
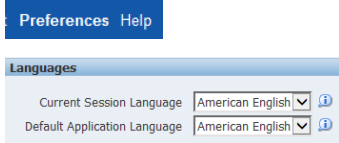
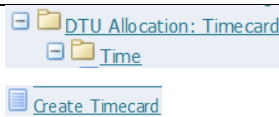
















# Create Timecard

Prepared by Finance and Accounting

This document briefly describes how to create your own timecard in DTU Allocation.

Step	Explanation	Navigation						
Open Oracle and enter your login		<a href="https://adm-poss-nyprod.adm.dtu.dk/">https://adm-poss-nyprod.adm.dtu.dk/</a> or 						
Select language	Select language and 'Apply'							
Create timecard								
Select period	Make sure you choose the correct period.	Period <input type="text" value="01 February, 2017 - 28 February, 2017"/>						
Create timecard	<p>Fill in relevant Project number, Task and Type.</p> <p>You can search for the correct Project, Task or Type number using </p> <p><b>Tip:</b></p> <ul style="list-style-type: none"><li>- Write % before partly filled in search word/number</li><li>- If you press  without filling in task or type you will get a full search</li><li>- Press  instead of  + </li></ul> <p> <b>TAP:</b> Always fill in the exact number of hours you have worked each day on the correct project and task number. VIP: always fill in 7.4</p> <p>Note that DTU Allocation is based on decimal.</p> <p> Select 'Accrual Balance' for holidays etc.</p>	<div><div>Project</div><div><input type="text" value="91115 - 8212 Ko"/></div></div> <div><div>Task</div><div><input type="text" value="82900-Fast løn"/></div></div> <div><div>Type</div><div><input type="text" value="Timer - (Normal)"/></div></div> <div><table><tr><th>Wed 01</th><th>Thu 02</th><th>Fri 03</th></tr><tr><td><input type="text" value="7,4"/></td><td><input type="text" value="8"/></td><td><input type="text" value="7,9"/></td></tr></table></div> <div><div><a href="#">+ Show Accrual Balances</a></div></div>	Wed 01	Thu 02	Fri 03	<input type="text" value="7,4"/>	<input type="text" value="8"/>	<input type="text" value="7,9"/>
Wed 01	Thu 02	Fri 03						
<input type="text" value="7,4"/>	<input type="text" value="8"/>	<input type="text" value="7,9"/>						
Absence registration	<p> Always select 99999 under 'Project' when registering absence such as holidays, sickness, paid leave, etc.</p> <p>Select relevant task – there is a total of 19</p>	<div><div><input type="text" value="99999 - Fravær"/></div><div><div>Task Details</div><div><div>F-100-Ferie</div><div>F-101-Særlige feriedage</div><div>F-103-Sygdom</div><div>F-104-Sygefravær §56</div></div></div></div>						

	 Always select 99989 for 'Other Time'	99989 - Øvrig tid
Comments	<p>If necessary you can add a comment to the individual days under 'Additional details'.</p> <p><b>Tip:</b> Under 'Comments' at the top you can add an overall comment to your timecard.</p>	<div>Additional Details</div> 
Save timecard	Save your timecard if it is not yet ready for approval.	<div>Save</div>
Submit for approval	Only submit your timecard when it has been fully completed.	<div>Continue</div> + <div>Submit</div>