

Oracle Timecards

About Approvals

- Each detail line 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 Request Information. **They cannot modify a timecard.**
- Approvers can reassign timecards or 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.

Oracle Timecards

Approvals in Oracle



- Log into Oracle, click on APS Self Service Time responsibility
- Click on **Approval Worklist**

Oracle Timecards

Applications Approvals

The screenshot shows the Oracle Workflow: Notifications page. The browser title is "Oracle Workflow: Notifications - Microsoft Internet Explorer". The address bar shows the URL: http://apollo.district.aps:9054/OA_HTML/RF.jsp?function_id=1001794&resp_id=50972&. The page content includes the Oracle logo, a "Workflow" header, and a "Worklist" section. The "View" dropdown is set to "Open Notifications". Below the dropdown are buttons for "Open", "Reassign", and "Close". The "Select Notifications:" section has "Select All" and "Select None" links. A table with one row is displayed:

Select	From	Type	Subject	Sent	Due - Fn Level
<input type="checkbox"/>	Cooley, Cathy	OTL Workflows for Employees	Timecard (02-APR-06 to 08-APR-06) for Cooley, Cathy (PersonId 34)	07-Apr-2006	10-Apr-2006

Below the table are two tips:

- TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
- TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

The footer contains navigation links: [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#). Copyright information: Copyright 2000-2004 Oracle Corporation. All rights reserved. A [Privacy Statement](#) link is also present.

- To open a single timecard, click on "Subject" link
 - HINT: If you have multiple timecards to approve, click "Select All", then "Open" and approvals will go more quickly!

Applications Approvals

ORACLE
Workflow

Timecard (02-APR-06 to 08-APR-06) for Cooley, Cathy (PersonId 34)

From: Cooley, Cathy
To: Davis, Daniel
Sent: 07-Apr-2006 16:19:31
Due: 10-Apr-2006 21:59:31
ID: 321788

Timecard Dates: 02-APR-2006 to 08-APR-2006
Description: 40 total hours

Approve Reject Reassign Request Information

Timecard Entries

Comments

Hours Type	Comments	Sun, Apr 02	Mon, Apr 03	Tue, Apr 04	Wed, Apr 05	Thu, Apr 06	Fri, Apr 07	Sat, Apr 08	Total	Acct	GL Code Combination
**Contract Hours			8	8	8	8	8		40		
		0	8	8	8	8	8	0	40		

Action History

Num	Action Date	Action	From	To	Details
1	07-Apr-2006 16:19:31	Submit	Cooley, Cathy	Davis, Daniel	

Response

Note

Return to Worklist

Display next notification after my response

Approve Reject Reassign Request Information

Diagnostics | Home | Logout | Preferences | Help

- Click Approve or Reject.
- If all time entered is correct, click **Approve**.
- **PLEASE pay careful attention to work hours, leave hours, sub pay, etc.**
- If there is an error, click **Reject**.
- **ALWAYS** add a Note explaining the rejection.
 - The employee will need to update (correct) the timecard and resubmit for approval.