Oracle Time and Labor

ORACLE®
E-BUSINESS SUITE
HUMAN RESOURCES
MANAGEMENT SYSTEM

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. Mobile Timecards leverages the latest technology allowing your workforce to track their time using a smartphone or tablet device.

KEY FEATURES

- Mobile time card entry
- "Single source of truth" time store centralized repository for time-related data can be used by multiple applications
- Single source of time entry
- Wide set of configurable usability options for quick and easy time recording
- Time entry by authorized delegate
- Project Manager approval style
- Graphical Timesheet Dashboard for Supervisors
- Templates created and assigned by administrators
- Configurable resend options on Approval styles
- Flexible options to set up Overtime and shift premium rules
- Timekeeper entry and maintenance of change and late audit reasons
- Flexible time reporting for complying with audit requirements
- Easy distribution of regular, overtime and premium hours to Oracle Payroll
- Timecard location data captured and retrieved by Oracle Payroll
- Full-fledged Integration with cross functional products
- Archive and restore past timecards

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 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. It offers the workforce a simplified way to submit, review, track and approve timecards.

Employees, line managers, authorized delegates or administrators can submit timecards, and supervisors, managers and/or administrators can review the approval status online. Timecards can be approved automatically or routed for approval using Oracle Workflow.

Oracle Time & Labor is integrated with Oracle Human Resources (HR), Oracle iExpense, Oracle Project Resource Management, Oracle Payroll, Oracle Projects, Oracle Enterprise Asset Management and Oracle Procurement. It can also be integrated to share time and attendance information with other Oracle and non-Oracle applications.

Time & Labor can archive past timecard data to defined tables allowing for long-term retention of timecards based on business requirements. Archived timecard data can also be restored and viewed and/or modified by the user, manager or administrator.

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. Integration with Oracle US Payroll allows employees to enter work location information on a timecard that gets transferred over to the payroll application. Remote users can also download a timecard template and/or a defined list of projects (i.e. to a Microsoft Excel spreadsheet), enter hours offline, and then upload them once they are back online.

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Mobile Time Entry

You can also enter and submit time on the go using the intuitive and configurable iOS-based Mobile Time Entry app. Mobile Time Entry is a full-featured app that provides the following features:

- Daily time entry using either Regular and Quick modes
- Supports both Payroll and Projects layouts
- Aggregates daily time entries into timecard periods
- Time card view and submission on the go
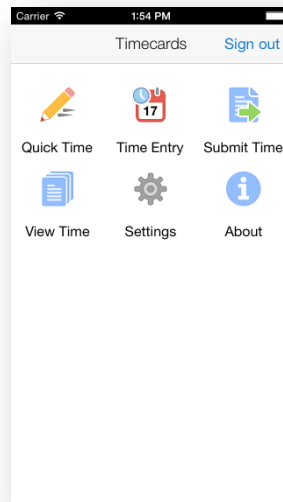- Seamless synchronicity with time store.

Figure 1: Mobile Timecard on a Smartphone device

Streamline Time Entry with Templates

Templates offer you the capability to automatically generate a timecard from your work schedule, the last timecard 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. Public templates can be grouped and assigned to employees using Preferences, freeing workers to complete other tasks.

Employees can revise timecards not yet submitted or rejected as often as necessary. Once a timecard is completed and submitted, the transactions are validated and routed for approval. Your employees can also save timecards via template override or direct entry for reuse in future time periods.

Timekeeper Functionality, Heads Down Data Entry

Timekeeper functionality allows heads down data entry of time information for a group of workers. The data can be entered quickly, stored in the Time & Labor time store and then transferred to other E-Business Suite applications (such as Oracle Payroll) as necessary.

Mass Edit Functionality

Timekeeper Mass Edit allows for additions, changes and deletions of time data for one or more workers. Easily select the workers to include and perform the mass edit operation.

Configurable Validations and Approvals

You can configure Oracle Time & Labor using preferences, assigning different preferences using defined eligibility. Preferences can be configured to:

- Establish approval functionality
- Set a timecard work week (e.g. Tuesday to Monday)
- Enable template functionality for commonly used hour types (regular, shift, holiday), projects, tasks and expenditure types
- Use Alternate Names functionality to rename hour types for self-service and to display only the appropriate time related elements on each individual or group timecard.
- Assign OTL-specific validation using delivered or company defined rules.

Search Timecard History

You can view summary or drill down to detailed information of your own timecards or the timecards that you approve.   An advanced search is also available for refined selection criteria. You can also check recent timecard status, details and multiple timecard deletions.

Streamline the Approval Process

Oracle Time & Labor allows you to establish a critical path for approvals to streamline the overall approval process. For example, if your organization requires the Project team and Human Resources (HR) to approve all employees' timecards first, followed by approval by the Payroll department, you can use Oracle Time & Labor to make the timecards available to both HR and the Projects team simultaneously. You can then configure the timecard approval from Payroll to be dependent upon 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 using Oracle Workflow. Oracle Time & Labor can be configured to establish one of the following approval processes:

- Manager/Supervisor approval
- Project Manager
- Auto approval
- Designated Person approval
- Immediate Overriding approver
- Formula-Based Routing for approval
- Designated approval workflow
- Entry Level Approval that allows for routing by type of data, i.e. a specific project

Timecard approvers can view the timecard via inline notifications or an OTL-specific Mass Approval page. The timecard preparer receives notification for approvals or rejections

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. Default approval actions can also be set for supervisors.

Supervisor Timesheet Dashboard

Supervisors can view employee timecard status online. This helps to ensure direct reports or anyone underneath can book time periodically. Supervisors can approve timecards that are pending approval and generate Timecard Status Detail Reports. The dashboard also helps Engineering & Construction customers enforce daily time reporting requirements for complying with the Defense Contract Audit Agency (DCAA).

Retrieval Dashboard

Your time office administrators can obtain exhaustive and real-time insight into the timecard retrieval process using the Time Card Retrieval Dashboard which contains graphical representation and drilldown capabilities. The dashboard assists your time office administrators to effectively monitor the retrieval process and take prompt corrective actions for any errors. Time administrators can also utilize the dashboard to view and analyze timecard retrieval information based on multiple criteria such as HR Supervisor, Project Manager as well Time Attributes to Oracle Payroll and Oracle Projects recipient applications.

Configurable Business Message

You can configure Oracle Time & Labor to display a business message in the Final Review, Timecard Details, and Approver Review windows.

Entry Level Validation

You can configure rules to validate data upon entry. For example, you can create rules to validate a paid time off (PTO) balance or to guarantee entry of specific data. You can limit the future time slots that appear on the timecard screen as well as set the default style for the timecard period choice list.

Retroactive Time Entry Process

Occasionally, time data needs to be changed retroactively. Oracle Time & Labor delivers a retroactive time entry process to manage retroactive changes based on business rules.

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 belonging to a specific operating unit.

Change and Late Audit

This feature allows you to address auditing requirements by requiring reasons for changes to un-submitted or submitted timecards and late timecards. Change and Late Audit uses a set of configurable rules to enforce and streamline time entry. A summary of the audit information is shown to the user before each self-service timecard is submitted. Timekeepers can also enter and update Change and Late Audit Reasons based on Timekeeper and user rules.

Audit Trail Report

As a time administrator, the audit trail report helps you to track changes made to timecards, indicate what data was changed each time, which user has last updated the time details along with date and timestamp. It also provides the necessary reporting requirements for Engineering & Construction customers to comply with Defense Contract Audit Agency rules.

Rules-Based Shifts, Work 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, and early start and late stop times, actual start and actual stop times and the effective dates during 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 when 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 vary.

Earnings Policy Management

An unlimited number of earnings policies can be defined that match the employee pay rules set forth by your organization. Earnings policies can be created that apply to groups such as union workers, temporary employees, and full-time or part-time employees.

Integration with Oracle E-Business Suite HCM

Oracle Time & Labor tightly integrates with Oracle Human Resources and Oracle Self-Service Human Resources Absence applications. Absences created in Oracle Human Resources and Oracle Self-Service Human Resources are automatically populated in the Oracle Time and Labor timecard. Absence entries that are created or edited in the time card can also be viewed in the Oracle Human Resources Absence module.

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 to navigate between time and expense in a single flow.

Oracle Projects

Oracle Time & Labor integrates with Oracle Projects to validate time against chargeable projects, tasks and expenditure types and to check for any applicable transaction controls. 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

Using Oracle Projects Resource Management, timecards may be automatically populated with projects and expenditure types from a user's assignments. If your organization is also using Oracle Payroll, an hour's type will default from the expenditure type. The automatic population allows the user to quickly and easily 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 the user, organization, and for a date range specific to the amount of history that needs to be migrated.

Oracle Enterprise Asset Management

Oracle Time & Labor integrates with Oracle Enterprise Asset Management to validate time against work orders, maintained unit, operation, and resource and charge department. 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 Procurement

Oracle Time & Labor integrates with Oracle Procurement to validate time against purchase orders and purchase order lines specific to contingent workers in your organization. You can hire contingent workers in Human Resources, make them eligible for the appropriate purchase orders at the assignment level and those purchase orders are available on the timecard against which the person can charge time. A contingent worker can report time for multiple purchase orders. Additionally, the contingent worker is able to report time against any valid project whether or not the project is associated with a purchase order.

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For more information on related HCM applications, please see product announcements and data sheets on the following:

• Oracle Payroll

• Oracle Self-Service Human Resources

• Oracle Advanced Benefits

• Oracle iRecruitment

• Oracle Learning Management

• Oracle HRMS Business Intelligence

• Oracle Project Accounting

• Oracle Federal Human Resources (US)

• Oracle Labor Distribution

The following services support Oracle Main Product:

• Update Subscription Services

• Product Support Services

• Professional Services

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 unified information architecture. This information architecture provides a single definition of your customers, suppliers, employees, and products - all important 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.

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Hardware and Software, Engineered to Work Together

Oracle is committed to developing practices and products that help protect the environment