



HR/CMS v9.2 Navigation - Quick Reference for Employee

Home Page Overview

Quick Links

Quick Links provides one click access to commonly used functions including timesheet and paycheck

Announcements

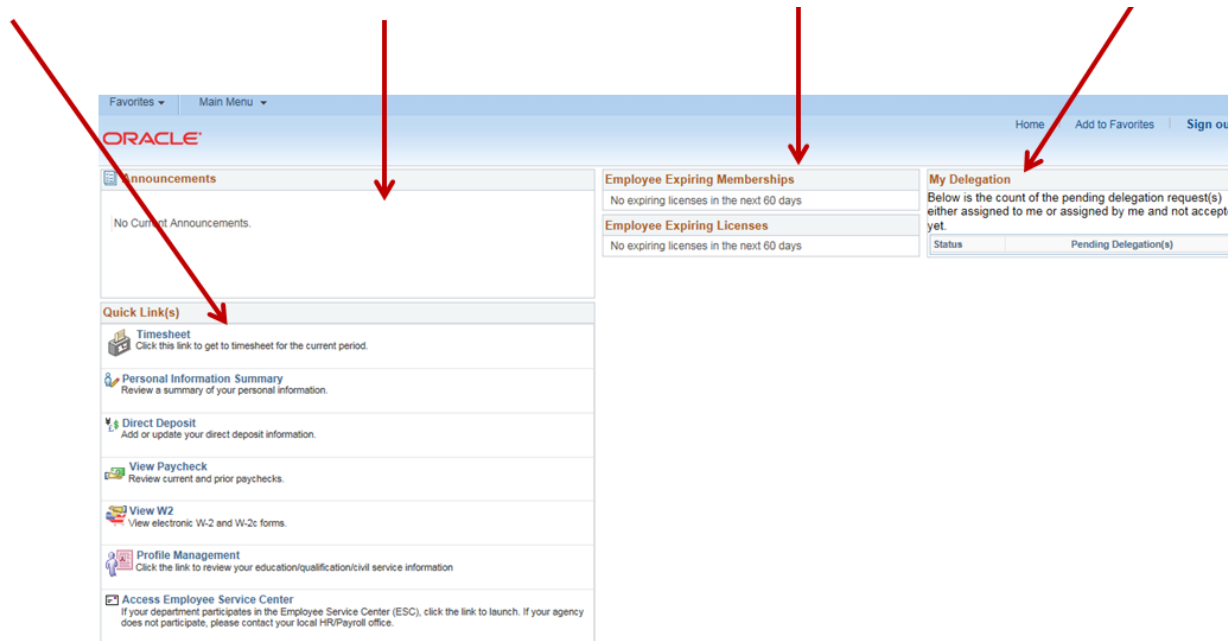
The Announcements feed contains topical HR/CMS information, as well as system information.

Employee Expiring Memberships and Licenses

Displays employee licensure and membership expirations

My Delegation

Pending delegation requests assigned to the employee or assigned by the employee



Punch Timesheet Overview



HR/CMS v9.2 Navigation - Quick Reference for Employee

Save for Later ❶

Mouse over Embedded Help ❷

Tabbed Information Boxes ❸

The screenshot shows the Oracle HR/CMS Timesheet interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign Out' links. Below this, the 'Timesheet' section displays employee information: Employee ID 318659, Employee Name Edo Systems Analyst II, and Earliest Change Date 02/09/2015. A 'Select Another Timesheet' section allows viewing by week (Week, Previous Week, Next Week) and a date selection (04/12/2015). It shows Scheduled Hours of 37.500 and Reported Hours of 0.000. A table below shows the timesheet data for the period 04/12/2015 to 04/18/2015. The table has columns for Comments, Day, Date, Reported Status, In, Lunch, In, Out, Punch Total, TRC, Short Description, Quantity, Sched Hrs, Business Unit, User Field 1, and User Field 2. The data shows a consistent 7.500 hours reported per day from Monday to Friday, with 0.000 hours on Sunday and Saturday. At the bottom, there are buttons for 'Save for Later', 'Submit', and 'Clear'. Below the main table, there is a 'Summary' section with tabs for 'Summary', 'Leave / Compensatory Time', 'Exceptions', and 'Payable Time'. The 'Summary' tab is active, showing a 'Reported Time Summary' table with columns for Category, Total, and days of the week (Sun 4/12, Mon 4/13, Tue 4/14, Wed 4/15, Thu 4/16, Fri 4/17, Sat 4/18). The summary table shows Total Reported Hours of 37.500, Total Scheduled Hours of 37.500, and Schedule Deviation of 37.500. At the bottom, there are links for 'Self Service' and 'Time Reporting'.

ElapsedTimesheet Overview



HR/CMS v9.2 Navigation - Quick Reference for Employee

Save for Later ❶

Mouse over Embedded Help ❷

Tabbed Information Boxes ❸

ORACLE

Timesheet

X318659X_ZZZZZ Employee ID 318659
Edp Systems Analyst II Empl Record 0

Actions Time Source Schedule Information Earliest Change Date 02/08/2015

Select Another Timesheet

View By Week Previous Week Next Week
*Date 04/12/2015
Scheduled Hours 37.500 Reported Hours 0.000 Punch Timesheet

From Sunday 04/12/2015 to Saturday 04/18/2015

Sun 4/12	Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18	Total TRC	Type	Short Description

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Status Find 1 of 1

Date	Total TRC	Description	Sched Hrs	Comments
	0.000000		0.00	Comments

Self Service
Time Reporting



HR/CMS v9.2 Navigation - Quick Reference for Employee

Save for Later ❶

The Save for Later button allows you to enter time without submitting it. Time can be entered daily and submitted once at the end of the week.

Enter your time and click **Save for later**. Return to your timesheet, complete your time entries and then click **Submit** for approval.



Mouse over Embedded Help ❷

The embedded help features are enabled on the Timesheet page. Click on the button with the question mark to display embedded help.



?

In

Help - From 04/05/2015 to 04/11/2015

Punch Time Reporting

Punch time reporting (ex 8:15am) requires an In and Out punch for each shift or workday. Leave time is reported by adding a row, specifying a TRC and entering the number of hours or work units in the quantity field. Remember to adjust the default row of punch time, prior to submission.

Tabbed Information Boxes ❸

Tabbed summaries at the bottom of the page keep the information you need at your fingertips. This results in less scrolling to find information; instead it fits all in one page and can be easily accessed in a single click.

The Timesheet Tabs provide information on Reported Time Status, Summary, Leave/Compensatory Time, Exceptions and Payable Time.

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions	Payable Time
Reported Time Status				
Date	Total TRC	Description		
	0.000000			

For More Information

For more information contact:

Employee Service Center (ESC): 617-979-8500

Non-ESC supported agencies, please contact your HR department.