

P&S Hourly Timecard At-a-Glance

The screenshot displays the Oracle E-Business Suite interface for entering a timecard. Key elements include:

- 1:** Login fields for Username and Password.
- 2:** "UNI Employee Self Service" link in the Applications menu.
- 3:** "Timecard" link in the UNI Employee Self Service sub-menu.
- 4:** "New Timecard" icon in the top navigation bar.
- 5:** "Assignment" and "Timecard Period" dropdown menus.
- 6:** "Add a Row" button and "Hours Type" dropdown in the timecard table.
- 7:** "Add a Row" button below the table.
- 8:** "Save for Later" button at the bottom of the form.
- 9:** "Save and Review for Submission" button at the bottom of the form.

Line#	Hours Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Actions
New	Regular		8.0	8	8	4	4.5		32.5	Delete
New	Comp Time Used					4			4.0	Delete
New	Excused Duty						3.5		0.0	Delete
			8.0	8.0	8.0	8.0	4.5	0.0	36.5	

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