

Oracle Fusion Cloud Human Resources

Configure Time Cards for Payroll Processing for the US

FA Latest



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Author: JOLAWSON

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1 How do I configure time cards for payroll processing?

You can configure payroll processing for employees who submit their hours through time cards.

This involves the following actions.

What you want to do	How you do it
Create the time card elements	Use the Elements task. When you create a time card element, the template generates all the necessary components, such as indirect elements, balances, formulas, and calculation components. For further info, see How do I define time card elements?.
Set up tagging in Oracle Fusion Time and Labor	This optional step involves: 1. Generating time attributes for the Data Dictionary For further info, see How Do I Generate Time Attributes for the Data Dictionary in the Help Center. 2. Defining the time entry tagging layout For further info, see How Do I Define the Time Entry Tagging Layout in the Help Center. 3. Defining time entry tagging components For further info, see How Do I Define Time Entry Tagging Components in the Help Center. 4. Changing time layout sets For further info, see How Do I Change the Time Layout Sets in the Help Center. 5. Defining worker profiles For further info, see How Do I Define Worker Profiles in the Help Center. 6. Viewing the Time Cards calculation card For further info, see How Do I View the Time Cards Calculation Card in the Help Center.
Perform additional configuration	Based on your requirements, there may be some additional steps to perform. • Set up costing overrides You can specify additional attributes in Oracle Fusion Time and Labor to enter costing segment values on time cards. For further info, see How Do I Set Up Costing Overrides for Time Cards in the Help Center. • Tag earnings for elements that use the Standard category For further info, see How Do I Tag Standard Earnings for Time Cards in the Help Center.

Related Topics

- [How Do I Tag Standard Earnings for Time Cards](#)
- [How Do I Set Up Costing Overrides for Time Cards](#)
- [How Do I View the Time Cards Calculation Card](#)
- [How Do I Define Worker Profiles](#)
- [How Do I Change the Time Layout Sets](#)
- [How Do I Define Time Entry Tagging Components](#)
- [How Do I Define the Time Entry Tagging Layout](#)
- [How Do I Generate Time Attributes for the Data Dictionary](#)
- [How to Set Up Time Entry Tagging in Oracle Fusion Time and Labor](#)
- [How do I define time card elements?](#)
- [Data Dictionary of Time Attributes](#)

2 Defining Time Card Elements

How do I define time card elements?

To process pay based on time card entries, use nonrecurring elements, such as elements for regular, overtime, double-time, and shift pay.

When you create a time card element, the template generates all the necessary components, such as indirect elements, balances, formulas, and calculation components.

To define these elements:

1. Start the Elements task.
2. Click **Create**.
3. Select your US legislative data group (LDG).
4. Select your primary and secondary classification.
The following classifications are available for time cards.

Primary classification	Secondary classification
Imputed Earnings	All
Nonpayroll Payment	All
Standard Earnings	All
Supplemental Earnings	All

5. Select the **Time Card** category.
6. Complete the **Basic Details** info.
7. For **Additional Details**, do the following.
 - a. Select the calculation units to use in reports.
Typically, you select time units that match the time units entered on time cards for that element. If you select different units, the element's formula uses 8 hours to convert days to hours.
 - b. Select a conversion rule, if required.
For further info, see [Rate Conversion Rules for the US in the Help Center](#).
 - c. Optionally, select a default rate to calculate the pay rate for this element.
When calculating the run result for the element entry, the formula uses the default rate unless you enter an override rate on the element.
8. Complete your element definition, and click **Submit**.
9. Complete the element eligibility info for:

- The new time element
 - Its associated retroactive and indirect elements, such as the result and calculation elements
10. To use this element for tagging purposes, run the Oracle Fusion Time and Labor Generate Data Dictionary Time Attributes process.

You must have Time and Labor privileges to run this process.

The element is now available for use.

Note: To report standard overtime separately from premium overtime, create two elements, such as overtime and overtime premium elements. If you're reporting them together, create a single overtime element that includes the straight and premium pay for all overtime hours and then modify its fast formula.

For further info, see the Implementing Time and Labor and Using Time and Labor documents in the Help Center.

Related Topics

- [How do I configure time cards for payroll processing?](#)

Create Time Card Elements for Time Entries

Time card elements support hours-based and units-based quantities. You use the units-based quantities to assign people a flat payment amount through associated rates. For example, you pay people a meal allowance according to the number of meals they take daily.

When you create a time card element, you also create the related payroll elements, balances, formulas, and calculation components.

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, complete these steps:
 - i. Select the legislative data group, such as **FR LDG, Hong Kong LDG, or US LDG**.
 - ii. Select the primary classification, such as **Regular Earnings or Earnings**.
 - iii. When available, select the secondary classification.
 - iv. Select the **Time Card** category.
 - v. Click **Continue**.
3. On the Create Element: Basic Information page, complete these steps:
 - a. Enter a descriptive name, such as **Regular, Straight Time, Overtime, or Shift Pay**.
 - b. Enter the name that you want to display on reports containing this payroll element.
 - c. Select the effective date **January 1, 1951**. The early date ensures that the element attributes are immediately available to use with shifts, time cards, web clock, and time collection devices.
 - d. Accept the remaining default values by clicking **Next**.

4. On the Create Element: Additional Details page, complete these steps:
 - a. Select **Hours** or **Other Units** as the calculation units for reporting.
 - b. Select the Work Units conversion rule. For the calculation used by each conversion rule, see *Conversion Rule Options for Configuring Additional Details of Payroll Elements*.
 - c. Accept the remaining default values by clicking **Next**.
5. On the Create Element: Review page, complete these steps:
 - a. Review the element configuration to ensure that everything is correct.
 - b. Create the element and automatically generate all the related elements, balances, formulas, and calculation components by clicking **Submit**.

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

6. On the Element Summary page, configure element eligibility by completing these steps:
 - a. In the Elements Overview section, select **Element Eligibility**.
 - b. On the Actions menu, select **Create Element Eligibility**.
 - c. In the Information section, enter an element eligibility name with a suffix that identifies the criteria. For example, for the regular element with open eligibility--no selected criteria--the name would be **Regular Open**.
 - d. Select the eligibility criteria. To leave eligibility open on the element and control it with HCM groups and time processing profiles, skip this step.
 - e. Click **Done**.
7. Configure element eligibility for each of the related elements, which share the same name as this element and have suffixes. Suffixes include Earnings Calculator, Earnings Distributor, Earnings Results, Retro, and Retro Results.
 - a. On the Manage Elements page, search for the element that you just created.
 - b. Click the related element name.
 - c. On the element summary page, complete these steps:
 - i. In the Elements Overview section, select **Element Eligibility**.
 - ii. On the Actions menu, select **Create Element Eligibility**.
 - iii. In the Information section, configure the same eligibility criteria as the original element.
 - iv. Click **Submit**.
 - v. Click **Done**.

Related Topics

- [Process Time Entries in Payroll](#)
- [Time Card Required Option](#)
- [Create the Units-Based Meals Taken Element for Time Entries](#)
- [Time Card Updates to Payroll](#)
- [Calculate Time Based on a User-Defined Value](#)

3 Setting Up Time Entry Tagging

How to Set Up Time Entry Tagging in Oracle Fusion Time and Labor

If you're an Oracle Fusion Time and Labor user, once you've defined time card elements, you need to create time card fields for them.

Note:

- If you're using a third-party time provider, create an HCM extract for the time card elements. The extract you create must include the element's mapping ID that you specify in the XML file when you transfer the time entries to payroll. For further info, see [Oracle Global Human Resources Cloud Implementing Time and Labor](#) in the Help Center.
- These steps describe providing tagging access to every jurisdiction. However, you can restrict what jurisdictions your employees can select. For further info, see [Oracle Cloud Time and Labor Users Guide](#) on the Help Center.

This involves:

1. Generating time attributes for the Data Dictionary

For further info, see [How Do I Generate Time Attributes for the Data Dictionary](#) in the Help Center.

2. Defining the time entry tagging layout

For further info, see [How Do I Define the Time Entry Tagging Layout](#) in the Help Center.

3. Defining time entry tagging components

For further info, see [How Do I Define Time Entry Tagging Components](#) in the Help Center.

4. Changing time layout sets

For further info, see [How Do I Change the Time Layout Sets](#) in the Help Center.

5. Defining worker profiles

For further info, see [How Do I Define Worker Profiles](#) in the Help Center.

6. Viewing the Time Cards calculation card

For further info, see [How Do I View the Time Cards Calculation Card](#) in the Help Center.

Related Topics

- [How Do I View the Time Cards Calculation Card](#)
- [How Do I Define Worker Profiles](#)
- [How Do I Change the Time Layout Sets](#)
- [How Do I Define Time Entry Tagging Components](#)
- [How Do I Define the Time Entry Tagging Layout](#)
- [How Do I Generate Time Attributes for the Data Dictionary](#)
- [How do I configure time cards for payroll processing?](#)

How Do I Generate Time Attributes for the Data Dictionary

To generate time attributes for the Oracle Fusion Time and Labor data dictionary, run the Generate Data Dictionary Time Attributes task from your implementation project.

This task:

- Enables element attributes for use on time cards
- Creates dependent payroll attributes for all element input values, such as hours and rate.

You must run the Generate Data Dictionary Time Attribute process after making any changes to your time elements, including:

- Creating or deleting elements
- Editing input values
- Editing element eligibility records

CAUTION: If you don't run the process, it may negatively impact the setup of time card fields, the validation of payroll time types, or the transfer of time data to the payroll process.

Related Topics

- [How do I configure time cards for payroll processing?](#)
- [How to Set Up Time Entry Tagging in Oracle Fusion Time and Labor](#)
- [Time Attributes and the Data Dictionary](#)

How Do I Define the Time Entry Tagging Layout

If you allocate time entry hours to different work jurisdictions, you must set up your time card layout to allow for these entries.

1. Log in as a user with Oracle Fusion Time and Labor privileges.

2. Search for and start the Time Entry Layout Components task.
3. In the **Search** region of the Time Entry Layout Components task, click **Create**.
4. Select **Single attribute time card field**, and click **OK**.
5. Enter the following in **General Properties**.

Field name	What you enter
Name	Provide a meaningful name of your time card layout.
Description	Provide a meaningful description.

6. In **Time Attribute and Data Source**, enter the following.

Field name	What you enter
Time Attribute	Payroll Time Type
Filtered Data Source for Time Entry	List of Payroll Time Types for User
Unfiltered Data Source for Setup Tasks	List of Payroll Time Types for Administrator

7. Click **Add Filters**.
8. In **Filters**, enter the following.

Field name	What you enter
First Filter Variable	pAssignmentId
First Filter Input Attribute	Assignment
Second Filter Variable	pEffectiveDate
Second Filter Input Attribute	Start Time

9. Click **OK**.
10. In **Default Values** and **Display Properties**, enter the following.

Field name	What you enter
Population Method for New Entry	No default value

Field name	What you enter
Display Type	Smart choice list
Display Name	Provide a meaningful name for your time attribute
Required on the Time Card	Yes

11. Click **Next**.

Related Topics

- [How do I configure time cards for payroll processing?](#)
- [How to Set Up Time Entry Tagging in Oracle Fusion Time and Labor](#)

How Do I Define Time Entry Tagging Components

You use the Time Entry Layout Components task to define the time entry tagging components.

You can define them at these levels.

- State
- County
- City

To do this:

1. In the Time Entry Layout Components task, navigate to the **Dependent Field Definition** page.
2. Define your State tagging field.
 - a. Click **Create**.
 - b. Enter the following.

Field name	What you enter
Name	Provide a meaningful name for your first tagging field, such as: State
Dependent Time Attribute	ORA_HRX_US_EARN_STATE
Availability	For all independent time attribute values Note: Selecting this returns a warning message. Click Yes to dismiss.

Field name	What you enter
------------	----------------

- c. Click **OK**.
- d. Specify the following in **Dependent Time Card Field Properties**.

Field name	What you enter
Filtered Data Source for Time Entry	Select List of values for payroll US state field for Geocode
Unfiltered Data Source for Setup Tasks	Select List of values for payroll US state field for Geocode
Population Method for New Entry	Select No default value
Display Type	Select Smart choice list
Display Name	Provide a meaningful name, such as State
Enable override on layouts	Select this option
Required on the Time Card	Select No

- e. Click **Save**.
- 3. Define your County tagging field.

- a. Click **Create**.
- b. Specify the following in **Create Dependent Time Card Field**.

Field name	What you enter
Name	Provide a meaningful name for your second tagging field, such as County
Dependent Time Attribute	ORA_HRX_US_EARN_COUNTY
Availability	Select For all independent time attribute values Note: Selecting this returns a warning message. Click Yes to dismiss.

Field name	What you enter
------------	----------------

- c. Click **OK**.
- d. Specify the following in **Dependent Time Card Field Properties**.

Field name	What you enter
Filtered Data Source for Time Entry	Select List of values for payroll US county field for Geocode
Unfiltered Data Source for Setup Tasks	Select List of values for payroll US county field for Geocode
Population Method for New Entry	Select No default value
Display Type	Select Smart choice list
Display Name	Provide a meaningful name, such as County
Enable override on layouts	Select this option
Required on the Time Card	Select No

- e. Click **Add Filters**.
- f. In **Filters**, specify the following.

Field name	What you enter
First Filter Variable	pCodeLevel11
Filter Input Attribute	ORA_HRX_US_EARN_STATE

- g. Click **OK**.
- h. Click **Save**.

4. Define your City tagging field.

- a. Click **Create**.
- b. Specify the following in **Create Dependent Time Card Field**.

Field name	What you enter
Name	Provide a meaningful name for your second tagging field, such as City
Dependent Time Attribute	<code>ORA_HRX_US_EARN_CITY</code>
Availability	For all independent time attribute values Note: Selecting this returns a warning message. Click Yes to dismiss.

- c. Click **OK**.
- d. Specify the following in **Dependent Time Card Field Properties**.

Field name	What you enter
Filtered Data Source for Time Entry	List of values for payroll US city field for Geocode
Unfiltered Data Source for Setup Tasks	List of values for payroll US city field for Geocode
Population Method for New Entry	No default value
Display Type	Smart choice list
Display Name	Provide a meaningful name, such as City
Enable override on layouts	Select
Required on the Time Card	No

- e. Click **Add Filters**.

- f. In **Filters**, specify the following.

Field name	What you enter
First Filter Variable	pCodeLevel11
First Filter Input Attribute	ORA_HRX_US_EARN_STATE
Second Filter Variable	pCodeLevel12
Second Filter Input Attribute	ORA_HRX_US_EARN_COUNTY

- g. Click **OK**.
- Click **Save** and then **Next**.
 - Click **Save and Close**.

Related Topics

- [How do I configure time cards for payroll processing?](#)
- [How to Set Up Time Entry Tagging in Oracle Fusion Time and Labor](#)

How Do I Change the Time Layout Sets

Once you have defined your tagging components, you must change your time layout sets to use the new components.

- Start the Time Layout Sets task.
- Click **Create**.
- In **Time Consumer**, select **Payroll**.
- Click **Generate Layout Set**.
- Enter a meaningful name for your layout set.
- On the Time Entry Layout line, select **Configure Layout**.
- Click **Edit Layout**.
- In **Time Card Fields**, replace **Payroll Time Type** with the time card layout fields you created.
For further info, see [How Do I Define the Time Entry Tagging Layout in the Help Center](#).
- Click **OK**.
- Click **Add**.
- Add the three fields you created for State, County, and City.
Click **ADD** for each.
- Click **Save and Close**.
- Click **Yes** and then **OK**.
- Click **Save and Close**.
The task copies this configuration to the other layouts listed on **Layout Sets**.
- Click **Save and Close**.

Related Topics

- [How do I configure time cards for payroll processing?](#)
- [How Do I Define the Time Entry Tagging Layout](#)
- [How to Set Up Time Entry Tagging in Oracle Fusion Time and Labor](#)

How Do I Define Worker Profiles

Once you have configured your time card layout to enable tagging, you must create a worker profile and assign it to all employees that will be using the Tagging feature.

1. Define the worker profile.
 - a. Start the Worker Time Entry Profiles task.
 - b. Click **Create**.
 - c. Enter a meaningful name for your profile.
 - d. Enter an appropriate effective start date.
 - e. For **Layout Set**, select the layout you created previously.
 - f. Click **OK**.
 - g. On **Worker View** and **Manager View**, select all the items you want to enable for each.
 - h. Click **Next** until you reach the Review page.
 - i. Click **Save and Close** and then **OK**.
 - j. Click **Troubleshoot**.
2. Assign eligible employees to the profile.
 - a. Search for and select an employee requiring the tagging feature.
 - b. Click **Assign Profile to Person**.
 - c. Search for and select the profile you created.
 - d. For **From Date**, specify the effective date.
 - e. Click **OK**.
3. Click **Save and Close** and then **OK**.

Related Topics

- [How do I configure time cards for payroll processing?](#)
- [How to Set Up Time Entry Tagging in Oracle Fusion Time and Labor](#)

How Do I View the Time Cards Calculation Card

When an employee tags time worked in another jurisdiction on their time card, the Load Time Card Batches process transfers this data into their Time Cards calculation card. The payroll process uses this info when calculating payroll.

To view an employee's Time Cards calculation card:

1. Start the Calculation Cards task.

2. Search for and select the employee.
3. Open the Time Cards card for editing.
4. Change the effective date to a date that has been tagged.
5. In **Calculation Component**, select the element the employee used to tag the earning.
6. In **Work Hours: Details**, select **Enterable Calculation Values on Calculation Cards**.

The info here includes the hours and the jurisdiction details.

Related Topics

- [How do I configure time cards for payroll processing?](#)
- [How to Set Up Time Entry Tagging in Oracle Fusion Time and Labor](#)

4 Performing Additional Configuration

How Do I Set Up Costing Overrides for Time Cards

You can specify additional attributes in Oracle Fusion Time and Labor to enter costing segment values on time cards. The segments must match the segments that you can enter on element entries.

To do this:

1. Create your time card element.
For further info, see [How Do I Define Time Card Elements in the Help Center](#).
2. Define costing on the element eligibility record of the results element.
3. Run the Generate Data Dictionary Time Attributes process.
For further info, see [How Do I Generate Time Attributes for the Data Dictionary in the Help Center](#).
4. Create a dependent costing field for your time card.
5. Configure the dependent costing field data sources and filters.
6. Modify the time card layout to include this field.

For further info, see [Oracle Global Human Resources Cloud Implementing Time and Labor in the Help Center](#).

The structure of your cost allocation key flexfield might specify that the department segment is entered at the element entry level. You could specify this additional attribute on the time card. Your employees could then specify the department to charge for overtime hours worked while on loan to a different department. After you transfer the time entries, the payroll process uses the department specified for the overtime hours to derive the costing results.

To view the results of the costing overrides transferred to and processed in payroll:

1. From **My Client Groups**, click **Payroll**.
2. Click **Person Results**.
3. Search for and select the person.
4. Select **Statement of Earnings**.

For further info, see [How to View the Statement of Earnings for the US in the Help Center](#).

Related Topics

- [How do I configure time cards for payroll processing?](#)
- [How do I define time card elements?](#)
- [How Do I Generate Time Attributes for the Data Dictionary](#)
- [How to View the Statement of Earnings for the US](#)

How Do I Tag Standard Earnings for Time Cards

To tag earnings for elements that use the Standard category:

1. Navigate to the employee's element entries page.

2. Click **Create**, and then enter your effective date and element name.
3. Click **Continue**.
4. Enter your hours or amount.
5. Select the appropriate state from the list.
6. Select the appropriate county from the list.
7. Select the appropriate city from the list.
8. Click **Submit**.

You can perform tagging on any Regular or Supplemental Earnings element.

Related Topics

- [How do I configure time cards for payroll processing?](#)
- [How to Set Up Time Entry Tagging in Oracle Fusion Time and Labor](#)