

Recording Time with a Schedule Change

Timekeepers will use the Timesheet page for all timesheet entries, for both positive and exception time reporters.

This topic describes the procedure for recording time for a time reporter with a schedule change.

NOTE: Some time recording codes have changed, review description when choosing a code

Procedure

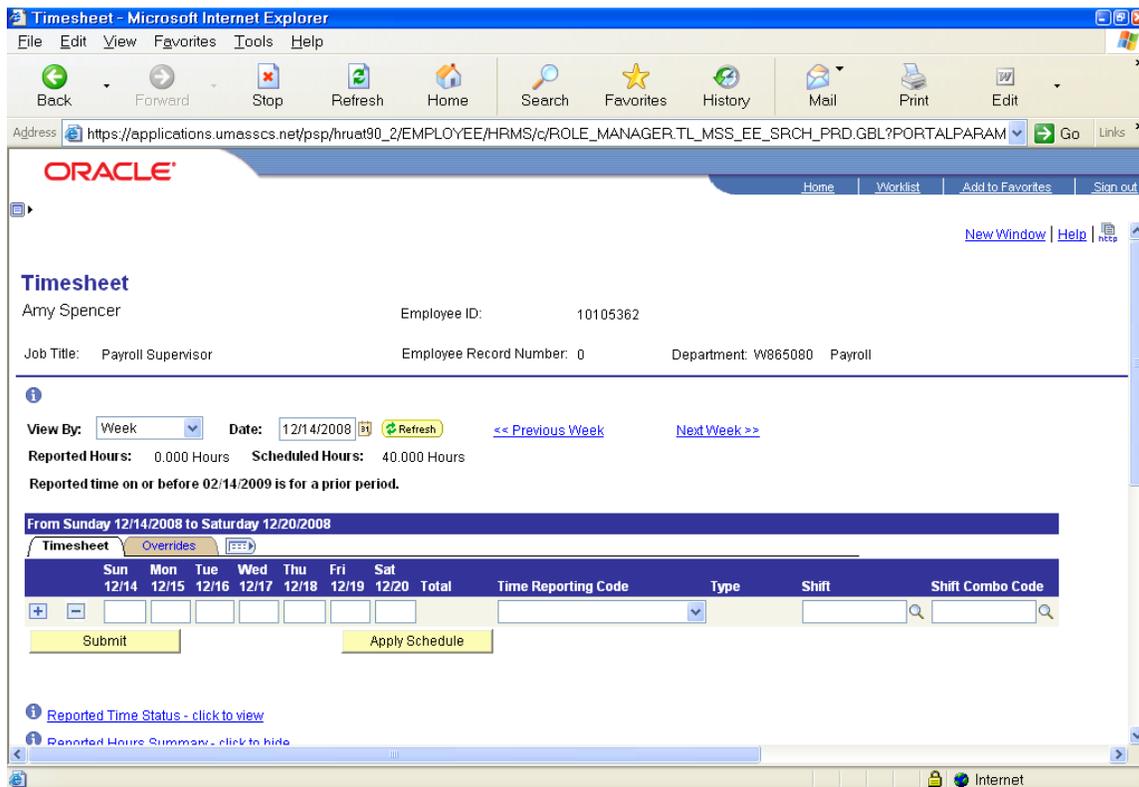
Consider this scenario:

You will make a schedule change for an exception employee who works on a Saturday instead of the regularly scheduled Wednesday.

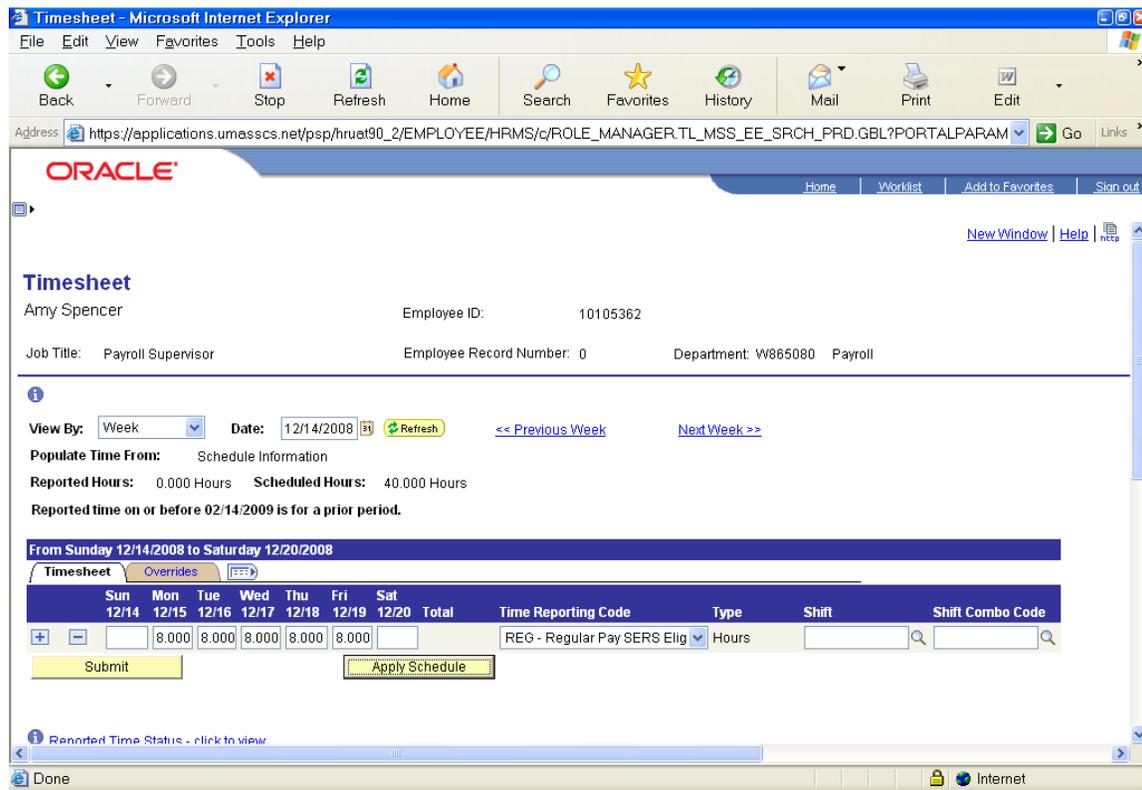
Key Information:

Employee Id #

Click link to review procedure for navigating to employee timesheet. [\(Hyperlink\)](#)



Step	Action
1.	To populate the grid with the employee's scheduled time, click the Apply Schedule button. 



Step	Action
2.	The employee's regular schedule displays with the appropriate Time Reporting Code . For this example, the employee will work 8 hours on Saturday instead of 8 hours on Wednesday (the regular schedule).

ORACLE Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

From Sunday 02/01/2009 to Saturday 02/07/2009

Timesheet Overrides (233)

	Sun 2/1	Mon 2/2	Tue 2/3	Wed 2/4	Thu 2/5	Fri 2/6	Sat 2/7	Total	Time Reporting Code	Type	Shift	Shift Combo Code
	8,000	8,000	8,000	8,000	8,000	8,000			REG - Regular Pay SERS Elig	Hours		

Submit Apply Schedule

[Reported Time Status - click to view](#)

[Reported Hours Summary - click to hide](#)

Category	Sun 2/1	Mon 2/2	Tue 2/3	Wed 2/4	Thu 2/5	Fri 2/6	Sat 2/7	Total
Total Reported Hours								
Total Scheduled Hours		8.000000	8.000000	8.000000	8.000000	8.000000	8.000000	40.000000
Schedule Deviation		8.000000	8.000000	8.000000	8.000000	8.000000		40.000000

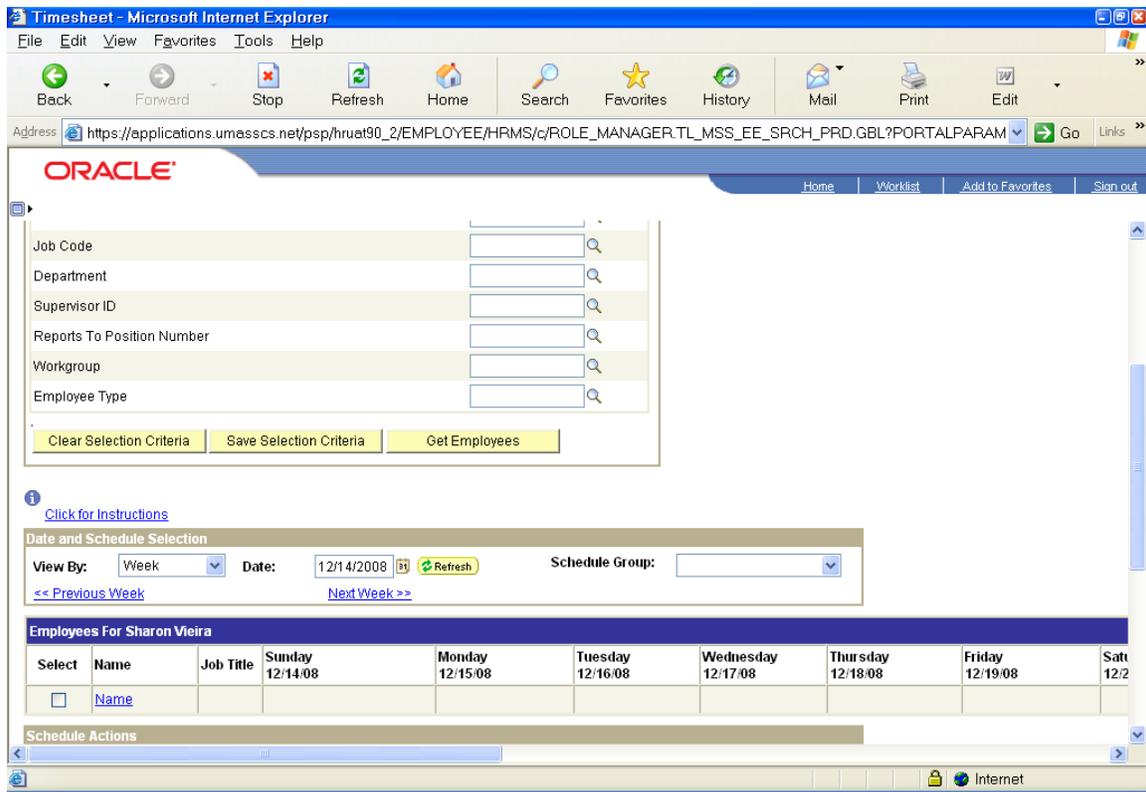
[Balances - click to hide](#)

Plan Type	End balance as of 02/01/2009
Vacation	30.778
Sick	382.940
Personal	8.000

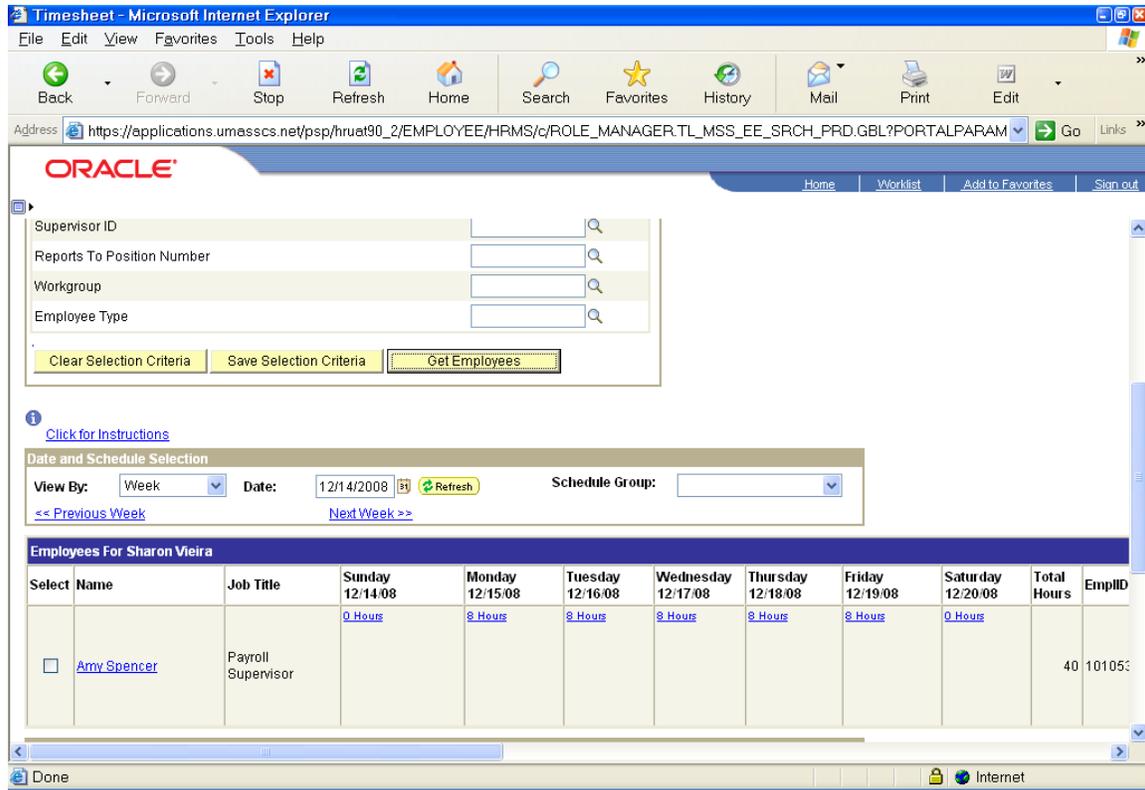
[Comp Time - H120DAYEXP](#)

Go To: [Manager Self Service](#)
[Time Management](#)
[Punch Timesheet](#)
[Return to Select Employee](#)
[Manage Schedules](#)

Step	Action
3.	Scroll to the bottom of the page and click the Manage Schedules link. Manage Schedules



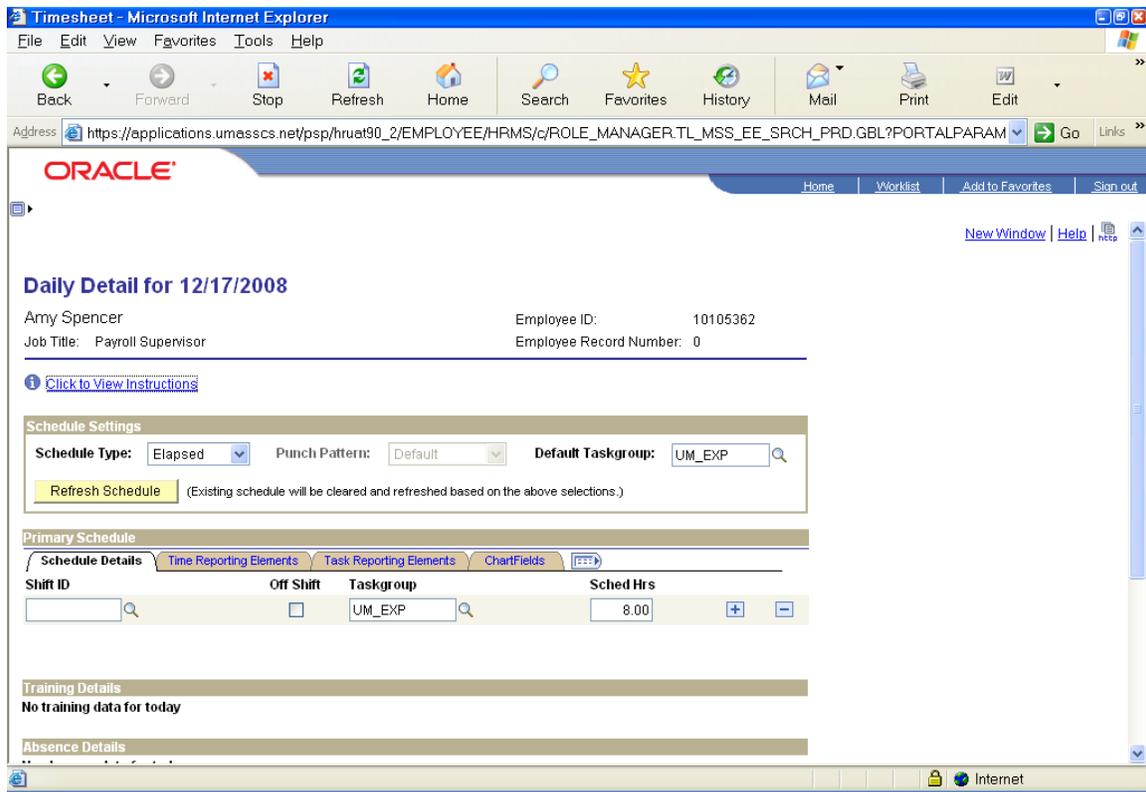
Step	Action
4.	On the Weekly Schedules page, click the Get Employees button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"> Get Employees </div>



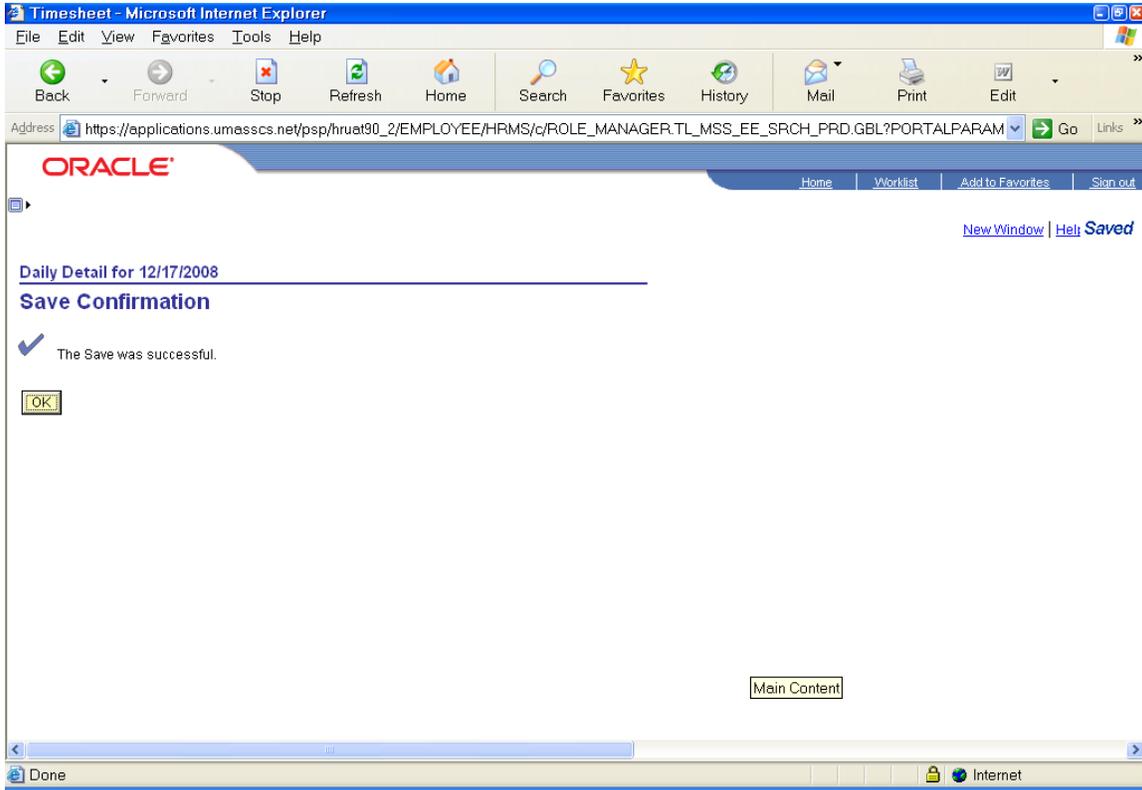
Employees For Sharon Vieira

Select	Name	Job Title	Sunday 12/14/08	Monday 12/15/08	Tuesday 12/16/08	Wednesday 12/17/08	Thursday 12/18/08	Friday 12/19/08	Saturday 12/20/08	Total Hours	EmplID
<input type="checkbox"/>	Amy Spencer	Payroll Supervisor	0 Hours	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	0 Hours	40	101050

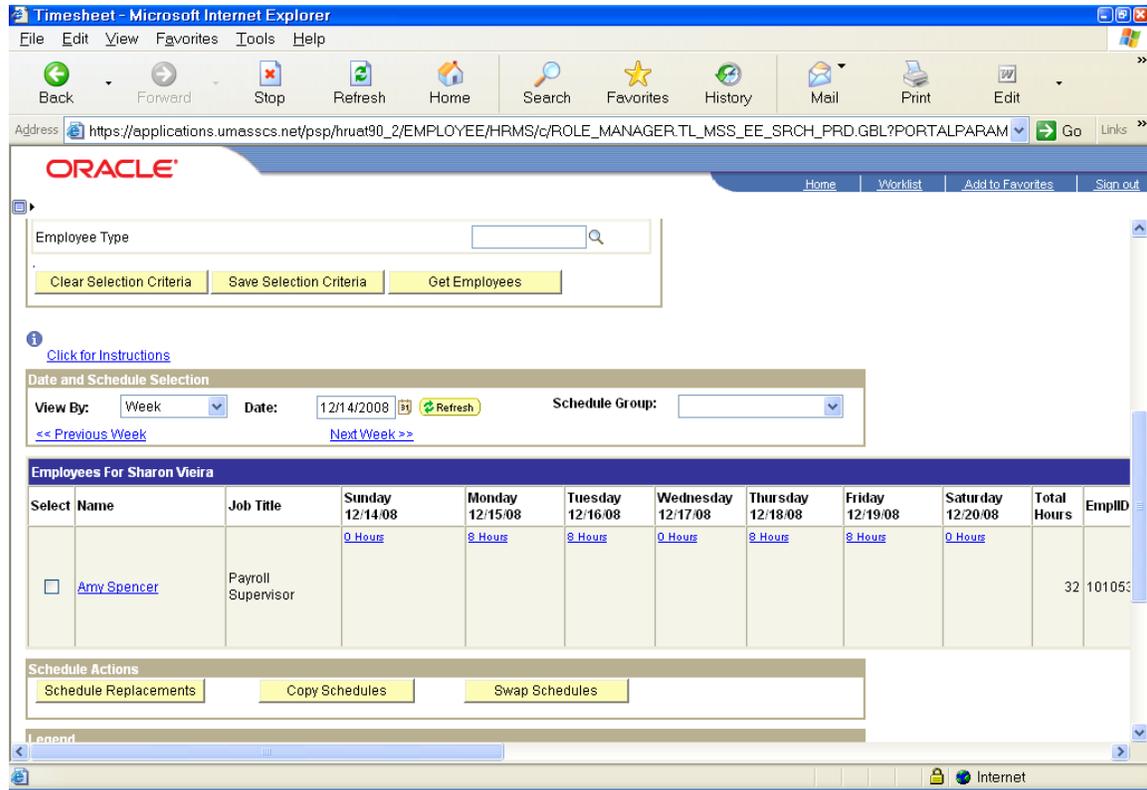
Step	Action
5.	<p>The employee's regular schedule displays at the bottom of the page.</p> <p>Click the 8 Hours link for Wednesday.</p> <p>8 Hours</p>



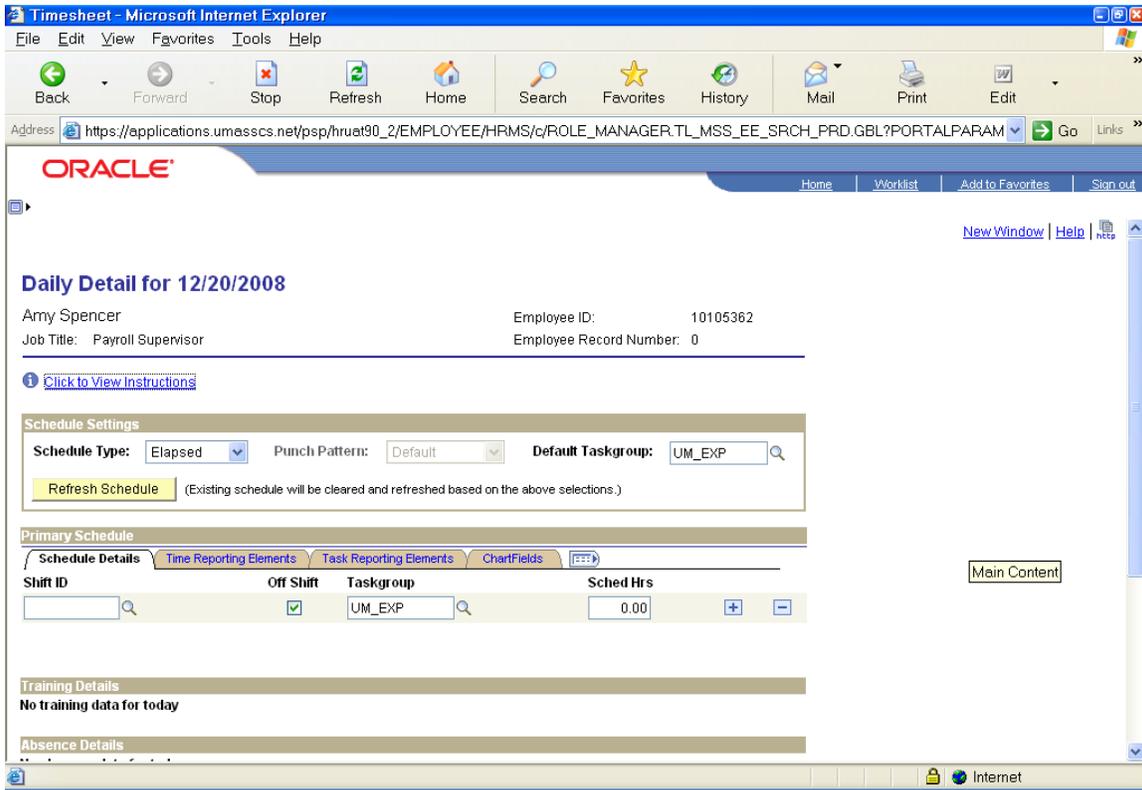
Step	Action
6.	On the Daily Detail page, click the Off Shift option. <input type="checkbox"/>
7.	Enter the desired information into the Sched Hrs field. Enter "0".
8.	Click the Save button. <input type="button" value="Save"/>



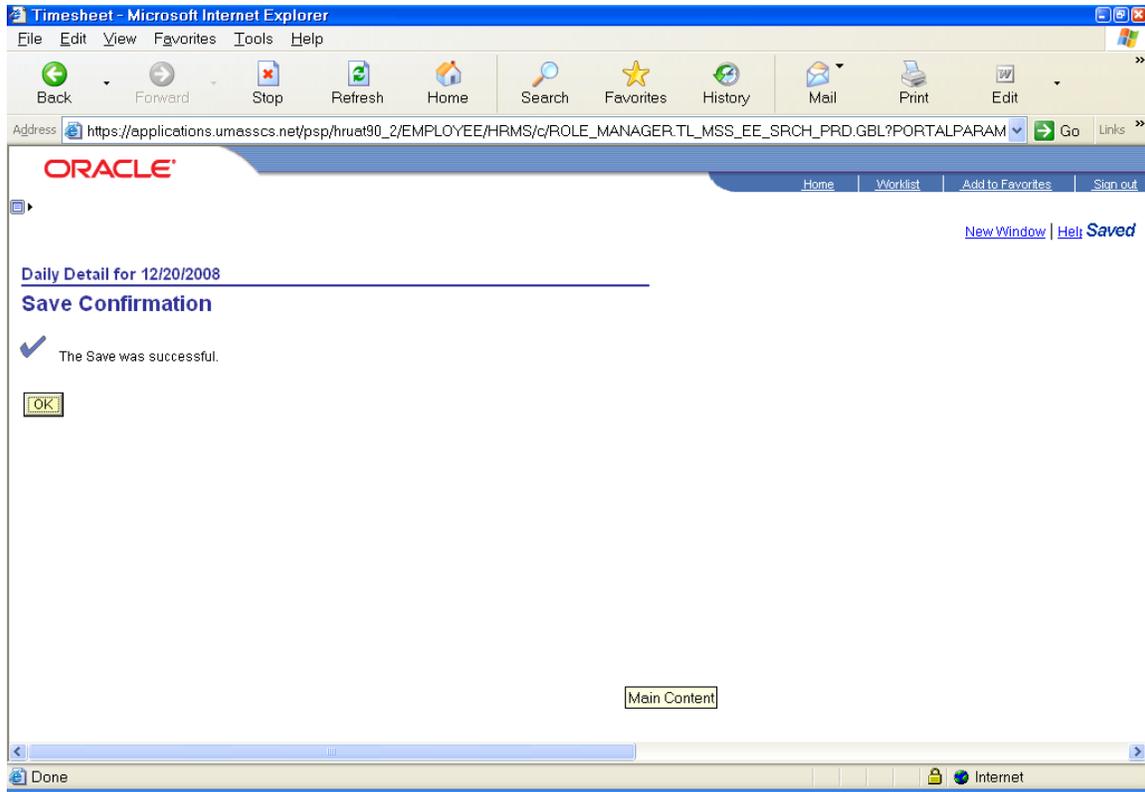
Step	Action
9.	Click the OK button. 



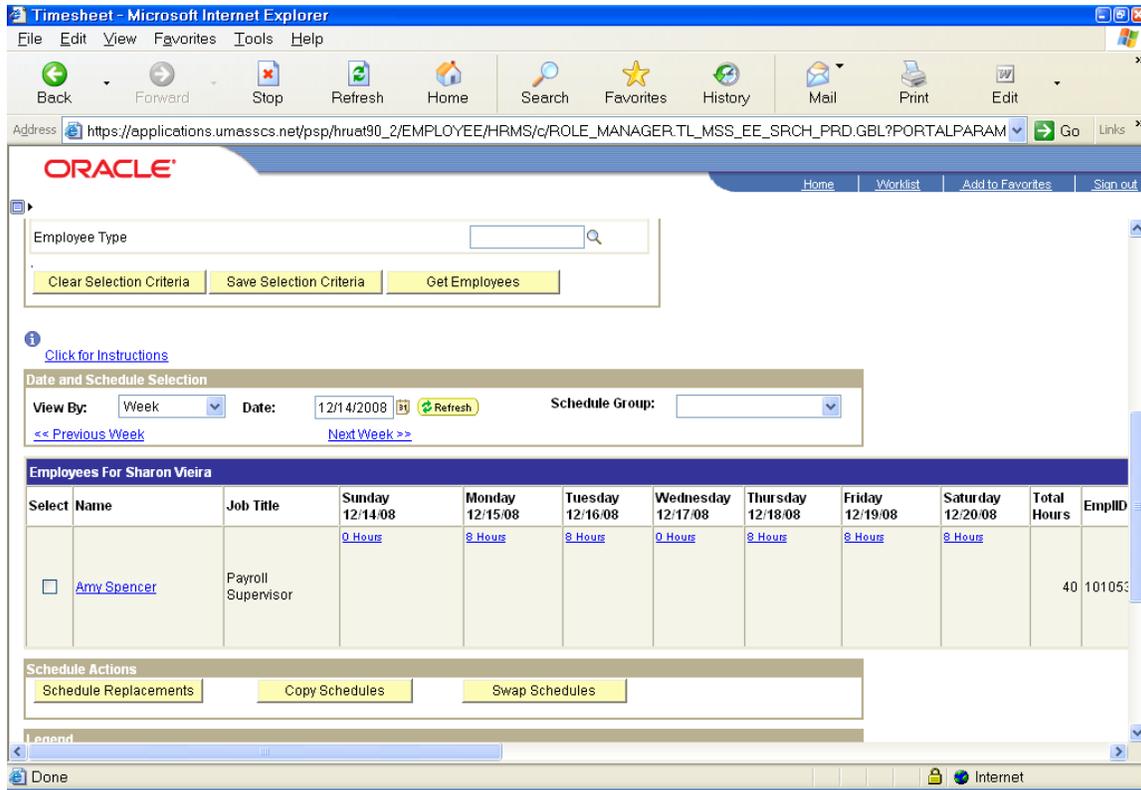
Step	Action
10.	On the Weekly Schedules page, click the 0 Hours link for Saturday. 0 Hours



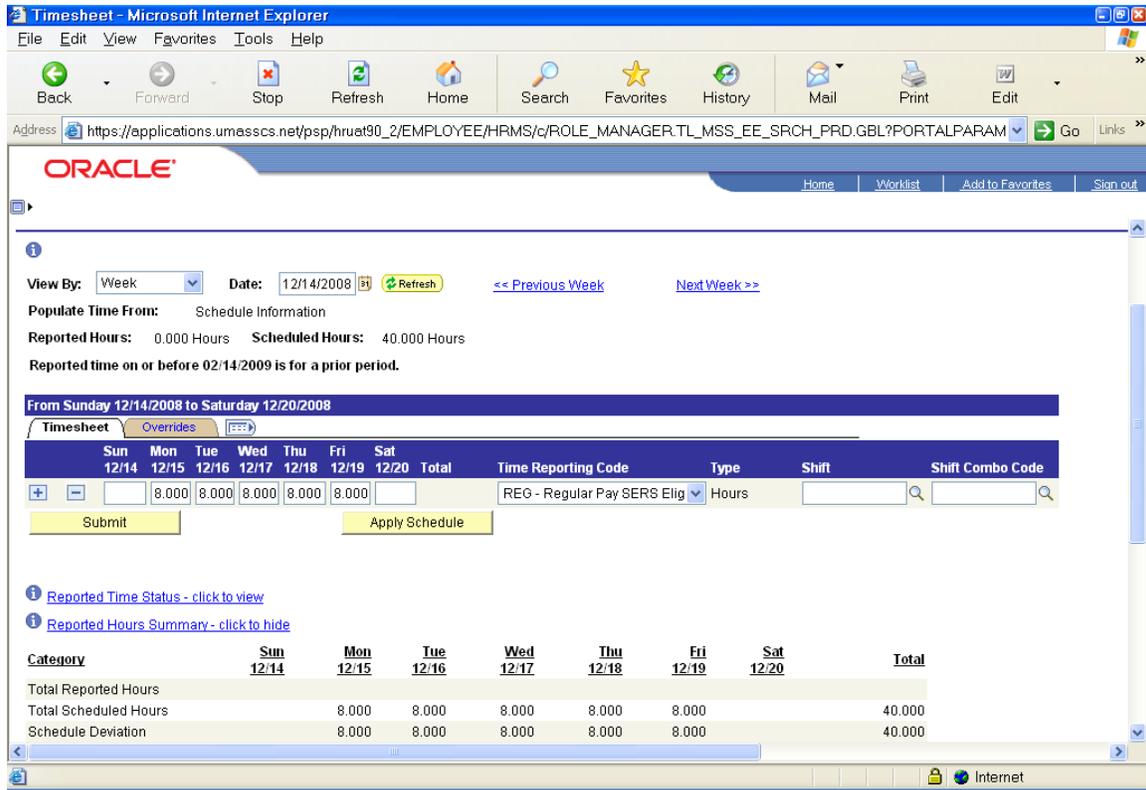
Step	Action
11.	On the Daily Detail page, click the Off Shift option to deselect Off Shift . 
12.	Enter the desired information into the Sched Hrs field. Enter "8".
13.	Click the Save button. 



Step	Action
14.	Click the OK button. 



Step	Action
15.	<p>The employee's adjusted schedule displays with 0 hours for Wednesday and 8 hours for Saturday.</p> <p>To record the time, click the Return to Timesheet link.</p> <p>Return to Timesheet</p>

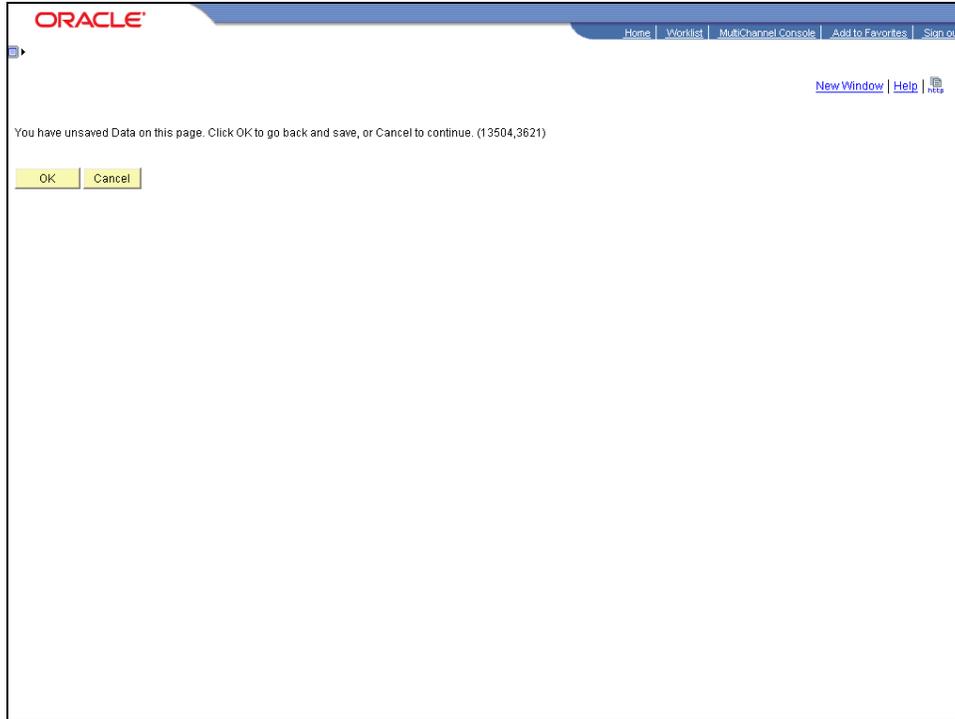


Reported Time Status - click to view

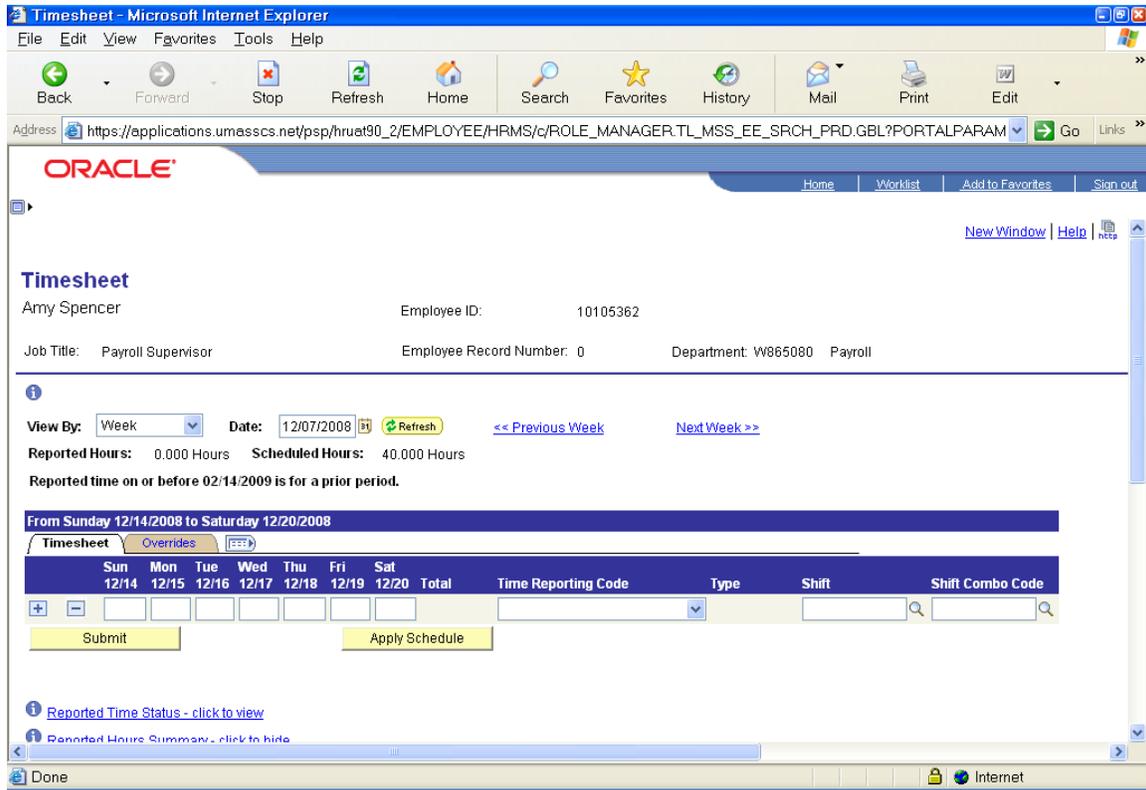
Reported Hours Summary - click to hide

Category	Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17	Thu 12/18	Fri 12/19	Sat 12/20	Total
Total Reported Hours								
Total Scheduled Hours		8.000	8.000	8.000	8.000	8.000		40.000
Schedule Deviation		8.000	8.000	8.000	8.000	8.000		40.000

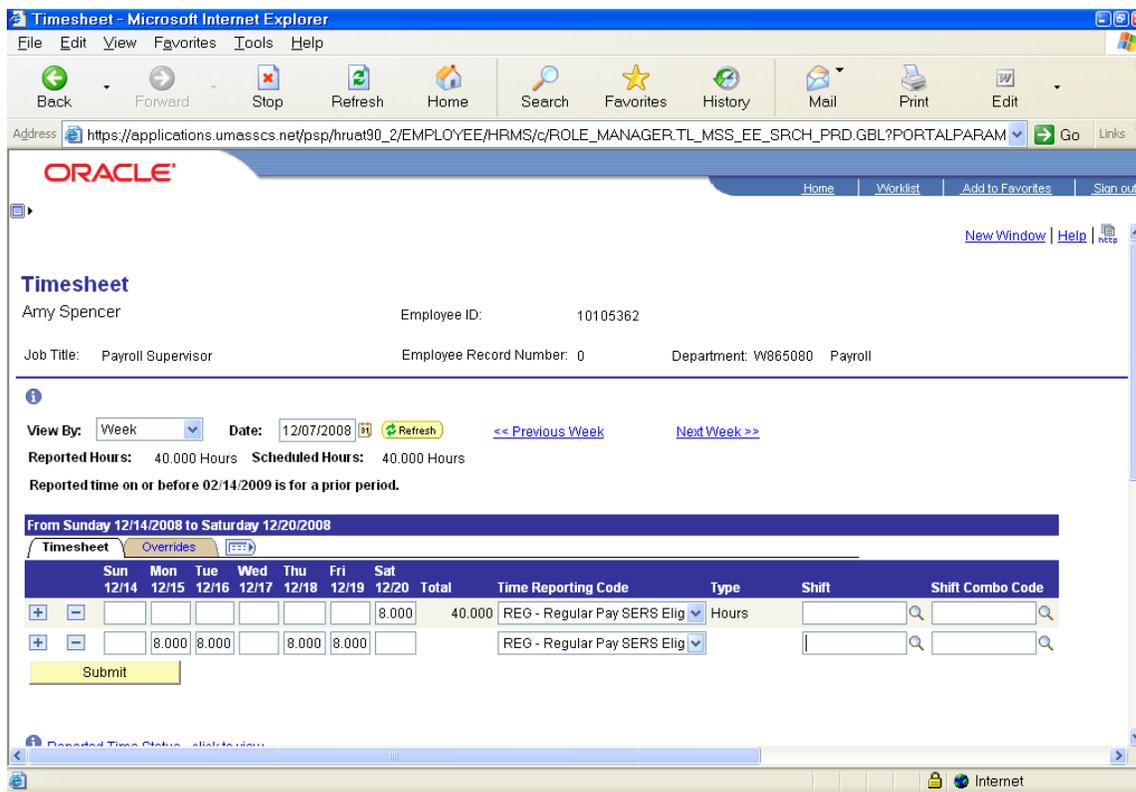
Step	Action
16.	On the Timesheet page, click the Refresh Timesheet button. 



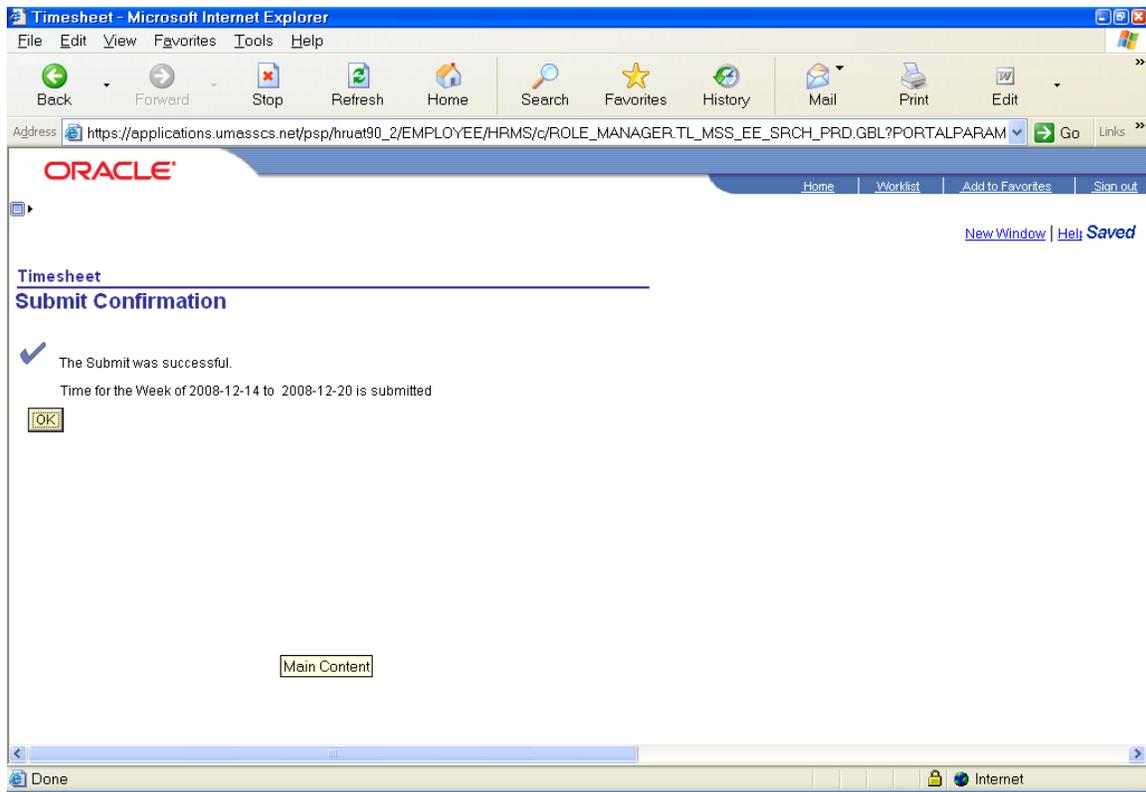
Step	Action
17.	Click the Cancel button. 



Step	Action
18.	<p>Click the Apply Schedule button.</p> 



Step	Action
19.	The employee's time displays with the adjusted schedule.
20.	Click the Submit button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Submit</div>

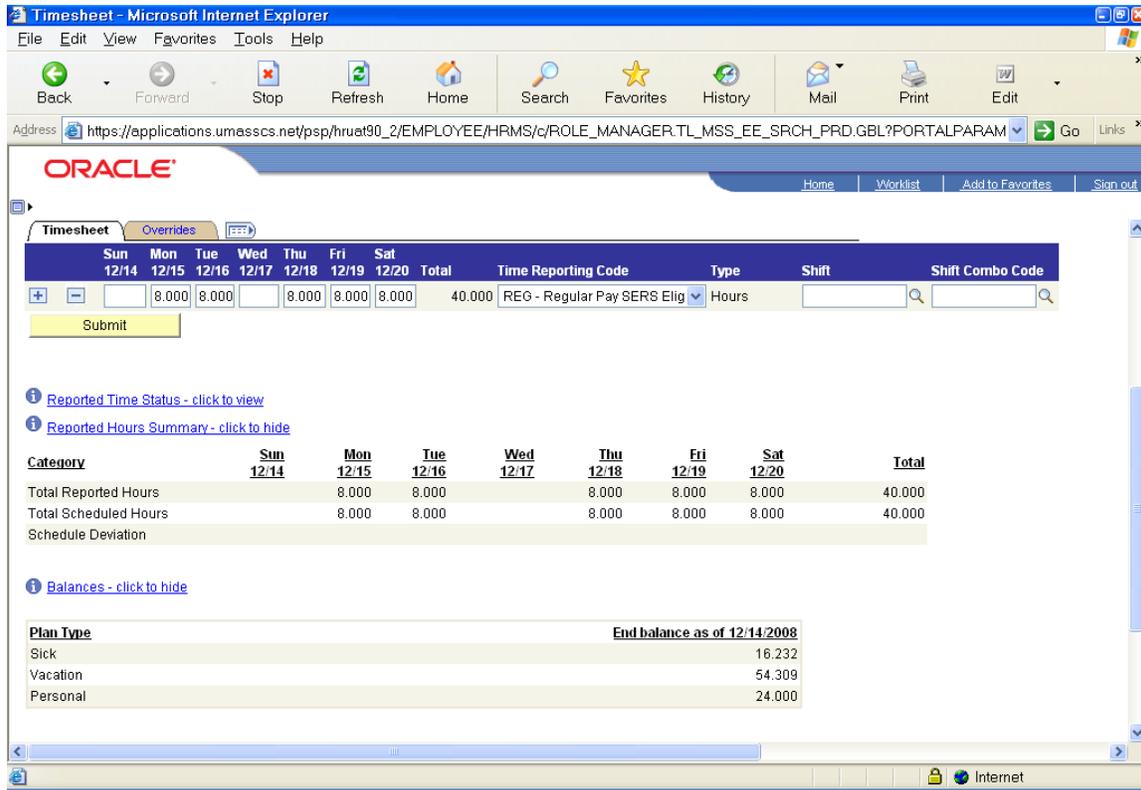


Step	Action
21.	Click the OK button. 

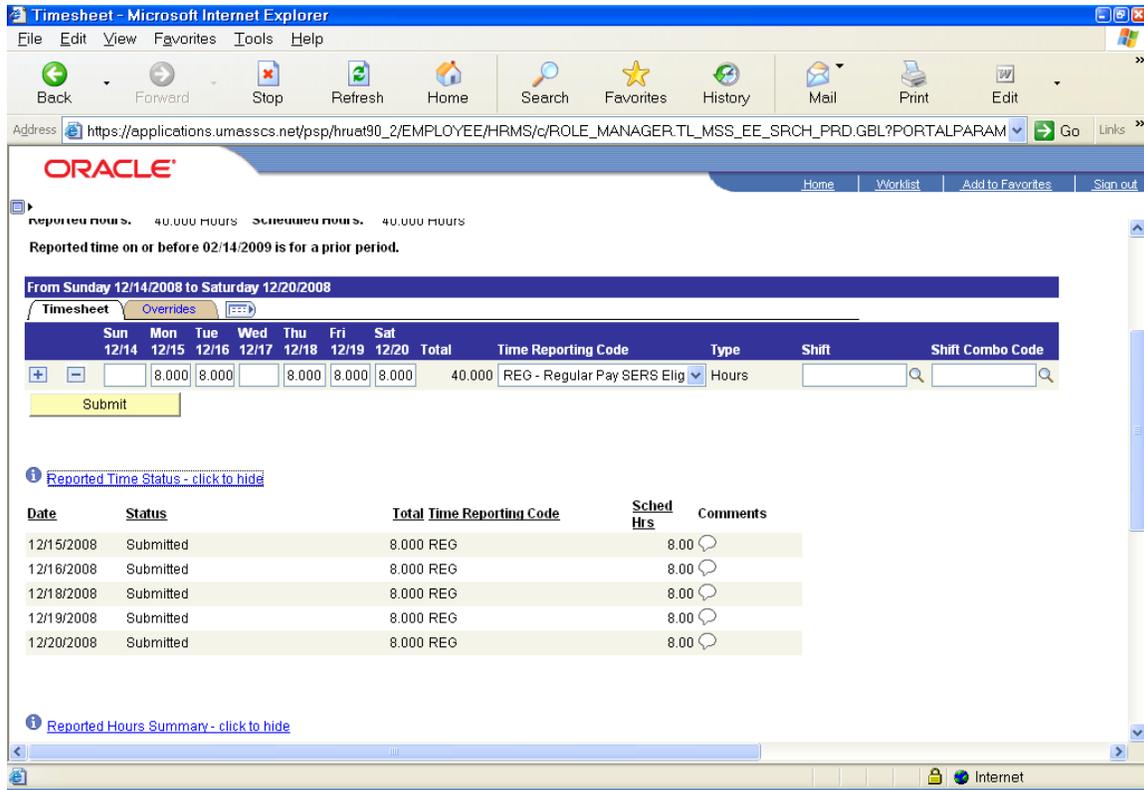
Reported Hours Summary

Category	Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17	Thu 12/18	Fri 12/19	Sat 12/20	Tot
Total Reported Hours	8.000	8.000	8.000	8.000	8.000	8.000	8.000	40.0
Total Scheduled Hours	8.000	8.000	8.000	8.000	8.000	8.000	8.000	40.0
Schedule Deviation								

Step	Action
22.	You are returned to the Timesheet page, where the recorded time is displayed in the Reported Hours Summary section.



Step	Action
23.	<p>Click the Reported Time Status - click to view link.</p> <p>Reported Time Status - click to view</p>



Step	Action
24.	The reported time has a status of Submitted and the Time Reporting Codes are listed.
25.	To change a schedule for a different week, click the links at the top of the page. To change a schedule for another employee, click the “return to select employee” link at the bottom of the page. If you brought up schedules by a group, you can select next employee.
26.	Congratulations! You have successfully recorded time with a schedule change. End of Procedure.