# data sheet  ORACLE TIME & LABOR 11i

*Oracle® Time & Labor is an enterprise-wide time management application that efficiently automates time and attendance record keeping for an ever-changing work force. Oracle Time & Labor is part of Oracle's Human Resources Management System (HRMS), a key component of the Oracle E-Business Suite, which is designed to optimize your workforce.*

## Complete, Automated Time Management Solution

Oracle Time & Labor is an intuitive web-enabled timecard solution that allows you to reduce costs associated with time and attendance record keeping by completely automating time record keeping. It can help your global organization control costs and time worked, consolidate timecard information and adhere to organizational time management rules. For your employees, it offers a simplified way to submit, review, track and approve timecards.

Employees can submit timecards, and supervisors, managers and/or administrators can review the approval status on the web. Timecards can be approved automatically or routed for approval using Oracle Workflow. Oracle Workflow is a complete workflow management system that enables routing information of any type according to user-defined business rules.

Oracle Time & Labor can be integrated to share time and attendance information with Oracle and non-Oracle applications; Oracle Time & Labor is integrated with Oracle Human Resources (HR), Oracle Internet Expenses, Oracle Project Resource Management, Oracle Payroll and Oracle Projects. Furthermore, Oracle Time & Labor has a time store that is a centralized repository for time and time-related data. The time store is the single "source of truth" for time entry information that can be used by multiple applications.



**End User View: Time entered via a web browser**

**Enter Your Time Anytime, Anywhere**

Oracle Time & Labor provides a configurable, web-based time-entry application to fit your organization's time recording requirements. Employees can enter exception or hourly-based time for a given period based on your business rules. The time records, submitted by your employees, are updated to the time store. Remote users can also download a timecard template (i.e., as a Microsoft Excel spreadsheet), enter hours while disconnected from the network, and then upload this data when they are online. Oracle Time & Labor also has functionality to let users enter time information with the use of a mobile phone or a Personal Digital Assistant (PDA) device.

**Make Time Entry Easy with Templates**

You can create a timecard template and can use it from period to period, modifying only the information that has changed. With the template functionality, you have the capability to automatically generate a timecard from your work schedule, from the last timecard you created, or from a schedule stored in Oracle Projects Resource Management. You can define templates for yourself or a group and make them public or privately available.

Your employees can revise unsubmitted and rejected timecards as often as necessary. Once your timecard is completed and submitted, the transactions are validated and routed for approval.

**Configurable Validations and Approvals**

Your employees can configure their own user preferences in order to:

- Establish their default overriding approver
- Set an alternative work week (e.g., Tuesday-Monday)
- Create templates for commonly used hours types (i.e., regular, shift, holiday), projects, tasks and expenditure types
- Use Alternate Names functionality to rename hours types for self-service and to display only the appropriate time related elements for each individual or group on the respective timecard.

**Search Timecard History**

You can view summary information for your own timecards or the timecards that you approve. You can then drill down to the following details for each timecard:

- Summary of hours by hours type
- Summary of hours by day, with daily totals and totals by expenditure type
- Summary of hours by project, task, and expenditure type
- Details for each item, including optional comment and additional information.

An advanced search is also available for refined selection criteria.  For example, the user can employ the advanced search for timecards with greater than a certain number of hours. The Timecard Search Window also allows you to check timecard status and details.  It allows you to create a new timecard by copying one from a previous submission.

**Streamline the Approval Process**

### Define the Critical Path for Approvals

With Oracle Time & Labor, you can establish the critical path for approvals to streamline the overall approval process. For example, your organization requires the Project team and Human Resources (HR) to approve all employees' timecards first, followed by approval from the Payroll department. With Oracle Time & Labor, you can make the timecards available to HR and the Projects team at the same time (i.e, the approval from these two departments can happen "in parallel"). You can then set timecard approval from Payroll dependent on the approval from HR and the Project team.

### Approvals via Workflow

Based on your organization's business rules, timecards can be approved automatically or can be routed for approval via Oracle Workflow. Oracle Time & Labor can be configured to establish one of the following approval processes:

- Manager/Supervisor approval
- Auto approval
- Designated Person approval
- Immediate Overriding approver
- Formula-Based Routing for approval
- Designated workflow for approval

Standard workflow functionality allows you, as the employee or approver, to monitor the timecard's progress in the approval process. The timecard preparer receives notification once the timecard is approved or rejected. After submitting a timecard, you can check the status in the Recent Timecards Window.

### Mass Approvals

Timecards can be approved in batches via the Mass Approval page.  An approver can view premium, regular and non-worked hours at a glance. The approver can reject, approve or skip a timecard or group of timecards.

## Approval

### Search

Mode ▢

From ▢ 📅 To ▢ 📅 (Go)

Person ▢ ✎

▶ Show Advanced Search Criteria

### Search Result

Select the desired option to Approve, Reject or Skip Timecards requiring an action. Approvals may be displayed on more than 1 page. To view additional pages, click Next or Previous. Timecards that have been viewed will display an Approved status. Timecards existing on other pages not viewed will exist in a Skipped status.

◎ Previous 1-5 of 5 ▾ Next ◎

| Employee Name | Role | Period Starting | Period Ending | Status | Total Hours | Premium Hours | Non Worked Hours | Approver | Comment | Details | Action |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Tiomkin, Mr. Dimitri | Oracle Human Resources | 03-Mar-2002 | 09-Mar-2002 | Submitted | 46 | 0 | 0 | Lyons, Mr. Ebony | | 📄 | Approve ▾ |
| Tiomkin, Mr. Dimitri | Oracle Human Resources | 10-Mar-2002 | 16-Mar-2002 | Submitted | 38 | 0 | 0 | Lyons, Mr. Ebony | | 📄 | Approve ▾ |
| Kerr, Ms. Buffy | Oracle Payroll | 10-Mar-2002 | 16-Mar-2002 | Submitted | 118 | 0 | 0 | Lyons, Mr. Ebony | | 📄 | Approve ▾ |
| Kerr, Ms. Buffy | Oracle Payroll | 17-Mar-2002 | 23-Mar-2002 | Submitted | 85 | 0 | 0 | Lyons, Mr. Ebony | | 📄 | Approve ▾ |
| Kerr, Ms. Buffy | Oracle Human Resources | 17-Mar-2002 | 23-Mar-2002 | Submitted | 85 | 0 | 0 | Lyons, Mr. Ebony | | 📄 | Approve ▾ |

**Streamlining the Approvals Process with the Mass Approvals Page**

**Configurable Business Message**

You can configure Oracle Time & Labor to display a business message in the Final Review, Timecard Details, and Approver Review windows. For example, you can implement this feature to display billable percentage for the timecard.

### Retro time entry process

Occasionally, time data needs to be changed retroactively. Oracle Time & Labor delivers a retro-time entry process to manage these instances. Based on business rules, you can determine whether this retroactive change will affect other business applications such as Oracle Projects, Oracle HR, Oracle Payroll or third party applications.

### Multiple Organization Support

You can establish rules for charging time between departments or operating units. In addition, you can create a distinct timecard responsibility for each operating unit and assign it only to employees in that operating unit.

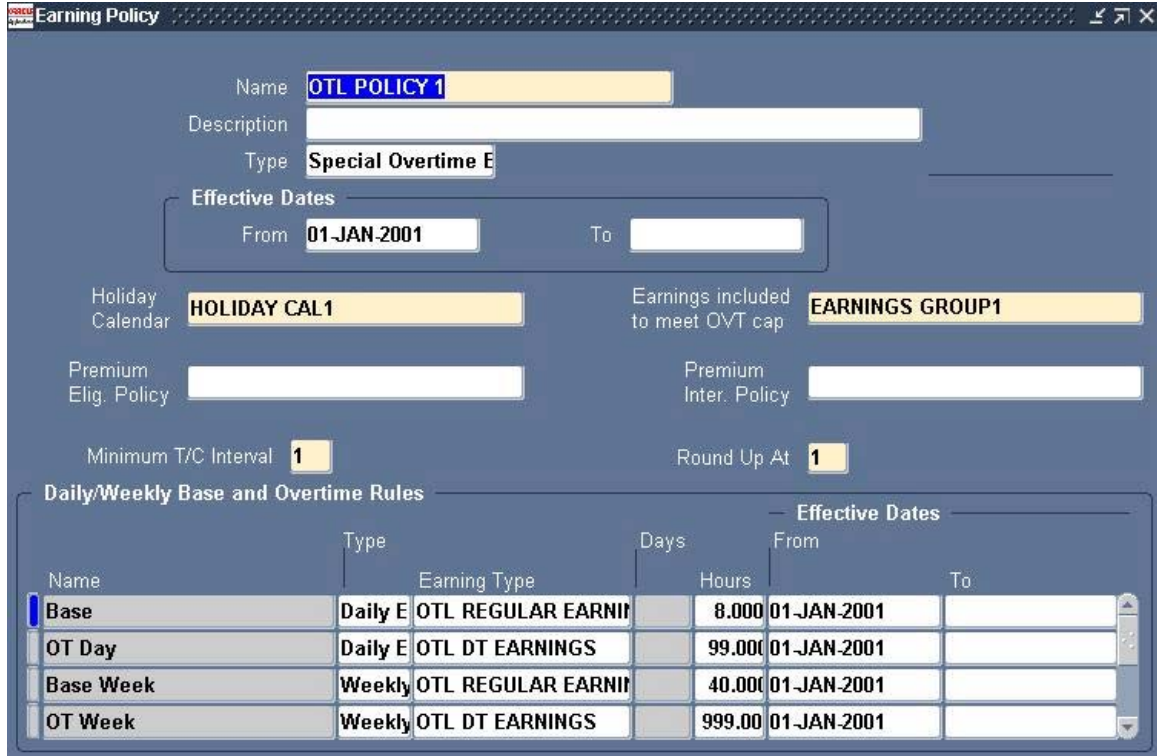**Rules-Based Shifts, Work Plans and Rotation Plans**

You can define an unlimited number of employee shifts used in the creation of work plans. Attributes that define shifts include name, description, early start and late stop times, actual start and actual stop times and the effective dates for which the shifts are valid. Shifts can also be validated against a Shift Differential Policy that defines premiums for those shifts that require a special rate of pay. The start day of a Work Plan can be any day of the week. An unlimited number of Work Plans can be included in a Rotation Plan by indicating the start date each Work Plan takes effect. The Work Plan and Rotation Plan are used in the dynamic generation of hours for those employees whose work schedules change.

**Earnings Policy Management**

An unlimited number of earnings policies can be defined that match the various employee pay rules set forth by your organization. Some policies may include:

- Policies that group the holidays in effect for each employee and that establish the pay rules and premiums that apply for each group.
- Policies that define rounding limits; for instance, time entered after any quarter hour will be rounded to the next higher quarter hour.
- Policies that include or exclude specific earnings types included in the accumulation of hours to meet an overtime cap and the number of hours that must be met prior to overtime being generated.

Earnings policies can be created that apply to groups such as union workers, temporary employees, and full-time or part-time employees.



**Define and enforce earnings policies**

**Integration with the Oracle E-Business Suite**

### Absence Tracking/Reporting

Absence hours, vacation, sick time, family leave, etc., entered through Oracle Time & Labor, are shared with Oracle HR. Each time an absence is recorded in Oracle Time & Labor for an employee, the absence balance is automatically decreased.

### Integration with Oracle Internet Expenses

For the user who enters both time and expenses, Oracle Internet Expenses and Oracle Time & Labor are integrated for a single entry experience.  Using tabs, the user can navigate between time and expense in a single flow.

### Oracle Projects Integration

Oracle Time & Labor integrates with Oracle Projects to validate time against chargeable projects, tasks and expenditure types and to check for transaction controls that you may have implemented. You can configure which information is displayed to your users for charging time, and you can create templates with this information to ease entry and ensure accuracy.

### Oracle Projects Resource Management Integration

Using Project Resource Management, timecards may be automatically populated with projects and expenditure types from the user's assignments.  If your organization is also using Oracle Payroll or Oracle HR, the hours type will default from the expenditure type. The automatic population allows the user to easily and quickly enter project information for the period.

### Data Migration from Projects Time Collection Products

Historical time data can be migrated from Internet Time, Project Time and Expense or Personal Time and Expense.  Migration can be performed selectively by user, organization, and for a date range specific to the amount of history that needs to be migrated.

## Oracle E-Business Suite—The Complete Solution

Oracle E-Business Suite enables companies to efficiently manage customer processes, manufacture products, ship orders, collect payments, and more—all from applications that are built on a unified information architecture. This information architecture provides a single definition of your customers, suppliers, employees, products—all aspects of your business. Whether you implement one module or the entire Suite, Oracle E-Business Suite enables you to share unified information across the enterprise so you can make smarter decisions with better information.

## KEY FEATURES

### User Features

- Enter time online
- Enter time offline via a MS Excel spreadsheet and upload when online.
- Enter time via mobile device
- Set User Preferences to:
  *Default overriding approver*
  *Alternate workweek*

- Search your  (if applicable) timecards and the timecards you approve
- View summary information
  *Summary of hours by hours type*
  *Summary of hours by day, with daily totals and totals by expenditure type*
  *Summary of hours by project, task, and expenditure type*
  *Details for each item, including optional comment and additional information.*
- Advanced Search
- Timecard Templates
  *Automatically generate a timecard from work schedule, from the last timecard, or from a project stored in Oracle Projects Resource Management. Enable end-user to define templates individually or for a group and make them public or privately available.*

### Approval Features

- Mass Approval
- Configurable workflow for approvals
  *Manager/Supervisor Approval*
  *Auto Approve*
  *Designated Person Approval*
  *Immediate Overriding approver*
  *Formula-Based Routing for Approval*
- Create and display a business message in the Final Review, Timecard Details, and Approver Review windows.

### Retroactive Timecard Change

- Retroactively change timecards and determine if the change affects downstream applications

### Integration

- Oracle Time & Labor is integrated with:
  *Oracle HRMS*
  *Oracle Payroll*
  *Oracle Projects*
  *Oracle Project Resource Management*
- Provides a shared user interface with Oracle Time & Labor and Oracle Internet Expenses

### Policy Support

- Define rotation plans based on shifts and work plans.
- Multi-organizational support - define which employees can charge to which organizations in your company
- Support Policies for:
  *Holidays*
  *Overtime*
  *Rounding*

### Single Source of Entry

- Oracle Time & Labor is the single source of entry of time for all applications
- Data is validated at the entry of data. This improves reporting, extracting and processing

### Configuration

- Define layout of timecards
- Configure the approval process
- Define the time data that is sent to other enterprise applications.
- Restrict employees ability to charge time to specific hour types
- Change the naming convention of hour types

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**Features and screen shots shown may not correspond exactly to the released product.**

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