

# Review and Reject or Approve Time



1

In this session, we'll walk through the process of reviewing and rejecting or approving an employee's time card or time update. First, you will need to navigate to Oracle HR and sign in.

The Oracle HR logo for the University of South Florida. The word 'Oracle' is in a white, italicized sans-serif font, and 'HR' is in a larger, bold, green sans-serif font. Below this, the words 'UNIVERSITY OF SOUTH FLORIDA' are written in a smaller, white, all-caps sans-serif font.

**OracleHR**  
UNIVERSITY OF SOUTH FLORIDA

## 2 Select "My Team"

DEV2 - UAT - 01/19/25

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Search for people and actions

Good afternoon, Donald Draper

Me **My Team** My Client Groups USF Help Center Tools Others

QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center

APPS

- Directory
- Connections
- Journeys
- ADP Pay Documents
- Time and Absences
- Career and Performance
- Personal Information
- My Activity Center

## 3 Select "Show More"

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Terminate Employment

Personal Brand Team Skills Center Team Goals Center

Terminate Employment

**Show More**

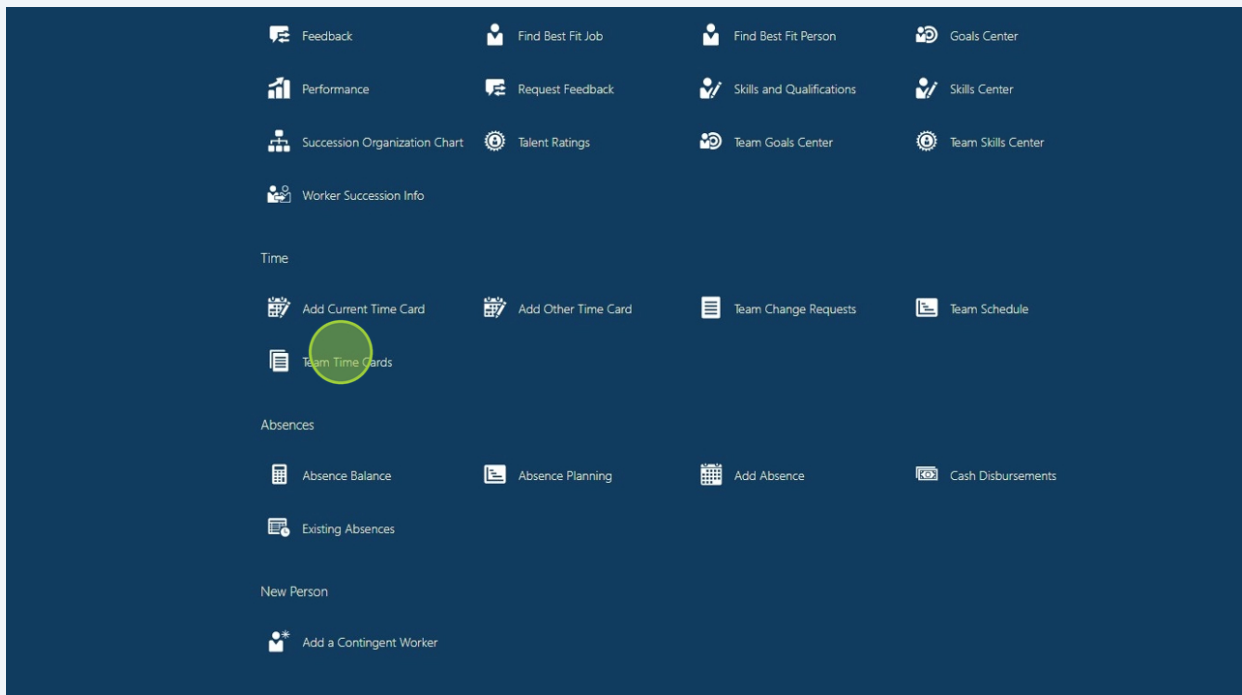
Things to Finish

Assigned to Me <b>113</b>	1 hour ago <b>ACTION REQUIRED</b> Approval of Payroll Time Entries for Nicole Trapp from 2025-03-28 to 2025-04-10 Nicole Trapp	1 hour ago <b>ACTION REQUIRED</b> Approval of Payroll Time Entries for Nicole Trapp from 2025-03-28 to 2025-04-10 Nicole Trapp	1 hour ago <b>ACTION REQUIRED</b> Approval of Payroll Time Entries for Nicole Trapp from 2025-03-28 to 2025-04-10 Nicole Trapp
Created by Me <b>2</b>			

Show More

News and Announcements

#### 4 Select "Team Time Cards"



5 Here you can see the time cards for each employee and it's status. To view and approve a time card, select the "Date" next to employee.

