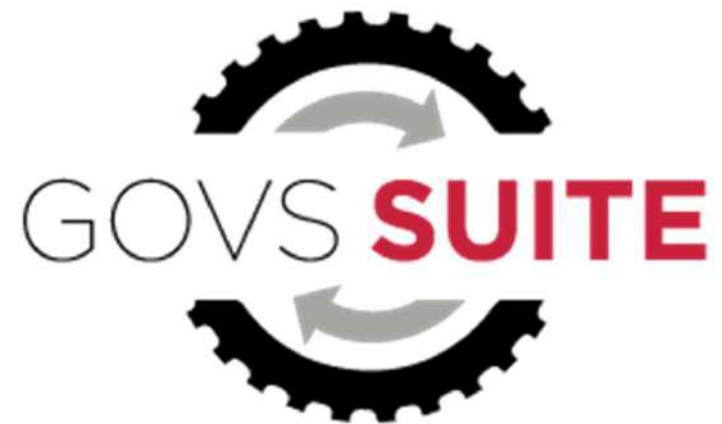




TIMESHEET & ABSENCE TRAINING – STAFF

GOVS SUITE - ORACLE

The Govs Suite Project



Today's Agenda

- Pay Date Update
- Submit & Approval Deadline Update
- Logging In - Dashboard
- Absence Entry
- Reporting & Submitting Time
- My Activity Center
- Oracle Guided Learning
- Opportunity for Clarification



PAY DATE UPDATE

Payroll



PAY DATE UPDATE:

- Bi-Weekly check date will change
 - Monthly check date will remain the same.
- 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:

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				
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				

Submit & Approval Date Overview:

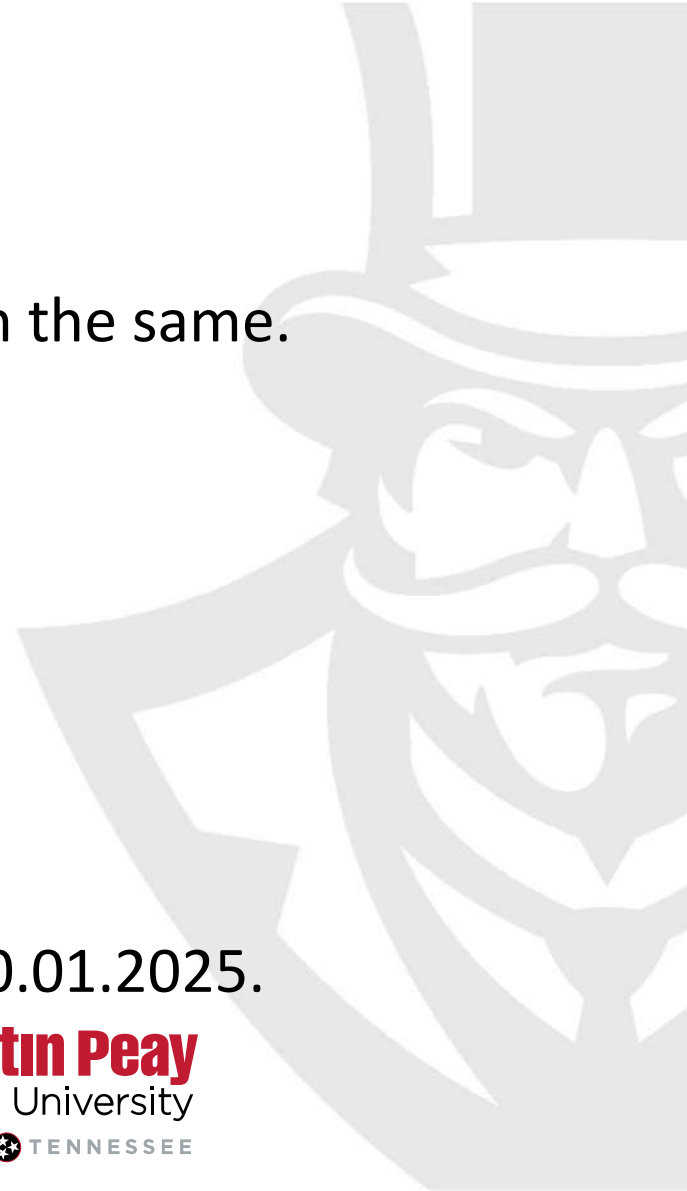
- Approval times have been shortened.
- Pay period will stay the same, running Sunday to Saturday.
- Timesheets will be due from the employee by 11:59pm on **Sunday** after the period ends.
- Manager final approval is due by 10:00am on **Monday** after the period ends.
- Payroll will lock timesheets 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				
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.
 - 1st to the last day of the month.
 - 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

Payroll

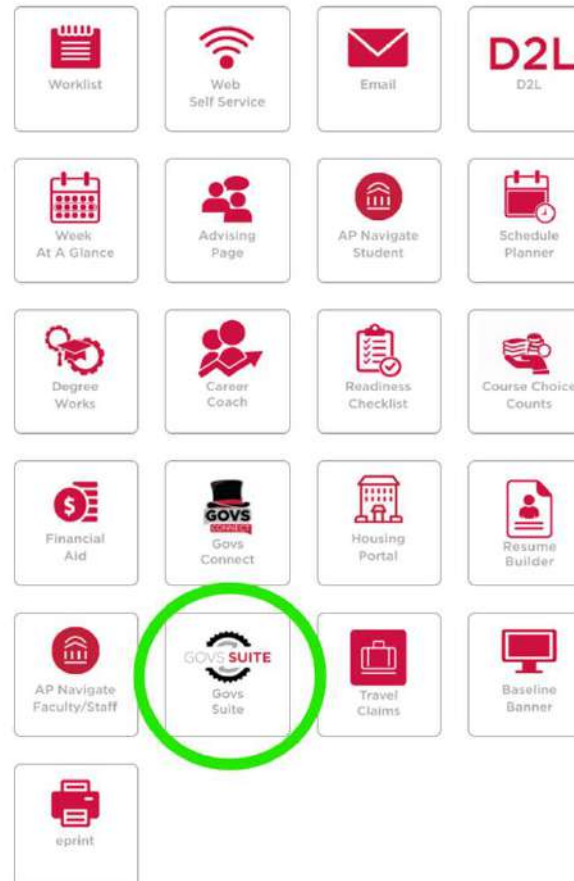


Logging In:

- You can log in on any device.
 - tablet, phone, computer
- You can log in anywhere on campus.
 - or other authorized location

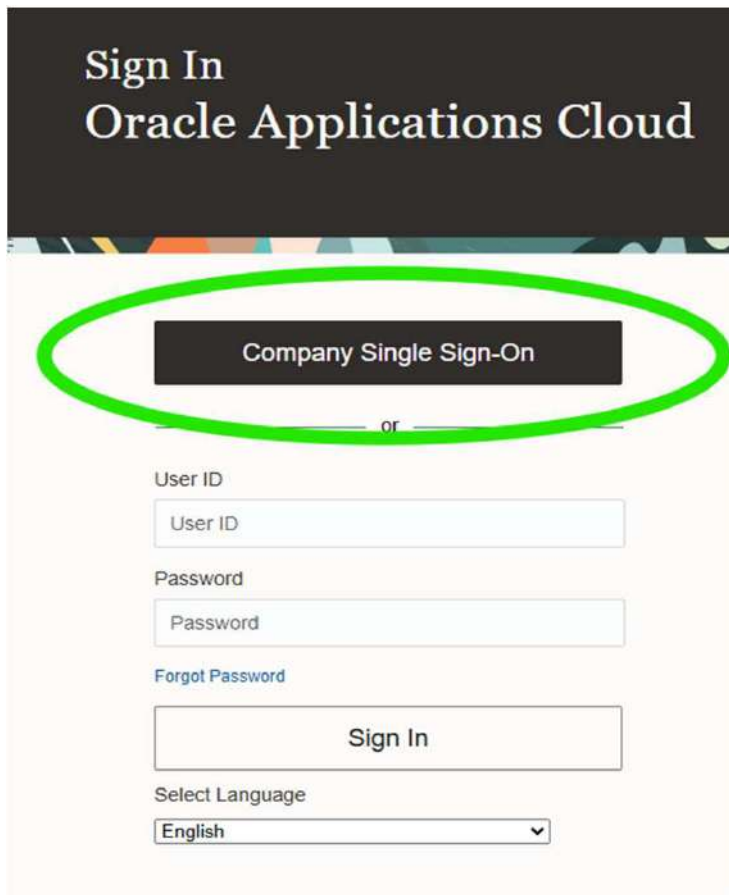


Logging In:



One Stop

Logging In:



Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID
User ID

Password
Password

[Forgot Password](#)

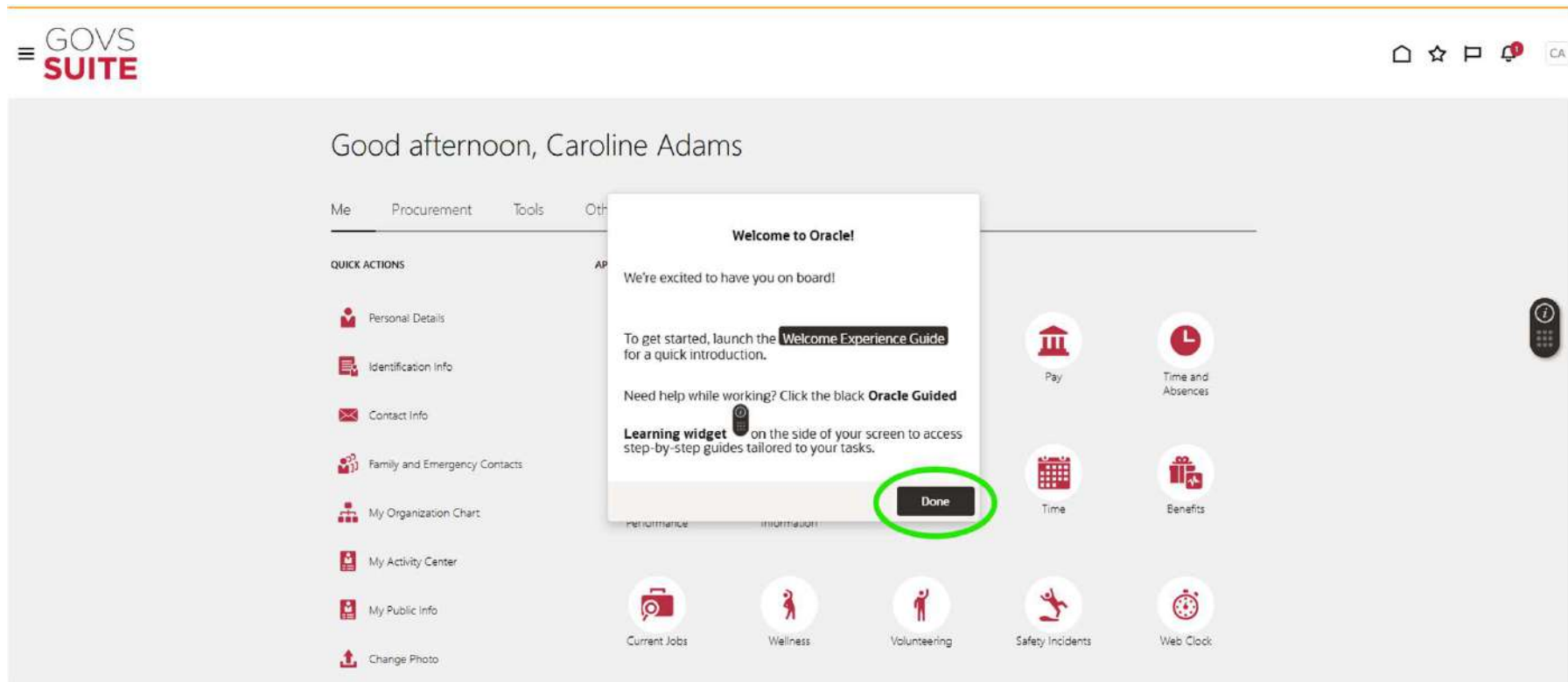
Sign In

Select Language
English

Do not use the User ID & Password fields.

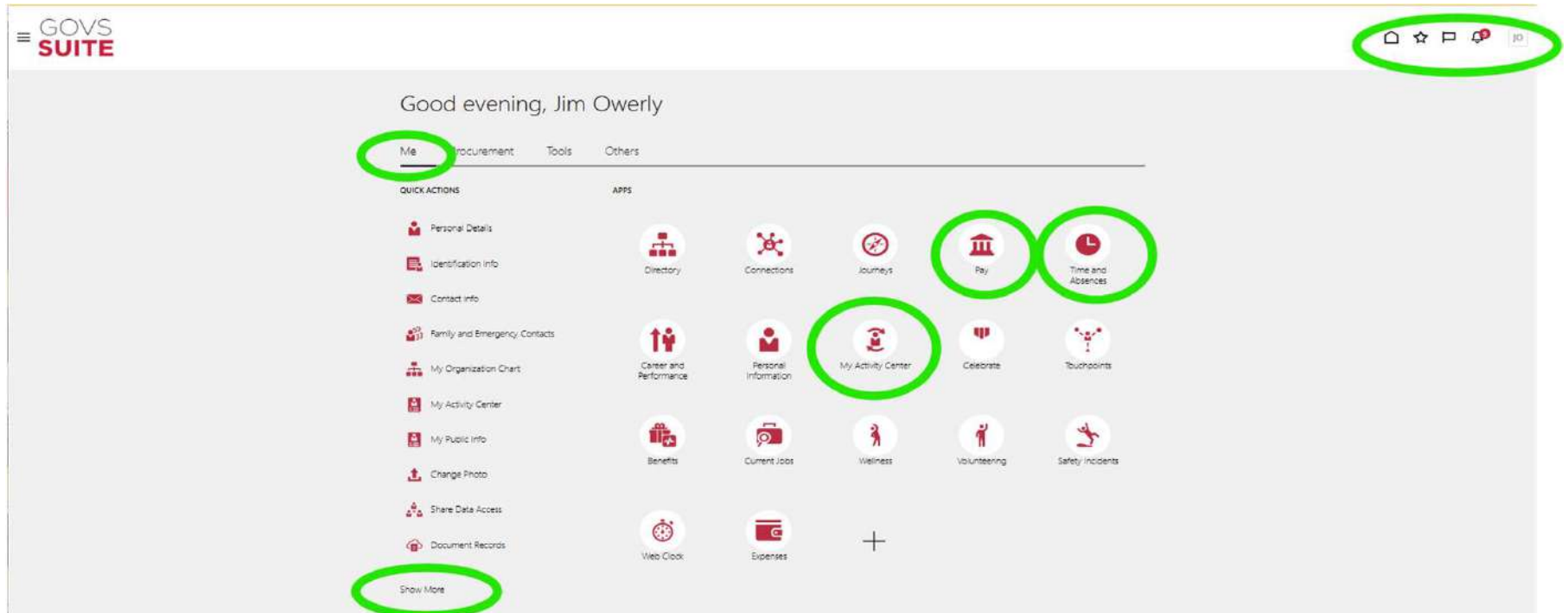
You can also create a bookmark to access your sign in faster.

Logging In:



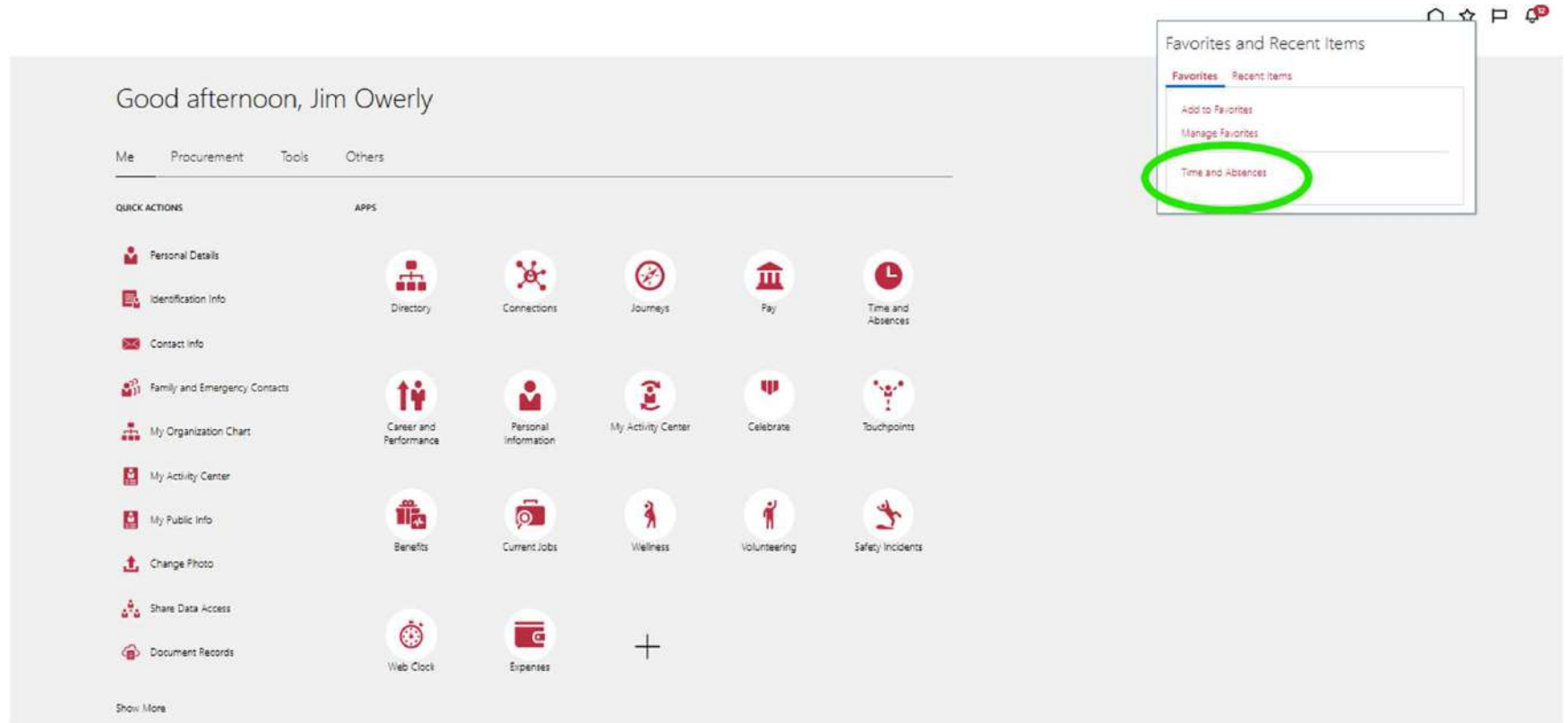
Welcome Notice

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:

Good afternoon, Jim Owerly

Me Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info
- Change Photo
- Share Data Access
- Document Records

APPS

- Directory
- Connections
- Journeys
- Pay
- Time and Absences
- Career and Performance
- Personal Information
- My Activity Center
- Celebrate
- Touchpoints
- Benefits
- Current Jobs
- Wellness
- Volunteering
- Safety Incidents
- Web Clock
- Expenses

Show More

Notifications

Search

- WITHDRAWN** Yesterday
The Time Card Entries for Jim Owerly, for the Time Card Period 2025-07-13 to 2025-07-26 Requires Your Approval
Jim Owerly
- ACTION REQUIRED** Yesterday
The Time Card Entries for Jim Owerly, for the Time Card Period 2025-07-13 to 2025-07-26 Requires Your Approval
Jim Owerly **Approve**
- FYI** Yesterday
Your Time Change Request for 2025-07-15 Was Approved
Jim Owerly
- FYI** 1 week ago
Oracle Fusion Applications-Automatically Generated Password
- FYI** 1 week ago
Task Update Emergency Contact assigned to you for Jim Owerly's Onboarding Journey journey

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.

ABSENCE ENTRY

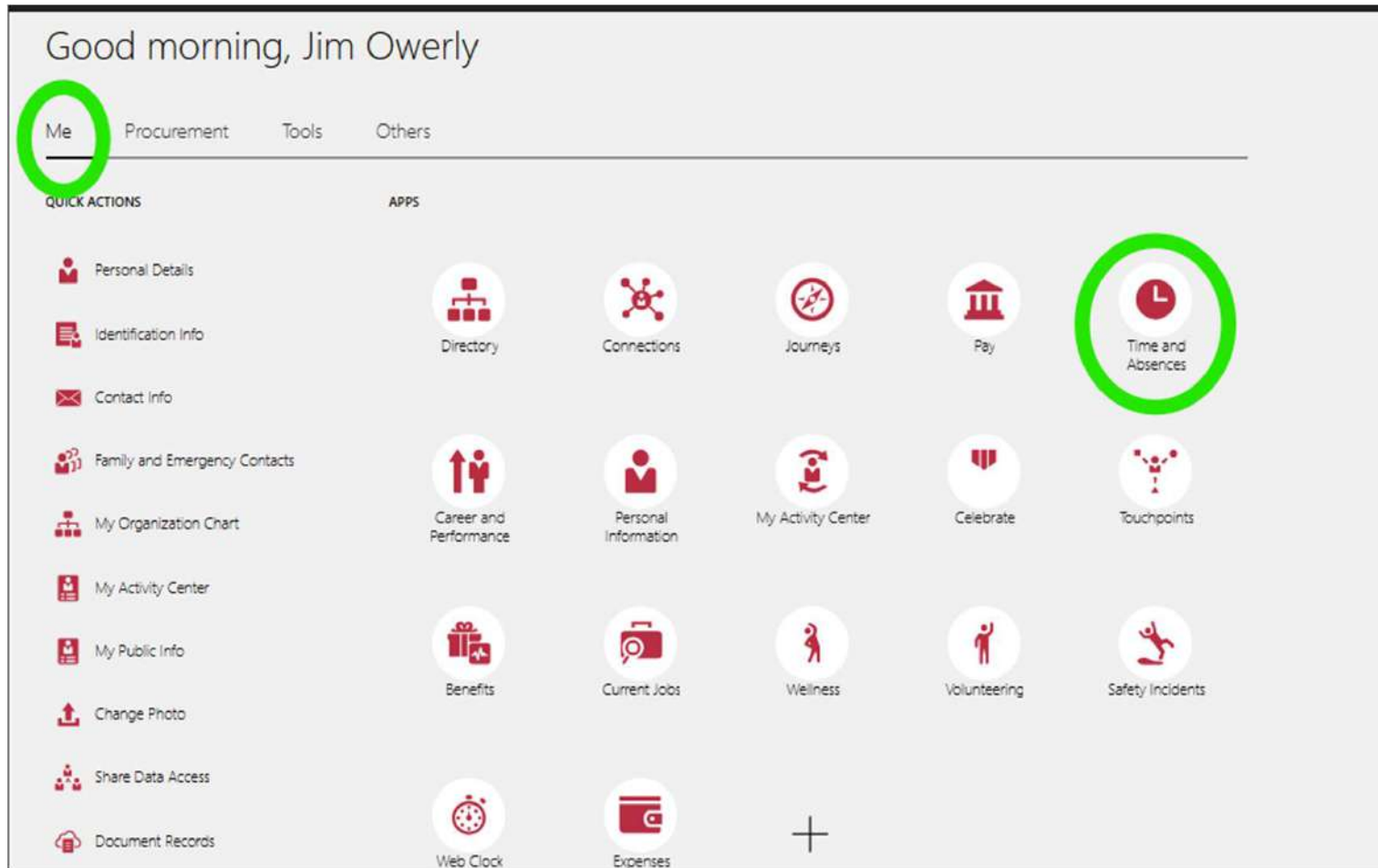
Payroll



Absences Overview:

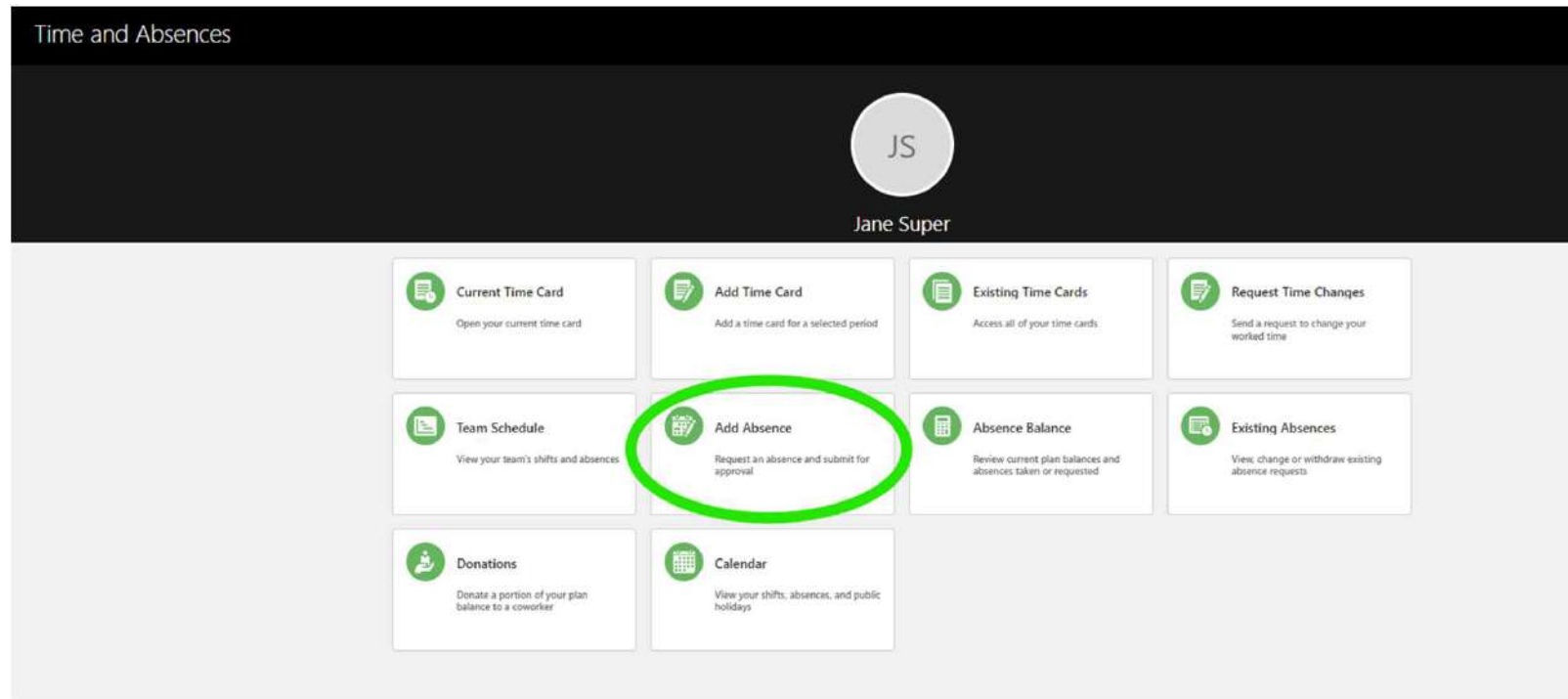
- All absences for Bi-Weekly & Monthly, including Sick, Comp Used & Annual leave will be requested in Govs Suite by the employee.
 - There will be no more Leave Reports for Monthly starting 10.01.2025.
- Requests will be routed to the Supervisor for Approval.
- Adjustments for absences will be made by the employee, and routed to the Supervisor approval.

Absence Entry:



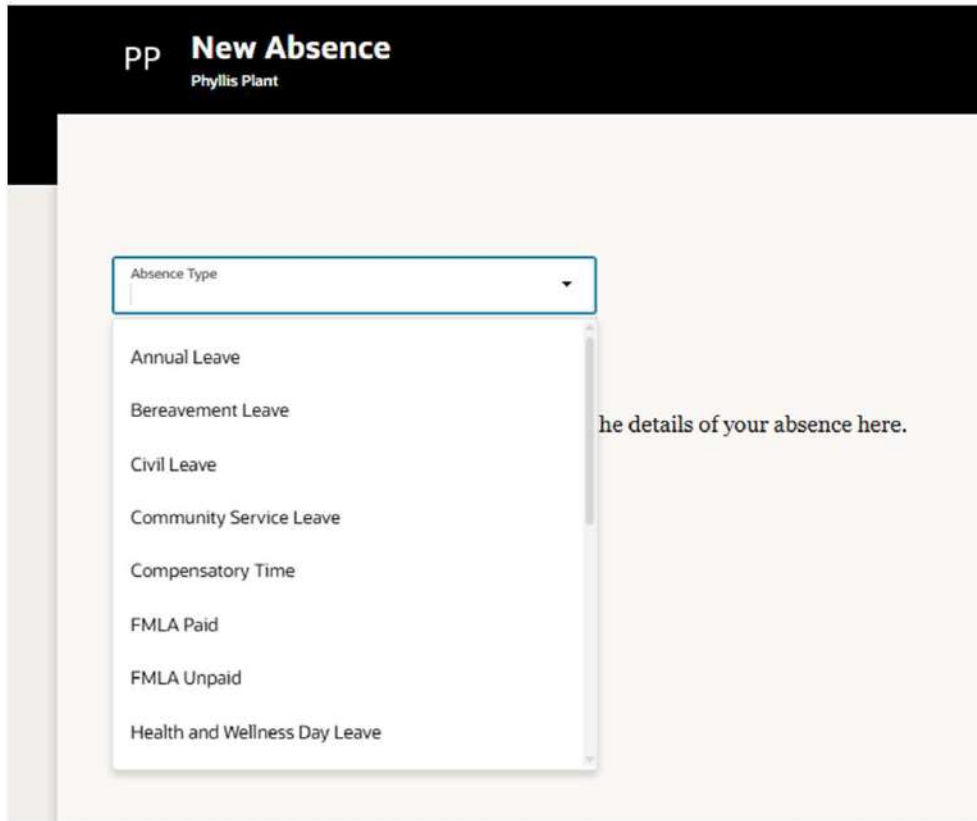
- Me – Top Left
- Time & Absence
- Under this tab you will do everything related to timecards and absence requests.

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, on a light beige background, is a form. The first field is a dropdown menu labeled 'Absence Type'. The dropdown is open, showing a list of leave types: Annual Leave, Bereavement Leave, Civil Leave, Community Service Leave, Compensatory Time, FMLA Paid, FMLA Unpaid, and Health and Wellness Day Leave. To the right of the dropdown, the text 'he details of your absence here.' is partially visible.

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:

KH New Absence
Kimberly Hammon

Cancel Save and Close Save **Submit**

Absence Type
Sick Leave

Absence Type Balance
42.1 Hours

Dates

Start Date
9/2/2025

Start Date Duration
7.50

End Date
9/2/2025

Durations
7.5 Hours

Show individual dates
1.75

Projected Balance
As of 9/2/2025: 443.5 Hours
[Calculate](#)

Details

Comments
Had Dr. Appt

Legislative Information

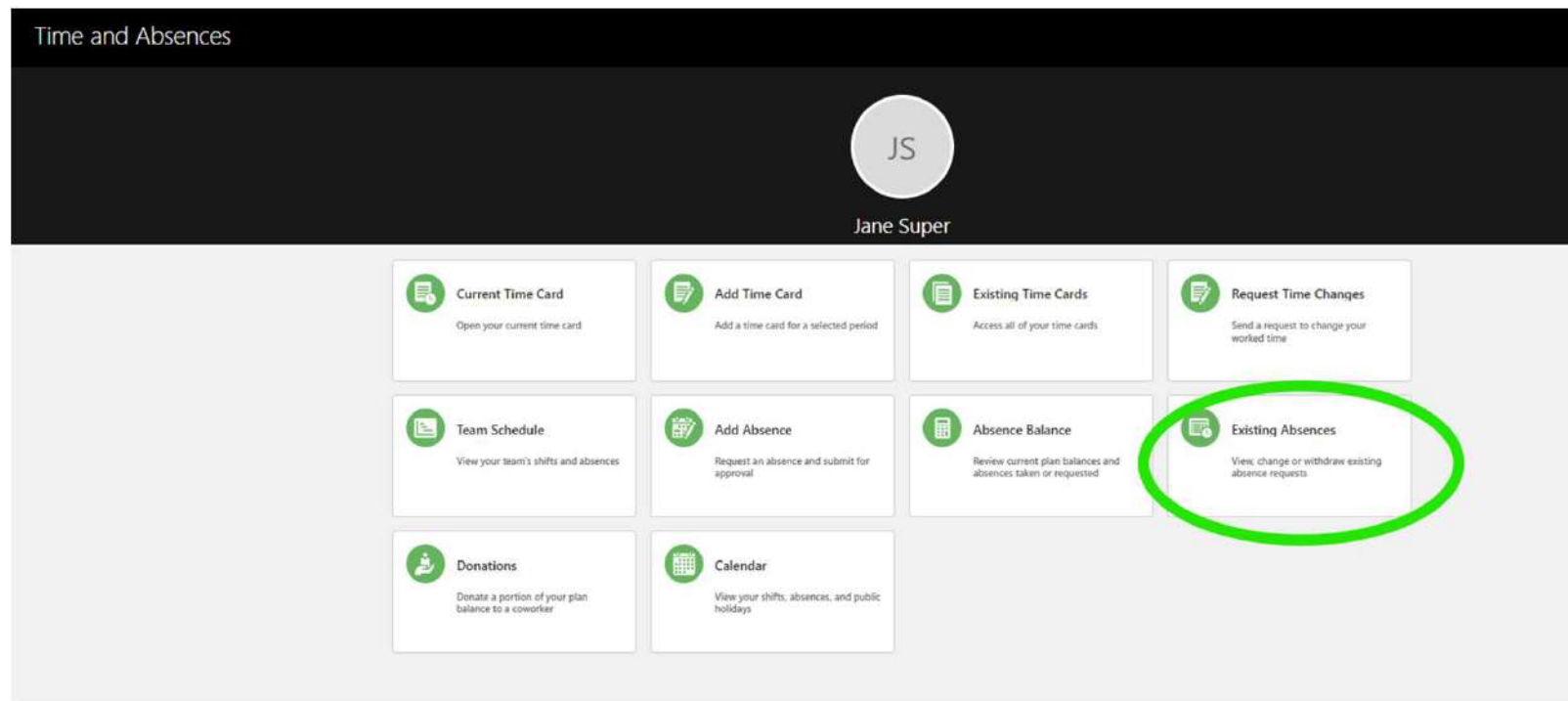
Additional information

Context Segment

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

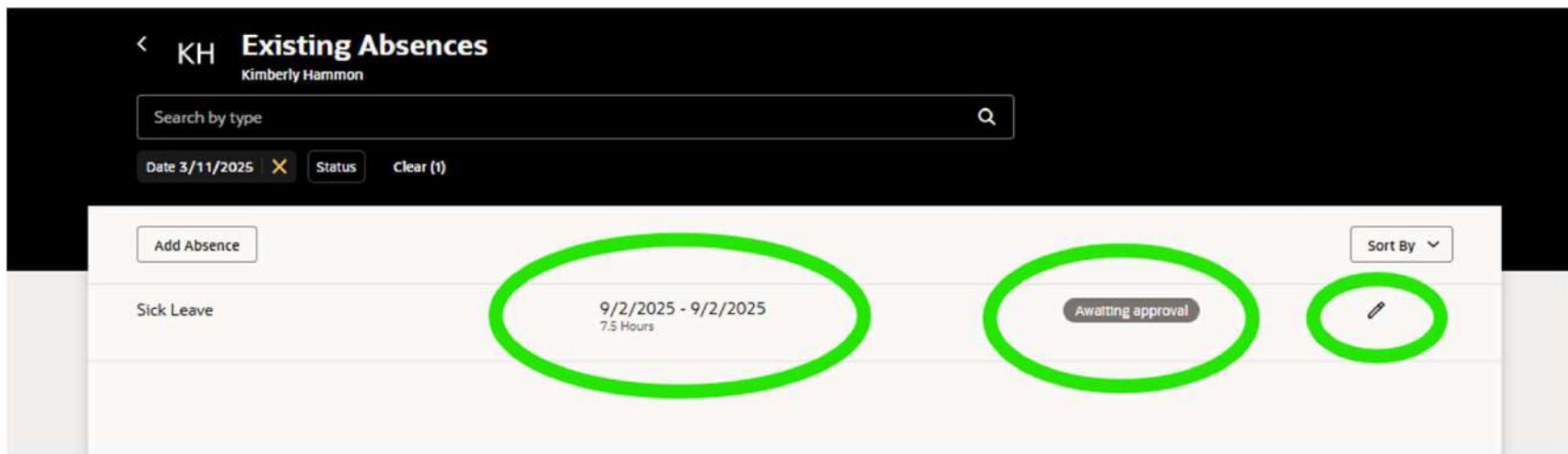
- Verify your Absence Type.
- Select dates – if you are selecting one day, start and end date should be the same.
- View total hours requested.
- Details are optional
- SAVE
- SUBMIT
- Your request has now been sent to your Supervisor for approval.

Absence Edit:



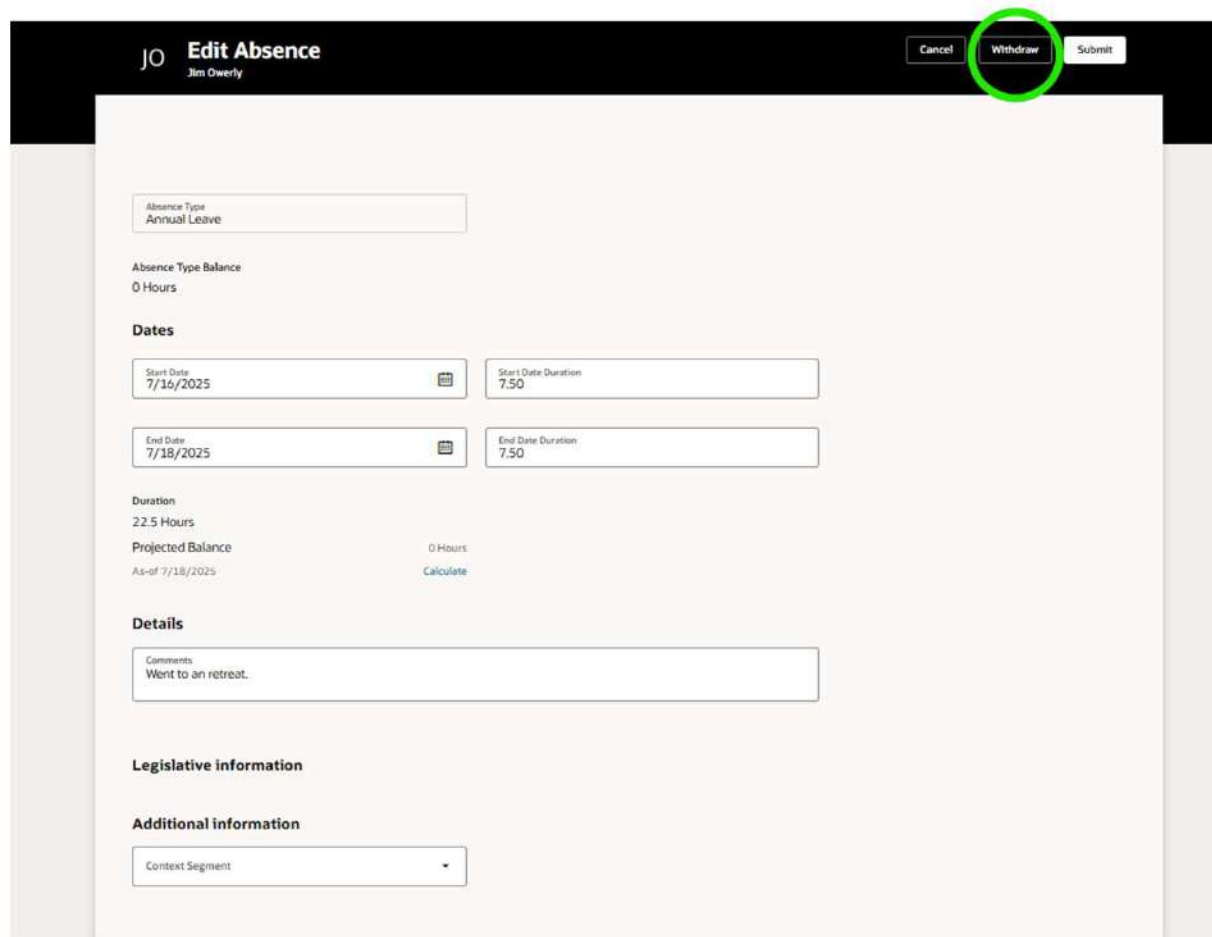
- Existing Absences.

Absence Edit:



- Select the Edit Pencil to the right.

Absence Edit:

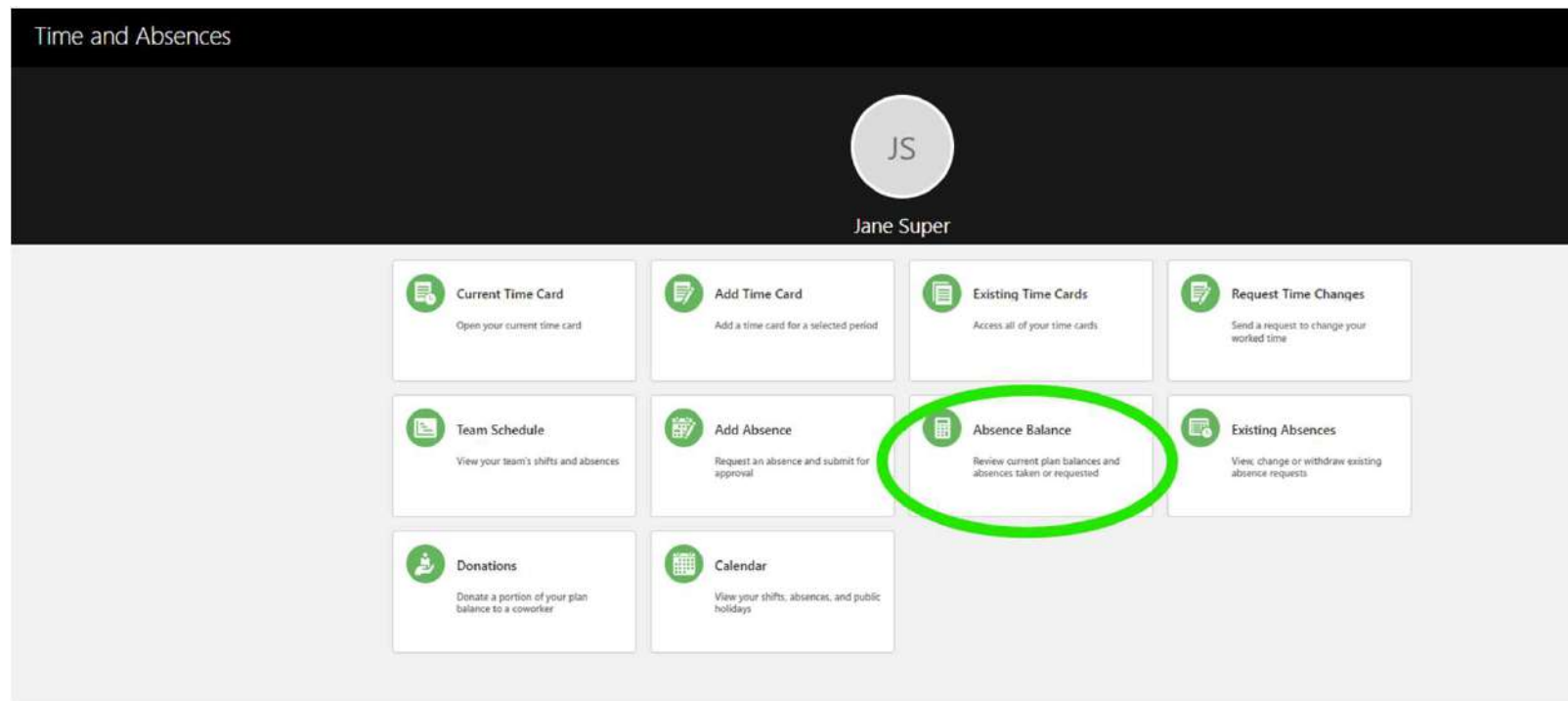


The screenshot shows a web interface for editing an absence. At the top, there's a black header bar with the text 'JO Edit Absence' and 'Jim Owerly' on the left. On the right of the header are three buttons: 'Cancel', 'Withdraw' (which is circled in green), and 'Submit'. Below the header, the form is divided into several sections:

- Absence Type:** A dropdown menu showing 'Annual Leave'.
- Absence Type Balance:** Displays '0 Hours'.
- Dates:** Contains four input fields:
 - Start Date:** '7/16/2025' with a calendar icon.
 - Start Date Duration:** '7.50'.
 - End Date:** '7/18/2025' with a calendar icon.
 - End Date Duration:** '7.50'.
- Duration:** Displays '22.5 Hours'.
- Projected Balance:** Displays '0 Hours' with a 'Calculate' link below it.
- Details:** A text area for 'Comments' containing 'Went to an retreat.'
- Legislative information:** A section header.
- Additional information:** A dropdown menu for 'Context Segment'.

- Your original request will reopen.
- Make any changes you need. Including withdrawing it.
- SUBMIT
- Your request has now been sent back to your Supervisor for approval.
- Note** make a comment to state what change you made.

Absence Balance Review:



- Select Absence Balance

Absence Balance Review:

< pp **Absence Balance**
Phyllis Plant

Add Absence

Balances

As of Today Last Calculation Date

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.

Absence Balance Review:

< JO

Plan Balance

Jim Owerly

Business Title Personnel Assistant Plan Term 6/18/2025 - 6/17/2026

Sick Leave

Balance as Of
7/16/2025

Plan Balance
7.5 Hours


Summary

Periodic accrual	7.5
------------------	-----

Details

6/30/2025
Periodic accrual

7.5



Note:

The following information is primarily intended for **Bi-Weekly (Hourly) Staff**.

Supervisors are encouraged to review this information with us to better understand what their hourly team members will see.

If you are a **Monthly (Salaried) Employee** and **not a Supervisor**, your continued attendance is not required.

RECORDING TIME WORKED

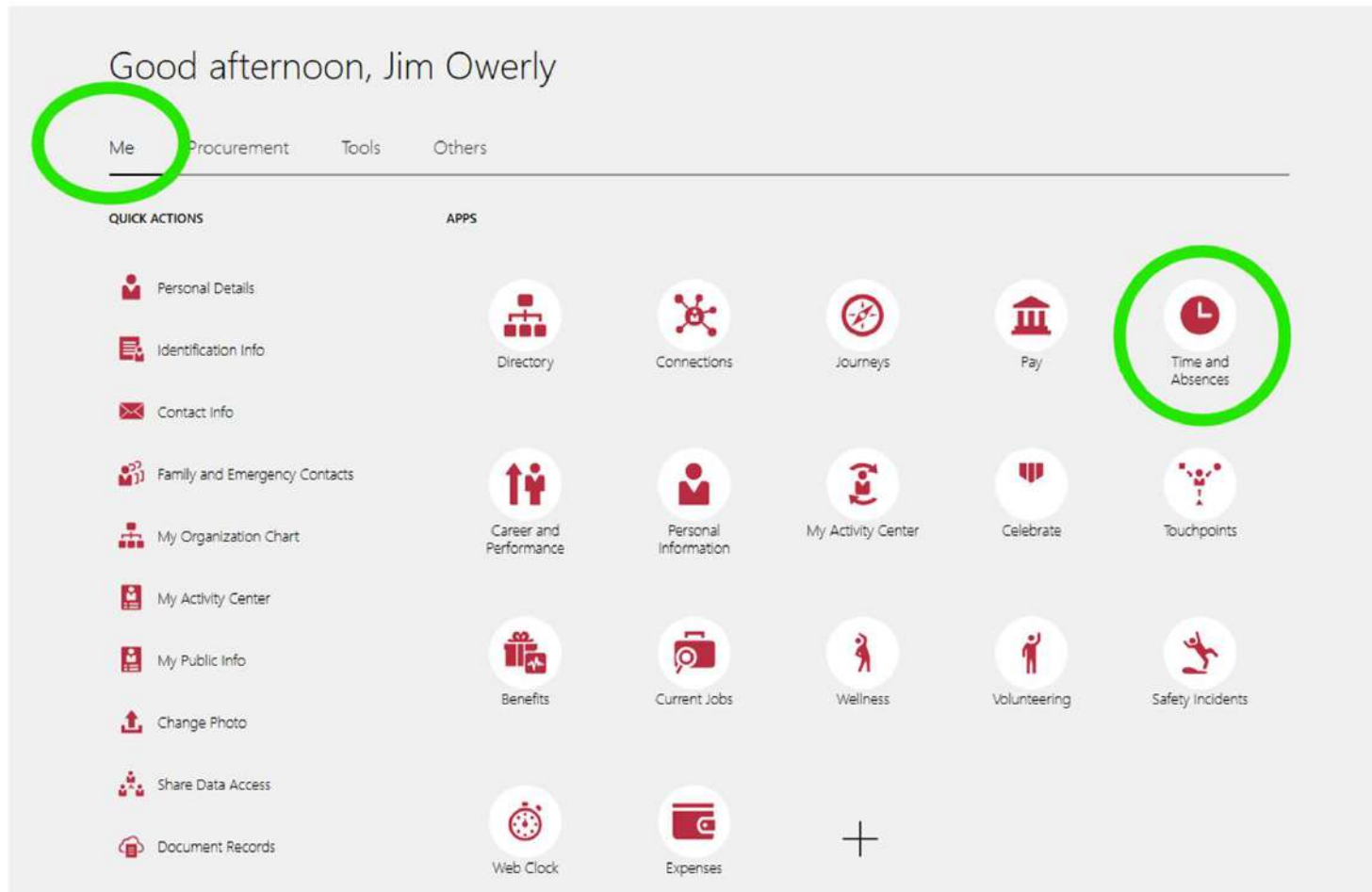
Payroll



Comp Time/Overtime Pay:

- Comp Time Earned will be calculated by the system.
 - There is no entry for Comp or Overtime.
- 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 is the standard disbursement for earned hours over 37.5 for staff.

Recording Time Worked:



- Me
- Time and Absences

Recording Time Worked:

GOVS
SUITE



< Time and Absences



Jim Owerly



Current Time Card

Open your current time card



Add Time Card

Add a time card for a selected period



Existing Time Cards

Access all of your time cards



Request Time Changes

Send a request to change your worked time



Team Schedule

View your team's shifts and absences



Add Absence

Request an absence and submit for approval



Absence Balance

Review current plan balances and absences taken or requested



Existing Absences

View, change or withdraw existing absence requests



Donations

Donate a portion of your plan balance to a coworker



Calendar

View your shifts, absences, and public holidays

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

Recording Time Worked:

[illegible]

Recording Time Worked:

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

- Job – Select the applicable job
 - If you have more than one job you will see all available jobs in the drop down.

Recording Time Worked:

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

Hours Type *
Annual Leave
Holiday Hours
Worked Hours

Recording Time Worked:

JO
Jim Owerly Entered
 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	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			7.5	10	7.5	7.5	7.5		70 hours
2 Personnel Assistant	Holiday Hours															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:

pp **Phyllis Plant** Entered
Painter
Person Number 953041 Time Card Period 7/13/2025 to 7/26/2025

... Save and Close Save Approve

🗨️ 🗑️ 📄 ...

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			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	4:50 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				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

- Add Comment
 - Enter your comment in the box
 - Save

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	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 your entries are accurate.
- Save & Continue – as you enter time through the pay period.
 - Enter time daily, but no less than weekly.

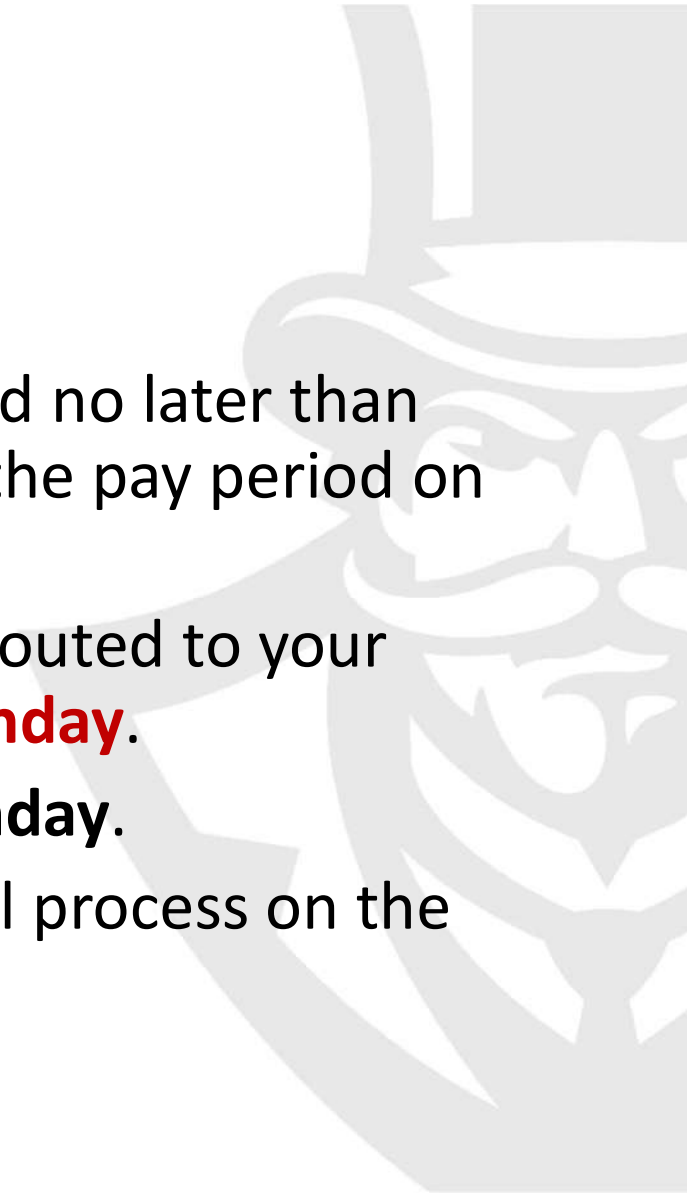
SUBMITTING A TIMECARD

Payroll

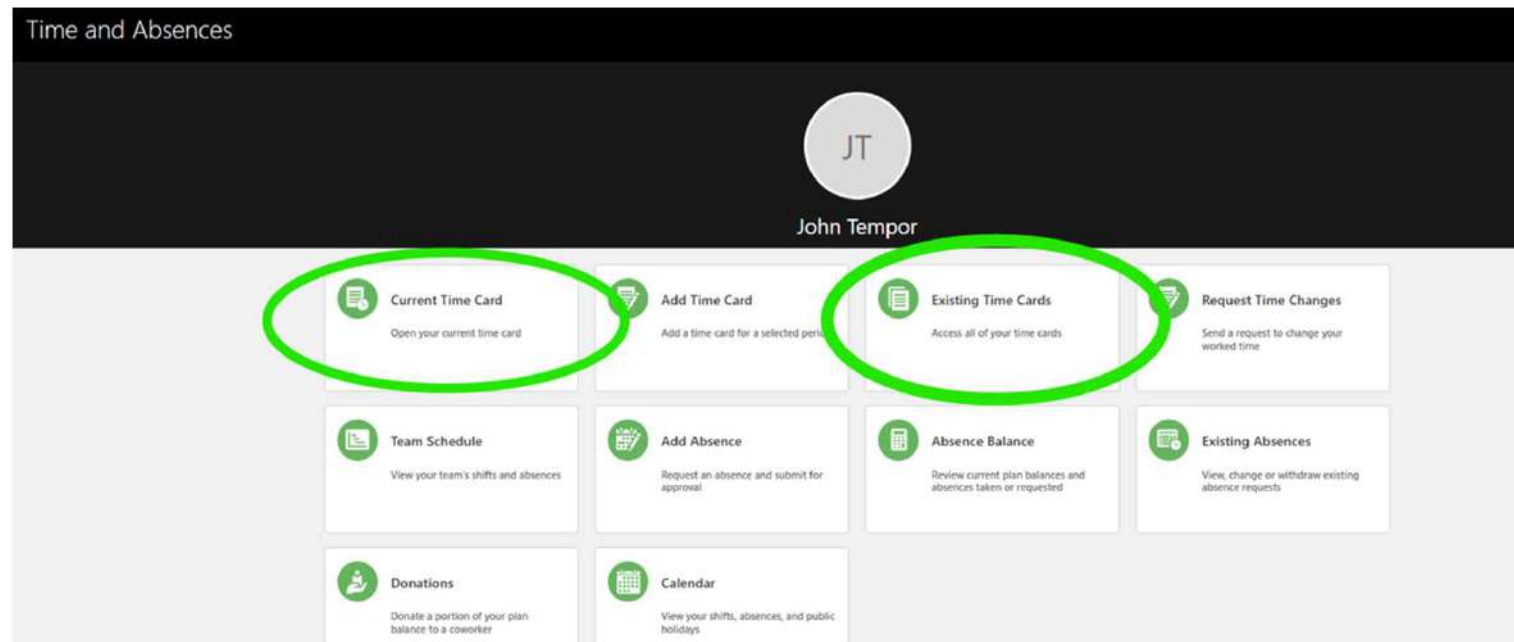


Submitting your Timecard:

- You will be required to submit your timecard no later than 11:59pm on **Sunday** night after the end of the pay period on Saturday.
- Once you approve your timecard it will be routed to your supervisor 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.

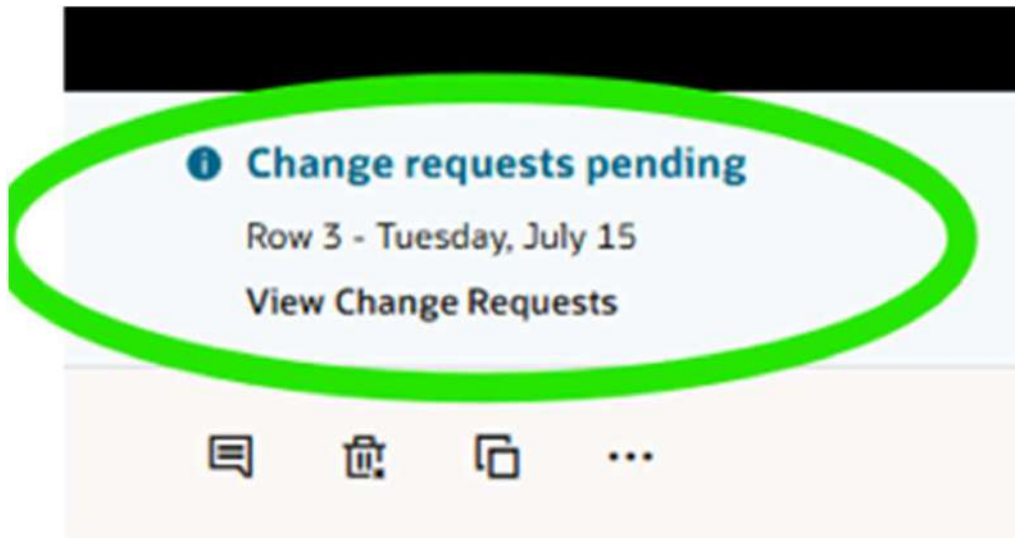


Submitting your Timecard:



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

Submitting your Timecard:



- 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.



Submitting your Timecard:

Jim Owerly Submitted
 Personnel Assistant

... Save and Close Save Submit

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

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	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

REQUESTING A TIME CHANGE

Payroll



Requesting a Time Change:

Reasons to request a time change

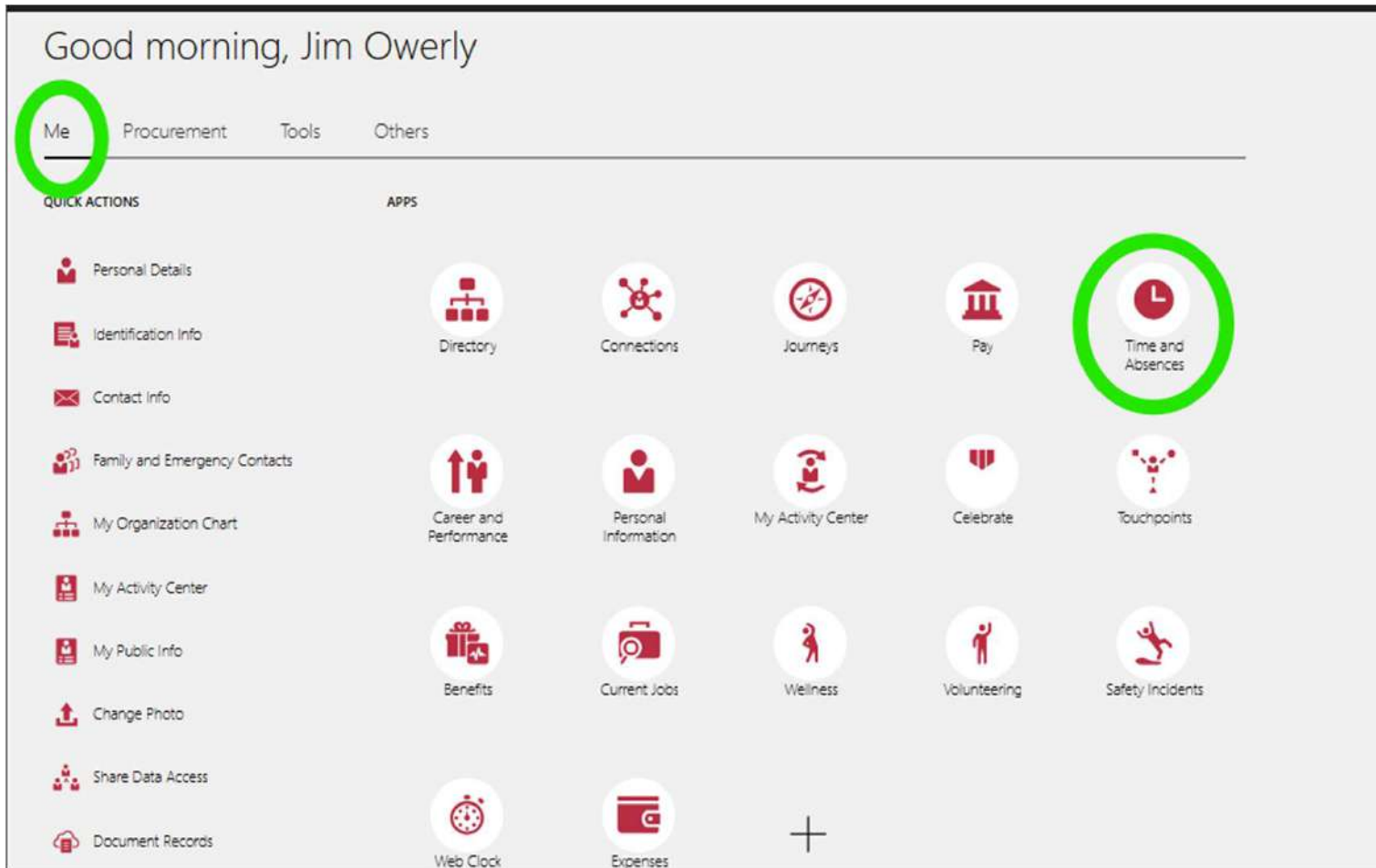
1. You forgot to record time on a prior period
2. You need to correct a time already submitted

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.

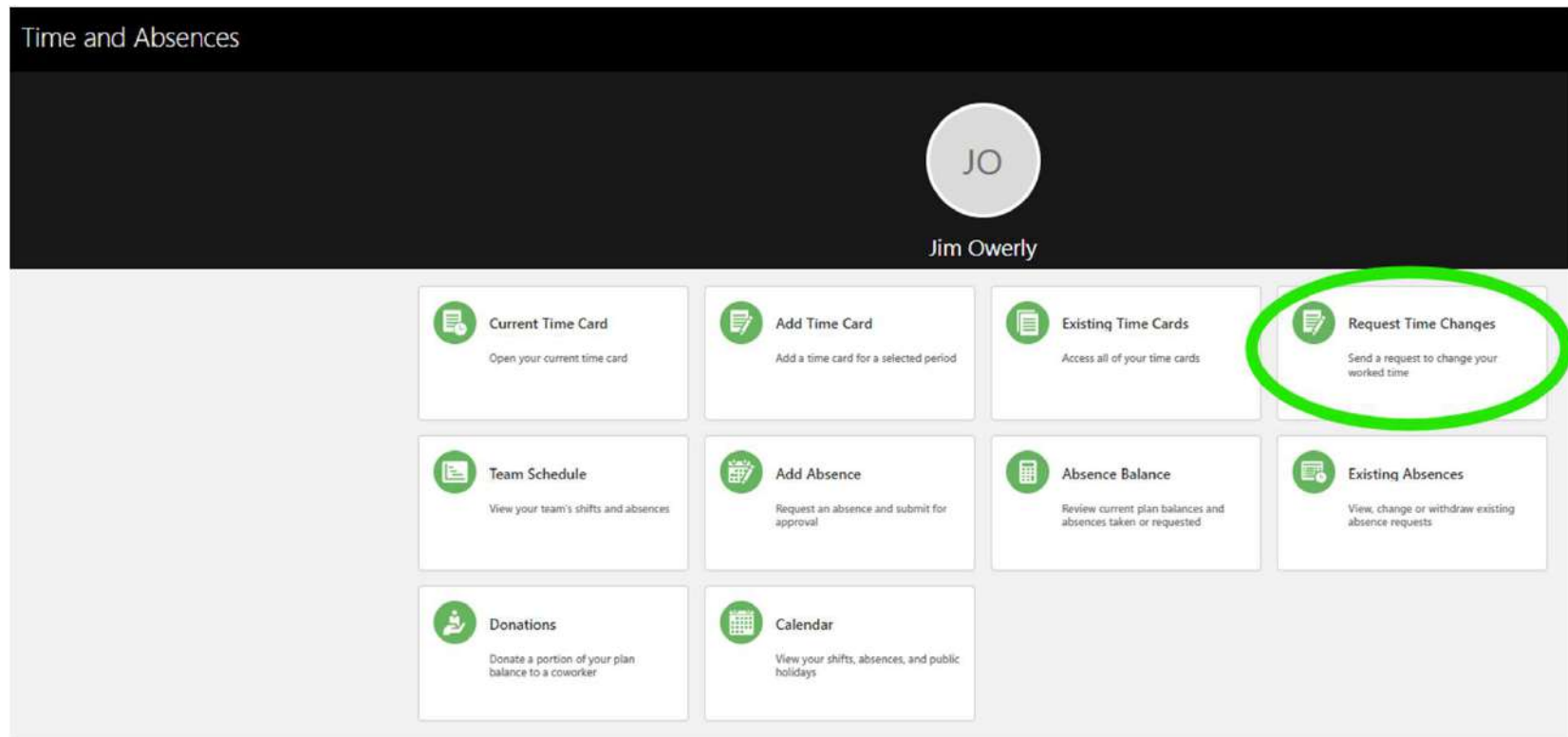
Adjustments will be subject to Supervisor approval.

Requesting a Time Change:



- Me – Top Left
- Time & Absence

Requesting a Time Change:



Requesting a Time Change:

Correcting previously reported time.

JO **Request Time Changes** Jim Owerly Cancel Submit

Date
7/15/2025

Time entries

+ Add

Worked Hours 7.5 hours

Time events

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:

Correcting previously reported time.

The screenshot shows a web form titled "Request Time Changes" for user "Jim Owerly". At the top right are "Cancel" and "Submit" buttons. Below the title bar, there is a date field set to "7/15/2025". The "Time entries" section contains an "+ Add" button, a "Quantity" field with the value "7.5" (circled in green), a "Unit of Measure" field with the value "Hours", a "Job" dropdown menu showing "Personnel Assistant", and a "Hours Type" dropdown menu showing "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. The "Time events" section at the bottom states "We couldn't find any events for this date."

- Complete all applicable fields
- Save

Requesting a Time Change:

Correcting previously reported time.

The screenshot shows a web interface for requesting time changes. At the top, there's a black header bar with the 'JO' logo, the title 'Request Time Changes', the user name 'Jim Owerly', and two buttons: 'Cancel' and 'Submit'. Below the header, there's a date selection field showing '7/15/2025'. Underneath, the 'Time entries' section has an '+ Add' button. A table follows with one entry: 'Worked Hours' with a value of '8 hours' in a green box. To the right of this entry is a green button labeled 'Not subm...' and a pencil icon. Below the table is the 'Time events' section, which contains the message 'We couldn't find any events for this date.'

Time entries	
Worked Hours	8 hours

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:

No time previously reported

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:

No time previously reported

The screenshot shows a web form titled "Request Time Changes" for user "Jim Owerly". At the top right are "Cancel" and "Submit" buttons. The form contains a date field set to "7/15/2025". Below this is a section titled "Time entries" with an "+ Add" button. A table-like structure follows with two rows of input fields. The first row has a "Quantity" field with the value "7.5" (circled in green) and a "Unit of Measure" field with the value "Hours". The second row has a "Job" dropdown menu with "Personnel Assistant" selected and a "Hours Type" dropdown menu with "Worked Hours" selected. 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. At the very bottom, a section titled "Time events" contains the message "We couldn't find any events for this date."

Quantity	Unit of Measure
7.5	Hours

Job	Hours Type
Personnel Assistant	Worked Hours

Comments

Cancel Delete Save

Time events

We couldn't find any events for this date.

- Complete applicable fields
- Save

Requesting a Time Change:

No time previously reported

The screenshot shows a web form titled "Request Time Changes" for user "JO Jim Owerly". At the top right are "Cancel" and "Submit" buttons. Below the header, there is a date selector showing "Date 7/15/2025". Under the "Time entries" section, there is an "+ Add" button. A table with one row shows "Worked Hours" with a value of "8 hours" in a green box. To the right of this entry is a green button labeled "Not subm..." and a pencil icon. Below the table is the "Time events" section, which contains the message "We couldn't find any events for this date."

Time entries	
Worked Hours	8 hours

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:

JO

Jim Owerly

Submitted

Personnel Assistant

Person Number 953039

Time Card Period 7/13/2025 to 7/26/2025

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
Scheduled Hours		0	7.5	7.5	7.5	7.5	7.5	0
Job *	Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
1 Personnel Assistant	Annual Leave				7.5	7.5	7.5	
2 Personnel Assistant	Holiday Hours							
3 Personnel Assistant	Worked Hours		7.5	8	7.5	7.5	7.5	
4								
5								
6								
7								
8								
9								
10								
11								
12								
Total Hours		0 hours	7.5 hours	8 hours	15 hours	15 hours	15 hours	0 hours

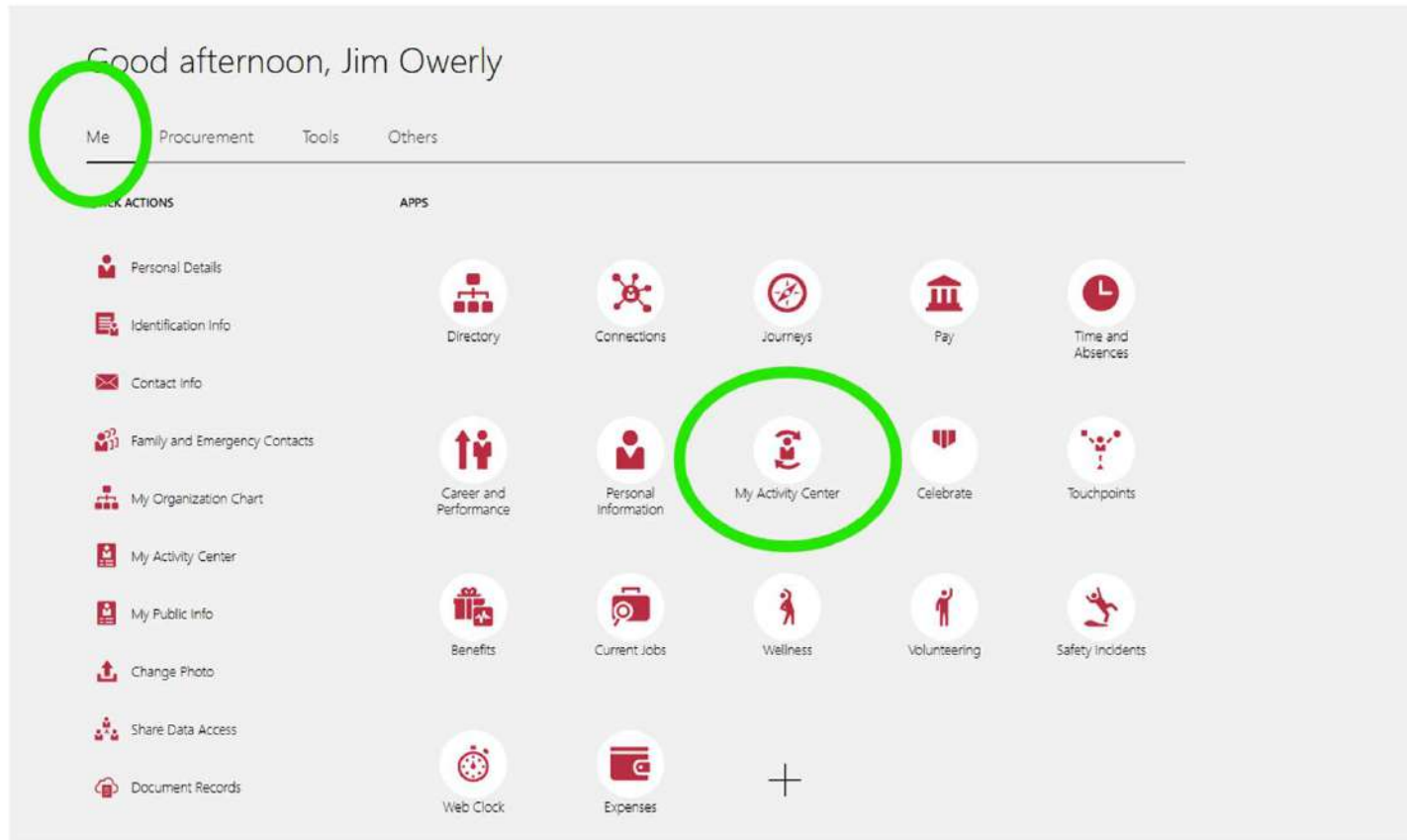
When the request is approved you will be able to see the adjustment on your timecard.

MY ACTIVITY CENTER

Payroll



My Activity Center:



My Activity Center:

The screenshot displays a user interface for 'My Activity Center' for a user named Jim Owerly, a Personnel Assistant. The interface is divided into a left sidebar and a main content area. The sidebar includes a profile card with the initials 'JO', the name 'Jim Owerly', and the title 'Personnel Assistant'. Below this is a 'View Connections' button and a list of links: 'Person Number 953039', 'Journeys', 'Celebrate', 'Touchpoints', 'Benefits', and 'Current Jobs'. The main content area features a top section with salary information ('15.00 USD Hourly this month') and a holiday notice ('Holiday - Labor Day 2025 Coming up in 48 days 9/1/2025'). Below this is a grid of six buttons: 'Personal Details', 'Identification Info', 'Contact Info', 'Family and Emergency Contacts', 'Share Data Access', and 'Document Records'. A 'View More' link is positioned below the grid. At the bottom, a calendar view for 2026 shows a holiday on 1/1/2026. The top right of the interface has a home icon and a notification bell with a red badge showing '12'.

JO

Jim Owerly
Personnel Assistant

View Connections

Person Number
953039

[Journeys](#)
[Celebrate](#)
[Touchpoints](#)
[Benefits](#)
[Current Jobs](#)

Salary
15.00 USD Hourly
this month

Holiday - Labor Day 2025
Coming up in 48 days
9/1/2025

Personal Details

Identification Info

Contact Info

Family and Emergency Contacts

Share Data Access

Document Records

[View More](#)

2026

Holiday
New Years Day 2026

1/1/2026

All
about
YOU!

My Activity Center:

Jim Owerly
Personnel Assistant

Person Number: 953039

Journeys
Celebrate
Touchpoints
Benefits
Current Jobs

Salary: 15.00 USD Hourly this month

Holiday - Labor Day 2025
Coming up in 48 days
9/1/2025

Personal Details

Identification Info

Contact Info

Family and Emergency Contacts

Share Data Access

Document Records

View More

2026

Holiday
New Years Day 2026
1/1/2026

Quick actions

Search for quick actions:

Personal Info

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- Share Data Access

Document Records

- Document Records
- Document Delivery Preferences

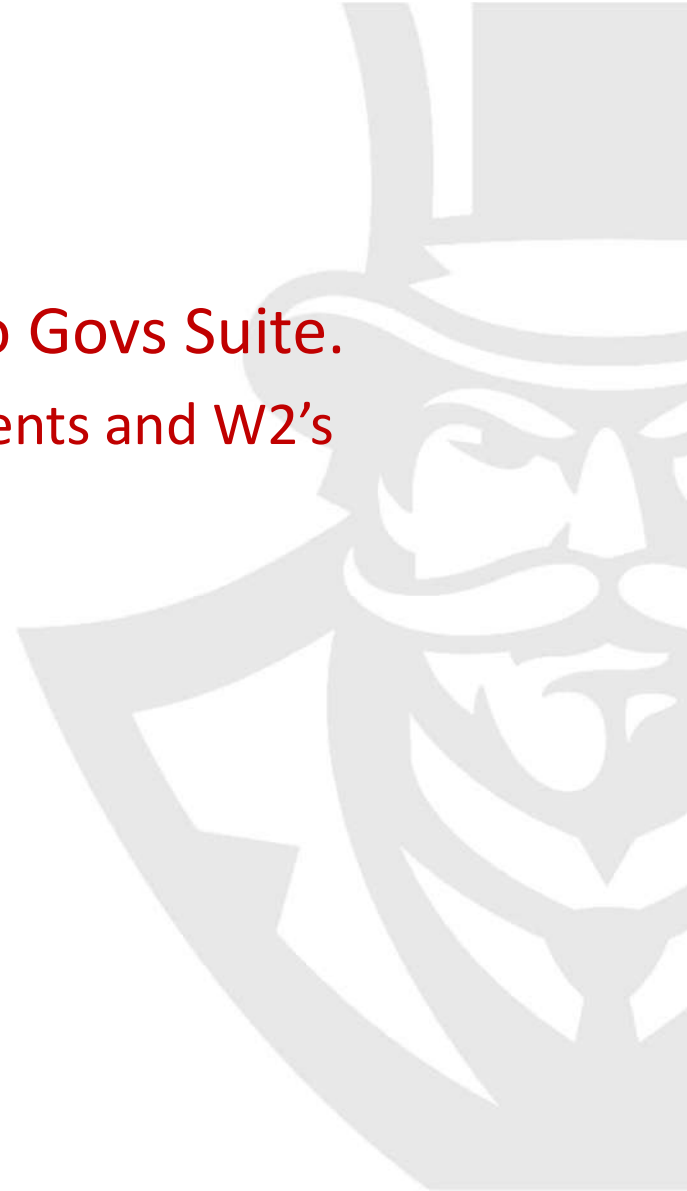
Employment

- Employment Info
- Additional Assignment Info

- Select – View More
- Side menu will open
- Clicking the pin will create tiles you use regularly
- View the timeline of your time with APSU

Additional Notes:

- Items in Banner/One Stop will not pull over to Govs Suite.
 - We encourage you to print items like pay statements and W2's before go live.



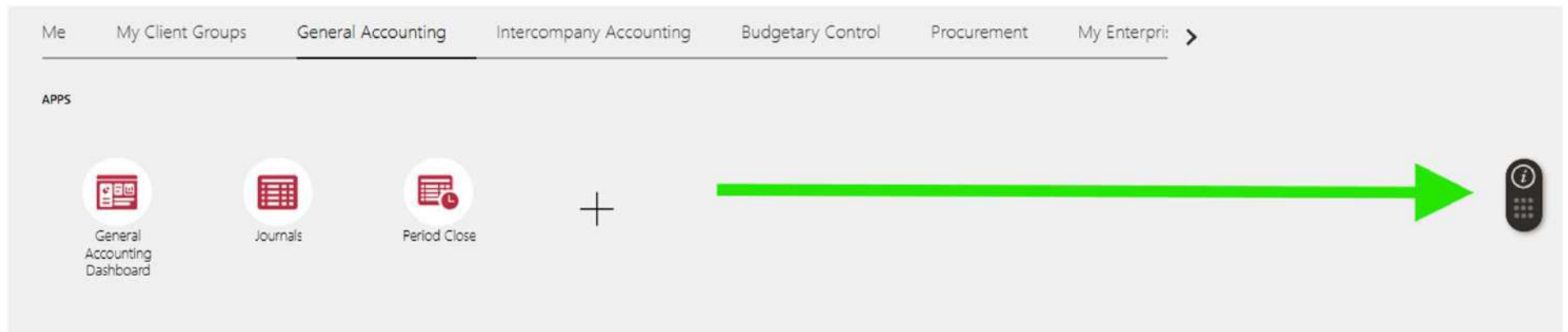


ORACLE GUIDED LEARNING - OGL

Payroll



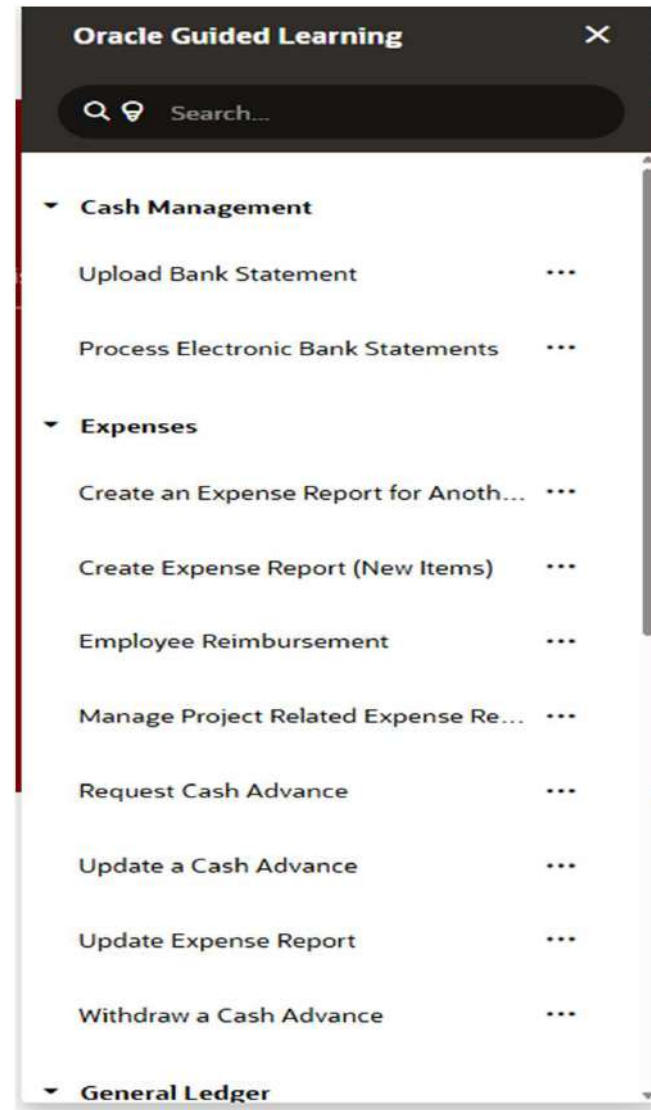
Oracle Guided Learning:



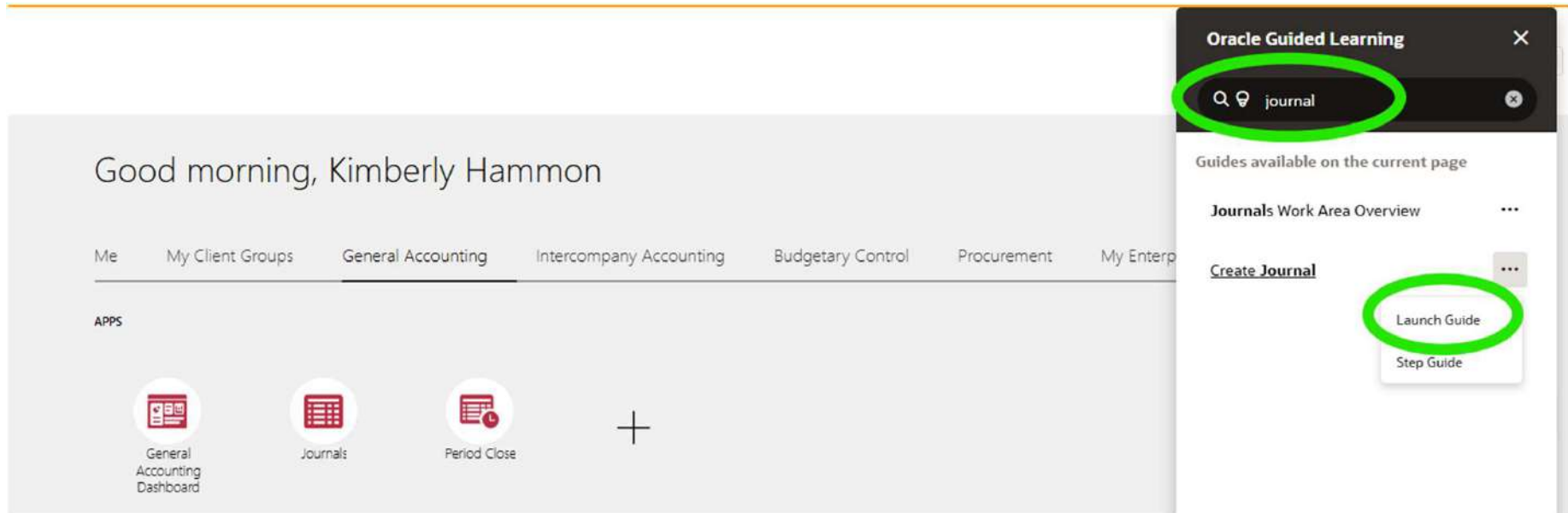
Oracle Guided Learning is a widget that will walk you through how you complete an action within Govs Suite.

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 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.

Create Journal

This guide provides instructions to create a new journal.

Note: Follow each step as instructed; otherwise the guide might stop. To start a guide over, return to the Home Page.


CloseNext


Good morning, Kimberly Hammon


Select **General Accounting Dashboard**.


Close

General AccountingIntercompany AccountingBudgetary ControlProcurementMy Enterprise >


General Accounting Dashboard


Journals


Period Close

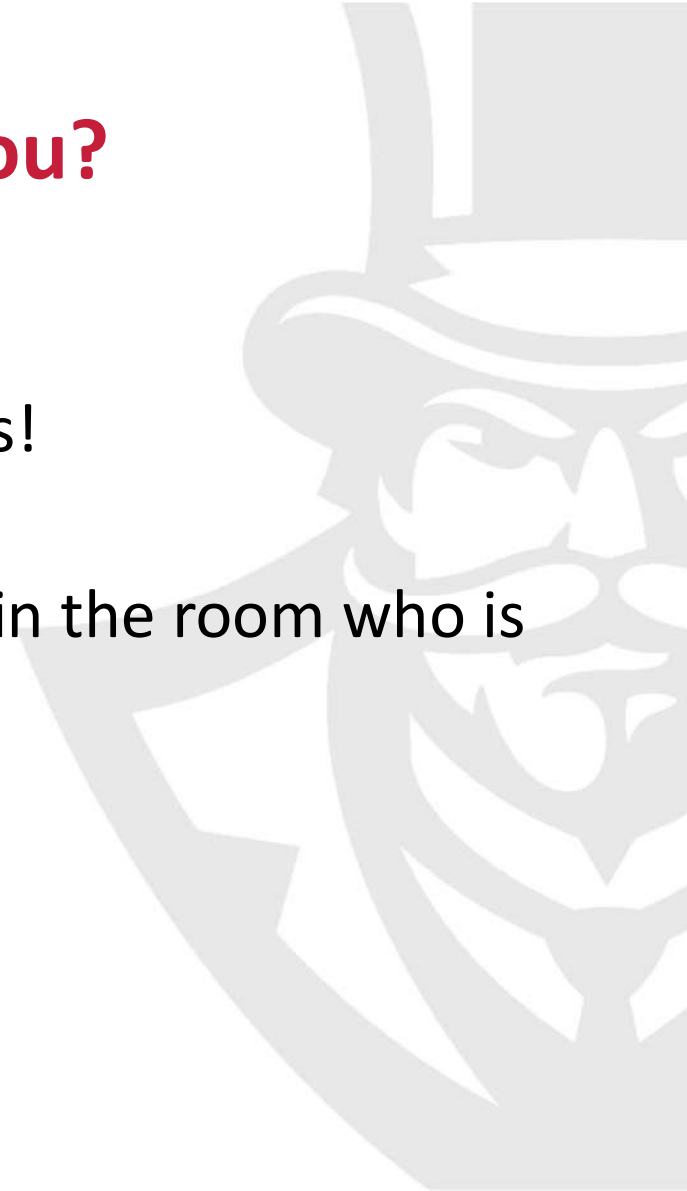


Selecting NEXT will take you to the first screen you need to start the action process.

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!
