"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.

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