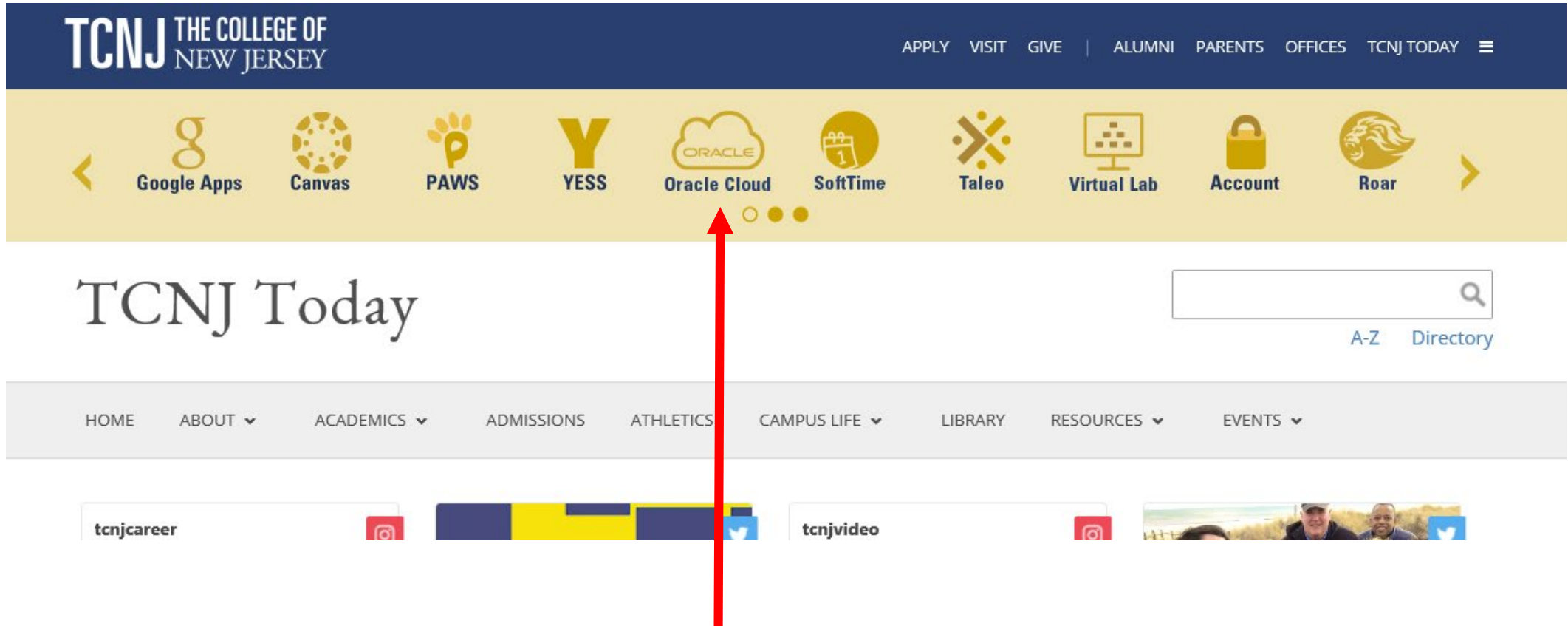


# Cloud Setting a Time Card Delegate

## Training Guide

1. Navigate to <https://today.tcnj.edu/> using Chrome, Firefox, Edge, or Safari (Cloud does not work in Internet Explorer).



2. Select '**Oracle Cloud**' from the menu options

Sign in to use available applications



Enter your TCNJ credentials

Username

Password

Sign in

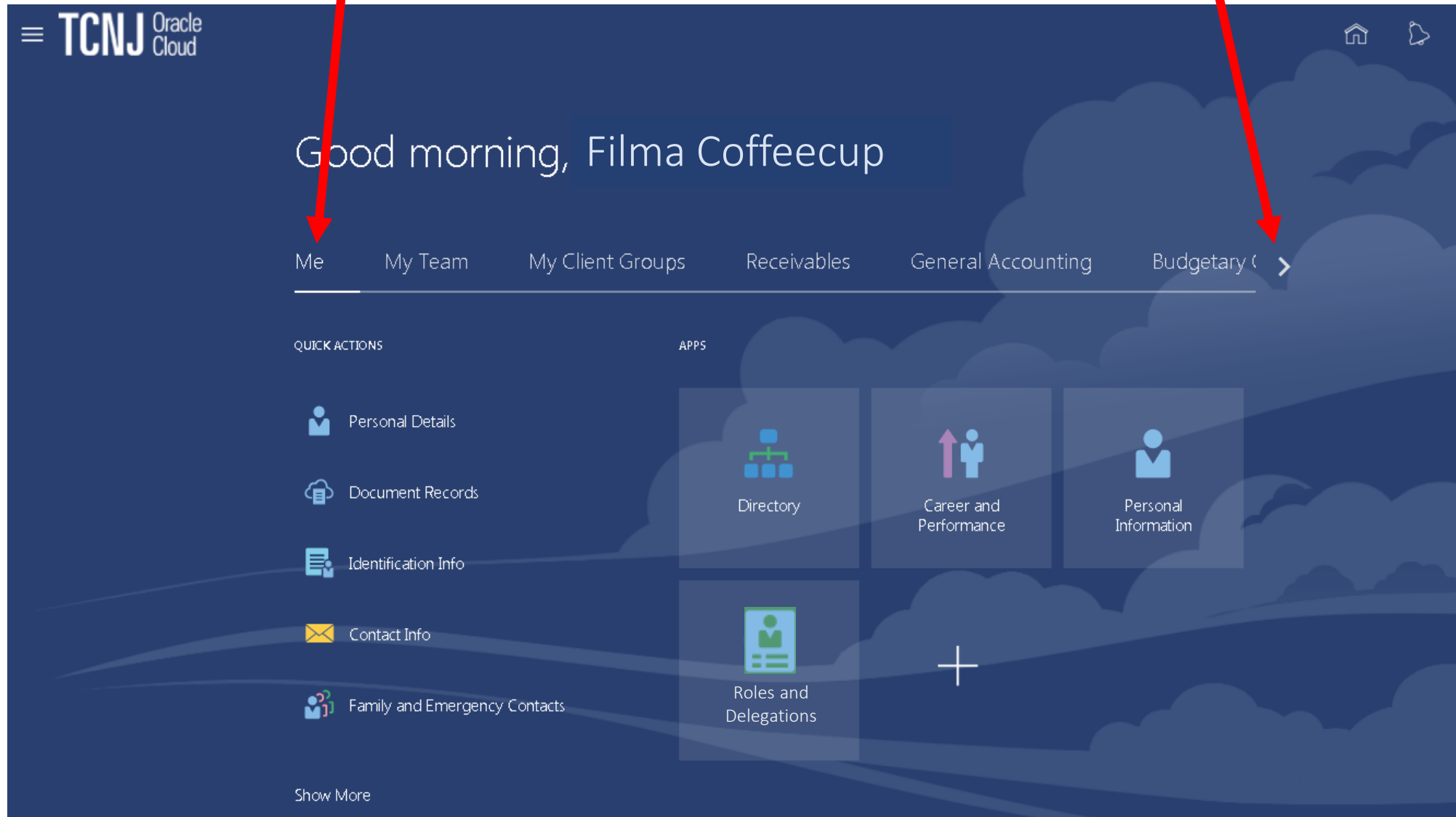
3. Enter your TCNJ credentials (the same information you use to log into your email)

4. Click **'Sign In'**

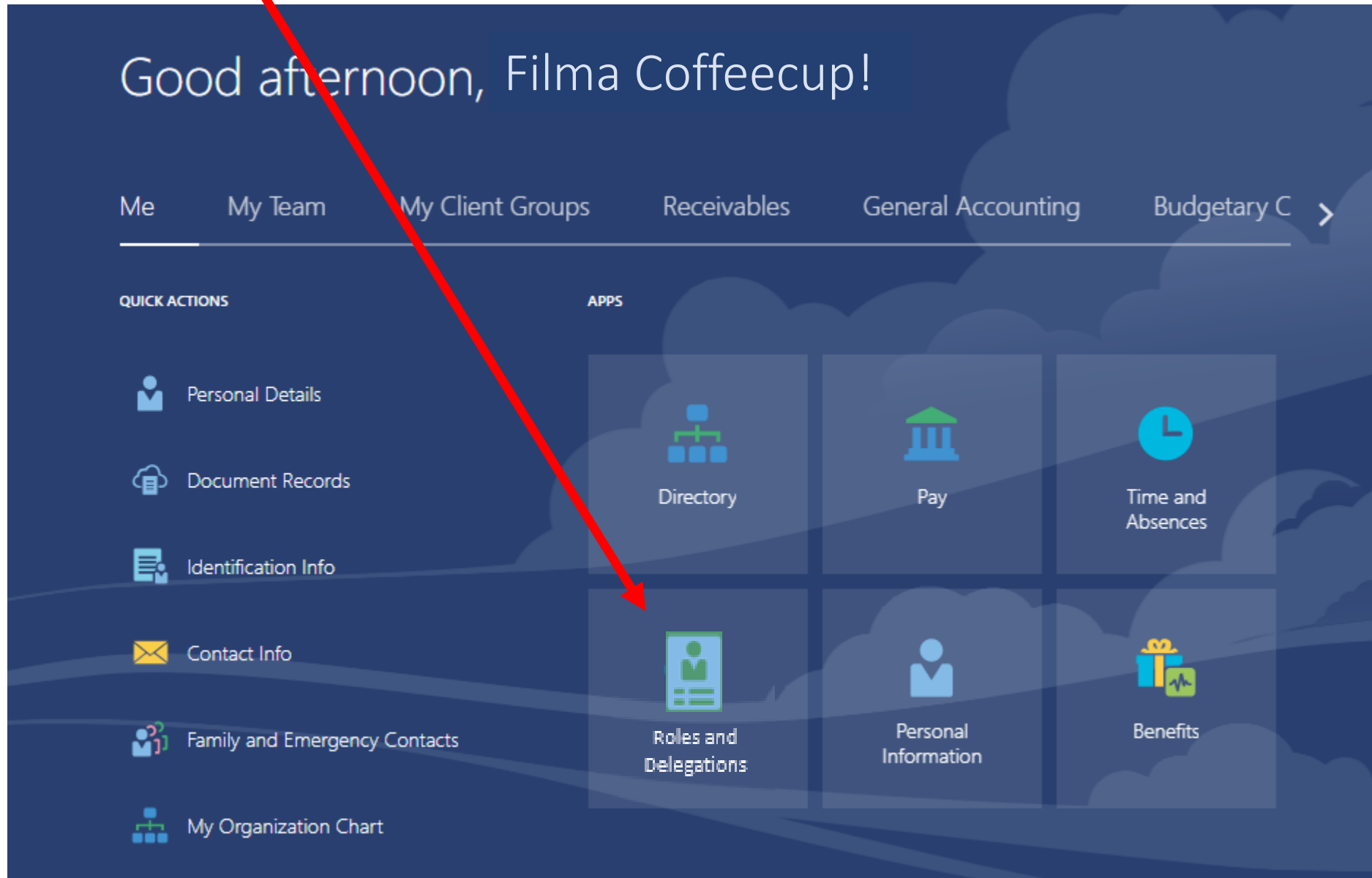
**Keep your personal information secure.** Sign out and close your browser when you are finished.

Get sign in support: [IT Help Desk](#)

5. Scroll through the menu using the navigation arrow to view your available menu options.
6. Select '**Me**'.



7. Select the **'Roles and Delegations'** tile.



TCNJ Oracle Cloud  
FC Account Management  
Filma Coffeecup

Actions

Person Number  
200000

User Name  
PANELLA  
COFFEECUP

Account Status  
Active

Roles

+ Add

Accounts Receivable Manager	From 12/17/2019	x	
Line Manager	From 01/20/2020	x	
Cash Manager	TCNJ Budget Preparer Custom	From 12/11/2019	x
Time and Labor Administrator			
Receiving Agent			

8. Use the scroll bar to scroll down to 'Approval Delegations'.

### Role Delegations



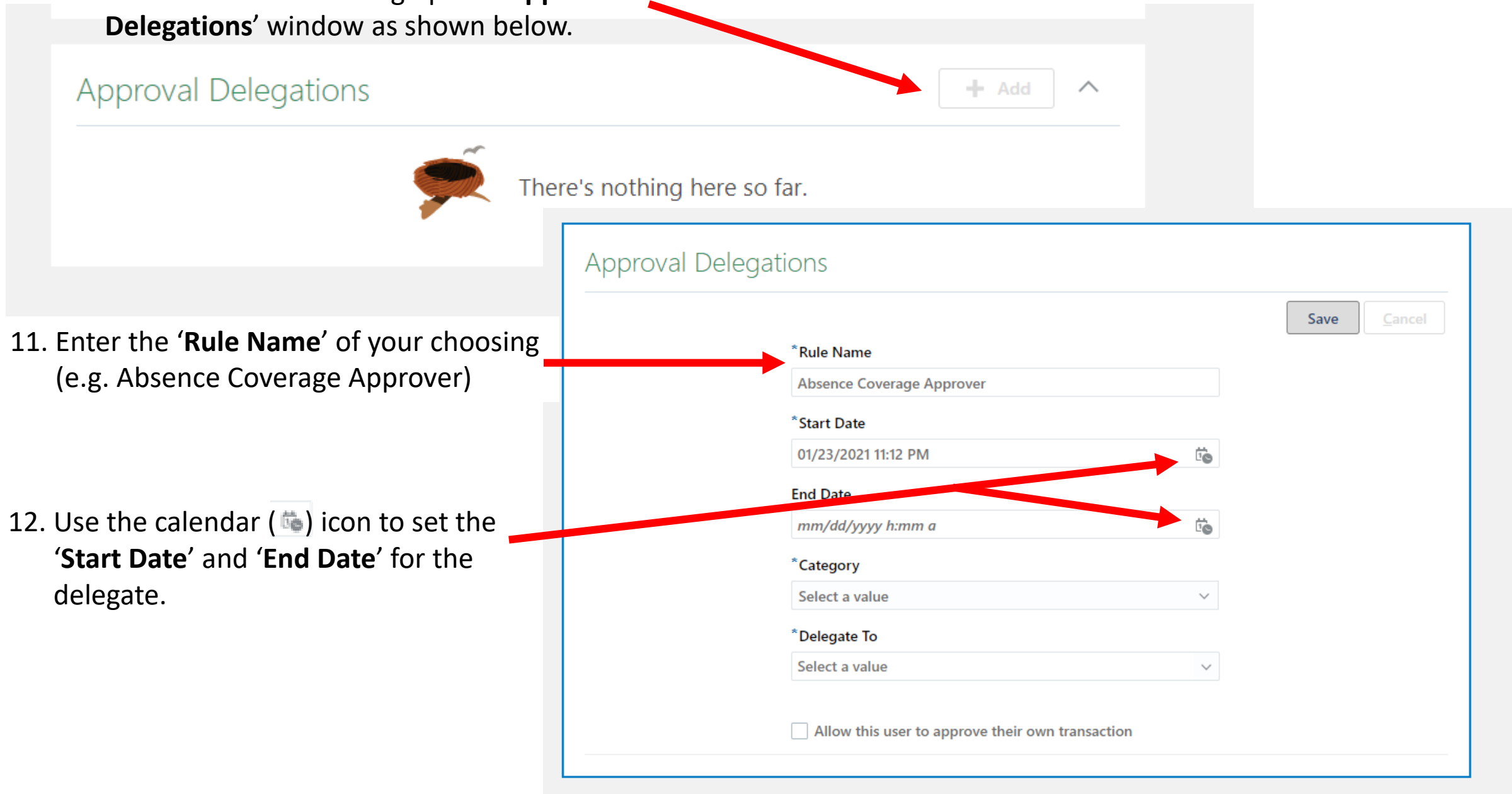
There's nothing here so far.

9. Click on the arrow to expand the 'Approval Delegations' section

### Approval Delegations



10. Click on '+ Add' to bring up the 'Approval Delegations' window as shown below.



The image shows a screenshot of a software interface with two overlapping windows. The background window is titled "Approval Delegations" and contains a message "There's nothing here so far." with a bird's nest icon. A red arrow points from the instruction text to a "+ Add" button in the top right corner of this window. The foreground window, also titled "Approval Delegations", is a form for creating a new delegation. It has "Save" and "Cancel" buttons in the top right. The form fields are: "\*Rule Name" (text input with "Absence Coverage Approver"), "\*Start Date" (text input with "01/23/2021 11:12 PM" and a calendar icon), "End Date" (text input with a placeholder "mm/dd/yyyy h:mm a" and a calendar icon), "\*Category" (dropdown menu with "Select a value"), and "\*Delegate To" (dropdown menu with "Select a value"). At the bottom is a checkbox labeled "Allow this user to approve their own transaction". Red arrows point from the instruction text to the "Rule Name" field, the "Start Date" calendar icon, and the "End Date" calendar icon.

Approval Delegations

There's nothing here so far.

Approval Delegations

Save Cancel

\*Rule Name  
Absence Coverage Approver

\*Start Date  
01/23/2021 11:12 PM

End Date  
mm/dd/yyyy h:mm a

\*Category  
Select a value

\*Delegate To  
Select a value

☐ Allow this user to approve their own transaction

11. Enter the 'Rule Name' of your choosing (e.g. Absence Coverage Approver)

12. Use the calendar (📅) icon to set the 'Start Date' and 'End Date' for the delegate.

13. Use the dropdown arrow to set the '**Category**' to '**Timecard Approval**'.

Approval Delegations

Select a value

- Timecard Approval
- Manager (e.g. Promotion, Transfer)
- Users(e.g. Users, Roles)
- Compensation
- HtCatgry.PurchaseRequisitions
- Workforce Structures (e.g. Job, Position)
- Time and Labor
- HtCatgry.GlobalAbsenceApproval
- Talent (e.g. Goals, Performance)

Save Cancel

Category

Select a value

\*Delegate To

Select a value

☐ Allow this user to approve their own transaction



14. Use the dropdown arrow to set the '**Delegate To**' field. Select the name of the delegate from the list, using the scroll bar if necessary.

Approval Delegations

**\*Rule Name**

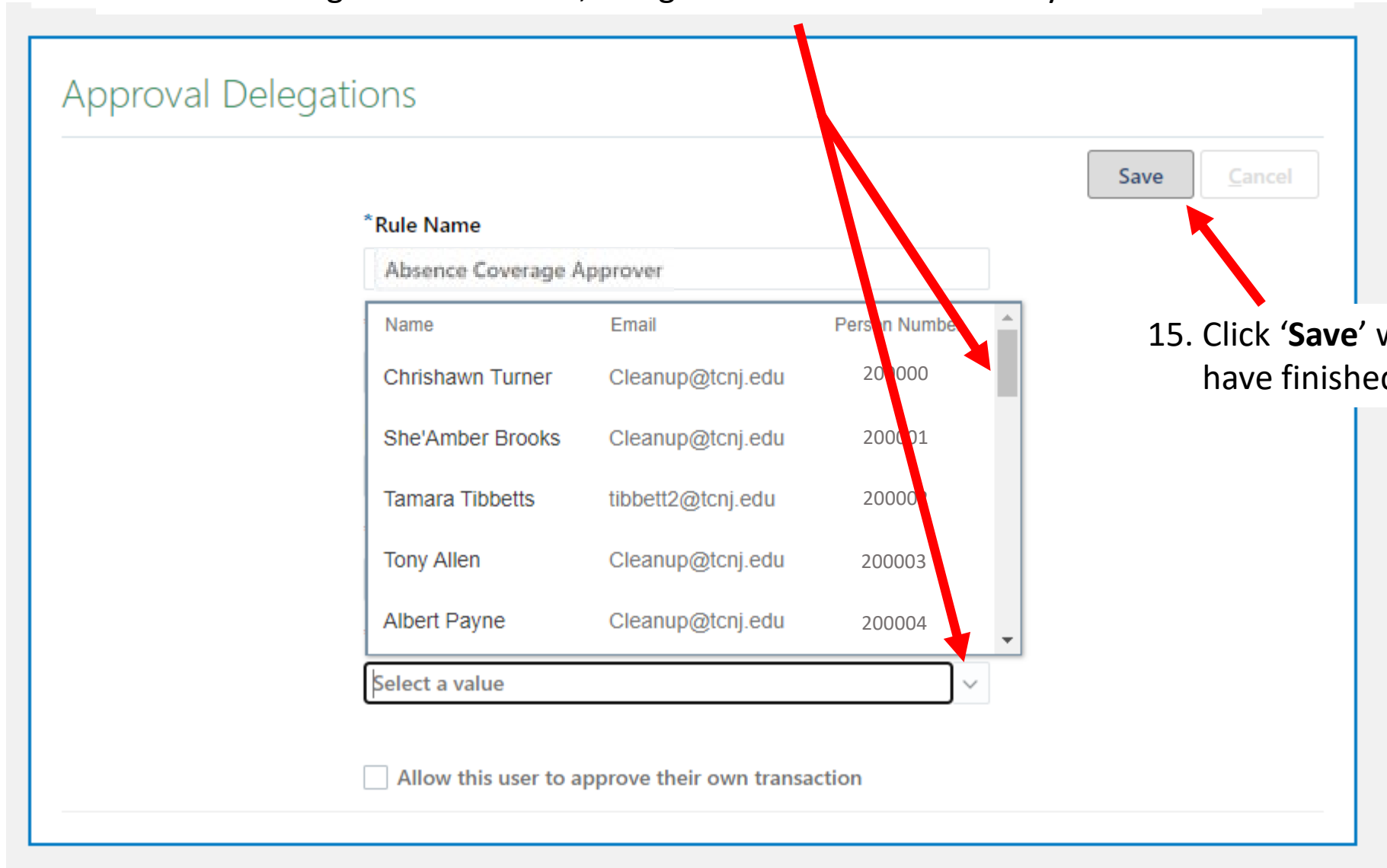
Absence Coverage Approver

Name	Email	Person Number
Chrishawn Turner	Cleanup@tcnj.edu	200000
She'Amber Brooks	Cleanup@tcnj.edu	200001
Tamara Tibbetts	tibbett2@tcnj.edu	200002
Tony Allen	Cleanup@tcnj.edu	200003
Albert Payne	Cleanup@tcnj.edu	200004

Select a value

☐ Allow this user to approve their own transaction

Save Cancel



15. Click '**Save**' when you have finished.

16. You will see you entries confirmed here. Select the edit (✎) icon to modify your selection.

The screenshot displays a web interface with two main sections: "Role Delegations" and "Approval Delegations".

**Role Delegations:** This section is currently empty, showing a message "There's nothing here so far." accompanied by a nest icon. It includes an "Add" button.

**Approval Delegations:** This section contains one entry, "Absence Coverage Approver", which is circled in red. The entry details are as follows:

Delegation	Start Date/Time	End Date/Time	Delegated To
Absence Coverage Approver	01/23/2021 11:12 PM	To 01/30/2021 11:12 PM	Bob Smith

Two red arrows originate from the text above the screenshot. One arrow points down to the "Absence Coverage Approver" entry in the "Approval Delegations" section. The other arrow points down to the edit icon (✎) located to the right of the "Absence Coverage Approver" entry.