or Web Clock depends on the related independent field or button. It also depends on the availability setting. The availability setting specifies whether the field always appears with the independent field or only after people select specific values.

If you've the unified time entry experience enabled, you create single-attribute fields. Instead of just independent time attributes, the Time Attributes drop-down list includes both independent and dependent attributes. The people who can see the field, and where they see it depends on how you configure the field and the layouts that include it. It doesn't depend on any value selected for the corresponding independent time attribute because the unified experience doesn't let you do this configuration.

> **Note:** If you need fields to appear only after workers select specific attribute values, then continue to use the nonunified environment. You can also post your requirement in Idea Lab.

Related Topics
- Time Attributes
- Data Dictionary of Time Attributes
- Availability Options for Dependent Time Card Fields
- Delivered Project-Specific Time Card Fields and Data Sources
- Basic Time Entry Layout Component Configuration Process

Delivered Time Card Fields

Time and Labor include delivered single-attribute absence, payroll, and project fields, many of them used in the delivered layout sets.

Delivered project fields include fields to track grant-related information, such as funding sources and expenditure organizations for sponsored projects. You need to finish configuring the delivered multiattribute Time Type field before you can use it.

To quickly find these fields, search for Delivered in the Description field. If you need to create your own fields, you can search for and duplicate the delivered field that most closely matches the field you need. Then, edit the duplicate field to support your time reporting policies.

> **CAUTION:** For the delivered fields to work properly, you need to complete Absence Management, Global Payroll, and Project Costing setup and integration task. Then, you need to generate the time attributes in the data dictionary.

Related Topics

- Overview of Layout Components for Time Entry
- Delivered Project-Specific Time Card Fields and Data Sources
- Choice List Filters for Project Costing Time Cards
- Overview of Time Entry Configuration for Only Project Costing and Project Costing and Payroll Combined

Basic Time Entry Layout Component Configuration Process

You use time entry layout components on classic calendars, classic and responsive time cards shift dialog boxes, and Web Clock, and enhanced time cards.

The basic process for creating single-attribute and multiattribute time cards fields has four main steps and uses the Time Entry Layout Components task in the Setup and Maintenance work area. It's part of the Workforce Deployment offering, Time and Labor functional area.

Before you start

Make sure that the payroll and absence time attributes exist in the data dictionary, and any custom time attributes.

Here's what to do

1. From the Time Entry Layout component page, create the time card field.
2. Complete the Field Definition page. If you've the unified time entry experience enabled, this is the only page available.
   a. Enter the general properties.
   b. Configure the time attributes, data sources, and filters for the filtered data source, as appropriate. For multiattribute fields, you do this when you add a time attribute to the attributes definition table.
   c. Configure the reported time options for workers, line managers, and time and labor managers. This section is available only if you've the unified time entry experience enabled.

      - All options apply only where the field is used to report time. They're ignored where the field is used to show calculated time and on other, nonreported time pages.
      - Any Filtered Data Source for Time Entry selection that you make for line managers and time and labor managers overrides the selection in the Time Attribute and Data Source section. You only need to do this when managers need a less granular filter than workers.

   d. Add and configure each row in the attributes definition table. This step doesn't apply to single-attribute fields.
   e. Optionally, configure a value to default for the field when it appears on classic and responsive time cards. The enhanced time card ignores the default value.
   f. Configure the field-level display properties.

   If you've the nonunified time entry experience enabled, continue to the next step.

3. Optionally complete the Dependent Field Definition page. This step is available only if the independent time attribute you selected on the previous page has dependent attributes defined in the data dictionary.

    a. Create the dependent field. Each dependent field that you create appears as a row in the table on the Dependent Field Definition page.

    b. Optionally, edit the dependent field properties, as appropriate.

    c. Select the data sources for the dependent time attribute and add filters for the filtered data source, as appropriate.

    d. Optionally, configure a default value for the dependent field.

    e. Configure the field-level display properties for the dependent field.

You can also create all dependent fields first, step 1, then select a field in the table and complete steps 2 through 5. You keep selecting a field and completing steps 2 through 5 until you completely configure all the dependent fields.

4. Complete the Review page.

On this page of the guided process, you review and save your definition details. If any details aren't right, you can go back and fix them before you save the component.

Related Topics

- Best Practices for Configuring General Properties of Time Entry Layout Components
- Configure the Single-Attribute Time Card Field Properties
- Configure the Time Attributes for the Multiple-Attribute Time Card Field
- Configure the Web Clock Button Properties
- Configure the Dependent Field Properties

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10 **Data Sources**

Data Sources for Layout Components

When you define single-attribute, multiattribute, and dependent fields, you select a filtered data source and an unfiltered data source for the specified time attribute. When you define web clock buttons, you select the unfiltered data source for each time attribute.

Typically, the most appropriate filtered and unfiltered data source is the first value in the drop-down list.

Related Topics

- Overview of Custom Time Attributes
- Create Value Sets for Time and Labor
- Overview of Value Sets
- Validation Type Options for Value Sets
- Payroll Cost Allocation Key Flexfield Setup

Data Source Filters for Time Entry

Oracle Absence Management Cloud, Oracle Global Payroll Cloud, and Oracle Project Costing Cloud provide filtered data sources for many of their independent time attributes. They don't provide filtered data sources for many of their dependent time attributes.

When the filtered data sources include filter variables, you need to select the filter input attribute for each filter variable. A filter input attribute supplies the value that filters the field data source. For example, the person's assignment ID identifies their choices for the Payroll Time Type attribute. Drop-down lists for the filter variable and input attribute values of multiattribute fields contain all the values from all the filtered data sources, for all the time attributes.

Data Source Filter Examples

Both a single-attribute field and multiattribute field use the Payroll Time Type time attribute. The multiattribute field also uses the Expenditure Type time attribute. Here are the filter variables provided by the filtered data source for each time entry field.

Single-Attribute Filter Variables	Multiattribute Filter Variables
• pAssignmentID • pEffectiveDate	• pProjectUnitId • pEffectiveDate • pAssignmentID

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Single-Attribute Filter Variables	Multiattribute Filter Variables
	• pStartTime
	• pStopTime
	The Filter Variables drop-down list includes pEffective Date only once, even though it's provided by the filtered data sources for both time attributes.

Data Source Types

Data sources are either private view objects or value sets.

- A private view object is an Oracle component that simplifies querying and working with business object rows. Values for private view objects appear on the time card, in the drop-down lists of the time attributes. Global Payroll provides separate private view objects for the filtered and unfiltered data sources.

- A value set is a collection of values that appear in the drop-down lists of the time attributes. Project Costing provides the same value set for both the filtered and unfiltered data sources. You can create value sets to use as drop-down lists for any custom time attributes that you create.

For unified single-attribute time card fields, the filtered data sources for line managers and time and labor managers must store the same data type and data as the worker filtered data source. When the worker delivered data source is a private view object, the corresponding manager value sets that you create must include the same values as the private view object.

Related Topics
- Overview of Custom Time Attributes
- Create Value Sets for Time and Labor
- Overview of Value Sets
- Validation Type Options for Value Sets
- Payroll Cost Allocation Key Flexfield Setup

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11 Common Configuration Properties for Time Card Fields and Web Clock Buttons

Best Practices for Configuring General Properties of Time Entry Layout Components

When you create any time entry layout component, configure the name and description according to these best practices.

Name

Enter a unique short name, possibly using agreed on abbreviations, such as **PTT** for payroll time type. This name appears in the Name drop-down list on the Edit Layout dialog box, Time Card Matrix page. That drop-down list shows only the first 15 characters.

Description

Provide a concise but complete description of the purpose of the time card field or web clock buttons. It really helps people who are configuring time layouts to know which components to add or delete. Here's an example description for a multiattribute time card field with dependent fields: **Absence and payroll values with dependent meals, department, and US location fields**.

Related Topics

- Basic Time Entry Layout Component Configuration Process
- Configure the Dependent Field Properties
- Configure the Single-Attribute Time Card Field Properties
- Configure the Time Attributes for the Multiple-Attribute Time Card Field
- Configure the Web Clock Button Properties

Options to Configure Default Values for Time Card Fields

When you create time card fields, you can optionally specify values to default for new time entries on classic, responsive, and enhanced time cards. You can also specify values to default for dependent fields that appear on Web Clock.

Note: You don't configure default values for web clock buttons.

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People add fields to a time card when they open the time card, add an attribute row, or add an entry. You don't configure default values for web clock buttons.

Select the population method for new field entries from these options:

- **No default value**: Don't automatically populate the new field with an entry.

- **Specific value**: Automatically populate the new field with the specified value. These sources populate the **Specific Display Value** drop-down list:

    - For single-attribute fields, the unfiltered data source that you selected earlier

    - For multiattribute fields, the display names in the Display Name and Multiple Attribute Definition section

    Optionally, populate new entries based on another time card field. For example, if you select the **Expenditure Type** time attribute, you can specify to populate new entries based on the Expenditure Type Name attribute value.

    > **Note:** This option works only with classic time cards. Responsive and enhanced time cards ignore this population method.

- **Function**: Automatically populate the new field with the value derived by the selected function, such as **Based on primary assignment**. The function uses the filtered data source. This option is available only if the time attribute has delivered functions.

    > **Note:** Any default value that you specify is ignored by the Generate Time Cards process accessed from the **My Client Groups** > **Team Time Cards** page. It uses the attribute values specified on that page instead. Enhanced time cards also ignore default values.

Related Topics
- Basic Time Entry Layout Component Configuration Process
- Configure the Dependent Field Properties
- Configure the Single-Attribute Time Card Field Properties
- Configure the Time Attributes for the Multiple-Attribute Time Card Field
- Data You Can Include When Generating Time Cards

Configure Field-Level Display Properties for Time Entry Layout Components

The actual combination of field-level display properties that you can configure varies by the type of time entry layout component. For example, you can't configure the Display Type property for web clock buttons.

1. Select the display type, such as **Text box**, **Smart choice list**, or **Hidden field**. Hidden fields never appear on the time card. If you've the unified time entry experience, the drop-down list doesn't include Read Only option. You handle this instead in the Reported Time section, with the Read only option.
2. Edit the display name, as appropriate. This name is the default column header of the tables on classic time card entry, review, view, and approval notification pages. It's the default column header of the tables on the enhanced

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time card pages. It's also the default field name on responsive time card pages, Web Clock, and time card and calendar dialog boxes.

> **Note:** To fully render the display name on time card, calendar, and web clock pages and dialog boxes, limit the name to 70 characters or less.

3. Enable or disable override on layouts. Enabling the override lets people set different, meaningful display names in various layout sets that use the same layout component.
4. Specify whether the time card field is required. Required fields always appear on the page or dialog box and people need to provide a value.

> **Tip:** To keep people from submitting time cards with no entries, make sure that at least one time card field on the time layout is required.

The validation that checks for values in the required fields runs when people save or submit classic and Redwood time cards. It also runs when people click **OK** after editing an entry on a responsive time card. It doesn't run when people save or submit responsive time cards. If people don't edit responsive time card entries that include required fields, they can submit time cards that are missing required values.

Related Topics

- Basic Time Entry Layout Component Configuration Process
- Configure the Dependent Field Properties
- Configure the Single-Attribute Time Card Field Properties
- Configure the Time Attributes for the Multiple-Attribute Time Card Field
- Configure the Web Clock Button Properties

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12 Single-Attribute Time Card Fields

Configure the Single-Attribute Time Card Field Properties

Here's how you configure the time attribute, data sources, and filters for single-attribute time card fields. The process applies for both nonunified and unified time entry experiences.

1. On the Create Time Card Field: Field Definition page, select the time attribute, such as **Payroll Time Type**.
2. Select the filtered data source and unfiltered data source for the specified time attribute. Typically, the most appropriate source for the selected attribute is the first value in the drop-down list.
3. Add any filters for the filtered data source by selecting the filter variable and corresponding input attributes. For example, here are the filter variables and filter input attributes provided by the Payroll Time Type attribute data source.

Filter Variables	Filter Input Attributes
pAssignmentID	Assignment
pEffectiveDate	Start Time

Not all filtered data sources have filters.

Related Topics

- Time Attributes
- Data Dictionary of Time Attributes
- Data Sources for Layout Components
- Basic Time Entry Layout Component Configuration Process
- Configure the Dependent Field Properties

Configure US Location Override Fields in the Unified Time Entry Experience

Let people enter location override information when they report time worked somewhere other than their normal work location. You can set up only a single location level, such as State, or multiple location levels, such as State, County, and City.

Set up each location level as a single-attribute time card field using the Time Entry Layout Components task in the Setup and Maintenance work area. The task is in the Workforce Deployment offering, Time and Labor functional area.

Before you start

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Oracle Fusion Cloud Human Resources
Implementing Time and Labor

Chapter 12
Single-Attribute Time Card Fields

Prepare the location time attributes. You can use the location time attributes we provide. They've data sources and drop-down list filters, and transfer to payroll after final approval. Or you can prepare your own location attributes using this basic process:

1. 1. Create payroll elements using the Time Card category, with the necessary input values for location by legislative data group. Use the Elements task in the Elements and Formula functional area.
2. Generate the location time attributes using the Generate Data Dictionary Time Attributes task in the Time and Labor functional area.

Here's what to do

1. Create the single-attribute time card field, such as State, County, or City.
2. Complete the general properties.
3. In the Time Attribute field, search for and select the appropriate location attribute, such as **State**, **County**, or **City**.
4. Select the unfiltered data source and filtered data source for the time attribute.

Time Attribute	Data Source
State	One of these options: ○ ORA_HRX_US_EARN_STATE ○ List of values for payroll US county field for Geocode
County	One of these options: ○ ORA_HRX_US_EARN_COUNTY ○ List of values for payroll US county field for Geocode
City	Filtered, one of these options: ○ ORA_HRX_US_EARN_CITY ○ List of values for payroll US county field for Geocode Unfiltered: List of values for payroll US city field for administrator

5. Add the filter variables and input attributes for the filtered data source. If you use multiple location levels, you configure the data source filters as shown in this US example.

Time Attribute	Filter Variable	Variable Input Attribute	Available Values
State	NA	NA	All values in the State data source
County	pCodeLevel1	State	All counties in the selected State
City (step 1)	pCodeLevel1	State	None
City (step 2)	pCodeLevel2	County	All cities in the selected County in the selected State

6. Add the location fields to the appropriate layouts in the layout sets, in the display sequence that makes the appropriate drop-down list values available. For example, when city values depend on the selected state and county values, you display the State field first, followed by County, and then City. If you display the City field first, the drop-down list is empty.

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Related Topics

- Time Layout Sets
- Create Time Card Elements for Time Entries
- Create the Dependent Meal Override Rate and Rate Periodicity Fields
- Configure the Single-Attribute Time Card Field Properties

Configure Labor Costing Override Fields in the Unified Time Entry Experience

Let people enter payroll costing information by creating the appropriate single-attribute fields using the Time Entry Layout Components task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

Before you start

Prepare cost segment time attributes for use in time card fields using this basic process:

1. Create payroll value sets using the Payroll Value Sets task.
2. Set up the cost allocation key flexfield using the Cost Allocation Key Flexfield task.
3. Set up the cost allocation key flexfield usage to be available at the element entry level.
4. Generate the costing time attributes using the Generate Data Dictionary Time Attributes task.

Here's what to do

1. Create the single-attribute time card field.
2. Complete the general properties.
3. In the Time Attribute field, search for and select the appropriate general or common payroll cost segment.
4. Add the data sources and filters.
   a. Select the unfiltered data source and filtered data source for the cost attribute. Typically, the most appropriate source is the first value in the list.
   b. Add the filter variables and input attributes for the filtered data source.

What to do next

Add the costing field to the appropriate unified time entry layout.

Related Topics

- Configure the Single-Attribute Time Card Field Properties
- Payroll Cost Allocation Key Flexfield Setup

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13 Dependent Time Card Fields in the Nonunified Time Entry Experience

Configure the Dependent Field Properties

You can define dependent fields in the nonunified time entry experience. You do this in the optional second step of the guided processes for creating time entry layout components.

If you've the unified experience, you create dependent fields as single-attribute time card fields. Then you add the fields to the appropriate time layouts in the appropriate order for filters and processing. For example, the State field needs to come before the County field. This way the County drop-down list has only the counties for the selected state and not all counties for all 50 states.

Dependent time card fields that you created before the unified experience was enabled continue to work in unified layouts that include the corresponding independent layout component.

You can create and configure dependent fields in the nonunified experience using either of these methods:

- Create all your dependent fields and then select each field in turn to add the data sources and filters.

- Create a dependent field, add the data sources and filters, and then repeat for the remaining dependent fields.

> **Note:** To add dependent fields to a single-attribute payroll field, duplicate and edit the delivered Payroll Time Type field. Don't directly edit the delivered field to avoid possible issues with future upgrades.

Before you start

Before you add dependent fields to multiattribute fields and web clock buttons, configure the entire attribute definition table on the Field Definition page. You do this because the attribute values that you select in that table make up the Independent Attribute Value drop-down list.

Here's what to do

1. On the Dependent Field Definition page, click the **Create** button.
2. On the Create Dependent Time Card Field dialog box, complete the general properties:
   a. In the Name field, enter a unique short name, possibly using agreed on abbreviations, such as **PTT** for payroll time type. Also, you can select a dependent time attribute from either the general or detailed level. For example, at the general level you can select **Rate Amount**. At the detailed level, you can select **Rate Amount for US Regular** or **Shift Premium**. To help with accurate layout configurations, we recommend that you include an appropriate suffix, such as **D** or **G**, for example, **RateG** or **DeptOTD**.

   This name appears in the Name drop-down list on the Edit Layout dialog box, Time Card Matrix page. That drop-down list shows only the first 15 characters.

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    b. In the Description field, document the purpose of the dependent field. Here are some examples:

- Override rate amount to provide as the payroll input value
- Override rate amount to provide as the payroll input value for the US Regular time attribute
- Department for the reported time
- Department for the worked overtime
- County for the reported time, provided as the payroll input value
- County code for the reported time, provide for the US Hourly costing segment

    c. Select the dependent time attribute for the specified independent time attribute, such as **Overtime_City** for location or **Department** for payroll costing.

    d. Configure the availability of the dependent time attribute:

        i. Select the availability of the dependent time attribute. See the Availability Options for Dependent Time Card Fields topic for key considerations about these options.

        ii. If you select **For specific independent time attribute values**, add the specific values.

    e. Click **OK**.

3. Select the filtered data source and unfiltered data source for the specified time attribute. Typically, the most appropriate source is the first value in the drop-down list.

4. Add any filters for the filtered data source. Many filtered data sources for dependent absence management, payroll, and project costing attributes don't have filters.

Related Topics

- Availability Options for Dependent Time Card Fields
- Create the Dependent Department Field
- Create the Dependent State, County, and City Fields
- Create the Dependent Meal Override Rate and Rate Periodicity Fields

Availability Options for Dependent Time Card Fields

When you define dependent time fields, you specify the availability of the dependent field in relation to the independent time attribute. You indicate whether it's available with all values of the independent time attribute or just specific values.

Considerations

Your availability selection affects where you can configure the dependent field on layouts. The selection also affects when people see the dependent field on time cards and Web Clock. Here are some key considerations for when you're deciding which availability option to select for the dependent field.

Consideration	Available for All Independent Values	Available for Selected Independent Values
Can I use the dependent field on the calendar?	Yes	No.
When does the dependent field appear?	It always appears, as configured in the time card matrix or a dialog box, when the layout configuration includes the independent attribute.	It appears only after the person selects one of the specified values.

Consideration	Available for All Independent Values	Available for Selected Independent Values
Where can I display the dependent field on the time card layout?	- In the matrix - In the dialog box for row-level or entry-level details - On the calendar dialog box	Only on the dialog box for row-level or entry-level details. You need to add the independent time attribute in the matrix of the layout before you can add the dependent field.
In what scenarios is each availability option recommended?	When people use the dependent field often: When you want it to appear in the time card matrix, on the calendar, on Web Clock, or a combination	When people use the dependent field infrequently When you don't want it to ever appear in the time card matrix or on the calendar
What are the drawbacks of each availability option?	The drop-down list values for the dependent field might be inappropriate or missing The dependent field could be available but there isn't a corresponding input value on the payroll element for some independent attribute values	The time card matrix and calendar can't display the dependent field
When can I use dependent fields on Web Clock?	When the dependent field applies to all defined web clock buttons	When the dependent field applies to only one or a subset of web clock buttons

When you create single-attribute fields in the unified time entry experience that depend on other fields, it's the same as selecting **Available for all independent values**.

Related Topics
- Example of a Dependent Field That's Always Available
- Example of a Dependent Field That's Available After Specific Selections
- Example of a Dependent Field That's Available After the Person Clicks a Specific Button
- Configure the Dependent Field Properties

Example of a Dependent Field That's Available After the Person Clicks a Specific Button

You want people to select a department on Web Clock after they click **Transfer**.

Setup

You specify that the dependent Department field is available for only the Transfer button. You then add the Department field on the web clock layout.

Results

The Department field appears when people click **Transfer** on Web Clock.

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Related Topics
- Availability Options for Dependent Time Card Fields

Example of a Dependent Field That's Available After Specific Selections

You want people to select a department after they select **Overtime** in the Payroll Type field. They use this dependent field infrequently so you want it to appear only in the dialog box with row-level details.

Setup

You specify that the dependent Department field is available only when people select **Overtime** for the independent Payroll Time Type attribute.

Results

If the people select **Overtime**, the Department field appears in the dialog box with row-level details and they can select a department. If people select **Regular**, the Department field doesn't appear anywhere on the page, including dialog boxes, and they can't select a department.

Related Topics
- Availability Options for Dependent Time Card Fields

Example of a Dependent Field That's Always Available

You want people to always select the department after they select a payroll time type. They should easily find the dependent field in the time card matrix or on the calendar.

Setup

You specify that the dependent Department field is available for all independent Payroll Time Type attribute values.

Results

The Department field always appears in the time card matrix and on the calendar, regardless of the selected payroll time type. People can always select a department.

Related Topics
- Availability Options for Dependent Time Card Fields

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Configure Dependent Fields for US Location Overrides

You can let people enter location override information when they report time worked somewhere other than their normal work location.

You can capture only a single location level, such as State, or multiple location levels, such as State, County, and City. Set up each location level as a dependent time card field of the independent Payroll Time Type attribute. Use the Time Entry Layout Components task in the Time and Labor functional area.

Before you start

Prepare the location time attributes. You can use the location time attributes we provide. They've data sources and drop-down list filters, and transfer to payroll after final approval. Or you can prepare your own location attributes using this basic process:

1. Create payroll elements using the Time Card category, with the necessary input values for location by legislative data group. Use the Elements task in the Elements and Formula functional area.
2. Generate the location time attributes using the Generate Data Dictionary Time Attributes task in the Time and Labor functional area.

Here's what to do

1. Create or edit an independent time card field or web clock buttons definition that has the Payroll Time Type time attribute.
2. Create the dependent field.
   - Be sure to set the independent attribute to **Payroll Time Type**.
   - Remember, your availability selection decides what display options people have when they configure time layouts.

   You can repeat step 2 as many times as needed to create all the dependent fields first. Then, add the data sources and filters to each field. Or, you can create a field and add the sources and filters before you create the next field.

3. Select the unfiltered data source and filtered data source for the location attribute.

Time Attribute	Data Source
State	One of these options: ○ ORA_HRX_US_EARN_STATE ○ List of values for payroll US county field for Geocode
County	One of these options: ○ ORA_HRX_US_EARN_COUNTY ○ List of values for payroll US county field for Geocode
City	Filtered, one of these options: ○ ORA_HRX_US_EARN_CITY ○ List of values for payroll US county field for Geocode Unfiltered: List of values for payroll US city field for administrator

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Time Attribute	Data Source

4. Add the filter variables and input attributes for the filtered data source. If you use multiple location levels, you configure the data source filters as shown in this US example.

Dependent Field	Filter Variable	Variable Input Attribute	Available Values for Dependent Field
State	NA	NA	All values in the State data source
County	pCodeLevel1	State	All counties in the selected State
City (step 1)	pCodeLevel1	State	None
City (step 2)	pCodeLevel2	County	All cities in the selected County in the selected State

5. Add the dependent location fields to the appropriate layouts in the layout sets, in the display sequence that makes the appropriate drop-down list values available. For example, when city values depend on the selected state and county values, you display the State field first, followed by County, and then City. If you display the City field first, the drop-down list is empty.

The availability setting that you selected when you create the dependent field decides your display options in time card layouts.

Related Topics

- Availability Options for Dependent Time Card Fields
- Time Layout Sets
- Create Time Card Elements for Time Entries
- Create the Dependent Meal Override Rate and Rate Periodicity Fields
- Configure the Dependent Field Properties

Configure Dependent Fields for Labor Costing Overrides

You can let people enter payroll cost information by creating dependent fields for the independent Payroll Time Type time attribute.

Set up cost fields as dependent time card fields of the related independent Payroll Time Type time attribute. Use the Time Entry Layout Components task in the Time and Labor functional area.

Before you start

Prepare cost segment time attributes for use in time card fields using this basic process:

1. Create payroll value sets using the Payroll Value Sets task.
2. Set up the cost allocation key flexfield using the Cost Allocation Key Flexfield task.
3. Set up the cost allocation key flexfield usage to be available at the element entry level.

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4. Generate the costing time attributes using the Generate Data Dictionary Time Attributes task.

Here's what to do

1. Create or edit an independent time card field that has the Payroll Time Type time attribute.
2. Create the dependent field.
   - Be sure to set the independent attribute to **Payroll Time Type**.
   - Remember, your availability selection decides what display options people have when they configure time layouts. Here's the appropriate availability selection for legislative data groups that do and don't share costing structures.

Shared by LDGs	Availability Setting
Yes	You can make the costing structure available to all independent attribute values.
No	You must create multiple dependent fields and specify the independent attribute values for each dependent field.

3. Add the data sources and filters to the field selected in the General Properties section.
   a. Select the unfiltered data source and filtered data source for the cost attribute. Typically, the most appropriate source is the first value in the list.
   b. Add the filter variables and input attributes for the filtered data source.
4. Add the dependent costing fields to the appropriate layouts in the layout set. The availability setting that you selected when you create the dependent field decides your display options in time card layouts.

Related Topics
- Availability Options for Dependent Time Card Fields
- Configure the Dependent Field Properties
- Create the Dependent Department Field
- Payroll Cost Allocation Key Flexfield Setup
- Payroll Cost Allocation Key Flexfield Structure

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14 Dependent Time Card Field Configuration Examples

Create the Dependent Meal Override Rate and Rate Periodicity Fields

You want to let managers override the meal allowance as appropriate, so you create two dependent fields for the independent Payroll Time Type attribute.

The Meal Override Rate field lets them override the person's default rate. The Meal Rate Periodicity field ensures proper processing after the overridden rate transfers to Global Payroll.

Before you start

Create the Meals Taken element.

Here's what to do

1. Create both dependent rate fields by completing these steps twice, once for each field.
   a. In the General Properties section, click the **Create** icon.
   b. On the Create Dependent Time Card Field dialog box, complete these steps:
      i. In the Name field for the first field you're creating, enter **MealOvrrdRt**. For the second field you're creating, enter **MealRtPdcty**.
      ii. In the Independent Time Attribute field, select **Payroll Time Type**.
      iii. In the Dependent Time Attribute field, click **Search**.

      a. On the Search and Select: Time Attributes dialog box, in the Name field, enter **Rate**. The default search results level is General, which is what you want for these attributes.
      b. In the search results section, select **Rate Amount** of the collection InputValue.
      c. Click **OK**.
      iv. On the Create Dependent Time Card Field dialog box, enter the description.

Dependent Field	Description
MealOverrdRt	Override the default meal allowance.
MealRtPdcty	Rate periodicity for the override rate of the meal allowance.

      v. In the Availability section, select **For specific independent time attribute values**.
      vi. In the Independent Time Attribute Value field, select **Meals Taken**.
      vii. Click **OK**.

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2. Define the data sources and display properties.

   Repeat steps a through c twice, once for each dependent field.

   a. In the General Properties section, select the dependent field that you're defining.
   b. Select the data sources, as shown here.

Dependent Field	Filtered Data Source for Time Entry	Unfiltered Data Source for Setup Tasks
MealOvrrdRt	Default format value set for number	Default format value set for number
MealRtPdcty	HR Lookup Type PVO	HR Lookup Type PVO

   c. Complete the display properties, as shown here.

Field	MealOvrrdRt	MealRtPdcty
Display Type	Text box	Hidden
Display Name	Meal Override Rate	Meal Rate Periodicity

   d. For MealOvrrdRt, select **Enable override on layouts**.
   e. For MealOvrrdRt, in the Required on the Time Card field, select **No**.
   f. Repeat steps 1 through 3 once, to define these properties for the dependent MealRtPdcty field.

3. Click **Next** to open the Review page.

Related Topics

- Availability Options for Dependent Time Card Fields
- Create the Units-Based Meals Taken Element for Time Entries
- Configure the Dependent Field Properties
- Configure the Time Type Attribute Field for Combined Absence, Payroll, and Project Costing Entries

Create the Dependent Department Field

Certain groups of people can work in different departments during their shifts and you want to track the time they work in each department. So you create a dependent Department cost segment field for the independent Payroll Time Type attribute.

The cost segment was created as part of the Global Payroll setup.

1. In the General Properties section, click the **Create** icon.

2. On the Create Dependent Time Card Field dialog box, complete these steps:

    a. In the Name field, enter **Department**.

    b. In the Independent Time Attribute field, select **Payroll Time Type**.

    c. In the Dependent Time Attribute field, click **Search**.

        i. On the Search and Select: Time Attributes dialog box, in the Name field, enter **Depart**. The default search results level is General, which is what you want for this attribute.

        ii. In the search results section, Cost costing collection, select **Department**.

        iii. Click **OK**.

    d. On the Create Dependent Time Card Field dialog box, in the Description field, enter **Department where the time was worked**.

    e. In the Availability section, select **For all independent time attribute values**.

    f. On the Warning dialog box with the message that the dependent field always appears on the time card with the independent attribute, click **Yes**.

    g. On the Create Dependent Time Card Field dialog box, click **OK**.

3. Define the data sources.

    a. On the Create Time Card Field: Dependent Field Definition page, in the Filtered Data Source for Time Entry field, select the first source. This data source doesn't have any filters to add.

    b. In the Unfiltered Data Source for Setup Tasks field, select the first source.

4. Define the display properties.

    a. In the Display Type field, select **Smart choice list**.

    b. Select the **Enable override on layouts** option.

    c. In the Required on the Time Card field, select **No**.

5. Click **Next** to open the Review page.

Related Topics

- Availability Options for Dependent Time Card Fields
- Configure the Time Type Attribute Field for Combined Absence, Payroll, and Project Costing Entries
- Configure the Dependent Field Properties

Create the Dependent State, County, and City Fields

Certain people regularly travel among regional locations, even crossing state lines. You want them to identify where they worked their reported time. So you create the dependent State, County, and City location fields for the independent Payroll Time Type attribute.

1. Create all the dependent location fields by completing steps a through b three times, once for each field.
   a. In the General Properties section, click the **Create** icon.
   b. On the Create Dependent Time Card Field dialog box, complete these steps:

   i. In the Name field, enter the name of the current location field that you're creating, either **State**, **County**, or **City**.
   ii. In the Independent Time Attribute field, select **Payroll Time Type**.
   iii. In the Dependent Time Attribute field, click **Search**.

   a. On the Search and Select: Time Attributes dialog box, in the Name field, enter the current attribute name, either **State**, **County**, or **City**. The default search results level is General, which is what you want for these attributes.
   b. In the search results section, select the dependent time attribute for the current field, either **State**, **County**, or **City**, that's in the InputValue collection.
   c. Click **OK**.

   iv. On the Create Dependent Time Card Field dialog box, enter the description.

Dependent Field	Description
State	State where the hours were worked
County	County where the hours were worked
City	City where the hours were worked

   v. In the Availability section, select **For all independent time attribute values**.
   vi. On the Warning dialog box with the message that the dependent field always appears on the time card with the independent attribute, click **Yes**.
   vii. On the Create Dependent Time Card Field dialog box, click **OK**.
   c. Repeat steps a through b twice, to create the dependent County and City attributes.
2. Define the data sources, filters, and display properties.
   a. On the Create Time Card Field: Dependent Field Definition page, in the General Properties section, select the dependent field that you haven't defined yet.
   b. Select the filtered data source for time entry.

Location Level	Filtered Data Source
State	List of values for payroll US state field for Geocode
County	List of values for payroll US county field for Geocode

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Location Level	Filtered Data Source
City	List of values for payroll US city field for user

c. For the County and City fields, click **Add Filters**. The State field doesn't have any filters.

    i. On the Add Time Entry Data Source Filters dialog box, complete these steps for both the County and City fields:

        a. In the Filter Variable field, select **pCodeLevel1**.

        b. In the corresponding Filter Input Attribute field, enter **State**.

        c. Press **Enter**.

        d. On the Search and Select: Time Attributes dialog box, complete these steps:

            1. In the Collection field, select **Payroll input value**.

            2. Click **Search**.

            3. In the search results section, select **State**.

            4. Click **OK**.

    ii. On the Add Time Entry Data Source Filters dialog box, complete these steps for the City field:

        a. In the Filter Variable field, select **pCodeLevel2**.

        b. In the corresponding Filter Input Attribute field, enter **County**.

        c. Press **Enter**.

        d. On the Search and Select: Time Attributes dialog box, complete these steps:

            1. In the Collection field, select **Payroll input value**.

            2. Click **Search**.

            3. In the search results section, select **County**.

            4. Click **OK**.

    iii. On the Add Tim Entry Data Source Filters dialog box, click **OK**.

d. On the Create Time Card Field: Dependent Field Definition page, select the unfiltered data source for setup tasks.

Location Level	Unfiltered Data Source
State	List of values for payroll US state field for Geocode
County	List of values for payroll US county field for Geocode
City	List of values for payroll US city field for administrator

e. In the Display Type field, select **Smart choice list**.

f. In the Required on the Time Card field, select **No**.

g. Repeat steps a through f until you defined the data sources and display properties for all three location fields.

3. Click **Next** to open the Review page.

Related Topics

- Availability Options for Dependent Time Card Fields
- Configure the Time Type Attribute Field for Combined Absence, Payroll, and Project Costing Entries
- Configure the Dependent Field Properties

15 Multiple-Attribute Time Card Field Configuration

Configure the Time Attributes for the Multiple-Attribute Time Card Field

You create a multiple-attribute time card field by adding, for example, a combination of absence, payroll, and project costing time attributes as table columns.

1. On the Create Time Card Field: Field Definition page, click **Add Time Attribute**.
2. On the Add Time Attribute dialog box, complete these steps:
   a. Set the attribute display sequence to specify where the column appears in the table.
   b. Select the time attribute, such as **Payroll Time Type**.
   c. Select the unfiltered data source and filtered data source for the specified time attribute. Typically, the appropriate source is the first value in the drop-down list.
   d. Specify whether the structure definition requires the time attribute.
   e. Click **OK**.
3. Repeat steps 1 and 2 until you add all the time attributes for this field definition. Be sure to include the Identifier time attribute so that you can uniquely identify rows that otherwise have the same attribute values.
4. Add up to five of the filters provided by the filtered data sources, for the time attributes in the attribute definition table. For example, these are the filter variables and input attributes provided by the Expenditure Type and Payroll Time Type attribute data sources.

Filter Variables	Filter Input Attributes
pAssignmentID	Assignment
pEffectiveDate	Start Time
pProjectUnitID	Project Unit
pStartTime	Start Time
pStopTime	Stop Time

Related Topics
- Start and End Property Time Attributes
- Basic Time Entry Layout Component Configuration Process
- Configure the Time Type Attribute Field for Combined Absence, Payroll, and Project Costing Entries

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Add and Configure Values for the Multiple-Attribute Time Card Field

After you create the attribute definition structure, you define the field values by completing these steps for each row that you add to the table:

1. Enter the display value that people see in the field drop-down list, such as **Paid holiday US**, **Nonproject work**, or **Regular professional**.
2. Select the time attribute values that the time repository stores, such as the **Public Holiday US** or **Regular US** payroll time type. Or select attribute value combinations. For example, select the **Professional Straight Time US** expenditure type name and the **Regular US** payroll time type.

   Expenditure types are derived from the project unit. The selected project identifies the expenditure type values that people see in this field drop-down list. Changing the project won't affect the payroll or absence values that people see in the drop-down list.

   > **CAUTION:** If you use Absence Management and Global Payroll or Project Costing attributes, or all three, in the absences rows, select values for only the absence management attributes. This way payroll and project time data routes to the appropriate approvers and transfers to the appropriate time consumers. If you extract time data to use with external applications, you can combine absence data with payroll or project data, or both.

3. Optionally specify that people can override the cost segment linked to the specified payroll time type. For example, the default cost segment for the Regular US payroll time type is Standard. This default is fine for your help center staff. But, your field technicians often need to override the cost segment according to the type of work they do.

   If you enable cost override, be sure to include and configure the Cost overrides layout in the appropriate payroll or payroll and project layout sets.

4. Specify the worker and manager actions allowed for reported time entries. The default action for both is Edit.
   - When a time attribute value is read-only for everyone, the value appears in only the calculated time. The value doesn't show up in any reported time entries.
   - Calculated results are always read only for both workers and managers.
   - Managers with the Time Attribute Full Access privilege can edit reported time values, even if the manager allowed action is Read only.

5. Optionally filter the values that people see by assigning one or more HCM groups. Click the **Show All Groups** icon to do this row by row. You can also select multiple rows, and on the Actions menu, select **Assign to HCM Group**.
   - If you assign groups to specific values, group membership identifies if workers and managers can even see the value in their drop-down list.
   - If you don't assign groups to specific values, everyone can see all the values in their drop-down list.

Related Topics
- Start and End Property Time Attributes
- Basic Time Entry Layout Component Configuration Process
- Configure the Time Type Attribute Field for Combined Absence, Payroll, and Project Costing Entries

Configure the Time Type Attribute Field for Combined Absence, Payroll, and Project Costing Entries

So that the delivered layouts for combined absence, payroll, and project costing time can work correctly, finish configuring the delivered Time Type time card field.

Add as many rows as appropriate for the combined time that people should be able to report. For this example, complete these steps eight times to add and configure all the table rows. Use the Time Entry Layout Component task in the Setup and Maintenance work area. It's part of the Workforce Deployment Offering, Time and Labor functional area.

1. Add and configure each field value in the attribute definition table.

   a. On the Edit Time Card Field: Field Definition page, click the **Add** icon.

   b. Configure the fields for each row, as shown here. Note that the absence rows have values for only absence management attributes. This way payroll and project time data routes to the appropriate approvers and

transfers to the appropriate time consumers. If you extract time data to use with external applications, you can combine absence data with payroll or project data, or both.

Detached Table

Actions ▾ View ▾ Format ▾ ▤ ✕ ＋ Add Row Below ▾ | Add Time Attribute | ▦ ☐ Freeze | ⊡ Detach | ⌐ Wrap | Search | Display value, time attribute, or group na | ⌕

Display Sequence	Display Value	Expenditure Type Name	Payroll Time Type	Absence Management Type	Identifier	Enable Cost Override for Payroll Time Type	Enabled	Worker Allowed Action	Line Manager Allowed Action	Time and Labor Manager Allowed Action	Eligible HCM Groups
10	Admin Projects Only	Administrative - Stra ▾	▾	▾		☐	☑	▾	▾	▾	⦇
1	Bereavement	▾	▾	Bereavement ▾	Bereavement	☐	☑	Edit ▾	Edit ▾	Edit ▾	⦇
2	Vacation	▾	▾	Vacation WFM-US ▾	Vacation	☐	☑	Edit ▾	Edit ▾	Edit ▾	⦇
3	Regular	Administrative - Stra ▾	ZOTL_PAY_Regula ▾	▾	Regular	☐	☑	▾	▾	▾	⦇
4	Overtime	Administrative - Stra ▾	ZOTL_PAY_Overtim ▾	▾	Overtime	☐	☑	▾	▾	▾	⦇
5	Holiday - Pay Only	▾	Holiday Premium G ▾	▾	Holiday - Pay Only	☐	☑	Edit ▾	Edit ▾	Edit ▾	⦇
6	Regular - Pay Only	▾	Regular_VK_02 Vis ▾	▾	Regular - Pay Only	☐	☑	Edit ▾	Edit ▾	Edit ▾	⦇
7	Labor	BI Consultant - Stra ▾	BAT_PAY_TL_Regu ▾	▾	Labor	☐	☑	▾	▾	▾	⦇
8	Jury Duty	▾	▾	Jury Duty ▾	Jury Duty	☐	☑	▾	▾	▾	⦇
9	Sick Leave US	▾	▾	Sick Leave WFM-U! ▾	Sick Leave US	☐	☑	▾	▾	▾	⦇
10	Admin - Projects Only	Administrative - Stra ▾	▾	▾	Admin - Projects Only	☐	☑	▾	▾	▾	⦇

After time processing, Absence Management retrieves the attribute values from the rows with display sequences 1, 2, 8, and 9. Global Payroll transfers the attribute value from the rows with display sequences 5 and 6. And, Project Costing and Global Payroll transfer their respective attribute values from the rows with display sequences 3, 4, and 7.

2. Click **Next**.

3. On the Create Time Card Field: Dependent Field Definition page, you can also define dependent fields for the independent Absence Management Type and Payroll Time Type time attributes. Other examples provide details on how you can create dependent rate, cost segment, and location fields for the independent Payroll Time Type attribute.

4. Click **Next**.

5. On the Create Time Card Field: Review page, review the definition details for the independent and any dependent fields. If you need to, go back and make any necessary changes.

6. When the configuration is correct, click **Save and Close**.

7. On the Confirmation dialog box, click **OK**.

Related Topics

- Configure the Time Attributes for the Multiple-Attribute Time Card Field
- Create the Dependent State, County, and City Fields
- Create the Dependent Department Field
- Create the Dependent Meal Override Rate and Rate Periodicity Fields

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16 Web Clock Buttons Configuration

Configure the Web Clock Button Properties

You create groups of web clock buttons by adding a combination of absence, payroll, and project costing time attributes as table columns. You select specific attribute values in the table rows.

1. Create attribute definition table structure, which automatically includes the Clock Event attribute.
    a. On the Create Web Clock Buttons: Button Definition page, click **Add Time Attribute**.
    b. In the Add Time Attribute dialog box, complete these steps:

      i. Set the attribute display sequence to specify where the column appears in the table.
      ii. Select the time attribute, such as **Payroll Time Type** or **Start Property**.
      iii. Select the unfiltered data source for the specified time attribute. Typically, the correct value for the selected attribute is the first value in the drop-down list.
      iv. Specify whether the definition structure requires the time attribute.
      v. Click **OK**.
    c. Repeat steps a and b until you add all the time attributes for the definition of these buttons.
2. After you finish the attribute definition structure, add and configure each row of the attribute definition table.
    a. Enter the button label that people see on Web Clock. For example, **Start Shift**, **Take Break**, **Back from Break**, or **Take Meal**.
    b. Select the time attribute values, which the time repository stores.

      > **CAUTION:** If you use Absence Management and Global Payroll or Project Costing attributes, or all three, in the absence rows, select values for only the absence management attributes. This way payroll and project time data routes to the appropriate approvers and transfers to the appropriate time consumers. If you extract time data to use with external applications, you can combine absence data with payroll or project data, or both.

Related Topics
- Time Attributes
- Start and End Property Time Attributes
- Basic Time Entry Layout Component Configuration Process
- Create Shift, Break, and Meal Web Clock Buttons
- Configure the Dependent Field Properties

Create Shift, Break, and Meal Web Clock Buttons

You want people to use Web Clock to report time for 8-hr shifts that include short breaks and a meal break. So you create web clock buttons that store values for the related clock event and Payroll Time Type attribute.

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You can reuse the short break buttons, so you only create them once. Use the Time Entry Layout Components task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

1. Create the web clock buttons.
   a. On the Layout Components page, click the **Create** button.
   b. On the Create Layout Component dialog box, select **Web clock buttons**.
   c. Click **OK**.
2. Enter the general properties.
   a. On the Create Web Clock Buttons: Buttons Definition page, in the Name field, enter **8-Hr Shift Clock Events**.
   b. In the Description field, enter **Uses the independent Payroll Time Type, Start Property, and End Property attributes, and the dependent Department time attribute**.
3. Add the time attributes, data sources, and filters.
   a. On the toolbar, click **Add Time Attribute**.
   b. On the Add Time Attribute dialog box, complete the fields for the Payroll Time Type time attribute, as shown here. Use default values unless otherwise specified.

Field	Payroll Time Type	Start Property	End Property
Attribute Display Sequence	10	15	20
Time Attribute	Payroll Time Type	Start Property	End Property
Unfiltered Data Source for Setup Tasks	List of Payroll Time Types for Administrator	ORA_HWM_CLOCK_ PROPERTY_V	ORA_HWM_CLOCK_ PROPERTY_V
Time Attribute Required	No	No	No

   c. Click **OK**.
   d. Repeat steps a through c until you added all three time attributes to the attribute definition.
4. On the Create Web Clock Buttons: Buttons Definition page, add rows to the attribute definition and complete the fields, as shown here.

Button Label	Clock Event	Payroll Time Type In	Payroll Time Type Out	Start Property In	Start Property Out	End Property In	End Property Out
Clock In	In	Regular US LDG		Start of shift	NA	NA	NA
Out for Break	Out and In	Paid Break US LDG	Regular US LDG	NA	NA	NA	NA
Back from Break	Out and In	Regular US LDG	Paid Break US LDG	NA	NA	NA	NA
Out for Meal	Out and In	Unpaid Meal	Regular US LDG	Start of meal	NA	NA	End of shift
Back from Meal	Out and In	Regular US LDG	Unpaid Meal	Start of shift	NA	NA	End of meal
Clock Out	Out	NA	Regular US LDG	NA	NA	NA	End of shift

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5. In the Display Properties section, select **Enable override on layouts**.

   The remaining steps apply only if you're in a nonunified time entry experience. If you've a unified experience, click **Create**.

6. Click **Next**.

7. On the Create Web Clock Buttons: Dependent Field Definition page, you can also define dependent fields for the independent Payroll Time Type time attribute. Other examples provide details on how you can create dependent rate, cost segment, and location fields for this independent time attribute.

8. Click **Next**.

9. On the Create Time Card Field: Review page, review the definition details for the independent and any dependent fields. If you need to, go back and make any necessary changes.

10. When the configuration is correct, click **Save and Close**.

11. On the Confirmation dialog box, click **OK**.

Related Topics

- Create the Dependent Meal Override Rate and Rate Periodicity Fields
- Configure the Web Clock Button Properties
- Configure the Dependent Field Properties
- Create the Dependent State, County, and City Fields
- Create the Dependent Department Field

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17 Time Attestations

Time Attestations

You can identify if people are complying with time policies and various regulations. You do this by having people attest to more information when they report time using Web Clock or responsive time cards.

You can configure these attestations to appear for the time card. For example, you've an attestation that prompts workers to attest they took their meal break if they worked more than 5 hours. Or you can configure attestations to appear when specified events or actions occur. For example, show a meal attestation when someone clocks out at the end of their shift, or when they save their time card. You can also have attestations appear when certain conditions get met. For example, show an attestation after a specific elapsed Web Clock duration, for a specified time entry duration, or for specific time attributes.

Time-card level attestations appear every time the worker submits their time card for approval and the attestation display conditions are met. Detail-level and day-level attestations appear only once. Submitted attestations are viewable only in attestation history opened from the time card.

Configure Time Attestations

Here are the setup tasks that you need to complete in the Setup and Maintenance work area to configure time attestations: The tasks in steps 2 through 4 are part of the Workforce Deployment Offering, Time and Labor functional area.

1. Create your attestations using the Question Library, Questionnaire Templates, and Questionnaires tasks.
2. Create time categories using the Time Categories task. For more complex logic, you can create an advanced time category rule and link it to the time category. Use the Time Rule Templates and Time Rules tasks.
3. Create groups of related attestations using the Time Attestation Sets task.
4. Link the time attestation set to people on their time entry profiles using the Worker Time Entry Profiles task.

Related Topics

- Time Categories
- How Time Categories Work in a Time Attestation Set
- Time Attestation Sets
- Worker Attestation Options
- Questionnaires

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Time Attestation Sets

Identify if people are complying with time policies and various regulations using time attestations sets. You can link an attestation set to a time entry profile so that people with shared compliance characteristics for time entry can make appropriate attestations.

Questionnaires

Link existing questionnaires to a time attestation set for people with similar attestation requirements. For example, teenagers need to attest that when they work unscheduled time, their managers authorized the work beforehand. And, they need to attest to whether they took meal breaks. If they didn't take a meal break, they need to specify why for regulatory compliance.

Initiating Events

Specify when to check whether to show the questionnaire. For example, you can check only when someone clocks in or out, saves or submits their time card, or some combination of events and actions.

Time Category

Identify what conditions the web clock events or time card entries need to meet for the questionnaire to actually appear. For example, when someone has a web clock event or time card entry with unscheduled time, show the overtime attestation questionnaire.

Display Level

Specify when to show the questionnaire. For example, show it when an entry that meets the time category conditions added to the time card. Or, show it when the person submits their time card.

Related Topics

- Time Attestations
- How Time Categories Work in a Time Attestation Set
- Worker Attestation Options
- Questionnaires

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18 Entries to Use in Time Totals and Processing

Time Categories

A time category has conditions that the time entry must meet to be included. A category can include only hours-based, days-based, units-based time entries, or a combination.

For example, the delivered All Payroll Entries time category includes all time entries with Payroll Time Type attribute values, regardless of their units of measure. You create categories using the Time Categories task in the Setup and Maintenance work area. It's part of the Workforce Deployment Offering, Time and Labor functional area.

Tip: To create a category with a combination of measures, leave the Unit of Measure field blank.

You can configure a single condition, compound conditions, or both. Here are some examples:

- A units-based category includes any time entry with the Payroll Time Type attribute value Meals Taken.
- An hours-based category includes any time entry with these specific Payroll Time Type attribute values: Regular US or Training US or Travel US.
- A days-based category includes any time entry with the Absence Management Type attribute values measured in days, such as Vacation Days, and not those measured in hours.

You can include other time categories in a category as long as they've the same unit of measure. Here's an example:

- The hours-based Statutory Time for OT category identifies entries with these specific Payroll Time Type attribute values: Regular US or Training US or Travel US.
- The hours-based Union Time for OT category includes the Statutory Time for OT category. It also has another OR condition that identifies entries with the Payroll Time Type attribute value Jury Duty US.

Related Topics
- Condition Components in Time Categories
- Compound and Grouped Conditions in Time Categories
- Delivered Time Categories
- Create Time Categories for Overtime Calculations

Delivered Time Categories

Here are the delivered time categories used in delivered layout sets, time consumer sets, and time rule templates. You can also use them in your own time entry and processing configurations.

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Delivered Category	Description
All Absence Entries	Identifies all the reported time entries with absence management attributes Ignores absence entries with only compensatory time attributes
All Compensatory Time Entries	Identifies all the reported time entries with compensatory time attributes Ignores absence entries with no compensatory time attributes
All Payroll Entries	Identifies all the reported time entries with payroll time type attributes
All Project Entries	Identifies all the reported time entries with the Project, Task, or Expenditure Type project time attributes Ignores project entries with only grant-related attributes for sponsored projects

To quickly find these categories, in the Description field, search for **Delivered**. To include other conditions to support how you identify and group time entries, you need to create more categories.

Related Topics
- Time Categories
- How Time Categories Work in Time Layouts
- How Time Categories Work in a Time Consumer Set

Condition Components in Time Categories

A time category condition has a time attribute, value type, and operator.

- The time attribute identifies the type of time, such as Payroll Time Type, Task, and Expenditure Type. The unit of measure that you select filters the available time attributes.
- The value type is the classification of the time category value. You can use these value types to define time categories.

Value Type	Description
Any value	Include the time entries that have any value for the time attribute in the category.
Blank value	Include the time entries that have no value for the time attribute in the time category.
Specific value	Include the time entries that have the specified value for the time attribute in the time category.
Value set	Include the time entries that have an attribute value that's in the specified value set, in the time category.

To see only attribute values that you can save and use in balance definitions and reports, select **Track Usage**.

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- The operator lets you combine multiple conditions to further filtered the time entries to include in the category. Use an AND operator to include entries only if they meet both conditions. Use an OR operator to include entries if they meet either condition.

Related Topics
- Time Categories
- Compound and Grouped Conditions in Time Categories
- Create Time Categories for Overtime Calculations
- Create Value Sets for Time and Labor

Compound and Grouped Conditions in Time Categories

You can use parentheses and operators to create compound and grouped conditions in time categories.

- Connect two or more conditions using the logical AND or OR operations to create a compound condition.
- Group two or more conditions inside parentheses to form a separate statement, or group, within a compound condition.
- Group a condition within another grouped condition.

For example, you create a time category that includes a compound condition with these components and values:

Component	Value
Single condition	(Payroll Time Type = Regular)
Logical operator	AND
Grouped condition	(Expenditure Type = Overtime OR Expenditure Type = Billable)

The time category includes all the time entries that match the first condition and either of the two grouped conditions.

Related Topics
- Time Categories
- Condition Components in Time Categories
- Create Time Categories for Overtime Calculations
- Create Value Sets for Time and Labor

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How You Ungroup a Time Category Condition

Select any one of the conditions in that group and click the **Remove Parentheses** icon to ungroup all the conditions. You can then regroup conditions as appropriate.

How You Embed an Existing Time Category in a New Category

Use the **Embed Time Category** icon to insert the condition of an existing time category. The embedded category appears in read-only format, along with its time attributes and attribute values.

Create a Units-Based Time Category for Meals Taken

You plan to use meal-related time entries in rules that calculate meal allowances and in reports. So you create this time category to identify the Payroll Time Type time attribute value Meals Taken US.

You use the Time Categories task in the Setup and Maintenance work area. The task is part of the Workforce Deployment Offering, Time and Labor functional area.

1. On the Time Categories page, click the **Create** icon.
2. On the Create Time Category page, complete the fields, as shown here:

Field	Value
Name	Meals Taken US
Description	Identifies time entries with the Meals Taken US payroll value
Track Usage	Yes
UOM	Units

3. Complete the condition row, as shown here:

Time Attribute	Value Type	Attribute Value
Payroll Time Type	Specific Value	Meals Taken US

4. Click **Save and Close**.
5. On the Confirmation dialog box, click **OK**.

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Create Time Categories for Overtime Calculations

You need to include certain payroll time in overtime calculation rules to be compliant with statutory rules. You need to use these same entries, plus another entry in overtime calculation rules to be compliant with a union contract.

You create two time categories that identify the appropriate entries. Use the Time Categories task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

1. Create the Statutory Time for US OT category to identify time entries with these payroll values: Regular US, Training US, and Travel US.

   a. On the Time Categories page, click the **Create** icon.

   b. On the Create Time Category page, complete the fields, as shown here:

Field	Value
Name	Statutory Time for OT
Description	Identifies time entries with the Regular US LDG, Training US LDG, and Travel US LDG payroll values
UOM	Hours

   c. Complete three condition rows, as shown here:

Time Attribute	Value Type	Attribute Value	Operator
Payroll Time Type	Specific Value	Regular US	OR
Payroll Time Type	Specific Value	Training US	OR
Payroll Time Type	Specific Value	Travel US	

   d. Select the newly created condition rows.

   e. On the toolbar, click the **Add Parentheses** icon.

   f. Click **Save and Close**.

   g. On the Confirmation dialog box, click **OK**.

2. Create the Union Time for OT category to identify time entries with those same payroll values, and Jury Duty US. This category embeds and builds on the Statutory Time for US OT category.

   a. On the Time Categories page, click the **Create** icon.

   b. On the Create Time Category page, complete the fields, as shown here:

Field	Value
Name	Union Time for OT

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Field	Value
Description	Identifies time entries with the Regular US, Training US, Travel US, and Jury Duty US payroll values
UOM	Hours

   c. On the toolbar, click the **Embed a Time Category** icon.

   d. On the Embed Time Category dialog box, complete these steps:

      i. In the Time Category Name field, select **Statutory Time for OT**.

      ii. Click **OK**.

   e. On the Create Time Category page, in the Travel US LDG row, select the **OR** operator.

   f. Add the fourth condition, as shown in this table.

Time Attribute	Value Type	Attribute Value
Payroll Time Type	Specific Value	Jury Duty US

   g. Delete the blank rows. Press and hold **Ctrl** and select the blank rows, then click the **Delete** icon.

   h. Click **Save and Close**.

   i. On the Confirmation dialog box, click **OK**.

19 Time Category Usages

How Time Categories Work in Time Layouts

Provide relevant hours, days, and units totals on time entry, review, view, approval notification, and responsive UI layouts. Do this by adding time categories on the Time Totals tabs. On the responsive UI layout, you add them on the initial section.

For example, you've a group of people who want to see these totals on each of their time cards:

- Reported regular hours
- Calculated overtime hours, if any
- Reported on call allowance units

You can change the name that people see for each category on the layout to names that are meaningful to them. For example, on one layout, calculated overtime is Overtime. On another layout, it's Premium Time.

How Time Categories Work in a Time Attestation Set

You need to select a time category for each questionnaire you add to a time attestation set. The category identifies the web clock events or time card entries that the questionnaire applies to.

Example

You create an advanced time category rule to identify when people have payroll time events or entries when they're not scheduled to work. You then create the Entry When Not Scheduled time category and link the advanced time category rule to it. In a time attestation set, you've a questionnaire about overtime attestation. You link the Entry When Not Scheduled time category to that questionnaire. Depending on the display level you select in the set, the questionnaire appears when someone reports time that matches the time category conditions.

Related Topics

- Time Categories
- How Formulas and Time Rule Components Work Together
- Time Attestations
- Time Attestation Sets

How Time Categories Work in a Time Consumer Set

You need to select a time category for each time consumer that you select in a time consumer set. Here's what the time category identifies:

- Which time entries the validation rules of the time consumer apply to

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- Which time entries make up the time data transferred to the time consumer.

Typically, you use the delivered All Project Entries and All Payroll Entries time categories with these respect time consumers: Project Costing and Payroll. The All Payroll Entries time category includes both hours-based and units-based time data.

Related Topics
- Time Categories
- Time Consumer Sets
- Considerations for Creating Time Consumer Sets

How Time Categories Work in a Time Allocation

You need to select a time category for every source that you include in a time allocation. The time category identifies which time entries the time calculation rule with the allocation uses to calculate the corresponding allocation outputs.

For example, allocate all time entries with a payroll attribute value of Regular as follows:

- 25 percent to department 1001
- 35 percent to department 1002
- 40 percent to department 1003

You can use only hours-based time categories in time allocations.

Related Topics
- Time Categories
- Overview of Allocating Time to Cost Segments

How Time Categories Work in a Time Rules

When you create time rules, you select the time category that identifies which time entries to use in validations, calculations, and submissions. Here are examples of what the time category identifies:

- The end and start entries to compare with the defined rest period
- The entries to compare with the person's total scheduled hours
- The entries to allocate across the specified cost segments
- The entries to use when dividing reported daily or period time by the specified threshold value to calculate regular and overtime hours
- The entries that cause the rule that automatically saves or submits the time card to run

Related Topics

- How Formulas and Time Rule Components Work Together
- Time Formula and Rule Types
- Time Categories
- Create Time Categories for Overtime Calculations
- Create a Units-Based Time Category for Meals Taken

How Time Categories Work in a Time Rule Set

When you create a time rule set, you can optionally select a time category for one, multiple, or all time rule set members. You want to add time categories at this level only when the category criteria apply to the entire time card.

For example, you set the Statutory Time for OT time category on the rule set member.

- Time cards that contain entries for only Regular US, Training US, and Travel US cause this rule set member to run.

- Time cards with different, or more entries don't cause this rule set member to run.

Related Topics

- How Formulas and Time Rule Components Work Together
- Time Categories
- Create Time Categories for Overtime Calculations
- Create a Units-Based Time Category for Meals Taken

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20 Layout Sets

Time Layout Sets

You specify the appearance of various time card, calendar, Web Clock, and shift pages and dialog boxes by generating and editing a collection of layouts. You also specify the time entry identifiers used in change audits.

You generate different layout sets for groups of people with different requirements. Here's a summary of how time attributes, layout components, and categories make up the layout sets in the nonunified time entry experience.
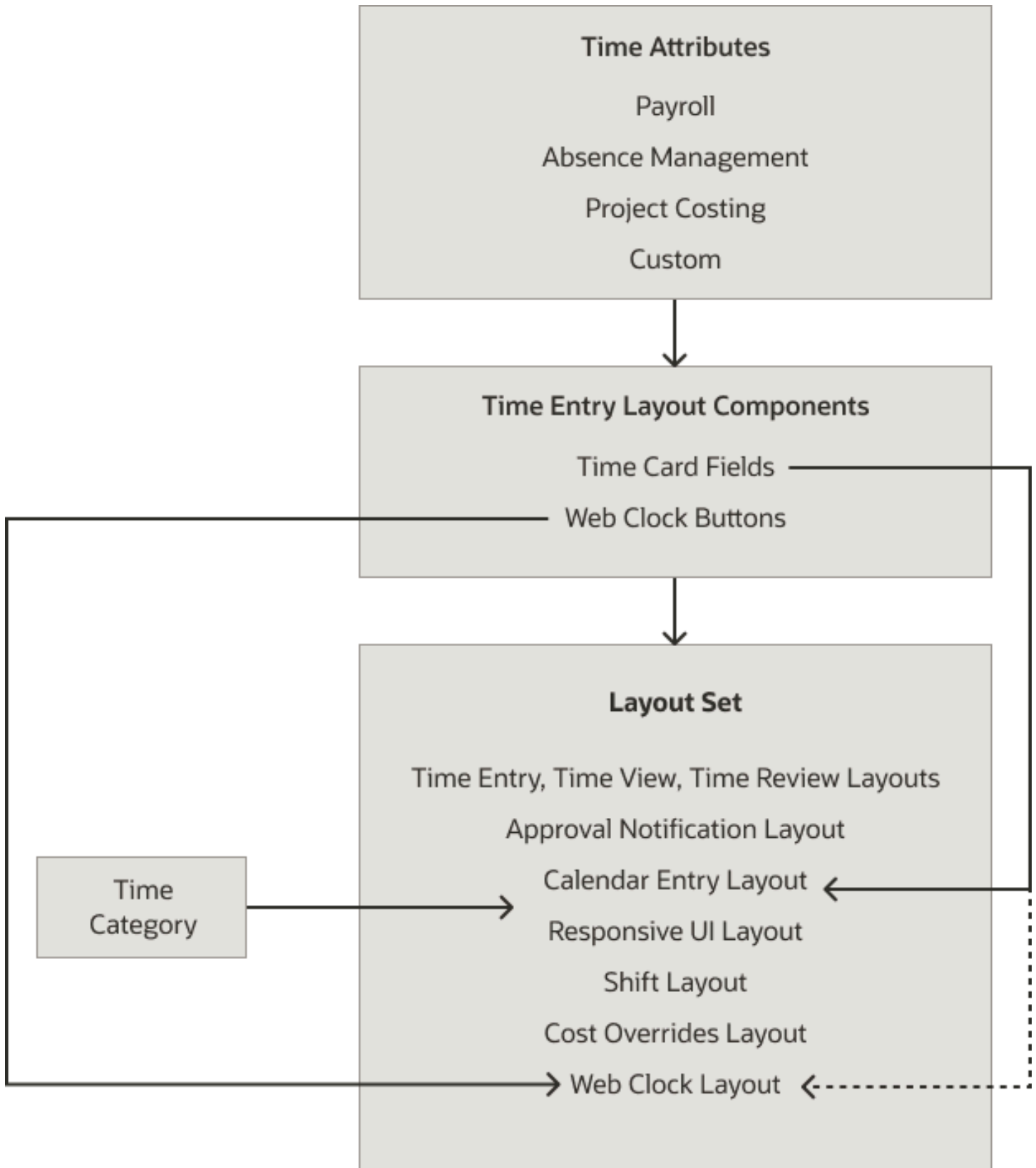
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Time Attributes

Payroll

Absence Management

Project Costing

Custom

Time Entry Layout Components

Time Card Fields

Web Clock Buttons

Layout Set

Time Entry, Time View, Time Review Layouts

Approval Notification Layout

Calendar Entry Layout

Time
Category

Responsive UI Layout

Shift Layout

Cost Overrides Layout

Web Clock Layout

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Here's a summary of how time attributes, layout components, and categories make up the layout sets in the unified time entry experience.
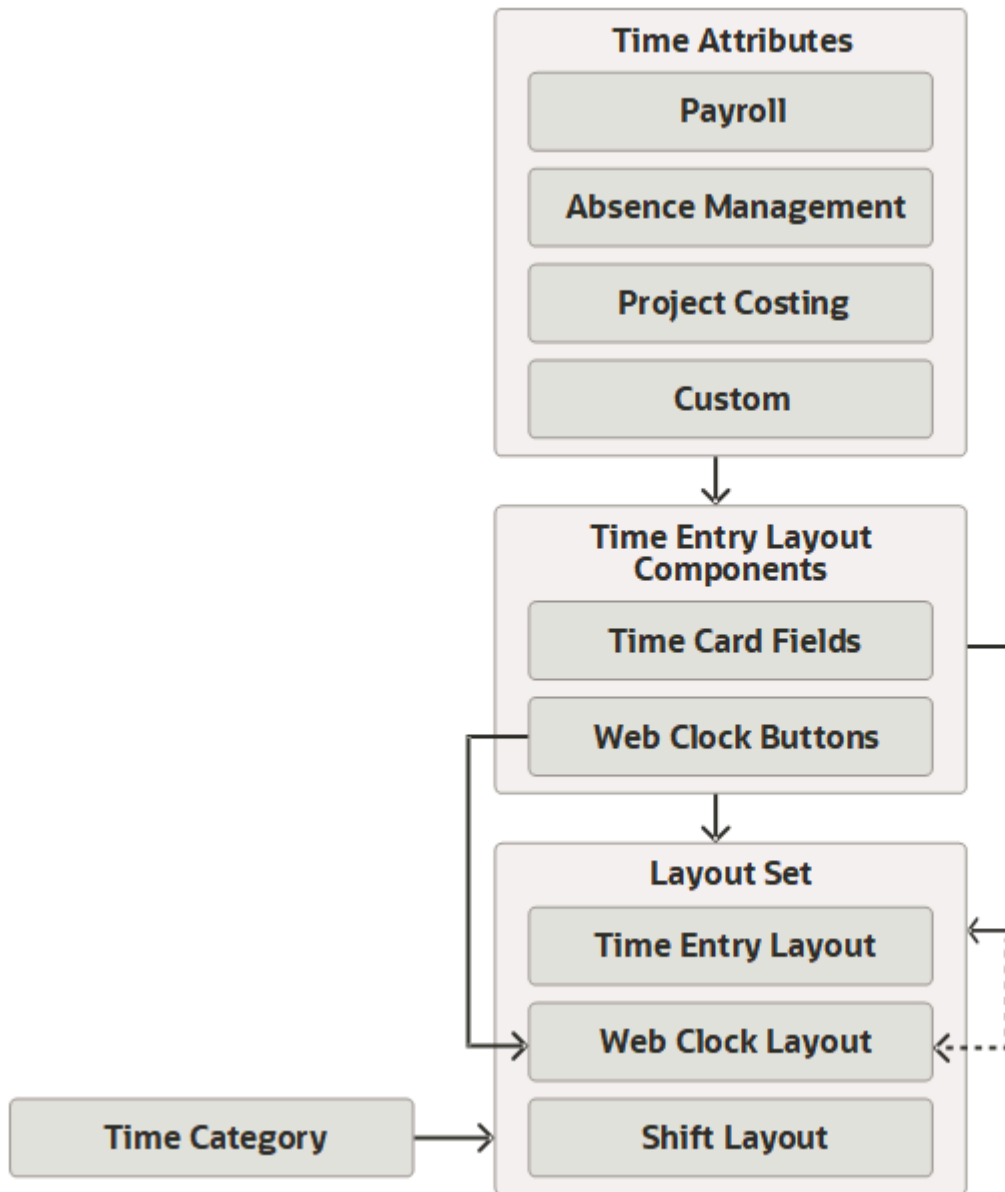
Related Topics

- Time Entry Setup and Maintenance Tasks
- Delivered Project-Specific Time Card Fields and Data Sources

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Delivered Time Layout Sets

Here are the delivered layout sets used in the delivered time entry profiles. You can also use them in your own time entry profiles. You can't edit them, but you can duplicate them and edit the copies.

- Payroll Layout Set
- Projects and Payroll Layout Set
- Projects Layout Set
- Projects Layout Set Filtered by Project Team Members
- Projects Team Membership and Payroll Layout Set

CAUTION: You need to finish configuring the multiattribute Time Type time card field for the layout set that combines project and payroll time reporting to work.

All these layout sets filter the values in field drop-down lists according to people's primary assignments. The project team layout sets also filter the drop-down list values in project costing and task number fields according to team membership. The Projects and Payroll Layout Set includes absence fields to record and store absence data for transfer to the Project Execution Management time consumer.

To quickly find these layout sets, in the Description field, search for **Delivered**.

Related Topics
- Delivered Time Card Fields
- Delivered Time Categories
- Time Layout Sets

Configure Time Layout Sets

The basic process to create your own layout set has two or three steps and uses the Layout Sets task in the Time Management work area.

1. On the Time Layout Set page in the nonunified experience, select any more layouts that are appropriate. This step doesn't apply if you're in the unified experience.
2. Select one or more time consumers and generate a set of delivered layouts for the time consumers. You can't delete layouts from a layout set.
3. Configure the generated layouts.

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21 Layouts

Time Layouts

Each nonunified or unified time layout set that you generate includes essential layouts and any selected optional layouts.

Here are all the possible layouts in a nonunified layout set.

Layout Set

Time Entry, Time View, Time Review Layouts

Approval Notification Layout

Calendar Entry Layout

Responsive UI Layout

Shift Layout

Cost Overrides Layout

Web Clock Layout

Time Category →
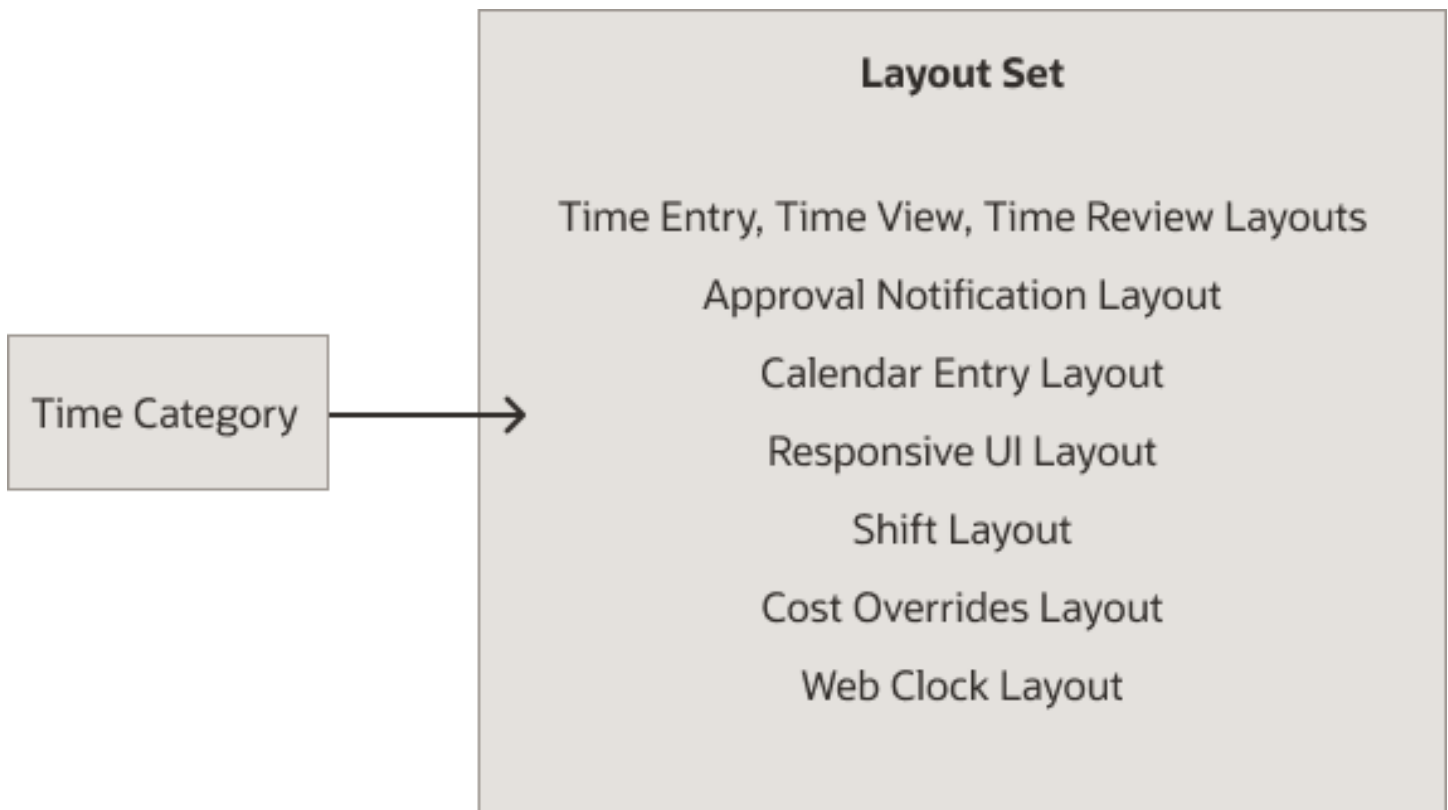
Here are the three layouts in a unified layout set.

Layout Set

Time Entry Layout

Web Clock Layout

Shift Layout

Time Category →

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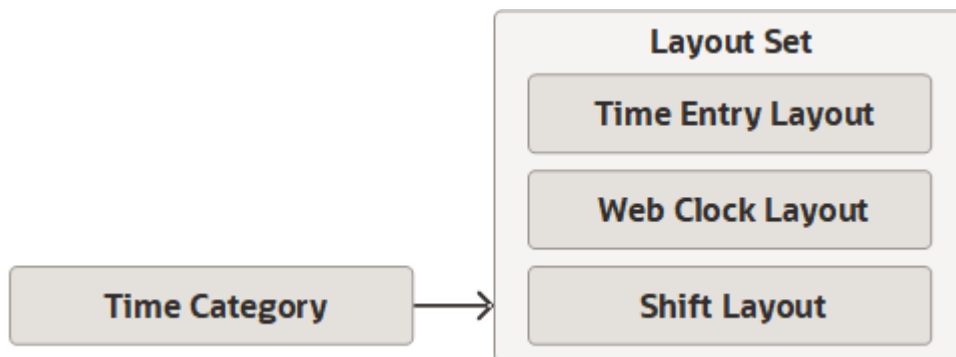
Related Topics
- Time Layout Sets

Time Entry, View, Review, Approval Notification, and Calendar Entry Layouts

The worker versions of these classic, nonunified layouts are essential layouts and all layout sets automatically include them unless the HWM_WORKER_RESPONSIVE_PAGES_ENABLED profile option is enabled. If it's enabled, here's what happens:

- Only time and labor managers can see the time entry, review, view, and approval notification layouts. Individuals see the responsive UI layout.

- The generated layout set doesn't include the calendar entry layout.

Both nonunified classic and responsive layouts can include unified time card fields.

When you save your configurations to the time entry layout, you've the opportunity to apply your edits to all related layouts. You can then edit the other layouts to refine their configurations as appropriate for your policies.

> **Note:** People can't submit monthly time cards created with these layouts. Managers can generate monthly time cards with these layouts and the generate time cards process. And, they can approve these monthly time cards. But, they can't open these monthly time cards to see the details.

Related Topics
- Time Entry, Review, View, Approval Notification, and Calendar Entry Layout Configurations
- More Time Entry, Review, View, and Approval Notification Layout Configurations

Manager Time Layouts

Manager versions are available for all classic and responsive nonunified time layouts except the calendar entry and web clock layouts. The manager versions are optional and included in layout sets only when you select the **Manager layout**.

When you don't select the **Manager layout** option, managers get the worker layout configurations. When you do include the manager versions of the layouts, they automatically inherit your worker configurations. You can optionally make more edits to manager versions that individuals don't see, or see as read-only.

Related Topics
- Time Entry, Review, View, Approval Notification, and Calendar Entry Layout Configurations
- More Time Entry, Review, View, and Approval Notification Layout Configurations

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Responsive UI Layout for Time Cards

The nonunified responsive UI layout merges time entry, review, and view layouts. It's an optional layout that's included in layout sets only when you select the **Responsive UI** layout.

- Individuals see responsive time cards only after the HWM_WORKER_RESPONSIVE_PAGES_ENABLED profile option is enabled.

- Line managers see the responsive time cards for their teams only after the HWM_MANAGER_RESPONSIVE_PAGES_ENABLED profile option is enabled.

- Time and Labor managers see the responsive time cards for their client groups only after the HWM_TIME_AND_LABOR_MANAGER_RESPONSIVE_PAGES_ENABLED profile option is enabled.

This layout can include unified time card fields.

> **Note:** People can create and submit monthly time cards with this layout. And, managers can open the monthly time cards to review details.

Related Topics
- Top Section Configuration of the Responsive UI Layout
- Entries Section Configuration of the Responsive UI Layout

Cost Overrides Layout for Time Cards

The nonunified cost overrides layout lets people override the cost segment for any time card field with a payroll value with cost override enabled. For example, let people override the cost for Regular payroll entries but not Sick absence entries.

This layout is optional and included in layout sets when you select the **Cost overrides layout**. You need to select the **Responsive UI** layout before you can select this layout. You also need to enable cost override for the appropriate payroll values configured in multiattribute time card fields.

Related Topics
- Cost Overrides Layout Configuration
- Cost Overrides Option on Time Entry Profiles
- Configure Dependent Fields for Labor Costing Overrides

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Shift Layout for WFM Schedules

The shift layout is optional and included in nonunified layout sets only when you select the **Shift** layout. It's automatically included in unified layout sets.

- The manager version lets you identify time attribute values that time and labor managers can configure when the create and edit shifts.

- The worker version identifies the time attributes and values that individuals see when they view shift details.

Related Topics
- Shift Layout Configuration
- Shifts Used in WFM Schedules

Web Clock Layout

The web clock layout is optional and included in nonunified layout sets only when you select the **Web clock** layout. No manager version exists for this layout. The layout is automatically included in unified layout sets.

Related Topics
- Web Clock Layout Configuration
- How Many Time Device Event Mapping Sets and Web Clock Buttons to Create
- Functionality Differences Between Online and Offline Web Clock
- Configure the Web Clock Button Properties
- Configure Web Clock for Offline Use

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22 Unified Time Entry Layout Configuration

Overview of Unified Time Entry Layout Configuration

The unified time entry layout is essential and all unified layout sets automatically include it. Configure responsive, classic, and enhanced time cards with this layout. Use the Layout Sets task in the Time Management work area.

You can also use the Layout Sets task in the Setup and Management work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

Layout Properties for Unified Time Entry

Here are the layout properties that you can configure. They apply to the pages and dialog boxes that the layout defines.

- Specify the time entry and date formats, and the precision of time display using decimal places.
- Specify the default view for responsive time cards.
- Enable the entry of negative time and time spanning midnight.
- Display the unit of measure column.
- Enable editing of time and durations with time change requests, and enable comments.
- Display scheduled hours header row on enhanced time cards

Time Card Fields for the Unified Time Entry Layout

You can replace the default fields and add more nonunified and unified fields that you want to appear on the time card. By default any fields that you add apply to both reported and calculated time.

> **Note:** Dependent time card fields continue to work in unified layouts that include the corresponding independent layout component.

You can also change display names. If you want the complete names to appear, limit them to 70 characters or less. The display names appear here:

- On existing time card pages in the Time work area
- On the Report Time dialog box opened from the Time work area calendar
- On team time card pages in the Time Management work area of for My Team
- As column headers in the time entry and calculated time tables

The display sequence of the fields is important for data filter dependencies and processing. For example, your layout includes location fields. You need to select a state before you can select a county. And, you need to select the county before you select a city.

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You can select the fields that together uniquely identify time entries on responsive time cards and on dialog boxes for change audit. People open these dialog boxes from classic time cards and see these fields and their values for each changed time entry. Or you can include them in the Addition Attributes of responsive and enhanced time cards. You can also specify where the time card fields appear on classic time cards, such as the main time card matrix, or row-level or entry-level details.

The Users column shows you the roles that can see the field on time cards. The Exclude option is set as part of the time card field configuration. You can't override it while configuring the layout.

You can use the **Actions** > **View By** > **Users or Locations** options to filter the fields that you see while configuring the time entry layout. The filter doesn't affect the actual time cards.

Time Totals for the Unified Time Entry Layout

You can add time categories measured in hours and units and specify where they appear on classic, responsive, and enhanced time cards. You can also make the category display names more meaningful to the people who use the time cards.

These delivered hourly totals will always appear before all other time categories that you add. You can change the order in the layout and all time totals will appear in the order that you specify.

Delivered Time Category	Description or Calculation
Total Hours	`All Hours - On-Call Time Category from Worker Time Processing Profile`
Equivalent Hours for Absence Days	Converts absences measured in days using the worker's defined day. For example, a worker who works 8-hour days has a 3-day absence. The calculated equivalent hours are 24.
Scheduled Hours	Pulled from the worker's schedule, excluding on-call shifts.
Schedule Deviation	`Total Hours (All Hours - On-Call Time Category from Worker Time Processing Profile) + Equivalent Hours for Day Entries - Scheduled Hours`
On-Call Scheduled Hours	Pulled from only the worker's on-call schedule.
On-Call Schedule Deviation	
Absence Hours	Total of absences entries measured in hours.

Related Topics
- How an Individual's Schedule Is Identified

23 Classic Layout Configurations, Including Time Entry Formats

Time Entry, Review, View, Approval Notification, and Calendar Entry Layout Configurations

The time entry, review, view, and approval notification layouts are essential layouts and all classic and Redwood nonunified layout sets automatically include them. They include the calendar entry layout only when you don't select the **Responsive UI** layout.

Configure these layouts using the Layout Sets task in the Time Management work area.

Time Card Fields

You can replace the default fields and add more nonunified and unified fields that you want to appear on the time card. Also change display names. If you want the complete names to appear, limit them to 70 characters or less. The display names appear here:

- On existing time card pages in the Time work area
- On the Report Time dialog box opened from the Time work area calendar
- On team time card pages in the Time Management work area
- As column headers in the time entry and calculated time tables

The sequence of the fields is important for data filter dependencies. For example, your layout includes location fields. You need to select a state before you can select a county. And, you need to select the county before you select a city. To set field sequence for classic layouts, you need to use Personalization. Otherwise, classic time card pages ignore field positions in the time card matrix table. To set field sequence for Redwood layouts, you need to enable the unified time entry experience.

You can select the fields that together uniquely identify time entries on dialog boxes for change audit. People open these dialog boxes from classic time cards and see these fields and their values for each changed time entry.

On the time review layout, you can also whether to display the owner and entry source as column headers on time review pages.

Time Entry Properties

Here are the time entry properties that you can configure. The specific properties vary by the layout that you're editing and apply to the pages and dialog boxes that the layout defines.

- Enable the entry of negative time and time spanning midnight.
- Display the unit of measure column and the option to highlight overtime periods.
- Specify the time entry and date formats, and the precision of time display using decimal places.

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More Time Entry, Review, View, and Approval Notification Layout Configurations

Here are more edits that you can make to the classic, nonunified time entry, review, view, and approval notification layouts. On the Edit Layout dialog box, click **Next** to move from one page of the guided process to the next.

Row-Level Details

You can add nonunified and unified fields that you want people to see in a separate, row-level dialog box. They open this dialog box from the time entry, review, view, and approval notification pages. For example, you configure the Additional Attributes dialog box to include the dependent Department field whenever someone selects **Premium** in the Time Entries table.

You can change the display names so that they're meaningful to the people who use the layout. If you want people to see the whole name, limit each name to 70 characters or less.

Comments

Specify whether the time card pages should include the Comments column. Further specify if the column should be in the Time Entry and Calculated Time tables or on the entry-level details dialog box.

Entry-Level Details

Add nonunified and unified fields that you want people to see in a separate, entry-level dialog box. They open this dialog box from the time entry, review, view, and approval notification pages. You can change the display names so that they're meaningful to the people who use the layout. If you want people to see the whole name, limit each name to 70 characters or less.

On the time review layout, you can also specify whether to display the owner and source columns. This information can be useful to who report time with multiple methods, such as badge reader, Web Clock, and time card. It can also be useful to managers who review time cards with time entries from various owners and sources.

- Examples of time entry owners are WFM or Web Clock.
- Examples of internal sources are Manager entry, Absence entry, or Calculated entry.

Time Totals Layout Configurations

You can add time categories measured in hours and units to the Time Totals tab. This tab appears on the classic, nonunified time entry, review, view, and approval notification layouts.

- Hours: You can add time categories measured in hours. The Time Totals tab of classic time card pages shows the hours-based time totals for the specified time categories.

- Units: You can add time categories measured in units. The Time Totals tab of classic time card pages shows the units-based time totals for the specified time categories.

On both Hours and Units pages, you can also make the category display names more meaningful to the people who use the time cards. And, you can configure time entry properties.

Related Topics
- Availability Options for Dependent Time Card Fields
- Create a Nonunified Payroll Layout Set That Includes Absence and Override Fields

Calendar Entry Layout Configurations

Here's what you can edit on the classic, nonunified calendar entry layout.

Drag and Drop Values

You can select up to five nonunified or unified field values to display at the top of the calendar page in the Time work area. If you want people to see the whole field name, limit each name to 70 characters or less.

Time Totals

Optionally, select the time category that identifies the time entries to include in overtime calculations. The total calculated overtime hours appear on the overtime bar of the calendar page in the Time work area.

You can also specify the precision, in decimal places, to use when displaying time on the calendar page.

Related Topics
- Availability Options for Dependent Time Card Fields
- Time Layouts
- Create a Nonunified Payroll Layout Set That Includes Absence and Override Fields

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Considerations for Selecting the Time Entry Format

Specify whether people enter time as number of hours, start and stop times, or both when you configure time layouts. You need to include the correct formats in the layouts to ensure the accuracy of reported and calculated time.

You configure the layouts using the Layout Sets task in the Time Management work area. You specify the time entry format on the Edit Layout dialog box, in the Time Entry Properties section.

Time Entry Formats

Here are the available time entry formats.

Time Entry Format	Appearance on Time Card for Each Day	Time Entry by Time Reporters
Display hours only	One column, labeled Hours	Enter the number of hours.
Display start and stop time	Two columns, labeled Start and Stop	Enter clock times.
Display hours and times	Three columns, labeled Start, Stop, and Hours	Enter either the number of hours or clock times for each time card row. Entering both times and hours in a single time card row results in an error message.

Time Entry Format for Calculated Time

For the classic, nonunified time review, view, and approval notification layouts, you need to configure two sections:

- Reported Time
- Calculated Time

If your time entry layout includes Start and Stop columns, your Calculated Time sections need to use the time entry format Display hours and times. Calculated time always displays totals as a number measured in hours, in the summary row.

Absence and Payroll Time Entry Format

Absence entries resolve according to the person's schedule. Select the time entry format supported for the schedule type applicable to people who use the layout set. Here are the different schedule types with the correct formats for each.

Schedule Type	Time Entry on the Time Card	Time Entry Format to Select on the Layout
Work Schedule	Absence start and end times	Either **Display start and end time** or **Display hours and times**
Elapsed or Duration Schedule	Number of absence hours	Either **Display hours only** or **Display hours and time**

How You Let People Submit Time Cards Containing 0 Hours Entries

Make sure that the time entry format is Display hours and time.

- To edit the time entry format, use the Layout Set task.
- To link the layout set to relevant profiles, use the Worker Time Entry Profiles task.

Both tasks are in the Time Management work area.

Create a Nonunified Payroll Layout Set That Includes Absence and Override Fields

You want to configure how people report, change, submit, and approve payroll and absence time. You also want to let managers include time attributes as part of shift details.

Before you start

Before you create the layout set, you need to complete these tasks:

1. Create the Meals Taken element and calculation components. Use the Elements task in the Elements and Formula functional area.
2. Generate the absence management and payroll time attributes in the data dictionary. Use the Generate Data Dictionary Time Attributes task.
3. Create the AbsencePayrollTime multiattribute field with the dependent meal, department, state, county, and city fields. Use the Time Entry Layout Components task.
4. Create the Statutory Time for OT, Overtime, and Meals Taken US time categories. Use the Time Categories task.

The tasks are in the Setup and Maintenance work area, Workforce Deployment offering. They're part of Time and Labor functional area unless otherwise specified. The examples in the Related Links section at the end of this topic tell you how to create the element and dependent fields.

Here's what to do

1. Create the Absence and Payroll layout set.

   a. In the Time Management work area, on the Tasks panel tab, click **Layout Sets**.
   b. On the Layout Sets page toolbar, click the **Create** icon.
   c. On the Generate Layout Set page, select **Responsive UI**, **Manager**, **Shift**, and **Payroll**.
   d. Make sure that **Project Costing** isn't selected.
   e. Click **Generate Layout Set**.
   f. On the Define Layout Set page, in the Name field, enter **Payroll and Absences**.
   g. In the Description field, enter **Includes the row-level department field for the time entry, review, view, and approval layouts. Includes entry-level location fields for the time entry, review, view, and**

approval layouts and meals rates on the manager layouts. Includes time and hours sliders on the calendar layout and location fields for the shift layout.

    h. Click **Save**.

2. Configure the time entry layout for workers.

    a. On the Define Layout Set page, in the Time Entry Layout row, click **Configure Layout**.

    b. On the Configure Time Entry Layout page, click the Worker tab.

> **Tip:** Edit the worker layout first so that the manager layout inherits the edits, which you can then revise as required. The worker layout doesn't inherit any manager layout edits.

    c. In the Time Entry section, click **Edit Layout**.

    d. On the Edit Layout dialog box, Time Card Matrix page, make these edits:

        i. Replace the Payroll Time Type field with AbsencePayrollTime.

        ii. In the Time Entry Properties section, select these options: **Enable time to span midnight** and **Display unit of measure**.

        iii. Make sure that the time entry format is **Display hours and time** because it best supports the reporting of both absence and payroll time.

        iv. In the Date Format field, select **Mon,Jan 01**.

        v. Click **Next**.

    e. On the Row Level Details page, make these edits:

        i. Add the Department field.

        ii. Change the Label on the Time Card value to **Department Details**.

        iii. Click **Next**.

    f. On the Comments page, make these edits:

        i. Make sure that **Comments column in the time card** is selected.

        ii. Change the Label on the Time Card value to **Row-Level Comments**.

        iii. Click **Next**.

    g. On the Entry Level Details page, make these edits:

        i. Add these fields in the order listed: Default Payroll Rate, State, County, and City. The location fields need to go from broadest geographic area to narrowest for time attribute filters to work.

        ii. Change the Label on the Time Card value to **Daily Pay Details**.

        iii. In the Date Format field, select **Mon,Jan 01**.

        iv. Click **Save and Close**.

        v. On the Warning message asking if you want to copy your edits to the other layouts in the set, click **Yes**.

> **Tip:** Only edits to the fields in the time card matrix and time entry properties copy to the calendar entry and shift layouts. Edits on the row-level and entry-level pages don't copy. To include these edits on the time review, view, and approval notification layouts, repeat the edits on the relevant Reported Time and Calculated Time sections.

        vi. On the Confirmation message, click **OK**.

    h. On the Configure Time Entry Layout page, click the Time Totals tab.

    i. In the Time Totals section, click **Edit Layout**.

    j. On the Edit Layout dialog box, make these edits:

        i. On the Hours page, add these time categories: Statutory Time for OT and Overtime.

        ii. In the Date Format field, select **Mon,Jan 01**.

        iii. On the Units page, add the Meals Taken US time category.

          iv. In the Date Format field, select **Mon,Jan 01**.

          v. Click **Save and Close**.

          vi. On the Warning message asking if you want to copy your edits to the other layouts in the set, click **Yes**.

          vii. On the Confirmation message, click **OK**.

3. Configure the time entry layout for managers.

    a. On the Configure Time Entry Layout page, click the Manager tab.

    b. In the Time Entry section, click **Edit Layout**.

    c. On the Edit Layout dialog box, Entry Level Details page, make these edits.

          i. Add the Meal Override Rate field.

          ii. Select the **Worker layout read only** display option.

          iii. Add the hidden Meal Rate Periodicity field.

          iv. Click **Save and Close**.

          v. On the Warning message asking if you want to copy your edits to the other layouts in the set, click **Yes**.

          vi. On the Confirmation message, click **OK**.

4. Configure the calendar entry layout for workers.

    a. On the Configure Time Review Layout page header, in the layout drop-down list, select **Calendar Entry Layout**.

    b. On the Configure Calendar Entry Layout page, Worker tab, click **Edit Layout**.

    c. On the Edit Layout dialog box, select these options: **Display hours slider** and **Display time slider**.

    d. Click **Save and Close**.

5. Configure the shift layout.

    a. On the Configure Calendar Entry Layout page header, in the layout drop-down list, select **Shift Layout**.

    b. On the Configure Shift Layout page, Worker tab, click **Edit Layout**.

    c. On the Edit Layout dialog box, add these time card fields, in the order listed: State, County, and City. The location fields need to go from broadest geographic area to narrowest for time attribute filters to work.

    d. Click **Save and Close**.

    e. On the Configure Shift Layout page, click **Save and Close**.

    f. On the Edit Layout Set: Absence and Payroll page, click **Save and Close**.

    g. On the Confirmation message, click **OK**.

    h. On the Layout Sets page, click **Done**.

Related Topics

- Create the Units-Based Meals Taken Element for Time Entries
- Create the Dependent Meal Override Rate and Rate Periodicity Fields
- Create the Dependent State, County, and City Fields
- Create Time Categories for Overtime Calculations

24 Responsive UI, Cost Overrides, Web Clock, and Shift Layouts

Top Section Configuration of the Responsive UI Layout

You can affect what people see when they show details at the top of the nonunified responsive time card page. Make these changes when you edit the top section of the responsive UI layout.

- Specify whether to show the person's start time from their assigned work day definition, if they've a definition.

- Show only the delivered time totals that are appropriate for the people using this layout. And add more time categories to provide relevant totals for reported and calculated time.

  Tip: The Scheduled Hours total comes from the individual's current schedule or work hours.

- Optionally change the display name and time entry properties. You can include the unit of measure in display names, as appropriate.

Related Topics
- Time Layouts
- How an Individual's Schedule Is Identified

Entries Section Configuration of the Responsive UI Layout

You can configure the default view, time card fields, and time entry properties for individuals and managers. Do this by editing the Entries section of the nonunified responsive UI layout.

Default View

When individuals open a responsive time card page, by default they see the Reported Time detailed view by entry date. When managers open a responsive time card, by default they see the Reported Time summary view by entry date. In the Entries section, you can change these default views, for example, so managers start by seeing the calculated times.

Tip: The Add button appears on only the Reported Time view.

Time Card Fields

On the Reported Time and Calculated Time tabs of the layout, you can replace the default fields on the responsive time card. You can add more nonunified and unified fields that you want to appear. And you can change display names. If you want the complete names to appear, limit them to 70 characters or less.

You can also identify which fields to use to uniquely identify time entries tracked as part of change audits. You can identify the fields to show in the additional attributes area of completed entries, instead of in the main area. And, you can identify the fields that people can edit when they create change requests.

> **Note:** People need to edit absences using the Existing Absences task instead of the Request Change task. So, the Edit with Change Request option is unavailable for fields with absence time attributes.

If the layout set also includes the Cost overrides layout, be sure to include the multiattribute fields with cost override enabled for appropriate payroll values. Include the fields on the Reported Time tab so that you can configure the dependent cost segments on the Cost overrides layout. Include the fields on the Calculated Time tab so that people can see how calculations applied the cost overrides to calculated time entries. You can't add the cost segments themselves to the Reported Time tab. You can add them on Calculated Time tab of the same layout or in the Cost overrides layout.

Optionally, display the entry owner and internal source. This information can be useful to people who report time with multiple methods, such as badge reader, Web Clock, and time card. It can also be useful to managers who review time cards with time entries from various owners and sources. Examples of time entry owners are WFM or Web Clock. Examples of internal sources are Manager entry, Absence entry, or Calculated entry. You can also change display names. If you want the complete names to appear, limit them to 70 characters or less.

Effect on the Responsive Time Card Page

Here's what the fields and properties you configured do:

- Form the entries on the Reported Time and Calculated Time tabs
- Group time entries in summary views
- Identify the owner and source of individual or grouped time entries
- Appear in the expandable Additional Attributes entry area
- Comments appear as part of responsive Time Card page entries and expanded Additional Attributes area.

Related Topics
- Availability Options for Dependent Time Card Fields
- Time Layouts
- Considerations for Selecting the Time Entry Format

Cost Overrides Layout Configuration

You can configure the dependent cost override fields that appear on the nonunified cost override page that opens from a responsive time card entry. You can also configure time entry properties.

Add the dependent cost override fields that are linked to payroll values for the multiattribute fields you added to the responsive UI layout. Optionally, you can change the display names. If you want the complete names to appear, limit them to 70 characters or less.

The sequence of the fields is important for data filter dependencies. For example, your layout includes department and fund fields. And people need to select the department to see the corresponding funds.

Optionally, you can set the time entry format, decimal precision, and date format.

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Related Topics

- Time Layouts
- Configure the Dependent Field Properties
- Create the Dependent Department Field

Web Clock Layout Configuration

You can optionally let individuals report time and view daily time events using Web Clock. You configure the nonunified and unified web clock layout using the **Layout Sets** task in the Time Management work area.

Web Clock Layout Configuration

You can edit the layout to make these configuration changes.

Configuration Options	Usage Description
Hide or show seconds on the clock	The digital clock appears on the web clock page with or without seconds showing.
Enable the button logic rule	Individuals either can or can't click earlier buttons after they click a button later in the sequence.
Restart sequence after last button	Either make all the buttons available again after the person clicks the last button in the sequence, or keep the buttons unavailable.
Allow manual entry of missing In event	Individuals either have or don't have the option to manually enter the missing In event when they're clocking out.
Enable viewing of daily time events	Individuals either can or can't see the corresponding time events in the Daily Time Events section after they click a button. When enabled, they can see the events for the current day and day-by-day for up to 7 previous days.
Specify whether to use device or server time	When individuals' layouts configurations use device time, validate whether the device time is within the allowable difference with server time. If it isn't, then the time event uses server time and saves the device time as additional event information.
Enable editing of clock time with change request	Instead of letting individuals edit their time cards directly, let them request changes to their time and corresponding attributes.

Buttons

You add the buttons that you want to include on the Web Clock page and optionally select an icon for each button. You can also change the display label. If you want all the label text to show, limit the labels to 70 characters or less.

Individuals see these button labels and icons on their Web Clock. The device that they use to open Web Clock dynamically identifies how many buttons they see per row. For example, if they open Web Clock on their smartphones, they probably see one button per row in portrait mode. If they use a tablet in landscape mode, they might see three or four buttons.

Time Card Fields

Optionally, you can add any nonunified and unified time card fields that individuals need to complete. And again, you can change the display names. If you want all the names to show, limit them to 70 characters or less.

> **CAUTION:** When the selected web clock buttons and fields have the same time attributes, the time repository stores the field value and ignores the button value.

The sequence of the fields is important for data filter dependencies. For example, your layout includes location fields. You need to select a state before you can select a county. And, you need to select the county before you select a city.

Individuals see these fields on their Web Clock, in addition to the buttons. They and their managers also see these fields on the corresponding pages of the time cards generated from the clock events.

If individuals submit change requests instead of directly editing the corresponding time card, you also identify the fields where they can change the values. Individuals can edit their time data for the enabled fields when they open the Request Change page from Web Clock.

Related Topics

- Availability Options for Dependent Time Card Fields
- Time Layouts
- Create a Nonunified Payroll Layout Set That Includes Absence and Override Fields

Shift Layout Configuration

Optionally include time attributes on people's shifts by adding nonunified and unified time card fields to the shift layout. For example, include the Department and Payroll Time Type attribute values for the shifts that use this layout.

You can also change the display labels. If you want all the names to show, limit them to 70 characters or less. Use the Layout Sets task in the Time Management work area.

The sequence of the fields is important for data filter dependencies. For example, your layout includes location fields. Managers need to select a state before they can select a county. And, they need to select the county before they select a city.

Managers can enter values for these fields when they create shifts in the Time Management work area. Individuals see the values that their managers entered when they view shift details for their team schedule in the Time work area.

Related Topics

- Time Layouts
- Availability Options for Dependent Time Card Fields
- Create a Nonunified Payroll Layout Set That Includes Absence and Override Fields

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Create a Nonunified Responsive Payroll Layout Set That Includes Absence and Override Fields

You want to configure how people report, change, submit, and approve payroll and absence time on responsive time cards. You also want to let managers include time attributes as part of shift details.

Before you start

Before you create the layout set, you need to complete these tasks:

1. Create the Meals Taken element and calculation components. Use the Elements task in the Elements and Formula functional area.
2. Generate the absence management type and payroll time type attributes in the data dictionary. Use the Generate Data Dictionary Time Attributes task.
3. Create the AbsencePayrollTime multiattribute field with the dependent meal, department, state, county, and city fields. Use the Time Entry Layout Components task.
4. Create the Statutory Time for OT, Overtime, and Meals Taken US time categories. Use the Time Categories task.

The tasks are in the Setup and Maintenance work area, Workforce Deployment offering. They're part of Time and Labor functional area unless otherwise specified. The examples in the Related Links section at the end of this topic tell you how to create the element and dependent fields.

Here's what to do

1. Create the layout set with the responsive UI layout.
   a. In the Time Management work area, on the Tasks panel tab, click **Layout Sets**. If you're in the Setup and Maintenance work area, you can use the Time Layout Sets task. It's part of the Workforce Deployment offering, Time and Labor functional area.
   b. On the Layout Sets page toolbar, click the **Create** icon.
   c. On the Generate Layout Set page, select **Responsive UI**, **Manager**, **Shift**, and **Payroll**.
   d. Make sure that **Project Costing** isn't selected.
   e. Click **Generate Layout Set**.
   f. On the Define Layout Set page, in the Name field, enter **Responsive Payroll and Absences**.
   g. In the Description field, enter **Includes the additional attribute department and location fields for the responsive UI layouts. Includes meal rate fields on the manager layout. And includes location fields for the shift layout**.
   h. Click **Save**.
2. Configure the top section of the responsive UI layout.
   a. On the Define Layout Set page, in the Responsive UI Layout row, click **Configure Layout**.
   b. On the Configure Responsive UI Layout page, click the Worker tab.

   > **Tip:** Edit the worker layout first so that the manager layout inherits the edits, which you can then revise as required. The worker layout doesn't inherit any manager layout edits.

   c. In the top section, click **Edit Layout**.
   d. In the Overtime Day Start Time section, select **Show**.
   e. In the Decimal Places field, select **2**.
   f. In the Hourly Totals section, add these time categories: Statutory Time for OT and Overtime.

     g. In the Unit Totals section, add the Meals Taken US time category.

     h. Click **Save and Close**.

3. Configure the Entries section of the responsive UI layout for workers.

     a. In the Entries section, click **Edit Layout**.

     b. In the Default View section, select **Reported summary by entry date**.

     c. In the Time Card Fields section, make these edits:

         i. Replace the Payroll Time Type field with AbsencePayrollTime.

         ii. In the Assignment Number and AbsencePayrollTime rows, select **Time Entry Identifier**.

         iii. Add the Meal Rate Department field and select **Show in Additional Attribute**.

         iv. Add these location fields in the order listed: Default Payroll Rate, State, County, and City. The location fields need to go from broadest geographic area to narrowest for time attribute filters to work.

         v. In all the location rows, select **Show in Additional Attribute**.

     d. In the Time Entry Properties section, make these edits:

         i. Select these options: **Enable time to span midnight** and **Display unit of measure**.

         ii. Ensure that the time entry format is **Display hours and time** because it best supports the reporting of both absence and payroll time.

     e. In the Other fields section, make these edits:

         i. In the Owner and Internal Source rows, select **Display** and **Show in Additional Attribute**.

         ii. In the Comments row, select **Display** and **Show In Detail List View**.

     f. Click **Save and Close**.

     g. On the Warning message asking if you want to copy your edits to the calculated time tab, click **Yes**.

4. Configure the responsive UI layout for managers.

     a. On the Configure Responsive UI Layout page, click the Manager tab.

     b. In the top section, click **Edit Layout**.

         i. In the Overtime Day Start Time section, select **Show**.

         ii. Click **Save and Close**.

     c. In the Entries section, click **Edit Layout**.

     d. On the Edit Layout dialog box, in the Default View section, select **Calculated summary by entry date**.

     e. In the Time Card Fields section, make these edits:

         i. Add the Meal Override Rate field.

         ii. On the Configure Time Card Field Display Option dialog box, select **Worker layout read only**.

         iii. Click **OK**.

         iv. On the Edit Layout dialog box, add the hidden Meal Rate Periodicity field.

         v. On the Configure Time Card Field Display Option dialog box, click **Cancel**.

         vi. Click **Save and Close**.

         vii. On the Warning message asking if you want to copy your edits to the calculated time tab, click **Yes**.

5. Configure the shift layout.

    a. On the Configure Responsive UI Layout page header, in the layout drop-down list, select **Shift Layout**.

    b. On the Configure Shift Layout page, Worker tab, click **Edit Layout**.

    c. On the Edit Layout dialog box, add these time card fields, in the order listed: State, County, and City. The location fields need to go from broadest geographic area to narrowest for time attribute filters to work.

    d. Click **Save and Close**.

    e. On the Edit Layout Set: Responsive Absence and Payroll page, click **Save and Close**.

    f. On the Confirmation message, click **OK**.

    g. On the Layout Sets page, click **Done**.

Related Topics

- Create the Units-Based Meals Taken Element for Time Entries
- Create the Dependent Meal Override Rate and Rate Periodicity Fields
- Create the Dependent State, County, and City Fields
- Create Time Categories for Overtime Calculations

25 **Offline Web Clock Configuration**

Overview of Configuring Web Clock for Offline Use

You can optionally configure Web Clock to also work offline after you configure it to work online. For example, you've people who work remotely, so you set them up to report their time using Web Clock on their mobile devices.

They aren't always able to connect to the server when it's time for them to clock in or out. So you also let them use Web Clock when they're offline. Their devices store their time data locally until they connect to the internet again. Then, the local data gets synced to the time repository and processed accordingly.

Related Topics

- Time Entry Setup and Maintenance Tasks
- Web Clock Layout Configuration
- Configure the Web Clock Button Properties
- Create Shift, Break, and Meal Web Clock Buttons

Configure Web Clock for Offline Use

Here's how you can extend your online Web Clock configuration so people can also use it offline.

1. Add these 2 privileges to the Employee role or your corresponding custom role for the relevant people:
   - HXT_REST_SERVICE_ACCESS_TIME_LAYOUT_SETS_RO_PRIV
   - HXT_REST_SERVICE_ACCESS_WEB_CLOCK_EVENTS_PRIV
2. Make sure that the HCM_MOBILE_ENABLE_OFFLINE_WEB_CLOCK profile option code has all its profile values set to Yes. The delivered profile value is **Site**.
3. Have people install the Oracle HCM Cloud app on their mobile device from either the Goggle Play Store or the Apple Apps Store.
4. Make sure that everyone who will use Web Clock offline use it first on their device while they're online and connected to the server. Starting online makes sure that each device successfully completes the initial data sync and can complete future syncs.

   People see appropriate notifications on their online Web Clocks when the sync finishes. They can then use Web Clock online and offline to report their time. When they're online, any stored offline time data automatically syncs to the time repository for time processing.

Related Topics

- Time Entry Setup and Maintenance Tasks
- Web Clock Layout Configuration
- Configure the Web Clock Button Properties
- Create Shift, Break, and Meal Web Clock Buttons

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Functionality Differences Between Online and Offline Web Clock

Some functionality acts differently depending on whether Web Clock is online or offline.

Elapsed Time Counter

The counter for time elapsed since the most recent button tap is accurate when Web Clock is online. The counter isn't accurate when offline. People who are offline can't use the elapsed time to make sure they're complying with regulations. For example, they can't tell if they rested for the required periods between work periods.

Button Logic

Enabled button logic applies only when Web Clock is online. This means that when people are online the earlier buttons they tapped are now unavailable. When they're offline, the buttons are still available. People can inadvertently tap the same button multiple times during a day, which can cause time entry errors. People need to fix these errors before submitting the corresponding time card. You can use time entry profiles to identify if individuals, their managers, or both can correct the errors.

Time to Use for Clock Events

If the layout has server time enabled, it applies to only online clock events. When Web Clock is offline, the clock events always use device time. This difference in the time used might lead to time entry errors that people need to fix before they submit the corresponding time card.

More Fields

If the layout includes more fields for specific buttons, when Web Clock is online, people can see the fields. When Web Clock is offline, they can't. The corresponding time card might be incomplete or in error if people don't complete these more fields.

Data Sync Time

The time it takes to sync data between the device and the time repository is completely dependent on the device, network bandwidth, and connection stability. To keep time events on Web Clock current, people need to let the data sync completely when they're back online. Then they use Web Clock to report their latest time.

Related Topics

- How You Set Allowable Actions for Time Entry
- Overview of Configuring Web Clock for Offline Use
- Configure Web Clock for Offline Use

26 **Time Processing Configurations**

Best Practices for Creating Time Processing Objects

You need to create separate time processing profiles for each unique combination of the time processing objects, as shown in this diagram. To automatically add public holiday entries to time cards, you also need separate profiles for each LDG.

The more processing objects that you create, the greater the ongoing maintenance effort. You want to find a balance between optimizing the time processing experience for your employees and the effort required to maintain that experience.

Here's how the components of the time processing profile work together. The following sections provide some guidelines and considerations to help you decide how many time processing objects to create.

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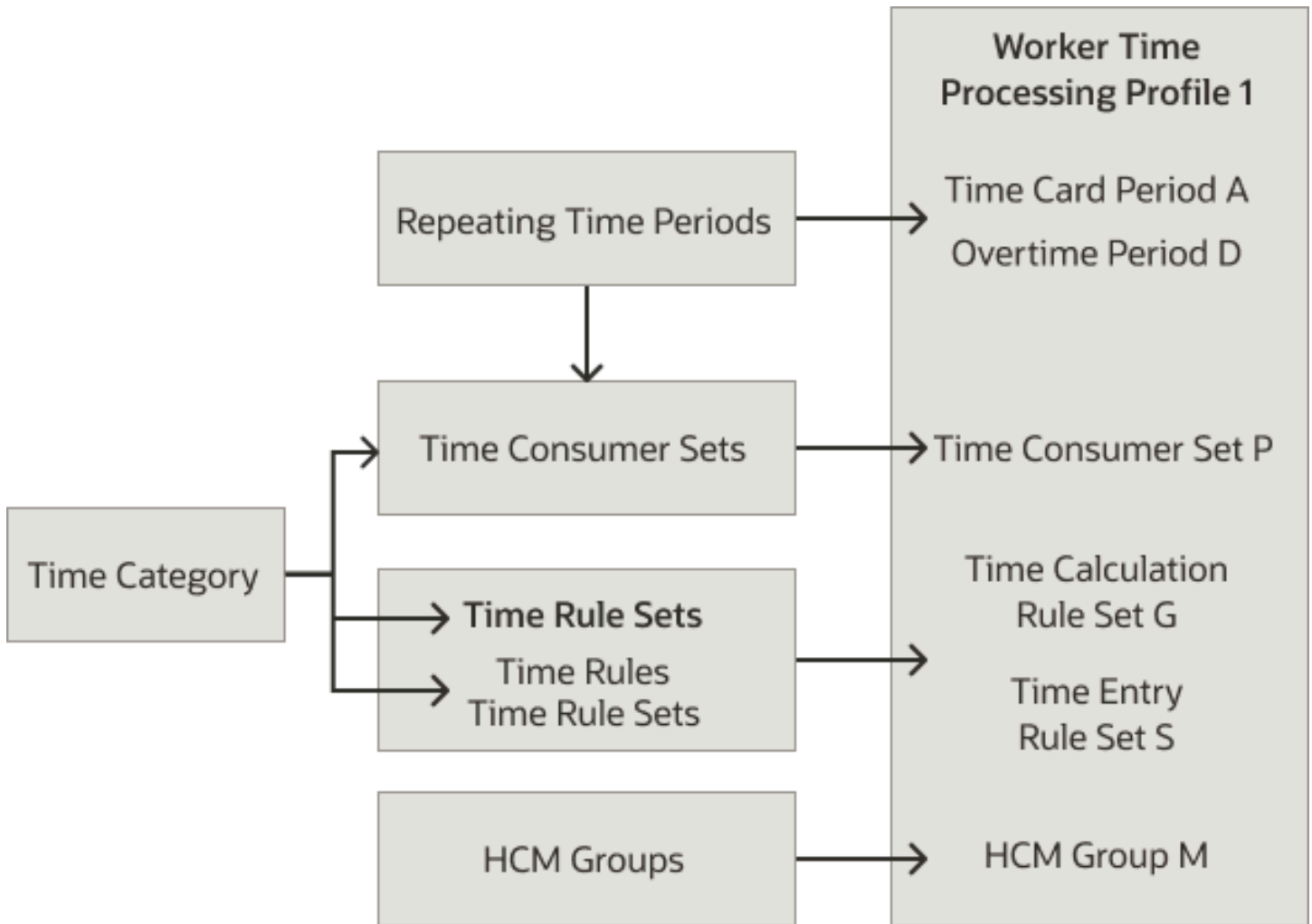
The number of time consumer sets that you need depends on the time consumers needed and the unique configurations of these options for each consumer:

- Validate on time card actions
- Time category
- Approval period

Time Consumer Sets and Time Card, Approval, and Overtime Periods

You need a separate time consumer set for each unique combination of time card, approval, and overtime periods. The approval periods of the time consumer set need to match the time card period of the time processing profile. Each time consumer requires a separate time processing profile.

Time Consumer Sets and Time Categories

What type of time--such as project costing, payroll, absence, or a combination--do your people report and how often? The type of time and the reporting frequency affect how you configure time categories and time consumer sets. Since

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you can link only one time category to a time consumer, we recommend that you use these delivered categories: All Project Entries and All Payroll Entries. The delivered category All Payroll Entries includes both hours-based and units-based time entries.

The more time categories and time consumer sets that you create, the greater the maintenance effort. Another topic has scenarios and suggested configurations to help you assess how many of these objects you need.

Time Consumer Sets and Validate on Time Card Actions

Create one consumer set for each group of people with different settings for the time card actions that run validation for the same time consumer. Here are examples of how you might create different Payroll time consumers depending on the Validate on Time Card Action selection.

- Save and Submit: For people who report time every day of a time card period, or whose entries you want to report on during the week.

- Submit only: For people who create and submit time cards at the end of their week and for time and labor managers who correct time exceptions.

Time Categories and Time Allocations

Create as many time categories as you need to identify the time entries that you want to allocate to various cost segments.

Time Entry and Time Calculation Rule Sets

You can link only one time entry and one time calculation rule set to a time processing profile. But, you can add as many rules and rule sets to a rule set as appropriate for the people linked to the rule set. Use rule sets to link rules to groups of people who have similar requirements for vacation, time validation, and time processing.

The number of rule sets you need depends on the different ways that you validate reported time and calculate time. Here are some examples:

- You generate validation exceptions for a group of people when their total reported time exceeds 42 hours for the week. You generate validation exceptions for another group when their total reported time exceeds 10 hours a day.

- You pay people an overtime rate of 1.5 times their regular pay. For people working in California, the overtime rate applies every worked hour over 8 hours in a 24-hour period. For people working in Florida, the overtime rate applies for every hour worked over 40 hours in a 7-day period.

Change Audit and Public Holiday Settings

Create one profile for each group of people with different change audit settings. Also create one profile for each group of people who use the same payroll element to automatically create their public holiday entries. Typically, this means creating at least one profile for each LDG. For example, create one profile for people who use the Public Holiday US element. Create another profile for people who use the Public Holiday CAN element. You can have more than one profile per LDG, depending on how many unique settings you've for the other profile options.

HCM Groups

You link one or more HCM groups to each profile. Define separate groups wherever the characteristics are unique across profiles or groups of profiles. For example, you group people into separate groups for these reasons:

- One group has people who work in states that calculate overtime daily.

- Another group has people who work in states that calculate overtime weekly.

Related Topics
- Repeating Time Periods
- Considerations for Creating Time Consumer Sets
- Validation and Processing Rules by Time Card Action

How Many Time Categories and Consumer Sets to Create

Use these scenarios to help you figure out how many time categories and consumer sets you need to create.

Scenario	Time Category	Time Consumer Sets
Some people always report only payroll and absence time.	Use the delivered category All Payroll Entries or your category of relevant payroll time attributes. Absence time entries automatically transfer to Absence Management and don't transfer to Payroll.	Create a time consumer set with only Payroll selected.
Some people always report only project costing and absence time.	Use the delivered time category All Project Entries or your category of relevant project time attributes. Absence time entries automatically transfer to Absence Management and don't transfer to Project Costing.	Create a time consumer set with only Project Costing selected.
Some people regularly, but not always, report project costing time and always report payroll and absence time.	Use the delivered time categories All Payroll Entries and All Project Entries or your categories of relevant project and payroll time attributes, respectively. Absence time entries automatically transfer to Absence Management and don't transfer to either Payroll or Project Costing.	Create a single time consumer set with both Project Costing and Payroll selected.
Some people always report only payroll and absence time and always or often track the number of meals that they take.	Use the delivered category All Payroll Entries, which includes both hours-based and units-based time entries, or your category of relevant payroll time attributes. Absence time entries automatically transfer to Absence Management and don't transfer to Payroll.	Create a time consumer set with only Payroll selected.

Related Topics

- Best Practices for Creating Time Processing Objects
- Time Processing Setup and Maintenance Tasks

27 Repeating Time Periods

Repeating Time Periods

Many organizational tasks need continually generated time periods, such as a weekly period that starts every Sunday. You can't edit delivered periods. After saving your own periods, you can edit only the name and description.

You configure these periods using the Repeating Time Periods task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area. Saving the configuration generates periods for 10 years before and after the current date.

Period Usages

Here are descriptions of the repeating period usages. It also identifies the pages where the usage decides which configured repeating periods the period drop-down lists include.

Usage	Description	Page Where the Usage Filters Period Choices
Time cards	How often people need to submit their time card. When you configure a time processing profile, you select a repeating time period as the time card period. All time card layouts support weekly and 2-week repeating periods. The responsive layout also supports a monthly repeating period.	Worker Time Processing Profiles
Approvals	The date range when approvers can approve a submitted time card, including monthly. When you configure a time consumer set, you select a repeating time period as the approval period.	Time Consumer Sets
Accrual Processing	The interval when people accrue time, such as every 2 weeks within an annual accrual term. Use these periods when you create absence plans.	Manage Absence Plans
Overtime	The date range used to calculate overtime. A person's overtime period can match or differ from the time card period. For example, your people report time using time cards with a weekly period that starts on Saturdays. You calculate their overtime using a weekly overtime period that starts on Mondays.	Worker Time Processing Profiles

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Usage	Description	Page Where the Usage Filters Period Choices
Balances	The date range used to calculate time balances. For example, add 6 hours to a vacation balance every pay period.	Time Balance Dimensions

Related Topics
- Delivered Repeating Time Periods

Delivered Repeating Time Periods

Delivered time consumer sets and time processing profiles use delivered repeating periods. You can also use them in time processing configurations.

Name	Usages	Period Type	Period Length
Biweekly Starting Monday	Time Card Approval Accrual Processing	Weekly	Biweekly
Daily	Balances	Daily	1 Day
Monthly Accrual Processing Period	Accrual Processing	Monthly	Calendar month
Payroll Weekly Starting Monday Projects and Payroll Weekly Starting Monday Projects Weekly Starting Monday Weekly Starting Sunday	Time Card Approval Accrual Processing	Weekly	1 week
Semimonthly	Accrual Processing	Semimonthly	

Related Topics
- Repeating Time Periods

Examples of Generated Repeating Time Periods

You use repeating time periods with time cards, approvals, accrual processing, overtime, and balances. The combination of period usage, type and length, and sample start date decide the generated periods.

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Create these periods using the Repeating Time Periods task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

These examples show you how the sample start date works with the period type and length to generate repeating periods within the preview period dates. The preview start dates let you review your repeating period configuration without generating the actual repeating time periods. The first preview period generated might or might match the sample start date. It depends on how you configured the preview period.

Weekly Period with a Biweekly Length

The sample start date is 05/01/12 and the preview period start and end dates are 01/01/12 and 05/31/12. The period generation logic generates periods every 14 days from the sample start date. All periods start on the same day of the week, for example:

- 01/10/23 to 01/23/12
- 01/24/12 to 02/06/12
- 02/07/12 to 02/20/12
- 02/21/12 to 03/05/12
- 03/06/12 to 03/19/12
- 03/20/12 to 04/02/12
- 04/03/12 to 04/16/12
- 04/17/12 to 04/30/12
- 05/01/12 to 05/14/12
- 05/15/12 to 05/28/12

Monthly Period with a Calendar Month Length

The sample start date is 05/04/12 and the preview period start and end dates are 01/01/12 and 07/31/12. The period generation logic generates periods from a specified day in 1 month up to that day in the following month, for example:

- 01/04/12 to 02/03/12
- 02/04/12 to 03/03/12
- 03/04/12 to 04/03/12
- 04/04/12 to 05/03/12
- 05/04/12 to 06/03/12
- 06/04/12 to 07/03/12

Semimonthly Period

The sample start date is 05/04/12 and the preview period start and end dates are05/01/12 and 07/31/12. The period generation logic generates periods using a pattern:

- The first of the semimonthly periods starts on the numeric day of the pattern starting date and lasts for 15 days.
- The second period starts the day after the first period ends. It lasts through the day before the numeric day of the pattern starting date in the next month.

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Here are examples:

- 05/05/12 to 05/18/12
- 05/19/12 to 06/03/12
- 06/04/12 to 06/18/12
- 06/19/12 to 07/03/12
- 07/04/12 to 07/18/12

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28 Time Consumer Validation, Approval, and Transfer

Time Consumer Sets

Typically, other applications use, or consume, your time data in their processes. These are the other Oracle Cloud products and offering that consume time data from Time and Labor:

- Global Payroll, to pay people

- Project Costing, to bill customers for time worked on projects

- Project Execution Management offering of Project Portfolio Management, to figure out staffing for projects

You identify the consumers that consume time data for specific groups of people using a time consumer set. The set is also how you configure the consumer validation rules, approval periods, and transfer rules that apply for the linked groups. Link a time consumer set with groups using time processing profiles, as shown here.

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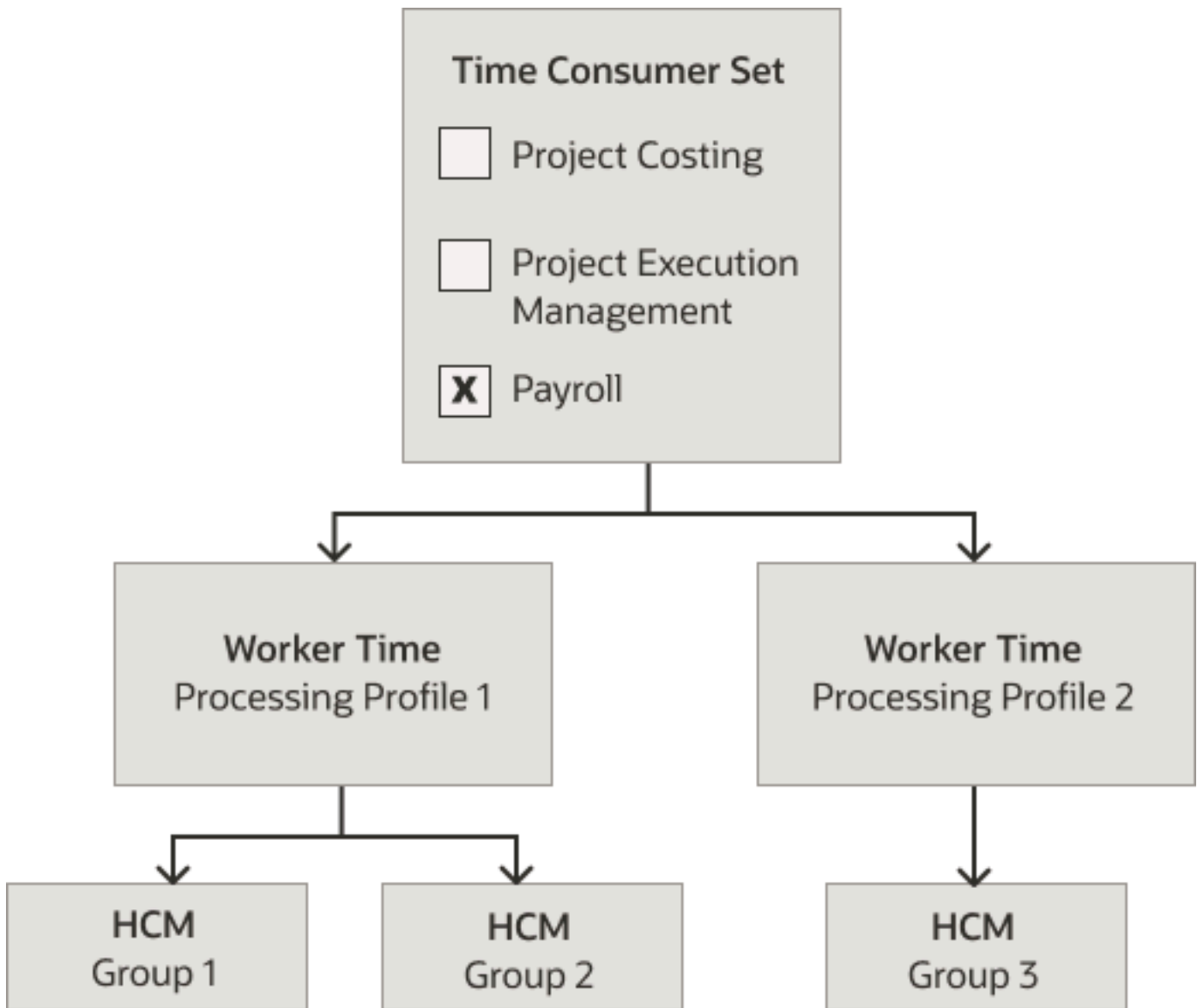
Tip: You can't edit any time consumer sets associated with a worker time processing profile. Also, after you save a new time consumer set, you can't include new time consumers in the set. And you can't exclude existing time consumers from it.

Related Topics
- Delivered Time Consumer Sets
- Considerations for Creating Time Consumer Sets

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Delivered Time Consumer Sets

The delivered time processing profiles use these delivered time consumer sets. You can also use them in your own time processing profiles.

Delivered Consumer Set	Description
Payroll Only	Applies to only time entries identified by the delivered All Payroll Entries time category
Project Execution Management Only	Applies to only time entries identified by the delivered All Absence Entries time category
Projects and Payroll	Applies to only time entries identified by the delivered All Project Entries time category for Project Costing Applies to only time entries identified by the delivered All Absence Entries time category for Project Execution Management Applies to only time entries identified by the delivered All Payroll Entries time category for Payroll
Projects Only	Applies to only time entries identified by the All Project Entries time category

To quickly find these time consumer sets, in the Description field, search for **Delivered**. To save time when creating your own consumer sets, duplicate the delivered set that most closely meets your needs. Then, edit the duplicate set to support your time processing policies.

Related Topics

- Time Consumer Sets
- Delivered Repeating Time Periods
- Delivered Time Categories

Considerations for Creating Time Consumer Sets

You create time consumer sets using the Time Consumer Set task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

Time Consumer

Start by selecting the relevant time data consumers.

- Global Payroll, to pay people
- Project Costing, to bill customers for time worked on projects
- Project Execution Management offering of Project Portfolio Management, to figure out staffing for projects

Enable Informational Workflow for Bulk Time Card Submission

Specify whether to notify everyone affected across the selected time consumers when managers generate or submit and approve bunches of time data at one time. You might want to select **No** if you regularly submit and approve many time cards at one time.

Time Category

Select the time category that identifies the time data to transfer to the time consumer. For example, payroll doesn't want time data with project attributes, so you select a time category that identifies only payroll-related data. Project execution management automatically uses the All Absence Entries category.

Validate on Time Card Actions

You specify the time card actions that start consumer validations for the time data identified by the selected time category.

- Submit Only: This default selection validates relevant time data when someone clicks Next on classic time cards or Submit on responsive time cards. Validation doesn't run when they click **Save**.

- Submit and Save: This selection validates relevant time data when someone clicks and of these actions on a time card: **Save**, **Save and Close**, **Next**, or **Submit**.

   For Project Costing, we recommend that you select this option. That way people working on time cards know immediately if they're saving time entries to closed projects.

Required Time Card Status

This option is for reporting purposes.

- Select **Yes** to report on missing time cards for the people linked to this consumer set, and who regularly submit them.

- Select **No** if the consumer set is for groups of people who submit time cards sporadically, such as to report absences, training, and other exceptions.

Related Topics
- Validation and Processing Rules by Time Card Action

Approval Options in Time Consumer Sets

Here are the various approval options you configure when you create time consumer sets.

   ▶ **Watch video**

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Enable Informational Approval Workflow for Workers

You can send people approval notifications that let them approve or reject their time card. Their approval or reject is acceptance or repudiation of the time card data. This worker approval workflow is separate from the manager approval task and doesn't affect the time card status or processing.

Absence Approval Routing

Specify how you want to handle approvals for absence entries on time cards. The setting applies to all selected time consumers.

- Absence approval rules: The approval process uses the absence approval task to approve absence entries. It uses the time card approval task to approve worked time entries. The process approves the time card after both approval tasks complete.

- Time approval rules: The approval process uses the time card approval tasks to approve all time card entries, including absences. To include absences from time cards with only project and absence attributes, you also need to select the **Payroll** and **Project Execution Management** time consumers. The time card approval workflow for payroll handles absence approvals. And, all absence data transfers only to project execution management. No absence data transfers to project costing.

Approval Period

To define the approval period for the time consumer, select a repeating time period. For example, you want approvers to approve the time card once every week, so you select a repeating period with a weekly definition.

> **CAUTION:** The approval period that you select for each consumer must match the time card period set in the time processing profile containing the consumer set. Otherwise, you might get errors when you try to link groups to the profile.

Entry-Level Approval

If you want approvers to see only the time card entries that they need to approve, select this option. If you want approvers to see all time card entries, even those that they can't approve, don't select this option.

Time Data for Approval Rules to Evaluate

Specify the time card data that approval rules should evaluate, either reported time or calculated time with reported absences. If you select entry-level approval for the time consumer, then approval rules can only evaluate reported time.

Required Approval Configuration

Specify whether other time consumers in the set must approve the time card before the time data can transfer to this time consumer. For example, the payroll department wants only the payroll time data approved by both project costing and payroll time approvers.

Related Topics

- Overview of Time Approval Workflows Configuration
- How Default Time Card and Time Entry Approvals Work
- Considerations for Creating Time Consumer Sets
- Validation and Processing Rules by Time Card Action

How Default Time Card and Time Entry Approvals Work

When you submit a time card that has project, payroll, or project and payroll data, you initiate approval workflows. These workflows are for either the time card or the time card entries, depending on the corresponding time processing configuration.

Time Card Level Approvals

Here's what happens with the default approval workflows for time cards:

- For project time data, the workflow tries to figure out the appropriate project manager. If it can figure out who that person is, it routes the data to them to review and approve or reject. If it can't figure who that person is, it routes the data to the individual's line manager to review and approve or reject.

- For payroll time data, the workflow checks the total payroll time. If it's 40 hours or less, it automatically approves the data. If it's more than 40 hours, it routes the data to the individual's line manager to review and approve or reject.

Here's how the default workflow handles approvals, rejections, and notifications:

- It changes the time card status to Approved after all approvers approve the time card. The relevant time card data is ready for transfer to Project Costing or Payroll.

- It changes the time card status to Rejected if at least one of the approvers rejects the time card.

- It lets the individual know whether the approver approved or rejected their time card.

Here's a workflow diagram that shows you the default approval behavior for time cards.

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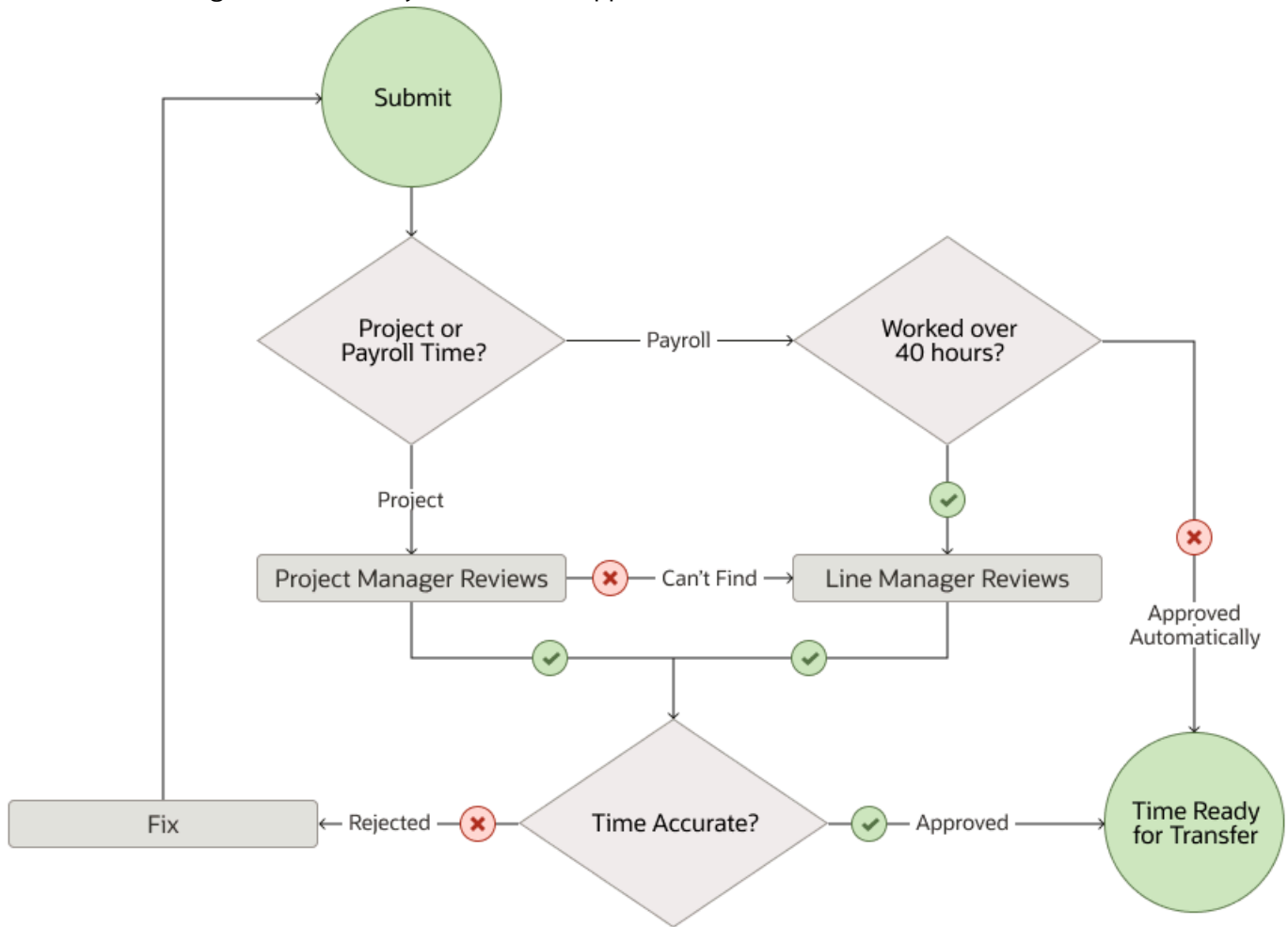
Time Entry Level Approvals

These default approval workflows for time card entries are similar, but not identical to the time-card-level workflows. The big difference is when the time data is ready for transfer to project costing and payroll.

- For project time data, the workflow tries to figure out the appropriate project manager. If it can figure out who that person is, it routes the data to them to review and approve or reject. If it can't figure who that person is, it routes the data to the individual's line manager to review and approve or reject.

  Approved data is ready for transfer to Project Costing.

- For payroll time data, the workflow routes the data to the individual's line manager to review and approve or reject. The applicable approvers need to approve all entries for the time card period before the data is ready for transfer to Payroll.

Related Topics

- Repeating Time Periods
- Overview of Time Approval Workflows Configuration
- Considerations for Creating Time Consumer Sets
- How You Define Approvals for Human Capital Management
- How You Manage HCM Approval Transactions

Validation and Processing Rules by Time Card Action

Time consumers, such as absence management, payroll, and project costing, deliver validation rules that apply to time card data. For example, absence validations make sure that absence entries are for only those absence types that the person is eligible for.

Here's the validation and processing associated with the main time card buttons.

Button	Validation and Processing Description
Next	- Validates absence, payroll, and project time entries - Applies time entry rules, as specified by rule configuration - Applies time calculation rules, including any allocation rules, as specified by rule configuration - Generates calculated time entries
Save Save and Close	- Always starts the delivered absence validations - By default, doesn't start the delivered project and payroll validations You configure validation on the save buttons using the Time Consumer Sets task. In the Validate on Time Card Actions field, select **Submit and save**. Validations on the save buttons are then identical to those described for the Next button. For Project Costing, we recommend that you select **Submit and save**. That way people working on time cards know immediately if they're saving time entries to closed projects.
Submit	Sets the time card status to Submitted and starts the approval workflow

29 **Time Card and Entry Approval Workflows**

Overview of Time Approval Workflows Configuration

Send time card data for project costing or payroll to the appropriate approvers using approval workflow tasks. Configure the workflows to support your approval policies using these tasks in the Define Approval Management for Human Capital Management task list:

- Manage Task Configurations for Human Capital Management: You configure the associated rules and rule sets on the Assignees tab. On the Configuration tab, the Once per stage task aggregation ensures that the approval process sends only one notification per approver.

- Manage Approval Groups: By default, the actionable time card approval workflow tasks route time cards using the dynamically decided supervisor hierarchy. You can identify specific approvers to route to instead using this task. The informational workflow task sends the notification to the individual on the time card.

To search for the task list, on the Setup and Maintenance work area, Tasks panel tab, click **Search**.

Stages and Layers

Workflow tasks for time approval have two stages and the payloads have two layers. These stages and layers link to header-level and line-level approvals, respectively.

- Header-level approvals have the ApprovalTimeRecordHeader payload layer and the Serial participant type. The approvals include the total number of hours.

- Line-level approvals have the ApprovalTimeRecordGroup payload layer and the Parallel participant type. So, the line-level rules always run in parallel for each line. The approvals include individual hours and time-card-related attributes, such as Expenditure Type or Payroll Time Type. ApprovalTimeRecordGroup attribute values vary by implementation. To figure out your value mapping, create your own data model report in the Reports and Analytics work area using this query:

```
select * from FUSION.hxt_tm_col_attr_map where LOCATION like 'Approval' and ENTERPRISE_ID = <ent_id>;
```

Related Time Object Configurations

These time objects include settings that affect approval workflow:

- Worker Time Entry Profile: You specify when people can change time cards during approval processing.

- Repeating Time Periods: You also configure time periods that continually generate, such as weekly periods that start on Sunday. You can use these periods with time data approvals.

- Time Consumer Sets: You can specify whether to notify everyone affected across the selected time consumers when managers submit and approve bunches of time data at one time. Also specify which time card actions start checks and rules. For example, specify which time category, approval period, and transfer rules to use. And specify whether to handle approvals at the time card or time entry level.

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Related Topics

- Payroll Time Approval Workflow Tasks
- Project Costing Time Approval Workflow Tasks
- Considerations for Creating Time Consumer Sets
- How You Define Approvals for Human Capital Management
- How You Manage HCM Approval Transactions

Payroll Time Approval Workflow Tasks

Time consumer sets with Payroll selected start these approval tasks. The ELA task starts when the payroll consumer configuration uses entry-level approval.

Here's what the actionable tasks do:

TimeCardApproval	TimecardApprovalELA
Supports header-level and line-level approval configurations that use payroll data on the time card, for the specified individual and time card period.	Supports line-level approval configurations that use payroll data on the time card, for the specified individual and time card period.
Notifies the configured approvers to approve or reject the time entries that they're responsible for. The approvers see all payroll time data, even the data that they don't approve.	Notifies the configured approvers to approve or reject only the time entries that they're responsible for. Approvers see only the payroll time data that they approve. Payroll data for the time card isn't ready for transfer until all time card entries are approved.
Notifies specified recipients based on time card status, for example, notifies individuals when approvers approve or reject their time cards.	Notifies specified recipients based on time entry status, for example, let's individuals whether approvers approved or rejected their time entry.

By default, the TimeCardApproval task evaluates payroll time entries only when the entire time card is ready for approval.

> **CAUTION:** To avoid issues with approval routing for the TimeCardApproval task, TimeEntryApprovalRuleSet and TimecardApprovalRules must each have either an active rule or call IgnoreParticipant.

The TimeCardApprovalFYI task notifies individuals when approvers approve or reject their time entries for the specified time card period. You can disable this task so that individuals don't get notified about approved or rejected time cards. Because this task isn't rule based, you can't configure it to disable only one notification. For example, you can't disable the notification about approved time cards while keeping enabled the notification about rejected time cards.

How to Set Ignore Participant

Here's how you set Ignore Participant:

1. On the Assignees tab, click the appropriate participant.
2. In the participant configuration pane at the bottom, click **Advanced**.

3. Select **Ignore Participant**.
4. On the Tasks to be configured header, click **Save**.

Related Topics

- Overview of Time Approval Workflows Configuration
- Example of Payroll Time Approval Rules Using Payroll Values
- Example of Payroll Time Approval Rules Using Time Entry Source
- Example of Payroll Time Approval Rules Using Reported Time and Cost Segment
- Example of Payroll Time Approval Rules Using Calculated Time and Cost Segment

Project Costing Time Approval Workflow Tasks

Time consumer sets with Project Costing selected start these approval tasks. The ELA task starts when the project costing consumer configuration uses entry-level approval.

The approval flow builds the list of project approvers using the project managers defined in Project Portfolio Management. Here's what these approval tasks do.

ProjectTimeCardApproval	ProjectTimecardApprovalELA
Supports header-level and line-level approval configurations that use project data from the time card, for the specified individual and time card period.	Supports line-level approval configurations that use project data on the time card, for the specified individual and time card period.
Notifies the configured approvers to approve or reject the time entries that they're responsible for. The approvers see all project time data from the time card, even the data that they don't approve.	Notifies the configured approvers to approve or reject only the time entries that they're responsible for. Approvers see only the project time data that they approve. Project data for the time entry is ready to transfer as soon as the approver approves the entry.
Notifies specified recipients based on time card status, for example, notifies individuals when approvers approve or reject their time cards.	Notifies specified recipients based on time entry status, for example, lets individuals whether approvers approved or rejected their time entries.

By default, the ProjectTimeCardApproval task evaluates project time entries only when the entire time card is ready for approval.

CAUTION: To avoid issues with approval routing for the ProjectTimeCardApproval task, TimecardApprovalRuleSet, ProjectTimecardApprovalRules, and ProjectTimeCardLineManagerRuleset must each have either an active rule or the call IgnoreParticipant.

How to Set Ignore Participant

Here's how you set Ignore Participant:

1. On the Assignees tab, click the appropriate participant.
2. In the participant configuration pane at the bottom, click **Advanced**.

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3. Select **Ignore Participant**.
4. On the Tasks to be configured header, click **Save**.

Related Topics
- Overview of Time Approval Workflows Configuration
- Payroll Time Approval Workflow Tasks

Example of Payroll Time Approval Rules Using Payroll Values

You want line managers to review and approve any time cards with overtime hours. And you want to automatically approve any time cards with only regular hours.

Here are the key configuration assumptions for this scenario:

- The environment has the Payroll Time Type attribute value Overtime.

- The relevant time consumer set has one of these rule configurations for payroll approval:

  ○ Uses reported time data when individuals can report overtime hours
  ○ Uses calculated time data when calculating overtime from other reported time

1. For the delivered TimecardApproval workflow task, TimeEntryApprovalRuleSet, click the Assignees tab.
2. Create the rule to manually approve overtime.
   a. Create this IF expression:

   ```
   ApprovalTimeRecordGroup.measure more than 0 and ( ApprovalTimeRecordGroup.attributeChar5 is
    "Overtime" )
   ```

   b. Complete the THEN fields, as shown in this table.

THEN Field	Value
List Builder	Supervisory
Response Type	Required This response type makes the notification actionable, instead of informational.
Number of levels	1
Starting Participant	`HierarchyBuilder.getManager("supervisory", Task.payload.process.Requester,-1,null,null)`
Top Participant	`HierarchyBuilder.getManager("supervisory", Task.payload.process.Requester,-1,null,null)`

THEN Field	Value
Auto Action Enabled	False
Auto Action	null
Rule Name	ManApproveOT

3. Create the rule to automatically approve time cards with only regular hours.

    a. Create this IF expression:

```
ApprovalTimeRecordGroup.attributeChar5 isn't "Overtime"
```

    b. Complete the THEN fields, as shown in this table.

THEN Field	Value
List Builder	Supervisory
Response Type	Required
Number of levels	1
Starting Participant	`HierarchyBuilder.getManager("supervisory", Task.payload.process.Requester,-1,null,null)`
Top Participant	`HierarchyBuilder.getManager("supervisory", Task.payload.process.Requester,-1,null,null)`
Auto Action Enabled	True
Auto Action	"APPROVE"
Rule Name	AutoApproveReg

Related Topics

- How Default Time Card and Time Entry Approvals Work
- Overview of Time Approval Workflows Configuration
- Approval Options in Time Consumer Sets
- Payroll Time Approval Workflow Tasks

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Example of Payroll Time Approval Rules Using Time Entry Source

You want to automatically approved time cards where all entries come from a time collection device. And you want two levels of managers to review and approve any time cards with entries that don't come from time collection devices.

1. For the delivered TimecardApproval workflow task, TimeEntryApprovalRuleSet, click the Assignees tab.
2. Create the rule to automatically approve time cards with entries from only time collection devices.
   a. Create this IF expression:
      ```
      ApprovalTimeRecordGroup.attributeChar18 is "ORA_HWM_TIME_COLLECTION_DEVICE"
      ```
   b. Complete the THEN fields, as shown in this table.

THEN Field	Value
List Builder	Supervisory
Response Type	Required
Number of levels	1
Starting Participant	`HierarchyBuilder.getManager("supervisory", Task.payload.process.Requester,-1,null,null)`
Top Participant	`HierarchyBuilder.getManager("supervisory", Task.payload.process.Requester,-1,null,null)`
Auto Action Enabled	True
Auto Action	"APPROVE"
Rule Name	AutoApproveTCD

3. Create the rule to manually approve time cards with entries that don't come from time collection devices.
   a. Create this IF expression:
      ```
      ApprovalTimeRecordGroup.attributeChar18 isn't "ORA_HWM_TIME_COLLECTION_DEVICE"
      ```
   b. Complete the THEN fields, as shown in this table.

THEN Field	Value
List Builder	Supervisory
Response Type	Required
Number of levels	2

THEN Field	Value
Starting Participant	`HierarchyBuilder.getManager("supervisory", Task.payload.process.Requester,-1,null,null)`
Top Participant	`HierarchyBuilder.getManager("supervisory", Task.payload.process.Requester,-1,null,null)`
Auto Action Enabled	False
Auto Action	null
Rule Name	ManApproveNonTCD

Related Topics
- How Default Time Card and Time Entry Approvals Work
- Overview of Time Approval Workflows Configuration
- Approval Options in Time Consumer Sets
- Payroll Time Approval Workflow Tasks

Example of Payroll Time Approval Rules Using Reported Time and Cost Segment

You want to send line managers actionable notifications to review and approve time card entries. And you want to send department managers informational notifications for any time entries associated with their departments.

Key configuration assumption: The relevant time consumer set configuration has payroll approval rules set to use reported, instead of calculated, time data.

1. For the delivered TimecardApproval workflow task, **imeEntryApprovalRuleSet**, click the Assignees tab.
2. Create the actionable notification rule for line managers.
   a. Create this IF expression:

      `1 is 1`

   b. Complete the THEN fields, as shown in this table.

THEN Field	Value
List Builder	Supervisory
Response Type	Required This makes the notification actionable, instead of informational.

THEN Field	Value
Number of levels	1
Starting Participant	`HierarchyBuilder.getManager("supervisory",` `Task.payload.process.Requester,-1,null,null)`
Top Participant	`HierarchyBuilder.getManager("supervisory",` `Task.payload.process.Requester,-1,null,null)`
Auto Action Enabled	False
Auto Action	null
Rule Name	ActionLineMgrs

3. Create the informational notification rule for relevant department managers.

    a. Create this IF expression:

```
ApprovalTimeRecordGroup.entryDepartmentManager ins't ""
```

    b. Complete the THEN fields, as shown in this table.

THEN Field	Value
List Builder	Supervisory
Response Type	FYI
Number of levels	1
Starting Participant	`HierarchyBuilder.getPrincipal` `(ApprovalTimeRecordGroup.entryDepartmentManager,-1,"","")`
Top Participant	`HierarchyBuilder.getPrincipal` `(ApprovalTimeRecordGroup.entryDepartmentManager,-1,"","")`
Auto Action Enabled	False
Auto Action	null
Rule Name	InfoDeptMgrs

Related Topics

- How Default Time Card and Time Entry Approvals Work
- Overview of Time Approval Workflows Configuration
- Approval Options in Time Consumer Sets
- Payroll Time Approval Workflow Tasks

Example of Payroll Time Approval Rules Using Calculated Time and Cost Segment

You want to send line managers actionable notifications to review and approve calculated time card entries. And you want to send department managers informational notifications for any reported time entries associated with their departments.

Key configuration assumption: The relevant time consumer set configuration has payroll approval rules set to use calculated, instead of reported, time data.

1. For the delivered TimecardApproval workflow task, TimeEntryApprovalRuleSet, click the Assignees tab.
2. Create the actionable notification rule for line managers using calculated time data.

   a. Create this IF expression:

   ```
   1 is 1
   ```

   b. Complete the THEN fields, as shown in this table.

THEN Field	Value
List Builder	Supervisory
Response Type	Required This response type makes the notification an actionable, rather than informational, notification.
Number of levels	1
Starting Participant	`HierarchyBuilder.getManager("supervisory", Task.payload.process.Requester,-1,null,null)`
Top Participant	`HierarchyBuilder.getManager("supervisory", Task.payload.process.Requester,-1,null,null)`
Auto Action Enabled	False
Auto Action	null
Rule Name	ActionLineMgrsCalcTime

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3. Create the informational notification rule for relevant department managers.

   a. Create this IF expression:

   ```
   ApprovalTimeRecordGroup.entryDepartmentManager isn't ""
   ```

   b. Complete the THEN fields, as shown in this table.

THEN Field	Value
List Builder	Supervisory
Response Type	FYI
Number of levels	1
Starting Participant	`HierarchyBuilder.getPrincipal` `(ApprovalTimeRecordGroup.entryDepartmentManager,-1,"","")`
Top Participant	`HierarchyBuilder.getPrincipal` `(ApprovalTimeRecordGroup.entryDepartmentManager,-1,"","")`
Auto Action Enabled	False
Auto Action	null
Rule Name	InfoDeptMgrsReptTime

Related Topics
- How Default Time Card and Time Entry Approvals Work
- Overview of Time Approval Workflows Configuration
- Approval Options in Time Consumer Sets
- Payroll Time Approval Workflow Tasks

Ensure Workers Get Only Completed Time Card Approval Notifications with Approval Comments

By default, workers get the delivered TimecardApprovalFYI notification when their time cards are approved or rejected. Those notifications don't include approval comments. Here's how they can get only an approval or rejection notification with approver comments.

1. In the Setup and Maintenance work area, on the Tasks panel tab, click **Search**.
2. On the search page, search for and click the **Manage Task Configurations for Human Capital Management** task.
3. On the BPM Worklist page, make sure **Task Configuration** is selected.
4. In the Search field, enter **Time** (no space after the term).

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5. Run the search. Here are the approval tasks you should see listed.

Time Consumer	Approval Task	Information
Payroll	TimecardApproval	When ELA isn't enabled for the assigned Time Consumer
Payroll	TimecardApprovalELA	When ELA is enabled for the assigned Time Consumer
Project Costing	ProjectTimecardApproval	When ELA isn't enabled for the assigned Time Consumer
Project Costing	ProjectTimecardApprovalELA	When ELA is enabled for the assigned Time Consumer
Worker FYI Notification	TimecardApprovalFYI	Delivered FYI notification that can be set Inactive so workers only get the completed approver notification that contains approval comments

6. So workers see only the completed notification with approval comment, disable the delivered Worker FYI notification. That notification doesn't include any approval comments. Here's how to disable the FYI notification:

    a. Select **TimecardApprovalFYI**. When the task is selected, the task displays in the right region of the page.

    b. On the search toolbar, click the **Edit** icon.

    c. On the Assignees tab, select the **SoaOlabel.Time** box. The box turns blue when selected.

    d. In the SoaOlabel.Timecard Submitter section, click **Advanced**.

    e. Select the **Ignore Participant** option.

    f. On the search toolbar, click the **Save** icon.

    g. Optionally enter a comment.

    h. To complete the update to the task, on the search toolbar, click the **Commit** icon.

7. Enable the approval notification to route the completed approval notification with comments to the approval initiator. For time card approval purposes, the initiator is always the worker the time card is for. Here's how:

    a. On the BPM Worklist page, search for and select the task, for example, **TimecardApproval**.

    b. On the search toolbar, click the **Edit** icon.

    c. On the Notifications tab, in the table, add a row.

    d. In the Task Status column, select **Complete**.

    e. In the Recipient column, select **Initiator**. The row then shows as Complete and Creator.

    f. Save your changes.

    g. Optionally enter a comment about the changes.

    h. Commit your changes.

30 Time Formulas and Rule Components

How Formulas and Time Rule Components Work Together

One way that you can configure time validation, processing, and compliance is with fast formulas. You create rules based on formulas using rule templates. Then, you group rules of the same type into rule sets.

Here's what this relationship among formulas, rule templates, rules, and rule sets look like.

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Formula 1 Rounding	Formula 2 Rounding	Formula 3 Rounding

Rule Template 1 Hours Rounding	**Rule Template 2** Daily Summation	**Rule Template 3** Time-Card Level Summation
Formula 1	Formula 2	Formula 2

Rule 1 Round to Nearest Hour	**Rule 2** 8h Daily Threshold	**Rule 3** 12h Daily Threshold	**Rule 4** 40h Weekly Threshold
Rule Template 1	Rule Template 2	Rule Template 2	Rule Template 3

Rule Set 1 Nearest Hour, 8h Daily Threshold	**Rule Set 2** 8h, 12h Daily Thresholds	**Rule Set 3** 8h, 12h, 40h Thresholds
Rules 1 and 2	Rules 2 and 3	Rule Set 2
		Rule 4

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Formula

Formulas contain the logic for processing time. You can associate a formula with more than one rule template. For example, in the diagram the Hours Rounding rule template uses the Rounding formula. And, the Daily Summation and Time-Card Level Summation rule templates use the Threshold formula.

Rule Templates

Rule templates are tools that simplify the adaptation of formulas into rules. A template exposes the exact parameters that the associated formula requires and the outputs that the formula uses to return results. For example, a time calculation rule template can have an overtime threshold parameter. And, it can return Payroll Time Type attributes, such as Regular and Overtime, as outputs.

You can use one formula with multiple rule templates by varying the template configuration. For example, the diagram shows how the Daily Summation rule template uses the Threshold formula to calculate daily totals. The Time-Card Level Summation template uses the same formula to calculate totals for the time card period.

Rules

When you create a rule, you select a template to use rather than a formula. For example, in the diagram, the Round To Nearest Hour rule was created with the Hours Rounding template. The template automatically populates the description of all outputs and helps you enter correct parameter values.

You can create multiple rules from a single template, varying the parameter and output values of each rule. For example, the diagram has two rules, 8h Daily Threshold and 12h Daily Threshold, that were created with the Daily Summation template.

Rule Sets

You create a collection of rules and rule sets of the same type. You then assign these rule sets to groups of people with similar requirements for vacation, time validation, and time processing. For example, in the diagram the Nearest Hour, 8h Daily Threshold rule set has the Round To Nearest Hour and 8h Daily Threshold rules. The 8h, 12h, Daily Thresholds rule set has the 8h and 12h daily threshold rules. And, the 8h, 12h, 40h Thresholds rule set has the 2 daily and 1 weekly threshold rules.

You assign rule sets to an individual or group of people using worker time entry, processing, and device processing profiles.

References

To access the Workforce Management database items spreadsheet and information about array processing formula, including annotated examples, see the Time and Labor Fast Formula References (document ID *1990057.1*).

Related Topics

- Time Formula and Rule Types
- Overview of Allocating Time to Cost Segments
- How You Configure Resource Alert Notifications for Time Exceptions

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Time Formula and Rule Types

You configure time validations, processing, and compliance using these types of formula, rule templates, rules, and rule sets.

Formula and Template Type	Description	Example Rule Usages
Advanced time category	Defines advanced conditions that you then associate with a time category.	Create rules to find time events or time entries that don't match published schedule times.
Time calculation	Creates or updates time card entries and uses the data to create calculated results based on formula logic.	Handle overtime or premium pay by updating reported time or creating more calculated time.
Time device	Evaluates time events imported from time collection devices and creates time entry exceptions.	Create exceptions for time entries with start time, or stop time, or both outside the specified grace periods.
Time entry	Validates time card entries and generates a message with a defined severity.	When reported time exceeds a specified weekly maximum, display the specified message.
Time submission	Identifies when to automatically save and submit time card entries created with time events imported from time collection devices.	Automatically save a time card after each Out event. Automatically submit a time card after receiving the Out event for the last scheduled shift of the week.
Workforce compliance	Identifies upcoming compliance exceptions by reviewing time card data and unprocessed time events to help you prevent or quickly fix any exceptions.	Notify managers when young people are approaching mandated worked time limits.

References

To access the Workforce Management database items spreadsheet and information about array processing formula, including annotated examples, see the Time and Labor Fast Formula References (document ID *1990057.1*).

Related Topics

- Formula Contexts for Workforce Management
- Workforce Management Functions
- Input Attributes for Workforce Management Fast Formulas

Time Entry Owner and Internal Source in Calculation Rules

When you create time calculation rules, you can specify whether the calculated time should keep the owner and internal source from the reported time.

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For example, a person badges in at the start of the work day. Then they badge out 2 hours later than their schedule has them stopping for the day. Here's what the associated calculation rules do:

- A rule reduces the regular time to account for the standard 1 hour, unpaid meal break. Another rule converts the remaining 2 hours of regular time to overtime. Both rule configurations keep the original source, even though the rules are calculating the entries from the reported time.

- Yet another rule adds 1 hour of premium time. This rule configuration overwrites the original source to show that the entry is a calculation result.

Type of Time	Start Time	End Time	Quantity	Payroll Time Type	Internal Source
Reported	8:00a	7:00p	11h	Regular	TCD
Calculated	8:00a	5:00p	8h	Regular	TCD
	5:00p	7:00p	2h	Overtime	TCD
	NA		1h	Premium	Calculated entry

To keep or change the owner and internal source, the selected calculation rule template needs these attributes configured in the relevant output groups. You can't add these attributes to calculation rule templates already in use, but here's what you can do:

1. Check your existing rule to see what template it was created with.
2. Duplicate the original template.
3. On the Outputs page of the new template, add the Owner, Internal Source, or both attributes as user-defined rows in the relevant output groups.
4. Create the rule again, this time using the new template and specifying whether to change or keep the appropriate output.

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31 Rule Template Options

Options to Configure Time Rule Templates

You configure various options when you create time rule templates using the Rule Templates task in the Time Management work area. Here are the options that you can configure for each template type.

Option	Template Type with the Option
Rule Classification	All except advanced time category
Default Allocation	Time calculation after you select a time allocation formula
Rule Type Execution	Time calculation if the selected formula references it
Summation Level	Time calculation, device, entry, and submission if the selected formula references it
Reporting Level	Time device, time entry, and workforce compliance if the selected formula references it
Suppress Duplicate Messages Display	Time device, time entry, and workforce compliance if the selected formula references it
Process Empty Time Card	Time entry if the selected formula references it
Time Card Events That Trigger	Time calculation and entry

Related Topics
- How You Analyze Processing Details for Time Rules and Rule Sets
- Formula Parameters in Time Rule Templates and Rules
- Formula Outputs in Time Rule Templates and Rules

Rule Classification Option for Time Rule Templates

The optional rule classification is the subtype within the template type. The drop-down list values vary among the template types. Examples include Business message, Comparison validation, Variance, Supplier event, and Hours entered.

You can set the rule classification for all template types except Advanced time category.

Related Topics

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Default Allocation Option for Time Calculation Rule Templates

For time calculation rules, you can optionally select a default time allocation created using the Time Allocations task in the Time Management work area. Here's what you can do when creating allocation rules from calculation rule templates:

- Select an allocation, if the parent rule template doesn't have a default allocation.

- Leave the default allocation, if already selected in the template.

- Override the default allocation selected in the template.

Related Topics

Rule Execution Type Option for Time Calculation Rule Templates

To specify whether rules created with time calculation templates either create additional hours or update existing hours, select a Rule Execution Type option.

Example

Scenario: Threshold 8 Overtime is a time calculation rule that compares reported time to a defined daily threshold of 8 hours. Time worked over the scheduled 8 hours pays at 1.5 times the regular rate of 10 USD per hour.

Results: Here are the calculation details for both rule execution types when reported time is 10 hours.

Rule Execution Type	Calculation Description	Calculation Example
Create	Rule processing calculates total time of 12 hours, which is 2 hours more than the reported time. • It keeps the 10 hours of regular time at the regular hourly rate. • It creates 2 hours of premium time at .5 times the regular hourly rate.	(10 hours * 10 USD) + (2 hours *5 USD) = 110 USD
Update	Rule processing calculates total time of 10 hours, which matches the reported time. Processing adjusts the pay rate for 2 of the 10 reported hours. • 8 hours of regular time at the regular hourly rate.	(8 hours * 10 USD) + (2 hours *15 USD) = 110 USD

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Rule Execution Type	Calculation Description	Calculation Example
	• 2 hours of overtime at 1.5 times the regular hourly rate.	

Related Topics

Summation Level Option for Time Rule Templates

Time calculation, device, entry, and submission rule templates might reference the Summation Level option. When they do, you can specify the level to apply the rule.

Here's the rule logic for each option:

Summation Level	Rule Logic
Details	Apply the rule to all time entries that match the time category conditions.
Day	Apply the rule to all the hours for the entire day that match the time category conditions.
Time Card	Apply the rule to all the hours for the entire period that match the time category conditions.

Related Topics

Reporting Level Option for Time Rule Templates

Time device, time entry, and workforce compliance rules might reference the Reporting Level option. When they do, you can specify the level to display the rule message results.

Here's the rule logic for each option:

Reporting Level	Rule Logic
Details	Display rule results for all time entries that match the time category conditions.
Day	Display rule results for all the hours for the entire day that match the time category conditions.
Time Card	Display rule results for all the hours for the entire period that match the time category conditions.

Related Topics

Suppress Duplicate Messages Display Option for Time Rule Templates

Time entry and device rules might generate repeated messages for the same condition. It depends on the time card action settings in the rule template. Workforce compliance rules might also generate repeated messages for the same condition.

- To display the message just once, in the Suppress Duplicate Messages Display field, select **Yes**.

- To display the message every time an entry or rule meets the condition, select **No**.

This option works with the **Reporting Level** option.

Example

A time entry rule produces a warning message when people report more than 20 worked hours for a week. When they save, submit, and resubmit their time cards, they apply the rule.

Someone reports working for 10 hours per day for 5 days and saves the time card each day. Here's how often messages would appear according to the reporting level and whether you suppress duplicate messages.

Reporting Level	Suppress Duplicate Messages Display	Message Display Frequency
Time Card	Either Yes or No	Once
Day	No	3 successive days after reported time exceeds the 20-hour maximum
Day	Yes	Once, on the third day when the reported time for the week exceeds the 20-hour maximum

Related Topics

Process Empty Time Card Option for Time Entry Rule Templates

For only time entry rule templates, you can specify whether the rule applies to time cards that contain days with no time entry values. If you select **Yes**, then the rule applies to all entries, not just those with hours.

Related Topics

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Time Card Actions That Trigger Rule Option for Time Entry and Calculation Rule Templates

You can select the time card actions--Save, Submit, Resubmit, and **Delete**--that cause the time calculation or entry rule to run. Here are the default selections for each template type.

Template Type	Default Selections
Time calculations	Submit and Resubmit You can't edit these selections. But, you can select **Save**. You can edit this selection in rules that you create with this template type.
Time entry	None You can edit any selections in rules created with this template type. Here's what people typically select: • **Save** for rules with details and daily summation levels, such as when a rule validates a daily minimum • **Submit** and **Resubmit** with the summation level of time card, such as when a rule validates a weekly maximum

Related Topics

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32 Rule Templates and Rule Parameters, Output, and Explanations

Formula Parameters in Time Rule Templates and Rules

Formulas contain parameters that time repository rules use to provide actual values to the formulas. You configure formula parameters when you create rule templates. Your settings affect the values people select or enter when creating rules with the rule template.

Display Sequence

You can specify the order that the parameters appear when people create rules with the template. The lower the number, the higher the parameter appears in the list. The actual values set in the template don't show when people create rules.

Formula Parameter Name

The name of the formula parameter that you see in the rule template comes from the formula. You can't change the parameter name because it uniquely identifies the parameter in the formula.

Parameter Type

The parameter type specifies the expected format of the value set in rules created with the template. You type selections include value set; fixed text, number, and date; time category; exclude; and message. If you don't want the parameter to appear in rules created with the template, select **Exclude**.

Required

You specify whether rules created with the template need to use the parameter. You select **Yes** or **No** when you create the rule template. People creating rules with the template see your selection as a read-only value.

Value Set

You can see the Value Set parameter setting only if Parameter Type is Value set. The value set that you select decides the values that people can select from when they create rules with the template. They see the values that make up the parameter drop-down list, but they don't see the name of the value set. For example, the available value set HRC_YES_NO includes the values Yes and No. People creating rules see those values in the parameter drop-down list. They don't see HRC_YES_NO anywhere in the Rule Parameters section.

Display Name

The display name is the read-only name for the parameter in rules created with the template. By default, the display name is the formula parameter name. For example, many time formulas have a parameter named WORKED_TIME_CONDITION of type Time category. This parameter identifies which time entries the formula should consider as part of the validation or processing. People creating rules with the template select a time category from a

drop-down list. It might make more sense for them to see the display name Time Category or Time to Consider instead of the actual parameter name WORKED_TIME_CONDITION.

Value

People creating rules with the template select or enter the actual value that parameter passes to the formula depending on your parameter settings. For example, if a parameter uses the HRC_YES_NO value set, one rule created with the template could have the parameter pass the value Yes. Another rule created with the same template could have the parameter pass the value No.

Related Topics

- Formula Outputs in Time Rule Templates and Rules

Formula Outputs in Time Rule Templates and Rules

Formulas contain outputs that they use to return results to the time repository rule. You configure outputs when creating rule templates. Your settings affect the values that people select or enter when they create rules with the rule template.

Display Sequence

You can specify the order that the outputs appear when people create rules with the template. The lower the number, the higher the output appears in the list. The actual values set in the template don't show when people create rules.

Output Name

The name of the formula output that you see in the rule template comes from the formula. You can't change the output name because it uniquely identifies the output in the formula.

Message Severity

You can specify the default exception type for time entry and time card exceptions by setting the message severity to Information, Warning, or Error. For example, you want to identify anyone who starts or stops outside their specified grace period, but during their start and end early and late periods. So, you set a default severity of Warning. People creating rules with the template can change this default severity as appropriate.

Display Name

The display name is the read-only name for the output in rules created with the template. By default, the display name's the formula output name. For example, many time formulas have the OUT_MSG output, which returns the selected message severity. It might make more sense for people creating rules to see the display name Message Severity instead of the actual output name.

Related Topics

- Formula Parameters in Time Rule Templates and Rules

Formula Outputs Unique to Time Calculation Rule Templates and Rules

Formulas contain outputs uses to return results to the time repository rule. You configure these outputs when creating time calculation rule templates. Your settings affect the values that people select or enter when creating time calculation rules with the template.

Output Group

You use output groups to link outputs from the formula to specific time attributes for calculation processing. For example, you add the PayrollTimeType attribute once to Output Group 1 and once to Output Group 2. Here's what you've after you finish:

- Output Group 1 has the OUT_MEASURE_UNDER output from the formula and your added PayrollTimeType attribute.

- Output Group 2 has the OUT_MEASURE_OVER output from the formula and your added PayrollTimeType attribute.

Even though both groups have the same payroll time attribute, the values that people set when they create rules with the template will be different. For example, the payroll value for hours below the measure is typically a regular pay rate. The payroll value for hours over the measure is typically an overtime or premium pay rate.

You select the output group when you create the calculation template. People can see, but not change your selection when they create calculation rules with the template.

Time Attribute

You need to specify the type of time attribute for each output. For all measure outputs, such as OUT_MEASURE_UNDER and OUT_MEASURE_OVER, select the **Measure** time attribute. As with output groups, people can see, but not change, your selection when they create calculation rules with the template.

Value Type

You specify whether the people creating rules with the template enter or select the time attribute value. For example, people enter a value for Measure attributes, such as **8** for a daily threshold or **40** for a weekly threshold. If you select **Data source** or **Value set**, people select a value from the corresponding drop-down list. If you select fixed number, text, or date, then people enter the value.

Value Set

You can see the Value Set output setting only if Value Type is Value set. The value set that you select decides the values that people can select from when they create rules with the template. They see the values that make up the output drop-down list, but they don't see the name of the value set. For example, the available value set HRC_YES_NO includes the values Yes and No. People creating rules see those values in the output drop-down list. They don't see HRC_YES_NO anywhere in the Rule Outputs section.

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Output Source

The output source identifies whether the output came from the formula linked to the template or a person added it. You see this setting when you create calculation rule templates. People who create rules with the template don't see it.

Value

People creating rules with the template select or enter the actual time attribute value for the output results. For example, you create a calculation template with the Under Pay Rate and Over Pay Rate payroll attributes. A rule created with the template calculates daily overtime. Another rule created with the same template calculates daily premium time. Both rules have Under Pay Rate set to Regular. The first rule has Over Pay Rate set to Overtime and the second rule has it set to Premium.

Related Topics
- Formula Parameters in Time Rule Templates and Rules

How You Group Outputs in Calculation Rule Templates and Rules

When creating time calculation rule templates, use output groups to identify the time attributes that store outputs. The associated formula provides the outputs and groups, one group for each output.

You select the output values for the time attributes as you create rules using the rule template. In the Time Management work area, create templates using the Rule Templates task and rules using the Rules task.

Scenario

You create a rule template that calculates time data weekly based on the WFM_THRESHOLD_TIME_CALCULATION_RULE formula, which has these 2 outputs:

- OUT_MEASURE_UNDER
- OUT_MEASURE_OVER

The Output Group drop-down list contains these values:

- Output Group 1
- Output Group 2

Grouping Structure

On the Outputs page, you complete these actions:

- For OUT_MEASURE_OVER, change the output group to Output Group 2.
- For the time attribute of each measure outputs, select **Measure**.
- Add one time attribute output to each output group, as shown in this table:

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Output Name	Time Attribute	Output Group	Display Name
PAY_TYPE_UNDER	Payroll Time Type	Output Group 1	Pay for Under Threshold
PAY_TYPE_OVER	Payroll Time Type	Output Group 2	Pay for Over Threshold

On the Outputs section toolbar:

- Use Grouping Structure to review your output groups in a hierarchy format.
- Use Reorder to edit the display sequence.

Time Attribute Values in the Rule

You create a rule using this template. For the PAY_TYPE_UNDER and PAY_TYPE_OVER payroll time types, select **Regular** and **Overtime**, respectively. The rule sets calculated hours below the threshold value to regular time. And it sets the hours over the threshold value to overtime.

Related Topics
- Formula Outputs in Time Rule Templates and Rules
- Create a Rule Template That Calculates the Threshold for Expenditure and Payroll Time Types
- Create a Rule That Calculates the Daily 8h Threshold for Expenditure and Payroll Time Types

How You Configure Explanation Text in Time Rule Templates and Rules

You describe the business purpose of the time rule template and any rules created with the template on the Create Rule Template Explanation page.

You can include message tokens as placeholders for parameter and output values. When people create rules with the template, the specific values they set replace these message tokens in the rule explanation text.

By default, the values in the Message Tokens drop-down list are the parameter and output names from the linked formula. If you configure display names for the parameters and outputs in the rule template, then the drop-down list values are the display names.

Example

You create a time calculation rule template. It evaluates all reported time that meets the specified conditions. And, it identifies the appropriate Payroll Time Type attribute to store the calculated hours depending on a defined limit. You then use the template to create a rule that evaluates total reported time for all payroll time entries against a 40-hour threshold. It stores time below the threshold with the Regular time attribute. And it stores time over the threshold with Overtime.

Here's an example of how explanation text that includes tokens changes from the rule template to a rule created with the template.

- Template: Compare the total reported hours in the {WORKED_TIME_CONDITION} time category to the threshold of {DEFINED_LIMIT} hours. Store the calculated hours below the threshold with

the {OUT_PAY_TYPE_UNDER} pay attribute. Store any calculated hours over the threshold with {OUT_PAY_TYPE_OVER}.

- Rule: Compare the total reported hours in the All Payroll Entries time category to the threshold of 40 hours. Store the calculated hours below the threshold with the Regular pay attribute. Store any calculated hours over the threshold with Overtime.

Best Practices for Explanation Text That Includes Tokens

Here are some best practices to keep in mind when you write text that includes tokens:

- Include abbreviations in tokens that are easy to recognize.
- Qualify tokenized text by inserting a word or phrase just before or after the token that describes what the token is.
- Ensure that the qualifier text and the token name make sense together, as shown here.

Example of Incorrect Pairing	Examples of Correct Pairings
The time card was approved by the approver {STATUS}.	The approver {APPROVER_NAME} approved the time card. The invoice was approved and now has a {STATUS} status.

- Read your explanation text without the token to check if the explanation makes sense.
- Use tokens for numbers carefully. Qualify tokens for numbers that are objects, such as number of hours or time type. If a token represents an amount that could be singular or plural, the text needs to support both scenarios.

Related Topics
- How You Configure Explanation Text in Time Rule Templates and Rules

Processing Order in Time Calculation Rule Sets

You determine the order that time calculation rules run when you create time calculation rule sets. The processing order is important because later rule calculations might use results from earlier rule calculations.

Example

Here are the processing orders defined in three different rule sets.

Processing Order	Rule Set A	Rule Set B	Rule Set C
1	Rule 1	Rule 1	Rule 1

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Processing Order	Rule Set A	Rule Set B	Rule Set C
2	Rule 2	Rule 2	Rule Set B
3	NA	NA	Rule 2
4	NA	NA	Rule Set A

Here's the order that rules run in **Rule Set C**:

1. Rule C1
2. Rule B1
3. Rule B2
4. Rule C2
5. Rule A1
6. Rule A2

Can I create absence entries using time calculation rules?

No. You need to manually create absence entries for time cards.

Why can't I edit some rule templates?

You can't edit templates that were used to create rules. It doesn't matter whether these rules link to time processing or time device processing profiles.

Why can't I edit some rules?

You can't edit rules that were linked to time processing or time device processing profiles.

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33 Time Rule Processing Details Analysis

How You Analyze Processing Details for Time Rules and Rule Sets

You can analyze the formulas, rules, and rule sets used to validate and process a person's time card. To review the processing logs and diagnose any errors, use the Analyze Rule Processing Details task in the Time Management work area.

▶ **Watch video**

- To view details of the time repository rule that includes the parameter and output values, click **Rule Definition**.
- To view the processing logs that help you diagnose processing issues, click **Rule Processing Log** or **Rule Set Processing Log**.
- To view details of the formula associated with the rule templates, click **Formula Details**.

Correct any errors using the relevant task. For example, if you find errors when processing a rule template, use the **Rule Template** task to fix them.

Related Topics
- When to Pay Time Entries That Span Midnight

Enable and Disable Time Rule Set and Rule Logging

To troubleshoot issues with time and workforce compliance rules by analyzing process details, you must enable rule set and rule logging.

1. Sign in as an application administrator.
2. On the Settings and Actions menu, select **Setup and Maintenance**. Open the menu by clicking your sign in on the global header.
3. On the Tasks panel tab, click **Search**.
4. On the Search page, search for and click the **Manage Administrator Profile Values** task.
5. Search for the profile option code ORA_HWM_RULES_LOG.
6. Select **ORA_HWM_RULES_LOG_LEVEL**.
7. In the Site level row, select the profile value from the options described in this table.

Log Level	Rule Set Logs	Rules Log
Incident	No, unless status is Failed	No, unless status is Failed
Finest	Yes	Yes

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Log Level	Rule Set Logs	Rules Log
Finer	Yes	Yes for time calculation and entry rules No for time device, workforce compliance, and time submission rules
Fine	Yes for time calculation and entry rule sets No for time device, workforce compliance, and time submission rule sets	No

Enable Time Rule Set and Rule Log Deletion

To manage performance, you can set a logging duration and automatically delete old log files.

1. Sign in as an application administrator.
2. On the Settings and Actions menu, select **Setup and Maintenance**. Open the menu by clicking your sign in on the global header.
3. On the Tasks panel tab, click **Search**.
4. Search for and click the Manage Administrator Profile Values task.
5. Search for the profile option code ORA_HWM_RULES_LOG.
6. Select **ORA_HWM_RULES_LOG_MONTHS_TO_KEEP**.

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7. In the Site profile level row, enter a profile value from **0** to **24**. The number indicates the age, in months, that a log file can reach before you delete.

- o The default value is 6.

- o Entering 0 deletes all entries.

- o The rules engine doesn't keep logs older than 24 months, so any entry over 24 automatically adjusts to 24.

What to do next

Delete Older Time Rule Set and Rule Log Files

Confirm Security Profile Setup to View Time Rule Set and Rule Log Files

The Analyze Rule Processing Details task is in My Client Groups > Time Management. If you haven't used the task before, first confirm that your sign in has the correct security.

If not, follow the instructions to set up the relevant data role. Then you can analyzing rule set and rule processing details. And you can delete rule set and rule log files that are older than the specified months to keep.

On the Analyze Rule Processing Details page, in the Search section, show the Worker drop-down list.

- If the list is empty, then the data role is missing or incorrectly configured.
- If the list isn't empty, the data role is correctly configured for you to view rule set and rule log files.

Set Up the Data Role and Security Profile for the Analyze Rule Processing Details Task

Here's how you set up security so that the appropriate people can use the Analyze Rule Processing Details task in the Time Management work area.

1. On the Settings and Actions menu, click **Setup and Maintenance**. Open the menu by clicking your sign in on the global header.
2. On the Tasks panel tab, click **Search**.
3. On the Search page, search for and click the **Manage Data Role and Security Profiles** task.
4. On the Manage Data Roles and Security Profiles page, click **Create**.
5. On the Create Data Role: Select Role page, complete the fields as shown here.

Field	Value
Data Role	Time and Labor Administrator Role-TL1
Job Role	Time and Labor Administrator
Role Code	ORA_HXT_TIME_AND_LABOR_ADMINISTRATOR_JOB

6. Click **Next**.

7. On the Create Data Role: Security Criteria page, select the **View All...** option in each drop-down list.

   For example:

   - In the Organization Security Profile field, select **View All Organizations**.
   - In the Position Security Profile field, select **View All Positions**.
   - In the LDG Security Profile field, select **View All Legislative Data Groups**.
   - In the Person section, Person Security Profile field, select **View All People**.
   - In the Public Person section, Person Security Profile field, select **View All People**.

8. Click **Next**.
9. On the Assign Security Profiles to Role: Organization Security… page, in the Organization Security Profile field, select **View All Organizations**.
10. Click **Next** repeatedly, until you open the Create Data Role: Review page.
11. Click **Submit**. Don't click **Review**.
12. On the Manage Data Roles and Security Profiles page, click **Done**.

Set Up the Job Role for the Analyze Rule Processing Details Task

Here's how you set up the job role so that the appropriate people can use the Analyze Rule Processing Details task. This task is in the Time Management work area.

1. On the Settings and Actions menu, click **Setup and Maintenance**. Open the menu by clicking your sign in on the global header.
2. On the Tasks panel tab, click **Search**.
3. On the Search page, search for and open the **Manage Job Roles** task.
4. Click the **Users** task tab.
5. On the User Accounts page, search for and select the appropriate user name.
6. Click **Edit**.
7. On the Edit User Account page, click **Edit**.
8. Click **Add Role**.
9. On the Add Role Membership dialog box, search for and select **Time and Labor Administrator Role-TL1**.
10. Click **Add Role Membership**.
11. On the Edit User Account page, click **Save and Close**.
12. Sign out of the application.
13. Sign in to the application.
14. In the Time Management work area, open the Analyze Rule Processing Details page and confirm that you can now see the Worker drop-down list.

Delete Older Time Rule Set and Rule Log Files

You can delete log files older than the number of months entered for the site-level profile value of the ORA_HWM_RULES_LOG_MONTHS_TO_KEEP profile option. To do so, on the Analyze Rule Processing Details page, Search Results section Actions menu, select **Delete Older Log Files**.

34 Rule Templates and Rules Configuration Procedures

Create Time Rule Templates

To create time rule templates, you can use the Rule Templates task in the Time Management work area.

1. On the Rule Templates page, click the **Create** icon.
2. On the Create Rule Template dialog box, select the template type and formula. The template type filters the formulas that you can select from.
3. On the Create Rule Template: Definition page, configure the basic information.
4. In the Time Card Events that Trigger Rule section, select the time card actions that start the rule. This step isn't applicable to time device and submission rule templates.

   > **Tip:** You can edit the Save setting when creating time calculation rules. You can edit all action settings when creating time entry rules.

5. On the Create Rule Template: Parameters page, configure the parameters provided by the selected formula.
6. On the Create Rule Template: Outputs page, configure the outputs provided by the selected formula.

   > **Tip:** The bundled time allocation formula doesn't contain any outputs. You specify rule outputs in time allocation configurations that you create using the Time Allocation task.

   In time calculation rule templates, for measure outputs, select the **Measure** time attribute. Optionally, you can add time attributes. If you don't add time attributes, then the rules created with the template use the time attribute for the reported time. For example, you use the same payroll attribute value as the reported time to store the calculated hours for regular time entries. You use a different attribute value to store any calculated overtime hours. So, you add the Payroll Time Type attribute to the output group for outputs over the threshold.

7. On the Create Rule Template: Explanation page, enter the business purpose of the rule template. To have the rule explanation include the specific values set in that rule, include message tokens.
8. On the Create Rule Template: Review page, review your template settings.
9. When you're ready, save and close the template.

What to do next

Create Time Rules and *Create Time Rule Sets*

Related Topics

- Formula Parameters in Time Rule Templates and Rules
- Formula Outputs in Time Rule Templates and Rules
- How You Group Outputs in Calculation Rule Templates and Rules
- How You Configure Explanation Text in Time Rule Templates and Rules

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Create Time Rules

To create time rules that validate and process time, you can use the Rules task in the Time Management work area.

Before you start

Create Time Rule Templates

Here's what to do

1. On the Rules page, click the **Create** icon.
2. On the Create Rule dialog box, enter a descriptive rule name, and select the template type and rule template.
3. On the Create Rule page, in the Basic Information section, include a description of what the rule does.
4. In the Time Card Events that Trigger Rule section, check whether the default values from the selected template match your rule requirements. The time device and time submission rule templates don't include this section.
5. In the Rule Parameters section, enter or select values for the parameters from the selected rule template.
6. In the Outputs section, select values for the outputs from the selected rule template. The bundled time allocation formula doesn't contain any outputs. You specify rule outputs in time allocation configurations that you create using the Time Allocation task.
7. When you're ready, save and close your rule.

> **Tip:** Every time you create a time submission rule, you automatically create a corresponding rule set because the rule set can have only one rule.

What to do next

Create Time Rule Sets

Related Topics
- How Formulas and Time Rule Components Work Together
- Formula Parameters in Time Rule Templates and Rules
- Formula Outputs in Time Rule Templates and Rules
- How You Group Outputs in Calculation Rule Templates and Rules
- Create a Rule That Calculates the Daily 8h Threshold for Expenditure and Payroll Time Types

Create Time Rule Sets

To create rule sets, you can use the Rule Sets task in the Time Management work area.

Before you start

Create Time Rule Templates and *Create Time Rules*

Here's what to do

1. On the Rule Sets page, click the **Create** icon.

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2. On the Create Rule Set dialog box, enter the rule set name, select the type, and edit the effective date, as needed. The default date is the current system date. If you change the date, be sure to select a date that coincides with the start of a time card period.

3. On the Create Rule Set page, in the Basic Information section, enter a description.

4. Edit the effective date to control when the new rule or rule edits take effect.

5. In the Rule Set Members section, add the rules and rule sets that you want to include. The lower the processing sequence, the higher the processing priority.

6. When you're ready, save and close the rule set.

Related Topics

- How Formulas and Time Rule Components Work Together
- Processing Order in Time Calculation Rule Sets
- How Time Categories Work in a Time Rule Set
- Create the Projects and Payroll Time Calculation Rule Set

Create a Rule Template That Calculates the Threshold for Expenditure and Payroll Time Types

You want to create a time calculation rule template that calculates regular and overtime hours.

Rules created with this template should run whenever people save, submit, or resubmit time cards. And, the rules should update, or reapportion, the calculated hours, rather than create more hours. Also, you want to use hours-based PJC_EXPENDITURE_TYPE_NAME and PayrollTimeType attributes to store the calculated hours that are under and over a specific threshold.

1. In the Time Management work area, on the Tasks panel tab, click **Rule Templates**.

2. On the Rule Templates page, click the **Create** icon.

3. On the Create Rule Template dialog box, complete these steps:

    a. In the Template Type field, select **Time calculation rule**.

    b. In the Formula Name field, select **WFM_THRESHOLD_TIME_CALCULATION_RULE**.

    c. Click **Continue**.

4. On the Create Rule Template: Definition page, complete these steps:

    a. In the Name field, enter **Threshold for Expenditure and Pay Types**.

    b. In the Description field, enter **Calculates hours to store for specific expenditure and payroll types using time category and threshold parameters**.

    c. In the Rule Classification field, select **Threshold**.

    d. In the Rule Execution Type field, select **Update** to handle overtime by splitting the reported hours between two Payroll Time Type attribute values.

    e. In the Summation Level field, select **Day**.

    f. In the Time Card Events that Trigger Rule section, select **Save**.

    g. Click **Next**.

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5. On the Create Rule Template: Parameters page, complete these steps:

    a. In the DEFINED_LIMIT row, set Parameter Type to **Fixed number** and Display Name to **Threshold**.

    b. In the WORKED_TIME_CONDITION row, set Parameter Type to **Time category** and Display Name to **Time to Consider**.

    c. Click **Next**.

6. On the Create Rule Template: Outputs page, complete these steps:

    a. On the Outputs toolbar, click **Add** four times to insert four table rows.

    b. Complete the two existing and four new outputs, as shown here. In this example, you store the calculated hours in different project and payroll attributes than those of the reported time.

> **Note:** After inserting the four rows, the first time that you click a field, a comprehensive message about all of the missing required values appears. Click **OK** to close the message and complete the fields.

Display Sequence	Output Name	Output Group	Time Attribute	Value Type	Display Name
1	OUT_MEASURE_ UNDER	Output Group 1	Measure	NA	Under Calculated Hours
2	EXPEND_ ATTRIBUTE_UNDER	Output Group 1	PJC_ EXPENDITURE_ TYPE_NAME	Data source	Under Expenditure Type
3	PAY_ATTRIBUTE_ UNDER	Output Group 1	PayrollTimeType	Data source	Under Pay Type
4	OUT_MEASURE_ OVER	Output Group 2	Measure	NA	Over Calculated Hours
5	EXPEND_ ATTRIBUTE_OVER	Output Group 2	PJC_ EXPENDITURE_ TYPE_NAME	Data source	Over Expenditure Type
6	PAY_ATTRIBUTE_ OVER	Output Group 2	PayrollTimeType	Data source	Over Pay Type

    c. On the Outputs section toolbar, click **Reorder**.

    d. On the Reorder Display Sequence dialog box, reorder the display sequence as specified in the preceding table.

    e. Click **OK**.

    f. On the Create Rule Templates: Outputs page, click **Next**.

7. On the Create Rule Template: Explanation page, in the Explanation section, add this explanation. To insert placeholders, select the appropriate tokens from the Message Tokens drop-down list.

Compare the total hours in the {WORKED_TIME_CONDITION} time category with the threshold of {DEFINED_LIMIT} hours. Store calculated hours under the threshold, with the {EXPEND_ATTRIBUTE_UNDER} expenditure type and the {PAY_ATTRIBUTE_UNDER} pay type. Store calculated hours over the threshold with the {EXPEND_ATTRIBUTE_OVER} expenditure type and the {PAY_ATTRIBUTE_OVER} pay type.

8. Click **Next**.

9. On the Create Rule Template: Review page, review your template settings. Make sure that the outputs display sequence is what you want.

10. Click **Save and Close**.

What to do next

Create a Rule That Calculates the Daily 8h Threshold for Expenditure and Payroll Time Types and *Create the Projects and Payroll Time Calculation Rule Set*

Related Topics

- Create a Rule That Calculates the Daily 8h Threshold for Expenditure and Payroll Time Types
- Create the Projects and Payroll Time Calculation Rule Set

Create a Rule That Calculates the Daily 8h Threshold for Expenditure and Payroll Time Types

You want to calculate daily regular and overtime hours to store with expenditure and payroll types.

This rule uses an 8-hour threshold and updates reported time by adjusting calculated results, rather than creating more hours. It stores calculated hours under the threshold with the Professional Straight Time expenditure type and the Regular pay attribute value. It stores calculated hours over the threshold with the Professional Overtime expenditure type and the Overtime pay attribute.

Before you start

Create a Rule Template That Calculates the Threshold for Expenditure and Payroll Time Types

Here's what to do

1. In the Time Management work area, on the Tasks panel tab, click **Rules**.
2. On the Rules page, click the **Create** icon.
3. On the Create Rule dialog box, complete these steps:
    a. In the Name field, enter **Daily Threshold 8h Update TCR**.
    b. In the Template Type field, select **Time calculation rule**.
    c. In the Rule Template Name field, select **Threshold for Expenditure and Pay Types**.
    d. Click **Continue**.
4. On the Create Time Calculate Rule: Daily 8h Threshold for Expenditure and Pay Types page, complete these steps:
    a. In the Basic Information section, Description field, enter this text: **Calculates daily regular time and overtime for expenditure and payroll types using all time entries and an 8-hour threshold**.
    b. In the Rule Parameter section, Daily Overtime Threshold row, set the Value to **8**.
    c. In the Time to Consider row, set Value to **All Payroll Entries**.
    d. In the Outputs section, Under Expenditure Type row, set Value to **Professional Straight Time**.
    e. In the Under Pay Type row, set Value to **Regular**.
    f. In the Over Expenditure Type row, set Value to **Professional Overtime**.
    g. In the Over Pay Type row, set Value to **Overtime**.
    h. Click **Save and Close**.

What to do next

Create the Projects and Payroll Time Calculation Rule Set

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Create the Projects and Payroll Time Calculation Rule Set

You want to create a time calculation rule set that contains two rules. One rule handles overtime for a specified daily threshold and the other allocates time to specific cost segments.

Before you start

Create a Rule Template That Calculates the Threshold for Expenditure and Payroll Time Types and *Create a Rule That Calculates the Daily 8h Threshold for Expenditure and Payroll Time Types*

Here's what to do

1. In the Time Management work area, on the Tasks panel tab, click **Rule Sets**.
2. On the Rule Sets page, click the **Create** icon.
3. On the Create Rule Set dialog box, complete these steps:
   a. In the Name field, enter **US Writers**.
   b. In the Rule Set Type field, select **Time calculation rule**.
   c. In the Effective Start Date field, select **January 1** of this year.
   d. Click **Continue**.
4. On the Create Rule Set: US Writers page, complete these steps:
   a. In the Basic Information section, enter a description.
   b. In the Rule Set Members section, click the **Add** icon twice to add two rule members.
   c. Complete the fields for the two rule members, as shown here.

Rule	Processing Sequence	Member Type	Member Name
First	1	Rule	Daily 8h Threshold for Expenditure and Pay Types
Second	2	Rule	Start Time Allocations

   d. Click **Save and Close**.

35 Automated Time Allocation to Cost Segments

Overview of Allocating Time to Cost Segments

To support your payment policies, automatically allocate people's time to specific cost segments, such as Department and Program. For example, allocate their daily time evenly to the 1111 and 2222 departments. Assign time allocations directly or using time calculation rules.

Basic Process to Create and Assign Time Allocations

1. Create the time allocation.
2. Assign the time allocation to one or more people, groups, or both.
3. Create a time calculation rule that allocates the time.
4. Link the time calculation rule to groups of people.

Related Topics

- Time Allocation Assignment
- Create the Cost Center, Program, and Fund Time Allocation
- Create Time Allocations
- How You View and Override Time Allocation to Cost Segments

Before You Start Creating and Assigning Time Allocations

You need to complete these setup tasks before you create and assign time allocations.

You complete these tasks in the Setup and Maintenance work area, Workforce Deployment offering:

1. Configure the time entry objects.
    a. To prepare costing attributes for use in time card fields, complete these tasks:
        i. Create payroll value sets using the Manage Value Sets task. On the Tasks panel tab, use Search to find this task.
        ii. Set up the cost allocation key flexfield using the Cost Allocation Key Flexfield task.
        iii. Set up the cost allocation key flexfield usage to be available at the element entry level.
        iv. Generate the costing time attributes using the Generate Data Dictionary Time Attributes task.
    b. To uniquely identify regular and on call hours, create payroll elements and calculation components for time cards using the Elements task.
    c. To let people report relevant time, create time entry fields using the Time Entry Layout Components task.
    d. To identify the regular and on call time entries, create time categories using the Time Categories task.

e. To automatically generate relevant time entries, create time calculation rules using the Time Rules and Time Rule Sets tasks.

f. To identify the people to link to the time allocations, create groups using the HCM Groups task.

2. To view and override time allocations, configure the appropriate layout sets and time entry profiles.

a. Add the dependent fields for the cost segments to time review, view, and approval notification layouts in a layout set. Use the Time Layout Sets task.

b. Link the layout set to the relevant individuals and their managers using the Worker Time Entry Profiles task.

What to do next

Create Time Allocations, *Time Allocation Assignment*, and *How You View and Override Time Allocation to Cost Segments*

Related Topics

- Overview of Allocating Time to Cost Segments
- Time Entry Setup and Maintenance Tasks
- Time Processing Setup and Maintenance Tasks
- How You View and Override Time Allocation to Cost Segments

Create Time Allocations

You can create time allocations using the Time Allocations task in the Time Management work area. Here's what you need to do for each source row:

Before you start

Before You Start Creating and Assigning Time Allocations

Here's what to do

1. Complete one or more source rows.

a. Specify whether to allocate someone's hours by percentages, hours, or equally. For hours-type allocations, further specify whether to summarize hours by day or period.

b. Specify the time category that time allocation rules use to identify the person's hours to include and exclude.

Here's a sample configuration of a source row.

Processing Sequence	Allocation Type	Summation Level	Time Category
1	Hours	Day	Union Time for OT

The processing sequence identifies in what order the allocation rules evaluate time category conditions. You can enter your source rows in any order and reorder them as required to get the expected allocation output.

2. Configure the output columns by adding all relevant time attributes.

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3. Complete one or more output rows.

Here's a sample configuration of output columns and rows for the sample source row.

Processing Sequence	Hours	Department	Fund
1	20	1111	
2	20	2222	
3	999		3003

The processing sequence identifies in what order to generate the allocation output. You can enter your output rows in any order and reorder them as required to get the expected allocation output.

> **Tip:** When the summation level is Day, the total hours should equal or exceed 24 hours. When the summation level is Time card, the total hours should equal or exceed the time card period. For example, if the period is weekly, the total hours should equal or exceed 168. A final hourly value of 999 safely covers any overflow for all summation levels, since a blank value isn't valid.

What to do next

Time Allocation Assignment and *How You View and Override Time Allocation to Cost Segments*

Related Topics
- Overview of Allocating Time to Cost Segments
- Create the Cost Center, Program, and Fund Time Allocation

Time Allocation Assignment

After you create a time allocation, you can assign it to people directly or with rules.

Direct Assignment

You can directly assign time allocations using the Allocation Assignments task in the Time Management work area. Set a specific date range for the assignment or leave the end open by specifying only a start date.

Rule and Time Processing Profile Assignment

You can assign time allocations to all members of one or more HCM groups using rules. Here's what you need to do. The tasks are in the Time Management work area.

1. To specify a default allocation, create one or more time calculation rule templates using the Rule Templates task. Use the bundled OFA_WFM_TCR_ALLOCATION_TIME_AP formula or create your own.
2. Create time calculation rules using the Rules task. You can use the bundled template Time Allocation Template or your rule templates. When you create the rule, you can optionally associate a time allocation with the rule. Or, you can override a default allocation set in the selected rule template.
3. Create a time calculation rule set that includes the relevant allocation rule or rules using the Rule Sets task.

4. Associate the time calculation rule set with time processing profiles using the Worker Time Processing Profiles task.

Assignments from Both Methods

When you assign time allocations to people with both methods, the direct allocation assignment takes priority over assignments derived from the time processing profile. We recommend that you create a default time allocation and assign it to the appropriate people through time processing profiles. Then, assign more specialized allocations for specific people and HCM groups using the Allocation Assignments task.

Time Allocation

For the assigned time allocation to actually allocate time, here's what you need to do:

1. Create a time allocation rule even if you don't specify an allocation name.
2. Include the allocation rule in the time calculation rule set associated with the time processing profile.

Related Topics
- Create Time Allocations
- Create Time Rule Templates
- Create Time Rules
- Create the Cost Center, Program, and Fund Time Allocation

How You View and Override Time Allocation to Cost Segments

To view and override time allocation outputs on time cards, complete these tasks are in the Setup and Maintenance work area. They're part of the Workforce Deployment offering, Time and Labor functional area.

1. Create dependent cost fields for the independent Payroll Time Type attribute that correspond to the cost time attributes in the allocation. Use the Time Entry Layout Components task.
2. Add the dependent cost fields to layouts using the Layout Sets task.
   - To let workers and managers override allocations, add the fields to their time entry layouts. To let only managers override allocations, add the fields to only the manager layouts. Show the override values to workers as read only or not at all.
   - To let workers and managers view allocation outputs, edit the Worker tab, in the Calculate Time section. Add the fields to the time card matrixes of these layouts: time view, review, and approval notification. To let only managers view allocation outputs, edit the Manager tab, in the Calculate Time section. Add the fields to the time card matrixes of these layouts: time view, review, and approval notification.
3. Link the layout sets to people using the Worker Time Entry Profiles task.

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Related Topics

- Time Layout Sets
- Configure Dependent Fields for Labor Costing Overrides
- Create Time Rule Templates
- Create Time Rules
- Create the Cost Center, Program, and Fund Time Allocation

Create the Cost Center, Program, and Fund Time Allocation

You want to automatically allocate time entries linked to regular payroll time attributes, to different cost centers, programs, and funds.

These allocations use hours-based, daily thresholds. The allocation also automatically allocates 100 percent of time entries linked to on-call payroll time attributes, to a specific cost center.

Before you start

You need to create the Cost Center, Program, and Fund cost segments and the RN in CA on Primary Assign HCM group.

Here's what to do

1. Create the time allocation.

    a. In the Time Management work area, on the Tasks panel tab, click **Time Allocations**.
    b. On the Time Allocations page, click the **Create** icon.
    c. On the Create Time Allocation page, in the Allocation Name field, enter **Cost Center, Program, Fund**.
    d. In the Description field, enter **Allocates regular, holiday premium, and on call hours among Cost Center, Program, and Fund cost segments**.
    e. In the Source section, create and complete rows, as shown here.

Processing Sequence	Allocation Type	Summation Level	Time Category
1	Hours	Daily	Regular
2	Percentage	N/A	On Call

    f. Configure the output for the first source by completing these steps:

        i. In the Source section, select the first row, which contains the Regular time category.
        ii. In the Output section, add the time attributes, as shown here.

Attribute Display Sequence	Time Attribute
1	Cost Center
2	Program

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Attribute Display Sequence	Time Attribute
3	Fund

    iii. Complete the output rows, as shown here.

Processing Sequence	Hours	Cost Center	Program	Fund
1	8	2210	1000	1110
2	16	3320	2000	1120
3	24	4430	3000	1130

  g. Configure the output for the second source by completing these steps:

    i. In the Source section, select the second row, which contains the On Call time category.
    ii. In the Output section, add the Cost Center time attribute.
    iii. Complete the output row, as shown here.

Processing Sequence	Percentage	Cost Center
1	100	5000

  h. Click **Save and Close**.
  i. On the Time Allocations page, click **Done**.
2. Assign the time allocation directly to a group of people.
  a. On the Tasks panel tab, click **Allocation Assignments**.
  b. On the Allocation Assignments page, click the **Create** icon.
  c. On the Create Allocation Assignment: Assignment Definition page, complete these steps:

    i. In the Allocation Name field, search for and select **Cost Center, Program, Fund**.
    ii. Add an assignment range with the start date of today.
    iii. Click **Next**.
  d. On the Create Allocation Assignment: Person Assignments page, complete these steps:

    i. In the Group Name field, select **RN in CA on Primary Assign**.
    ii. Click **Search**.
    iii. To assign the allocation to all RN in CA on Primary Assign group members, click **Next**.
  e. On the Create Allocation Assignment: Review page, complete these steps:

    i. Review the assignment definition and ranges, and the person assignments.
    ii. Click **Save and Close**.
  f. On the Allocation Assignments page, click **Done**.

3. Create the calculation rule that allocates time to cost segments.

    a. On the Tasks panel tab, click **Rules**.

    b. On the Rules page, click the **Create** icon.

    c. On the Create Rule dialog box, complete these steps:

        i. Complete the fields, as shown here.

Field	Value
Name	Initiate Time Allocations
Template Type	Time calculation rule
Rule Template Name	Time Allocation Template

        ii. Click **Continue**.

    d. On the Create Rule: Initiate Time Allocations page, complete these steps:

        i.

Field	Value
Description	Start any time allocation calculations assigned to employees with time processing profiles containing this rule
Match Total Allocated Hours with Hours Identified by the Allocation	Yes

        ii. Click **Save and Close**.

    e. On the Rules page, click **Done**.

4. Link the time calculation rule that allocates time to cost segments, to people.

    a. Add the Start Time Allocations rule to the appropriate time calculation rule sets using the Rule Sets task. If you use other time calculation rules to calculation regular and on call hours, position this rule after them in the rule set processing sequence.

    b. Add the time calculation rule sets to appropriate worker time processing profiles using the Worker Time Processing Profiles task.

Related Topics

- Overview of Allocating Time to Cost Segments
- Time Layout Sets
- Create Time Rules
- Create an HCM Group Using Evaluation Criteria

Create and Assign the Calculation Rule That Allocates Time to Cost Segments

To allocate time to cost segments, you need to create and run at least one time calculation rule. To run the rule, add it to a time calculation rule set and add the rule set to worker time processing profiles.

1. In the Time Management work area, on the Tasks panel tab, click **Rules**.
2. Create the time calculation rule to allocate time to cost segments.
   a. On the Rules page, click the **Create** icon.
   b. On the Create Rule dialog box, complete these steps:

      i. Complete the fields, as shown here.

Field	Value
Name	Start Time Allocations
Template Type	Time calculation rule
Rule Template Name	Time Allocation Template

      ii. Click **Continue**.
   c. On the Create Rule: Initiate Time Allocations page, complete these steps:

      i. Complete the fields, as shown here.

Field	Value
Description	Start any time allocation calculations assigned to employees with time processing profiles containing this rule
Match Total Allocated Hours with Hours Identified by the Allocation	Yes

      ii. Click **Save and Close**.
   d. On the Rules page, click **Done**.
3. Link the time calculation rule to people.
   a. Add the Start Time Allocations rule to the appropriate time calculation rule sets using the Rule Sets task. If you use other time calculation rules to calculation regular and on call hours, position this rule after them in the rule set processing sequence.
   b. Add the time calculation rule sets to appropriate worker time processing profiles using the Worker Time Processing Profiles task.

Assign the Cost Center, Program, and Fund Time Allocation Directly to a Group of People

Here's how you directly assign the Cost Center, Program, Fund time allocation to a group of people.

1. In the Time Management work area, on the Tasks panel tab, click **Allocation Assignments**.
2. On the Allocation Assignments page, click the **Create** icon.
3. On the Create Allocation Assignment: Assignment Definition page, complete these steps:
   a. In the Allocation Name field, search for and select **Cost Center, Program, Fund**.
   b. Add an assignment range with the start date of today.
   c. Click **Next**.
4. On the Create Allocation Assignment: Person Assignments page, complete these steps:
   a. In the Group Name field, select **RN in CA on Primary Assign**.
   b. Click **Search**.
   c. To assign the allocation to all **RN in CA on Primary Assign** group members, click **Next**.
5. On the Create Allocation Assignment: Review page, complete these steps:
   a. Review the assignment definition and ranges, and the person assignments.
   b. Click **Save and Close**.
6. On the Allocation Assignments page, click **Done**.

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36 Time and Compliance Exceptions and Alerts

Create Time Rules Sets and HCM Groups for Workforce Compliance Alerts

You can prevent time exceptions by checking compliance outside of the time management process using workforce compliance time rule sets and HCM groups.

These tasks are in the Setup and Maintenance work area unless otherwise specified. They're part of the Workforce Deployment offering, Time and Labor functional area.

1. If the delivered fast formulas don't meet your requirements, create your own formulas using the Fast Formulas task. The delivered fast formulas identify missing time attestations, card, and entries, and dangling In and Out events. There's also a reminder escalation formula.

2. Review the bundled lookup values for time collection device exceptions using the Workforce Management Lookups task. Add more lookup codes to the ORA_HWM_TCD_EXCEPTION_TYPE lookup type, as needed.

3. Create and edit workforce compliance rule templates using the Time Rule Templates task. Use time categories in the templates to summarize time and compare different categories of time.

4. Create and edit workforce compliance rules with your compliance rule templates using the Time Rules task.

5. Create and edit collections of workforce compliance rules and rule sets using the Time Rule Sets task.

6. Create and edit groups to identify the people you want to link to workforce compliance rules using the HCM Groups task. You use these groups when you prepare the Generate Time Exceptions from Compliance Rules process.

   You can reuse the existing HCM groups that are part of your Worker Time Entry Profiles. Or you can create as many HCM groups to identify time exceptions as makes sense for your organization. For example, you could create separate groups for each department, legislative data group (LDG), or business unit. You can also create a list of specific individuals.

What to do next

Schedule the *Generate Time Exceptions from Compliance Rules* process to run either once or regularly. You use this process to send managers and workers notices of noncompliance.

Related Topics
- ORA_WFM_WCR_MISSING_TIME_CARD_AP Fast Formula
- ORA_WFM_WCR_IN_OUT_DANGLERS_AP Fast Formula
- ORA_WFM_WCR_ATTESTATION_ANSWER_NOTIFY_MGR_AP Fast Formula
- WORKFORCE_MANAGEMENT_WORKFORCE_COMPLIANCE_RULES Formula Type

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How You Configure Resource Alert Notifications for Time Exceptions

To alert managers and workers about time exceptions, you can use the delivered HWM Time Exceptions from Compliance Rules event alert notification template. You can also configure your own resource alert notifications.

In the Alerts Composer work area, add resource alerts that use either the timeRecords or timeRecordGroups resource. You schedule when the alert gets sent while you add the resource alert.

Related Topics
- Overview

Alerts for Change Requests with an In Error Status

You can notify individuals and their managers about errors that occurred when the manager approved a change request. For example, the change request included a stop time before the start time, or there was an issue with the environment.

You notify them using the Alerts Composer tool and the delivered HWM Time Change Request In Error alert. The alert includes two alert templates, that are both enabled by default:

- Notify Individuals of In Error Change Request

- Notify Managers of a Subordinate's In Error Change Request

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37 Time Card Approval Reminders and Escalations

Overview of Time Card Approval Reminders and Escalations

You can send approval reminders for submitted time cards to an individual and their manager. You can also send approval escalations to other managers in the manager's supervisor hierarchy.

You can configure parameters, such as these:

- The approval type, such as Worker Approval and Time Card Approval
- The maximum management level to escalate the approval to
- If delegates receive reminders and escalations
- When reminders should start
- When escalations should start

Automated notifications pause for people who are part of the manually maintained exclusion group.

Basic Process to Configure Time Card Approval Reminders and Escalations

Here's the basic process to configure approval reminders and escalations for submitted time cards.

1. Create a workforce compliance rule template. Use the Rule Templates task and the delivered ORA_WFM_WCR_APPR_REMIND_ESCALATE_AP formula.
2. Create a rule with the new compliance rule template using the Rules task.
3. Create a compliance rule set with your new rule using the Rule Sets task.
4. Review the delivered notifications for the HWM Time Approval Reminders and Escalations alert and adjust them as needed using the Alerts Composer tool.
5. Configure the Generate Time Exceptions from Compliance Rules process to automatically run at appropriate intervals. Use the Scheduled Processes task.

   Click the **Advanced** button to set up the recurring schedule. Make sure that you select the **Send alert immediately** option so that the alerts start correctly.

38 Time Entries That Span Midnight and Overtime Start

Setup to Handle Midnight-Spanning Time and Overtime Day Start

Here are the setup tasks that you need to complete to derive and use the earned date for time entries that span midnight. It's also how you specify and use the overtime day in overtime calculations.

1. Configure workday definitions that support your policies for earned dates and the day start for overtime. Use the Workday Definitions task in the Setup and Maintenance work area. It's part of the Workforce Deployment offering, Time and Labor functional area.

2. Assign a workday definition to each person whose time entries can span midnight or who has a nonstandard overtime day. On the Employment Info page for your team or client groups, use the Assignment Hours Details icon. The icon is next to the Working Hours field.

3. Create time rules to calculate overtime using time entry earned dates. Use the Rule Templates, Rules, and Rule Sets tasks. To link these rules to the appropriate groups of people, use the Worker Time Processing Profiles task. Both tasks are in the Time Management work area.

Related Topics
- Time Formula and Rule Types

When to Pay Time Entries That Span Midnight

If you've groups of people whose time entries span midnight, including on-call entries defaulted from Workforce Scheduling, you need to identify the earned date. Payroll uses it as the pay date for the calculated time entries.

Related Topics
- Time Formula and Rule Types
- Reported Time

Day Start for Overtime Calculations

To support your overtime policies, you can specify the day start time for overtime, including whether the time is for the current or next day.

By default, the day start time for overtime is 12:00a of the current day. Overtime calculations split single time entries that span the day start time into two entries. The first entry ends at the day start time and the second entry starts then.

Start Day Rule

You can configure workday definitions to use the Start day spanning days rule on classic, responsive, and enhanced time card entries that span midnight. The rule includes on-call entries defaulted from Oracle Fusion Cloud Workforce Scheduling.

With this rule, the earned and reference dates for the entry are the start date of the entry. For grouped time entries, it's the start date of the oldest time entry in the group.

Entry Spans 2 Periods

It's possible that an entry group includes the last entry of a time card period and the first entry on the next period. These entries both appear on the first time card because the earned and reference dates are in that time card period. The entry from the next period appears as an another day on the first time card.

Here's an example with a time card period of April 5 to 11. The person has a grouping threshold of 90 minutes because you want to keep entries before and after a break together as a single shift. The person works a regular or on-call shift that starts on April 11 and ends on April 12.

Time Card Period	Date	Start Time	Stop Time	Complete Time Entry
April 5 to 11	April 11	6:30p	11:30p	6:30p to 11:30p
	April 12	NA	NA	12:30a to 5:30a
April 12 to 18	April 12	12:30a	5:30a	NA

Their two time entries are from 6:30p to 11:30p on April 11 and from 12:30a to 5:30a on April 12. Normally, the time card wouldn't show the April 12 time entry because it's part of the next time card period. But because the entries are grouped, the rule adds the April 12 entry to the April 5 to 11 time card.

Also, the entries get processed together as part of the April 5 to 11 time card period. If time card, absence accrual, and pay periods are the same, then the entries also accrue and get paid in that period.

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Example of the Start Day Rule with a 90m Grouping Threshold

You configure the person's workday definition with the Start day spanning days rule and a 90-minute grouping threshold.

Hours Paid and Absences Accrued

Here's how the time on a classic, responsive, or enhanced time card gets paid and accrued for the 2 periods April 5 to 11 and 12 to 18.

Shift	Day Reported	Reported Time	Earned and Reference Day	Hours Paid and Accrued
Wednesday	4, period 1 5	6:30p to 11:30p 12:30a to 5:30a	4	10
Thursday	5 6	6:30p to 11:30p 12:30a to 5:30a	5	10
Friday	6 7	6:30p to 11:30p 12:30a to 5:30a	6	10
Saturday	7 1, period 2	6:30p to 11:30p 12:30a to 5:30a	7	10

The final entry for the Saturday regular or on-call shift is reported on Sunday, April 12, which is part of the second period. But because of the grouping threshold, it appears on the April 5 to 11 time card. The hours also get paid and accrue as part of that first period.

Related Topics
- Start Day Rule

Stop Day Rule

You can configure workday definitions to use the Stop day spanning days rule on classic, responsive, and enhanced time card entries that span midnight.

With this rule, the earned and reference dates for the entry are the stop date of the entry. For grouped time entries, it's the stop date of the newest time entry in the group.

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Entry Spans 2 Periods

An entry can start on the last day of a time card period, and end on the first day of the next period. When this happens, the entry appears on the time card with the time card period that includes the entry start date. The entry also gets processed as part of that time card period.

Here's an example with the time card periods April 5 to 11 and 12 to 18.

Time Card Period	Date	Reported Time	After Applying Workday Definition
April 5 to 11	April 11	10:30p	10:30p to 6:30a
April 12 to 18	April 12	6:30a	NA

The entry starts on April 11 at 10:30p and stops on April 12 at 6:30a. So, it appears on the April 5 to 11 time card and gets processed as part of that time card period.

When the time card, absence accrual, and pay periods are the same, the entry accrues and gets paid in the period that includes the entry stop date. So in this example, the entry accrues and gets paid as part of the April 12 to 18 period.

Tip: To ensure that all time card entries get paid in the same pay period, start your time card period 1 day before your pay period. Using the preceding example, if your time card period is April 5 to 11, your pay period is April 6 to 12.

Related Topics
- When to Pay Time Entries That Span Midnight

Split at Day Start Time Rule

You can configure workday definitions to use the spanning days rule Split at day start time, on time entries that span midnight. The time entries can be on classic, responsive, or enhanced time cards.

Time entries can include on-call entries defaulted from Oracle Fusion Cloud Workforce Scheduling.

This rule splits the entry into two entries, an entry that stops at midnight and an entry that starts at midnight. The earned and reference dates for each of the two entries match the entry start dates.

Entry Spans 2 Periods

In this example, the reported entry that starts on April 11 at 10:30p and ends on April 12 at 6:30a becomes two reported entries:

Time Card Period	Date	Start Time	Stop Time	Complete Time Entry
April 5 to 11	April 11	10:30p	NA	10:30p to 12:00a
April 12 to 18	April 12	NA	6:30a	12:00a to 6:30a

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The earned and reference dates for these entries are April 11 and April 12, respectively. When the time card, absence accrual, and pay periods are the same, the entries get processed, accrue, and get paid in the same period.

Related Topics
- When to Pay Time Entries That Span Midnight

Spanning Days Rules and Grouping Threshold

For certain rules, such as Start day, you can also set a grouping threshold. The grouping threshold, measured in minutes, lets you link time entries together to identify the earned or reference date.

For example, you want to treat the entries just before and after a meal break as one shift. So, you set a grouping threshold of 90 in the person's workday definition.

- They start work at 6:30p on April 11 and break for lunch at 11:30p.
- They return from lunch at 12:30a on April 12 and stop for the day at 5:30a.

The earned and reference dates for both entries are April 11 because less than 90 minutes separates the stop and start times.

Time entries can include on-call entries defaulted from Oracle Fusion Cloud Workforce Scheduling.

Related Topics
- When to Pay Time Entries That Span Midnight
- Example of the Start Day Rule with a 90m Grouping Threshold

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39 Database Items and Time Balances

Overview of How You Configure Database Items to Summarize Time

You can include relevant time data in fast formulas that include people's balances, such as absence accruals, by creating your own database items.

Database items are formula language variables with values resulting from database queries. They make formulas simpler to write and maintain because you avoid writing and updating complex queries to access the database. To create your own database items, you create balance dimensions and then time balance definitions.

Related Topics

- Time Balance Dimensions
- Time Balance Definitions
- Sample Fast Formula with New Time Balance Database Item

Time Balance Dimensions

To specify the level and time period to use when summarizing time for people's balances, you create time balance dimensions.

Use the Balance Dimensions task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area. You can also use this task to view bundled balance dimensions.

Summary Levels

- Assignment summarizes them by the person's assignment.
- Person summarizes them across all the person's assignments.

Period Types

- Absence accrual time period: The time period set in the absence accrual calculation.
- Profile overtime period: The repeating period with the Overtime usage associated with the person's assignment. Otherwise, the overtime repeating period selected on the person's worker time processing profile. The profile selection is optional, so there's no guarantee that the profile provides this period.
- Repeating time period: The repeating time period with the Balances usage selected.

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Dimension Level and Period Type Working Together

Here are examples of how the dimension level and period type work together:

- A balance dimension summarizes time for people across all their assignments using the overtime period set in time processing profiles.

- Another balance dimension summarizes time for people by each of their assignments using a specified repeating time period with the Balances usage.

Dimension Suffix

Saving the newly created dimension automatically generates a dimension suffix based on the dimension name, grouping, and time period values. This dimension suffix forms part of the automatically generated definition name of the balance definition. For example, you create a time balance dimension with this configuration:

Field	Example Configuration Value
Name	**Reg Hrs by Person**
Dimension Level	Person
Period Type	Repeating Period
Time Period	Biweekly Starting Sunday

The application-generated suffix, which forms part of the database item name, is _REG_HRS_BY_PERSON_PER_RP.

Related Topics
- Overview of How You Configure Database Items to Summarize Time
- Time Balance Definitions
- Sample Fast Formula with New Time Balance Database Item

Time Balance Definitions

Time balance definitions consist of one balance dimension and one or more time categories. The time categories identify the time data to add or subtract from the time balance.

When you create balance definitions, you must select a unit of measure, either **Hours** or **Units**. This selection constrains the time categories that you can select.

Create balance definitions using the Time Balance Definitions task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

Definition Name

After you enter a name for the balance definition and select the balance dimension, the application automatically generates the definition name. This automatically generated definition name, which includes the automatically

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generated dimension suffix, is the database item name. You can use the database item name in your fast formulas that include time balances. For example, you create a time balance dimension with this configuration:

Field	Example Configuration Value
Name	**Reg Hrs Time Bal Def**
Entry Unit of Measure	Hours
Balance Dimension	**Reg Hrs by Person** This selection associates the dimension suffix (_REG_HRS_BY_PERSON_PER_RP) with the time balance definition.
Effective Start Date	January 1, 2018
Time Category Name	**Reg Hrs**
Add or Subtract	Add

The application-generated dimension, or database item, name is REG_HRS_TIME_BAL_DEF_REG_HRS_BY_PERSON_PER_RP.

Related Topics

- Overview of How You Configure Database Items to Summarize Time
- Time Balance Dimensions
- Sample Fast Formula with New Time Balance Database Item

Sample Fast Formula with New Time Balance Database Item

This sample formula includes the new database item created from these example time configurations.

Example Balance Dimension Configuration

Here's the balance dimension configuration used in the sample formula:

Field	Example Configuration Value
Name	**Reg Hrs by Person**
Dimension Level	Person
Period Type	Repeating Period
Time Period	Biweekly Starting Sunday

The application-generated suffix, which forms part of the database item name, is _REG_HRS_BY_PERSON_PER_RP.

Example Balance Definition Configuration

Here's the balance definition configuration used in the sample formula:

Field	Example Configuration Value
Name	**Reg Hrs Time Bal Def**
Entry Unit of Measure	Hours
Balance Dimension	**Reg Hrs by Person** This selection associates the dimension suffix (**_REG_HRS_BY_PERSON_PER_RP**) with the time balance definition.
Effective Start Date	January 1, 2018
Time Category Name	**Reg Hrs**
Add or Subtract	Add

The application-generated dimension, or database item, name is
REG_HRS_TIME_BAL_DEF_REG_HRS_BY_PERSON_PER_RP.

Sample Formula

Here's the sample formula that uses the example balance definition:

```
DEFAULT FOR HWM_CTXARY_RECORD_POSITIONS is EMPTY_TEXT_NUMBER
DEFAULT FOR StartTime is EMPTY_DATE_NUMBER
DEFAULT FOR StopTime is EMPTY_DATE_NUMBER

default FOR REG_HRS_TIME_BAL_DEF_REG_HRS_BY_PERSON_PER_RP is 0

INPUTS ARE HWM_CTXARY_RECORD_POSITIONS, measure ,StartTime ,StopTime
ffs_id = GET_CONTEXT(HWM_FFS_ID, 0)
rule_id = GET_CONTEXT(HWM_RULE_ID, 0)

NullDate = '01-JAN-1900'(DATE)
NullText = '**FF_NULL**'


groupTypeID = 101
out_msg_ary = EMPTY_TEXT_NUMBER

ctxPersonId = GET_CONTEXT(HWM_RESOURCE_ID, 0)
ctxPeriodEndTime = GET_CONTEXT(HWM_CTX_PERIOD_END_DATE, NullDate)

pMaxHr = get_rvalue_number (rule_id ,'DEFINED_LIMIT', 0)
pMsgCd = ger_rvalue_text (rule_id ,'MESSAGE_CODE', 'HWM_FF_TER_PERIOD_GT_MAX_WRN')

tcRecCount = HWM_CTXARY_RECORD_POSITIONS.count

if (tcRecCount > 0 ) then
(
 balValueCurCHANGE_CONTEXTS(EFFECTIVE_DATE = ctxPeriodEndTime, PERSON_ID = ctxPersonId, GRP_TYPE_ID =
 groupTypeId) = 0
```

```
(

IF (REG_HRS_TIME_BAL_DEF_REG_HRS_BY_PERSON_PER_RP WAS NOT DEFAULTED) THEN
(
balValueCur = REG_HRS_TIME_BAL_DEF_REG_HRS_BY_PERSON_PER_RP
rLog = add_rlog (ffs_id, rule_id, 'Balance Value: ' || TO_CHAR(balValueCur) ||
' = DBI_CONTEXTS: EFFECTIVE_DATE= '||
TO_CHAR( GET_CONTEXT(EFFECTIVE_DATE, nullDate) ) ||
', PERSON_ID=' || TO_CHAR( GET_CONTEXT(PERSON_ID, 0) ) ||
', GRP_TYPE_ID=' || TO_CHAR( GET_CONTEXT(GRP_TYPE_ID,0) ) )
)
) /* Change Context */

if (balValueCur > pMaxHr ) then (
out_msg_ary[tcRecCount] = get_output_msg1 ( 'FND ,pMsgCd ,'DEF_LIMIT' , TO_CHAR( pMaxHr ) )
)
)

RETURN out_msg_ary
```

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40 Time Collection Device Configurations

Overview of Time Collection Device and Web Clock Event Processing

You can process time reported with time collection devices, such as badge or biometric readers. Or process time reported with Web Clock. Here's the basic ongoing process of collecting events through to creation or completion of time entries.

1. You regularly export person and employment data to third-party time devices and import time device and web clock events.
2. The import process runs validations of the imported time data and identifies any badge and time entry exceptions for resolution by time and labor managers.

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3. The import process uses valid events to create or complete time entries.
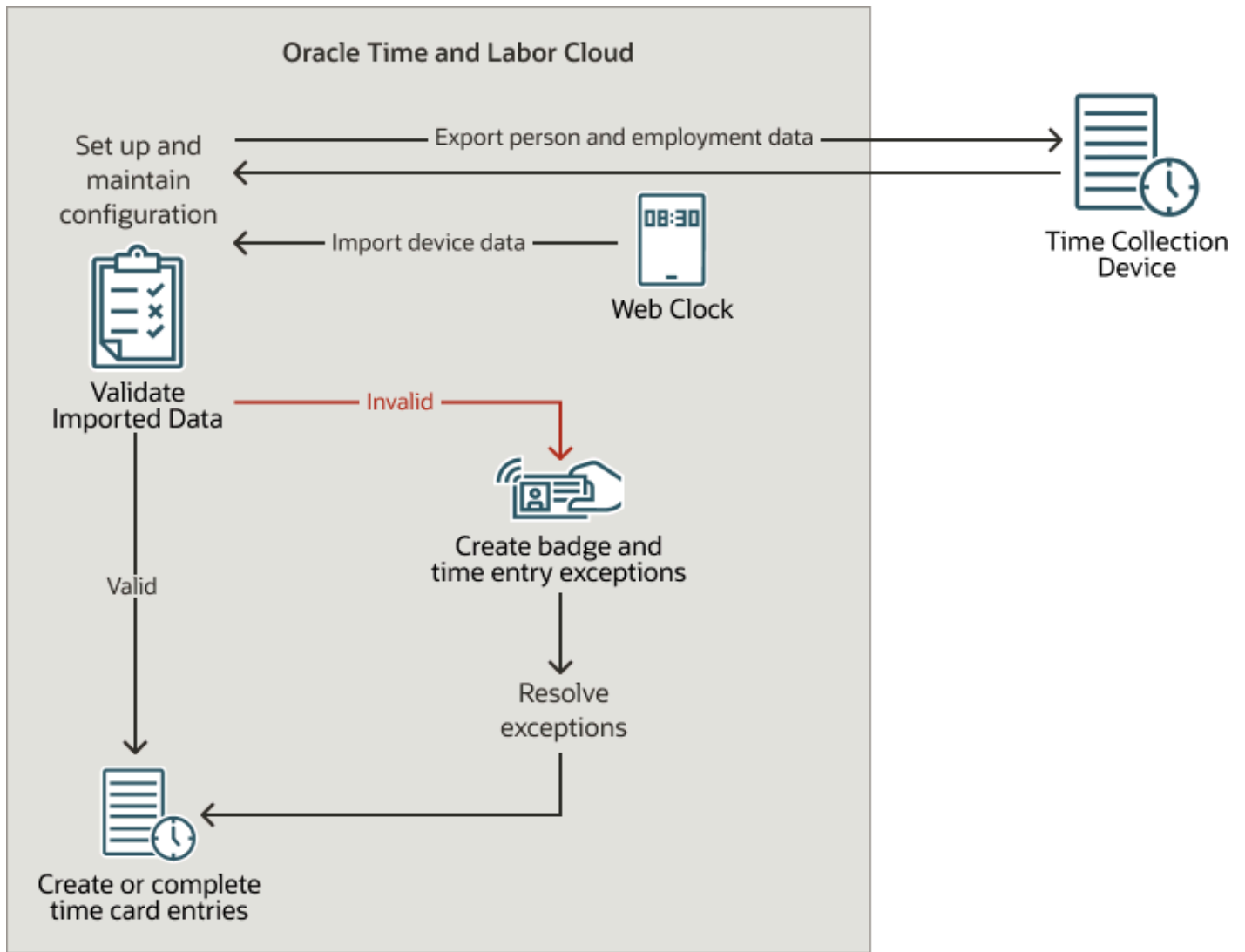
Related Topics
- How Time Device Processing Profile Components Work Together
- Time Collection Device Setup and Maintenance Tasks

How You Import Data from Time Collection Devices

You transfer time data from a third-party time device using the Time Event REST 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 in *Oracle Help Center*.

Related Topics
- Time Collection Device Setup and Maintenance Tasks
- How Time Device Processing Profile Components Work Together
- Overview of Time Collection Device and Web Clock Event Processing

Supplier-Related Choice Lists for Time Device Event Mappings

When you create time device event mappings, you identify the supplier and supplier device event using drop-down lists generated from these lookups.

- ORA_HWM_TCD_SUPPLIERS: the companies supplying the time collection devices
- ORA_HWM_TCD_SUPPLIER_EVENTS: the time events recognized by the time collection device supplier, such as Clock In or Meal Out

  These event lookup codes need to start with the supplier lookup code. For example, if you've a supplier lookup code ABC, start the lookup codes for those supplier device events with ABC_.

To create values for these lookup types and edit existing values, use the Workforce Management Lookups task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

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Time Device Event Mappings

To process events imported from time collection devices, map the supplier device events to time and labor application events. Also identify the time attributes and default attribute values for each device event, such as Payroll Time Type and Regular.

Use the Time Device Event Mappings task in the Setup and Maintenance work area. It's part of the Workforce Deployment offering, Time and Labor functional area.

Here are descriptions of the four application event values.

Application Event	Description	Example
In	Used with the specified time attributes to create the start time event for an activity.	Start shift
In and Out	Used with the specified time attributes to create the start time event for one activity and the stop time event for another activity.	Start break and stop shift
Out and In	Used with the specified time attributes to create the stop time event for one activity and the start time event for another activity.	Stop shift and start break
Out	Used with the specified time attributes to create the stop time event for an activity.	Stop shift

Time Device Event Mapping Sets

To group time device event mappings for a specific supplier device and the people who use the device, create mapping sets.

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Use the Time Device Event Mapping Sets task in the Setup and Maintenance work area. It's part of the Workforce Deployment offering, Time and Labor functional area.

You can get unpredictable processing results if you include multiple mappings for the same supplier device event in a single mapping set. For example, you map the same device event to these combinations of pay type and costing time attributes: Regular and Administration, and Regular and Engineering. You include both mappings in the same mapping set. The import process has no logic that decides which mapping the process uses for each imported time device event. For best results, name and describe your device event mappings so that you include only one mapping per supplier device event in each mapping set.

Related Topics

- Time Device Event Mappings
- Examples of Mappings for Time Device Events
- Overview of Time Collection Device and Web Clock Event Processing
- Generate Time Cards from Time Collection Device Process

Examples of Mappings for Time Device Events

You want to create mappings between PPR Mint Company supplier device events and time and labor application events. You also want to include Payroll Time Type attribute values in the mappings.

Event Mapping Scenario

You've hourly workers who use badge readers from PPR Mint Company to record when they start and stop shifts, breaks, and meals. You pay shifts and breaks at regular rates, while meals are unpaid.

Event Mapping Set

Here are the individual mappings you plan to add to a mapping set for PPR Mint Company.

Event Mapping Name	Supplier Device Event	Application Event	Time Attribute	Default Values
PPRMint Start Shift	Start Shift	In	Payroll Time Type	Regular
PPRMint Stop Shift, Start Break	Start Break	Out and In	Payroll Time Type	Out: Regular In: Paid Break
PPRMint Stop Break, Start Shift	Stop Break	Out and In	Payroll Time Type	Out: Paid Break In: Regular
PPRMint Stop Shift, Start Meal	Start Meal	Out and In	Payroll Time Type	Out: Regular In: Unpaid Meal
PPRMint Stop Meal, Start Shift	Stop Meal	Out and In	Payroll Time Type	Out: Unpaid Meal In: Regular

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Event Mapping Name	Supplier Device Event	Application Event	Time Attribute	Default Values
PPRMint Stop Shift	Stop Shift	Out	Payroll Time Type	Regular

Analysis

To make sure that there aren't any gaps when people take breaks and meals during a shift, select the **Out and In** application event. Although there's one application event in this instance, the Generate Time Cards from Time Collection Device import process creates two time events. The first time event is an Out event that's immediately followed by an In event. For example, in the PPRMint Stop Shift, Start Break mapping, the Out event corresponds to stopping the shift. The In event corresponds to starting the break.

Payroll elements created for use with time cards provide the default values for the **Payroll Time Type** time attribute.

Resulting Time Card Entries

Here are the time entries that the Generate Time Cards from Time Collection Device import process creates as someone badges in and out.

Time Attribute Values	Wednesday Start	Wednesday End
Regular	08:00	10:00
Paid Break	10:00	10:15
Regular	10:15	12:00
Unpaid Lunch	12:00	13:00
Regular	13:00	15:00
Paid Break	15:00	15:15
Regular	15:15	17:00

Related Topics
- Time Device Event Mappings

Shift Limits in Time Processing

Shift limits identify acceptable deviations from scheduled shift starts and stops. And they help time device rules identify the shift to use when evaluating time device or web clock events. Set shift limits using the Manage Shift Properties task.

Grace Period

A grace period is the number of minutes that individuals can deviate from their published scheduled start and stop times without getting attendance violations. This deviation applies both before and after the scheduled time. For example, when a shift with a 15-minute grace period starts at 8:00, the valid start period is 7:45 to 8:15.

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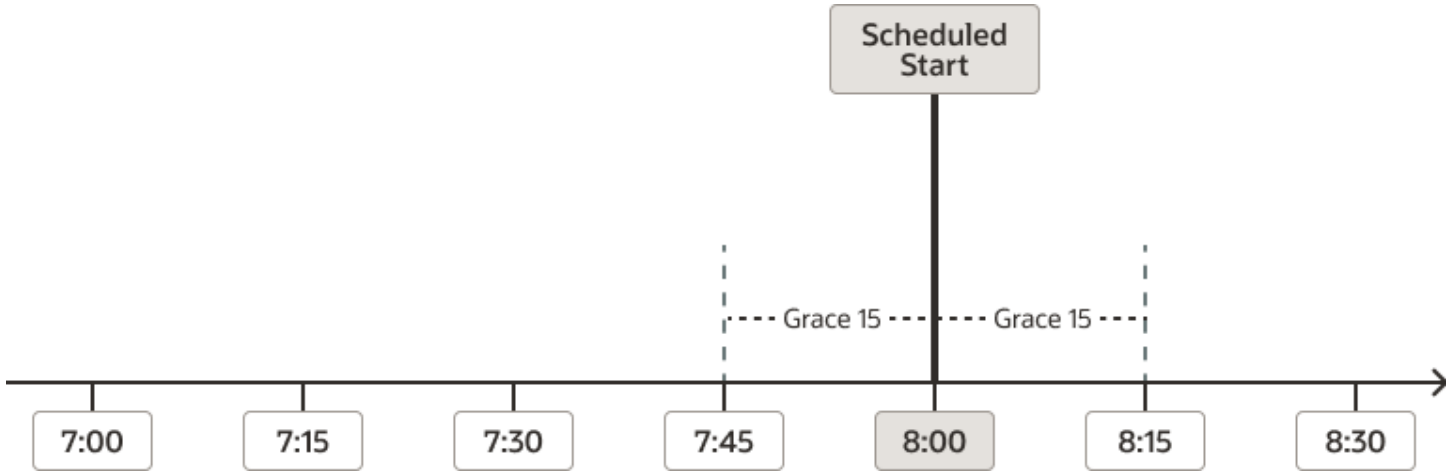
Start and End Early and Late Periods

Early and late periods are ranges of time in minutes, before and after scheduled start and end times. These periods help time device rules evaluate time device and web clock events using identified shift start or stop times. For example, a scheduled shift starts at 8:00. It has a 15-minute grace period, a 45-minute start early period, and a 30-minute start late period.

- The 45-minute start early period includes the 15-minute grace period. So, the start early period is 7:15 to 8:00.

- The 30-minute start late period includes the 15-minute grace period. So, the start late period is 8:00 to 8:30.

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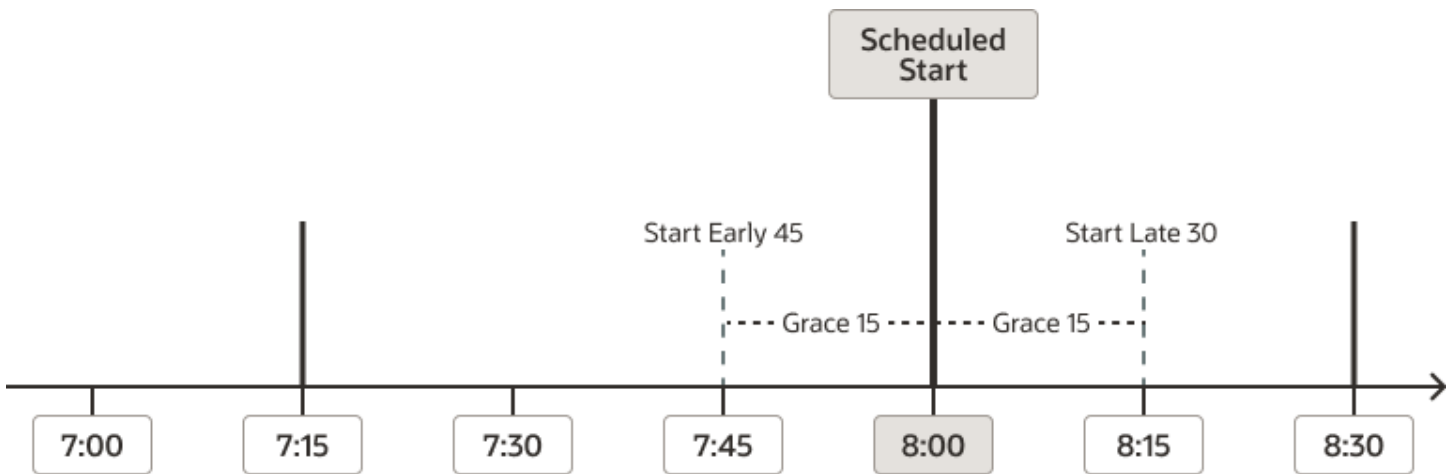
Violation Types

Time device rules create time entry exceptions for time device or web clock events in the specified start and end early or late periods. They can also create exceptions for events outside of the grace period, depending on how you set up the shift limits.

Time entry exceptions include an exception type of Information, Warning, or Error, which specifies what message the time and labor manager reviewing the exception sees. A device rule uses the violation type that you set for the shift limits as the exception type for the time entry. If you don't set a violation type, it uses the message severity set in the rule. For example, the violation type for the start early period is Warning. The message severity in the device rule is Error. When the rule generates an exception, it sets the type as Warning. If there wasn't any violation type for the start early period, the rule would generate an Error exception.

Time event processing also uses the rule message severity for time events outside of any specified start and end early and late periods. For example, the rule generates Error exceptions for time before start and end early periods, and after start and end late periods.

Related Topics

- How Time Device Processing Profile Components Work Together
- Overview of Time Collection Device and Web Clock Event Processing

41 How Many Time Device Processing Objects to Create

Best Practices for Creating Time Device Processing Objects

You need to create separate time device processing profiles for each unique combination of device processing components, as shown here. You link these profile people who share similar time entry and processing requirements for third-party time devices and web clock.

The more device processing objects that you create, the greater the ongoing maintenance effort. You want to find a balance between optimizing the device processing experience for people and the effort required to maintain that experience.
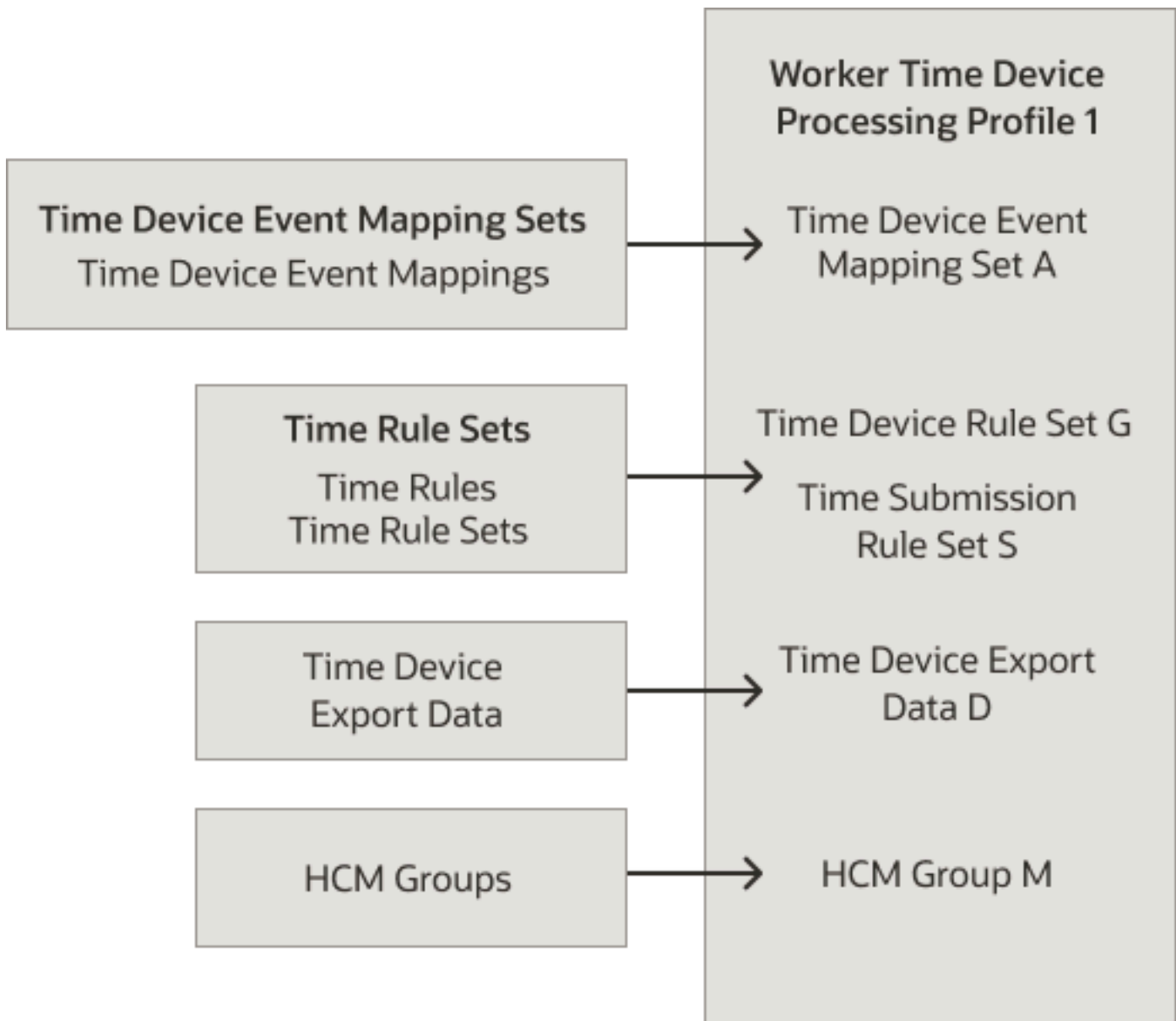
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Related Topics
- Time Collection Device Setup and Maintenance Tasks

How Many Time Device Event Mappings and Web Clock Button Definitions to Create

Use these questions to help you decide how many time device event mappings or web clock button definitions you need to create.

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Question	Examples and Comments
What events do you record with your time collection devices or web clock, for example shift start, break, meal, and shift end?	To ensure accurate time event validation and processing, there can't be any ambiguity about the time events that each device provides. They must clearly and consistently map to an In, Out, In and Out, or Out and In application event. For example: • You identify when employees start their work using the Start Shift time device event, which maps to the In application event. • You identify when employees take a break using either of these methods. Map one time device event, Break, to the Out and In application event. Or, map two time device events, Shift End and Break In, to the Out and In application events, respectively.
What are the time attributes and attribute values that correspond to the time device or web clock events?	For example, the Start Shift, Break, and Meal time device events all map to the Payroll Time Type time attribute. But, the events each have different attribute values. • Shift Start: Regular • Break: Paid Break • Meal: Unpaid Meal Using discrete time attributes enables you to report in greater detail, but might require more event mappings and mapping sets or web clock buttons. For example, since you pay breaks and shifts at the same rate, you could use the same Payroll Time Type attribute value for both. Since you don't pay for meals, you could decide not to associate any time attribute. Time device rules could still validate the event but time calculation rules would ignore it.

Related Topics
- Time Collection Device Setup and Maintenance Tasks

How Many Time Device Event Mapping Sets and Web Clock Buttons to Create

When you create a layout component for Web Clock, you can define as many buttons as you want. If your people use Web Clock, you can optionally, link web clock events with a time device processing profile, as needed:

1. Link a web clock layout with groups of people using time entry profiles.
2. Assign the same groups of people to a time device processing profile that doesn't include an event mapping set or time device export data.

You can link only one time device event mapping set to a time device processing profile. But, you can link as many mappings to a mapping set as you want.

Use these questions to help you decide how many event mapping sets or web clock buttons and button definitions you need to create.

- Are there unique events for time collection devices or web clocks in different areas, buildings, or regions?

- Are there events that are relevant only in certain years, for example, some time attributes relate to a location that you closed?

- Do you group certain events from time devices or web clock together for payroll eligibility? For example, some payroll-related time attributes are effective for only certain date ranges.

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Related Topics
- Time Collection Device Setup and Maintenance Tasks

How Many Time Device Export Data Configurations to Create

You can link only one time device export data configuration to each device processing profile. Create a separate export data configuration for each unique combination of data that you regularly send to the time collection device.

Examples of export data are:

- Person identification data, such as first and last name and badge ID

- Other data, such as payroll time types and published WFM schedules

Use these questions to help you decide how many export data configurations you need to create:

- What data does the time device require to provide complete time event records?

- What data, if any, do people require when they report time using the device? For example, you require people to select their location when they report time.

Because Web Clock is part of the standard Time and Labor solution, you don't have to create and send export data to provide relevant information.

How Many Time Device and Submission Rule Sets to Create

You can link only one time device and one time submission rule set to a device processing profile.

Use rule sets to link rules to people with similar validation and submission requirements for events from third-party time devices or Web Clock. You can link as many time device rules to a rule set as you want. When you create a time submission rule, you also automatically create the corresponding rule set because each submission rule set can contain only one rule.

Use these questions to help you decide the rules that you require:

- Do you want to validate time device or web clock events against published employee schedules and designated shift limits? Or do you want to accept all time entries automatically? Shift limits consist of a grace period, start and end early and late periods, and start and end early and late violation types.

- Do you want to validate that certain employee groups satisfy a specified minimum rest period between shifts?

- Do you want to automatically save time card entries created with the time device or web clock events and submit the time cards? What conditions, such as the type or number of events cause an automatic save? What conditions, such as number of events, duration, or schedule, cause an automatic submission? For example, automatically submit time cards after the eighth time event on the last day of the time card period.

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Related Topics
- Time Collection Device Setup and Maintenance Tasks

How Many HCM Groups to Create for Time Device Processing Profiles

You can link one or more HCM groups with each time device processing profile.

Define separate groups wherever the member characteristics are unique among time profiles or groups of profiles. For example, you group your people according to the country where they work.

Related Topics
- Time Collection Device Setup and Maintenance Tasks

42 **HCM Groups**

Overview of Linking People to Time and Labor Objects

You link individuals and their managers to time entry, processing, and device processing objects using HCM groups and profiles.

Create groups using the HCM Groups task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

HCM Groups and Time Entry Objects

Payroll, project, absence, and custom time attributes make up layout components for time entry. These layout components, which are either time card fields or web clock buttons, and time categories make up the layouts in a layout set. You link individuals with layout sets using time entry profiles and HCM group assignments.

Time Attributes

Payroll

Absence Management

Project Costing

Custom

Time Entry Layout Components

Time Card Fields

Web Clock Buttons

Layout Set

Time Entry, Time View, Time Review Layouts

Approval Notification Layout

Calendar Entry Layout

Responsive UI Layout

Shift Layout

Cost Overrides Layout

Web Clock Layout

Time
Category

**Worker Time Entry
Profile 1**

Layout Set A

Group 1

HCM
Groups

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> **Tip:** You can't edit groups linked to a time entry profile.

HCM Groups and Time Processing Objects

Time consumer sets include time categories. You can also link time categories with rules and rule sets that make up time entry or time calculation rule sets. Time card periods, consumer sets, optional overtime periods, and rule sets make up time processing profiles. You link individuals and their managers with these objects using time processing profiles and HCM group assignments.
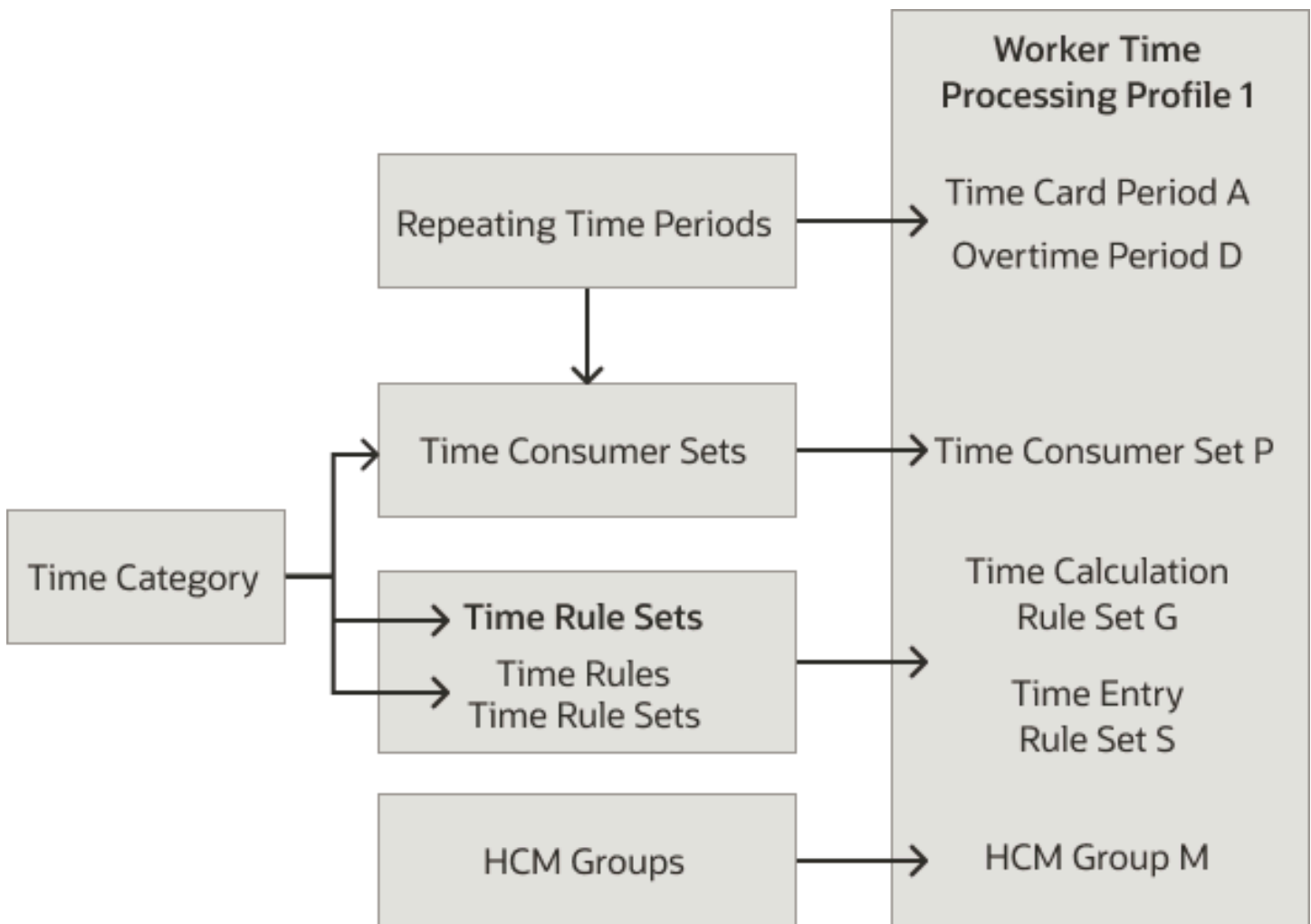
HCM Groups and Time Device Processing Objects

Time device event mappings make up mapping sets. Time device rules and a single submission rule make up respective rule sets. These mapping and rule sets and a device export data configuration make up time device processing profiles. You link individuals and their managers with these sets and export data objects using time device processing profiles and HCM group assignments.

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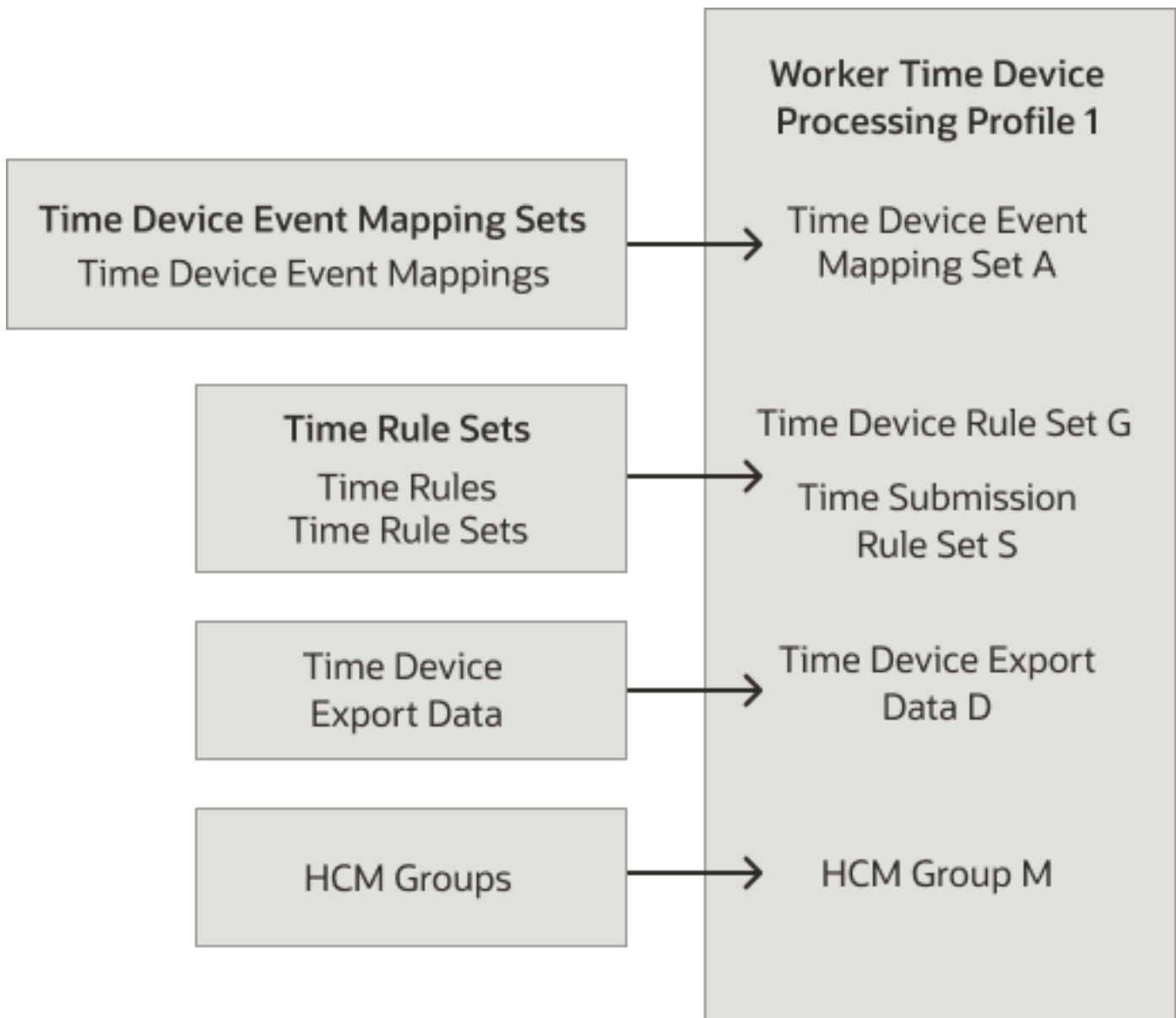
Related Topics
- Delivered HCM Groups
- Overview of HCM Group Membership
- Create an HCM Group Using Evaluation Criteria

Delivered HCM Groups

Here are the delivered HCM groups used in delivered time entry and processing profiles. You can also use them in your own time profiles. But you can't edit them. All employees in your organization are members of each group.

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Delivered Group	Description
Payroll Usage	Used in the delivered time entry and processing profiles for the payroll time consumer
Project Execution Management Usage	Used in the delivered time processing profile for the project execution management time consumer
Projects and Payroll Usage	Used in the delivered time entry and processing profiles for combined payroll and project costing time consumers
Projects Usage	Used in the delivered time entry and processing profiles for the project costing time consumer

To quickly find these groups, in the Description field, search for **Delivered**.

Related Topics

- Overview of Linking People to Time and Labor Objects
- Overview of HCM Group Membership

Overview of HCM Group Membership

You can create groups of people with similar characteristics by defining membership conditions and including or excluding individuals, value sets, or other groups.

A group might have a fixed number of people or you might update the members on a defined basis. Also, an individual can belong to more than one group. Use the HCM Groups task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

Related Topics

- Overview of Linking People to Time and Labor Objects

Evaluation Criteria and HCM Group Membership

You can use personal and employment criteria to define conditions that people need to meet to get included in a group or excluded.

Here are some personal criteria you can use:

- Person Type
- Date of Birth
- Full Name

Here are some employment criteria you can use:

- Assignment Status
- Bargaining Unit
- Collective Agreement

- Department Name

- Job Name

- Labor Union

- Location

Example

You create the Associate Marketers group, which includes hourly individuals in the Marketing department. You define the conditions, as shown here.

Field	Condition 1 Value	Condition 2 Value
Evaluation Criteria	Department Name	Job Name
Operator	Equal to	Equal to
Value	Marketing	Associate Marketer
Logical Operator	AND	NA

Related Topics

- Overview of Linking People to Time and Labor Objects

- Create an HCM Group Using Evaluation Criteria

Individuals, Value Sets, or Other Groups Included or Excluded in HCM Groups

Decide group membership by adding individuals, value sets, and other groups with either Include or Exclude membership statuses. For example, to create a larger group that includes the Hourly Marketing group, add Hourly Marketing with the Include membership status.

To create a group that includes members using a value set, first create the value set. You can include any individual assignment or payroll attributes in your value set queries and filters.

Example

You create the All Part-Time Employees with an Annual Salary Basis value set that contains this query:

```
SELECT ASG.PERSON_ID
FROM PER_ALL_ASSIGNMENTS_M ASG
, CMP_SALARY SAL
, CMP_SALARY_BASES SB
, HR_LOOKUPS EMP_CAT
WHERE ASG.ASSIGNMENT_ID = SAL.ASSIGNMENT_ID
AND SAL.SALARY_BASIS_ID = SB.SALARY_BASIS_ID
AND SYSDATE BETWEEN ASG.EFFECTIVE_START_DATE AND ASG.EFFECTIVE_END_DATE
AND SYSDATE BETWEEN Sal.Date_From AND SAL.DATE_TO
AND ASG.PRIMARY_FLAG = 'Y'
AND ASG.EMPLOYMENT_CATEGORY = EMP_CAT.lookup_code
```

```
      and emp_cat.lookup_type = 'EMP_CAT'
      and emp_cat.lookup_code = 'PR'
      and sb.name = 'Annual Basis'
```

In this example query, `'PR'` identifies the Part-Time Regular employment category. Depending on the status that you use when adding the value set, the group includes or excludes individuals that match the query.

Related Topics

- Overview of Linking People to Time and Labor Objects
- Create an HCM Group by Embedding Other HCM Groups
- Create an HCM Group Using a Value Set

How You Lock HCM Group Membership

So that you can always use the same set of individuals in time processing, prevent group membership refreshes. Do this by setting Locked to Yes. For example, you lock the Senior Managers group membership as of June 12, 2022.

> **Note:** Locking group membership is a permanent action and you can't reverse it.

Related Topics

- Overview of Linking People to Time and Labor Objects

Embedded Group Priority in HCM Groups

When you embed groups within another group, an individual can exist in more than one group. In such a case, the priority numbers assigned to the embedded groups decide the group membership. The lowest number has the highest priority.

Example

Joe Smith is a member of these two groups. The Marketing group has them embedded with these statuses:

Priority	Group Name	Status
1	Promotions	Exclude
2	Advertising	Include

The Marketing group excluded Joe Smith because the Promotions group, his top priority embedded group, has the Exclude status.

Related Topics

- Overview of Linking People to Time and Labor Objects

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How You Refresh and Evaluate HCM Group Membership

After you create an HCM group, you can refresh and evaluate the group membership and update the list of members. To configure and submit the Evaluate Group Membership process, on the HCM Groups page, click **Refresh Group Membership**.

You can schedule regular refreshes for the HCM group using advanced options. You can also regularly refresh the membership of all HCM groups that meet both of these conditions:

- The group definition has the Include in Refresh All Groups Process option selected.

- At least one time entry, processing, or device processing profile configuration includes the group.

To include active and suspended assignments, select the Include assignments with an HR status of active or suspended option. To include only active assignments, unselect the option.

> **Tip:** To refresh all groups that meet both conditions, when you configure the process, be sure to leave the HCM Group and Person fields blank.

How Membership Is Evaluated

Here's how the Evaluate Group Membership process decides the final membership status of each individual as of the specified evaluation date.

Membership Evaluation	Membership Status When True
1. Is the individual directly included in or excluded from the group?	Include or exclude the individual accordingly.
2. Is the individual part of multiple child groups or value sets with different membership statuses?	Use the child group or value set that the individual is part of with the lowest priority to include or exclude the individual accordingly.
3. Is the individual part of only one child group or value set that's included in or excluded from the parent group?	Include or exclude the individual accordingly.
4. Does the individual match evaluation criteria that has attributes, relational operators, and logical operators?	Include the individual. By default, these delivered groups include everyone: • Payroll Usage • Projects and Payroll Usage • Project Execution Management Usage • Projects Usage

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Related Topics
- Overview of Linking People to Time and Labor Objects

How You View HCM Group Membership

After you create an HCM group, view the membership by clicking **View Group Membership** on the HCM Groups page. Enter a membership evaluation date to get a list of the individuals who are group members as of that date.

The listed members can change as you change the evaluation date, depending on whether they meet membership conditions on the specified date.

Manually Maintained Audit and Excluded HCM Groups

You can identify people who must not get worker approval reminders for a certain period. And, you can identify people to include in Oracle Transactional Business Intelligence (OTBI) audit reports.

Use these tasks in the Time Management work area:

- Manually Maintained Excluded Members
- Manually Maintained Audit Members

You can also use the corresponding quick actions in My Client Groups.

The Actions menu has templates that you can use to merge and delete members if you prefer to maintain member using spreadsheets.

Related Topics
- Overview of HCM Group Membership

How You Can Maintain Group Membership for Large Populations and Frequent Hiring

Schedule the Evaluate Group Membership process using the As of run date parameter and a daily frequency.

The process automatically increments the Evaluation Date parameter using the first run date. Because we aren't sure at what time on what day the Wait runs, we change the Evaluation Date only when the process runs. For example, server loads can delay when the process actually runs. Also, using the original time during the Wait status helps you identify the original process, since you can have multiple processes scheduled.

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43 HCM Group Examples

Create an HCM Group Using Evaluation Criteria

You want to create an HCM group that uses evaluation criteria to find the members. The criteria identifies individuals who are part of the Registered Nurses collective agreement, in a labor union, in California.

1. Create the HCM group. Use the HCM Groups task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

   a. On the HCM Groups page, click the **Create** icon.

   b. On the Create Group page, in the Name field, enter **RN in CA on Primary Assign**.

   c. In the Description field, enter **People with the Registered Nurses collective agreement, in a labor union, in California**.

   d. In the Evaluation Criteria section, click the **Create** icon.

   e. On the Evaluation Criteria dialog box, repeat these steps 3 times to add all the evaluation criteria:

      i. Add a criterion, as shown here.

Employment Attributes	Operator	Value	Logical Operator
Collective Agreement	Equal To	Registered Nurses	And
Labor Union	Equal To	Yes	And
Location Components	Equal To	(State) California	NA

      ii. After adding each of the first 2 criterion, click **Apply and Add Another**. After adding the third criterion, click **Save and Close**.

   f. On the Create Group page, in the Evaluation Criteria table, select all 3 rows.

   g. To group the criteria into a single condition, on the toolbar, click the **Add Parentheses** icon.

   h. Click **Save and Close**.

   i. On the Confirmation dialog box, click **OK**.

2. Refresh the group membership.

   a. On the HCM Groups page, click **Refresh Group Membership**.

   b. On the Refresh Group Membership page, in the Group field, select **RN in CA on Primary Assign**.

   c. In the Evaluation Date field, select the current date.

   d. Click **Submit**.

   e. On the Confirmation dialog box, click **OK**.

Create an HCM Group Using a Value Set

You want to create an HCM group using a value set to find all part-time equivalent individuals with an annual salary basis.

Before you start

You need to create the All Part-Time Individuals with an Annual Salary Basis value set.

Here's what to do

1. Create the HCM group. Use the HCM Groups task in the Setup and Maintenance work area. It's part of the Workforce Deployment offering, Time and Labor functional area.

   a. On the HCM Groups page, click the **Create** icon.

   b. On the Create Group page, in the Name field, enter **All PTE with Annual**.

   c. In the Description field, enter **Uses a value set to find all part-time equivalent employees with an annual salary basis**.

   d. In the Include or Exclude Groups section, click the **Add Value Set** icon to insert a value set table row.

   e. Select the **All Part-Time Individuals with an Annual Salary Basis** value set.

   f. Click **Save and Close**.

   g. On the Confirmation dialog box, click **OK**.

2. Refresh the group membership.

   a. On the HCM Groups page, click **Refresh Group Membership**.

   b. On the Refresh Group Membership page, in the Group field, select **All PTE with Annual**.

   c. In the Evaluation Date field, select the current date.

   d. Click **Submit**.

   e. On the Confirmation dialog box, click **OK**.

Create an HCM Group by Embedding Other HCM Groups

You want to create an HCM group with members who are part of the Registered Nurses collective agreement, in a labor union, in California. Members are also all part-time equivalent individuals with an annual salary basis.

Before you start

You need to create the RN in CA on Primary Assign group and All Part-Time Individuals with an Annual Salary Basis value set.

Here's what to do

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1. Create the HCM group. Use the HCM Groups task in the Setup and Maintenance work area. It's part of the Workforce Deployment offering, Time and Labor functional area.

    a. On the HCM Groups page, click the **Create** icon.

    b. On the Create Group page, in the Name field, enter **RN in CA on Primary Assign and All PTE with Annual**.

    c. In the Description field, enter **Individuals with the Registered Nurses collective agreement, in a labor union, in California. And all part-time equivalent individuals with an annual salary basis**.

    d. In the Include or Exclude Groups section, add the two groups, as shown here.

Priority	Group
1	RN in CA on Primary Assign
2	All PTE with Annual

    e. Click **Save and Close**.

    f. On the Confirmation dialog box, click **OK**.

2. Refresh the group membership.

    a. On the HCM Groups page, click **Refresh Group Membership**.

    b. On the Refresh Group Membership page, in the Group field, select **RN in CA on Primary Assign and All PTE with Annual**.

    c. In the Evaluation Date field, select the current date.

    d. In the Remove Future-Dated Group Members field, select **No**.

    e. Click **Submit**.

    f. On the Confirmation dialog box, click **OK**.

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44 **Delivered Profiles and Time Entry Profiles**

How Time Entry Profile Components Work Together

A time entry profile specifies how linked individuals report, review, and submit time using time cards, calendar, and Web Clock. It also specifies how their managers report, review, and submit time cards on behalf of individuals.

You create these profiles using the Worker Time Entry Profiles task in the Setup and Maintenance work area. It's part of the Workforce Deployment offering, Time and Labor functional area.

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Here's how the profile components work together.
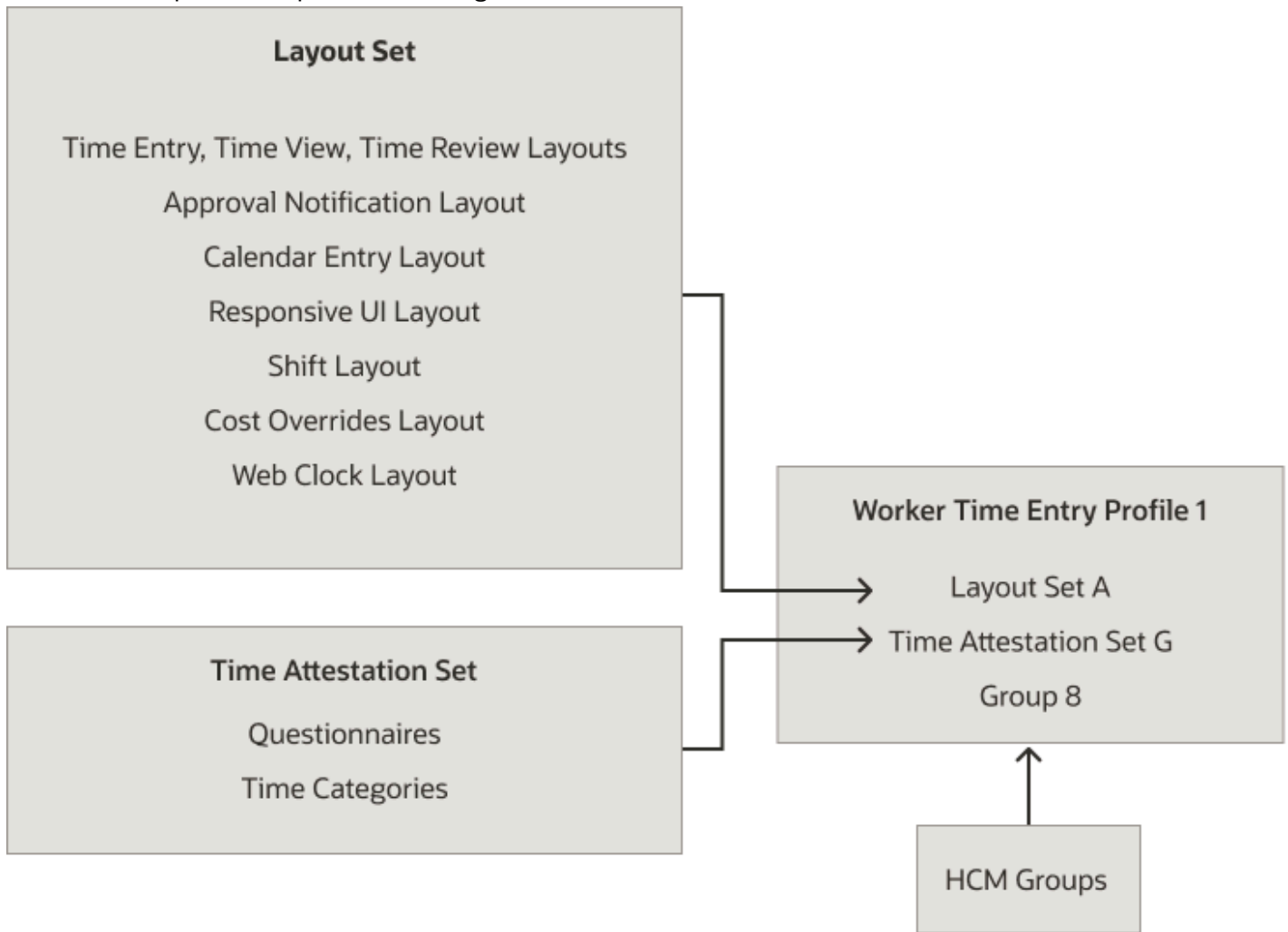
Layout Sets

A layout set is a collection of layouts that decide the appearance of time card, calendar, Web Clock, and shift pages. It also decides the time entry identifies used in change audits. For example, one layout set has layouts for people who have the same payroll characteristics. Another layout set has layouts for people who have the same project

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costing characteristics. And a third layout set has layouts for people who have the same payroll and project costing characteristics.

Time Attestation Sets

A time attestation set is a collection of questionnaires and their initiating events and time categories. The attestation set lets you gather more information about reported time to make sure that people are complying with time policies and various regulations. For example, you can have people who work when they aren't scheduled attest that they obtained authorization beforehand.

Groups

An HCM group identifies people who share the same characteristics. All group members and their managers inherit the layouts in the layout set of their assigned time entry profile. They also inherit the time attestation set, if selected. You can assign each HCM group to only one time entry profile at a time.

Related Topics

- Time Attributes
- Overview of Layout Components for Time Entry
- Time Layout Sets
- Overview of HCM Group Membership

Delivered Time Entry and Processing Profiles

By default, all employees in an organization are members of delivered HCM groups linked to delivered time entry and processing profiles. These delivered profiles apply to all employees.

The delivered time entry profiles use delivered time card fields, layout sets, and HCM groups. The delivered time processing profiles use delivered repeating periods, time categories, time consumer sets, and HCM groups.

Delivered Time Entry Profiles	Delivered Time Processing Profiles	Description
Payroll Time Entry Profile	Payroll Time Processing Profile	For only the payroll time consumer
Projects and Payroll Time Entry Profile	Projects and Payroll Time Processing Profile	For the project costing, project execution management, and payroll time consumers
	Project Execution Management Time Processing Profile	For only the project execution management time consumer
Projects Time Entry Profile	Projects Time Processing Profile	For only the project costing time consumer

These delivered profiles don't include any time rules because the time repository includes only delivered time rule templates. You use these delivered templates to create any rules and rules sets that you want to link to your own profiles.

To save time when creating your own profiles, you can duplicate the delivered profile that most closely matches the profile you need. Then, edit the duplicate profile, including the effective date, to support your time reporting policies.

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For example, to create a profile that uses the delivered Projects Layout Set Filtered by Project Team Members layout set, duplicate Projects Time Entry Profile.

Related Topics

- How Time Entry Profile Components Work Together
- How Time Processing Profile Components Work Together

How You Set Allowable Actions for Time Entry

You can specify the actions that individuals, lines managers, and time and labor managers can do by time card status. You can also set the number of days into the past and future they can do the enabled actions.

You make these configurations using the Worker Time Entry Profiles task.

Actions by Status

Enable individuals, line managers, and time and labor managers to create, view, edit, and delete time cards according to your time card policies. For example, you've individuals who report time using Web Clock and correct any time exceptions and issues by submitting change requests. So, you let them only view their Entered, Saved, Submitted, Rejected, and Approved time cards. You've other individuals who report time with time collection devices and you want them to fix any incomplete or in error issues. So, you enable them to edit only incomplete entries on classic and responsive time cards with an Incomplete or In error status. If they're using enhanced time cards and you enable these edits, individuals can also edit or add entries.

To let individuals edit time entries generated from device events, be sure to also select the **Allow edits to times generated from device events** option.

Days Before and After

You can optionally set the number of days before and after today that people can do the action for the enabled status. For example, your policy is to let individuals edit submitted time cards up to **5** days before the current date. If that day falls in a prior time card period, they can edit the current and previous time cards if the status is still Submitted.

If you don't set any number of days, people can always do the entry action on their time cards with the enabled statuses. For example, you let individuals edit entered and saved time cards but don't set any number of days before or after. They can edit their entered and saved time cards, regardless of how many time card periods the time cards are in the past or future. But, as soon as the time card status changes to Submitted, they can't edit the time card.

Related Topics

- How Time Entry Profile Components Work Together

Manager Days Before and After Settings

Consider prior period ranges for allowable adjustments to time data when setting days before values for allowable time entry actions on the Line Manager and Time and Labor Manager tabs.

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For example, to limit adjustments for all actions and statuses to the last quarter and next month, enter **90** days before and **30** days after. The configuration on the manager tabs apply to all managers of individuals associated with the profile. We recommend that you configure the managers tabs to support your typical adjustment policies for time cards.

Here's how you can handle exceptions that fall outside the typical adjustment periods:

1. Edit the relevant profile to remove the relevant days before or after values.
2. Make your time card adjustments.
3. Edit the relevant profile to re-enter the relevant days before or after values.

Time Collection Device Integration Options on Time Entry Profiles

You can specify whether people can edit the time entries generated for them from their time collection devices, including Web Clock. You can also enable geolocation for Web Clock.

Geolocation

The collected geolocation information includes the Web Clock device used to report the time, such as Desktop, Mobile Offline, or Mobile Online. It also includes the latitude and longitude accuracy in meters, and any exceptions, such as rejected location requests.

> **Note:** You can record geolocation information and generate geolocation addresses for most, but not all countries. We recommend that you test the countries where you work with geolocation information to make sure you can generate the correct addresses from the geolocation coordinates.

GPS is a country-specific service. A time reporter's location, device, and other factors decide the accuracy and availability of their geolocation information. For most accurate information, we recommend that you enable this functionality for people who use Web Clock on mobile devices because they've dedicated GPS sensors. Because desktop devices don't have GPS sensors, their location is derived from the network, and it's likely to be less accurate. Desktops that use VPN connections are most likely to provide incorrect location information. Oracle HCM Cloud app versions that support geolocation are 11.13.23.01.01 or later.

> **Note:** People with these time entry profiles are prompted to grant Location access when they use Web Clock on mobile devices or in browsers on any supported device.

Geofencing

When you enable geofencing, you set the validation mode.

- **Record and report**: Shows the worker a message letting them know that their manager was notified that they reported time outside their geofence. It also records the clock event with an exception.

- **Restrict**: Won't allow the worker to record web clock events outside the primary assignment work location.

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Schedule Option on Time Entry Profiles

You can specify whether schedulers can create shifts and edit shift properties for individuals linked to the scheduler profile or only view existing shift details. By default, schedulers can edit shift properties.

You set this option using the Worker Time Entry Profiles task.

> **Note:** The configuration of this option on imported schedule events overrides the configuration on the time entry profile. For example, you configure a profile to allow edits and import schedule events configured to not allow edits. Schedulers can't edit those imported schedule events.

Related Topics
- How You Plan and Publish WFM Schedules

Worker Attestation Options

To identify if people are complying with time policies and various regulations, link a time attestation set to the time entry profile. For example, have people who work when they aren't scheduled attest that they obtained authorization beforehand.

You can optionally set the number of days before and after today that people can edit their attestations. For example, your policy is to let people edit their attestations up to 5 days before the current date. If that day falls in a prior time card period, they can edit the attestations for the current and previous time cards. If you don't set any number of days, people can always edit their attestations. It doesn't matter how many time card periods the time cards are in the past or future.

Related Topics
- Time Attestation Sets

Cost Overrides Option on Time Entry Profiles

If the layout set that you link to the time entry profile includes the Cost overrides layout, you need to enable the cost overrides option.

Doing this turns on the Override Costs option of the time entry level Actions menu on responsive time cards. The people linked to the profile use the action to open the Cost Overrides page.

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Related Topics

- Entries Section Configuration of the Responsive UI Layout
- Cost Overrides Layout Configuration
- Add and Configure Values for the Multiple-Attribute Time Card Field

45 Time Measures and Time Processing Profiles

Time Measure to Show Option

You can specify for classic and responsive time pages whether to show time measures in hours and minutes or set a decimal place.

For example, enter and show quantities on time card pages in the format Hours, Minutes (HH:MM). On certain pages, read-only quantities and durations in this format can appear in the format `Hh Mm`, for example, 15h 30m.

Redwood time pages use only decimal place options.

Hours decimal options specify the number of places to show to the right of the decimal. Your selection applies to pages where time layouts don't control the appearance. For example, your selection applies to time measures on the Existing Time Cards and Team Time Cards pages. It doesn't apply to the Create Time Card or Add Time Card pages.

By default, time card layouts, such as time entry, review, view, approval notification, and responsive UI, have Decimal Places set to 2. You can edit the layouts to change this default, as appropriate. We recommend that you review all the pages that correspond to any layouts in a layout set where you changed the default value. Make sure that the number of decimal places that you see on each page is what you expect.

Time Entry Rules

Time entry rules can specify output messages that include the number of hours. Unchanged formulas and rule templates delivered before 2020 use the decimal format. To create your own formulas that use the Hours format, delivered reference the delivered formula ORA_TER_PERIOD_MAX_WITH_MSG_FORMAT_OPTION_AP.

Basic Process for Defining Time Measures

1. On the Worker Time Processing Profile page, Actions menu, select **Define Time Measures**.
2. On the Time Measure Properties page, select the measure to show.

> **Note:** Your selection applies across the entire Oracle Fusion Cloud Time and Labor environment. It isn't specific to the individuals linked to a specific time processing profile, nor the managers acting on their behalf.

How Time Processing Profile Components Work Together

A time processing profile identifies the time card period and time entries to use in linked validation, calculation, approval, and transfer rules. It also identifies whether to audit time changes and when to start the audit.

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Create these profiles using the Worker Time Processing Profiles task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

Here's how the components that make up a time processing profile work together.
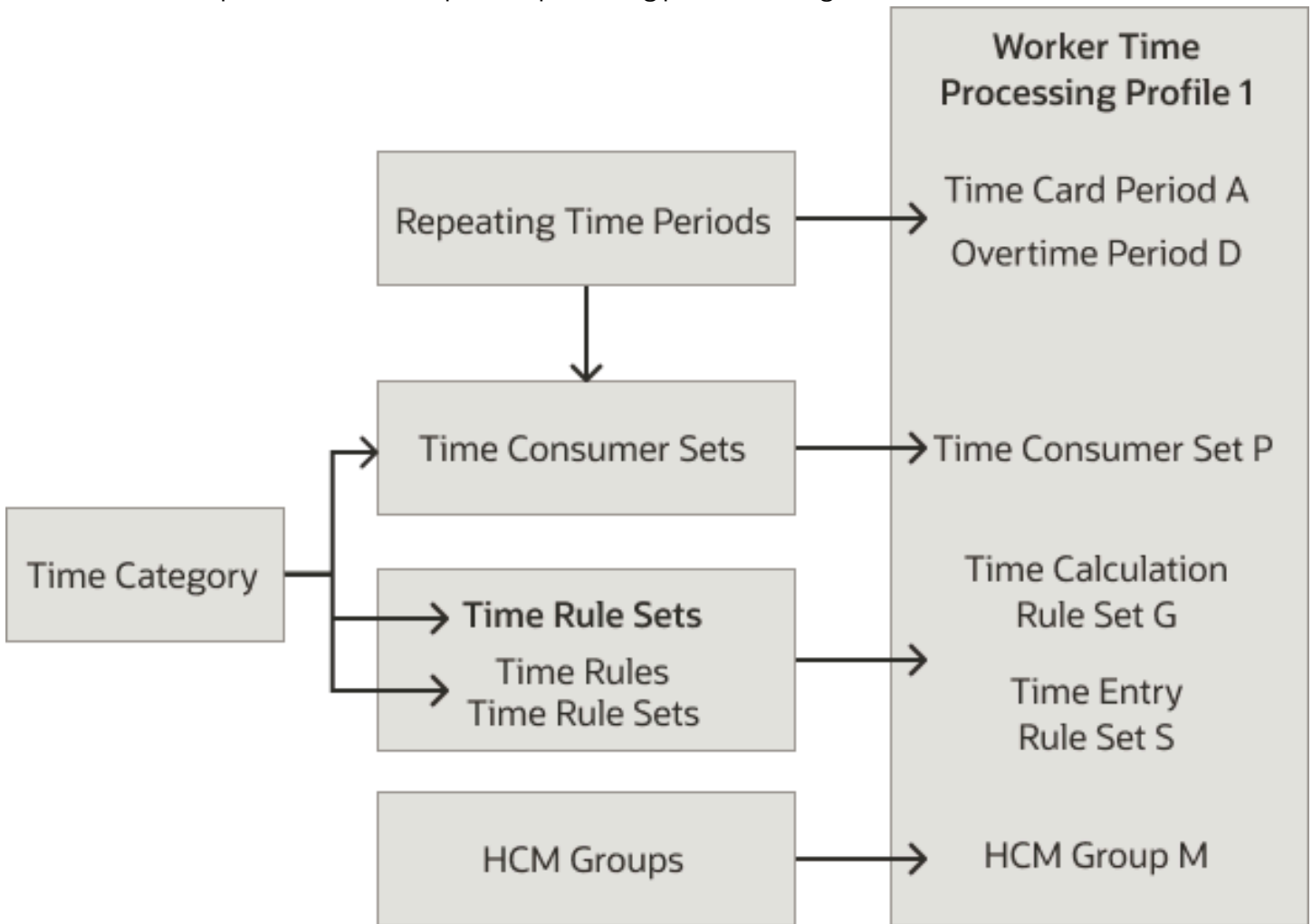
Repeating Time Periods

Repeating time periods, such as weekly, biweekly, or monthly periods, make up the choices for the time card period and optional overtime period. They're also selected as approval periods in time consumer sets. The approval period needs to match the selected time card period. Otherwise, you might get errors when you try to link groups to the profile.

Time Category

A time category identifies the time entries to use in time rules, summaries, analytics, and transfers. For example, use all payroll and absence entries or only all payroll entries.

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Time Consumer Set

A time consumer set identifies the time data to validate for linked individuals. It also identifies the approval period that applies to the linked individuals, and what data approval rules should use. And, it specifies when to transfer the validated time data. For example, for the Payroll consumer validates all payroll time entries whenever linked individuals or their managers save or submit their time cards. Transfer the validated payroll time data whenever someone runs the Load Time Card Batches or Transfer Time Cards from Time and Labor process. The linked individuals have a weekly approval period and approval rules evaluation calculated and absence time data. And, payroll approval is required before the time data can transfer.

Time Calculation Rule Set

A time calculation rule set collects related calculation rules and rule sets that support time processing policies. For example, automatically allocate time across cost segments or grants and calculate daily and weekly overtime for the linked individuals. The rules in the selected rule set also apply to time entries created using web clock events and third-party device events.

Time Entry Rule Set

An entry rule set contains time entry rules and rule sets that support time validation policies. For example, enforce minimum and maximum worked hours and generate exceptions when linked individuals start or stop their shifts too early or late. The rules in the selected rule set also apply to time entries created using web clock events and third-party device events.

HCM Group

An HCM group identifies people who share common characteristics. All group members and their managers inherit the repeating periods, the consumer set, and the rule sets in their assigned processing profile. You can assign each HCM group to only one time processing profile at a time.

Related Topics

- Repeating Time Periods
- Time Categories
- Approval Options in Time Consumer Sets
- Time Formula and Rule Types
- Overview of HCM Group Membership

Enable Resubmission of Future Time Cards Option

A person's information, such as the payroll relationship or assignment status, can change retroactively. These information changes can also change the person's associated layout set, time card period, or both. And, the person can add absences to and change absences on existing time cards.

To include future time cards for linked individuals when the Resubmit Time Cards process runs, select the **Enable Resubmission of Future Time Cards** option. This option is on time processing profiles.

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Related Topics
- Resubmit Time Cards Process

Submit Time Cards for Scheduled Processing Option

By default, when people click **Submit** on time cards, the applicable time consumer validation and time entry and calculation rules run immediately.

If your company has complex calculation rules or people with monthly time cards, we encourage you to submit time cards for scheduled processing. This way, the time consumer validation, time entry, and time calculation rules for the linked individuals run in the background. These individuals and their managers can review any issues and calculated time data results later, after the process completes.

You set this option on time processing profiles.

- When you select this option and linked individuals click **Submit** on their time cards, their Existing Time Cards page opens. The page has a submission pending message over the submitted time card. When managers click **Submit** on a time card, their Team Time Cards page opens with the same message. After time entry and calculation processing completes, other messages replace the submission pending message. The messages could be about exceptions that need fixing. Or, if there aren't any exceptions, the new message indicates that approval is pending for the time card.

- When you don't select this option, the linked time entry and calculation rules run immediately. Messages about any exceptions appear on the time card, which is still open. If the rules don't generate any exceptions, the Existing Time Cards or Team Time Cards page opens. The time card shows with the message that approval is pending.

Related Topics
- Submit Queued Time Cards Process

Change Audit Options

You can track who did what classic, responsive, or enhanced time card action--such as save, submit, and approve--and when. You can also track who changed time entries, including absences, and when and why.

Use the Worker Time Processing Profile task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

> **Note:** As soon as you enable change audit, you can't delete audited time cards. But, you can delete time entries on audited time cards.After you enable change audit, changes get tracked automatically from the specified starting point. For example, you can set change auditing to automatically start after the first time a time card gets submitted or approved. Or, you can automatically audit any manual changes to the time card.

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Before Enabled Change Audit Can Work

For enabled change audit of time cards to work properly, you need to complete these tasks in the Setup and Maintenance work area.

- Workforce Management Lookups: Support your time policies by adding change audit reasons to the ORA_HWM_CA_REASONS lookup type. This lookup makes up the change audit reason drop-down list that appears after people save or submit edited time cards.

- Time Layout Sets: Select the time card fields that, when combined, enable people to identify a time entry that changed. For example, on one set of layouts, the Job and Pay Type fields together uniquely identify time entries.

Public Holidays on Time Cards Option

When you're configuring time cards to automatically add public holiday entries, you can set the default value for the payroll time type attribute.

For example, you created payroll elements for different countries using names like US Public Holidays, UK Public Holidays, and Bangalore Public Holidays. For people in the US, you want to set US Public Holidays as the default value for their public holiday entries. Use the Worker Time Processing Profile task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

You might have profiles for people who work across multiple legislative data groups (LDGs), such as the US and Canada. The time attribute value of the holiday entry gets set automatically only for people in the same LDG as the public holiday element. For example, you select the **US Public Holiday** payroll element. The element gets used for people in the US LDG. It doesn't get used for people in the Canada LDG. To automatically add holiday entries for everyone, you need to create separate profiles for the two LDGs. The fastest way to do this is to duplicate the existing profile and then update the configurations accordingly, including HCM group assignments.

> **Tip:** You can stop the automatic creation of public holiday entries at any time. Just clear the value from the Payroll Element to Automatically Add Entries field on the time processing profile.

Before Enabled Change Audit Can Work

To automatically add public holiday entries to time cards, you need to complete these tasks in the Setup and Maintenance work area.

- Create a payroll element for public holidays, for each LDG using the Elements task. These elements get used in time card drop-down lists and to set the time attribute value when creating public holiday entries on time cards.

- Run the Generate Data Dictionary Time Attributes process after creating your public holiday payroll elements.

- Set the payroll element as one of the payroll time type attribute values to include in the drop-down list of the multiattribute time card field. If your field definition contains attributes for multiple LDGs, you can add another row for each public holiday payroll element you created for those LDGs. Use the Time Entry Layout Components task.

- Make sure that you defined all observed public holidays for the appropriate geography or organization trees. Use the Manage Calendar Events task. Be sure to set the Category to **Public holiday**. Also, define full-day public holidays as 12:00a to 12:00a.

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- Make sure that your people have one of these types of schedules defined: Work Week, Work Schedule, or Standard Working Hours. For Work Schedule, make sure that the Public holiday event category is added as an exception.

Related Topics
- Basic Process to Integrate Global Payroll and Time and Labor
- Create Time Card Elements for Time Entries
- How You Configure and Assign Work Schedules
- Basic Process to Create a Calendar Event Using a Geographic Tree
- Basic Process to Create a Work Schedule

On-Call Entries on Time Cards Options

You can automatically default on-call entries on enhanced time cards for worker assignments with on-call shifts assigned. Identify the payroll element to apply to these entries using the My Client Groups > Worker Time Processing Profile task.

You can also specify a time category to use to identify the on-call payroll time types. These time types are excluded from schedule deviation calculations and included in on-call schedule deviations. The calculation results show in the Time Totals drawer of the enhanced time card. Here's how total hours and schedule deviation results are calculated:

- `Total Hours = All Hours - On-Call Time Category from Worker Time Processing Profile`

- `Schedule Deviation = Total Hours (All Hours - On-Call Time Category from Worker Time Processing Profile)`
  `+ Equivalent Hours for Day Entries - Scheduled Hourse`

46 Time Device Processing Profiles

How Time Device Processing Profile Components Work Together

A time device processing profile identifies the application events and time attributes that form the time card entries for linked individuals. It also specifies how to validate the time entries and when to automatically save and submit the time cards.

You create these profiles using the Time Device Processing Profiles task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

Here's how the components that make up a device processing profile work together.
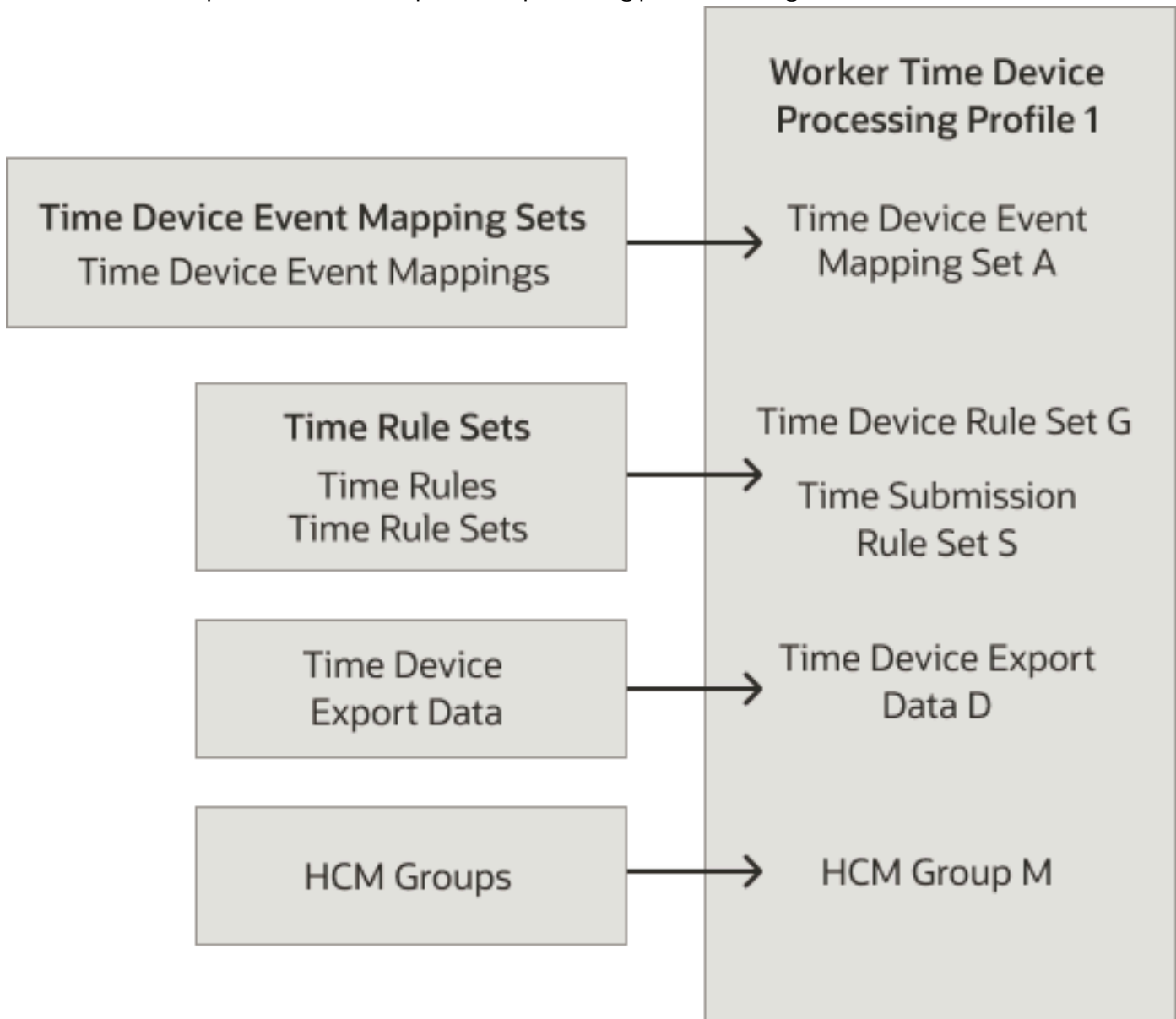
Time Device Event Mapping Set

A time device event mapping set identifies the time card entries generated for the linked individuals, from time collection device events.

A mapping set doesn't apply to Web Clock events because the application event and time attributes are part of the button configurations. To run device and submission rules for clock events, you can create a profile that leaves this option blank.

Time Device Rule Set

A time device rule set collects related validation rules and rule sets that support time device processing policies. For example, automatically generate an information message if an In or Out event is outside the grace period for the

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individual's scheduled shift. Generate warning messages if the event is inside the start early or late periods or stop early or late periods. And, generate error messages if the event is outside the early or late periods.

Time Submission Rule Set

A time submission rule set identifies when to automatically save and submit the time card generated for the device or clock event. For example, individuals linked to this profile badge or clock in at the start of their shifts, Monday through Friday. And they badge or clock out at the end of their shifts. They don't badge or clock in or out for breaks and meals. The rule in their set automatically saves their time cards after every Out application or clock event--at the end of their work day. The same rule also submits their time cards after the fifth Out application or clock event, which is at the end of their work week.

Time Device Export Data

A time device export data configuration sends relevant person, payroll, and schedule data to the time collection device used by the linked individuals. The time device uses this export data to complete each time event transaction created by the linked individuals.

Web Clock doesn't require export data because it gets person and schedule data directly from the time repository. And, relevant payroll time data]s part of each button definition. To run device and submission rules for clock events, you can create a profile that leaves this option blank.

HCM Group

An HCM group identifies people who share common characteristics. All group members and their managers inherit the event mapping set, device and submission rule sets, and export data in their assigned device processing profile. Group members who use Web Clock, and their managers, inherit the device and submission rule sets in their assigned device processing profile. You can assign each HCM group to only one device processing profile at a time.

Related Topics
- Time Device Event Mappings
- Time Formula and Rule Types
- Overview of HCM Group Membership
- Export Data to Time Collection Devices Process

Time Attributes for In and Out Event Matching

You can select one or more time attributes to use to match In and Out device events, to create time entries.

An In event makes up the first part of a time entry. The incomplete entry becomes a complete entry when an Out event matches to it. Time card processing matches an Out event to the nearest In event before it, accounting for any matching time attribute option.

In Has Attribute and Out Doesn't

Here are the two most recent device events received:

- In event with a Payroll Time Type of Regular

- Out event without a payroll time type

These two events make up a time entry with the Regular payroll time type attribute.

In Doesn't Have Attribute and Out Does

Here are the two most recent device events received:

- In event without a payroll time type
- Out event with a Payroll Time Type of Meal

These two events make up a time entry with the Meal payroll time type attribute.

In and Out Have Different Attribute Values

Here are the two most recent device events received:

- In event with a Payroll Time Type of Regular
- Out event with a Payroll Time Type of Meal

While both events have a Payroll Time Type value, the values are different and thus the events don't match. These events make up two incomplete time entries:

- An entry with the start time and an In event with the Regular payroll time type that's missing the stop time of the Out event
- An entry with the stop time and an Out event with the Meal payroll time type that's missing the start time of an In event

Someone needs to fix these incomplete entries before the time card can be submitted.

In and Out Have Same Attribute Values

Here are the two most recent device events received:

- In event with a Payroll Time Type of Regular
- Out event with a Payroll Time Type of Regular

These two events make up a time entry with the Regular payroll time type attribute.

47 Time Profile Assignments, Priorities, and Comparison

Group Assignments on Time Profiles

You use start and end dates to assign time entry, processing, and device processing profiles to groups of individuals for these reasons:

- You can assign more than one group to a single profile. For example, you assign the USA_Individs profile to the FullTime_USA_Individs and PartTime_USA_Individs groups.

- You can't assign a single group to more than one profile of the same type at the same time. For example, the FullTime_USA_Individs group can't have active assignments for both the USA_Individs and UK_Individs time entry profiles.

You assign groups to profiles using these tasks:

- Worker Time Entry Profiles

- Worker Time Processing Profiles

- Worker Time Device Processing Profiles

Related Topics
- How Time Entry Profile Components Work Together
- How Time Processing Profile Components Work Together
- How Time Device Processing Profile Components Work Together
- Overview of HCM Group Membership

Priority of Time Profiles

You assign each time entry, processing, and device processing profile a unique priority number relative to other profiles of the same type.

The priority decides an individual's profile if they're eligible for multiple profiles of the same type. The highest priority is 1. For example, an individual is linked to these two time entry profiles:

- US_Western, which has a priority of 5

- US_CA, which has a priority of 3

Because US_CA has a higher priority, that time entry configuration applies.

Related Topics
- How Time Profiles Get Derived

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How Time Profiles Get Derived

Through HCM group membership, an individual can be eligible for multiple time entry, processing, and device processing profiles. The assignment type for each of an individual's eligible profiles decides the single profile of each type that applies.

Priority	Assignment Type	Derivation Description
1	Individual Assignment	The profile with this assignment has the highest priority and overrides all group profile assignments.
2	Group Assignment	The profile with the lowest priority applies when multiple group memberships qualify an individual for multiple profiles of the same type.
3	Default Group Assignment	The profile with this group assignment applies to all individuals who don't have any profile assignments. This way, they can report time and that time can get processed and transferred to the appropriate time consumers.

Related Topics
- Priority of Time Profiles
- Compare Time Profiles

Compare Time Profiles

Troubleshoot issues related to the unexpected appearance or disappearance of time card, web clock, or shift layouts and unexpected rule results by comparing time profiles. Use the time profile tasks in the Time Management work area.

1. On the profile task page, click **Troubleshoot**.
2. On the troubleshoot profile page, search for and select a person.
3. Specify the profile evaluation date.
4. To list the profiles with an effective assignment on that date, click **Evaluate**.
5. Select up to three of the person's profiles and view the various values for those profiles.

Related Topics
- How Time Profiles Get Derived
- Assign a Time Profile Directly to an Individual
- Delete a Direct Assignment for a Time Profile

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48 Time and Labor Integration with Absence Management

Basic Process to Integrate Absence Management and Time and Labor

Let people report absences and view accrual balances on their time cards by integrating Oracle Fusion Cloud Absence Management with Oracle Fusion Cloud Time and Labor.

You can find details about the setup tasks for Absence Management in the Implementing Absence Management guide. The time and labor tasks are in the Setup and Maintenance work area. They're part of the Workforce Deployment offering, Time and Labor functional area.

Absence Management Setup

Create the absence management configurations that support your absence and time management policies. Here are key requirements when integrating with Time and Labor.

1. Make sure that a work schedule exists for each person's primary assignment.
2. Set the absence type units of measure to Hours or Days.
3. Enable the absence type for time card entry.
4. Enroll people in absence accrual plans that are associated with the absence type. Make sure that the plan balances are up to date.

Time Entry Setup

Create the time entry configurations that support your time and absence reporting policies, as summarized here.
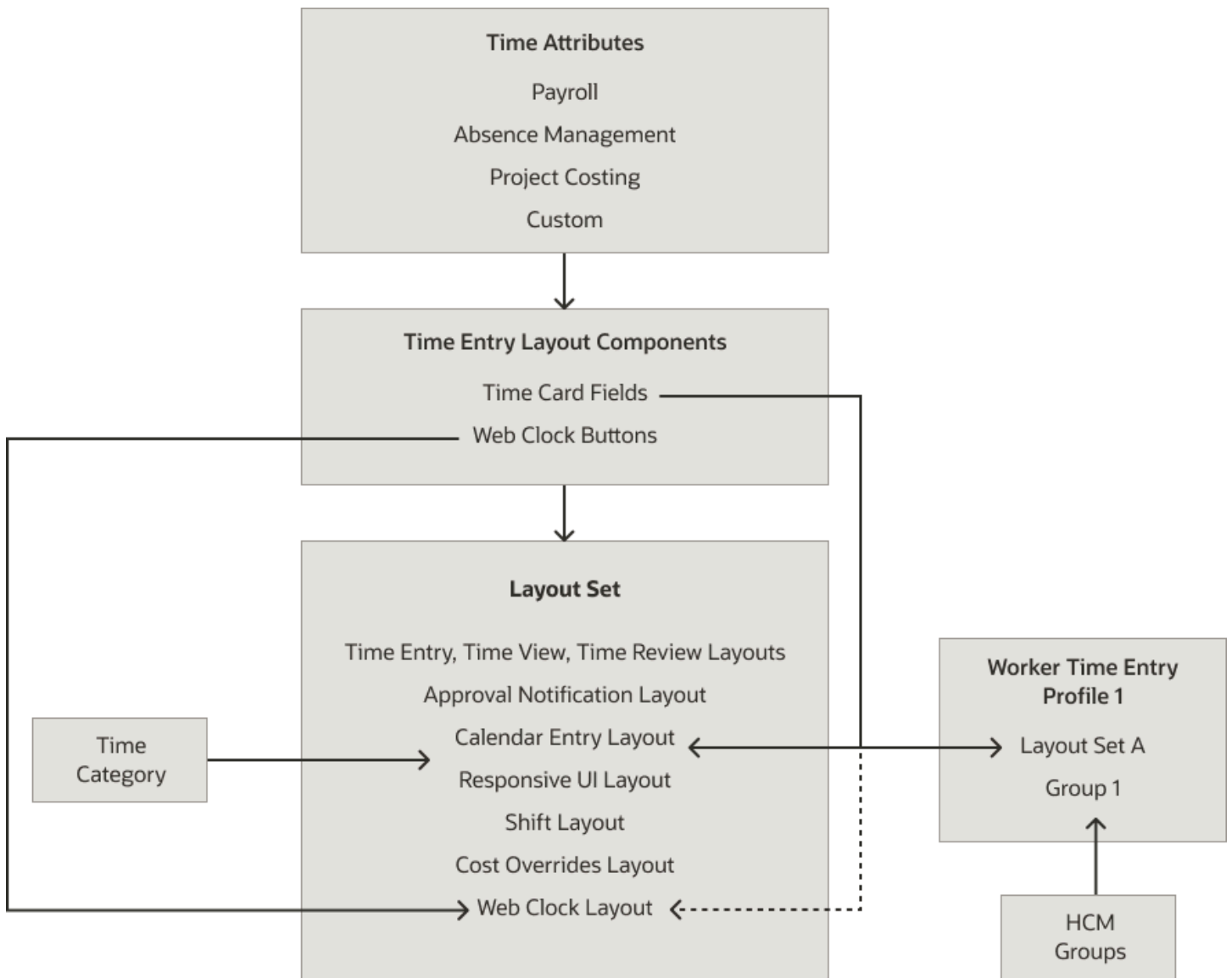
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Time Attributes

Payroll

Absence Management

Project Costing

Custom

Time Entry Layout Components

Time Card Fields

Web Clock Buttons

Layout Set

Time Entry, Time View, Time Review Layouts

Approval Notification Layout

Calendar Entry Layout

Responsive UI Layout

Shift Layout

Cost Overrides Layout

Web Clock Layout

Time Category

Worker Time Entry Profile 1

Layout Set A

Group 1

HCM Groups

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Also, create the time collection device configurations, as appropriate.
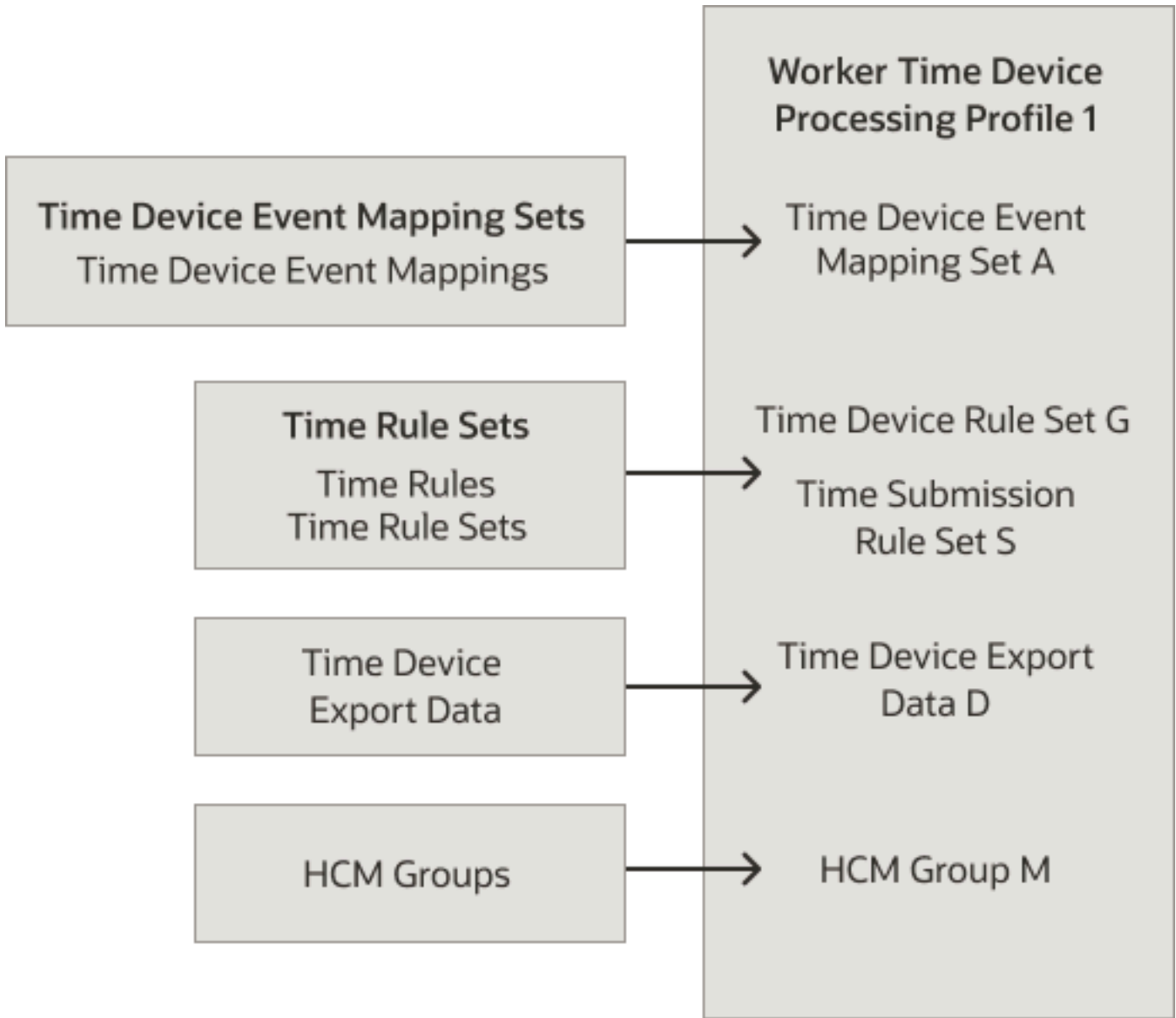
Time Processing Setup

Create the time processing configurations that support your time and absence processing policies, as summarized here.
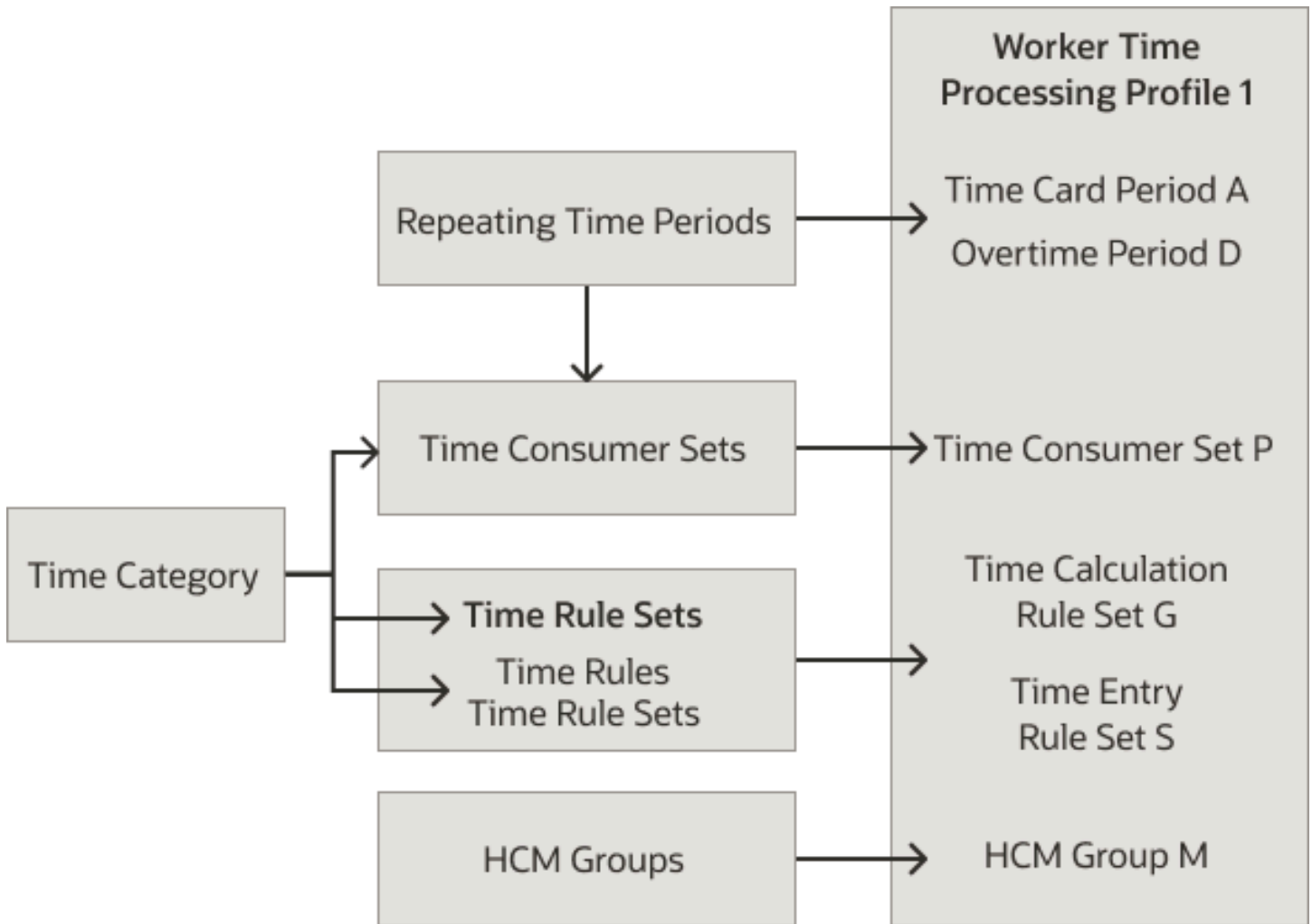
Related Topics
- Time Entry Setup and Maintenance Tasks
- Time Processing Setup and Maintenance Tasks
- Overview of Time Collection Device and Web Clock Event Processing
- Assign the Weekly Day Office, Night Home Work Schedule
- How Absence Components Work Together

Compensatory Time and Time Cards

You can need people to work excess hours outside of their regular work schedule, such as overtime hours or hours worked on a holiday.

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You can convert these excess hours to earned compensatory time off, also known as time off in lieu (TOIL), instead of monetary compensation. People can then record absences against the defined compensatory plan specific to your policies when they take time off in the future.

Here's how people earn and use compensatory time:

1. They report earned time on the same Oracle Time and Labor Cloud time cards that they use to report regular worked hours. This earned time transfers to Oracle Absence Management Cloud and updates the corresponding plan balance.
2. They apply for paid time off using the corresponding compensatory absence plan.

To provide seamless integration between Time and Labor and Absence Management, you need to complete some setup tasks. When you finish, compensatory time reported on time cards will automatically transfer to the corresponding absence plans.

Related Topics
- How You Set Up Compensatory Time in Time and Labor
- How You Set Up Compensatory Time in Absence Management

How You Set Up Compensatory Time in Absence Management

Here's what you need to do to implement compensatory time in Oracle Fusion Cloud Absence Management. The tasks are in the Absence Management work area.

1. Create an absence plan with the Compensatory plan type and define the related attributes for compensatory time. Use the Absence Plans task.
2. Create an absence type for compensatory time absence entry. Use the Absence Types task.
3. Link the absence type to the compensatory time plan. Use the Absence Types task.

What to do next

After you define the absence plan and absence type, you can enroll people in the linked compensatory plan. Use the Absence Records task in the Person Management work area.

Related Topics
- Compensatory Time and Time Cards
- Options to Define Compensatory Plans

How You Set Up Compensatory Time in Time and Labor

To report and calculate earned compensatory time and take compensatory absences, you must complete these time entry and processing configuration tasks. They're in the Setup and Maintenance work area, Workforce Deployment offering, Time and Labor functional area.

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Time Entry

Here are the configuration tasks you need to complete for time entry.

	Task	Description
1	Generate Data Dictionary Time Attributes	Link time attributes stored in the data dictionary with any absence types enabled for time entry. These attributes identify the time data for transfer to Absence Management for processing.
		The absence types make up the drop-down list for the Absence Management Type attribute. You use these drop-down list values when you create time card fields and web clock buttons. Time reporters use them when they report time worked and time off.
2	Time Entry Layout Components	Create a multiattribute time entry field that includes the time attributes Absence Management Type and Compensatory Time Absence Plan.
		• In one row, you select the absence management type that decrements the person's earned compensatory time--the compensatory absence.
		• In another row, you select the compensatory time absence plan that increments the person's earned compensatory time.
		If the individuals with time layouts that include this field have multiple compensatory plans, we suggest you use the Assignment based List of Compensatory Time Absence Plan for User filtered data source.
		Optionally, create a dependent field to set an expiration date for earned compensatory time.
3	Time Layout Sets	Add the multiattribute field that includes compensatory time to the time entry, review, view, and approval notification layouts, and the calendar entry layout. Optionally add the dependent expiration date field to the entry-level details page of each layout.
		If you use responsive time cards, then add the multiattribute field to the responsive UI layout.
4	Worker Time Entry Profiles	Create profiles that link individuals and their managers to the layout set that includes the compensatory time fields.

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Time Processing

Here are the time processing tasks you need to complete.

	Task	Description
1	Time Rule Templates	Create rule templates to calculate earned compensatory time, as needed. Use time categories in rule templates to identify the absence time data to use in the calculations. You need to create rule templates for these conditions: • You use your own formulas. • You use multiattribute time card fields with more than one stored time attribute. You can use delivered rule templates if the time card field or web clock button stores a single time attribute.
2	Time Rules	Create time rules using the rule templates. • Advanced time category rules identify time events and entries using complex logic not available in the condition components of a time category. • Time calculation rules generate earned compensatory time, which automatically transfers to Absence Management.
3	Time Rule Sets	Create collections of time calculation rules that generate earned compensatory time.
4	Worker Time Processing Profiles	Create profiles that link individuals and their managers to the time calculation rule set that generates earned compensatory time.

Related Topics

- How Time Entry Profile Components Work Together
- How Time Processing Profile Components Work Together
- Overview of Linking People to Time and Labor Objects
- Overview of HCM Group Membership

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How You Override the Work Location for Accurate Absence Accrual Calculations

For people in the US to accurately accrue time off, the time entry process reads and stores the work location set in their assignments. You can let these people override the assignment work location on their time cards.

Use these delivered time attributes: Work Location Overrides and Work Location with US Hierarchy Overrides. The data sources for the work location override time attributes use a delivered value set of valid HR work locations. You can create your own value set using the delivered set as a template.

You can also define time balances for people in the US using delivered time balance dimensions that include these location attributes:

- State (area1)
- County (area2)
- City (area3)

Then, you can use the time balances and generated database items in absence accrual formula to include time card hours in absence calculations. Here are descriptions of the supported actions for each time attribute.

Delivered Time Attribute	Actions
Work Location Override	Overrides the work location of time balances used by absence accruals
Work Location with US Hierarchy Overrides	Overrides the work location of time balances used by absence accruals Transfers the state, county, and city values to payroll for processing

Related Topics
- Time Attributes
- Data Dictionary of Time Attributes
- Generate Data Dictionary Time Attributes

How You Configure Work Location Override

Before you can override work locations, you need to correctly configure Oracle Fusion Cloud Global Payroll element and work location override objects.

You also need to complete these time entry and processing configuration tasks in the Setup and Maintenance work area. They're part of the Workforce Deployment offering, Time and Labor functional area.

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Task	Description
Generate Data Dictionary Time Attributes	Associate time attributes stored in the data dictionary with payroll elements and element input values, known in Global Payroll as value definitions. These associations enable Global Payroll to process the transferred time data.
Time Entry Layout Components	Create the time card fields for work location and select the data sources. You use the fields to configure time entry, review, view, approval, and calendar layouts. If you use responsive time cards, then you configure the responsive UI layout. The delivered value set of HR work locations corresponds to organizational offices. For people who don't work in an office, such as remote workers or consultants, you can add dependent State, County, and City fields. These dependent fields enable them to provide the appropriate location details for their time entries. You don't create layout components for third parties with this task. You do use layout components created with this task to configure these layouts: • Time card layouts that managers use to resolve device-related time exceptions • The approval notification layout
Time Layout Sets	Create different layout sets for the pages that individuals and managers use to enter, view, review, and approve time data, including work location overrides. Add override work location time entry fields when you want to let individuals or managers override the work location of the individual's assignment. You don't create third-party device layouts with this task. You do use these layouts for these configurations: • Time card pages that managers use to resolve device-related time exceptions • The approval notification layout
Time Categories	Create and edit categories that identify the time entries to use in time balances, rules, summaries, and transfers based on your time and payroll policies.
Time Balance Dimensions	View the list of delivered time balance dimensions that use the US state, county, and city summation contexts, and the absence accrual period.
Time Balance Definitions	Create the time balance definitions to use in absence accrual fast formula. The time balance definition combines one of the delivered time balance dimensions and one or more time categories. The balance dimension sums entries based on the US state (area1), county (area2), and city (area3) values. The created balance definition defines a database item that you can use in the absence accrual fast formula.

Related Topics

- Generate Data Dictionary Time Attributes
- Overview of Layout Components for Time Entry
- Time Categories
- Time Layout Sets
- Overview of How You Configure Database Items to Summarize Time

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49 Time and Labor Integration with Global Payroll

Basic Process to Integrate Global Payroll and Time and Labor

You can validate, approve, and transfer reported time to payroll for payment by integrating Oracle Fusion Cloud Global Payroll with Oracle Fusion Cloud Time and Labor.

- You can find details about the payroll costing setup tasks in the Implementing Payroll Costing guide.

- You can find details about the global payroll setup tasks in the Implementing Global Payroll guide.

- The time and labor tasks are in the Setup and Maintenance work area. They're part of the Workforce Deployment offering, Time and Labor functional area.

Payroll Setup

Create the payroll costing and global payroll configurations that support your payroll and time management policies. Here are key requirements when integrating with Time and Labor.

1. Configure payroll costing to let people allocate time to different cost segments. It will also let people override default cost segments on their time cards.
2. Create elements to store payroll time types from the time card and to transfer time to payroll or a third-party application for processing.
3. Create rate definitions to show default and payroll calculated rates on time cards and get overrides from time card entries.
4. Create the relevant calculation value definitions to link elements and rate definitions.
5. Confirm that the Employment page has the Time Card Required option selected for each person who reports time.

Time Entry and Collection Device Setup

Create the time entry configurations that support your time entry and payroll policies, as summarized in these diagrams. Here are some considerations when integrating with Global Payroll.

- Make sure that dependent time card fields showing calculated rates provided by payroll populate new entries using the Based on payroll rate function.

- You can use delivered payroll time card fields, such as Payroll Time Type and Assignment Number. If you don't have any changes to the delivered fields and display names, you can use the delivered payroll layout set.
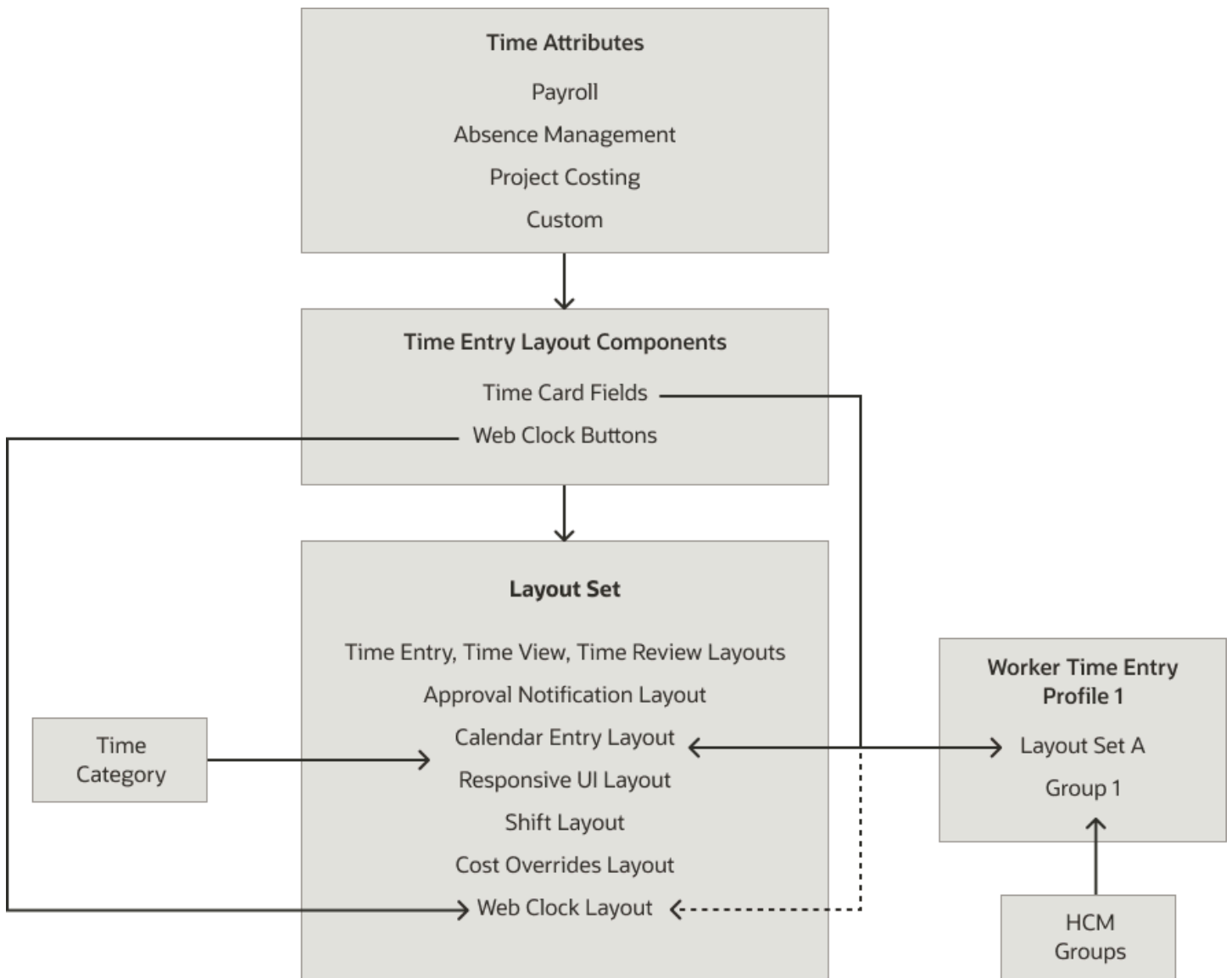
Time Attributes

Payroll

Absence Management

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Custom

Time Entry Layout Components

Time Card Fields

Web Clock Buttons

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Approval Notification Layout

Calendar Entry Layout

Responsive UI Layout

Shift Layout

Cost Overrides Layout

Web Clock Layout

Time
Category

**Worker Time Entry
Profile 1**

Layout Set A

Group 1

HCM
Groups

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Also, create the time collection device configurations, as appropriate.
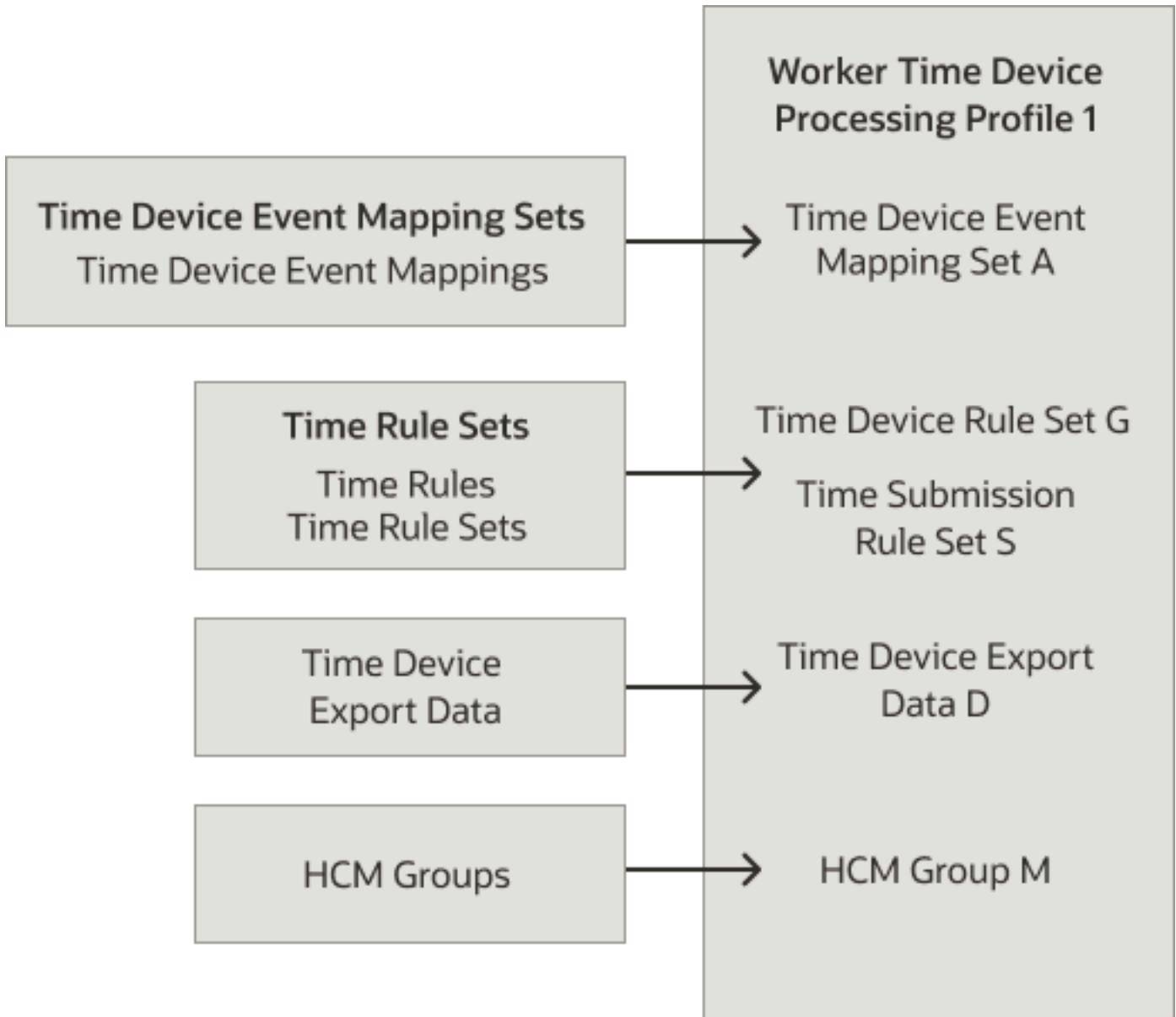
Time Processing Setup

Create the time processing configurations that support your time processing and payroll policies, as summarized in the diagram. Here are some considerations to keep in mind when integrating with Global Payroll.

- Repeating periods for reporting and approving time can be weekly or biweekly.

- Approval periods need to match the reporting period so that the approval workflow tasks run as soon as people submit their time cards.

- Payroll periods can be weekly, biweekly, semimonthly, or monthly.
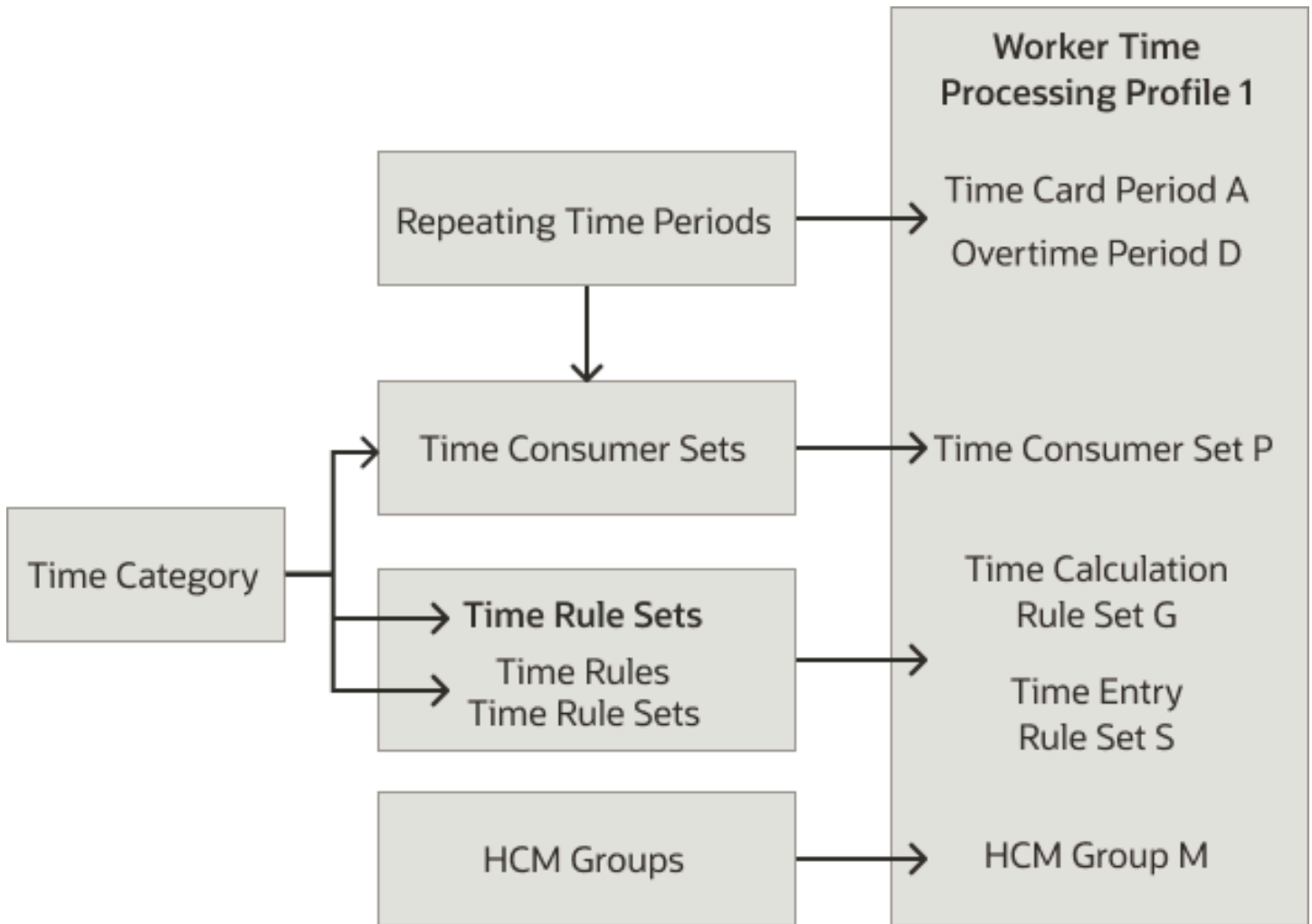
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Create Time Card Elements for Time Entries

Time card elements support hours-based and units-based quantities. You use the hours-based quantifies to assign people a flat payment amount through associated rates. For example, you pay people a meal allowance according to the number of meals they take daily.

When you create a time card element, you also create the related payroll elements, balances, formulas, and calculation components.

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> **Tip:** If people report regular and straight time portions of overtime separately, create two elements, such as Overtime and Overtime Premium. If they report the portions together, you might use straight time instead of regular time, and create a separate element for the overtime premium.

1. Create the payroll element.
   a. In the Setup and Maintenance work area, click the **Elements** task.

      - Offering: Workforce Deployment
      - Functional Area: Elements and Formulas
   b. On the Elements page, click the **Create** icon.
   c. On the Create Element dialog box, complete these steps:

      i. Select the legislative data group, such as **FR LDG**, **Hong Kong LDG**, or **US LDG**.
      ii. Select the primary classification, such as **Regular Earnings** or **Earnings**.
      iii. When available, select the secondary classification.
      iv. Select the **Time Card** category.
      v. Click **Continue**.
2. On the Create Element: Basic Information page, complete these steps:
   a. Enter a descriptive name, such as **Regular**, **Straight Time**, **Overtime**, or **Shift Pay**.
   b. Enter the name that you want to display on reports containing this payroll element.
   c. Select the effective date **January 1, 1951**. The early date ensures that the element attributes are immediately available to use with shifts, time cards, web clock, and time collection devices.
   d. Click **Next** to accept the remaining default values.
3. On the Create Element: Additional Details page, complete these steps:
   a. Select **Days**, **Hours**, or **Other Units** as the calculation units for reporting.
   b. Select the Work Units conversion rule. For the calculation used by each conversion rule, see *Conversion Rule Options for Configuring Additional Details of Payroll Elements*.
   c. Click **Next** to accept the remaining default values.
4. On the Create Element: Review page, complete these steps:
   a. Review the element configuration to ensure that everything is correct.
   b. Click **Submit** to create the element and automatically generate all the related elements, balances, formulas, and calculation components.

   By default, the Time Card category elements already have the appropriate value definition configurations required to support location overrides. You don't have to make any edits.

5. On the Element Summary page, configure element eligibility by completing these steps:
   a. In the Elements Overview section, select **Element Eligibility**.
   b. On the Actions menu, select **Create Element Eligibility**.
   c. In the Information section, enter an element eligibility name with a suffix that identifies the criteria. For example, for the regular element with open eligibility--no selected criteria--the name would be **Regular Open**.
   d. Select the eligibility criteria. To leave eligibility open on the element and control it with HCM groups and time processing profiles, skip this step.
   e. Click **Done**.

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6. Configure element eligibility for each of the related elements, which share the same name as this element and have suffixes. Suffixes include Earnings Calculator, Earnings Distributor, Earnings Results, Retro, and Retro Results.

    a. On the Manage Elements page, search for the element that you just created.

    b. Click the related element name.

    c. On the element summary page, complete these steps:

        i. In the Elements Overview section, select **Element Eligibility**.

        ii. On the Actions menu, select **Create Element Eligibility**.

        iii. In the Information section, configure the same eligibility criteria as the original element.

        iv. Click **Submit**.

        v. Click **Done**.

Related Topics

- Create the Units-Based Meals Taken Element for Time Entries
- Process Time Entries in Payroll
- Time Card Required Option
- Time Card Updates to Payroll
- Calculate Time Based on a User-Defined Value

Generate Time Attributes and Time Card Fields for Your Elements

After you create or edit earnings elements for time entries, such as Regular, Overtime, and Shift Pay, you generate time attributes for the data dictionary. Optionally, you can also generate time card fields for them.

Complete the processes in this table using the Time and Labor functional area in the Setup and Maintenance work area, Workforce Deployment offering.

Step	Process	Description	Comments
1	Generate Data Dictionary Time Attributes, required	Creates dependent payroll attributes for all element input values, such as hours and rate	You must run the Generate Data Dictionary Time Attributes process after making any changes to time elements. Such changes include adding or deleting elements, editing input values, or editing element eligibility records. **CAUTION:** Failure to run the process might negatively affect the setup of fields, validation of payroll time types, or transfers of time data to payroll.
2	Generate Time Card Fields, optional	Creates time card fields using time attributes from the data dictionary	Instead of running this process, use the Time Entry Layout

Step	Process	Description	Comments
		for the specified legislative data group	Components task to create time card fields and web clock buttons.

If you're using a third-party time provider, create an HCM extract for the time entry elements. The extract includes the element mapping ID that you specify in the XML file when you transfer the time entries to payroll.

Related Topics
- Time Attributes
- How Time Entry Profile Components Work Together

Create the Units-Based Meals Taken Element for Time Entries

You're creating a units-based meals taken time card element with an associated flat rate from payroll.

Before you start

Confirm that the Meal rate definition exists or create it using the Rate Definitions task in the Payroll Calculations work area.

Here's what to do

1. Create the time card element. Use the Elements task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Elements and Formula functional area.

    a. On the Elements page, click the **Create** icon.

    b. On the Create Element dialog box, complete the fields, as shown here.

Field	Value
Legislative Data Group	FR LDG
Primary Classification	Earnings
Category	Time Card

    c. Click **Continue**.

2. Configure the element.

    a. On the Create Element: Basic Information page, complete the fields, as shown here.

Field	Value
Name	Meals Taken
Reporting Name	Meals Taken

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Field	Value
Description	Units-based nonrecurring earnings element with an associated pay rate
Effective Date	January 1, 1951

    b. To accept the remaining default values, click **Next**.

    c. On the Create Element: Additional Details page, complete the fields, as shown here.

Field	Value
What is the calculation rule?	Meals Taken
Does this element have a default rate definition?	Yes
Rate Name	Meal Rate If you don't specify a default rate, the element uses the rate from the salary record.
Effective Date	January 1, 1951

    d. Click **Next**.

    e. On the Create Element: Review page, review the element configuration to ensure that everything is correct.

    f. Click **Submit**.

3. Configure the element eligibility.

    a. On the Element Summary: Meals Taken page, in the Elements Overview section, select **Element Eligibility**.

    b. On the toolbar Actions menu, select **Create Element Eligibility**.

    c. In the General Information section, Element Eligibility Name field, enter **Meals Taken Open**. Appending Open is a standard method to easily identify that no eligibility criteria constrains the people the element applies to. Time and labor administrators and managers typically constrain eligibility using HCM groups and worker time entry and processing setup profiles.

    d. Click **Submit**.

    e. Click **Done**.

4. Configure element eligibility for each of the related elements, which share the same name as this element and have suffixes. Suffixes include Earnings Calculator, Earnings Distributor, Earnings Results, Retro, and Retro Results.

    a. On the Elements page, search for the element that you just created.

    b. Click the related element name.

    c. On the element summary page, complete these steps:

        i. In the Elements Overview section, select **Element Eligibility**.

        ii. On the toolbar Actions menu, select **Create Element Eligibility**.

        iii. In the General Information section, Element Eligibility Name field, enter the element name and append the term **Open**, for example **Meals Taken Earnings Calculator Open**.

        iv. Click **Submit**.

        v. Click **Done**.

5. Generate the time attributes in the data dictionary. Use the Generate Data Dictionary task in the Setup and Maintenance work area. The task is part of the Workforce Deployment offering, Time and Labor functional area.

    a. On the Generate Data Dictionary Time Attributes page, in the Legislative Data Group field, select **US LDG**.

    b. Click **Submit**.

    c. On the Confirmation dialog box, click **OK**.

Related Topics

- Create Time Card Elements for Time Entries

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50 Time and Labor Integration with Project Costing

Set Up Project Costing for Use with Time and Labor

Let people working on projects report their billable hours on time cards by integrating Oracle Fusion Cloud Project Costing and Oracle Fusion Cloud Time and Labor. Then you can automatically validate reported project time entries and transfer validated entries to Project Costing.

These tasks are in the Setup and Maintenance work area, Project Financial Management offering.

1. Classify departments as expenditure organizations.

   To let people submit time cards, the department on the person's employment record needs to be an expenditure organization. These tasks are in the Project Organizations functional area.

   a. For each department, select the **Classify as project expenditure organization** option. Use the Manage Project Organization Classifications task.
   b. To apply your changes, use the Submit Process to Maintain Project Organizations task.

2. Populate the Project Foundation tables because the project value sets are the data sources for these delivered time card fields. Use the Manage Project Foundation Value Sets task in the Project Foundation functional area.

   - Project Name for Project Team Members
   - Project Name
   - Project Number
   - Task Number
   - Project Unit
   - Expenditure Type
   - Expenditure Type Name
   - Organization
   - Expenditure Type Class (application linkage function)
   - Billable
   - Work Type

   Option attributes:

   - Capitalizable
   - Contract
   - Expenditure Organization
   - Expenditure Type
   - Expenditure Type Name
   - Funding Source
   - Project Name

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- Project Name for Project Team Members

- Project Number

- Project Number for Project Team Members

- Task Number

- Task Number for Project Team Members

Related Topics
- Overview of Time Entry Configuration for Only Project Costing and Project Costing and Payroll Combined
- Overview of Time Card Processing Configuration for Only Project Costing and Project Costing and Payroll Combined
- Overview of Grants Management Configuration

Overview of Time Entry Configuration for Only Project Costing and Project Costing and Payroll Combined

You can let people report only project costing time on time cards or project costing, payroll, and absence time. You can use delivered data sources, time card fields, layouts, HCM groups, and time entry profiles.

These layout configurations support time reporting for only project costing or project costing according to team membership. There's also a layout that supports reporting time for project costing, payroll, and absences combined. Or you can create your own configurations, as shown here.

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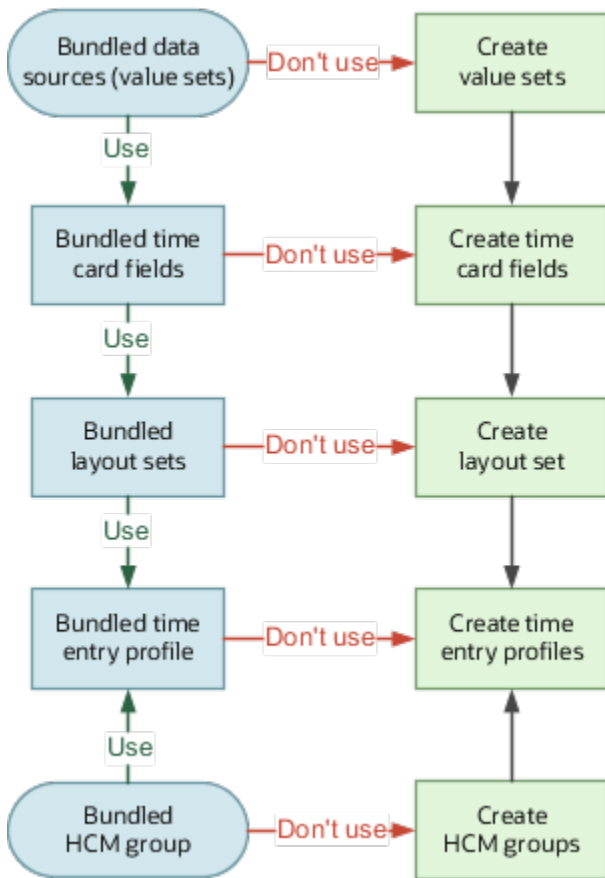
If you create your own value sets and time card fields, then you need to create your own layout sets and time entry profiles. You also need to create layout sets and profiles if you use delivered fields that the delivered layout sets don't include. For example, you want to track funding sources and expenditure organizations for sponsored projects using delivered fields. To do this, you need to create layout sets that include these fields and profiles that link to the new layout sets.

To use the delivered time entry configurations with your own HCM groups, you only need to create time entry profiles. You can link the delivered value sets, time card fields, and layout sets to your HCM groups using your profiles.

Tip: To save time if you create your own objects, search for and duplicate the closest delivered project costing or project costing and payroll object.

Related Topics

- Basic Process to Integrate Absence Management and Time and Labor
- Time Entry Setup and Maintenance Tasks
- Best Practices for Creating Time Entry Objects
- How Many Time Entry Layout Components, Categories, and Layout Sets to Create
- Create Value Sets for Time and Labor

Initial Assignment Info and Payroll Relationships Setup

To let new hires report project costing work on time cards, you need to set up their initial assignment information and payroll relationships. Use the Hire an Employee task in the New Person work area.

To view and maintain assignments and payroll relationships for existing employees, use the Employment and Payroll Relationships tasks in the Person Management work area.

To filter time card drop-down lists by project team membership, assign people to project teams. To enable team membership, edit the Projects Party table using the Manage Project Definition task in the Project Financial Management work area.

Related Topics

- Delivered Project-Specific Time Card Fields and Data Sources
- Time Layout Sets
- Overview of Linking People to Time and Labor Objects
- How Time Entry Profile Components Work Together
- Basic Time Entry Layout Component Configuration Process

Delivered Project-Specific Time Card Fields and Data Sources

The delivered time repository includes project-specific time card fields and data sources to expedite time entry setup for project costing and project execution management. The delivered data sources are value sets.

Primary Assignment ID

Project time entry includes the delivered Primary Assignment ID time card field. The delivered data sources use the same private view object, List of Assignments, which contains all employees with a payroll relationship.

Single-Attribute Fields for Projects

Here are the project-specific single-attribute time card fields and the value sets that are their filtered and unfiltered data sources. Here also are the layout sets that use each field.

Delivered Projects Fields	Delivered Value Set	Layout Set
Project Number	Filtered: PJC_PROJECTS_NUMBER_EXPEND_T_V Unfiltered: PJC_PROJECTS_NUMBER_EXPEND_A_T_V	Projects Layout Set

Delivered Projects Fields	Delivered Value Set	Layout Set
Optional Project Number	Filtered: PJC_PROJECTS_NUMBER_EXPEND_T_V Unfiltered: PJC_PROJECTS_NUMBER_EXPEND_A_T_V	Projects and Payroll Layout Set
Project Number for Project Team Members	Filtered: PJC_PROJECTS_NUMBER_TEAMMEMBER_T_V Unfiltered: PJC_PROJECTS_NUMBER_EXPEND_A_T_V	Projects Layout Set Filtered by Project Team Members
Project Unit	Filtered and unfiltered: PJC_PROJECT_UNIT_T_V	Projects Layout Set Projects Layout Set Filtered by Project Team Members Projects and Payroll Layout Set
Task Number	Filtered: PJC_TASKS_EXPEND_T_V Unfiltered: PJC_TASKS_EXPEND_A_T_V	Projects Layout Set
Optional Task Number	Filtered: PJC_TASKS_EXPEND_T_V Unfiltered: PJC_TASKS_EXPEND_A_T_V	Projects
Task Number for Project Team Members	Filtered: ORA_PJC_TASKS_EXPEND_TEAMMEMBER_T_V Unfiltered: PJC_TASKS_EXPEND_A_T_V	Projects Layout Set Filtered by Project Team Members
Expenditure Type Name	Filtered: ORA_PJC_EXPENDITURE_TYPES_NAME_T_V Unfiltered: ORA_PJC_EXPENDITURE_TYPES_NAME_A_T_V	Projects Layout Set Projects Layout Set Filtered by Project Team Members
Expenditure Type Class	Filtered and unfiltered: PJC_EXPEND_TYPE_CLASS_T_V	Projects Layout Set Projects Layout Set Filtered by Project Team Members Projects and Payroll Layout Set
Expenditure Type(hidden)	Filtered: PJC_EXPENDITURE_TYPES_EXPEND_T_V Unfiltered: PJC_EXPENDITURE_TYPES_EXPEND_A_T_V	Projects Layout Set Projects Layout Set Filtered by Project Team Members Projects and Payroll Layout Set
Contract Number	Filtered: ORA_PJC_CONTRACT_NUMBER_T_V	Available for projects layouts

Delivered Projects Fields	Delivered Value Set	Layout Set
	Unfiltered: ORA_PJC_CONTRACT_NUMBER_A_T_V	
Funding Source	Filtered: ORA_PJC_CONTRACT_FUNDING_SOURCE_T_V Unfiltered: ORA_PJC_CONTRACT_NUMBER_A_T_V	Available for projects layouts
Expenditure Organization	Filtered: ORA_PJC_EXPEND_ORGANIZATION_T_V Unfiltered: ORA_PJC_EXPEND_ORGANIZATION_A_T_V	Available for projects layouts
Capitalizable	Filtered: ORA_PJC_CAPITALIZABLE_IDENTIFIER_T_V Unfiltered: o ORA_PJC_CAPITALIZABLE_IDENTIFIER_A_T_V	Available for projects layouts
Project Role	Filtered: ORA_PJC_PROJECT_ROLE_T_V Unfiltered: ORA_PJC_PROJECT_ROLE_A_T_V	Available for projects layouts

Multiple-Attribute Fields for Projects and Payroll

Here are the time attributes that provide the field definition structure for the multiattribute Time Type field. This field has time attributes for both Project Costing and Project Execution Management, and Global Payroll. Here also are the corresponding delivered data sources.

Delivered Time Attribute	Delivered Data Source	Data Sources Type
Expenditure Type Name	Filtered: ORA_PJC_EXPENDITURE_TYPES_NAME_T_V Unfiltered: ORA_PJC_EXPENDITURE_TYPES_NAME_A_T_V	Value set
Payroll Time Type	Filtered: List of Payroll Time Types for User Unfiltered: List of Payroll Time Types for Administrator	Private view object
Absence Management Type	Filtered: List of Absence Types for User Unfiltered: List of Absence Types for Administrator	Private view object

Delivered Time Attribute	Delivered Data Source	Data Sources Type
Identifier	Filtered and unfiltered: Default format value set for text	Value set

Related Topics

- Overview of Layout Components for Time Entry
- Delivered Time Card Fields
- Data Sources for Layout Components
- Delivered Time Layout Sets
- Create Value Sets for Time and Labor

Choice List Filters for Project Costing Time Cards

Time cards derive values for certain project-specific drop-down lists.

Projects That Are Correct for the Person

To find the appropriate projects for the person, the time card uses their business unit. If the time card also filters by team membership, the project names and numbers are for projects where the person is a team member.

Tasks That Are Correct for the Person

To find the appropriate tasks for the person, the time card uses the selected project name or number. If the time card also filters by team membership, the tasks are for projects where the person is a team member.

Expenditure Types That Are Correct for the Project

To find the appropriate project unit, the time card uses the selected project. It then uses the derived project unit to find the appropriate expenditure types.

Related Topics

- Overview of Time Entry Configuration for Only Project Costing and Project Costing and Payroll Combined

Overview of Time Card Processing Configuration for Only Project Costing and Project Costing and Payroll Combined

To process time data for only project costing or project and payroll combined, you can use delivered time processing profiles. These profiles use delivered repeating time periods, time categories, time consumer sets, and HCM groups.

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The profile configurations support project-specific time processing. Or you can create your own configurations, as shown here.

If you create any of your own repeating time periods, time categories, and time consumer sets, then you need to create your own processing profiles. To use the delivered time processing configurations with your own HCM groups, then you only need to create time processing profiles. You can link the delivered repeating time periods, time categories, and time consumer sets to your HCM groups using your profiles.
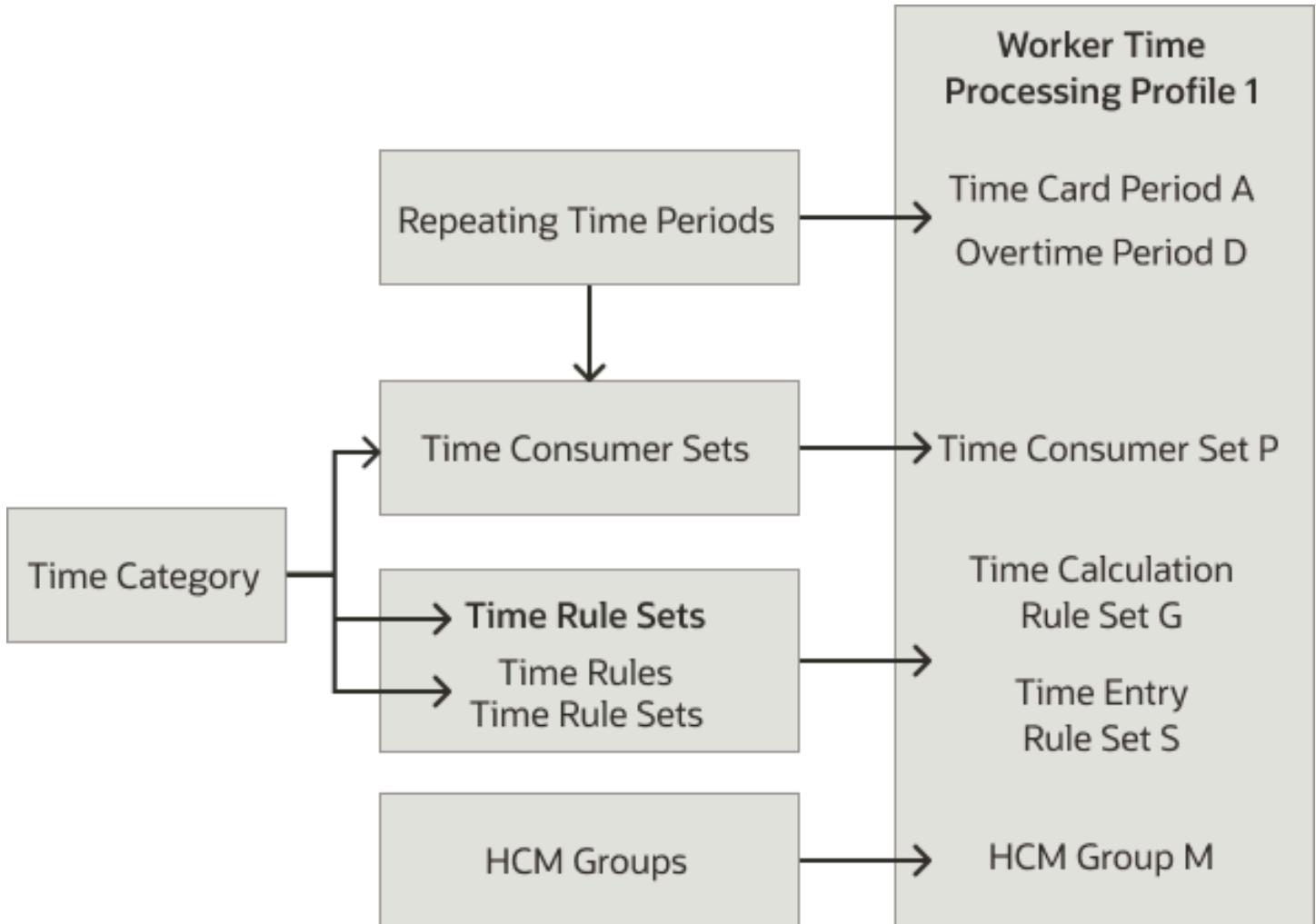
Related Topics

- Repeating Time Periods
- Time Consumer Sets
- How Formulas and Time Rule Components Work Together
- Overview of Linking People to Time and Labor Objects
- How Time Processing Profile Components Work Together

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51 Best Practice Configurations for Time Entry and Processing

Time Configuration When Hire Today Is on the Same Day or a Future Day

You hire someone today with a hire date that's also today, or a future date.

Best Practice Configuration

Starting on the hire date, the active employee becomes a member of relevant HCM groups. Membership can be manual or automatic, according to HCM group inclusion and exclusion conditions. Group membership automatically associates the employee with time entry and processing profiles that include those HCM groups.

Functional Tasks Supported by This Configuration

Before the hire date, no person or scheduled process can create, process, approve, or transfer time data for the person. Here's what happens after the hire date:

- Everyone with the appropriate privileges can create, edit, delete, and submit time cards for the person.

- Approval, rejection, and informational notifications get sent automatically to recipients when the person's time cards get submitted. Task configurations for time card approval workflows identify the recipients.

- Administrators for applicable time consumers, such as payroll, transfer the approved time data. The person's the configurations for the time consumer set and the time card approval workflow decide time data approval.

Example

Here's a visual example in context of a sample time line where the hire date is after today.

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Today

December 1
2017

March 24
2018

Hire Date

Active Employee →

Configuration

New HCM Groups for
Active Employee

New Setup Profiles for
Active Employee

Functional Tasks

Application Not
Accessible

Employee	Time Creation, Editing, Deletion, and Submission Not Allowed	Time Creation, Editing, Deletion, and Submission Allowed
Line Manager		
Time and Labor Manager		
Generate Processes REST Services		
Approvals	Not Allowed	Allowed
Transfers to Payroll		

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Time Configuration When Terminate Today Is on the Same Day or a Future Day

You terminate someone's employment today with an employment termination date that's also today, or a future date.

Best Practice Configuration

The group membership configuration has the person continue as a member of relevant HCM groups even after the employment termination date. The group membership keeps the person automatically associated with active time entry and processing profiles that include those HCM groups.

Functional Tasks Supported by This Configuration

Here's what happens before and after the employment termination date:

- Everyone with the appropriate privileges, and scheduled processes, can create, edit, delete, and submit time cards for the person. This protects the sensitive period so that the person can't detect a future employment termination entered in Global HR.

- Approval, rejection, and informational notifications get sent automatically to recipients when the person's time cards get submitted. Task configurations for the time card approval workflows identify the recipients.

Before the employment termination date, administrators for applicable time consumers, such as payroll, transfer the approved time data. The configurations for the person's time consumer set and the time card approval workflows decide time data approval.

After the employment termination date, administrators for applicable time consumers, such as payroll, can't transfer the approved time data.

Example

Here's a visual example in context of a sample timeline where the employment termination date is after today.

ORACLE

Today

April 1
2017

December 1
2017

March 24
2018

Termination Date

Active Employee

Configuration

New HCM Groups for Active Employee

Setup Profiles for Active Employee

Functional Tasks

Employee

Line Manager

Time and Labor
Manager

Generate Processes
REST Services

Time Creation, Editing, Deletion, and Submission
Allowed

Approvals

Allowed

Transfers to Payroll

Allowed

Not Allowed

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Time Configuration When Terminate Today Is on an Earlier Date

You terminate someone's employment today with an employment termination date that's earlier than today.

Best Practice Configuration

Starting on the employment termination date, the active employee becomes an inactive employee and changes HCM group memberships. The membership change can be manual or automatic, according to HCM group inclusion and exclusion conditions. The change in group membership automatically changes the time entry and processing profiles that the now inactive employee is associated with.

Functional Tasks Supported by This Configuration

Before and after the employment termination date, the person can't create, edit, delete, or submit time entries. Here's what happens before the employment termination date:

- Managers with the appropriate privileges have full access to time data for the active employee before the employment termination date and can make any required changes. Scheduled processes can also adjust time data for the active employee.

- Approval, rejection, and informational notifications get sent automatically to recipients when the active employee's adjusted time cards get submitted. Task configurations for the time card approval workflows identify the recipients.

- Administrators for applicable time consumers, such as payroll, transfer the approved time data. The active employee's configurations for the time consumer set and the time card approval workflows decide time data approval.

After the employment termination date, no person or scheduled process can create, process, approve, or transfer time data for the inactive employee.

Special Case

When the employment termination date is before today and the person is still on site, we recommend that you set the HR employment termination date to today. Then, follow the scenario in the topic Time Configuration When Hire Today Is on the Same Day or a Future Day.

Example

Here's a visual example in context of a sample timeline where the employment termination date is before today.

ORACLE

Today

April 1
2017

December 1
2017

March 24
2018

Termination Date

Active Employee

Configuration

HCM Groups for Active Employee

HCM Groups for Inactive Employee

Setup Profiles for Active Employee

Setup Profiles for Inactive Employee

Functional Tasks

Employee

Line Manager

Time and Labor Manager

Generate Processes REST Services

Approvals

Transfers to Payroll

Time Creation, Editing, Deletion, and Submission Not Allowed

Time Creation, Editing, Deletion, and Submission Allowed

Not Allowed

Allowed

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Related Topics

- Time Configuration When Hire Today Is on the Same Day or a Future Day

Time Configuration When Terminate Today Is on the Same Day or a Future Day, and Rehire Is a Future Day

Today you terminate someone's employment and rehire them with an employment termination date of today, or a future day. The rehire date is a future day.

Best Practice Configuration

The group membership configuration has the person continue as a member of relevant HCM groups even after the employment termination date. The group membership keeps the person automatically associated with active time entry and processing profiles that include those HCM groups. Starting on the rehire date, the active employee changes HCM group memberships because of the new job. The membership change can be manual or automatic, according to group inclusion and exclusion conditions. The change in group membership automatically changes the time entry and processing profiles that the active employee is associated with.

Functional Tasks Supported by This Configuration

Here's what happens before and after the employment termination date, and before the rehire date:

- Everyone with the appropriate privileges, and scheduled processes, can create, edit, delete, and submit time cards for the person. This protects the sensitive period so that the person can't detect a future employment termination entered in Global HR. Between the employment termination and rehire dates, managers with the appropriate privileges can adjust and resubmit.

- Approval, rejection, and informational notifications get sent automatically to recipients when the person's time cards get submitted. Task configurations for the time card approval workflows identify the recipients.

Before the employment termination date, administrators for applicable time consumers, such as payroll, transfer the approved time data. The person's configurations for the time consumer set and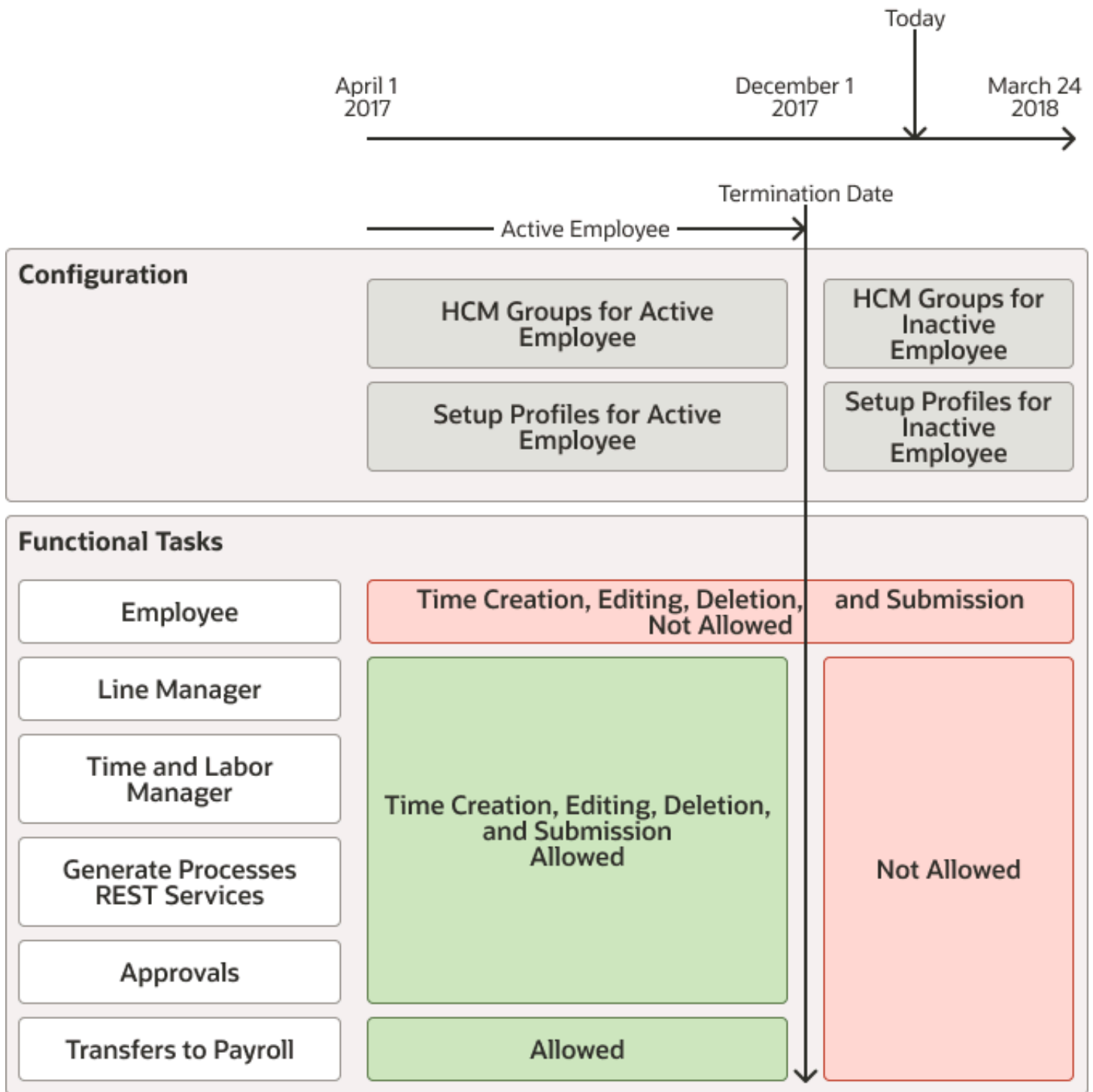 the time card approval workflows decide time data approval. After the employment termination date and before the rehire date, they can't transfer the approved time data.

Here's what happens after the rehire date:

- Everyone with the appropriate privileges, and scheduled processes, can create, edit, delete, and submit time cards for the person in the new job.

- Approval, rejection, and informational notifications get sent automatically to recipients when the person's time cards get submitted. Task configurations for the time card approval workflows identify the recipients.

- Administrators for applicable time consumers, such as payroll, transfer the approved time data. The person's new time consumer set configuration and the time card approval workflow task configurations decide time data approval.

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Example

Here's a visual example in context of a sample timeline where the employment termination and rehire dates are future days.

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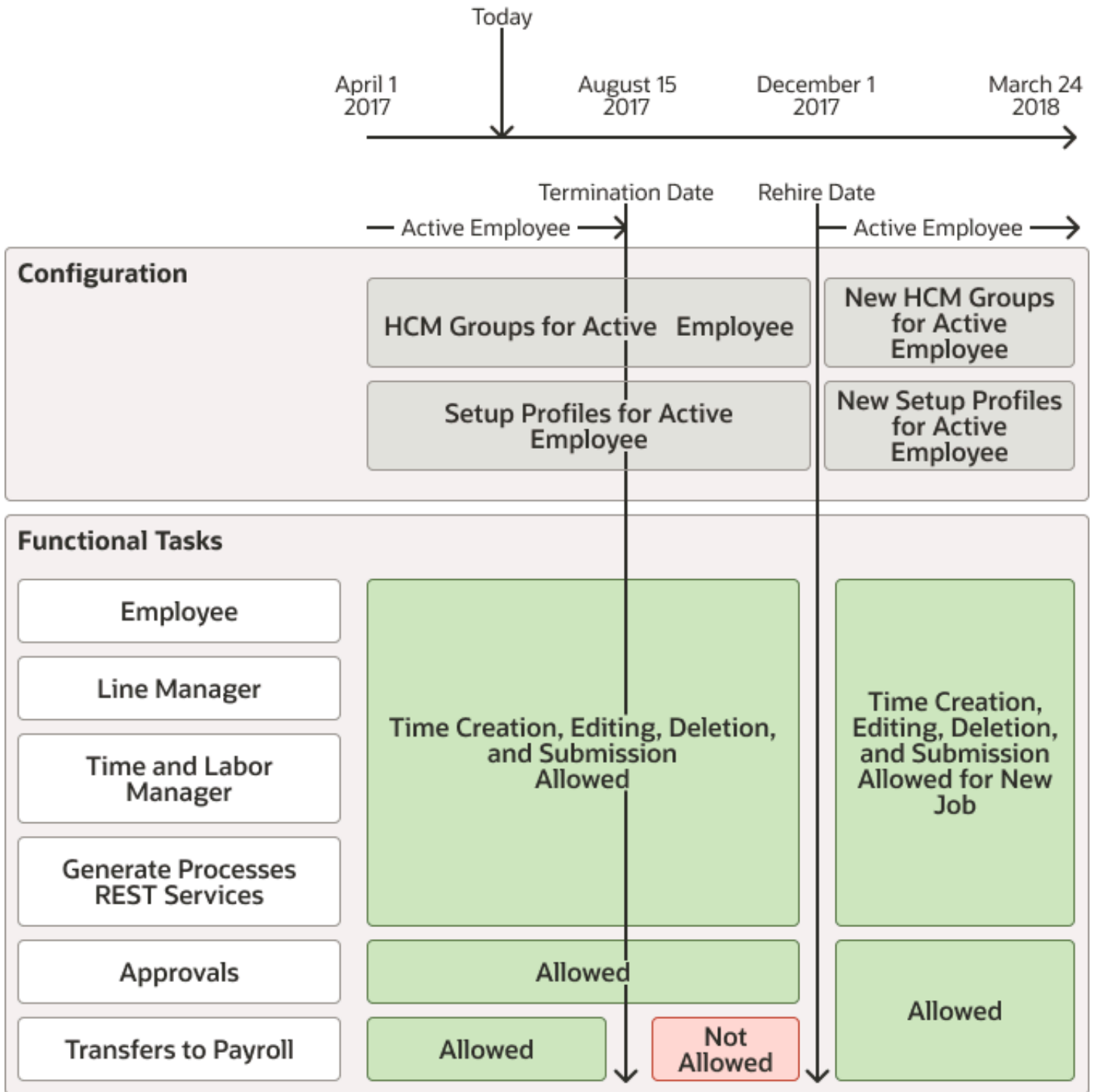
Time Configuration 1: When Today Is After Termination and Before Rehire

Today is after the person left, the employment termination date, and before the rehire date. You must make adjustments and payment before the rehire date.

Best Practice Configuration

Starting on the employment termination date, the active employee becomes an inactive employee and changes HCM group memberships. Starting on the rehire date, the person is an active employee again and changes HCM group memberships because of the new job. The membership changes can be manual or automatic, according to group inclusion and exclusion conditions and whether the employee is active or inactive. The change in group membership automatically changes the time entry and processing profiles that the active and inactive employee is associated with.

Functional Tasks Supported by This Configuration

Here's what happens before the employment termination date:

- The person and line manager can't create, edit, delete, or submit time entries.

- Time and labor managers with the appropriate privileges, and scheduled processes, can adjust and submit time card data for the person.

- Approval, rejection, and informational notifications get sent automatically to recipients when the person's adjusted time data gets submitted. Task configurations for the time card approval workflows identify the recipients.

Between the employment termination and rehire dates, no person or scheduled process can create, process, approve, or transfer time data for the person. Because the person is gone, this period isn't sensitive or protected from the person's awareness.

Here's what happens after the rehire date:

- Everyone with the appropriate privileges, and scheduled processes, can create, edit, delete, and submit time cards for the person in the new job.

- Approval, rejection, and informational notifications get sent automatically to recipients when the person's time cards get submitted. Task configurations for the time card approval workflows identify the recipients.

- Administrators for applicable time consumers, such as payroll, transfer the approved time data. The person's new time consumer set configuration and the time card approval workflow task configurations decide time data approval.

Example

Here's a visual example in context of a sample timeline. The employment termination dates before today and the rehire date is after.

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Today

| April 1 2017 | August 15 2017 | December 1 2017 | March 24 2018 |

Termination Date   Rehire Date

─ Active Employee ─→   ─ Active Employee ─→

Configuration

| HCM Groups for Active Employee | HCM Groups for Inactive Employee | New HCM Groups for Active Employee |

| Setup Profiles for Active Employee | Setup Profiles for Inactive Employee | New Setup Profiles for Active Employee |

Functional Tasks

Employee

Line Manager

Time and Labor Manager

Generate Processes REST Services

Approvals

Transfers to Payroll

Time Creation, Editing, Deletion, and Submission Not Allowed

Time Creation, Editing, Deletion, and Submission Allowed

Time Creation, Editing, Deletion, and Submission Not Allowed

Time Creation, Editing, Deletion, and Submission Allowed for New Job

Allowed

Not Allowed

Allowed for New Job

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Time Configuration 2: When Today Is After Termination and Before Rehire

Today is after the person left, the employment termination date, and before the rehire date. You must make adjustments and payment before the rehire date.

Best Practice Configuration

Starting on the employment termination date, the active employee becomes an inactive employee and changes HCM group memberships. Starting on the rehire date, the person is an active employee again and changes HCM group memberships because of the new job. The membership changes can be manual or automatic, according to group inclusion and exclusion conditions and whether the employee is active or inactive. The change in group membership automatically changes the time entry and processing profiles that the active and inactive employee is associated with.

Functional Tasks Supported by This Configuration

Here's what happens before the employment termination date and after the rehire date:

- Everyone with the appropriate privileges, and scheduled processes, can create, edit, delete, and submit time cards for the person.

- Approval, rejection, and informational notifications get sent automatically to recipients when the person's adjusted time data gets submitted. Task configurations for the time card approval workflows identify the recipients.

- Administrators for applicable time consumers, such as payroll, transfer the approved time data. The person's configurations for the time consumer set and the time card approval workflows decide time data approval.
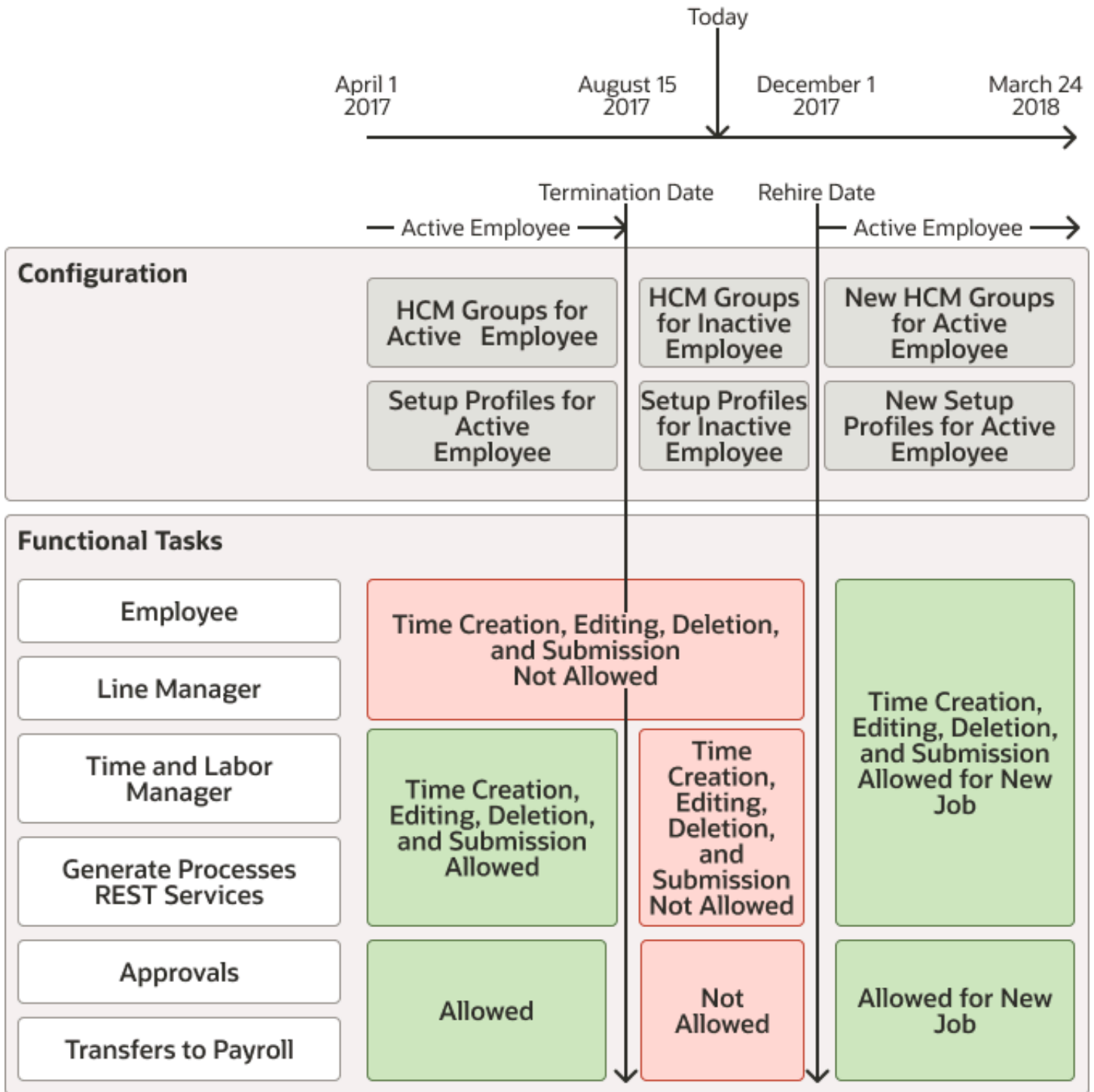
Between the employment termination and rehire dates, no person or scheduled process can create, process, approve, or transfer time data for the person. Because the person is gone, this period isn't sensitive or protected from the person's awareness.

Example

Here's a visual example in context of a sample timeline where today is after the employment termination and rehire dates.

ORACLE

Today

| April 1 2017 | August 15 2017 | December 1 2017 | March 24 2018 |

Termination Date   Rehire Date

— Active Employee ⟶   — Active Employee ⟶

Configuration

| HCM Groups for Active Employee | HCM Groups for Inactive Employee | New HCM Groups for Active Employee |
| Setup Profiles for Active Employee | Setup Profiles for Inactive Employee | New Setup Profiles for Active Employee |

Functional Tasks

Employee

Line Manager

Time and Labor Manager

Generate Processes REST Services

Approvals

Transfers to Payroll

| Time Creation, Editing, Deletion, and Submission Allowed | Time Creation, Editing, Deletion, and Submission Not Allowed | Time Creation, Editing, Deletion, and Submission Allowed for New Job |
| Allowed | Not Allowed | Allowed for New Job |

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Time Configuration for Time Data Cleanup

Here's a high-level best practice time entry and processing configuration for cleaning up time data according to employment termination and rehire scenarios.

Today: Terminating Employment or Rehiring

Scenario 1: Today, you're terminating someone's employment on an earlier day. Time data for the period after the employment termination date must get cleaned up, both for Time and Labor and Payroll.

Scenario 2: Today, you're rehiring someone on a future day. Time data for the period between the employment termination and rehire dates must get cleaned up, both for Time and Labor and Payroll.

Best Practice Configuration for Both Scenarios

Starting on the employment termination date, the active employee becomes an inactive employee and changes HCM group memberships. Starting on the rehire date, the person is an active employee again and changes HCM group memberships because of the new job. The membership changes can be manual or automatic, according to group inclusion and exclusion conditions and whether the employee is active or inactive. The change in group membership automatically changes the time entry and processing profiles that the active and inactive employee is associated with.

Functional Tasks Supported by This Configuration

Here's what happens before the employment termination date and after the rehire date:

- Everyone with the appropriate privileges, and scheduled processes, can create, edit, delete, and submit time cards for the person in each job.

- Approval, rejection, and informational notifications get sent automatically to recipients when the person's time cards get submitted. Time card approval work flow task configurations identify the recipients.

- Administrators for applicable time consumers, such as payroll, transfer the approved time data. The person's time consumer set configuration for each job and the time card approval workflow task configurations decide time data approval.

Here's what happens between the employment termination and rehire dates:

- The person and line manager can't create, edit, delete, or submit time entries. Because the person is gone, this period isn't sensitive or protected from the person's awareness.

- Time and labor managers with the appropriate privileges, and scheduled processes, can adjust and submit time card data for the person.

- Approval, rejection, and informational notifications get sent automatically to recipients when the person's adjusted time data gets submitted. Task configurations for time card approval workflows identify the recipients.

- Administrators for applicable time consumers, such as payroll, transfer the approved time data. The inactive employee's time consumer set configuration and the time card approval workflow task configurations decide time data approval.

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Example

Here's a visual example in context of a sample timeline. The employment termination date is before today and the rehire date is after.

Today

| April 1 2017 | August 15 2017 | December 1 2017 | March 24 2018 |

Termination Date | Rehire Date

— Active Employee → | — Active Employee →

Configuration

| HCM Groups for Active Employee | HCM Groups for Inactive Employee | New HCM Groups for Active Employee |

| Setup Profiles for Active Employee | Setup Profiles for Inactive Employee | New Setup Profiles for Active Employee |

Functional Tasks

Employee			
Line Manager	Time Creation, Editing, Deletion, and Submission Allowed	Time Creation, Editing, Deletion, and Submission Not Allowed	Time Creation, Editing, Deletion, and Submission Allowed for New Job
Time and Labor Manager		Only Clean Up of Time Data Allowed	
Generate Processes REST Services			
Approvals	Allowed	Not Allowed	Allowed for New Job
Transfers to Payroll			

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