

ORACLE CLOUD TIMESHEET FAQ

I cannot access my timesheet on Oracle. What do I do?

Reach out to resedstaff@tcnj.edu, and we will contact Payroll and Student Employment to resolve the issue. Keep track of your hours on WhenIWork.

It is the end of the pay period, and I am still unable to submit my timesheet. What do I do?

Let your SMRO know that you have completed your WhenIWork timesheet, and are still experiencing this issue.

When can I submit my timesheet?

Submit the timesheet immediately after your last shift in the current pay period, but no later than Friday @ 11:59 pm. If you work a Friday night shift that ends after midnight, your shift will be logged into the next pay period.

Example: **Current Pay Period:** 1/30/21 - 2/12/21
 Last shift worked in pay period: Thursday, 2/11, 8 pm - 12 am
 Able to submit Oracle Timesheet: Friday, 2/12 @ 12:01 am
 Must submit Oracle Timesheet due: Friday, 2/12 @ 11:59 pm

I submitted my timesheet early by accident, can I still edit my time?

Yes. It will be a good idea to let your SMRO and RD supervisor know that it is incomplete. You will be able to re-submit after editing hours.

I forgot to submit my timesheet for the last pay period. Can I still submit it to get paid for my work?

Yes, you must submit your timesheet as soon as you remember that it is past due. You have to submit your hours within 30 days of the due date, otherwise those hours may go unpaid. It is the expectation of the department that you submit your timesheet by the due date. Failure to submit in a timely manner may result in a supervisory conversation.

How long will it take for my paycheck to be sent to me?

Paychecks are distributed via direct deposit every 2 weeks, beginning 2 weeks after the first time you submit your hours for approval.

Example: **Current Pay Period:** 1/30/21 - 2/12/21
 Submit Hours by: 2/12/21
 Anticipated Pay Date: 2/26/2021

Have questions not referenced above? Please email resedstaff@tcnj.edu for further assistance.