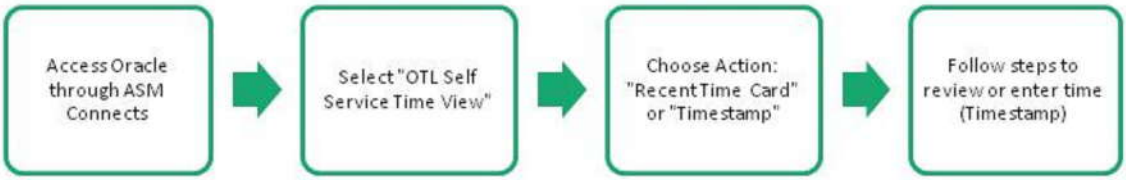
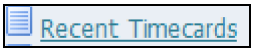


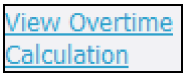
HINTS:

- Do not use "back arrow" in browser to go to previous screen—instead, use the buttons on the right-hand side of Oracle screen
- Can use "%" sign to search for an associate, if unsure of spelling of name (i.e. "%A" in last name field to pull up all associates with last name starting with "A")
- All areas containing * are required fields, must be completed
- Blue dot next to entry on "Review" screen indicates where change has been made

ESS - US: Recent Timecards

Step	Action
1.	IMPORTANT NOTICE: Our company is committed to safeguarding associate privacy interests. Please know that all information used in this tutorial/guide is fictitious. No actual associate names or data has been used.
2.	Click the **ASM US OTL Associate Self Service Time** link.
3.	Click the **Recent Timecards** link. 
4.	The *Recent Timecards* page is displayed. All timecards submitted will be listed below. A timecard can be selected to view or the timecards displayed below can be narrowed down by using the search feature.
5.	Click the **From Date** button.
6.	Click the **Month** list.
7.	Click the **March** list item.
8.	Click the **5** link.

Step	Action
9.	Click the **To Date** button.
10.	Click the **Month** list.
11.	Click the **March** list item.
12.	Click the **11** link.
13.	Click the **Go** button.
14.	The Timecard found for the specific date range is displayed. Click the **Details of Timecard** button.
15.	The *Timecard Review* page for the selected Timecard is displayed.
16.	Click the scrollbar to view the complete details of the timecard.
17.	Review the following items on the timecard: - Hours Type - Department override if applicable - State Worked override if applicable - Start and Stop times for all days - Total Hours submitted
18.	Click the **Return to Recent Timecards** link.
19.	The *Recent Timecards* page is displayed again along with all the most recent timecards below. To search for the same timecard, enter the date range only instead of using the Calendar buttons.
20.	Click in the **From Date** field.
21.	Enter the desired information into the **From Date** field. Enter a valid value e.g. "**5-Mar-2012**".
22.	Click in the **To Date** field.
23.	Enter the desired information into the **To Date** field. Enter a valid value e.g. "**11-Mar-2012**".

Step	Action
24.	Click the **Go** button.
25.	The same Timecard found before is displayed.
26.	The Attachments popup can be accessed by hovering the mouse over the icon. Point to the **Add** button.
27.	Click the **Attachment Type** list.
28.	Three different types of Attachments can be added to the Timecard entry: -File - upload a file -Url - attach a URL -Text - add a text explanation
29.	For this example, add a text explanation attachment to this Timecard. Click the **Text** list item.
30.	Click in the **Title** field.
31.	Enter the desired information into the **Title** field. Enter a valid value e.g. "**Manager Approval**".
32.	Enter the desired information into the **Text** field. Enter a valid value e.g. "**Manager has approved Vacation**".
33.	Click the **Save** button.
34.	The Confirmation window is displayed showing that the text was attached successfully. Click the **Close** button.
35.	The *Recent Timecards* page is displayed showing the searched Timecard.
36.	Click the **View Overtime Calculation** link. 
37.	Click the **Maximize/Restore** button.
38.	The *Overtime Calculation Data* window opens. Details for the selected Timecard including overtime calculation is shown.
39.	Click the scrollbar.

Step	Action
40.	**Overtime Explanation** - Different from ADP, Overtime is now displayed as *Straight Overtime* and *Premium Overtime*. *Straight Overtime* is paid at the regular rate of pay, while *Premium Overtime* is paid at the half rate to equal time and a half.
41.	Click the **Show** button.
42.	Addititional details are displayed.
43.	Click the **Close** button.
44.	The *Recent Timecard*s page is displayed.
45.	Once finished, click the **Home** link.
46.	**This topic covered:** - Searching and viewing recent timecards **End of Procedure.**