

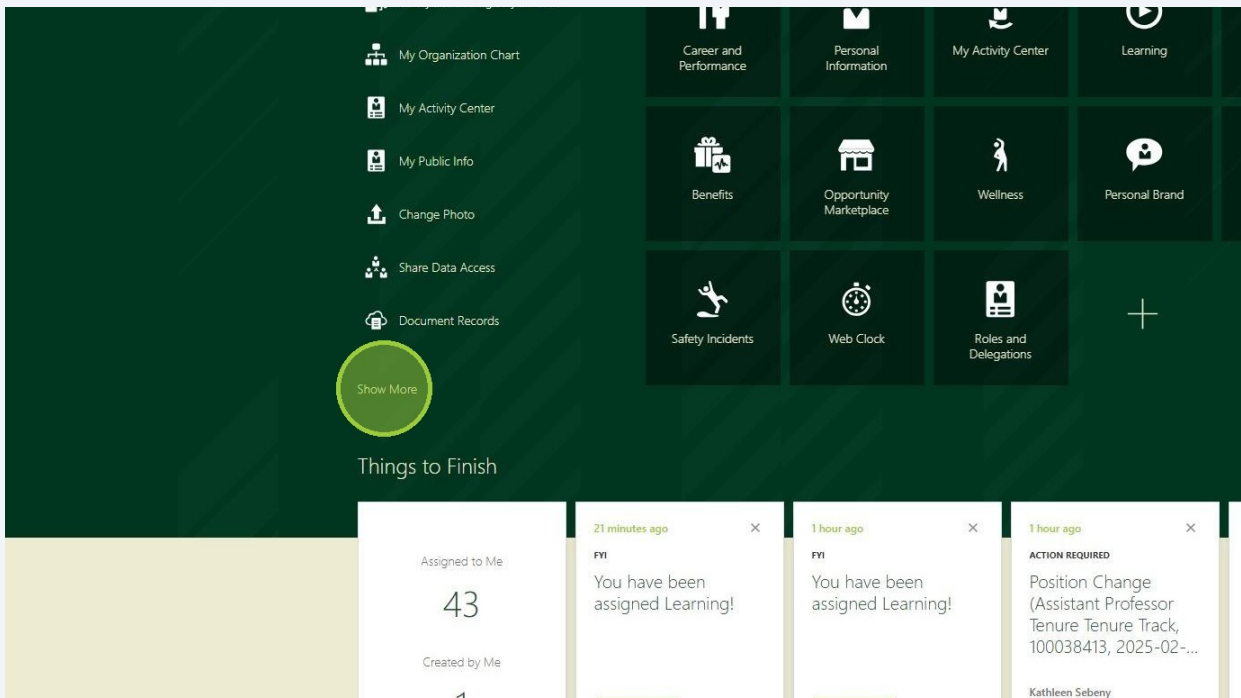
Submitting a Timecard



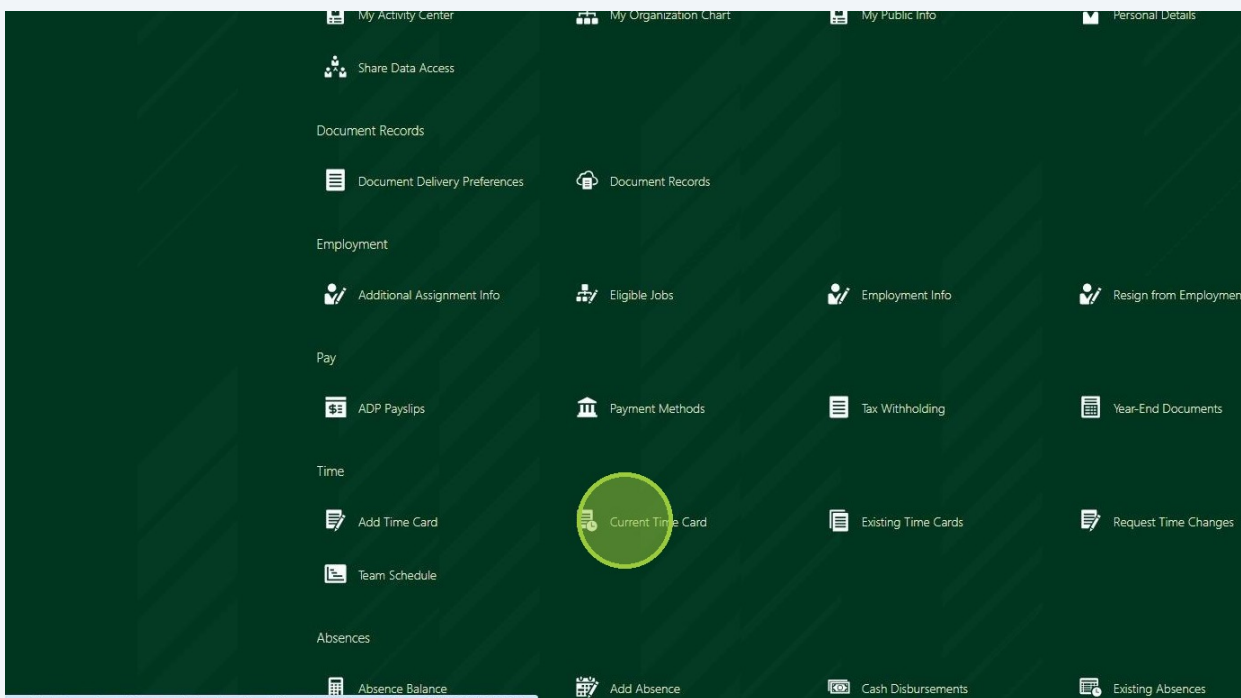
- 1 In this session, you'll learn how to submit your timecard. First, you will need to sign in to Oracle HR.



2 On the homepage, select **"Show More."**



3 Under Time, select **"Current Time Card."**



6

This attestation will pop-up: "I attest that my timecard accurately and completely reflects the hours I worked this pay period. I understand that misrepresentation or falsification of my hours worked will result in disciplinary action up to and including termination."

OracleHR UNIVERSITY OF SOUTH FLORIDA

JG Jonie Garriss Office Manager

Person Number 20040001004 Time Card Period 2/10/2025 to 2/16/2025

2/10/2025 - 2/16/2025		Feb 13, Thu			Feb 14, Fri			Feb 15, Sat		
Assignment Details *	Payroll Time Type *	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop
1 20040001004	Reg Pay									
2 20040001004	Reg Pay									
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
Total Hours		0 hours			0 hours			0 hours		

Attestations 1 of 1

Attestation Generated On 2/11/2025 9:55 PM

Attestation Applies To 2/10/2025 to 2/16/2025

1

I attest that my timecard accurately and completely reflects the hours I worked this pay period. I understand that misrepresentation or falsification of my hours worked will result in disciplinary action up to and including termination.

Please respond by selecting Yes or No from the drop-down list

Yes

No

Cancel Submit and

7

By selecting yes to this question, you acknowledge that you understand that this timecard is an official company record. You confirm that all clock-in and clock-out times on your timecard are complete, true and accurate.

If your timecard is not accurate, you should not select "Yes". Instead, correct the timecard if you are able to or notify your supervisor before submitting the attestation.

OracleHR UNIVERSITY OF SOUTH FLORIDA

JG Jonie Garriss Office Manager

Person Number 20040001004 Time Card Period 2/10/2025 to 2/16/2025

2/10/2025 - 2/16/2025		Feb 13, Thu			Feb 14, Fri			Feb 15, Sat		
Assignment Details *	Payroll Time Type *	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop
1 20040001004	Reg Pay									
2 20040001004	Reg Pay									
3										
4										
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12										
Total Hours		0 hours			0 hours			0 hours		

Attestations 1 of 1

Attestation Generated On 2/11/2025 9:55 PM

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I attest that my timecard accurately and completely reflects the hours I worked this pay period. I understand that misrepresentation or falsification of my hours worked will result in disciplinary action up to and including termination.

Please respond by selecting Yes or No from the drop-down list

Yes

No

Cancel Submit and

8

Select "**Submit and Close**" to complete the attestation and submit your timecard.

The screenshot shows the Oracle HR interface for Jonie Garris, Office Manager. The timecard period is 2/10/2025 to 2/16/2025. The table below shows the timecard entries for this period.

Assignment Details *	Payroll Time Type *	Feb 13, Thu			Feb 14, Fri			Feb 15, Sat		
		Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop
1 20040001004	Reg Pay									
2 20040001004	Reg Pay									
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The 'Attestations' sidebar contains the following text:

1 of 1

Attestation Generated On
2/11/2025 9:55 PM

Attestation Applies To
2/10/2025 to 2/16/2025

1

I attest that my timecard accurately and completely reflects the hours I worked this pay period. I understand that misrepresentation or falsification of my hours worked will result in disciplinary action up to and including termination.

Please respond by selecting Yes or No from the drop-down list

Yes x

Buttons: Cancel, Submit and Close

9

This ends the walkthrough for "Submitting a Timecard."

