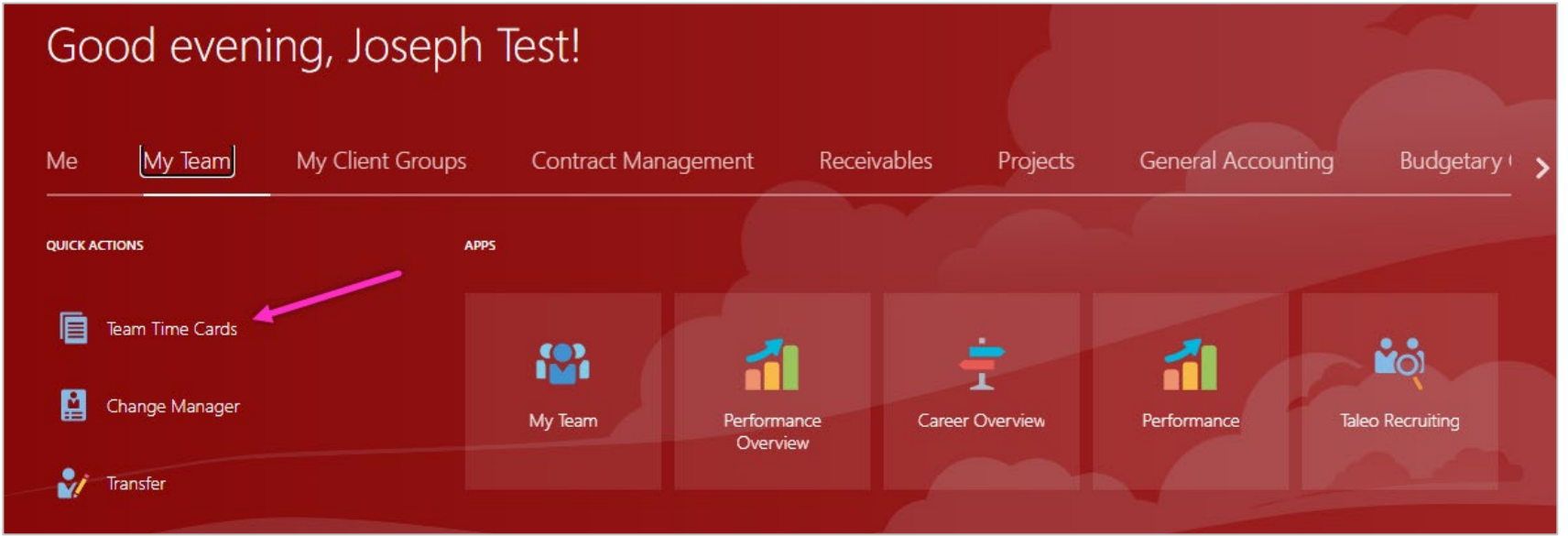
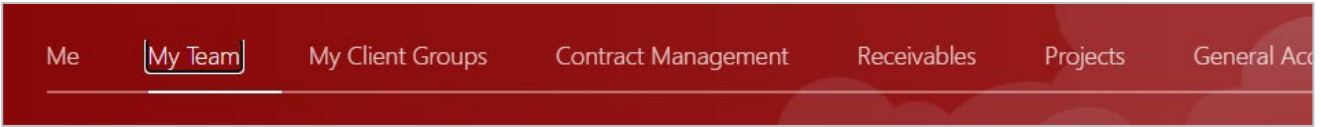


Process Name: Time Card Approval

STEP	DETAIL
1	<p>Sign in to Oracle Cloud through <b>TCNJ Today</b> app bar            Click <b>Company Single Sign-On</b>  <b>Username:</b> TCNJ login  <b>Password:</b> your password            Click Home button in upper Right corner</p>
2	<p><b>Approval Option #1</b></p> <p>Click the <b>My Team</b> from the scroll menu</p>
3	<p>Click <b>Team Time Cards</b> in the Quick Actions menu</p>



### 3 Options in Team Time Cards

1. Check the box next to each employee to select them, or check the box next to Actions to select all below - Choose Approve or Reject from the dropdown to apply the action to all selected timesheets.
2. Print a pdf of the Time Card.
3. Use the hyperlink to Review & Approve the Time Card.


4

View By	Sort By
Calculated details by earned date	Earned date - old to new
Wednesday, October 14	11 Hours
Wednesday, October 14	1 Hours
Thursday, October 15	11 Hours

**Approval Option #2**

Click on the Notification Bell in the upper right corner in the upper right corner

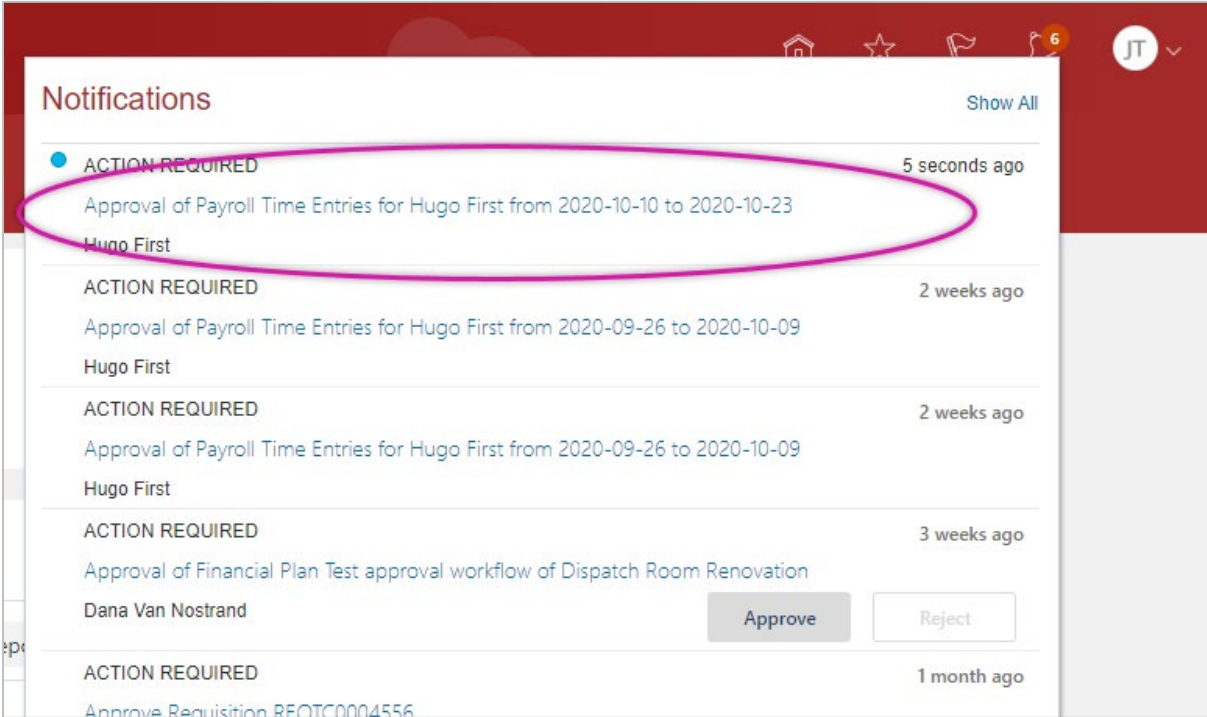
5



The screenshot shows a dark red dashboard header. In the top right corner, there is a notification bell icon with a red badge containing the number '6'. A pink arrow points to this icon. Below the header, the text 'Good evening, Joseph Test!' is displayed. A navigation menu includes 'Me', 'My Team', 'My Client Groups', 'Contract Management', 'Receivables', 'Projects', 'General Accounting', and 'Budgetary'. At the bottom, there are sections for 'QUICK ACTIONS' and 'APPS'.

Open the Time Card with the hyperlink

6



The screenshot shows the 'Notifications' dropdown menu. The top notification is circled in pink. It is an 'ACTION REQUIRED' notification titled 'Approval of Payroll Time Entries for Hugo First from 2020-10-10 to 2020-10-23' by 'Hugo First', received '5 seconds ago'. Below it are two more 'ACTION REQUIRED' notifications for payroll time entries by 'Hugo First', received '2 weeks ago'. The bottom notification is for 'Approval of Financial Plan Test approval workflow of Dispatch Room Renovation' by 'Dana Van Nostrand', received '3 weeks ago', and includes 'Approve' and 'Reject' buttons. A fourth notification is partially visible at the bottom, received '1 month ago'.

**Approve or Reject** the Time Card

7

Approval of Payroll Time Entries for Hugo First from 2020-10-10 to 2020-10-23

Approve Reject Actions


**Details**

Assignee Joseph Test  
 From hfirst  
 Assigned Date 10/14/2020 9:20 PM  
 Task Number 292479

**Recommended Actions**

**Payroll Time Entries for Approval**

**Person Information**

 Name Hugo First  
 Assignment Number E300941  
 Position Campus Police Officer  
 Location Administrative Services Building - Campus Police Services

Person Number 300941  
 Job CampPoliceOff PubServ  
 Department Campus Police  
 Manager Joseph Test

**Time Card Details**

Time Card Period 10/10/2020 - 10/23/2020  
 Overtime Periods 10/10/2020 - 10/23/2020  
 Status Submitted  
 Resubmission Status

Time Card Comments Resubmission Reason

**Reported Time** Time Totals

Reported Hours	4.00	Absence Hours	0.00	Scheduled Hours	70.00
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