

Oracle Fusion

Employee Guide - How to edit/make changes to a submitted/approved time card



If you need to change a previously submitted or approved timecard, for example, to correct an error or to add an additional entry, you can do this by updating the relevant timecard. Any changes you make to a previously submitted or approved timecard will be resubmitted to your line manager for approval.

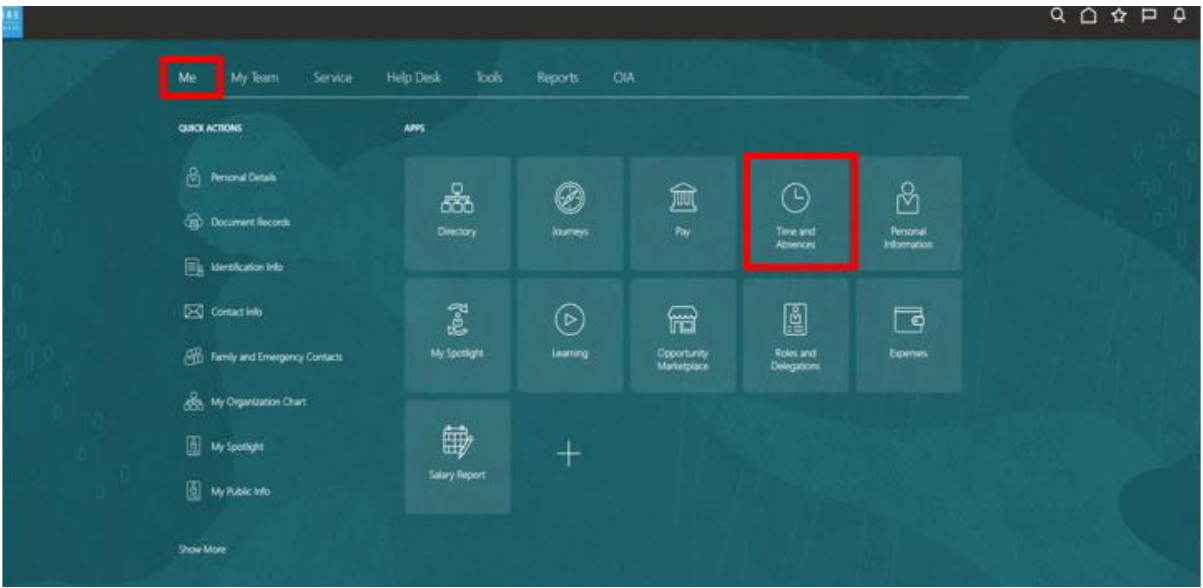
Key points to remember when amending a timecard: –

- Any changes you make to a previously submitted/approved timecard is required to be approved by your line manager.
- If you have already been paid for overtime, but subsequently amend a previous timecard; it will be sent to your manager so the changes can be approved. Your payment will then be recalculated, and your pay will be retrospectively adjusted accordingly, and any payment or deduction will be applied to your next available salary.
- Employees can only make amendments to approved timecards within 45 days.
- When amending a timecard, you should add comments to help your manager identify what changes have been made. This will speed up the approval process and will keep a trail of comments for audit purposes therefore please do not delete any comments.

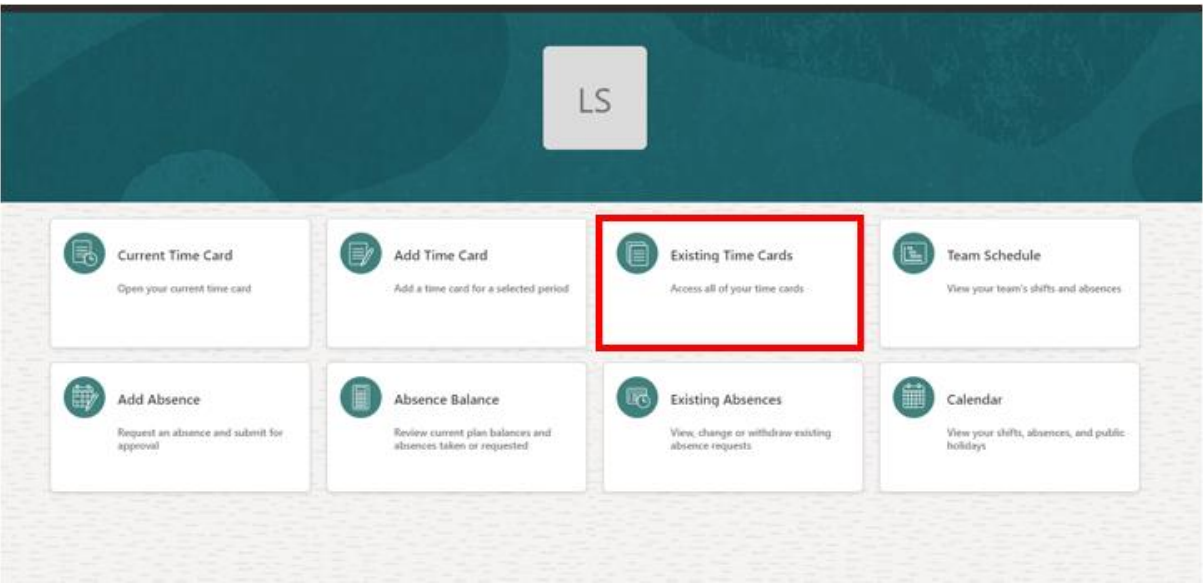
Employees with multiple assignments

- Employees with multiple assignments will submit overtime for all their posts on the same timecard, each entry will be identified by their assignment number. Line managers can only approve the entries relating to the post they manage.
- If one manager rejects their part of the timecard then the whole timecard will be rejected and all claims for all assignments need to be resubmitted.
- If an employee makes changes to an entry on a previously submitted or approved timecard for one assignment, both line managers will receive a notification to approve the timecard and they will each need to take action, regardless of whether the change relates to the post they manage.

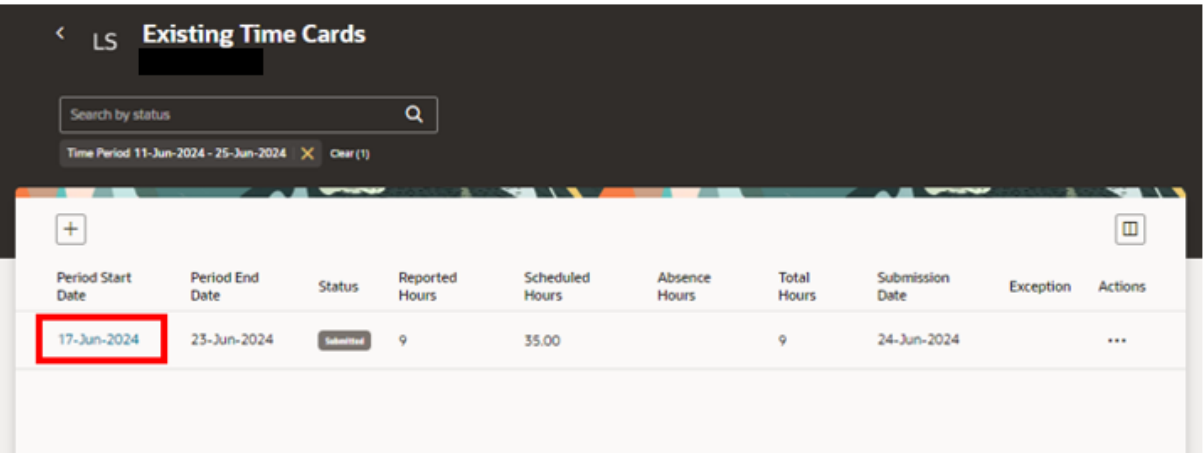
On the Home Page, select the “Me” tab and then “Time and Absences” from the Apps.



Select “Existing Timecards.”



Select the timecard you wish to edit by clicking on the “period start date.”



[illegible]

1. Delete the E003 Overtime Time & Half entry for Monday 17 June 2024.
2. Add 5 hours at E012 Overtime Plain for Wednesday 19 June 2024.
3. Amend the E336 On Call Duties cash value from £150 to £100 for Monday 17 June 2024.

To delete an entry from a timecard right click on any field within the row you wish to delete and select "Delete Row." Alternatively you can clear the values from the specific date you wish to remove.

				17-Jun-2024 - 23-Jun-2024		Monday, June 17			Tuesday, June 18			Wednesday, June 19		
Assignment Number *	Claim Type *	Override Cost Centre	Override Spinal Point	Reason for Overtime	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	
1	EB983884	E003 Overtime Time & Half		Holiday Cover										
2	E0983084	E012 Overtime Plain		Additional Workload	2:00 PM	5:00 PM								
3	EB983884	E336 On Call Duties		Call Out										
4														
5														
6														
7														
8														
9														
10														
11														
12														
Reported Hours										3 hours			0 hours	

To add an additional entry, you can simply add to an existing row by adding in the appropriate values for the relevant date if you already have an entry for that specific claim type. (See below)

[illegible]

Alternatively, if you are adding an entry for a new claim type which is not already on your timecard, simply click on a blank row filling in each field and entering the correct values for date(s) you have worked.

Example 3. Amend cash value entry for Monday 17 June 2024

To amend an existing value, you can either update the start/stop times or quantity fields with updated values. In this case as On Call Duties is a cash value field, we are looking to update the field from £150 to £100.

	Assigni Nunbe	Claim Type *	Override Cost Centre	Override Spinal Point	Reason for Overtime	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
1		E012 Overtime Plain			Additional Workload	2:00 PM	5:00 PM	3	1:00 PM	4:00 PM	3	2:00 PM	7:00 PM	5
2		E336 On Call Duties			Call Out			100						
3														
4														

Once you have made relevant changes to your timecard, please make sure to add a comment to the fields you changed so that your manager can easily see what changes have been made therefore speeding up the approval process. To do this right click on the field and select “Add Comment.”

17-Jun-2024 - 23-Jun-2024					Monday, June 17			Tuesday, June 18			Wednesday, June 19			Thursday, June 20	
Assi Nunr	Claim Type *	Override Cost Centre	Override Spinal Point	Reason for Overtime	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	St
	E012 Overtime Plain			Additional Workload	2:00 PM	5:00 PM	3	1:00 PM	4:00 PM	3	2:00 PM	7:00 PM	5		
	E336 On Call Duties			Call Out			100								
3															
1															
2															
5															
Reported Hours					3 hours			3 hours							

Add your comment, accordingly, following the format below –

Your Initials – todays date – Comment

Add comment to each updated/new field confirming the details of the change/addition.

Add Comment

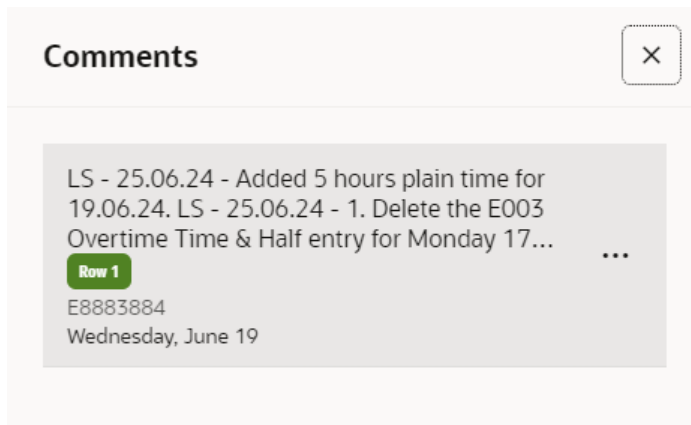
Row 1, E8883884
Wednesday, June 19

LS - 25.06.24 - Added 5 hours plain time for 19.06.24

Cancel

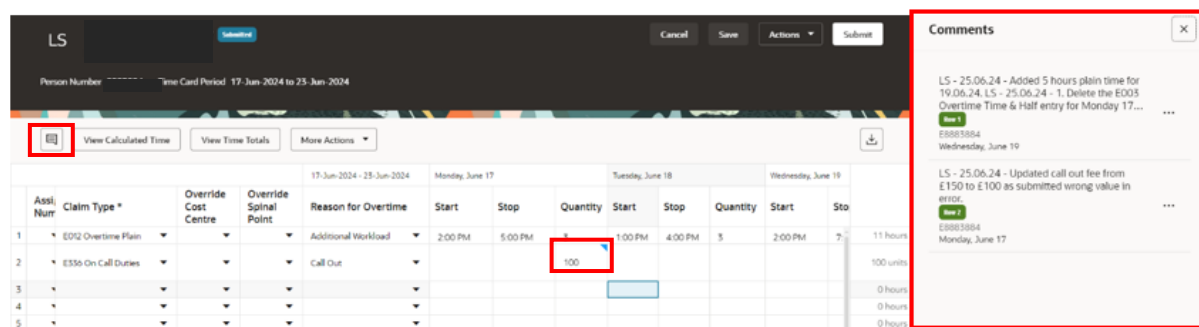
Save

Deleting rows on a timecard: - If you are deleting any full rows from a timecard, please add a comment to another field on the timesheet, noting the claim type and dates you have removed. This will assist your manager to approve the timecard by highlighting what has been changed. (See example below)



Note: – Using comments effectively

Fields with comments attached will show a small blue corner highlighted. To view all the comments made on a timecard, select the comments box at the top left side of the screen, this will show a pop-up box at the right side of the page and will contain all the comments made on the time sheet.



Each field can only have 1 comment made against it, therefore if you want to reply to a comment or add an explanation you must do this by adding to the existing comment.

This can be done by right clicking on the field with the comment and selecting “edit comment.” Add your new comment to bottom of the last comment using the format - **Initials – todays date – Comment.**

This will keep all the comments relating to the same field in the same thread and will make it easier for your manager to approve.

Once you are happy with changes you have made to your timecard, click “submit.” Your timecard will then be resubmitted to your line manager for approval.

17-Jun-2024 - 23-Jun-2024				Monday, June 17			Tuesday, June 18			Wednesday, June 19			Thursday, June 20			Friday	
Assi Num	Claim Type *	Override Cost Centre	Override Spinal Point	Reason for Overtime	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start
1	E012 Overtime Plain			Additional Workload	2:00 PM	5:00 PM	3	1:00 PM	4:00 PM	3	2:00 PM	7:00 PM	5				11 hours
2	E336 On Call Duties			Call Out			100										100 units
3																	0 hours
4																	0 hours
5																	0 hours
6																	0 hours

If you need to amend a previously approved timecard, please follow the same steps shown above. The timecard will then be resubmitted to your line manager for approval. Once approved the whole timecard will be recalculated and the system will retrospectively adjust the claim and pay you the difference (plus or minus) to your next available salary.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.