

Process Name: Entering/Editing Time-card (Hourly Supplementals)

TEP		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	19	AK ~	
2	Click the Me from the scroll menu	My Team	My Client Group	s Contract Management Receiva
3	Click the Time and Absence infotile		Time and Absences Career a Performa	nd Personal Informatio
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	*TCNJ Hourly	10/23/2020	End Time	
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		Add another date		
	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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