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## *S R12.x Oracle Time and Labor Fundamentals*

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The goal of the Oracle Time and Labor course is to provide knowledge and understanding of the product and its key features. The course provides information on the features Oracle Time and Labor offers to support the common business processes.

### **Objectives**

- Recognize the Oracle Time and Labor product
- Recognize the timecard building blocks
- Understand the different flexible implementation options that OTL provides
- Recognize the element setup process for OTL
- Learn how to define approval periods and styles for timecards
- Understand time entry rules for validation
- Learn about timecard layouts and preferences
- Understand Oracle Time and Labor Rules (OTLR)
- Identify how the time management structures and policies fit together
- Configure OTLR
- Learn how to assign structures and policies to workers
- Transfer timecards to Batch Element Entry (BEE) and Oracle Projects
- Understand how to set up and use Change and Late Audit (CLA)
- Describe the advantages and flexibility of entry-level processing
- Use Timecard Dashboard
- Learn how OTL archives and restores timecard data

### **Topics**

- Introduction to Oracle Time and Labor
- Introducing the Timecard
- Implementation Options
- Time Entry and Approval Rules
- Approval Periods and Styles
- Using Elements in OTL
- Mappings and Retrieval Processes
- Timecard Layouts and Preferences
- Defining OTLR Structures
- Defining OTLR Policies
- Assigning Structures and Policies
- Transferring Timecards to BEE and Oracle Projects
- Change and Late Audit (CLA)