

# Approving Timecards At-a-Glance



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The screenshot shows the Oracle E-Business Suite interface. It includes a login screen (1), a navigation menu (2), a notification list (3), a detailed timecard view (4), a timecard report table (5), an approval history table (6), and a workflow summary (7).

| Row | Hours Type | Sun<br>04-Jul | Mon<br>05-Jul | Tues<br>06-Jul | Wed<br>07-Jul | Thurs<br>08-Jul | Fri<br>09-Jul | Sat<br>10-Jul |
|-----|------------|---------------|---------------|----------------|---------------|-----------------|---------------|---------------|
| 1   | Holiday    | 0.0           | 8.0           | 0.0            | 0.0           | 0.0             | 0.0           | 0.0           |
| 2   | Regular    | 0.0           | 0.0           | 8.0            | 8.0           | 8.0             | 0.0           | 0.0           |
| 3   | Vacation   | 0.0           | 0.0           | 0.0            | 0.0           | 0.0             | 8.0           | 0.0           |

| Hours Type | Total Hours |
|------------|-------------|
| Holiday    | 8.0         |
| Regular    | 24.0        |
| Vacation   | 8.0         |

|                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1 Login with Username and Password</p>                                                                                                                                                              | <p>5 Review Timecard report for accuracy; Click the browser green back arrow to return to the Approval screen</p>                                                                                                                                                                                   |
| <p>2 Click "UNI Workflow User" to display Notifications</p>                                                                                                                                            | <p>6 Click an action button at the top or bottom of the screen (Approve, Reject, or Delegate)<br/> <b>Approve</b> - timecard will route to Payroll for payment<br/> <b>Reject</b> - timecard will return to employee<br/> <b>Delegate</b> - timecard will route to person designated to approve</p> |
| <p>3 Click the underlined "Subject" to display one Notification<br/>           Or click "Select All" and then "Open" to display all<br/>           Or check specific Notifications and then "Open"</p> |                                                                                                                                                                                                                                                                                                     |
| <p>4 To review time entries click text "Click Here to Review the Timecard"</p>                                                                                                                         | <p>7 After clicking an action button for each approval notification, you will be taken to the main Workflow screen</p>                                                                                                                                                                              |