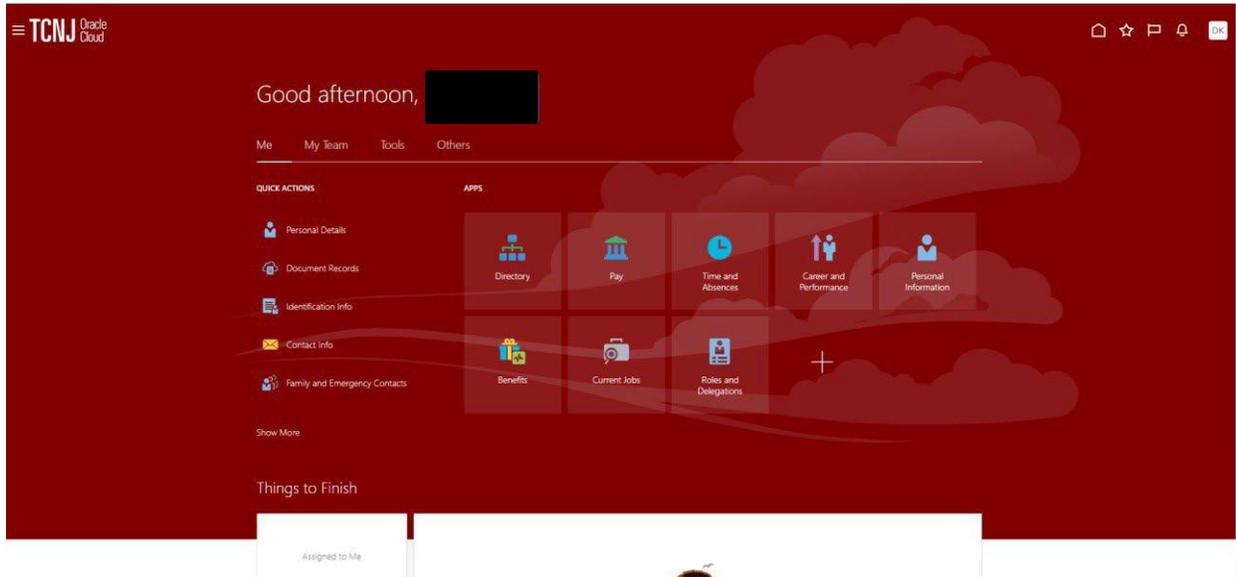
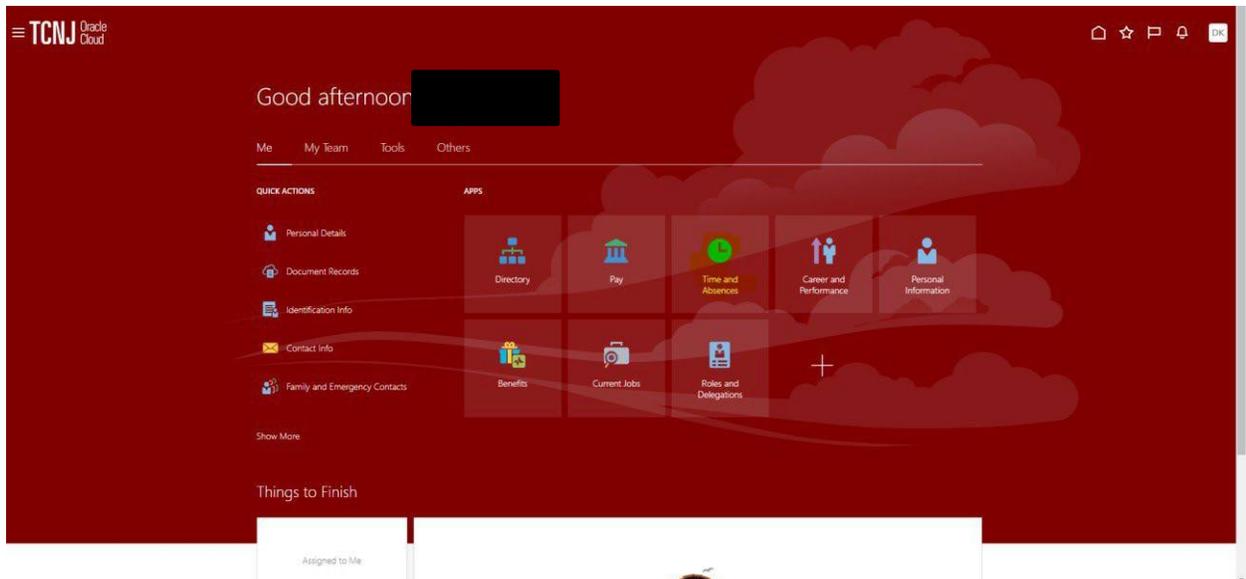


Student Time Entry with One Assignment

Login to Cloud.



Select the Time and Absence Tile.



Double Click in the Assignment Field.

12/28/2024 - 01/10/2025			Saturday, December 28		Sunday, December 29
Assignment *	Payroll Time Type *	Default Payroll Rate	Start	Stop	Start
1					
2					

Enter the start and stop time in the fields for the days worked.

Note: All students are required to take a 30-minute break for every 5 consecutive hours worked and a 1-hour break for every 10 consecutive hours worked. These breaks are calculated automatically.

Best practice is to enter the hours you have worked after each shift you have worked and then save your entry. Then to submit the time card after your last shift for the pay period.

12/28/2024 - 01/10/2025			Saturday, December 28		Sunday, December 29	Monday, December 30		Tuesday, December 31		Wednesday, January 01		Thursday, January 02		
Assignment *	Payroll Time Type *	Default Payroll Rate	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
1	athletics	College Student Aid					9:00 AM	10:00 AM						
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
Reported Hours					0 hours	0 hours	1 hour		0 hours		0 hours			0

You will see the screen updated next to your name in the upper left corner for your saved time card.

TCNJ Oracle Cloud

DK **Saved** Cancel Save Actions Submit

Person Number [redacted] Time Card Period 12/28/2024 to 01/10/2025

12/28/2024 - 01/10/2025			Saturday, December 28		Sunday, December 29		Monday, December 30		Tuesday, December 31		Wednesday, January 01		Thursday, January 02	
Assignment *	Payroll Time Type *	Default Payroll Rate	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
[redacted] Athletics	College Student Aid						9:00 AM	10:00 AM						
1														1 hour
2														0 hours
3														0 hours
4														0 hours
5														0 hours
6														0 hours
7														0 hours
8														0 hours
9														0 hours
10														0 hours
11														0 hours
12														0 hours
Reported Hours			0 hours		0 hours		1 hour		0 hours		0 hours		0	

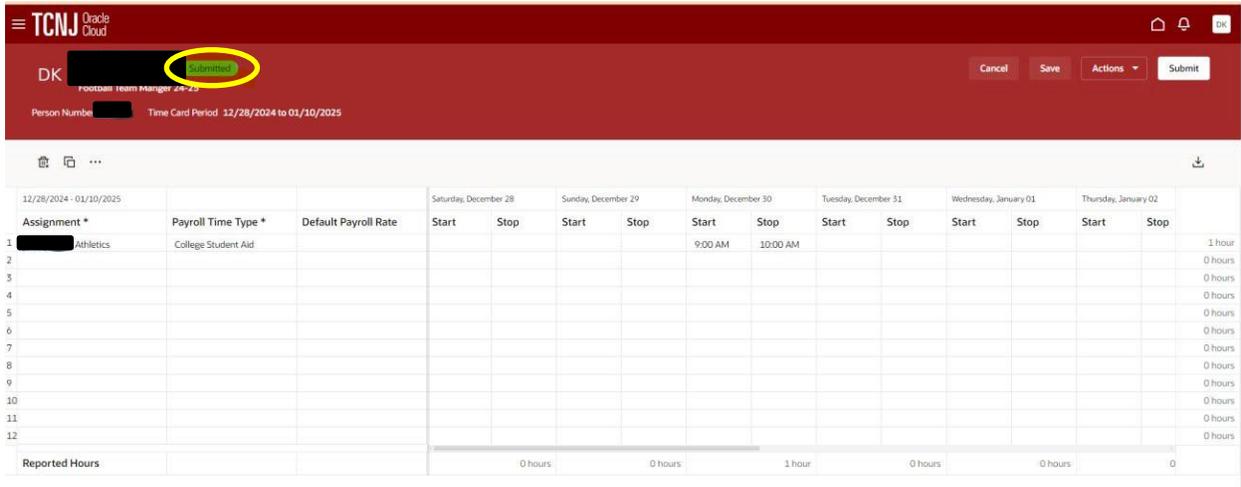
Once you submit it will bring you back to the Time and Absence Screen.

TCNJ Oracle Cloud

< Time and Absences

- Time Card - Current Period**: Access your current time card. Time cards to be used by hourly employees and for submitting OT hours only.
- Time Card - Current Period**: Access your current time card. Time cards to be used by hourly employees and for submitting OT hours only.
- Add Time Card**: Add a time card for a selected period.
- Time Card - Previous Periods**: Access all of your time cards. Time cards to be used by hourly employees and for submitting OT hours only.
- Time Card - Previous Periods**: Access all of your time cards. Time cards to be used by hourly employees and for submitting OT hours only.
- Request Time Changes**: Send a request to change your worked time.
- Add Absence**: Request an absence and submit for approval.
- Absence Balance**: Review current plan balances and absences taken or requested.
- Existing Absences**: View, change or withdraw existing absence requests.
- Donations**: Donate a portion of your plan balance to a coworker.
- Calendar**: View your shifts, absences, and public holidays.

If you navigate back to your time card after it has been submitted you will see next to your name in the upper left corner that it is in a submitted status.



The screenshot shows the Oracle Cloud interface for a time card. At the top left, the user's name 'DK' is displayed next to a green 'Submitted' status label, which is circled in yellow. Below the name, the role 'Football Team Manager 24-25' is visible. The time card period is '12/28/2024 to 01/10/2025'. The main area is a table with columns for dates from Saturday, December 28 to Thursday, January 02. The table has columns for 'Start' and 'Stop' times for each day. The 'Reported Hours' row at the bottom shows 0 hours for Saturday and Sunday, 1 hour for Monday, and 0 hours for Tuesday, Wednesday, and Thursday.

12/28/2024 - 01/10/2025			Saturday, December 28		Sunday, December 29		Monday, December 30		Tuesday, December 31		Wednesday, January 01		Thursday, January 02	
Assignment *	Payroll Time Type *	Default Payroll Rate	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
1 [redacted] Athletics	College Student Aid						9:00 AM	10:00 AM						
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
Reported Hours			0 hours		0 hours		1 hour		0 hours		0 hours		0	

How do I know if my supervisor approved my time?

Select the Time and Absence tile.

