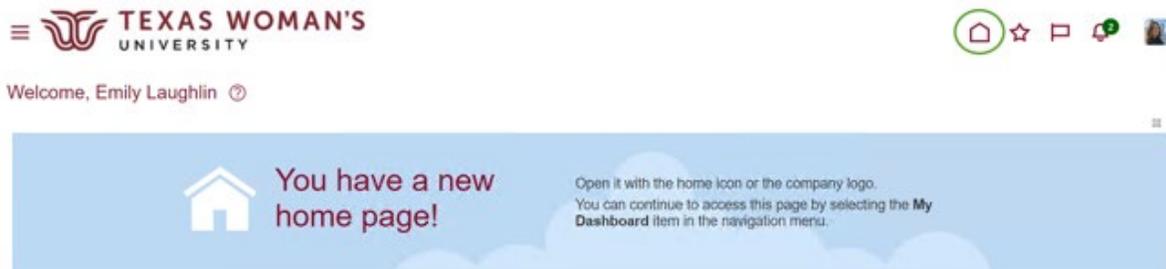


Reporting Time in Oracle Cloud: Exempt Employees

Exempt employees should request and report absences in Oracle Cloud through “Add Absence”. Exempt employees will only create a timecard when reporting holiday worked or leave without pay. Exempt employees are paid monthly.

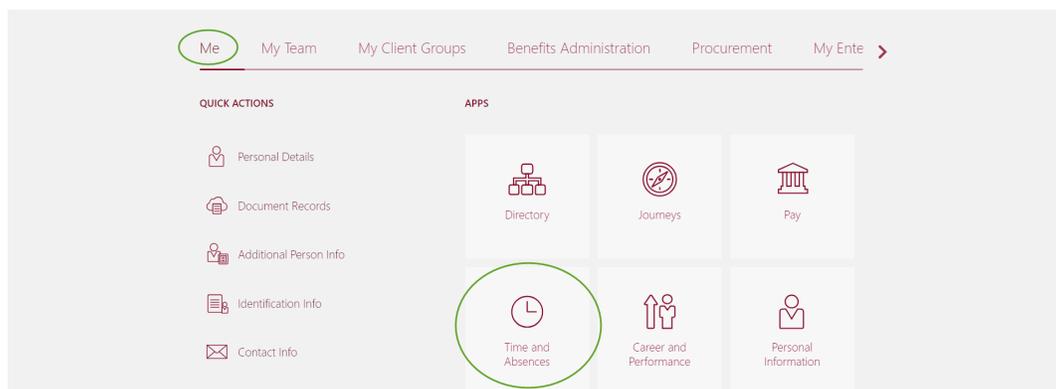
To report an absence in Oracle Cloud:

1. Login to Oracle Cloud – <https://oraclecloud.twu.edu>
2. Use the company single sign-on to log in.
3. Select the home icon in the top right corner to access the home page.

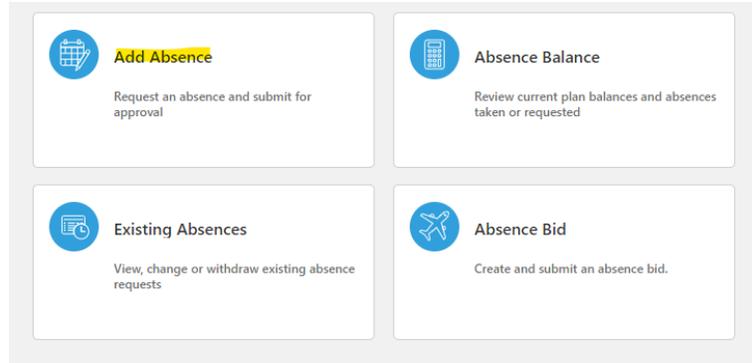


Add an Absence

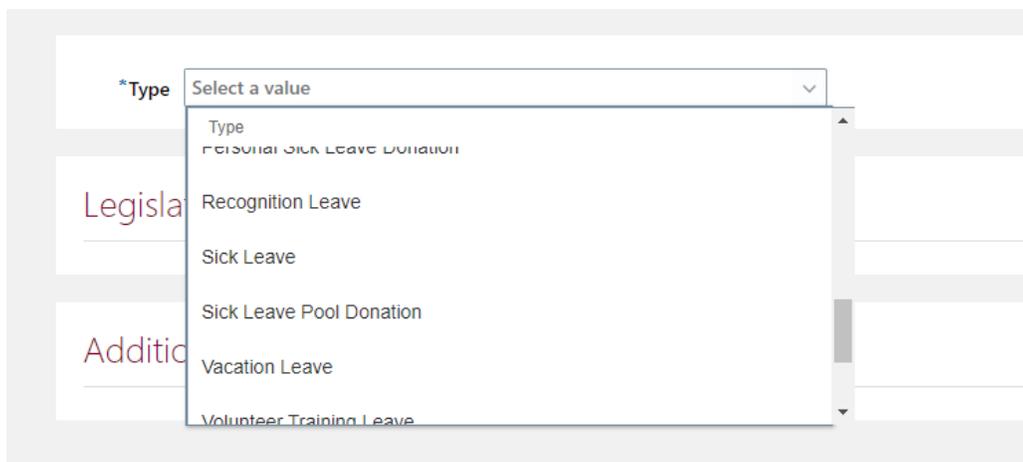
On the home page select the tab “Me,” then select “Time and Absences” icon.



Choose Add Absence.



Select an Absence Type from the drop-down list. After you choose a leave type you will see the absence type balance total so you know how many hours you have available to use on the same page.



Choose a Start Date and End Date. You can choose a span of dates and it will calculate the total. If the total hours of the duration is incorrect, click the “Edit Entries” button to correct the total hours.

Click the “**Calculate**” button next to Projected Balance to preview your balance after the absence has been approved.

A screenshot of the 'When' section of a form. It features a title 'When' in red on the left and an 'Edit Entries' button in a red-bordered box on the right. Below the title are two rows of input fields. The first row is labeled '*Start Date and Duration' and contains a date input field with 'm/d/yy' placeholder, a calendar icon, and a text input field for 'Hours'. The second row is labeled '*End Date and Duration' and contains a similar date and hours input. At the bottom, there is a summary line: 'Absence Duration 0 Hours' followed by 'Projected Balance' and a 'Calculate' button.

Choose a Reason. Optional unless Emergency Leave is recorded.

Details

*Reason

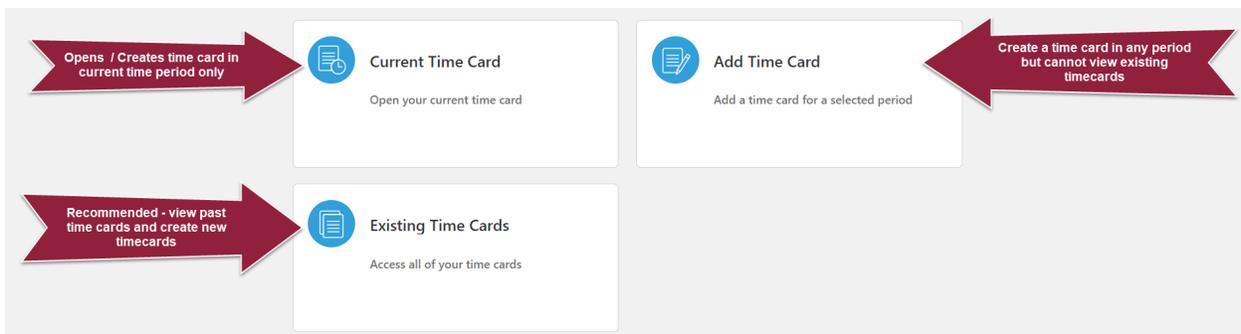
Select a value

Click Submit to submit your absence for approval by your supervisor. Once approved your absence balance will automatically adjust and no further action is required by you. (No time card entry required).

****Create a time card only if you need to report holiday worked or leave without pay**.** Note: Time card layouts automatically default to two week pay periods.

Methods of creating a time card: Existing Time Cards, Current Time Card, Add Time Card

- Existing Time Cards (recommended)** – Create a time card through existing time cards just like in the “Add Time Card” option, but Existing Timecards will show you everything that you have created. You can also check the status of your timecards - submitted, approved, saved, etc.
- Current Time Card** – View/Create a current timecard for the current two week pay period. For example, if today is 2/27 and the “Current Time Card” option is selected, it will create the two week time period you are in which is 2/16 - 2/29. You cannot add hours before or after the dates in this two week time period.
- Add Time Card** – Select the two week time period you want to create. Create a time card within the current two week pay period or you can do a past or future time card.



Adding or Editing a Time Card: Click on existing time cards and click the plus sign to create a new time card, OR if you are editing a time card find the time card to make changes and then select the three dots on the right side and select “Edit.” Note: You can edit an approved time card if you need to make changes and submit for approval by your supervisor.

Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Actions
3/1/24	3/15/24	Entered	0.00	120.00	4.00	4.00			...
1/16/24	1/31/24	Entered	0.00	128.00	8.00	8.00			...
1/1/24	1/15/24	Approved	0.00	120.00	16.00	16.00	1/16/24		...
12/1/23	12/15/23	Entered	0.00	120.00	12.00	12.00			...
11/1/23	11/15/23	Approved	0.00	120.00	38.00	38.00	11/17/23		...

Enter your time card:

- Once in the timecard, select your assignment number **first**, then you will select a Payroll Time Type.
- Enter “Holiday Worked” or “Leave without Pay” under the payroll time type to record your time.
- Enter total hours in the **Quantity** field for each date. Do not enter anything in start or stop time – this is for hourly employees only.
- When finished entering time for the day click save and close.
- When finished entering time for the pay period click the next button and submit.

FAQs

Am I required to report holiday leave or emergency leave?

- Yes, please record Holiday Leave and Emergency Leave via Add Absence by adding the absence type and absence reason if emergency leave.

Q: How do I report holidays or emergency leave?

Go to **Add Absence** and record the following:

- **It is an official TWU Holiday.** Record Holiday Leave or Holiday Worked (via time card) if you worked on an official TWU Holiday.
- **Campus was closed and it is not an official holiday.** If it is your regular scheduled day to work, record Emergency Leave with Absence Reason University Closure. If it is not your regular scheduled day to work do not record emergency leave.
- **Campus is closed due to inclement weather.** If it is your regular scheduled day to work, record Emergency Leave with Absence Reason Weather Closure. If it is not your regular scheduled day to work do not record emergency leave
- **The building I work in closed unexpectedly.** If it is your regular scheduled day to work, record Emergency Leave with Absence Reason Building Closure. If it is not your regular scheduled day to work do not record emergency leave

Q: I am on approved FMLA – how do I report my absences?

- A.** Record your time via Add Absence using the designated FMLA leave types:
 - a. FMLA Sick Leave
 - b. FMLA Vacation Leave
 - c. FMLA Compensatory Leave
 - d. FMLA Overtime Leave
 - e. Leave Without Pay (if all other PTO is exhausted)