

P&S Hourly Timecard At-a-Glance

The screenshot shows the Oracle E-Business Suite interface. It includes a login box (1) with fields for Username and Password. A navigation menu (2, 3, 4) contains icons for Home, Search, Timecard List, New Timecard, Logoff, and Help. A selection box (5) allows choosing an Assignment (University Marketing & Public Relations Program Assistant) and a Timecard Period (September 12, 2004 - September 18, 2004). A table (6, 7, 8) for entering hours has columns for days of the week and a Total column. The table contains three rows: Regular (8.0, 8.0, 8.0, 4.0, 4.5, 0.0, 32.5), Comp Time Used (0.0, 0.0, 0.0, 4.0, 0.0, 0.0, 4.0), and Excused Duty (0.0, 0.0, 0.0, 0.0, 3.5, 0.0, 3.5). A 'Save and Review for Submission' button (9) is at the bottom. The UNI MEMPHIS logo is on the right.

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