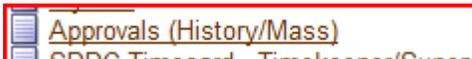
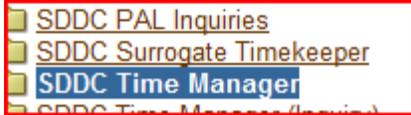


Mass Timecard Approval

Open TFMS-M

From the Navigation screen select: SDDC Time Manager

Then click on Approvals (History/Mass)



Ensure the Mode is Pending Approvals

Select Go

Timecard Approvals

Timecards you do not Approve or Reject should use an Action of Skipped. [Continue](#)

Search

From Date To Date
(example: 19-Dec-2011)

Person

Mode **Pending Approvals** ▼

[▶ Show Advanced Search Criteria](#)

[Go](#)

| Person Name | Role | Period Starting | Period Ending | Status | Total Hours | Premium Hours | Non Worked Hours | Comment | Details | Action |
|-------------------|------|-----------------|---------------|--------|-------------|---------------|------------------|---------|---------|--------|
| No results found. | | | | | | | | | | |

[Continue](#)

Individuals you supervise will be available for approval

[Go](#)

| Person Name | Role | Period Starting | Period Ending | Status | Total Hours | Premium Hours | Non Worked Hours | Comment | Details | Action |
|----------------------------|----------|-----------------|---------------|-----------|-------------|---------------|------------------|----------------------|---------|-----------|
| BREIER, Ms. KIMBERLY A. | Projects | 04-Dec-2011 | 17-Dec-2011 | Submitted | 80 | 0 | 0 | <input type="text"/> | | Approve ▼ |

[Continue](#)

Click on the details icon

Review the time card

| Approvals | | | | | | | | | | | | | | | | | Time | | | | | |
|--|-----------|---------------------|----------------------------------|-------------|---------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|---------|
| Review: BREIER, Ms. KIMBERLY A., 9204 | | | | | | | | | | | | | | | | | | | Back | | | |
| Week Starting Sunday, December 04 2011 | | | | | | | | | | | | | | | | | | | | | | |
| Timecard Period (days) 14 | | | | | | | | | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | | | | |
| Project | Task | DCPS | SDDC ABC | SDDC EH OTH | SDDC ND | SDDC Inj Num | Sun, Dec 04 | Mon, Dec 05 | Tue, Dec 06 | Wed, Dec 07 | Thu, Dec 08 | Fri, Dec 09 | Sat, Dec 10 | Sun, Dec 11 | Mon, Dec 12 | Tue, Dec 13 | Wed, Dec 14 | Thu, Dec 15 | Fri, Dec 16 | Sat, Dec 17 | Total | Details |
| A12GA7790 | 11910-000 | RG REGULAR (GRADED) | 04. Attend or Conduct Training | | | | 0 | 3 | 2 | 1 | 4 | 8 | 0 | 0 | 0 | 1 | 2 | 3 | 7 | 0 | 31 | |
| A12GA7790 | 11910-000 | RG REGULAR (GRADED) | 09. Supports the Strategic Plan. | | | | 0 | 5 | 6 | 7 | 4 | 0 | 0 | 0 | 0 | 7 | 6 | 5 | 1 | 0 | 41 | |
| A12GA7790 | 11910-000 | LA LEAVE ANNUAL | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 8 | |
| | | | | | | | 0 | 8 | 8 | 8 | 8 | 8 | 0 | 0 | 8 | 8 | 8 | 8 | 8 | 0 | 80 | |

Back

Select the Back button

Under Actions you may select from the drop down Approve, Reject or Skip

The screenshot shows the Oracle SDDC Time Manager interface. At the top, there are navigation links for Home, Logout, Preferences, and Help. Below this is a 'Time' tab and an 'Approvals' section. The main content area displays 'Timecard Approvals' and a search section with fields for 'From Date', 'To Date', 'Person', and 'Mode'. A table below the search section lists approval records. The record for BREIER, Ms. KIMBERLY A. is highlighted, and a dropdown menu is open under the 'Action' column, showing options: Approve, Reject, and Skip. At the bottom of the page, there is a footer with copyright information and a 'Privacy Statement' link.

| Person Name | Role | Period Starting | Period Ending | Status | Total Hours | Premium Hours | Non Worked Hours | Comment | Details | Action |
|-------------------------|----------|-----------------|---------------|-----------|-------------|---------------|------------------|---------|---------|---------|
| BREIER, Ms. KIMBERLY A. | Projects | 04-Dec-2011 | 17-Dec-2011 | Submitted | 80 | 0 | 0 | | | Approve |

Select Continue

| Person Name | Role | Period Starting | Period Ending | Status | Total Hours | Premium Hours | Non Worked Hours | Comment | Details | Action |
|-------------------------|----------|-----------------|---------------|-----------|-------------|---------------|------------------|---------|---|-----------|
| BREIER, Ms. KIMBERLY A. | Projects | 04-Dec-2011 | 17-Dec-2011 | Submitted | 80 | 0 | 0 | |  | Approve ▾ |

[Continue](#)

Select Submit

Approvals

Approval Review

Approved, Rejected, and Skipped timecards display the status you selected. You may have marked the Skipped timecards, or not viewed them on other pages. Skipped timecards require an action to complete the Approval process. [Back](#) [Submit](#)

Items Rejected

| Person Name | Role | Period Starting | Period Ending | Total Hours | Premium Hours | Non Worked Hours | Status | Comment | Details |
|-------------------|------|-----------------|---------------|-------------|---------------|------------------|--------|---------|---------|
| No results found. | | | | | | | | | |

Items Approved

| Person Name | Role | Period Starting | Period Ending | Total Hours | Premium Hours | Non Worked Hours | Status | Comment | Details |
|-------------------------|----------|-----------------|---------------|-------------|---------------|------------------|-----------|---------|---|
| BREIER, Ms. KIMBERLY A. | Projects | 04-Dec-2011 | 17-Dec-2011 | 80 | 0 | 0 | Submitted | |  |

Items Skipped

| Person Name | Role | Period Starting | Period Ending | Total Hours | Premium Hours | Non Worked Hours | Status | Comment | Details |
|-------------------|------|-----------------|---------------|-------------|---------------|------------------|--------|---------|---------|
| No results found. | | | | | | | | | |

[Back](#) [Submit](#)