Student Employee Timesheet Submission
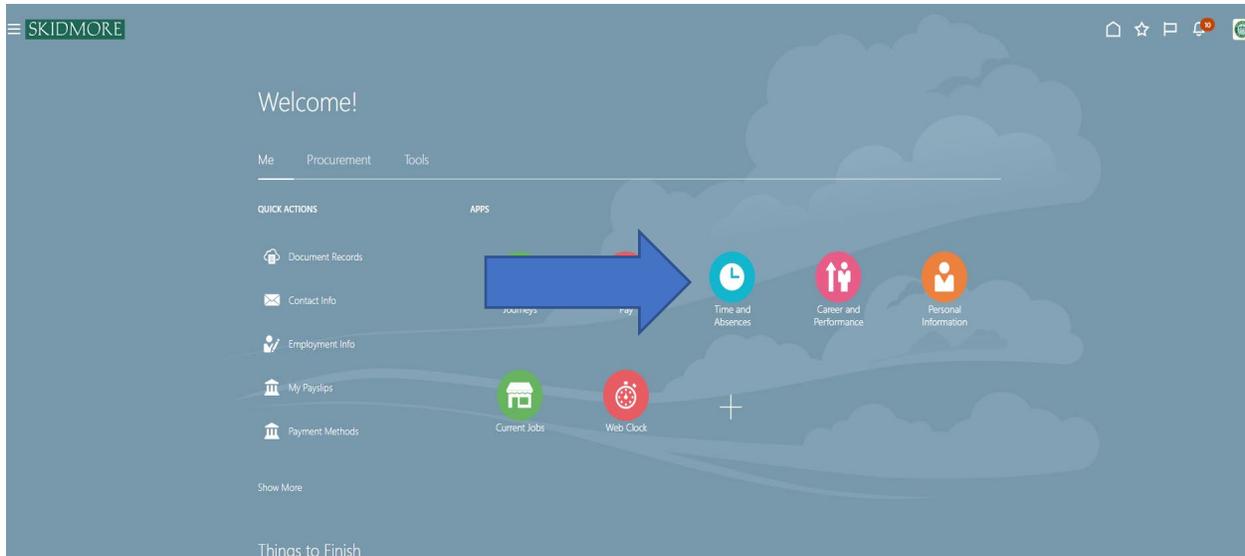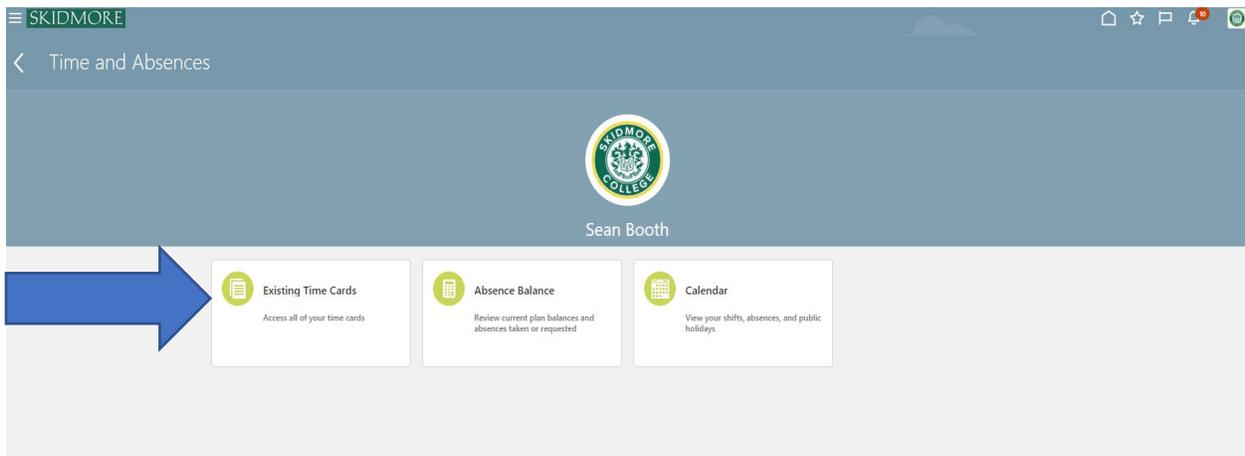
Go into your Okta/Oracle account and click on your Oracle tile.
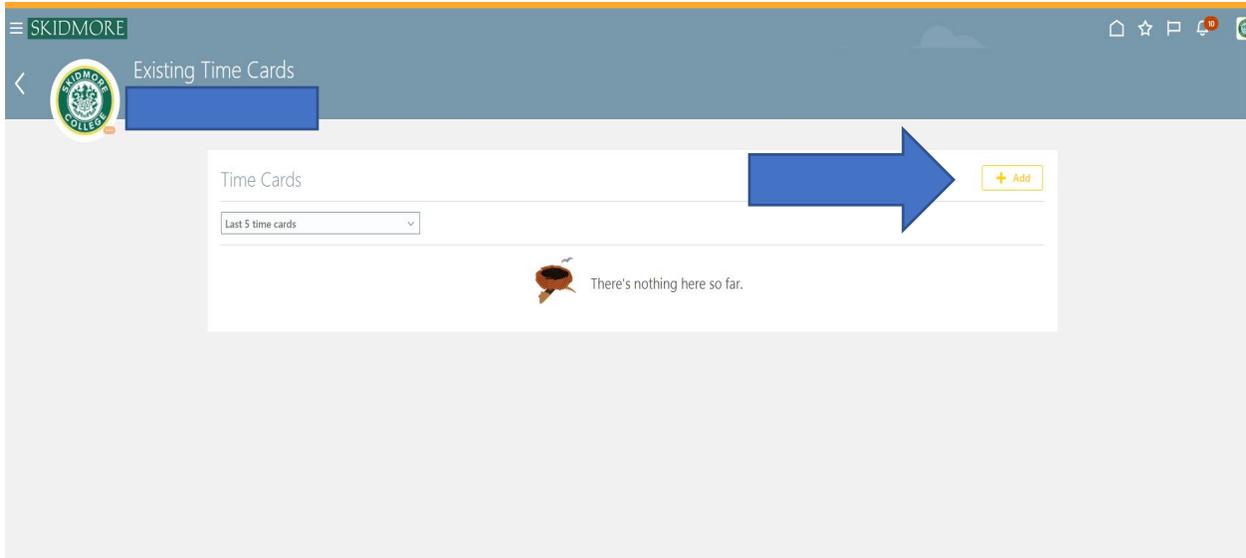
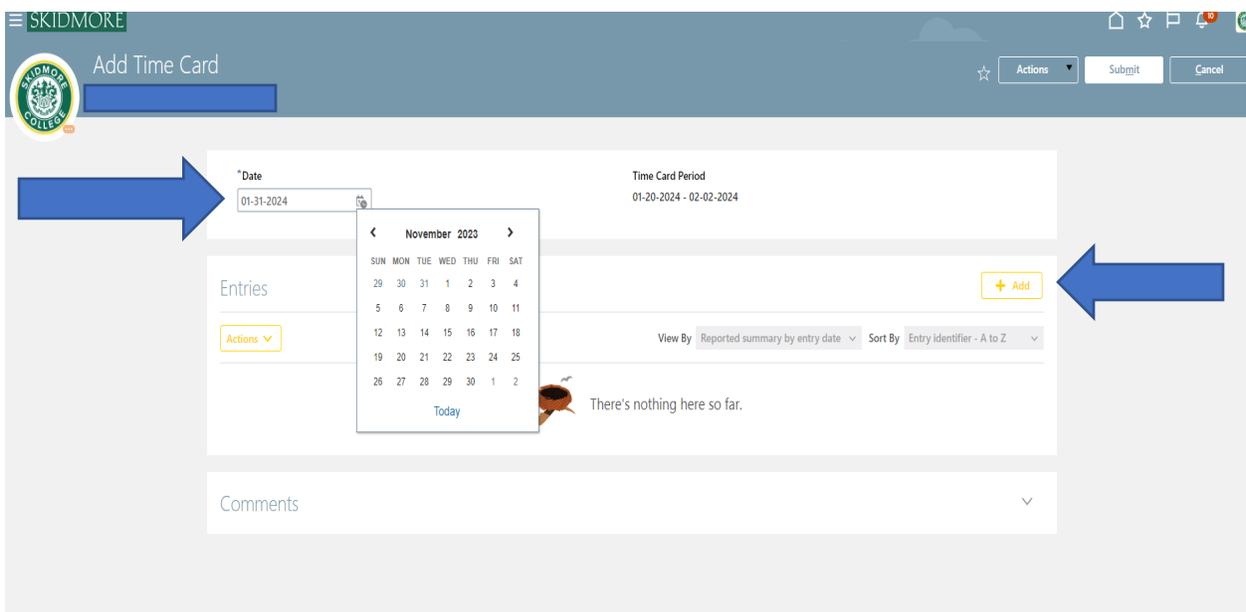On this next screen click on <u>time and absences</u>.

On the next screen, select existing time cards.

On this next screen select <u>+ Add</u>

On the next screen you'll see *Date and you can click on the calendar icon to select the date you want to enter on the timesheet and then select +Add

A new screen will appear. Start by using the drop-down box for business/job title. If you have multiple jobs on campus please select the job for which your entering the hours you've worked as you want the hours to be applied to the correct job. Make sure your hours entered are applied to the correct job.

Below business/job title you can use the drop-down box for hours type and make the appropriate selection.

If you were sick and unable to work your shift and you have sick time hours available, you may select NYS Paid Sick Leave. (You can view your sick hours available to you by selecting the Time and Absences tile in Oracle and then selecting the Absence Balance tile, please Student Absence Balance Training Guide for more information.)

Next use the calendar icon and select the date or dates you've worked during this pay period. You may select multiple dates.

We recommend you use the Web Clock to enter your time in and out of your work shift (please see Oracle Web Clock Training Guide) If you need to manually enter your time, please do so as you work instead of entering at end of pay period.

After you select dates, if you are entering hours worked, you will then need to enter the start and end time that you worked. See next screen.

If you are entering sick time, select the day you missed your shift and instead of entering a start and end time, skip that field and just enter the amount of time you missed under quantity. See below.

After you make an entry, select OK.

After you've entered your time worked, you can use the actions drop down box and save and close if you will have to add other days worked to this particular timesheet. If you are done entering time worked for the pay period, you can then submit your timesheet. <u>Please submit your timesheet only after you've successfully entered all of your time worked for the entire pay period.</u> After you submit your timesheet it will go directly to your Supervisor/Line Manager for approval.