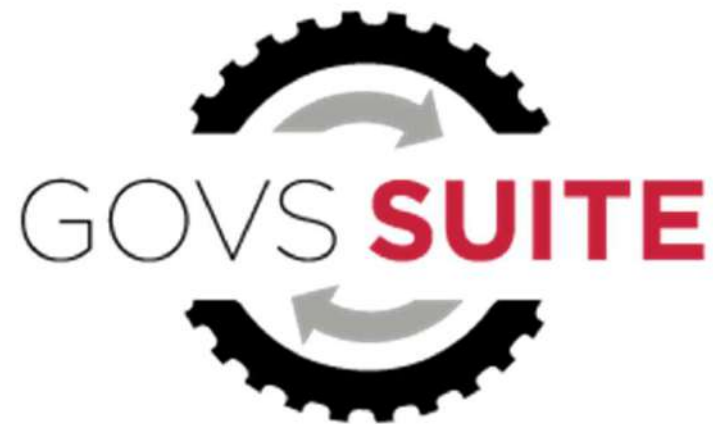


TIMESHEET TRAINING – STUDENTS & TEMPORARY WORKERS

GOVS SUITE - ORACLE

The Govs Suite Project



This Training:

- General Campus Student Workers
 - Federal Work Study
 - Temporary Help
- Not
- Graduate Assistant – GA
 - Resident Assistant – RA
 - Scholarship Student Worker



Today's Agenda

- Logging In - Dashboard
- Pay Date Update
- Submit & Approval Deadline Update
- Reporting & Submitting Time
- Requesting Time Changes
- Oracle Guided Learning
- Opportunity for Clarification



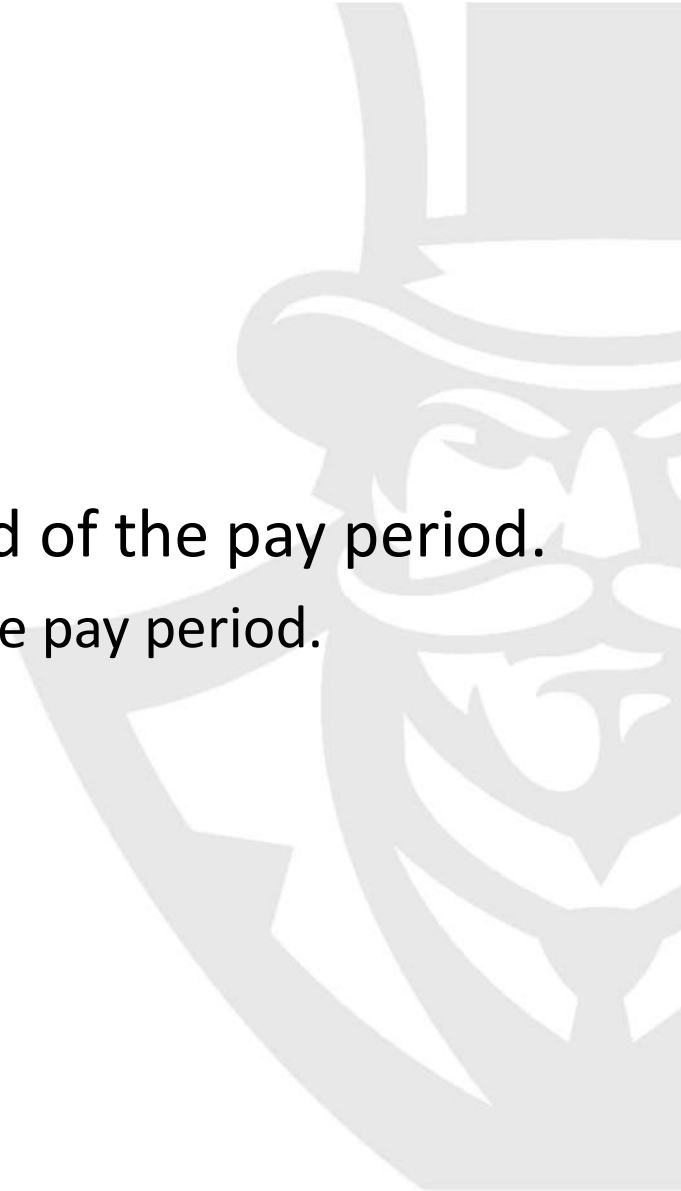


PAY DATE UPDATE

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



PAY 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				

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:

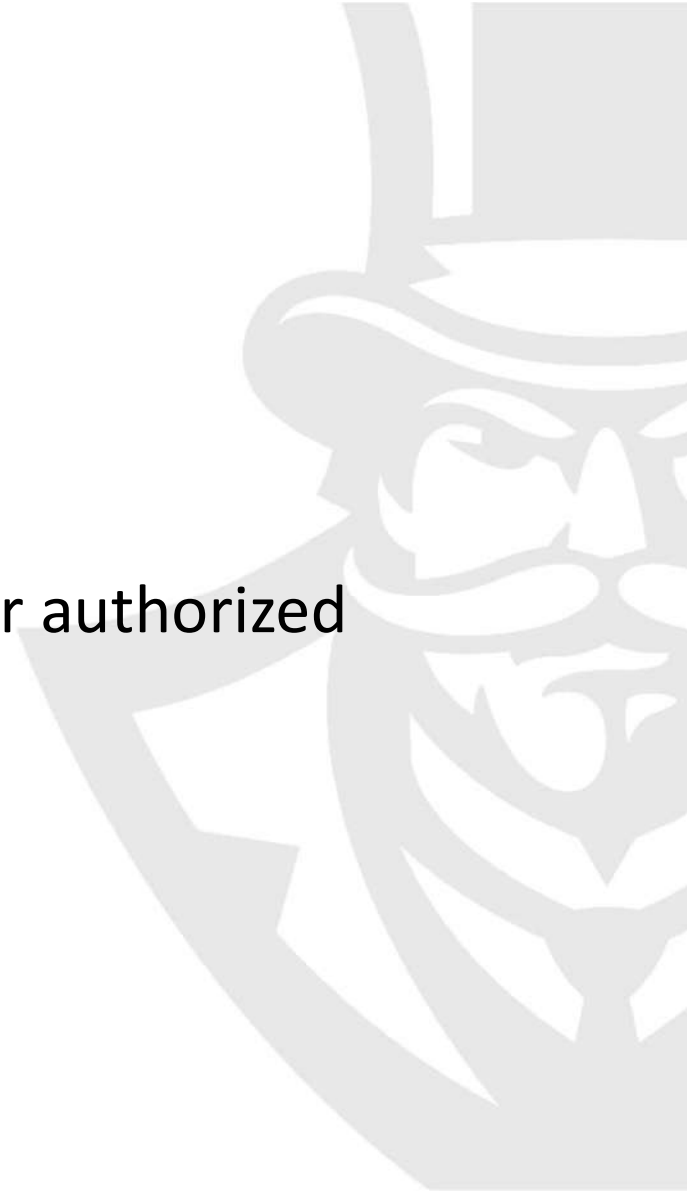
Payroll ID	Number	Pay Period Start Date	Pay Period End Date	Employee Submission Due - 11:59pm	Final Approval Due - 10:00am	Documents Due to HR	HR Entry Date - 10:00am	Check Date				
BW	17	7/27/2025	8/9/2025	8/11/2025	8/13/2025			8/22/2025				
BW	18	8/10/2025	8/23/2025	8/25/2025	8/27/2025			9/5/2025				
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				

LOGGING IN - DASHBOARD

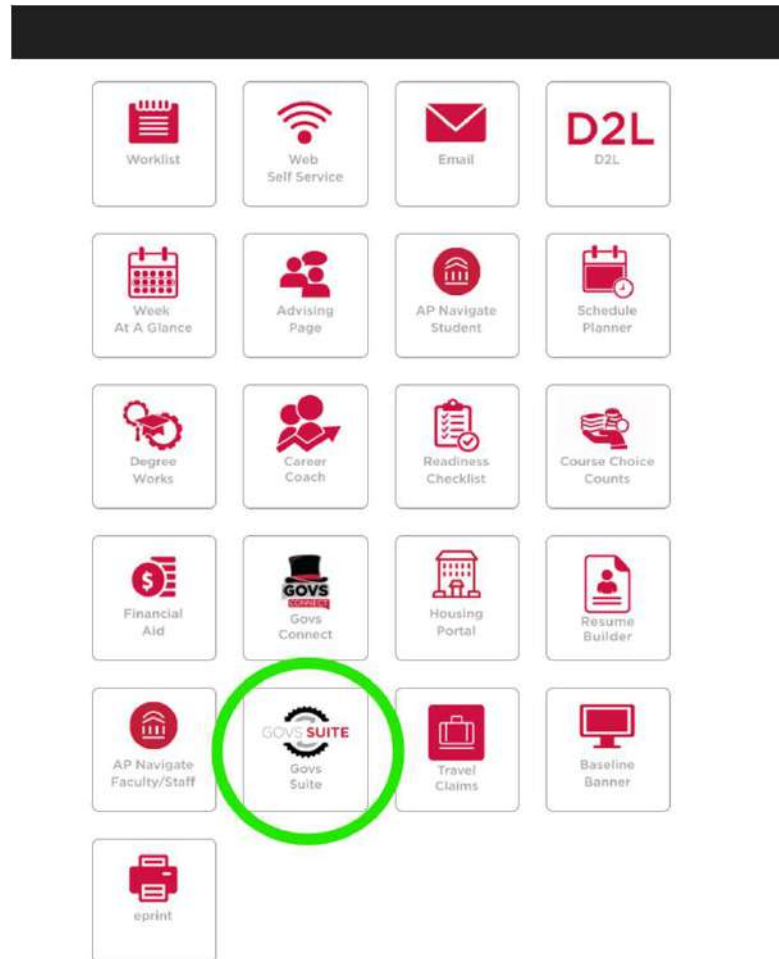
Payroll

Logging In:

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

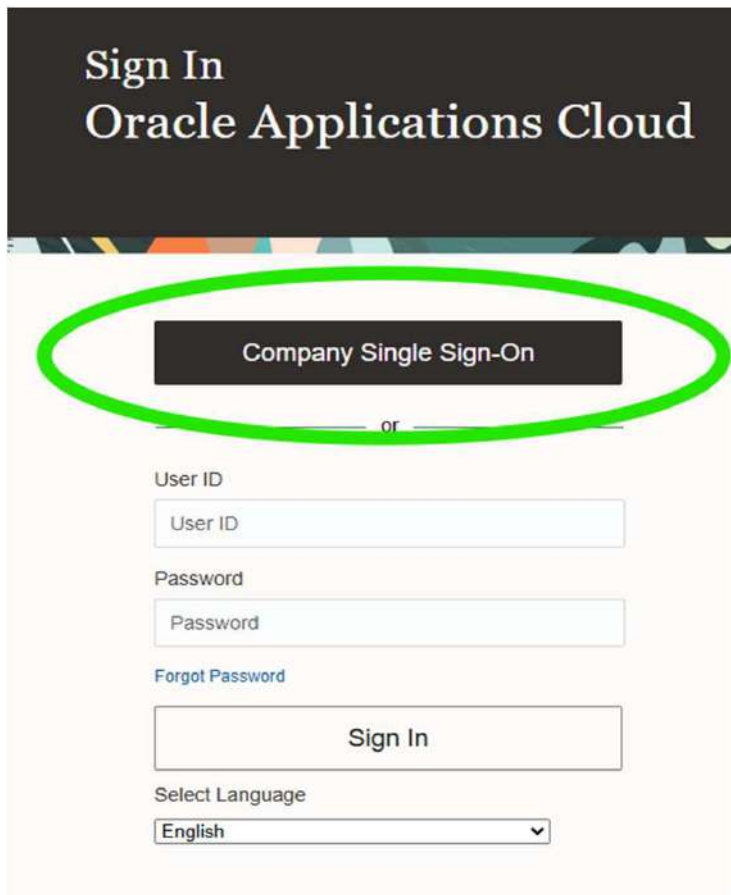


Logging In:



One Stop

Logging In:



Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID
User ID

Password
Password

[Forgot Password](#)

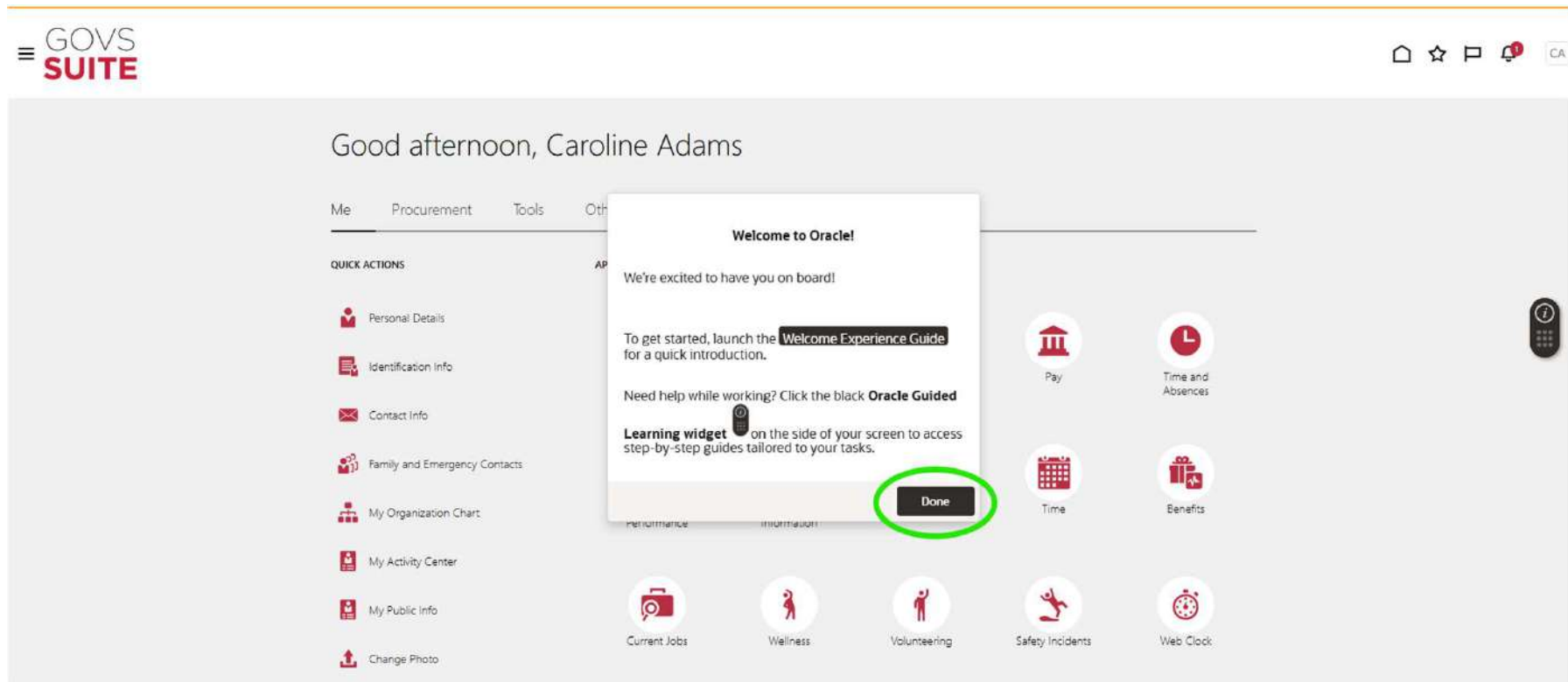
Sign In

Select Language
English

Do not use the User ID & Password fields.

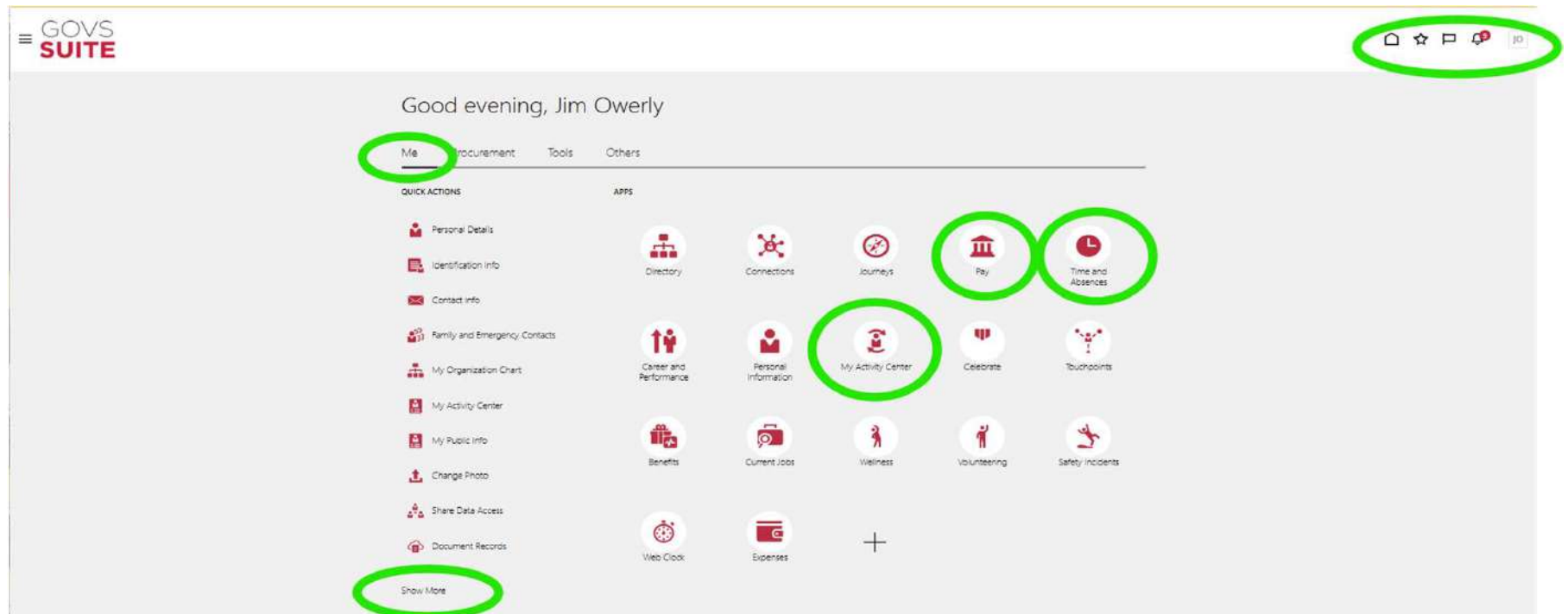
You can also create a bookmark to access your sign in faster.

Logging In:



Welcome Notice

Logging In:



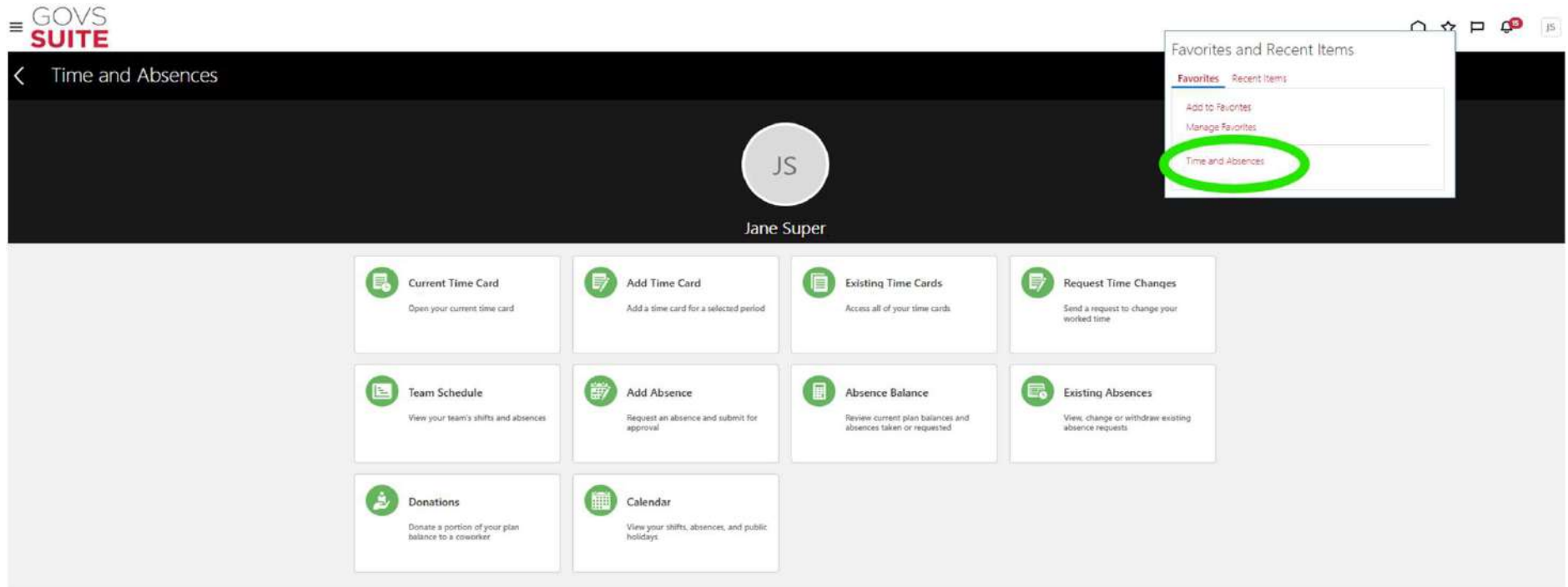
Dashboard

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.

Logging In:



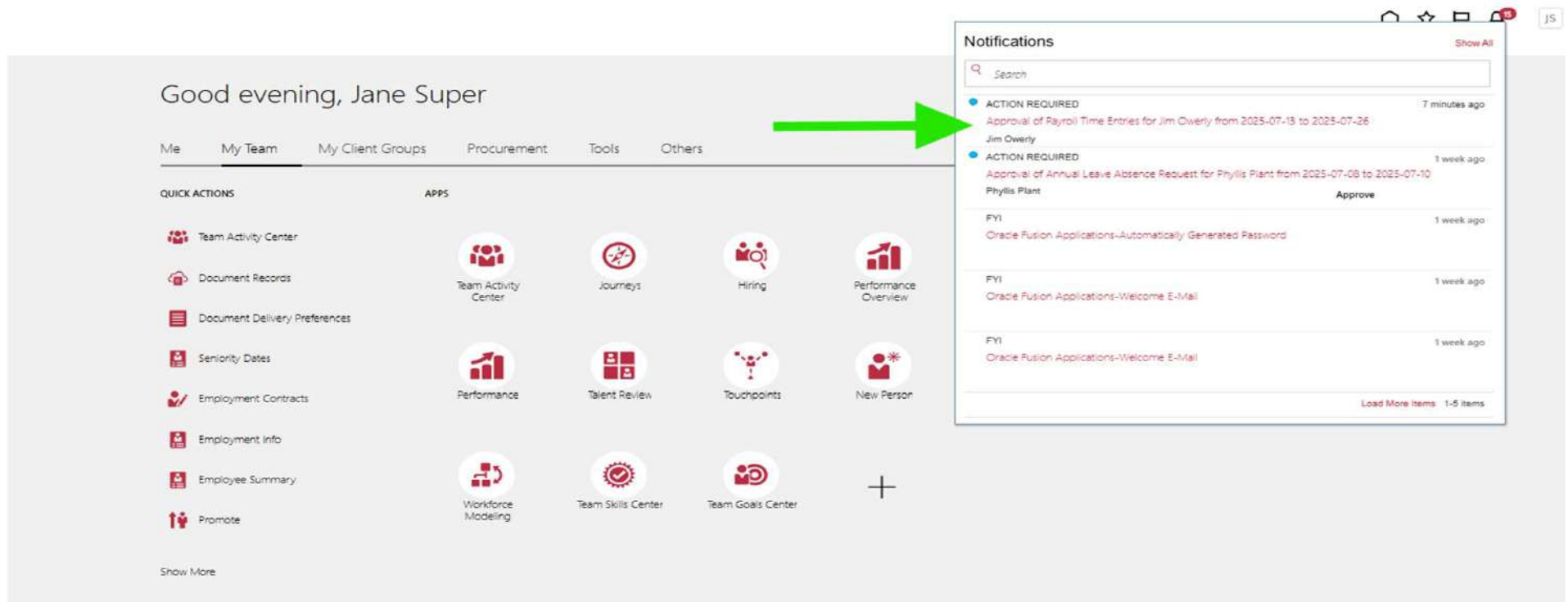
Dashboard

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.

Logging In:



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.

RECORDING TIME WORKED

Payroll



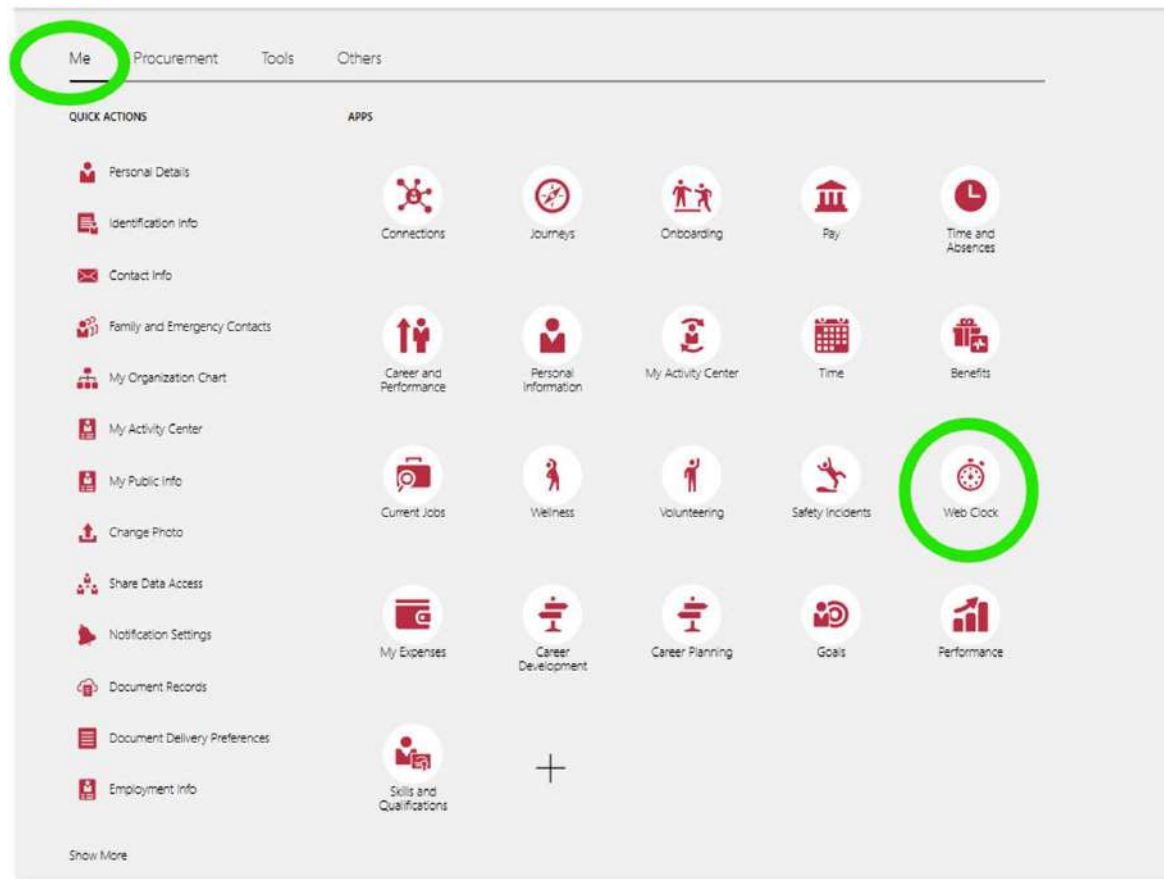
Recording Time Worked:

- Authorized location:
 - This will be a location your supervisor or department assigns you to execute your duties.
- Time Corrections:
 - We will go over this after we look at how to clock in/out and submit your timesheet.
 - You will be required to enter your time and corrections, not your supervisor.
 - Your user ID must be on all your entries.
- TN Department of Labor:
 - TN law requires a 30-minute unpaid/off the clock meal period for six or more hours worked.

Recording Time Worked:

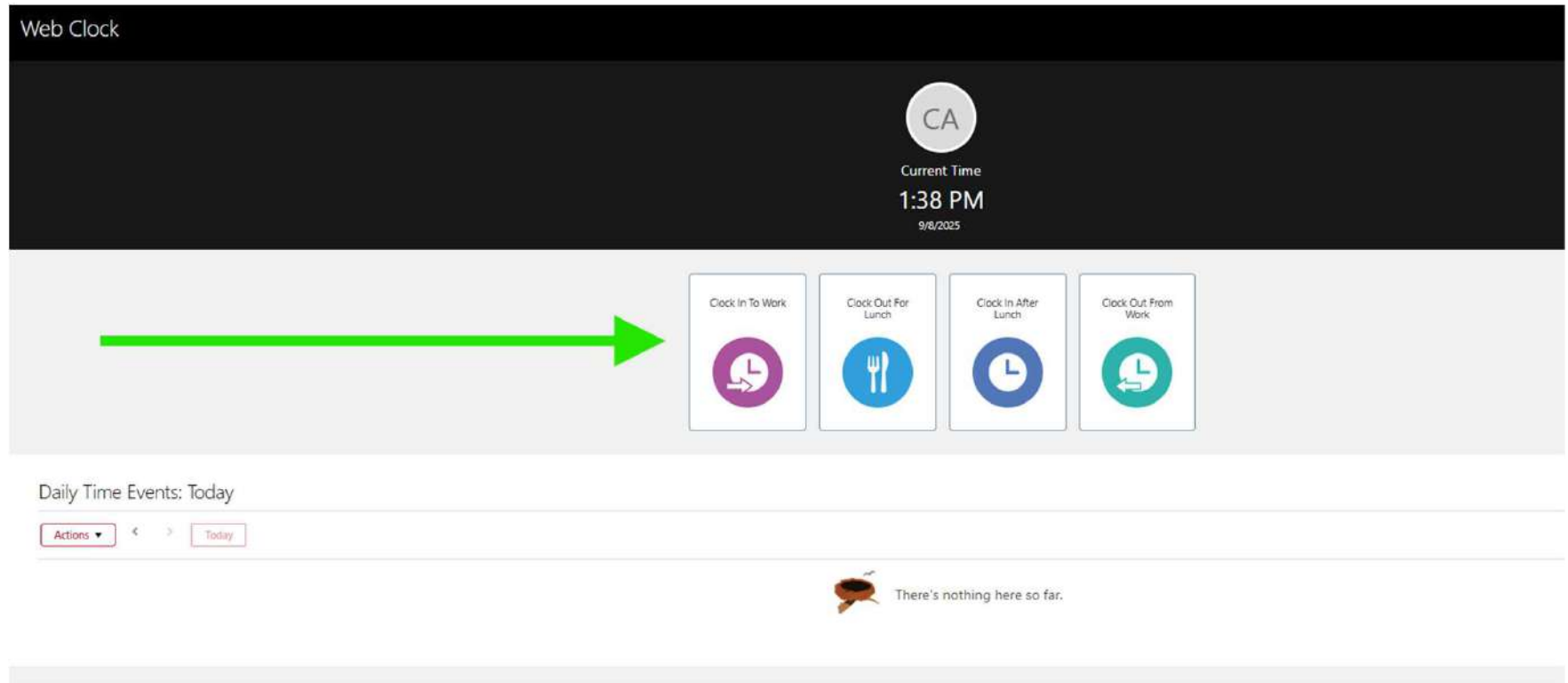
- Time for all Students and Temp positions will be recorded in Govs Suite via web clock.
- There will be a 7-minute window at each quarter hour.
 - Example: Clock in at 8:06am, will round back to 8:00am, clock out at 3:56, round to 4:00pm.
- You will be able to clock in & out anywhere on campus (or other authorized location) using your tablet, phone or a computer.
 - A pin will drop on the location of where you clocked in/out. This location must be on campus or other authorized location.
- Lunch Breaks : you will punch in and out for your lunch break.
- If an employee misses a punch 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:

Web Clock

CA

Current Time
1:55 PM
9/8/2025

Clock In To Work
1:54:04 PM

Clock Out For Lunch
Clock In After Lunch
Clock Out From Work


Clock In To Work

* Job

Submit Cancel

Daily Time Events: Today

Actions < > Today

 There's nothing here so far.

- Select your job from the drop down button.

Recording Time Worked:

Web Clock

CA

Current Time
1:45 PM
9/8/2025

Clock In To Work
1:44:48 PM

Clock Out For Lunch

Clock In After Lunch

Clock Out From Work

Clock In To Work

* Job

Attribute Value

Student Help

Daily Time Events: Today

Actions ▼ < > Today

There's nothing here so far.

- 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:

- Job –
Verify you
selected
the
correct
position if
you have
more than
one.
- Submit

Web Clock

CA

Current Time
2:00 PM
9/8/2025

Clock In To Work
1:54:04 PM

Clock Out For Lunch

Clock In After Lunch

Clock Out From Work

Clock In To Work

* Job Student Help

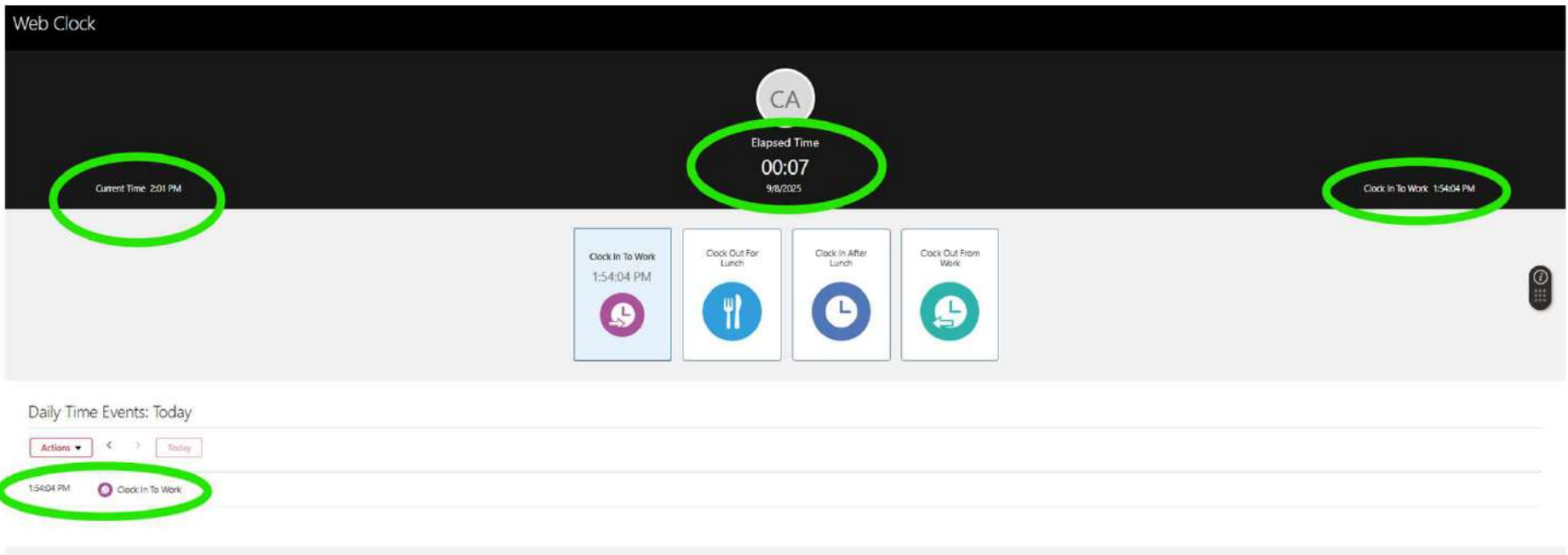
Submit Cancel

Daily Time Events: Today

Actions < > Today

There's nothing here so far.

Recording Time Worked:



- Counter will begin
- You can see when you clocked in.
- You can also see the current time.

Recording Time Worked:

Web Clock

CA

Current Time
2:03 PM
9/8/2025

Clock Out From Work: 2:03:05 PM

Clock In To Work

Clock Out For Lunch

Clock In After Lunch

Clock Out From Work
2:03:05 PM

Daily Time Events: Today

Actions ▾ < > Today

1:54:04 PM Clock In To Work

2:03:05 PM Clock Out From Work

- You can see a list of your day transactions.
- You can select Action drop down to access Request Time Change – We will talk about this shortly.
 - If you do not work long enough to take a lunch you will clock out with Clock Out From Work.

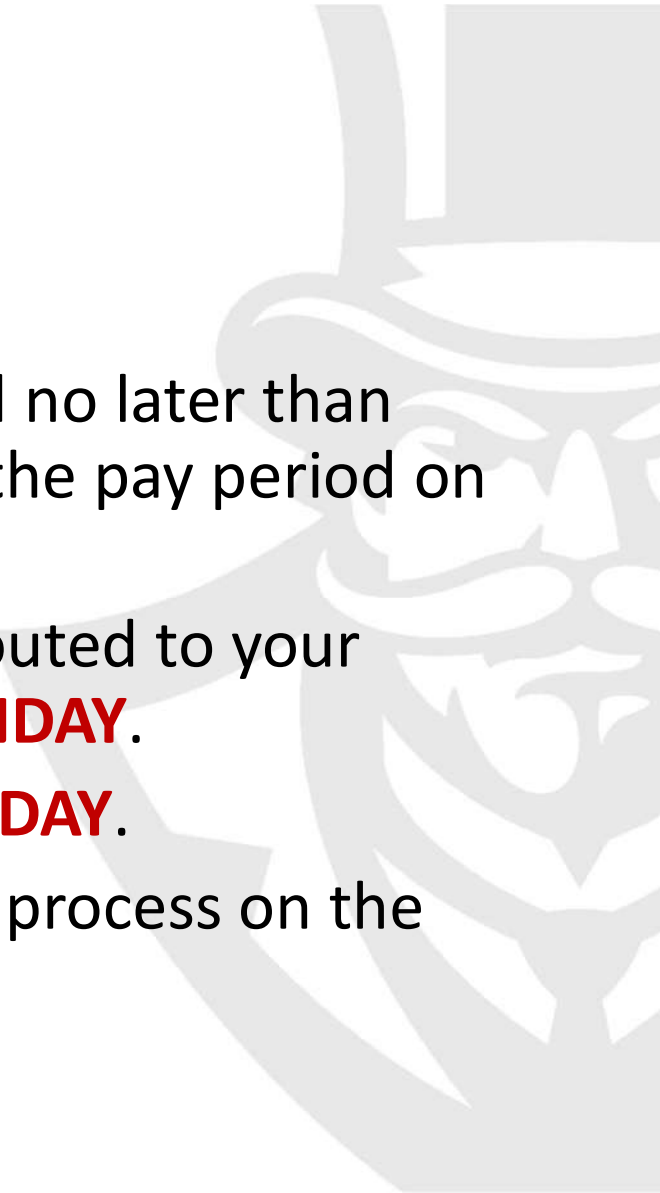
SUBMITTING YOUR TIMECARD

Payroll

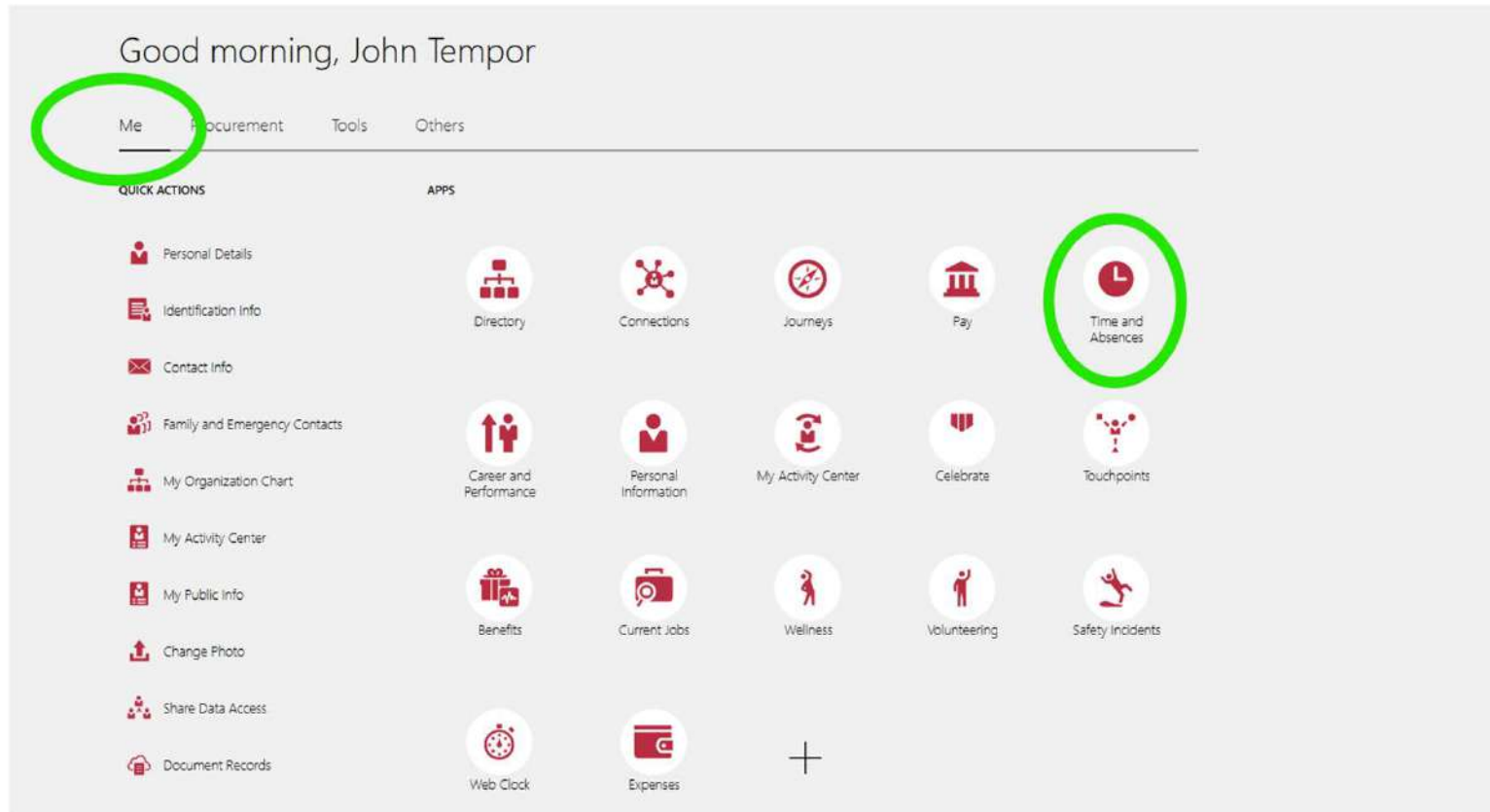


Submitting your Timecard:

- 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.

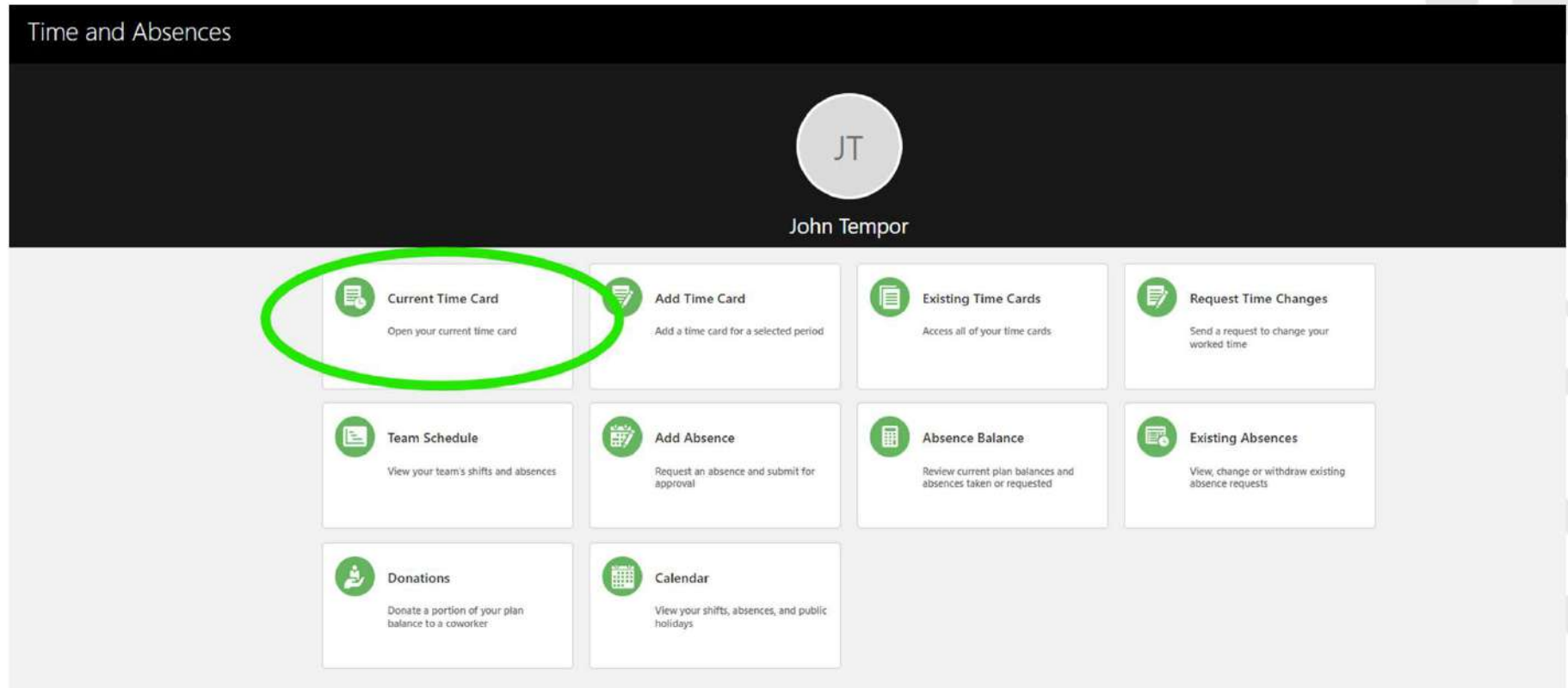


Submitting your Timecard:



- Me
- Time and Absence

Submitting your Timecard:



- Select Current Time Card
 - Note** Time card will be available on the first day of the pay period.
 - If you need to review a prior time card you will use Existing Time Cards

Submitting your Timecard:

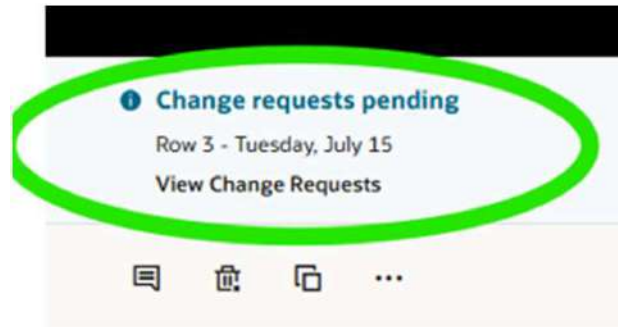
CA Time Card Entered
Caroline Adams
Person Number 835897 Time Card Period 9/7/2025 to 9/20/2025

View Time Totals View Calculated Time View Absence/Paid Balances

9/7/2025 - 9/20/2025		Sun.Sep 07			Mon.Sep 08			Tue.Sep 09			Wed.Sep 10			Thu.Sep 11			Fri.Sep 12			Sat.Sep 13			Totals	
Scheduled Hours		Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity		
Job *	Hours Type *																							
Student Help	Worked Hours				2:00 PM	6:00 PM	4				2:00 PM	4:38 PM	2.63	1:48 PM	4:22 PM	2.57							15.07 hours	
																							0 hours	
																							0 hours	
																							0 hours	
																							0 hours	
Total Hours				0 hours			4 hours						0 hours			2.63 hours			2.57 hours			0 hours	0 hours	

- You should see all your punches.
 - If you do not, you will need to request a time change.
- Verify all dates have correct daily total.
- Verify all Jobs selected and Hours Types are correct.
- Verify number of hours for the full period are correct.

Submitting your Timecard:



If you have submitted a time change request & the approval is still pending, you will see this message. Contact your supervisor to approve this time change before you submit your timesheet.

Submitting your Timecard:



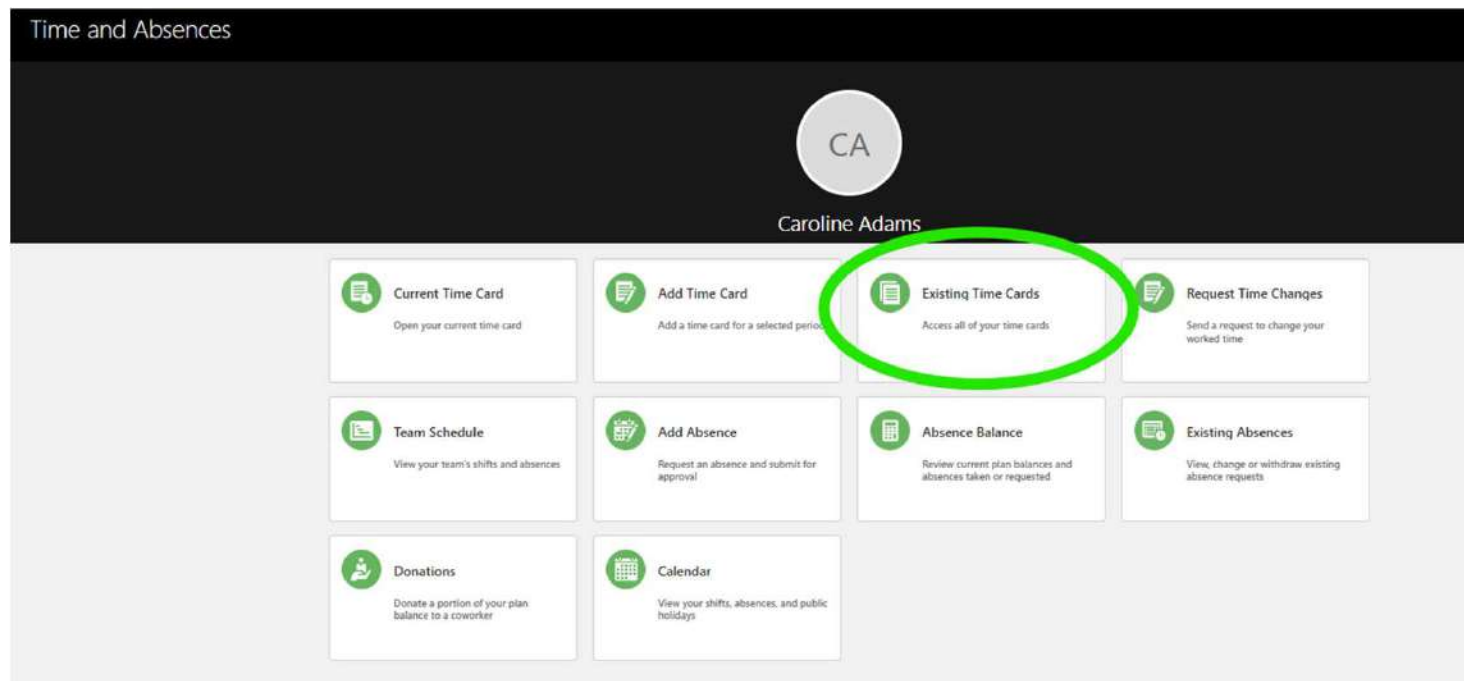
CA Time Card Entered
Caroline Adams
Person Number 835897 Time Card Period 9/9/2025 to 9/20/2025

View Time Totals View Calculated Time View Absence Plan Balances

9/7/2025 - 9/20/2025		Sun.Sep 07			Mon.Sep 08			Tue.Sep 09			Wed.Sep 10			Thu.Sep 11			Fri.Sep 12			Sat.Sep 13			
Scheduled Hours				0			7.5			7.5			7.5			7.5			7.5			0	Totals
Job *	Hours Type *	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	
1 Student Help	Worked Hours				2:00 PM	6:00 PM	4				2:00 PM	4:38 PM	2.63	1:48 PM	4:22 PM	2.57							15.07 hour
2																							0 hour
3																							0 hour
4																							0 hour
5																							0 hour
Total Hours		0 hours			4 hours			0 hours			2.63 hours			2.57 hours			0 hours			0 hours			

- Select the 3 dots next to Save & Close
 - Submit
- Once submitted the timesheet will go to your Supervisor for approval.

Submitting your Timecard:



- If you are submitting your timecard after the end of the pay period you will need to go in Existing Time Cards to find your

Submitting your Timecard:

CA Existing Time Cards
Caroline Adams

Search by status

Time Period

Period Start...	Period End...	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Actions
9/7/2025	9/20/2025	Submitted	15.07	75		15.07	9/8/2025		...
6/1/2025	6/14/2025	Approved	22.4	75		22.4	8/18/2025		...

- You will be able to see the status of all your timecards
- Select the timecard for the period you need to submit by clicking on the blue period start date.

REQUESTING A TIME CHANGE

Payroll



Requesting a Time Change:

Reasons to request a time change

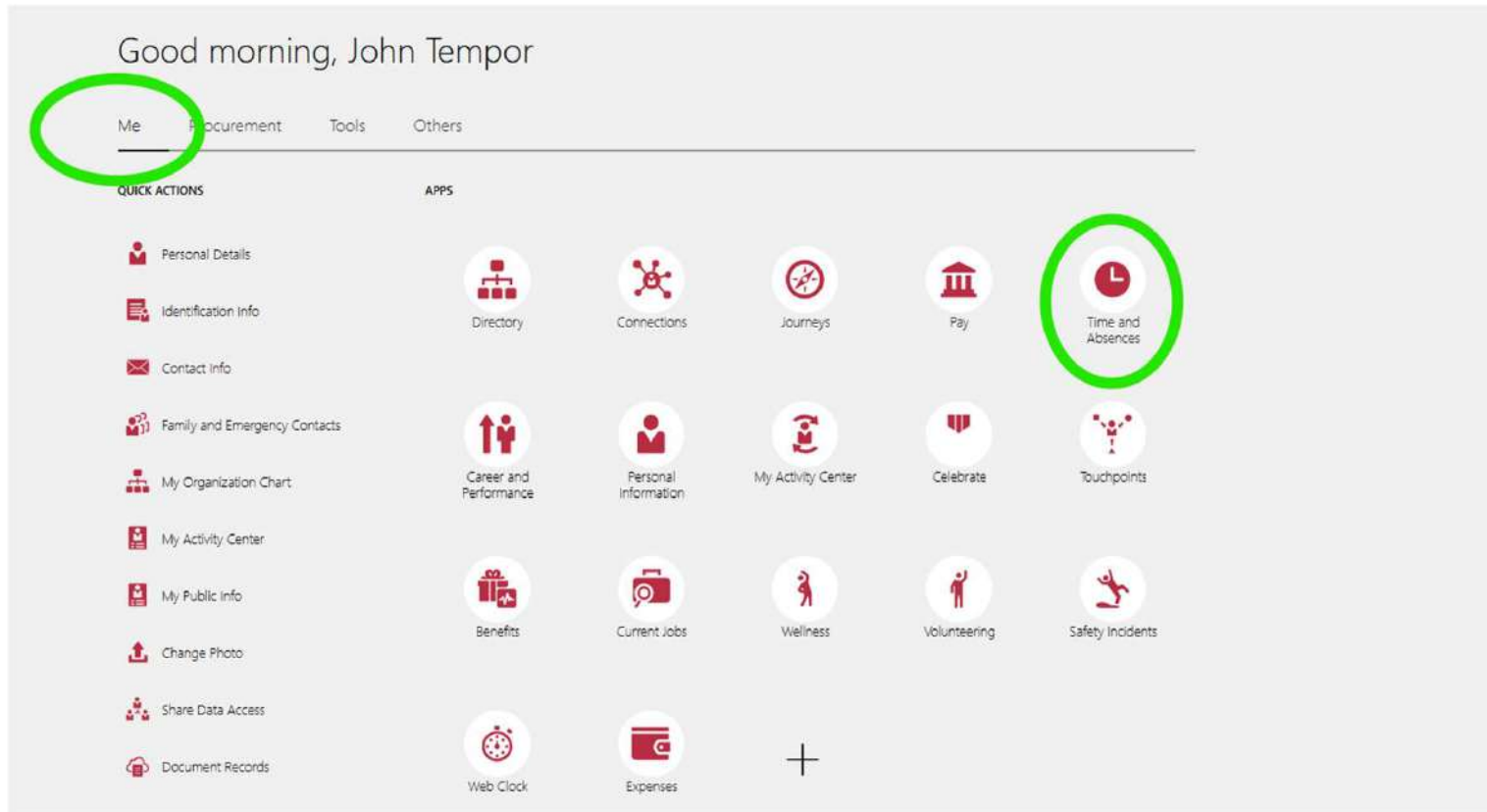
1. You forgot to record time on a prior period – no time recorded at all
2. You need to correct a time – recorded time but need to fix it

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.

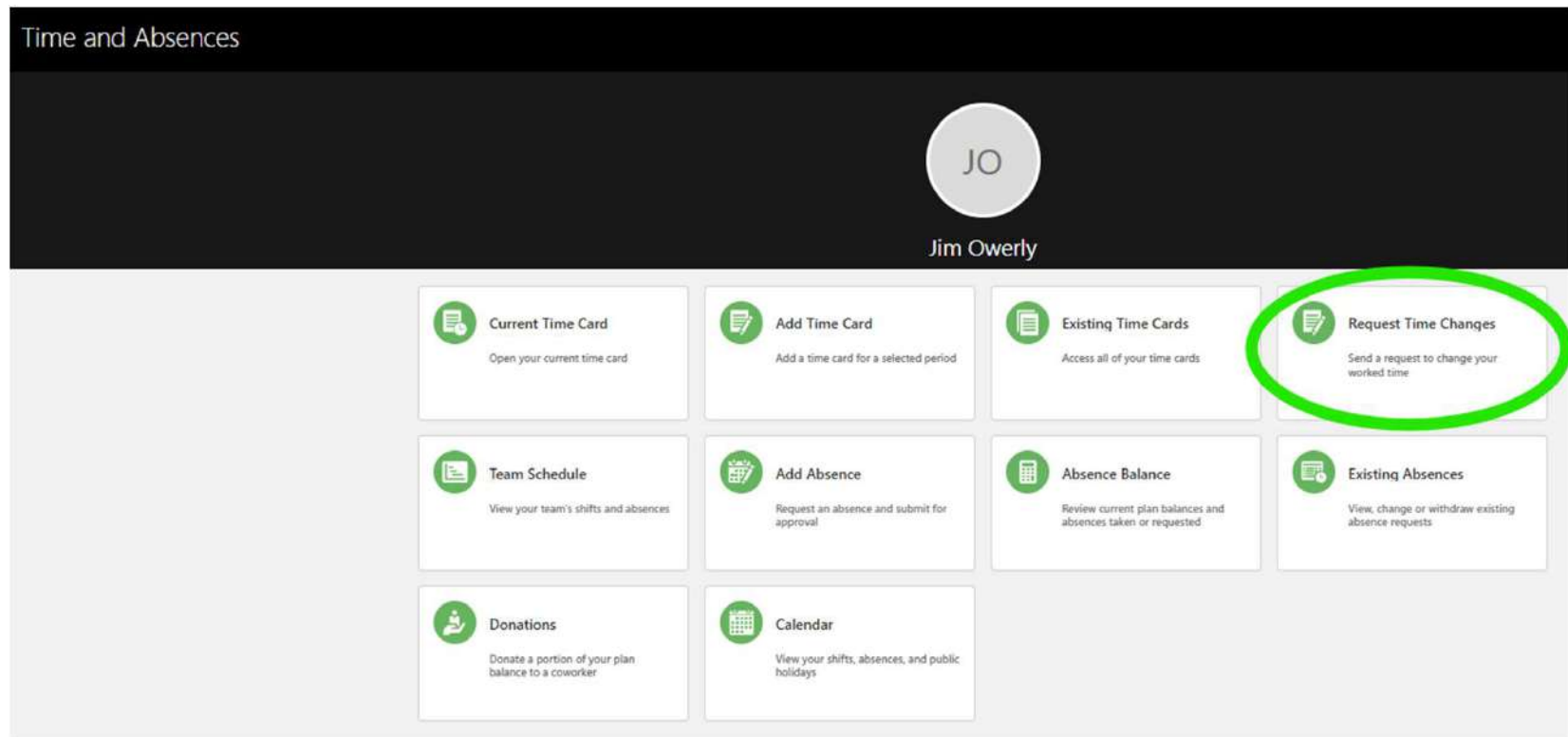
Adjustments will be subject to Supervisor approval.

Requesting a Time Change:



- Me
- Time & Absence

Requesting a Time Change:



Requesting a Time Change:

No time previously reported – Missed timecard

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 form titled "Request Time Changes" for user "CA Caroline Adams". At the top right are "Cancel" and "Submit" buttons. The form includes a "Date" field set to "9/5/2025". Below this is a "Time entries" section with an "+ Add" button. The first entry has "Start Time" set to "8:00 AM", "Stop Time" set to "11:00 AM", and an empty "Quantity" field. Below these are two dropdown menus: "Business Day" set to "Student Help" and "Hours Type" set to "Worked Hours". At the bottom of the entry is a "Comments" field containing the text "Forgot to clock in and out.". At the bottom right of the form are "Cancel" and "Save" buttons.

- Enter your Start & Stop time.
 - Quantity will automatically calculate.
- Select the job you are making changes to.
- **Comments** – Tell your Supervisor why you are entering a time change.
- Save

Requesting a Time Change:

The screenshot shows a web interface for requesting time changes. At the top, a black header bar contains the text 'CA Request Time Changes' and 'Caroline Adams' on the left, and 'Cancel' and 'Submit' buttons on the right. Below the header, a date selector shows 'Date 9/5/2025' with a calendar icon. Under the 'Time entries' section, there is a '+ Add' button. A table displays a single entry: 'Worked Hours' in a green box, followed by '8:00 AM - 11:00 AM' in a green box, and a 'New' button with an edit icon. The 'Time events' section at the bottom states 'We couldn't find any events for this date.'

- Verify your date.
- Verify your Start & Stop time.
- Submit
- Your request will be routed to your supervisor for approval.
- Once approved you will see the change in your timesheet.

Requesting a Time Change:

Correcting previously reported time.

The screenshot shows a web form titled "Request Time Changes" for user "CA Caroline Adams". At the top right are "Cancel" and "Submit" buttons. A date selector shows "Date 9/10/2025". Below this is a "Time entries" section with an "+ Add" button. A table displays a single entry: "Worked Hours" with a time range of "2:00 PM - 4:38 PM" and a pencil icon for editing. Below the table is a "Time events" section with the message "We couldn't find any events for this date."

Time entries	
Worked Hours	2:00 PM - 4:38 PM

- Locate the date you need to adjust
- You should see your clock in/out times
- Select the Pencil

Requesting a Time Change:

CA Request Time Changes
Caroline Adams

Cancel Submit

Date
9/10/2025

Time entries

+ Add

Start Time
1:00 PM

Stop Time
4:38 PM

Quantity

Job
Student Help

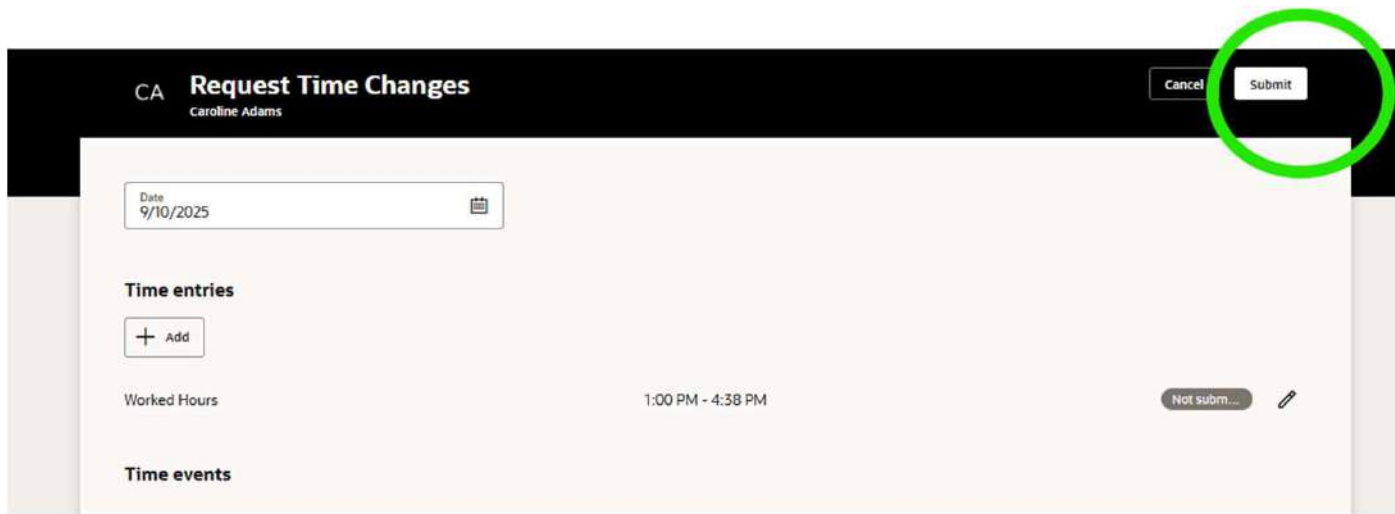
Hours Type
Worked Hours

Comments
Forgot to clock in when I got here.

Cancel Delete Save

- Make the applicable changes to your time.
- Enter your comments to let your Supervisor know why you are entering a time change.
- **Comments** – Tell your Supervisor why you are entering a time change.
- Save

Requesting a Time Change:



CA Request Time Changes
Caroline Adams

Date
9/10/2025

Time entries

+ Add

Worked Hours 1:00 PM - 4:38 PM

Time events

Not subm...

Cancel Submit

- Verify your changes.
- Submit
- Your request will go to your Supervisor for approval.
- Once the request is approved you will be able to view it on your timesheet.
 - You will also receive a notification in your bell.




ORACLE GUIDED LEARNING - OGL

Payroll

Oracle Guided Learning:

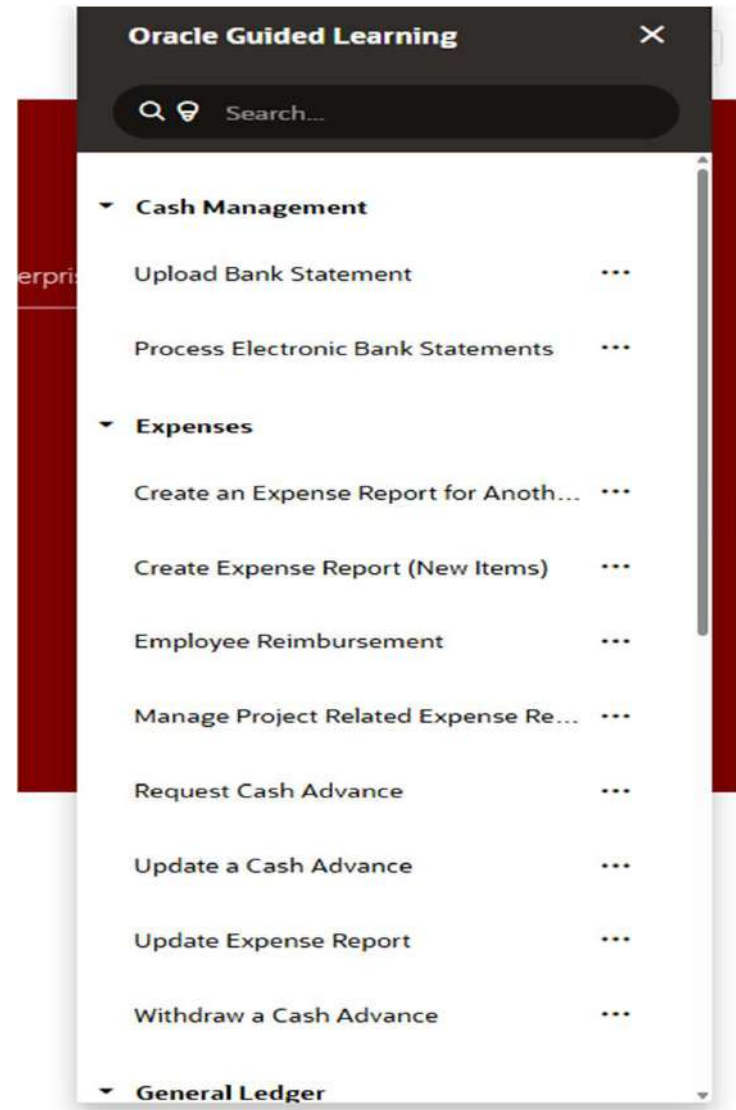
9/7/2025 - 9/20/2025		Sun.Sep 07			Mon.Sep 08			Tue.Sep 09			Wed.Sep 10			Thu.Sep 11			Fri.Sep 12			Sat.Sep 13			\$
Scheduled Hours		0			7.5			7.5			7.5			7.5			7.5			0			\$
Job *	Hours Type *	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	\$
1 Student Help	Worked Hours				2:00 PM	6:00 PM	4							1:48 PM	4:22 PM	2.57							12.44 hours
2 Student Help	Worked Hours										2:00 PM	4:38 PM	2.65										2.65 hours
3																							0 hours
4																							0 hours
5																							0 hours
Total Hours		0 hours			4 hours			0 hours			2.65 hours			2.57 hours			0 hours			0 hours			



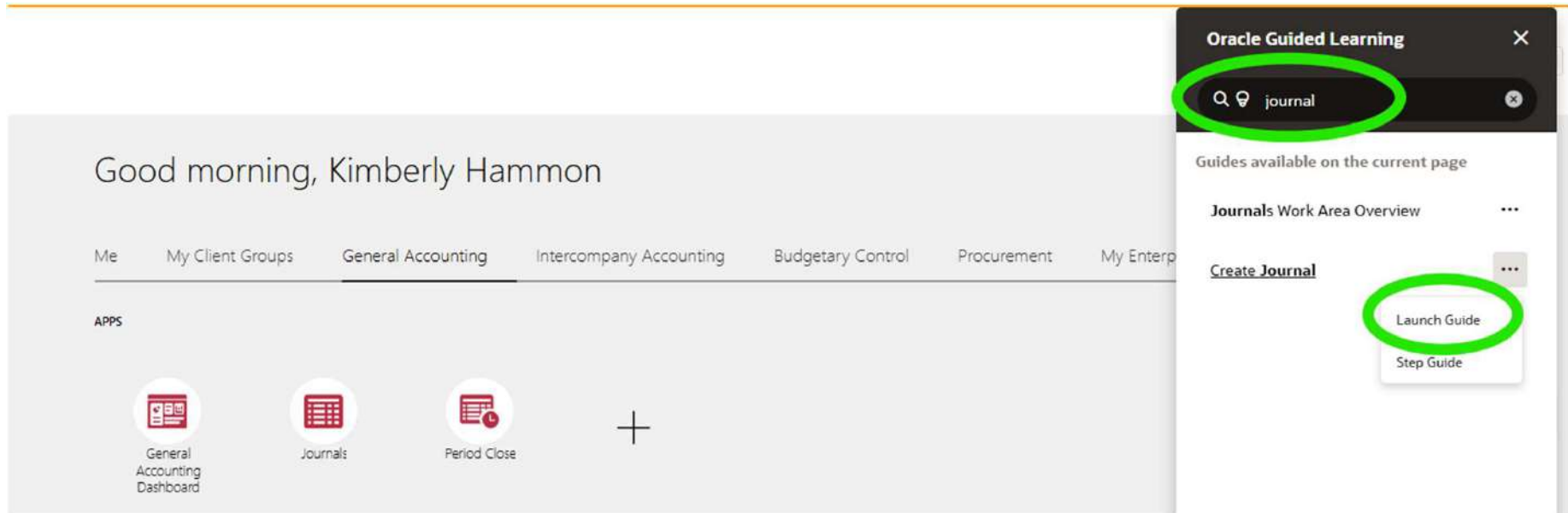
Oracle Guided Learning is a widget that will walk you through how you complete an action within Govs Suite.

Oracle Guided Learning:

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



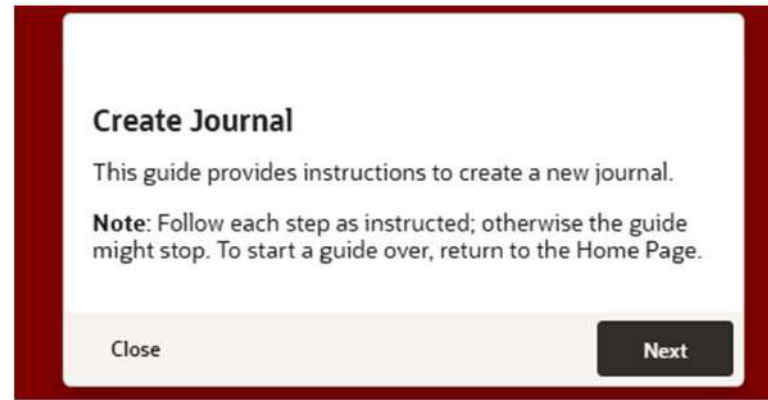
Oracle Guided Learning:



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

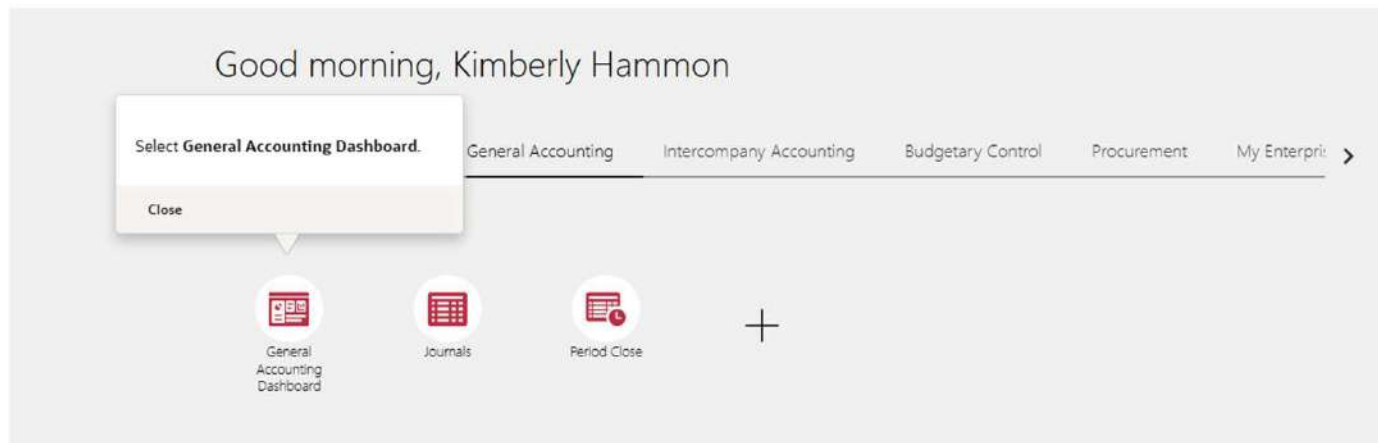
Oracle Guided Learning:

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.



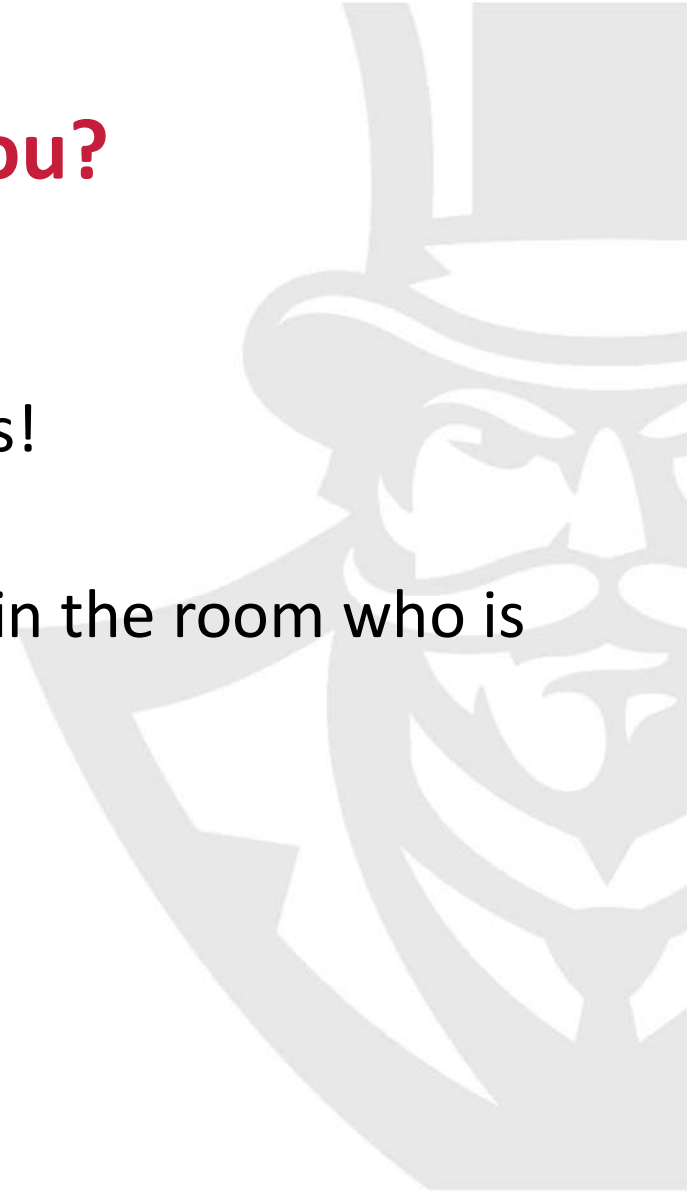
Selecting NEXT will take you to the first screen you need to start the action process.

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!
