How to enter time for your student worker position at Owen

You are now in the Oracle system as a student worker at Owen. You should be able to access your timecard. If you have any issues please let me know as soon as possible.

PLEASE READ THIS EMAIL IN ITS ENTIRETY REGARDING TIMECARDS AND MULTIPLE JOBS TO ENSURE CORRECT PAYMENT and COSTING.

- Vanderbilt University has implemented new business systems, which include the way you report time. You will now report time in the new **Oracle Cloud** system, NOT through C2HR. C2HR will remain a read only application.

- Please review the training video here showing you how to enter time into the new timesheet module.
- Here is the link to a Quick Reference Guide: Bi-Weekly Employee Time Reporting.

- Vanderbilt pay periods run in 2-week intervals and end on a Saturday. Here is a link to the payroll calendar so you can see when the pay period ends.

- Because of the tight turnaround for your approver, you need to SUBMIT your timesheet by noon on FRIDAY. (if you are working on Saturday you can submit as soon as you finish working on Saturday.) NOON every other Friday will become the new standard for submitting timesheets.

- Once your timecard is submitted and approved, if you go in and make an edit the approval is revoked and the approver may not be notified to reapprove it. You should alert your supervisor/line manager approver to this.

- If you have multiple jobs, whether strictly at Owen or campus wide, your timecard must go to each approver in sequential order from the last time entered. This is why submitting your timecard as soon as you can but no later than noon on Friday is vital.

- To access the system, visit https://oraclecloud.vanderbilt.edu. You must click the blue box on the *right* side of the page under "Sign in using my Company's Sign-in" to be directed to the login page. Use your VUNetID and ePassword. Please DO NOT sign in on the left side, you will lock yourself out of the system!

- <u>IF you have multiple jobs within OWEN</u>, make sure you pick the correct assignment when entering time. An email list will be sent out at the end of the pay period containing your name, Line Manager/Timesheet Approver(s), and assignment number(s). You will need to make NOTE of your assignment number for future reference.

- IF you have just started working close to a pay period end date you may not see your timecard active in time to enter time. Please keep track of your hours and the newest timecard should show up on the next pay period. Add those unpaid hours to the new timecard and alert your approver that you have done so. If not, please contact us.

<u>SEE BELOW FOR MULTIPLE JOB EXAMPLES:</u>

MULTIPLE JOB EXAMPLES:

EXAMPLE: Alex works for Mario and his assignment does not have a dash and a number. His job for Sandy Kinnett does have a -2. Make sure the job matches the time you are entering.

1	STUDENT WORKER JOB/ASSIGNMENTS		
2	Employee Name	Assignment Num	Line Manager
3	Proctor, Trevor L	E0143391	Alan, Yasin
4	Borowski, Alexander D	E0145860	Avila, Mario
5	Escobedo, Nicole A	E0140079	Avila, Mario
164	Tucker, Nathan	E0148394	Jeter, Debra
165	Borowski, Alexander D	E0145860-2	Kinnett, Sandra
166	Bright, Dylan J	E0148387	Kinnett, Sandra
167	Calvert, Katherine L	E0148433-2	Kinnett, Sandra

TIMESHEET ENTRY TIPS

1

You must enter a start and stop time.

All time types, including PTO or Holiday require a start and stop. To record eight (8) hours of PTO, enter start and stop times eight (8) hours apart i.e., 8:00 AM to 4:00 PM

2

Timesheets can be created from the calendar view, but not edited. Click edit to make changes and updates.
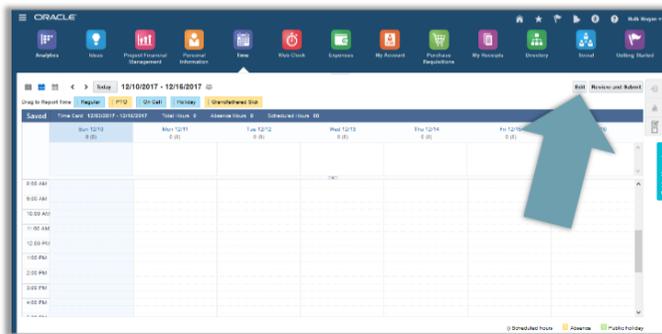
www.vanderbilt.edu/SkyVU

3

The calendar mode is not the source of truth. Click edit to see full time entry details.

PTO taken outside 8:00 AM to 4:00 PM M-F will not appear on calendar view