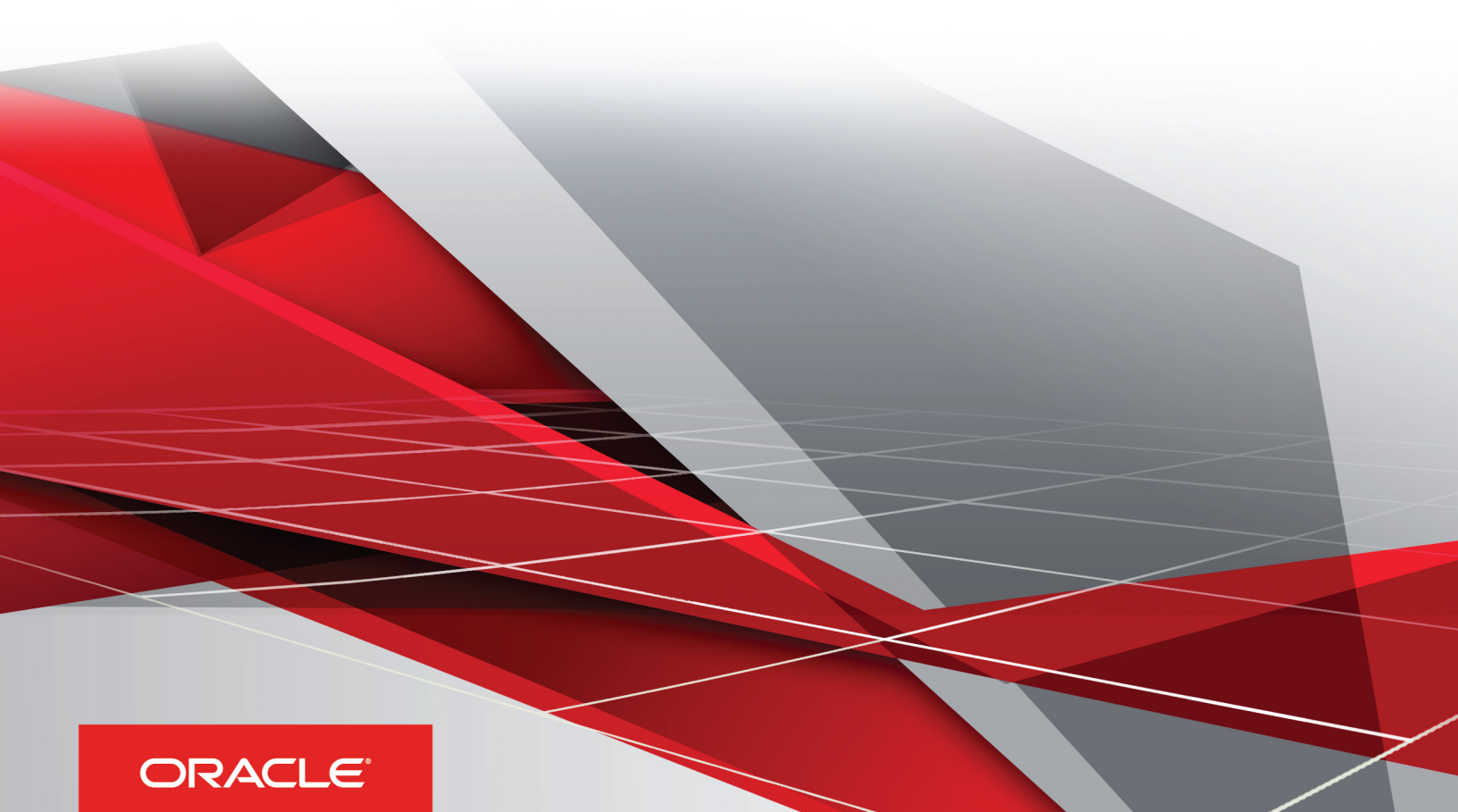
Oracle

Global Human Resources Cloud
Using Time and Labor

Release 12

This guide also applies to on-premises implementations



Oracle® Global Human Resources Cloud Using Time and Labor

Part Number E74173-02

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Contents

Preface

This preface introduces information sources that can help you use the application.

Oracle Applications Help

Use the help icon to access Oracle Applications Help in the application. If you don't see any help icons on your page, click the Show Help icon in the global header. Not all pages have help icons. You can also access Oracle Applications Help at https://fusionhelp.oracle.com.

Using Applications Help

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Additional Resources

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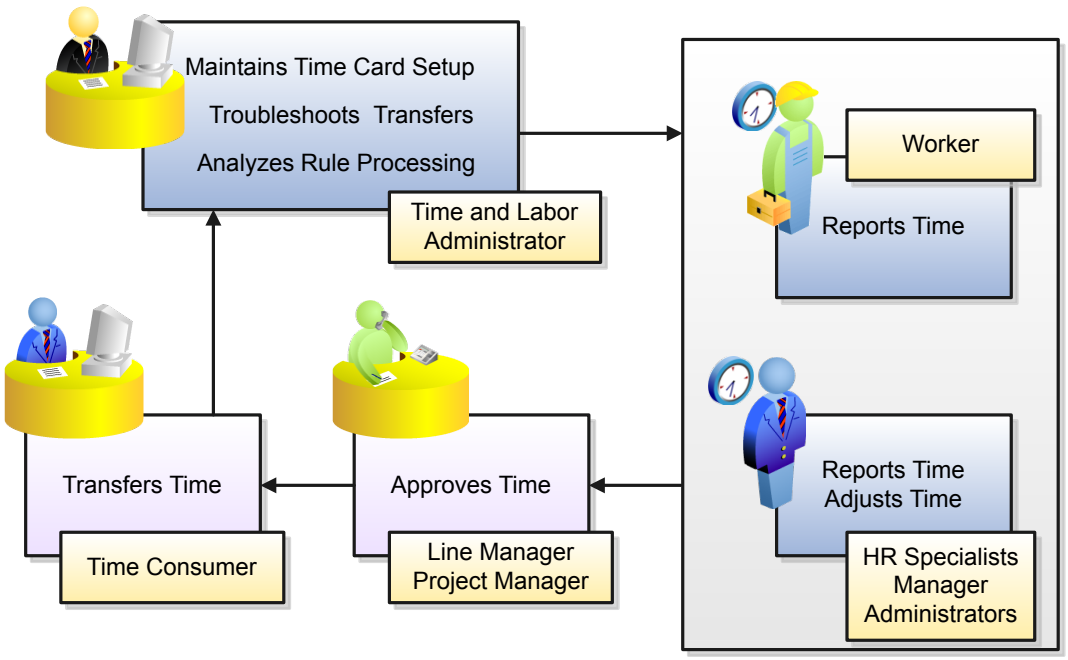
1 Overview

Using Time and Labor: Overview

Ongoing Time and Labor business process activities include reporting, approving, and transferring time, as well as maintaining time card configuration and analyzing processing details.

The following figure shows the time management cycle of time entry, approval, and transfer, along with administrative maintenance and analysis of time cards.



Report Time

Workers report time in a calendar or by creating or editing time cards. HR specialists, Time and Labor managers, and any administrator or manager with the Time and Labor Manager role can also report or adjust workers' time.

Approve Time Cards

Line managers approve time submitted to payroll consumers. Project managers approve time submitted to Oracle Fusion Project Costing.

Transfer Time

Time and Labor administrators troubleshoot time transfers initiated by time consumers. They can review incomplete transfer processes and resolve time cards with transfer failures.

Analyze Time

Time and Labor administrators view the processing details of time entry and time calculation formulas, rules, and rule sets, and make necessary adjustments.

Maintain Time Card Configuration

After initial implementation, Time and Labor administrators maintain time card layouts, time entry and calculation rules, group definitions, and profile assignments.

Work Areas

To manage Time and Labor, start from the pages listed in the following table.

Role	Work Area	Navigation
Workers	Time (for time card)	About Me
Workers	Time (for calendar)	About Me
Approvers	Notifications	Home page
HR Specialists Time and Labor Managers Time and Labor Administrators	Time Management	My Workforce menu in the Navigator

2 Time and Labor Scheduling

Using Time and Labor Scheduling: Overview

Workers and managers use Oracle Fusion Time and Labor schedule views to plan leave time and shifts. Managers can schedule shifts, monitor work coverage, and balance workloads. Use scheduling tasks in the Time Management and Time work areas to manage and view schedules.

Manage Shift Properties

Most shift properties are set when shifts are created using the Manage Work Shifts task in the Setup and Maintenance work area. Time and Labor managers can optionally manage the shift short name and color display properties using the Manage Shift Properties task.

Manage Scheduler Profiles

Scheduler profiles determine who can schedule shifts, monitor coverage, and balance workloads for a specific group of workers.

Time and Labor managers use the Manage Schedule Profiles task in the Time Management work area to create scheduler profiles that define the following:

- Default resource requirements
- Display labels and colors for custom shifts
- Staffing differences for over, under, and normal staffing levels
  Colors associated with each level enable schedulers to quickly distinguish the levels on Planned Schedule Summary sections.

Note: All schedulers must have the Time and Labor Manager role to access the scheduling features.

Manage Planned Schedule

Time and Labor managers and line managers maintain weekly team schedules based on the team members' work schedules, including approved absences and public holidays. They can quickly analyze and edit workload coverage using indicators of total hours scheduled, resources required, and resources scheduled.

View Published Schedule

The View Published Schedules page is a read-only version of the Manage Planned Schedule page in terms of appearance and coverage indicators. However, the schedule and coverage data can be different between the two pages because

schedulers can create, edit, and save a planned schedule without publishing it. The published schedule is the schedule that workers are expected to comply with.

Time and Team Schedule

Workers can use the Time view to manage their time with a complete view of their personal and published employment schedule. They can also view their published team schedule to responsibly plan leaves and actively negotiate shift trades to accommodate personal appointments or desired time off.

Sources for Schedule Shift Default Values: Explained

You create worker shifts on the Manage Planned Schedule page in the Time Management work area. The following sources populate the default values for shift type, such as Morning or Evening, start and end times, and duration.

The application searches each of the following sources in succession until it finds these shift values.

1. Work schedule

   In the Setup and Maintenance work area:

   a. Define and maintain work shift and schedule properties using the Manage Work Shifts, Manage Work Weekday Patterns, and Manage Work Schedules tasks.
   b. Assign shift and schedule properties to various workforce structure hierarchy objects using the Manage Schedule Assignment Administration task.

   Use the Manage Work Schedule Assignment task in the Person Management work area to assign a work schedule to a worker.
2. Assignment job details

   In the Person Management work area, use the Management Employment page Job Details section to view working hours and frequency, standard working hours, and start and end times.
3. Work day information or work terms defined for the enterprise, legal employer, department, or position.

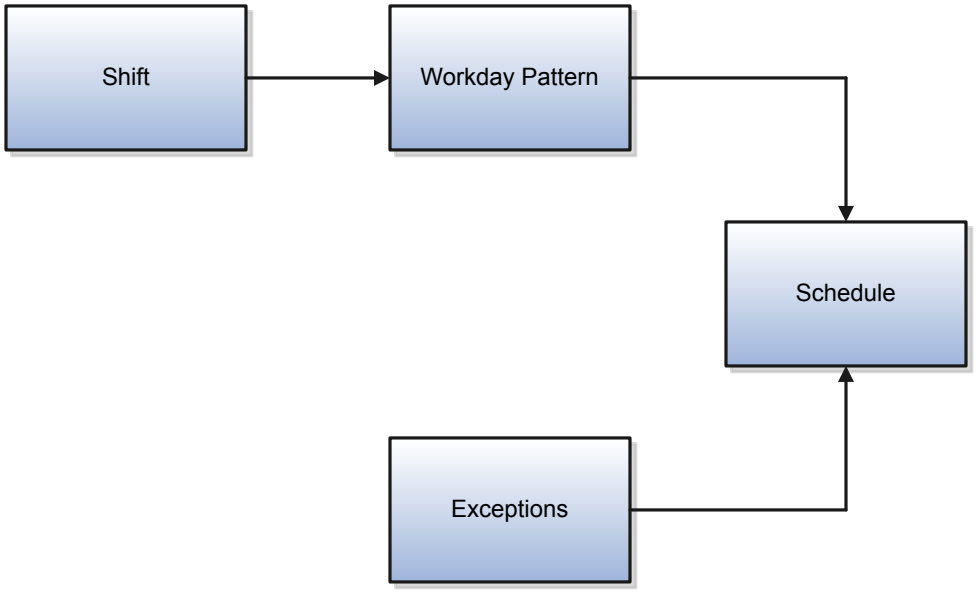
   In the Setup and Maintenance work area, use the following tasks to view work start and end times as well as standard working hours and frequency:

   - Manage HCM Enterprise Information
   - Manage Legal Entity HCM Information
   - Manage Departments
   - Manage Position

Schedule Components: How They Fit Together

Schedules are comprised of workday patterns and exceptions. Workday patterns are comprised of shifts. You can also create exceptions, nonworking days, to the schedules.

Begin by creating shifts and then assigning those shifts to workday patterns. Next, create a schedule that is a collection of workday patterns and any exception dates.



Shift

A shift is a period of time, typically expressed in hours, and it can be defined by a start time and an end time, or a duration. A shift can be for a work period or an off period. You can create time, duration, and elapsed shifts.

Workday Pattern

A workday pattern is a collection of shifts for a specific number of days. You can create time, duration, and elapsed workday patterns.

Exception

An exception is a record of a date that overrides the availability of a resource to which a schedule has been assigned. For example, a resource is assigned a schedule that includes December 25 as a working day. An exception can be created for December 25 and applied to that schedule to override resource availability for that date. Exceptions can also be for a date time period such as 9 a.m. to 11 a.m. on December 25th.

Schedule

A schedule is defined by a start date, an end date, and a sequence of workday patterns to be followed between those dates. A schedule can also contain exception dates that override the availability of resources to which the schedule is assigned. Quarter types such as 4-4-5, 4-5-4 are supported.

Managing Shifts: Examples

A shift is a period of time, typically expressed in hours, that is used to build workday patterns. Workday patterns are used to build schedules. There are multiple types of shifts you can create. The following scenarios illustrate each type.

Managing Time Shifts

Next month you are adding a second shift for your manufacturing operations. This new shift will start right after your regular first shift. You can create a time shift that starts at 4:00 p.m. and ends at 12:00 a.m. There are restrictions in updating existing shifts and patterns. Shifts and patterns cannot be updated if the change affects a schedule, that is they are associated to a schedule. If a shift is created but not assigned to a pattern (or assigned to a pattern but the pattern is not assigned to a schedule) it can be updated. If a pattern is created and not assigned to a schedule it can be updated.

Managing Time Shifts with Punch Details

Your division has decided that the employees in the office must clock in and out for lunch starting next week. All employees will take the same lunch hour. Add punch shift details to the existing shift so that employees punch in at 8:00 a.m.; they punch out for lunch from 11:30 a.m. to 12:30 p.m.; they punch back in at 12:30 p.m.; and they punch out for the day at 5:00 p.m.

Managing Time Shifts with Flexible Details

Jorge Sanchez is a contractor who is starting work in your department next week. His hours will be flexible, so you need to create a new time shift with flexible details that he can use to record his time. He will have a flexible start time from 7:00 a.m. to 9:00 a.m. and a flexible end time from 4:00 p.m. to 6:00 p.m. His core work hours will be from 9:00 a.m. to 4:00 p.m.

Managing Duration Shifts

One of the divisions in your organization does not use fixed start and end times for its daily shifts; the division only records the total duration of the shift and indicates if resources are available or not during that time. All of the employees in the division are available for 24 hours straight, and then they are not available for the next 24 hours. You should create a duration shift that indicates that resources are available for 24 hours, and create a second duration shift that indicates that resources are not available for 24 hours.

Managing Elapsed Shifts

The employees in the Human Resources department all work 8 hours a day, but the start and end times vary by employee. Some employees start at early as 6:00 a.m., while others don't start until 9:00 a.m. Create an elapsed shift with a duration of 8 hours, where all employees are assumed to be available for the number of hours in the shift at any time during the day.

Managing Workday Patterns: Examples

A workday pattern is a collection of shifts for a specific number of days. There are multiple types of workday patterns you can create. The following scenarios illustrate each type.

Managing Time Workday Patterns

Your department works a Monday through Friday workweek with 8 hour shifts each day. Time patterns always have time shifts. That is, the shift will have start time and end time. You can create a time workday pattern with a length of 7 days and details of an 8 hour time shift for days 1 through 5. Days 6 and 7 are considered nonworking days.

Managing Duration Workday Patterns

A new group of employees starts next month, and each employee will work a schedule where he or she is available for 10 hours, and then not available for the next 16 hours, and then available for 10 hours again, and so on. This pattern starts on midnight of the first day of the next month. Create a duration workday pattern with a 10-hour available duration shift, followed by a 16-hour not available duration shift. Do not specify the pattern length or start and end days, and the pattern will repeat for the length of the schedule to which it is associated.

Managing Elapsed Workday Patterns

In the summer, several divisions in your organization work only 4 hours on Fridays. They work extended hours on Wednesdays and Thursdays to cover the 4 hours they will not work on Fridays. Create an elapsed workday pattern with a length of 7 days. Days 1 and 2 will have an 8-hour shift assigned, while days 3 and 4 will have a 10-hour shift assigned. Finally, day 5 will have a 4-hour shift assigned. As in the time workday pattern, days 6 and 7 are considered nonworking days.

3 Time Reporting

Generating Time Cards: Points to Consider

Create time cards for the primary assignments of a group of workers during a specified date range, at one time. Use the Generate Time Cards process in the Time Management work area. Open the process request page by clicking Generate on the Manage Time Cards page Search Results section toolbar. You can submit a one-time process request or schedule a recurring process.

When you search for the workers to generate time cards for, you must provide available from and to dates and can optionally select a group. When you define time card parameters, you specify the inclusive periods, entries, and time card attributes

Available From and To Dates

The search uses the available from and to dates to retrieve only workers with a primary assignment for the specified date range. If your search criteria include a group, the search results show only workers who are active members of the group during the specified date range.

Your available date selections also populate the inclusive period From and To dates in the Time Card Parameters section.

Inclusive Periods

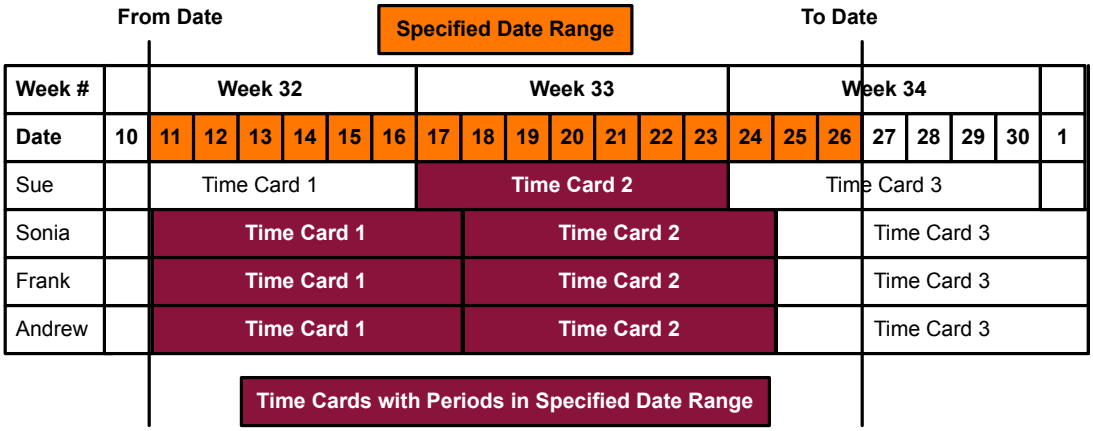
Specify the inclusive periods for the time cards that you are generating using either of these two methods:

- Create time cards that contain periods within the specified From and To date range.
- Create a specific number of time cards starting with the specified From date.

The first time card generated for each selected worker using either method is for the time card period that matches one of the following conditions:

- Condition 1: The period that starts on the specified From Date
- Condition 2: The period that occurs next in the time card period sequence after the specified From date

The following figure shows sample time cards generated under both of these conditions.



Condition 1: The Week 32 time card period for Sonia, Frank, and Andrew, starts on the 11th, which is the specified From date. Therefore, the first time cards that the process generates for this trio are for Week 32. Their Week 33 time card periods start after the specified From date and end before the specified To date of the 25th. Therefore, the process also generates Week 33 time cards for the trio. The trio's Week 34 time card periods start after the specified From date and end after the specified To date. Therefore, the process doesn't generate Week 34 time cards for the trio.

Condition 2: The Week 32 time card period for Sue starts on the 10th, while the specified From date is the 11th. Sue's Week 33 time card period starts after the 11th and ends before the specified To date of the 25th. Therefore, the first time card that the process generates for Sue is for Week 33. Sue's Week 34 time card period starts after the specified From date and ends after the specified To date. Therefore, the process doesn't generate a second time card for Sue.

> **Note:** To schedule a recurring Generate Time Card process, you must select the Number of time cards option. Specify the frequency and start date of the recurring process on the Schedule tab of the schedule dialog box. For example, run the Generate Time Cards process for Group X every three weeks starting on January 1, 2016.

Entries

Specify whether to generate empty time cards or time cards with entries using schedule hours. Time and Labor uses schedule hours provided by the Manage Published Schedule task or the work schedule provided by person employment records.

Time Card Attributes

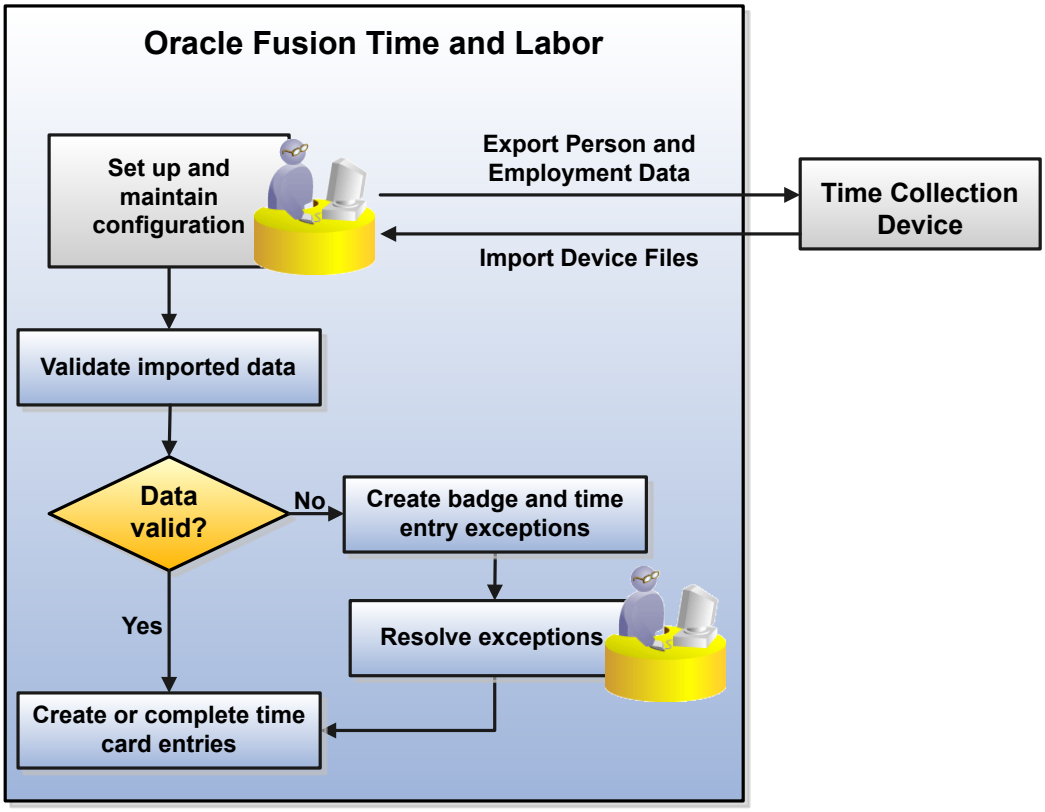
When you generate time cards using schedule hours, you must specify all of the time attributes and attributes values required by the time consumers. The Generate Time Cards process uses the specified time attributes and attribute values to create the relevant time card entries.

Processing Time Collection Device Events: Overview

To process time collection device events, you regularly export data to the devices, import data from them, and handle exceptions. To process web clock device events, you regularly import reported time data and handle exceptions. To set up

time device event processing, you configure supplier lookups, event mappings and export data. To set up web clock event processing, you configure web clock buttons, the web clock layout, and worker time entry profiles. To complete setup for both time collection devices and web clock, you also configure rules, device processing profiles, and worker groups.

The following figure shows ongoing data transfers between Oracle Fusion Time and Labor and a third-party time collection device. It also shows the validation and processing of the imported time device and web clock events.



Setting Up and Maintaining Time Collection Device Configurations

For third-party time collection methods, you must complete the time entry and processing object configuration tasks. You must also complete the following configuration tasks to transfer data to and from third-party devices, and process time device and web clock events.

Setup Task	Work Area	Applicable Collection Method
Manage Workforce Management Lookups • ORA_HWM_TCD_SUPPLIERS • ORA_HWM_TCD_SUPPLIER_EVENTS	Setup and Maintenance	Time collection device files
Manage Time Device Event Mappings	Time Management Setup and Maintenance	Time collection device files

Setup Task	Work Area	Applicable Collection Method
Manage Time Device Event Mapping Sets	Time Management Setup and Maintenance	Time collection device files
Configure Time Event resources and requests	Documented in REST API for Oracle Global Human Resources Cloud on http://docs.oracle.com	Time collection device files
Manage Time Device Export Data	Setup and Maintenance	Time collection device files
Configure Time Collection Device Setup Data Export business object services and service data objects	Documented in SOAP Web Services for Oracle HCM Cloud on http://docs.oracle.com	Time collection device files
Manage Scheduled Processes - Workforce Management Time Device Export Data Export Time Device Data Configuration	Time Management Setup and Maintenance	Time collection device files
Manage Rules Manage Time Repository Rules	Time Management Setup and Maintenance	Web clock and time collection device files
Manage Rule Sets Manage Time Repository Rule Sets	Time Management Setup and Maintenance	Web clock and time collection device files
Manage Time Device Processing Profiles	Time Management Setup and Maintenance	Web clock and time collection device files
Manage Scheduled Processes - Generate Time Cards from Time Collection Device	Time Management	Web clock and time collection device files

Exporting Data to Time Collection Devices

Export data for time collection devices includes person information, payroll time types, and published worker schedules. Use the Workforce Management Time Device Export Data process to:

- Run a one-time, full export of data to the time collection devices during implementation
- Maintain current data on the time device by scheduling full and partial recurring and one-time exports

Schedule this process using either of these two tasks:

- Export Time Device Data Configuration task in the Setup and Maintenance work area
- Manage Scheduled Processes task in the Time Management work area

Web clock doesn't require export data because it gets person and schedule data directly from the time repository. Relevant payroll time type data is contained in each web clock button definition.

For details on configuring the Time Collection Device Setup Data Export business object services and service data objects, see SOAP Web Services for Oracle HCM Cloud on http://docs.oracle.com.

Importing Time Events from Time Devices and Web Clock

The Generate Time Cards from Time Collection Device process imports time reported using third-party time collection devices and web clock. You transfer time data from a third-party time collection device using the Time Event REST web service. Typically, the time collection device performs time event transfers in regularly scheduled batches.

The Generate Time Cards from Time Collection Device process handles imported time events using one of the following methods, depending on the verification results:

- Returns inaccurately formed resources in an error status
- Saves accurately formed resources to the time repository for further functional validations

For details on configuring the Time Event resources and requests, see REST API for Oracle Global Human Resources Cloud on http://docs.oracle.com.

Validating and Processing Imported Time Device and Web Clock Events

The Generate Time Cards from Time Collection Device process validates imported time device events using event mappings, which link supplier device events to application events. It processes valid time device and web clock events using time device rules, published worker schedules, and defined shift limits. The following table describes the application processing actions that occur depending on the validation results.

Validation Results	Application Processing Action
Valid	• Creates incomplete time card entries for In application events • Completes time card entries after receiving the corresponding Out application event
Invalid	• Creates time card entry exceptions

Handling Exceptions

Time-device-related exceptions typically occur when the application can't:

- Identify the worker for the time event
- Match the imported supplier device event with an application event

In the Time Management work area, you can review and fix unidentified worker exceptions using the Resolve Badge Exceptions task. You can also review and fix Time entry exceptions using either the Resolve All Exceptions by Worker or Manage Time Entries task.

Related Topics

- Time Device Processing Profile Components: How They Work Together
- Time Device Event Mappings and Sets: Explained
- Sending Export Data to Time Collection Devices: Points to Consider
- Time Collection Device and Web Clock Events: How They're Processed

Reporting Time: Points to Consider

Workers report time by creating a time card or a calendar entry. A Time and Labor manager can report time for all workers in an enterprise.

Time Work Area for Workers

To open the Time work area, select Time under My Information on the Navigator menu.

Use the different views to perform these time entry tasks:

Task	Description
Manage Time Cards	Use tasks in the task pane and toolbars to search for, edit, create, and delete time cards.
Create Time Card	Create a time card for any time card period as allowed by the worker time entry profile. The application selects the time card period that intersects with that date.
Search Time Cards	View time cards in descending order, from most recent time card period to the oldest time card period.
Report Time in Calendar	• Enter time with payroll time and absence types. • View rejected time cards. • Maintain absence records. On the calendar, different color bars represent absence, public holidays, and time cards.

Time Management Work Area for Managers

Use the Manage Time Card task in the Time Management work area to create, edit, or submit time cards for all workers. Search for a person and select an existing time card to edit, or create a time card for the person.

Time Entry Display Filters for Project Costing: Explained

The following table describes how time cards derive project values:

Data to Display	Derivation
Projects that are correct for the worker	Business unit defined in Oracle Fusion Human Capital Management for the worker. If you enabled project team membership in the layout set, then the list contains only projects for which the worker is a team member.
Tasks that are correct for the worker	Entry of the project name or number on the time card lists all tasks for the selected project that are valid for the worker's business unit. If you enabled project team membership in the layout set, then the list contains only projects and related tasks for which the worker is a team member.
Correct expenditure types	Entry of the project derives the project unit. The project unit derives the correct list of expenditure types.

Related Topics

- Setting Up Time Entry for Project Costing: Explained

Entering Time in the Calendar

Watch: This tutorial shows you how to report time in the time calendar.

4 Time Card Approval and Transfer

Time Entry Validation and Processing Configuration: Explained

Oracle Fusion Global Payroll, Oracle Fusion Project Costing, and Oracle Fusion Absence Management deliver validation rules that apply to time reported using Oracle Fusion Time and Labor. For example, absence validations ensure that workers enter absence for only those absence types that they are eligible for.

The following table describes the default validation and processing associated with the time card Next, Save, and Submit buttons.

Button	Validation and Processing Description
Next	Clicking Next on the time card: • Validates absence, payroll, and project time entries • Applies time entry rules • Applies time calculation rules • Generates of calculated time entries
Save	Clicking Save on the time card: • Always initiates the absence-delivered validations. • Doesn't initiate project-delivered and payroll-delivered validations. To configure validation on the Save button, use the Manage Time Consumer Sets task. Select Submit and save in the Validate on Time Card Actions field. Validations on the Save button are identical to those described for the Next button.
Submit	Clicking Submit on the time card sets the time card status to Submitted and starts the approval flow.

Time Card Absence Approvals and Transfer: Explained

Enable workers to report absences and view accrual balances in their time cards by integrating Oracle Fusion Absence Management with Oracle Fusion Time and Labor. Considerations for using Absence Management with Time and Labor include:

- Absences on time cards
- Absence approvals
- Absence transfer

Absences on Time Cards

Any approved future absences automatically appear on the time card for that period. Deleting a time card doesn't delete the relevant absence hours. To delete the absence, use the Maintain Absence Records task in the Time work area.

Absence Approvals

Absence approvals are automatically submitted. A worker:

- Submits an approval flow by entering an absence using the self-service absence management application, if approvals are configured for that absence type.
- Initiates the Time Card Approval task by entering the absence directly on the time card.

Entering an absence within an existing time card period and submitting it with the time card results in a single approval notification. The absence entry appears in the time card routed for approval without sending a separate approval notification for the absence.

Absence Transfer

Time and Labor doesn't transfer the absence time entries to any time consumer. Absence Management performs the following tasks:

- Generates the absence entries and populates the Absence Plan Details results for payment.
- Processes the hours to update accrual balances.

Related Topics

- Prerequisite Setup of Absence Management for Use with Time and Labor: Procedure

Time Card Approvals: Explained

Route payroll-related time entries or project-related time entries to the appropriate approvers using delivered approval workflow tasks. Typically, you route payroll-related time to the line manager and project-related time to a project manager. You can customize these tasks to satisfy your business requirements.

Important aspects of time card approval flow include:

- Approval periods
- Approval groups
- Approval tasks and rules
- Approval flow

Approval Periods

Use the Manage Repeating Time Periods task to define approval periods, for each time consumer. The approval period is the same as the time card period. When the approval period is met, the time card is ready to be routed for approval.

Approval Groups

Approval groups are defined lists of approvers used to define the approval routing within the approval rules of the approval task. Configure approval groups using the BPM worklist.

Time Card Approval Tasks and Rules

Approval tasks define event-driven configurations and approval rules define configurations that determine the routing. View and modify the time card approval tasks and rules, using either of these tasks in the Setup and Maintenance work area:

- Manage Task Configurations for Human Capital Management
- Manage Approval Transactions for Human Capital Management

This table lists the predefined approval tasks and task rules for payroll and project costing time entry approvals:

Delivered Approval Task and Rule	Task and Rule Description	Additional Routing
Payroll Time Card Approval	Routes payroll time entries that contain payroll time types to the line manager if the total hours for a time card exceed 40 hours.	Automatically approve time entries totaling less than 40 hours
Project Time Card Approval	Routes time entries that contain a reported project, task, and expenditure type to the appropriate project manager.	If no project manager exists, the time entries route to the worker's line manager.

Approval Flow

These points summarize the normal approval flow:

- A time card is approved when all approvers approve the time card.
- A time card is rejected when any of the approvers reject the time card.
- The worker receives notification when the time card is approved or rejected.

You can define approval rules to override this normal approval flow. Use the Manage Worker Time Entry Profiles task to control when the worker can update the time card during the approval process. This task is available in the Setup and Maintenance work area.

Related Topics

- Repeating Time Periods: Explained
- Defining Approvals for Human Capital Management: Explained
- Managing HCM Approval Transactions: Explained

Transferring Global Payroll Time Data: Explained

The Global Payroll administrator retrieves payroll time data using the Load Time Card Batches process. The process transfers only approved time data with no errors from validations, time entry, or time calculation rules.

To monitor and troubleshoot time data transfers, use the Time Management work area:

- View the time entries that failed during the transfer process in the Resolve Time Cards with Transfer Failures section of the Overview page.
- Monitor time data transfer processes that failed or terminated abruptly in the Incomplete Time Transfer Processes section of the Overview page.
    - The payroll administrator notifies the Time and Labor manager of any failed process. The Time and Labor manager resets the status to Unprocessed for the time data that didn't transfer successfully.
    - The transfer process retrieves the unprocessed time data the next time that the payroll administrator runs it.

Related Topics

- Prerequisite Setup of Global Payroll for Use with Time and Labor: Procedure

Transferring Project Costing Time Data: Explained

The Project Costing administrator retrieves project costing time data using the Transfer Time service of the Import and Process Cost Transaction process. The process transfers only approved time data with no errors from validations, time entry, or time calculation rules.

To monitor and troubleshoot time data transfers, use the Time Management work area:

- View the time entries that failed during the transfer process in the Resolve Time Cards with Transfer Failures section of the Overview page.
- Monitor time data transfer processes that failed or terminated abruptly in the Incomplete Time Transfer Processes section of the Overview page.
    - The project administrator notifies the Time and Labor manager of any failed process. The Time and Labor manager resets the status to Unprocessed for the time data that didn't transfer successfully.
    - The transfer process retrieves the unprocessed time data the next time that the project administrator runs it.

Related Topics

- Projects Time Card Adjustments: Explained
- Setting Up Time Entry for Project Costing: Explained
- Setting Up Combined Time Entry for Project Costing and Global Payroll: Explained
- Prerequisite Setup of Project Costing for Use with Time and Labor: Procedure

Transferring Absence Time Data to Project Execution Management: Explained

The Project Execution Management administrator retrieves absence time data, including future-based absences, using the Initiate Absence Records Transfer to Oracle Fusion Project Execution process.

To monitor and troubleshoot time data transfers, use the Time Management work area:

- View the time entries that failed during the transfer process in the Resolve Time Cards with Transfer Failures section of the Overview page.
- Monitor time data transfer processes that failed or terminated abruptly in the Incomplete Time Transfer Processes section of the Overview page.
    - The project administrator notifies the Time and Labor manager of any failed process. The Time and Labor manager resets the status to Unprocessed for the time data that didn't transfer successfully.
    - The transfer process retrieves the unprocessed time data the next time that the project administrator runs it.

Related Topics

- Setting Up Combined Time Entry for Project Costing and Global Payroll: Explained

5 Effective Dates for Time and Labor

Date-Effective Objects in Time and Labor: Explained

The following setup objects use date effectivity to retain history as they change over time:

- Time Entry Rule Set
- Time Calculation Rule Set
- Worker Time Processing Setup Profile
- Worker Time Entry Setup Profile

When you edit a setup profile, ensure that the start date of the profile edit corresponds with the start date of the associated reporting period.

Date Effectivity: Explained

Date effectivity preserves a history of changes made to the attributes of some objects. Professional users can retrieve and edit past and future versions of an object.

Many Human Capital Management (HCM) objects, including person names, assignments, benefits plans, grades, jobs, locations, payrolls, and positions are date-effective.

Logical and Physical Records

Date-effective objects include one or more physical records. Each record has effective start and end dates. One record is current and available to transactions. Others are past or take effect in the future. Together, these records constitute the logical record or object instance.

This table shows changes to the department manager attribute in a department business object. Each row represents a single physical record.

Physical Record	Effective Start Date	Effective End Date	Department Manager
4	18 January, 2011		C. Woods
3	15 October, 2010	17 January, 2011	A. Chan
2	13 June, 2009	14 October, 2010	T. Romero
1	22 March, 2007	12 June, 2009	G. Martin

Note: The physical record number doesn't appear in the record.

Effective End Dates in Physical Records

Every physical record except the last has an effective end date. The update process adds this date, which is the day before the effective start date of the next record, whenever you update the object.

Object End Dates

You can enter a final effective end date for some date-effective objects. For example, terminating an assignment adds a final effective end date to the assignment. Alternatively, the **End Date** action may be available. If you end date a date-effective object, then it isn't available to transactions after that date. However, the object's history is retrievable.

Status Values in Date-Effective Objects

Some date-effective objects, such as grades and jobs, have both effective dates and status values. When the object status is **Inactive**, the object isn't available to transactions, regardless of its effective dates. Setting the status to **Inactive** makes objects unavailable to transactions. If you can't enter an effective end date for an object, then changing its status has the same effect.

Future-Dated Changes

For date-effective objects, you can enter future changes. For example, you enter the following worker promotion on 25 October, 2011 to take effect on 18 January, 2012.

Physical Record	Effective Start Date	Effective End Date	Grade
2	18 January, 2012		IC2
1	14 October, 2010	17 January, 2012	IC1

Physical record 2 becomes current on 18 January, 2012. From 14 October, 2010 until 17 January, 2012 physical record 1 is current and available to transactions. Users who can access the object history can see physical record 2 before it takes effect.

When future-dated changes exist, other actions may be limited. For example, to end this worker's assignment before the promotion takes effect, you must first delete the promotion.

Date-Enabled Objects

Some objects, such as work relationships, are date-enabled rather than date-effective. They have start and end dates that define when they're available, but they have no history of changes. New attribute values overwrite existing attribute values.

Related Topics

- Making Multiple Updates to Date-Effective Objects in One Day: Explained
- Deleting Physical Records from Date-Effective Objects: Explained

Correcting Date-Effective Objects: Examples

You can correct most attributes of date-effective objects, regardless of whether they occur in current, past, or future physical records.

If you correct the effective start date of an object's first physical record, then the revised date must be before the current effective start date. For the second and subsequent records, the revised date must be between the record's current effective start and end dates.

Correcting a Current Error

On 11 March, 2011 you create a location definition but enter the wrong phone. On 21 March, 2011, you search for the definition and select the **Correct** action. Before correction, the object history is as follows.

Physical Record	Effective Start Date	Effective End Date	Location Phone
1	11 March, 2011		650.555.0175

After correction, the object history is as follows.

Physical Record	Effective Start Date	Effective End Date	Location Phone
1	11 March, 2011		650.555.0176

Because you corrected the object, no change history exists.

Correcting a Past Error

A worker's assignment history is as follows.

Physical Record	Effective Start Date	Effective End Date	Job	Working at Home
4	20 October, 2010		Line Manager	No
3	18 August, 2010	19 October, 2010	Senior Administrator	No
2	10 May, 2010	17 August, 2010	Senior Administrator	Yes
1	25 July, 2009	9 May, 2010	Administrator	Yes

You learn that the worker's job was actually Project Leader from 10 May to 19 October, 2010. As this period spans physical records 2 and 3, you must correct both.

To retrieve physical record 2, you set the effective as-of date in the person search to any date between 10 May and 17 August, 2010. You select the assignment from the search results and make the correction.

You then retrieve physical record 3 and make the same correction.

Updating Date-Effective Objects: Examples

When you update a date-effective object, you insert a physical record in the object's history. Typically, the inserted record follows the current record and the effective start date is today. However, you can also enter future-dated changes and update past records.

Entering Future-Dated Changes

The grade EC3 exists from 17 June, 2009. Its ceiling step changes from 1 January, 2012. On 30 November, 2011, you change the grade's ceiling step and enter an effective start date of 1 January, 2012. This change creates a physical record in the grade definition, as shown in this table.

Physical Record	Effective Start Date	Effective End Date	Ceiling Step
2	1 January, 2012		4
1	17 June, 2009	31 December, 2011	3

From 1 January, 2012 physical record 2 is in effect. Until then, physical record 1 is in effect.

Applying Historical Updates to Later Records

Jennifer Watts has one assignment, as follows:

Physical Record	Effective Start Date	Effective End Date	Grade	Location
2	18 September, 2010		A1	Area Office
1	10 April, 2010	17 September, 2010	A1	HQ

You promote Jennifer to grade A2 from 1 July, 2010. You update her assignment with an effective start date of 1 July, 2010 and enter grade A2. This update:

- Inserts a physical record between existing records 1 and 2
- Sets the effective end dates of physical record 1 to 30 June, 2010 and of the inserted record to 17 September, 2010

You also correct existing physical record 2 to change the grade from A1 to A2.

Jennifer's assignment history is now as follows:

Physical Record	Effective Start Date	Effective End Date	Grade	Location
3	18 September, 2010		A2	Area Office
2	1 July, 2010	17 September, 2010	A2	HQ
1	10 April, 2010	30 June, 2010	A1	HQ

Effetive Date FAQ

What's the effective as-of date?

A date value that filters search results. For any date-effective object that matches the other search criteria, the search results include the physical record for the specified effective as-of date. The effective as-of date is one of the search criteria. Therefore, objects with effective dates that don't include the specified date don't appear in the search results. By default, the effective as-of date is today's date.

What's the difference between updating and correcting a date-effective object?

When you update an object, you insert a physical record in the object's history. Typically, the inserted record follows the current physical record, and the effective start date is today's date. However, you can edit the object history or create a future-dated change by setting an appropriate effective start date.

When you correct a date-effective object, you edit the information in an existing physical record. You don't create a physical record.

What happens when I end date an object?

The date that you enter becomes the final effective end date for the object. If physical records exist for the object beyond the effective end date, either they're deleted automatically or you delete them.

The object's history remains available. For example, the object may appear in search results if the search criteria include an effective as-of date that's within the object's effective dates.

6 Layout Sets and Time Entry Formats

Managing Layout Sets: Explained

Create a collection of layouts that determine the appearance of the time card, calendar, and web clock pages. Create different layout sets for workers with different requirements. Assign a layout set to one or more worker time entry profiles. The profiles ensure that the workers see only those time card fields and web clock buttons that are relevant to them.

When you create a layout set, you select one or more time consumers and then generate a set of predefined layouts for the time consumers. You then configure and save the generated layouts. Use the Manage Layout Sets task in the Time Management work area.

You can't delete layouts from a layout set.

Predefined Layout Sets

The predefined layout sets available for use in worker time entry profiles are:

- Projects and Payroll Layout Set
- Projects Team Membership and Payroll Layout Set
- Projects Layout Set Filtered by Project Team Members
- Payroll Layout Set
- Projects Layout Set

Layouts

A layout determines the time card fields that appear on the time card. It also determines the buttons and fields that appear on a web clock. Layouts help to reduce time entry errors because you can use the buttons, fields, and values that are meaningful to the workers.

The following table lists the predefined layouts that you use to customize the different time card, calendar, and web clock pages.

Layout	Time Card Page
Time Entry Layout	Create Time Card on personal computers
Time Review Layout	Review Time
Time View Layout	View Time Card
Time Approval Notification Layout	Approve Time Card
Calendar Entry Layout	Report Time
Web Clock Layout	Web Clock

Layout	Time Card Page

Layout Configuration

You can use the Edit Layout guided process to configure each layout as summarized in the following table. For the time review, view, and approval layouts, you configure two layouts, reported time and calculated time.

Edit Layout Page	Layout Configuration	Time Card Usage Description
Time Card Matrix (Time Card Fields in the Calendar Entry Layout)	• Replace the default time card fields and add additional time card fields to display on the create, review, view, and approve time card pages. The sequence of the time card fields is important for data filter dependencies. • Modify time card field display labels and entry properties. To fully render the field display labels, limit them to 70 characters or less.	The table that displays time attributes, days, and dates that contain hours or time entries
Row Level Details	• Add time card fields that you want to display separately Example: Dependent fields of previously entered time or optional attributes that you don't want to appear on the create, review, view, and approve time card pages. • Modify the dependent field and dialog box display labels. To fully render the field display labels, limit them to 70 characters or less.	Dependent time card fields that appear in the row-level details dialog box of the time card Example: You configure a payroll layout to display the **Department** dependent field in the Additional Attributes dialog box, whenever the **Premium** time attribute value is selected on the time card.
Comments	• Configure the Comments column to appear either on the entry-level details dialog box or on the create, review, view, and approve time card pages. • Modify the display label and date format.	The Comments column in the time card table or the entry-level details dialog box
Entry Level Details	• Add time card fields that you want to display in the entry-level details dialog box of the create, review, view, and approve time card pages. • Modify the dependent field and dialog box display labels. To fully render the field display labels, limit them to 70 characters or less. Modify the dependent field date format.	Dependent time card fields that appear in the entry-level details dialog box of the time card
Drag and Drop Values	Select up to five time card field values to display in the Drag to Report Time section of the Time page. To fully render the field display labels, limit them to 70 characters or less.	Time card values that appear in the Drag to Report Time section of the Time page.

Edit Layout Page	Layout Configuration	Time Card Usage Description
Web Clock Properties	Hide or show seconds on the clock, enable the button logic rule, and enable viewing of daily time events.	Appearance of digital clock Earlier buttons become unavailable after the time reporter clicks a button later in the sequence Daily time events appear in the Actions panel tab
Buttons	Set the button grid layout for the web clock and add buttons to the web clock.	Buttons that appear on the web clock and how many per row
Time Card Fields	• Add time card fields to display on the web clock and review, view, and approve time card pages. The sequence of the time card fields is important for data filter dependencies. • Modify time card field display labels. To fully render the field display labels, limit them to 70 characters or less.	Time card fields that appear on the web clock

Dependent Time Card Field Availability in Layout Sets

When adding dependent fields to a layout, you're constrained by the availability option selected on the Dependent Field Definition page. The following table describes the effect that the two dependent field availability options have on layout configurations.

Available for all attribute values	Available for specified attribute values
The dependent field always appears, as configured when time card and web clock layout configurations include the independent attribute.	The dependent field appears for entry only after the time reporter selects: • One of the specified independent attribute values • A specified button on the web clock
You can display the dependent field: • On the calendar • In the time card matrix • On the time card row-level details dialog box • On the time card entry-level details dialog box • On the web clock	You can display the dependent field on the: • Time card row-level details dialog box • Time card entry-level details dialog box • Web clock You can't display the dependent field: • On the calendar • In the time card matrix
Choice list values might be inappropriate for the time card worker or missing, depending on the configuration of the data source for the dependent field.	Choice list values are appropriate for the time card worker.

Related Topics

- Dependent Time Card Field Availability: Critical Choices

Time Entry Format: Critical Choices

Specify whether time reporters enter time as a number of hours or as start and stop times, or both hours and times when you configure page layouts. You must include the correct formats in the layouts to ensure accuracy of reported and calculated time. Use the Manage Layout Sets task in the Time Management work area. You specify time entry format in the Time Entry Properties section of the Edit Layout dialog box.

Time Entry Formats

The following table lists the time entry formats and describes each.

Time Entry Format	Appearance on Time Card for Each Day	Time Entry by Time Reporters
Display hours only	One column, labeled **Hours**	Enter the number of hours
Display start and stop time	Two columns, labeled **Start** and **Stop**	Enter clock times
Display hours and times	Three columns, labeled **Start**, **Stop**, and **Hours**	Enter either the number of hours or clock times for each time card row. Entering both times and hours in a single time card row results in an error message.

Time Entry Format for Calculated Time

For the time review, view, and approval layouts, you configure two sections:

- Reported Time
- Calculated Time

If your Time Entry layout includes **Start** and **Stop** columns, then your Calculated Time sections must use the **Display hours and times** time entry format. Calculated time always displays totals as a number of hours in the summary row.

Absence and Payroll Time Entry Format

Absence entries resolve according to the worker's schedule. Select the time entry format that is supported for the schedule type applicable to workers who use the layout set. The following table describes the different schedule types with the correct time entry formats for each.

Configuring the Various Time Entry Layouts: Worked Example

This example shows how to create a layout set for the payroll time consumer and configure the following layouts in that layout set:

- Time Entry Layout
- Time Review Layout
- Time View Layout
- Time Approval Notification Layout

The following table summarizes the key decisions common to all layouts.

Decisions to Consider	Time Entry, Time Review, Time View, and Time Approval Notification Layouts
Who is the time consumer?	Payroll
Do you want to display any time card fields on the Create Time Card, Review Time, View Time Card, and Approve Time Card pages?	Yes, the Job and Hours Type fields
Do you want to change any default time card field display name on the time matrix section of the following pages? • Create Time Card • Review Time • View Time Card • Approve Time Card	Yes, change the Hours Type display name to Type of Hours
Do you want to display any time card fields on the Additional Attributes dialog box of the following pages? • Create Time Card • Review Time • View Time Card • Approve Time Card	Yes, the Absence Reason and Absence Type fields
Do you want to change any default time card field display name in the Additional Attributes dialog box of the following pages? • Create Time Card • Review Time • View Time Card • Approve Time Card	Yes, change Absence Reason to Reason of Absence

Decisions to Consider	Time Entry, Time Review, Time View, and Time Approval Notification Layouts
Do you want to change the Additional Attributes label in the Additional Attributes dialog box and on the Additional Attributes column of the following pages? • Create Time Card • Review Time • View Time Card • Approve Time Card	Yes, change to Additional Payroll Attributes
Do you want to display row-level comments on the time card or in the Daily Details dialog box?	Daily Details dialog box
Do you want to change the Comments label on the Comments dialog box?	Yes, change to Daily Comments
Do you want to display any time card fields in the Daily Details dialog box of the following pages? • Create Time Card • Review Time • View Time Card • Approve Time Card	Yes, the Rate Multiplier field
Do you want to change the Daily Details label in the Daily Details dialog box and Daily Details column of the following pages? • Create Time Card • Review Time • View Time Card • Approve Time Card	Yes, change to Payroll Daily Details

The following table summarizes the key decisions that are different for each layout.

Decision to Consider	Time Entry Layout	Time Review Layout	Time View Layout	Time Approval Notification Layout
Allow time reporters to enter negative hours?	No	Not applicable	Not applicable	Not applicable
What is the format for reporting and displaying time?	Display start and end time	Display start and end time	Display start and end time	Not applicable
What is the format for displaying calculated time?	Display hours and times	Display hours and times	Display hours and times	Display hours and times

Decision to Consider	Time Entry Layout	Time Review Layout	Time View Layout	Time Approval Notification Layout
Enter or display hours to how many decimal places?	2	Not applicable	Not applicable	Not applicable
How many time entry rows must appear on the time reporting pages?	5	Not applicable	Not applicable	Not applicable
What is the format for displaying date in the time matrix section of the Create Time Card, Review Time, and View Time Card pages?	Month Date, Day	Month Date, Day	Month Date, Day	Not applicable
What is the format for displaying date in the Entry Level Details section of the Create Time Card, Review Time, and View Time Card pages?	Month Date, Day	Month Date, Day	Month Date, Day	Not applicable

Summary of the Tasks

Prerequisite: The Job and Hours Type time card fields exist.

In the Time Management work area, create a layout set for the Payroll time consumer using the following basic process:

1. Create the payroll layout set.
2. Configure the time entry layout to customize the Create Time Card page.
3. Configure the time review layout to customize the Review Time page.
4. Configure the time view layout to customize the View Time page.
5. Configure the approval notification layout to customize the Approve Time page.

Create the Payroll Layout Set

1. In the Tasks panel drawer, click Manage Layout Sets to open the Manage Layout Sets page.
2. On the Search Results section toolbar, click the **Create** button to open the Generate Layout Set page.
3. In the Time Consumer group, select **Payroll**. Ensure that no other time consumers are selected.
4. Click **Generate Layout Set** to open the Define Layout Set page.
5. In the Basic Information section, complete the fields as shown in the following table.

Field	Value
Name	Payroll Layout Set

Field	Value
Description	Payroll layout set that includes the displayed assignment number and payroll time card fields.

6. Click **Save**.

Configure the Time Entry Layout

1. In the Define Layout Set page Time Entry Layout row, click **Configure Layout** to open the Configure Time Entry Layout page.
2. On the Time Entry section toolbar, click **Edit Layout** to open the Edit Layout dialog box Time Card Matrix page.
   a. In the Time Card Fields section, delete **Assignment Number** and **Payroll Time Type**.
   b. Add **Job** and **Hours Type**.
   c. Change the **Hours Type** display label to **Work Hours Type**.
   d. In the Time Entry Properties section **Time Entry Format** field, select **Display start and end time**.
   e. In the **Date Format** field, select **January 01, Monday**.
3. Click **Next** to open the Row Level Details page of the Edit Layout dialog box.
   a. Add two time card fields, **Absence Reason** and **Absence Type**.
   b. Change the **Absence Reason** display label to **Reason of Absence**.
   c. Change the Display Properties section **Label on the Time Card** value to **Additional Payroll Attributes**.
4. Click **Next** to open the Comments page of the Edit Layout dialog box.
   a. In the Comments Column Display group, select the **In the entry level detail page** option.
   b. Change the Display Properties section **Label on the Time Card** value to **Daily Comments**.
5. Click **Next** to open the Entry Level Details page of the Edit Layout dialog box.
   a. In the Time Card Fields section, add **Rate Multiplier**.
   b. Change the Display Properties section **Label on the Time Card** value to **Payroll Daily Details**.
   c. In the **Date Format** field, select **January 01, Monday**.
6. Click **Save and Close** to return to the Configure Time Entry Layout page.

Configure the Time Review, Time View, and Approval Notification Layouts

On the Define Layout Sets page, configure the time review, view, and approval notification layouts using the following steps:

1. In the appropriate layout row, click **Configure Layout** to open the configure layout page.
2. Edit the reported time and calculated time layouts using the following steps:
   a. On the Time Card Matrix page of the Edit Layout dialog box, complete the following actions.

Action	Values
Delete the existing time card fields.	• Assignment Number • Payroll Time Type
Add the specified time card fields.	• Job • Hours Type

Action	Values
Set the time entry format.	Reported time: Display start and end time Calculated time: Display hours and times
Set the date format.	January 01, Monday

b. On the Row Level Details page of the Edit Layout dialog box, complete the following actions.

Action	Values
Add the specified time card fields.	• Absence Reason • Absence Type Change the **Absence Reason** display label to **Reason of Absence**.
Change the time card label.	Additional Payroll Attributes

c. On the Comments page of the Edit Layout dialog box, complete the following actions.

Action	Values
Select the comments column display.	In the entry level detail page
Change the time card label.	Daily Comments

d. On the Entry Level Details page of the Edit Layout dialog box, complete the following actions.

Action	Values
Add the specified time card field.	Rate Multiplier
Change the time card label.	Payroll Daily Details
Set the date format.	January 01, Monday

e. Click **Save and Close** to return to the configure layout page.

Layout Sets FAQ

Why can't I edit some layout sets?

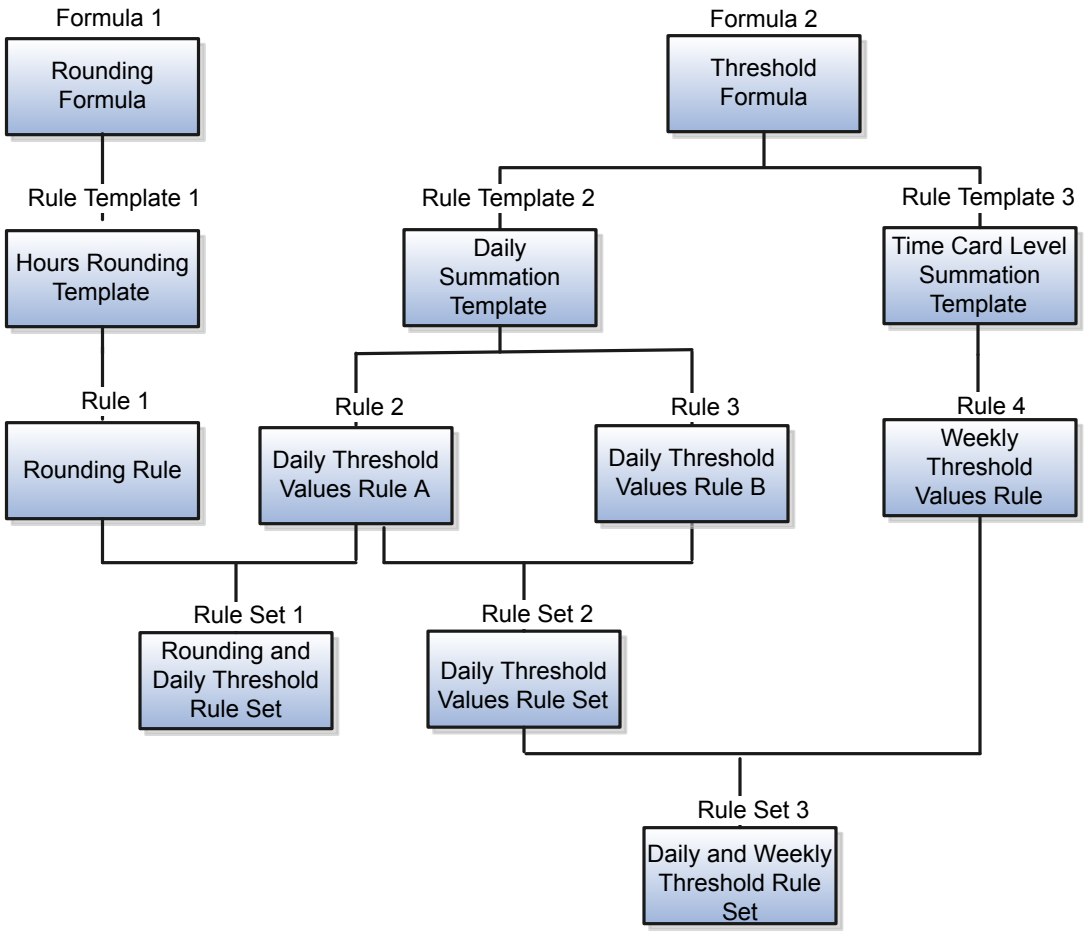
You can't edit predefined layout sets, such as Projects Layout Set and Payroll Layout Set. However, you can duplicate these layouts to make the required modifications.

7 Time Formulas, Rule Templates, Rules, and Rule Sets

Formulas and Time Repository Rule Components: How They Work Together

Use time repository rule templates to create rules based on formulas. Group rules of the same type into a rule set. Assign rule sets to a worker or group of workers using worker time and time device processing profiles.

The following figure shows the relationship between formula, rule templates, rules, and rule sets.



Formula

Formulas contain the logic for processing time. The delivered formulas used with time rules were created using Oracle Fusion Fast Formula. Create your own formulas using the Manage Fast Formulas task in the Setup and Maintenance work area. You can associate a formula with more than one rule template.

Rule Templates

Rule templates are tools that simplify the adaptation of formulas into rules. A template exposes the exact parameters that the associated formula requires and the output variables that the formula uses to return results. For example, an overtime rule template specifies an overtime threshold parameter and a pay time type output variable.

You can use one formula with multiple rule templates by varying the template configuration. For example, one rule template uses the overtime threshold formula to calculate daily overtime. Another template uses the same formula to calculate overtime for the time card period.

Rules

Use rules to specify the values for the parameters and output variables of the selected template. For example, a US weekly overtime rule specifies the overtime threshold value of 40 hours and the Overtime pay time type output. You can use one template to create multiple rules by varying the parameter and output values. For example, you use the template that calculates daily overtime to create two rules:

- One rule has an overtime threshold value of 8 hours. The rule pays time below the threshold at the regular hourly rate and time above the threshold at 1.5 times the regular hourly rate.
- One rule has an overtime threshold value of 12 hours. The rule ignores time below the threshold and pays time above the threshold at 2 times the regular hourly rate.

Rule Sets

Create a collection of rules and rule sets of the same type. Assign rule sets to groups of workers with similar vacation, time validation, and time processing requirements.

Related Topics

- Formulas and Time Repository Rule Template Types: Explained
- Time Repository Rule Template Definition Options: Points to Consider

Input Parameters in Time Repository Rule Templates and Rules: Explained

Formulas contain parameters that time repository rules use to provide values to the formulas for time validation and processing. Use the Create Rule Template Parameters page to configure the parameter settings in rules that you create with the template. The following table describes the parameters and identifies whether they are visible and editable when you create rule templates and rules.

Setting	Description		
Display Sequence	Determines the order of the parameters on the Create Rule page; the lower the number, the higher the priority	Edit	Not shown

Setting	Description		
Formula Parameter Name	Uniquely identifies the parameter within the associated formula	Read only	Not shown
Parameter Type	Determines the expected format of the parameter value, such as value set; fixed text, number, date; time category; exclude; or message Selecting **Exclude** prevents the parameter from appearing in any rules created with the template.	Select	Not shown
Required	Determines whether the parameter must be used in rules created with the template	Select	Read only
Value Set	Determines the values that appear in the Value choice list on the Create Rule page for rules created with this template Available only if the parameter type is Value Set	Select	Not shown
Display name	Identifies the parameter that appears in the Rule Parameters section	Enter	Read only
Value	Shows the specific rule entry or selection to pass to the formula for use in time processing	Not shown	Select or enter

Output Variables in Time Repository Rule Templates and Rules: Explained

Formulas contain output variables, which they use to return processing results to the time repository rule. On the Create Rule Template Outputs page, specify a display name for the formula output variables that return results. For time entry and time device rules, specify the message severity.

Tip: When creating time calculation rule templates, you can add time attributes as output variables. Use the Grouping Structure option to associate these time attributes with output values derived from the associated formula.

The following table describes the output variable settings and identifies whether they are visible and editable when you create rule templates and rules.

Setting	Description	Visible and Editable in Template	Visible and Editable in Rule
Display Sequence	Determines the order of the output variables on the Create Rule page	Edit	Not shown
Output Name	Uniquely identifies the variable within the associated formula	Read only	Not shown
Message Severity	Determines whether the exception type for time entry and time card exceptions is Information, Warning, or Error	Select	Select
Display Name	Identifies the variable that appears in the Outputs section of rules created with this template	Enter	Read only

The following table describes the output variable settings that are unique to time calculation rule templates and rules.

Setting	Description	Time Calculation Rule Template	Time Calculation Rule
Output Group	Collects variables and associated time attributes for calculation processing	Select	Read only
Time Attribute	Determines the time attribute Select the Measure time attribute for all measure output variables, such as OUT_MEASURE_UNDER and OUT_MEASURE_OVER.	Select	Read-only
Value Type	Determines whether the person creating rules with this template enters or selects the time attribute value Example: Data source	Read only	Not shown
Value Set	Determines the values in Value choice list on the create and edit rule pages of rules created with this template If the value type is Value Set, you must select the specific value set.	Select	Not shown
Output Source	Identifies the source of the variable or time attribute, Formula or User-defined	Read only	Not shown

Setting	Description	Time Calculation Rule Template	Time Calculation Rule
Value	Specific time attribute value to use with the output variable results	Not shown	Select or Enter

Output Groups for Time Calculation Rule Template and Rule Output Variables: Explained

Use output groups when creating time calculation rule templates to identify the time attributes that store the output variables. The associated formula provides the output variables and groups, one group for each output variable. You select the time attribute values as you create rules using the rule template. In the Time Management work area, create templates using the Manage Rule Templates task and rules using the Manage Rules task.

Scenario

You create a weekly time calculation rule template based on the formula WFM_THRESHOLD_TIME_CALCULATION_RULE, which has the following two outputs:

- OUT_MEASURE_UNDER
- OUT_MEASURE_OVER

The Output Group choice list contains the following values:

- Output Group 1
- Output Group 2

Grouping Structure

On the Outputs page, you complete the following actions:

- For OUT_MEASURE_OVER, change the output group to Output Group 2.
- Set the time attribute for both measure output variables to Measure.
- Add one time attribute to each output group, as shown in the following table:

Output Name	Time Attribute	Output Group	Display Name
PAY_TYPE_UNDER	Payroll Time Type	Output Group 1	Pay for Under Threshold
PAY_TYPE_OVER	Payroll Time Type	Output Group 2	Pay for Over Threshold

On the Outputs section toolbar:

- Use Grouping Structure to review your output groups in a hierarchy format.
- Use Reorder to edit the display sequence.

Time Attribute Values in the Rule

You create a rule using this template and set the payroll time type values for PAY_TYPE_UNDER and PAY_TYPE_OVER to Regular and Overtime, respectively. The rule sets calculated hours below the threshold value to regular time and the hours above the threshold value to overtime.

Related Topics

- Creating a Time Calculation Rule Template: Worked Example
- Creating a Time Calculation Rule: Worked Example

Time Repository Rule Explanation Text: Explained

Describe the business purpose of the time repository rule template on the Create Rule Template Explanation page. Use message tokens as placeholders for parameter and output values. Creating a rule with the template substitutes the rule's values for the message tokens in the rule explanation text.

This topic provides an example of how explanation text uses tokens in the template and rule, along with some best practice tips. By default, the Message Tokens choice list values are the parameter and output variable names provided by the associated formula. If you configure display names for the parameters and output variables in the rule template, then the choice list values are the display names.

Example Template and Rule Scenario

Template: You create a time calculation rule template that evaluates all reported time and determines the appropriate payroll time type based on a defined limit.

Rule: You use the template to create a rule that evaluates total reported time for all payroll time card entries against a 40-hour threshold. It associates time below the threshold with the Regular payroll time type and time above the limit with the Overtime payroll time type.

Message Tokens

The messages tokens to insert as placeholders in this scenario are:

- {WORKED_TIME_CONDITION}
- {DEFINED_LIMIT}
- {OUT_PAY_TYPE_UNDER}
- {OUT_PAY_TYPE_OVER}

Template Text with Message Tokens

The following explanation is the full text with the message tokens inserted.

Explanation: Compare the total hours reported for the {WORKED_TIME_CONDITION} time category to the threshold maximum {DEFINED_LIMIT} hours. Associate the hours under the threshold with the {OUT_PAY_TYPE_UNDER} payroll time type and any hours above the threshold with the {OUT_PAY_TYPE_OVER} payroll time type.

Rule Text with Values

The following explanation is the full text with the specified rule values substituted for the message tokens.

Explanation: Compare the total reported hours defined in the All Payroll Entries time category to the threshold maximum 40 hours. Associate the hours under the threshold with the Regular payroll time type and the hours above the threshold with the Overtime payroll time type.

Best Practices

The following are some best practices when writing text that includes tokens:

- Include abbreviations in tokens are easy to recognize.
- Qualify tokenized text by inserting a word or phrase right before or after the token that describes what the token is.
- Ensure that the qualifier text and the token name make sense together, as shown in the examples in following table.

Example of Incorrect Pairing	Examples of Correct Pairings
The time card was approved by the approver {STATUS}.	The approver {APPROVER_ NAME} approved the time card. The invoice was approved and is now in status {STATUS}.

- Read your explanation text without the token to check if the explanation makes sense.
- Use tokens for numbers carefully. Qualify tokens for numbers that are objects, such as number of hours or time type. If a token represents an amount that could be singular or plural, the text must support both scenarios.

Time Calculation Rule Set Processing Order: Explained

The time calculation rules run in a defined processing order in the rule set. Processing order one processes first. The following example shows the processing order for a rule set that incorporates two other rule sets.

Rule set A definition:

Processing Order	Rule Member
1	Rule 1
2	Rule 2

Rule set B definition:

Processing Order	Rule Member
1	Rule 3
2	Rule 4

Processing Order	Rule Member

Rule set C definition:

Processing Order	Rule Member
1	Rule 5
2	Rule set B
3	Rule 6
4	Rule set A

The order of processing rules in Rule Set C is as follows:

1. Rule 5
2. Rule 3
3. Rule 4
4. Rule 6
5. Rule 1
6. Rule 2

Analyzing Rule Processing Details: Explained

You can view the formulas, rules, and rule sets used to validate and process a worker's time card. Use the Analyze Rule Processing Details task in the Time Management work area to analyze the processing logs and diagnose any errors. Correct errors using the relevant task. Example: For errors detected when processing a rule template, use the Manage Rule Template task to search for the rule template and fix the error.

The following table describes specific aspects of worker's time card that you can view on the Rule Processing Details page.

Information	Description
Rule Details	Click **Rule Definition** to view details of the time repository rule that includes the parameters and output values.
Rule and Rule Set Processing Logs	Click **Rule Processing Log** and **Rule Set Processing Log** to view the processing logs that help to diagnose processing issues.
Formula Details	Click **Formula Details** to view details of the formula associated with the rule templates.

8 Time Rules and Rule Sets: Procedures

Creating Time Repository Rules: Procedure

Create time repository rules that validate and process time, using corresponding time rule templates.

1. In the Time Management work area Tasks panel drawer, click **Manage Rules** to open the Manage Rules page.
2. On the Search Results section toolbar, click the Create button to open the Create Rule dialog box.
    a. Enter a rule name.
    b. Select the template type.
    c. Select the rule template to use to create the rule.
    d. Click **Continue** to open the Create Rule page.
3. In the Basic Information section, enter a description.
4. In the Time Card Events that Trigger Rule section, check whether the default values from the selected template match your rule requirements. This section isn't included in the time device and time submission rule templates.
5. In the Rule Parameters section, enter or select values for the parameters from the selected rule template.
6. In the Outputs section, select values for the variables from the selected rule template.
    - For time calculation rules, select the time attribute values.
    - For time device, entry, and submission rules, select the message severity.
7. Click **Save and Close** to return to the Manage Rules page. Every time that you create a time submission rule, the application automatically creates a corresponding rule set. Each time submission rule set can contain only one rule.

Related Topics

- Formulas and Time Repository Rule Template Types: Explained
- Input Parameters in Time Repository Rule Templates and Rules: Explained
- Output Variables in Time Repository Rule Templates and Rules: Explained
- Output Groups for Time Calculation Rule Template and Rule Output Variables: Explained

Creating Time Repository Rule Sets: Procedure

Create a collection of time repository rules and rule sets. For example, a time entry rule set has two rules. One rule requires workers to report at least 8 hours per day. The other rule requires that workers report no more than 45 hours per week. The rule set validates all time card entries and displays a warning message when time is below the daily minimum or above the weekly maximum. Assign rule sets to groups of workers with similar vacation and time validation and processing requirements.

1. In the Time Management work area Tasks panel drawer, click **Manage Rule Sets** to open the Manage Rule Sets page.
2. On the Search Results section toolbar, click **Create** to open the Create Rule Set dialog box.
    a. Enter the rule set name.

b. Select the rule set type.
c. Edit the effective date, as required. The default value is the current system date. Select a date that coincides with the start of a time card period.
d. Click **Continue** to open the Create Rule Set page.

3. In the Basic Information section, enter a description.
4. Edit the effective date to control when the new rule or rule edits take effect.
5. In the Rule Set Members section, add the rules and rule sets that you want to include in this rule set. For the members, the lower the processing sequence, the higher the processing priority.
6. Click **Save and Close** to return to the Manage Rule Sets page.

Related Topics

- Formulas and Time Repository Rule Template Types: Explained
- Time Calculation Rule Set Processing Order: Explained

Creating a Time Calculation Rule: Worked Example

This example shows how to create a time calculation rule to pay for time worked over 8 hours per day using the Overtime payroll time type. It configures the rule to update reported time by adjusting calculated results, rather than creating additional hours. It pays calculated time under the threshold using the Regular Hours time attribute value and over the threshold using the Overtime Hours time attribute value.

Prerequisites

1. Create the Daily Threshold Hours Template time calculation rule template.

Creating a Time Calculation Rule

1. In the Time Management work area Tasks panel drawer, click **Manage Rules** to open the Manage Rules page.
2. On the Search Results section toolbar, click the **Create** button to open the Create Rule dialog box.
   a. Complete the fields as shown in the following table.

Field	Value
Name	Daily Threshold 8 Hours Update TCR
Template Type	Time calculation rule
Rule Template Name	Daily Threshold Hours Template

   b. Click **Continue** to open the Create Time Calculate Rule: Daily threshold 8 Hours Update TCR page.
3. In the Basic Information section **Description** field, enter the following text:

Evaluates all reported time entries for a day and creates calculated Regular Hours and Overtime Hours entries using the overtime threshold 8 hours

4. In the Rule Parameters section, complete the fields as shown in the following table.

Display Name	Value
Daily Overtime Threshold	8
Category of Reported Time	All Payroll Entries

5. In the Outputs section, complete the fields as shown in the following table.

> **Note:** Because the output value type defined in the rule template is Fixed Text, you must enter the exact value provided in the time card field.

Display Name	Value
Pay Time Type for Under Threshold	Regular Hours
Pay Time Type for Over Threshold	Overtime Hours

6. Click **Save and Close** to return to the Manage Rules page.

Related Topics

- Creating a Time Calculation Rule Template: Worked Example

Creating a Time Calculation Rule Set: Worked Example

This example shows how to create a time calculation rule set that contains two rules to handle overtime for specified weekly and daily thresholds.

Prerequisites

1. Create the following time calculation rules:
   - Weekly Threshold 40 Hours Update TCR
   - Daily Threshold 8 Hours Update TCR

Creating a Time Calculation Rule Set

1. In the Time Management work area Tasks panel drawer, click **Manage Rule Sets** to open the Manage Rule Sets page.

2. On the Search Results section toolbar, click the **Create** button to open the Create Rule Set dialog box.
   a. In the **Name** field, enter **Overtime Hours**.
   b. In the **Rule Set Type** field, select **Time calculation rule**.
   c. In the **Effective Start Date** field, select the appropriate date for the rule to take effect.

      Select a date that coincides with the start of a time card period.
   d. Click **Continue** to open the Create Rule Set: Overtime Hours page.
3. In the Basic Information section, enter a description.
4. On the Rule Set Members section toolbar, click the **Add** button twice to add two rule members.
5. Complete the fields for the two rule members, as shown in the following table.

Field	Value for the First Rule	Value for the Second Rule
Processing Sequence	1	2
Member Type	Rule	Rule
Member Name	Daily Threshold 8 Hours Update TCR	Weekly Threshold 40 Hours Update TCR

6. Click **Save and Close** to return to the Manage Rule Sets page.

FAQ

Why can't I edit some rules?

You can't edit rules that were associated with a time processing profile to generate time card entries.

9 HCM Groups

Membership: Explained

Create groups of people with similar characteristics using the Manage HCM Groups task in the Setup and Maintenance work area. A group might have a fixed number of people or you might update the members on a defined basis. A worker can belong to more than one group.

This topic describes:

- Defining membership conditions
- Including or excluding individuals or other groups
- Setting embedded group priority
- Evaluating and refreshing membership
- Viewing group membership
- Locking membership

Defining Membership Conditions

Use personal and employment criteria to define conditions that must be satisfied to include or exclude persons from a group.

Some examples of personal criteria include:

- Person Type
- Date of Birth
- Full Name

Employment criteria include:

- Assignment Status
- Department Name
- Job Name

Example: Create a group, Associate Marketers, that includes hourly workers in the Marketing department. Define the conditions as shown in following table.

Field	Condition 1 Value	Condition 2 Value
Evaluation Criteria	Department Name	Job Name
Operator	Equal to	Equal to
Value	Marketing	Associate Marketer
Logical Operator	AND	Not applicable

Including or Excluding Individuals or Other Groups

You can determine the group membership by adding individual workers and other groups with either Include or Exclude membership statuses.

Example: To create a larger group that includes the hourly workers in the Marketing department, add the Hourly Marketing group with membership status equal to Include.

Setting Embedded Group Priority

When you embed groups within another group, a worker can exist in more than one group. In such a case, the priority number assigned to the embedded groups determines the group membership. The lowest number has the highest priority.

Example: Joe Smith is a member of the following two groups embedded in the Marketing group, with the following membership statuses:

Priority	Group Name	Status
1	Promotions	Exclude
2	Advertising	Include

Joe Smith would be excluded from the Marketing group because the Promotions group, his top priority embedded group, is excluded.

Evaluating and Refreshing Membership

After defining the group, click **Refresh Group Membership** on the Manage HCM Groups page to evaluate group membership and update the list of members. You can schedule regular refreshes using advanced options.

Viewing Group Membership

Specify a date within a range of dates to view the group membership as of that date.

Locking Membership

Select **Yes** in the **Locked** option to prevent refreshing of the group definition as of a specific date.

Example: You can lock all members of a group, senior managers, as of 12-June-2013 so that the same set of workers is always processed.

Note: Locking the group membership is a permanent action and you can't reverse it.

Group Membership: How It's Evaluated

A group definition can include or exclude a person in multiple ways. The application evaluates the group definition in a specific order to determine the final membership status of each person as of a particular date.

Settings That Affect Group Membership

The following conditions affect the group membership:

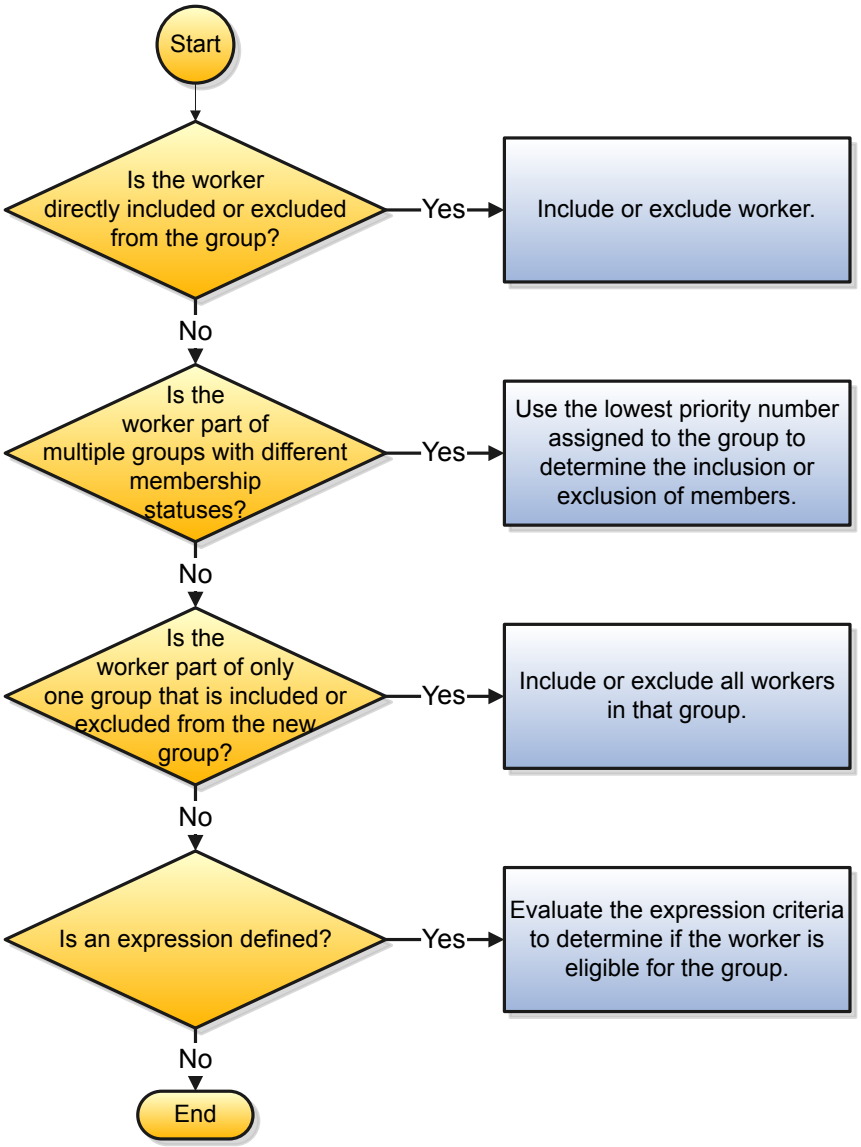
- Individual inclusion or exclusion status of the person
- Inclusion or exclusion status of a defined group of persons that is embedded in the group definition
- Priority number of each embedded group
- Eligibility for selection criteria

How the Group Membership Is Evaluated

The Evaluate Group Membership process evaluates the membership of a group in the following order:

1. When you individually include or exclude a worker, then the associated include or exclude membership status determines the final membership status of the worker.
2. When you include or exclude a group, then the include or exclude membership status of the group determines the membership of all workers in that group.
3. When a worker is a member of multiple groups with different inclusion or exclusion membership statuses, the priority numbers assigned to the groups determine membership. The group having the lowest status number takes priority.
4. When you add evaluation criteria using attributes, relational, and logical operators, the filtered results returned by the different conditions determine the group membership.

The following figure illustrates that individual membership status has the highest priority in determining group membership. Embedded group status has a higher priority than eligibility criteria.



Defining Groups: Worked Example

This example shows how to create two groups and embed those first two groups into a third group. The workers in the Borrowed Workers group are trained to be part of the year end processing group. No other borrowed workers are eligible for training and to work on year end tasks.

The following table summarizes the key decisions for this scenario.

Decisions to Consider	Accounting Workers	Borrowed Workers	Year End Processing Group
How do you want to evaluate the group definition?	For a date range	As of run date	For a date range
What condition do you want to use to build the selection criteria for the group?	Department Name Equal to Accounting	Not applicable	Not applicable
What is the group that you want to include in this group definition?	Not applicable	Not applicable	Accounting Workers and Borrowed Workers
What are the members that you want to include or exclude from this group definition?	Not applicable	Members to Include: Tate Scott, Veronica Adriano, Fen Lee, Marsha Able, and Priya Krishnan	Not applicable
Should you refresh the group membership?	Yes	No	Yes

Summary of the Tasks

Create three groups, embedding the first two groups into the third.

1. Create two groups, one by adding selection condition and the other by including members explicitly.
2. Create the third group by embedding the first two groups.

Defining a Group by Creating Group Criteria

1. In the Setup and Maintenance work area, search for and go to the **Manage HCM Groups** task to open the Manage Groups page.
2. On the Search Results section toolbar, click the **Create** button to open the Create Group page.
    a. In the Group Information section, complete the fields as shown in the following table. Use default values for fields unless the steps specify other values.

Field	Value
Name	Accounting Workers
Description	Only workers who work for the accounting department
Evaluation Period	For a date range. Number of Days Before Evaluation Date: 30 and Number of Days

    b. On the Evaluation Criteria section toolbar, click the **Create** button to open the Evaluation Criteria dialog box.
        i. Complete the fields, as shown in the following table.

Field	Criteria
Attribute	Department Name
Operator	Equal to
Value	Accounting

c. Click **Save and Close** to return to the Create Group page.

3. Click **Save and Close** to return to the Manage Groups page.
4. On the Search Results section toolbar, click **Refresh Group Membership** to open the Refresh Group Membership page.
   a. In the **Group** field, select **Accounting Worker**.
   b. Select the **Evaluation Date** as the current date.
5. Click **Submit** to return to the Manage Groups page.

Defining a Group by Including Members Explicitly

1. On the Search Results section toolbar, click the **Create** button to open the Create Group page.
   a. In the Group Information section, complete the fields as shown in the following table. Use default values for fields unless the steps specify other values.

Field	Value
Name	Borrowed Workers
Description	Workers who temporarily support accounting workers.

   b. On the Include or Exclude Members section toolbar, click **Add Members to Include** to open the Search and Select: Members to Include dialog box.
      i. In the **Job** field, select **Support Analyst**.
      ii. Click **Search**.
      iii. Select the members Tate Scott, Veronica Adriano, Fen Lee, Marsha Able, and Priya Krishnan.
   c. Click **OK** to add the members with an Include status and return to the Create Group page.
2. Click **Save and Close** to return to the Manage Groups page.
3. On the Search Results section toolbar, click **Refresh Group Membership** to open the Refresh Group Membership page.
   a. In the **Group** field, select **Borrowed Workers**.
   b. Select the **Evaluation Date** as the current date.
4. Click **Submit** to return to the Manage Groups page.
5. In the Search Results section, select the **Borrowed Workers** group.
6. On the toolbar **Actions** menu, select **Edit**.
7. In the **Locked** field, select **Yes**.

Defining a Group by Embedding a Group

1. On the Search Results section toolbar, click the **Create** button to open the Create Group page.
   a. In the Group Information section, complete the fields as shown in the following table.

Field	Value
Name	Year End Processing
Description	Contains workers who would work on the year-end financials
Locked	No
Evaluation Period	For a date range. Number of Days Before Evaluation Date: 30 Number of Days After Evaluation Date: 30

   b. On the Include or Exclude Groups section toolbar, click the **Add** button twice.
   c. Complete the fields, as shown in the following table.

Field	Value 1	Value 2
Priority	1	2
Name	Accounting Workers	Borrowed Workers
Condition	Include	Include

2. Click **Save and Close** to return to the Manage Groups page.
3. On the Search Results section toolbar, click **Refresh Group Membership** to open the Refresh Group Membership page.
   a. In the **Group** field, select **Year End Processing** .
   b. Select **Evaluation Date** as the current date.
   c. In the **Remove Future-Dated Group Members** field, select **No**.
4. Click **Submit** to return to the Manage Groups page.

FAQ

Why can't I edit some groups?

You can't edit predefined groups and groups that are associated with a worker time entry profile.

10 Setup Profiles: Access Configurations, and Troubleshooting

Setup Profiles: Explained

Setup profiles associate workers with a set of configurable time card, calendar, and web layouts and sets of rules for time entry and time processing. Assign profiles to either an individual worker or a group of workers. Use the following tasks to configure and assign worker setup profiles:

- Worker Time Entry Setup Profile
- Worker Time Processing Setup Profile

This topic discusses the following aspects of setup profiles:

- Types of setup profiles
- Group Assignment
- Profile Priority
- Default Profile

Types of Setup Profile

Time entry profiles and time processing profiles help you assign the correct layouts and validations to diverse sets of workers.

Examples:

- Workers who report only exceptions to the normal work schedule
- Workers who report time against projects and tasks

The following table shows how two profile type assignments help you vary the time reporting experience for diverse groups:

Profile Type	Profile Contents
Worker time entry profile	• Layouts for reporting time • Rules for time card actions that control when workers can enter, update, and delete their time
Worker time processing profile	• The time card period • Time entry and time calculation rule sets • Consumer set, validation, approval, and transfer processing

Group Assignment

Use start and end dates to manage the assignment of a profile to groups. You can assign a single profile to more than one group of workers at a time. For example, assign the USA_Workers time entry profile to:

- Full_Time_USAWorkers group

- Part_Time_USAWorkers group

You can't associate a single group with more than one profile of the same type at any given time. For example, the Full_Time_USAWorkers group can't have both the USA_Workers time entry profile and UK_Workers time entry profile assigned to it.

Priority

Assign each setup profile a unique priority number with reference to other profiles of the same profile type. The priority number determines the profile used to create the time card if a worker is eligible for more than one profile. Number one is the highest priority. For example, a single worker is a member of two groups:

- Group A: Time entry profile priority is 5
- Group B: Time entry profile priority is 3

The application uses the time entry profile with priority 3 for that worker.

Default Profile

By default, all workers in an organization are members of a delivered group that has a profile assigned to it. The application uses this default profile for any worker who isn't eligible for any other setup profile through either individual or group assignment.

Configuring Time Card Access Settings: Procedure

You can specify the layout set to use for each worker and configure when workers can create, view, edit, and delete time cards. Use the Manage Worker Time Entry Setup Profile task in the Time Management work area.

To configure time card access, on the Profile Values page:

1. Select the date on which the access settings become effective.
2. Enable the time card statuses in which users can access the time card to perform for each time entry action.
3. Enter the number of days into the past or future that a worker can take the action in each enabled status. For example, enable workers to change any entered, saved, or submitted time cards up to five days before the current date. If that day falls in a prior time card period, then workers can edit both the current and previous time cards. If you don't enter the number of days, the worker has unlimited access to perform the action on the time card in the enabled status.

Worker Profile: How It's Derived

Through group membership, a worker can be eligible for multiple time entry and time processing profiles. The application derives from the eligible profiles only one profile of each type for each worker.

These setup profiles determine the following:

- Time Card period
- Rules
- Time Card access privilege
- Layouts

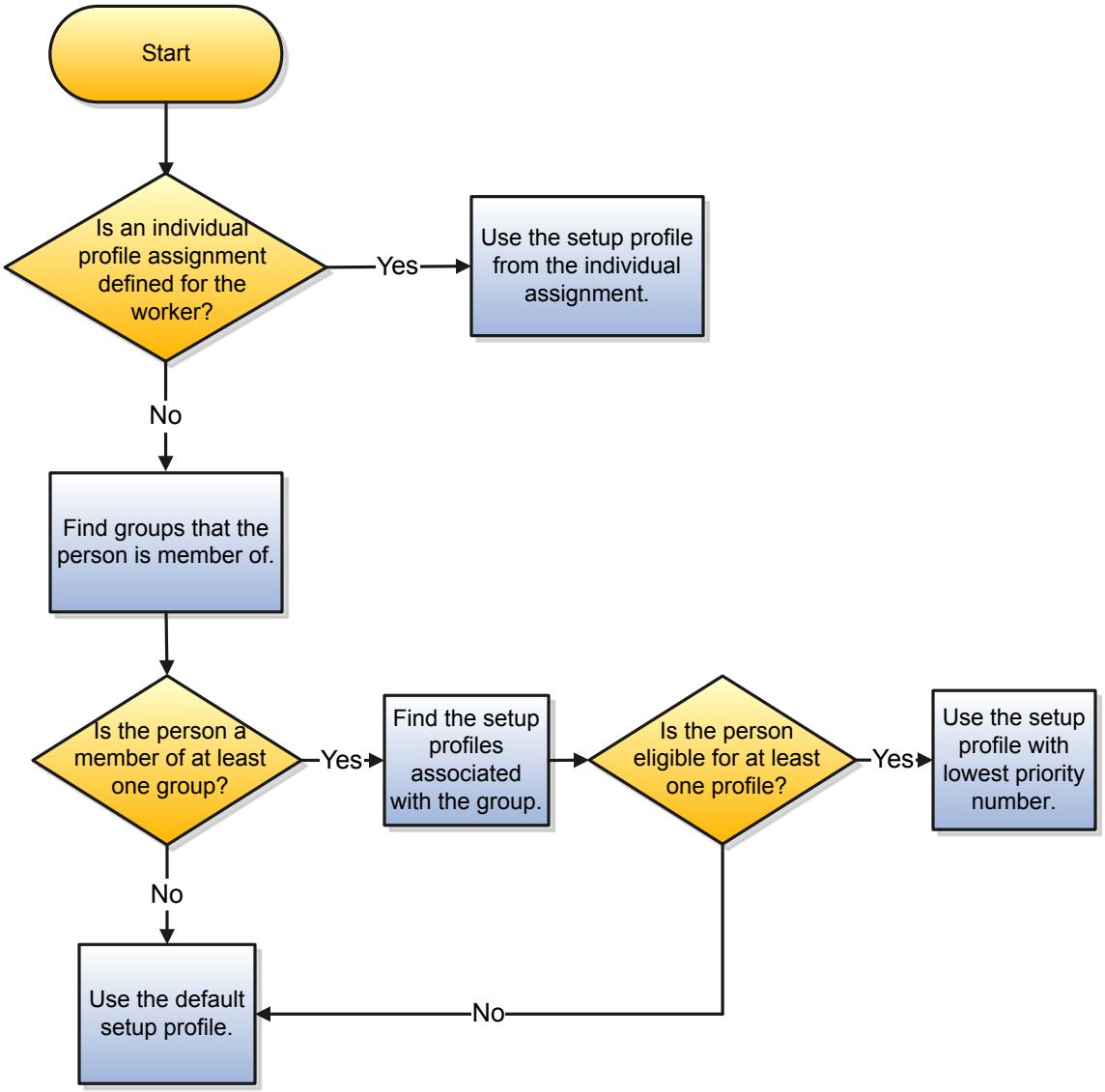
Settings that Affect Profile Assignment

Profile assignment settings resolve to a final profile assignment through the priority sequence shown in the following table.

Setting	Processing Description
Individual Assignment	Individual assignment of a worker to a setup profile takes highest priority and overrides any group profile assignment.
Group Assignment	The application uses the profile with the lowest priority when multiple group memberships qualify a worker for multiple profiles of the same type.
Default Group Assignment	Ensure that all workers who don't have any individual or group profile assignments have a profile and can report time.

How the Worker Profile is Derived

The following figure shows resolving a worker's profile assignment through the priority sequence.



Related Topics

- Setting Up Processing of Project Time Cards: Explained

Troubleshooting Time Card Profile Assignment: Explained

Use the Manage Setup Profiles task to investigate any of the following issues that you might encounter for a worker or group.

- Time card, calendar, or web clock page layouts might not appear.
- Processing rules might return unexpected results.

Comparing Profiles

Compare a worker's setup profile values from both individual and group assignments. Use the comparison to decide if you assign the worker a new profile that overrides any profile associations based on group memberships.

To compare profiles, click **Troubleshoot**:

1. Select a worker.
2. Specify the profile evaluation date.
3. Click **Evaluate** to list the setup profiles that are assigned to the worker effective on that date.
4. Select up to three of the worker's setup profiles and view the various time entry values for those profiles.

Overriding Group Profile

Use the Assign Profile to Person option to assign a profile directly to any worker with incorrect time cards or calculated time. This individual profile assignment overrides all profile associations based on group memberships.

Disassociating a Profile Assigned to an Individual

Disassociate a profile assigned to a person using the Delete Override option. If multiple direct setup profiles assignments remain, then the individual profile with the lowest priority number takes priority. For example, you assign the worker to profiles A and B and profile A has a higher priority than B. A worker's job responsibility changes, so profile A is no longer accurate for the worker. To disassociate profile A, click **Delete Override**. The application automatically assigns profile B to the worker. If there are no other individual setup profile assignments, then the group profile with lowest priority number takes priority.

Glossary

application event

The time event recognized by the Oracle Fusion Time and Labor application. Event mappings link supplier device events, such as Meal Out, with application events, such as Out and In, to create time card entries.

assignment

A set of information, including job, position, pay, compensation, managers, working hours, and work location, that defines a worker's or nonworker's role in a legal employer.

ceiling step

Highest step within a grade that a worker may progress to.

date-effective object

An object with a change history. Professional users can retrieve the object as of a current, past, or future date.

effective as-of date

A date used for filtering search results for date-effective objects. For objects that match the search criteria, the search results include the physical record in effect on the specified date.

effective end date

For a date-effective object, the end date of a physical record in the object's history. A physical record is available to transactions between its effective start and end dates.

effective start date

For a date-effective object, the start date of a physical record in the object's history. A physical record is available to transactions between its effective start and end dates.

grade

A component of the employment model that defines the level of compensation for a worker.

job

A generic role that is independent of any single department or location. For example, the jobs Manager and Consultant can occur in many departments.

layout

A collection of configurations that determine the time card fields displayed and the arrangement of the various time entry options on the time card pages.

layout set

A set of layout configurations that determine the appearance of the time card and calendar when reporting, reviewing, or viewing time.

logical record

One or more physical records that constitute a date-effective object.

physical record

A single record, with effective start and end dates, in the history of a date-effective object. Each physical record is a row in a database table.

position

A specific occurrence of one job that is fixed within one department. It is also often restricted to one location. For example, the position Finance Manager is an instance of the job Manager in the Finance Department.

supplier device event

The time event recognized by the time collection device supplier, such as Clock In or Meal Out. Event mappings link supplier device events with application events, such as In or Out, and time attributes to create time card entries.

time attribute

A qualifier associated with a time event or time entry that reflects how the time is paid, costed, billed, or recorded as an information entry. For example, the payroll time type attribute indicates whether time for payroll consumers should be paid as Regular, Overtime, or Vacation.

time card field

Container for one or more time attributes with valid values and specifications for displaying the attributes on the time card.

time collection device

A hardware device or software method used to collect time reporting data. Devices include true swipe clocks, a computer or tablet, a kiosk with a touch screen, a cash register that collects in and out times, a badge reader, and a biometric recognition device.

time consumer

An application that uses calculated time data for processing. For example, a payroll consumer uses reported time to calculate worker pay and a project costing consumer uses reported time to bill customers for a given project.

work relationship

An association between a person and a legal employer, where the worker type determines whether the relationship is a nonworker, contingent worker, or employee work relationship.

worker time entry profile

A collection of layout rules and specifications that determine the appearance of the time card and control when workers can take action on their time card.

worker time processing profile

A collection of the time card period and the time entry and time calculation rule sets for both the worker and the time consumer.