

Merit Weekly Timecard At-a-Glance

Welcome to Oracle E-Business Suite
Enter your username and password to login
*Indicates Required Field

ORACLE E-Business Suite Home

Applications

- Supervisor Self Service
- UNI Employee Self Service**
- UNI VAX Allow User
- VP_Admin_Finance

UNI Employee Self Service

- Personal Information
- W-4 Form Employee With
- Allowances
- Payslip
- Timecard

Assignment Athletics Administration Office Coordinator I

Timecard Period July 11, 2004 - July 17, 2004

Salary Basis Hourly Paid Salary

Assignment Athletics Administration Office Coordinator I

Timecard Period December 28, 2003 - January 03, 2004

Go Cancel

Line#	Hours Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Actions
New	Regular		8.0	8.0	8.0	4.0	4.5		32.5	Delete
New	Vacation					4.0			4.0	Delete
New	Emergency Leave						3.5		3.5	Delete
Add a Row		0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0	
Hours Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Actions	

Save and Review for Submission Cancel Save For Later Print Timecard View Comments/History Delete

1	Enter My UNIVERSE, click e-Business Login Login with Username and Password	6	Click "Add a Row " and select Hours Type; enter hours and tenths (for example 3.5)
2	Click "UNI Employee Self Service"	7	Click "Add a Row" to enter another Hours Type
3	Click "Timecard"	8	Click "Save for Later" to save an incomplete timecard
4	Click "New Timecard" icon to create a new timecard or Click the "Open" icon to update a Working timecard	9	Click "Save and Review for Submission" to review a completed timecard
5	Select Assignment and Timecard Period, then click "Go"		Click "Submit" to forward timecard for approval