

Step 4: Press “Recalculate” to see the totals for each day as well as the pay period and to open another row. You can also add a row by using the “Add Another Row” button.

Period: September 09, 2013 - September 15, 2013 Comments

Hours Type	Time	Mon, Sep 09	Tue, Sep 10	Wed, Sep 11	Thu, Sep 12	Fri, Sep 13	Sat, Sep 14	Sun, Sep 15	Total
Hours Worked	Start	09:00	07:00		09:00				14
	Stop	13:00	15:00		11:00				
	Hrs								
									0
Add Another Row Recalculate		4	8	0	2	0	0	0	14

Cancel Save Continue

Time Home Logout Preferences Help

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Step 5: Once all entries are made, click “Continue” to review the page.

Cancel Back Submit

Week Starting **Monday, September 09 2013**
 Timecard Period (days) **7**
 Comments

Hours Type	Time	Mon, Sep 09	Tue, Sep 10	Wed, Sep 11	Thu, Sep 12	Fri, Sep 13	Sat, Sep 14	Sun, Sep 15	Total
Hours Worked	Start	09:00	07:00		09:00				14
	Stop	13:00	15:00		11:00				
	Hrs								
		4	8	0	2	0	0	0	14

Cancel Back Submit

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Step 6: Once reviewed, click “Submit” to send your timesheet to your supervisor.

- You will see a confirmation screen which can be printed using “File > Print” from the top line menu.

Time
 Recent Timecards | Create Timecard

Confirmation
 Time entries for the given timecard period have been submitted successfully.

Confirmation:

Hours Entered		
	Regular	Premium
Total Hours Entered	14	0

Week Starting **Monday, September 09 2013**
 Timecard Period (days) **7**
 Comments

Hours Type	Time	Mon, Sep 09	Tue, Sep 10	Wed, Sep 11	Thu, Sep 12	Fri, Sep 13	Sat, Sep 14	Sun, Sep 15	Total
Hours Worked	Start	09:00	07:00		09:00				14
	Stop	13:00	15:00		11:00				
	Hrs								
		4	8	0	2	0	0	0	14

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