Oracle Timecards - About Approvals

- Each row creates a separate approval process.
- Certain types of time approved by supervisors, others by account code budget authority.
- Timecard is not approved until all lines are approved.
- Approvers can only Approve, Reject or Reassign. They cannot modify a timecard.
- Approvers can grant access to their Worklist to others.
- Although approvals can be done either inside Oracle or through E-mail, the process is quicker inside Oracle.

1. Log into Oracle
2. Click on APS Self Service Time responsibility
3. Click on Approval Worklist
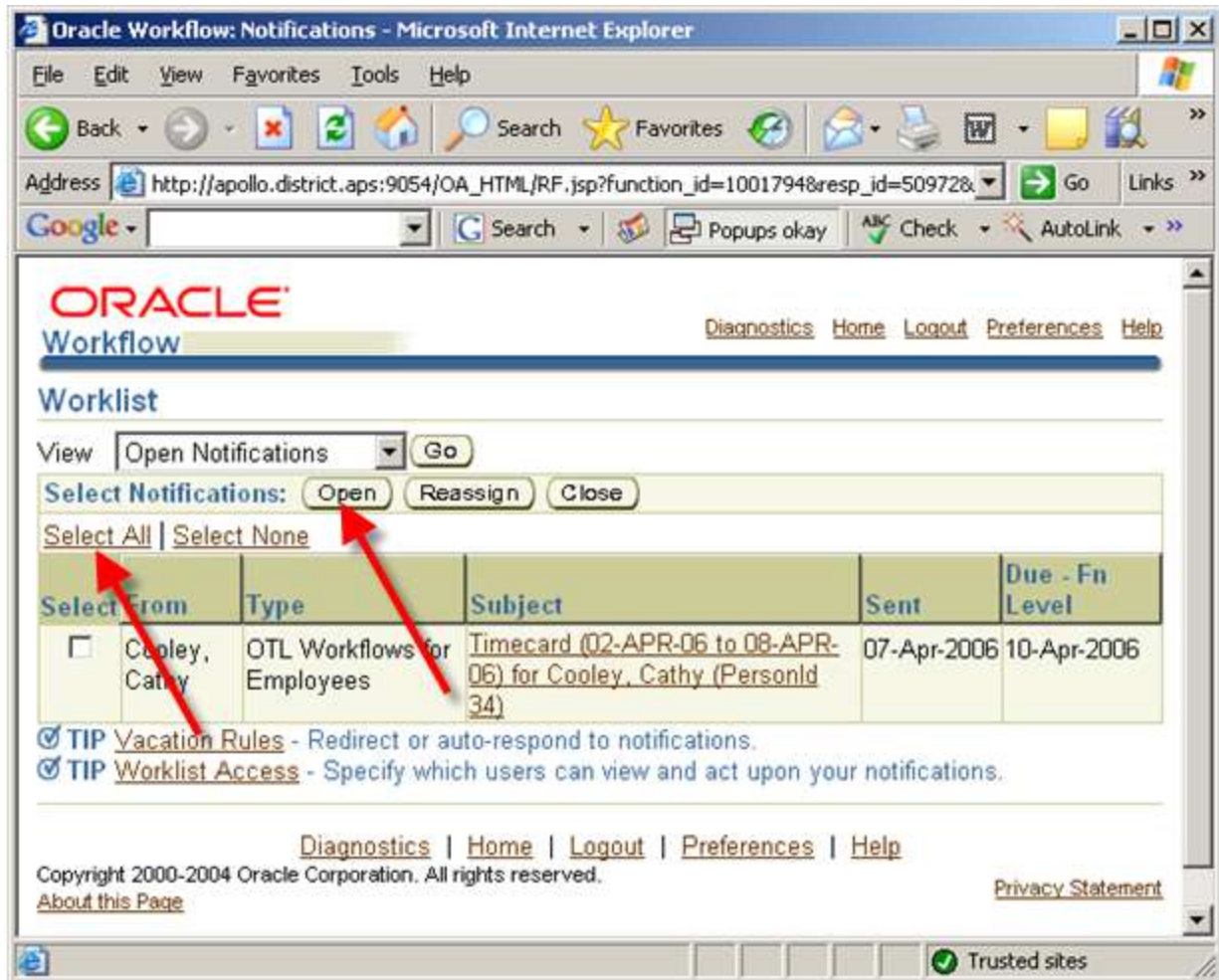
1. To open a single timecard, click on "Subject" link
2. HINT: If you have multiple timecards to approve, click "Select All", then "Open" and approvals will go more quickly!
3. **PLEASE pay careful attention to work hours, leave hours, sub pay, etc.**
   Approve work hours only when you know the work was done.
   Approve leave hours only when you know the employee was absent.

   It is best to have a log of who is in your building each day, employees and subs. You can use that log at the time of approving Oracle timecards.

   Your daily report from Aesop can be used as the log.

   For absences longer than 10 days, be sure that the employee has contacted the HR Extended Leave office.
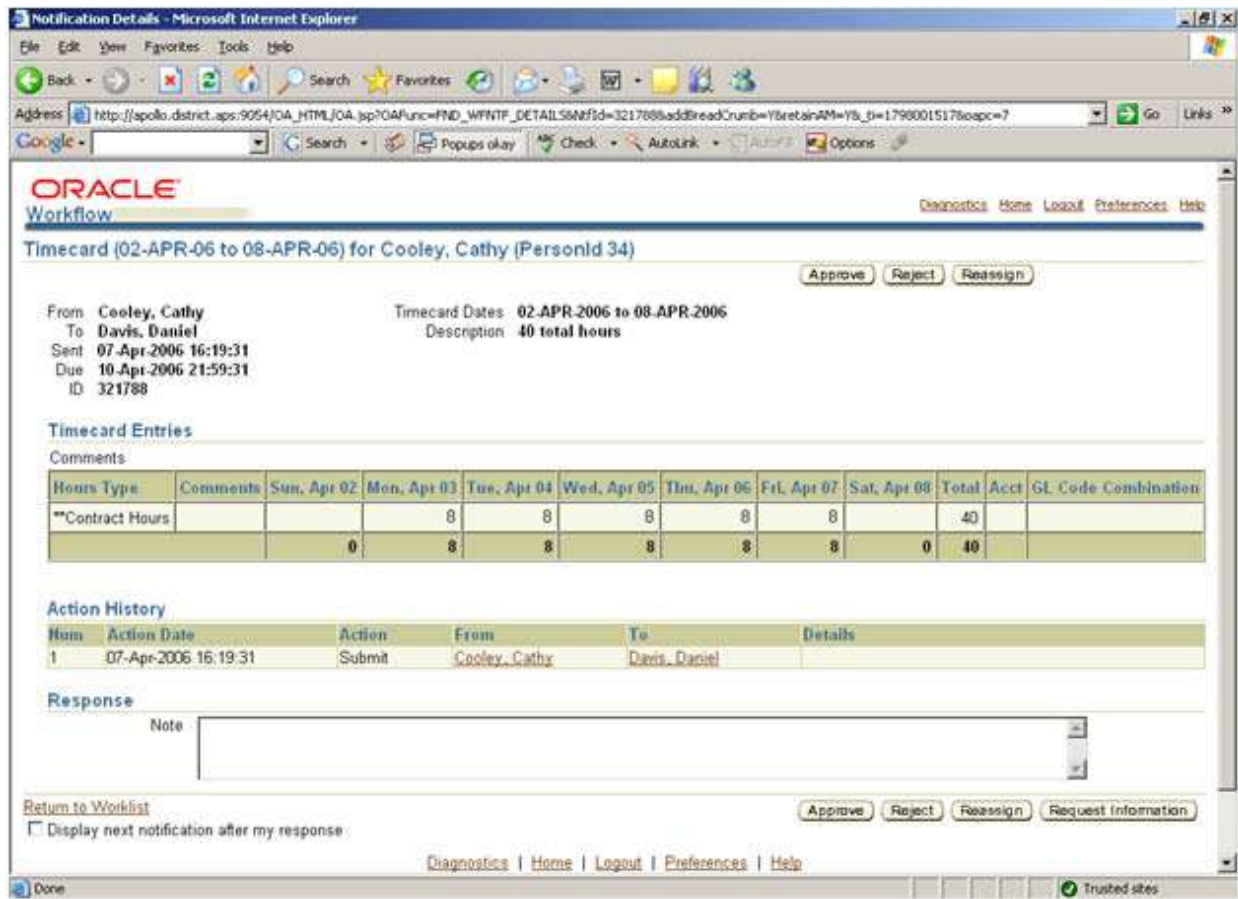
1. APPROVAL
   If all time entered is correct, click Approve.
   PLEASE pay careful attention to work hours, leave hours, sub pay, etc.
An employee might accidentally enter work hours on a leave row. If you approve this, the leave might be converted to Leave without Pay. If an entire week is listed on a leave row, be certain the employee was actually absent all week.

2. REJECTION
   If there is an error, click Reject.
   ALWAYS add a Note explaining the rejection.
   a. A classified employee will need to update (correct) the timecard and resubmit for approval.
   b. For licensed, administrative/professional technical and substitute employees, you must alert Finance Payroll and Human Resources Compensation about the rejection. They will need to correct the timecard and resubmit for the employee.

IF TIMECARD IS APPROVED IN ERROR
OR
IF TIME NEEDS TO BE REPORTED THAT WAS NOT INCLUDED ON A TIMECARD:
An e-mail must be sent to HR Compensation (Daisy Leday) and Finance Payroll (Nan Hemme) including the dates, hours, type of work or leave, account code if needed, reason for change or addition. The e-mail must NOT come directly from the employee. It MUST come from the supervisor or the supervisor's assistant/secretary with a copy sent to the supervisor.