PHOENIX

TIMECARDS

APPROVING STAFF TIMECARDS

Supervisor Tutorial

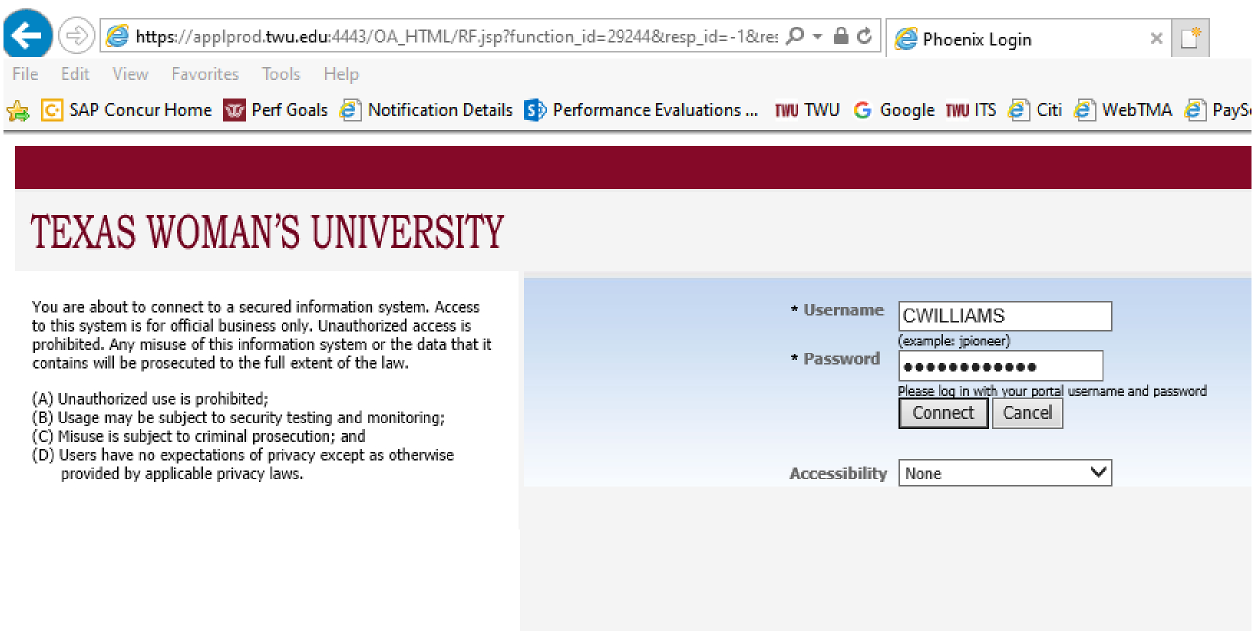
Accessing Phoenix

TWU Staff Employees enter and submit timecards for the review and approval using Phoenix, TWU Employee Self-Service.

Supervisors utilize the same access as they would to enter their own time and log in accordingly.

Logging in to Phoenix

Using Internet Explorer - Navigate to the URL: http://www.oracle.twu.edu



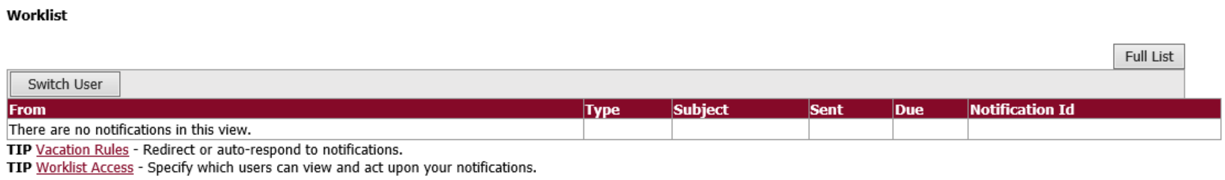
Fill in the Portal username and password and click on **Connect.**

Management of Employee Timecards

Timecards can be located and managed in three (3) ways:

1. **Email** – Once submitted by the employee, notification of submission is sent to the direct supervisor, via email from PROD Workflow Mailer. Following review, management of the timesheet can be completed by clicking on the desired action. (Ex. “APPROVE”, “REJECT”, ETC.)

2. **Worklist** – Individual timecards, once submitted by employees, will arrive in both the direct supervisor’s email and the Worklist in Phoenix.



Worklist

Full List

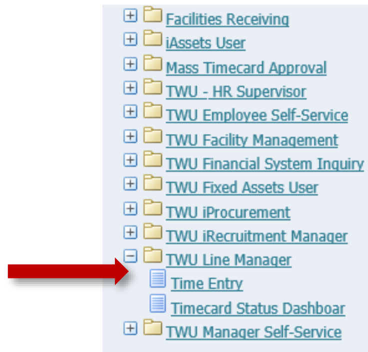
Switch User

From	Type	Subject	Sent	Due	Notification Id
There are no notifications in this view.					

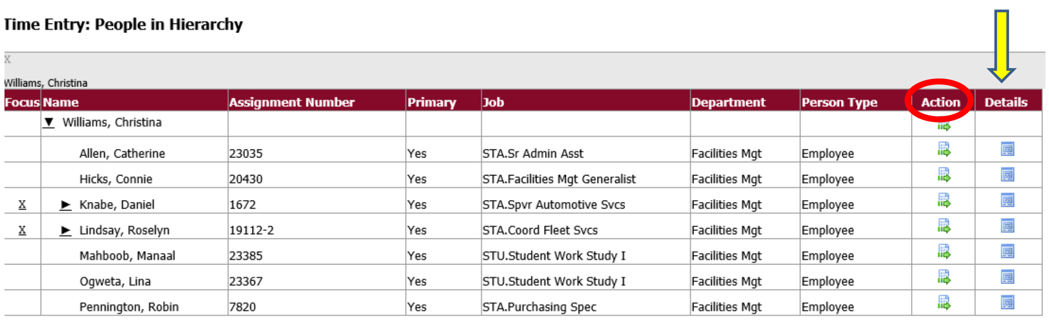
TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.

3. **TWU Line Manager** in the Main Menu.

   Click on **Time Entry**.



This option will show the **People in Hierarchy** and allow the supervisor to view the **Details** of each individual's assignment or perform an **Action**.

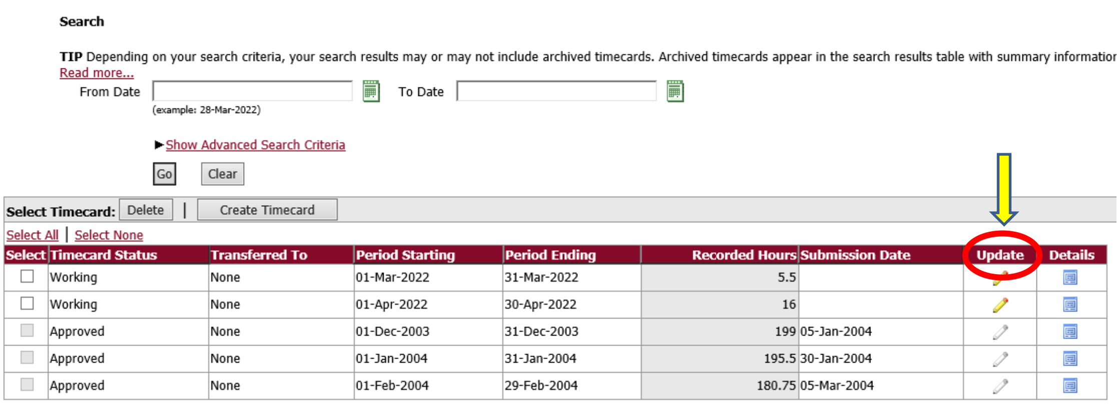


Time Entry: People in Hierarchy

Williams, Christina

Focus	Name	Assignment Number	Primary	Job	Department	Person Type	Action	Details
	▼ Williams, Christina							
	Allen, Catherine	23035	Yes	STA.Sr Admin Asst	Facilities Mgt	Employee		
	Hicks, Connie	20430	Yes	STA.Facilities Mgt Generalist	Facilities Mgt	Employee		
X	▶ Knabe, Daniel	1672	Yes	STA.Spvr Automotive Svcs	Facilities Mgt	Employee		
X	▶ Lindsay, Roselyn	19112-2	Yes	STA.Coord Fleet Svcs	Facilities Mgt	Employee		
	Mahboob, Manaal	23385	Yes	STU.Student Work Study I	Facilities Mgt	Employee		
	Ogweta, Lina	23367	Yes	STU.Student Work Study I	Facilities Mgt	Employee		
	Pennington, Robin	7820	Yes	STA.Purchasing Spec	Facilities Mgt	Employee		

Action allows one to **Update** a selected timecard:



Search

TIP Depending on your search criteria, your search results may or may not include archived timecards. Archived timecards appear in the search results table with summary informatior
Read more...

From Date (example: 28-Mar-2022) To Date

▶Show Advanced Search Criteria

Go Clear

Select Timecard: Delete | Create Timecard

Select All | Select None

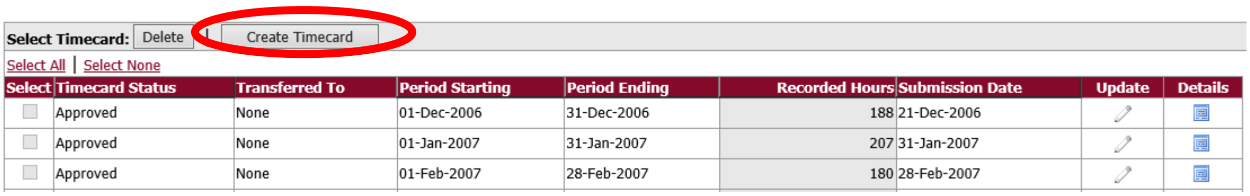
Select	Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Details
	Working	None	01-Mar-2022	31-Mar-2022	5.5			
	Working	None	01-Apr-2022	30-Apr-2022	16			
	Approved	None	01-Dec-2003	31-Dec-2003	199	05-Jan-2004		
	Approved	None	01-Jan-2004	31-Jan-2004	195.5	30-Jan-2004		
	Approved	None	01-Feb-2004	29-Feb-2004	180.75	05-Mar-2004		

Tip: Clicking on the maroon header enables A-Z sorting by that subject.

Entering and Editing Timecard Data

There may be times that supervisors are required to enter timecard data for an employee. For this purposes, the following information is provided.

1. Under the correct employee, select Create Timecard above the list of available timecards.

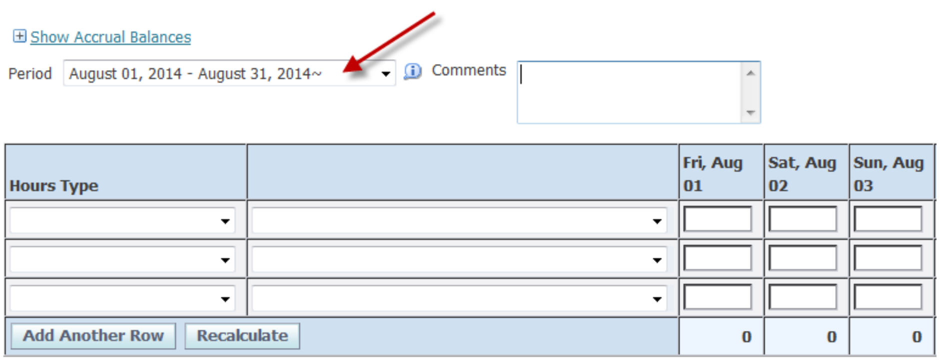


Select Timecard: Delete | Create Timecard

Select All | Select None

Select	Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Details
	Approved	None	01-Dec-2006	31-Dec-2006	188	21-Dec-2006		
	Approved	None	01-Jan-2007	31-Jan-2007	207	31-Jan-2007		
	Approved	None	01-Feb-2007	28-Feb-2007	180	28-Feb-2007		

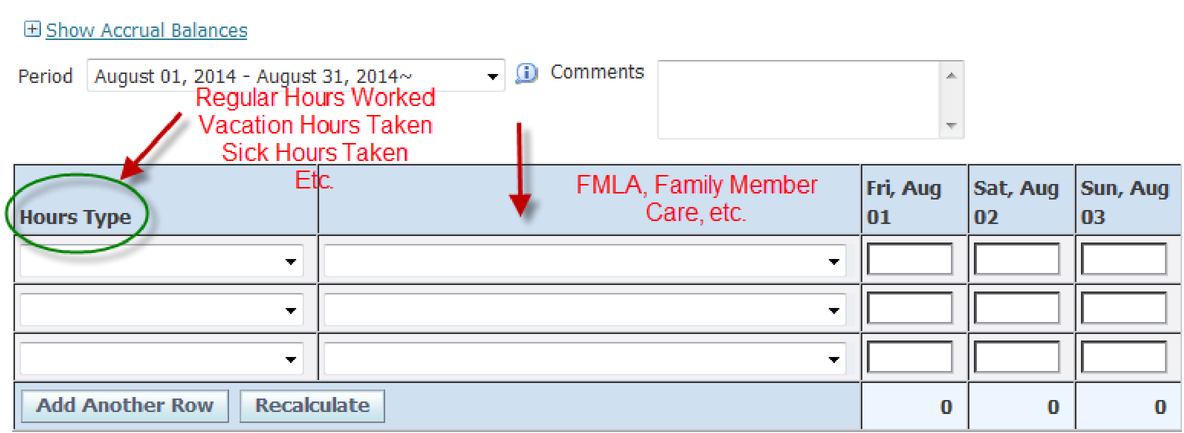
Be sure to verify the dates in the box labeled **Period** are accurate. To choose a different time period, **Click** on the down arrow in the drop down box.



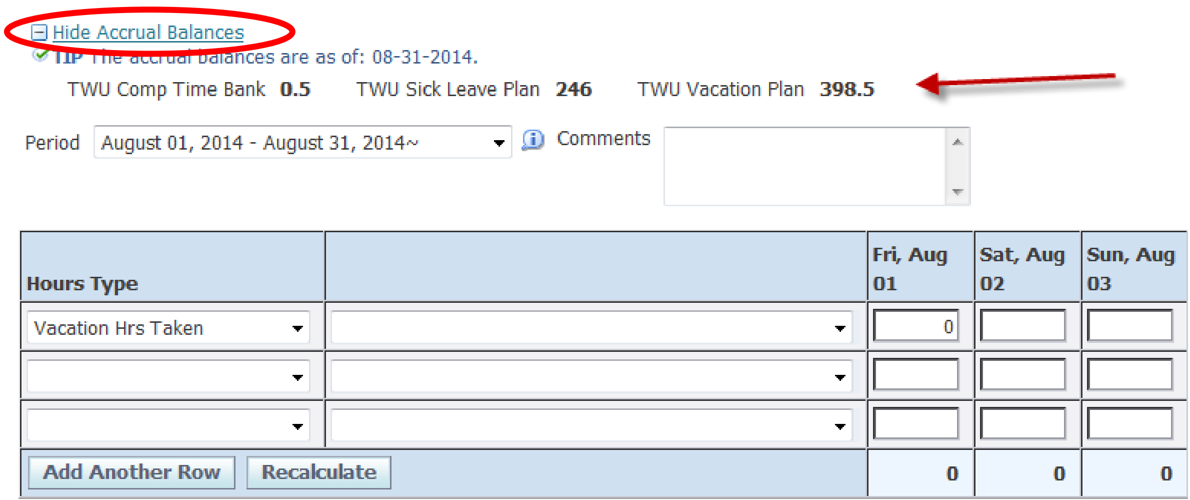
There will be two columns with drop down boxes.

The column on the left side is labeled **Hours Type** (Regular Hours Worked, Sick, etc.)

The column on the right side is an optional field used in conjunction with sick time taken or for **FMLA** purposes.



Supervisors may view the employee's current leave balances directly through the timecard entry area. Click on the link **Show/Hide Accrual Balances** in the upper left hand corner of the timecard entry area.



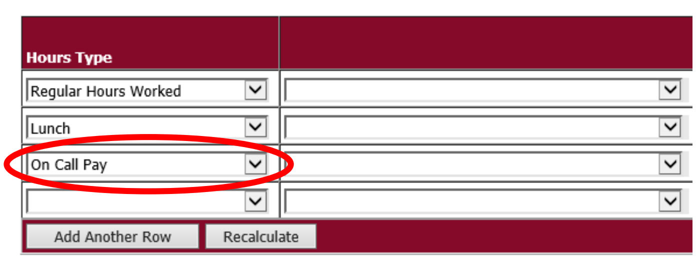
Click on the drop down arrow in the box under the column heading Hours Type. Choose the first type of hours needing to be entered.

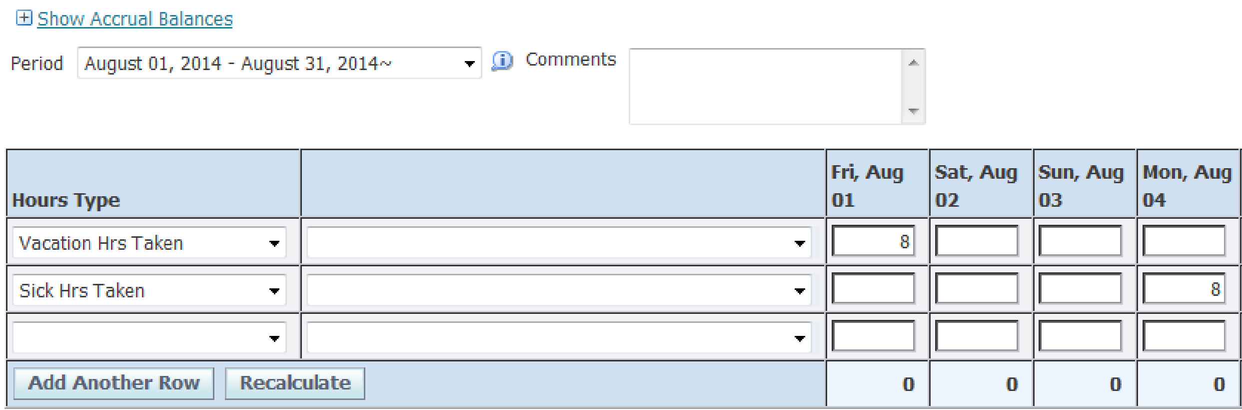
The days of the month are organized horizontally from left to right across the screen. Enter the total hours to be recorded under each date for the hours type selected for that line.

NOTE: Exempt employees will only record leave hours. Non-exempt employees will record Regular Hours Worked, Lunch Hours Taken as well as leave hours.

Entering On-Call Pay for Overtime Worked in Emergency or Non-Emergency Capacity:

If an employee performs work in either and Emergency or Non-Emergency Capacity, that time should be reported via the appropriate slip to the Sr. Administrative Assistant for FMC. The timesheet should reference the same time reported, per day, using the **On Call Pay** type under Hours Type. *(Reference FMC Internal Policy – Call Out Non-Emergency Events.)*





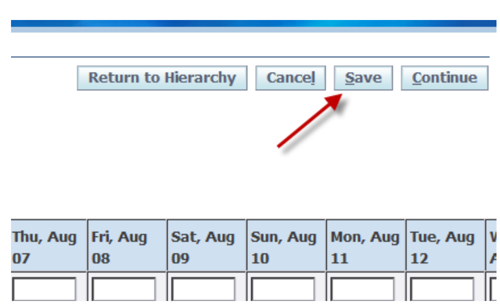
Important Reminders

- Vacation Leave for employees with no prior Texas state service will be available to use after 6 continuous months of state service.
- If all leave balances have been exhausted, please record LWOP Hours Taken on the timecard (Leave Without Pay).
- Remember to record **Holiday Hrs Taken** for holiday time off. Record **Holiday Hrs Worked** if the employee worked on a holiday. (Comp time will accrue for the holiday hours worked)
- Exempt employees who do not use any leave time or have any holidays during the month, should still complete a timecard using an hours type label and record a 0 in the first box.
- Timecards **<u>must</u>** be submitted within five (5) working days and approved within ten (10) working days.
- If a correction is needed to a timecard already submitted, simply click on the update icon and make the necessary change(s). Save the timecard and choose **Continue** to resubmit the timecard for approval.

Saving, Reviewing and Submitting Timecards

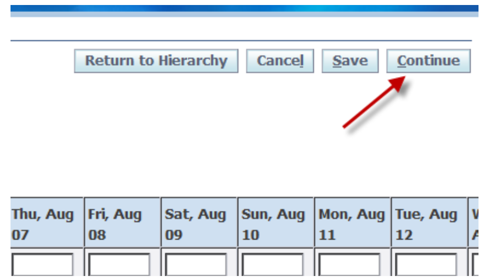
Saving:

To save entries made on a timecard **Click** on the **Save** link located above or below the timecard.

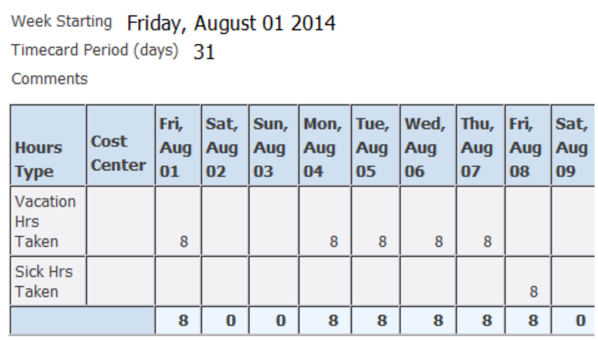


Reviewing:

Click on the **Continue** link to review your timecard entries.



The **Review** screen will display the summary information for the Timecard.

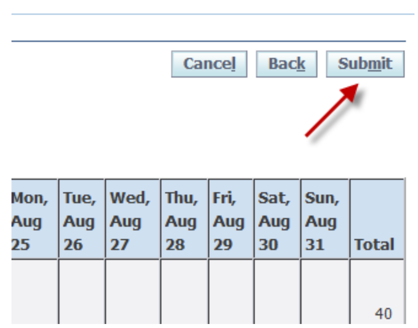


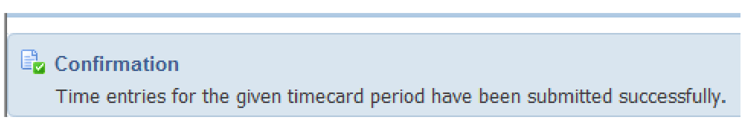
Week Starting Friday, August 01 2014
Timecard Period (days) 31
Comments

Hours Type	Cost Center	Fri, Aug 01	Sat, Aug 02	Sun, Aug 03	Mon, Aug 04	Tue, Aug 05	Wed, Aug 06	Thu, Aug 07	Fri, Aug 08	Sat, Aug 09
Vacation Hrs Taken		8			8	8	8	8		
Sick Hrs Taken									8	
		8	0	0	8	8	8	8	8	0

Submitting:

To submit the timecard for supervisor approval, **click** on the **Submit** button on the timecard Review page. A confirmation message will appear.

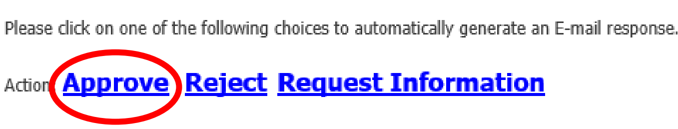




Reviewing & Approving Timecards

As referenced in the instructions above for **Management of Employee Timecards**, there are three (3) ways to manage the Approval, Rejection or Request of Information.

1. If using **Email** approval, simply click on the email to open and scroll to review the entries of the timecard. At the bottom of the message, click on the selected action.



2. If using the Phoenix **Worklist**, click on the desired timecard to manage to open. Scroll to review the entries of the timecard and, at the bottom of the message, click on the selected action.

Note: If you have a question about an entry, click on Request Information to enter details regarding the entry. If a change is necessary, simply add a Comment regarding the change and REJECT the timecard to allow the employee an opportunity to reply or make a change.