



# FMS Timecard Entry User Manual

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## LOGGING ON

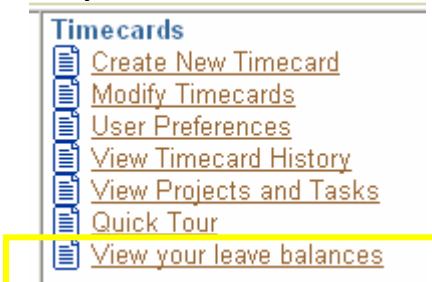
**The Payroll department has set the deadline for your timecard to be in Oracle every Friday no later than 9:30 AM. When the following Monday is a holiday; your timecard is required to be in Oracle the Thursday before the holiday no later than 9:30 AM.**



1. Open up Oracle by double clicking on the shortcut on the desktop
2. Log on to Oracle: Your username is your network username (if you do not have a network username your Oracle username is your first initial and lastname).
3. Your password is welcome
4. Change to your own password.




### Your Leave Balances

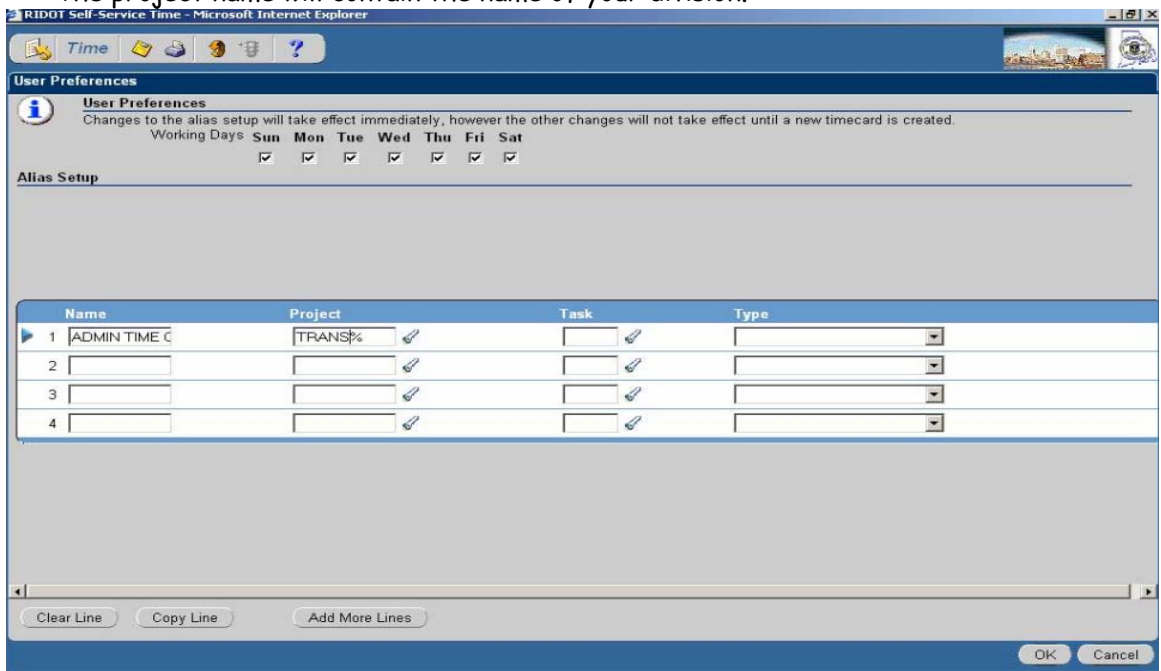
To view your leave balances click once on View your leave balances under Timecards:



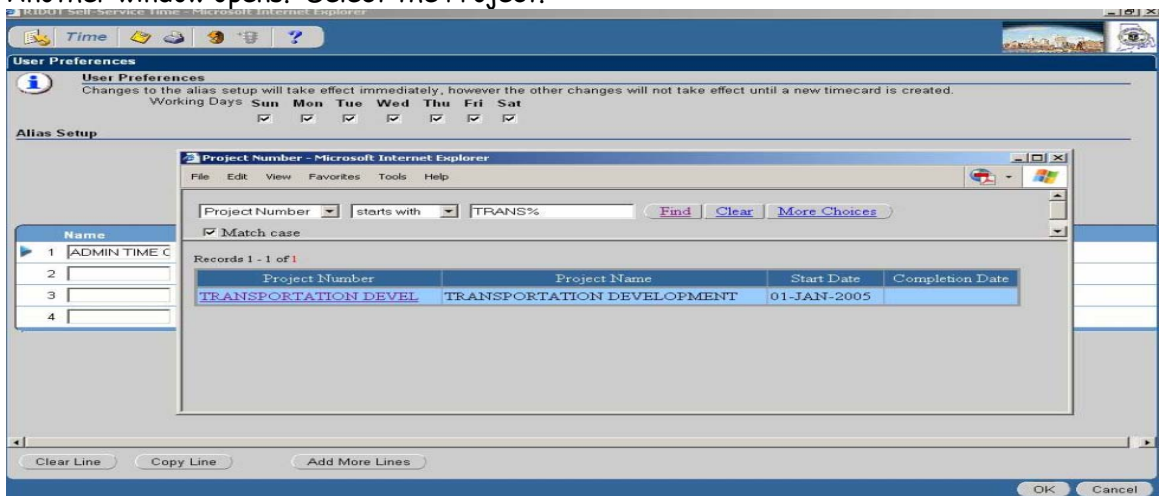
# SETTING UP ALIASES


Define an unlimited number of aliases (short codes that are associated with a particular combination of project, task, and type). You can then use these aliases instead of selecting the project, task, and type in a timecard line.

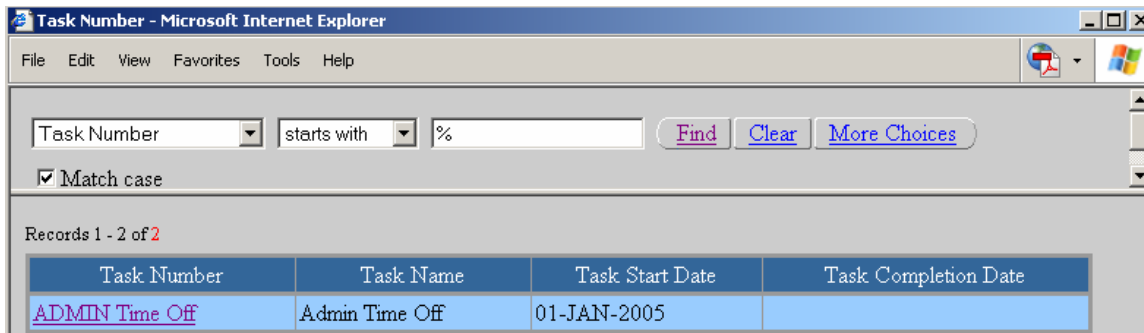
1. Click once on Timecards  [Timecards](#)
2. Click once on User Preference  [User Preferences](#)
3. New window opens.
4. Under Alias setup: Enter a Name for the alias. (Example: ADMIN TIME OFF). Find your assigned Project used for Admin Time Off by typing '%' in the project box and clicking on the lookup  button. The project name will contain the name of your division.



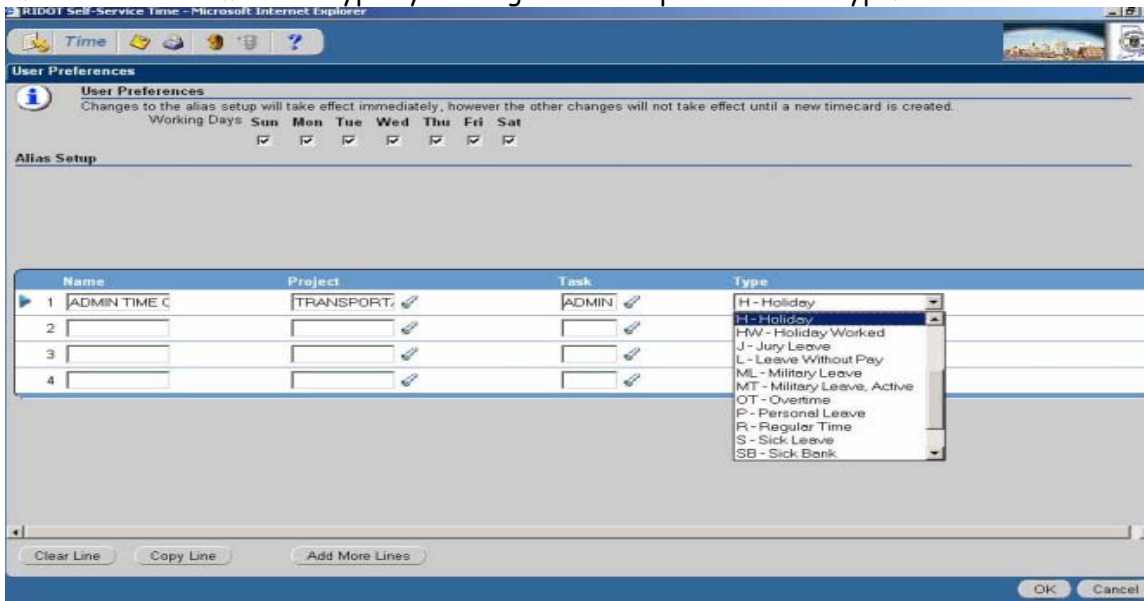
Another window opens. Select the Project.



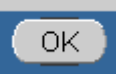
5. Select the Task by typing '%' in the TASK box and then click on the lookup  button. Another window opens. Select the Task called ADMIN Time Off.





6. Select the time code Type by clicking on the drop down under Type.



7. You may repeat steps to create any number of aliases.

8. When finished Click the OK  button located at the bottom right hand corner of the page. This will save your aliases.

# CREATING YOUR TIMECARD

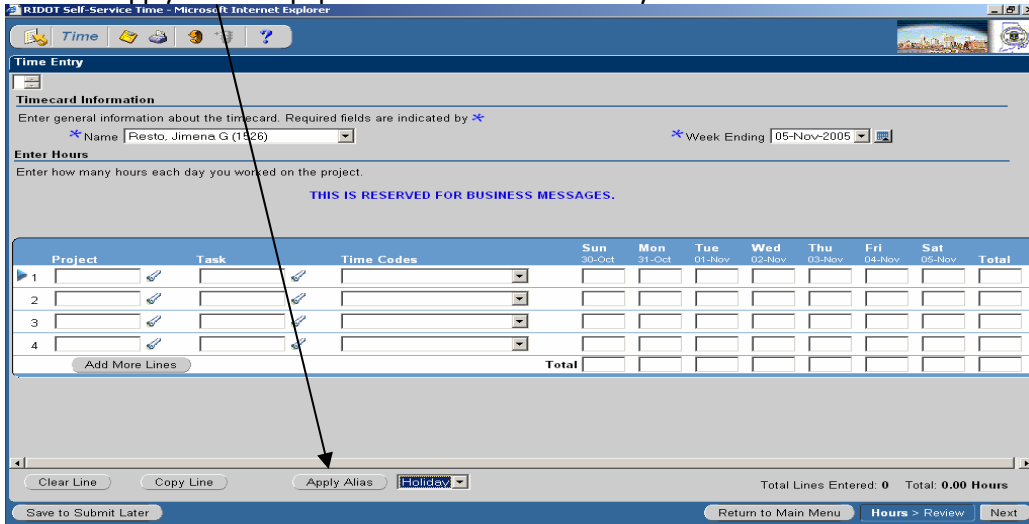
1. Click once on Timecards  [Timecards](#)
2. Click once on Create New Timecard  [Create New Timecard](#)
3. New window opens.


4. Verify your name: \* Name

5. Verify the week ending date: \* Week Ending

6. Enter Project, Task, and Timecode: Use your aliases.





Click on Apply Alias to populate all 3 with the alias you have created.



(NOTE: the line that has the  blue arrow is the line you are entering values on.)

7. \*If you have NOT saved Aliases for one your tasks; you will need to enter your project, task, & timecode by selecting them from a lookup.
  - a. See section called [ENTERING YOUR TIME WITHOUT AN ALIAS](#)
  - b. Enter hours in the boxes for the days on that line. If you are charging more than one exception (example: vacation, OT, Call In, etc.), separate lines must be used for each.

**Example:** Monday-Thursday regular work days and Friday as a vacation day

Project	Task	Time Codes	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			05-Jun	06-Jun	07-Jun	08-Jun	09-Jun	10-Jun	11-Jun	
1	Maintenance 	HQ Labor Ch 	<input type="text"/>	7.00	7.00	7.00	7.00	<input type="text"/>	<input type="text"/>	28.00
2	Maintenance 	Adminstrator 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	7.00	<input type="text"/>	7.00



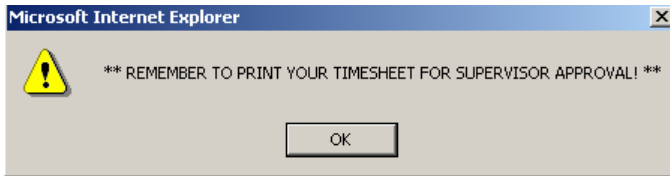
8. When complete click on the Next button located at the bottom right hand corner. This will "verify" (validate) your timecard. If it does not pass you will receive a message with a description of the error.



9. If there are no errors, it will bring you to a new screen that summarizes your entries. To submit your timecard for approval click on the Submit button



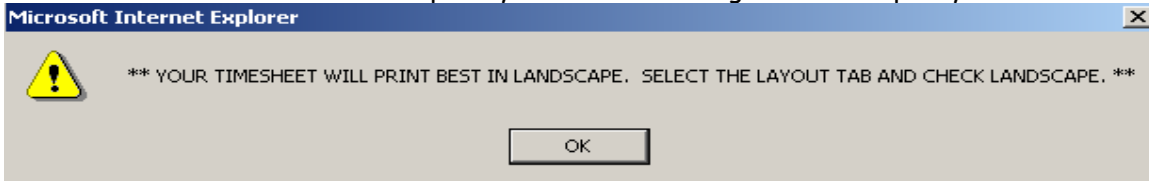
10. You will be asked if you are sure you'd like to submit: Click Yes.

11. You will be reminded to print your timecard - click OK.



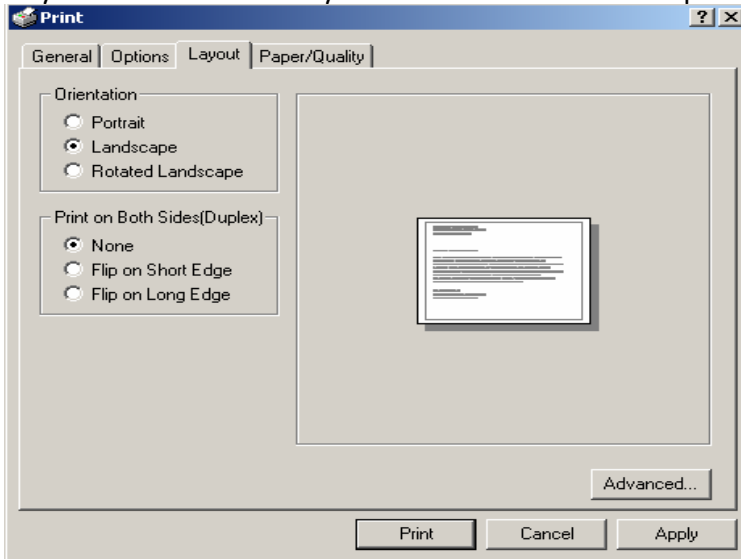
12. Your timecard will appear in summary form once again with the signature lines added to it. Click on the Print  button located at the bottom left hand corner OR you can click on the Printer Icon  located on the top of the page.

13. You will receive a reminder to print your timecard using the landscape layout:

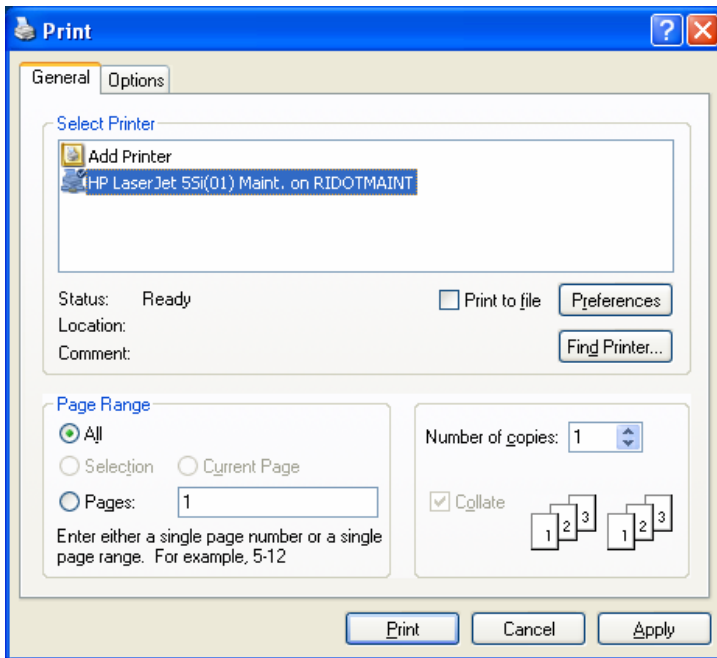


14. The Print setup window opens.

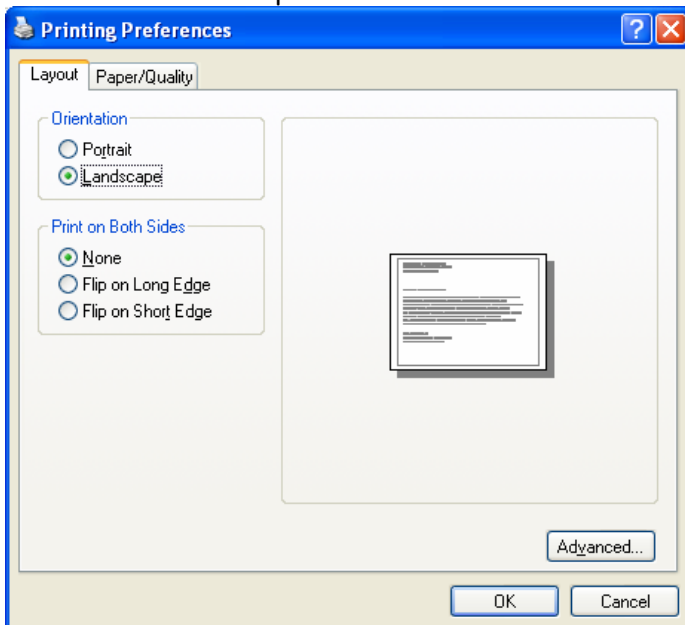
If you see this: Select Layout and then select Landscape:



If you see this: Click on the Preferences button.



Then click on Landscape. Then click on OK.



15. Click on Print.

16. Sign your timecard and hand it to your supervisor for his/her signature approval.

# ENTERING YOUR TIME WITHOUT AN ALIAS

This section demonstrates how to enter your timecard if you do not want to use an alias/preference.

1. You should have the timecard window open

**Timecard Information**  
Enter general information about the timecard. Required fields are indicated by \*

\*Name Consultant, Oracle (1342) \*Week Ending 29-Oct-2005

**Enter Hours**  
Enter how many hours each day you worked on the project.

THIS IS RESERVED FOR BUSINESS MESSAGES.

Project	Task	Time Codes	Sun 23-Oct	Mon 24-Oct	Tue 25-Oct	Wed 26-Oct	Thu 27-Oct	Fri 28-Oct	Sat 29-Oct	Total
1   %										
2										
3										
4										
Total			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Buttons: Clear Line, Copy Line, Apply Alias, Add More Lines, Return to Main Menu, Hours > Review, Next

2. Find the Project by typing '%' in the Project box and clicking on the lookup button. Another window opens.

Project Number | starts with | F% | Find | Clear | More Choices

Match case

Records 1 - 1 of 1

Project Number	Project Name	Start Date	Completion Date
<a href="#">FINANCIAL MANAGEMENT</a>	FINANCIAL MANAGEMENT	01-JAN-2005	

3. Select the project that needs to be charged time to by moving the mouse over the Project Number (it will turn the mouse pointer to a hand) then click once. The project name automatically fills in on the timecard.

**Time Entry**

**Timecard Information**  
 Enter general information about the timecard. Required fields are indicated by \*

\* Name Consultant, Oracle (1342) \* Week Ending 29-Oct-2005

**Enter Hours**  
 Enter how many hours each day you worked on the project.

THIS IS RESERVED FOR BUSINESS MESSAGES.

Project	Task	Time Codes	Sun 23-Oct	Mon 24-Oct	Tue 25-Oct	Wed 26-Oct	Thu 27-Oct	Fri 28-Oct	Sat 29-Oct	Total
1 FINANCIAL M										
2										
3										
4										
<b>Total</b>										

4. Find the Task by typing '%' in the Project box and clicking on the lookup button.

**Time Entry**

**Timecard Information**  
 Enter general information about the timecard. Required fields are indicated by \*

\* Name Consultant, Oracle (1342) \* Week Ending 29-Oct-2005

**Enter Hours**  
 Enter how many hours each day you worked on the project.

THIS IS RESERVED FOR BUSINESS MESSAGES.

Project	Task	Time Codes	Sun 23-Oct	Mon 24-Oct	Tue 25-Oct	Wed 26-Oct	Thu 27-Oct	Fri 28-Oct	Sat 29-Oct	Total
1 FINANCIAL M	%									
2										
3										
4										
<b>Total</b>										

5. Another window opens.

**Task Number - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Task Number starts with % Find Clear More Choices

Match case

Records 1 - 2 of 2

Task Number	Task Name	Task Start Date	Task Completion Date
<a href="#">ADMIN Time Off</a>	Admin Time Off	01-JAN-2005	
<a href="#">Admin Work</a>	Admin Work	01-JAN-2005	

- Select the task that needs to be charged time to by moving the mouse over the Task Number (it will turn the mouse pointer to a hand) then click once. The Task name automatically fills in on the timecard.
- Next select the timecode that time will be charged to by clicking on the down arrow then finding the timecode name.

Project	Task	Time Codes	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
			23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct	29-Oct		
1	FINANCIAL M	Admin Work									
2											
3											
4											
Add More Lines			Total								

8. Enter hours in the boxes for the days on that line.

Project	Task	Time Codes	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
			23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct	29-Oct		
1	FINANCIAL M	Admin Work		8.00	8.00	8.00	8.00	8.00		40.00	
2											
3											
4											
Add More Lines			Total								40.00