

## Submitting & Approving Timecards

*Note: The information below only applies to employees who submit timecards via Oracle Self Service – Time. If you are an employee who submits via Telestaff or via a paper form, please continue to use your current process to submit timecards.*

If you're working off site, one of your most important actions will be to access your timecard remotely. You'll want to be able to submit and, if you're a supervisor, approve timecards from a different location.

The timecard will look the same as what you're used to, but you'll use a different "front door" to access the timecard. Here are the instructions.

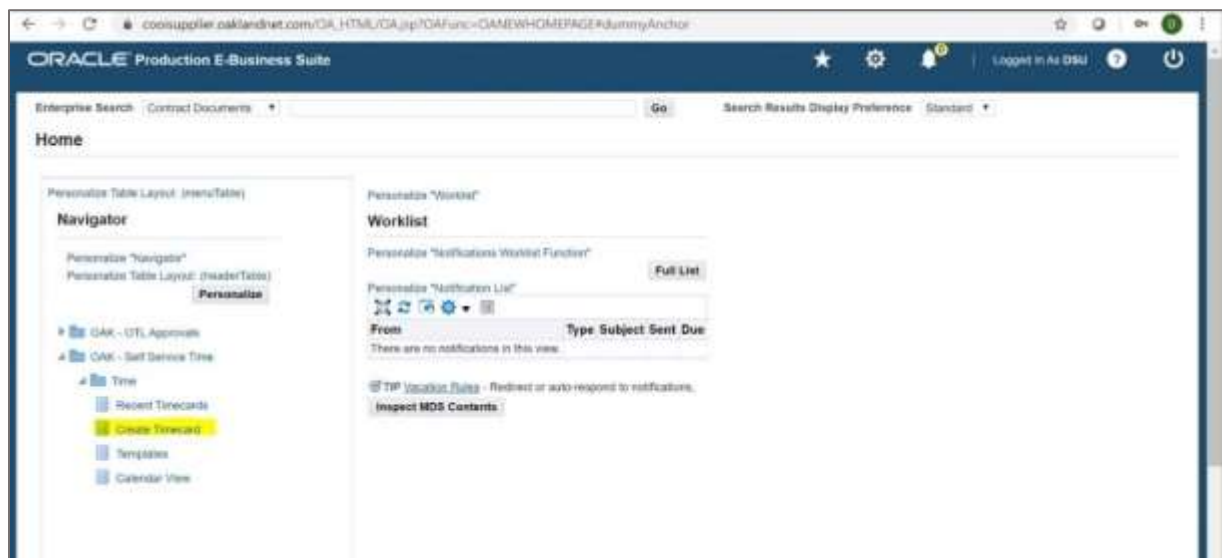
1. Open a Web browser (e.g. Internet Explorer, Safari, Chrome, Firefox) and [click here](https://cooisupplier.oaklandnet.com/OA_HTML/DA.jsp?DAFunc=GAMEWHOME#PAGE#dummyAnchor) to get to the timecard system remotely.

Having trouble with the link? Copy and paste this URL into your browser.

[https://cooisupplier.oaklandnet.com/OA\\_HTML/DA.jsp?DAFunc=GAMEWHOME#PAGE#dummyAnchor](https://cooisupplier.oaklandnet.com/OA_HTML/DA.jsp?DAFunc=GAMEWHOME#PAGE#dummyAnchor)

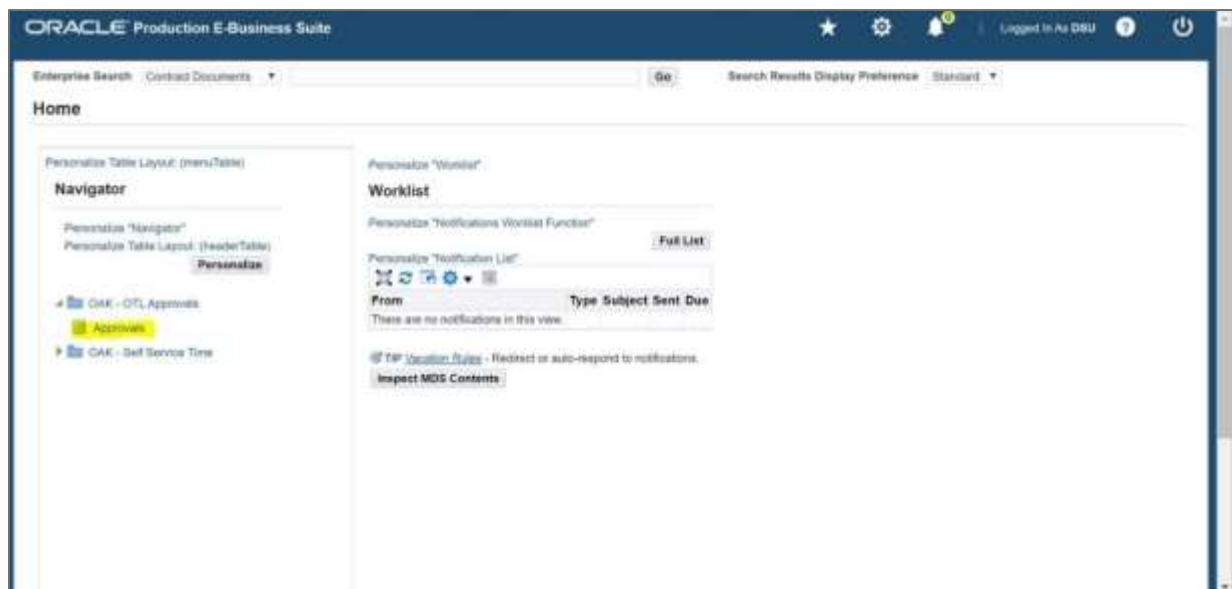
2. After clicking the link, log in with your **Oracle** user name and password.
3. **To approve your personal timecard:**

Navigate to "Oak – Self Service Time" > Time > Create Timecard



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4. **For supervisors who are approving other timecards:** Navigate to “OAK – OTL Approvals > Approvals



If you have trouble accessing your timecard, please open a [Help Desk ticket](#) and ITD will respond as soon as possible.