Supervisor Time Approval

Select My Team Tile

Then select Team Time Cards

≡ TCNJ Cand	Good afternoon, Me My Team My Client Gro Ruick Actions	ups General Accountin	ig Budgetary i	Control My Ente	erprise Tools	Others		₽ IJ
(Manage Document Records Team Time Cards Team Change Requests	My Team	Performance Overview	Career Overview	Performance	Conter Team Skills Center		
	Add Current Time Card	+						
	^{Show More} Things to Finish							
	Assigned to Me			Ś				

Here you will see all of your team timecards. You can keep the current date range that is filtered or delete and use the other filter options that works best for your team.

- You can approve directly from this screen by checking the box for those employees who have submitted time.
- You can also submit saved time for employees from this screen as well.

< Team Tim	ne Cards										
Dated Range 12/20/20	024 - 01/03/2025 × Re	eports Status Exc	eption Job Lo	cation Department	Filters Clear (1)				All time cards	for the previous 2 wee	• 🗖
											-
Print Actions	•										
Print Actions Person Name	• Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses	
Print Actions Person Name	Period Start Date 12/14/2024	Period End Date 12/27/2024	Status Saved	Reported Hours 27	Scheduled Hours 76.5	Absence Hours	Total Hours 27	Submission Date	Exception	Additional Statuses	

	Cards									
Q Search by person na										
Dated Range 12/20/2024 -	01/03/2025 × Rep	orts Status Excep	ation Job Lo	ocation Department	Filters Clear (1)				All time cards f	or the previous 2 weeks
	1									
Print Actions •										
Person Name	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses
	12/14/2024	12/27/2024	Saved	27	76.5	0	27			
	12/28/2024	01/10/2025	Submitted	1	76.5	0	1	01/03/2025		

EJ

To see the details of the time before approving you will click the hyper link of the date.

This is the detail time card and you can approve here.

• If you need to reject this time you can do so by selecting Actions and the Reject from the drop down menu. Please note that the employee will need to correct and resubmit the time card for approval.

=	TCNJ Oracle Cloud													/	- Ch	
	DK Person Number	Submitted Time Card Period 12/28/2024 to	o 01/10/2025									Canc	iel Save	Actions	• App	rove
	ē: G															4
1	12/28/2024 - 01/10/2025			Saturday, D	ecember 28	Sunday, Dec	ember 29	Monday, Dece	mber 30	Tuesday, De	cember 31	Wednesday,	January 01	Thursday, Ja	nuary 02	
C	Default Payroll Rate	Payroll Time Type *	Assignment *	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	
1		College Student Aid	Athletics					9:00 AM	10:00 AM							1 hour
2																0 hours
3																0 hours
4																0 hours
5				-												0 hours
6																0 hours
/																0 hours
0																Ohours
10																0 hours
11																0 hours
12																0 hours
	Constant Hours				Ohnur		Observe		1.6		Obsure		O house			

Once approved, you will see the status updated.

< ream time	Cards										
Q Search by person na											
Dated Range 12/20/2024 -	01/03/2025 🗙 Re	ports Status Exce	ption Job	Location Department	Filters Clear (:						۵
											П
Print Actions *											
Actions	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses	
Print Actions •	Period Start Date 12/14/2024	Period End Date 12/27/2024	Status	Reported Hours 27	Scheduled Hours 76.5	Absence Hours 0	Total Hours 27	Submission Date	Exception	Additional Statuses	