

# Adjust Current Time Card



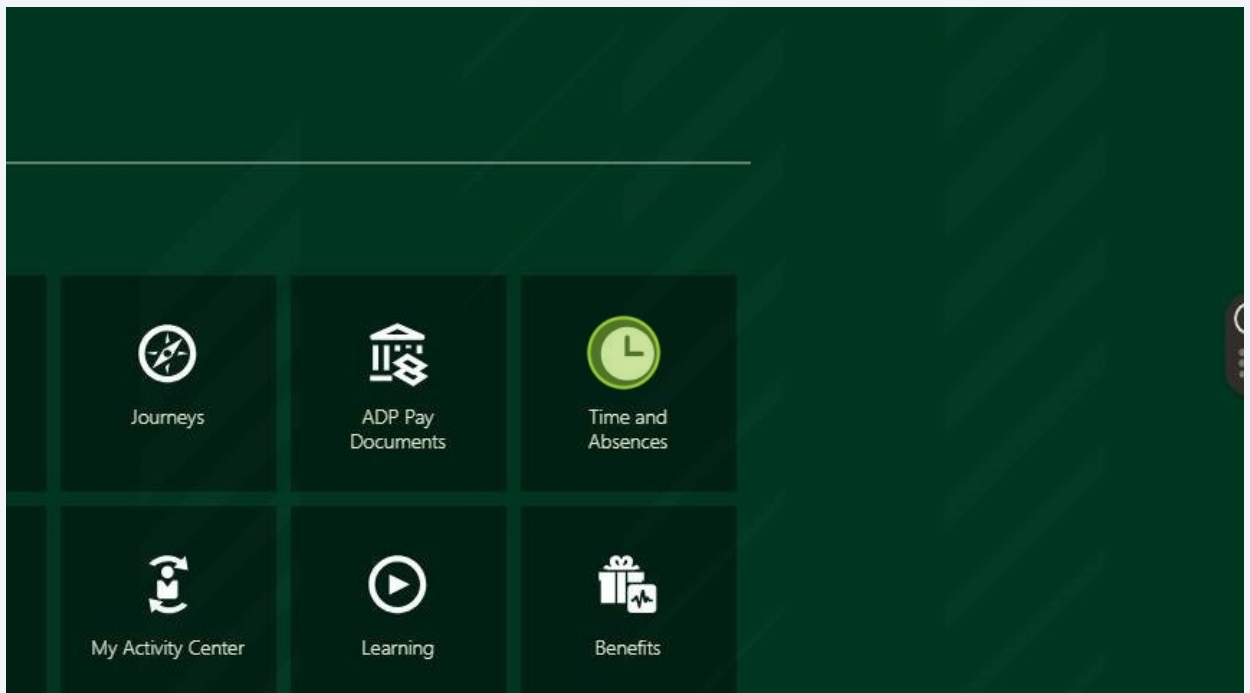
- 1 In this session, we'll walk through the process of adjusting a current time card. First, you will need to navigate to Oracle HR and sign in.



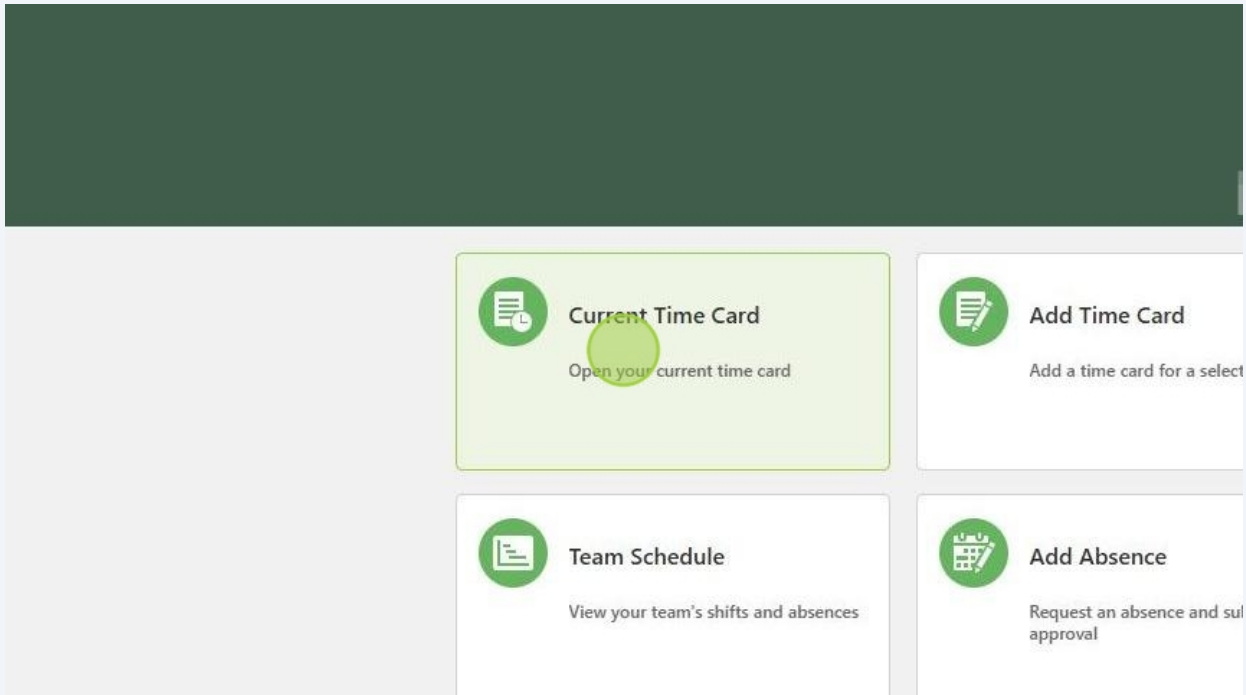
2 Select "Me."



3 Select "Time and Absences."



4 Select "Current Time Card."



5 Double-click on any field you wish to edit.

Time Card Period 1/20/2025 to 1/26/2025

Payroll Time Type *	Monday, January 20			Tuesday, January 21	
	Start	Stop	Quantity	Start	Stop

6

After making your edits, select **"Save"** to save your work or **"Submit"** to submit your time card for approval.

Wednesday, January 22			Thursday, January 23			Fr	
Quantity	Start	Stop	Quantity	Start	Stop	Quantity	S