



NON-EXEMPT TIMECARDS

User Tutorial

**Instructional Support Services
Texas Woman's University**

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1. Introduction to Phoenix Time

Phoenix Time & Labor is an enterprise-wide employee time/timecard collection and management product based on Oracle 11i. It is an intuitive, web-enabled, e-business timecard (timesheet) solution.

TWU Employees can submit timecards (timesheets) and review the approval status using a standard web browser. This feature will allow employees to enter their own work hours for a given period.

The Timecard Search window also allows you to check timecard status and details. It allows users to create a new timecard by copying one from a previous submission. Timecard approvers have these same capabilities.

Approvers can view summary information for their own or their subordinates' timecards. Users can then drill down to the following details for each timecard:

- Summary of hours by hours type
- Summary of hours by day, with daily totals and totals by expenditure type
- Summary of hours by project, task, and expenditure type
- Details for each item, including optional comment and additional information.

An advanced search is also available for refined selection criteria. For example, users can employ the advanced search for timecards with greater than a certain number of hours.

The approver can reject, approve or skip a timecard or group of timecards.

Approvers may also configure the approval process to be directed to one of the following:

- Manager/Supervisor
- Designated Person
- Immediate overriding approver

This process is tied to the roles and responsibilities designated in the user's login credentials. For questions regarding the Phoenix system, roles, responsibilities and security, please email: phoenixtraining@mail.twu.edu.

2. Accessing Phoenix

Users will need a Portal account to access the Phoenix system for timecards.

There are two methods used to access the Phoenix system

1. **Double Click** on the Phoenix icon on the desktop (Figure 1),
2. Using Internet Explorer **Navigate** to the URL: oracle.twu.edu/prod (Figure 2)



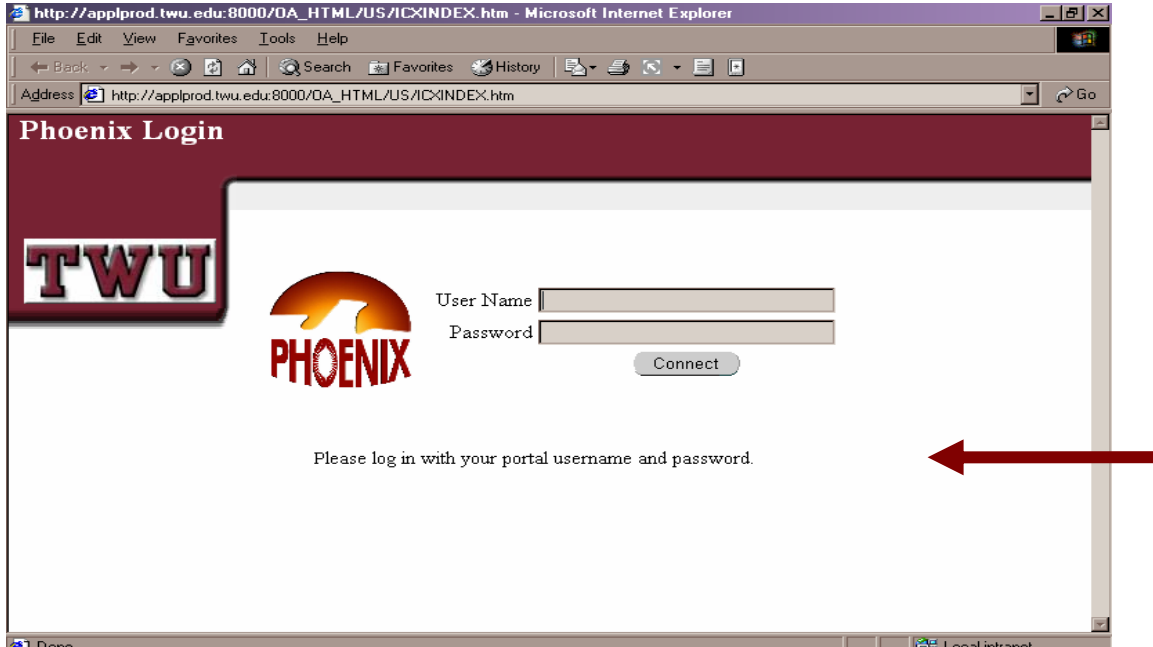
Figure 1



Figure 2

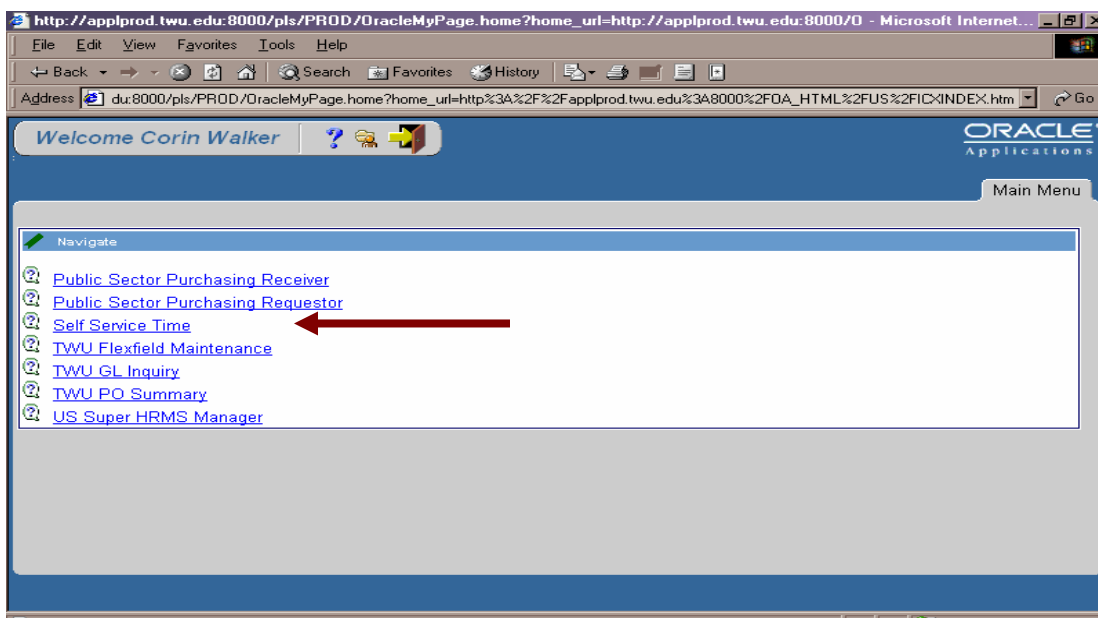
3. Logging In to Phoenix

1. Fill in Portal username and password and press **Enter** on the keyboard, or using the mouse/pointer **Click** on the connect button.

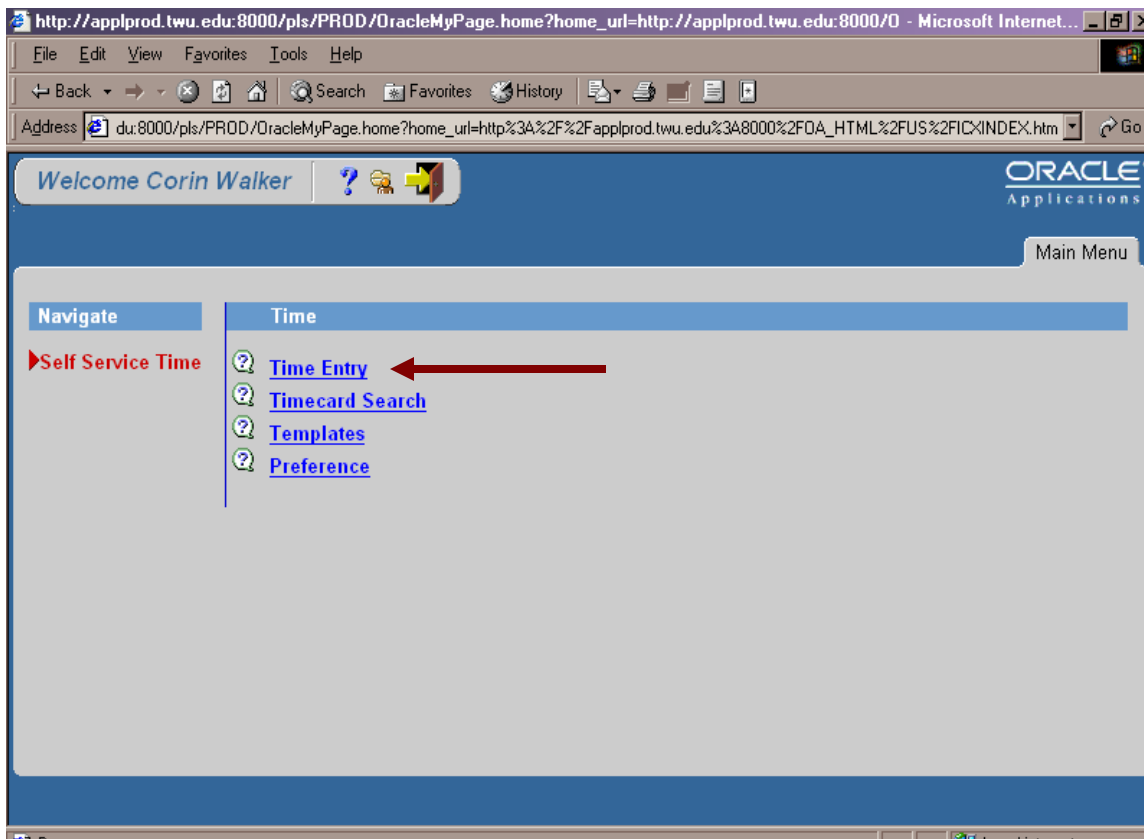


The main menu of Phoenix will appear. Each user's screen may look slightly different based on roles and responsibilities within the system.

2. **Click** on the Self Service Time link.



The next screen will display several options within the Self Service Time module of Phoenix. **Click** on the Time Entry link.

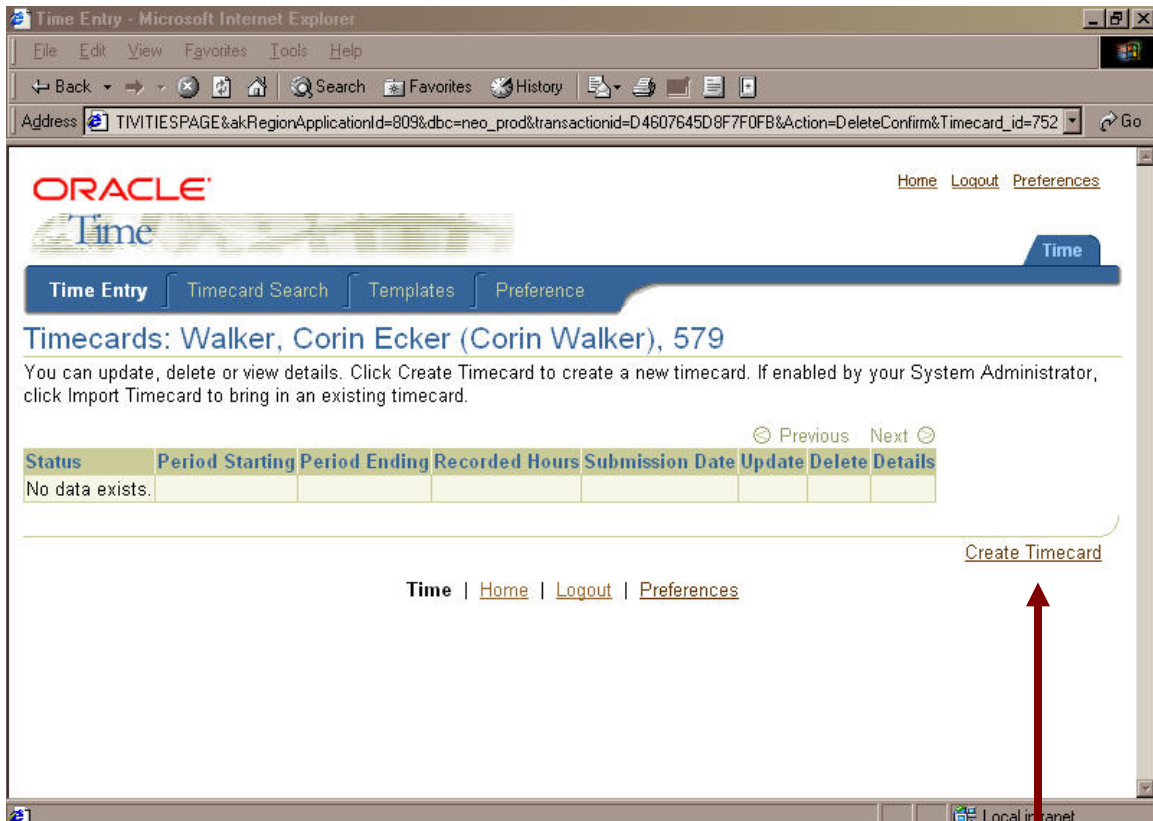


The Timecard maintenance window of Phoenix will now open.

4. Creating a New Timecard

Click on the Create Timecard link to begin entering time for the month.

If a timecard is already created for the month, **Click** in the Update field to make additions or changes to the Timecard for the appropriate period.



The Create Timecard link is located here. **Click** on the link one time using the mouse/pointer.

5. Entering and Editing Timecard data

The timecard will appear. Be sure to verify the dates in the box labeled Period are accurate.

To choose a different time period, **Click** on the down arrow in the drop down box.

Time Entry - Microsoft Internet Explorer

Address: %&dbc=neo_prod&transactionid=DB8C3ABB1919CE97&Action=Update&Timecard_id=697&StartTime=2003/12/01&StopTime=2003/12/31

ORACLE Time

Time Entry | Timecard Search | Templates | Preference

Timecard Information: Walker, Corin Ecker (Corin Walker), 579

Enter your time below for the selected timecard period. Click Save for Later to save without submitting your timecard. Click Review to r

Period: December 01, 2003 - December 31, 2003* Go Comments: Jean, I live for holidays.

Hours Type	Mon, Dec 01	Tue, Dec 02	Wed, Dec 03	Thu, Dec 04	Fri, Dec 05
Lunch Hour Taken	1	1	1	1	
Regular Hours Worked	8	8	8	8	
Vacation Hrs Taken					
Holiday Hrs Taken					

There will be 2 columns with drop down boxes.

The column on the left side will be labeled Hours Type (Vacation, Sick, etc.)

The column on the right side will only be used in conjunction with Sick Time Taken.

Time Entry - Microsoft Internet Explorer

Address: transactionid=D4607645D8F7F0FB&ResourceType=PERSON&retainAM=Y&Action=Create&StartTime=2003/12/01&StopTime=2003/12/31

ORACLE Time

Time Entry | Timecard Search | Templates | Preference

Timecard Information: Walker, Corin Ecker (Corin Walker), 579

Enter your time below for the selected timecard period. Click Save for Later to save without submitting your timecard. Click Review to r

Period: December 01, 2003 - December 31, 2003 Go Comments:

Hours Type	Mon, Dec 01	Tue, Dec 02	Wed, Dec 03	Thu, Dec 04	Fri, Dec 05
Add Another Row		Calculate		0	0
					0


Save For Later

Click on the drop down arrow in the box under the column heading Hours Type. **Choose** the first type of hours needing to be entered.

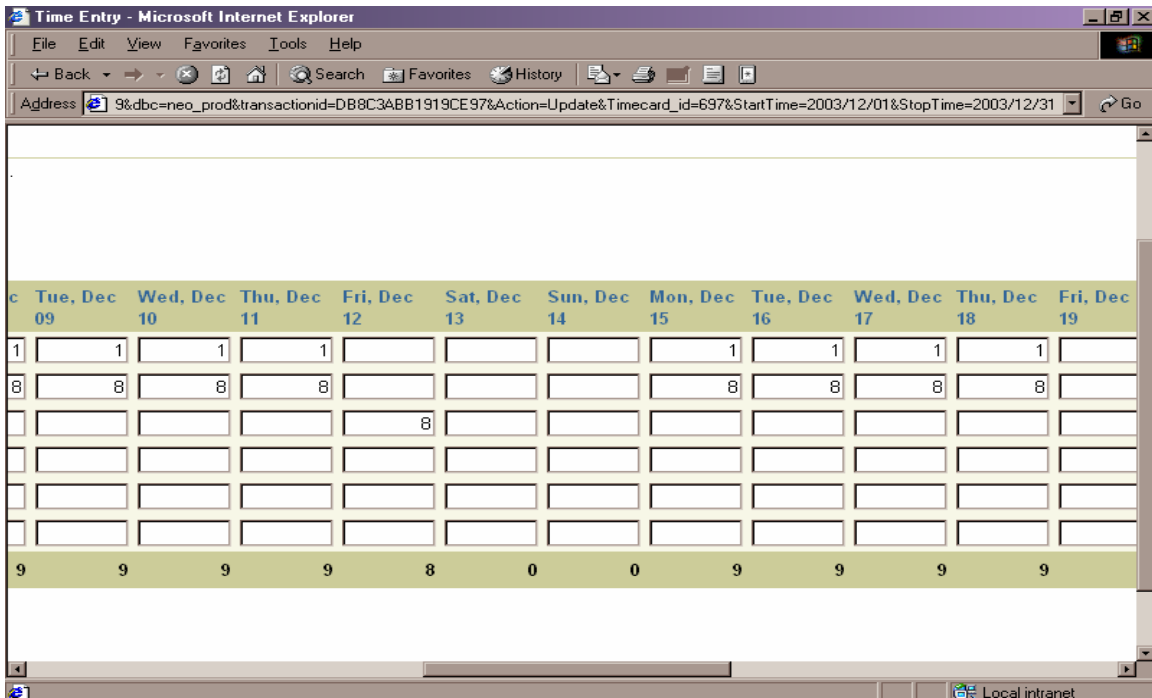
Ex: Regular hours, Lunch hours or Sick hours

The days of the month are organized horizontally from left to right across the screen, **Enter** the total hours to be recorded under each date for the hours type selected for that line.

Example:



Hours Type		Mon, March 15	Tues, March 16	Wed, March 17
Lunch hours		1	1	
Regular hours		8	6	
Sick hours	Z- None of the above			8



Hours can be entered in any order.

For each type of hours chosen, an additional row will need to be added.

Example:

Regular Hours worked will be one row, Lunch Hours taken will be another row, and Vacation Hours taken another row.

To add another row, **Click** on the Add Another Row button below the columns with the drop down boxes.

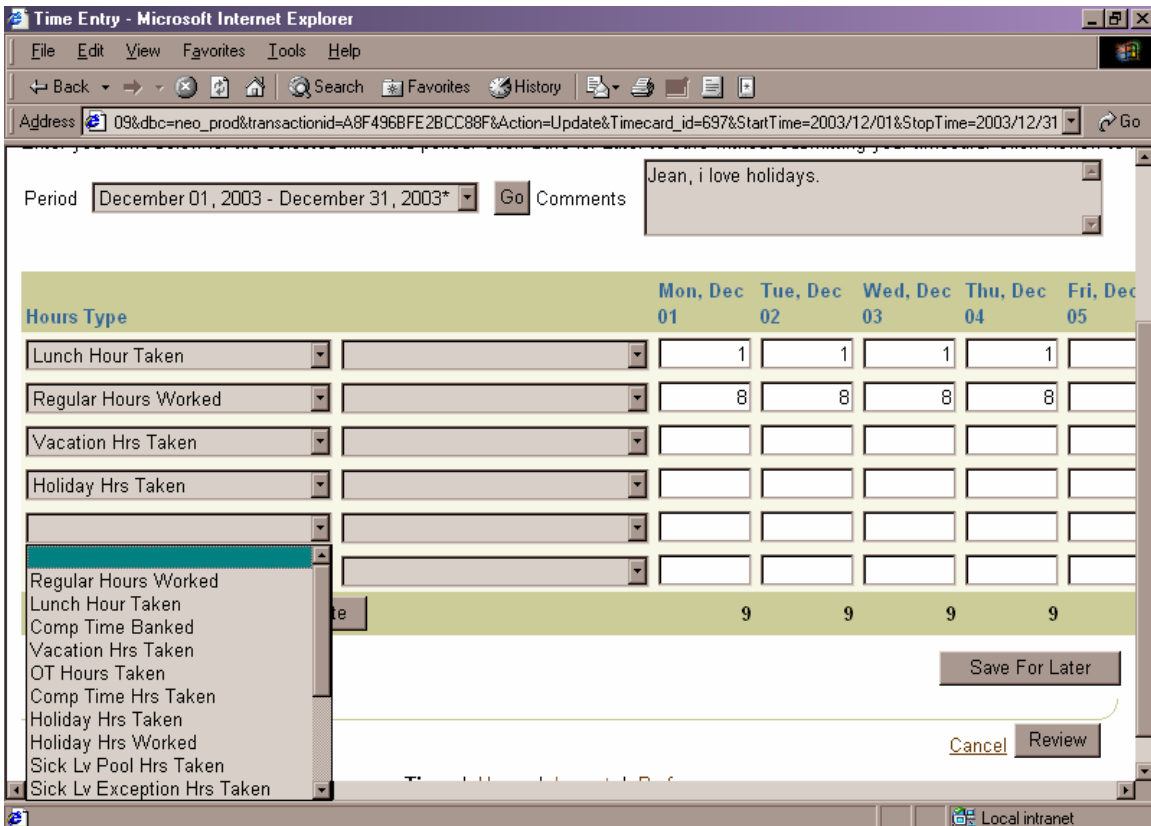
* Important Notes

- When entering data for each row listed under Hours Type, there is no pre-defined order to the rows or requirement as to which Hours Type must be entered first. Regular hours may proceed Lunch hours and vice versa. Once the data is entered into the rows the order the rows are viewed in (top to bottom) may not remain listed in the exact order they were first entered. This is a normal function of Phoenix Timecards.

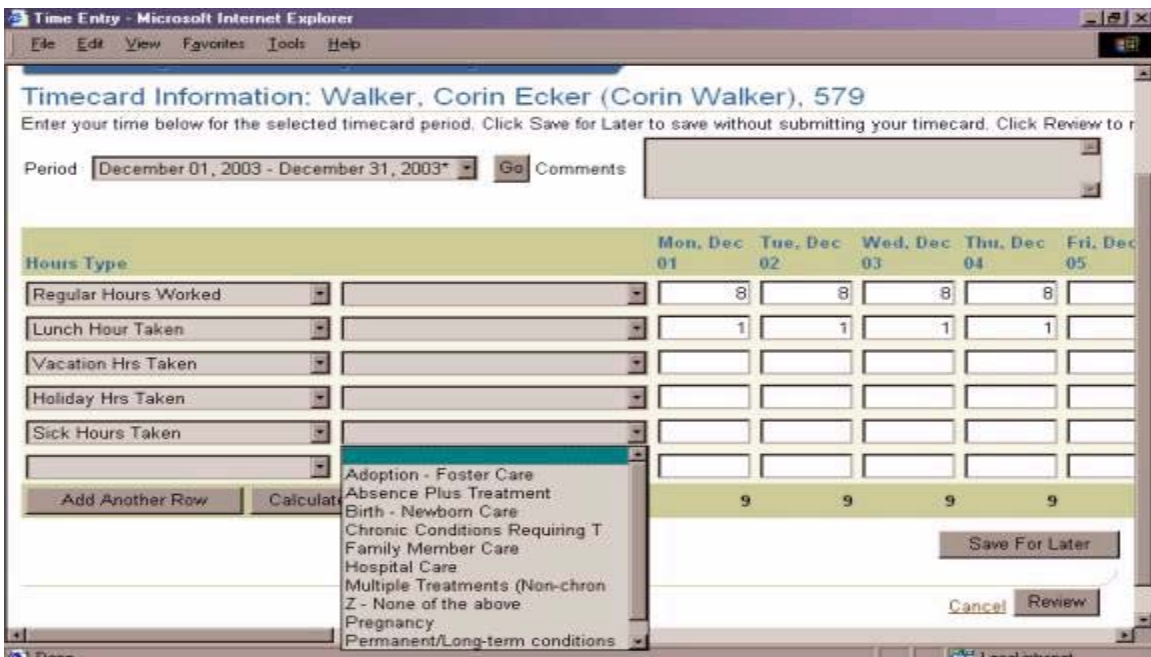
Example:

Regular Hours are entered in the first row. An additional row is then added, and Lunch Hours are entered into it. Upon reviewing or saving the Timecard, the rows previously entered have shifted order and appear Lunch Hours first and Regular Hours second.

- Non-exempt employees must document lunch hours taken on days worked. Although it will appear to add the lunch hour to the hours worked, the lunch hour is not a paid hour. Please see the policies section of this document for questions regarding lunch hours.
- If there are University holidays during a particular month, add a row for holiday hours taken. ***The system will not document Holidays in the timecard screen automatically.***
- The Calculate button can be used to add hours entered at any point. The system will automatically calculate the timecard when it is saved or reviewed.



When choosing Sick Hours Taken under the Hours Type column, use the column on the right to choose the reason for taking sick leave. Sick leave is the only Hours Type that requires a reason code from the right column.



At the end of each row will be a total of hours for that row

At the end of each row will be a delete button to delete that row.

Dec 23	Tue, Dec 24	Wed, Dec 25	Thu, Dec 26	Fri, Dec 27	Sat, Dec 28	Sun, Dec 29	Mon, Dec 30	Tue, Dec 31	Total	Delete
									14	Delete
									112	Delete
									8	Delete
8	8	8	8	8			8	8	64	Delete
									0	
									0	
8	8	8	8	8	0	0	8	8	8	198

The Review screen will display the summary information for the Timecard

ORACLE [Home](#) [Logout](#) [Preferences](#)

Time

Time Entry | [Timecard Search](#) | [Templates](#) | [Preference](#)

Review Changes: Test2, Test2, 3216

Week Starting Monday, December 01 2003
 Timecard Period (days) 31
 Comments

Hours Type	Mon, Dec 01	Tue, Dec 02	Wed, Dec 03	Thu, Dec 04	Fri, Dec 05	Sat, Dec 06	Sun, Dec 07	Mon, Dec 08	Tue, Dec 09	Wed, Dec 10	Thu, Dec 11	Fri, Dec 12	Sat, Dec 13	Sun, Dec 14	Mon, Dec 15	Tue, Dec 16	Wed, Dec 17	Thu, Dec 18	Fri, Dec 19	Sat, Dec 20
Lunch Hour Taken		1	1	1	1			1	1	1	1	1			1	1	1	1	1	
Regular Hours Worked		8	8	8	8			8	8	8	8	8			8	8	8	8	8	
Holiday Hrs																				

Submitting:

To Submit the timecard for approval, follow the review process in the prior step.

From the Review screen, **Click** on the Submit button below the timecard.

Time Detail

Hours Type	Mon, Dec 01	Tue, Dec 02	Wed, Dec 03	Thu, Dec 04	Fri, Dec 05	Sat, Dec 06	Sun, Dec 07	Mon, Dec 08	Tue, Dec 09	Wed, Dec 10	Thu, Dec 11	Fri, Dec 12	Sat, Dec 13	Sun, Dec 14	Mon, Dec 15	Tue, Dec 16	Wed, Dec 17	Thu, Dec 18	Fri, Dec 19	Sat, Dec 20
Lunch Hour Taken		1	1	1	1			1	1	1	1	1			1	1	1	1	1	
Regular Hours Worked		8	8	8	8			8	8	8	8	8			8	8	8	8	8	
Holiday Hrs Taken		9	9	9	9			9	9	9	9	9			9	9	9	9	9	

[Back](#) [Submit](#)

[Time](#) | [Home](#) | [Logout](#) | [Preferences](#)

A message at the top of the Timecard will confirm that the Timecard was submitted successfully.

*** Error messages may be seen if there are errors in data entry or Hours Type.**

Example: 25 hours entered under a single work date.

If an error occurs, correct the data entered and complete the Save, Review, Submit process again.

The screenshot shows the Oracle Time Entry application interface. At the top, there is a navigation bar with "Time Entry", "Timecard Search", "Templates", and "Preference" buttons. Below this, a green message box states: "Time entries for the given timecard period have been submitted successfully." A red arrow points to this message. Underneath, the "Hours Entered" section shows a table with columns for "Regular" and "Premium" hours, both with a value of 0. The "Summary" section contains a table with columns for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun) and months (Dec). The "Lunch Hour Taken" row shows a value of 1 for each day from Monday to Friday.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	S	
Hours	Cost	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	
Type	Center	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	2
Lunch																					
Hour																					
Taken		1	1	1	1	1			1	1	1	1	1			1	1	1	1	1	1

7. Logging Out

To logout of the system, always be sure to use the Logout option at the top or bottom of the screen.

Hours Type	Mon, Dec 01	Tue, Dec 02	Wed, Dec 03	Thu, Dec 04	Fri, Dec 05
Lunch Hour Taken	1	1	1	1	
Regular Hours Worked	8	8	8	8	
Vacation Hrs Taken					
Holiday Hrs Taken					
Calculate	9	9	9	9	

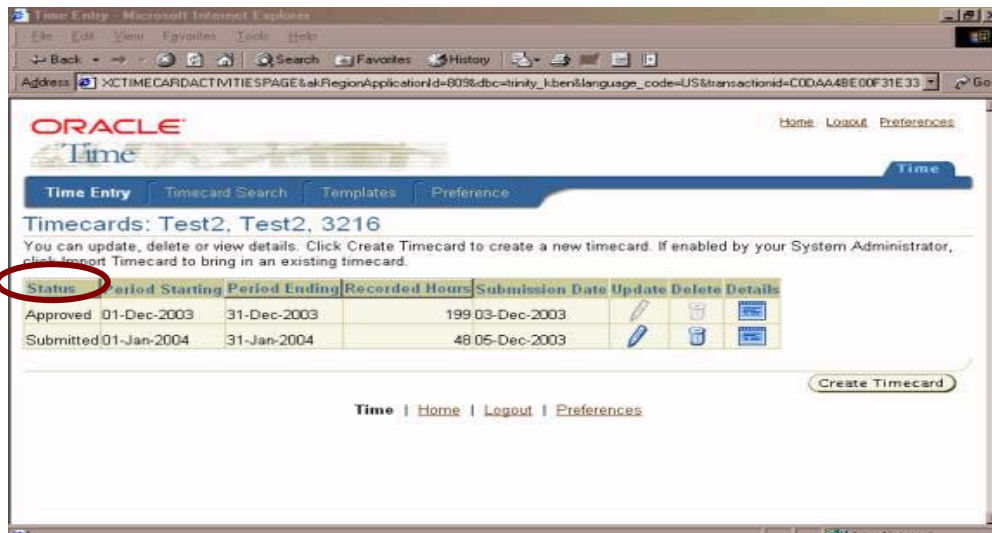
Time | Home | **Logout** | Preferences

It is recommended that all browser windows be closed after logging out of Phoenix.

8. Checking Timecard Status

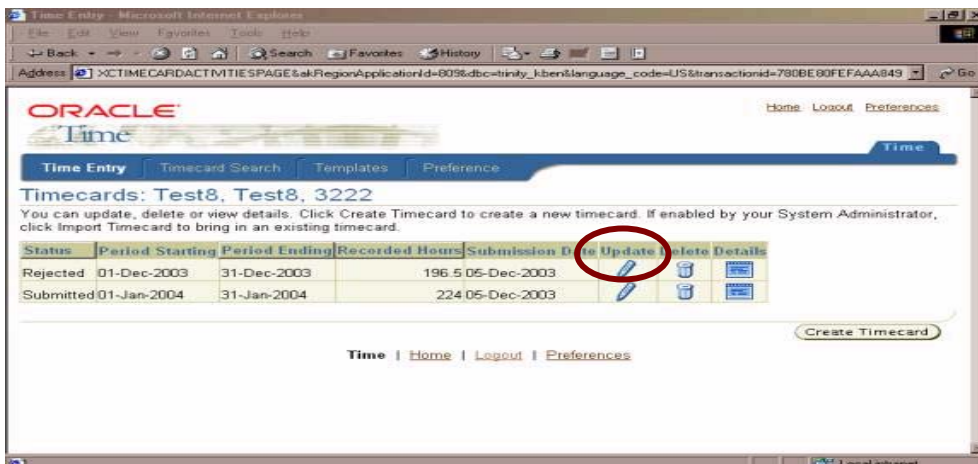
Access Phoenix Timecards following the instructions in section 2 of this document.

From the Main Time Entry Screen a list of timecards will be displayed. The Status Field will show the current status: Submitted (pending approval), Approved (the timecard process is complete) or Rejected (requiring new action) for each timecard in the menu.



Rejected timecards require new action to correct an error, inaccuracy, or omission.

Click on the pencil in the Update Field for the rejected timecard, to access the Timecard Edit screen.



Timecard information can be entered and edited following the instructions in Section 5 of this document.

After making the corrections and saving the timecard, review and submit the timecard following the instructions in Section 6 of this document.

9. Timecard Policy Information

Timecard policy information may be found in the New Staff Handbook or on the TWU website. If you need assistance retrieving this information, please contact your department supervisor or contact or the Payroll department.

10. Where to Get Help

Training Resources are available at the Instructional Support Services Training site

- <http://www.portal.twu.edu/iss-training>

Or by emailing:

- trainer@mail.twu.edu

The Information Services Help Desk

- 940-898-3971
- helpdesk@mail.twu.edu

Payroll

- payroll@mail.twu.edu
- 940-898-3561