

## “LOOKING BACK” – TIMECARD REVIEW

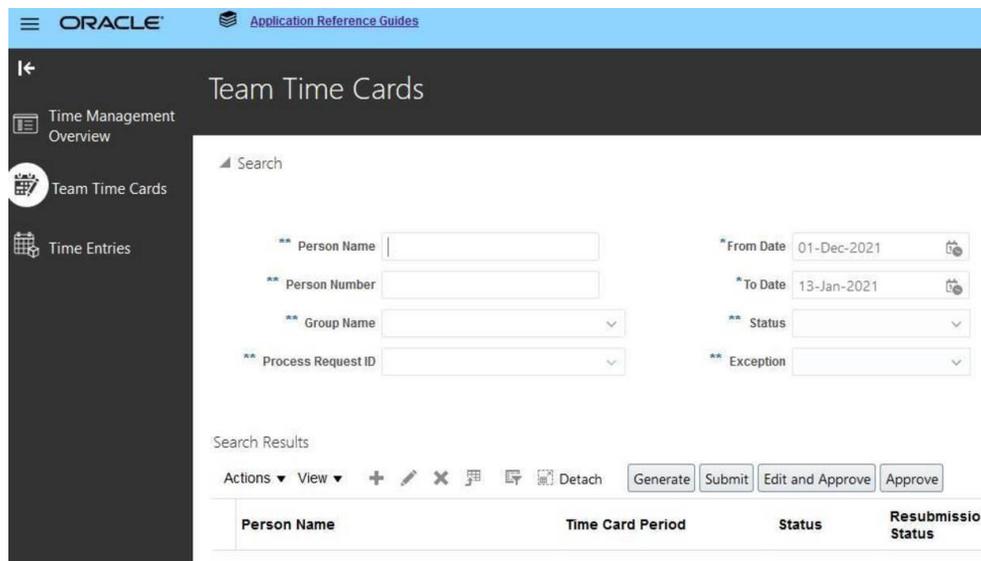
This week's tip will help you “look back” at your team’s time cards. Sometimes when we have an accelerated payroll we ask you and your staff to estimate their work. That means you’ll occasionally have to go back in time, so to speak, and adjust time cards to the *actual* hours worked.

Remember, with HCM, employees can go backward in time and make changes, edits, and corrections for up to 14 days. They can look back still further but can only make changes in that 14-day window. When an employee changes their time card, they must resubmit it for approval (and you will need to reapprove any changes submitted).

Line managers (direct managers) can go back four months or 120 days and can make changes or corrections for that full time period.

### HOW TO LOOK BACK

- After logging into Oracle, navigate to "My Client Groups" then click “Time Management.”
- Click “Team Time Cards” on the left side of the screen.
- In the search window, enter the employee’s name or choose the time card status (edited, submitted, etc.) and enter a date range.
- The selected time cards will appear and you will be able to click on the date range to enter the time card and make changes.



The screenshot displays the Oracle HCM 'Team Time Cards' search interface. It features a search form with the following fields:

- \*\* Person Name (text input)
- \*\* Person Number (text input)
- \*\* Group Name (dropdown menu)
- \*\* Process Request ID (dropdown menu)
- \*\* From Date (calendar icon, value: 01-Dec-2021)
- \*\* To Date (calendar icon, value: 13-Jan-2021)
- \*\* Status (dropdown menu)
- \*\* Exception (dropdown menu)

Below the search form, there is a 'Search Results' section with a toolbar containing buttons for 'Actions', 'View', '+', '-', 'X', 'Print', 'Detach', 'Generate', 'Submit', 'Edit and Approve', and 'Approve'. The search results table has the following columns:

Person Name	Time Card Period	Status	Resubmission Status
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*In Oracle, navigate to the search screen (above), then enter a name (or time card status) and date range to look at previous time entered.*

## RELATED LINKS:

- ["Time Entry" video](#)
- ["Managing Your Time Card" reference guide](#)

## SHARE A TIP, ASK A QUESTION

As always, *we want to hear from you*. If you have a question or tip you'd like us to share, email [HR@middlebury.edu](mailto:HR@middlebury.edu)