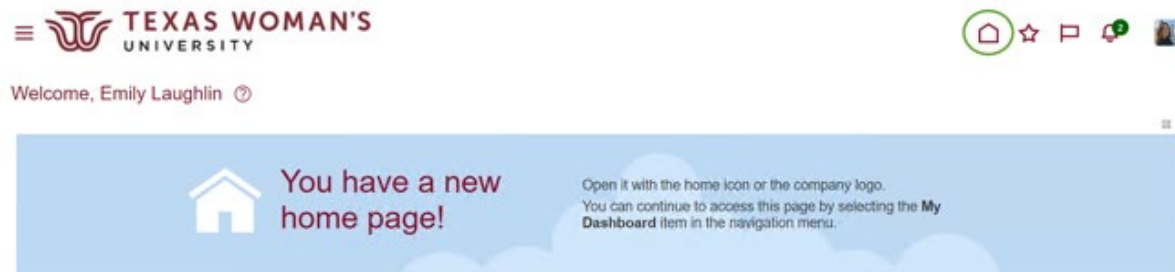


Time Reporting in Oracle Cloud: Non-Exempt Employees

Non-exempt employees enter and submit time for approval in Oracle Cloud in two week pay periods. Non-exempt employees are paid semi-monthly.

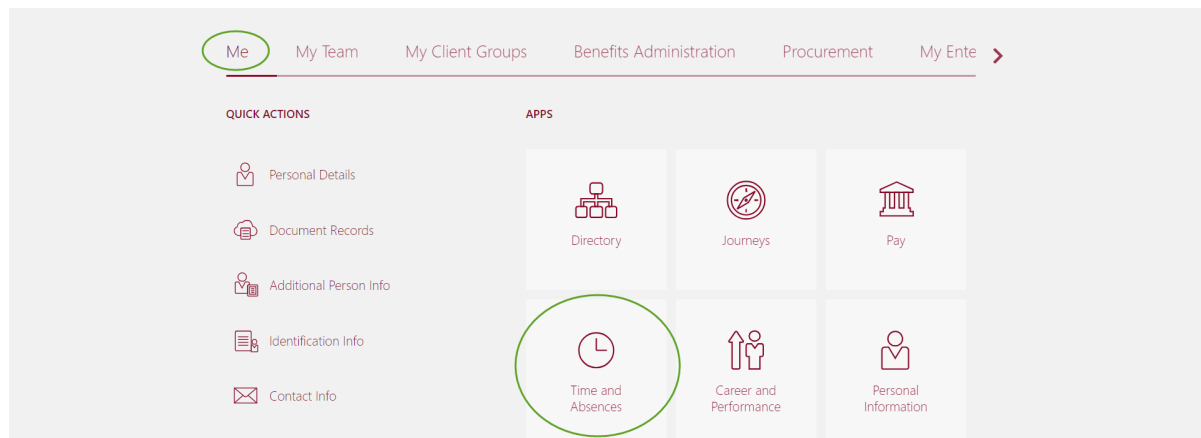
To create a time card in Oracle Cloud:

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.



Create your time card:

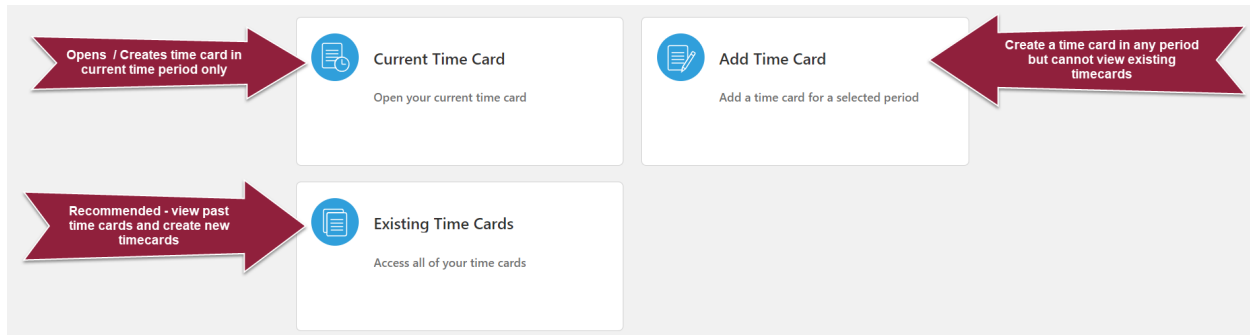
On the home page select the tab “Me,” then select “Time and Absences” icon.



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

- a. **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.

- b. **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.
- c. **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 “Regular Hours” under the payroll time type to record your time worked.
- Enter “Lunch Hour” for lunch time each day.
- 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.
- Enter “Lunch Hour” for lunch time each day.

- Enter any leave time by choosing a leave type under Payroll Time Type.
- If you need to record approved overtime or compensatory time worked, record those hours as regular hours. It will calculate the overtime and/or compensatory time automatically based on the workweek (Sunday through Saturday)
- 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.

Common Payroll Time Types:

- **Regular Hours** – Use to record all work hours including compensatory and overtime (must be approved in advance by supervisor)
- **Lunch Hour** – Use to record lunch time (non-exempt) – (does not deduct from PTO or calculate in overtime/compensatory accruals)
- **Sick Leave** – may only be used for sick leave purposes
- **Vacation Leave** – may be used after six months of continuous service
- **Holiday Leave** – record an official TWU holiday (does not deduct from PTO)
- **Holiday Worked** – use when working on an official TWU holiday
- **Compensatory Leave** – record when using accrued compensatory time
- **Overtime Leave** – record when using accrued overtime
- **Jury Duty** – use to record Jury Duty (does not deduct from PTO)
- **Recognition Leave** – use to record approved recognition leave (does not deduct from PTO)
- **Emergency Leave** – record emergency leave (does not deduct from PTO) with an absence reason:
 - **Weather Closure** – Inclement weather closure.
 - **Building Closure** – A building is closed unexpectedly.
 - **University Closure** – Campus is closed. Not an official TWU Holiday.
 - **University Sponsored Wellbeing** – University sponsored wellness events during work hours.
 - **Bereavement Leave** – Funeral Leave.
 - **Emergency Other** – Other emergency leave.

Non-Exempt Time Card FAQs:

I do not have any options under Payroll Time Type:

- Make sure your assignment is selected **first** under assignment number before choosing a payroll time type or the drop-down will not populate. If the assignment number is selected, select the drop-down on payroll time type and start typing a word, such as “regular”. You can also start typing a word and then backspace the word completely out of the field and the full list of payroll

time type options should populate.

TEXAS UNIVERSITY

Sick Leave

Vacation Leave

Holiday Worked

Assistance Dog Training

Blood Donation Leave

Bone Marrow and Organ Donation Leave

Compensatory Leave

Court Appointed Special Advocate (CASA) Volunteer

Assignment number must be selected first

Assignment Number *

Assignment Number *	Quantity	Start	Stop
1 Senior HR Generalist	4		
2 Senior HR Gen			
3			
4			
5			
6			

Cancel Save Actions Submit

Saturday, March 02

4 hours

0 hours

0 hours

0 hours

0 hours

0 hours

Q: I have more than one assignment, how do I enter my time card?

- A. Both assignments are entered onto the same time card. Create a row for each assignment by choosing the assignment number first before the payroll time type.

Q: Do I enter lunch time on my time card?

- A. Yes. Enter "lunch hour" to record lunch time on the timecard.

Q: I submitted my timecard late. Will I be paid?

- A. Yes, non-exempt salaried employees are paid regardless of the timecard status.

Q: I accidentally submitted my timecard too soon! Can I edit it?

- A. Yes! To edit a submitted or approved time card, go to existing time cards (see example above). After updates are complete, submit your timecard for approval. Be sure to notify your supervisor the timecard was submitted again.

Q: Campus is closed. How do I report my time?

- **It is an official TWU Holiday.** Record Holiday Leave or Holiday Worked if you worked on an official TWU Holiday.
- **Campus was closed by the Chancellor.** 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 entered time on a weekend and received a pop up error message.

- A. This is a warning message only to alert you in case you entered time by mistake on a weekend.

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

- A.** Record your time 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)