



Oracle access changes for Principals

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Hello Principals,

As you may have noticed, the Supervisor Timekeeper access in Oracle has been removed. This was done in order to comply with the findings of an external audit regarding time approver's direct access to make changes on the timecard.

With the removal of access to the Oracle online timecard, time approvers are no longer able to act as the backup timekeeper. Please ensure that you have a timekeeper and a backup timekeeper who both have access to Oracle and have been trained. IT's T3 department has setup extra classes and will do so in order to meet increased demand.

Certain items were moved and are now accessible under the Time Approver responsibility. The actual timecard approval is a little different as well.

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Please let me know if you have any questions.

Sincerely,
Wilma Marks
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