

Holidays

Chapter 5

Holidays

Section Objectives

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

- Review holiday entries on defaulted (standard) timecards
- Enter holidays on non-defaulted (non-standard) timecards
- Enter holidays worked hours on both defaulted and non-defaulted timecards

Holidays

Recording Holidays and Holiday Worked

- If the employee's timecard defaults with a pre-populated schedule each week, then the University holiday's will default as well
- If the employee's timecard does not default, then the holiday must be added to the timecard manually by the employee
- Supervisors/Timecard Approvers should ensure that the non-defaulted timecards are completed properly for the holiday
- Holiday hours are limited to 7.5 or 8 hours in a day depending on whether the employee's work schedule is based on 37.5 hours per week or 40 hours per week
- If the employee's timecard defaults, holiday worked hours should be entered as 'Hours Worked' and the system will calculate the number of Holiday Worked hours (paid at time and one half)
- If the employee's timecard does not default, then the holiday worked hours should be entered using the 'Holiday Worked OT' *Hours Type*
- The *Review* page shows the system calculation of holiday worked hours

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 Defaulted & Non-Defaulted Timecard for a Holiday Week

1. First, login to PRISMTRKS as EMPOXX
2. Submit a Defaulted Timecard for the period September 06, 2009 – September 12, 2009 which includes a holiday on Monday. (Regular work hours are 7.5, Monday-Friday)
3. Next, login to PRISMTRKS as EMPBXX
4. Submit a Non-Defaulted Timecard for the same period (September 06, 2009- September 12, 2009), including a holiday on Monday. (Regular work hours are 7.5, Sunday – Thursday)

Lab 1 Solutions: Submit a Defaulted & Non-Defaulted Timecard for a Holiday Week

ORACLE E-Business Suite Logout Preferences Help

Logged In As EMPO22

Worklist Full List

From	Subject	Sent
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 Time Time

[Time Entry](#)

Logout | Preferences | Help Privacy Statement

- Login to PRISM as EMPOXX
- Choose the *PRISM TRKS Time* responsibility
- Click the *Time Entry* link

Home Logout Preferences

Time

Time Entry | Timecard Search | Templates | Create Timecard

Recent Timecards: Student22, Employee O, 124824

Create Timecard

Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details
Submitted	30-Aug-2009	05-Sep-2009	38.5	01-Oct-2009			

Recent Timecard List

Time | Home | Logout | Preferences Privacy Statement

- Click the *Create Timecard* button

Lab 1 Solutions: Submit a Defaulted & Non-Defaulted Timecard for a Holiday Week

PRISM TRKS Time
Time Record Keeping System

Home Logout Preferences

Time

Time Entry | Timecard Search | Templates | Create Timecard

Time Entry: Student22, Employee O, 124824

Cancel Save Continue

Show Accrual Balances

Period: September 06, 2009 - September 12, 2009

Template: Work Schedule Exclude Hours Overwrite Go

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 []	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	[]
[]	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	0	[]
[]	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	0	[]
[]	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	0	[]
[]	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	0	[]
[]	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	0	[]
[]	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	Hrs []	0	[]
Add Another Row Recalculate	0	7.5	7.5	7.5	7.5	7.5	0	37.5	

Template Name [] Save As A Template


Cancel Save Continue

Time | Home | Logout | Preferences

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- Select the correct time period from the drop-down list in the *Period* field (September 06, 2009 – September 12, 2009)
- A defaulted Timecard will display with 7.5 hours of Holiday on Monday, and 7.5 hours worked on each of the days Tuesday – Friday
- Click the *Continue* button

Lab 1 Solutions: Submit a Defaulted Timecard for a Holiday Week



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

Time

[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#)

Review: Student22, Employee O, 124824

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 *Details* blocks of the *Review* page
- Click the *Submit* button



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Time

[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#)

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

Confirmation: Student22, Employee O, 124824

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 the Timecard has been submitted successfully
- Click the *Logout* link

Lab 1 Solutions: Submit a Defaulted & Non-Defaulted Timecard for a Holiday Week

ORACLE E-Business Suite

Logout Preferences Help

Logged In As EMPB22

Worklist Full List

From	Subject	Sent
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.		

Navigator Edit Navigator

- PRISM TRKS Time
 - Time
 - Time Entry

Favorites Edit Favorites

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

Logout | Preferences | Help

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- Login to PRISM as EMPBXX
- Choose the *PRISM TRKS Time* responsibility
- Click the *Time Entry* link

PRISM TRKS Time

Time Record Keeping System

Home Logout Preferences

Time Entry | Timecard Search | Templates | Create Timecard Time

Recent Timecards: Student22, Employee B, 124044

Create Timecard

Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details
Submitted	30-Aug-2009	05-Sep-2009	37.5	24-Sep-2009			

Time | Home | Logout | Preferences

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- Click the *Create Timecard* button

Lab 1 Solutions: Submit a Defaulted & Non-Defaulted Timecard for a Holiday Week



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

Time
Time Entry | Timecard Search | Templates | Create Timecard

Time Entry: Student22, Employee B, 124044

[Show Accrual Balances](#)

Period: September 06, 2009 - September 12, 2009-

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	<input type="button" value="Delete"/>
E- Hours Worked	Hrs <input type="text" value="7.5"/>	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"/>	Hrs <input type="text"/>	30	<input type="button" value="Delete"/>
	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	
<input type="button" value="Add Another Row"/> <input type="button" value="Recalculate"/>	7.5	7.5	7.5	7.5	7.5	0	0	37.5	

Template Name


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- Select the correct time period from the drop-down list in the *Period* field (September 06, 2009 – September 12, 2009)
- Enter Holiday hours for Monday, and Hours Worked for the remainder of the week (7.5 hours, Sunday – Thursday)
- Click the *Recalculate* button
- Click the *Continue* button

Lab 1 Solutions: Submit a Non-Defaulted Timecard for a Holiday Week



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

Time

[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#)

Review: Student22, Employee B, 124044

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 7.5	Hrs	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	Hrs	30
	7.5	7.5	7.5	7.5	7.5	0	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- Hours Worked	Hrs 7.5	Hrs	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	Hrs	30
E- Holiday	Hrs	Hrs 7.5	Hrs	Hrs	Hrs	Hrs	Hrs	7.5
	7.5	7.5	7.5	7.5	7.5	0	0	37.5

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- Review the *Time Entry* and *Details* blocks of the *Review* page
- Click the *Submit* button



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Time

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Confirmation

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

Confirmation: Student22, Employee B, 124044

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 7.5	Hrs	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	Hrs	30
	7.5	7.5	7.5	7.5	7.5	0	0	37.5

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- Confirm the Timecard has been submitted successfully
- Click the *Logout* link

Lab 2: Submit a Defaulted & Non-Defaulted Timecard with Holiday Worked

1. First, login to PRISMTRKS as EMPSXX
2. Submit a Defaulted Timecard for the period September 06, 2009 – September 12, 2009, which includes a holiday on Monday. The employee works 5 hours on the Monday holiday.
3. Next, login to PRISMTRKS as EMPVXX
4. Submit a Non-Defaulted Timecard for the same period (September 06, 2009 – September 12, 2009), including a holiday on Monday. The employee works 5 hours on the Monday holiday. (Regular hours worked are 7.5, Sunday - Thursday)

Lab 2 Solutions: Submit a Defaulted & Non-Defaulted Timecard with Holiday Worked

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Logged In As EMPS22

Worklist [Full List](#)

From	Subject	Sent
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.		


Navigator [Edit Navigator](#)

PRISM TRKS Time	Time
	Time Entry

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- Login to PRISM as EMPSXX
- Choose the *PRISM TRKS Time* responsibility
- Click the *Time Entry* link

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Time

[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#)

Recent Timecards: Student22, Employee S, 125064

Create Timecard									
Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details		
Submitted	30-Aug-2009	05-Sep-2009	41.5	02-Oct-2009					

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- Click the *Create Timecard* button

Lab 2 Solutions: Submit a Defaulted & Non-Defaulted Timecard with Holiday Worked



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[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#)

Time Entry: Student22, Employee S, 125064

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

[Show Accrual Balances](#)

Period

Comments

Template Exclude Hours Overwrite [Go](#)

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
N- 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	
N- Hours Worked	Hrs <input type="text"/>	Hrs <input type="text" value="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" value="7.5"/>	Hrs <input type="text"/>	35	
	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	
Add Another Row Recalculate	0	12.5	7.5	7.5	7.5	7.5	0	42.5	

Template Name [Save As A Template](#)

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


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- Select the correct time period from the drop-down list in the *Period* field (September 06, 2009 – September 12, 2009)
- A defaulted Timecard will display with 7.5 hours Holiday on Monday and 7.5 hours worked on Tuesday – Friday.
- Enter the 5 Hours Worked for Monday
- Click the *Recalculate* button (Total hours is 42.5)
- Click the *Continue* button

Lab 2 Solutions: Submit a Defaulted Timecard with Holiday Worked



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

Time

[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#)

Review: Student22, Employee S, 125064

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
N- Holiday	Hrs	Hrs 7.5	Hrs	Hrs	Hrs	Hrs	Hrs	7.5
N- Hours Worked	Hrs	Hrs 5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	35
	0	12.5	7.5	7.5	7.5	7.5	0	42.5


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
N- Holiday	Hrs	Hrs 7.5	Hrs	Hrs	Hrs	Hrs	Hrs	7.5
N- Holiday Worked	Hrs	Hrs 5	Hrs	Hrs	Hrs	Hrs	Hrs	5
N- Hours Worked	Hrs	Hrs	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	30
	0	12.5	7.5	7.5	7.5	7.5	0	42.5

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- Review the *Time Entry* and *Details* blocks of the *Review* page
- Click the *Submit* button



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

Time

[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#)

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

Confirmation: Student22, Employee S, 125064

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
N- Holiday	Hrs	Hrs 7.5	Hrs	Hrs	Hrs	Hrs	Hrs	7.5
N- Hours Worked	Hrs	Hrs 5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	35
	0	12.5	7.5	7.5	7.5	7.5	0	42.5

[Return to Recent Timecards](#)

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

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- Confirm the Timecard has been submitted successfully
- Click the *Logout* link

Lab 2 Solutions: Submit a Non-Defaulted Timecard with Holiday Worked

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Logged In As EMPV22

Worklist [Full List](#)

From	Subject	Sent
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.		

Navigator [Edit Navigator](#)

PRISM TRKS Time

Time


Time Entry

Favorites [Edit Favorites](#)

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

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- Login to PRISM as EMPVXX
- Choose the *PRISM TRKS Time* responsibility
- Click the *Time Entry* link



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

Time Entry | Timecard Search | Templates | Create Timecard
Time

Recent Timecards: Student22, Employee V, 125244


[Create Timecard](#)

Status	Period Starting	Period Ending	Recorded Hours	Submission Date	Update	Delete	Details
No results found.							

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- Click the *Create Timecard* button

Lab 2 Solutions: Submit a Non-Defaulted Timecard with Holiday Worked



PRISM TRKS
Time Record Keeping System

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

Time
Time Entry | Timecard Search | Templates | Create Timecard

Time Entry: Student22, Employee V, 125244 Cancel Save Continue

[Show Accrual Balances](#)

Period: September 06, 2009 - September 12, 2009 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
N: Hours Worked	Hrs <input type="text" value="7.5"/>	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"/>	Hrs <input type="text"/>	30	
N: 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	
N: Holiday Worked	Hrs <input type="text"/>	Hrs <input type="text" value="5"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	5	
	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	
<input type="button" value="Add Another Row"/> <input type="button" value="Recalculate"/>		7.5	12.5	7.5	7.5	7.5	0	0	42.5

Template Name:

Cancel Save Continue

- Select the correct time *Period* from the drop-down list in the *Period* field (September 06, 2009 – September 12, 2009)
- Enter hours worked for Sunday and Tuesday – Thursday (7.5)
- On the second line, select the Hours Type Holiday, and enter 7.5 for Monday
- On the third line, select the Hours Type Holiday Worked, and enter 5 for Monday

Note: A non-standard employee, entering time worked on a holiday, must add an additional line using the Hours Type of Holiday Worked, and record the number of hours worked on the holiday on that line.

- Click the *Recalculate* button
- Click the *Continue* button

Lab 2 Solutions: Submit a Non-Defaulted Timecard with Holiday Worked

PRISM TRKS Time Record Keeping System

Time | Diagnostics | Home | Logout | Preferences

Time Entry | Timecard Search | Templates | Create Timecard

Review: Student22, Employee V, 125244

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- Hours Worked	Hrs 7.5	Hrs	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	Hrs	30
E- Holiday	Hrs	Hrs 7.5	Hrs	Hrs	Hrs	Hrs	Hrs	7.5
E- Holiday Worked	Hrs	Hrs 5	Hrs	Hrs	Hrs	Hrs	Hrs	5
	7.5	12.5	7.5	7.5	7.5	0	0	42.5

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- Hours Worked	Hrs 7.5	Hrs	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	Hrs	30
E- Holiday Worked	Hrs	Hrs 5	Hrs	Hrs	Hrs	Hrs	Hrs	5
E- Holiday	Hrs	Hrs 7.5	Hrs	Hrs	Hrs	Hrs	Hrs	7.5
	7.5	12.5	7.5	7.5	7.5	0	0	42.5

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- Review the *Time Entry* and *Details* blocks of the *Review* page
- Click the *Submit* button

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Confirmation

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

Confirmation: Student22, Employee V, 125244

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- Hours Worked	Hrs 7.5	Hrs	Hrs 7.5	Hrs 7.5	Hrs 7.5	Hrs	Hrs	30
E- Holiday	Hrs	Hrs 7.5	Hrs	Hrs	Hrs	Hrs	Hrs	7.5
E- Holiday Worked	Hrs	Hrs 5	Hrs	Hrs	Hrs	Hrs	Hrs	5
	7.5	12.5	7.5	7.5	7.5	0	0	42.5

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- Click the *Logout* link