

Oracle HR Timeclock Overview

For information not covered here, please refer to the Oracle User Manual located at www.hrs.colostate.edu under Data Systems. You can also contact the Oracle Helpdesk at 491-0946.

Setup and Configuration

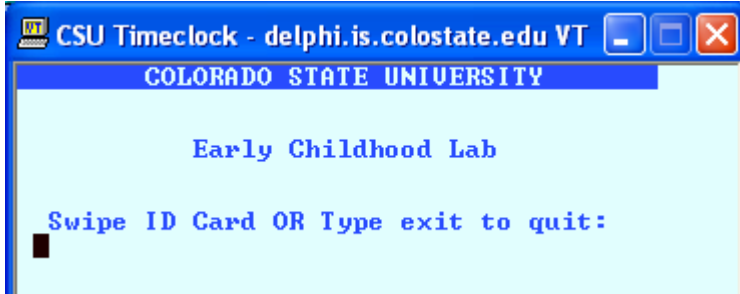
The CSU timeclock simulation software is an application that runs on a PC and interfaces with Oracle HR. An icon must be created on the desktop to run the timeclock application, TeraTerm Pro, which can be downloaded from ACNS. Oracle HR does not need to be installed on the timeclock PC.

1. Download TeraTerm to the timeclock PC from <http://www.acns.colostate.edu/?page=downloads>. Click Site-Licensed Software (Free) -> TeraTerm Pro 2.3.
2. After you sign in with your eIdentity, save the file to C:\tterm23 when prompted.
3. Double-click the file to start installation.
4. The following files can be obtained from <http://www.hrs.colostate.edu/datasys/timeclocks.html>. Copy them to the same directory to which TeraTerm installed.
 - a. csutime.ini
 - b. csutime.cnf
 - c. bpalogin.ttl.
5. Create a shortcut on the timeclock PC's desktop with the following string in the Target property (use quotes as indicated): "C:\Program Files\Ttermpro\tterm23.exe" /F=csutime.ini /K=csutime.cnf /M=bplogin.ttl /T=1 /W="CSU Timeclock" Timeclock.is.colostate.edu
6. Email or mail the Timeclock Setup Info spreadsheet (also available at <http://www.hrs.colostate.edu/datasys/timeclocks.html>) to Human Resources – Data Systems.
7. Once you've been contacted that this setup has been completed, your timeclock will be ready to use.

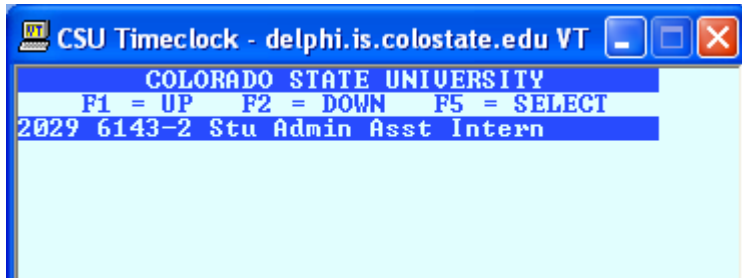
Clocking In and Out

The CSU Timeclock system replaces the Hourly Summary Time portion of the CSU Oracle HR application.

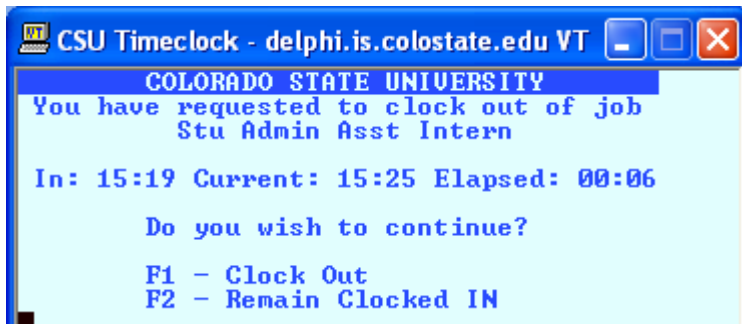
1. To start the timeclock, double-click the TeraTerm icon on the desktop.



2. An employee may clock in by scanning his CSU ID card (if a barcode scanner is attached to the computer) or by typing in his CSU ID number and pressing enter.



3. This screen displays all of the valid jobs for the employee for this timeclock. Jobs in other departments (and, in some cases, funded by other projects) will not appear.
4. If multiple jobs are listed, use F1 and F2 to highlight the correct job.
5. Press the F5 key to select the highlighted job.
6. This screen appears at the end of the clock in process. It shows the total hours worked during the pay period.



7. If an employee is already clocked in, the following screen appears after entering the CSU ID on the main screen. Press F1 to clock out or press F2 to remain clocked in.

Approving Timeclock Hours

Supervisors must have access to Oracle HR to approve timeclock hours for their employees.

1. Open CSU Timecard Approval. All employees with hours to approve appear in alphabetical order.
2. To locate an employee, use the scrollbar to the left of the employee name or click the Search Criteria button.

The screenshot shows the 'Timecard Approval' application window. At the top, there is a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. Below the menu bar, the employee name 'JOHNSON, CHRISTINA A' and ID '111111111' are displayed. To the right, there are fields for 'Meals', 'Total Hours' (45), 'Week 1' (0), and 'Week 2' (0). A 'Search Criteria' button is also present.

The main area is titled 'Timecard Entries' and contains a table with the following columns: 'Approved?', 'Meal?', 'Time', 'Date/Time In', 'Date/Time Out', 'Project', and 'Element'. The table lists several entries, including one with a red '222:42' in the 'Time' column. A scrollbar is visible on the left side of the table.

At the bottom of the window, there are checkboxes for 'Unapproved Only?', 'Timecard Sorted: Newest First' (selected) and 'Oldest First', and buttons for 'Print Timecard' and 'Timecard History'.

Approved?	Meal?	Time	Date/Time In	Date/Time Out	Project	Element
<input type="checkbox"/>		0:08	02-MAR-2005 15.19	02-MAR-2005 15.27	135282	Time Entry Wages
			Assignment 6143-2	Title Stu Admin Asst Inte	Clock	Early Childhood Lab
		222:42	21-FEB-2005 08.36	02-MAR-2005 15.18	135282	Time Entry Wages
			Assignment 6143-2	Title Stu Admin Asst Inte	Clock	Early Childhood Lab
		0:09	21-FEB-2005 08.25	21-FEB-2005 08.34	I/S Clearing	Time Entry Wages
			Assignment 6143-2	Title Stu Admin Asst Inte	Clock	Early Childhood Lab
		4:31	10-JAN-2005 07.28	10-JAN-2005 11.59	I/S Clearing	Time Entry Wages
			Assignment 6143-2	Title Stu Admin Asst Inte	Clock	Information Sys 1
	<input checked="" type="checkbox"/>	5:22	07-JAN-2005 11.13	07-JAN-2005 16.35	I/S Clearing	Time Entry Wages
			Assignment 6143-2	Title Stu Admin Asst Inte	Clock	Information Sys 1
	<input checked="" type="checkbox"/>	5:31	06-JAN-2005 11.05	06-JAN-2005 16.36	135282	Time Entry Wages
			Assignment 6143-2	Title Stu Admin Asst Inte	Clock	Information Sys 1
	<input checked="" type="checkbox"/>	4:39	05-JAN-2005 11.58	05-JAN-2005 16.37	135282	Time Entry Wages
			Assignment 6143-2	Title Stu Admin Asst Inte	Clock	Information Sys 1

3. Uses the scrollbar on the left side of the screen to see additional entries for the selected employee.
4. To approve an entry, click the Approved checkbox for the appropriate line. When hours are approved, the Total Hours fields in the upper left of the screen update.
5. If a timeclock entry spans more than eight hours then the Time is displayed in red.
6. To record a new entry, scroll down to a blank line (or press Ctrl-down arrow). Enter time in the 24 hour format (HH.MM).
7. As timecard entries are processed for a pay period, they are removed from the Timecard Approval screen.