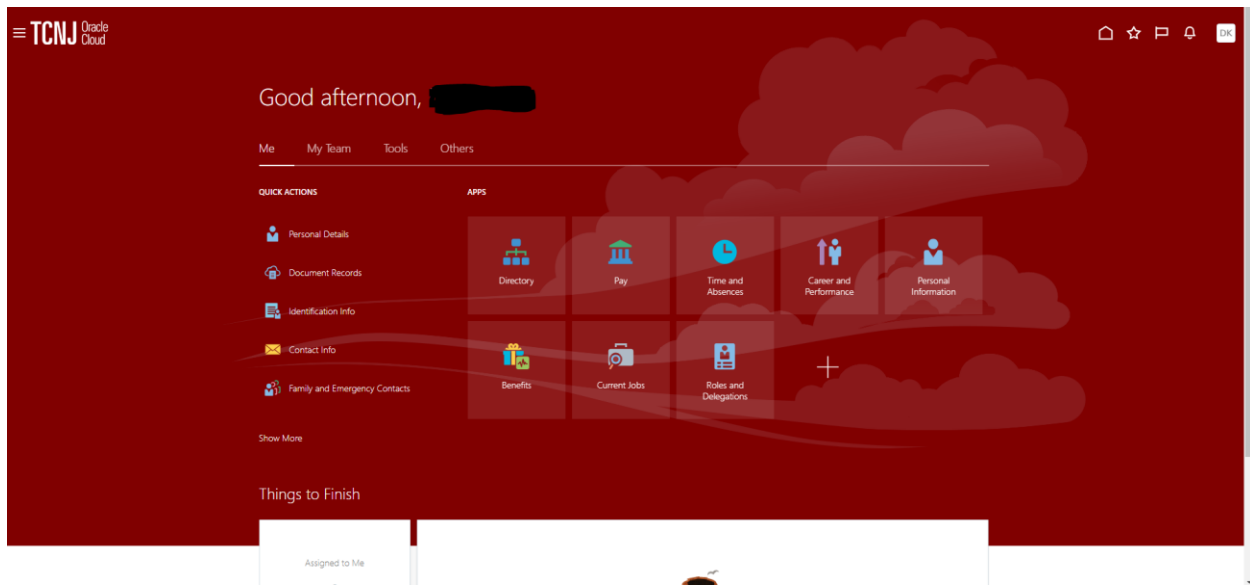
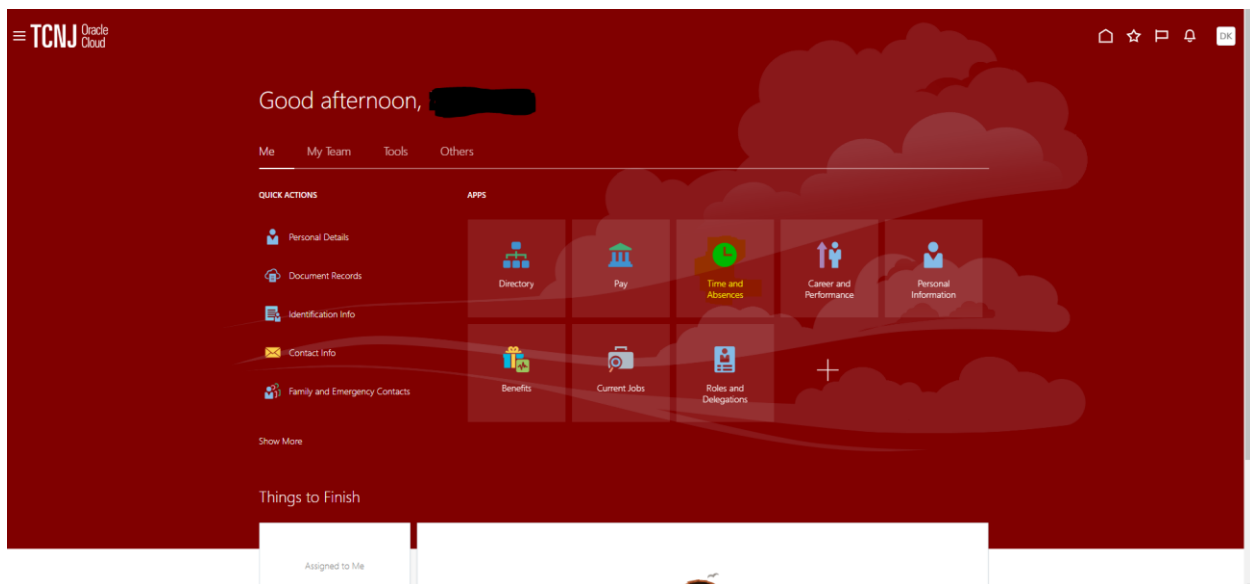


Student Time Entry with One Assignment.

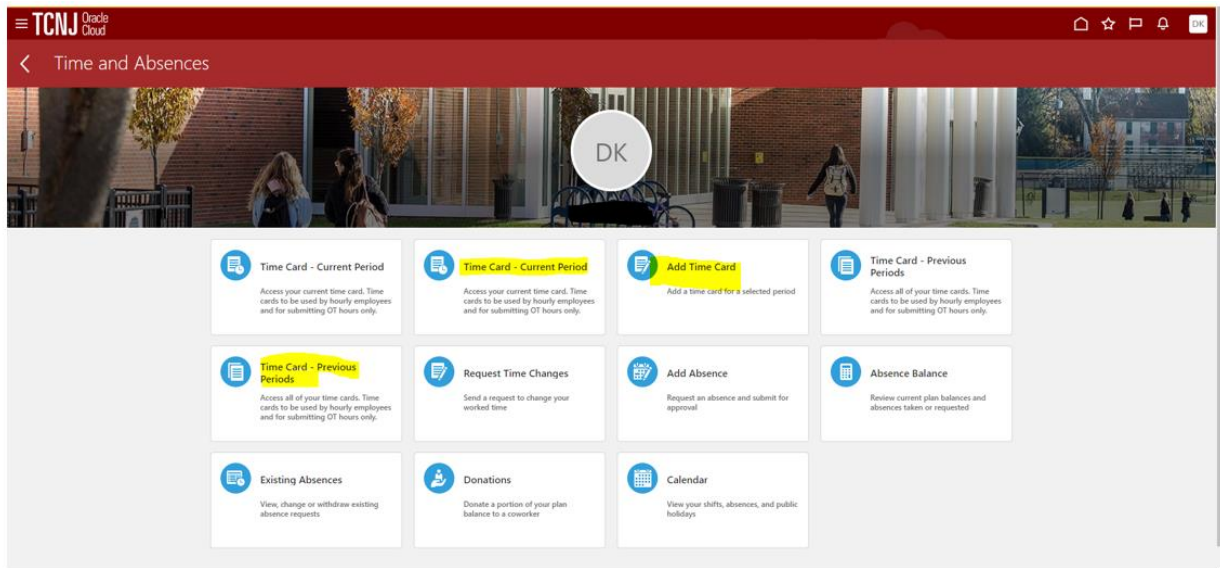
Login to Cloud.



Select the Time and Absence Tile.



Select Time Card Current Period for the current time card or Time Card Previous Period for prior time card periods.



In this job aid we have selected the Time Card Current Period Tile. But you can select Add Time Card or Time Card-Previous Periods.

The current time card is now visible.

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														0 hours
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		0 hours		0 hours		0 hours		0	

Double Click in the Assignment Field.

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.

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	

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.

TCNJOracle Cloud

DK

Football Team Manager 24-25

Person Number

Time Card Period 12/28/2024 to 01/10/2025

CancelSaveActionsSubmit

12/28/2024 - 01/10/2025

Assignment *
Athletics

Payroll Time Type *
College Student Aid

Default Payroll Rate

	Saturday, December 28	Sunday, December 29	Monday, December 30	Tuesday, December 31	Wednesday, January 01	Thursday, January 02		
	Start	Stop	Start	Stop	Start	Stop	Start	Stop
1			9:00 AM	10:00 AM				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.

TCNJOracle Cloud

Time and Absences

DK

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 - Previous Periods

Access all of your time cards. Time cards to be used by hourly employees and for submitting OT hours only.

Existing Absences

View, change or withdraw existing absence requests

Time Card - Current Period

Access your current time card. 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

Donations

Donate a portion of your plan balance to a coworker

Add Time Card

Add a time card for a selected period

Add Absence

Request an absence and submit for approval

Calendar

View your shifts, absences, and public holidays

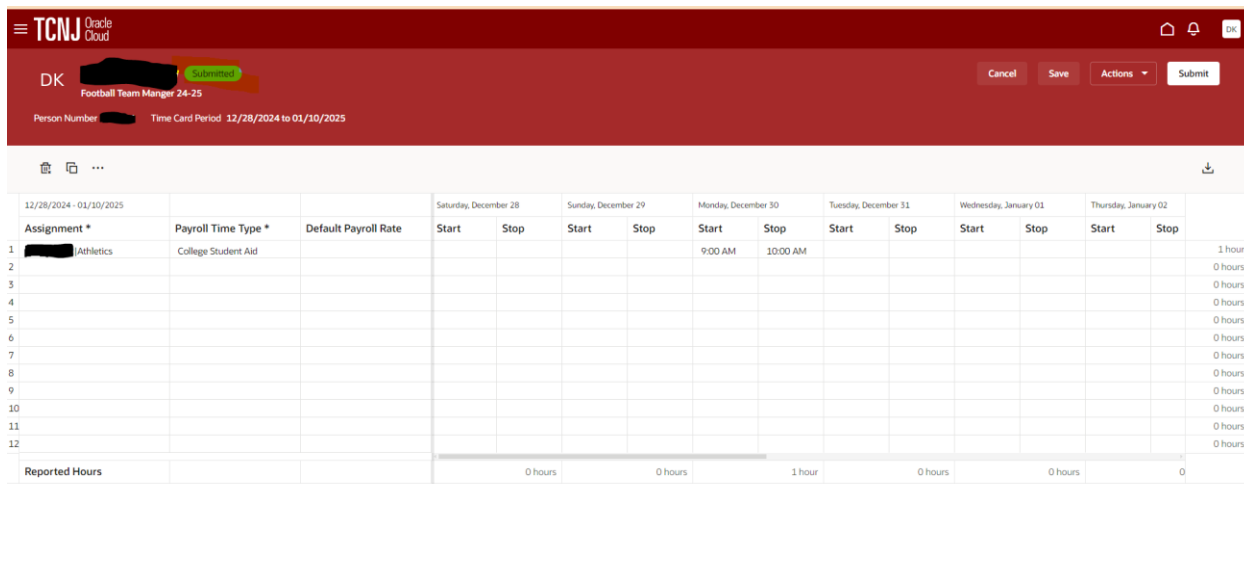
Time Card - Previous Periods

Access all of your time cards. Time cards to be used by hourly employees and for submitting OT hours only.

Absence Balance

Review current plan balances and absences taken or requested

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.

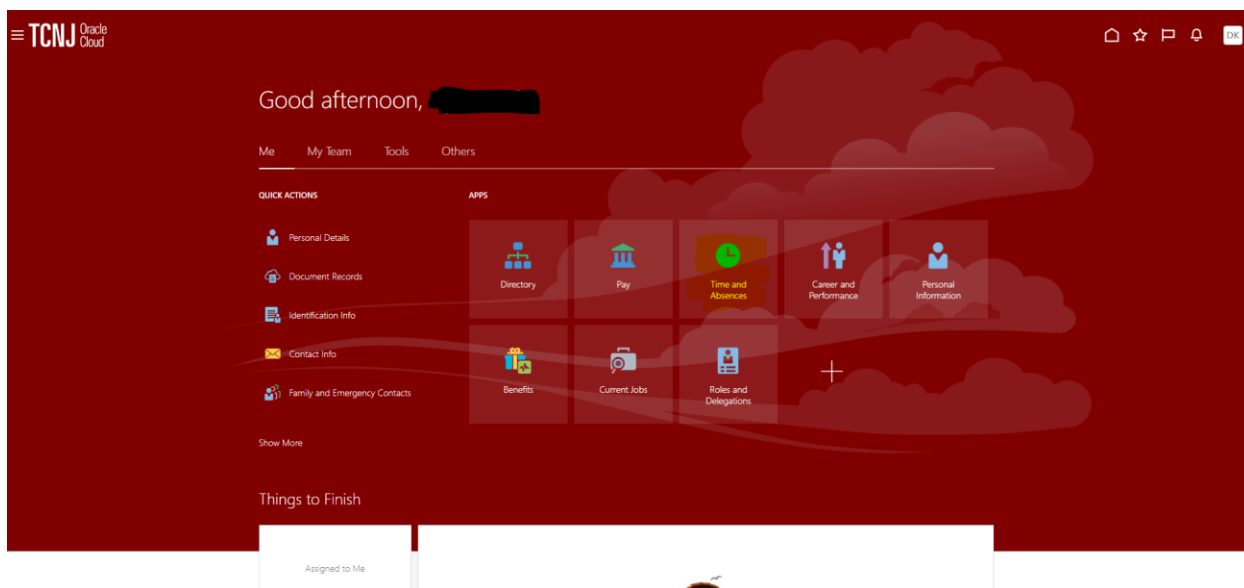


The screenshot shows the TCNJ Oracle Cloud interface. At the top, the user's name is DK, and the status is "Submitted". Below this, the "Person Number" is [REDACTED] and the "Time Card Period" is 12/28/2024 to 01/10/2025. The interface includes buttons for "Cancel", "Save", "Actions", and "Submit".

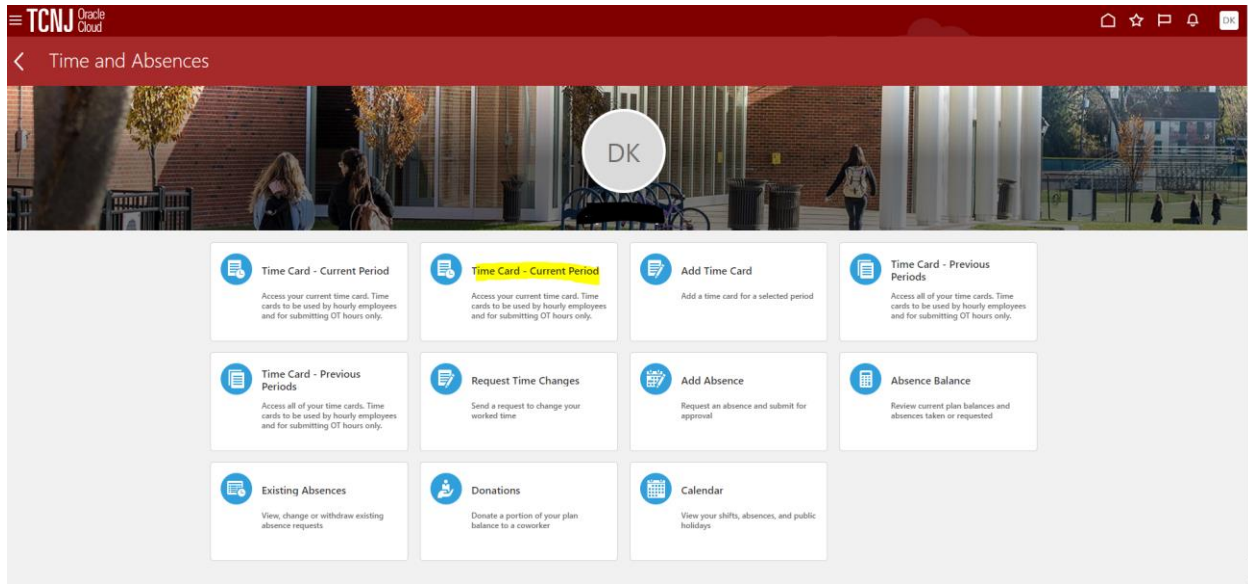
12/28/2024 - 01/10/2025			Saturday, December 28		Sunday, December 29		Monday, December 30		Tuesday, December 31		Wednesday, January 01		Thursday, January 02	
Assignment *	Payroll Time Type *	Default Payroll Rate	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop
1 [REDACTED] Athletics	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.



Select Time Card-Current Period tile.



If you supervisor has approved your time card you will see the Approved status next to your name in the upper left corner.

The screenshot shows the 'Time Card' entry form in the TCNJ Oracle Cloud interface. The form has a red header with the TCNJ logo and a navigation bar. Below the header, there's a large banner image with a circular profile icon containing the initials 'DK'. The main area contains a table for entering time card data for the period 12/28/2024 to 01/10/2025. The table has columns for dates and times, and a 'Reported Hours' row at the bottom.

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 DK 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	

Once approved do not submit the timecard as it will go through the approval process again. Only submit if you have added or changed hours that were reported on an approved time card.