

# ***Modifying and Submitting a Timecard on Behalf of a Direct Report***

Chapter 12

# **Modifying and Submitting a Timecard on Behalf of a Direct Report**

## **Section Objectives**

At the end of this section, you should be able to:

- Access and review timecards of staff in your downward supervisory hierarchy
- Create, update and submit timecards on behalf of staff in your downward supervisory hierarchy

# Modifying and Submitting a Timecard on Behalf of a Direct Report

You can create, update and submit a timecard on behalf of one of your direct reports or anyone in your downward supervisory hierarchy. You cannot access timecards of people you report to unless you are specifically granted the ability to do so.



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## Time Entry: People in Hierarchy

Focus Name	Assignment Number	Job	Department	Action	Details
Supervisor B Student11					
Previous					
Employee A Student11	123973	Staff Administrator.III	PRISM TRKS		
Employee B Student11	124033	Staff Administrator.III	PRISM TRKS		
Employee F Student11	124273	Staff Administrative Support.I	PRISM TRKS		
Employee G Student11	124333	Staff Administrative Support.I	PRISM TRKS		
Employee J Student11	124513	Staff Administrator.III	PRISM TRKS		
Employee K Student11	124573	Staff Administrative Support.I	PRISM TRKS		
Employee N Student11	124753	Staff Administrator.III	PRISM TRKS		
Employee O Student11	124813	Staff Administrator.III	PRISM TRKS		
Employee S Student11	125053	Staff Administrative Support.I	PRISM TRKS		
Employee T Student11	125113	Staff Administrative Support.I	PRISM TRKS		
Next 11 - 15 of 15					

- When you click the Action icon, you are taken to the employee's Recent Timecards page
- You can then:
- Locate a saved timecard and then complete and submit it
- Create a timecard if one has not been created and then complete and submit it
- Correct a submitted timecard and re-submit it
- When you perform any of the above actions, the timecard will be forwarded for approval
- Even though you, as an employee's supervisor, are the one submitting the timecard, the timecard must still be approved

## Further Information

The intent of this document is to provide a review of the most commonly required information for the purpose of completing PRISM TRKS timecards. Every effort has been made to keep this document up-to-date. However in all cases, the information cited throughout this document is governed by official University Policies, Procedures, and Staff Handbooks located at <http://www.bc.pitt.edu/policies/>.

## **Lab 1: Submit a Timecard on Behalf of an Employee**

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1. Login to PRISM TRKS as SPVBXX.
2. Submit a Timecard for Employee W for the Period 06-SEP-09 – 12-SEP-09
3. The Timecard will include a holiday on Monday, and regular hours worked Tuesday - Friday

# Lab 1 Solutions: Submit a Timecard on Behalf of an Employee

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Logged In As SPVB22

**Worklist**

From Subject Sent Full List

There are no notifications in this view.

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

**Favorites** Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

**Navigator** Edit Navigator


- PRISM TRKS Supervisor
- PRISM TRKS Time

PRISM TRKS Supervisor

- All Actions
- Manager Actions
- Time Entry ←
- Change Manager
- Mass Time Card Approvals
- Non-Exempt Account Distribution
- Missing Timecard Information
- Time Off Balance

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- Login as SPVBXX
- Select *PRISM TRKS Supervisor* responsibility
- Select the *Time Entry* link


**PRISM TRKS** PRISM TRKS Supervisor  
 Time Record Keeping System

Home Logout Preferences Help

**Time Entry: People in Hierarchy**

Focus Name	Assignment Number	Job	Department	Action	Details
Supervisor B Student22					
<a href="#">Previous 1 - 10 of 15</a>					
Employee U Student22	125184	Staff.Administrative Support.I	PRISM TRKS		
Employee W Student22 <span style="color: red;">←</span>	125304	Staff.Administrator.III	PRISM TRKS		
Employee X Student22 <span style="border: 1px solid #ccc; padding: 2px;">Hierarchy Table</span>	125364	Staff.Administrator.III	PRISM TRKS		
Employee Y Student22	125424	Staff.Administrative Support.I	PRISM TRKS		
Employee Z Student22	123564	Staff.Administrative Support.I	PRISM TRKS		
<a href="#">Next</a>					

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- The *Time Entry: People in Hierarchy* screen displays
- Find Employee W and click the *Action* icon

# Lab 1 Solutions: Submit a Timecard on Behalf of an Employee

PRISM TRKS Supervisor  
Time Record Keeping System

[Home](#) [Logout](#) [Preferences](#)

Recent Timecards: Student22, Employee W, 125304

Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details
Approved	30-Aug-2009	05-Sep-2009	37.5	07-Oct-2009			

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- Click the *Create Timecard* button

PRISM TRKS Supervisor  
Time Record Keeping System

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Time Entry: Student22, Employee W, 125304

[Cancel](#) [Save](#) [Continue](#)

[Show Accrual Balances](#)

Period:   Comments:

Template:   Exclude Hours  Overwrite

Hours Type	Sun, Sep 06	Mon, Sep 07	Tue, Sep 08	Wed, Sep 09	Thu, Sep 10	Fri, Sep 11	Sat, Sep 12	Total	Delete
E- Holiday	Hrs <input type="text"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	7.5	
E- Hours Worked	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	30	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
<b>Add Another Row</b> <input type="button" value="Recalculate"/>	<b>0</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>0</b>	<b>37.5</b>

Template Name:


[Cancel](#) [Save](#) [Continue](#)

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- Select the appropriate Period
- A defaulted timecard will display
- Click *Continue*

# Lab 1 Solutions: Submit a Timecard on Behalf of an Employee



PRISM TRKS Supervisor

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**Review: Student22, Employee W, 125304**

Week Starting Sunday, September 06 2009  
 Timecard Period (days) 7  
 Comments

Hours Type	Sun, Sep 06	Mon, Sep 07	Tue, Sep 08	Wed, Sep 09	Thu, Sep 10	Fri, Sep 11	Sat, Sep 12	Total
E- Holiday	Hrs	Hrs 7.5	Hrs	Hrs	Hrs	Hrs	Hrs	7.5
E- Hours Worked	Hrs	Hrs	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	30
	0	7.5	7.5	7.5	7.5	7.5	0	37.5


**Time Detail**

Hours Type	Sun, Sep 06	Mon, Sep 07	Tue, Sep 08	Wed, Sep 09	Thu, Sep 10	Fri, Sep 11	Sat, Sep 12	Total
E- Holiday	Hrs	Hrs 7.5	Hrs	Hrs	Hrs	Hrs	Hrs	7.5
E- Hours Worked	Hrs	Hrs	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	30
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

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- Review the *Time Entry* and *Time Detail* blocks
- Click the *Submit* button



PRISM TRKS Supervisor

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**Confirmation**

Time entries for the given timecard period have been submitted successfully.

**Confirmation: Student22, Employee W, 125304**

Week Starting Sunday, September 06 2009  
 Timecard Period (days) 7  
 Comments

Hours Type	Sun, Sep 06	Mon, Sep 07	Tue, Sep 08	Wed, Sep 09	Thu, Sep 10	Fri, Sep 11	Sat, Sep 12	Total
E- Holiday	Hrs	Hrs 7.5	Hrs	Hrs	Hrs	Hrs	Hrs	7.5
E- Hours Worked	Hrs	Hrs	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	30
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

[Return to Recent Timecards](#)

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- Confirm that the Timecard has been submitted successfully
- Click the *Return to Hierarchy* button at the top right corner of the page