

# **TIMESHEET & ABSENCE TRAINING – MANAGER & SUPERVISOR**

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**GOVS SUITE - ORACLE**

# The Govs Suite Project

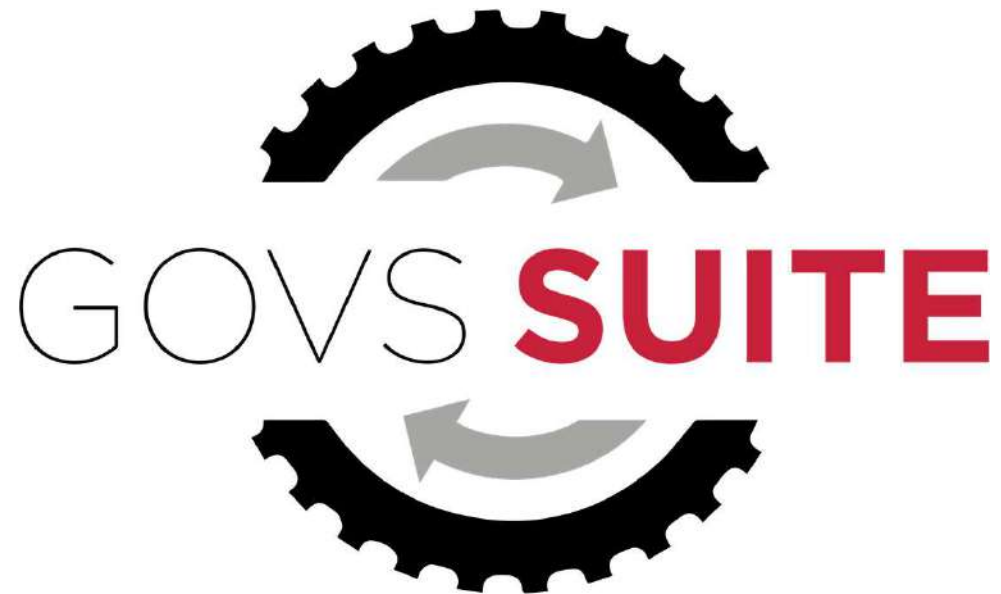


# Today's Agenda

- Logging In
- Pay Date Update
- Approval Deadline Update
- Absence Entry
- Reporting & Approving Time
- Delegating/Proxy
- Supervisor Information & Action Screens
- Oracle Guided Learning
- Opportunity for Clarification



We just moved the same data you work  
with now from one place to another.



# PAY DATE UPDATE

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Payroll



## PAY DATE UPDATE:

- Bi-Weekly check date will change.
- Payment will be the first Friday after the end of the pay period.
  - Instead of the second Friday after the end of the pay period.
- Three checks in September
  - Instead of three checks in October

# Check Date Changes:

		Pay Period Start	Pay Period End	Employee								
Payroll ID	Number	Date	Date	Submission Due - 11:59pm	Final Approval Due - 10:00am	Documents Due to HR	HR Entry Date - 10:00am	Check Date				
BW	17	7/27/2025	8/9/2025	8/11/2025	8/13/2025			8/22/2025				
BW	18	8/10/2025	8/23/2025	8/25/2025	8/27/2025			9/5/2025				
BW	19	8/24/2025	9/6/2025	9/8/2025	9/10/2025			9/19/2025				
BW	20	9/7/2025	9/20/2025	9/21/2025	9/22/2025	9/8/2025	9/19/2025	9/26/2025	Early Pmt - last check in Banner		Start of Check Date Change	
BW	21	9/21/2025	10/4/2025	10/5/2025	10/6/2025	9/22/2025	10/6/2025	10/10/2025	Start Clocking in Oracle			
BW	22	10/5/2025	10/18/2025	10/19/2025	10/20/2025	10/6/2025	10/20/2025	10/24/2025				
BW	23	10/19/2025	11/1/2025	11/2/2025	11/3/2025	10/20/2025	11/3/2025	11/7/2025				
BW	24	11/2/2025	11/15/2025	11/16/2025	11/17/2025	11/3/2025	11/17/2025	11/21/2025				
BW	25	11/16/2025	11/29/2025	11/30/2025	12/1/2025	11/17/2025	12/1/2025	12/5/2025				
BW	26	11/30/2025	12/13/2025	12/14/2025	12/15/2025	12/1/2025	12/15/2025	12/19/2025				
BW	1	12/14/2025	12/27/2025	12/28/2025	12/29/2025	12/15/2025	12/29/2025	1/2/2026				
BW	2	12/28/2025	1/10/2026	1/11/2026	1/12/2026	12/29/2025	1/12/2026	1/16/2026				
BW	3	1/11/2026	1/24/2026	1/25/2026	1/26/2026	1/12/2026	1/26/2026	1/30/2026				
BW	4	1/25/2026	2/7/2026	2/8/2026	2/9/2026	1/26/2026	2/9/2026	2/13/2026				
BW	5	2/8/2026	2/21/2026	2/22/2026	2/23/2026	2/9/2026	2/23/2026	2/27/2026				
BW	6	2/22/2026	3/7/2026	3/8/2026	3/9/2026	2/23/2026	3/9/2026	3/13/2026				
BW	7	3/8/2026	3/21/2026	3/22/2026	3/23/2026	3/9/2026	3/23/2026	3/27/2026				
BW	8	3/22/2026	4/4/2026	4/5/2026	4/6/2026	3/23/2026	4/6/2026	4/10/2026				
BW	9	4/5/2026	4/18/2026	4/19/2026	4/20/2026	4/6/2026	4/20/2026	4/24/2026				
BW	10	4/19/2026	5/2/2026	5/3/2026	5/4/2026	4/20/2026	5/4/2026	5/8/2026				

First day to record time in Gobs Suite is Sunday 09.21.2025



## Submit & Approval Date Overview:

- Approval times have been shortened.
- Pay period will stay the same, running Sunday to Saturday.
- Timesheets will be due from the employee by 11:59pm on **Sunday** after the period ends.
- Manager final approval is due by 10:00am on **Monday** after the period ends.
- Payroll will lock timesheets at 10:01am **Monday** after the period ends.



# Submit & Approval Date Update:

Payroll ID	Number	Pay Period Start Date	Pay Period End Date	Employee Submission Due - 11:59pm	Final Approval Due - 10:00am	Documents Due to HR	HR Entry Date - 10:00am	Check Date				
BW	17	7/27/2025	8/9/2025	8/11/2025	8/13/2025			8/22/2025				
BW	18	8/10/2025	8/23/2025	8/25/2025	8/27/2025			9/5/2025				
BW	19	8/24/2025	9/6/2025	9/8/2025	9/10/2025			9/19/2025				
<b>BW</b>	<b>20</b>	<b>9/7/2025</b>	<b>9/20/2025</b>	<b>9/21/2025</b>	<b>9/22/2025</b>	<b>9/8/2025</b>	<b>9/19/2025</b>	<b>9/26/2025</b>	<b>Early Pmt - last check in Banner</b>	<b>Start of Check Date Change</b>		
<b>BW</b>	<b>21</b>	<b>9/21/2025</b>	<b>10/4/2025</b>	<b>10/5/2025</b>	<b>10/6/2025</b>	<b>9/22/2025</b>	<b>10/6/2025</b>	<b>10/10/2025</b>	<b>Start Clocking in Oracle</b>			
BW	22	10/5/2025	10/18/2025	10/19/2025	10/20/2025	10/6/2025	10/20/2025	10/24/2025				
BW	23	10/19/2025	11/1/2025	11/2/2025	11/3/2025	10/20/2025	11/3/2025	11/7/2025				
BW	24	11/2/2025	11/15/2025	11/16/2025	11/17/2025	11/3/2025	11/17/2025	11/21/2025				
BW	25	11/16/2025	11/29/2025	11/30/2025	12/1/2025	11/17/2025	12/1/2025	12/5/2025				
BW	26	11/30/2025	12/13/2025	12/14/2025	12/15/2025	12/1/2025	12/15/2025	12/19/2025				
BW	1	12/14/2025	12/27/2025	12/28/2025	12/29/2025	12/15/2025	12/29/2025	1/2/2026				
BW	2	12/28/2025	1/10/2026	1/11/2026	1/12/2026	12/29/2025	1/12/2026	1/16/2026				
BW	3	1/11/2026	1/24/2026	1/25/2026	1/26/2026	1/12/2026	1/26/2026	1/30/2026				
BW	4	1/25/2026	2/7/2026	2/8/2026	2/9/2026	1/26/2026	2/9/2026	2/13/2026				
BW	5	2/8/2026	2/21/2026	2/22/2026	2/23/2026	2/9/2026	2/23/2026	2/27/2026				
BW	6	2/22/2026	3/7/2026	3/8/2026	3/9/2026	2/23/2026	3/9/2026	3/13/2026				
BW	7	3/8/2026	3/21/2026	3/22/2026	3/23/2026	3/9/2026	3/23/2026	3/27/2026				
BW	8	3/22/2026	4/4/2026	4/5/2026	4/6/2026	3/23/2026	4/6/2026	4/10/2026				
BW	9	4/5/2026	4/18/2026	4/19/2026	4/20/2026	4/6/2026	4/20/2026	4/24/2026				
BW	10	4/19/2026	5/2/2026	5/3/2026	5/4/2026	4/20/2026	5/4/2026	5/8/2026				

## Monthly Pay:

- Monthly pay period and check date will remain the same.
  - Last business day of the month.
- The last leave reports in Banner will cover
  - 08.16.2025 to 09.15.2025
  - 09.16.2025 to 09.30.2025.
- Start reporting leave requests in absence on 10.01.2025.

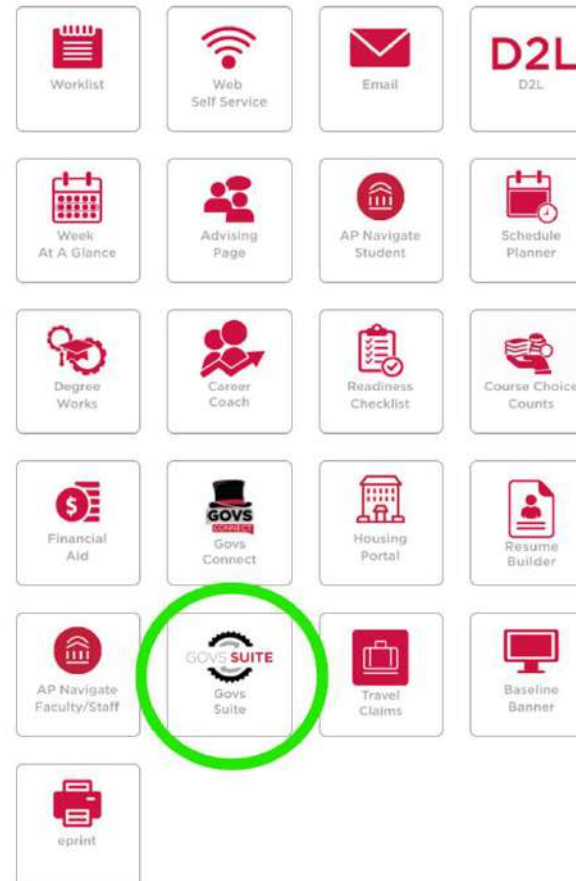


# LOGGING IN

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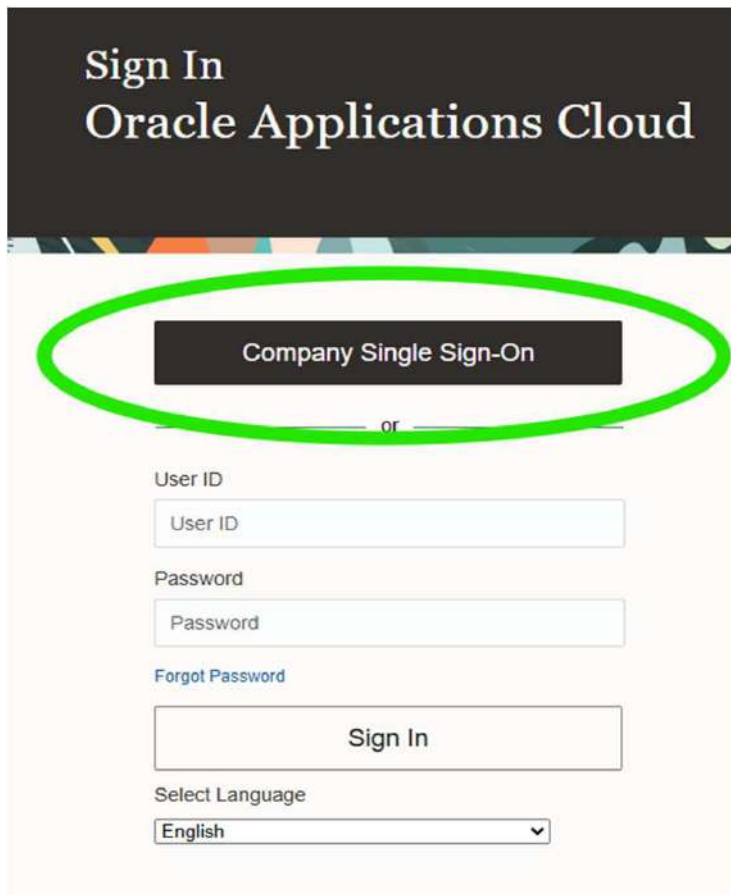
Payroll

# Logging In:



## One Stop

# Logging In:



Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID  
User ID

Password  
Password

[Forgot Password](#)

Sign In

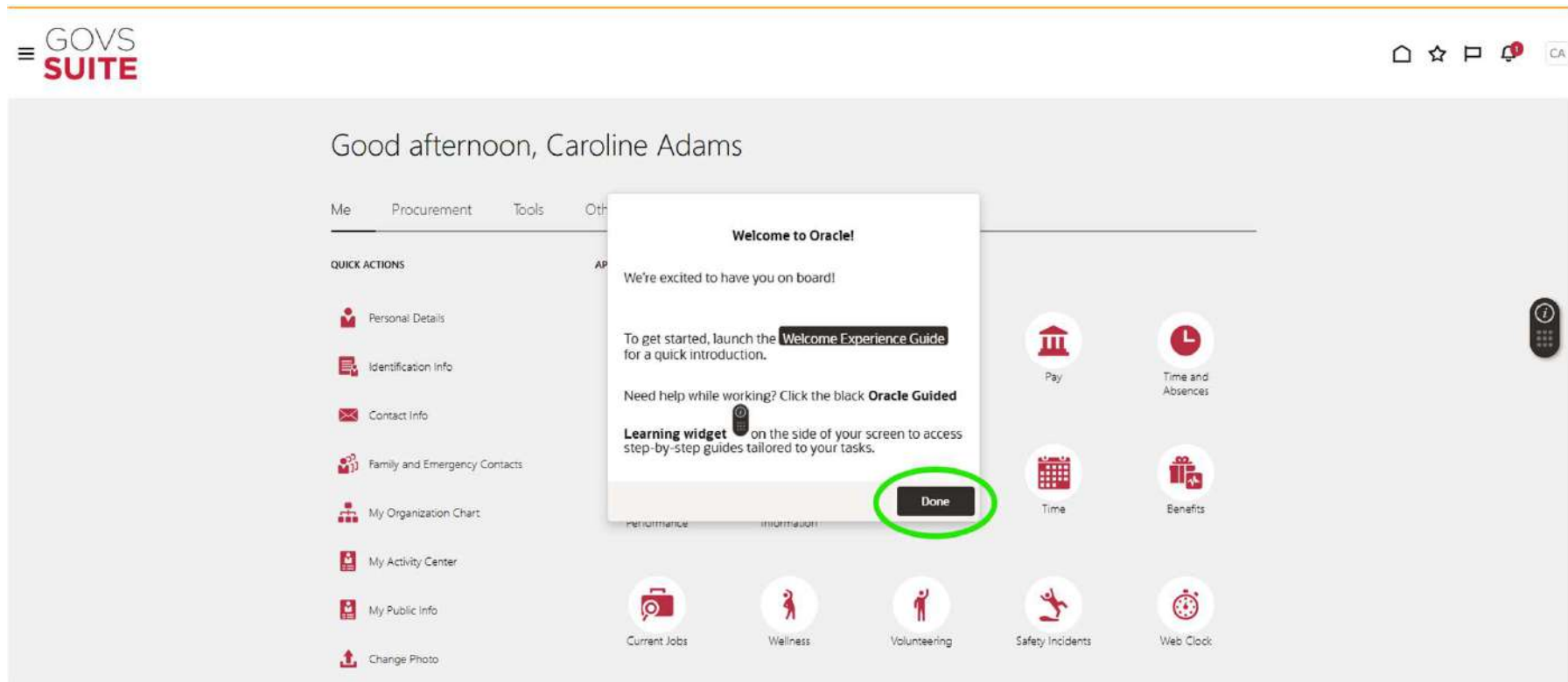
Select Language  
English

**Do not use the User ID & Password fields.**

You can also create a bookmark to access your sign in faster.

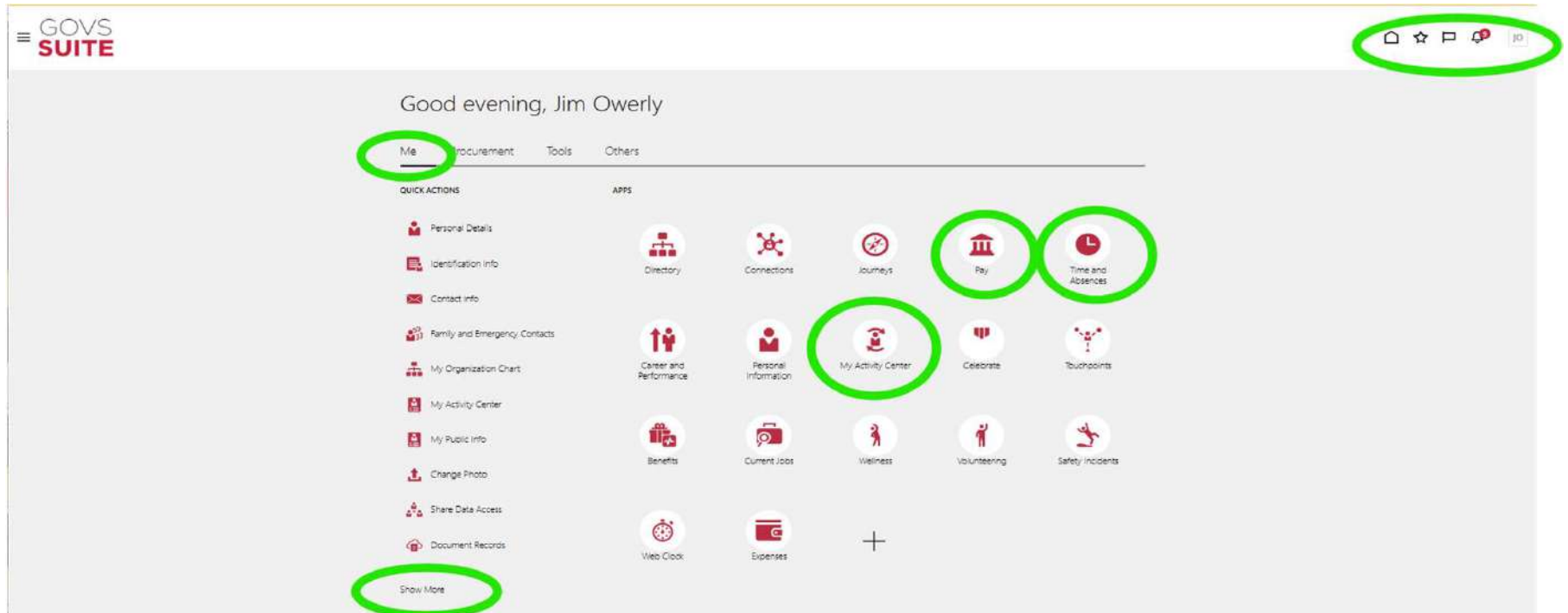


# Logging In:



## Welcome Notice

# Dashboard:



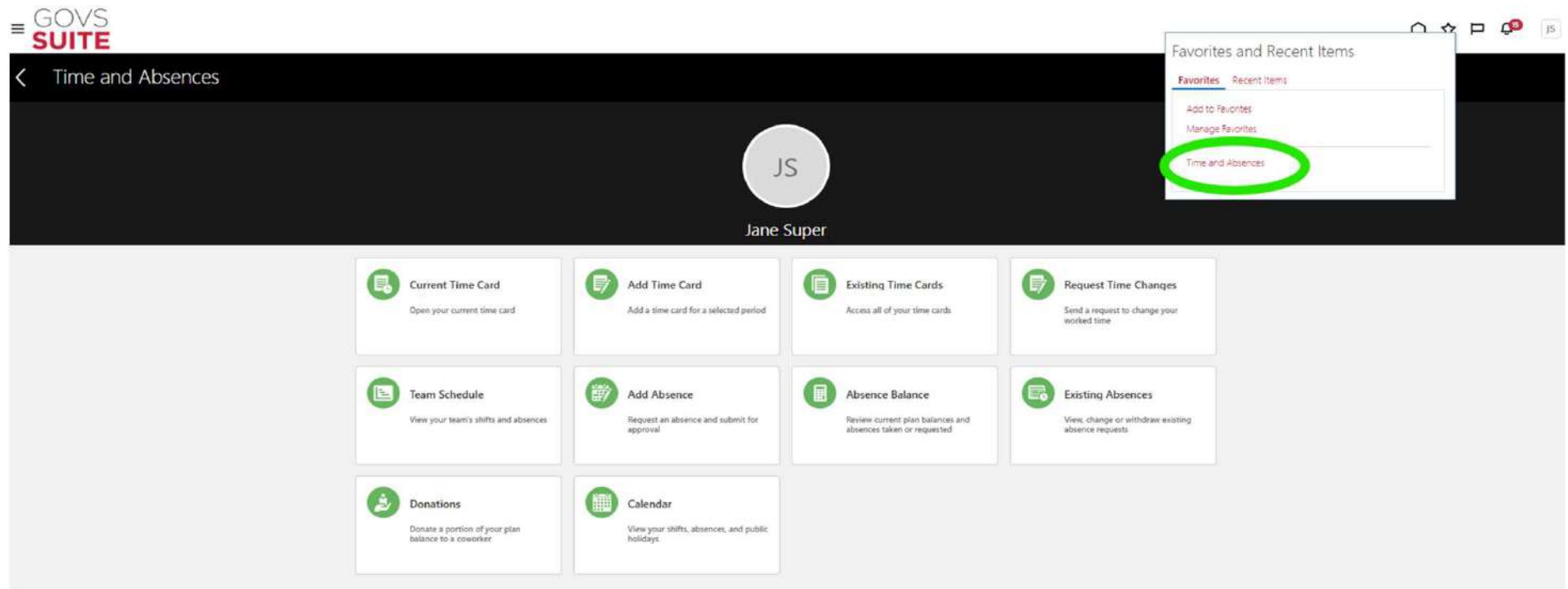
House – Will bring you back to the dashboard.

Star – You can star places you visit to have in a list for easy access.

Bell – Notifications will show here for easy access.



# Dashboard:



House – Will bring you back to the dashboard.

Star – You can star places you visit to have in a list for easy access.

Bell – Notifications will show here for easy access.

# Dashboard:

The screenshot shows a dashboard for a user named Jane Super. The top navigation bar includes links for 'Me', 'My Team', 'My Client Groups', 'Procurement', 'Tools', and 'Others'. A green arrow points to the 'Tools' link. Below the navigation bar, the dashboard is divided into 'QUICK ACTIONS' and 'APPS' sections. The 'QUICK ACTIONS' section lists various tasks like 'Team Activity Center', 'Document Records', 'Document Delivery Preferences', 'Seniority Dates', 'Employment Contracts', 'Employment Info', 'Employee Summary', and 'Promote'. The 'APPS' section displays a grid of application icons including 'Team Activity Center', 'Journeys', 'Hiring', 'Performance Overview', 'Performance', 'Talent Review', 'Touchpoints', 'New Person', 'Workforce Modeling', 'Team Skills Center', and 'Team Goals Center'. A 'Show More' link is at the bottom left. On the top right, there are icons for a house, a star, and a bell. The bell icon is active, showing a dropdown menu titled 'Notifications'. This menu contains a search bar and a list of notifications, including 'ACTION REQUIRED' items for payroll time entries and annual leave absence requests, as well as 'FYI' items for automatically generated passwords and welcome emails. A 'Load More Items' link and '1-5 Items' count are at the bottom of the notifications list.

Good evening, Jane Super

Me My Team My Client Groups Procurement Tools Others

QUICK ACTIONS

- Team Activity Center
- Document Records
- Document Delivery Preferences
- Seniority Dates
- Employment Contracts
- Employment Info
- Employee Summary
- Promote

APPS

- Team Activity Center
- Journeys
- Hiring
- Performance Overview
- Performance
- Talent Review
- Touchpoints
- New Person
- Workforce Modeling
- Team Skills Center
- Team Goals Center

Show More

Notifications

Search

- ACTION REQUIRED** 7 minutes ago  
Approval of Payroll Time Entries for Jim Owerly from 2025-07-13 to 2025-07-26  
Jim Owerly
- ACTION REQUIRED** 1 week ago  
Approval of Annual Leave Absence Request for Phyllis Plant from 2025-07-08 to 2025-07-10  
Phyllis Plant [Approve](#)
- FYI** 1 week ago  
Oracle Fusion Applications-Automatically Generated Password
- FYI** 1 week ago  
Oracle Fusion Applications-Welcome E-Mail
- FYI** 1 week ago  
Oracle Fusion Applications-Welcome E-Mail

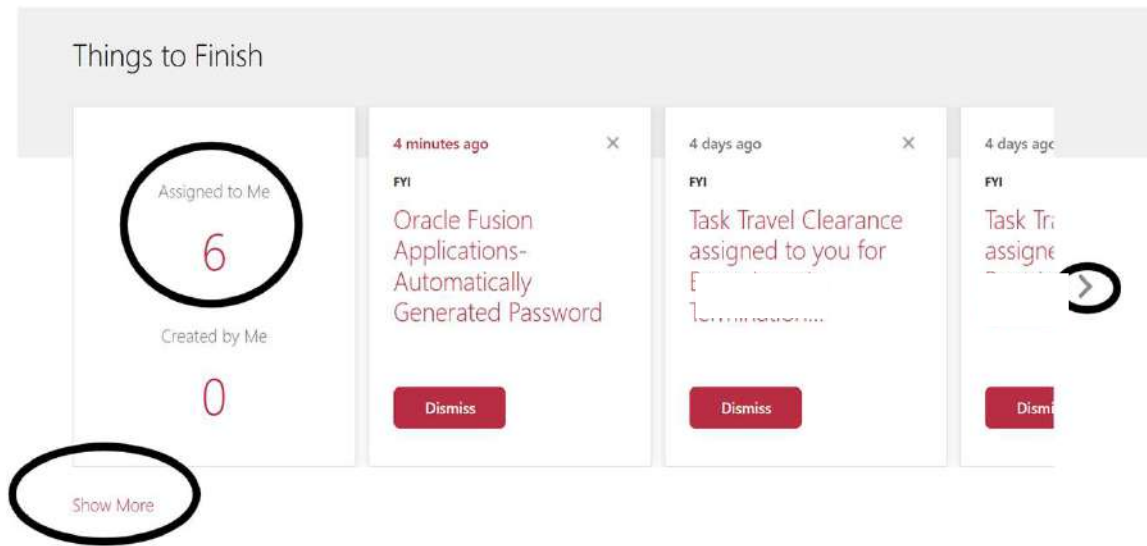
[Load More Items](#) 1-5 Items

House – Will bring you back to the dashboard.

Star – You can star places you visit to have in a list for easy access.

Bell – Notifications will show here for easy access.

# Dashboard:



At the bottom of the dashboard you will see a Things to Finish. You can review all items that need action on your part from this section as well as from the bell.

# ABSENCE ENTRY

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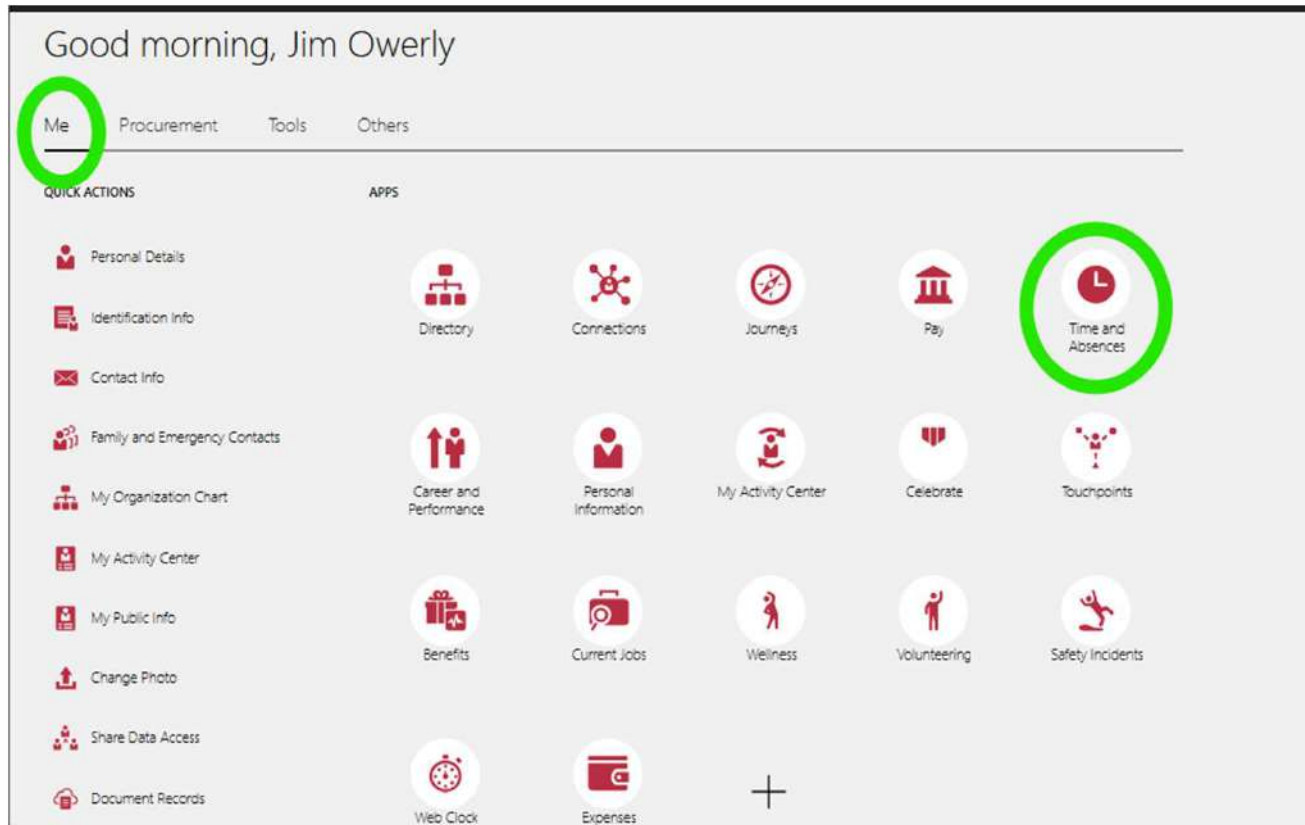
Payroll



## Absences Overview:

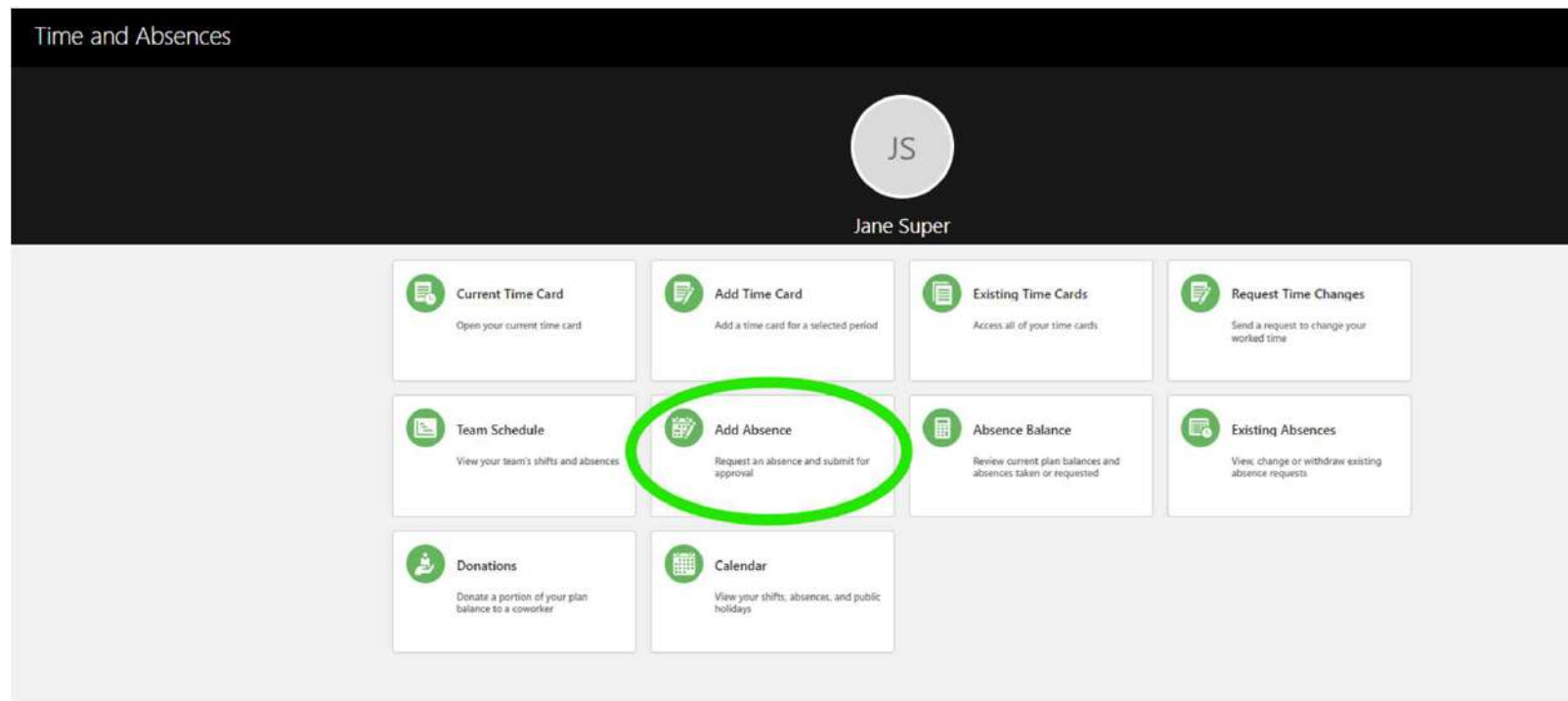
- All absences for Bi-Weekly & Monthly, including Sick, Comp Used & Annual leave will be requested in Govs Suite by the employee.
- Requests will be routed to the Supervisor for Approval.
- Adjustments for absences will be made by the employee, and routed to the Supervisor approval.

# Absence Entry:



- Me – Top Left
- Time & Absence

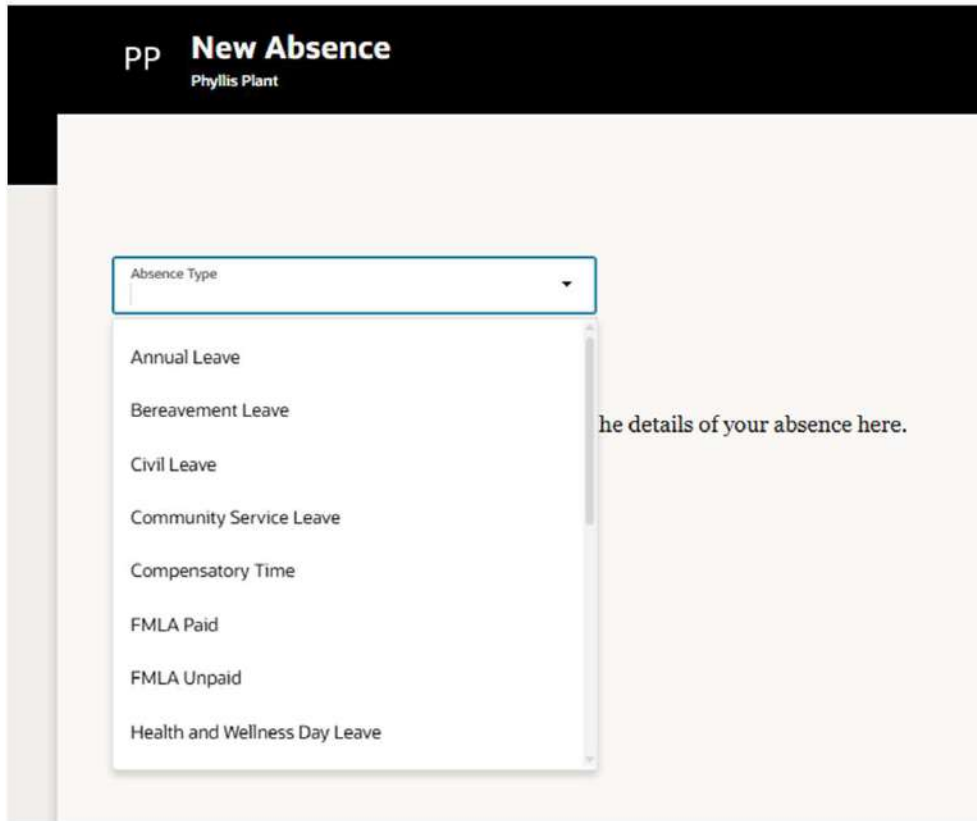
# Absence Entry:



- Select Add Absence



# Absence Entry:



The screenshot shows a web interface for entering a new absence. At the top, a black header bar contains the 'pp' logo and the text 'New Absence' and 'Phyllis Plant'. Below this, the main content area is light beige. On the left, there is a dropdown menu labeled 'Absence Type' with a list of leave types. To the right of the dropdown, the text 'he details of your absence here.' is visible, with the first letter of the word 'The' cut off. The list of leave types includes: Annual Leave, Bereavement Leave, Civil Leave, Community Service Leave, Compensatory Time, FMLA Paid, FMLA Unpaid, and Health and Wellness Day Leave.

pp **New Absence**  
Phyllis Plant

Absence Type

- Annual Leave
- Bereavement Leave
- Civil Leave
- Community Service Leave
- Compensatory Time
- FMLA Paid
- FMLA Unpaid
- Health and Wellness Day Leave

he details of your absence here.

- Select the type of leave you would like to use.
- If a leave type is not available, speak to your supervisor.

# Absence Entry:

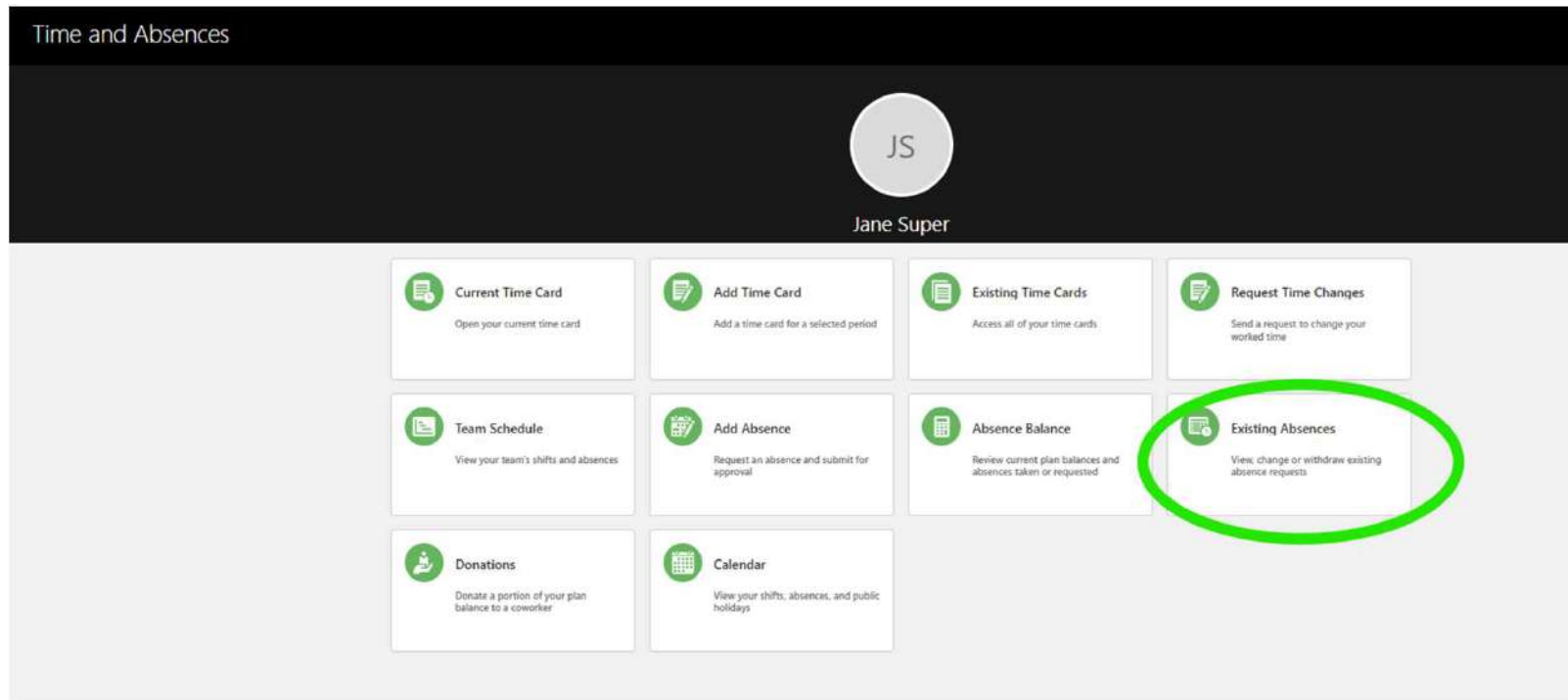
The screenshot shows a web form titled "New Absence" for user "Kimberly Hammon". At the top right, there are buttons for "Cancel", "Save and Close", "Save", and "Submit". The "Submit" button is circled in green. The form contains the following sections:

- Absence Type:** A dropdown menu with "Sick Leave" selected.
- Absence Type Balance:** A green bar showing "42.1 Hours".
- Dates:** Fields for "Start Date" (9/2/2025), "End Date" (9/2/2025), and "Start Date Duration" (7.50).
- Durations:** A green bar showing "7.5 Hours" and a link to "Show individual dates".
- Projected Balance:** A green bar showing "443.5 Hours" and a "Calculate" link.
- Details:** A text area with "Comments: Had Dr. Appt." and an information icon.
- Legislative Information:** A section header.
- Additional information:** A dropdown menu with "Context Segment" selected.

\*\*\* Requesting time for dates that have passed are requested in the same way.

- Verify your Absence Type.
- Select dates – if you are selecting one day, start and end date should be the same.
- View total hours requested.
- Details are optional
- SAVE
- SUBMIT
- Your request has now been sent to your Supervisor for approval.

# Absence Entry Update:



- Existing Absences.

# Absence Entry Update:

< KH Existing Absences  
Kimberly Hammon

Search by type

Date 3/11/2025 X Status Clear (1)

Add Absence

Sick Leave

9/2/2025 - 9/2/2025  
7.5 Hours

Awaiting approval

Sort By v

- Select the Edit Pencil to the right.

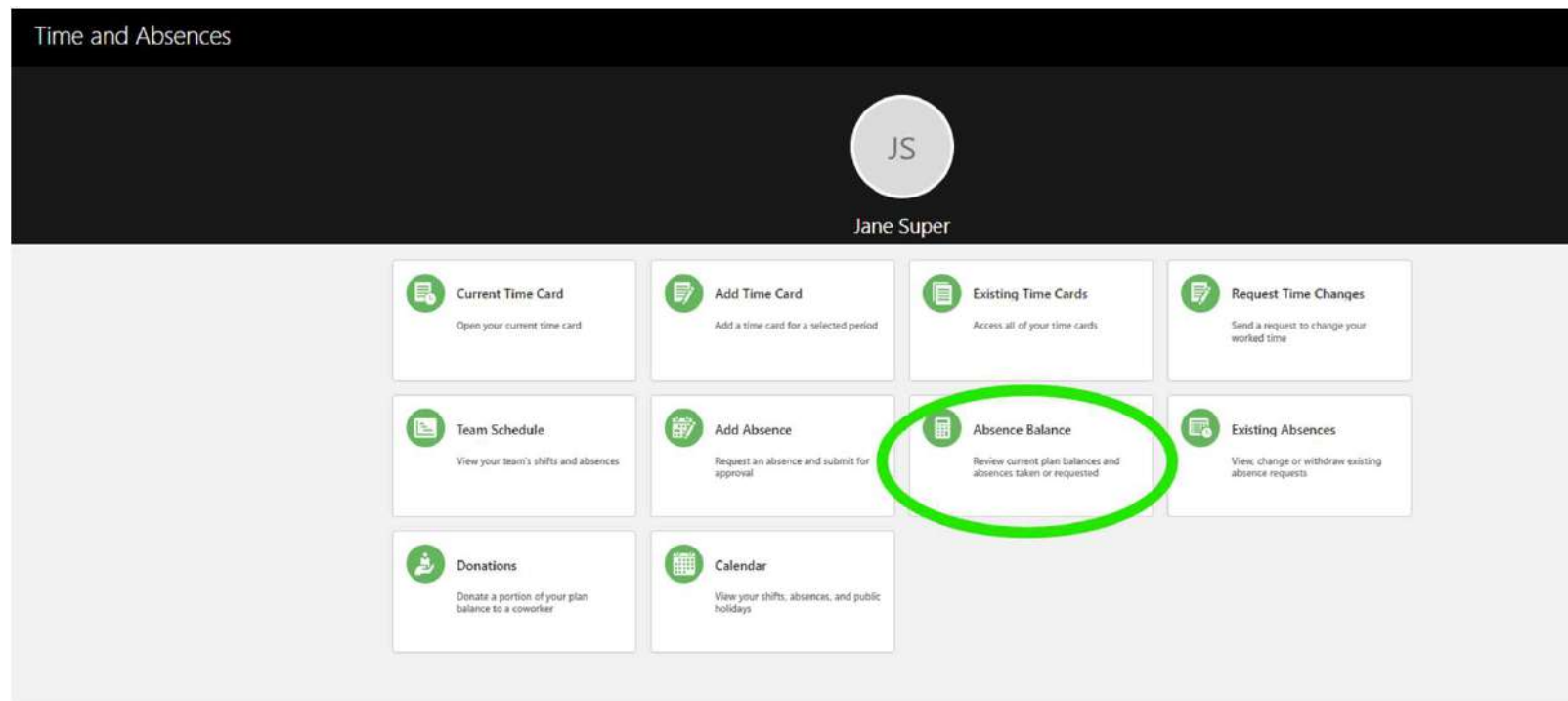
# Absence Entry Update :

The screenshot shows the 'Edit Absence' form in the Phyllis Plant system. The form is titled 'Edit Absence' with a sub-header 'Phyllis Plant'. At the top right, there are three buttons: 'Save and Close', 'Save', and 'Submit'. The form is divided into several sections:

- Absence Type:** A dropdown menu showing 'Annual Leave'.
- Absence Type Balance:** A text field showing '7.5 Hours'.
- Dates:** A section with four input fields: 'Start Date' (10/20/2025), 'Start Date Duration' (7.50), 'End Date' (10/28/2025), and 'End Date Duration' (7.50). Each date field has a calendar icon.
- Duration:** A text field showing '52.5 Hours'.
- Projected Balance:** A text field showing '0 Hours'.
- As-of:** A text field showing '10/20/2025'.
- Calculate:** A blue button.
- Details:** A section with a 'Comments' text area containing 'Going to Montana'.
- Legislative information:** A section with no visible content.
- Additional information:** A section with a 'Context Segment' dropdown menu.

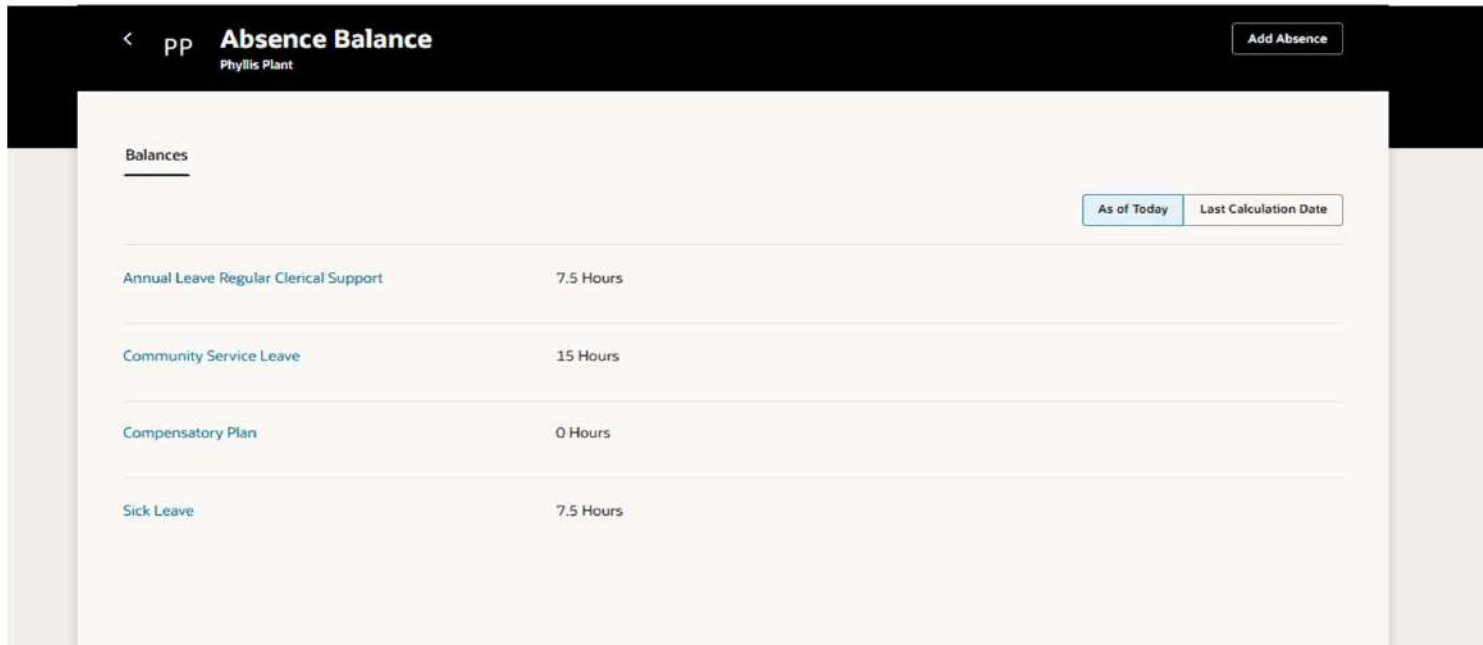
- Your original request will reopen.
- Make any changes you need.
- **SAVE**
- **SUBMIT**
- Your request has now been sent back to your Supervisor for approval.

# Absence Balance Review:



- Select Absence Balance

# Absence Balance Review:



The screenshot shows a web interface for reviewing absence balances. At the top, there is a navigation bar with a back arrow, the initials 'pp', the title 'Absence Balance', the name 'Phyllis Plant', and an 'Add Absence' button. Below this, the 'Balances' section is highlighted. A toggle switch allows switching between 'As of Today' (selected) and 'Last Calculation Date'. The main content area displays a table of absence types and their corresponding balances.

Balances	
	<span>As of Today</span> <span>Last Calculation Date</span>
Annual Leave Regular Clerical Support	7.5 Hours
Community Service Leave	15 Hours
Compensatory Plan	0 Hours
Sick Leave	7.5 Hours

- You can view your balance(s) as of the date you access the screen.
- Last Calculation Date refers to the balance as of the last accrual calculation date.



# RECORDING TIME WORKED

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Payroll



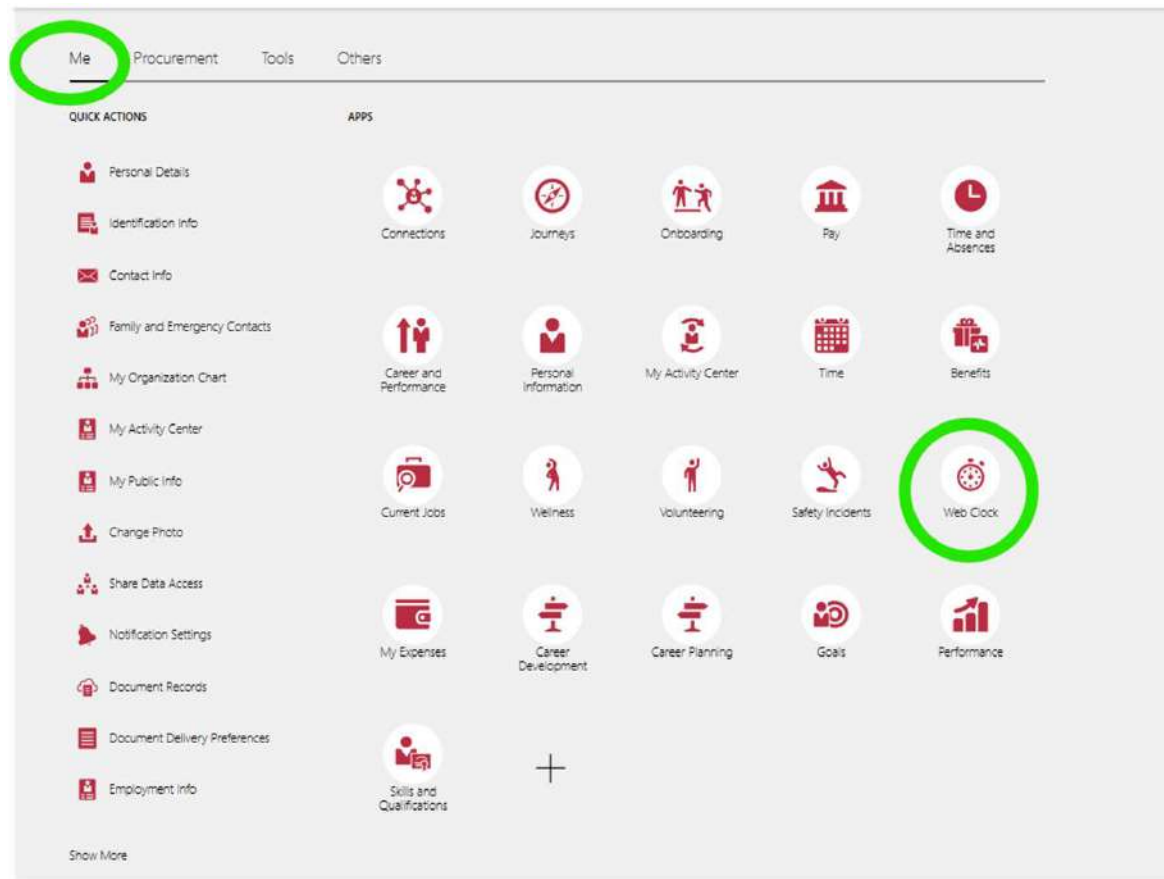
## Comp Time/Overtime Pay:

- Straight Comp Earned/Straight Overtime is the 2.5 hours between 37.5 and 40 worked hours.
- Premium Comp Earned/Premium Overtime are the hours worked over 40.
- Comp Time Earned will be calculated by the system.
  - There is no entry for Comp or Overtime.
- Comp time is the standard disbursement for earned hours over 37.5 for staff.
- Changes from Comp to Overtime disbursement requires a request to be sent to HR.

## Recording Time Worked:

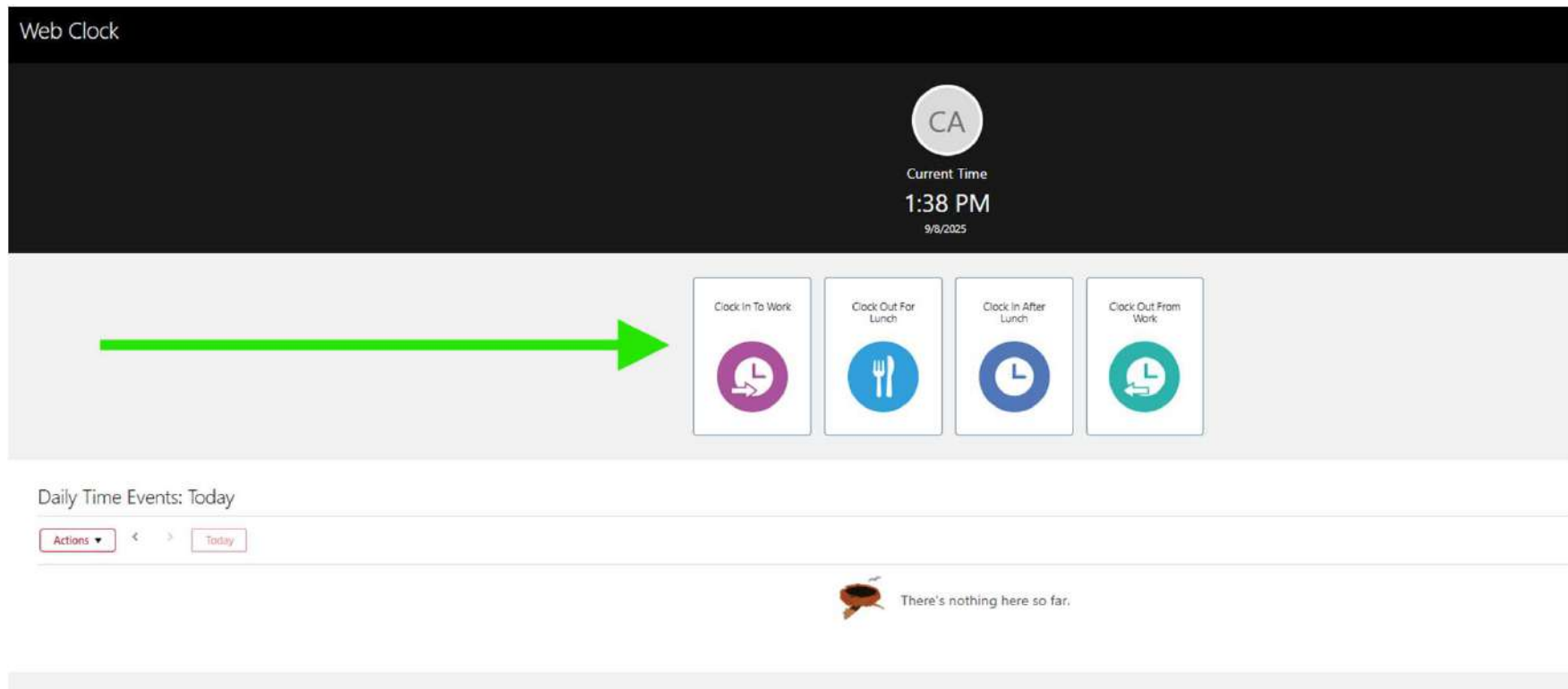
- All hourly time will be recorded in Govs Suite.
- Depending on the hourly position, some employees will clock in & out and others will record a flat number of hours worked.
  - This is not a change, each employee will continue to record time as they always have.
- If an employee needs to make an adjustment to their time, the employee will be responsible for making the edit to their time. Edits must have the employee user ID on the edit.

# Recording Time Worked:



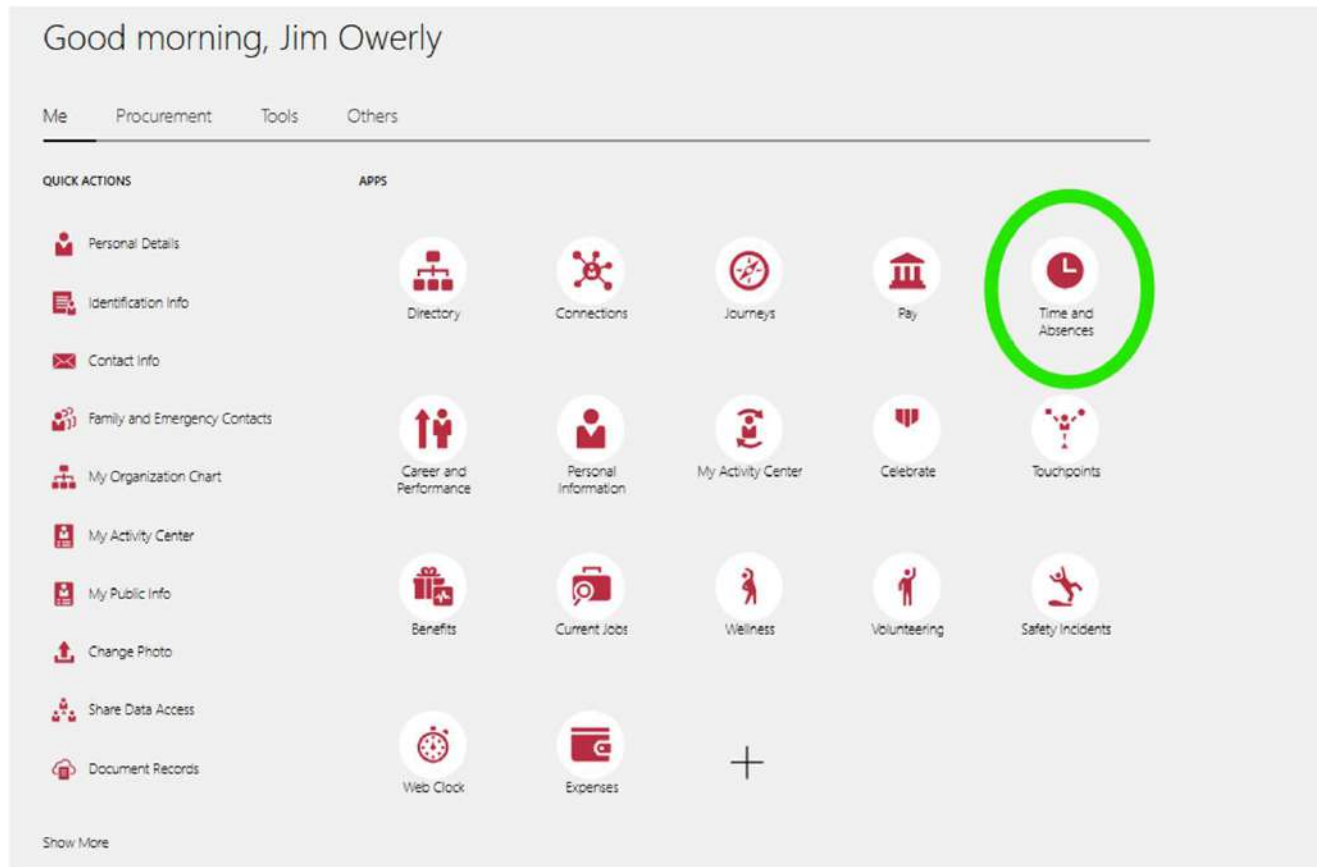
- Me
- Web Clock

# Recording Time Worked:



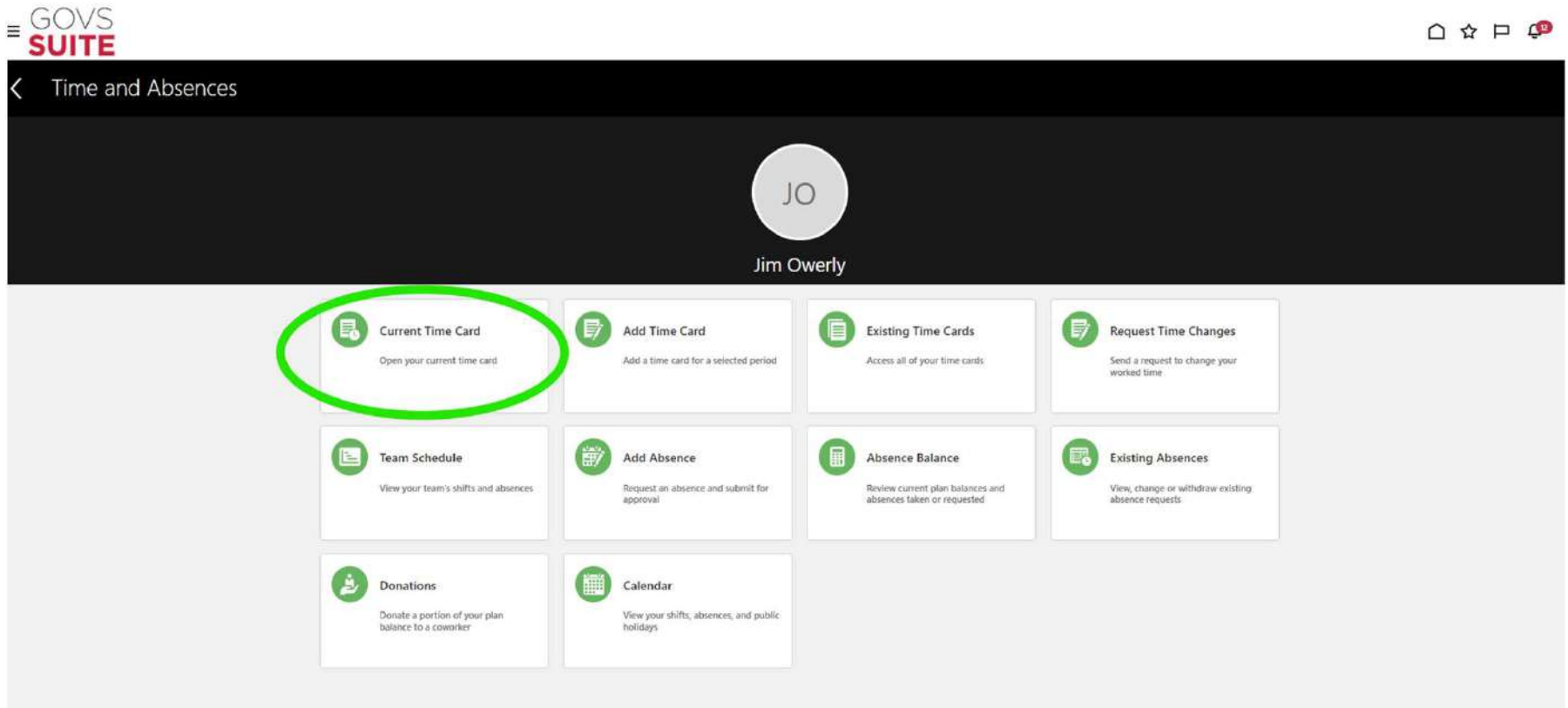
- Select the applicable button for your action.

# Recording Time Worked:



- Me
- Time & Absences

# Recording Time Worked:



- Select Current Time Card
  - Will be available on the first day of the pay period



## Recording Time Worked:

[illegible]

# Recording Time Worked:

- If you have more than one job you will have a list of each job.
- Select the job you need for this particular entry.
  - Make sure you are selecting the correct one.

	7/13/2025 - 7/26/2025
	Scheduled Hours
	Job *
1	Personnel Assistant
2	Personnel Assistant
3	Personnel Assistant
4	<input type="text"/>
5	
6	Personnel Assistant
7	
8	

## Recording Time Worked:

<b>Hours Type *</b>
Annual Leave
Holiday Hours
Worked Hours

- Hours Type – Worked Hours
- Leave & Holiday hours will show from the absence request.

# Recording Time Worked:

7/13/2025 - 7/26/2025		Sunday, July 13	Monday, July 14	Tuesday, July 15	Wednesday, July 16	Thursday, July 17	Friday, July 18	Saturday, July 19	Sunday, July 20	Monday, July 21	Tuesday, July 22	Wednesday, July 23	Thursday, July 24	Friday, July 25	Saturday, July 26	Totals
Scheduled Hours		0	7.5	7.5	7.5	7.5	7.5	0	0	7.5	7.5	7.5	7.5	7.5	0	
Job *	Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1 Personnel Assistant	Worked Hours		7.5	7.5	7.5	7.5	7.5				10	7.5	7.5	7.5		70 hours
2 Personnel Assistant	Holiday Hours									7.5						7.5 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
Total Hours		0 hours	7.5 hours	7.5 hours	7.5 hours	7.5 hours	7.5 hours	0 hours	0 hours	7.5 hours	10 hours	7.5 hours	7.5 hours	7.5 hours	0 hours	

- Job – Select the applicable job
- Hours Type – Worked Hours
- Enter appropriate hours worked total for each day worked.
- Make sure your individual daily total is correct.

# Recording Time Worked:

7/13/2025 - 7/26/2025		Sun, Jul 13			Mon, Jul 14			Tue, Jul 15			Wed, Jul 16			Thu, Jul 17			Fri, Jul 18			Sat, Jul 19			Sun, Jul 20			Totals
Scheduled Hours				0			7.5			7.5			7.5			7.5			7.5			0			0	
Job *	Hours Type *	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Q	
1	Painter				8:00 AM	4:00 PM	8	8:00 AM	4:30 PM	8.5															16.5 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	
Total Hours		0 hours			8 hours			8.5			0 hours			0 hours			0 hours			0 hours						

Copy

Paste

Cut

Insert Row Above

Insert Row Below

Duplicate Row

Delete Row

Add Comment

- Add Comment
  - Right click in any field
  - Select Add Comment from the drop down

# Recording Time Worked:

**GOVS SUITE**

**JO Jim Owerly** Submitted

Personnel Assistant

Person Number 953039 Time Card Period 7/13/2025 to 7/26/2025

Cancel Print Save and Close Save Submit

7/13/2025 - 7/26/2025

		Sunday, July 13	Monday, July 14	Tuesday, July 15	Wednesday, July 16	Thursday, July 17	Friday, July 18	Saturday, July 19	Sunday, July 20	Monday, July 21	Tuesday, July 22	Wednesday, July 23	Totals
Scheduled Hours		0	7.5	7.5	7.5	7.5	7.5	0	0	7.5	7.5	7.5	
Job *	Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1	Personnel Assistant Annual Leave				7.5	7.5	7.5						22.5 hours
2	Personnel Assistant Holiday Hours									7.5			7.5 hours
3	Personnel Assistant Worked Hours		7.5	8	7.5	7.5	7.5				10	7.5	70.5 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
Total Hours		0 hours	7.5 hours	8 hours	15 hours	15 hours	15 hours	0 hours	0 hours	7.5 hours	10 hours	7.5 hours	

Add Comment

Row 3, Personnel Assistant  
Tuesday, July 22

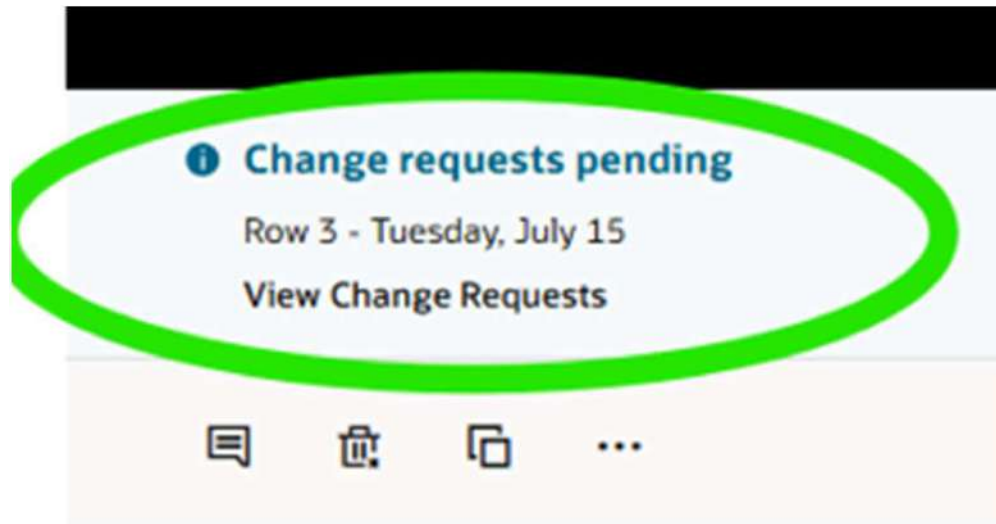
What do you want to say?

Required

Cancel Save

- Enter your comments
- Save

## Recording Time Worked:



- This message means a time change request & the approval is still pending.
- Your team will need to contract you to approve a time change before they submit their timesheet.

# Recording Time Worked:

JO

**Jim Owerly**
Submitted

Personnel Assistant

Person Number 953039
 Time Card Period 7/13/2025 to 7/26/2025

...
Save and Close
Save
Submit

...

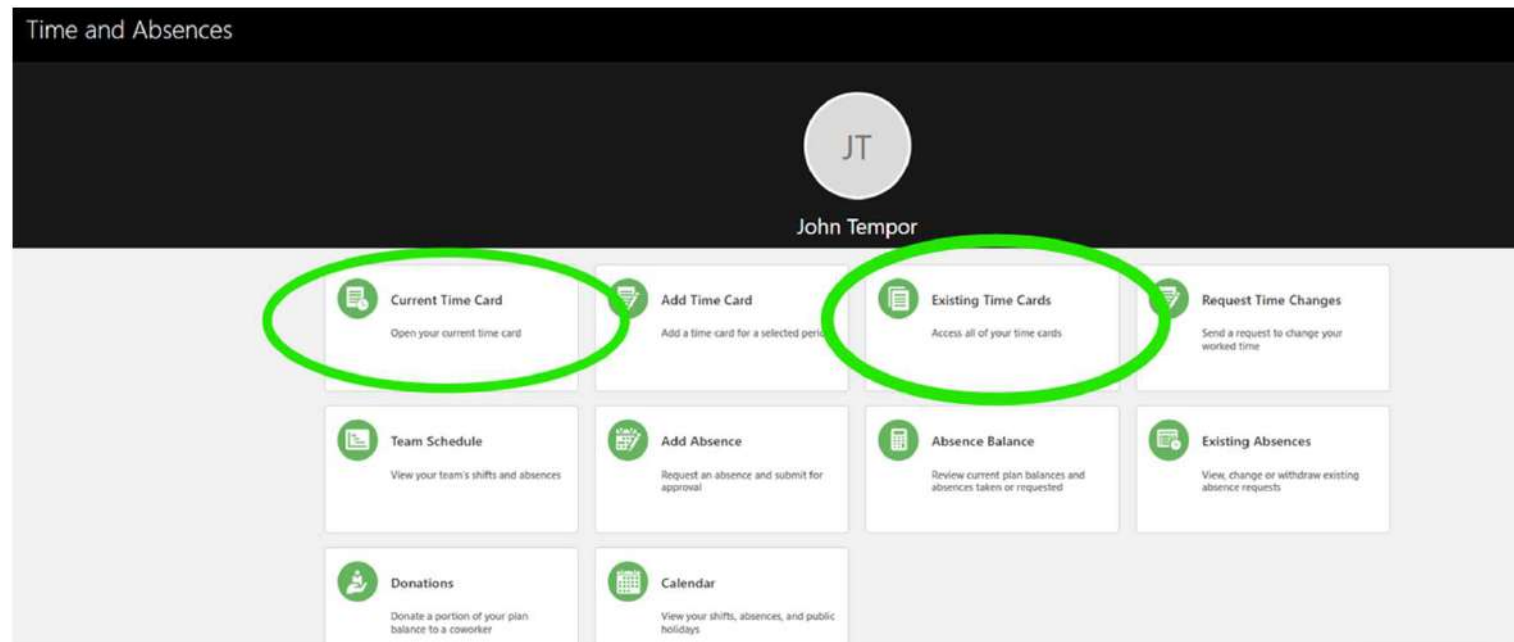
7/13/2025 - 7/26/2025

		Sunday, July 13	Monday, July 14	Tuesday, July 15	Wednesday, July 16	Thursday, July 17	Friday, July 18	Saturday, July 19	Sunday, July 20	Monday, July 21	Tuesday, July 22	Wednesday, July 23	Thursday, July 24	Friday, July 25	Saturday, July 26	Totals
Scheduled Hours		0	7.5	7.5	7.5	7.5	7.5	0	0	7.5	7.5	7.5	7.5	7.5	0	
Job *	Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1	Personnel Assistant	Holiday Hours								7.5						7.5 hours
2	Personnel Assistant	Worked Hours		7.5	7.5	7.5	7.5				10	7.5	7.5	7.5		70 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
Total Hours		0 hours	7.5 hours	7.5 hours	7.5 hours	7.5 hours	7.5 hours	0 hours	0 hours	7.5 hours	10 hours	7.5 hours	7.5 hours	7.5 hours	0 hours	

- Save & Continue
- Review time no less than weekly



# Submitting your Timecard:



- If they are submitting time within the pay period they will find it under Current Time Card
- If they are submitting time on Sunday, that is the start of the new pay period so they will find their timecard under Existing Time Cards

# Submitting your Timecard:

**JO Jim Owerly** Submitted  
Personnel Assistant

Person Number 953039 Time Card Period 7/13/2025 to 7/26/2025

... Save and Close Save Submit

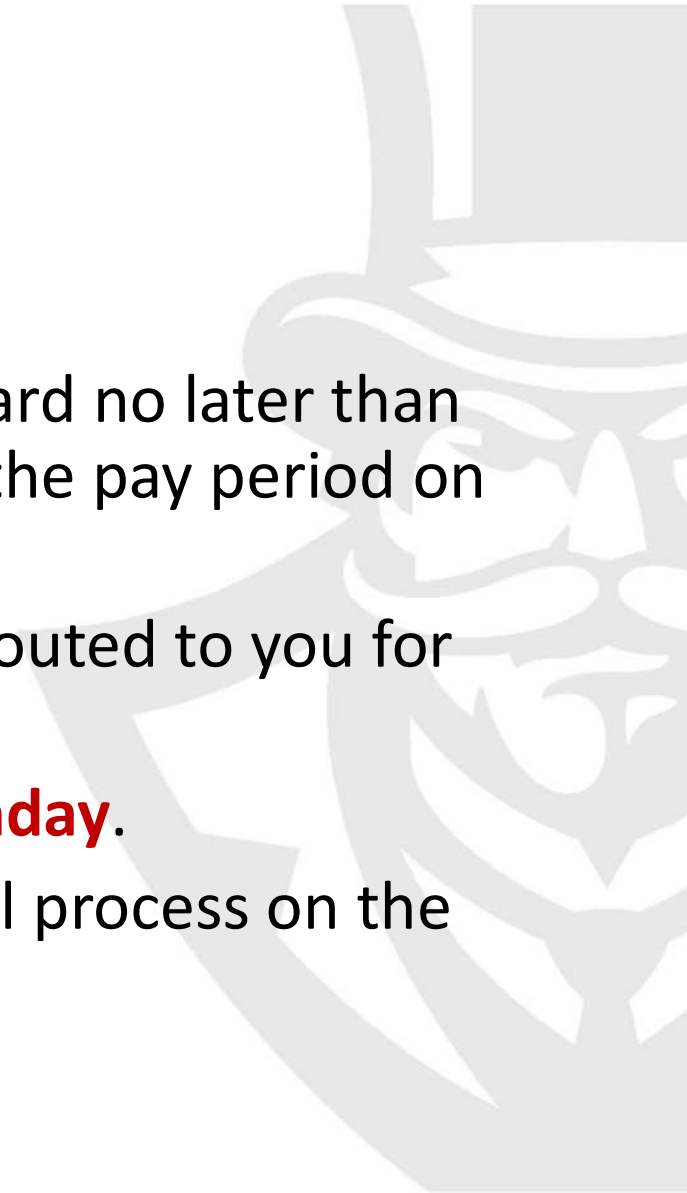
7/13/2025 - 7/26/2025

		Sunday, July 13	Monday, July 14	Tuesday, July 15	Wednesday, July 16	Thursday, July 17	Friday, July 18	Saturday, July 19	Sunday, July 20	Monday, July 21	Tuesday, July 22	Wednesday, July 23	Thursday, July 24	Friday, July 25	Saturday, July 26	Totals
Scheduled Hours		0	7.5	7.5	7.5	7.5	7.5	0	0	7.5	7.5	7.5	7.5	7.5	0	7.5 hours
Job *	Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1 Personnel Assistant	Holiday Hours									7.5						7.5 hours
2 Personnel Assistant	Worked Hours		7.5	7.5	7.5	7.5	7.5				10	7.5	7.5	7.5		70 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
Total Hours		0 hours	7.5 hours	7.5 hours	7.5 hours	7.5 hours	7.5 hours	0 hours	0 hours	7.5 hours	10 hours	7.5 hours	7.5 hours	7.5 hours	0 hours	

- Verify all dates have correct daily total.
- Verify all Hours Types are correct.
- Verify number of hours for the full period are correct.
- Submit

## Submitting Timecard:

- They will be required to submit their timecard no later than 11:59pm on **Sunday** night after the end of the pay period on Saturday.
- Once they submit their timecard it will be routed to you for approval by 10:00am on **Monday**.
- Payroll will pull all time at 10:01am on **Monday**.
- Entries made after 10:01am on Monday will process on the next payroll.



# Requesting a Time Change:

Reasons to request a time change

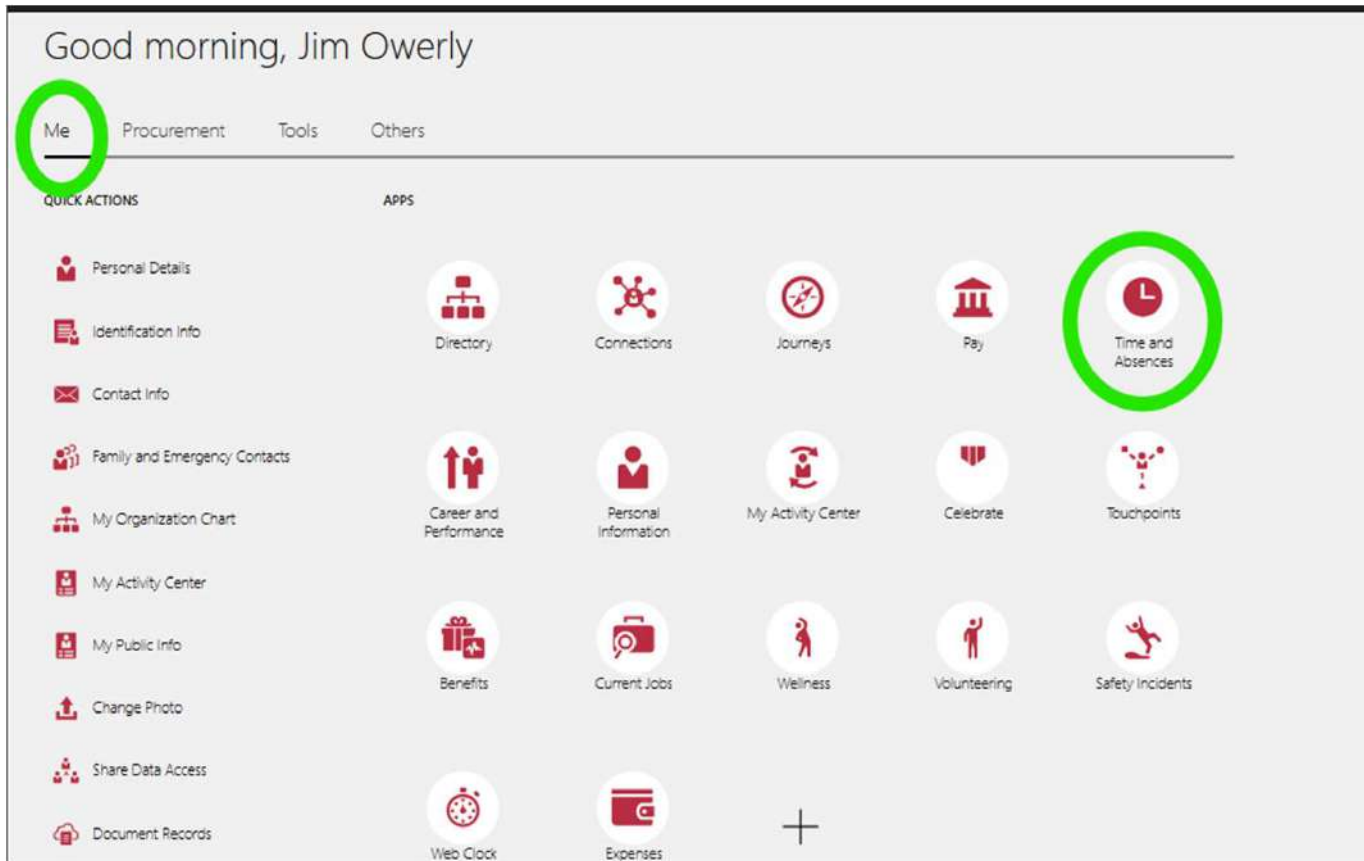
1. Forgot to record time on a prior period
2. Need to correct a time already submitted

Adjustments to a timecard must be made by the employee.

The user ID of who made an adjustment to a timecard will be attached to the adjustment.

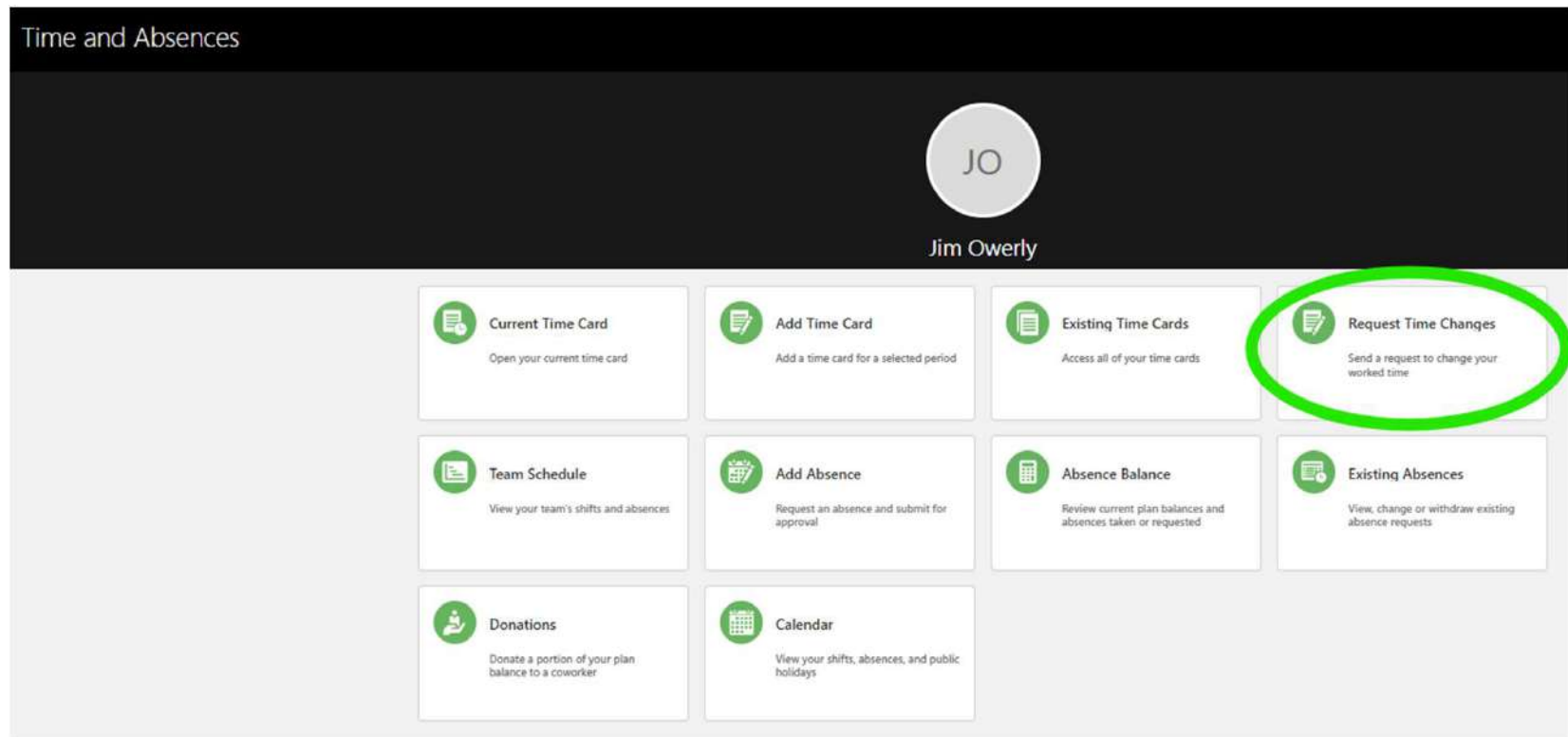
Adjustments will be subject to Supervisor approval.

# Requesting a Time Change:



- Me
- Time & Absence

# Requesting a Time Change:



# Requesting a Time Change:

The screenshot shows a web interface titled "Request Time Changes" for user "JO Jim Owerly". At the top right are "Cancel" and "Submit" buttons. A date field is highlighted with a green circle, showing "Date 7/15/2025" with a calendar icon. Below this is a "Time entries" section with an "+ Add" button. A table entry shows "Worked Hours" for "7.5 hours", with a pencil icon in the right margin highlighted by another green circle. Below the table is a "Time events" section with the message "We couldn't find any events for this date."

- Locate the date you need to adjust
- If you can see your event you can edit it.
- Select the pencil to open the event for adjustment.

# Requesting a Time Change:

CA Request Time Changes  
Caroline Adams

Cancel Submit

Date  
9/5/2025

**Time entries**

+ Add

Add any missing entries.  
We couldn't find any entries for this date.

**Time events**

We couldn't find any events for this date.

- Locate the date you need to adjust
- Select Add



# Requesting a Time Change:

The screenshot shows a web interface for requesting time changes. At the top, there's a header with 'JO Request Time Changes' and 'Jim Overly'. Below this, a date field is set to '7/15/2025'. The 'Time entries' section includes an '+ Add' button, a 'Quantity' field with the value '7.5', a 'Unit of Measure' dropdown set to 'Hours', a 'Job' dropdown set to 'Personnel Assistant', and a 'Hours Type' dropdown set to 'Worked Hours'. There is also a 'Comments' text area. At the bottom right of the form, there are three buttons: 'Cancel', 'Delete', and 'Save'. The 'Quantity' field and the 'Save' button are circled in green. Below the form, a section titled 'Time events' contains the message 'We couldn't find any events for this date.'

- Correct the applicable fields
- Save

# Requesting a Time Change:

The screenshot shows a web interface for requesting time changes. At the top, there's a header with the initials 'JO', the title 'Request Time Changes', and the user's name 'Jim Owerly'. To the right of the header are 'Cancel' and 'Submit' buttons. Below the header, there's a date selection field showing '7/15/2025'. Underneath, the 'Time entries' section has an '+ Add' button. Below that, the 'Worked Hours' section shows a green box with '8 hours' and a 'Not submit...' button with an edit icon. The 'Time events' section below shows a message: 'We couldn't find any events for this date.'

JO Request Time Changes Jim Owerly Cancel Submit

Date 7/15/2025

Time entries

+ Add

Worked Hours 8 hours Not submit...

Time events

We couldn't find any events for this date.

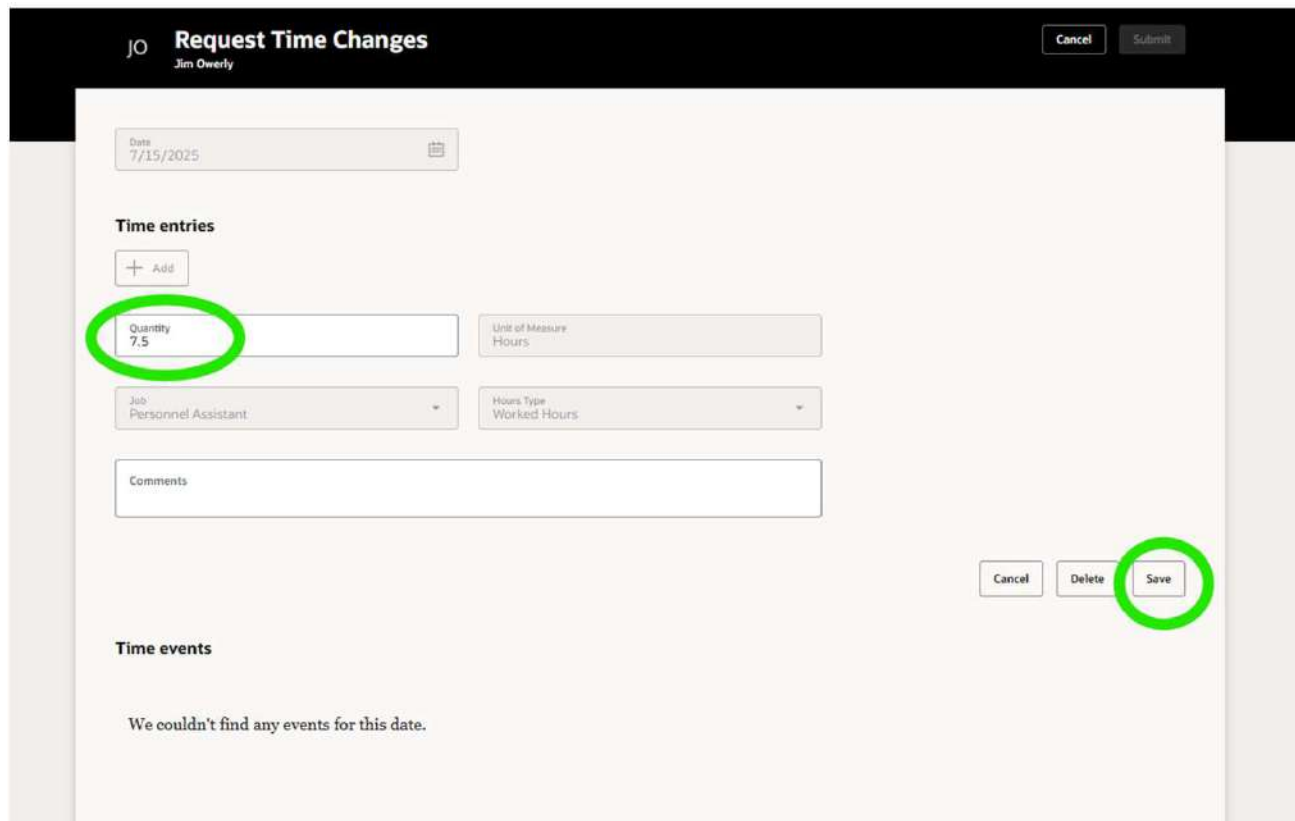
- Verify everything is what you intend
- Submit
- Your request will go to your Supervisor for approval

# Requesting a Time Change:

The screenshot shows a web interface for requesting time changes. At the top, there is a header bar with the text 'JO Request Time Changes' and 'Jim Owerly' on the left, and 'Cancel' and 'Submit' buttons on the right. Below the header, there is a date selection field with the text 'Date 7/15/2025' and a calendar icon, which is circled in green. Underneath the date field, there is a section titled 'Time entries' with a '+ Add' button. Below this, there is a table with two columns: 'Worked Hours' and '7.5 hours'. To the right of the '7.5 hours' text, there is a small edit icon (a pencil) circled in green. Below the table, there is a section titled 'Time events' with the text 'We couldn't find any events for this date.'

- Verify everything is what you intend
- Submit
- Your request will go to your Supervisor for approval

# Requesting a Time Change:



The screenshot shows a web form titled "Request Time Changes" for user "Jim Overly". At the top right are "Cancel" and "Submit" buttons. The form includes a date field set to "7/15/2025". Under the "Time entries" section, there is an "+ Add" button, a "Quantity" field containing "7.5" (circled in green), a "Unit of Measure" dropdown set to "Hours", a "Job" dropdown set to "Personnel Assistant", and a "Hours Type" dropdown set to "Worked Hours". Below these is a "Comments" text area. At the bottom right of the form are "Cancel", "Delete", and "Save" buttons, with the "Save" button circled in green. A "Time events" section at the bottom states "We couldn't find any events for this date."

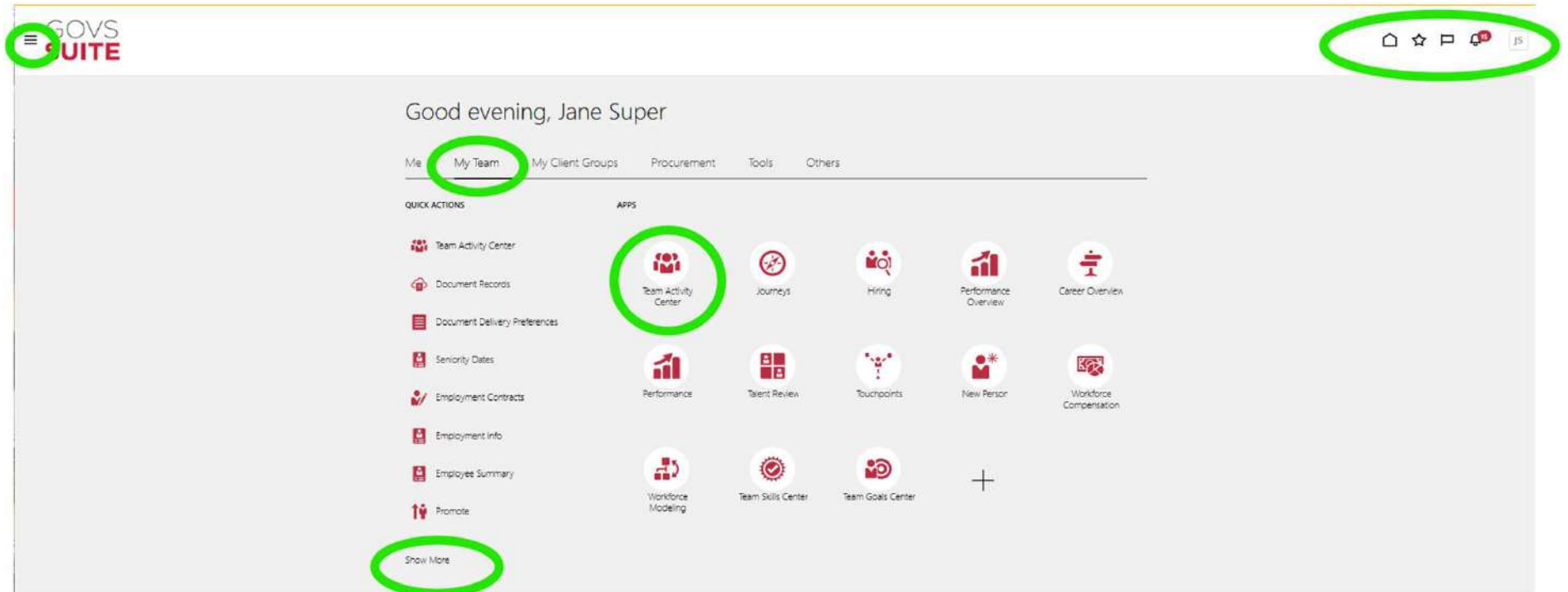
- Correct the applicable fields
- Save
- Submit

# APPROVING TIMECARD AND ABSENCE REQUESTS

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Payroll

# Approving Timecard & Absence Requests:



There are a few ways to access items for your approval.

1. Use the Bell at the top right corner of the screen
2. Team Activity Center tile
3. Quick Actions – Show More – Time – Team Time Cards

# Approving Timecard & Absence Requests:

The screenshot displays the Oracle Fusion Applications dashboard for user Jane Super. The dashboard includes a top navigation bar with tabs for 'Me', 'My Team', 'My Client Groups', 'Procurement', 'Tools', and 'Others'. A green arrow points to the 'Tools' tab. Below the navigation bar, there are two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section lists various tasks such as 'Team Activity Center', 'Document Records', 'Document Delivery Preferences', 'Seniority Dates', 'Employment Contracts', 'Employment Info', 'Employee Summary', and 'Promote'. The 'APPS' section displays a grid of application icons including 'Team Activity Center', 'Journeys', 'Hiring', 'Performance Overview', 'Performance', 'Talent Review', 'Touchpoints', 'New Person', 'Workforce Modeling', 'Team Skills Center', and 'Team Goals Center'. A 'Show More' link is located at the bottom left of the dashboard. On the right side of the dashboard, a 'Notifications' panel is open, showing a list of notifications. The first notification is an 'ACTION REQUIRED' for 'Approval of Payroll Time Entries for Jim O'Leary from 2025-07-13 to 2025-07-26', posted 7 minutes ago. The second notification is another 'ACTION REQUIRED' for 'Approval of Annual Leave Absence Request for Phyllis Plant from 2025-07-08 to 2025-07-10', posted 1 week ago, with an 'Approve' button next to it. The third and fourth notifications are 'FYI' messages about 'Oracle Fusion Applications-Automatically Generated Password' and 'Oracle Fusion Applications-Welcome E-Mail', both posted 1 week ago. At the bottom of the notifications panel, there is a 'Load More Items' link and a count of '1-5 Items'.

From the Bell

# Approving Timecard & Absence Requests:

Approval of Payroll Time Entries for Jim Owerly from 2025-07-13 to 2025-07-26

Approve Reject Actions

**Details**

Assignee: Jane Super  
From: Jim Owerly  
Assigned Date: 7/15/2025 4:26 AM  
Task Number: 330033

**Recommended Actions**

**Payroll Time Entries for Approval**

**Person Information**

Name: Jim Owerly  
Assignment Number: E05002  
Position: Personnel Assistant  
Location: Main Campus  
Person Number: 950239  
Job: Personnel Assistant  
Department: 30200-Human Resources  
Manager: Jane Super

**Time Card Details**

Time Card Period: 7/13/2025 - 7/26/2025  
Overtime Periods: 7/13/2025 - 7/19/2025  
7/20/2025 - 7/25/2025  
Status: Submitted  
Time Card Comments  
Resubmission Reason

Resubmission Status

Reported Time Time Totals

Reported Hours: 77.50 Absence Hours: 0.00 Scheduled Hours: 75.00

Actions View Format Print Preview Details Help

* Job	* Hours Type	Unit of Measure	Sunday, July 13	Monday, July 14	Tuesday, July 15	Wednesday, July 16	Thursday, July 17	Friday, July 18	Saturday, July 19	Sunday, July 20	Monday, July 21	Tuesday, July 22	Wednesday, July 23	Thursday, July 24	Friday, July 25
1	Personnel Assistant Worked Hours	Hours		7.50	7.50	7.50	7.50	7.50			7.50		10.00	7.50	7.50
2	Personnel Assistant Holiday Hours	Hours													
Daily Totals			Hours: 7.50	Hours: 7.50	Hours: 7.50	Hours: 7.50	Hours: 7.50			Hours: 7.50	Hours: 10.00	Hours: 7.50	Hours: 7.50	Hours: 7.50	Hours: 7.50

**Notifications**

Search

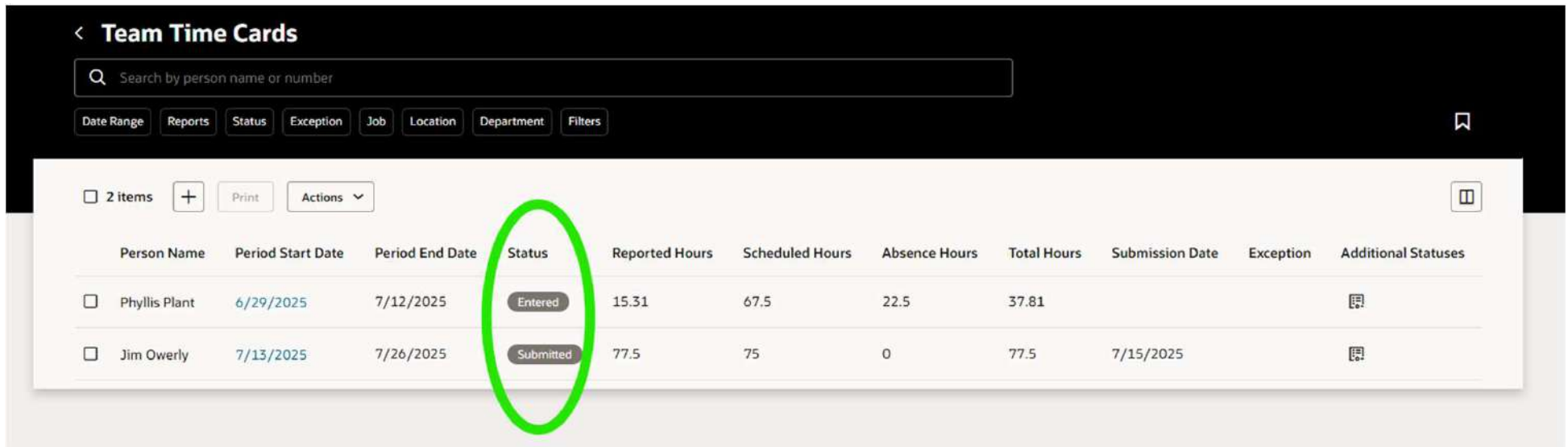
- ACTION REQUIRED: Approval of Payroll Time Entries for Jim Owerly from 2025-07-13 to 2025-07-26. 8 minutes ago. Jim Owerly.
- ACTION REQUIRED: Approval of Annual Leave Absence Request for Phyllis Plant from 2025-07-13 to 2025-07-10. 1 week ago. Phyllis Plant. Approve
- FYI: Oracle Fusion Applications-Automatically Generated Reminder. 1 week ago.
- FYI: Oracle Fusion Applications-Welcome E-Mail. 1 week ago.
- FYI: Oracle Fusion Applications-Welcome E-Mail. 1 week ago.

Load More Items: 1-5 Items

From the Bell



# Approving Timecard & Absence Requests:



< Team Time Cards

Search by person name or number

Date Range Reports Status Exception Job Location Department Filters

2 items + Print Actions

Person Name	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses
<input type="checkbox"/> Phyllis Plant	6/29/2025	7/12/2025	Entered	15.31	67.5	22.5	37.81			
<input type="checkbox"/> Jim Owerly	7/13/2025	7/26/2025	Submitted	77.5	75	0	77.5	7/15/2025		

From opening Quick Actions –  
Show More – Time – Team Time Cards  
Select the Blue letters to view  
timecard.

- You can view:
  - Pay Period Dates
  - Status of Timecard
  - Number of hours
  - Date of submit

# Approving Timecard & Absence Requests:

The screenshot shows the GOVS SUITE interface for a user named Jim Owerly, Personnel Assistant. The timecard period is 7/13/2025 to 7/26/2025. A dropdown menu is open, showing options: Print, Submit, Reject (circled in green), and Cancel. The 'Approve' button at the top right is also circled in green.

**Change requests pending**  
Row 3 - Tuesday, July 15  
[View Change Requests](#)

7/13/2025 - 7/26/2025		Sunday, July 13	Monday, July 14	Tuesday, July 15	Wednesday, July 16	Thursday, July 17	Friday, July 18	Saturday, July 19	Sunday, July 20	Monday, July 21	Tuesday, July 22	Wednesday, July 23	Thursday, July 24	Friday, July 25	Saturday, July 26	Totals
Job *	Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1	Personnel Assistant									7.5						7.5 hours
2	Personnel Assistant		7.5		7.5	7.5	7.5				10	7.5	7.5	7.5		62.5 hours
3	*Personnel Assistant			7.5												7.5 hours
4																0 hours
5																0 hours
6																0 hours
7																0 hours
8																0 hours
9																0 hours
<b>Total Hours</b>		0 hours	7.5 hours	7.5 hours	7.5 hours	7.5 hours	7.5 hours	0 hours	0 hours	7.5 hours	10 hours	7.5 hours	7.5 hours	7.5 hours	0 hours	

Once you verify all the information you need, you can Select the Approve button at the top right of the page.

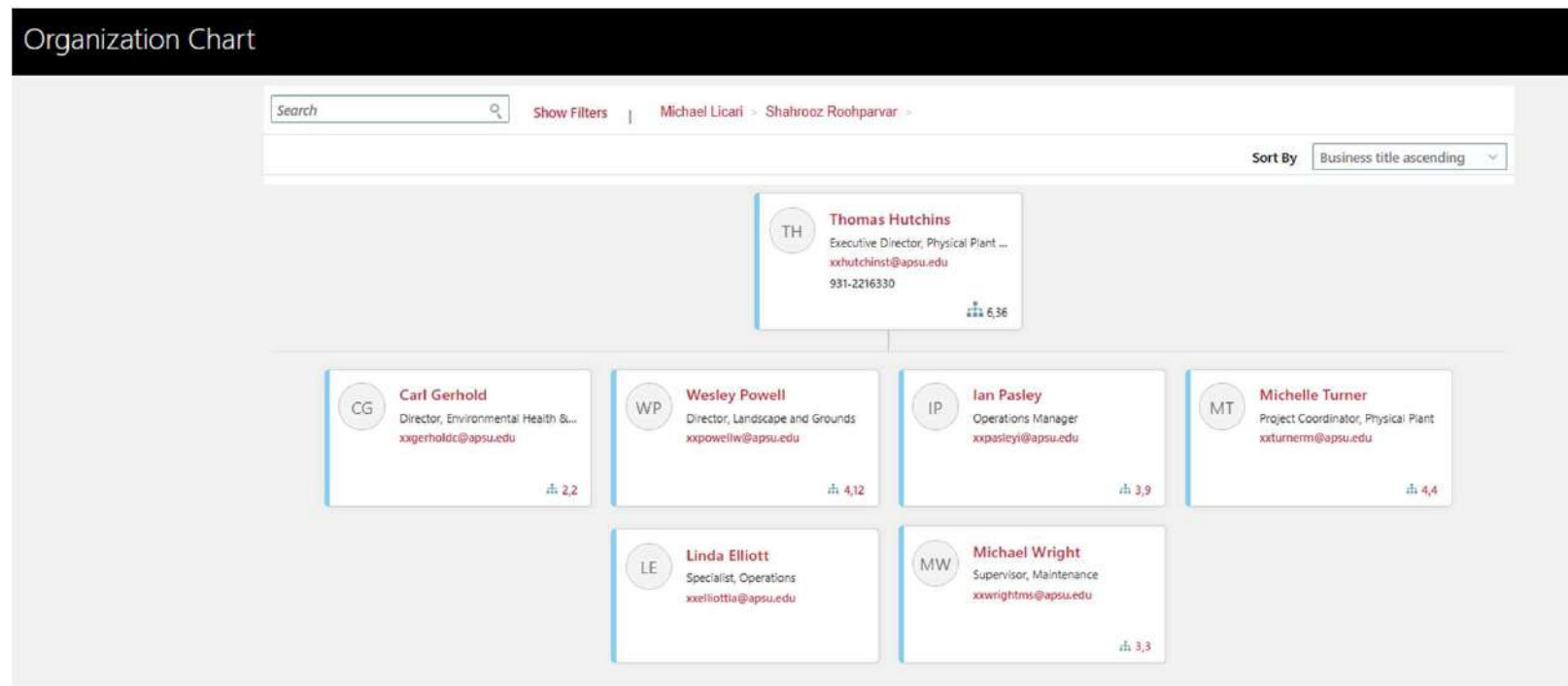
# SETTING UP DELEGATION - PROXY

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Payroll



# Setting Up Delegation - Proxy:



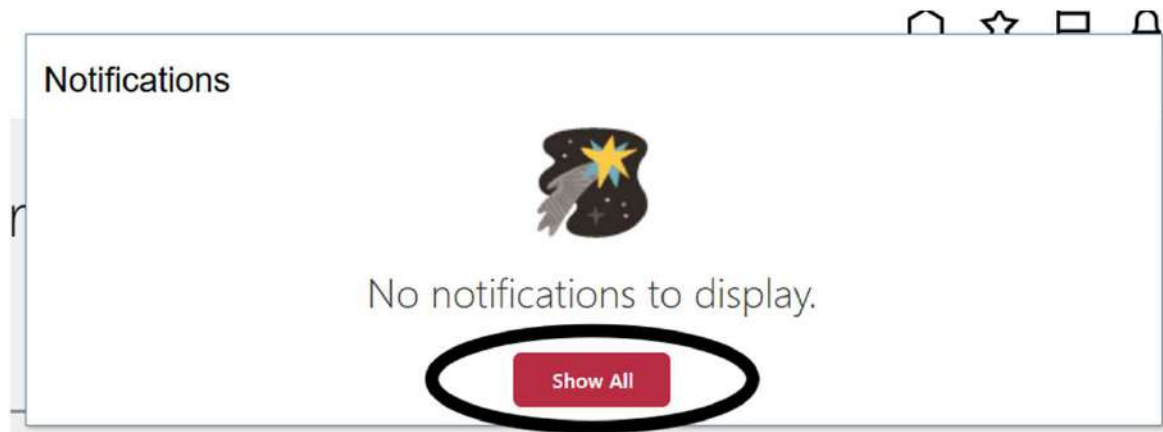
- Down line hierarchy doesn't need to delegate

## Setting Up Delegation - Proxy:



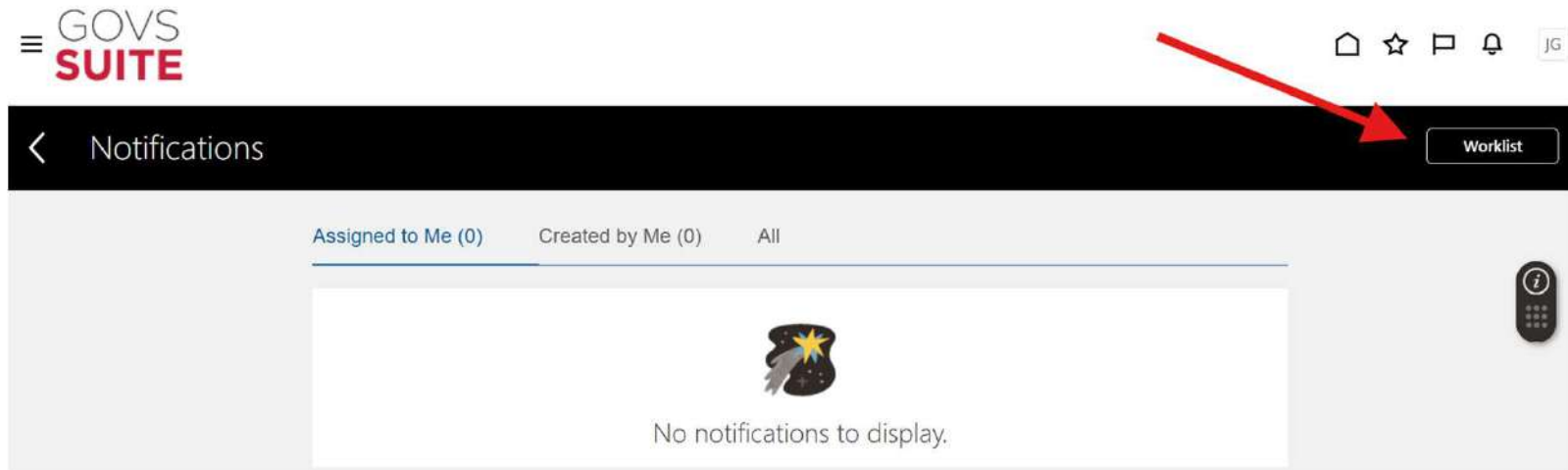
Select your bell notification symbol.

## Setting Up Delegation - Proxy:



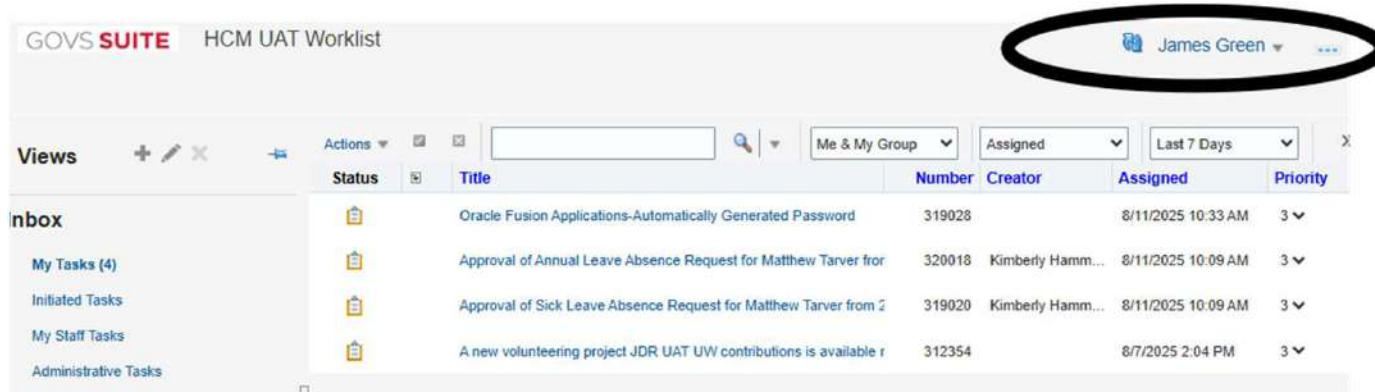
The notification box will pop up. If you have notifications, the Show All box will be located at the bottom. Select Show All

## Setting Up Delegation - Proxy:



Select Worklist in the top right corner.

# Setting Up Delegation - Proxy:



The screenshot shows the GOVS SUITE HCM UAT Worklist interface. In the top right corner, the user's name "James Green" is displayed next to a dropdown arrow, which is circled in black. Below the header, there is a sidebar on the left with navigation links: "Inbox", "My Tasks (4)", "Initiated Tasks", "My Staff Tasks", and "Administrative Tasks". The main area displays a table of tasks with columns: Status, Title, Number, Creator, Assigned, and Priority. The table contains four rows of task information.

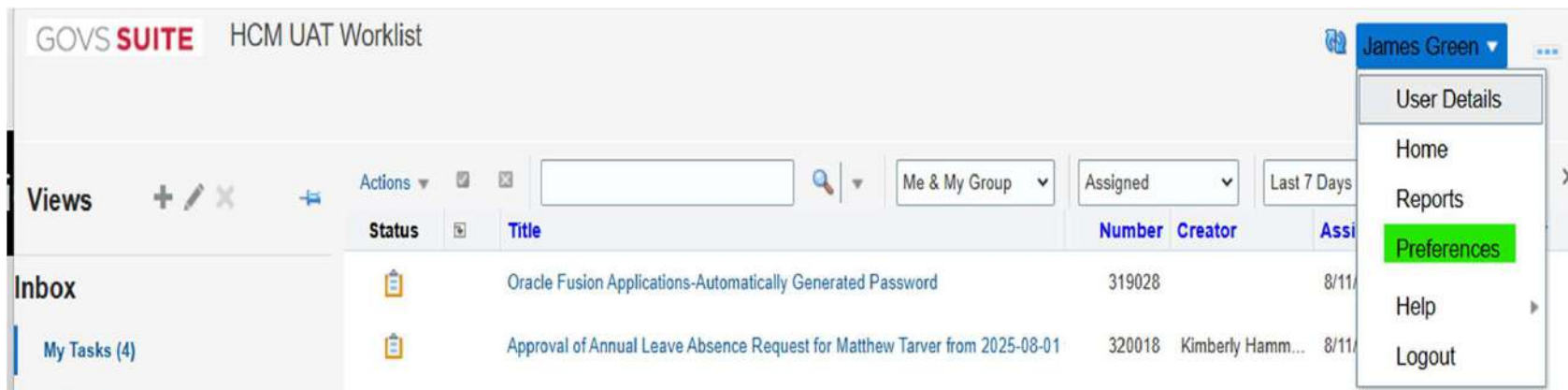
Status	Title	Number	Creator	Assigned	Priority
	Oracle Fusion Applications-Automatically Generated Password	319028		8/11/2025 10:33 AM	3
	Approval of Annual Leave Absence Request for Matthew Tarver for	320018	Kimberly Hamm...	8/11/2025 10:09 AM	3
	Approval of Sick Leave Absence Request for Matthew Tarver from 2	319020	Kimberly Hamm...	8/11/2025 10:09 AM	3
	A new volunteering project JDR UAT UW contributions is available r	312354		8/7/2025 2:04 PM	3

A separate tab will open.

In the top right corner you will select the drop down arrow next to your name.



# Setting Up Delegation - Proxy:



In the top right corner you will select the drop down arrow next to your name.  
Select Preferences

# Setting Up Delegation - Proxy:

Check Mark Enable  
vacation period.

Select your Start  
Date & Start Time.

Select your End  
Date & Time.

Ok

GOVS SUITE HCM UAT Worklist

Rules

Vacation Period (Disabled)

My Rules

Vacation Period : greenj

Remove yourself from automatic task assignment by enabling a vacation date range.  
Optionally, more specific vacation rules can be created under "My Rules".

☒ Enable vacation period

Start Date: 8/18/2025 8:00 AM

End Date: m/d/yyyy h:mm a

☐ Reassign to: User

☐ Delegate to:

Select Date and Time

August 2025

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

8:15 PM

AM PM

OK Cancel

# Setting Up Delegation - Proxy:

GOVS SUITE HCM UAT Worklist

Rules

Vacation Period (Disabled)

My Rules

**Vacation Period : greenj**

Remove yourself from automatic task assignment by enabling a vacation date range.  
Optionally, more specific vacation rules can be created under "My Rules".

☒ Enable vacation period

Start Date: 8/18/2025 8:00 AM

End Date: 8/22/2025 6:00 PM

☐ Reassign to: User

☒ Delegate to:

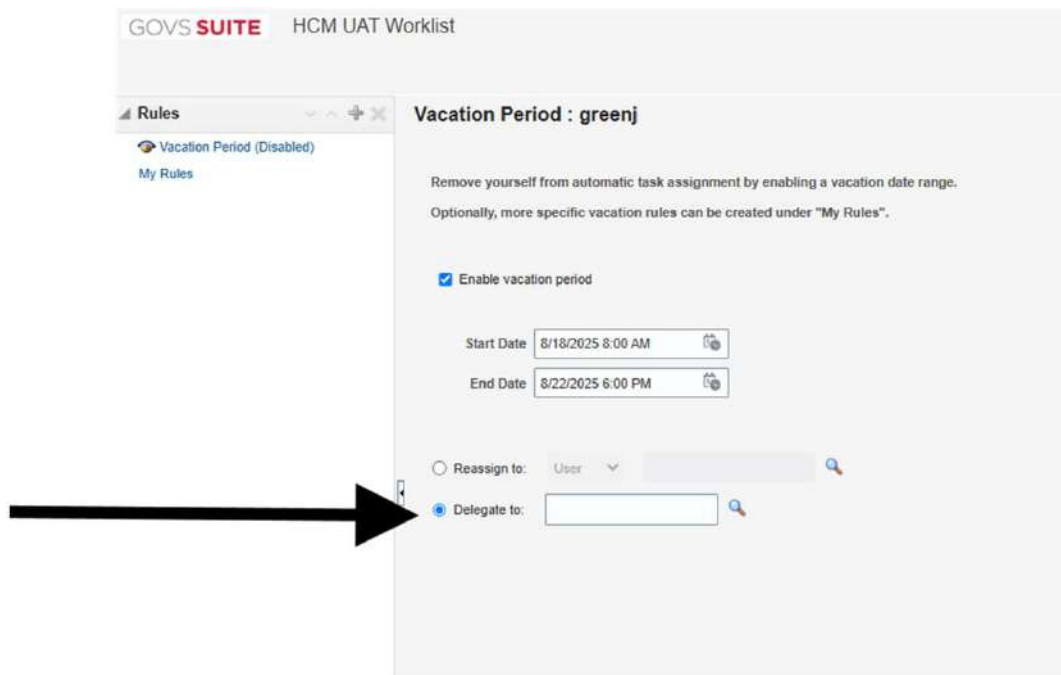
Reassign to:

Vs

Delegate to:

- Reassign moves the approval from the original owner to the delegee.
- Delegate leaves the approval with the original owner until it is approved.

# Setting Up Delegation - Proxy:



GOVS SUITE HCM UAT Worklist

Rules

- Vacation Period (Disabled)
- My Rules

**Vacation Period : greenj**

Remove yourself from automatic task assignment by enabling a vacation date range.  
Optionally, more specific vacation rules can be created under "My Rules".

☒ Enable vacation period

Start Date: 8/18/2025 8:00 AM

End Date: 8/22/2025 6:00 PM

☐ Reassign to: User

☒ Delegate to:

Mark delegate to:

Select the magnifying glass to the right of the box.

\*\*\*We do not recommend you use reassign to.

# Setting Up Delegation - Proxy:


Identity Browser

Users

☒ Advanced

First Name  Last Name

Email  ID

	ID	First Name	Last Name	Email	Title	Manager	Organization
<input type="radio"/>	 powellw	Wesley	Powell	xcpowellw@aps...		hutchinst	

Check mark Advanced.

Now you can search by name, email or ID.

Once you have found the person you would like to delegate to,  
select the row and Ok

# Setting Up Delegation - Proxy:

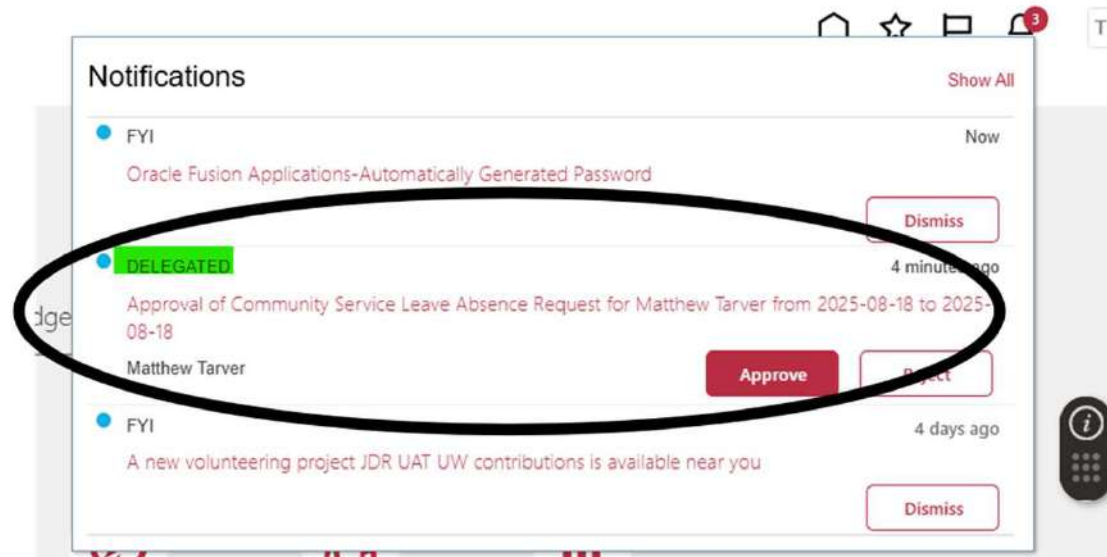
The screenshot shows the 'GOVS SUITE HCM UAT Worklist' interface. On the left, there's a sidebar with 'Rules' and 'Vacation Period (Disabled)'. The main area is titled 'Vacation Period : gre...' and contains instructions: 'Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".' Below this, there's a checkbox 'Enable vacation period' which is checked. Two date pickers are visible: 'Start Date' set to '8/18/2025 8:00 AM' and 'End Date' set to '8/22/2025 6:00 PM'. At the bottom, there are two radio buttons: 'Reassign to:' (unselected) and 'Delegate to:' (selected). The 'Delegate to:' field shows 'powellw'. In the top right corner, there are tabs for 'My Rules', 'Certificates', 'Notification', and 'Accessibility'. Below these tabs are 'Save' and 'Revert' buttons. A black arrow points to the 'Save' button. An 'Information' dialog box is open in the foreground, displaying the message 'Rule is saved successfully' and an 'OK' button.

Verify your delegation information.

Select Save

You will receive a notification that says your rule is saved successfully

## Setting Up Delegation - Proxy:



The delegee will receive a notification in their bell like normal. They will be able to approve just like if the approval was one of their own.

# Setting Up Delegation - Proxy:

Approval of Community Service Leave Absence Request for Matthew Tarver from 2025-08-18 to 2025-08-18

Actions ▼ [Approve](#) [Reject](#)

Absence Request Approval

**Matthew Tarver**

From 8/18/2025 to 8/18/2025

Total Duration 7.5 Hours

**Absence Request Details**

Absence Type	Community Service Leave
Absence Reason	
Start Date	8/18/2025 7.5 Hours
End Date	8/18/2025
Duration	7.5 Hours
Comments	test

**Approval History**

ⓘ

James Green delegated to **Thomas Hutchins**

8/11/2025 1:38 PM

⬆

Submitted by **Matthew Tarver**

8/11/2025 1:37 PM

📅

Add to calendar*.ics*

If you open the approval request you can see in the history who delegated to you. When you approve it will change to approved on behalf of; the original approver.



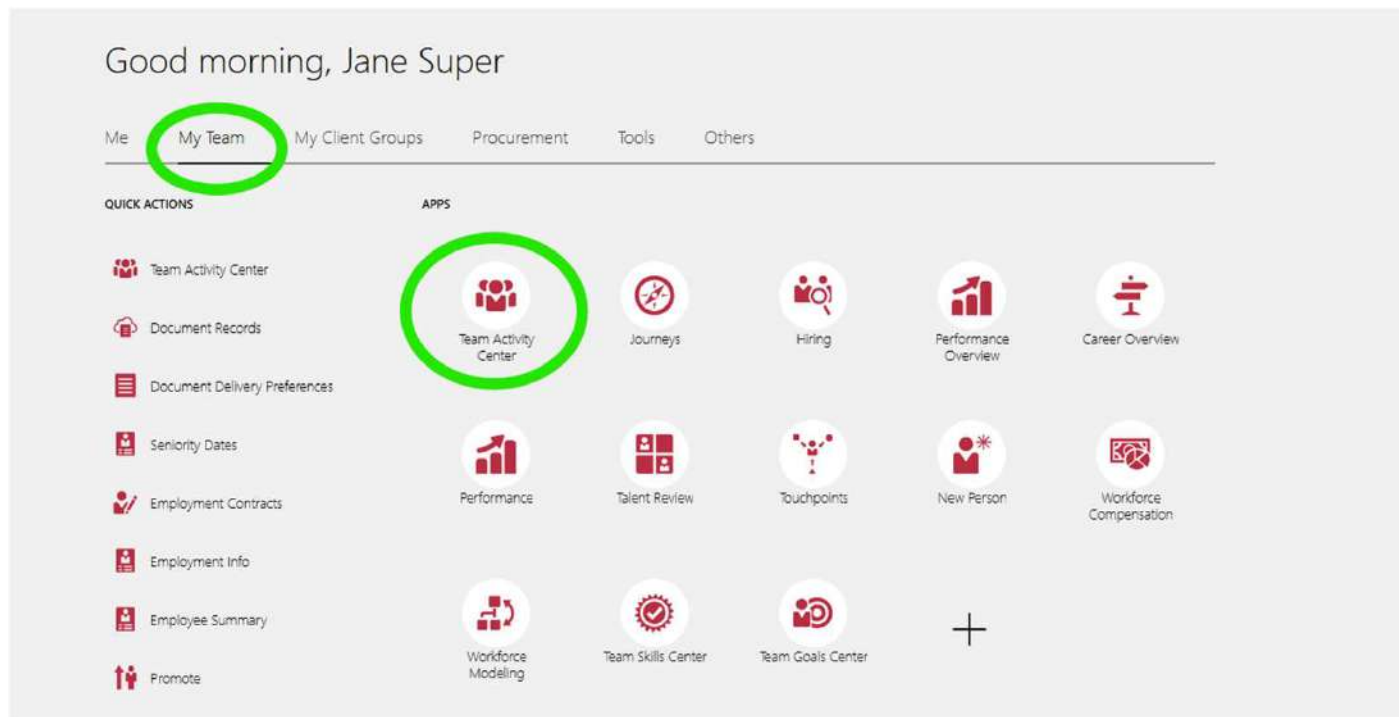
# SUPERVISOR INFORMATION & ACTION SCREENS

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Payroll



# Supervisor Information & Action Screens



My Team – Team Activity Center

# Supervisor Information & Action Screens

The screenshot displays the 'Jane Super's Team Advisor' interface. At the top, it shows 'Workers: 4 direct, 4 total' and 'Retention: 100%'. Below this is a search bar and filters for 'View Workers', 'Reports Direct reports', 'Manager Type Line manager', and 'Filters'. A 'Clear (2)' button is also present. The main table lists team members with their initials, names, roles, manager relationships, and locations. A dropdown menu is open for the first team member, showing various actions like 'Absence Balance', 'Add Absence', 'Add Anytime Document', 'Add Assignment', 'Add Check-in Document', 'Add Current Time Card', and 'View More'. On the right, there is a 'Communication' section with a banner for 'Austin Peay State University' and a 'Start' button. Below this, there are links for 'Performance Overview', 'Career Overview', 'Performance', 'Talent Review', and 'Touchpoints'.

Worker ID	Name	Role	Manager Relationship	Location
PP	Phyllis Plant Painter	Employee	Line manager	Main Campus
JO	Jim Owerly Personnel Assistant	Employee	Line manager	Main Campus
JP	Jason Protect Police Officer 1	Employee	Line manager	Main Campus
JT	John Tempor Temporary Help - Non-Exempt-TC	Employee	Line manager	Main Campus

- Absence Balance
- Add Absence
- Add Anytime Document
- Add Assignment
- Add Check-in Document
- Add Current Time Card
- View More

Communication

**AP**  
**Austin Peay**  
State University  
Onboarding Journey

Start

Performance Overview  
Career Overview  
Performance  
Talent Review  
Touchpoints

# Supervisor Information & Action Screens

The screenshot displays the 'Jane Super's Team Advisor' interface. The main area shows team information for Jane Super, including a search bar for workers and tabs for Employment, Compensation, and Talent. The team list includes:

- Phyllis Plant** (Painter): Worker Type: Employee, Manager Relationship: Line manager, Location: Main Campus, Person Number: 953041, Position: Painter, Department: 304007-Building Maintenance, Assignment Number: E953041, Job: Painter, Grade: 05.
- Jim Owerly** (Personnel Assistant): Worker Type: Employee, Manager Relationship: Line manager, Location: Main Campus.
- Jason Protect** (Police Officer 1): Worker Type: Employee, Manager Relationship: Line manager, Location: Main Campus.
- John Tempor** (Temporary Help - Non-Exempt-TC): Worker Type: Employee, Manager Relationship: Line manager, Location: Main Campus.

The right sidebar contains 'Quick actions' with a search bar and several categories:

- Absences**: Absence Balance (highlighted with a green circle), Add Absence, Cash Disbursements, Donations, Existing Absences.
- Career and Performance**: Add Anytime Document, Add Check-In Document, Add to Succession Plan, Add to Talent Pool, Create Succession Plan, Evaluate Performance.

The 'Applications' section on the right includes links to Journeys, Hiring, Performance Overview, Career Overview, Performance, Talent Review, and Touchpoints.



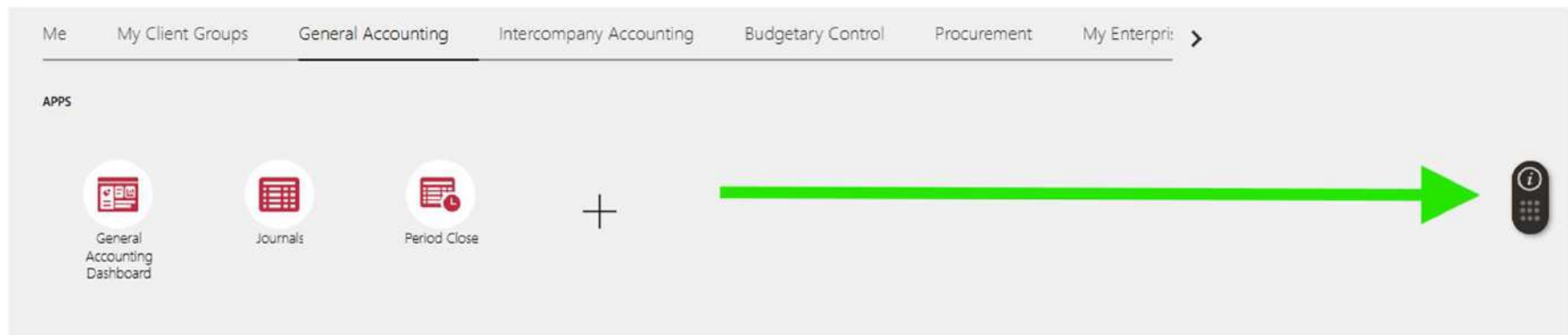


# ORACLE GUIDED LEARNING - OGL

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Payroll

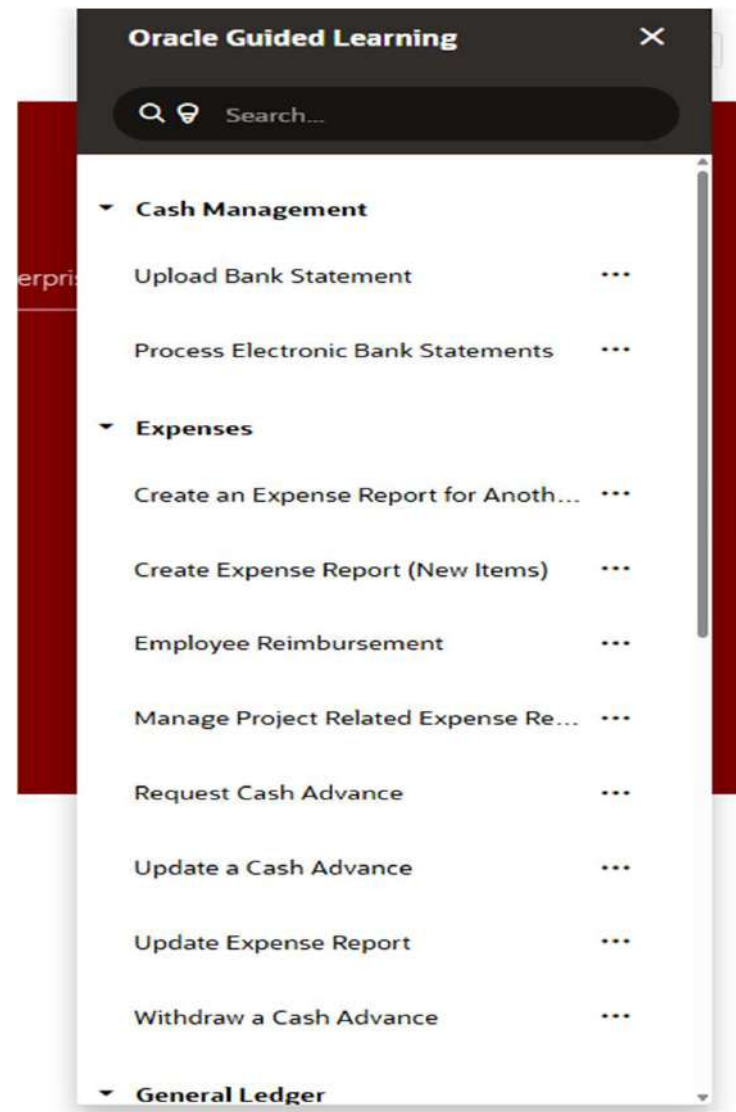
# Oracle Guided Learning:



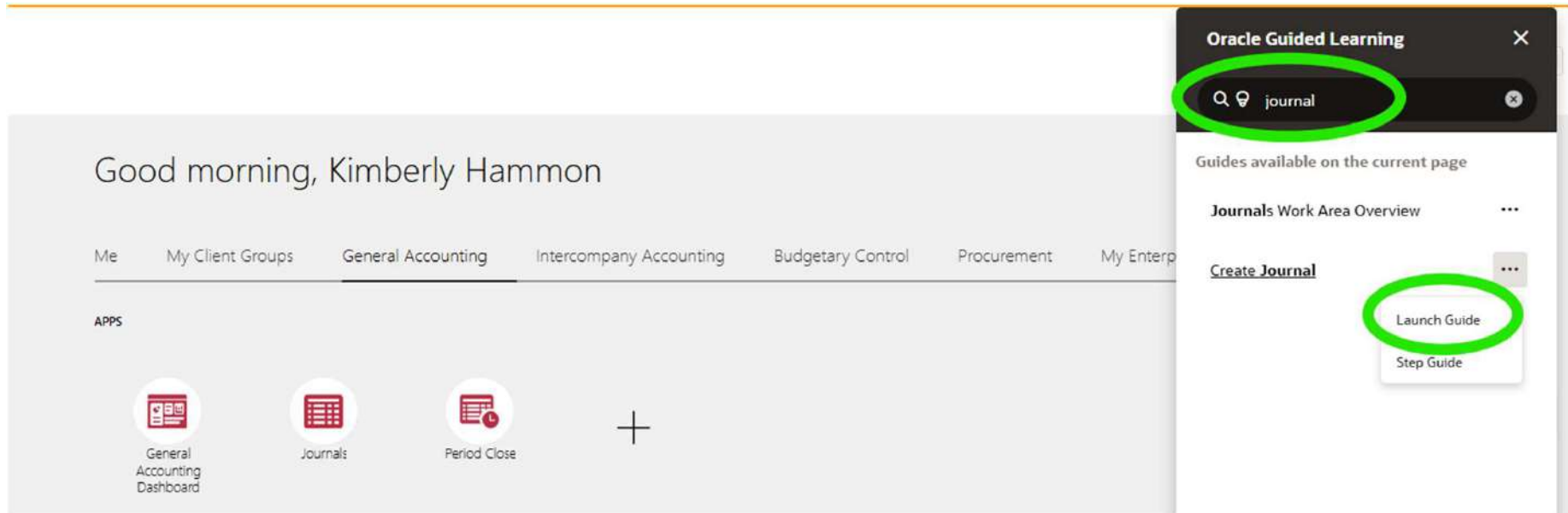
Oracle Guided Learning is a widget that will walk you through how you complete an action within Govs Suite.

# Oracle Guided Learning:

- When you click on the widget it opens a list of items it can walk you through.



# Oracle Guided Learning:

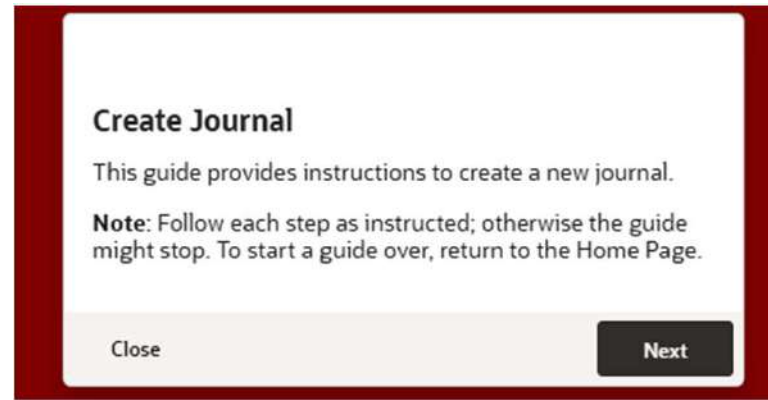


- You can search for the action you are trying to perform in the search bar at the top.



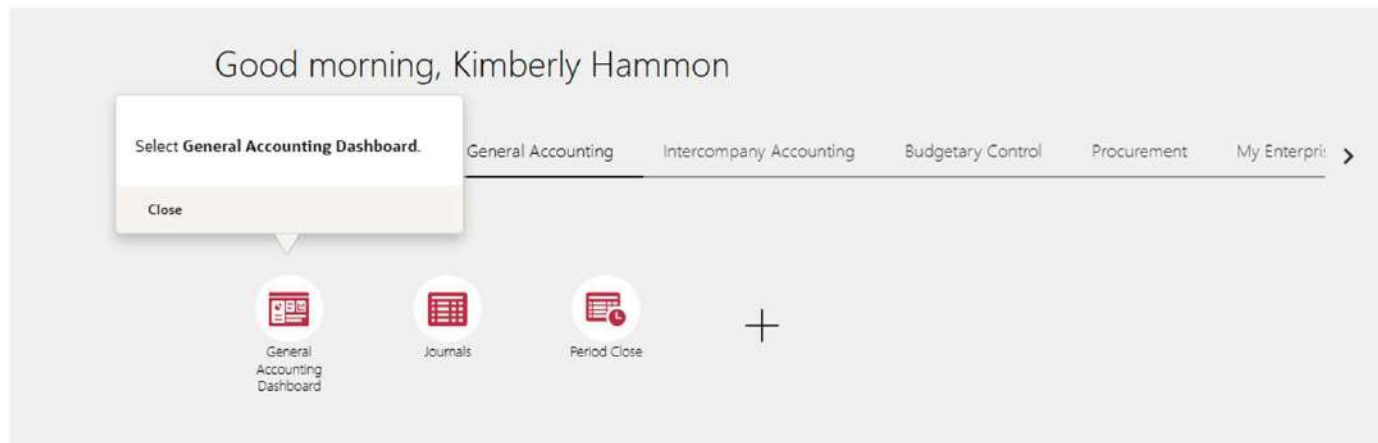
# Oracle Guided Learning:

When you select the action you would like assistance with it will provide a pop up that gives you a short overview of what the action will do.



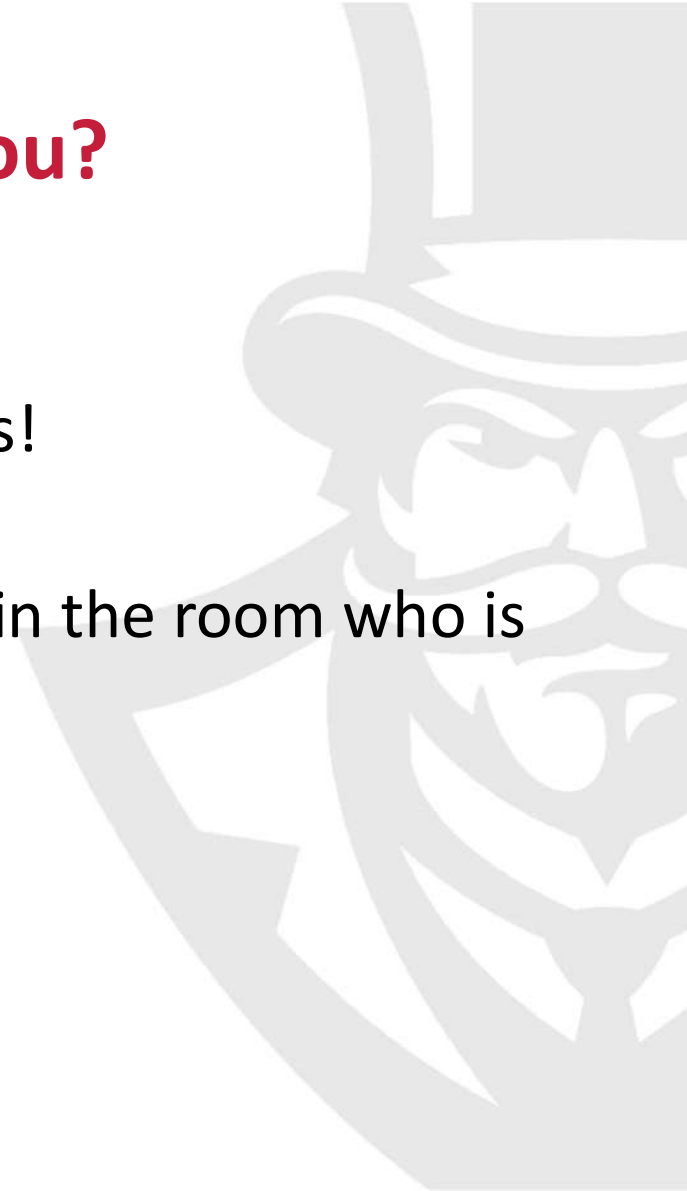
Selecting NEXT will take you to the first screen you need to start the action process.

A pop up window will instruct you where to click.



## What can I clarify for you?

- Please ask your questions!
- Chances are you are NOT the only person in the room who is wondering.





**THANK YOU!**

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