



END-TO-END FLOW

- 1

TIME RECORDING PROFILE

Define how time is captured for a worker group.
- 2

TIME CONSUMER SET

Define which apps consume the time data.
- 3

LAYOUT COMPONENT GROUP

Configure fields shown on the time card.
- 4

TIME ENTRY LAYOUT

Design the time card layout for entry.
- 5

TIME CATEGORY

Define categories (Regular, Overtime, On-call).
- 6

TIME CALCULATION RULES

Define rules for overtime and premiums.
- 7

ELIGIBILITY

Assign profiles and rules to worker groups.
- 8

TIME CARD ENTRY

Employees submit time via web or device.
- 9

TIME VALIDATION

System validates entries against rules.
- 10

APPROVAL WORKFLOW

Manager reviews and approves time cards.
- 11

TIME PROCESSING

Overtime and premium rules are calculated.
- 12

PAYROLL INTEGRATION

Processed time is sent to payroll.
- 13

REPORTS & ANALYTICS

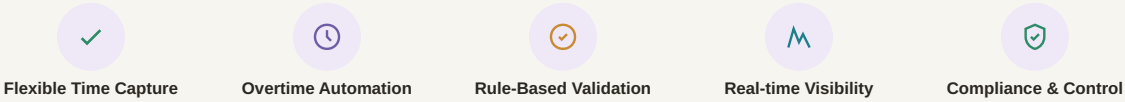
Analyze time, overtime and labor costs.

TIME CALCULATION COMPONENTS

- Time Category**
Classification of the reported time
- Threshold**
Hours that trigger a rule
- Multiplier**
Premium rate applied (1.5x, 2x)
- Time Calculation Rule**
Formula that computes results
- Eligibility Profile**
Workers the rule applies to
- Effective Dates**
Validity period of the rule

TIME & LABOR OVERVIEW

Oracle Fusion Time and Labor captures, validates, approves and processes worker time, applying overtime and premium rules before sending results to Payroll and Projects.



KEY CONFIGURATIONS

#	Configuration	Purpose	Example
1	Time Recording Profile	Defines how time is captured	Hourly Workers Profile
2	Time Consumer Set	Defines apps consuming time data	Payroll, Projects
3	Layout Component Group	Groups fields shown on time card	Standard Time Fields
4	Time Entry Layout	Defines time card layout	Weekly Elapsed Layout
5	Time Category	Classifies types of reported time	Regular, Overtime, On-call
6	Time Calculation Rule	Defines overtime and premium logic	Daily OT > 8 hrs = 1.5x
7	Eligibility Profile	Defines who the rule applies to	Non-Exempt Employees
8	Approval Rule	Defines time card routing	Manager Approval Required
9	Time Device Rule	Defines device / clock integration	Badge Reader Import

ADVANCED TOPICS

- 1

OVERTIME & PREMIUMS

Automated calculation of overtime and shift premiums.

Daily OT · Weekly OT · Holiday Premium
- 2

TIME CATEGORIES

Classify reported hours for processing and reporting.

Regular · Overtime · Vacation · On-call
- 3

TIME CALCULATION RULES

Fast Formula-based rules that compute results.

Threshold · Multiplier · Priority
- 4

SHIFT DIFFERENTIALS

Extra pay for night, weekend or holiday shifts.

Night Shift · Weekend · Holiday
- 5

TIME DEVICE INTEGRATION

Import punches from badge readers or kiosks.

Badge Reader · Kiosk · Mobile Punch
- 6

APPROVAL WORKFLOW

Configurable routing for time card approvals.

Manager → Time Administrator → HR
- 7

TIME VALIDATION RULES

Enforce data quality before submission and approval.

Missing Punch · Overlap · Excess Hours
- 8

ABSENCE INTEGRATION

Reflect approved absences directly on time cards.

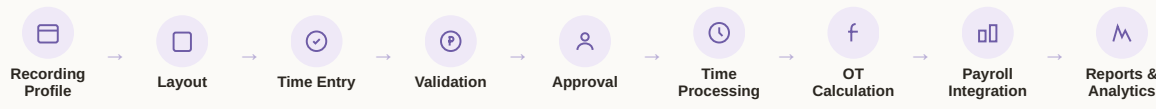
Vacation · Sick · Leave of Absence
- 9

TIME CONSUMER SETS

Route processed time to downstream applications.

Payroll · Projects · Absence

TIME PROCESS FLOW



OVERTIME RATE EXAMPLES

Overtime Type	Threshold	Multiplier	Example
Daily Overtime	> 8 hrs / day	1.5x	9 hrs = 1 hr @ 1.5x
Extended Daily OT	> 12 hrs / day	2.0x	13 hrs = 1 hr @ 2.0x
Weekly Overtime	> 40 hrs / week	1.5x	44 hrs = 4 hrs @ 1.5x
Weekend Premium	Any hrs worked	1.5x	Saturday shift @ 1.5x
Holiday Premium	Any hrs worked	2.0x	Public holiday @ 2.0x

Thresholds and multipliers shown are illustrative. Actual overtime rules are configured per Time Calculation Rule and must align with local labor law and union agreements.

COMMON OT SCENARIOS

- Extended Shift Coverage
- Weekend Call-in
- Holiday Working
- Split Shift Premium
- Emergency Coverage
- Cross-midnight Shift

COMMON PROCESSES

- ✓ Submit Time Card
- ✓ Apply Time Category
- ✓ Validate Time Entries
- ✓ Approve Time Cards
- ✓ Calculate Overtime
- ✓ Process Time to Payroll
- ✓ Correct Retroactive Time

TIME ENTRY METHODS

- Web Time Card
- Badge / Clock
- Mobile App
- Punch Time
- Elapsed Time
- Project Time
- Duration Time
- Device Import

INTEGRATION POINTS

- OTL → Payroll (Time to Pay)
- OTL → Absence Management
- OTL → Projects (Costing)
- HCM Core → Assignments, Grades
- OTL → General Ledger (Labor Cost)

REPORTS & OTBI

- Time Card Summary Report
- Overtime Report
- Time Exceptions Report
- Time Approval Status Report
- Labor Distribution Report
- OTBI Dashboards



REST APIS

- GET

/timeCards
- GET

/timeCardEntries
- POST

/timeCards
- PATCH

/timeCards/{id}
- GET

/timeRecordingProfiles



TROUBLESHOOTING & DIAGNOSTICS

- Time card not showing?**
 - ✓ Check Eligibility Profile
 - ✓ Check Time Recording Profile
 - ✓ Check Layout Assignment
 - ✓ Check Effective Dates
- Overtime not calculating?**
 - ✓ Check Time Calculation Rules
 - ✓ Check Time Category Setup
 - ✓ Check Threshold Config
 - ✓ Check Fast Formula
- Approval stuck?**
 - ✓ Check Approval Rule
 - ✓ Check Manager Hierarchy
 - ✓ Check Notification Setup
 - ✓ Check Workflow Task Status

Diagnostic Tools

- ✓ Time Store Diagnostic
- ✓ Time Repository UI
- ✓ Time Consumer Set Validation
- ✓ ESS Logs
- ✓ HDL Error Logs

GLOBAL TIME PATTERNS

- Elapsed Time Entry
- Punch Time Entry
- Project Time Tracking
- Compliance-Driven OT
- Mobile Time Capture

INTERVIEW TOP TOPICS

Time Recording Profile	★★★★★	Approval Workflow	★★★★★
Layout Components	★★★★★	Time Validation Rules	★★★★★
Time Categories	★★★★★	Time Consumer Sets	★★★★★
Time Calculation Rules	★★★★★	Payroll Time Integration	★★★★★
Overtime & Premiums	★★★★★	Time Device Integration	★★★★★
Shift Differentials	★★★★★	Reports & OTBI	★★★★★

TIPS FOR SUCCESS

- ★ Test time calculation rules with real scenarios.
- ★ Validate OT thresholds against labor law.
- ★ Review approval SLAs regularly.
- ★ Monitor time exceptions daily.
- ★ Keep layouts simple to drive adoption.
- ★ Reconcile time-to-payroll each cycle.