

Mass Timecard Approval

Chapter 15

Mass Timecard Approval

Section Objectives

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

- View summary and detailed timecard information using the Mass Timecard Approval form
- Approve, Skip or Reject timecards using the Mass Timecard Approval form
- Avoid locking timecards

Mass Timecard Approval

The *Mass Timecard Approval* form displays a summary of all timecard notifications and allows approvers to take group actions on timecards.



Timecards you do not Approve or Reject should use an Action of Skipped. [Continue](#)

Search

Person Name	Role	Period Starting	Period Ending	Status	Total Hours	Non Worked Hours	Comment	Details	Action
Student11, Employee F CRP2	Payroll	27-Sep-2009	03-Oct-2009	Submitted	40	0			Approve ▾
Student11, Employee G CRP2	Payroll	27-Sep-2009	03-Oct-2009	Submitted	40	0			Approve ▾
Student11, Employee J CRP2	Payroll	27-Sep-2009	03-Oct-2009	Submitted	37.5	7.5			Approve ▾
Student11, Employee K CRP2	Payroll	27-Sep-2009	03-Oct-2009	Submitted	37.5	0			Approve ▾
Student11, Employee N CRP2	Payroll	27-Sep-2009	03-Oct-2009	Submitted	37.5	0			Approve ▾
Student11, Employee O CRP2	Payroll	27-Sep-2009	03-Oct-2009	Submitted	37.5	0			Approve ▾

[Continue](#)

Copyright (c) 2006, Oracle. All rights reserved. [Time](#) | [Home](#) | [Logout](#) | [Preferences](#) [Privacy Statement](#)

- The total hours for the timecard period are displayed
- If the timecard includes any time off, the total of the time off hours is displayed in the *Non Worked Hours* column
- The details of each timecard can be seen by clicking the *Details* button



Timecards you do not Approve or Reject should use an Action of Skipped. [Continue](#)

Search

Person Name	Role	Period Starting	Period Ending	Status	Total Hours	Non Worked Hours	Comment	Details	Action
Student11, Employee A CRP2	Payroll	09-Aug-2009	15-Aug-2009	Submitted	37.5	0			Approve ▾

- PRISM TRKS displays 15 timecards on each page
- If there are more than 15 timecards notifications, the multi-page box appears at the top right side, above the *Detail* and *Action* columns
- You must view a timecard before you can take action on it
- Use the *Next* link or >> icon to view the next set of 15 timecards

Mass Timecard Approval

- Use the *Previous* link or << icon to view the previous timecards

Caution: In the above example, there are 17 timecards. When you open the *Mass Timecard Approval* page you will see the first 15 timecards. If you do not click the *Next* link and view the remaining 17 timecards before you click the *Continue* button, the two un-displayed timecards will not be approved. They will remain in your *Worklist* until you view and act on them

Locked Timecards

- If you launch the Mass Timecard Approval form and do not follow the process all the way through, you might lock the timecard notifications for 20 minutes. The timecards could lock if you do any of the following part-way through the approval process:
 - Close your browser
 - Return to your Home Page
 - Close PRISM TRKS
- If you open the Mass Timecard Approval form and need to close it before completing the process, you can avoid locking the timecards by setting the action on all of the notifications to 'Skip' and then clicking the Continue and Submit buttons
- Once the timecards are lock, they cannot be unlocked before the 20 minutes passes
- The locks should release automatically in 20 minutes.

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: Reject, Skip, and Approve Timecards Using Mass Timecard Approval

1. You should still be logged into PRISMTRKS as SPVBXX
2. Using Mass Timecard Approval, review employee O's timecard
3. Enter a comment asking the employee to adjust the timecard to show that sick days were taken on Monday & Tuesday; Reject the timecard
4. Review Employee T's timecard; mark the timecard as skipped.
5. Approve the remainder of the timecard notifications.

Lab 1 Solutions: Reject, Skip, and Approve Timecards Using Mass Timecard Approval

The screenshot shows the Oracle E-Business Suite interface. At the top, it says 'ORACLE E-Business Suite' and 'Logged In As SPVB17'. There are sections for 'Worklist' and 'Favorites'. The 'Navigator' section is expanded to show 'PRISM TRKS Supervisor' and 'PRISM TRKS Time'. Under 'PRISM TRKS Supervisor', the 'Mass Time Card Approvals' link is highlighted with a red arrow. Other links in the menu include All Actions, Manager Actions, Time Entry, Change Manager, Non-Exempt Account Distribution, Missing Timecard Information, and Time Off Balance.

- You should still be logged in as SPVBXX
- Select the *PRISM TRKS Supervisor* responsibility
- Select the *Mass Time Card Approvals* link

The screenshot shows the PRISM TRKS Supervisor interface. The 'Timecard Approvals' section is active, displaying a table of timecard entries. The table has columns for Person Name, Role, Period Starting, Period Ending, Status, Total Hours, Non Worked Hours, Comment, Details, and Action. The row for 'Student17, Employee O' has a red circle around the 'Details' link. The 'Action' column for this row shows 'Approve' with a dropdown arrow.

Person Name	Role	Period Starting	Period Ending	Status	Total Hours	Non Worked Hours	Comment	Details	Action
Student17, Employee K	Payroll	30-Aug-2009	05-Sep-2009	Submitted	22.5	0			Approve ▾
Student17, Employee S	Payroll	06-Sep-2009	12-Sep-2009	Submitted	42.5	7.5			Approve ▾
Student17, Employee T	Payroll	30-Aug-2009	05-Sep-2009	Submitted	37.5	5			Approve ▾
Student17, Employee X	Payroll	30-Aug-2009	05-Sep-2009	Submitted	45	0			Approve ▾
Student17, Employee X	Payroll	06-Sep-2009	12-Sep-2009	Submitted	37.5	15			Approve ▾
Student17, Employee Y	Payroll	30-Aug-2009	05-Sep-2009	Submitted	40	0			Approve ▾
Student17, Employee V	Payroll	30-Aug-2009	05-Sep-2009	Submitted	37.5	0			Approve ▾
Student17, Employee C	Payroll	30-Aug-2009	05-Sep-2009	Submitted	37.5	0			Approve ▾
Student17, Employee O	Payroll	06-Sep-2009	12-Sep-2009	Submitted	37.5	7.5			Approve ▾

- Find the Notification for Employee O and click the *Details* link

Lab 1 Solutions: Reject, Skip, and Approve Timecards Using Mass Timecard Approval

ORACLE PRISM TRKS Supervisor Home Logout Preferences

Time

Approvals

Review: Student17, Employee O, 124819 Back

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

Back

Time | Home | Logout | Preferences

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

- Review the Timecard; click the *Back* button.

PRISM TRKS PRISM TRKS Supervisor Home Logout Preferences

Time Record Keeping System

Time

Approvals

Timecard Approvals

Timecards you do not Approve or Reject should use an Action of Skipped. Continue

Search

Person Name	Role	Period Starting	Period Ending	Status	Total Hours	Non Worked Hours	Comment	Details	Action
Student17, Employee K	Payroll	30-Aug-2009	05-Sep-2009	Submitted	22.5	0			Approve
Student17, Employee S	Payroll	06-Sep-2009	12-Sep-2009	Submitted	42.5	7.5			Approve
Student17, Employee T	Payroll	30-Aug-2009	05-Sep-2009	Submitted	37.5	5			Approve
Student17, Employee X	Payroll	30-Aug-2009	05-Sep-2009	Submitted	45	0			Approve
Student17, Employee X	Payroll	06-Sep-2009	12-Sep-2009	Submitted	37.5	15			Approve
Student17, Employee Y	Payroll	30-Aug-2009	05-Sep-2009	Submitted	40	0			Approve
Student17, Employee V	Payroll	30-Aug-2009	05-Sep-2009	Submitted	37.5	0			Approve
Student17, Employee C	Payroll	30-Aug-2009	05-Sep-2009	Submitted	37.5	0			Approve
Student17, Employee O	Payroll	06-Sep-2009	12-Sep-2009	Submitted	37.5	7.5	You took a sick day on Tuesday. Plk		Reject

Continue

Time | Home | Logout | Preferences

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

- Enter a comment in the *Comment* field: *You took a sick day on Monday and Tuesday. Please adjust timecard.*
- Select *Reject* from the drop-down list in the *Action* field
- Find the notification period for employee T, total Hours, and click the Details link.

Lab 1 Solutions: Reject, Skip, and Approve Timecards Using Mass Timecard Approval

Review: Student17, Employee T, 125119

[Back](#)

Week Starting Sunday, August 30 2009

Timecard Period (days) 7

Comments

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total
N- Hours Worked	Hrs	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 2.5	Hrs	32.5
N- Comp Time Taken	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs 5	Hrs	5
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

Time Detail

Hours Type	Sun, Aug 30	Mon, Aug 31	Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Total
N- Hours Worked	Hrs	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 2.5	Hrs	32.5
N- Comp Time Taken	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs 5	Hrs	5
	0	7.5	7.5	7.5	7.5	7.5	0	37.5

[Back](#)

- Review the Timecard; click the Back button.



Timecard Approvals

Timecards you do not Approve or Reject should use an Action of Skipped.

[Continue](#)

Search

Person Name	Role	Period Starting	Period Ending	Status	Total Hours	Non Worked Hours	Comment	Details	Action
Student17, Employee K	Payroll	30-Aug-2009	05-Sep-2009	Submitted	22.5	0			Approve
Student17, Employee S	Payroll	06-Sep-2009	12-Sep-2009	Submitted	42.5	7.5			Approve
Student17, Employee T	Payroll	30-Aug-2009	05-Sep-2009	Submitted	37.5	5			Skip
Student17, Employee X	Payroll	30-Aug-2009	05-Sep-2009	Submitted	45	0			Approve
Student17, Employee X	Payroll	06-Sep-2009	12-Sep-2009	Submitted	37.5	15			Approve
Student17, Employee Y	Payroll	30-Aug-2009	05-Sep-2009	Submitted	40	0			Approve
Student17, Employee V	Payroll	30-Aug-2009	05-Sep-2009	Submitted	37.5	0			Approve
Student17, Employee C	Payroll	30-Aug-2009	05-Sep-2009	Submitted	37.5	0			Approve
Student17, Employee O	Payroll	06-Sep-2009	12-Sep-2009	Submitted	37.5	7.5	You took a sick day on Tuesday. Pl		Reject

[Continue](#)

- Select Skip from the drop-down list in the Action field
- Leave the Action field set to 'Approve' on the rest of the *Timecard* notifications.
- Click the *Continue* button

Lab 1 Solutions: Reject, Skip, and Approve Timecards Using Mass Timecard Approval



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

Approvals

Approval Review

The Approved, Rejected, and Skipped timecards display the status you selected. You may have marked the Skipped timecards, or not viewed them on other pages. Skipped timecards require an [Back](#) [Submit](#) action to complete the Approval process.

Items Rejected

Person Name	Role	Period Starting	Period Ending	Total Hours	Non Worked Hours	Status	Comment	Details
Student17, Employee O	Payroll	06-Sep-2009	12-Sep-2009	37.5	7.5	Submitted	You took a sick day on Tuesday. Please readjust your Timecard and resubmit it	

Items Skipped

Person Name	Role	Period Starting	Period Ending	Total Hours	Non Worked Hours	Status	Comment	Details
Student17, Employee T	Payroll	30-Aug-2009	05-Sep-2009	37.5	5	Submitted		

[Back](#) [Submit](#)

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

Copyright (c) 2006, Oracle. All rights reserved.

[Privacy Statement](#)

- Review the items in the Rejected, Skipped, and Approved Blocks
- Click the *Submit* button



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

Approvals

Confirmation

The timecards shown below have been Approved, Rejected, or Skipped.

Approvals Completed

Items Rejected

Person Name	Role	Period Starting	Period Ending	Status	Total Hours	Non Worked Hours	Timecard ID	Comment
Student17, Employee O	Payroll	06-Sep-2009	12-Sep-2009	Submitted	37.5	7.5	9634 - 1	You took a sick day on Tuesday. Please readjust your Timecard and resubmit it

Items Approved

Person Name	Role	Period Starting	Period Ending	Status	Total Hours	Non Worked Hours	Timecard ID	Comment
Student17, Employee C	Payroll	30-Aug-2009	05-Sep-2009	Submitted	37.5	0	1049 - 3	
Student17, Employee V	Payroll	30-Aug-2009	05-Sep-2009	Submitted	37.5	0	134 - 3	
Student17, Employee Y	Payroll	30-Aug-2009	05-Sep-2009	Submitted	40	0	6044 - 3	
Student17, Employee X	Payroll	06-Sep-2009	12-Sep-2009	Submitted	37.5	15	7488 - 3	
Student17, Employee X	Payroll	30-Aug-2009	05-Sep-2009	Submitted	45	0	6030 - 3	
Student17, Employee S	Payroll	06-Sep-2009	12-Sep-2009	Submitted	42.5	7.5	7474 - 3	
Student17, Employee K	Payroll	30-Aug-2009	05-Sep-2009	Submitted	22.5	0	1103 - 3	

Items Skipped

Person Name	Role	Period Starting	Period Ending	Status	Total Hours	Non Worked Hours	Timecard ID	Comment
Student17, Employee T	Payroll	30-Aug-2009	05-Sep-2009	Submitted	37.5	5	6088 - 3	

[Return to Timecard Approvals](#)

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

Copyright (c) 2006, Oracle. All rights reserved.

[Privacy Statement](#)

- Review the *Confirmation* page