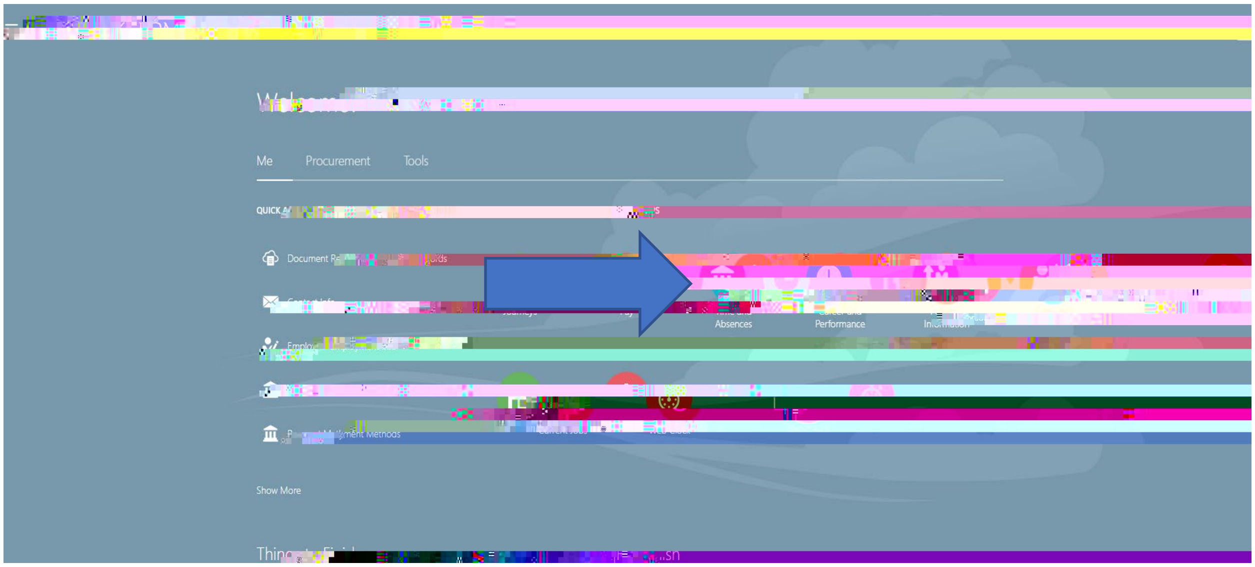
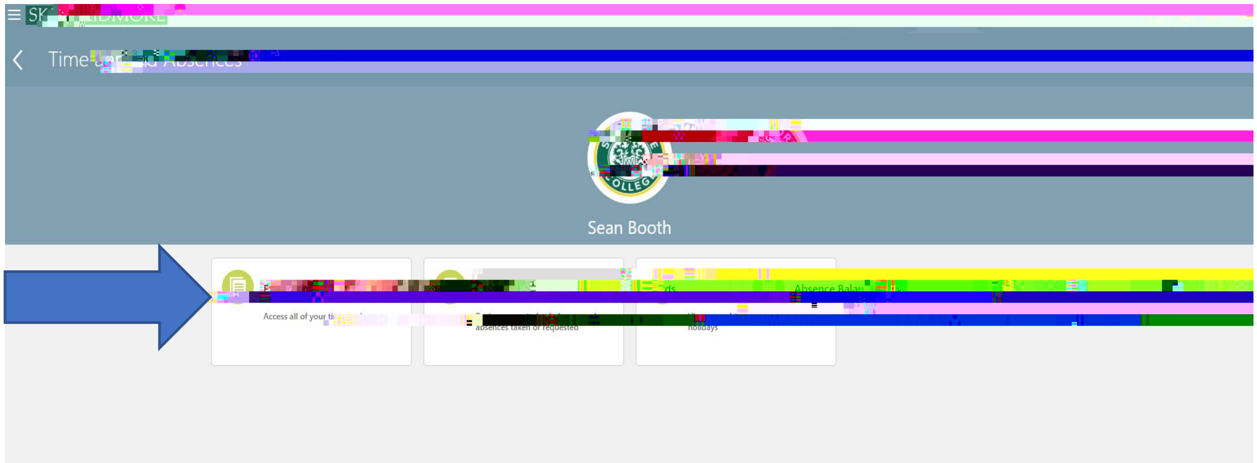
Go into your Okta/Oracle account and click on your Oracle tile.

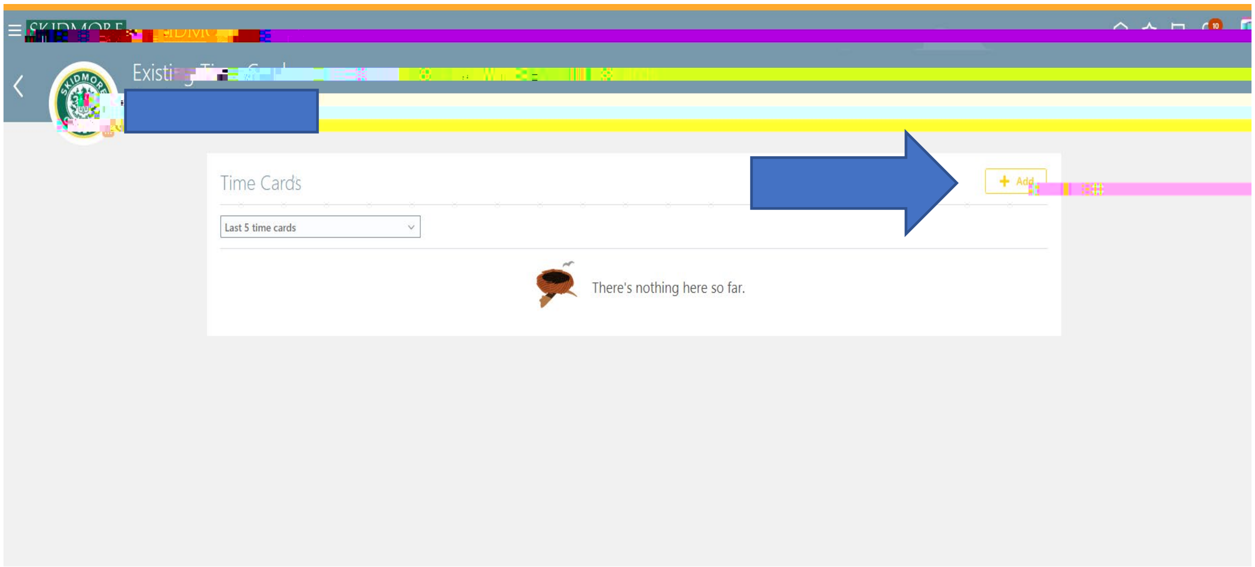
On this next screen click on time and absences.


Me
Procurement
Tools
Absences
Performance
Show More

On the next screen, select existing time cards.



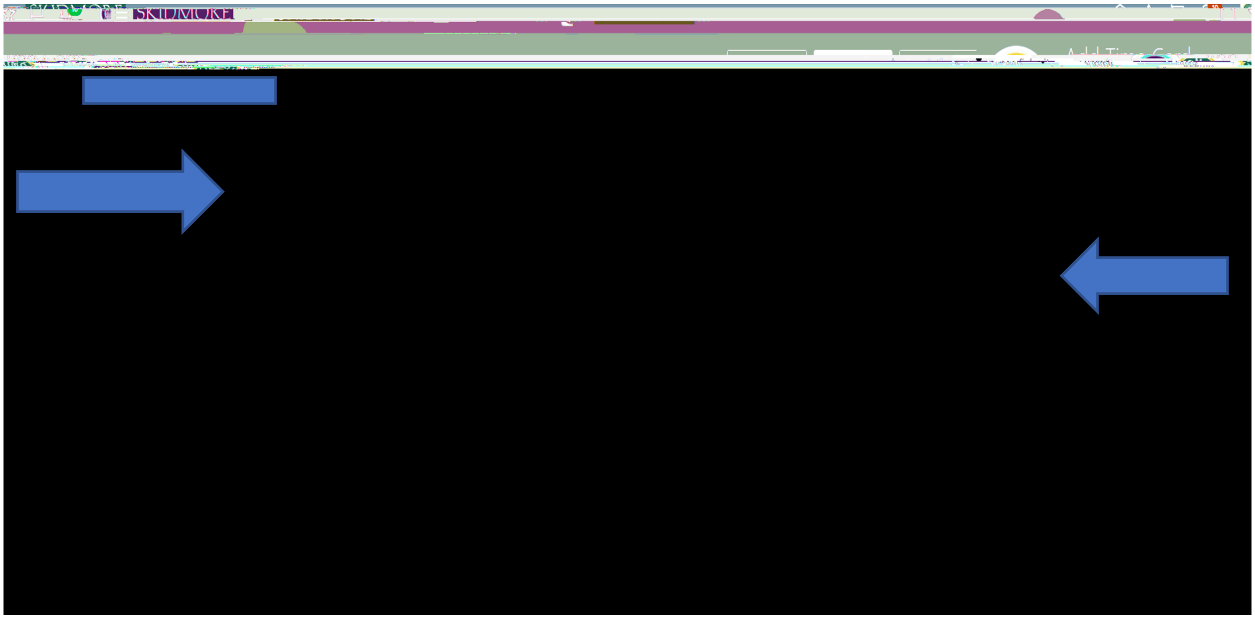
On this next screen select + Add


[redacted]

SKIDMORE
Existi Ti C
Time Cards
+ Add
Last 5 time cards

There's nothing here so far.

On the next screen you'll see *Date and you can click on the calendar icon to select the date you want to enter on the timesheet and then select +Add


[redacted]

A new screen will appear. Start by using the drop-down box for business/job title. If you have multiple jobs on campus please select the job for which your entering the hours you've worked as you want the hours to be applied to the correct job. Make sure your hours entered are applied to the correct job.

Below business/job title you can use the drop-down box for hours type and make the appropriate selection.

If you were sick and unable to work your shift and you have sick time hours available, you may select NYS Paid Sick Leave. (You can view your sick hours available to you by selecting the Time and Absences tile in Oracle and then selecting the Absence Balance tile, please Student Absence Balance Training Guide for more information.)

Next use the calendar icon and se (d)-0(a)-3p6(em9(4.6(o)-6i*30(s) (y)r t.3 (f4.3 (e)4.8(t)-6(h)-0a T-6(n)-9(r)11 (n)13.1DoT82.

We recommend you use the Web Clock to enter your time in and out of your work shift (please see Oracle Web Clock Training Guide) If you need to manually enter your time, please do so as you workrkrkrkrkrk (o)-6.5 (e)