

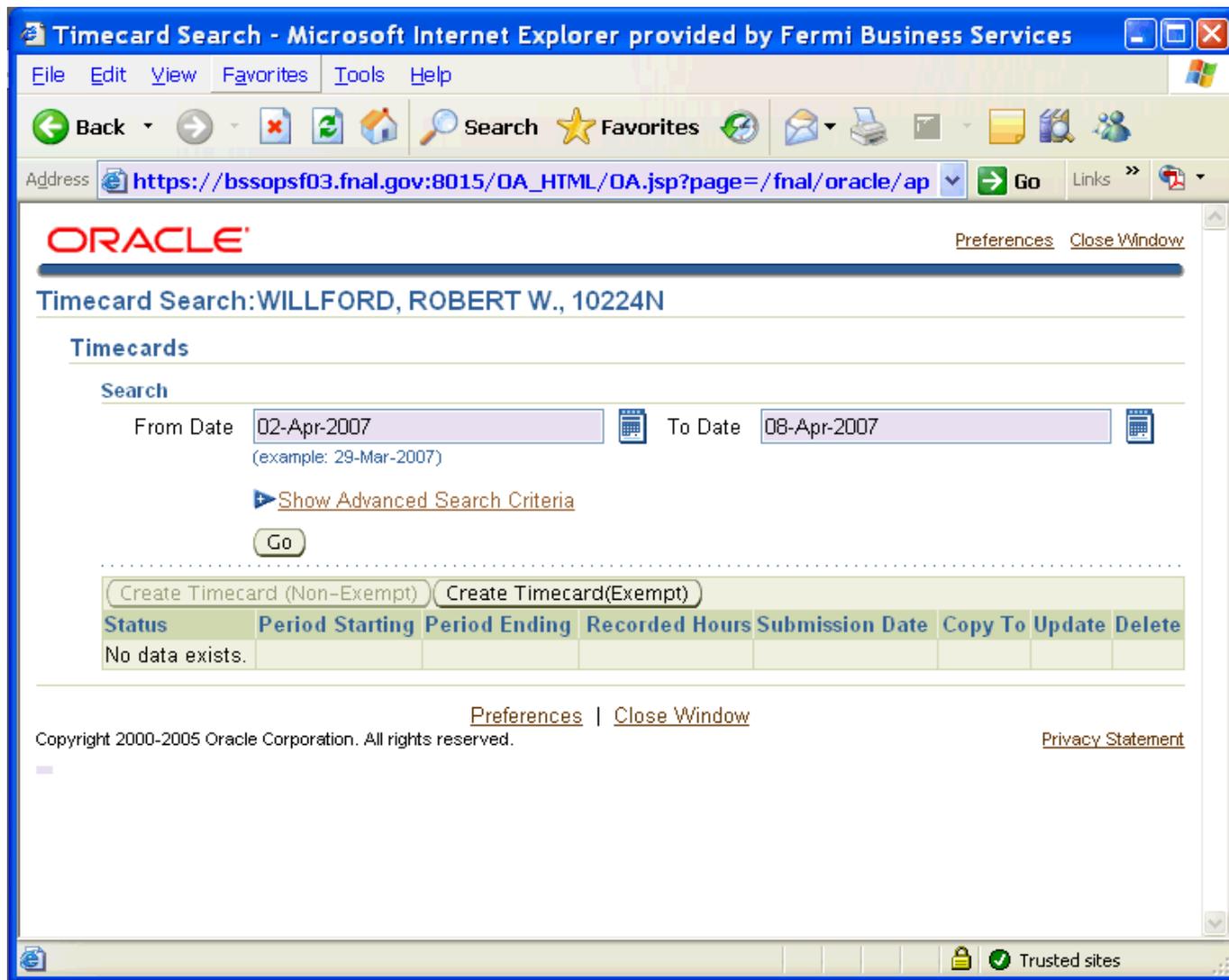
PLEASE NOTE: The Timecard is expected to be an accurate representation of the time you have actually worked.

**Per Fermilab policy effective June 15, 2009: All employees on FTL must report actual hours worked by day on a weekly basis. Employees are expected to report significant time spent on each program, project, or activity to the appropriate project/task for that work. In most situations, work of one-half hour or more would constitute significant time spent.**

You may find and read the policy in its entirety at the following web site:

<http://finance.fnal.gov/LaborCaptureandDistributionPolicyandProcedureEffectiveJune152009.pdf>

Clicking on [Timecard] will cause a window like the following sample to open:



In this window you can take the following actions:

- Search - To search for a Timecard you are either working on or have submitted, enter the date parameters in the "From Date" and "To Date" fields respectively. If necessary, additional search

criteria are available for your use.

- Create - To create a Timecard, click on the [Create Timecard (Exempt)] button.
- Update - To update a particular Timecard, click on the icon in the "Update" column for the row of the Timecard you wish to update.
- View Status
  - The status "Working" indicates that the Timecard is still in your queue and can be updated or deleted.
  - The status "Submitted" indicates that the Timecard has been sent to the Timecard approver.
  - The status "Approved" indicates that the Timecard has been submitted to a Timecard Approver who has approved it
  - The status "Rejected" indicates that the Timecard has been sent back to you by a Timecard Approver for changes.
- Copy details from one Timecard to another This functionality allows you to copy an entire time card (details / hours / units) to a future Timecard so that the details can be refined or reused in their entirety.
  - One example where this could be used is a previous vacation time card.
  - Another would be a previous Timecard containing the project and tasks that you are continuing to work on in a new period. **In this instance, it is critical that the actual hours be updated and then saved.**
  - Please watch for several possible unintended effects:
    - if you copy a Timecard from a week with a holiday, it copies the holiday to the same day of the week, which may or probably will not be appropriate.
    - If you copy a Timecard with no holiday to a week that does have a holiday, the holiday won't default in to the copied Timecard.

If you want to start a new Timecard, click on [Create a Timecard], and a window like the following will open.

Exempt Custom Timecard - Microsoft Internet Explorer provided by Fermi Business Services

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail Stop

Address: https://bssopsf03.fnal.gov:8009/OA\_HTML/OA.jsp?page=/fnal/oracle/apps/hxc/otl/webui/FNALSearchPG&\_ti=109 Go Links

**Fermilab Timecards** Home Logout Preferences

Time Entry: WILLFORD, ROBERT W., 10224N

Accrual Balance: Monday, June 18, 2007  
 As of: 0 Hours  
 Vacation Balance: 0 Hours  
 Floating Holiday Balance: 0 Hours

Default Home Task(s):  
 Project: 16 Task: 16.03.04 %: 100

Period: Monday, June 18, 2007 - Sunday, June 24, 2007

Approver Comments  
Note to Approver / Reviewer

Payroll Details Earnings / Absence Codes

Leave Type	Details	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Sun, Jun 24	Total	Del
									0.0	
Add Another Row Recalculate		0	0	0	0	0	0	0	0.0	

Effort Details

Project	Task	Activity	Description	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Sun, Jun 24	Total	Del
											0.0	0.0
Total Home Task Allocation											0.0	0.0
											0.0	0.0
Add Another Row Calculate Hrs to Units				0	0	0	0	0	0	0	0.0	0.0

I acknowledge this is a legal document and certify that this weekly electronic timesheet is complete and accurately reflects my time and effort.

Copyright © 2006, Oracle. All rights reserved. Home | Logout | Preferences

Done Trusted sites

## To Enter Your Time Daily:

There are three possible types of entries to make for each day of your Timecard:

1. Hours away from the Lab (absence)
2. Hours charged to your default Project and Task (1st row under "Effort Details")
3. Hours charged against a Project and Task other than your default (2nd and possibly more rows under "Effort Details")

The procedures for each of these types of hours will be covered in separate sections which follow.

### 1. Entering Absence Hours

When entering absence hours, use the List of Values box to select the appropriate type of absence. The screen print below shows the available selections accessed by clicking on the List of Values icon.

Exempt Custom Timecard - Microsoft Internet Explorer provided by Fermi Business Services

File Edit View Favorites Tools Help

Address [https://bssopsf02.fnal.gov:8009/OA\\_HTML/OA.jsp?page=/fnal/oracle/apps/hxc/otl/webui/FNALSearchPG&\\_ti=20987642](https://bssopsf02.fnal.gov:8009/OA_HTML/OA.jsp?page=/fnal/oracle/apps/hxc/otl/webui/FNALSearchPG&_ti=20987642) Go

Period: Monday, October 22, 2007 - Sunday, October 28, 2007

Approver Comments  
Note to Approver / Reviewer

Payroll Details Earnings / Absence Codes

Leave Type	Details	Mon, Oct 22	Tue, Oct 23	Wed, Oct 24	Thu, Oct 25	Fri, Oct 26	Sat, Oct 27	Sun, Oct 28	Total
▼	▼								
		0	0	0	0	0	0	0	0
Death In Family - Salaried									
Floating Holiday - Salaried									
Holiday - Salaried									
Jury Duty - Salaried									
Leave Without Pay - Salaried									
Military Leave Adjust - Salaried									
Other Pay - Salaried									0.0 0.0
Sick - Salaried									0.0 0.0
Vacation - Salaried									0.0 0.0
Workers Compensation - Salaried									0.0 0.0

I acknowledge this is a legal document and certify that this weekly electronic timesheet is complete and accurately reflects my time and effort.

Cancel Save for Later Save and Return to Timecard Home Continue to Review

Home | Logout | Preferences

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

**Note: Please remember that if you select 'Leave Without Pay,' you need to have exhausted your Sick Leave accrual and your Vacation accrual. Your timecard approver is prevented by Lab policy from approving your card if those conditions have not been met.**

If you need to select more than one type of absence for the week, you need to create another row to show the other type of absence. To do so, click on the [Add Another Row] button. In the example below, the employee is reporting a Sick day on Monday and a Vacation day on Thursday.

Exempt Custom Timecard - Microsoft Internet Explorer provided by Fermi Business Services

Address: [https://bssopsf02.fnal.gov:8009/OA\\_HTML/OA.jsp?page=/fnal/oracle/apps/hxc/ott/webui/FNALEx4toDyTimecardPG&Payr](https://bssopsf02.fnal.gov:8009/OA_HTML/OA.jsp?page=/fnal/oracle/apps/hxc/ott/webui/FNALEx4toDyTimecardPG&Payr)

**Fermilab Fermi Timecard** Home Logout Preferences

Time Entry: WILLFORD, ROBERT W., 10224N

**Accrual Balance:**  
 As of: Sunday, October 28, 2007  
 Vacation Balance: 100.0 Hours  
 Floating Holiday Balance: 0.0 Hours

**Default Home Task(s):**  

Project	Task	%
16	16.03.04	100

Period: Monday, October 22, 2007 - Sunday, October 28, 2007

Approver Comments  
Note to Approver / Reviewer

**Payroll Details Earnings / Absence Codes**

Leave Type	Details	Mon, Oct 22	Tue, Oct 23	Wed, Oct 24	Thu, Oct 25	Fri, Oct 26	Sat, Oct 27	Sun, Oct 28	Total
Sick - Salaried			8						8.0
Vacation - Salaried					8				8.0
Add Another Row Recalculate		8.0	0	0	0	0	0	0	0

**Effort Details**

Project	Task	Activity	Description	Mon, Oct 22	Tue, Oct 23	Wed, Oct 24	Thu, Oct 25	Fri, Oct 26	Sat, Oct 27	Sun, Oct 28	Total
				Hrs/Units	Hours/Units Del						

## 2. Entering Hours on your Home Project and Task Number

If you are charging hours only to your default Project and Task numbers, enter those numbers in the first row underneath the Effort Details area of your timecard. In the sample below, the employee is charging 8 hours on Tuesday and 8 hours on Wednesday to his Home Project and Task.

Exempt Custom Timecard - Microsoft Internet Explorer provided by Fermi Business Services

Address: https://bssopsf02.fnal.gov:8009/OA\_HTML/OA.jsp?page=/fnal/oracle/apps/hxc/otl/webui/FNALEXHoDyTimecardPG&Payr

Period: Monday, October 22, 2007 - Sunday, October 28, 2007

Approver Comments  
Note to Approver / Reviewer

Payroll Details Earnings / Absence Codes

Leave Type	Details	Mon, Oct 22	Tue, Oct 23	Wed, Oct 24	Thu, Oct 25	Fri, Oct 26	Sat, Oct 27	Sun, Oct 28	Total
Sick - Salaried		8							8
Vacation - Salaried					8				8
Add Another Row Recalculate		8.0	0	0	0	0	0	0	0

Effort Details

Project	Task	Activity	Description	Mon, Oct 22	Tue, Oct 23	Wed, Oct 24	Thu, Oct 25	Fri, Oct 26	Sat, Oct 27	Sun, Oct 28	Total	Hours	Units	Del
			Total Home Task Allocation		8	8					0.0	0.0		
											0.0	0.0		
Add Another Row Calculate Hrs to Units				0	0	0	0	0	0	0	0.0	0.0		

I acknowledge this is a legal document and certify that this weekly electronic timesheet is complete and accurately reflects my time and effort.

Cancel Save for Later Save and Return to Timecard Home Continue to Review

Home | Logout | Preferences Privacy Statement

Copyright (c) 2006, Oracle. All rights reserved.

### 3. Entering Effort Hours on a Project and Task

If you are charging hours to a Project and Task number other than your Home Project and Task number, you are "reporting effort." To report your effort, you need to enter the Project and Task number against which your effort is to be reported. There are two ways to do that:

A.) If you know the Project and Task number, you may enter those numbers directly in the respective fields. (In the sample below, the employee has entered 8 hours for Thursday against Project #16 and Task #16.03.04.)

Exempt Custom Timecard - Microsoft Internet Explorer provided by Fermi Business Services

Address: [https://bssopsf02.fnal.gov:8009/DA\\_HTML/DA.jsp?page=/fnal/oracle/apps/hxc/otl/webui/FNAExHoDyTimecardPG&Payr](https://bssopsf02.fnal.gov:8009/DA_HTML/DA.jsp?page=/fnal/oracle/apps/hxc/otl/webui/FNAExHoDyTimecardPG&Payr)

**Approver Comments**  
Note to Approver / Reviewer

**Payroll Details Earnings / Absence Codes**

Leave Type	Details	Mon, Oct 22	Tue, Oct 23	Wed, Oct 24	Thu, Oct 25	Fri, Oct 26	Sat, Oct 27	Sun, Oct 28	Total
Sick - Salaried		8							8
Vacation - Salaried					8				8
Add Another Row Recalculate		8.0	0	0	8.0	0	0	0	16.0

**Effort Details**

Project	Task	Activity	Description	Mon, Oct 22	Tue, Oct 23	Wed, Oct 24	Thu, Oct 25	Fri, Oct 26	Sat, Oct 27	Sun, Oct 28	Total	Hours	Units	Del
Total Home Task Allocation					8	8					16.0	24.0		
16	16.03.04		Training and Admin.				8				8.0	8.0		
Add Another Row Calculate Hrs to Units				0	8.0	8.0	0	0	0	0	16.0	24.0		

I acknowledge this is a legal document and certify that this weekly electronic timesheet is complete and accurately reflects my time and effort.

Cancel Save for Later Save and Return to Timecard Home Continue to Review

Home | Logout | Preferences

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

B) If you are not sure of the Project or the Task number, you can use the Search function by clicking on the flashlight icon to the right of the Project number field and the Task number field. Doing this will cause a Search window like the ones pictured below to open and allow you to make your selection.

Search and Select List of Values - Microsoft Internet Explorer provided by Fermi Business Services

**Search and Select: Projects**

Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Projectnumber [ ] Go

**Results**

Select	Quick Select	Projectnumber	ProjectName
		No search conducted.	

Cancel Select

You will need to select and enter a Project number before the Search feature for the Task number field will respond. In the sample below, the employee has selected, the Project number "10." The search window pictured below is based on that selection. (Note that entering a '%' in the Search field causes all of the available task numbers for Project #10 to be retrieved.)

Search and Select List of Values - Microsoft Internet Explorer provided by Fermi Business Ser...

### Search and Select: Tasks

Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Tasknumber % Go

**Results**

Previous 1-10 Next 10

Select	Quick Select	Tasknumber	TaskName	ProjectNumber
<input type="radio"/>		10.01.01	Executive Direction	10
<input type="radio"/>		10.01.02	Admin Support	10
<input type="radio"/>		10.01.03	Internal Audit	10
<input type="radio"/>		10.01.04	Project Oversight	10
<input type="radio"/>		10.01.05	Computer Supplies	10
<input type="radio"/>		10.01.06	Legal Office	10
<input type="radio"/>		10.01.07	OQBP	10
<input type="radio"/>		10.02.01	Public Affairs	10
<input type="radio"/>		10.02.02	Public Exhibits	10
<input type="radio"/>		10.02.04	SYMMETRY MAGAZINE	10

Previous 1-10 Next 10

Cancel Select

Trusted sites

If there are more entries than can be contained in the window, there are links to allow you to navigate between windows: 'Next 10' and 'Previous 10.'

To select and enter a Task number, click on the 'Quick Select' icon to the left of the Task number. This will cause that task number to be placed in the appropriate field. In the sample below, the employee has selected '10.02.04.'

**Payroll Details Earnings / Absence Codes**

Leave Type	Details	Mon, Oct 22	Tue, Oct 23	Wed, Oct 24	Thu, Oct 25	Fri, Oct 26	Sat, Oct 27	Sun, Oct 28	Total
Sick - Salaried		0							
Vacation - Salaried					8				
Add Another Row		8.0	0	0	8.0	0	0	0	0.16

**Effort Details**

Project	Task	Activity	Description	Mon, Oct 22	Tue, Oct 23	Wed, Oct 24	Thu, Oct 25	Fri, Oct 26	Sat, Oct 27	Sun, Oct 28	Total Hours	Total Units
Total Home Task Allocation					8	8					16.0	16.0
16	16.03.04		Training and Admin.				8				8.0	8.0
10	10.02.04		SYMMETRY MAGAZINE								0.0	0.0
Add Another Row				0	8.0	8.0	8.0	0	0	0	24.0	24.0

I acknowledge this is a legal document and certify that this weekly electronic timesheet is complete and accurately reflects my time and effort.

[Home](#) | [Logout](#) | [Preferences](#)

Copyright (c) 2006, Dracb. Allrights reserved. [Privacy Statement](#)

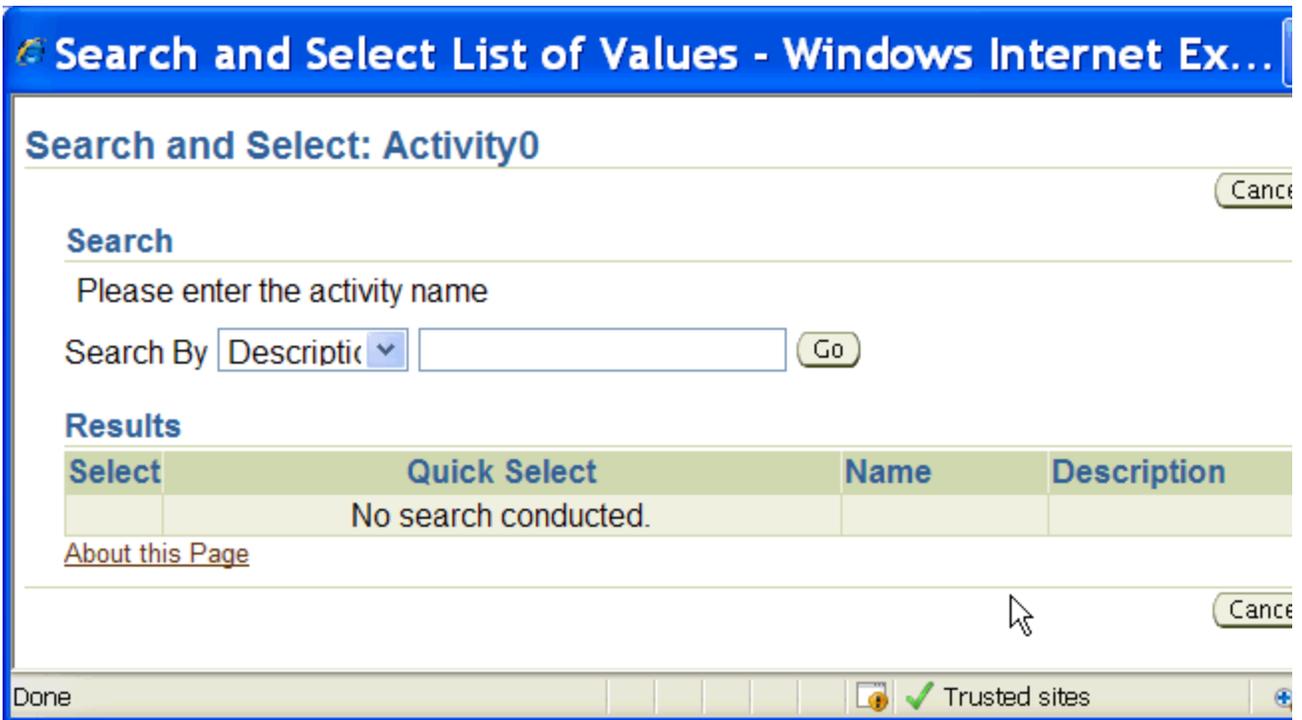
Enter the appropriate number of hours in the respective field. If you charged more than one Effort Task Number (not your default), then click on the [Add Another Row] button. Next, enter the appropriate number of hours in that field for the day.

Click the [Save for Later] button at the lower part of the Timecard. This allows you to enter time each day, until you are ready to submit it to the Approver.

#### 4. Entering Effort Hours on an Activity

If you are charging hours to an Activity, rather than a Project and Task number, that is also considered to be "reporting effort." To report your effort, you need to enter the Activity Name against which your effort is to be reported. Following is the procedure for doing so.

Use the Search function by clicking on the flashlight icon to the right of the Activity field. Doing this will cause a Search window like the one pictured below to open and allow you to make your selection.



In order to reduce the number of possible entries which are returned for your selection, you will need to enter at least a portion of the text which comprises the name of the activity. If the portion of text occurs in the midst of other text, you need to use the '%' sign as a wildcard character. In the screen print below, the user has specified tasks that have the word 'MISCOMP' as part of their name by entering '%MISCOMP%' in the search field. If you want to return all the possible entries that are available to you, enter a '%' by itself in the Search field.

## Search and Select: Activity0

### Search

Please enter the activity name

Search By

### Results

Select	Quick Select	Name	Description
<input type="radio"/>		DBI / DB Admin / Database general support Infrastructure / MISCOMP	DATABASES & INFO MANAGEM Administration / Database genera Infrastructure / MISCOMP
<input type="radio"/>		DBI / DB Admin / Systems general support; Infrastructure / MISCOMP	DATABASES & INFO MANAGEM Administration / Systems general Infrastructure / MISCOMP
<input type="radio"/>		DBI / Info. Sys. / MISCOMP Daily Support	DATABASES & INFO MANAGEM Systems / MISCOMP Daily Supp
<input type="radio"/>		DBI / Info. Sys. / MISCOMP Development	DATABASES & INFO MANAGEM Systems / MISCOMP Developme
<input type="radio"/>		SCI DB &APPS / DB Admin / Database Oracle 10 Upgrades Infrastructure (miscomp)	SCIENTIFIC DATABASES & APF Database Administration / Databa Upgrades Infrastructure (miscomp)
<input type="radio"/>		SCI DB &APPS / DB Admin / DB Infrastructure (miscomp)	SCIENTIFIC DATABASES & APF Database Administration / Databa Infrastructure (miscomp)

Trusted sites

If there are more entries than can be contained in the window, there are links to allow you to navigate between windows: 'Next 10' and 'Previous 10.'

To select and enter an Activity, click on the 'Quick Select' icon to the left of the Task number. This will cause that task number to be placed in the appropriate field. In the sample below, the employee has selected 'DBI/Info. Sys./MISCOMP Development.'

## Effort Details

				Mon, May 25	Tue, May 26	Wed, May 27	Thu, May 28	Fri, M 29
Project	Task	Activity	Description	Hrs/Units	Hrs/Units	Hrs/Units	Hrs/Units	Hrs/Units
Total Home Task Allocation								
		DBI / Info	DBI / Info. Sys. / MISCOMP Development					
Add Another Row		Calculate Hrs to Units		0	0	0	0	0

I acknowledge this is a legal document and certify that this weekly

Enter the appropriate number of hours in the respective field. If you charged more than one Activity, then click on the [Add Another Row] button. Follow the same procedure as above for selecting the Activity, and enter the appropriate number of hours in that field for the day.

Click the [Save for Later] button at the lower part of the Timecard. This allows you to enter time each day, until you are ready to submit it to the Approver.

### When you log in the next day:

1. Click on [Timecard] which will open the **Timecard Search** screen (pictured below).

Timecard Search - Microsoft Internet Explorer provided by Fermi Business Services

File Edit View Favorites Tools Help

Address [https://bssopsf03.fnal.gov:8009/OA\\_HTML/RF.jsp?function\\_id=1018629&request\\_id=501999&timecard\\_id=809&security\\_id=809&security\\_id=809](https://bssopsf03.fnal.gov:8009/OA_HTML/RF.jsp?function_id=1018629&request_id=501999&timecard_id=809&security_id=809&security_id=809) Go Links

**Fermilab** Timecards [Home](#) [Logout](#) [Preferences](#)

Timecard Search: WILLFORD, ROBERT W., 10224N

Timecards

Search

From Date  To Date

[Show Advanced Search Criteria](#)

Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Copy To	Update	Delete	Details
Working	18-Jun-2007	24-Jun-2007	8					

[Home](#) | [Logout](#) | [Preferences](#) [Privacy Statement](#)

Copyright © 2006, Oak Ridge. All rights reserved.

Trusted sites

2. Click [Update]  which will open the **Timecard Information** screen.
  3. Add your time and effort information as needed, following the procedures detailed above.
  4. When you have finished your entries, click [Save for Later].
  5. Repeat the above procedure until you are ready to submit your Timecard at the end of the week.
1. When you are ready to submit your Timecard for approval, click on the [Continue to Review] button. This will open a window summarizing the details of your Timecard (sample below).

Review - Microsoft Internet Explorer provided by Fermi Business Services

Address: [https://bssopsf03.fnal.gov:8009/OA\\_HTML/OA.jsp?page=/fnal/oracle/apps/hxc/otl/webui/FNALExHoDyTimecardPG](https://bssopsf03.fnal.gov:8009/OA_HTML/OA.jsp?page=/fnal/oracle/apps/hxc/otl/webui/FNALExHoDyTimecardPG)

**Fermilab Timecards**

Review: WILLFORD, ROBERT W., 10224N

Week Starting **Monday, June 18 2007**

Comments

PayrollDetails

Hours Type	Details	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Sun, Jun 24	Total
Vacation - Salaried		2.0							2.0
<b>Total</b>		<b>2.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2.0</b>

PayrollSummary

Earnings Code	Mon, Jun 18	Tue, Jun 19	Wed, Jun 20	Thu, Jun 21	Fri, Jun 22	Sat, Jun 23	Sun, Jun 24	Total
Absence Earning	2.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0
<b>Total</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2.0</b>

Home Task Details

Project	Task	Total Units	Total Hours
16	16.03.04	36.0	36.0
<b>Total</b>		<b>36.0</b>	<b>36.0</b>

EffortDetails

Project	Task	Activity	Description	Total Units	Total Hours
16	16.99.01		OTL Clearing Task	2.0	2.0
<b>Total</b>				<b>2.0</b>	<b>2.0</b>

Return To Timecard Search

Home | Logout | Preferences

Copyright © 2006, Oracle. All rights reserved.

.If you are satisfied with the accuracy of your input and want to submit your card with no further input or modifications, then click on the [Continue] button.

## Modifying your Timecard

There could be occasions when your Timecard needs to be modified--types of absence, tasks charged, days worked, etc. Depending on what status the Timecard is in, the process of modifying your original entries will vary slightly. Following is a summary of the necessary steps to modify your Timecard entries depending on its status:

STATUS	EDIT PROCEDURE
Working	 <ol style="list-style-type: none"> <li>1. Click on the 'update' icon (  ) in the same row as the Timecard period you wish to modify.</li> <li>2. When the Timecard opens, make the necessary changes and re-save it (if you are not finished with your changes) or submit it (if you are finished with your changes).</li> </ol> <p>N.B.: You may delete single day entries or whole rows, if appropriate, when the card is in this status.</p>
Submitted	

	<p style="text-align: center;"></p> <ol style="list-style-type: none"> <li>1. Click on the 'update' icon (  ) in the same row as the Timecard period you wish to modify.</li> <li>2. When the Timecard opens, make the necessary changes and re-save it (if you are not finished with your changes) or submit it (if you are finished with your changes).</li> </ol> <p>N.B.: You may delete single day entries or whole rows, if appropriate, when the card is in this status.</p>
<p>Approved (not yet processed by Payroll)</p>	<p style="text-align: center;"></p> <ol style="list-style-type: none"> <li>1. Click on the 'update' icon (  ) in the same row as the Timecard period you wish to modify.</li> <li>2. When the Timecard opens, make the necessary changes and re-save it (if you are not finished with your changes) or submit it (if you are finished with your changes).</li> </ol> <p>N.B.: You may delete single day entries or whole rows, if appropriate, when the card is in this status.</p>
<p>Approved (processed by Payroll)</p>	<p style="text-align: center;"></p> <ol style="list-style-type: none"> <li>1. Click on the 'update' icon (  ) in the same row as the Timecard period you wish to modify.</li> <li>2. When the Timecard opens, make the necessary changes and re-save it (if you are not finished with your changes) or submit it (if you are finished with your changes).</li> </ol> <p><b>N.B.: You may NOT delete single day entries or whole rows when the card is in this status. Instead of deleting the row or the field, you need to substitute a "0" wherever you currently find a value you want to delete. Then enter the appropriate value in the appropriate field.</b></p> <p>Currently, the only way to determine whether your card has been processed by Payroll or not is to delete the value(s). If the card has been not been processed yet, you will be able to save your changes and proceed to the following step. If the card has been processed, you will get an error message like the following:</p> <div data-bbox="289 1327 1166 1440" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p> <b>Error</b> You may not delete this timecard. Use zero to delete individual entries within the Timecard.</p> </div> <p>and you will need to enter "0" as described above. This condition only occurs when you are changing an entry from a value to zero. Changing from one value to another is allowed.</p>

Please remember that whenever you change the entries on a timecard that has previously been submitted or approved, that timecard is automatically changed back to "Working" status and needs to be resubmitted for approval.

To satisfy reporting requirements, your timecard approver needs to know the entries that have been changed and the reason why they were changed. You need to provide this information in the "Comments" section of the timecard, which is located in the upper left portion of the screen (screen print below).

Period

Monday, September 08, 2008 - Sunday, September 14, 2008



**Approver Comments**

**Note to Approver / Reviewer**

**Book:** Oracle Time and Labor

**Chapter:** 10-Entering Time in OTL

**Section:** -Entering Time as an Exempt Employee

**Topic#:** 30019250

**Owner:** Bob Willford

**Version:** 5 (Last Updated: 06/01/2009)