# Oracle Timecards

## Who Is Required to Use Oracle?

- All Classified (hourly) Employees

  - Teachers, Professional/Technical and Administrators are not required to report work hours

- All part-time hourly employees

- Many employees on Agreements for Services

  - Classified employees on Agreement for Services paid an hourly or daily rate should use Oracle

  - Contracted teachers with an Agreement for Services will NOT use Oracle

# Oracle Timecards

## Weekly Timecard Cycle

- Friday

  - Employee fills out timecard for that week. Deadline: Monday at noon

- Monday

  - Approvals done by Supervisors and account code approvers

- Wednesday

  - If timecards are not approved by the designated approver (normally the principal or an employee with Worklist access for that approver) by the end of the workday on Wednesday of each week, then they are automatically approved.
  - Please be sure that all approvals are completed by the end of work on Wednesday.
  - Obviously we don't want timecards to be auto-approved as it is important for someone on site to verify the absences, etc.
  - On the other hand, we don't want payroll to be held up when approvals are not done in a timely fashion. That is why there is the auto-approval process on Wednesday night.

# Oracle Timecards

## What if I Don't Enter a Timecard?

• Any non-contract hours, hours over contract or overtime won't be paid

• E-mail from Payroll will remind you of your legal responsibility

•Continued failure to enter timecard could result in disciplinary action

# Oracle Timecards

## Overtime

**Overtime** Calculated automatically

• Hours worked over 40 per week will be paid time and a half

• The Deposit Advice will look slightly different

| Earnings Type | Hours | Rate | Total |
|---|---|---|---|
| Earnings 1 | 50 | 12.00 | $600.00 |
| SUBTOTAL | | | $600.00 |
| OT Premium | 10 | 6.00 | $60.00 |
| TOTAL | | | $660.00 |

Same as:
40X12(rate)=480 + 10X18(time and a half)=180
$660 Total

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## Overtime

### Overtime

- Calculated automatically

- Excluded from Overtime Calculation:
    - Extra Duty – Flat Hourly Rate
    - Holidays and snow days
    - All types of leave (Vacation, Sick, Special, etc.)
    - Agreements for Services set up as NOT OT eligible

# Oracle Timecards

Hours over Contract

**Hours over Contract**

• Oracle compares scheduled hours for each week vs. the following types of time:

- Contract Hours (from OTL) – but NOT Additional Hours
- Holiday and snow days
- Leave (from Aesop)

• Calculated automatically when data is transferred from Timecards to Payroll module

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# Tech Support

- **Contract Hours** will be the Hours Type in most cases
- If you need another Hours Type besides **Contract Hours** , check with Helpdesk ext. 28203.
- Problems with User Name and/or Password, check with Helpdesk ext. 28203.
- Other issues, check with your department or school secretary or tech facilitator, or your supervisor.
- Errors on timecards that have already been approved must be rectified through Payroll, Finance.