

PeopleSoft Time and Attendance

Update and Roadmap
Session #102430

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Safe Harbor Statement

The following is intended to outline our general product direction. It is intended for information purposes only, and may not be incorporated into any contract. It is not a commitment to deliver any material, code, or functionality, and should not be relied upon in making purchasing decisions. The development, release, timing, and pricing of any features or functionality described for Oracle's products may change and remains at the sole discretion of Oracle Corporation.

Time and Attendance Agenda

- ❖ Configurability in PeopleSoft
- ❖ Timesheet Attestation and the Acknowledgement Framework
- ❖ Frameworks Demo
- ❖ Recently Delivered Features
- ❖ Partner Story
- ❖ Roadmap



Configurability in PeopleSoft

Configurability helps you go from this:



To this:



Without this:



Why Use Configurable Features?

- In Upgrades, **Configuration is free**, Customizations are not
- Configurable Features are meant to be used by **Functional Users**
- Easily try **different settings** to see what works best
- Able to **Uptake Enhancements** easily

What Do You Mean by Configurable?

- PeopleTools Features
 - Tile Wizards, Homepages, Activity Guides, Event Mapping, Drop Zones
- Enterprise Components
 - Activity Guide Composer, Page and Field Configurator, Fluid WorkCenter Framework, Page Composer, Questionnaire Framework, Data Privacy Framework
- HCM Architecture
 - Acknowledgement Framework, Fluid Attachment Framework, Delegations, HR Notifications, Group Build, File Integration Framework
- Applications
 - Setup Tables, Guided Self-Service



* Note: This is not meant to be an exhaustive list

Are They Used in T&L and Absence?

Time and Labor

- Fluid Timesheet Attestation/Acknowledgement – Acknowledgement Framework
- Time Dashboard – Dashboards
- Fluid T&L WorkCenter – Fluid WorkCenters

Absence Management

- Fluid Extended Absence – Activity Guide Composer
- Absence Requests – Fluid Attachments
- Fluid Absence WorkCenter – Fluid WorkCenters

Acknowledgement Framework Implementation

Fluid Time Sheet

Acknowledgement in Fluid Timesheet

Fluid Timesheet Options 

*Default Time Units Report Time in Quantity 

Show Reported Time Status Bar
 Use Quick-Fill for Time Detail
 Use Attestation for Time Reporting

TL_INSTALLATION “Use Attestation for Time Reporting”

Elapsed Time

1 July - 7 July 2019

Weekly Period - PS Delivered

WORKGROUP settings

Employee Signature Acknowledgement ID

Require Employee Sign-Off on Timesheet

*Employee Signature Acknowledgement ID FTS01 

*Alternate Signature Acknowledgement ID FTS01 

*Message Set 13500

*Message Number 30

Alternate Message 

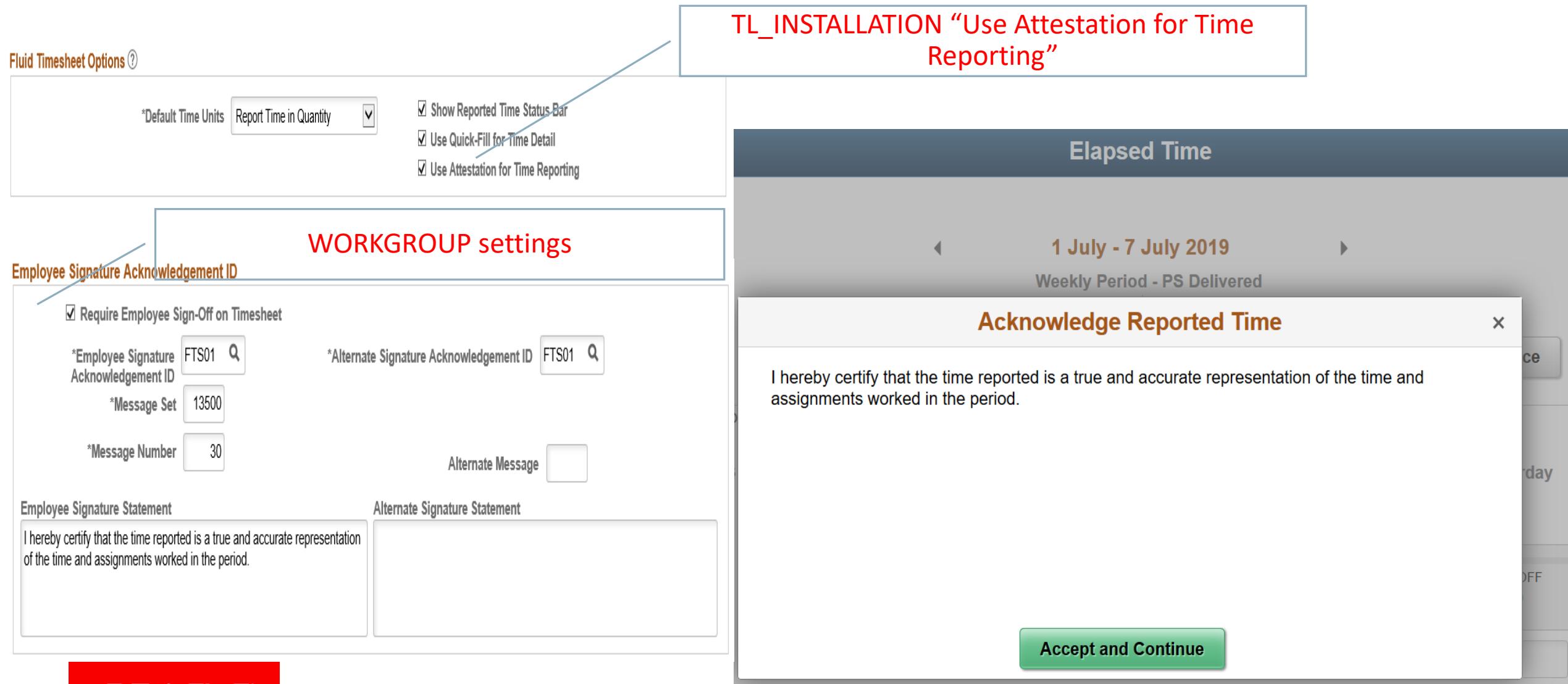
Employee Signature Statement

I hereby certify that the time reported is a true and accurate representation of the time and assignments worked in the period.

Alternate Signature Statement



Accept and Continue



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Acknowledgements in Fluid Timesheet

Uptake on the Timesheet

- Add Acknowledgement Subpage
 - For time sheet, it is added to TL_ESIGN_E_P_SCF
- Create Application Record for Acknowledgement – TL_TS_ESIGN_FL
- Configure an Acknowledgement template – TS1 and TS2 in demo data
- Define logic in Application component for Acknowledgment Rendering
 - CheckAttestation() and FillAttestation() during Save processing

Acknowledgement Framework

Customers Uptake on another Component

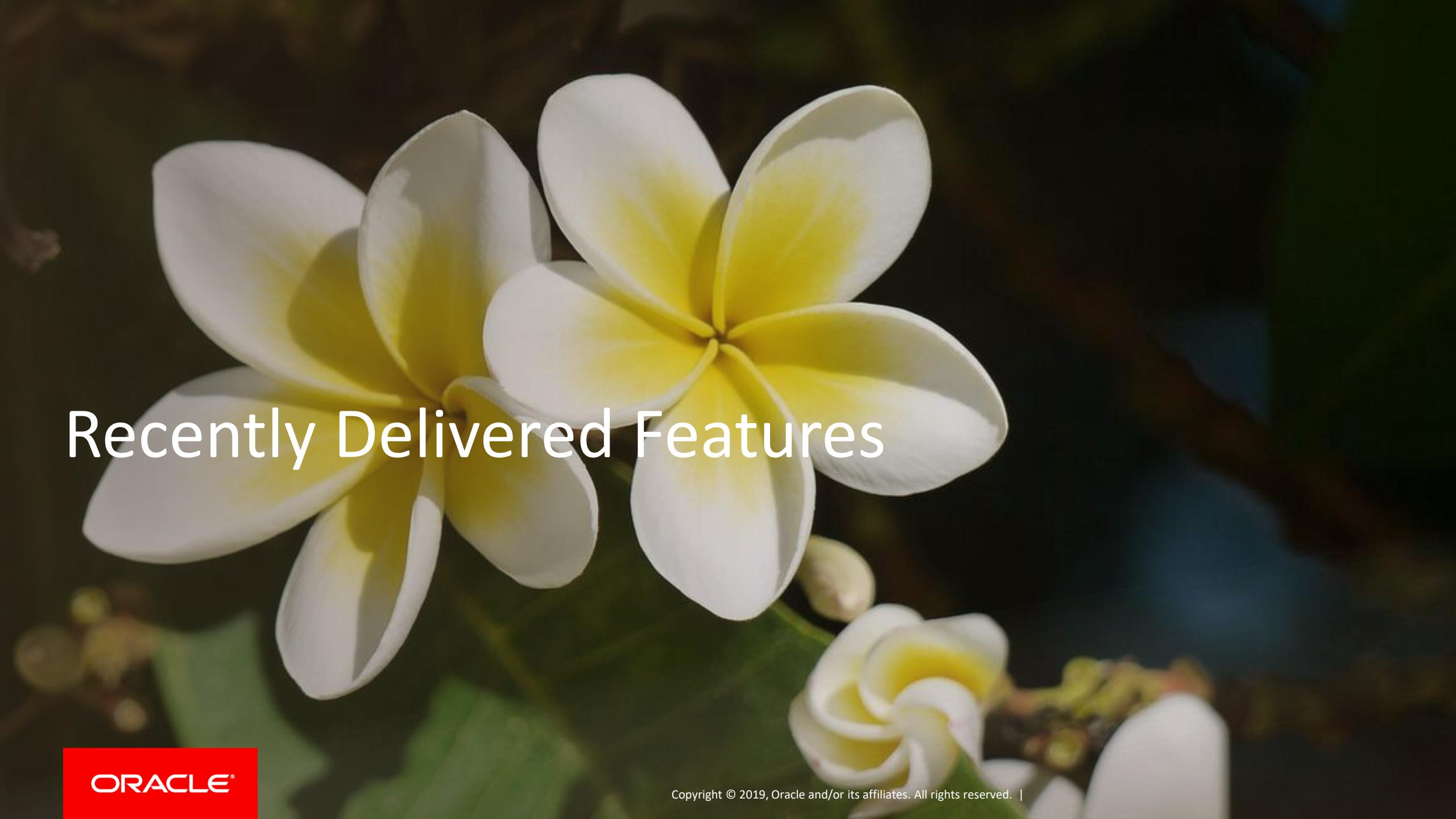
- Add Acknowledgement Subpage - HCSC_ESIGN_SBF
- Create Application Record for Acknowledgement – e.g. TL_TS_ESIGN_FL
- Configure an Acknowledgement template
- Define logic in Application component for Acknowledgment Rendering

For More Details on Acknowledgement framework in My Oracle Support:

<https://support.oracle.com/epmos/faces/DocumentDisplay?id=2377140.1>



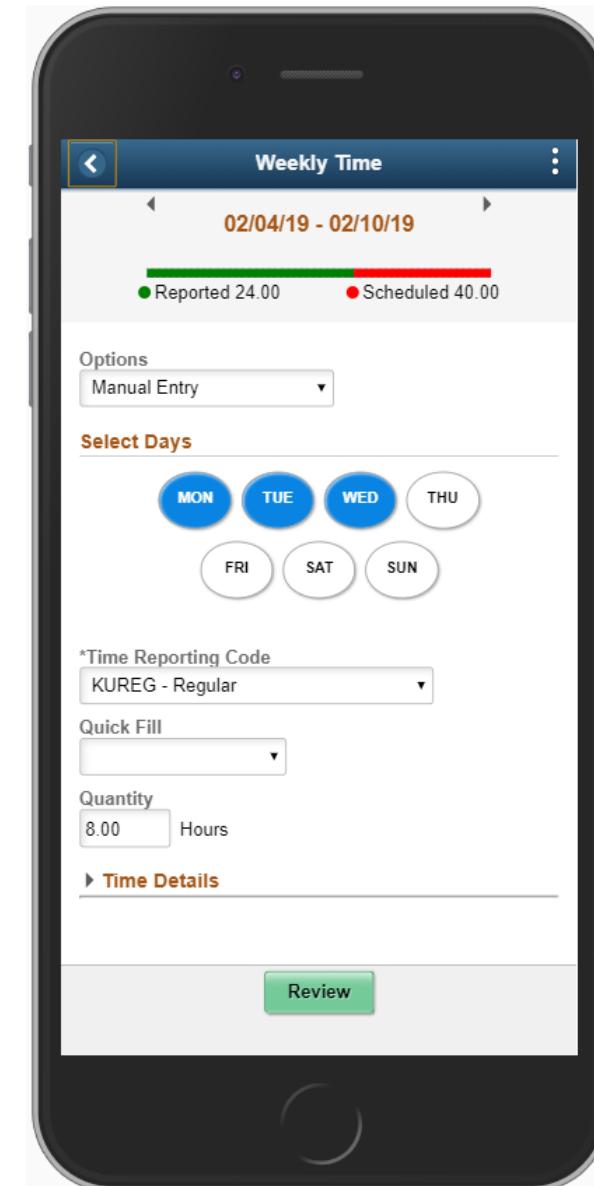
Acknowledgement Demonstration and Drop Zone Example



Recently Delivered Features

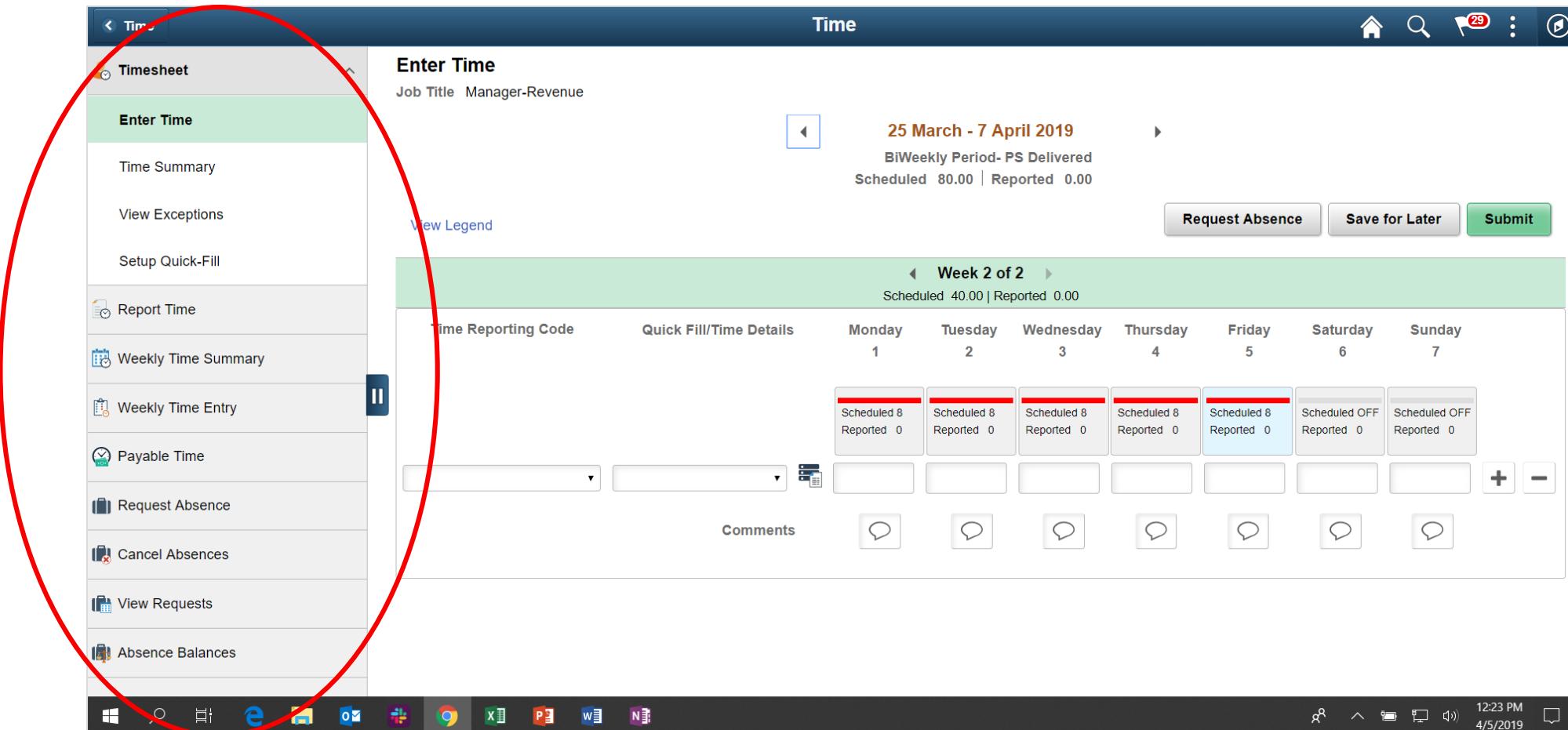
New Page – Weekly Time Entry

- For Elapsed Time Reporters
- “Rapid” Time Entry
- Copy time from Schedule or Previous Week
- Includes Status Bar



Navigation

Change from Time Navigation Collection



The screenshot shows the Oracle Time application interface. A red circle highlights the 'Timesheet' navigation item in the left sidebar. The main content area displays the 'Enter Time' screen for a Manager-Revenue job title. The screen shows a weekly timesheet for the period from March 25 to April 7, 2019, which is a BiWeekly Period- PS Delivered. The timesheet grid shows scheduled and reported hours for each day of the week. The interface includes a sidebar with various navigation options and a bottom navigation bar with icons for different applications.

Timesheet

Enter Time
Job Title Manager-Revenue

25 March - 7 April 2019
BiWeekly Period- PS Delivered
Scheduled 80.00 | Reported 0.00

Request Absence | Save for Later | Submit

Week 2 of 2
Scheduled 40.00 | Reported 0.00

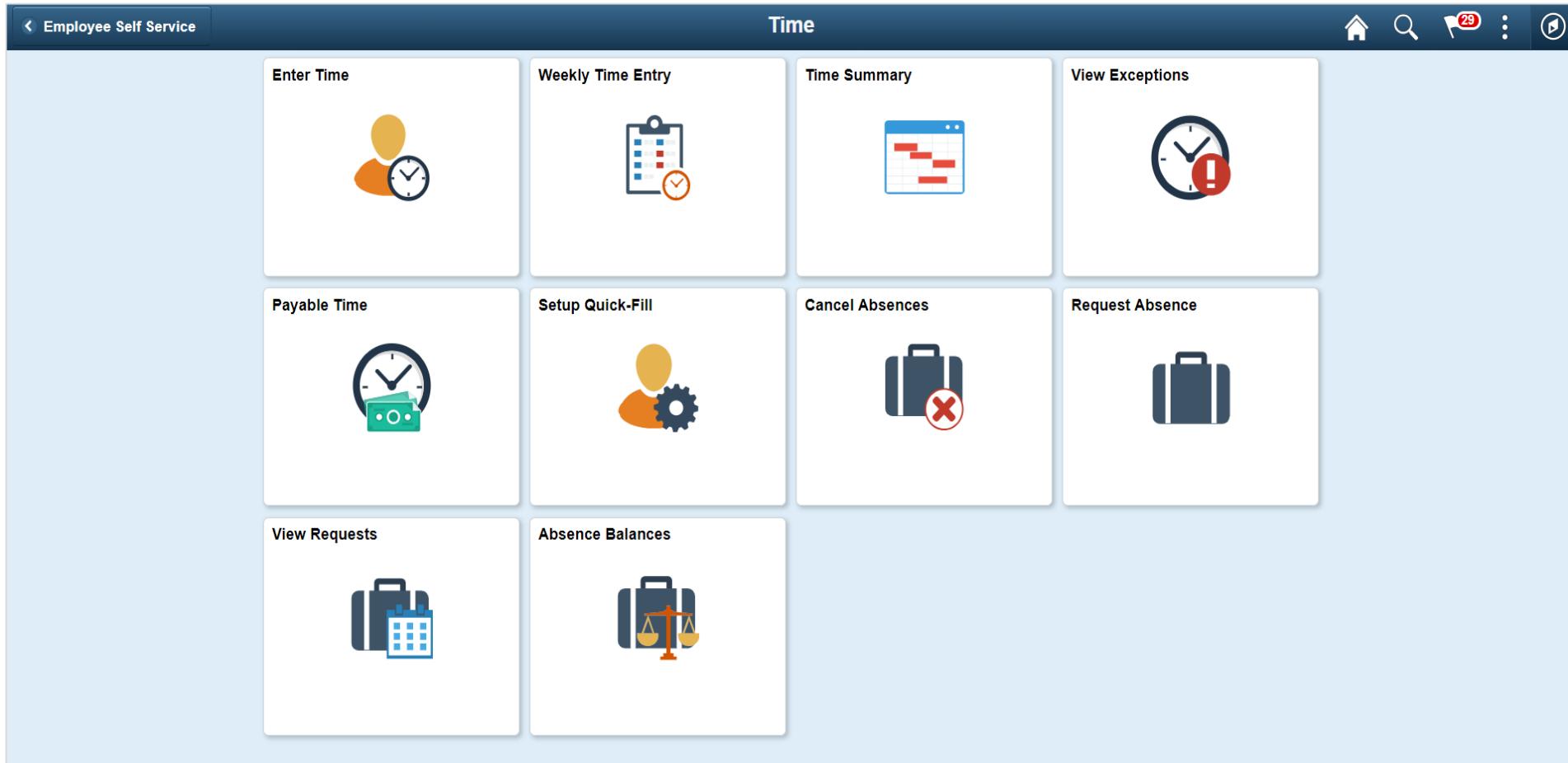
Time Reporting Code	Quick Fill/Time Details	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 Scheduled 8 Reported 0	2 Scheduled 8 Reported 0	3 Scheduled 8 Reported 0	4 Scheduled 8 Reported 0	5 Scheduled 8 Reported 0	6 Scheduled OFF Reported 0	7 Scheduled OFF Reported 0

Comments

12:23 PM 4/5/2019

Navigation

To a Dashboard

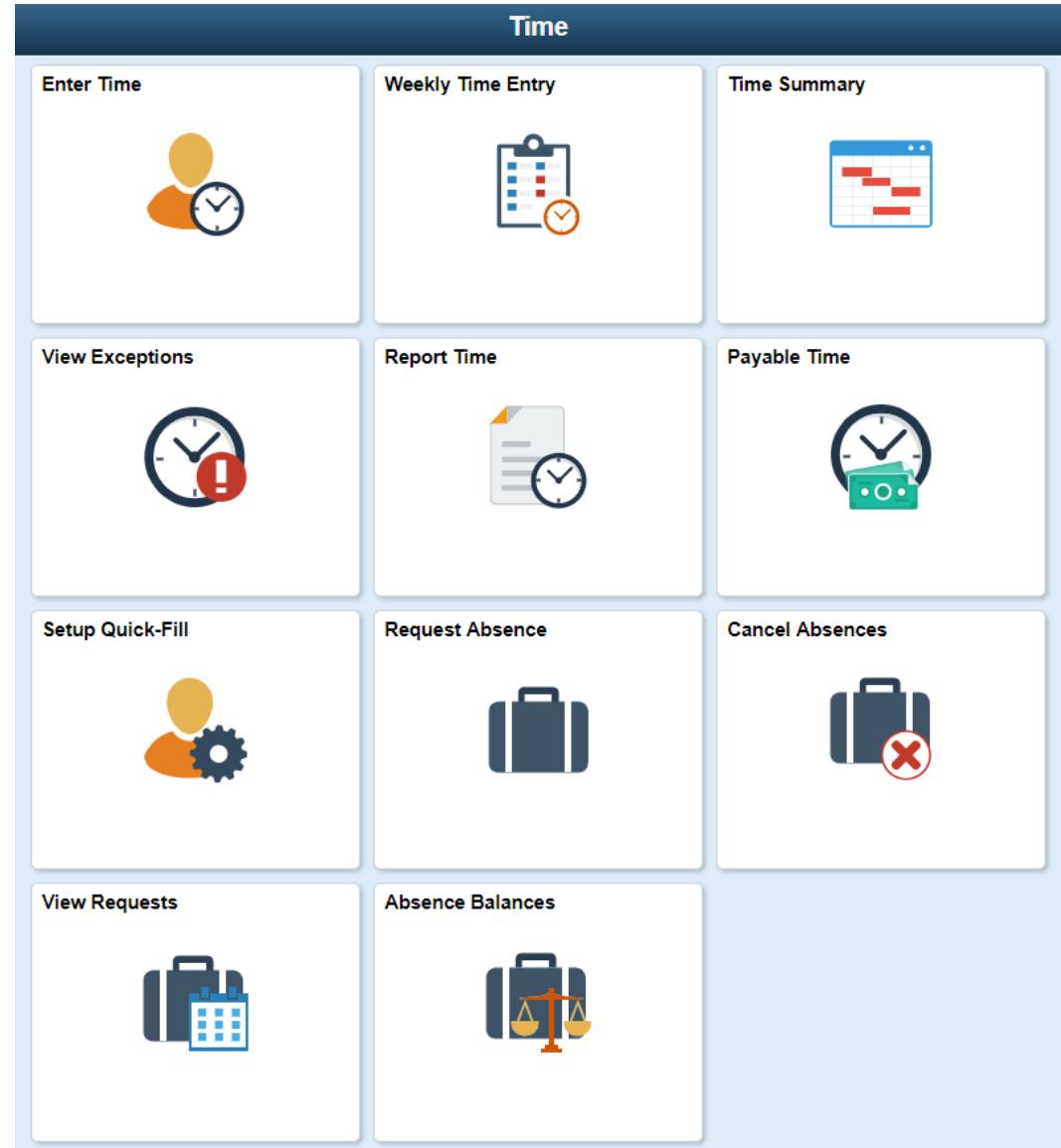


The image shows a screenshot of the Oracle Employee Self Service Time module. The top navigation bar includes a back arrow, the text 'Employee Self Service', the title 'Time', and various icons for home, search, notifications (with 29), and more. The main area is a 3x4 grid of cards:

- Enter Time**: Icon of a person and a clock.
- Weekly Time Entry**: Icon of a clipboard with a checkmark.
- Time Summary**: Icon of a calendar with red bars.
- View Exceptions**: Icon of a clock with a red exclamation mark.
- Payable Time**: Icon of a clock and money.
- Setup Quick-Fill**: Icon of a person with gears.
- Cancel Absences**: Icon of a briefcase with a red X.
- Request Absence**: Icon of a briefcase.
- View Requests**: Icon of a briefcase and calendar.
- Absence Balances**: Icon of a briefcase and scales.

Dashboard Navigation

- Why Change?
 - Create Dashboards to match Time Reporter Type
 - Time Reporters can Personalize
 - Less Clicks
 - Administrators can make Tiles Required or Fixed



Actionable Tiles

Time

*Select a Job [Billing Specialist](#)

Enter Time
07/08/19 - 07/14/19

Reported 24.00
Scheduled 40.00

Time Summary
07/08/19 - 07/14/19

Regular
Reported 24.00 Hours

Report Time
Thursday, Jul 11, 2019

17 : 21 PM

Last action: Out, 08:00 PM 07/10/19

[In](#) [...](#)

Exceptions
0

Weekly Time
07/08/19 - 07/14/19

Reported 28.75
Scheduled 40.00

Weekly Time Summary



Payable Time

Last Time Period 07/01/19 - 07/07/19

Total Hours 0 Hours

Estimated Gross 0

Leave / Comp Time
212.00

Balance Hours

Payable Time

Last Time Period 07/01/19 - 07/07/19

Total Hours 8 Hours

Estimated Gross 184 USD

Request Absence



Cancel Absences



View Requests



View Requests



Absence Balances



Cancel Absences



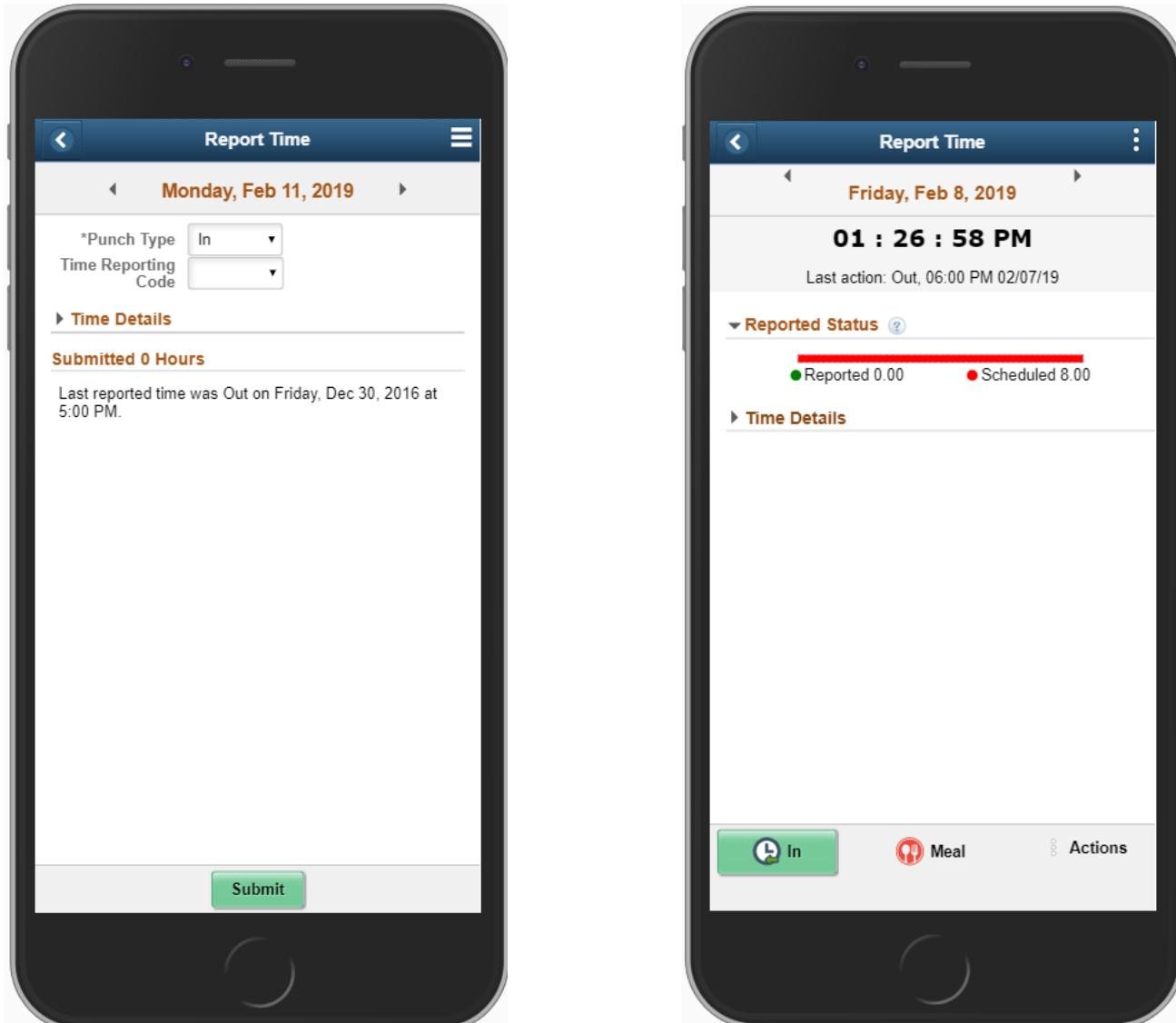
Extended Absence Request



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Report Time Change



- For Punch time reporters
- One-click submission
- Override punch type
- Reported Status

Fluid Reported Time Audit

Time and Labor																
Search Options																
Name		MacKenzie,Kai	<input type="button" value="Search"/>		<input type="button" value="*Start Date"/> 07/01/2018		<input type="button" value="*End Date"/> 07/30/2018		<input type="button" value="Get Rows"/>							
Job Title Billing Specialist										● Changed Value						
<input type="checkbox"/> Expand all History rows																
<input type="button" value="X"/>																
&Overview		&Time Reporting Elements		Show All												
Status	Action	Date	Time Reporting Code	Punch Type	Punch Date	Time	Quantity	Reported Status	Taskgroup	Audit User ID	Audit Date/Time	Audit History				
Current		07/02/2018	KUREG	Out	07/02/2018	5:00PM		Submitted	PSNONTASK	JPATTERSON	12/06/2017 8:04:08.569332AM					
Current		07/04/2018	KUREG	In	07/04/2018	7:00AM	● 5.00	Submitted	PSNONTASK	JPATTERSON	02/13/2018 2:24:31.000000AM					
Current		07/04/2018	KUREG	Meal	07/04/2018	12:00PM	1.00	Submitted	PSNONTASK	JPATTERSON	12/06/2017 8:04:08.569332AM					
Current		07/04/2018	KUREG	In	07/04/2018	1:00PM	2.00	Submitted	PSNONTASK	JPATTERSON	12/06/2017 8:04:08.569332AM					
Current		07/04/2018	KUREG	Break	07/04/2018	3:00PM	0.25	Submitted	PSNONTASK	JPATTERSON	12/06/2017 8:04:08.569332AM					
Current		07/04/2018	KUREG	In	07/04/2018	3:15PM	● 0.75	Submitted	PSNONTASK	JPATTERSON	02/13/2018 2:24:31.000000AM					
Current		07/04/2018	KUREG	Out	07/04/2018	4:00PM		Submitted	PSNONTASK	JPATTERSON	02/13/2018 2:24:31.000000AM					
Current		07/05/2018	KUREG	In	07/05/2018	8:00AM	4.00	Submitted	PSNONTASK	JPATTERSON	12/06/2017 8:04:08.569332AM					
Current		07/05/2018	KUREG	Meal	07/05/2018	12:00PM	1.00	Submitted	PSNONTASK	JPATTERSON	12/06/2017 8:04:08.569332AM					

Fluid Reported Time Audit

Workforce Administrator Time and Labor Home Search 35 More Print

Search Options

Name Search

Job Title Billing Specialist

*Start Date Calendar

*End Date Calendar

Get Rows

● Changed Value Expand all History rows No

Print

&Overview &Time Reporting Elements Show All											
Status	Action	Date	Time Reporting Code	Punch Type	Punch Date Time	Quantity	Reported Status	Taskgroup	Audit User ID	Audit Date/Time	Audit History
Current		07/02/2018	KUREG	Out	07/02/2018 5:00PM		Submitted	PSNONTASK	JPATTERSON	12/06/2017 8:04:08.569332AM	
Current		07/04/2018	KUREG	In	● 07/04/2018 7:00AM	● 5.00	Submitted	PSNONTASK	JPATTERSON	02/13/2018 2:24:31.000000AM	^
History	Change	07/04/2018	KUREG	In	07/04/2018 8:00AM	4.00	Submitted	PSNONTASK	JPATTERSON	02/13/2018 2:24:31.784373AM	
History	Add	07/04/2018	KUREG	In	07/04/2018 8:00AM	4.00	Submitted	PSNONTASK	JPATTERSON	12/06/2017 8:04:03.768539AM	
Current		07/04/2018	KUREG	Meal	07/04/2018 12:00PM	1.00	Submitted	PSNONTASK	JPATTERSON	12/06/2017 8:04:08.569332AM	
Current		07/04/2018	KUREG	In	07/04/2018 1:00PM	2.00	Submitted	PSNONTASK	JPATTERSON	12/06/2017 8:04:08.569332AM	
Current		07/04/2018	KUREG	Break	07/04/2018 3:00PM	0.25	Submitted	PSNONTASK	JPATTERSON	12/06/2017 8:04:08.569332AM	
Current		07/04/2018	KUREG	In	07/04/2018 3:15PM	● 0.75	Submitted	PSNONTASK	JPATTERSON	02/13/2018 2:24:31.000000AM	▼
Current		07/04/2018	KUREG	Out	● 07/04/2018 4:00PM		Submitted	PSNONTASK	JPATTERSON	02/13/2018 2:24:31.000000AM	▼

Enter Time

Time Summary

Punch Time

Enter Time

Job Title Accounting Clerk

28 January - 3 February 2019

Weekly Period - PS Delivered

Scheduled 40.00 | Reported 46.38

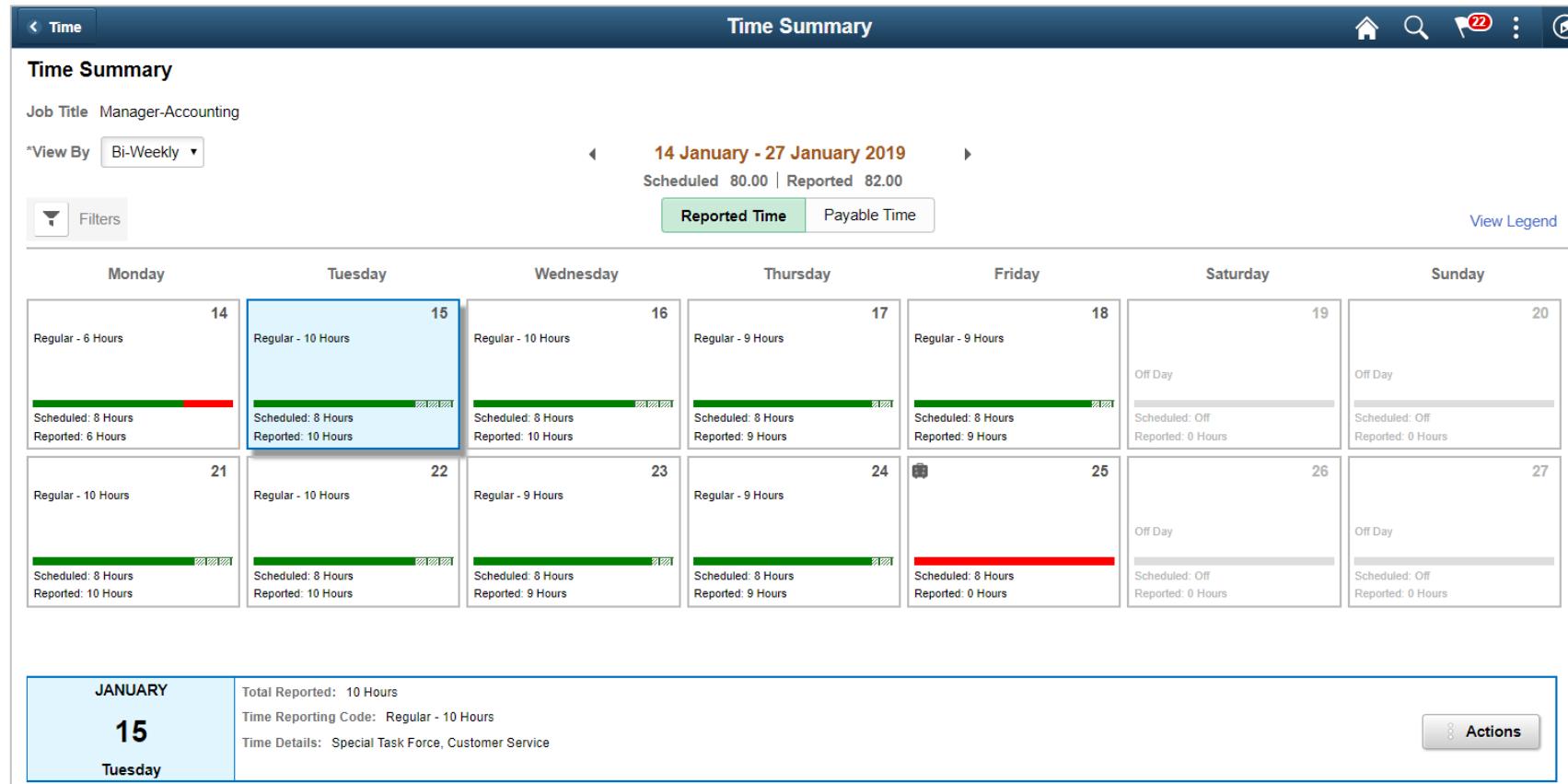
View Legend

	Day Summary	In	Break	In	Lunch	In	Out	Time Details	Comments		
28	Monday	8:00:00AM	10:00:00AM	10:15:00AM	12:31:00PM	1:30:00PM	6:00:00PM				
29	Tuesday	8:02:00AM			12:30:00PM	1:00:00PM	6:30:00PM				
30	Wednesday	8:05:00AM	10:00:00AM	10:20:00AM	12:30:00PM	1:15:00PM	6:00:00PM				
31	Thursday	8:01:00AM	10:00:00AM	10:15:00AM	12:30:00PM	1:15:00PM	6:30:00PM				
01	Friday	8:00:00AM	10:00:00AM	10:10:00AM	12:30:00PM	1:30:00PM	5:30:00PM				
02	Saturday										

Show All Punch Columns | Clear | Save for Later | Submit

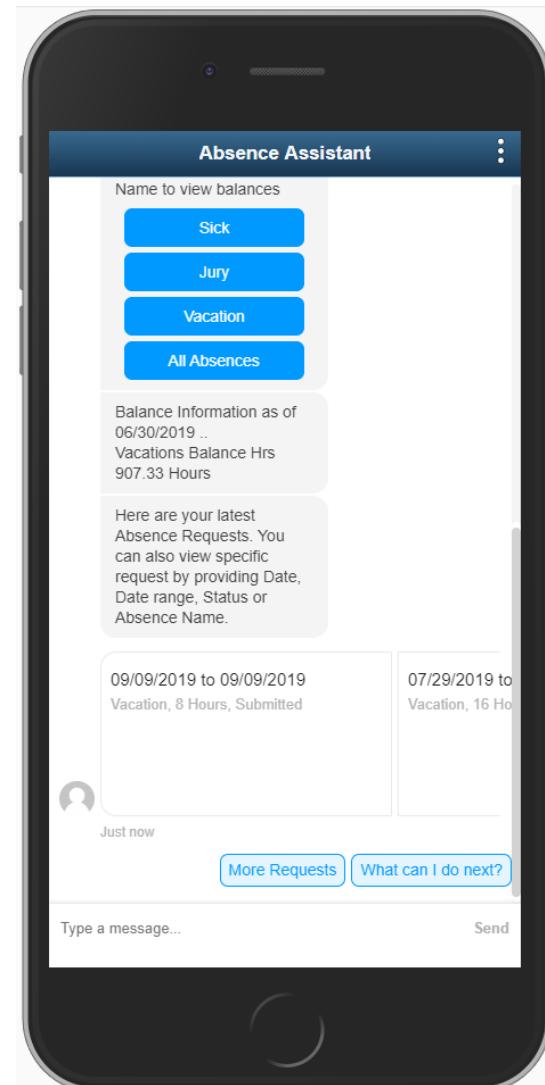
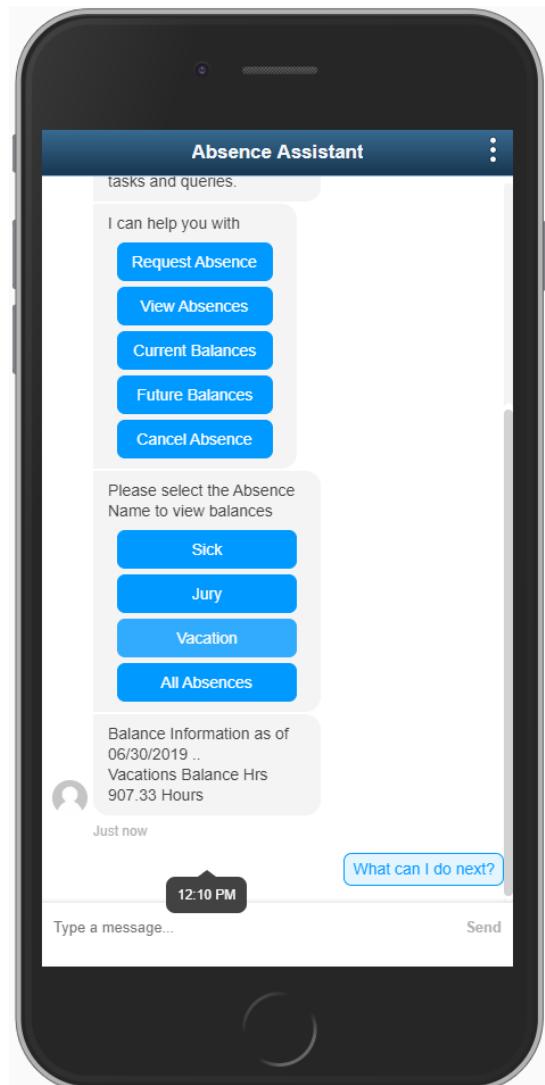
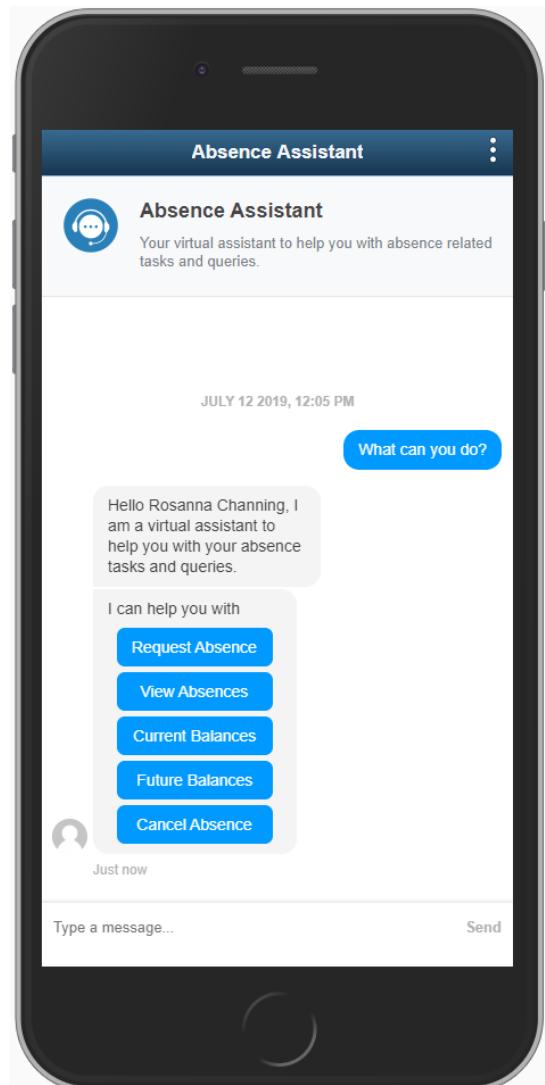
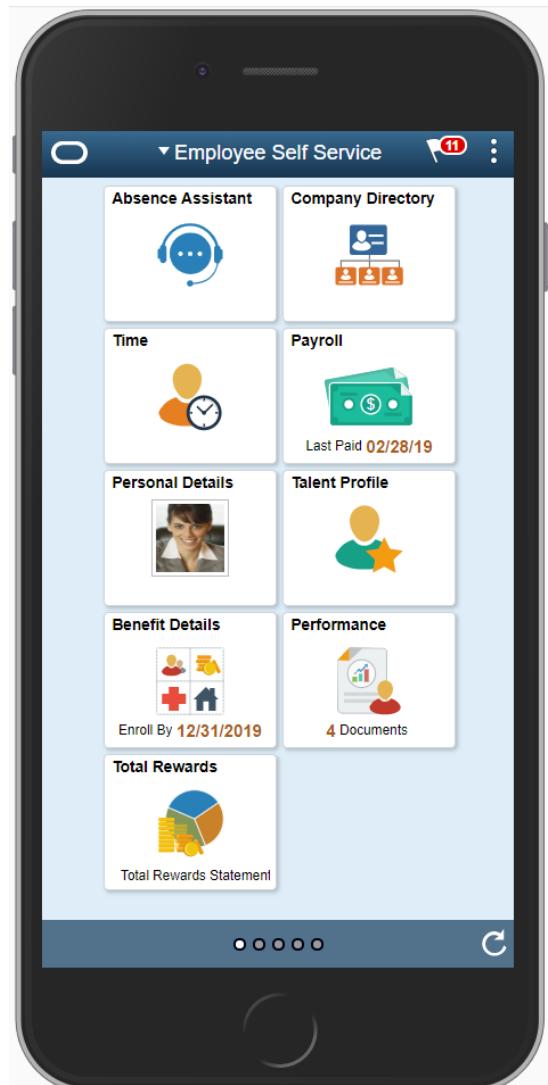
- For Elapsed and Punch time reporters
- Status Bar is Configurable
- Can be used With/Without Schedules

Time Summary



- For Elapsed and Punch time reporters
- View Reported or Payable Time
- View By Default Period or Selected Period

Absence Chatbot



Fluid Extended Absence

x Exit Extended Absence Request ⋮

Absence Name FMLA Maternity
Absence Type FMLA Maternity
Status New

Next >

1 Absence Information Visited

2 FMLA Eligibility Visited

3 Attachments and Notes Visited

4 Review and Submit Not Started

Step 1 of 4: Absence Information

Absence Information

Start Date 08/01/2019

Expected Return Date 09/13/2019

Actual Return Date

Absence Reason Birth of Child

Current Balance 0.00 **

Comments

Save

Fluid Extended Absence

[X Exit](#) [Extended Absence Request](#) [More](#)

Absence Name: FMLA Maternity
Absence Type: FMLA Maternity
Status: New

[◀ Previous](#) [Next ▶](#)

1 Absence Information	2 FMLA Eligibility	3 Attachments and Notes	4 Review and Submit
Visited	Visited	Visited	Not Started

Use this Template form to enter Employee Extended Absence Request related information. In order to save your data entry updates, please navigate back to the Extended Absence Request page using the Return to Extended Absence Request link. Your Extended Absence Request must be saved in order for changes to go into effect.

▼ Medical Certification

The information in this section is to be completed by your FMLA Administrator and will not be shared with Management or any other party

Original Due Date	Extended Due Date
Incomplete Received Date	Complete Received Date
Certification Completed	Chronic Condition
Frequency	Duration
Miscellaneous	Physician Name
Certification Date From	Certification Date To

▼ FMLA Eligibility (Employee)

Eligibility details

Employee's Spouse works for the same company **No** **Yes** What is the Spouse's employee number? [🔍](#)

Federal Eligibility

Fluid Extended Absence

[X Exit](#) [Extended Absence Request](#) [...](#)

Absence Name: FMLA Maternity
Absence Type: FMLA Maternity
Status: New

[Previous](#) [Next >](#)

1	Absence Information Visited
2	FMLA Eligibility Visited
3	Attachments and Notes Visited
4	Review and Submit Not Started

Step 3 of 4: Attachments and Notes

[Attachments and Notes](#)

[Add Attachment](#) [Add Note](#) [Save](#)

Document	Description	Type	Attached By	Attached	Status
Drs_Note.docx	Doctor's Note	Attachment	Cindy Bryson	07/11/19 06:32:27 PM	Active

1 row

Fluid Extended Absence

[X Exit](#) [:](#)

Extended Absence Request

Absence Name: FMLA Maternity
Absence Type: FMLA Maternity
Status: New

[◀ Previous](#) [Submit](#)

1 Absence Information Visited	Step 4 of 4: Review and Submit
2 FMLA Eligibility Visited	Absence Type: FMLA Maternity Absence Take: FMLA Maternity Start Date: 08/01/2019
3 Attachments and Notes Visited	Expected Return Date: 09/13/2019 Actual Return Date
4 Review and Submit Visited	Absence Reason: Birth of Child Current Balance: 0.00 ** Comments

[▶ FMIL Eligibility](#)

Fluid Extended Absence

◀ Extended Absence Request		View Extended Absence
Absence Type FMLA Maternity		
Absence Name FMLA Maternity		
Status Approved		
Absence Requests		
Add absence		
Extended Absence Details		
Start Date 08/01/2019		
Expected Return Date 09/13/2019		
Actual Return Date		
Absence Reason Birth of Child		
Current Balance 0.00 Hours		
Comments		
Attachments and Notes		
No Document has been attached.		
FMLA Eligibility >		
Request History >		
Approvals Chain >		

And More for Time and Labor...

- Fluid Approval for Reported Time
- MSS Delegations
- Archive Reported and Payable Time with Approvals
- Auto Approval of Time Entered by an Approving Manager
- Fluid Timesheet Acknowledgement
- Fluid Attendance Violations
- Fluid Leave and Compensation Balances
- MSS Fluid Time Pages (Enter Time, Weekly Time, Time Summary)
- Added Drop Zones to Time and Labor Fluid pages

And More for Absence Management...

- Absence Integration from the Fluid Timesheet
- Ability to call Country Specific logic from ESS and MSS Absence Management pages
- Added Attachment Support for Fluid Absence Cancellations
- Enhanced Attachment Support for Administrator-initiated Absence requests and Approvals
- Added Delegation functionality for Fluid Absence Self Service
- Fluid Approvals for Extended Absences
- Added Drop Zones to Absence Fluid pages

Features Demonstration

Fluid Timesheet

- First introduced in Image 25 for Elapsed Time
- Delivered a Punch Timesheet in Image 27
- Manager Self Service page delivered in Image 28
- Final piece of classic replacement – Attendance Violations, was delivered in Image 31
- Classic Timesheet will be de-supported as of 1/1/2022



Experienced Partners

Presence of IT

These partners submitted qualifying case studies in this subject area

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Time and Labor Case Study

- The new Fluid Timesheet delivered in PI27 was adopted by Endeavour Foundation in the Not for Profit sector within 8 weeks of the functionality being generally available to customers. Endeavour Foundation was able to reduce a large number of customizations and improve user experience by leveraging the delivered functionality of the Fluid Timesheet including improved navigation using tiles and enabling alerts and notification.

Drivers

- Selective adoption on an ongoing basis
- De-customization
- Intuitive UI (especially considering that Endeavour employs a large number of employees with mental / physical disabilities)
- Partner: Presence of IT



Roadmap

Roadmap Highlights for

Time and Labor

- Add Effective Date to Value Lists
- Time and Labor Fluid WorkCenter
- Retro Timecard Correction Alert
- Employee Self-Service for Scheduling
- Manager Self-Service for Scheduling
- Timesheet Lockdown – Allow During Current Pay Period
- Fluid Delegations – Uptake Framework

Roadmap Highlights for

Absence Management

- Capture Start and End Times on Absence Requests
- Ability to specify Leave Accrual by Payroll Status
- Forecasting Enhancements
- Add Comments when making Adjustments
- Future Approved Request Invalid Notification
- Absence Requests on Timesheets to follow Absence Approvals Rules
- Absence Request Attachment for Admin Page
- Fluid Delegations – Uptake Frameworks
- MSS Fluid Absence Calendar View
- ESS Fluid Absence Calendar View

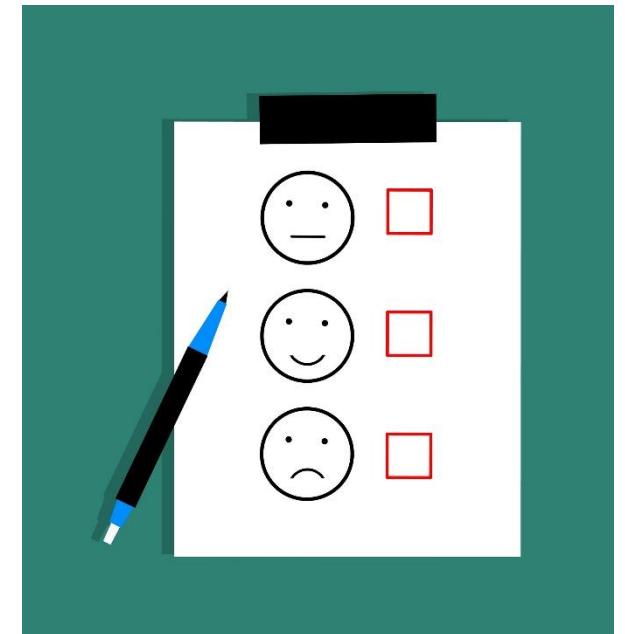
Remember to use Configuration so that you end up with happy users, like this!



Don't forget to fill out your Survey!

Time and Attendance – Update and Roadmap

Session #102430



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