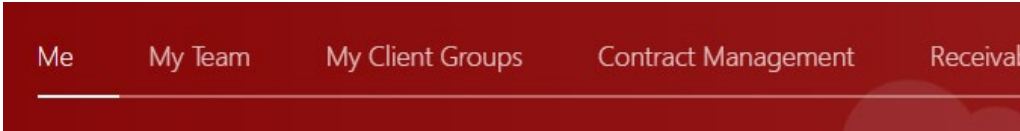
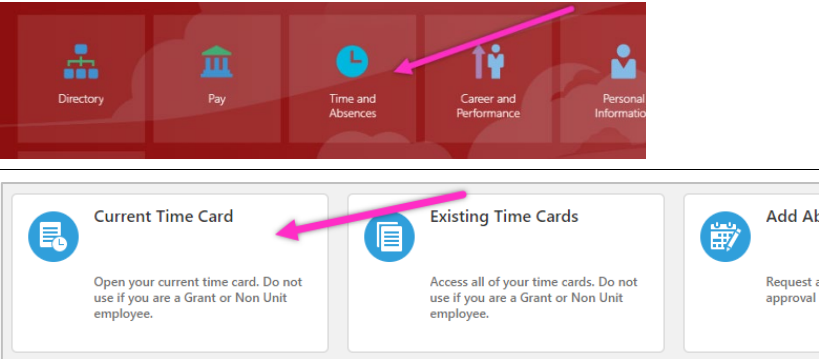
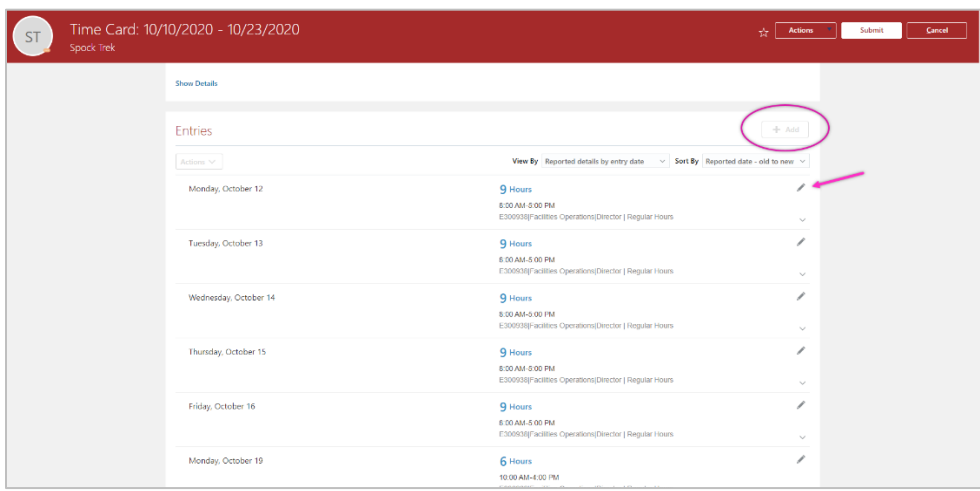


Process Name: Entering/Editing Time-card (Hourly Supplementals)

STEP	DETAIL
1	<p>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</p>
2	
3	<p>Click the Time and Absence infotile</p>
4	
5	<p>Choose Add to enter time for a new day or edit an unsubmitted day with the pencil icon.</p>
	

Add a New Day to Time Card

Choose Assignment

Choose TCNJ Hourly – Regular Hours

Enter Date & Time worked

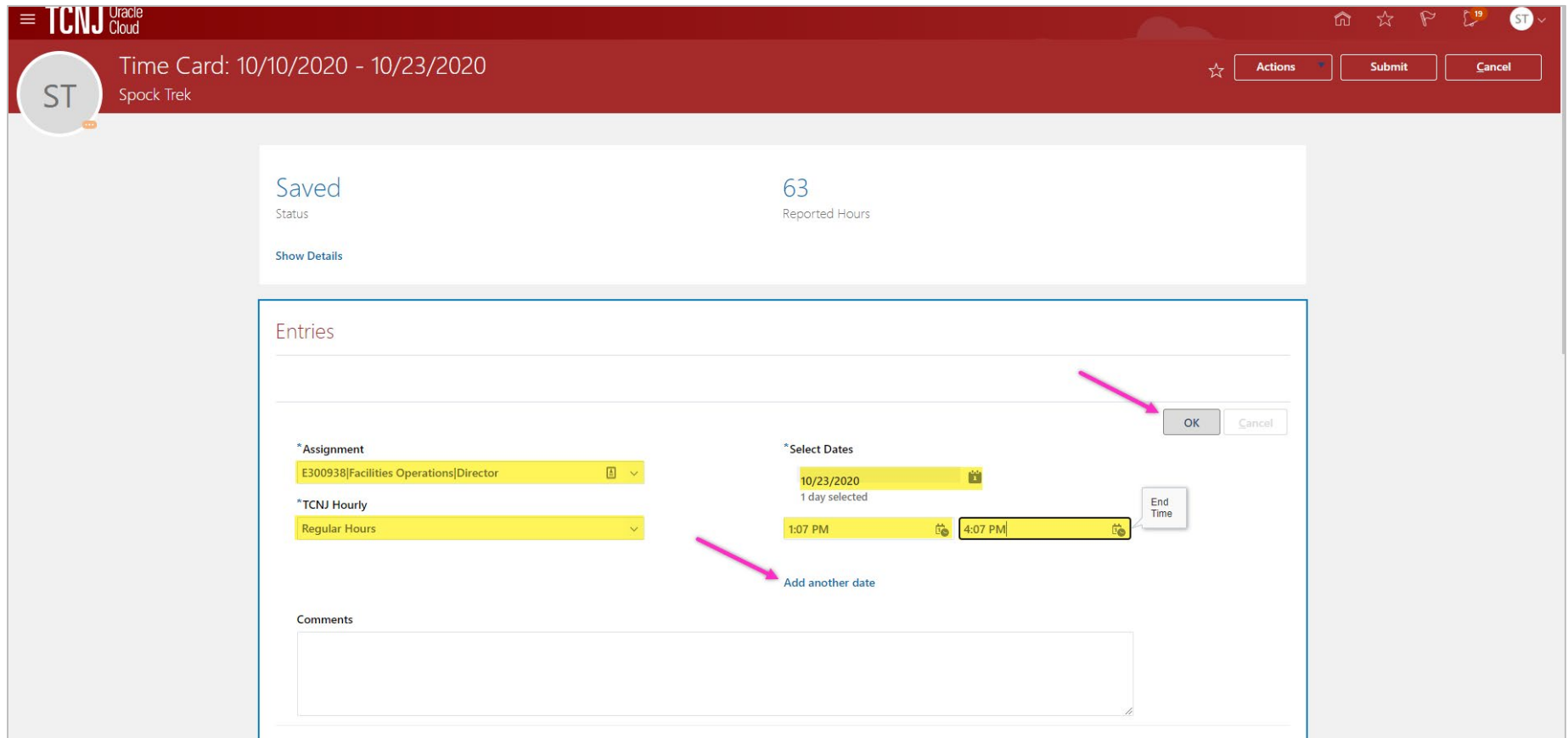
Note: You can choose multiple dates in the calendar by holding **Ctrl** if those dates have the same Start & End time.

Click **Add another date**

Or

OK to exit Entry

6



TCNJ Oracle Cloud

Time Card: 10/10/2020 - 10/23/2020
Spock Trek

63
Reported Hours

Entries

*Assignment
E300938|Facilities Operations|Director

*TCNJ Hourly
Regular Hours

*Select Dates
10/23/2020
1 day selected

1:07 PM 4:07 PM

End Time

OK Cancel

Add another date

Comments

7

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

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

