# Recording Time for an Exception Time Reporter with Shift Differential

1. Begin by navigating to the [Timesheet Summary page](#).

   ![Manager Self Service menu](image1)

   - Click the **Manager Self Service** link
   - Click the **Time Management** link.
   - Click the **Report Time** link

2. ![Oracle Timesheet](image2)
   
   Click the **Timesheet** link.

3. Use the **Employee Selection Criteria** section of the [Timesheet Summary page](#) to select a group of employees or an individual employee, for time entry.
4. Enter the desired information into the **Value** field. For example, Group ID.

![Timesheet Summary](image)

4. The **Payroll Status** field defaults to the current date. The **Timesheet** will display the current pay period inclusive of the default date.

5. Click the **Get Employees** button.

![Get Employees button](image)

7. The employee information displays at the bottom of the page.

![Employee Listing](image)

Click on the employee name to bring up the timesheet to enter time.
8. NOTE: Click the **Collapse Menu** button to view the entire **Timesheet** page.

<table>
<thead>
<tr>
<th>Timesheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joa Jones</td>
</tr>
<tr>
<td>Job Title: Maintainer</td>
</tr>
<tr>
<td>Department: A633390</td>
</tr>
</tbody>
</table>

8. **Click for Instructions**

View By: **Week** | Data: **03/08/2009** | << Previous Week | Next Week >>

Reported Hours: **8.000** Hours | Scheduled Hours: **40.000** Hours

Reported time on or before 03/14/2009 is for a prior period.

**From Sunday 03/08/2009 to Saturday 03/14/2009**

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Total</th>
</tr>
</thead>
</table>

|--------|--------|---------|---------|---------|---------|---------|-------------------|------|-------|-----------------|

**Reported Time Status - click to view**

**Reported Hours Summary - click to hide**

**Category** | **Sun 3/8** | **Mon 3/9** | **Tue 3/10** | **Wed 3/11** | **Thu 3/12** | **Fri 3/13** | **Sat 3/14** | **Total** |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------|

| Total Reported Hours | 8.000 | 8.000 | 5.000 | 8.000 | 8.000 | 8.000 | 8.000 | 8.000 | 40.000 |

| Total Scheduled Hours | 8.000 | 8.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 40.000 |

| Schedule Deviation | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 1.000 | 1.000 | 0.000 |

**Balances - click to hide**

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>End balance as of 03/08/2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>8.000</td>
</tr>
<tr>
<td>Vacation</td>
<td>32.551</td>
</tr>
<tr>
<td>Unused Sick Bank</td>
<td>0.000</td>
</tr>
<tr>
<td>Sick</td>
<td>35.358</td>
</tr>
</tbody>
</table>

9. Use the **Timesheet** page to enter time, adjust reported time for the current pay period, and view time.

10. The top portion of the page displays the employee's information: Job Title, Employee ID, Record Number, and Department.

11. The **View By** field determines how much time can be recorded and defaults to **Week**.

The **Date** field defaults to the first day of the current week.

12. Note: if you are viewing time for a prior period, this page will not allow changes; it will be ‘view only’

13. Scroll to the bottom of the page to view the **Reported Time Status**, the **Reported Hours Summary**, and **Balances** for vacation, sick, personal, and comp time.
14. To populate the grid with the employee’s scheduled time, click the **Apply Schedule** button.

**Timesheet**

Joan Jones  
Employee ID: 10333992
Job Title: Maintainer I  
Employee Record Number: 0  
Department: A633360  
Grounds Management

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15. The employee’s regular schedule displays with the appropriate **Time Reporting Code**.

**Timesheet**

Joan Jones  
Employee ID: 10333992
Job Title: Maintainer I  
Employee Record Number: 0  
Department: A633360  
Grounds Management

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Note: Shift ID appears for the employee’s base earnings.
16. To add overtime to the employee, click the \[+\] to insert a row

17. For paid overtime, enter the hours on the appropriate day. The **Time Reporting Code** will be OVS. The straight rate is the only code available. Rules will generate any premium for the employee and can be seen in Payable Time.

![Timesheet Image]

Enter the appropriate shift id for the overtime worked if different then SFT1 and enter the ‘**Shift Combo Code**’ if the shift should be paid from a combo code different from the employee’s base earnings.

18. Click on the \[Overrides\] tab to enter the combo code the overtime will be paid from.

19. Enter the **Combo Code** the overtime will be charged to if different from the employee’s base pay.

20. When finished entering the time, click **Submit** button
21. **Submit Confirmation**

The Submit was successful.

Time for the Week of 2009-03-08 to 2009-03-14 is submitted

[OK]

22. Click **OK** and you will return to the timesheet

The timesheet for Joan Jones shows:

- **Employee ID**: 00333962
- **Job Title**: Maintainer I
- **Department**: A0033300
- **Grounds Management**

The total reported hours are 40.000 hours and the scheduled hours are also 40.000 hours. The **Schedule Deviation** reflects the overtime reported.

23. To enter time for another week for the same employee, you can click **<< Previous Week** or **Next Week >>** provided you are in the same pay period.
24. If your search returned multiple employees, you can click [Next Employee >>] near the top of the timesheet

Or

click [Return to Select Employee] near the bottom of the timesheet

Go To: Manager Self Service
Time Management
Punch Timesheet
[Return to Select Employee]

25. The employee’s time is now reported. Once Time Administration is run (batch schedule), rules for overtime will apply. You can view Payable time where the straight, shift and overtime are now reflected.

Payable Time Summary
Joan Jones
Job Title: Maintenance
Employee ID: 10333962
Employee Record Number: 0

Use the Refresh button to refresh the display of the selected statuses
Start Date: 03/08/2009 End Date: 03/14/2009

Payable Time From 03/08/2009 To 03/14/2009

End of Procedure.