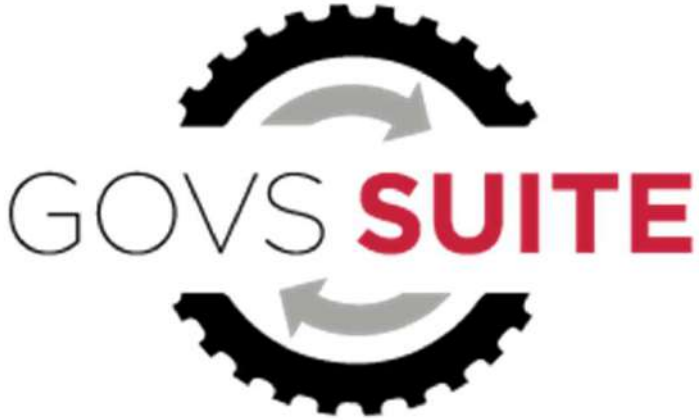
Austin Peay State University
CLARKSVILLE TENNESSEE

TIMESHEET & ABSENCE TRAINING – MANAGER & SUPERVISOR

GOVS SUITE - ORACLE

The Govs Suite Project



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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

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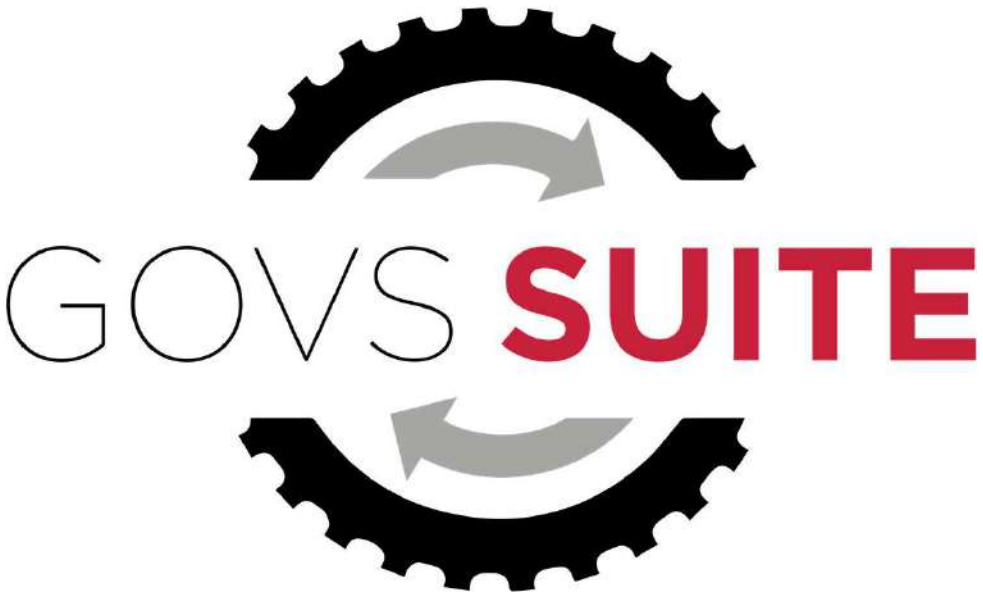
We just moved the same data you work with now from one place to another.



PAY DATE UPDATE

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

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Check Date Changes:

Payroll IT	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		
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 Govs 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 IT	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		
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		

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.

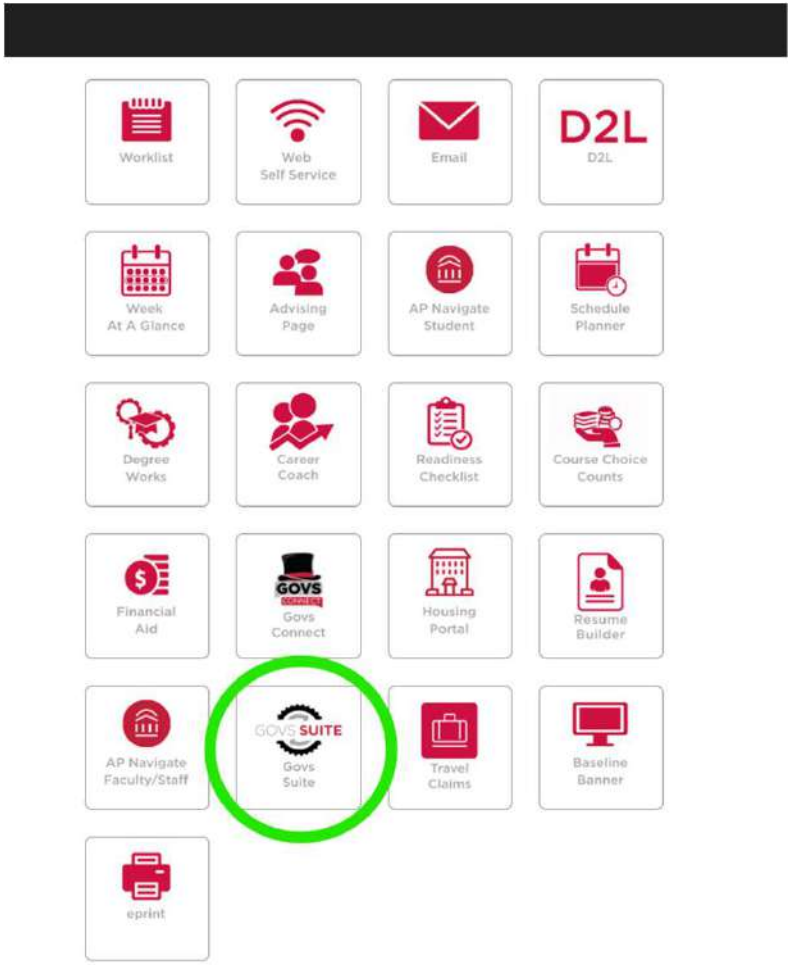
- Start reporting leave requests in absence on 10.01.2025.

Austin Peay State University
CLARKSVILLE TENNESSEE

LOGGING IN

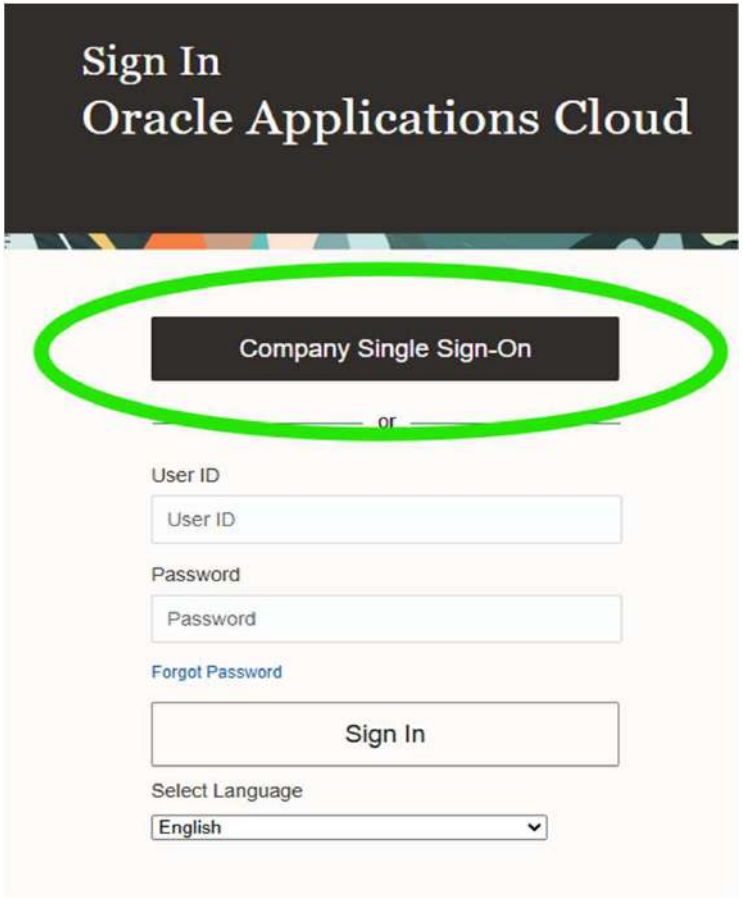
Payroll

Logging In:



One Stop

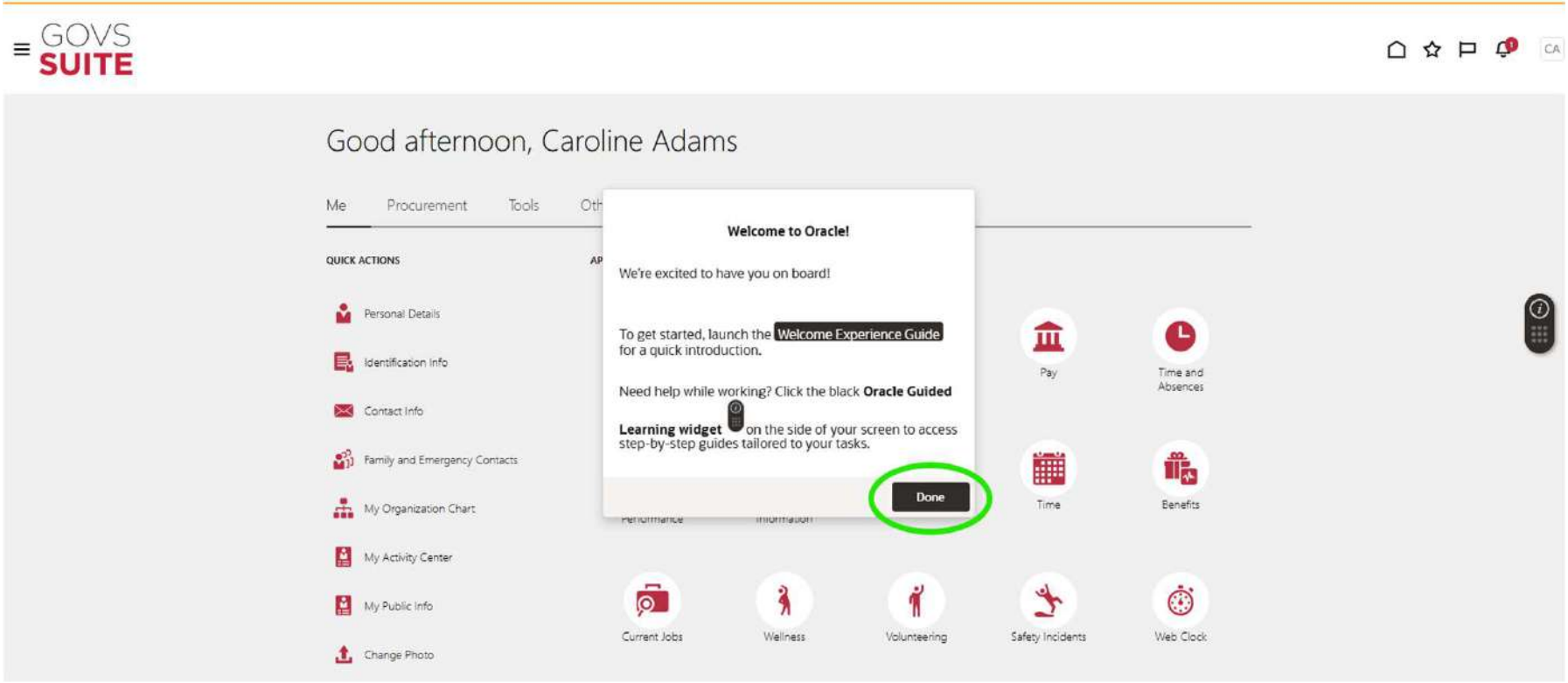
Logging In:



<u>Do not</u> use the User ID & Password fields.

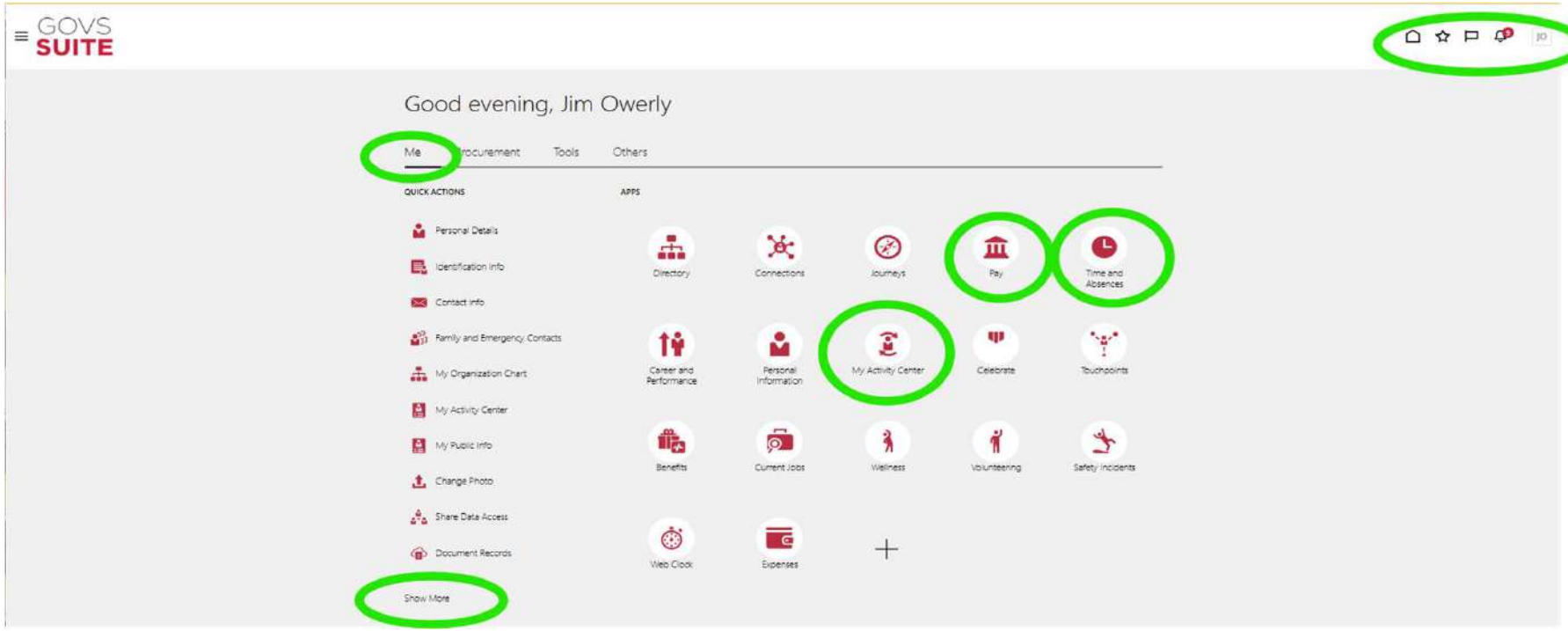
You can also create a bookmark to access your sign in faster.

Logging In:



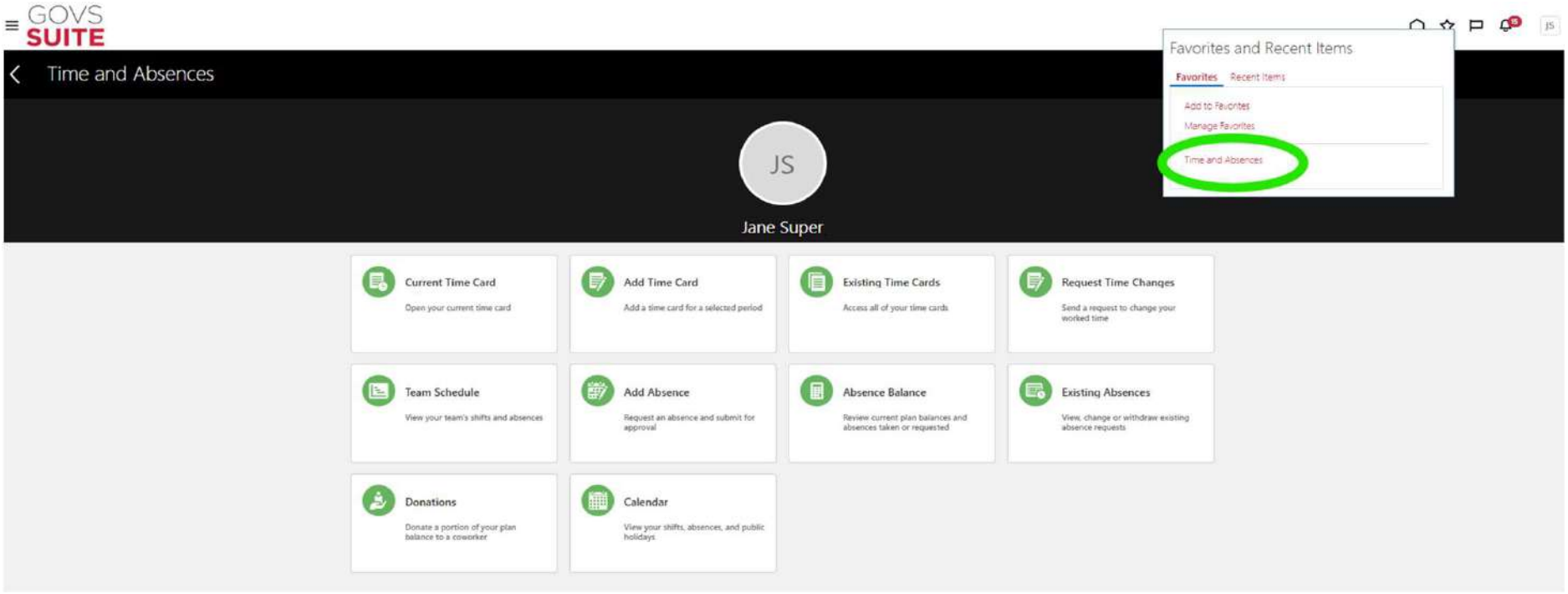
Welcome Notice

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:



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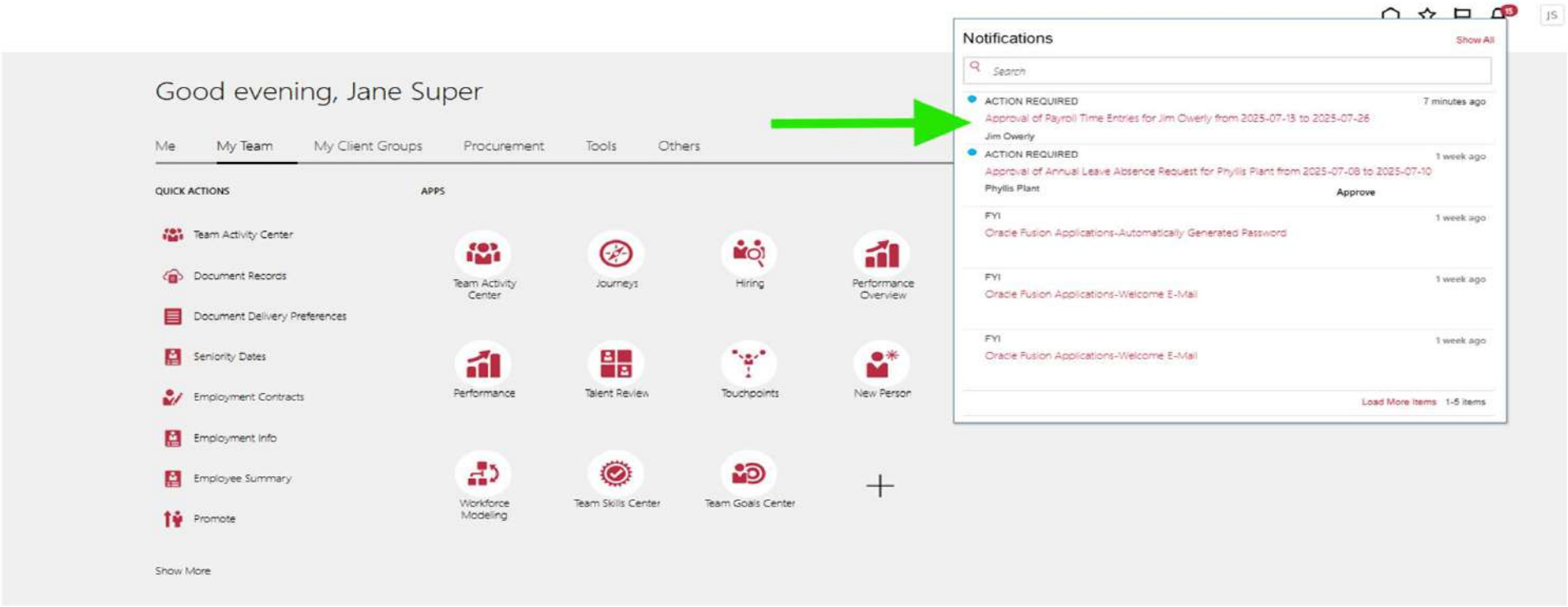

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Star – You can star places you visit to have in a list for easy access.
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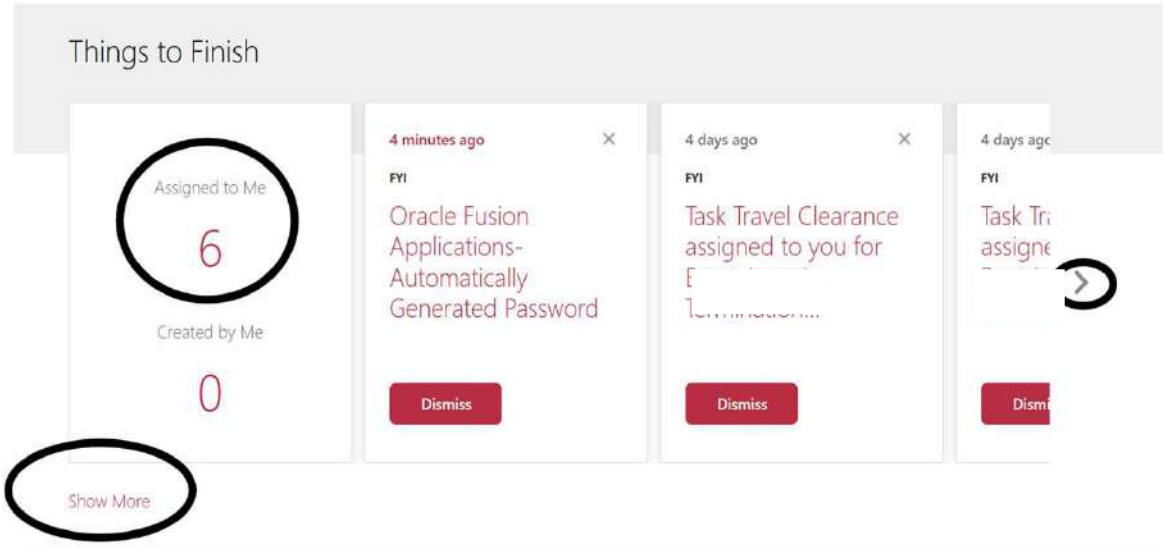
Dashboard:



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

Payroll

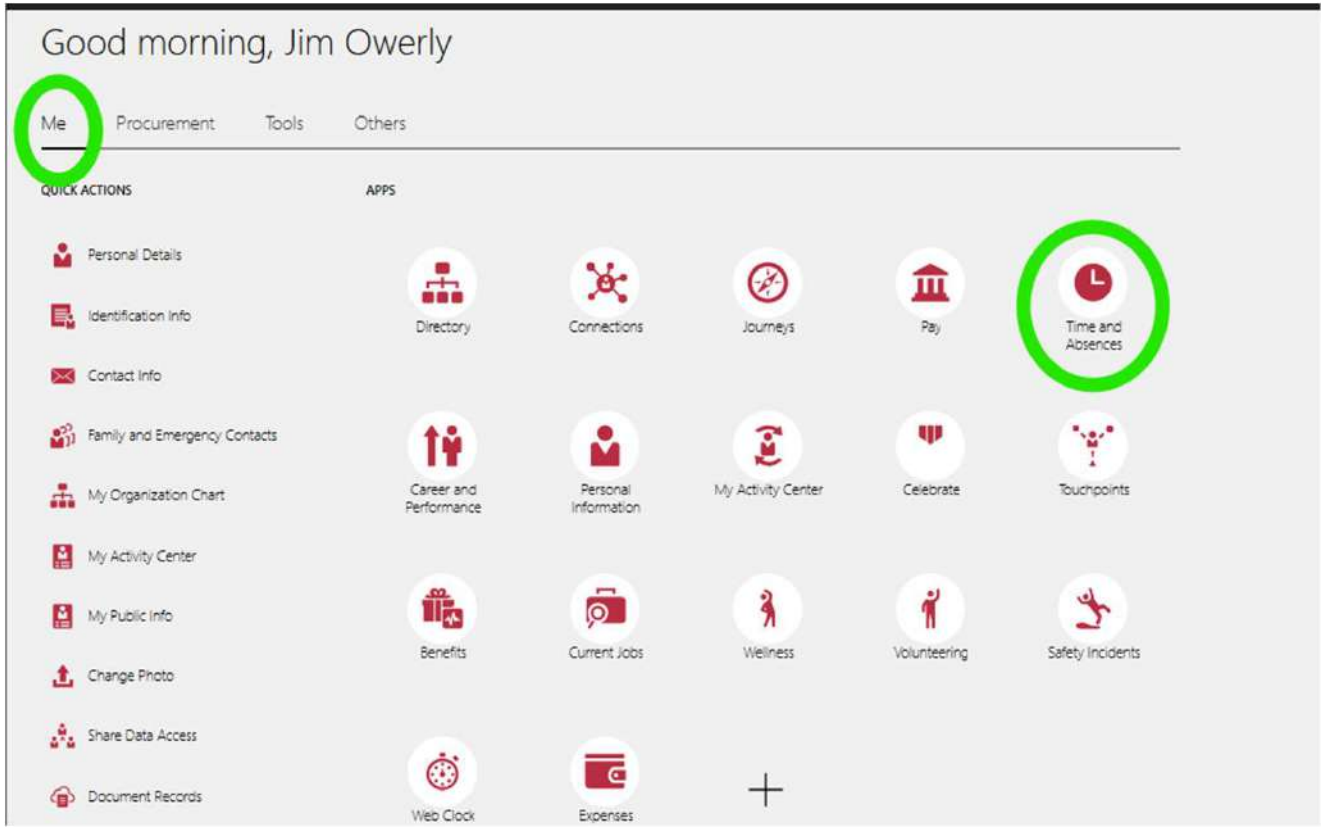
Absences Overview:

- 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.

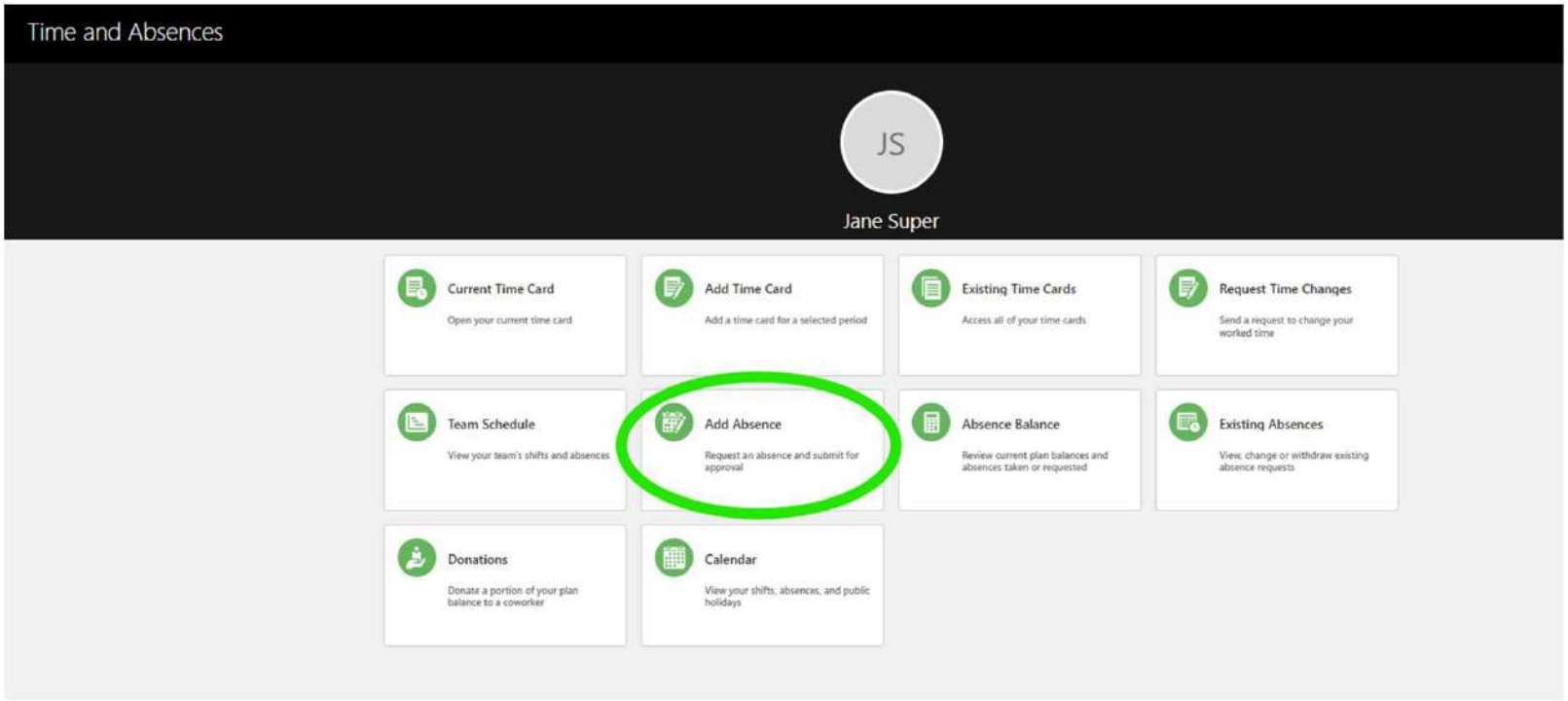
- Adjustments for absences will be made by the employee, and routed to the Supervisor approval.

Absence Entry:



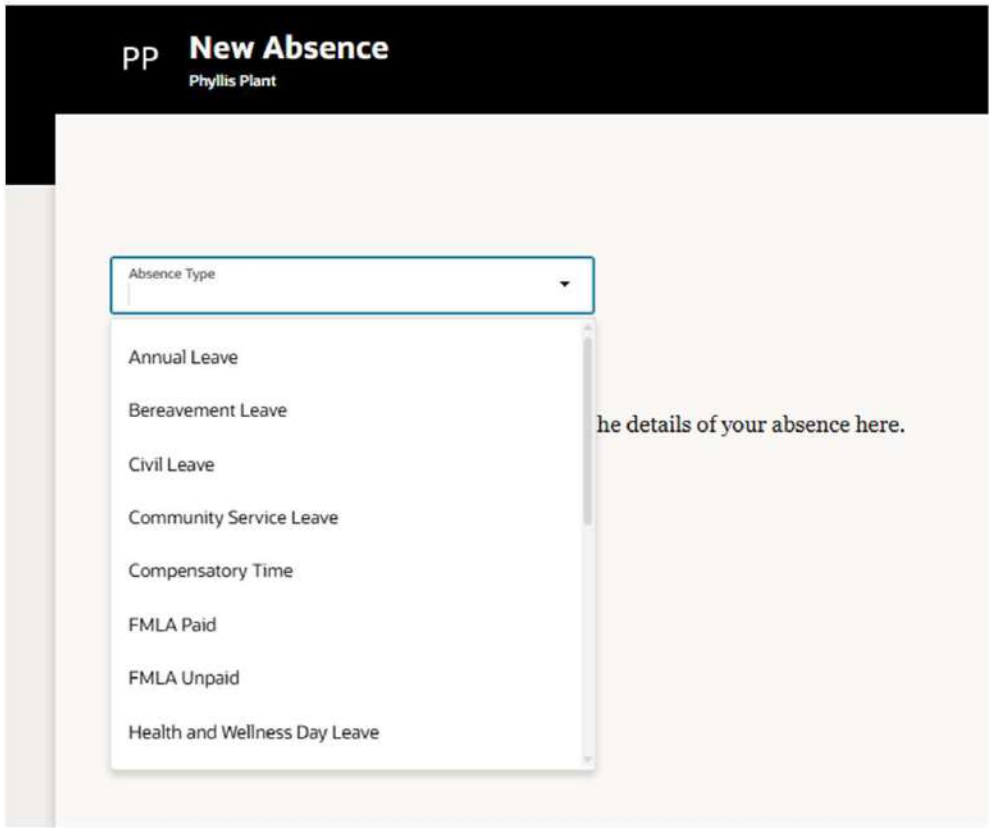
- Me – Top Left
- Time & Absence

Absence Entry:



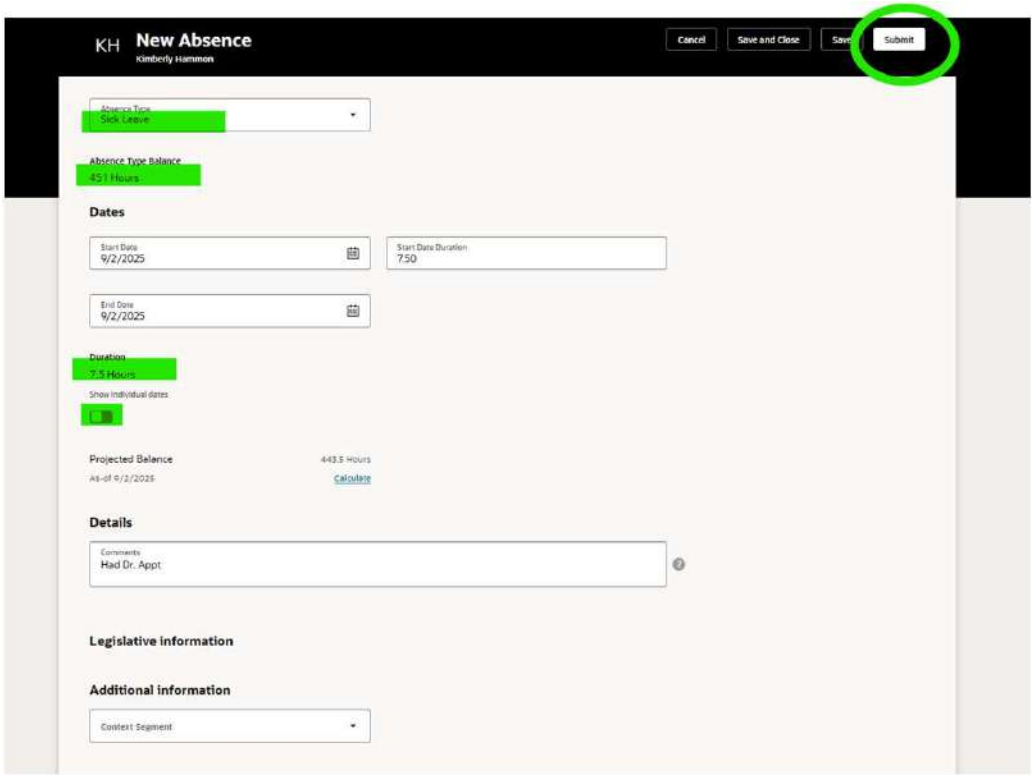
- Select Add Absence

Absence Entry:



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

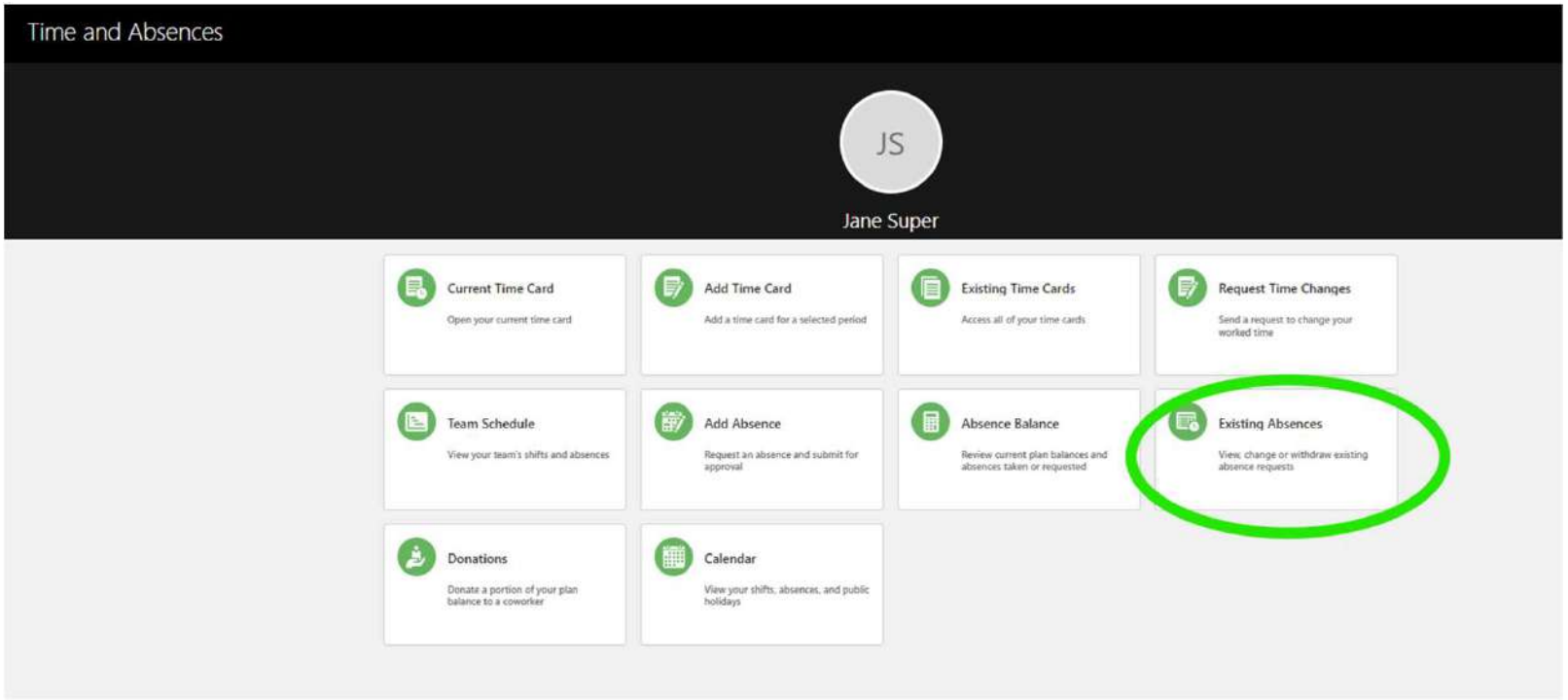
Absence Entry:



- 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.

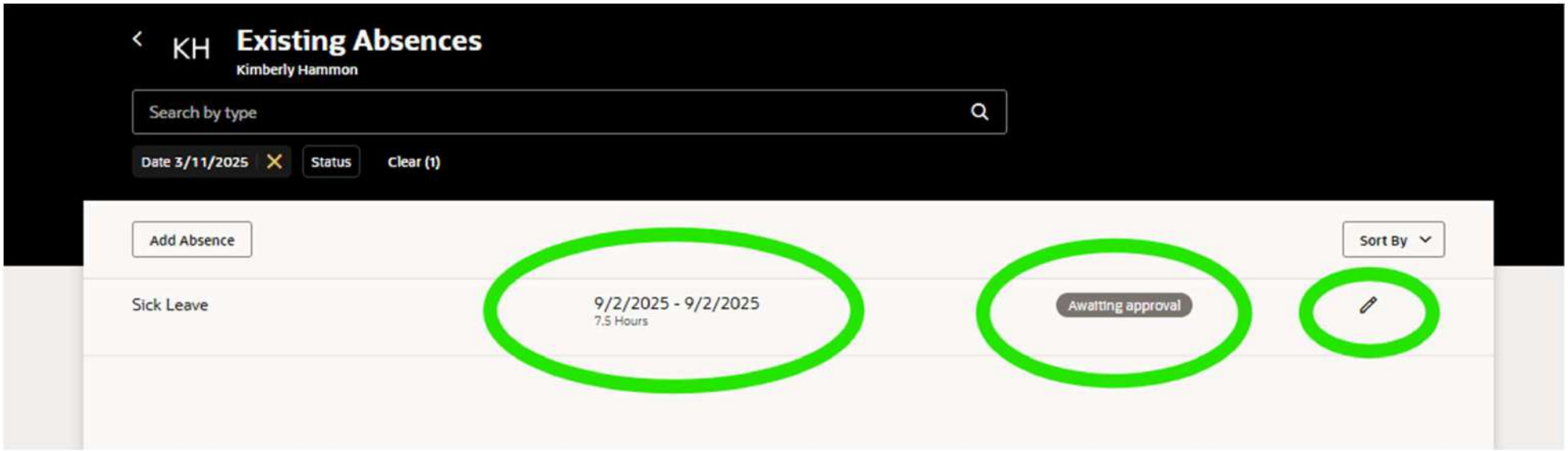
*** Requesting time for dates that have passed are requested in the same way.

Absence Entry Update:



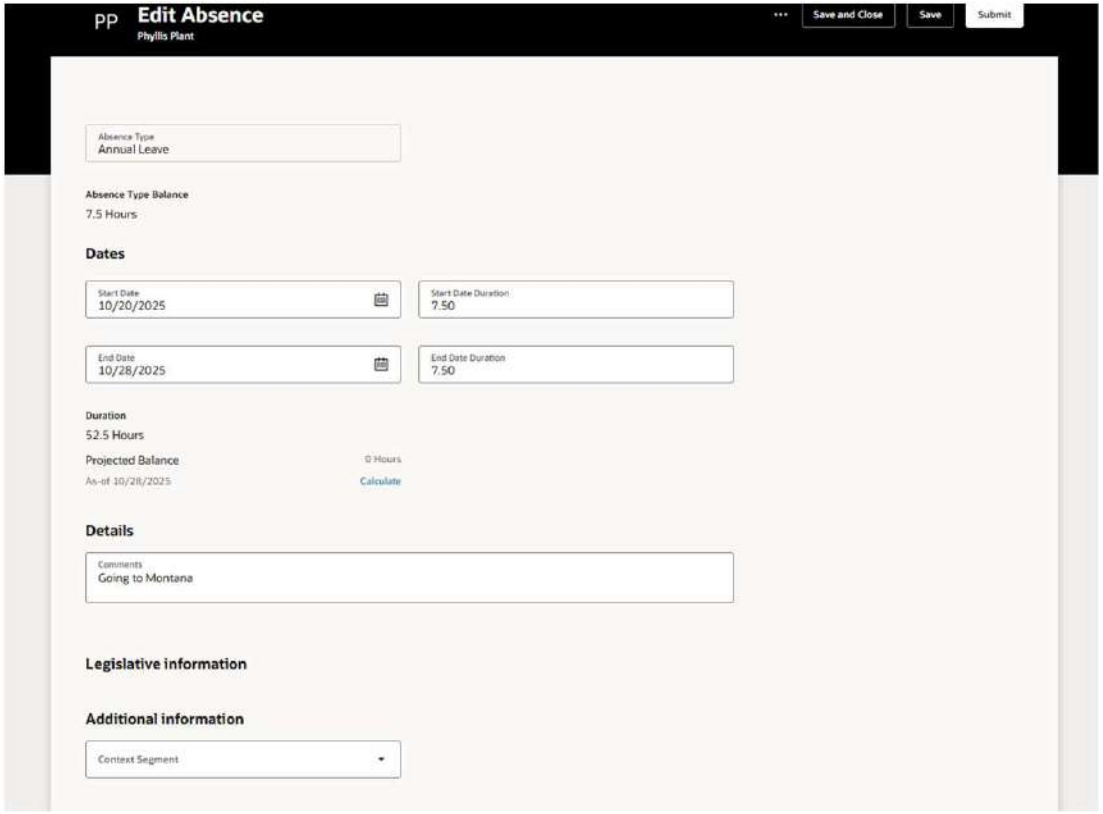
- Existing Absences.

Absence Entry Update:



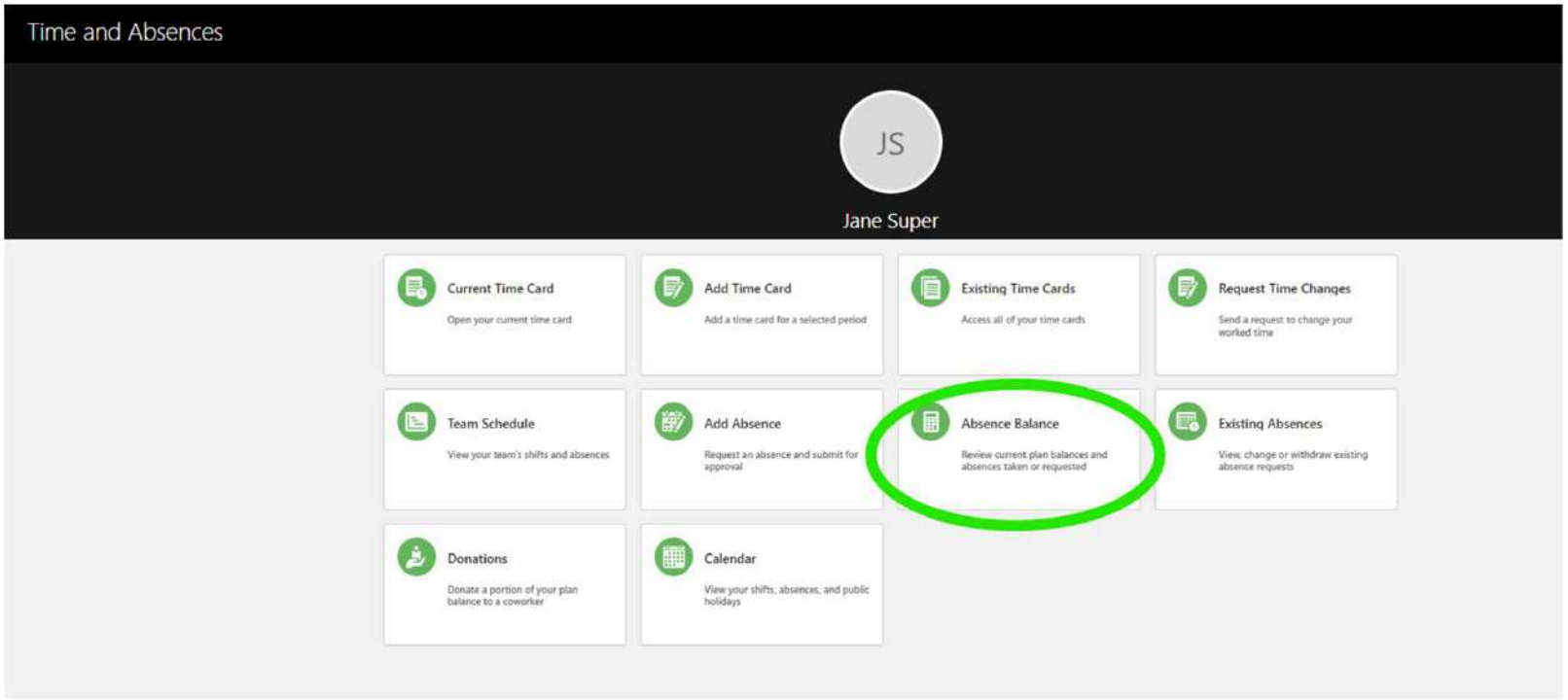
- Select the Edit Pencil to the right.

Absence Entry Update :



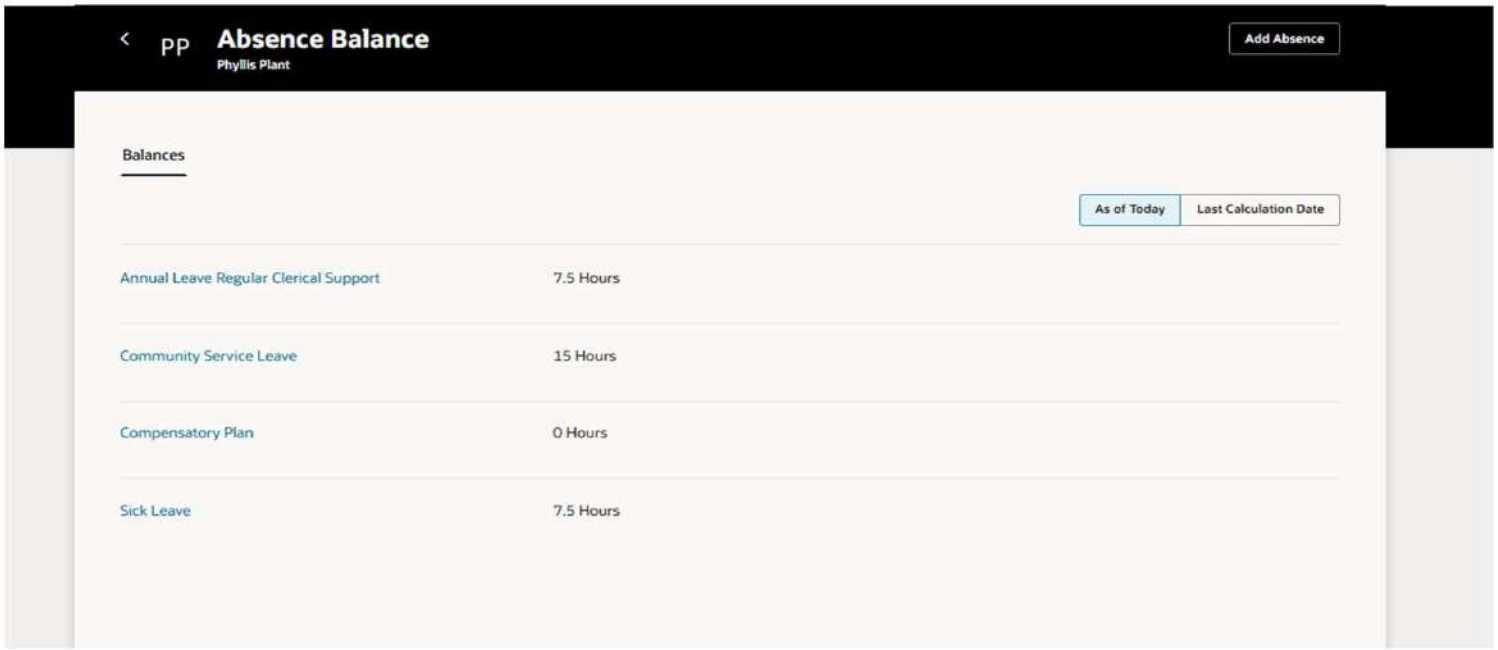
- Your original request will reopen.
- Make any changes you need.
- SAVE
- SUBMIT
- Your request has now been sent back to your Supervisor for approval.

Absence Balance Review:



- Select Absence Balance

Absence Balance Review:



- 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

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.

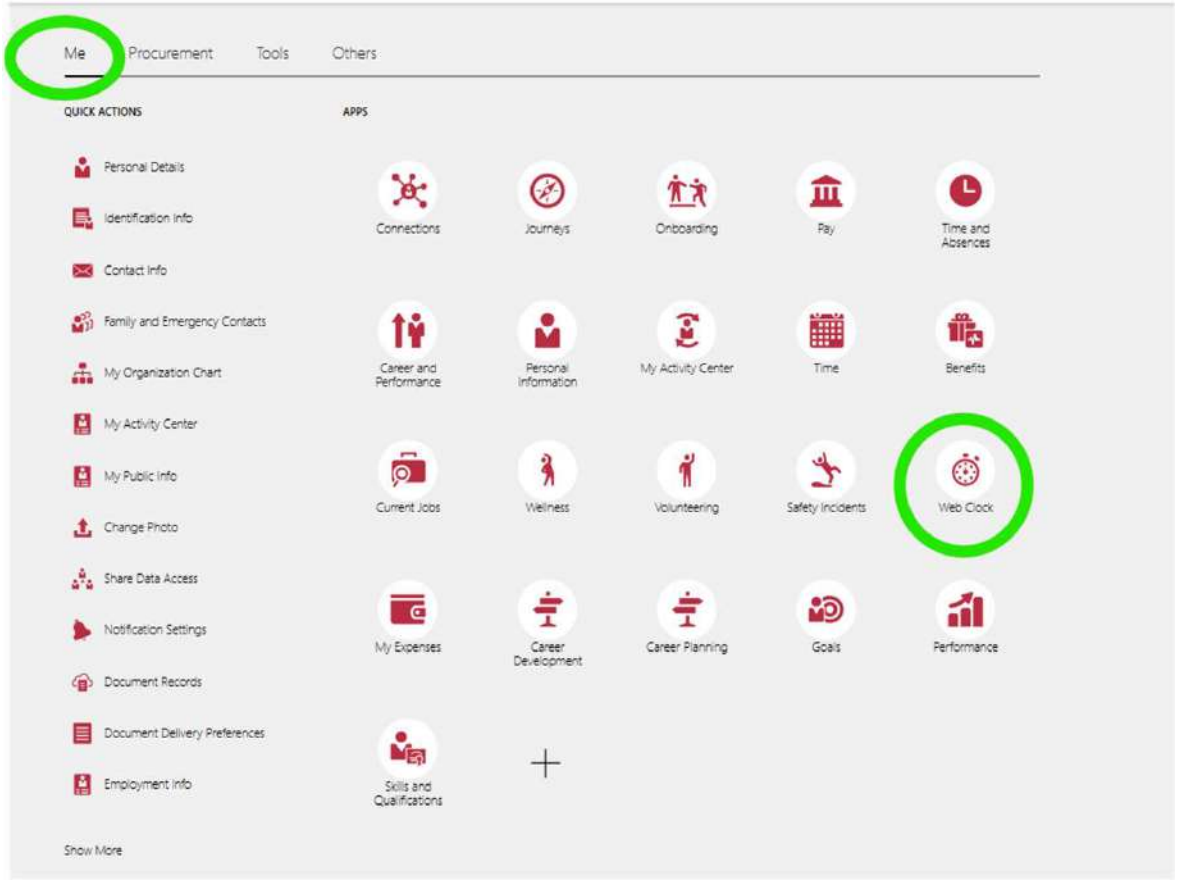
Recording Time Worked:

- 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.

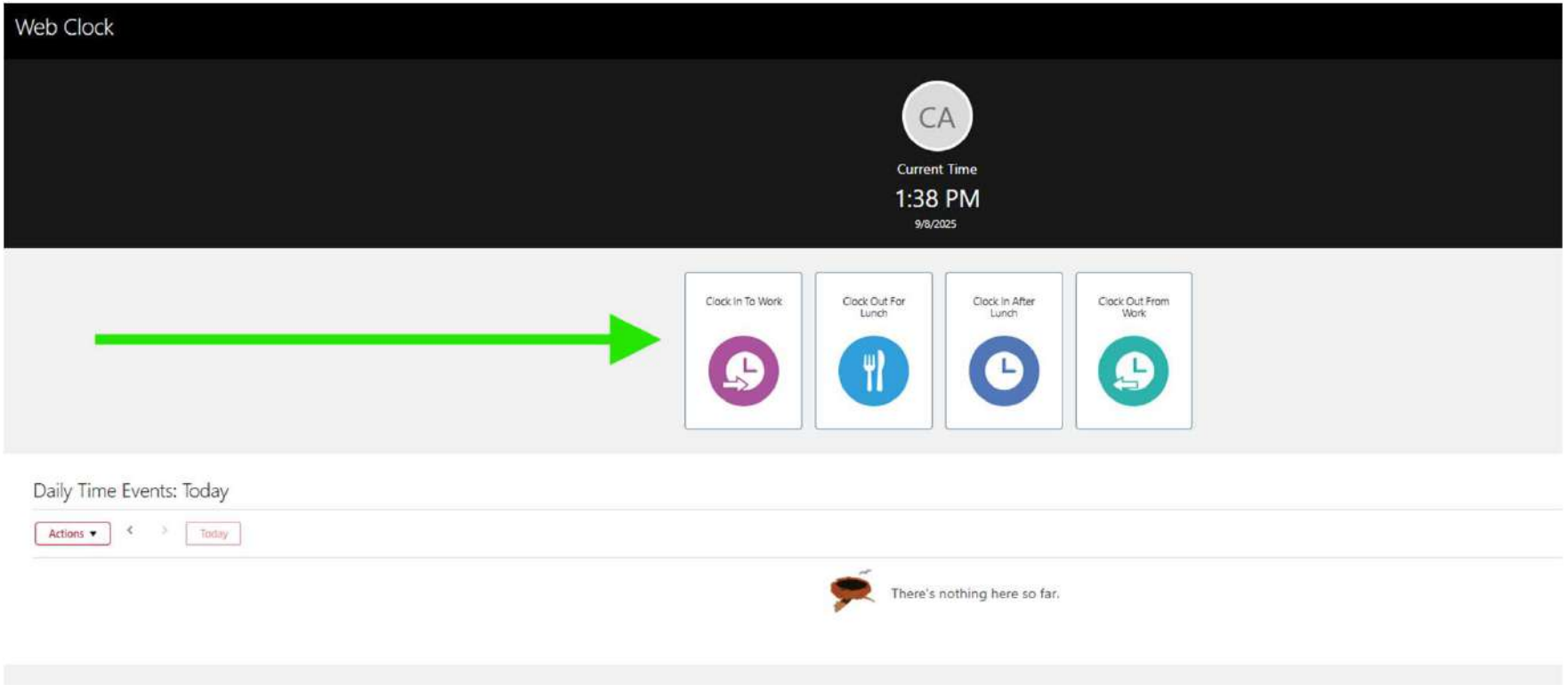
- If an employee needs to make an adjustment to their time, the employee will be responsible for making the edit to their time. Edits must have the employee user ID on the edit.

Recording Time Worked:



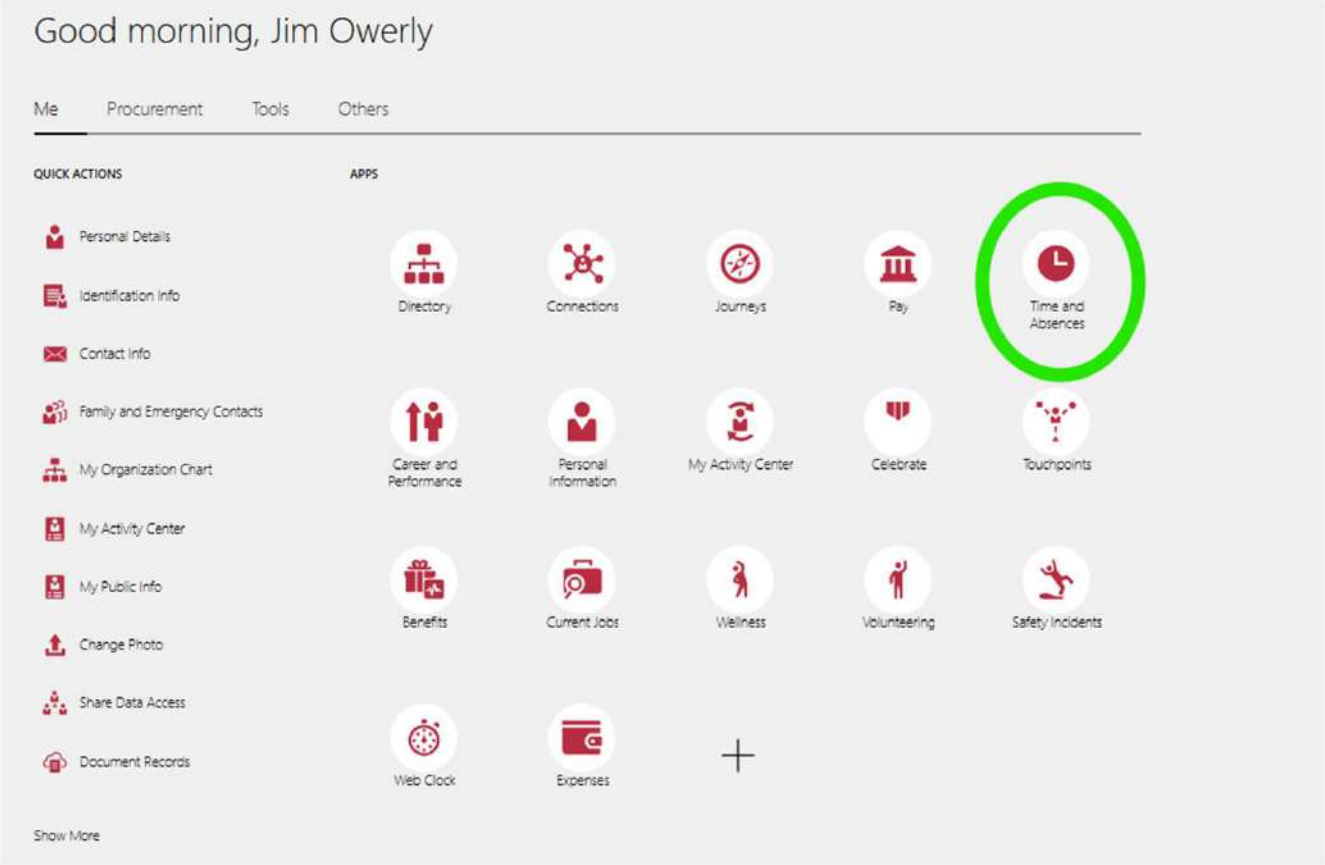
- Me
- Web Clock

Recording Time Worked:



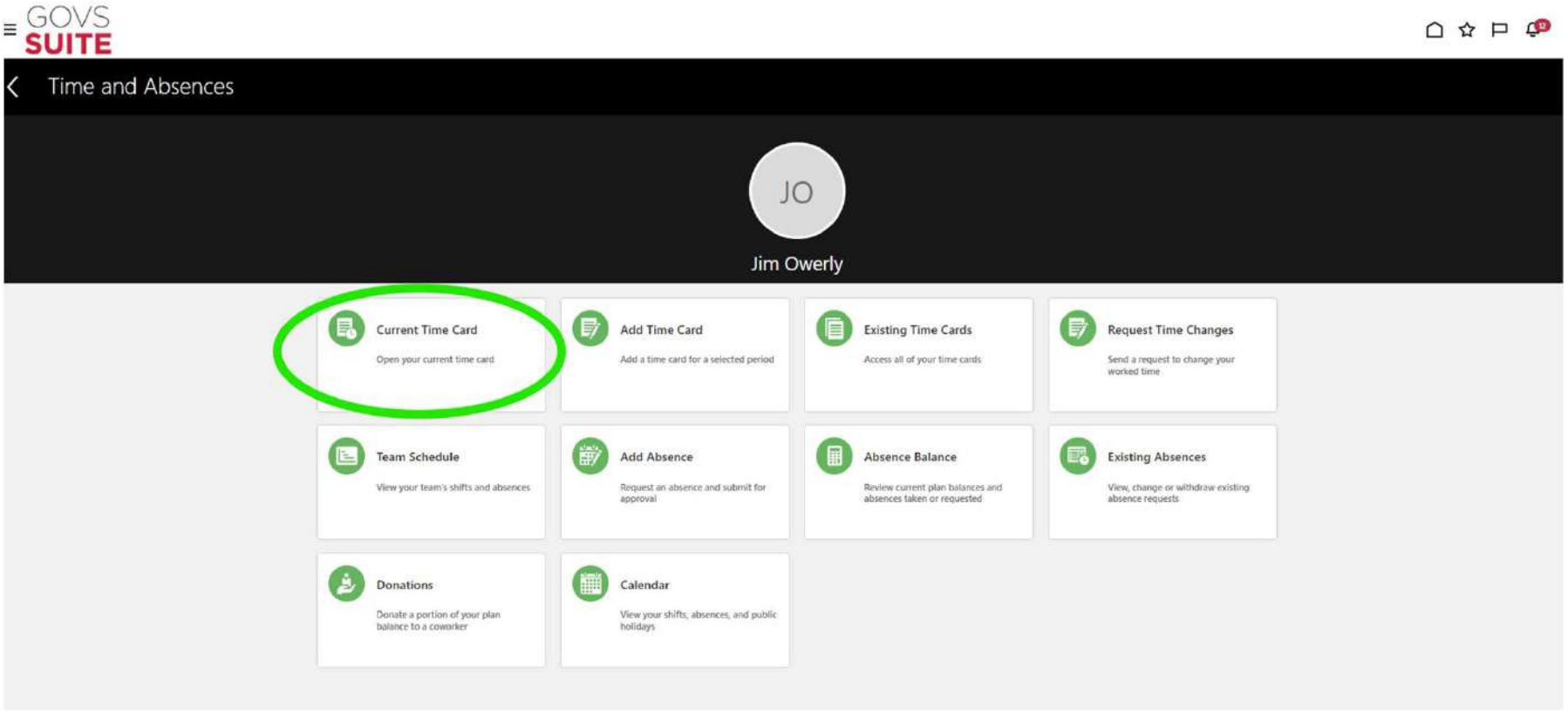
- Select the applicable button for your action.

Recording Time Worked:



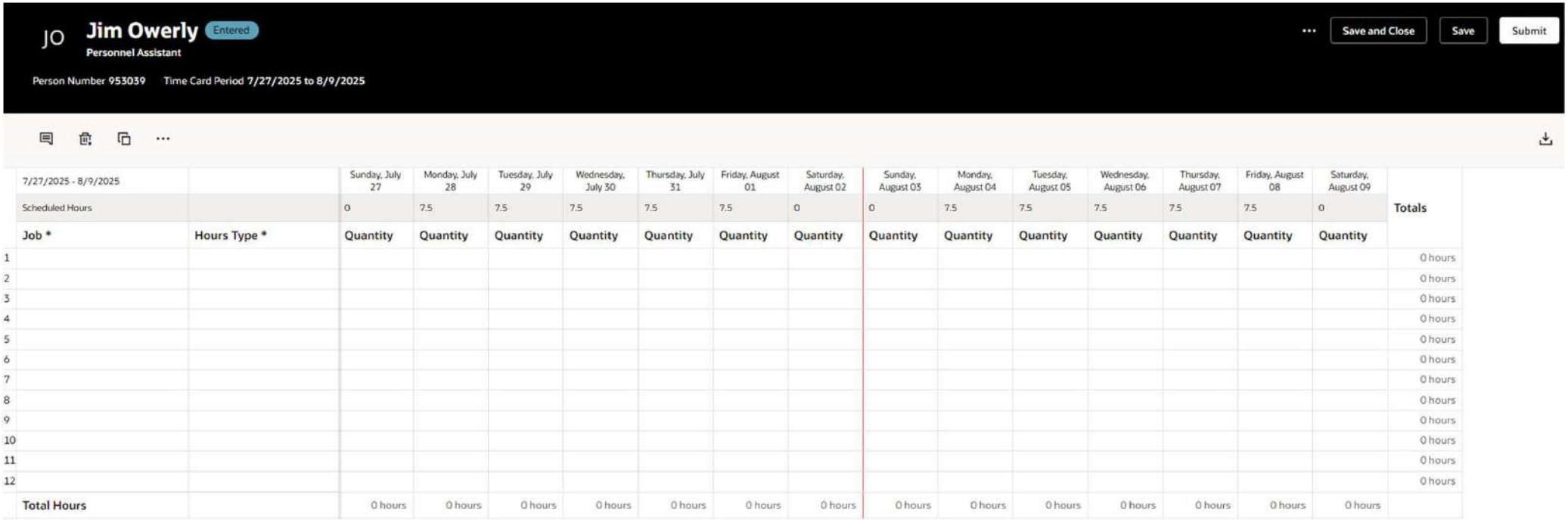
- Me
- Time & Absences

Recording Time Worked:



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

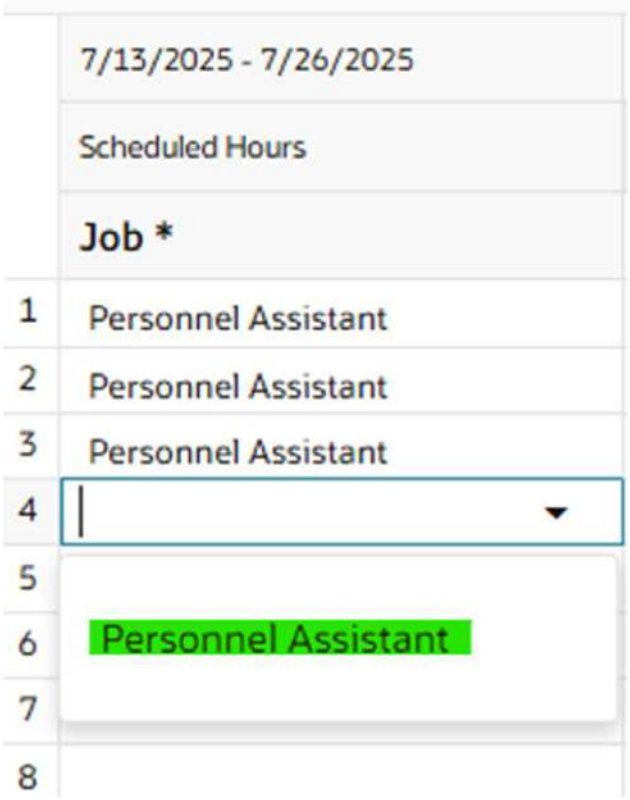
Recording Time Worked:



7/27/2025 - 8/9/2025		Sunday, July 27	Monday, July 28	Tuesday, July 29	Wednesday, July 30	Thursday, July 31	Friday, August 01	Saturday, August 02	Sunday, August 03	Monday, August 04	Tuesday, August 05	Wednesday, August 06	Thursday, August 07	Friday, August 08	Saturday, August 09	
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	Totals
Job *	Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1																0 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	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	

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.



Recording Time Worked:

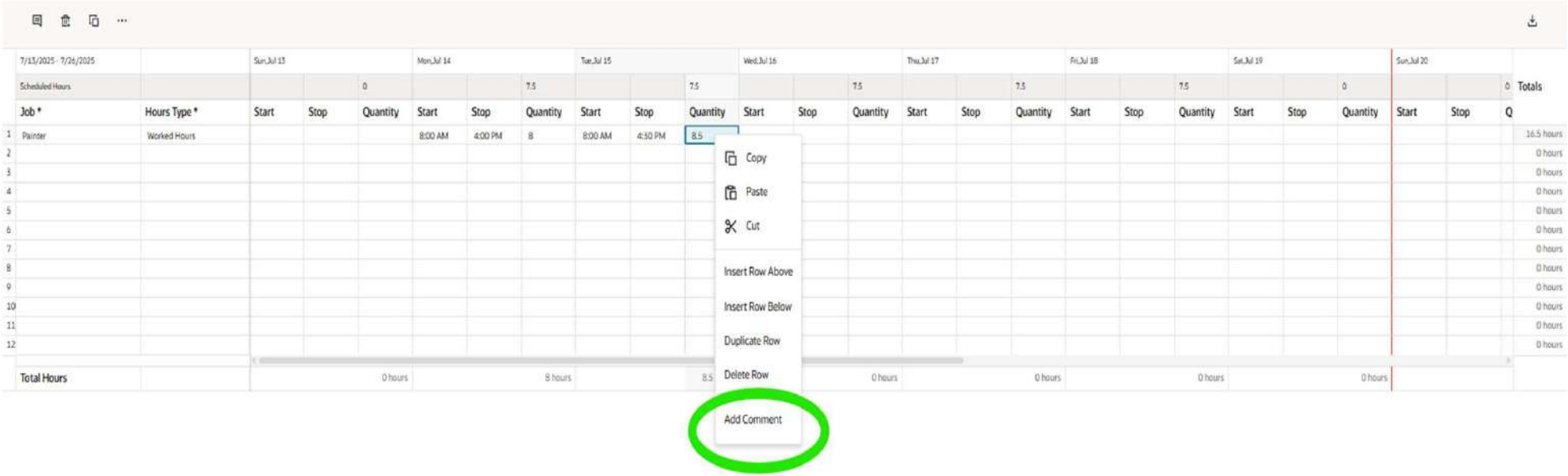
- Hours Type – Worked Hours
- Leave & Holiday hours will show from the absence request.

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	
	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	Totals
	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 hou	

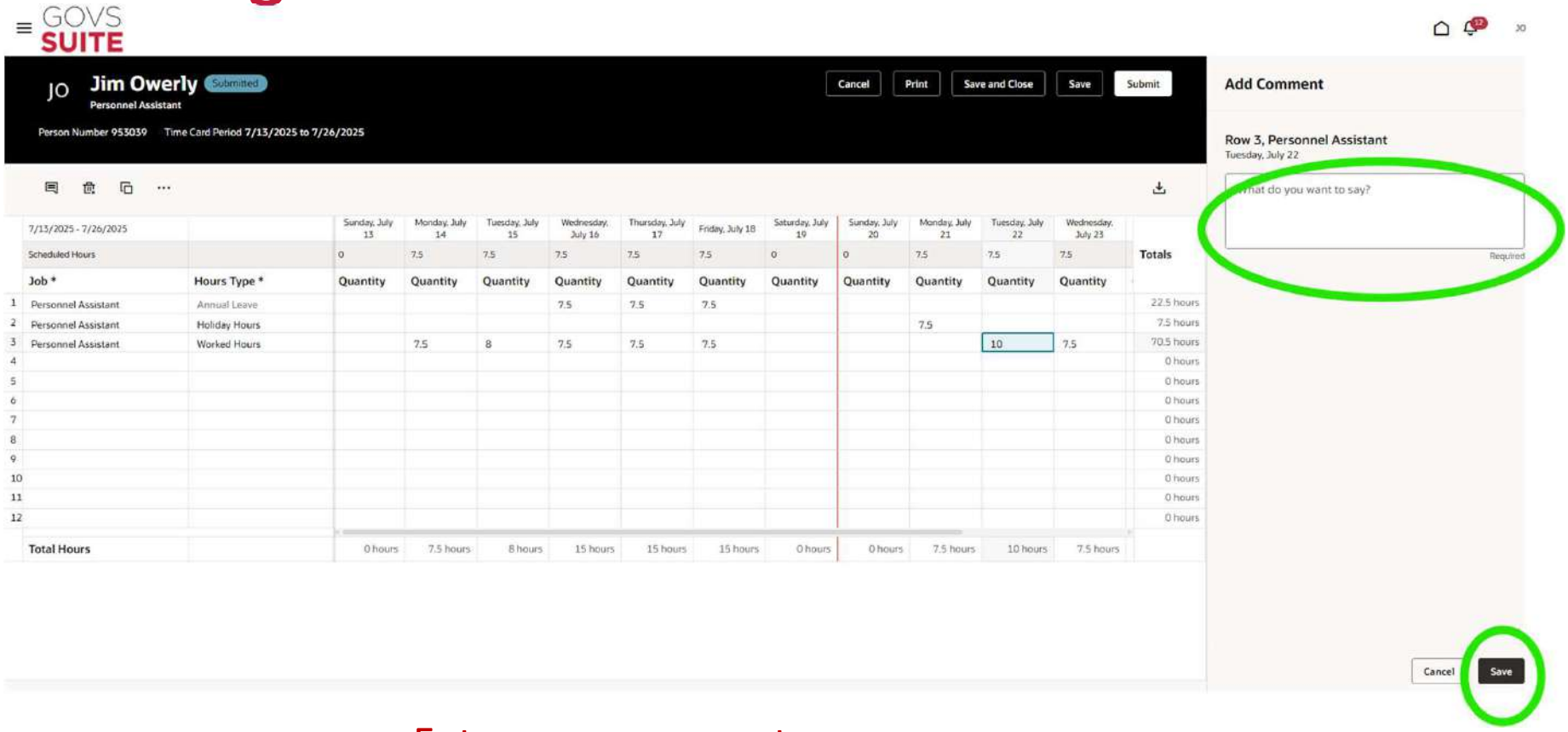
- Job – Select the applicable job
- Hours Type – Worked Hours
- Enter appropriate hours worked total for each day worked.
- Make sure your individual daily total is correct.

Recording Time Worked:



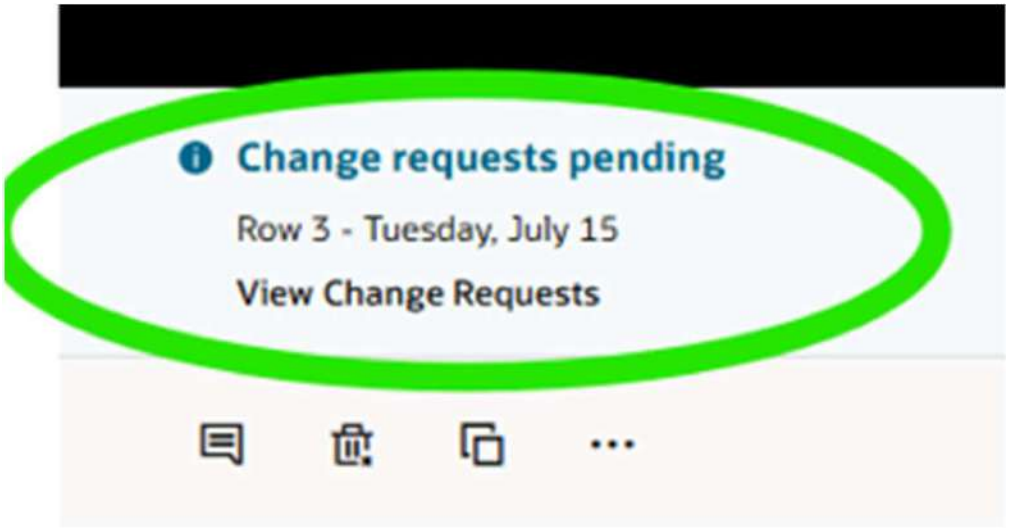
- Add Comment
  - Right click in any field
  - Select Add Comment from the drop down

Recording Time Worked:



- Enter your comments
- Save

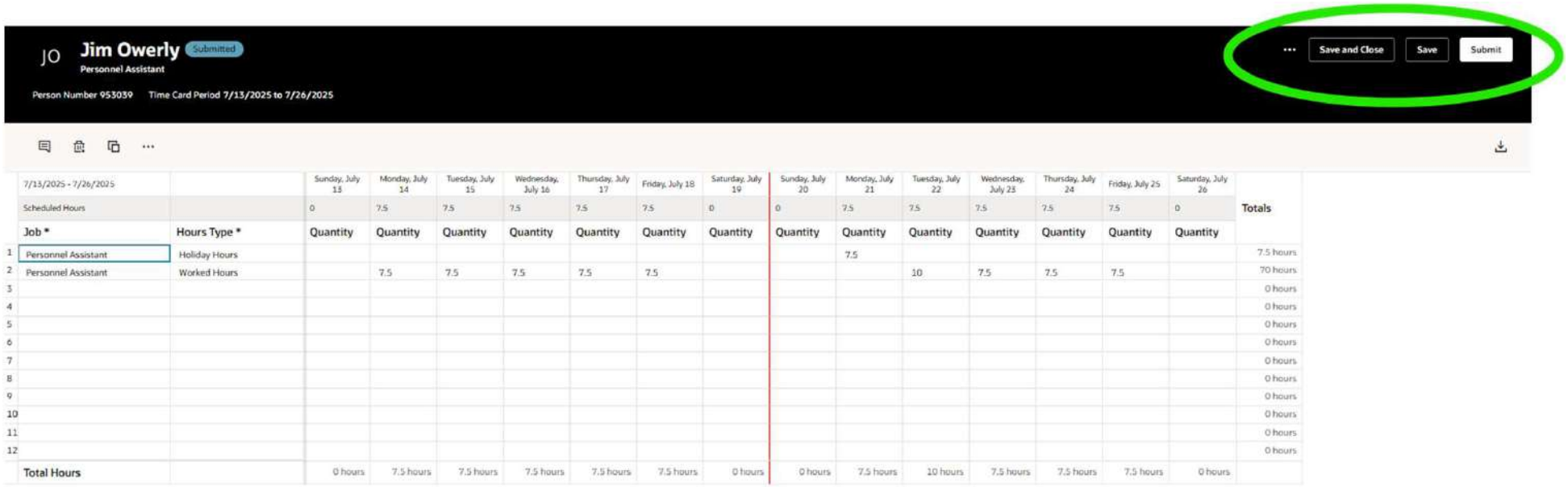
Recording Time Worked:



- This message means a time change request & the approval is still pending.

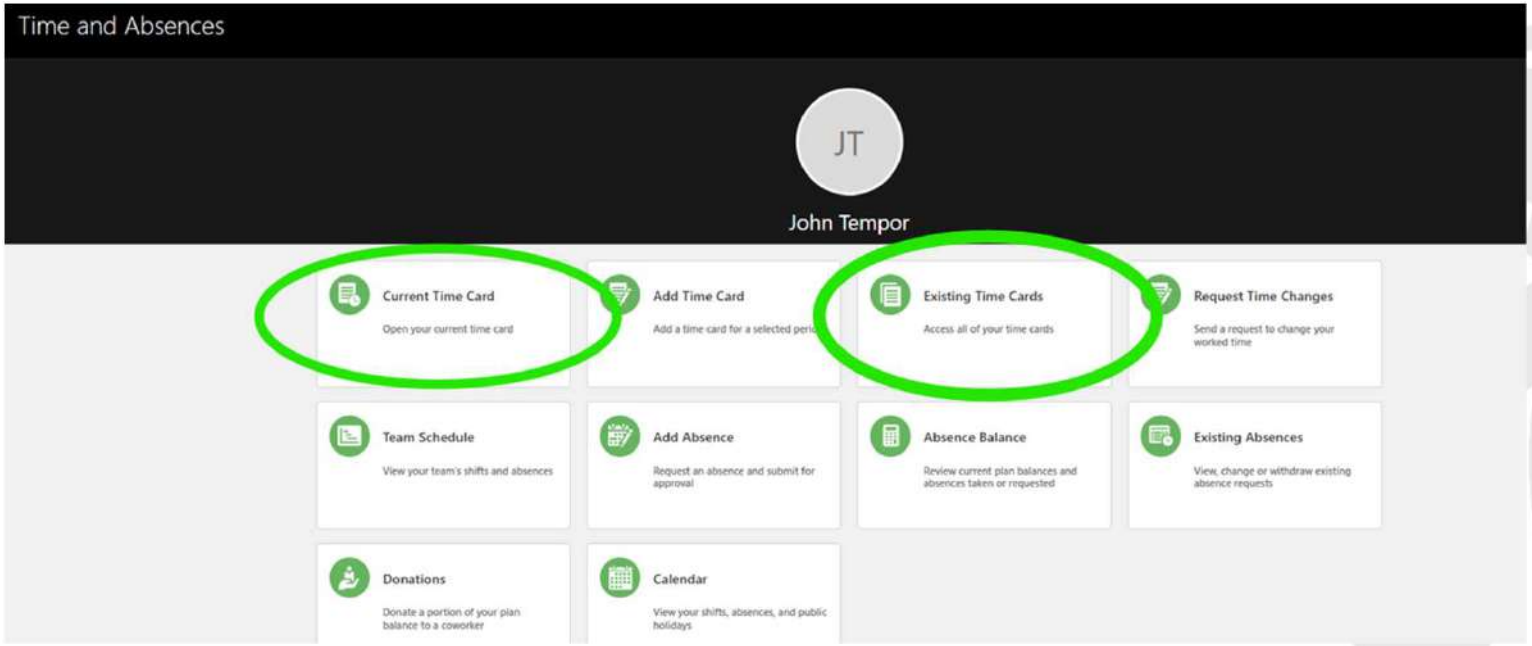
- Your team will need to contract you to approve a time change before they submit their timesheet.

Recording Time Worked:



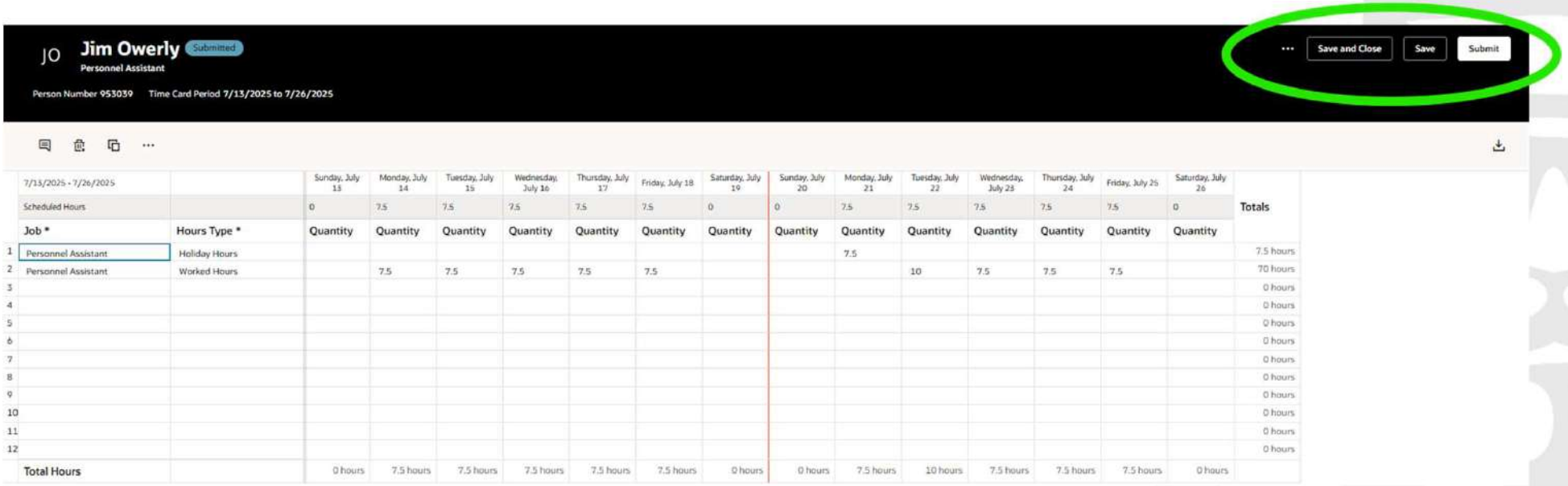
- Save & Continue
- Review time no less than weekly

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:



	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	
	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	Totals
	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

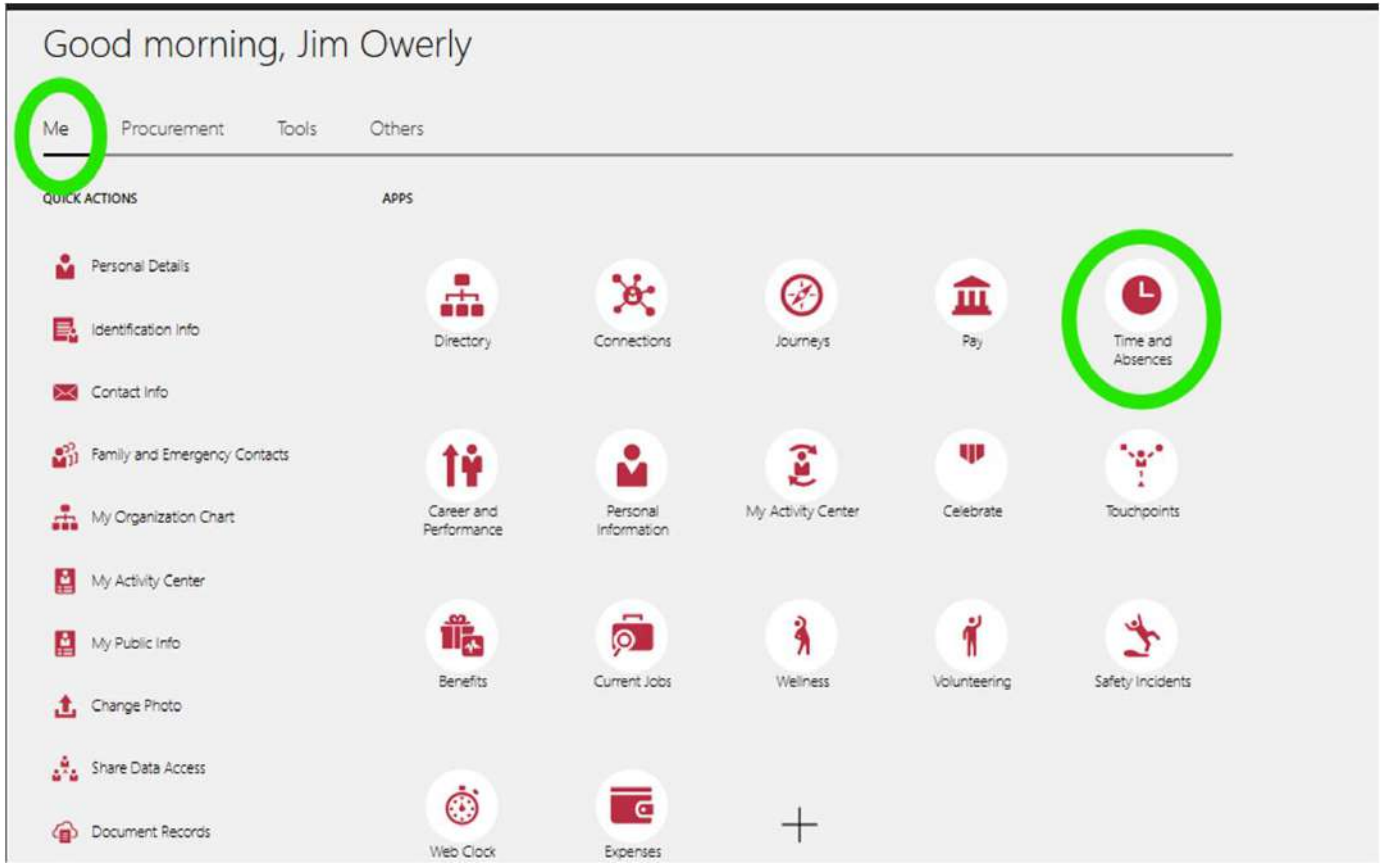
1. Forgot to record time on a prior period
2. Need to correct a time already submitted

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.

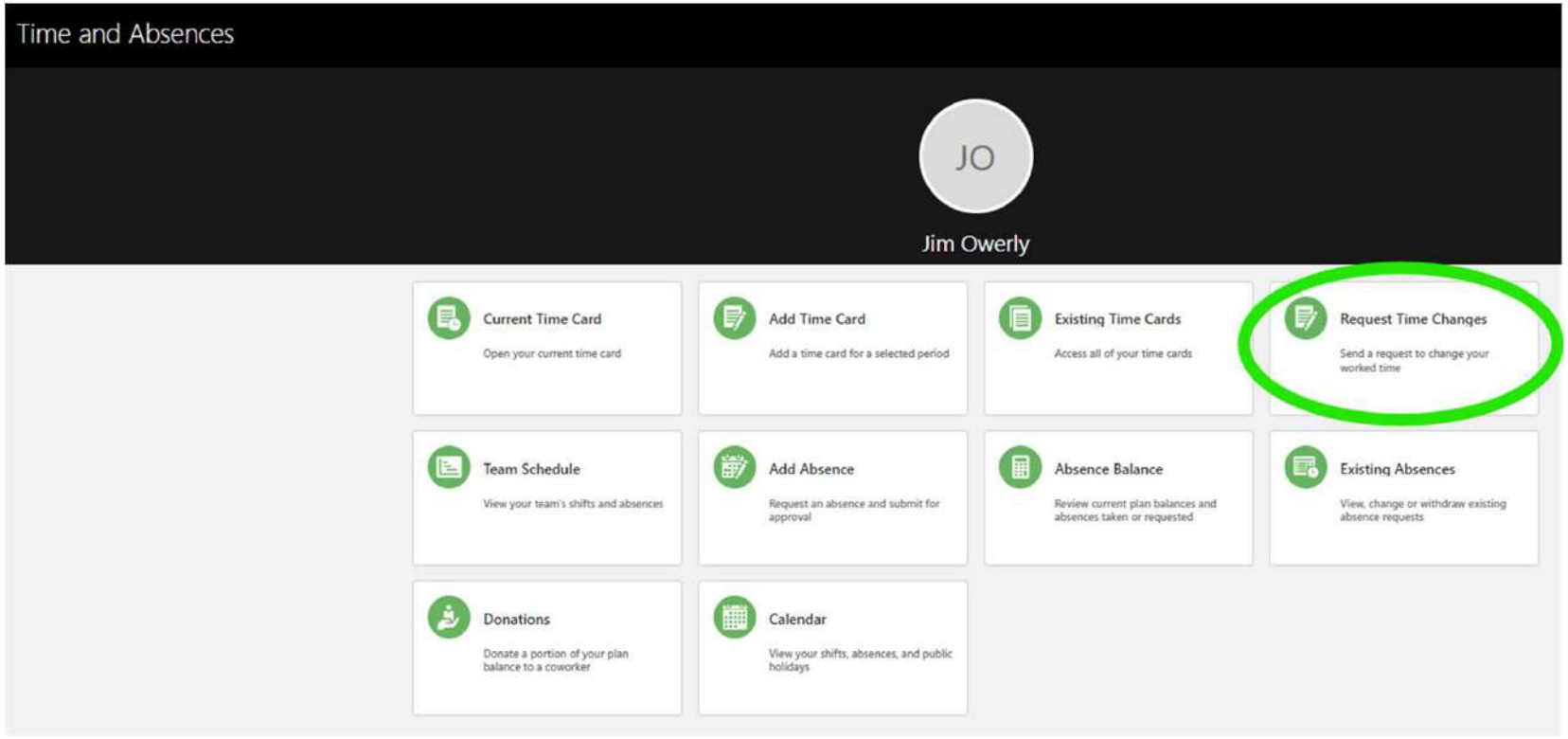
Adjustments will be subject to Supervisor approval.

Requesting a Time Change:

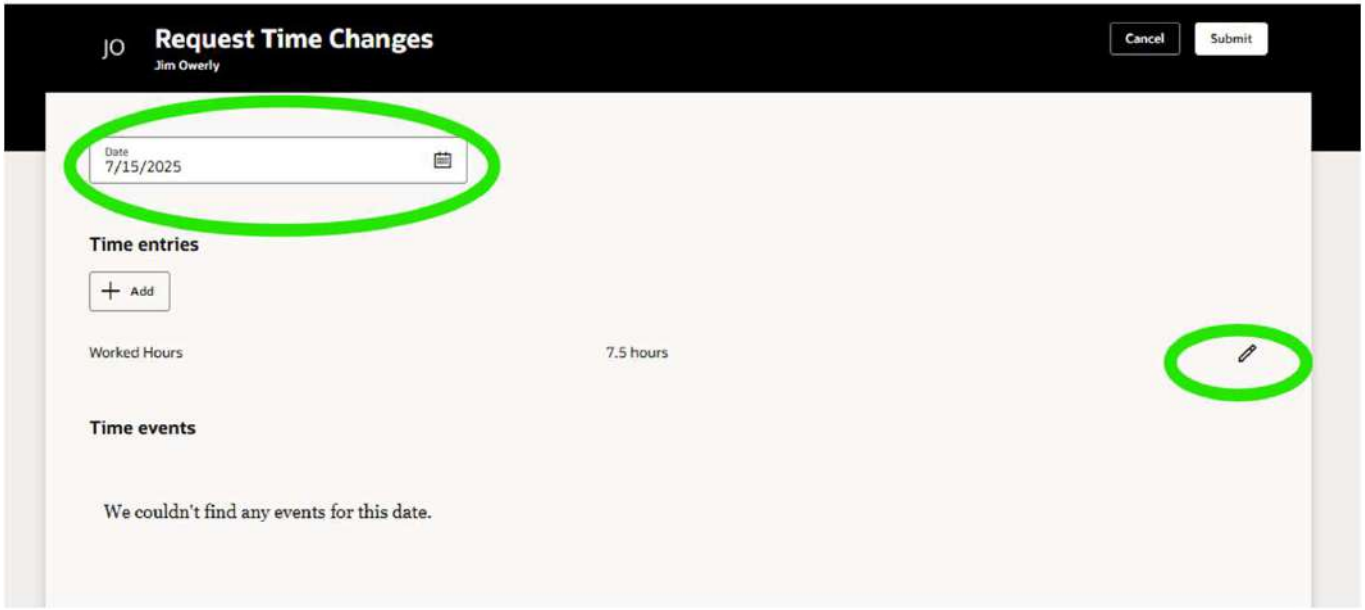


- Me
- Time & Absence

Requesting a Time Change:

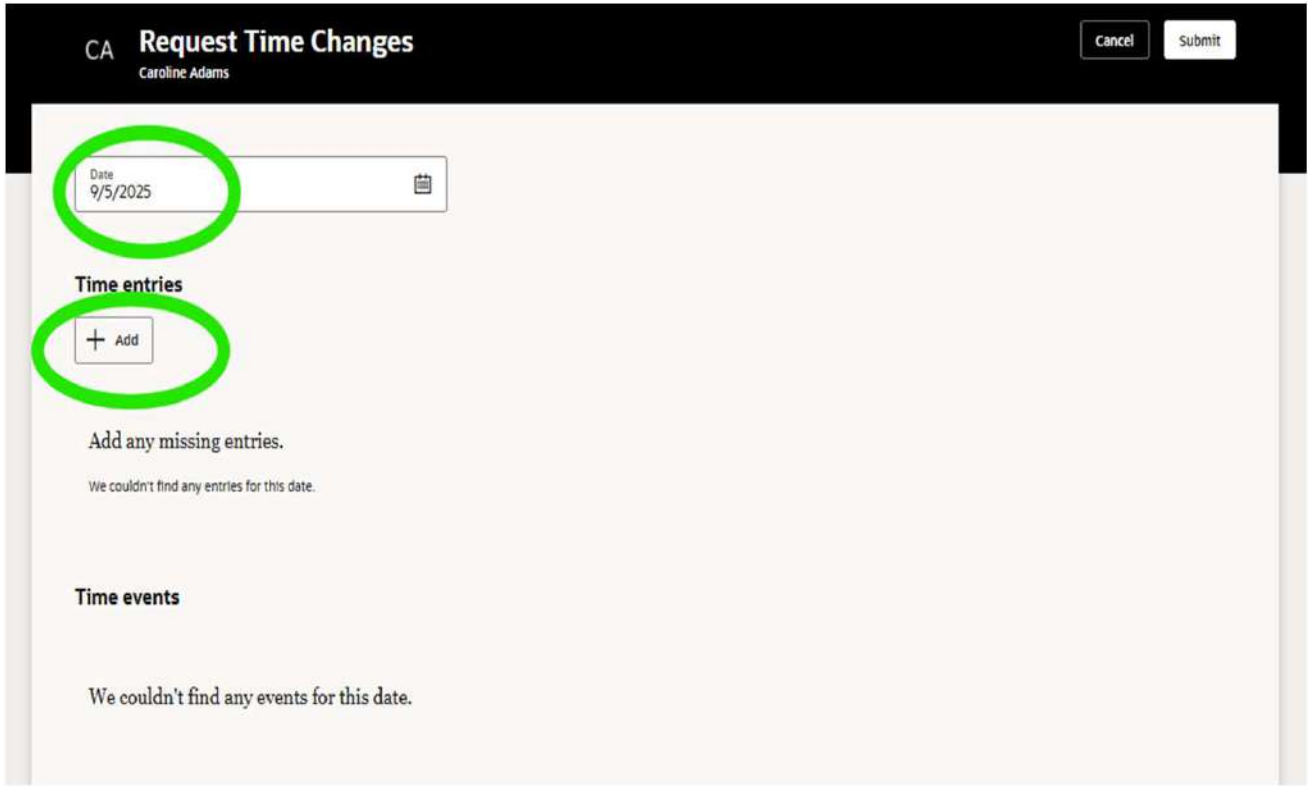


Requesting a Time Change:



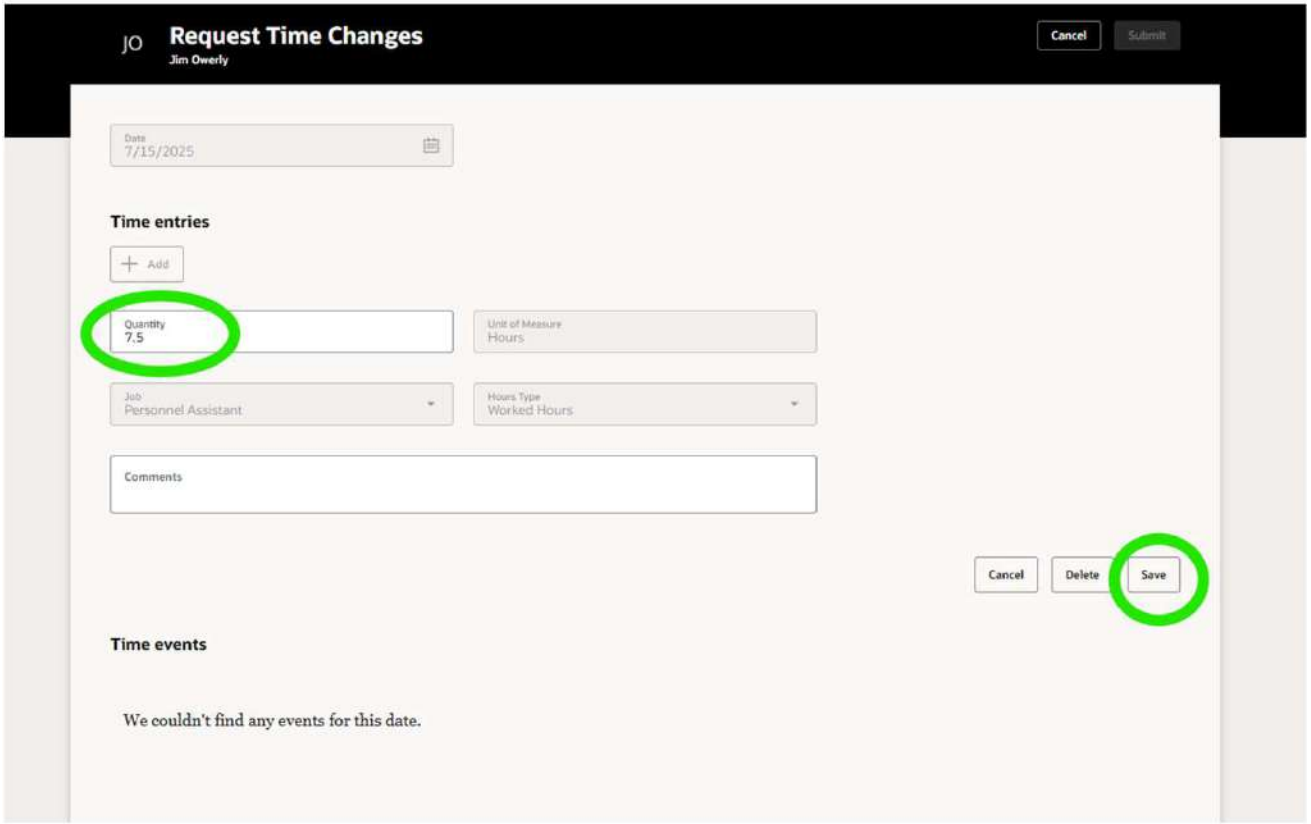
- Locate the date you need to adjust
- If you can see your event you can edit it.
- Select the pencil to open the event for adjustment.

Requesting a Time Change:



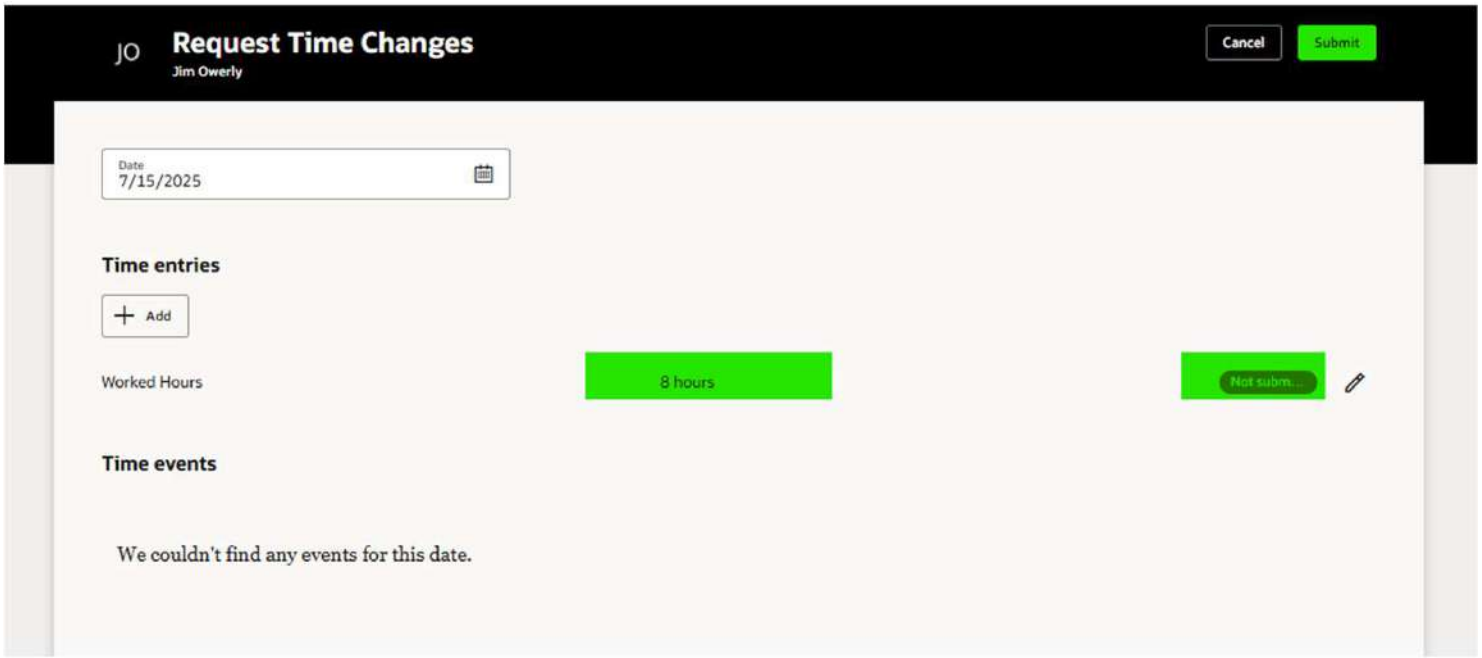
- Locate the date you need to adjust
- Select Add

Requesting a Time Change:



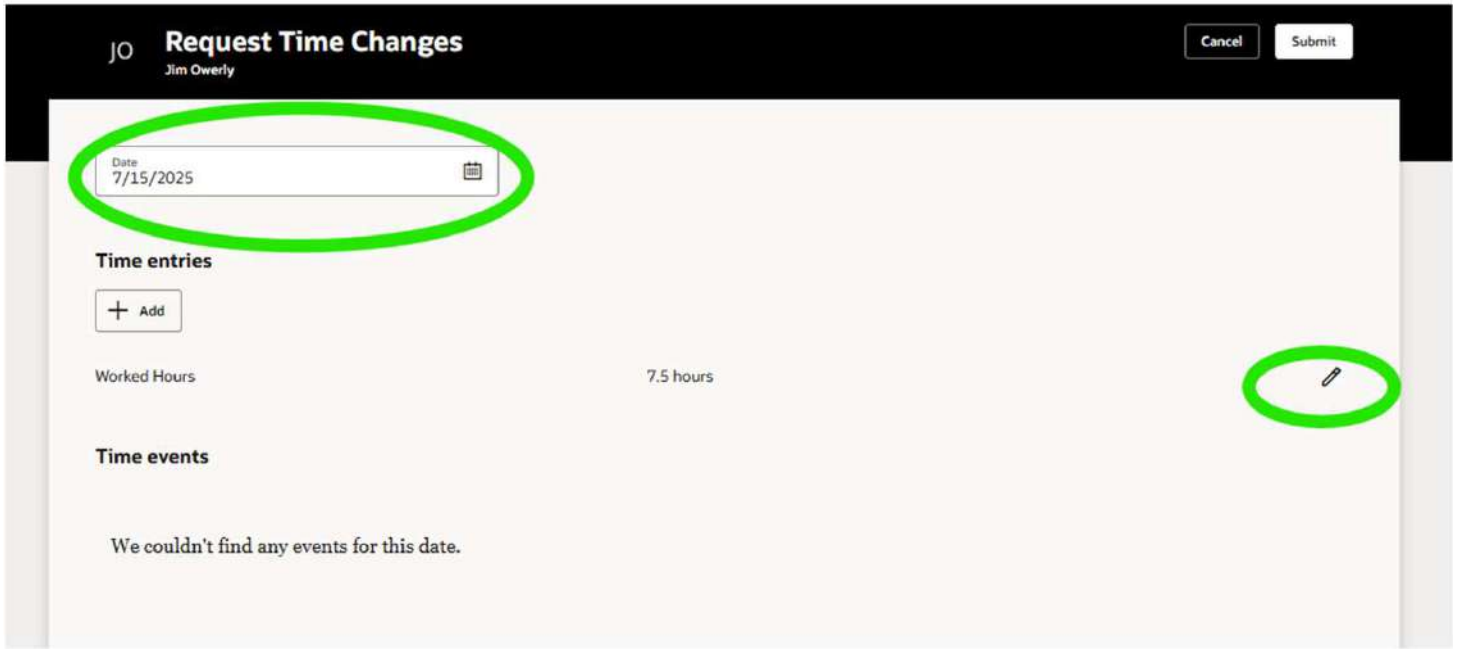
- Correct the applicable fields
- Save

Requesting a Time Change:



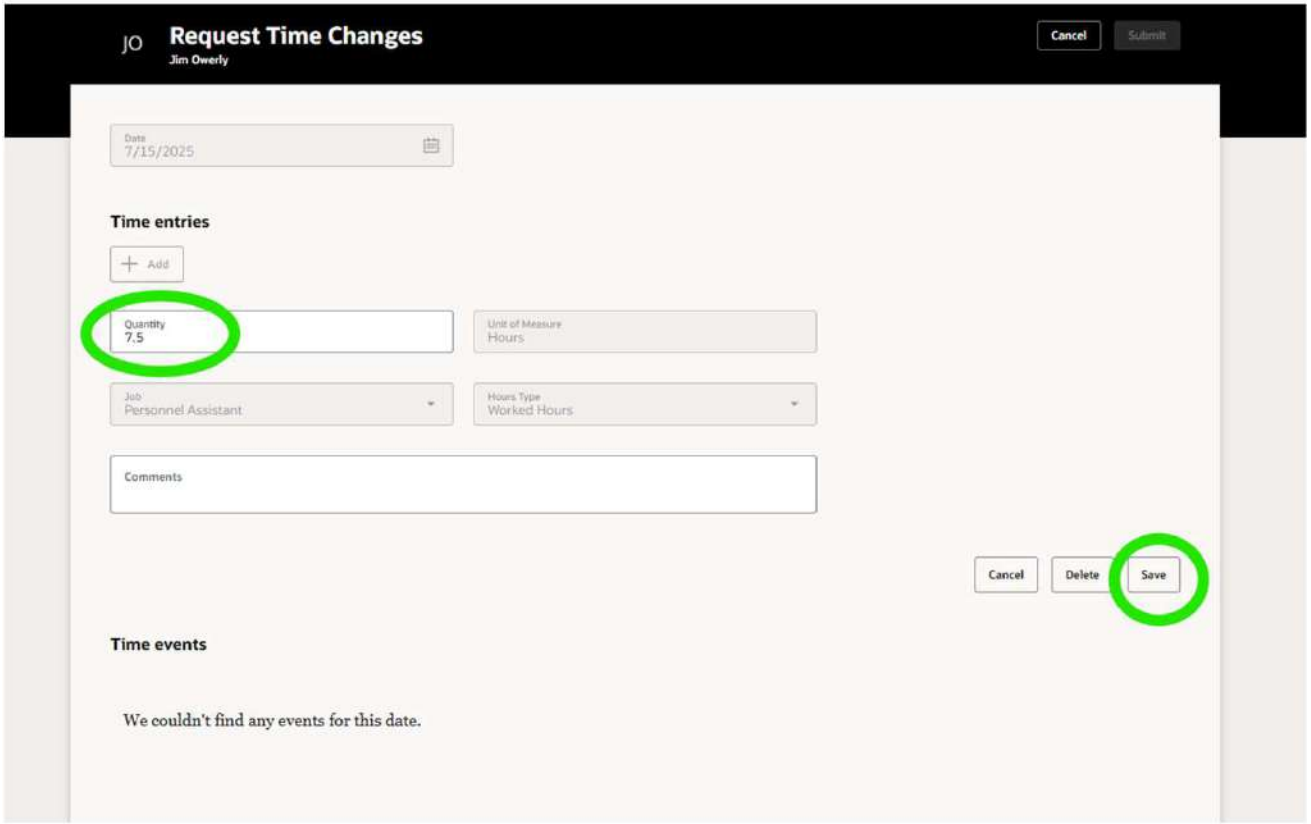
- Verify everything is what you intend
- Submit
- Your request will go to your Supervisor for approval

Requesting a Time Change:



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

Requesting a Time Change:

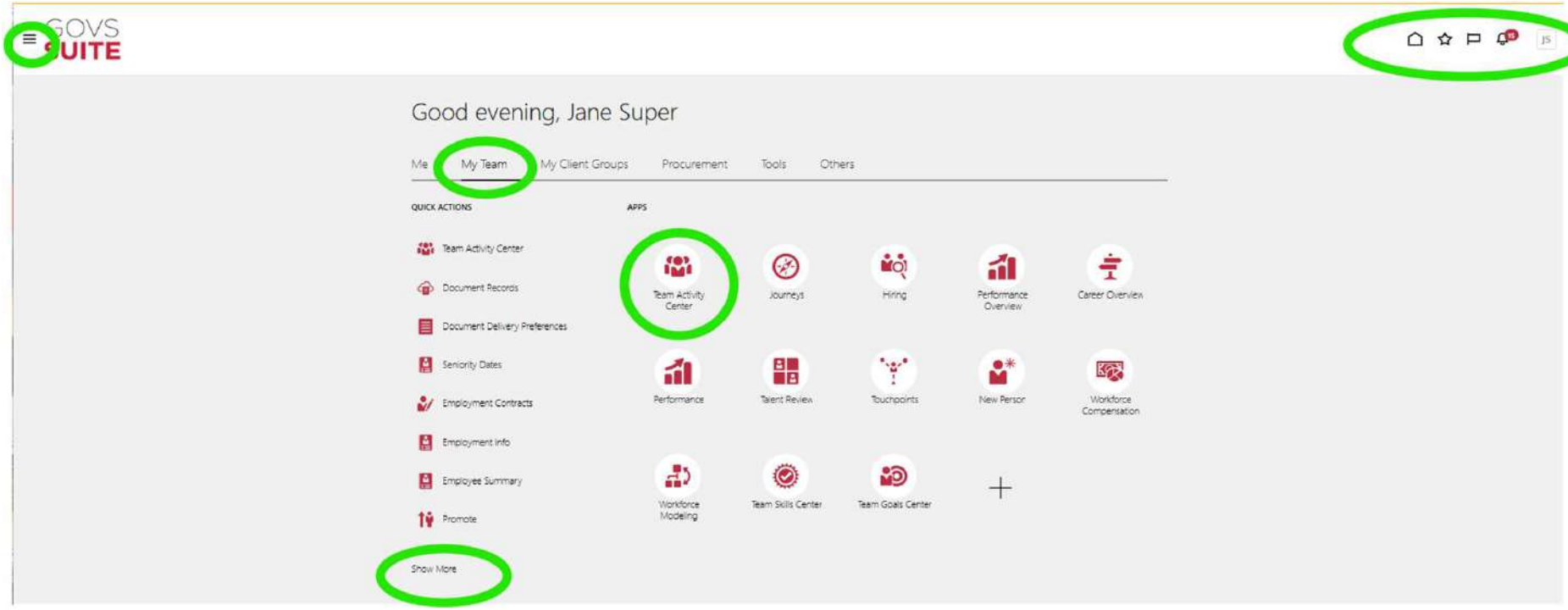


- Correct the applicable fields
- Save
- Submit

APPROVING TIMECARD AND ABSENCE REQUESTS

Payroll

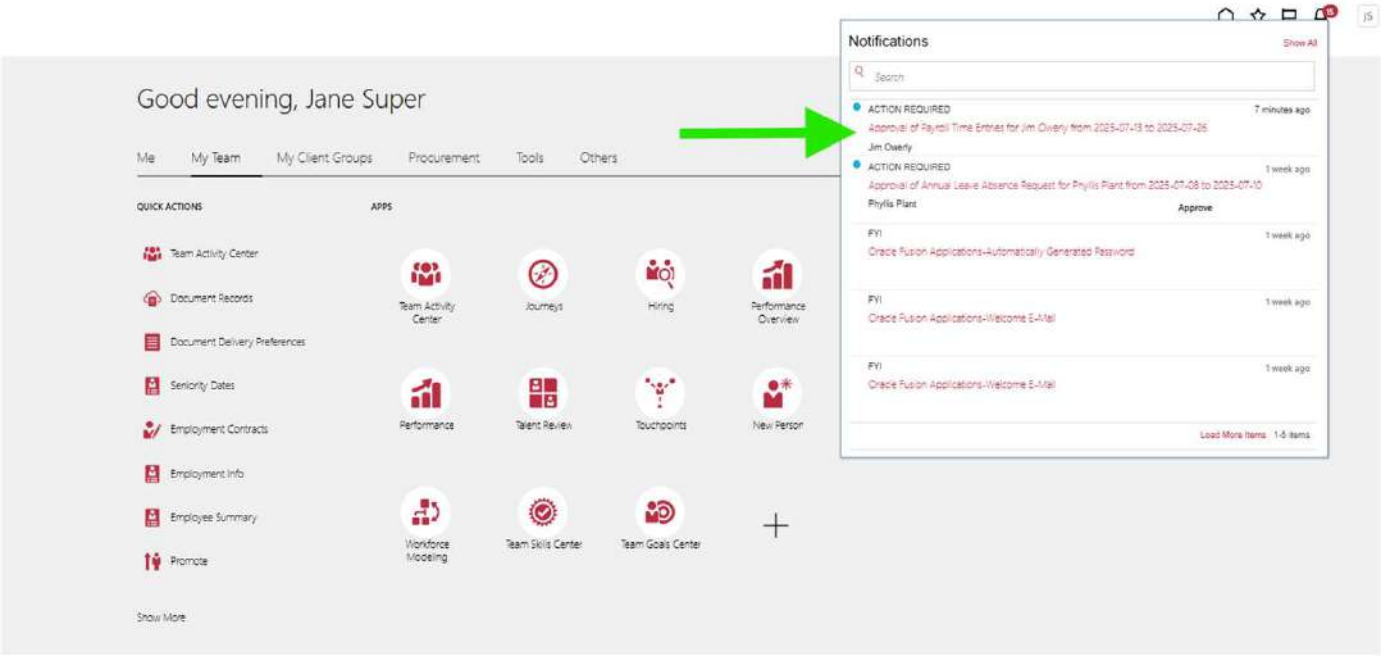
Approving Timecard & Absence Requests:



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

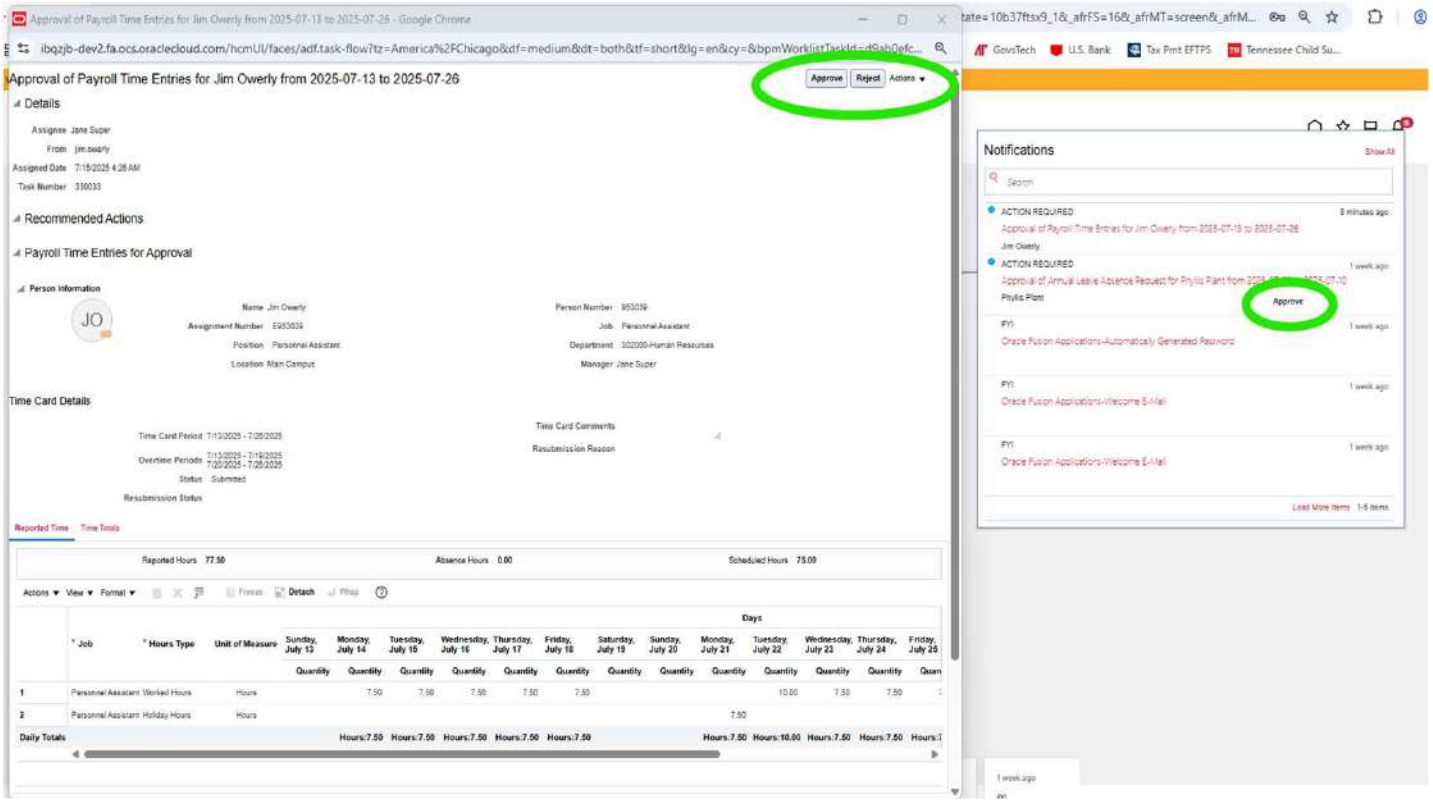
1. Use the Bell at the top right corner of the screen
2. Team Activity Center tile
3. Quick Actions – Show More – Time – Team Time Cards

Approving Timecard & Absence Requests:



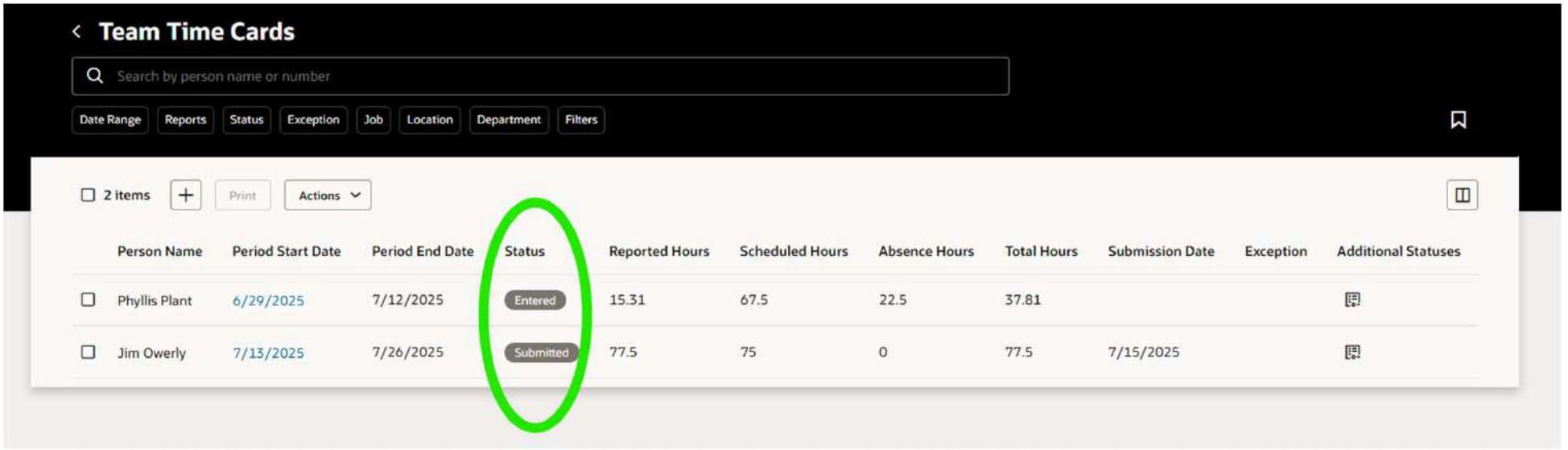
From the Bell

Approving Timecard & Absence Requests:



From the Bell

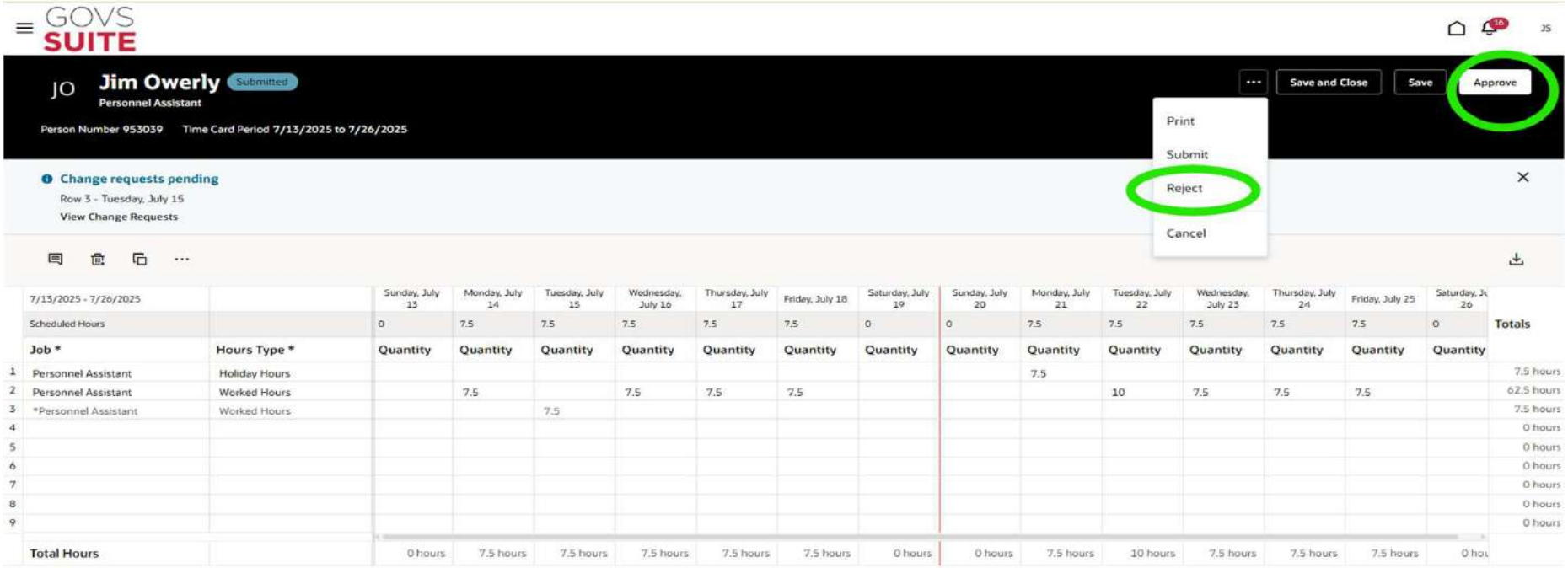
Approving Timecard & Absence Requests:



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:

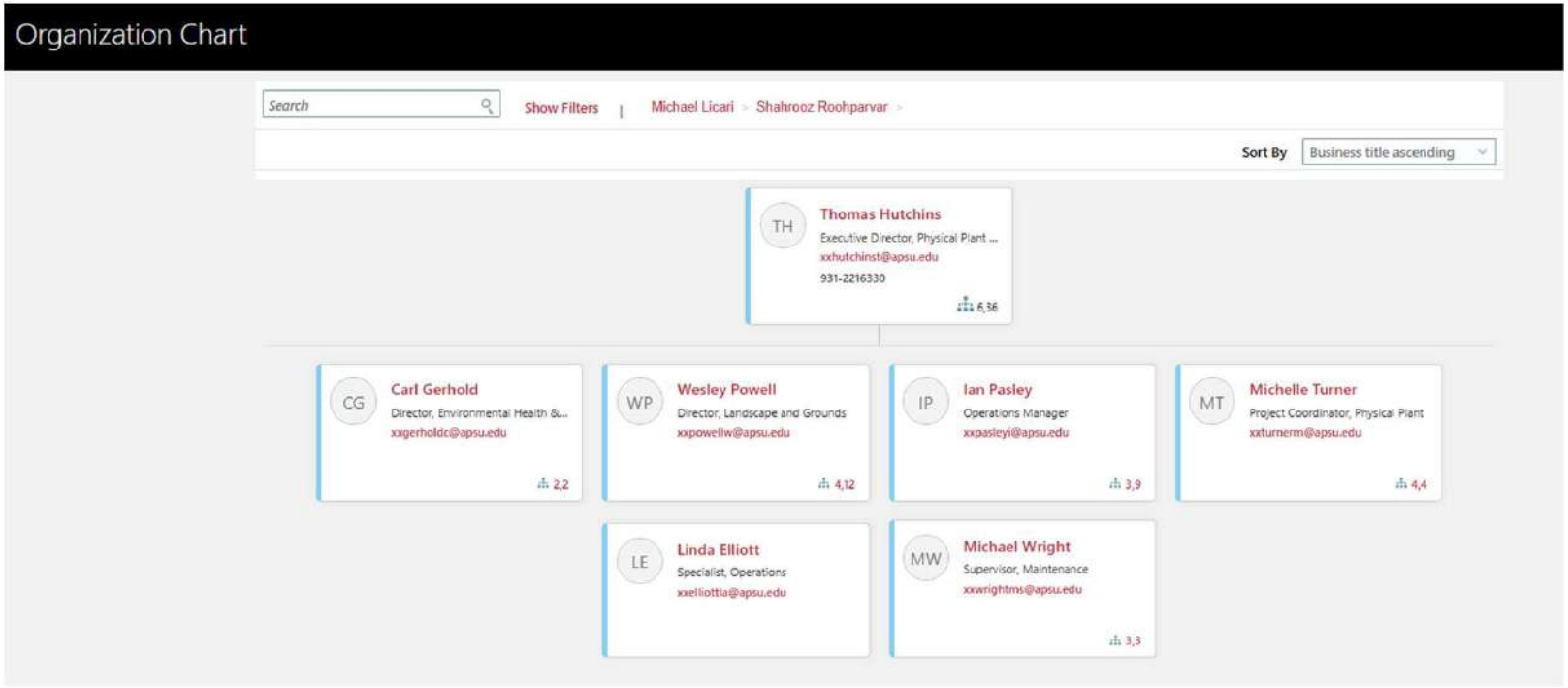


Once you verify all the information you need, you can Select the Approve button at the top right of the page.

SETTING UP DELEGATION - PROXY

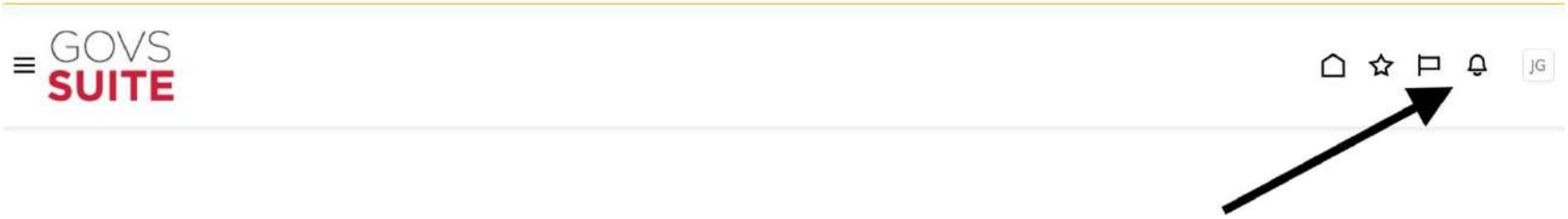
Payroll

Setting Up Delegation - Proxy:



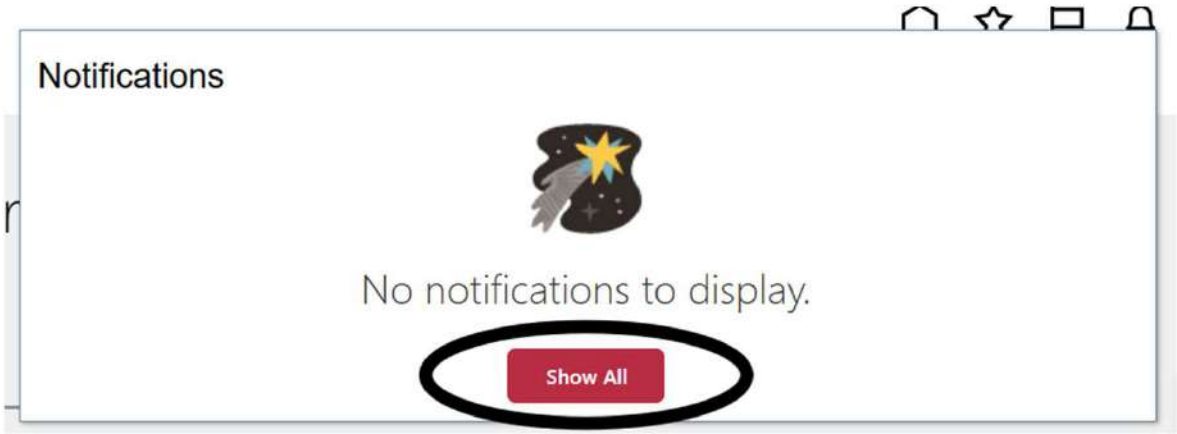
- Down line hierarchy doesn’t need to delegate

Setting Up Delegation - Proxy:



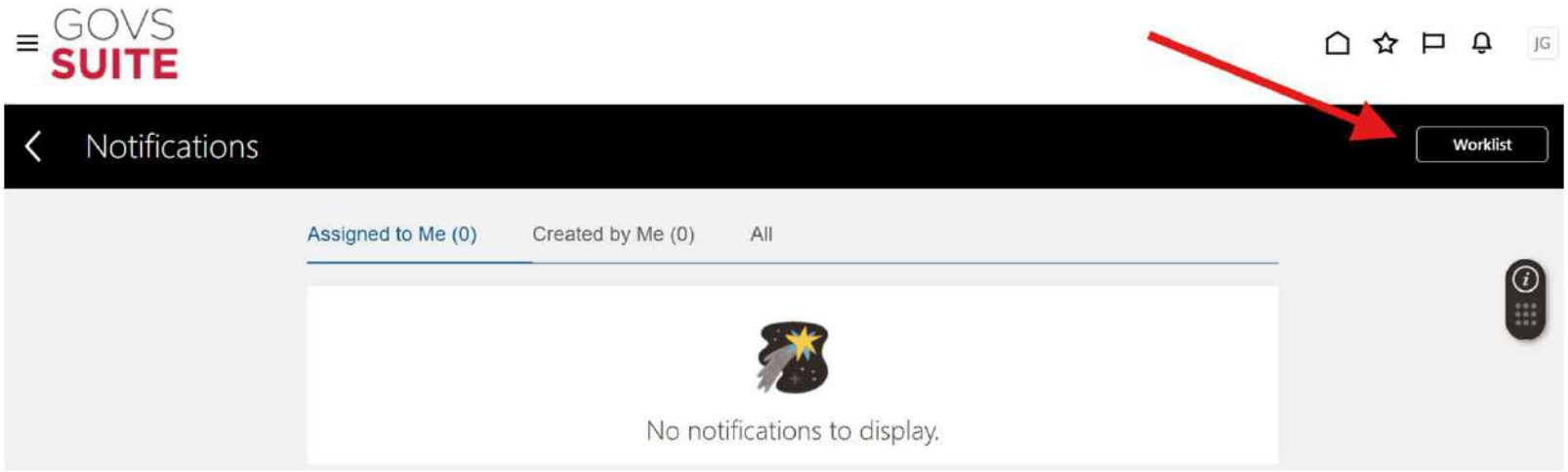
Select your bell notification symbol.

Setting Up Delegation - Proxy:



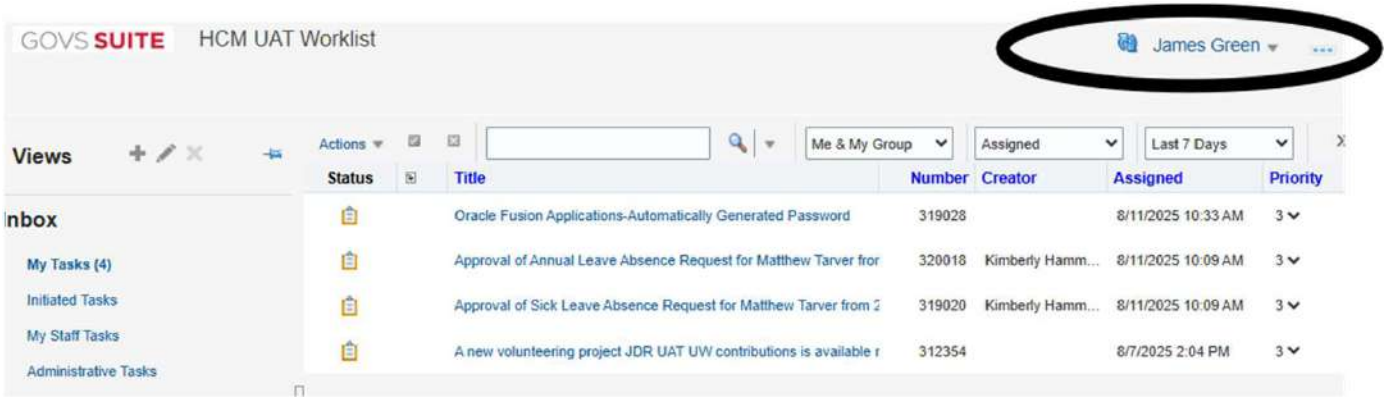
The notification box will pop up. If you have notifications, the Show All box will be located at the bottom. Select Show All

Setting Up Delegation - Proxy:



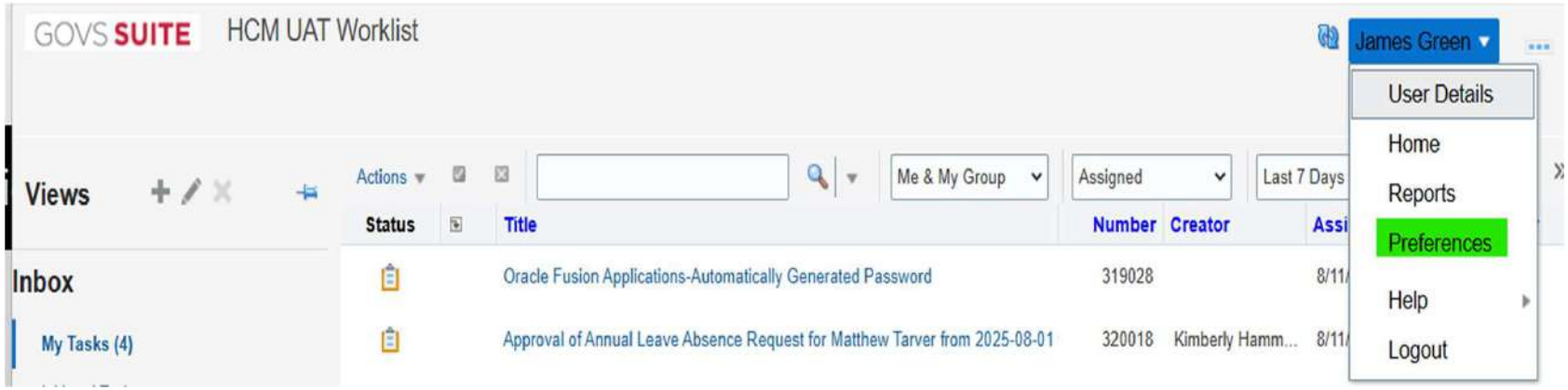
Select Worklist in the top right corner.

Setting Up Delegation - Proxy:



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

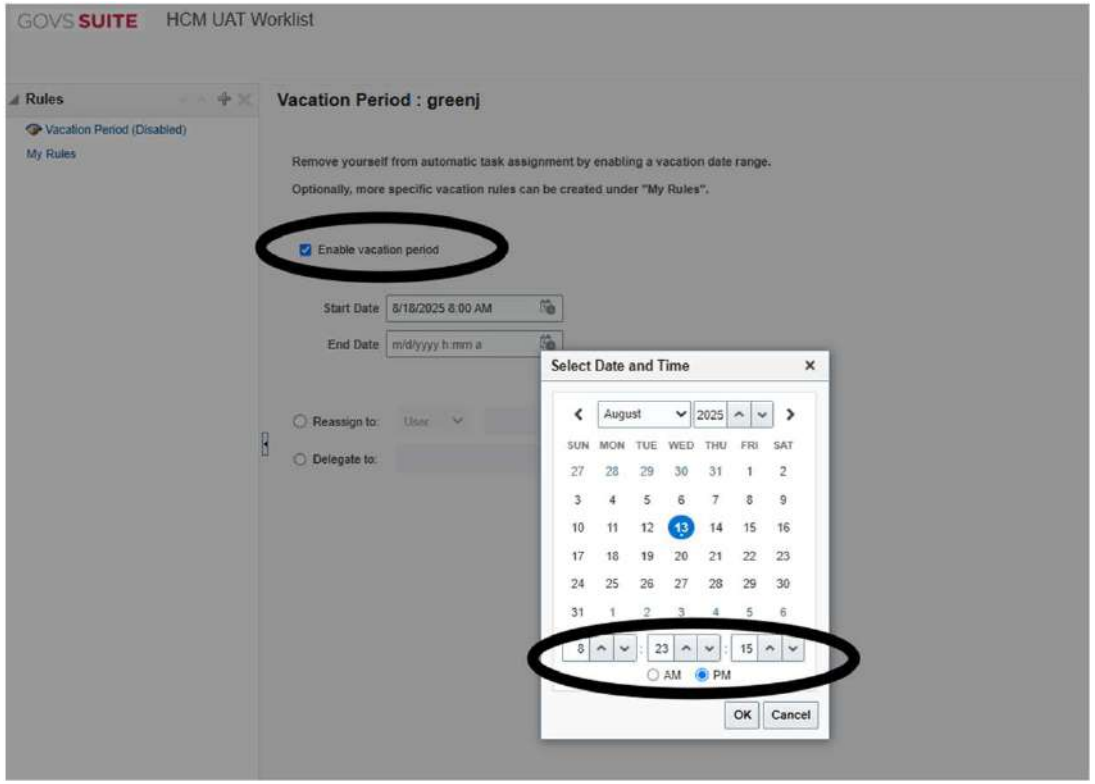
Setting Up Delegation - Proxy:

Check Mark Enable vacation period.

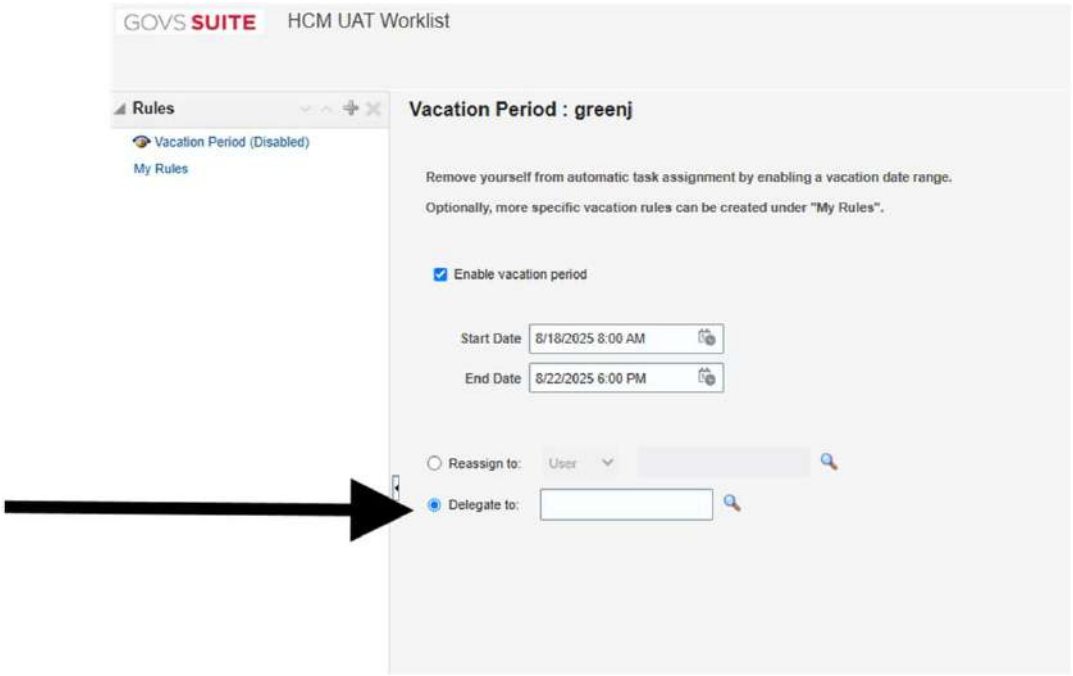
Select your Start Date & Start Time.

Select your End Date & Time.

Ok



Setting Up Delegation - Proxy:



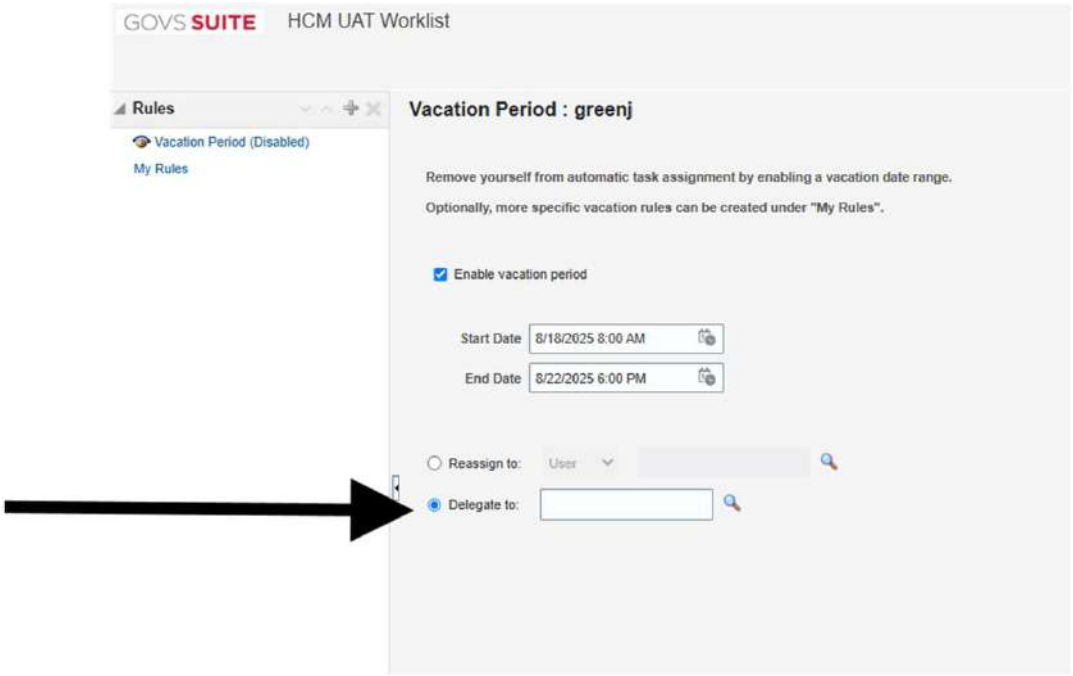
Reassign to:

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:

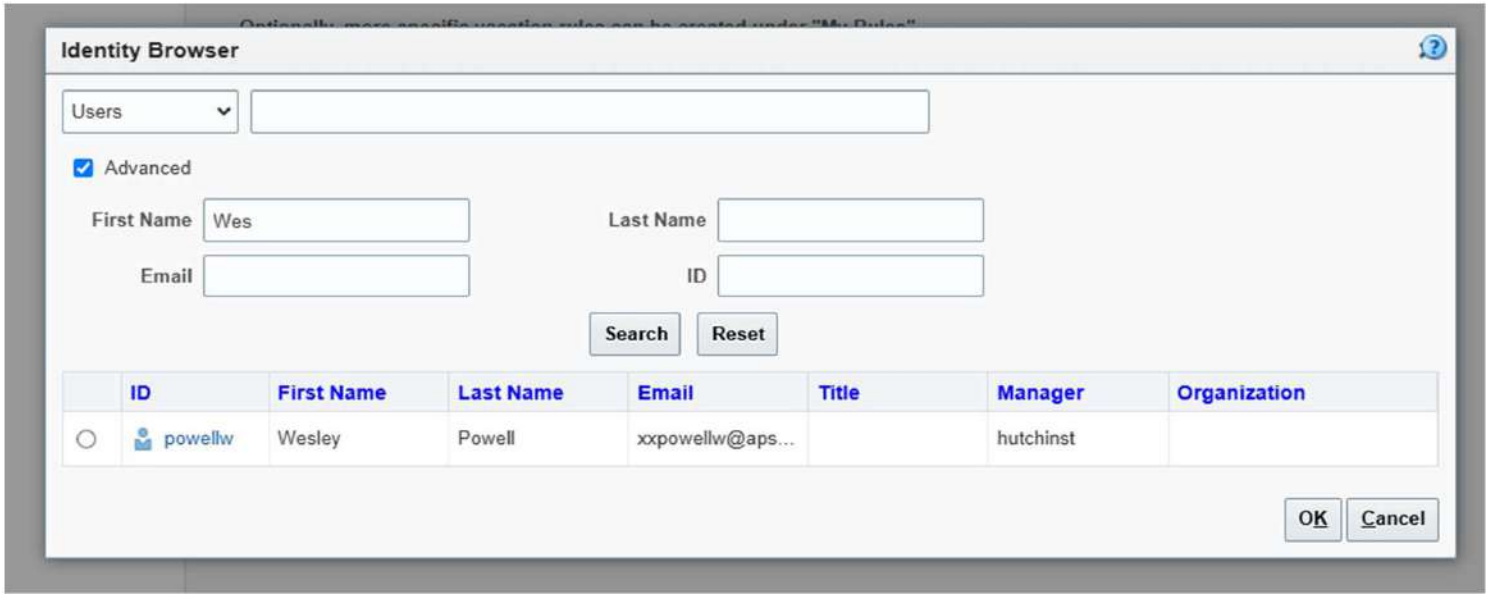


Mark delegate to:

Select the magnifying glass to the right of the box.

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

Setting Up Delegation - Proxy:

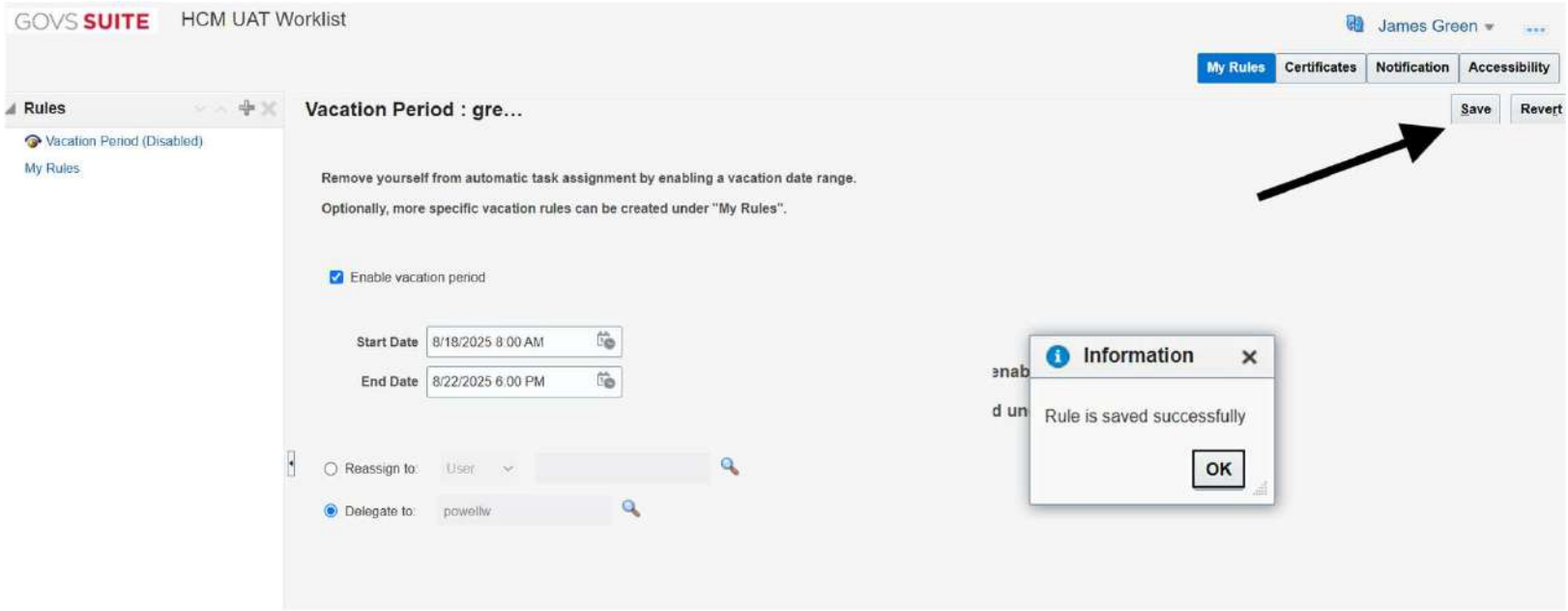


Check mark Advanced.

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:

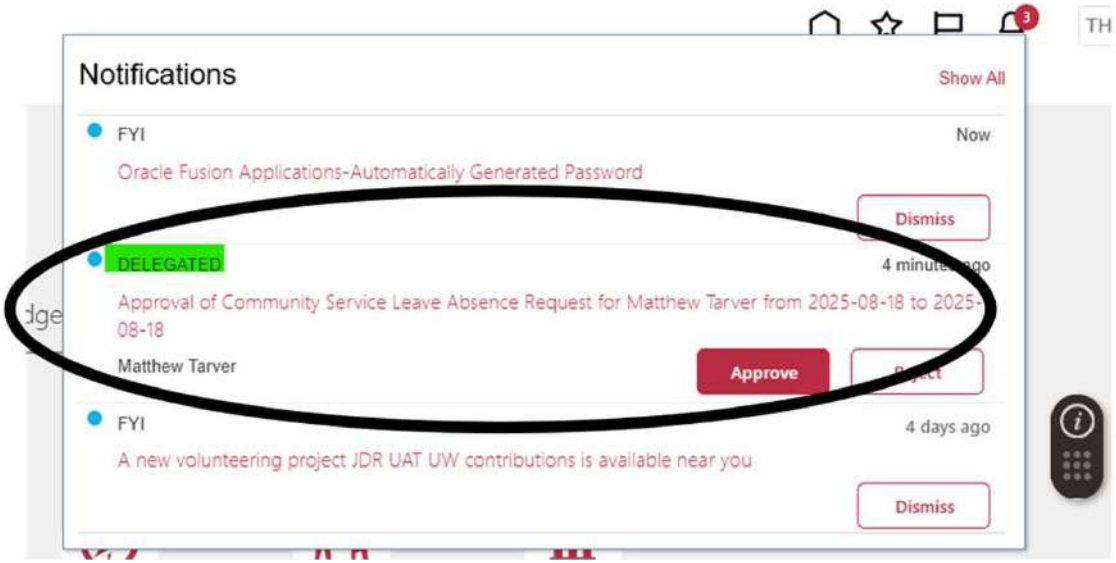


Verify your delegation information.

Select Save

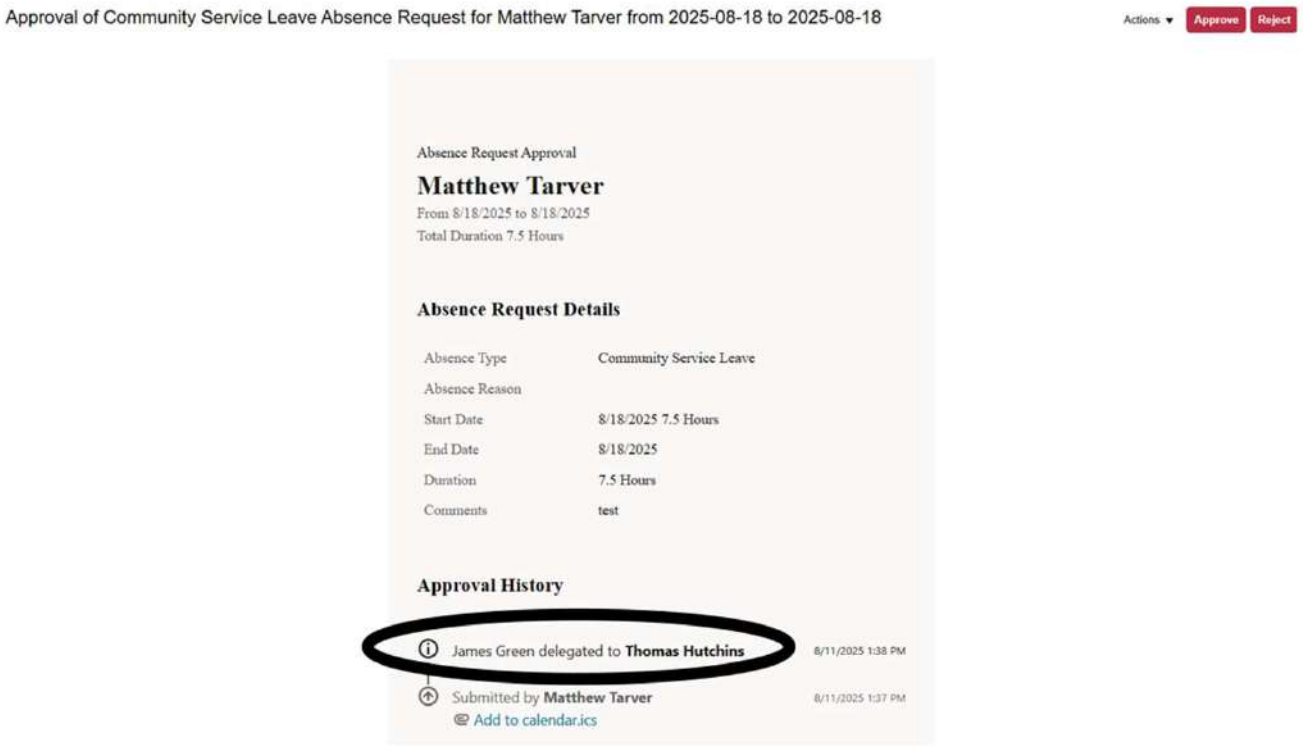
You will receive a notification that says your rule is saved successfully

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:

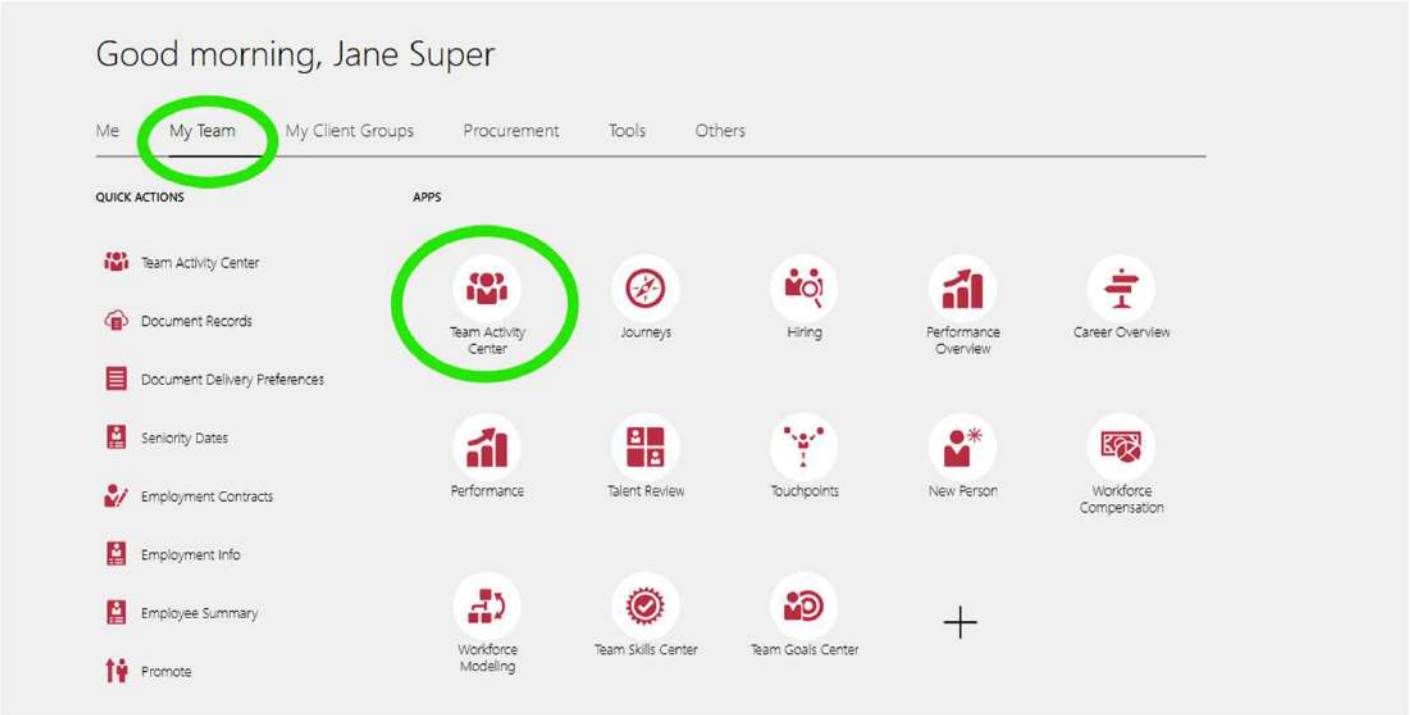


If you open the approval request you can see in the history who delegated to you. When you approve it will change to approved on behalf of; the original approver.

SUPERVISOR INFORMATION & ACTION SCREENS

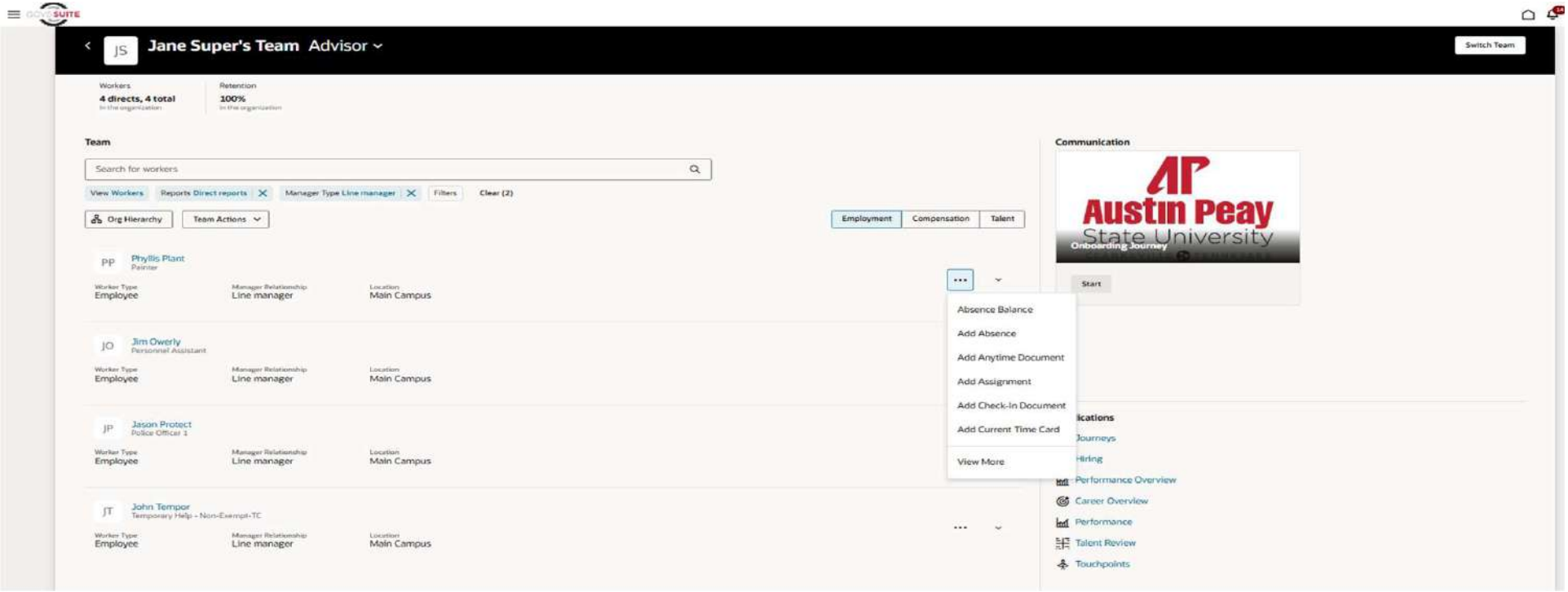
Payroll

Supervisor Information & Action Screens

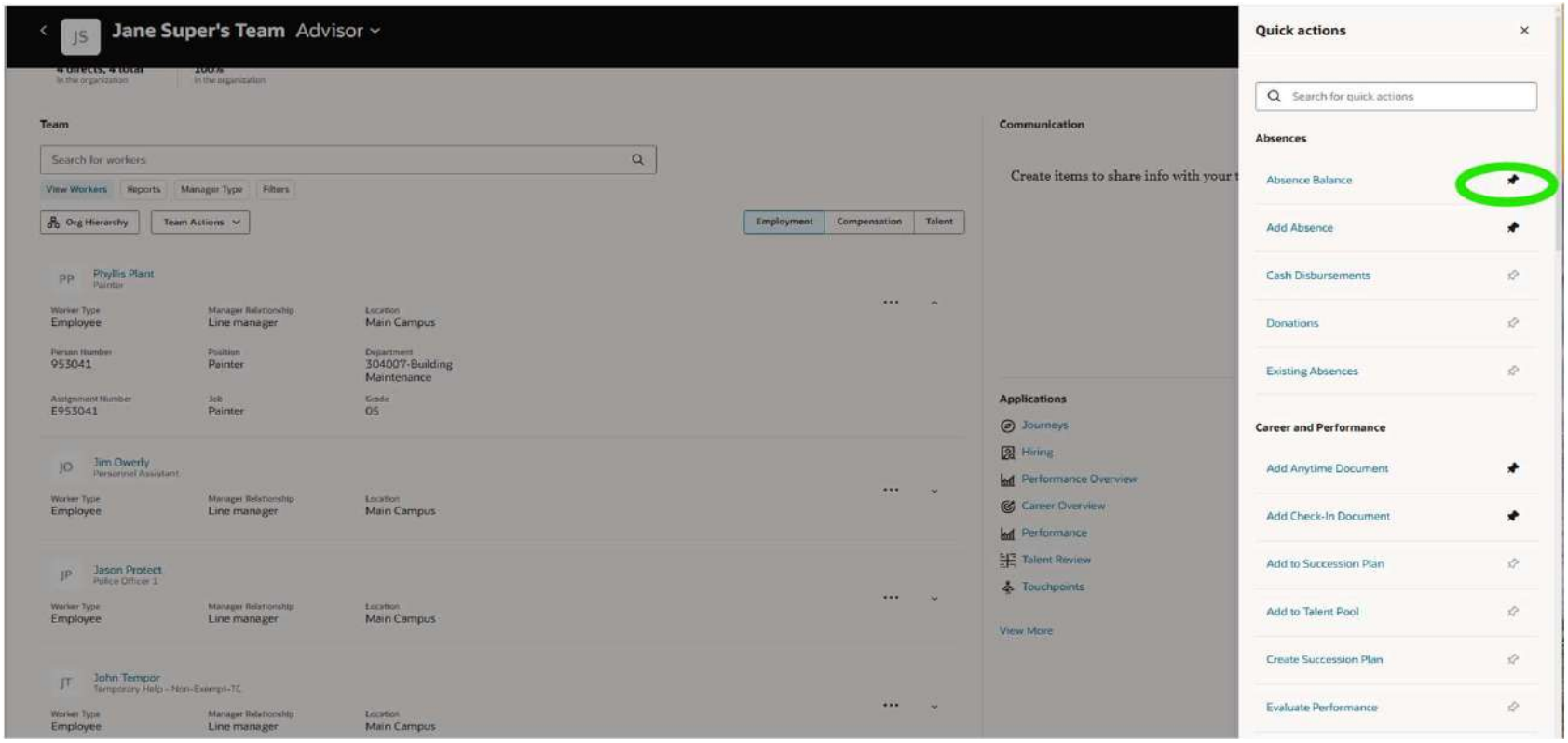


My Team – Team Activity Center

Supervisor Information & Action Screens



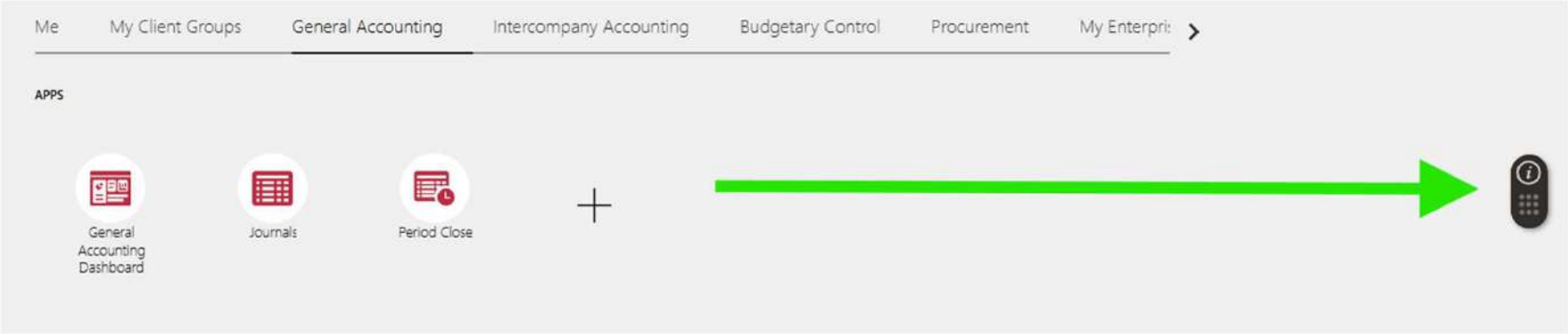
Supervisor Information & Action Screens



ORACLE GUIDED LEARNING - OGL

Payroll

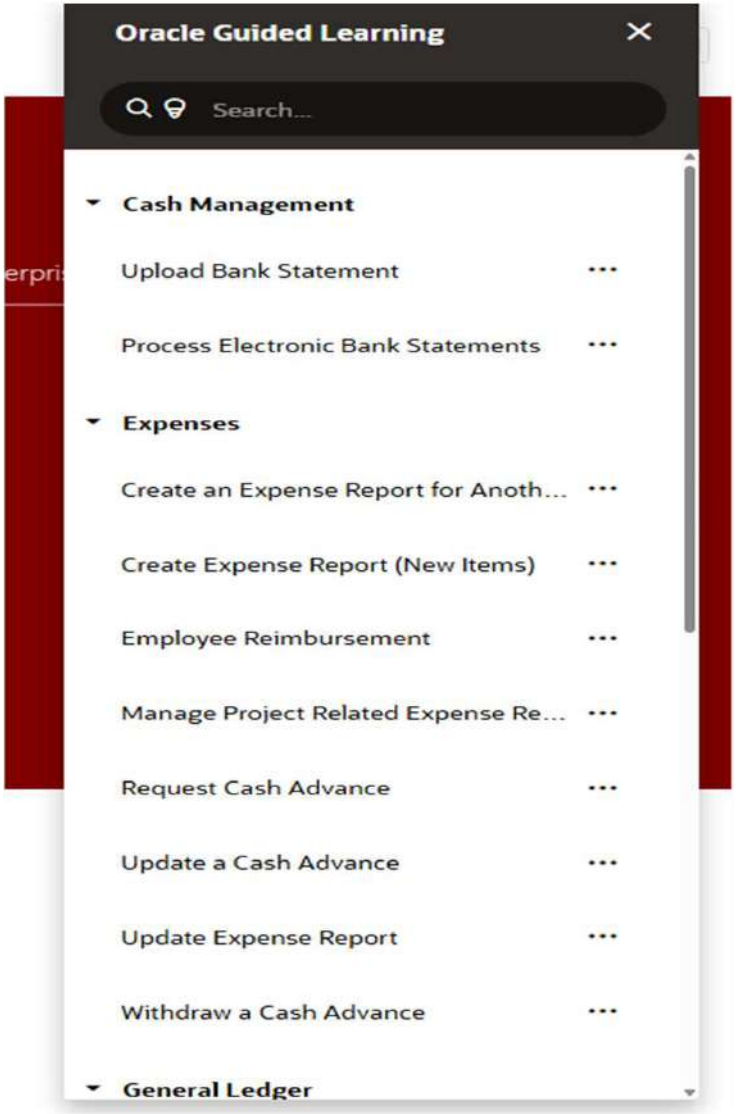
Oracle Guided Learning:



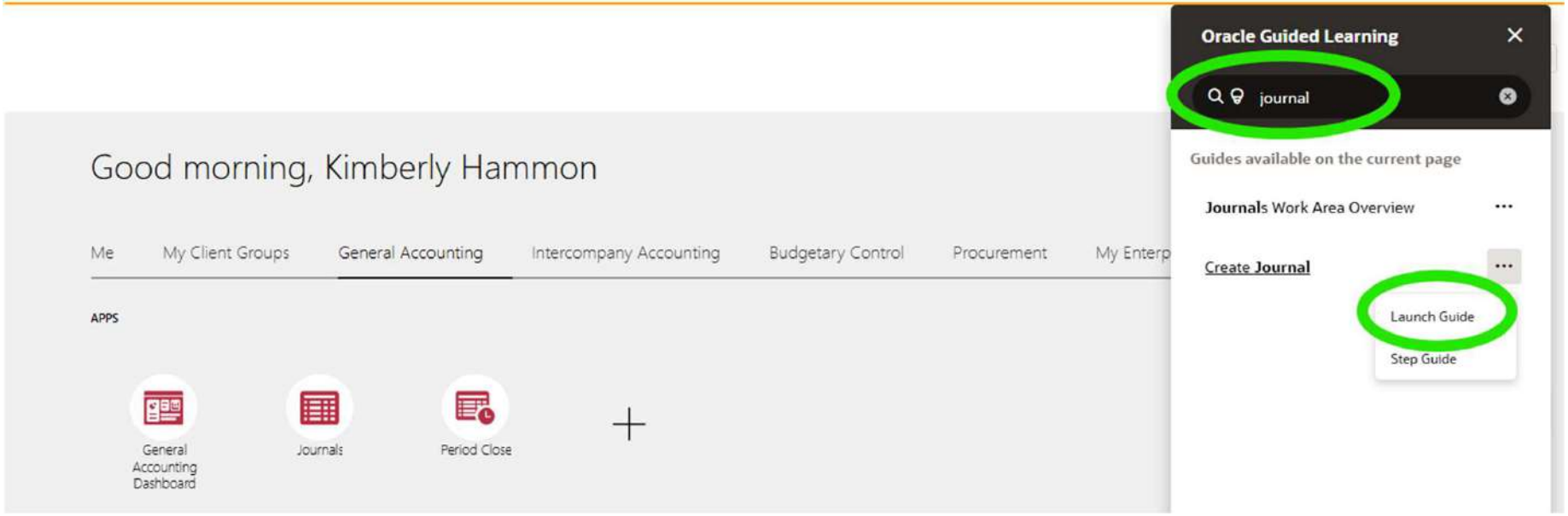
Oracle Guided Learning is a widget that will walk you through how you complete an action within Govs Suite.

Oracle Guided Learning:

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



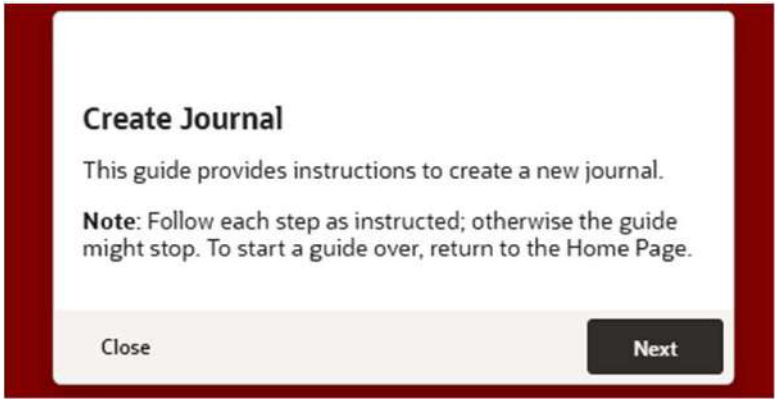
Oracle Guided Learning:

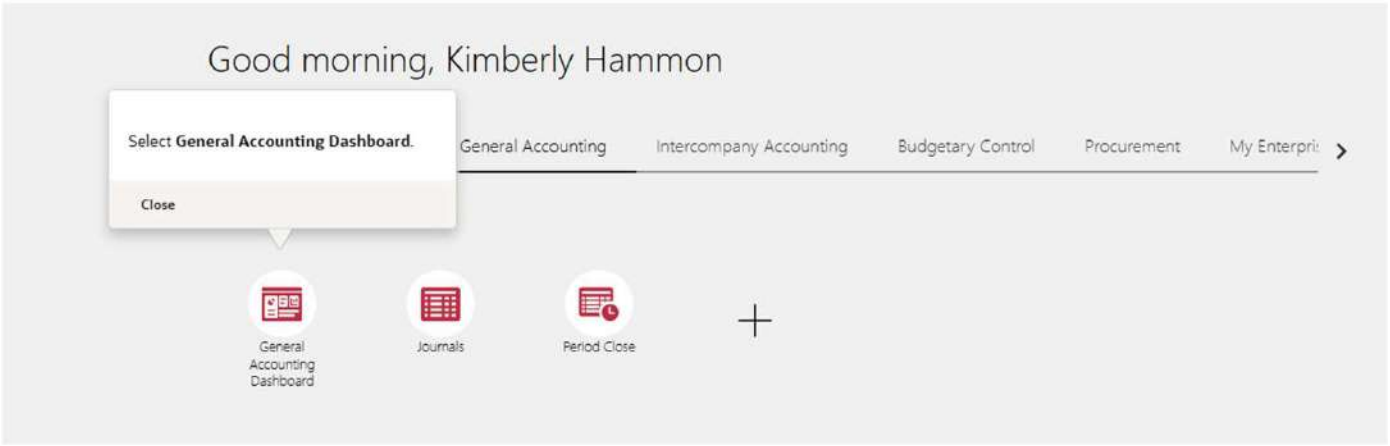


- You can search for the action you are trying to preform in the search bar at the top.

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.

Austin Peay State University
CLARKSVILLE TENNESSEE

Austin Peay State University
CLARKSVILLE TENNESSEE

THANK YOU!