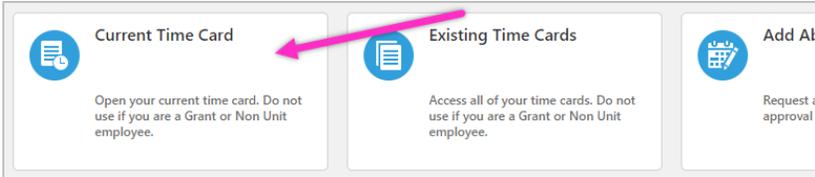
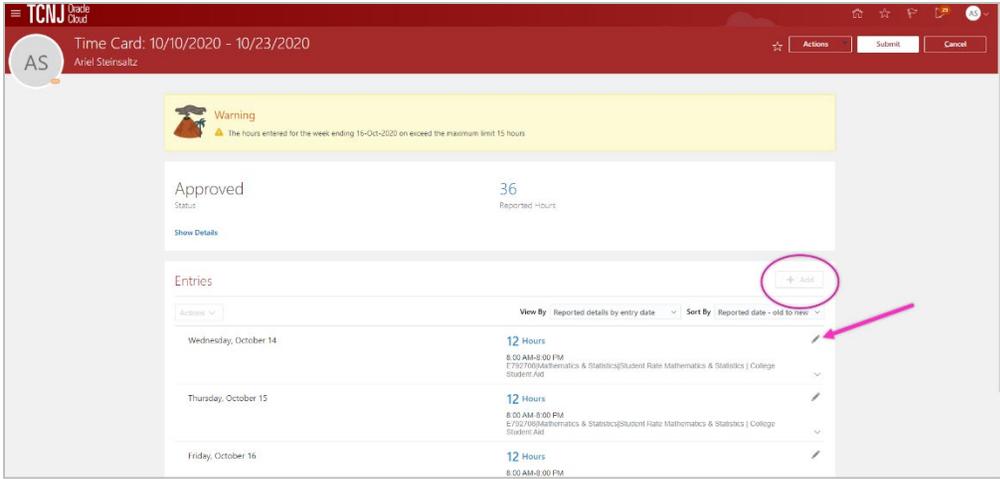


Process Name: Entering/Editing Time-card (Student Employee)

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. *Note: Students are not permitted to work more than 15 hours/week during the semester. You will receive a warning, however, your time card can be submitted.	

Add a New Day to Time Card

Choose Assignment

Choose Student Employment

Enter Date & Time worked

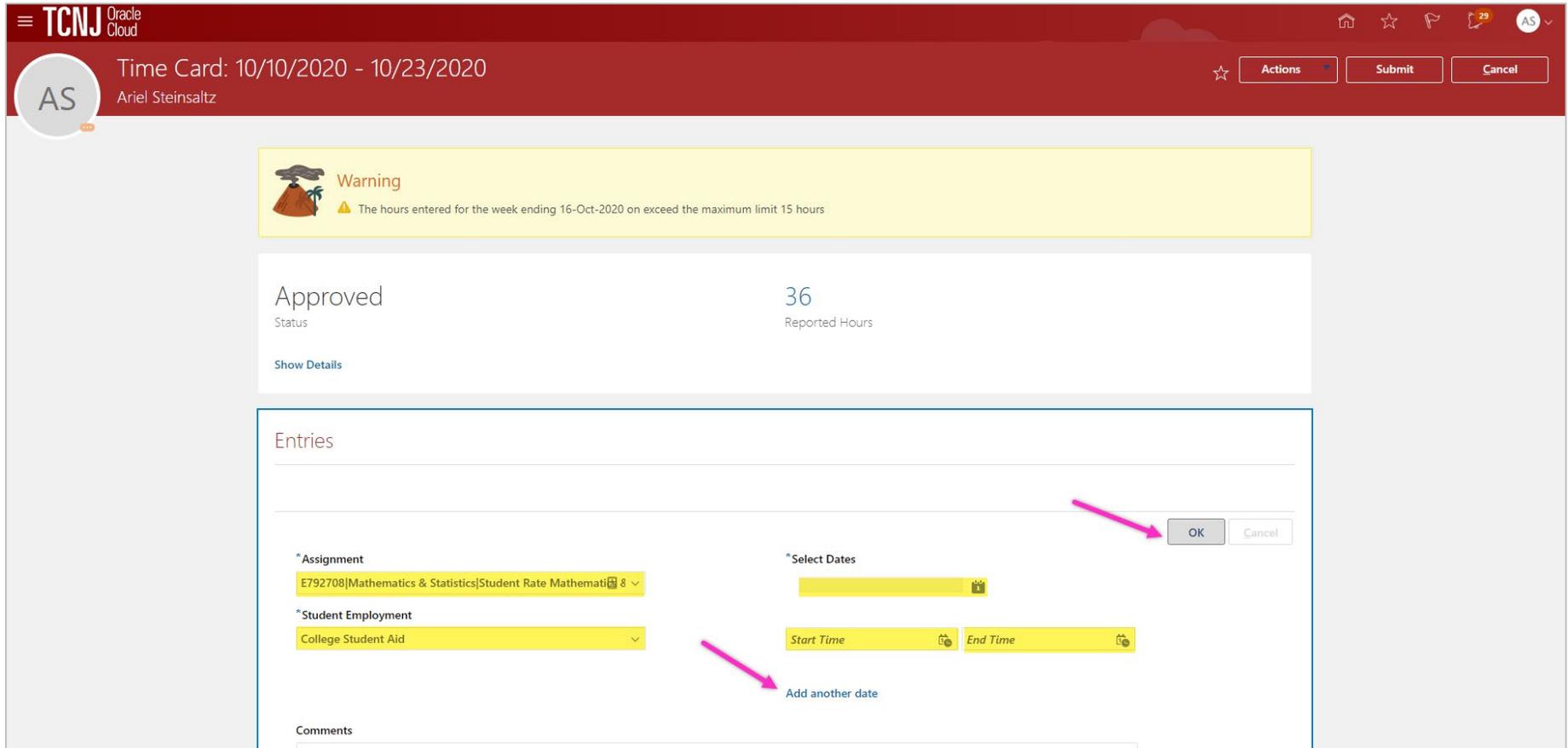
Note: You can choose multiple dates in the calendar by holding **Ctrl** if those dates have the same Start & End time.

Click **Add another date**

Or

OK to exit Entry

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TCNJ Oracle Cloud

Time Card: 10/10/2020 - 10/23/2020
AS Ariel Steinsaltz

Warning
⚠ The hours entered for the week ending 16-Oct-2020 on exceed the maximum limit 15 hours

Approved
Status
36
Reported Hours
[Show Details](#)

Entries

*Assignment
E792708|Mathematics & Statistics|Student Rate Mathemati 8

*Student Employment
College Student Aid

*Select Dates
Start Time End Time

[Add another date](#)

OK Cancel

Comments

Note:

All students are required to take a 30 minute break for every 5 consecutive hours worked and a 1 hour break for every 10 consecutive hours worked. These breaks are calculated automatically.

Choose **View By: Calculated details by earned date**

This will show the detail of hours worked & automatically calculated breaks

Time Card: 10/10/2020 - 10/23/2020
Ariel Steinsaltz

Show Details

Entries

View By: Calculated details by earned date | Sort By: Entry identifier - Z to A

Date	Hours	Description
Wednesday, October 14	1 Hours	Break E792708 Mathematics & Statistics Student Rate Mathematics & Statistics
Wednesday, October 14	11 Hours	College Student Aid E792708 Mathematics & Statistics Student Rate Mathematics & Statistics
Thursday, October 15	1 Hours	Break E792708 Mathematics & Statistics Student Rate Mathematics & Statistics
Thursday, October 15	11 Hours	College Student Aid E792708 Mathematics & Statistics Student Rate Mathematics & Statistics
Friday, October 16	1 Hours	Break E792708 Mathematics & Statistics Student Rate Mathematics & Statistics
Friday, October 16	11 Hours	College Student Aid E792708 Mathematics & Statistics Student Rate Mathematics & Statistics

Comments

Choose **Submit** to forward time card to approver

Choose **Actions -> Save & Close** to leave time card open for more entries.

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TCNJ Oracle Cloud

Time Card: 10/10/2020 - 10/23/2020
Ariel Steinsaltz

Actions Submit Cancel