Oracle Fusion Cloud Human Resources

How do I implement time cards in Time and Labor?

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Author: Lynn Raiser

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1 Overview

About Implementing Time Cards with Time and Labor

Here's how to create enhanced time cards using the unified time entry experience. The implementation can include Oracle Fusion Cloud Global Payroll, Absence Management, and Project Costing, or a subset of consumers.

Depending on your implementation, people will be able to do these tasks with enhanced time cards:

- Report worked time, breaks, and meals for payroll processing.
- Report absences on time cards for absence processing.
- Report billable and nonbillable project hours for costing and billing

Much of the set up on the Time and Labor side is the same as when you're sending time data to a third-party payroll application for processing and payment. But instead of Global Payroll, you'll integrate with Oracle Fusion Cloud Payroll Interface.

Other playbooks cover these additional time entry implementation options:

- Reporting worked time, breaks, and meals with Web Clock and validating device events using geofences
- Reporting worked time, breaks, and meals using time collection devices, such as badge and biometric readers
- Submitting time entry change requests when workers aren't allowed to edit their time cards directly

And yet another playbook covers implementing time validations, calculations, and processing.

> **Note:** Even when workers report time with Web Clock or time collection devices, you still need to set up time cards and time entry profiles according to your time reporting policies.

Set Up Absence Management to Integrate with 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.

These are the high-level steps you need to complete as part of your Absence Management implementation.

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** and enable the absence type for time card entry. Use the **Absence Types** task.
3. Enroll people in absence accrual plans that are associated with the absence type. Make sure that the plan balances are up to date.
4. Optionally let workers earn and use compensatory time, also known as time off in lieu (TOIL).
   a. Create an absence plan with the Compensatory plan type and define the related attributes for compensatory time. Use the **Absence Plans** task.

b. Create an absence type for compensatory time absence entry and link the absence type to the compensatory time plan. Use the **Absence Types** task.

Set Up Global Payroll to Integrate with Time and Labor

You can validate, approve, and transfer reported time to payroll for payment and costing by integrating Oracle Fusion Cloud Global Payroll with Oracle Fusion Cloud Time and Labor. Here are key setup tasks 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. For details, see *Overview of Payroll Costing*
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. For details, see *Overview of Rate Definitions*
4. Create the relevant calculation value definitions to link elements and rate definitions. For details, see *Overview of Values Defined by Criteria*
5. For each person who needs to complete and submit time cards, confirm that the Employment page has the Time Card Required option selected. For details, see *Time Card Required Option*

Set Up Project Costing to Integrate with Time and Labor

Let project workers 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.

1. Go to **Setup and Maintenance** > **Project Financial Management**.
2. Classify departments used in worker employment records as expenditure organizations so that they can submit time cards.
    a. For each department, select the **Classify as project expenditure organization** option.

       Go to **Project Organizations** > **Manage Project Organization Classifications**.
    b. Apply your changes.

       Go to **Project Organizations** > **Submit Process to Maintain Project Organizations**.

3. Populate the Project Foundation tables because the project value sets are the data sources for the delivered time card fields.

   Go to **Project Foundation** > **Manage Project Foundation Value Sets**.

   - 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
   - Project Name for Project Team Members
   - Project Number
   - Project Number for Project Team Members
   - Task Number
   - Task Number for Project Team Members
4. Set up and maintain worker assignments and payroll relationships.
   - For new hires, go to **My Client Groups** > **New Person** > **Hire and Employee**.
   - For existing workers, go to **My Client Groups** > **Person Management** > **Employment and Payroll Relationships**.
5. To filter time card drop-down lists by project team membership, assign people to project teams. To enable team membership, edit the Projects Party.

   Go to **My Client Groups** > **Project Financial Management** > **Manage Project Definition**.

Unified Time Card Setup Tasks

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

- Workers can report on and review worked time, and submit time cards.
- Line managers can report on and review worked time, and submit time cards on behalf of their workers, including delegated workers.
- Time and labor managers can report on and review worked time, and submit time on behalf of their workers. They can use both time cards and processes that generate mass time data.

Configure time entry methods to support your policies by completing these tasks:

1. Enable applicable Oracle Business Intelligence Publisher email and worklist notifications about time cards. Also enable time card search features and enhanced time cards.

   Go to **Setup and Maintenance** > **Tasks panel** > **Search** > **Manage Administrator Profile Values**.

2. 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. Do this by reviewing and editing the ORA_HXT_RELATIVE_RANGES lookup type.

   Go to **Setup and Maintenance** > **Tasks panel Search** > **Manage Common Lookups**.

3. Create the payroll elements required for payroll processing of time data transferred to the Payroll time consumer. This set up includes elements for public holidays, so the holiday entries can be created automatically on people's time cards.

   Go to **Setup and Maintenance** > **Workforce Deployment** > **Elements and Formulas** > **Elements**

4. Link time attributes stored in the data dictionary to time card elements and to any absence types enabled for time entry.

   - The time card elements make up the payroll time type lists.
   - The absence types make up the absence management type lists.

   You use these list values when you create time card fields. Time reporters use them when they report time worked and time off. The attribute values identify the time data for transfer to the appropriate time consumer for processing.

   To let workers manage compensatory time on their time cards, be sure to complete your *absence management integration* before you generate the data dictionary.

   Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Generate Data Dictionary Time Attributes**.

5. Optionally create value sets for your own data source lists, such as for custom time attributes. For example, you create the Meal Taken custom time attribute with a data source list that contains these values: Breakfast, Lunch, and Dinner.

   You can use these value sets with time cards 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.

   Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Time and Labor Value Sets**.

6. 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 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.

   Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Custom Time Attributes**.

7. Create and edit delivered payroll time type, absence management, project costing, and custom attribute time card fields.

   These unified fields let you configure different settings for Worker, Line Manager, and Time and Labor Manager roles. For example, night-shift workers get an allowance and you configure their allowance rates to appear as read only for the worker role and editable for the manager role.

   You can use the delivered single-attribute fields or create your own, as appropriate. To use the delivered multiple-attribute fields, you need to finish configuring them.

   To let workers manage compensatory time on their time cards, be sure to create the appropriate multiple-attribute time card fields. These fields need to include the Absence Management Type and Compensatory Time Absence Plan time attributes.

   - In one row, you select the absence management type that decrements the worker's earned compensatory time--the compensatory absence.
   - In another row, you select the compensatory time absence plan that increments the worker's earned compensatory time.

     If workers with time layouts that include this field have multiple compensatory plans, we suggest you select the **Assignment based List of Compensatory Time Absence Plan for User** filtered data source.

   You don't create time card fields for third parties with this task.

   Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Time Entry Layout Components**.

8. 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.

   You can use these delivered categories or create your own:

   - All Absence Entries
   - All Compensatory Time Entries
   - All Payroll Entries
   - All Project Entries

   Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Time Categories**.

9. Create a set of different layouts for the various time cards used by workers and their managers to report and manage time. To change the appearance of a page, you delete and add time card fields and set various properties, such as field names and formats.

   You can use these sets in delivered time entry profiles or profiles that you create. Or you can create your own sets. You can't edit these delivered layout sets, 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

   All the delivered layout sets filter the values in field lists according to people's primary assignments. The project team layout sets also filter project costing and task number list values 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.

   You don't create third-party device layouts with this task.

   Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Time Layout Sets**.

10. Optionally create time attestations that let you identify if workers comply with your time policies and various regulations. For example, did they take their scheduled meal break.

    Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Question Library**, **Questionnaire Templates**, and **Questionnaires**.

11. If you created time attestations, you also need to create sets of related time attestations.

    Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Time Attestation Sets**.

12. Configure groups that identify the workers who share common time entry characteristics, such as hourly employees in the same job and state.

    You can use these delivered groups or create your own. You can't edit the delivered groups and all employees are members of each group.

    - Payroll Usage
    - Projects and Payroll Usage
    - Projects Usage

    Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **HCM Groups**.

13. Refresh 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.

    Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **HCM Groups** > **Refresh Group Membership** and **View Evaluation Status**.

14. Create time entry profiles that directly link workers, and indirectly their managers, to the correct time card configurations. Also configure time entry access controls separately for workers, line managers, and time and labor

managers. For example, let workers edit their time for the past 7 days and let managers edit time cards for the past 90 days.

You can use these delivered profiles or create your own.

- Payroll Time Entry Profile
- Projects and Payroll Time Entry Profile
- Projects Time Entry Profile

These profiles don't include any time rules because the time repository includes only delivered time rule templates. You use the delivered templates or templates you created, to create any rules and rules sets to link to your own profiles.

You can't edit the delivered profiles, but you can duplicate them and edit the copies.

Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Worker Time Entry Profiles**.

> **Tip:** For all time entry objects, you can find the delivered categories by searching in the Description field for **Delivered**.

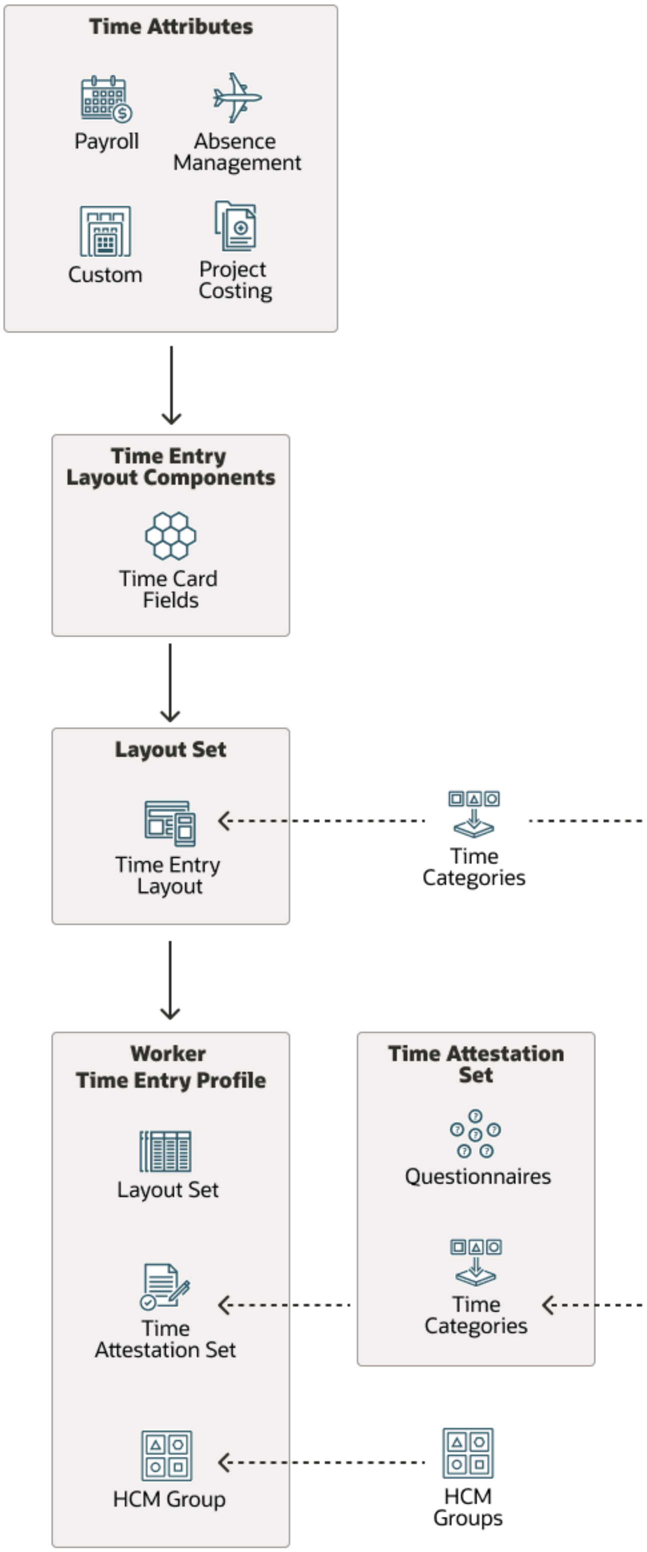
Security Reference

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*

How Many Unified Time Entry Objects to Create

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


Time Attributes
Payroll
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Time Entry Layout
Time Categories
Worker Time Entry Profile
Layout Set
Time Attestation Set
HCM Group
Time Attestation Set
Questionnaires
Time Categories
HCM Groups

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

Time Attributes

Create as many payroll elements as you need for people to report worked time and for any time card entries generated by time calculation rules. Also create as many custom time attributes as you need for people to record company-specific time information outside of payroll. For example, you have people working inside and outside in Alaska, and you want to record and report on that attribute along with their time worked.

Time Entry Layout Components, Time Categories, and Layout Sets

You have many considerations to factor when deciding how many time card fields, time categories, and layout sets to create. Use these questions, examples, and comments to help you assess how many of each object you need.

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
Should everyone see the same list values for the time attribute or only those values that apply to their time entries? If you plan to differentiate list values, how do you want to do that?	Examples of how you can differentiate the lists: • Based on assignment • Based on exemptions, such as overtime in the US Create different time card fields for different list filters.
Can you filter the 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. 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
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 time card fields when you edit the time entry layout in a layout set. Create different layout sets for different groups of people who use the same layout component but with different names.

Question	Examples and Comments
Should everyone see the same time totals?	Example: You have 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 time card fields with the dependent time attributes and add them to the time card layouts.

Time Categories and Attestation Sets

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

HCM Groups

You link one or more HCM groups with each profile. Define separate groups wherever the characteristics are unique across time entry profiles or groups of profiles. For example, you have a department where some people travel and others don't. Job titles differentiate who travels and who doesn't. Each group has it's own time entry layout that includes or excludes the location worked field for the different jobs.

You define a group where eligibility is based on department and the traveler jobs. You define a different group based on department and nontraveler jobs. You add these different groups to different time entry profiles so that each group gets the correct layout set.

Time Card Access Settings on Time Entry Profiles

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

- Different configurations for time card access
- The same configurations for time card access, but for different date ranges

If workers and their managers have the same configurations 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 workers.

2 Profile Options and Lookups

Set and Change Profile Option Values for Time Entry

Each profile option contains specific values that identify how it affects time entry. Here's how you can set or changes the values.

1. Go to **Setup and Maintenance** > **Tasks panel** > **Search** > **Manage Administrator Profile Values**.
2. Search for and select the profile option.
3. In the Site level row, set or change the profile value.

Profile Display Name	Description	Default Value
Enable BIP Email Notification for 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
BI Publisher Worklist Notification Enabled for Time and Labor	Enable Oracle Business Intelligence Publisher worklist notifications for Oracle Human Capital Management Cloud applications.	true
Search LOV time card field values Starts With	Enable people to search for time card field values that start with the specified characters.	N
Search LOV time cards Starts With	Enable people to search for time cards that start with the specified characters.	N
Generate Time Cards with Off-Line Worker Search Enabled	Enable time card generation with offline worker search.	No
Time Data Security Policy Enabled on Time Management Pages	Enable the time data security policy for pages in the Time Management work area. For example, you've someone who's both a time and labor manager and HR manager. For one group of people, they manage time cards. For another group, they provide only HR management. The time data security policy limits that person's time card access to only the group that they manage time cards for. They can't see the time cards for the group they provide only HR management. If you don't define a time data security policy and enable the related policy option, time and labor managers won't see and can't search for anyone. No related time events, entries and cards appear on the time pages.	No

4. Enable the relevant Redwood profile options for Time and Labor. For information about these profile options, see *HCM Redwood Pages with Profile Options* on My Oracle Support.

Review and Change Time Entry Lookup Values

Delivered lookups make up drop-down list values for relative range filters on team time card pages. Also use them to group custom time attributes.

1. Go to **Setup and Maintenance** > **Tasks panel** > **Search** > **Manage Common Lookups**.
2. Search for and select the relevant lookup type.
3. Add, enable, and disable lookup codes as appropriate.
    - The Meaning value is what people see in the drop-down list and as read-only values, so provide concise, meaningful values.
    - Use descriptions to add fuller explanations for the meanings that implementors and application administrators can review when managing the lookup.

Lookup Type Meaning	Description
Time and Labor Relative Ranges	Let line and time and labor managers show only relevant time cards using relative range filters on team time card pages. Examples of delivered relative ranges are Next week, Next 2 weeks, Previous 2 weeks, or Previous 3 months.
Time Attribute Category	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. An attribute category can include a limited number of time attributes. This limit depends on the data type of the time attribute. ◦ **Text**: 40 ◦ **Number**: 40 ◦ **Date**: 20 If you have 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.

3 Time Attributes

Time Attributes and the Data Dictionary

A time attribute reflects how time is paid, costed, billed, or recorded as an information entry by qualifying the linked time entry. For example, identify whether a time card entry is Regular or Public Holiday.

Here are some delivered time attributes and example values.

Oracle Fusion Cloud App	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

Create payroll and custom time attributes to store and display quantities as hours or units.

- Use hours-based time entries to reflect how to pay and cost reported time. For example:
  - 8 hours of regular time per workday
  - 8 hours of public holiday time for what would otherwise be a regular workday
- 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.

You can include both hours-based and units-based time card fields on a time entry layout.

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

- It includes the primary time attributes for payroll. You can load more payroll time attributes and your own custom time attributes.
- It contains metadata that data sources and time consumers, such as Global Payroll 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

Create Time Card Elements for Global Payroll Time Entries

Time card elements support hours-based and units-based quantities. When you create a time card element, you also create the related payroll elements, balances, formulas, and calculation components used by Global Payroll to pay workers.

> **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. Go to **Setup and Maintenance** > **Workforce Deployment** > **Elements and Formulas** > **Elements**.
2. Create the payroll element.
    a. On the Create Element dialog box, select the legislative data group, such as **FR LDG**, **Hong Kong LDG**, or **US LDG**.
    b. Select the primary classification, such as **Regular Earnings** or **Earnings**.
    c. When available and applicable, select the secondary classification.
    d. Select the **Time Card** category.
    e. Continue
3. Complete the basic information.
    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 when configuring time entry layout components.
    d. Click **Next**.
4. Complete the additional details page.
    a. Select **Hours** or **Other Units** as the calculation units for reporting.

       Use units-based quantities to assign people a flat payment amount through associated rates. For example, you pay consultants a meal allowance according to the number of meals they take daily.

    b. Select the appropriate 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**.
5. Review the element configuration.
    a. Make sure that the basic information and additional details are correct.
    b. Create the element and automatically generate all the related elements, balances, formulas, and calculation components by clicking **Submit**.

   By default, Time Card category elements already have the appropriate value definition configurations required to support location overrides. You don't have to make any edits.

6. Configure element eligibility by completing these steps:
   a. On the Element Summary page, in the Elements Overview section, select **Element Eligibility**.
   b. Select **Actions** > **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 could be **Regular Open**.

      We recommend that you don't select any eligibility criteria and instead control eligibility with HCM groups and time processing profiles.
   d. Click **Done**.
7. Configure element eligibility for each of the related elements. They start with the same name as this element and have identifying 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. Select **Actions** > **Create Element Eligibility**.
      iii. In the Information section, configure the same eligibility criteria as the original element.
      iv. Submit your changes.
      v. Return to the Manage Elements page.

Conversion Rule Options for Configuring Additional Details of Payroll Elements

Use this information to help you select the correct conversion rule when you're configuring the additional details for payroll elements linked to compensation objects.

Conversion Rule	Calculation	Example
Standard Rate Annualized	1. Convert the source amount and periodicity to an annual value using default values of 2080 hours, 260 working days. 2. Convert the amount to the required periodicity and rate.	NA
Standard Rate Daily	1. Calculate a daily rate using default value 260 working days. 2. Convert the amount to the required output periodicity and rate.	NA
Standard Working Hours Rate Annualized	1. Convert the source amount and working hours to an annual value. Use the person's standard working hours. 2. Calculate the rate.	Scenario: The person works 40 hours a week with a monthly salary of 1000 US dollars. Calculation: ((1000*12) / (40.00*52) = 5.77 an hour

Conversion Rule	Calculation	Example
Assignment Working Hours Rate Annualized	1. Convert the source amount and working hours to an annual value. Use the person's working hours. 2. Calculate the rate.	Scenario: The person works 40 hours a week, with a 37.5 standard working hours a week, and a monthly salary of 1000 US dollars. Calculation: ((1000*12) / (37.50*52) = 6.15 an hour
Periodic Work Schedule Rate Annualized	1. Convert the monetary value and work schedule to an annual value. Use the person's work schedule for the payroll period for daily and hourly conversions. 2. Calculate the rate.	Scenario for a person assigned a monthly payroll: • The person has a monthly salary of 1000 US dollars. • The formula checks the work schedule details for the month. Daily conversion calculation: 1000 a month / 20 days in the month = 50 For a person not assigned a payroll: The calculation uses the weekly rate and converts the result to an annual amount. The calculation then divides the annual amount by the number of days or hours in that week, according to the work schedule.

Generate Global Payroll Time Attributes for the Data Dictionary

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.

You need to run this process after making any changes to time elements. Such changes include adding or deleting elements, editing input values, or editing element eligibility records. Failure to run the process might negatively affect the setup of fields, validation of payroll time types, or transfers of time data to payroll.

Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Generate Data Dictionary Time Attributes**.

Create Value Sets for Custom Time Attributes

Create unfiltered value sets for your administrators to use during setup tasks, such as creating time categories. To limit lists to only valid values for each worker, also create filtered value sets for workers to use when reporting time.

If your list values are the same for both setup tasks and time entry, you can create just one value set.

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

1. Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Time and Labor Value Sets**.
2. Create the value set for the Time and Labor Web Entry Configurations module.
    a. 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.
    b. Select the appropriate data type for the values in the set.
    c. 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.
    d. Save and close your configuration. The task maintains the values that you want to use in an application table.
3. Add values according to 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.

Create Custom Time Attributes for Unified Time Entry

Use custom time attributes that store company-specific information in the time repository and add them on workers' time cards.

1. Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Custom Time Attributes**.
2. Create the time attribute by completing 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.

4 Time Entry Layout Components

Overview of Time Card Fields

Use your generated payroll time type, the project costing, and any custom time attributes to create single-attribute and multiple-attribute time card fields. When creating fields, you also specify filtered and unfiltered data sources for the time attributes.

You create single-attribute fields with independent payroll time attributes and related, dependent time attributes from payroll element values. Examples of element values are rate override, location override, and costing segments. The people who can see and edit the fields depend on how you configure the field.

Typically, you use single-attribute fields 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.

Create multiple-attribute fields to include one or more time attributes. The field 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. You can 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.

Typically, you use multiple-attribute fields with payroll time attributes. 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 Hr and you set the display name to Regular Pay.

Time and Labor includes delivered single-attribute absence, payroll, and project fields, many of them used in the delivered layout sets. Quickly find these fields by searching in the Description field for **Delivered**. 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.

Create a Single-Attribute Payroll Time Card Field

You can use an independent or dependent payroll time attribute.

1. Make sure that the payroll time attributes and all applicable custom time attributes exist in the data dictionary.
2. Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Time Entry Layout Components**.
3. Create the single-attribute time card field.

4. On the Field Definition page, enter the general properties.

Field	Best Practice
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.

5. Configure the time attributes, data sources, and filters for the filtered data source, as appropriate. Typically, the most appropriate filtered and unfiltered data source is the first value in the drop-down list.
6. Configure the reported time options for workers, line managers, and time and labor managers.
    - 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.
7. Optionally, configure a default value for the field when it's added to time cards. People add fields to a time card when they open the time card, add an attribute row, or add an entry.

    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. The unfiltered data source selected in step 3 populates the Specific Display Value drop-down list.
    - **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 **My Client Groups** > **Show More** > **Time** > **Team Time Cards** > **Generate Time Cards**. The team time cards generate process uses the attribute values specified on that Generate Time Cards page instead.

8. Configure the field-level display properties.
    a. Select the display type.
    b. Edit the display name, as appropriate. This name is the default column header in tables on the time card pages.

       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.
    c. Optionally enable override on layouts. Enabling the override lets people set different, meaningful display names in various layout sets that use the same layout component.
    d. Specify whether the time card field is required. Required fields always appear on the page 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 time cards.

Related Topics

- Generate Global Payroll Time Attributes for the Data Dictionary
- Create Time Card Elements for Time Entries

Configure US Location Override Fields for Time Entry

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

1. Prepare the location time attributes. You can use the location time attributes we provide--they have data sources and list filters, and transfer to payroll after final approval. Or you can prepare your own location attributes using this basic process:
    a. *Create payroll elements* using the Time Card category, with the necessary input values for location by legislative data group.
    b. Generate the location time attributes *Generate Global Payroll Time Attributes for the Data Dictionary* for the data dictionary.
2. Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Time Entry Layout Components**.
3. Create the single-attribute time card field, such as State, County, or City.
4. Complete the general properties.
5. In the Time Attribute field, search for and select the appropriate location attribute, such as **State**, **County**, or **City**.
6. 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

Time Attribute	Data Source
	◦ List of values for payroll US state 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 city field for Geocode Unfiltered: List of values for payroll US city field for administrator

7. 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

8. Add the location fields to the appropriate layouts in the layout sets, in the display sequence that makes the appropriate 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 list is empty.

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

Configure Labor Costing Override Fields in the Unified Time Entry Experience

Let people enter payroll costing information by creating the appropriate single-attribute fields.

1. *Prepare cost segment time attributes* for use in time card fields using this basic process:
    a. Create payroll value sets using the Payroll Value Sets task.
    b. Set up the cost allocation key flexfield using the Cost Allocation Key Flexfield task.
    c. Set up the cost allocation key flexfield usage to be available at the element entry level.
    d. *Generate the costing time attributes* for the data dictionary.
2. Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Time Entry Layout Components**.
3. Create the single-attribute time card field.
4. Complete the general properties.
5. In the Time Attribute field, search for and select the appropriate general or common payroll cost segment.
6. 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.
7. Add the costing field to the appropriate unified time entry layout.

Create a Unified Multiple-Attribute Time Card Field

You can create a time card field and the drop-down list of values. A listed value can store values for multiple attributes, such as the payroll time type and the project expenditure type.

1. Make sure that the payroll time attributes and all applicable custom time attributes exist in the data dictionary.
2. Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Time Entry Layout Components**.
3. Create the multiple-attribute time card field.
4. On the Field Definition page, enter the general properties.

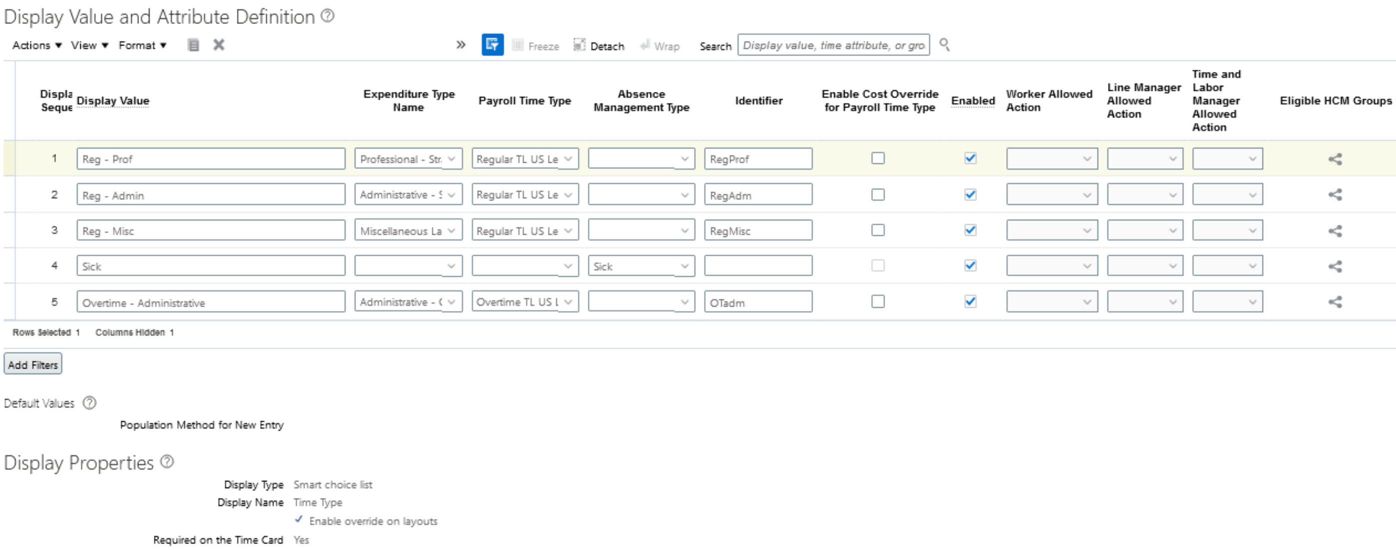
Field	Best Practice
Name	Enter a unique short name, possibly using agreed on abbreviations, such as **PTT** for payroll time type. This name appears in the Name drop-down list on the Edit Layout dialog box, Time Card Matrix page. That drop-down list shows only the first 15 characters.
Description	Provide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

5. Add and configure the time attributes and data sources by completing these steps for each time attribute that needs to be part of the field structure.
    a. Set the attribute display sequence to specify where the column appears in the table.
    b. Select the independent or dependent time attribute, such as **Payroll Time Type** or **State**.
    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**.
6. 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 Variable	Filter Input Attribute
pAssignmentID	Assignment
pEffectiveDate	Start Time
pProjectUnitID	Project Unit
pStartTime	Start Time
pStopTime	Stop Time

7. Configure the settings in each value row, including whether the value is enabled; worker, line manager, and time and labor actions; and HCM groups who are eligible to use the value. The display value in each row is the value people see in the drop-down list.

   Here's an example using the delivered Time Type field, which you need to finish configuring so that the delivered layouts for combined absence, payroll, and project costing time can work correctly.


Display Value and Attribute Definition

Actions View Format Freeze Detach Wrap Search Display value, time attribute, or gro

Displa Seque	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
1	Reg - Prof	Professional - Str.	Regular TL US Le		RegProf	☐	☑				
2	Reg - Admin	Administrative - S	Regular TL US Le		RegAdm	☐	☑				
3	Reg - Misc	Miscellaneous La	Regular TL US Le		RegMisc	☐	☑				
4	Sick			Sick		☐	☑				
5	Overtime - Administrative	Administrative - (	Overtime TL US L		OTadm	☐	☑				

Rows Selected 1 Columns Hidden 1

Add Filters

Default Values

Population Method for New Entry

Display Properties

Display Type Smart choice list
Display Name Time Type
✓ Enable override on layouts
Required on the Time Card Yes

Note that the absence row has a value for only an absence management attribute. 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.

After time processing, Absence Management retrieves the attribute values from the row with display sequence 4. And, Project Costing and Global Payroll transfer their respective attribute values from all the other rows.

8. Optionally, configure a default value for the field when it's added to time cards. People add fields to a time card when they open the time card, add an attribute row, or add an entry.

   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. The unfiltered data source selected in step 3 populates the Specific Display Value drop-down list.
   - **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 **My Client Groups** > **Show More** > **Time** > **Team Time Cards** > **Generate Time Cards**. The team time cards generate process uses the attribute values specified on that Generate Time Cards page instead.

9. Configure the field-level display properties.
   a. Select the display type.
   b. Edit the display name, as appropriate. This name is the default column header in tables on the time card pages. 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.
   c. Optionally enable override on layouts. Enabling the override lets people set different, meaningful display names in various layout sets that use the same layout component.
   d. Specify whether the time card field is required. Required fields always appear on the page 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 time cards.

Delivered Project 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.

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

Field	Data Sources	Layout Sets
Project Number	Filtered: PJC_PROJECTS_NUMBER_EXPEND_T_V Unfiltered: PJC_PROJECTS_NUMBER_EXPEND_A_T_V	Projects Layout Set
Optional Project Number	Filtered: PJC_PROJECTS_NUMBER_EXPEND_T_V	Projects and Payroll Layout Set

Field	Data Sources	Layout Sets
	Unfiltered: PJC_PROJECTS_NUMBER_EXPEND_A_T_V	
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 Unfiltered: ORA_PJC_CONTRACT_NUMBER_A_T_V	Available for project layouts
Funding Source	Filtered: ORA_PJC_CONTRACT_FUNDING_SOURCE_T_V Unfiltered: ORA_PJC_CONTRACT_NUMBER_A_T_V	Available for project layouts
Expenditure Organization	Filtered: ORA_PJC_EXPEND_ORGANIZATION_T_V	Available for project layouts

Field	Data Sources	Layout Sets
	Unfiltered: ORA_PJC_EXPEND_ORGANIZATION_A_T_V	
Capitalizable	Filtered: ORA_PJC_CAPITALIZABLE_IDENTIFIER_T_V Unfiltered: ORA_PJC_CAPITALIZABLE_IDENTIFIER_A_T_V	Available for project layouts
Project Role	Filtered: ORA_PJC_PROJECT_ROLE_T_V Unfiltered: ORA_PJC_PROJECT_ROLE_A_T_V	Available for project layouts

Time Attributes for the Time Type Field

These are the delivered time attributes that provide the field definition structure for the multiattribute Time Type field and the corresponding, delivered data sources. This field has time attributes for both Project Costing and Project Execution Management, along with Global Payroll and Absence Management.

Time Attribute	Data Source	Data Source 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
Identifier	Filtered and unfiltered: Default format value set for text	Value set

Choice List Filters for Project Costing Time Cards

Time cards derive values for certain project-specific 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.

5 Time Categories and Attestations

Set Up Attestations for Time and Labor

You can have workers attest to whether they're complying with time policies and various regulations. Workers make these attestations when they report time, when specified events or actions occur, or when certain conditions are met.

For example, you have workers attest that they took their meal break if they worked more than 5 hours. Or you show a meal attestation when someone saves their time card. Or you show an attestation after a specified time entry duration, such as 5 hours, or for specific time attributes.

1. Create attestations by completing these tasks:
    a. *Create questions*.
    b. *Create questionnaire templates*.
    c. *Create questionnaires*
2. *Create time categories*.

    For more complex logic, you can create an advanced time category rule and link it to the time category. Use *time rule templates* and *time rules*. You need to select a time category for each questionnaire you add to a time attestation set (next step). The category identifies the time card entries that the questionnaire applies to.

    For example, you create an advanced time category rule to identify when workers have payroll time events or entries, but 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 with a questionnaire about overtime attestation, you link the Entry When Not Scheduled time category to that questionnaire.
3. Create groups of related attestations.

    Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Time Attestation Sets**.
    - 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.
4. Link time attestation sets to time entry profiles for workers with shared compliance characteristics so that they can make the appropriate attestations.

    Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Worker Time Entry Profiles**.

    Optionally set the number of days before and after the current day that workers 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, workers can always edit their attestations. It doesn't matter how many time card periods the time cards are in the past or future.

Create a Time Category

Time categories identify time entries that meet the configured conditions. Conditions can be single, compound, grouped, and embedded. A category can include time entries measured in days, hours, units, or a combination.

1. Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Time Categories**.
2. Create a time category.
3. Complete the basic information.
    - To save identified time entries for use in reports and time balance definitions, set Track Usage to **Yes**.
    - The selected unit of measure filters the Time Attribute lists. To use a combination of measures, leave Unit of Measure blank.
        - Days-based time entries reflect how to pay and cost reported absences.
        - Hours-based time entries reflect how to pay and cost reported time.
        - Units-based time entries are used to assign workers a flat payment amount.
4. Add at least one condition. The condition can be a category condition, an advanced condition, or a combination.

    Category Conditions

    - To include time entries with no value for the time attribute, select the time attribute and leave the Value Type field blank.
    - - Use parentheses and operators to create compound and grouped conditions in time categories. Here's how:
            - 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.
    - Use the Embed Time Category icon to insert the category conditions from another time category. The embedded conditions are read only.
    - You can use the Ctrl key to select multiple rows for grouping, ungrouping, or deleting.

    Category Advanced Conditions

    The Rule Name list is populated by any advanced time category rules with the same unit of measure selected for this time category.

6 Layout Sets and Layouts

Create Time Layout Sets and Configure the Time Entry Layout

You can specify the appearance of various time cards by generating a collection of layouts and editing the time entry layout. You generate different layout sets for groups of workers with different time entry requirements.

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

1. Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Time Layout Sets**.
2. Duplicate a delivered layout set that most closely matches the time card you want to configure. Find delivered layout sets by searching in the Description field for **Delivered**.

   Or create and generate a layout set for the appropriate time consumers.

3. Configure the time entry layout.
    a. Review and edit the layout properties, as appropriate.
    b. Replace and remove default time card fields, and add fields, as appropriate. By default any fields that you add apply to both reported and calculated time.

        To include workforce scheduling information on time cards, add the applicable fields from these delivered time card fields related to shift attributes:

        - Shift Department
        - Shift Location
        - Shift Name
        - Shift Extended Type
        - Shift Category
        - Shift Paid Break Duration
        - Shift Unpaid Break Duration
        - Shift Incentive Amount
        - Premium Shift Code
        - Allow Shift Overtime
        - Shift Job Profile
        - Shift Job
        - Shift Position
        - Shift Job Family
        - Shift Scheduling Group
        - Shift Qualification

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

        To show workers meaningful field names on the following pages and tables, change the display names. So that they see complete names, use no more than 70 characters.

        - On existing time card pages in the Time work area
        - On the team time card pages here:
            - **My Client Groups** > **Time Management**
            - **My Client Groups** > **Show More** > **Time** > **Time Management**
            - **My Team** > **Show More** > **Time** > **Time Management**
        - As column headers in the time entry and calculated time tables

        Field display sequences are important for data filter dependencies and processing. For example, your layout includes location fields. To see any values in the drop-down lists, people need to select a state before they select a county, and select the county before they select a city.

        For change auditing, you can select the fields that together uniquely identify time entries. And you can include them in the Additional Attributes for enhanced time cards.

4. To calculate and show time totals, review and add hours-based and units-based time categories. You can also make the display names more meaningful to the workers 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.

7 HCM Groups

Time Entry and HCM Groups

You can identify group of workers with similar characteristics to link to specific time layout and attestation sets. Define membership using conditions and including or excluding individuals, value sets, or other groups.

To create groups and view and refresh membership, go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **HCM Groups**.

> **Note:** Group members can change as you change the evaluation date. Only the workers that meet the inclusion membership conditions on the date you specify are members.

Create an HCM Group with Evaluation Criteria to Use in Worker Time Profiles

Here's how you can create an HCM group that uses evaluation criteria to find the members. You can use these groups in worker time entry, processing, and device processing profiles.

1. Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **HCM Groups**.
2. Create the HCM group.
    a. Complete the required and relevant optional group information.
    b. Create the evaluation criteria. For example, to create these three rows of employment evaluation criteria, complete the steps three times in the Evaluation Criteria dialog box.
        i. Add and apply the criteria from one row at a time.

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 the criteria from the third row, save your changes and close the dialog box.
    c. Optionally group the criteria into a single condition.
        i. On the Create Group page, select all 3 rows.
        ii. Click the **Add Parentheses** icon.
        iii. Save your changes and close the page.
3. Refresh the group membership.
    a. Select the group to refresh.

   b. Select the current date as the evaluation date.
   c. Submit the refresh process.

Create an HCM Group with Embedded HCM Groups to Use in Worker Time Profiles

Here's how you create an HCM group with embedded groups. You can use these groups in worker time entry, processing, and device processing profiles.

1. Create the groups to embed in this group. For example, you create the RN in CA on Primary Assign group and the All PTE with Annual groups.
2. Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **HCM Groups**.
3. Create the HCM group.
   a. Complete the required and relevant optional group information.
   b. In the Include or Exclude Groups section, embed the applicable groups and set the priorities. Here's an example.

Priority	Group
1	RN in CA on Primary Assign
2	All PTE with Annual

   c. Specify whether the embedded group includes or excludes members.

      When you embed groups within another group, a worker can exist in more than one group. The priority numbers decide the worker's group membership. And the status of the highest-priority group they belong to decides whether they're included in or excluded from the group.

   d. Save your changes and close the page.
4. Refresh the group membership.
   a. Select the group to refresh.
   b. Select the current date as the evaluation date.
   c. Submit the refresh process.

Create an HCM Group with a Value Set to Use in Worker Time Profiles

Here's how you can create an HCM group using a value set. You can use these groups in worker time entry, processing, and device processing profiles.

1. Create the value set. For example, you create the All Part-Time Workers with an Annual Salary Basis value set that includes 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 query, 'PR' identifies the Part-Time Regular employment category.

   Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **Time and Labor Value Sets**.

2. Create the HCM group.
   a. Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **HCM Groups**.
   b. Complete the required and relevant optional group information.
   c. In the Include or Exclude Groups section, add the value set and specify whether to include or exclude members the value set identifies.
   d. Save your changes and close the page.
3. Refresh the group membership.
   a. Select the group to refresh.
   b. Select the current date as the evaluation date.
   c. Submit the refresh process.

How You Refresh HCM Group Membership for Worker Time Profiles

You can evaluate HCM groups and update the list of members. Go to **Setup and Maintenance** > **Workforce Deployment** > **Time and Labor** > **HCM Groups**.

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, deselect 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.

To maintain group membership for large populations or because of 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 because you can have multiple processes scheduled.

To see the processing status for group membership refreshes, click **View Evaluation Status**.

Here's how the Evaluate Group Membership process decides the final membership status of each worker as of the specified evaluation date.

Membership Evaluation	Membership Status When True
1. Is the worker directly included in or excluded from the group?	Include or exclude the worker.
2. Is the worker part of multiple child groups or value sets with different membership statuses?	Use the child group or value set with the highest priority that identifies worker, to include or exclude them.
3. Is the worker part of only one child group or value set that's included in or excluded from the parent group?	Include or exclude the worker.
4. Does the worker match evaluation criteria that has attributes, relational operators, and logical operators?	Include the worker. By default, these delivered groups include everyone: • Payroll Usage • Projects and Payroll Usage • Project Execution Management Usage • Projects Usage

Manually Maintained HCM Groups for Worker Time Profiles

You can identify people who need to be excluded from worker approval reminders for a certain period. And, you can identify people to include in Oracle Transactional Business Intelligence (OTBI) audit reports.

Go to **My Client Groups** > **Time Management** > **Tasks panel** and use these tasks:

- Manually Maintained Excluded Members
- Manually Maintained Audit Members

The Actions menu has templates that you can use to merge and delete members if you prefer to maintain member using spreadsheets.

8 Worker Time Entry Profiles

Create a Worker Time Entry Profile

Specify how workers, their line managers, and their time and labor managers create, review, edit, and submit time cards. Do this by linking a layout set, an HCM group, and optionally an attestation set using a time entry profile.

1. Go to **My Client Groups** > **Time Management** > **Tasks panel** > **Worker Time Entry Profile**.
2. Create a time entry profile.
3. Complete the required and relevant optional profile values.
    - You can optionally set the number of days before and after the current day that workers, line managers, and time and labor managers can do each enabled action. For example, workers can 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 their 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 enabled action on their time cards with the enabled statuses. For example, you let workers edit time cards with an Entered or Saved, but don't set any number of days before or after. So can edit their entered and saved time cards, regardless of how many periods in the past or future the time cards are. But, as soon as the time card status changes to Submitted, they can't edit the time card.

      Consider prior period ranges for allowable adjustments to time data when setting values for enabled actions on the Line Manager and Time and Labor Manager tabs. 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 workers the profile is assigned to. We recommend that you configure the managers tabs to support your typical adjustment policies for time cards.
    - To identify if people are complying with time policies and various regulations, select a time attestation set for the profile. For example, have people who work when they aren't scheduled to 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.
4. Add the HCM groups that identify the workers to assign this profile to and update the from and to dates as appropriate.

   The dates matter because you can assign more than one group to a single time entry profile. For example, you assign the USA_Individs profile to the FullTime_USA_Individs and PartTime_USA_Individs groups. But you can't assign a single group to more than one time entry profile for the period. For example, the FullTime_USA_Individs group can't have the same or overlapping group assignments for both the USA_Individs and UK_Individs time entry profiles.
5. Assign the profile a unique priority number relative to other time entry profiles. The priority decides the profile to use for a worker who's eligible for multiple profiles of the same type. The highest priority is 1.

How Time Entry Profiles Get Derived

Through HCM group membership, a worker can be eligible for multiple time entry profiles. The assignment type for each of a worker's eligible time entry profiles decides the single profile that applies.

Priority	Assignment Type	Derivation Description
1	Worker Assignment	The profile with this assignment has the highest priority and overrides all group profile assignments. Make these assignments on the Troubleshoot page using the Assign Profile to Person button.
2	Group Assignment	The profile with the lowest priority applies when multiple group memberships qualify a worker for multiple profiles of the same type.
3	Default Group Assignment	The profile with this group assignment applies to all workers 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.

Compare Time Entry Profiles

Troubleshoot issues related to the unexpected appearance or disappearance of time card layouts by comparing time profiles.

1. Go to **My Client Groups** > **Time Management** > **Tasks panel Worker Time Entry Profiles**.
2. Click **Troubleshoot**.
3. On the troubleshoot profile page, search for and select a person.
4. Specify the profile evaluation date.
5. To list the profiles with an effective assignment on that date, click **Evaluate**.

   To see the various profile values, select up to three of the person's profiles and click **Compare Profiles**.