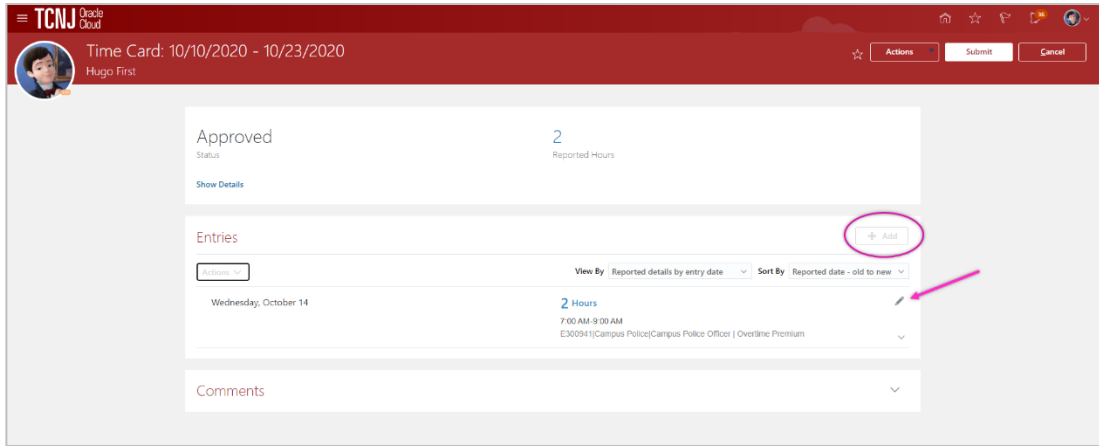
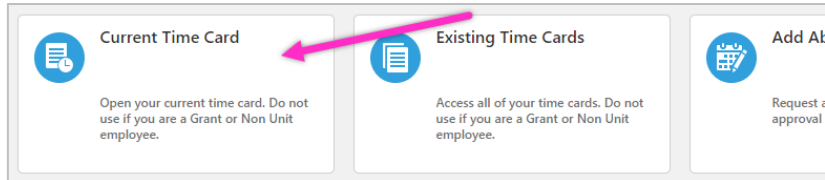
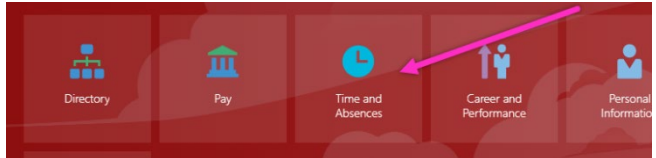
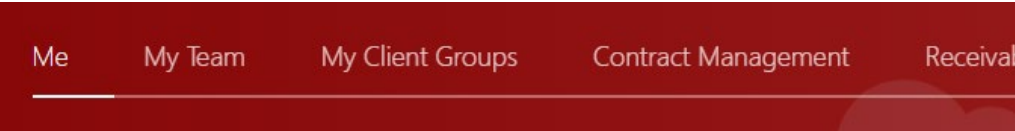


Process Name: Entering/Editing Time-card (Overtime)

STEP	DETAIL
1	Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Password: your password Click Home button in upper Right corner
2	Click the Me from the scroll menu
3	Click the Time and Absence infotile
4	Select Current Time Card
5	Choose Add to enter time for a new day or Edit an unsubmitted day with the pencil icon.



Add a New Day to Time Card

- Choose Assignment

- Choose Payroll Time Type

Note: You only need to enter Overtime Premium, Emergency codes, and or Snow Removal codes. Regular hours do not need to be recorded and they will be automatically be paid.

- Enter Date & Time worked

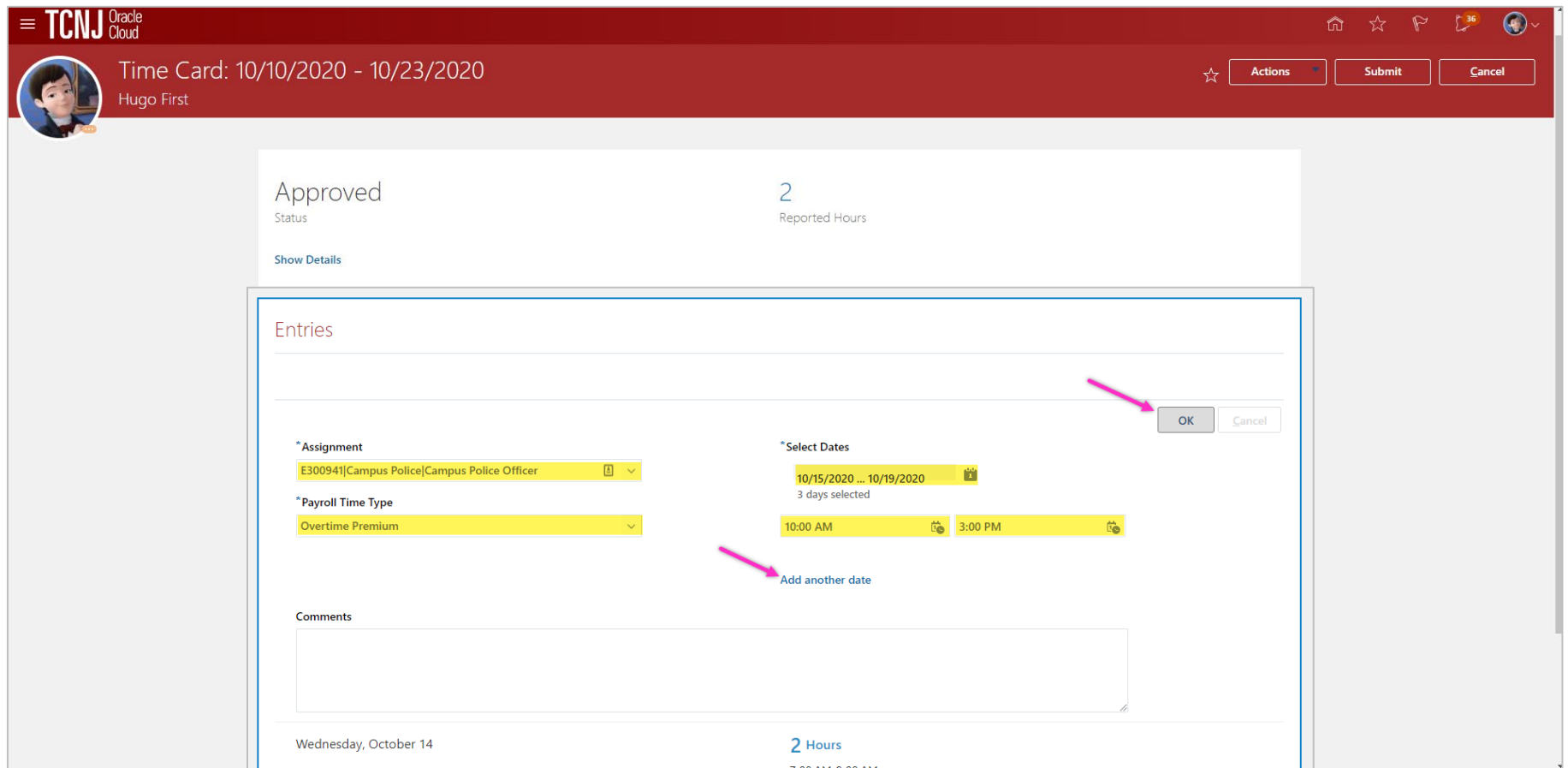
Note: You can choose multiple dates in the calendar by holding **Ctrl** if those dates have the same Start & End time.

Click **Add another date**

Or

OK to exit Entry

6



TCNJ Oracle Cloud

Time Card: 10/10/2020 - 10/23/2020
Hugo First

Approved
Status

2
Reported Hours

Show Details

Entries

*Assignment
E300941|Campus Police|Campus Police Officer

*Payroll Time Type
Overtime Premium

*Select Dates
10/15/2020 ... 10/19/2020
3 days selected

10:00 AM 3:00 PM

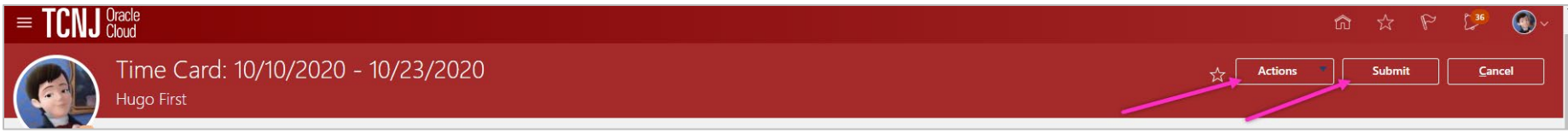
Add another date

Comments

Wednesday, October 14

2 Hours

OK Cancel

7	<p>Choose Submit to forward time card to approver</p> <p>Choose Actions -> Save & Close to leave time card open for more entries.</p> 
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