

Oracle Fusion Cloud Human Resources

Using Time and Labor

25B



Oracle Fusion Cloud Human Resources
Using Time and Labor

25B

G26453-01

Copyright © 2011, 2025, Oracle and/or its affiliates.

Author: Lynn Raiser

Contents

Get Help i

1 Time and Labor Overview 1

Overview of Using Time and Labor	1
Delegate Time and Labor Tasks	2

2 Team Schedule Configuration and Maintenance 3

How You Plan and Publish WFM Schedules	3
Shifts Used in WFM Schedules	3
How You View WFM Team Schedules	4
Manager-Specific Options on WFM Team Schedules	4
How an Individual's Schedule Is Identified	5
Why can't I see absences on the schedule?	8

3 Scheduler Profiles 9

How Scheduler Profiles Are Used	9
Default Scheduler Profile Configuration	9
When to Create Scheduler Profiles	10

4 Time Reporting 11

Options to Report Time	11
Report Time and Absences with Time Cards	11
Time Cards Templates	12
Report Time with Web Clock	13
Tips When You Use Web Clock Both Online and Offline	13
Reported Time	14
Calculated Time	14
Can I change a time card that I already submitted?	15
What happens when I submit a time card?	15
How do I know if my time card is approved?	16

5	Time Management	17
	Options for Line Managers to Manage Time	17
	Options for Time and Labor Managers to Manage Time Cards	18
	Generate and Approve Monthly Time Cards in the Time Management Work Area	19
	Options for Time and Labor Managers to Manage Time Events and Entries	20
	How You Manually Resubmit Time Cards	21
	How You Compare Calculated Time Before and After Time Card Resubmission	21
	Choice List Filters for Project Costing Time Cards	22
	Why do calendar time entries show in decimal units instead of hours and minutes?	22
	What happens if time is reported beyond an employment termination date?	22
6	Generate Time Processes	23
	Available Dates When Generating Time Entries and Time Cards	23
	Attribute and Entry Settings When Generating Time Entries	23
	How You Select People to Generate Time Cards For	24
	How Many Time Cards to Generate	24
	Data You Can Include When Generating Time Cards	26
	Example of How to Generate Multiple Time Cards at One Time	26
	Generate Recurring Time Cards	27
	What happens when I generate time cards and someone's time profile changes during a time card period?	27
7	Scheduled Processes about Time Cards	29
	Diagnose and Correct Time Issues Process	29
	Generate Time Cards from Time Collection Device Process	29
	Generate Time Exceptions from Compliance Rules	30
	Mass Submit and Approve Time Cards Process	30
	Resubmit Time Cards Process	31
	Submit Queued Time Cards Process	32
8	Scheduled Process to Import, Export, and Transfer Data	33
	Export Data to Time Collection Devices Process	33
	Load Time Record Events in the Time Repository	34
	Prepare Unapproved Time Entries for Payroll Transfer Process	34
	Process Imported Shifts Process	35
	Update Extracted Time Cards from Ready to Transfer to Transferred Process	35

9 Time Data Approval and Transfer 37

Validation and Processing Rules by Time Card Action	37
How Default Time Card and Time Entry Approvals Work	37
How You Transfer Time Data to Global Payroll	40
How You Transfer Time Data to Project Costing	41
How Absences Are Handled When Integrated with Time and Labor	41
How You Transfer Absence Data to Project Execution Management	42

10 Time Issues Troubleshooting 43

How You Monitor Transfer of Time Cards	43
How You Resolve Time for Transfer	43
Compare Time Profiles	43
Assign a Time Profile Directly to an Individual	44
Delete a Direct Assignment for a Time Profile	44
How You Analyze Processing Details for Time Rules and Rule Sets	45
Fix Exceptions Related to Time Collection Devices	45

Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

Get Help in the Applications

Some application pages have help icons  to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

Get Support

You can get support at [My Oracle Support](#). For accessible support, visit [Oracle Accessibility Learning and Support](#).

Get Training

Increase your knowledge of Oracle Cloud by taking courses at [Oracle University](#).

Join Our Community

Use [Cloud Customer Connect](#) to get information from industry experts at Oracle and in the partner community. You can join forums to connect with other customers, post questions, suggest [ideas](#) for product enhancements, and watch events.

Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the [Oracle Accessibility Program](#). Videos included in this guide are provided as a media alternative for text-based topics also available in this guide.

Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to oracle_fusion_applications_help_ww_grp@oracle.com.

Thanks for helping us improve our user assistance!

1 Time and Labor Overview

Overview of Using Time and Labor

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



Schedule, Report, Adjust, and Approve Time

If you're in charge of schedules for your organization, you can plan and publish workforce management (WFM) schedules. These schedules consist of shifts, public holidays, approved absences, and other events. Managers and their workers report and adjust time. And, the managers approve time.

Transfer Time

Payroll administrators transfer payroll time data to Global Payroll for processing and payment. Project costing administrators transfer project time data to Project Costing for processing and billing.

You can troubleshoot any issues that arise with time transfer processes by reviewing incomplete transfer processes and resolving transfer failures.

Maintain Configurations

You can analyze time processing information, such as validations and calculations, and adjust time configurations as needed.

You maintain your time configurations to support policy changes, after the initial implementation. For example, you can change the look of time cards for a specific group of people. For information about maintaining your configurations, see the Implementing Time and Labor guide.

Related Topics

- [How Default Time Card and Time Entry Approvals Work](#)
- [Options to Report Time](#)
- [Options for Time and Labor Managers to Manage Time Cards](#)
- [How You Plan and Publish WFM Schedules](#)
- [Compare Time Profiles](#)

Delegate Time and Labor Tasks

Sometimes you need to delegate time and labor tasks to other people, such as when you take personal time off. To delegate all or some tasks, use the Roles and Delegations task.

To delegate scheduling tasks, add your delegate to your scheduler profile. For example, you want Chris to handle your team's scheduling while you're away, so you add Chris to your scheduler profile.

If you're using the default scheduler profile, you need to create a scheduler profile. Then, you can add your delegate to the profile. In both cases, use the Scheduler Profiles task in the Time Management work area.

2 Team Schedule Configuration and Maintenance

How You Plan and Publish WFM Schedules

Typically, you plan and publish WFM schedules for a group of people, creating and editing shifts as needed. For people with multiple assignments, you can specify which assignment the shift applies to.

You plan and publish schedules on the Team Schedule page for your team or client group. As a time and labor manager, you can also analyze and edit workload coverage according to these factors:

- Total hours scheduled
- People needed at work
- People scheduled to work

Use the Planned Schedule task in the Time Management work area.

Related Topics

- [Shifts Used in WFM Schedules](#)
- [How You View WFM Team Schedules](#)
- [Process Imported Shifts Process](#)
- [Overview of Importing Third-Party Schedules](#)

Shifts Used in WFM Schedules

WFM schedules include time and HR shifts, and shifts from external scheduling applications.

Type	Source
Time shifts	Shift Properties task in the Time Management work area You can edit time-specific data for HR shifts here, but you can't create them with this task.
HR shifts	Manage Work Shifts task in the Workforce Deployment offering, Workforce Information functional area
External scheduling applications	Process Import Shifts process using the Scheduled Processes task in the Time Management work area

Note: The Team Schedule and Planned Schedule pages round shift durations to the nearest 15-minute increment. For example, an HR shift with a duration of 5.6 hours appears on the Team Schedule and Planned Schedule pages with a 5.5-hour duration.

Related Topics

- [How You Plan and Publish WFM Schedules](#)
- [How You View WFM Team Schedules](#)
- [Process Imported Shifts Process](#)

How You View WFM Team Schedules

You can view published team schedules for all your peers' or team's assignments, for example, to trade shifts and cover staffing shortages. Individuals can filter schedules by manager. Managers can filter schedules to show all assignments or only primary assignments.

- Individuals: Use the Team Schedule task in the Time and Absences work area.
- Line managers: Use the **My Teams > Team Schedule** quick action.
- Time and labor managers or schedulers working with scheduling groups: Use the **My Client Groups > Team Schedule** quick action.

People with a blue dot next on their schedule have updates. Also, when a shift crosses midnight, the schedule shows it as 2 shifts. The first shift ends at midnight, the second shift starts at midnight. To see shift details, double-click the shift.

Related Topics

- [Manager-Specific Options on WFM Team Schedules](#)
- [How You Plan and Publish WFM Schedules](#)
- [How Scheduler Profiles Are Used](#)

Manager-Specific Options on WFM Team Schedules

As a manager, you can use filters to identify the shifts you want to see on your team schedule. You can also plan and publish schedules.

Searches

If you're a manager, you can filter the shifts on your team schedule by searching with partial or full names for shifts or people. For example, you want to see everyone scheduled to work the Morning 6a to 11a shift, so you search with the partial name **Morn**.

Display Filters

Display filters let you decide what you see on the team schedule. To see the schedule for all your organization and your delegated reports, deselect your **Display** filters. The weekly team schedule loads all the schedules for the week together. You can't load a subset of shifts and then load more.

If you manage a large organization, clearing your Display filters might cause performance issues. Before you clear the filters, you might want to select another filter, such as **Manager** or **Department**. Or you might want to use a predefined saved search.

Planned and Published Schedules

Shifts for planned schedules appear in orange, and published schedules appear in blue. The two schedules aren't in sync until the publish schedule process finishes successfully. After they're in sync, you can see the history of any changes. Click the ellipses icon between the person's name and the first day of the week.

For consistency, if you're viewing the weekly schedule on a larger-screen device, the history page shows changes for the entire week. If you're viewing the daily schedule on a small-screen device, the history page shows changes for just that day.

Read-Only Access

If you've read-only access to the team schedule, you can see only the published schedule. This happens in situations such as when your organization has Oracle Global Human Resources Cloud but not Oracle Time and Labor Cloud.

Related Topics

- [How You View WFM Team Schedules](#)

How an Individual's Schedule Is Identified

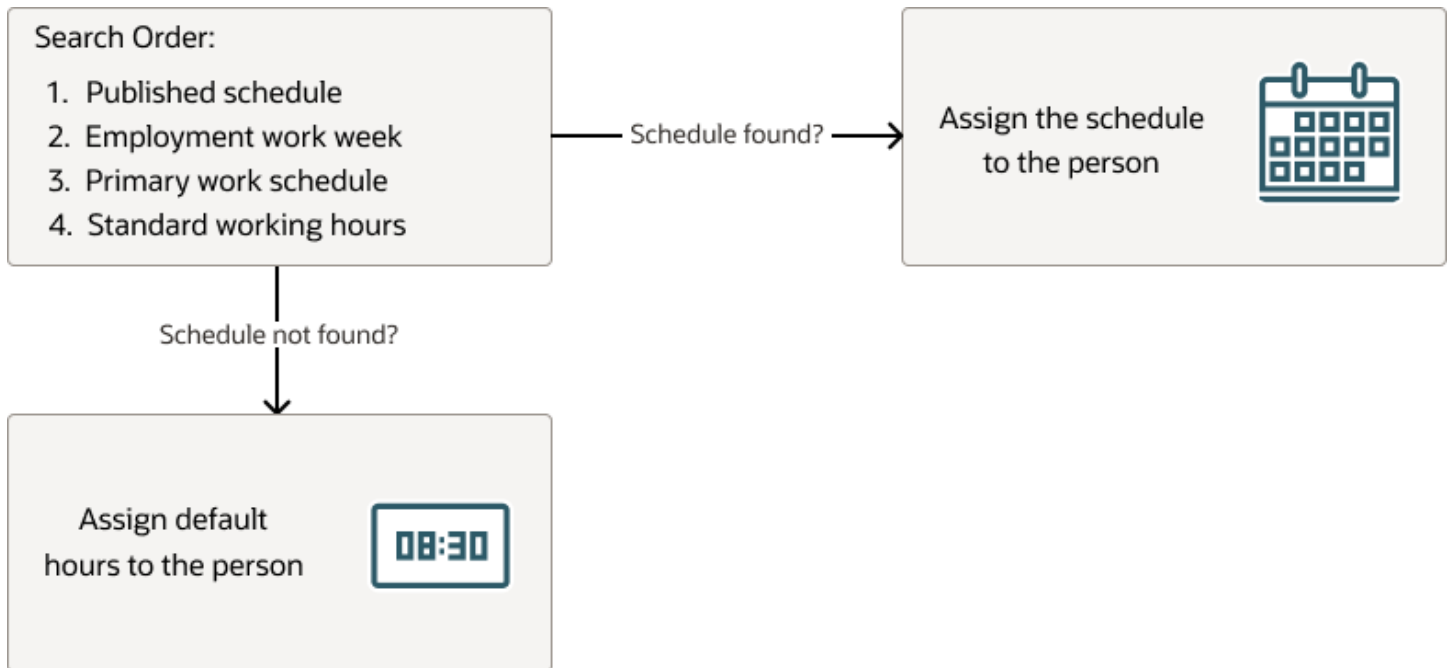
You can set up an individual's work time in different ways. So, the process that identifies a person's official schedule for a selected time period uses the individual's current schedule or work hours. It also considers applicable calendar events, work schedule resource exceptions, and absence entries.

Search Order

The process searches for someone's schedule in this order, before applying the result to the assignment:

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

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



Published Schedule (Workforce Management)

The process builds the published schedule using the employment work week, primary work schedule, or standard working hours for each person. It can also build it using published schedules from other scheduling apps. The published schedule shows applicable calendar events and absences.

Employment Work Week

The person's employment record can include the setup for their employment work week. Schedules that the process builds from the work week also show applicable calendar events and absences.

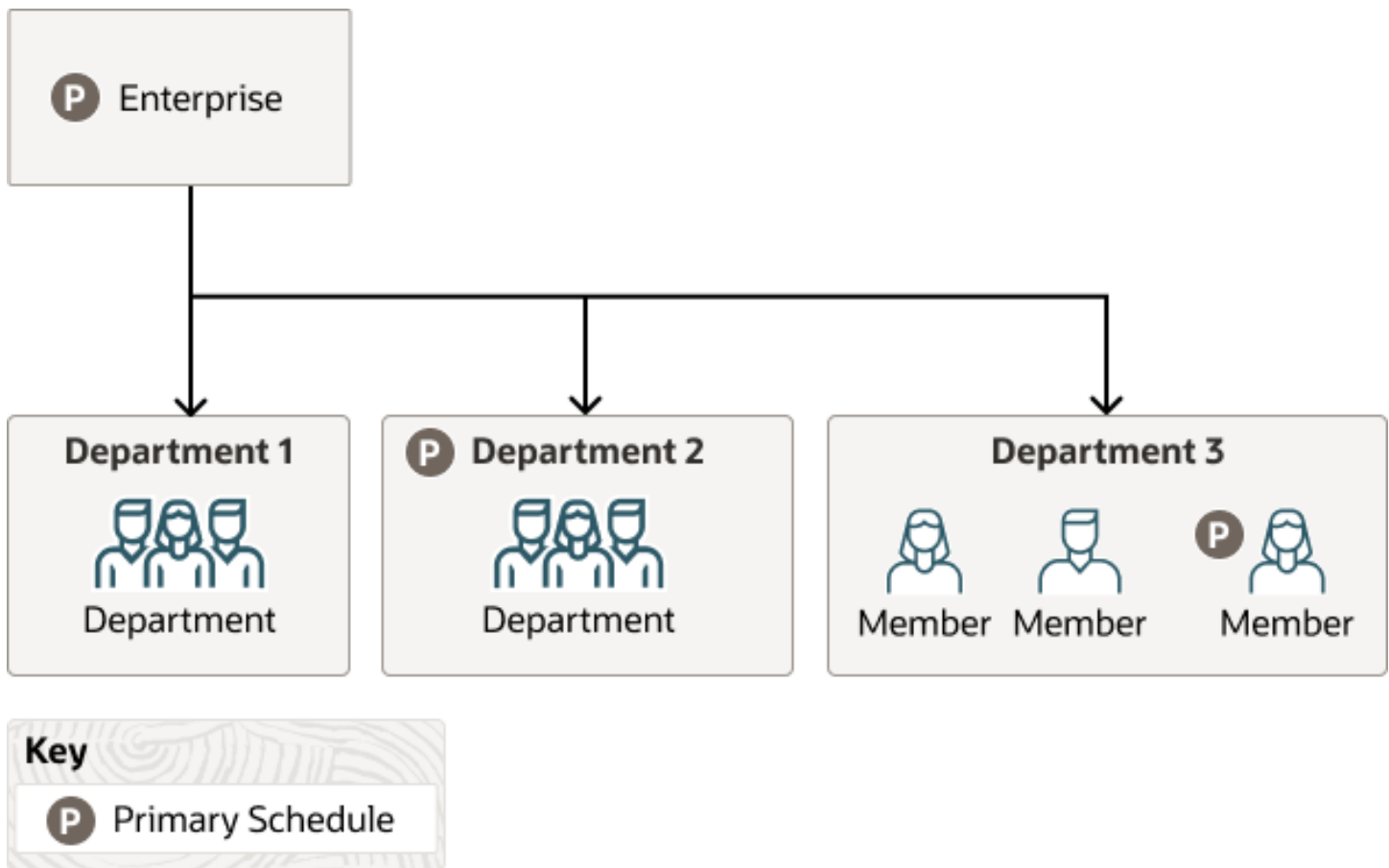
Primary Work Schedule

The primary work schedule links to one of these levels. Schedules that the process builds from the work schedule also show assigned calendar events and resource exceptions, and applicable absences.

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

7. Enterprise

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



Departments 1 and 3 don't have primary schedules, so the primary schedule at the enterprise level applies to everyone, with one exception. A person in department 3 has a schedule for their primary assignment. That primary assignment schedule applies instead of the enterprise-level schedule. Department 2 has a primary schedule, and it applies to everyone in that department.

The calendar events and resource exceptions that exist in the primary work schedule affect everyone's schedules, regardless of level. Any absences they report during the selected time period also affect the individual's schedule.

Standard Working Hours

The person's primary assignment includes their standard working hours. Schedules built with these hours also show applicable calendar events and absences.

Why can't I see absences on the schedule?

Only absences measured in hours show on the team schedule, planned schedule, and view published schedule pages. Here's how the absence display statuses map to the absence statuses on schedule pages.

Absences Display Status	Schedule Status
Awaiting approval	Pending Absence
Scheduled In Progress Complete	Approved Absence

Long-term absences, such as sabbaticals or maternity leave, don't show on schedules.

3 Scheduler Profiles

How Scheduler Profiles Are Used

To plan and publish workforce management (WFM) schedules, you need to be linked to a scheduler profile. The purpose of the profile depends on whether you're a time and labor manager or line manager and what schedule pages you use.

Team Schedule Pages

The page that a time and labor manager open for their client groups uses the profile to identify the options for the Scheduling Group filter. The page that a line manager opens for their team doesn't use the profile because they can filter by only their organizational hierarchy.

Planned Schedule and View Published Schedule Pages

If you plan and view published schedules in the Time Management work area, the profile identifies the first day of the schedule week. For example, the default profile has the week starting on Sunday.

The profile also identifies the shift labels that you see on the schedule. For example, your team schedule shows the shift short name for shifts with defined limits. For shifts without limits, it shows the start and end time or the duration. Shifts with defined limits have people working a fixed number of hours each day, with specific start and end times. Shifts without limits have people available for certain durations in a day or in a specific period of the day. For example, people are available for 8 hours between 8:00a and 8:00p.

The profile can include the resources required for each day of the week and any allowed staffing differences over and under those requirements. The profile can also specify colors for overstaffing and understaffing to help with staffing analyses.

Related Topics

- [How You Plan and Publish WFM Schedules](#)
- [Default Scheduler Profile Configuration](#)

Default Scheduler Profile Configuration

If you have the Time and Labor Manager role, you're automatically linked to the default scheduler profile, which has this configuration.

Property	Configured Value
Scheduling Group Type	Group Manager
First Day of the Week	Sunday
Shift With Defined Limits	Short name

Property	Configured Value
Shift Without Defined Limits	Start to end or duration

You can't see or edit the default scheduler profile.

Related Topics

- [How You Plan and Publish WFM Schedules](#)
- [How Scheduler Profiles Are Used](#)

When to Create Scheduler Profiles

Here are some scenarios when you want to create profiles instead of using the default profile:

- To use an HCM group as the scheduling group
- To limit the scheduling group to 50 or fewer people for better performance
- To delegate scheduling tasks to people
- To set how shift labels appear on the schedule pages in the Time Management work area
- To set resource requirements for the schedule pages in the Time Management work area
- To identify overstaffing and understaffing so you can more easily analyze workload on the schedule pages in the Time Management work area
- To change the first day of the schedule week on the schedule pages in the Time Management work area

To create and edit scheduler profiles, use the Scheduler Profiles task in the Setup and Maintenance work area. Or, you can edit your own profile and your linked profiles using that task in the Time Management work area.

Note: When you create a profile by duplicating an existing profile, it doesn't copy the numbers of resources required because resource requirements vary by team. You need to set any resource requirements when you complete the duplicated profile.

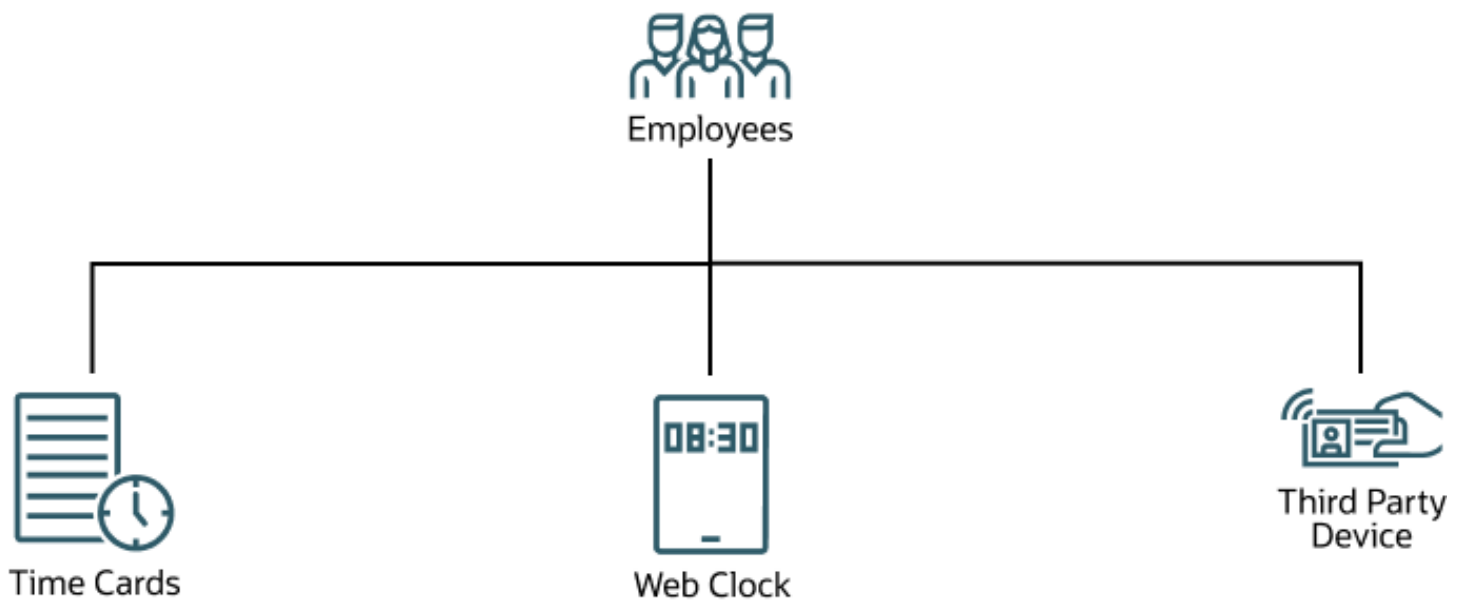
Related Topics

- [Default Scheduler Profile Configuration](#)
- [How Scheduler Profiles Are Used](#)
- [How You Plan and Publish WFM Schedules](#)

4 Time Reporting

Options to Report Time

Depending on the policies in your organization, you can report time using time cards, Web Clock, and third-party time collection devices. Examples of time collection devices are badge and biometric readers.



Report Time and Absences with Time Cards

You can report your worked time and manage time cards for various periods, including fix incomplete time cards and ones with errors. Use the **Me > Time and Absences > Current Time Card** and **Existing Time Cards** tasks.

 [Watch video](#)

You can also report absences on your time cards. But to change absence entries, you need to delete the entries and add them again. Or, you can use the Existing Absences task.

If you don't have permissions to edit your time cards, you can submit change requests using the Request Time Change task. Again, depending on your time card setup, use the More Actions menu or the Entries section Actions menu.

Comments

To enter row-level comments, right-click the row number. These comments get stored with each entry. So you can edit the comment for a specific entry by right-clicking in the entry. Or you can open the Comments drawer and edit the comment there.

A newly added row-level comment overwrites any existing entry-level comment. And any newly added entry-level comment overwrites any existing row-level comment.

Copy and Add Data to Time Cards

To spend less time completing your current time card, you can copy data from your previous time card. Depending on your time card setup, you use either the More Actions menu or the Entries section Actions menu. Also depending on your setup, you can mark time cards with data that stays fairly constant as favorites. You can use these favorites to copy data to the current time card. If you report project time, you can also add current project, task, and assignments values to your time card. Both of these actions are on the time card, in the Entries section on the Actions menu.

Tip: If you use responsive time cards, when you copy an existing time card with a public holiday entry, the copy excludes the holiday entry. The same thing happens with any absence entries because each holiday is unique and typically, so are absences. For example, your existing time card has a US public holiday on Monday, an absence on Tuesday, and regular worked time on Wednesday through Friday. When you copy the time card entries to a new time card, the regular and on-call worked time copies. If you use classic time cards, you can specify whether to also copy absences.

Print Time Cards

If you need a physical record of your saved or submitted time card, you can print it using either of these Actions menu options:

- On the Existing Time Cards page, the Print Time Card option
- On the time card page, the Print option

Time Cards Templates

You can save up to 6 time cards with only time entry attribute, such as Time Type or Project, Task or Expenditure as templates. Or save them with complete entries that include start and stop times and quantities.

Then you can apply the templates when creating and editing time cards with the same assignment and layout set as the template. Use the **Actions > Save as Template** menu option.

As soon as you have at least 1 template, you see the Apply Template action above the time card grid. When you apply a template, it's appended to the time card starting at the next blank row. Templates won't overwrite any existing entries on the time card. Because templates are appended, you can apply multiple templates to a single time card.

To edit templates, you need to overwrite the existing template. Set up the current time card the way the template should be. Then save the time card as a template by selecting an existing template name. Currently, you can't rename

templates. So consider naming templates in a way that's still meaningful if you overwrite them. For example, you could name a template Current Working Projects or Current.

Any on-call entries, comments, holidays, and absences aren't saved in the template because they're unique to that time card period. You won't have to manually delete these comments and entries from any time cards you apply the template to.

Only you have access to your templates. Your line manager and any time and labor managers accessing your time cards don't have access to your templates.

Report Time with Web Clock

You can report your worked time with a browser-based clock, using the **Me > Time and Absences > Web Clock** task. Click the relevant button and complete any other fields and attestations that appear.



When you clock out, you might be prompted to provide any missing In events, depending on your time entry configuration. You can complete just your current clock out, or you can complete it and add the missing In event.

If you don't have permissions to edit your time cards, you can submit change requests using the Request Change button on Web Clock. To change reported absences, use the Existing Absences task.

Tip: Comments you enter in the time events section of a change request appear only in approval notifications. They don't appear on the corresponding time card.

Tips When You Use Web Clock Both Online and Offline

Here are some tips about initial use of Web Clock and data sync if you use Web Clock both online and offline. The tips also cover the time that clock events use and other fields.

Initial Use

The first time you use Web Clock on your mobile device, make sure that you're online. By starting online, you make sure that your device successfully syncs important data that Web Clock needs to work properly when you're offline. Web Clock will show a notification when the sync finishes.

Also be sure to enable Location services the first time that you open the mobile Oracle HCM app. This lets Web Clock record geolocation information when you report time.

Data Sync

After you use Web Clock offline, the next time you use it online, it automatically starts syncing your offline time data with the server. To make sure that the time events on your Web Clock are current, let that sync finish before you use Web Clock to report time. The time it takes for the sync to finish depends on your device, network bandwidth, and connection stability. It also depends on how much data Web Clock needs to transfer.

Time That Clock Events Use

Your Web Clock setup might use server time. This setting works only for online events. If you're offline, clock events use your device time. This difference in the time used might lead to time entry errors that you need to fix before you can submit the corresponding time card.

Other Fields

Your Web Clock setup might include other fields for you to complete. You see them when you're online, but not when you're offline. The corresponding time card might be incomplete or in error if you don't complete these other fields. You need to fix the incomplete or in error time cards before you can submit them.

Reported Time

The time that you as an individual, or someone acting on your behalf, enters on a time card. Your time entry setup decides the time information that you report.

Entries for reported time can have start and stop dates and times, such as July 1, 2020 8:00a and July 1, 2020 5:00p. They can also be durations, such as 8 hours, or units, such as 3 units of meal allowance.

Time Totals on Responsive Time Cards

To see the time totals, in the first section, click **Show Details**.

- The total for reported hours doesn't reflect any changes to reported time until you click **Calculate**.

Tip: The Reported Hours next to the time card status adjust automatically as you change the reported time entries.

- The scheduled hours come from your current schedule or work hours, whichever applies.
- The schedule deviation is the difference between your reported and scheduled hours, in an absolute value. This means that if the deviation is +3 or -3, the value in the Reported column is 3. The deviation automatically adjusts after you change your reported time and click **Calculate**.
- The total for absence hours doesn't reflect any changes to hourly absences until you click **Calculate**.

Related Topics

- [Options to Report Time](#)
- [How an Individual's Schedule Is Identified](#)

Calculated Time

Rules linked to time cards generate calculated time according to your organization's time policies. For example, rules automatically allocate your reported time among cost segments, such as different departments, programs, or funds.

Here are some more examples:

- You report start and stop times that closely match your scheduled shift start and stop times, such as 8:00a to 5:00p. A calculation rule generates two duration entries: 8 hours at your regular pay and 1 hour as an unpaid meal.
- You report start and stop times of 8:00a to 1:00p and 2:00p to 7:00p at your regular pay. A calculation rule generates two duration entries: 8 hours at your regular pay and 2 hours at 1.5 times your regular pay.

Time Totals on Responsive Time Cards

To see the time totals, in the first section, click **Show Details**.

- The total for calculated hours doesn't reflect any changes to reported time until you click **Calculate**.
- The scheduled hours come from your current schedule or work hours, whichever applies. No calculations apply to the scheduled hours, so the reported and calculated scheduled hours are the same.
- The schedule deviation is the difference between your reported and scheduled hours, in an absolute value. This means that if the deviation is +3 or -3, the value in the Reported column is 3.
- The calculated absence hours don't reflect any changes resulting from changes in reported absence hours until you click **Calculate**.

Related Topics

- [Options to Report Time](#)
- [How an Individual's Schedule Is Identified](#)

Can I change a time card that I already submitted?

It depends on your organization's policies. When you can, the appropriate time cards on your Existing Time Cards page include the Edit action.

What happens when I submit a time card?

Some rules validate your time card entries according to your organization's policies. For example, did you work the minimum required hours.

Other rules calculate time information using your reported time and possibly results from earlier calculations. For example, you report 10 hours of Regular time. The calculation rules change that entry to 8 hours and add an entry for 2 hours of Overtime.

If you see any errors, you need to fix the issues and submit your time card again. If there aren't any errors, the submission action sends your time card for approval, according to your organization's policies.

How do I know if my time card is approved?

On the existing time cards page or on the time card itself, the time card has an Approved status.

5 Time Management

Options for Line Managers to Manage Time

You can create, review, and approve time cards for your direct reports and any delegated reports according to your organization's time policies. You can do this even if workers still need to submit pending attestations.



You can act on time cards, such as submit them or approve them using the **My Team > Team Time Cards** quick action. You can tell which time cards are being processed because the Status column shows a temporary Refresh icon for them. Manually refresh the page to get the most recent time card statuses after the Refresh icon no longer appears.

Comments

To enter row-level comments, right-click the row number. These comments get stored with each entry. So you can edit the comment for a specific entry by right-clicking in the entry. Or you can open the Comments drawer and edit the comment there.

A newly added row-level comment overwrites any existing entry-level comment. And any newly added entry-level comment overwrites any existing row-level comment.

Copy and Add Data to Time Cards

To spend less time completing current time cards, you can copy data from previous time cards. Depending on your time card setup, you use either the More Actions menu or the Entries section Actions menu. Also depending on your setup, you can identify favorite time cards. Typically, you do this for time cards with data that stays fairly constant. Then, to spend less time completing time cards, you can use these favorites to copy data to the current time card. If your people report project time, you can also quickly add their current project, task, and assignment values to their time cards. The copy and add actions are available in the time card Entries section, on the Actions menu.

Tip: If your worker use responsive time cards, when you copy an existing time card with a public holiday entry, the copy excludes the holiday entry. The same thing happens with any absence entries. For example, your worker's existing time card has a US public holiday on Monday and an absence on Tuesday. It has regular worked time on Wednesday through Friday. When you copy their time card entries to a new time card, the regular and on-call worked time copies. The holiday and absence entries don't copy because each holiday is unique and typically, so are absences. If your workers use classic time cards, you can specify whether to also copy absences.

Print Time Cards

You can print a saved or submitted time card. For example, you need to submit a printed time card to receive payment for a project. Use either of these **Actions** menu options:

- On the Team Time Cards page, the Print Time Card option
- On the time card page, the Print option

Review and Approve Change Requests

If your workers don't have permission to edit their time cards directly, they can submit change requests. To review and approve these change requests, use the Team Change Requests quick action. To avoid any processing issues, be sure to select less than 500 request to approve at one time.

Related Topics

- [Options for Time and Labor Managers to Manage Time Events and Entries](#)
- [What happens if time is reported beyond an employment termination date?](#)

Options for Time and Labor Managers to Manage Time Cards

You can create, review, and approve time cards, including monthly time cards, for your organization according to your organization's time policies. You can do this even if workers still need to submit pending attestations.

You can act on time cards, such as submit them or approve them using the **My Client Groups > Team Time Cards** quick action. You can tell which time cards are being processed because the Status column shows a temporary Refresh icon for them. Manually refresh the page to get the most recent time card statuses after the Refresh icon no longer appears.

You can also manage time cards, but not change requests, using the Team Time Cards task in the Time Management work area.

To see the specific change requests awaiting approval from the Team Time Cards page, click the number above Pending Change Requests. Depending on your setup, you can also use this quick action to manage time change requests, or the Time Change Requests quick action. To avoid any processing issues when approving change requests, be sure to select less than 500 request to approve at one time.

Comments

To enter row-level comments, right-click the row number. These comments get stored with each entry. So you can edit the comment for a specific entry by right-clicking in the entry. Or you can open the Comments drawer and edit the comment there.

A newly added row-level comment overwrites any existing entry-level comment. And any newly added entry-level comment overwrites any existing row-level comment.

Copy and Add Data to Time Cards

To spend less time completing current time cards, you can copy data from previous time cards. Depending on your time card setup, you use either the More Actions menu or the Entries section Actions menu. Also depending on your setup, you can identify favorite time cards. Typically, you do this for time cards with data that stays fairly constant. Then, to spend less time completing time cards, you can use these favorites to copy data to the current time card. If your people report project time, you can also quickly add their current project, task, and assignment values to their time cards. Both actions are in the Entries section on the Actions menu.

Tip: If your workers use responsive time cards, when you copy an existing time card with a public holiday entry, the copy excludes the holiday entry. The same thing happens with any absence entries. For example, your worker's existing time card has a US public holiday on Monday and an absence on Tuesday. It has regular worked time on Wednesday through Friday. When you copy their time card entries to a new time card, the regular and on-call worked time copies. The holiday and absence entries don't copy because each holiday is unique and typically, so are absences. If your workers use classic time cards, you can specify whether to also copy absences.

Print Time Cards

You can print a saved or submitted time card. For example, you need to submit printed a time card to receive payment for a project. Use either of these Actions menu options:

- On the Team Time Cards page, the Print Time Card option
- On the time card page, the Print option

Generate Time Cards

You can generate multiple time cards as needed. For example, your workers typically work their assigned schedules without any deviation, so you automatically generate their time cards for them. Then, at the end of the time card period, they can quickly review the time card entries, make any necessary changes, and submit them.

Use the Generate Time Cards process. To open the process page, on the **My Client Groups > Time Management > Team Time Cards** page, click **Generate**. You can also use the Generate Time Cards task in the Tasks panel.

Related Topics

- [What happens if time is reported beyond an employment termination date?](#)
- [Resubmit Time Cards Process](#)
- [Generate Time Cards from Time Collection Device Process](#)
- [Mass Submit and Approve Time Cards Process](#)
- [Submit Queued Time Cards Process](#)

Generate and Approve Monthly Time Cards in the Time Management Work Area

You can create monthly time cards using the **My Client Groups > Team Time Cards** page and the **My Client Groups > Time Management > Tasks panel Generate Time Cards** process.

You can't open or edit the monthly time cards in this work area. You can't view the summaries of them either. You can approve them by selecting the relevant time cards and clicking **Approve**.

Here's what needs to happen for you to open and edit monthly time cards:

- Create and enable the HCM_RESPONSIVE_PAGES_ENABLED profile option and the profile option codes for worker, manager, and time and labor manager.
- Your time entry profile needs to include a responsive UI layout.

After these configurations are complete, if you're a line manager, use the **My Teams > Team Time Cards** quick action. If you're a time and labor manager, use the **My Client Groups > Team Time Cards** quick action.

Related Topics

- [Options for Time and Labor Managers to Manage Time Cards](#)
- [Generate Time Cards from Time Collection Device Process](#)

Options for Time and Labor Managers to Manage Time Events and Entries

To see geolocation information for time reported with Web Clock, you use the Time Events page. You can also review any exceptions or issues with time reported using collection devices using the Time Events and Time Entries pages.

For example, someone needs to leave an hour early on Tuesday. Instead of taking personal time off, they get your approval to work an hour later on Monday or start an hour early on Tuesday. The reported start and end times generate validation exceptions that you need to review and allow.

To see the physical addresses for the recorded geolocations, on the Time Events page, add the Geolocation Address column. The column continues to appear every time you come to the page, until you remove it. To see the geolocation addresses for any geolocations that don't have it, select **Actions > Generate Geolocation Addresses**. You need to do this every time you get new geolocation information after generating addresses.

You manage any exceptions or issues for the time device events and their corresponding time entries using the **My Client Groups > Time Management > Time Entries** and **Time Events** tasks.

Generate Time Events and Entries Processes

You can also generate multiple time events and entries, as needed. For example:

- Your people use a time collection device to sign in and out. The device goes down one evening and they can't sign out. You use the Generate Time Events process to generate the missing stop time event. The next time the Generate Time Cards from Time Collection Device process runs, it completes the existing time card entry. It adds the new Out event to the earlier In event.
- Your people use a time collection device to sign in and out. The device goes down one day and they can't sign in or out. You use the Generate Time Entries process to generate the missing start and stop time entries. The next time the Generate Time Cards from Time Collection Device process runs, it creates the corresponding entries on the time cards.

To open the corresponding process page, on the Time Entries or Time Events page, click **Generate**.

Related Topics

- [Generate Time Cards from Time Collection Device Process](#)
- [What happens if time is reported beyond an employment termination date?](#)

How You Manually Resubmit Time Cards

On the Team Time Cards page, use advanced search criteria to find time cards to resubmit. Review the time cards, as appropriate. To resubmit multiple time cards at a time, select the appropriate time cards and click **Submit**.

Related Topics

- [Resubmit Time Cards Process](#)

How You Compare Calculated Time Before and After Time Card Resubmission

To check that calculated time on a resubmitted time card has the appropriate changes, compare the results for before and after the time card resubmission.

1. | **Note:** My Client Groups > Time Management > Team Time Cards

1. Open the time card to review.
2. Click **Next**.
3. On the review page, Calculated Time tab, click **Actions > Compare Calculated Time**.

Here are the sections included on the Compare Calculated Time tab that opens:

Section	What You See
Values After Submission	For time cards to resubmit, these are the calculated values after you resubmit the time card. For resubmitted time cards not affected by any other retroactive changes, these are the current calculated values.
Values Before Submission	For time cards to resubmit, these are the current calculated time values. Relevant time consumers already transferred and processed these values. For resubmitted time cards not affected by any other retroactive changes, these were the calculated values before the resubmission.

Time data changes resulting from retroactive changes go to the relevant time consumers in the first transfer process after you resubmit the time card.

Related Topics

- [Resubmit Time Cards Process](#)

Choice List Filters for Project Costing Time Cards

Time cards derive values for certain project-specific drop-down lists on the worker time card.

- To find the appropriate projects, the time card uses the worker's 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.
- To find the appropriate tasks, 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 worker is a team member.
- To find the appropriate expenditure types, the time card uses the selected project. It then uses the derived project unit to find the appropriate expenditure types.

Why do calendar time entries show in decimal units instead of hours and minutes?

Time consumers, such as payroll and project costing, expect quantities in decimal units, so the calendar was designed to show time entries as decimal units.

What happens if time is reported beyond an employment termination date?

To avoid releasing information about planned employment terminations, unannounced future dates get hidden and ignored. People can report time beyond these dates, without any indication that they're ineligible for that time. And line managers can view and approve these entries.

The Load Time Card Batches and Transfer Time Cards from Time and Labor processes reject these entries:

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

Related Topics

- [How Terminations Affect Payroll Processing](#)

6 Generate Time Processes

Available Dates When Generating Time Entries and Time Cards

To find people with a primary assignment to generate time for, use the available dates on the Generate Time Entries and Generate Time Cards pages.

The search finds only people with a primary assignment for the specified period. If your search criteria include a group, the search results show only people who are active members of the group during the period.

The time entry and time card parameters also use the available dates.

- They become the from and to dates that you want to generate the time entries for.
- They define the inclusive period that you want to generate the time cards for.

To open the process pages, on the **My Client Groups > Time Management > Time Entries** or **Team Time Cards** page, click **Generate**.

Related Topics

- [Example of How to Generate Multiple Time Cards at One Time](#)

Attribute and Entry Settings When Generating Time Entries

When you generate time entries, you need to add all the time attributes and attributes values required by the time consumers.

For example, if the time consumer is payroll, you add the Payroll Time Type attribute and Regular attribute value. The process uses these time attributes and attribute values to create the relevant time entries.

You can also specify whether the generated time entries should replace any existing daily time entries or absences on the affected time cards. And, you can specify to generate the time entries, even if the from and to dates include public holidays.

Related Topics

- [Options for Time and Labor Managers to Manage Time Events and Entries](#)

How You Select People to Generate Time Cards For

To successfully generate multiple time cards for multiple people, we recommend that you select only people with the same time card period. For example, select only people with a weekly time card period that starts on Monday.

You can search for the people you want, by including a group as part of your search criteria. Then from the group members, you select the people to include in the process.

Related Topics

- [Options for Time and Labor Managers to Manage Time Cards](#)

How Many Time Cards to Generate

You can generate times cards for time card periods within a range. Or, you can generate a specific number of time cards.

Range

If you use a range, the process generates the time cards with time card periods that are within and partially outside that range. Here are sample time cards generated according to a range.

From Date

To Date

Week		32							33							34							
Date	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	
Sue		Time Card 1							Time Card 2							Time Card 3							
Sonia		Time Card 1							Time Card 2							Time Card 3							
Frank		Time Card 1							Time Card 2							Time Card 3							
Andrew		Time Card 1							Time Card 2							Time Card 3							

Key

☐ Inclusive Period

Sue's week 32 time card ends during the inclusive period. Sonia's, Frank's, and Andrew's week 32 time cards start and end during the inclusive period. So, the first time cards that the process generates for everyone are for week 32. Everyone's week 33 time cards start and end during the inclusive period, so the process generates those time cards. And, everyone's week 34 time cards start during the inclusive period, so the process also generates those time cards.

Specific Number

If you specify the number of time cards, the first generated time card has the time card period that includes the From date. To schedule a future Generate Time Card process, you need to select this option. You set the start date of the future process on the schedule dialog box, Schedule tab. For example, you set available dates of February 1 and February 28, 2022 and specify to generate **4** time cards. And you schedule the Generate Time Cards process to run on

January 24, 2022. The first of the four time card has the time card period that includes February 1, 2022, which is the specified from date.

Related Topics

- [Options for Time and Labor Managers to Manage Time Cards](#)

Data You Can Include When Generating Time Cards

You can generate time cards that contain entries created from peoples' schedule hours. These hours come from the published WFM schedule or the work schedules on employment records.

When you include schedule hours, you also need to add all the time attributes and attributes values required by the time consumers. For example, if the time consumer is Payroll, you add the Payroll Time Type attribute and Regular attribute value. The Generate Time Cards process uses these time attributes and attribute values to create the relevant time entries.

Note: The Generate Time Cards process ignores any default attributes values that are part of the corresponding time card field configuration. It uses only the attribute values that you provide here.

The generated time cards don't deduct time not worked from the total shift time. For example, if the shift is 9 hours and includes 1 hour of time not worked, the generated time card entry has 9 hours. You can create a time calculation rule to deduct the time not worked from calculated time first. Then transfer time data to the relevant time consumers.

You can't assign unit-based time attributes, such as allowances, to scheduled shifts. To generate time entries with unit-based time attributes, use the Generate Time Entries process. Or, you can create a time calculation rule to add them to the appropriate time cards.

You can also generate empty time cards.

Related Topics

- [Options for Time and Labor Managers to Manage Time Cards](#)
- [Options to Configure Default Values for Time Card Fields](#)

Example of How to Generate Multiple Time Cards at One Time

You can generate many time cards at one time using a combination of people, time card parameters, and optionally, time attributes.

In this example, you want to generate weekly time cards for selected people, for the upcoming month. Checking the calendar, you see that this month has 5 weeks. The example dates assume that the time card periods start on a Monday and end on a Sunday.

1. **Note:** [My Client Groups > Time Management > Team Time Cards](#)

1. Search for the people using their group name and the available dates for the upcoming month. For example, select **Sunday, January 7, 2018** and **Monday, February 5, 2018**.
2. Select the people you want to generate time cards for.
3. Specify the number of time cards to generate, such as **5**. The process automatically sets the From Date value to the Available From Date value.
4. Specify what entries to include on the time cards, if any.
5. Optionally, add time card attributes and values.
6. Submit the process.

Results:

The process generates the 5 weekly time cards for the specified available range and selected people.

Related Topics

- [Available Dates When Generating Time Entries and Time Cards](#)
- [How You Select People to Generate Time Cards For](#)
- [How Many Time Cards to Generate](#)
- [Data You Can Include When Generating Time Cards](#)
- [Options for Time and Labor Managers to Manage Time Cards](#)

Generate Recurring Time Cards

You can schedule recurring Generate Time Card processes to generate time cards for the current or next time card period. The process identifies the appropriate period at runtime using the device date.

When a recurring process runs, the search criteria identifies who to create time cards for, without any limitation on the number of people included.

What happens when I generate time cards and someone's time profile changes during a time card period?

The Generate Time Cards process automatically creates multiple time cards for each affected person, for the period.

For example, time calculation rules for a time processing profile change in the middle of the time card period. The appropriate Generate Time Cards process creates two time cards for each person linked to the profile:

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

7 Scheduled Processes about Time Cards

Diagnose and Correct Time Issues Process

You can identify issues with time cards, time events, and layout sets and optionally correct them using the Diagnose and Correct Time Issues process. Here are some examples of issues and corrections:

- Time card issues can occur due to invalid assignments, mismatched absence data, multiple statuses, version statuses, or transfer failures. For example, a time card might have two statuses in the database and the correction process keeps just the most recent one.
- Time event correction typically involves deleting unprocessed time events or resetting the statuses for failed time events. The process or a manager can handle the deletion or reset.
- Layout set issues typically involve unused time attribute mappings and the correction process deletes them.

You can schedule this process using the **My Client Groups > Time Management > Tasks panel Scheduled Processes** task.

Generate Time Cards from Time Collection Device Process

You can create time cards from time reported with Web Clock and time collection devices. You need to use the Generate Time Cards from Time Collection Device process.

Here's what the process does depending on the validation results:

- Valid: The process creates incomplete time entries for In application events. It completes time entries after it gets the corresponding Out application event.
- Invalid: The process creates time entry exceptions.

You also use this process to add time events and entries created with the Generate Time Events and Generate Time Entries processes to time cards.

By default, the process applies all the rules associated with the people the generated time cards are for. You can generate the time cards more quickly if you apply only the time device rules. Time entry and calculation rules always run whenever people submit time cards. Depending on processing configurations, these rules and time submission rules can also run when people save their time cards.

You can schedule this process using the **My Client Groups > Time Management > Tasks panel Scheduled Processes** task. Use the Team Time Cards quick action or task to view the time cards that the process generated.

Related Topics

- [Options for Time and Labor Managers to Manage Time Cards](#)
- [Options for Time and Labor Managers to Manage Time Events and Entries](#)
- [Overview of Time Collection Device and Web Clock Event Processing](#)
- [Time Collection Device Setup and Maintenance Tasks](#)

Generate Time Exceptions from Compliance Rules

You schedule recurring workforce compliance alerts using the Generate Time Exceptions from Compliance Rules process.

1. | **Note:** [My Client Groups > Time Management > Tasks panel Scheduled Processes](#)

1. In the Process Details dialog box, click **Advanced**.
2. On the Parameters tab, select the appropriate combination of workforce compliance rule set, HCM group name, and date range.
3. Select **Send alert immediately** to notify the relevant managers and workers about the noncompliance. Otherwise the process stores the compliance message as part of the existing time card data for that period. If a time card doesn't exist, the process stores it with the appropriate person and the time card period data.
4. If you're sending alerts, select the **HWM Time Exceptions from Compliance Rules** template.
5. On the Schedule tab, specify whether to run the process as soon as possible or using a schedule. Configure a schedule to run the process with a recurring frequency.
6. Submit the configured process.

Related Topics

- [Create Time Rules Sets and HCM Groups for Workforce Compliance Alerts](#)

Mass Submit and Approve Time Cards Process

You can use time card criteria to identify many time cards to submit and approve using the Mass Submit and Approve Time Cards process.

For example, you can submit and approve the time cards for all members of an HCM group, for a specified time card period. You can schedule this process using the [My Client Groups > Time Management > Tasks panel Scheduled Processes](#) task.

The submit part of this process generates and sends notifications according to people's approval rules, even though this process also approves the time cards. Someone with the SOA Administrator role can withdraw these notifications from approver worklists. They can also reassign the notifications to an administrator and then withdraw the notifications. The SOA administrator can access the withdraw task from the home page.

1. Below Things to Finish, click **Show more**.
2. Select the appropriate administration tasks.

Related Topics

- Options for Time and Labor Managers to Manage Time Cards

Resubmit Time Cards Process

A person's information, such as the payroll relationship or assignment status, can change retroactively. These changes can also change the person's layout set, time card period, or both. And, the person can add and change absences on existing time cards.

Because of these changes, you might need to resubmit the person's time cards from the retroactive change date and forward. You can use the Resubmit Time Cards process to identify and optionally resubmit time cards affected by retroactive changes. To configure and submit this process, use the Scheduled Processes task in the Time Management work area, on the Tasks panel tab. The process resubmits only time cards with a status of Submitted or Approved.

Calculated data for resubmitted time cards might remain unchanged by the retroactive changes to person information. In these instances, the process rolls back the resubmission and returns the time card to its original status, Submitted or Approved.

Automatic Refresh of HCM Group Members

Retroactive changes to person information can change the HCM groups that people are members of. So this process starts by automatically refreshing the group membership of the affected people.

Key Process Parameters

Here are descriptions of key parameters for this process.

Parameter	Description
Resubmit specific time cards	Use search criteria, such as group name, collective agreement, or legislative data group to identify affected time cards.
Process Mode	Available after you select the Resubmit specific time cards parameter. You use the mode to specify whether the process should only identify time cards or identify and resubmit them. The default mode is identification only.
Resubmit time cards identified by WFM events	Use WFM events and actions to identify and resubmit affected time cards. You load events and actions using HCM Data Loader and these business objects: event group, group translation, action, and action translation. These business objects are available under the Global Payroll - Define product area.
Autoapprove time cards that were previously approved	Reapprove resubmitted time cards automatically after recalculation, instead of sending them through the approval workflow again.
Create multiple time cards for the time card period, as applicable	Split the original time card into two or more time cards for the same period, as appropriate. For example, the time card layout and overtime calculation rule change for a person in the middle of the time card period. If you select this parameter, the process would create two time cards.

Parameter	Description
	- The first time card uses the original layout and rule for the workdays before the retroactive change date. - The second time card uses the new layout and rule for the workdays starting on the retroactive change date. Automatically withdraw any change requests linked to the split time card. Send appropriate notifications to the change request approver and individual the time card is for. Also let the individual know to request their time changes again.

Schedule recurring processes, in the **Advanced** view.

Related Topics

- [How You Compare Calculated Time Before and After Time Card Resubmission](#)
- [Enable Resubmission of Future Time Cards Option](#)

Submit Queued Time Cards Process

By default, the Submit button on a time card adds the time card to a queue for scheduled processing. You schedule this Submit Queued Time Cards process.

You can schedule this process using the **My Client Groups > Time Management > Tasks panel Scheduled Processes** task.

Related Topics

- [Options for Time and Labor Managers to Manage Time Cards](#)
- [Options for Time and Labor Managers to Manage Time Events and Entries](#)
- [Submit Time Cards for Scheduled Processing Option](#)

8 Scheduled Process to Import, Export, and Transfer Data

Export Data to Time Collection Devices Process

You can export data such as person information, payroll time types, and published WFM schedules to time collection devices. Use the Workforce Management Time Device Export Data process.

- Set up important info on the time collection devices as part of the implementation by running a onetime, full export of data to the devices.
- Maintain current data on the time device by scheduling full and partial recurring and onetime exports. With recurring exports, each process exports the specified data that's valid for the current period in the specified start and end dates.

Here are the modes that you can select when you schedule the Workforce Management Time Device Export Data process:

Export Mode	Description
Full export	Send all valid data to the time device. Select this mode for the initial export during implementation.
Purge and full export	Delete all existing data from the time collection device and then send all valid data.
Updates only export	Send only changes made to valid data since the last export.

You can schedule this process using either of these two tasks:

- **Setup and Maintenance > Workforce Deployment > Time and Labor > Export Time Device Data Configuration**
- **My Client Groups > Time Management > Tasks panel Scheduled Processes**

Web Clock doesn't require export data because it gets person and schedule data directly from the time repository. And each button definition contains relevant payroll time data.

For details on configuring the Time Collection Device Setup Data Export business object services and service data objects, see [SOAP Web Services for Oracle HCM Cloud](#) on Oracle Help Center.

Related Topics

- [Overview of Time Collection Device and Web Clock Event Processing](#)
- [Time Collection Device Setup and Maintenance Tasks](#)

Load Time Record Events in the Time Repository

After you import time record events with processInline set to N using the timeRecordEventRequests REST service, you need to load them in the time repository.

You load these events by scheduling onetime or recurring Process Imported Time Entries processes. You can schedule this process using the **My Client Groups > Time Management > Tasks panel Scheduled Processes** task. This process includes validation to make sure the events for the time record load and process correctly. For example, it finds the person linked to the event or entry in the Oracle Fusion application records. It logs error details for any invalid events or entries. You can open the log from the Scheduled Processes page.

To load time events imported using the timeEventRequests REST service, you need to run the Generate Time Cards from Time Collection Device Process process.

Related Topics

- [Options for Time and Labor Managers to Manage Time Cards](#)
- [Options for Time and Labor Managers to Manage Time Events and Entries](#)
- [Generate Time Cards from Time Collection Device Process](#)
- [Overview of Time Collection Device and Web Clock Event Processing](#)

Prepare Unapproved Time Entries for Payroll Transfer Process

You might need to transfer valid time entries from unapproved time cards to payroll for payment. You prepare these time entries for transfer using the Prepare Unapproved Time Entries for Payroll Transfer process.

You can schedule this process using the **My Client Groups > Time Management > Tasks panel Scheduled Processes** task. You can identify the reported time cards that you want the process to consider for a specific date range. You can optionally filter time entries in the specified date range by selecting a time card period.

Here's what the process does:

1. Validates the existing time entries and calculates time data for the specified date range and time card period or the selected time cards. The dates of the calculated entries might be different because of calculations based on the workday definition.
2. Sets the appropriate transfer status for the validated and calculated time entries, making them ready for transfer to payroll.

Related Topics

- [Options for Time and Labor Managers to Manage Time Cards](#)
- [Options for Time and Labor Managers to Manage Time Events and Entries](#)

Process Imported Shifts Process

You can import up to four levels of schedule business objects by scheduling onetime or recurring Process Imported Shifts processes. You can schedule this process using the **My Client Groups > Time Management > Tasks panel Scheduled Processes** task.

This process includes validation, for example, it makes sure that imported shifts don't overlap or exceed a 24-hour duration. The process adds valid shifts to people's planned schedules. It logs error details for any invalid shifts. You can open the log from the Scheduled Processes page.

Related Topics

- [How You Plan and Publish WFM Schedules](#)
- [How You View WFM Team Schedules](#)

Update Extracted Time Cards from Ready to Transfer to Transferred Process

You can update the statuses for extracted time cards from Ready to Transfer to Transferred after the statusChangeRequests REST service receives the update file.

You schedule this Update Extracted Time Cards from Ready to Transfer to Transferred process. You can schedule this process using the **My Client Groups > Time Management > Tasks panel Scheduled Processes** task.

9 Time Data Approval and Transfer

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

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 start 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:

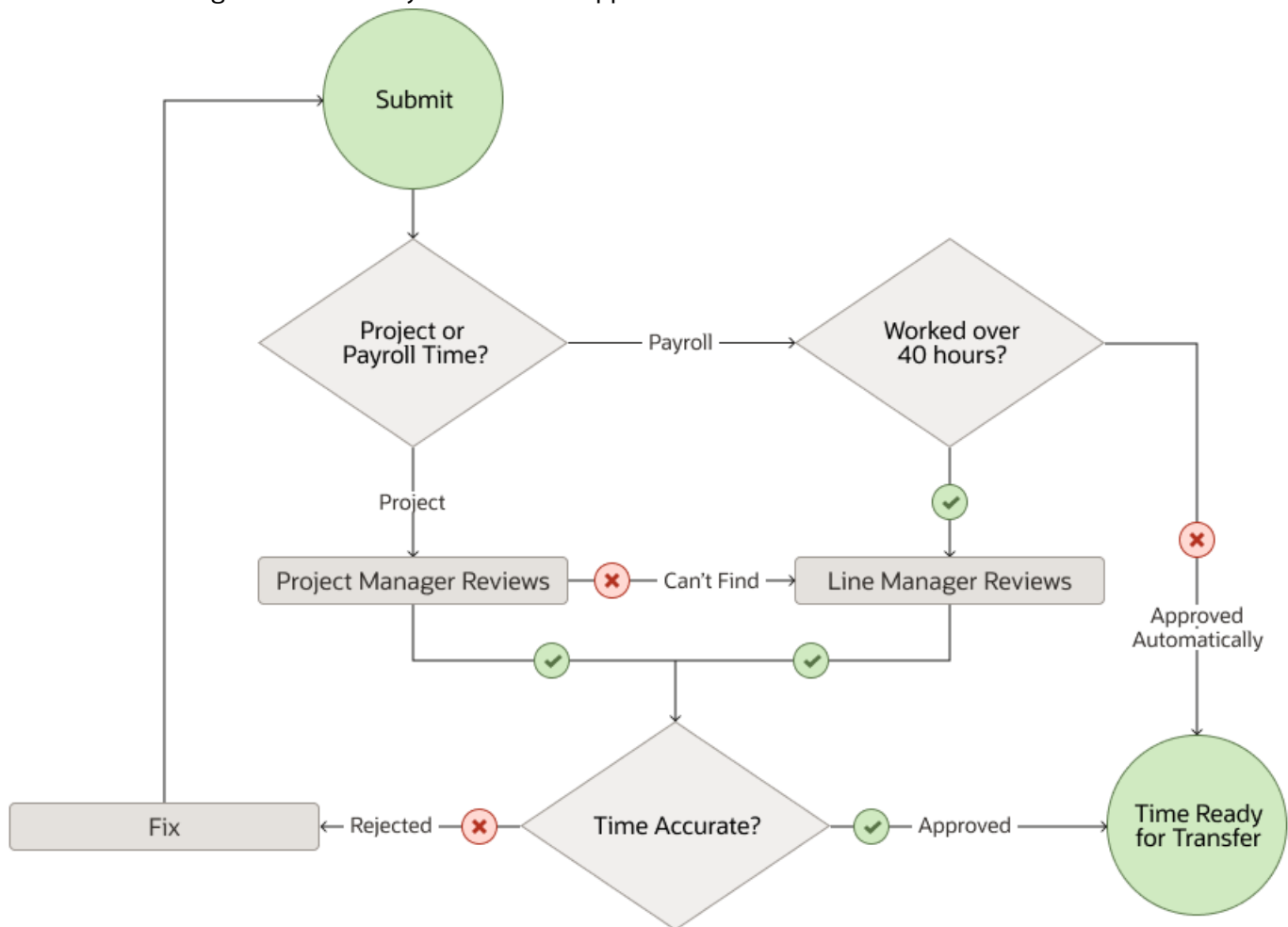
- For project time data, the workflow tries to figure out the appropriate project manager. If it can figure out who that person is, it routes the data to them to review and approve or reject. If it can't figure who that person is, it routes the data to the individual's line manager to review and approve or reject.

- For payroll time data, the workflow checks the total payroll time. If it's up to or 40 hours, the workflow 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.



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](#)
- [How You Define Approvals for Human Capital Management](#)
- [How You Manage HCM Approval Transactions](#)
- [Overview of Time Approval Workflows Configuration](#)
- [Considerations for Creating Time Consumer Sets](#)

How You Transfer Time Data to Global Payroll

A global payroll administrator transfers approved payroll time data to payroll using the Load Time Card Batches or Transfer Time Cards from Time and Labor process.

The transfer process lets you better identify the time cards to include. Use optional parameters for the selected legislative data group, such as time card from and to dates, HCM group, payroll relationship, person, or payroll. Here are two configuration examples:

- Use the flow from and to dates to include all time cards with periods that end between those dates. If the from date is June 1, 2022 and the to date is June 30, 2022, the transfer includes all time cards with periods that end in June. A time card period that starts in May 2022 and ends June 1, 2022 would also get included.
To transfer all time entries up to today, but not after today, that are marked ready for transfer, leave the From Date blank. In the To Date field, select today's date.
- Use the filter mode to include all time cards for the specified people. The selected filter mode populates the corresponding parameter drop-down list. For example, if you select the HCM Group filter mode, in the HCM Group drop-down list, you see all active HCM groups. If you open the Person drop-down list, you don't see any options. If you change the filter mode to Person, the Person drop-down list gets populated. You don't see any groups in the HCM Groups drop-down list.

If you set from and to dates and a filter, the transfer includes only time cards with appropriate end dates, for the specified people or person.

You can troubleshoot transfer issues on the **My Client Groups > Time Management** page.

- Review the time entries that didn't transfer in the Resolve Time Cards with Transfer Failures section.
- Review the processes that failed or ended abruptly in the Incomplete Time Transfer Processes section.

- a. The payroll administrator notifies you of any failed process.
- b. You reset the status of time data that didn't transfer to **Unprocessed**.
- c. The transfer process retrieves the unprocessed time data the next time the payroll administrator runs it.

Related Topics

- [Validation and Processing Rules by Time Card Action](#)
- [Prepare Unapproved Time Entries for Payroll Transfer Process](#)
- [Import Time Card Entries to Payroll](#)
- [Time Card Updates to Payroll](#)
- [Process Time Entries in Payroll](#)

How You Transfer Time Data to Project Costing

The project costing administrator retrieves approved project costing time data using the Transfer Time service of the Import and Process Cost Transaction process. You can troubleshoot transfer issues on the **My Client Groups > Time Management** page.

- Review the time entries that didn't transfer in the Resolve Time Cards with Transfer Failures section.
- Review the processes that failed or ended abruptly in the Incomplete Time Transfer Processes section.
 - a. The project administrator notifies you of any failed process.
 - b. You reset the status of time data that didn't transfer to Unprocessed.
 - c. The transfer process retrieves the unprocessed time data the next time the payroll administrator runs it.

Related Topics

- [Validation and Processing Rules by Time Card Action](#)
- [Overview of Time Entry Configuration for Only Project Costing and Project Costing and Payroll Combined](#)
- [Set Up Project Costing for Use with Time and Labor](#)

How Absences Are Handled When Integrated with Time and Labor

Let people report absences and view accrual balances on their time cards by integrating Oracle Cloud Absence Management with Oracle Cloud Time and Labor. Here are some key considerations for using Absence Management with Time and Labor.

Absences on Time Cards

Any approved future absences automatically appear on the corresponding time cards after the time cards get created. If a person deletes a time card with absence entries, it doesn't delete the relevant absence hours. To delete the absence, the person uses the Existing Absences task in the Time work area.

Absence Approvals

When someone submits an absence using the **Me > Time and Absences > Add Absence** task, they start the approval processing configured for the absence type. Not all absence types have approval workflow configured.

When someone submits a time card, they start the configured absence approval processing. You specify whether to use absence or time approval rules when you create time consumer sets. The time consumer set associated with the individual the time card identifies the applicable approval rules for absence entries. Regardless of the configured approval rules, absences added manually on a time card route as part of the workflow for time card approvals. Absence doesn't send a separate approval notice for just the absence entries.

Absence Transfer

Absence Management handles the transfer of absence entries for any time consumer. It generates the absence entries and provides the absence plan details results for payment. It also updates accrual balances.

Related Topics

- [Validation and Processing Rules by Time Card Action](#)
- [Basic Process to Integrate Absence Management and Time and Labor](#)

How You Transfer Absence Data to Project Execution Management

The administrator for project execution management retrieves absence time data, including future-based absences, using the Initiate Absence Records Transfer to Oracle Fusion Project Execution process. You can troubleshoot transfer issues on the **My Client Groups > Time Management** page.

- Review the time entries that didn't transfer in the Resolve Time Cards with Transfer Failures section.
- Review the processes that failed or ended abruptly in the Incomplete Time Transfer Processes section.
 - a. The project administrator notifies you of any failed process.
 - b. You reset the status of time data that didn't transfer to Unprocessed.
 - c. The transfer process retrieves the unprocessed time data the next time the payroll administrator runs it.

Related Topics

- [Validation and Processing Rules by Time Card Action](#)

10 Time Issues Troubleshooting

How You Monitor Transfer of Time Cards

To make sure that time data transfers to the appropriate time consumers, you can use the **My Client Groups > Time Management > Tasks panel Monitor Transfer of Time Cards** task.

The task shows you information about each process, including the time consumer, who submitted the process, the submission date, and the status. It also enables you to reset problem time entries so they can transfer the next time the transfer process runs.

For a specific process, you can see more details, including the time card period and process status. For a specific time card in the process details, you can see entry details, such as the time card version. You can also see the start and stop dates, and corresponding values and the measure.

How You Resolve Time for Transfer

To see which time cards didn't transfer to the appropriate time consumers and any incomplete transfers, use the **My Client Groups > Time Management > Tasks panel Resolve Time for Transfer** task.

For time cards that failed to transfer, you can see the time consumer and the process submitter. You can also see the time card period, the time entry status, and the failure date and time. To fix any issues with the entries that failed to transfer, click the time card period. Edit the entries on the opened time card and resubmit the time card.

For incomplete time transfer processes, you can reset the time entries so they can transfer the next time the transfer process runs.

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.

1. | **Note:** **My Client Groups > Time Management > Tasks panel**

1. On the worker time entry, processing, or device processing profile 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

- [Assign a Time Profile Directly to an Individual](#)
- [Delete a Direct Assignment for a Time Profile](#)
- [How Time Profiles Get Derived](#)

Assign a Time Profile Directly to an Individual

Fix issues with incorrect time cards, validations, or calculated time by directly assigning the person a profile. This direct assignment overrides all assignments derived from group memberships.

1. | **Note:** My Client Groups > Time Management > Tasks panel tab

1. On the profile task page, click **Troubleshoot**.
2. On the troubleshoot profile page, search for and select a person.
3. Click **Assign Profile to Person**.
4. On the Assign Profile to Person dialog box, search for and select the profile name you want to assign.
5. Select the date when the direct assignment goes into effect.
6. Optionally, select the date when the direct assignment ends.
7. Click **OK**.

Related Topics

- [Compare Time Profiles](#)
- [Delete a Direct Assignment for a Time Profile](#)

Delete a Direct Assignment for a Time Profile

Fix issues with incorrect time cards, validations, or calculated time by deleting the person's direct profile assignments.

1. | **Note:** My Client Groups > Time Management > Tasks panel tab

1. On the worker time profile task page, click **Troubleshoot**.
2. On the troubleshoot profile page, search for and select a person.
3. Select the profile you want to delete. The assignment type should be **Override**.
4. Click **Delete Override**.

If multiple direct assignments remain, then the profile with the lowest priority number applies. For example, you directly assign profiles A and B to the person and profile A has a higher priority than B. The person's job responsibility changes and profile A no longer applies to them, so you delete the profile A override. Profile B now automatically applies for the person. If there are no other direct assignments, then the group profile with the lowest priority number takes priority.

Related Topics

- [Compare Time Profiles](#)
- [Assign a Time Profile Directly to an Individual](#)

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 **My Client Groups > Time Management > Tasks** panel **Analyze Rule Processing Details** task.



- 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](#)

Fix Exceptions Related to Time Collection Devices

Time-device-related exceptions typically occur when the import process can't identify the person who reported the time event.

You can review and fix these exceptions using the **My Client Groups > Time Management > Tasks** panel **Resolve Badge Exceptions** task. You can also review and fix time entry exceptions using either the **Resolve All Exceptions by Worker** or the **Time Entries** task.

Other common exceptions occur when the import process can't match supplier device events with application events. You can resolve these issues using these tasks:

- Workforce Management Lookups
- Time Device Event Mappings
- Time Device Event Mapping Sets
- Worker Time Device Processing Profiles

Related Topics

- [Overview of Time Collection Device and Web Clock Event Processing](#)
- [Time Collection Device Setup and Maintenance Tasks](#)