ORACLE

Oracle Time and Labor

Oracle Time and Labor (part of Oracle Cloud HCM) is a comprehensive, easy to use, rules-based time recording, and management system designed to give you maximum visibility and control over your most valuable resource, your people.

Natively integrated with Oracle Global HR, Oracle Absence Management, Oracle Payroll, and Oracle Project Costing, Oracle Time and Labor supports a wide range of time recording needs for both your employees and contingent workforce. The real time rules engine and rule templates provide an extensible and easy to configure method for validating time entries and applying pay rules, with the results included on the time card. Integration with Oracle Absence Management means scheduled absences will be shown on the calendar and time card and absences can be reported through both the calendar and the time card. With integration to Payroll, including support for retroactive changes, and recording time against valid up-to-date project information, Oracle Time and Labor provides accurate and consistent time related data to the Enterprise.

QUICK AND EASY TIME ENTRY AND SUBMISSION

Time and Labor provides rapid time and absence entry through a daily, weekly or monthly calendar. Full drag and drop capabilities, as well as the ability to enter time or absence for a range of dates are provided as an easy and fast way to enter time into the system.

COMPREHENSIVE TIME CARD CAPABILITIES AND TIME CARD COMPOSER

Calendar entry does not suit everyone, so Time and Labor provides comprehensive time card entry capabilities. The time card is highly configurable using the Time Card Composer, a train stop process which allows a business user to configure many of the

Key features

- Supports all types of time entry (punch, duration, exception, positive) for employees and contingent workforce
- Time Clock support and Web Clock (time clock simulation with Oracle Cloud HCM)
- Flexible approvals to ensure accountability
- Visually create different types of time cards for different user needs
- Multiple assignment support
- Configurable business driven rules for overtime, premium calculations, and time entry validations
- Integrated time entry with Absence Management and Projects
- Report time against cost and location codes
- Mass time card create, mass time entry and mass approvals
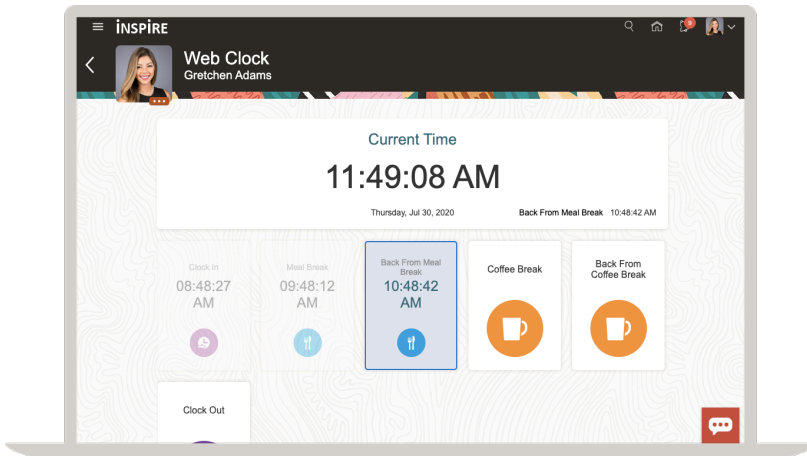- Send time data to any payroll solution

Key benefits

- Ensure compliance with company and external policies relating to time
- Decrease payroll preparation time

components of the calendar and time card entry system without involving technical support.

EXTENSIVE TIME COLLECTION DEVICE SUPPORT PLUS WEB CLOCK

For organizations requiring more automatic time registration, Time and Labor provides integration capabilities to time clocks plus a configurable Web Clock. Rules can be applied to the incoming time events such that the time registration to payroll process can be nearly fully automated, where the Manager deals with any exceptions to expected working times. Time entry through time clocks and the Web Clock can be combined with the calendar and time card entry to provide support for a wide range of time management business processes.

CONFIGURABLE REAL-TIME RULES ENGINE

Time and Labor uses the standard Fast Formula rules engine, enhanced with templates to enable configuration by business users. The rules and formula can be extended to use many different data elements. Time entry can be validated before time cards are saved, submitted, resubmitted or deleted. Overtime and premium hours are calculated in real time and displayed on the review screen before a time card is submitted. There are no batch processes involved in the execution of these rules.

USER DEFINED TIME CARD FIELDS

In addition to reporting time against Payroll and Projects fields, Time and Labor allows users to define their own time card fields for reporting purposes or for interfacing time data to third party or finance systems.

FLEXIBLE TIME ENTRY APPROVALS

Time and Labor uses standard approval mechanisms for managing time card approvals. The delivered approval styles of Line and Project manager can be used as is, or extended to multi level or more complex routing as required. A mass time card approval capability enables a group of time cards to be reviewed at summary level and approved in one click.

STANDARD INTEGRATIONS

Time and Labor has integrated time entry with Absence Management to provide a seamless experience for managing both worked and absent time. Time and Labor

- Reduce pay errors and adjustments by accurate application of pay rules
- Ensure a single source of truth for time related data throughout the enterprise

has integrated time entry with Projects to ensure time is entered only against valid projects. Time and Labor is integrated to Payroll as well as other third party payroll systems. These standard, validated integrations emphasize the value of Time and Labor out of the box.

BUILT-IN EXTENSIBILITY

Oracle Cloud Applications are built so that a business user can adapt the application to suit their personal or organizational needs. The key to this 'tailor-ability' lies in the usage of metadata objects and services in the heart of the application architecture. Changes and extensions to the application are stored as new layers over the delivered objects, allowing for flexibility in an 'upgrade-safe' manner.

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