



TIMECARDS

TIMECARD APPROVAL

EXEMPT/NONEXEMPT

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)



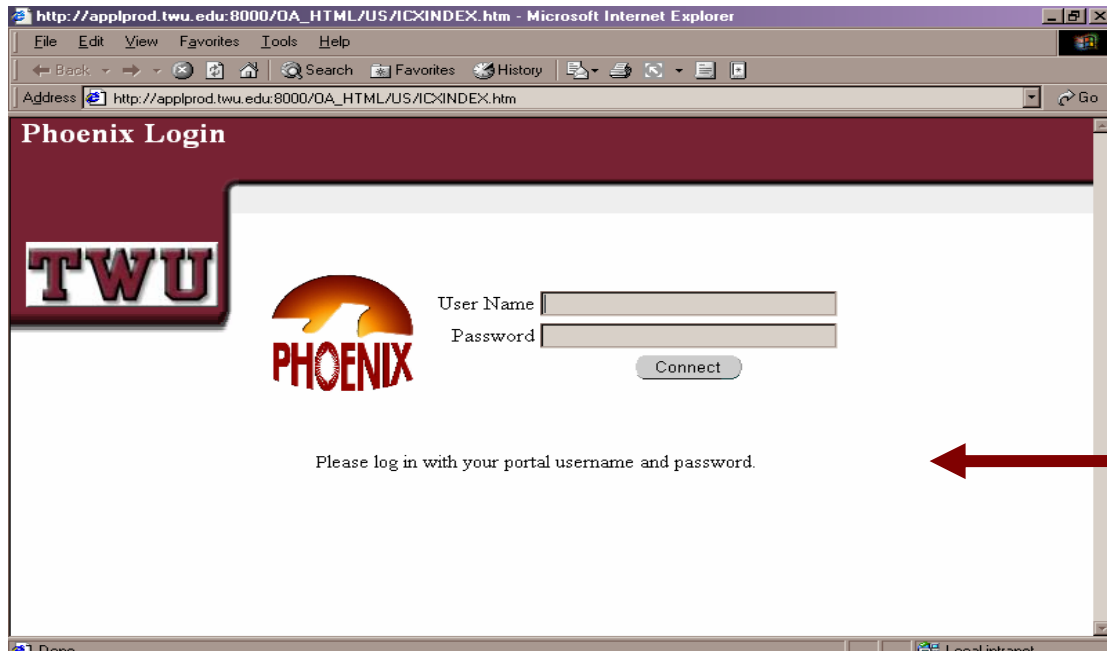
Figure 1



Figure 2

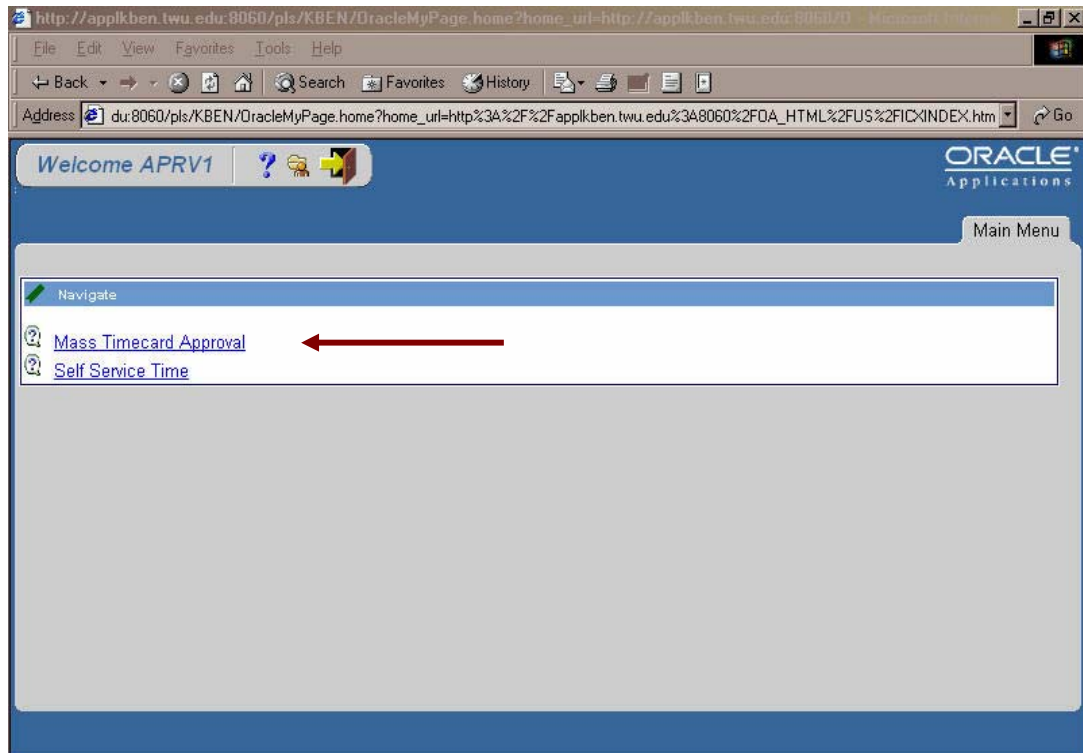
3. Logging In to Phoenix

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

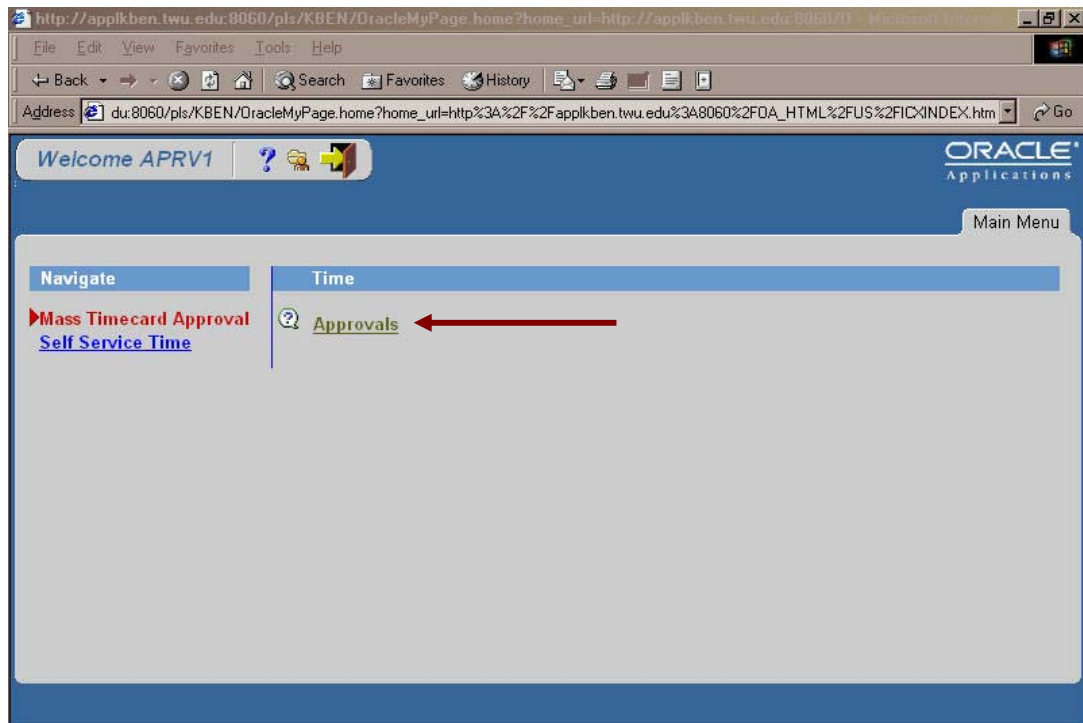


The main menu of Phoenix will appear. Each user's screen may look slightly different based on roles and responsibilities within the system.

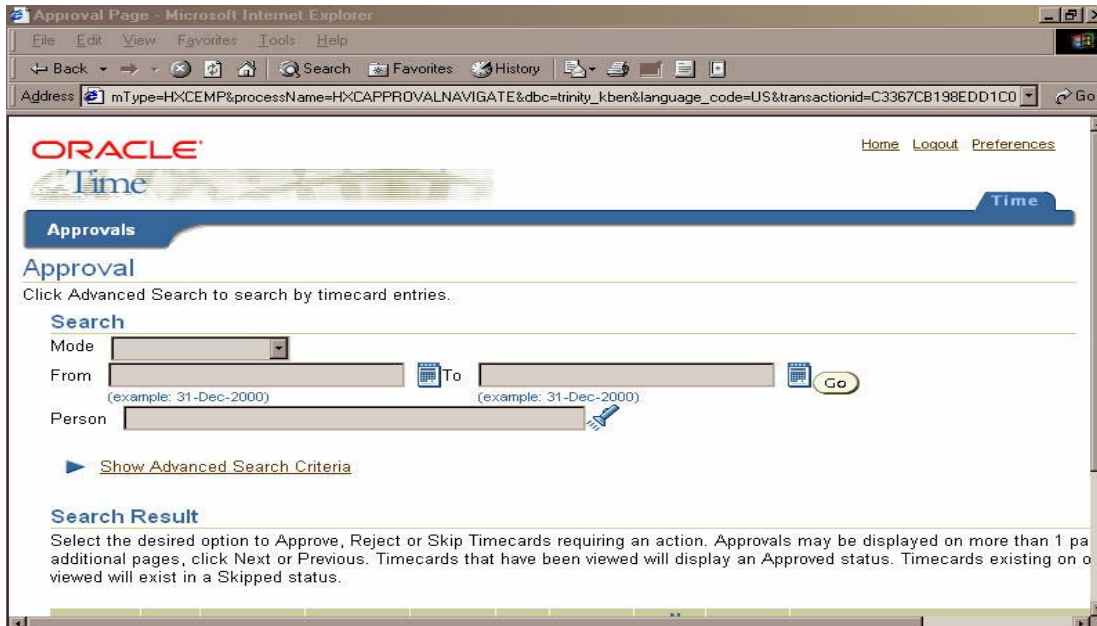
Click on Mass Timecard Approval.



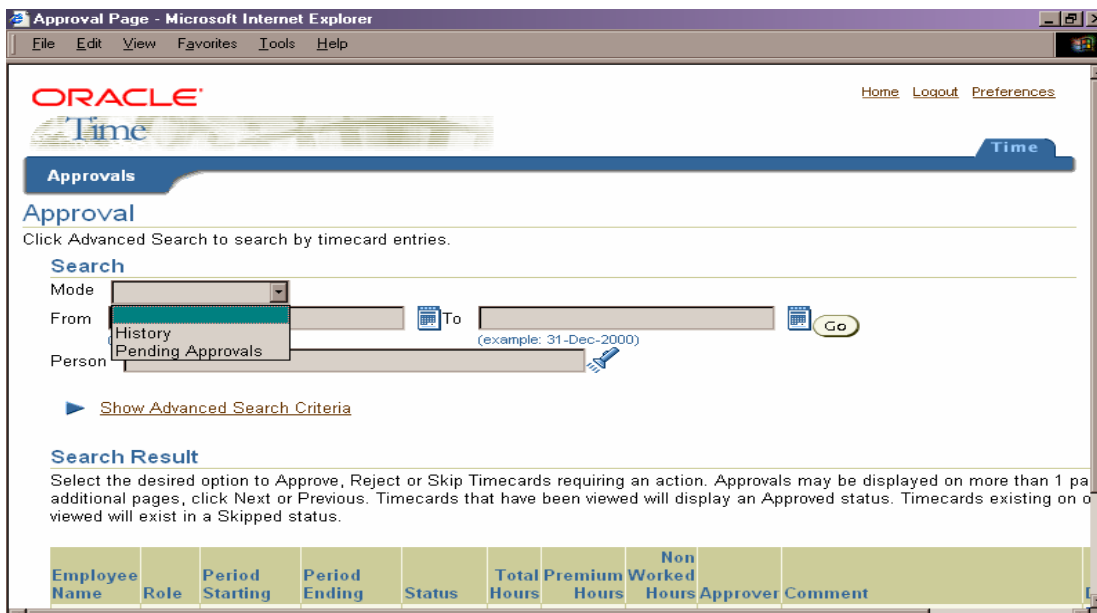
Click on Approvals.



The Main Approval screen will be displayed.



- Timecards pending approval will automatically appear in the Search Results field.
- To View the history for previous timecards:
 - **Select** history using the drop down arrow From the Mode field
 - Then **Select** a date range in the From/To fields,
 - or **Select** a person from the Person Field and **Click** on the Go button.



4. Reviewing a Timecard

Inside the main Approval screen

Approval Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Approval

Click Advanced Search to search by timecard entries.

Search

Mode

From To

(example: 31-Dec-2000) (example: 31-Dec-2000)

Person

[Show Advanced Search Criteria](#)

Search Result

Select the desired option to Approve, Reject or Skip Timecards requiring an action. Approvals may be displayed on more than 1 page. If you have additional pages, click Next or Previous. Timecards that have been viewed will display an Approved status. Timecards existing on other pages will exist in a Skipped status.

Employee Name	Role	Period Starting	Period Ending	Status	Total Hours	Premium Hours	Non Worked Hours	Approver	Comment
Test6, Test6	Oracle Payroll	01-Dec-2003	31-Dec-2003	Submitted	199	0	0	Test5, Test5	

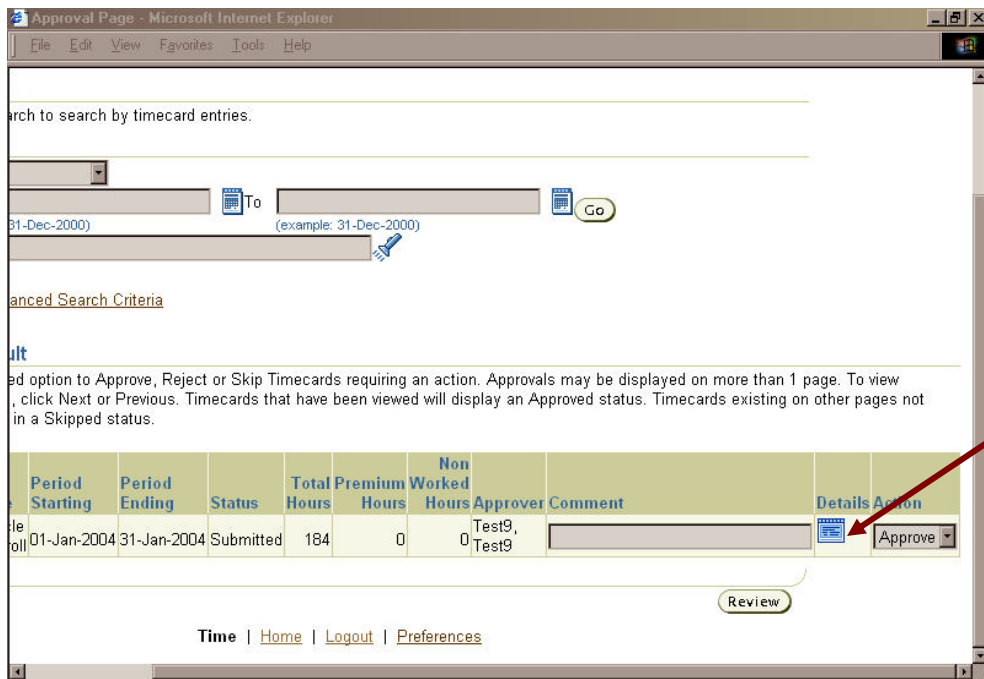
Time | [Home](#) | [Logout](#) | [Preferences](#)

A list of pending approvals will be under the Search Results area of the screen

The Review button does NOT show details of an individual timecard, and should be selected *only* after viewing the details and selecting an action for each individual timecard.

Scroll to the right of the screen to view the details of a timecard or to select an action available for each individual timecard

To view the details of a timecard, **Click** in the Details field.

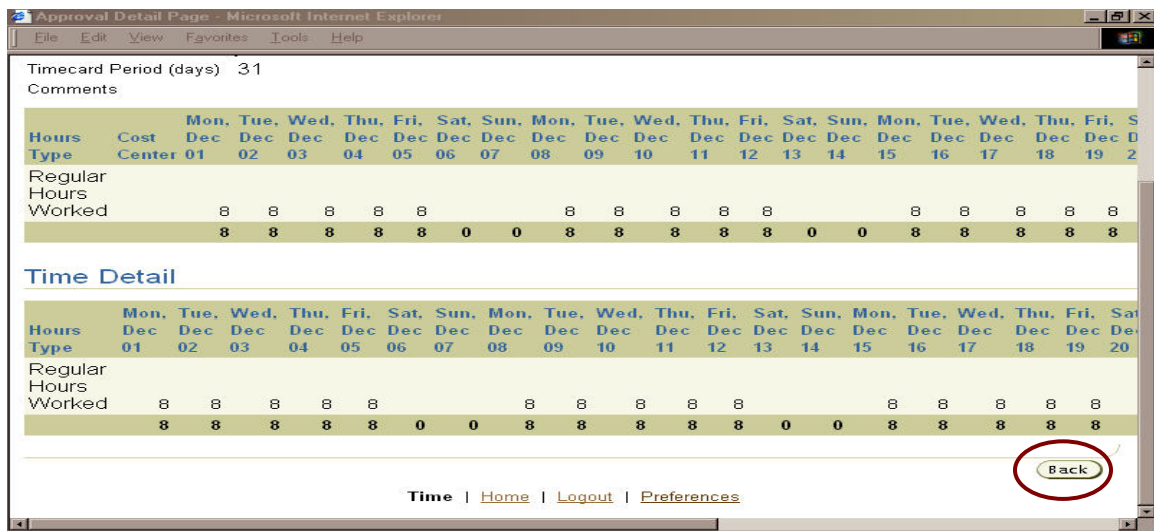


Click on the piece of paper icon inside the Details field.

The details of the timecard will be displayed.

View the timecard details for accuracy and completeness.

Click the Back button at the bottom of the timecard to return to the approval screen.



5. Approving, Skipping, or Rejecting a Timecard

The main approval screen will appear.

After viewing the timecard for accuracy and completeness, **Approve, Skip, or Reject**, the timecard by choosing the appropriate action from the drop down box in the Action field.

- **Approve:** Confirms the accuracy of the timecard submission. It is forwarded to the Payroll department with the current submit process. Once Approved and Submitted changes to the timecard must be handled through the Payroll office.
- **Skip:** Saves the timecard in your queue until it is rejected or approved and submitted. It is not forwarded to Payroll with the current submit process.
- **Reject:** Returns the timecard to the employee for corrections. It is not forwarded to Payroll with the current submit process.

ch to search by timecard entries.

01-Dec-2003 To 31-Dec-2003 (example: 31-Dec-2000) Go

anced Search Criteria

it

ed option to Approve, Reject or Skip Timecards requiring an action. Approvals may be displayed on more than 1 page. To view click Next or Previous. Timecards that have been viewed will display an Approved status. Timecards existing on other pages not in a Skipped status.

Period Starting	Period Ending	Status	Total Hours	Premium Hours	Non Worked Hours	Approver	Comment	Details	Action
01-Dec-2003	31-Dec-2003	Submitted	199	0	0	Test5, Test5			Approve Approve Reject Skip

Review

Time | Home | Logout | Preferences

Comments may be entered in the comments field for the employee if rejecting or for the payroll office if approving when necessary.

Click on the Review button

6. Submitting a Timecard

Approval Review

Review Rejected, Approved and Skipped Items

The Timecards listed as Rejected, Approved or Skipped displayed the timecard status that you have selected. Timecards listed as Skipped have either been changed to that status, or have that status as a result of not viewing the Timecard. Items listed as Skipped require an action to complete the Approval Process.

Items Rejected Previous Next

Employee Name	Role	Period Starting	Period Ending	Total Hours	Premium Hours	Non Worked Hours	Approver	Status	Comment	Details
No data exists.										

Items Approved

Employee Name	Role	Period Starting	Period Ending	Total Hours	Premium Hours	Non Worked Hours	Approver	Status	Comment	Details
Test6, Test6	Oracle Payroll	01-Dec-2003	31-Dec-2003	199	0	0	Test5, Test5	Submitted		

Items Skipped Previous Next

Employee Name	Role	Period Starting	Period Ending	Total Hours	Premium Hours	Non Worked Hours	Approver	Status	Comment	Details
No data exists.										

NOTE:

If there is a mistake in a timecard, Click on the Cancel button to go back to the previous screen. DO NOT submit the timecards. The Submit process batch submits every timecard under the designated approver. Make changes to the Action field for each individual timecard prior to submitting. Once changes are made to the individual timecard action field, repeat the Review/Submit process.

Click on the Submit button to complete the action chosen.

- A message will appear at the top of the page confirming the action you choose for each timecard by category: Approve, Skip, or Reject.

ORACLE Time Home Logout Preferences

Approvals

Confirmation

The timecards shown below have been approved, rejected and skipped.

Confirm Approvals Completed

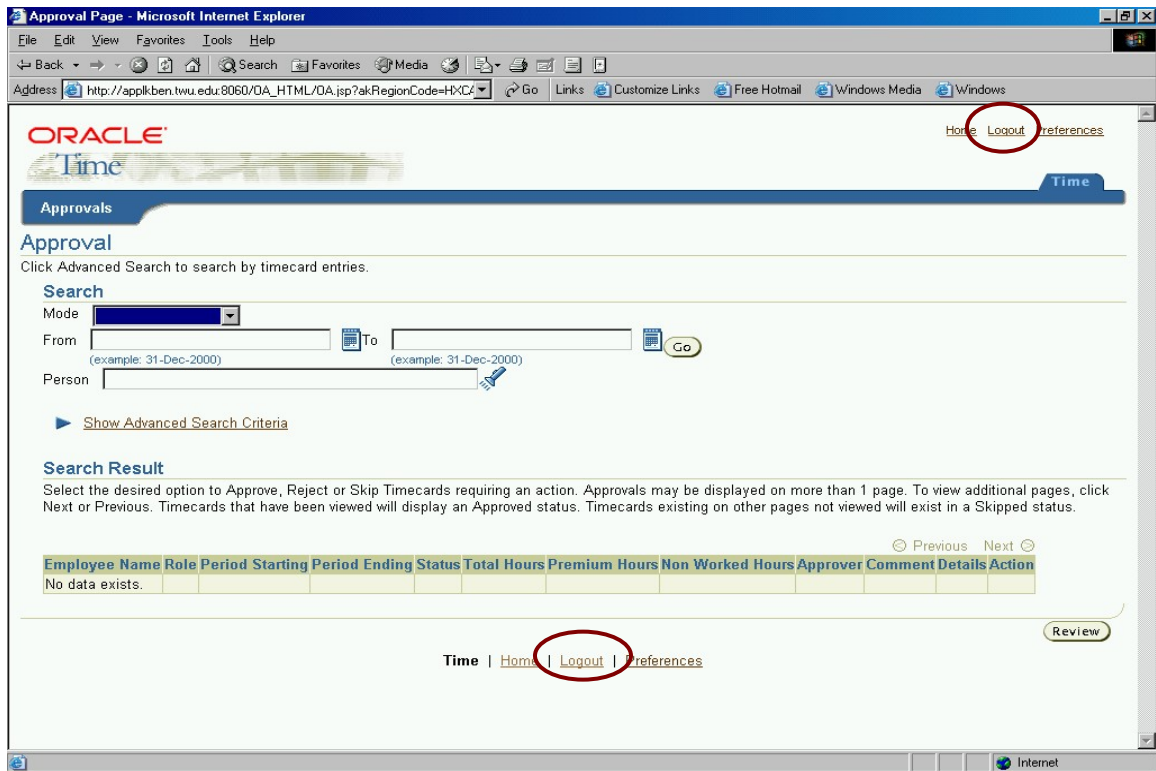
Items Approved

Test6, Test6 Oracle Payroll #2022-1

Time | Home | Logout | Preferences

7. Logging Out

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



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

8. 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.

9. 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