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Oracle Time and Labor  
Configuration of Different Types of OTL Layouts

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**OVERVIEW**

This guide demonstrates the necessary steps to configure different types of OTL layouts based on the client’s requirements.

**PURPOSE**

This document details the steps on how to configure different layouts based on the employees start and stop time and client requirements. This document also provides all the required pre-requisites. Tips on how to configure different OTL layouts based on the client’s requirement.

**BUSINESS CASE**

Our Client has different types of employees and different types of calculations are needed as employees will have data based on start and stop times, some of them have data based on several hours. Hence, based on employee category, we had to configure different types of OTL layouts.

SOLUTION

We created multiple OTL layouts, where the layouts are based on different HCM groups created and the HCM group has a criterion of different assignment categories.

As with all workarounds, apply first in Test and then apply in Production. By applying these steps for the employee, the client will be able to have different calculations based on different layouts.

## **Oracle Time and Labor Configuration**

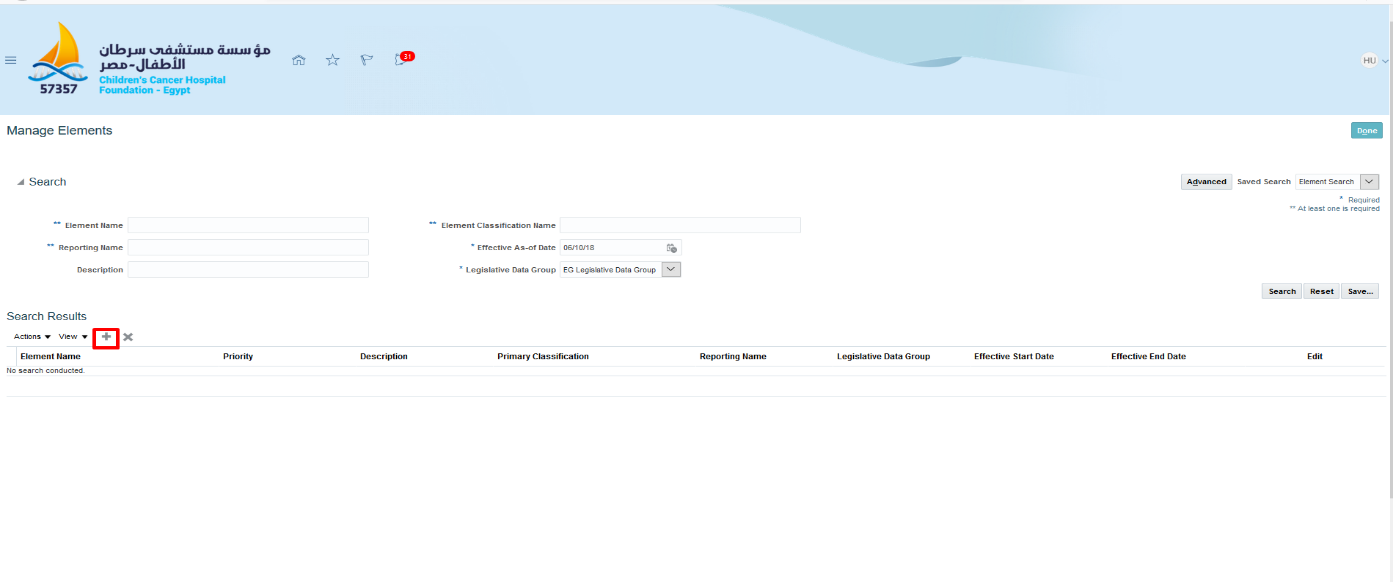
### **Element Configuration:**

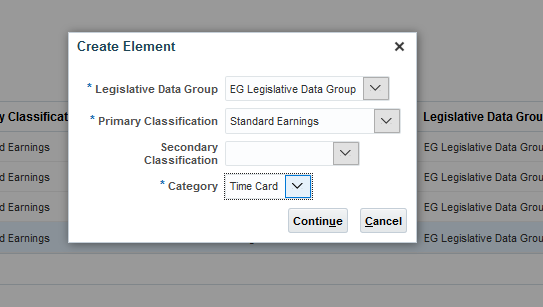
Please Login into the instance.

Navigation: - Navigator -> Payroll -> Payroll Calculation -> Click on action tab -> Manage Element.

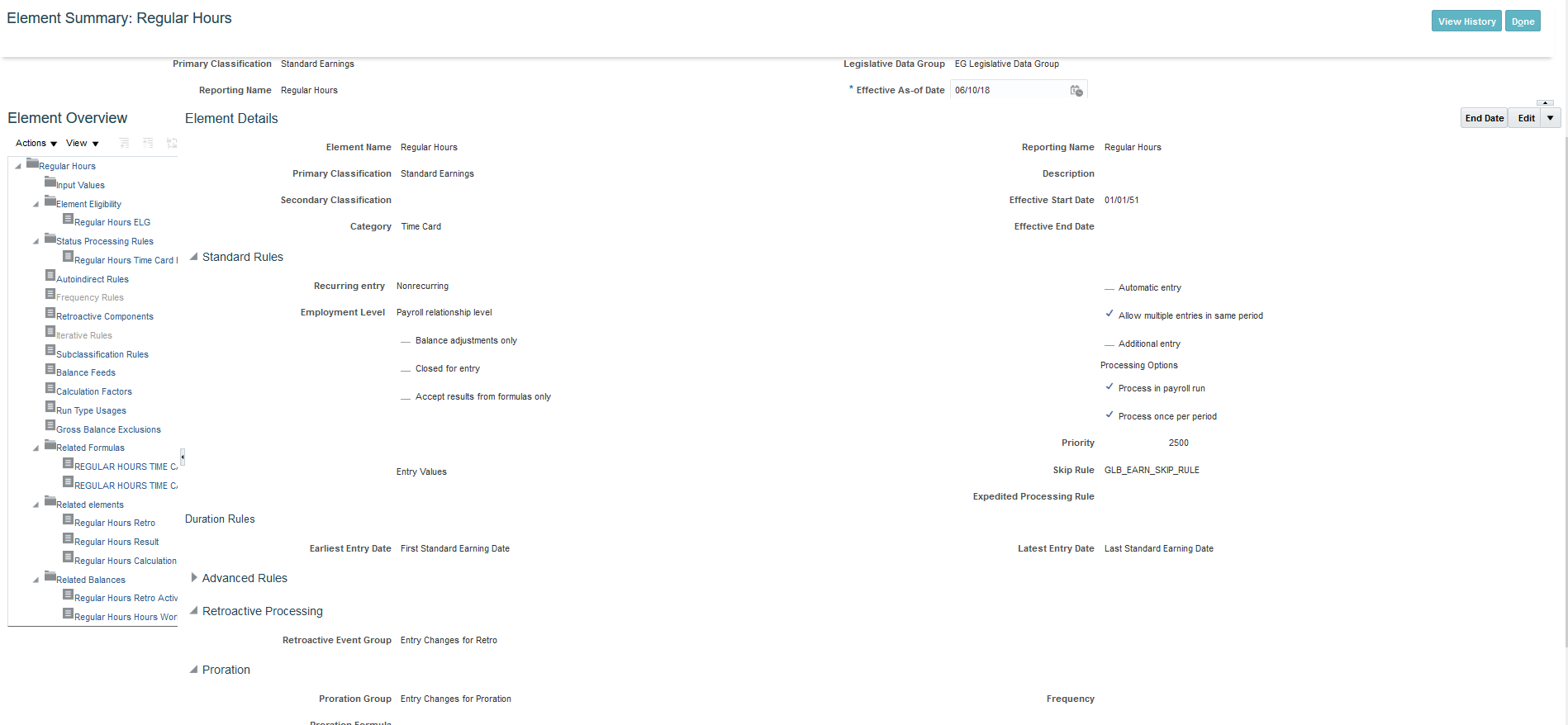
There are 4 elements to be configured and corresponding element eligibility is to be created.

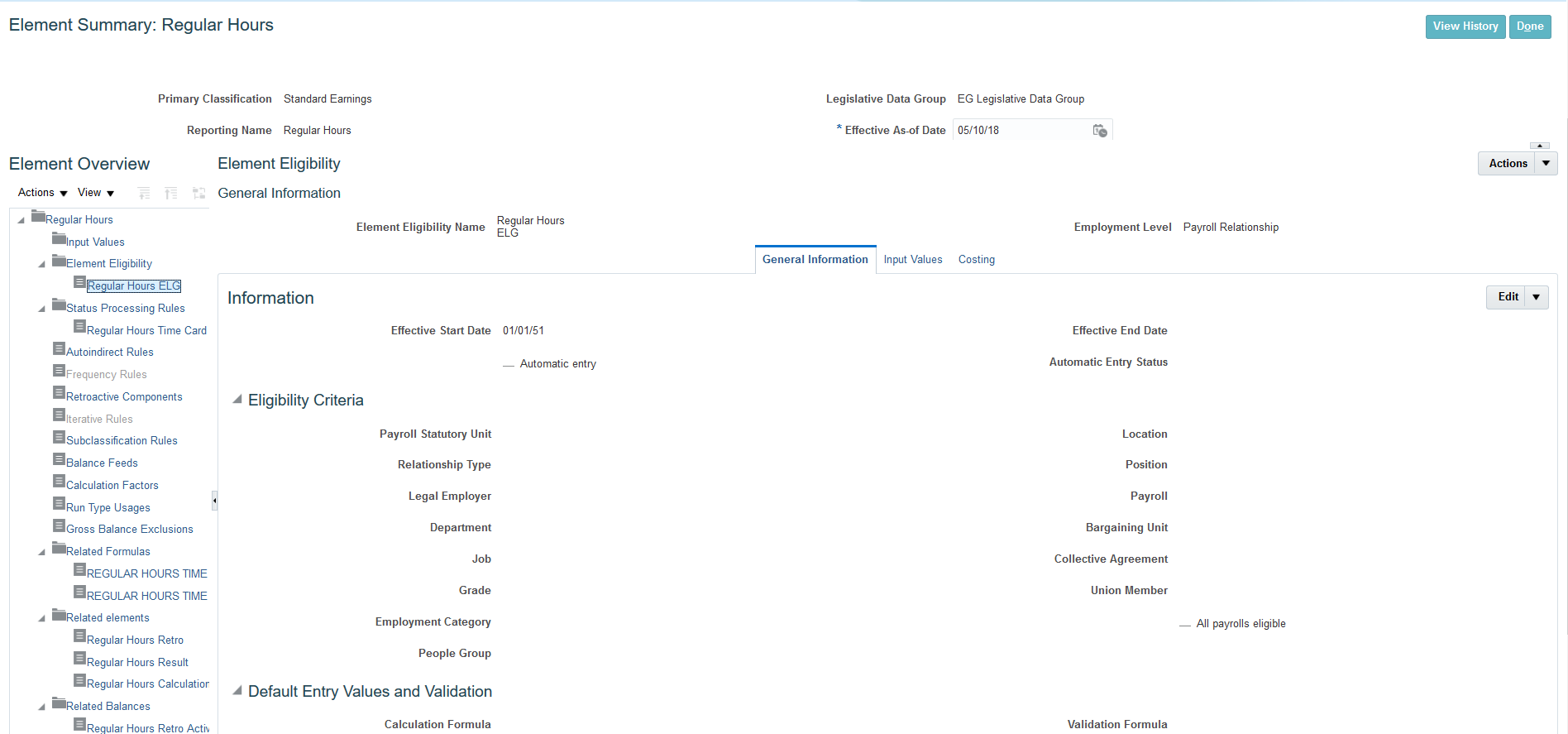
Click on the ‘+’ icon and create an element like the below screenshot.



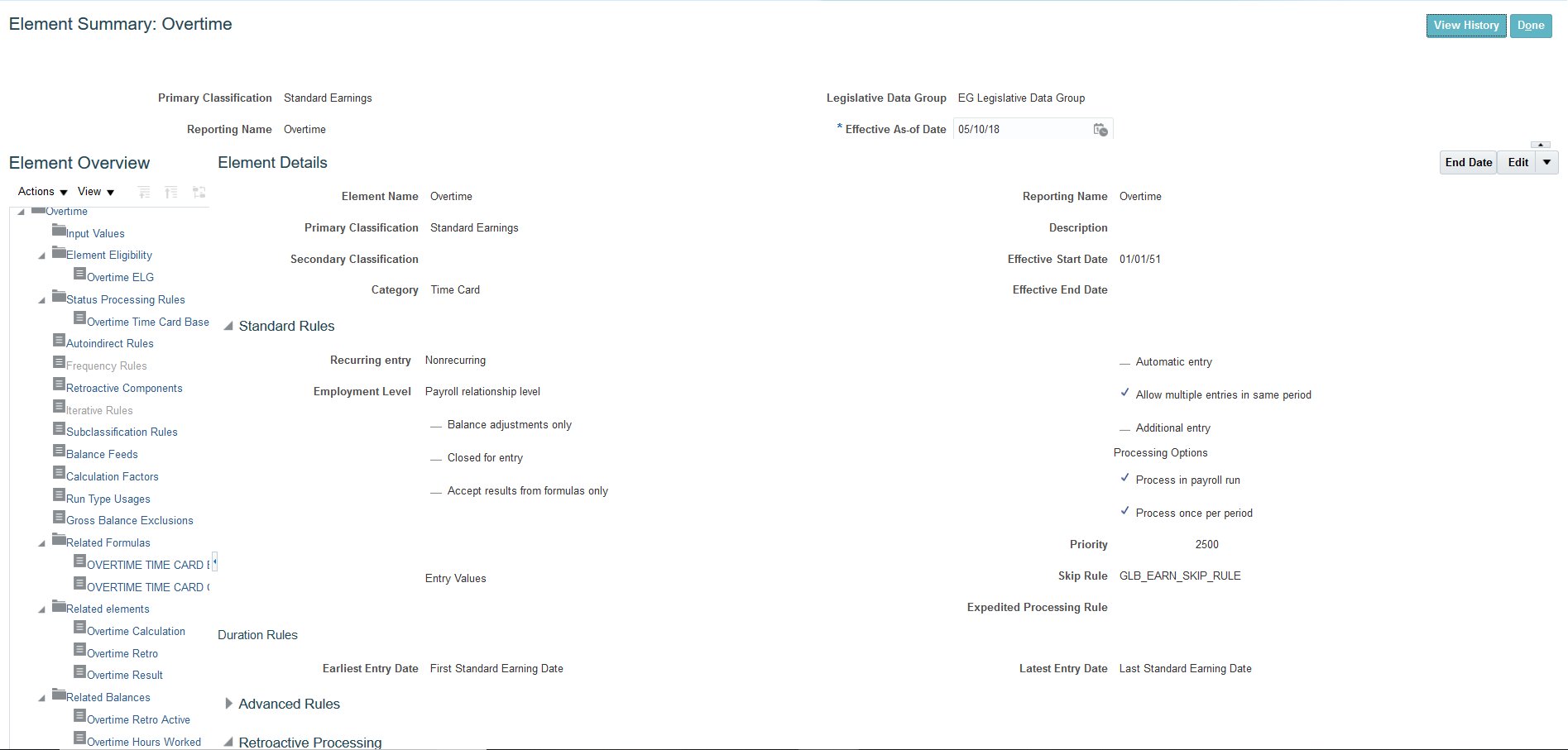


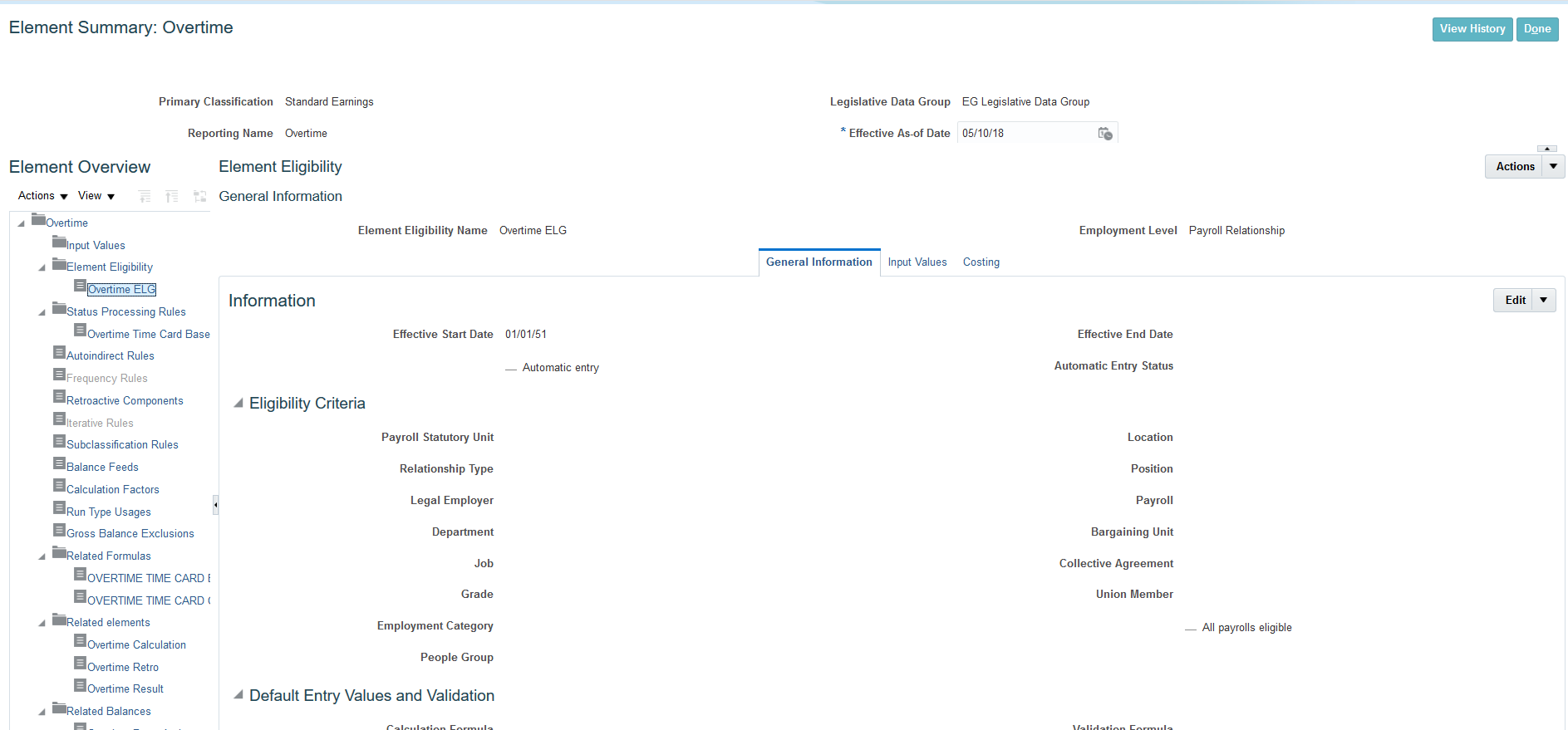
#### **Regular Hours:**



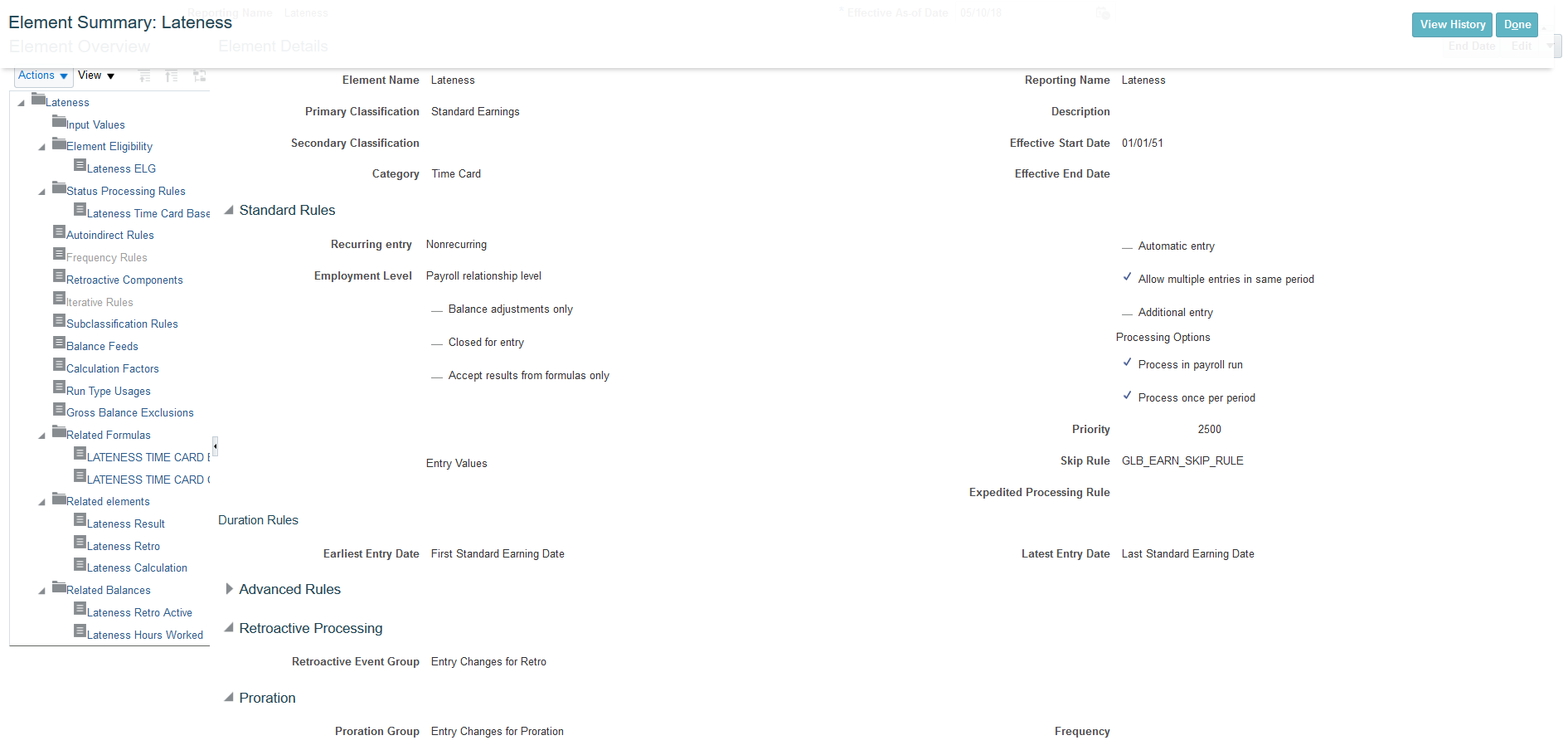


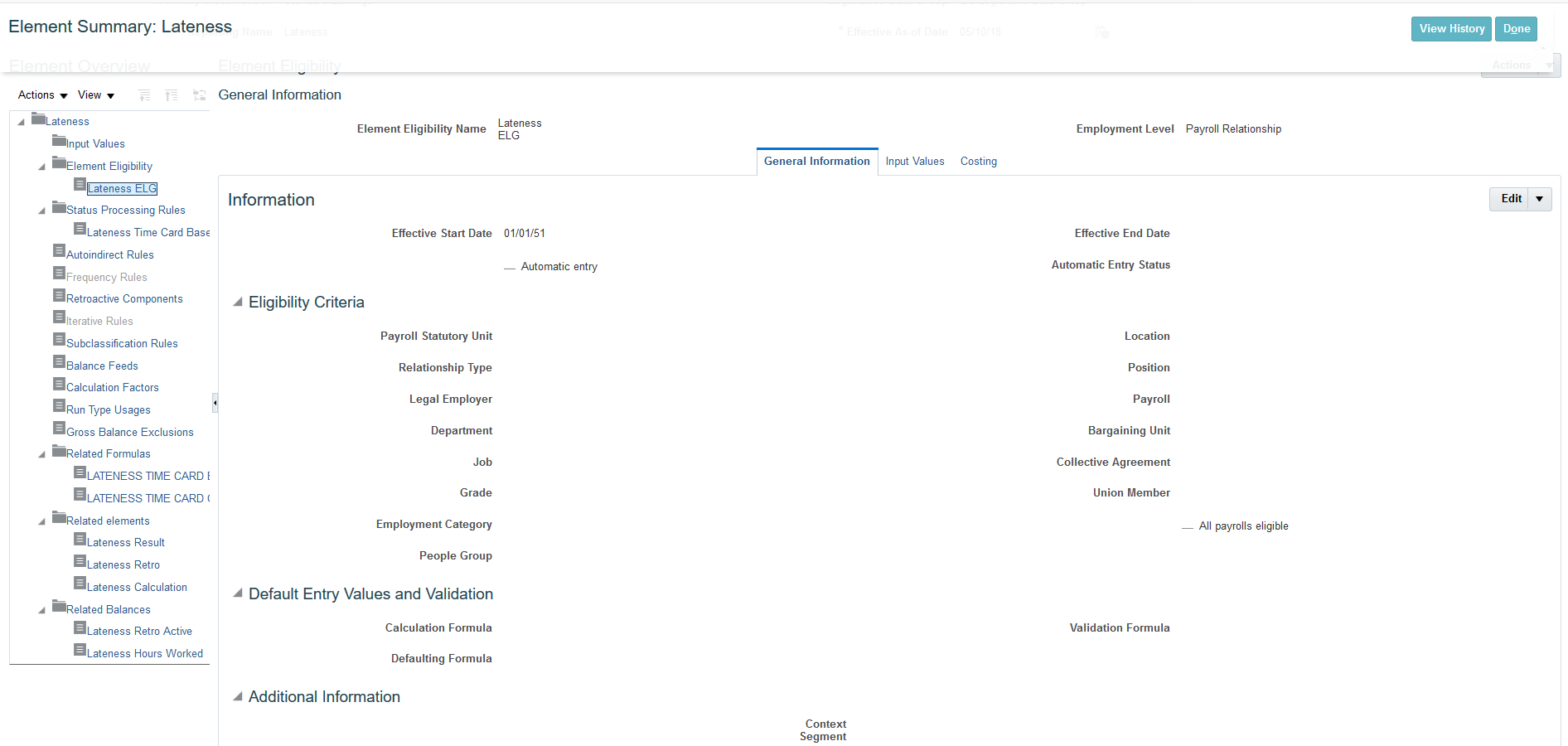
#### **Overtime Hours**



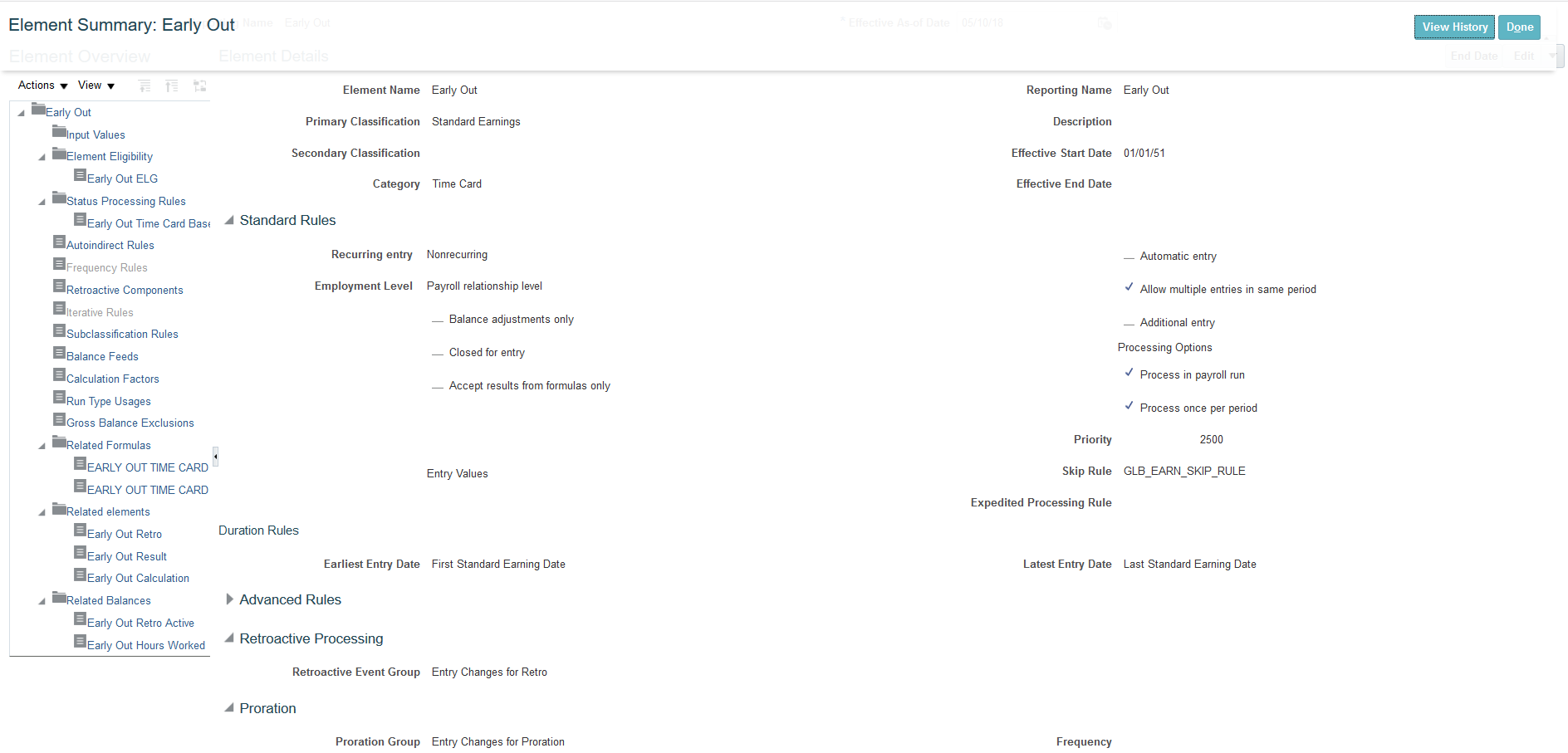


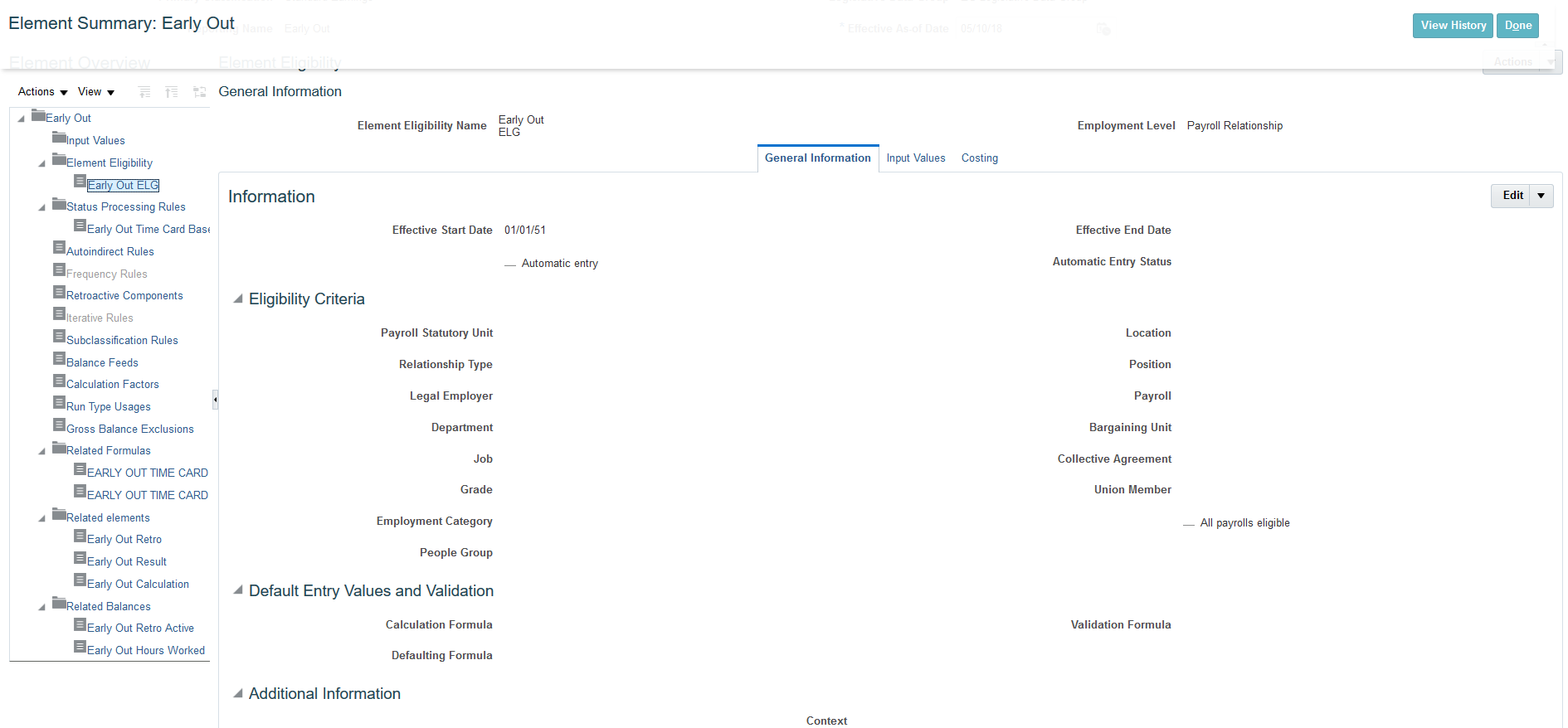
#### **Lateness**





#### **Early out**

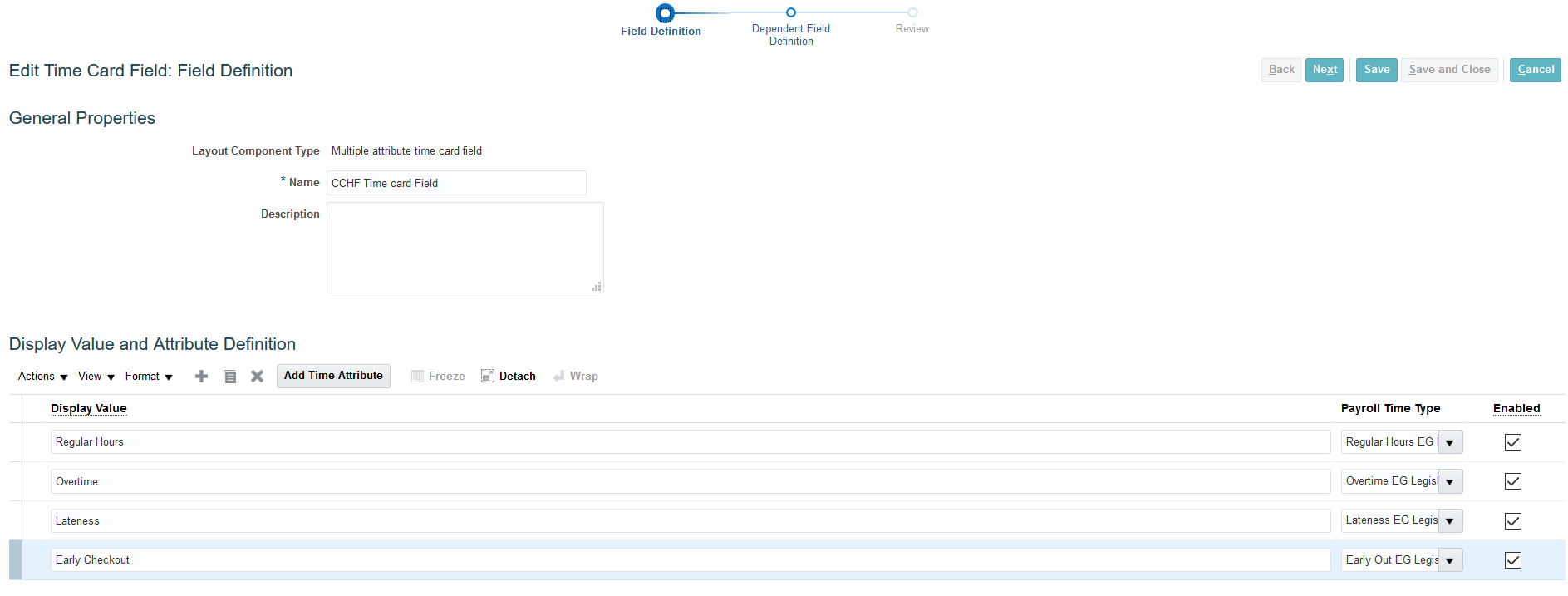


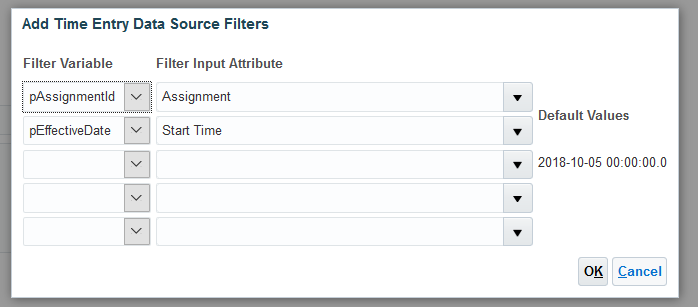


### **Manage time entry layout components**

**Navigation**: - Navigator -> Setup and Maintenance -> Click on Action List -> Search for Manage Time Entry Layout Components.

Please Follow the Screenshot below for further configuration



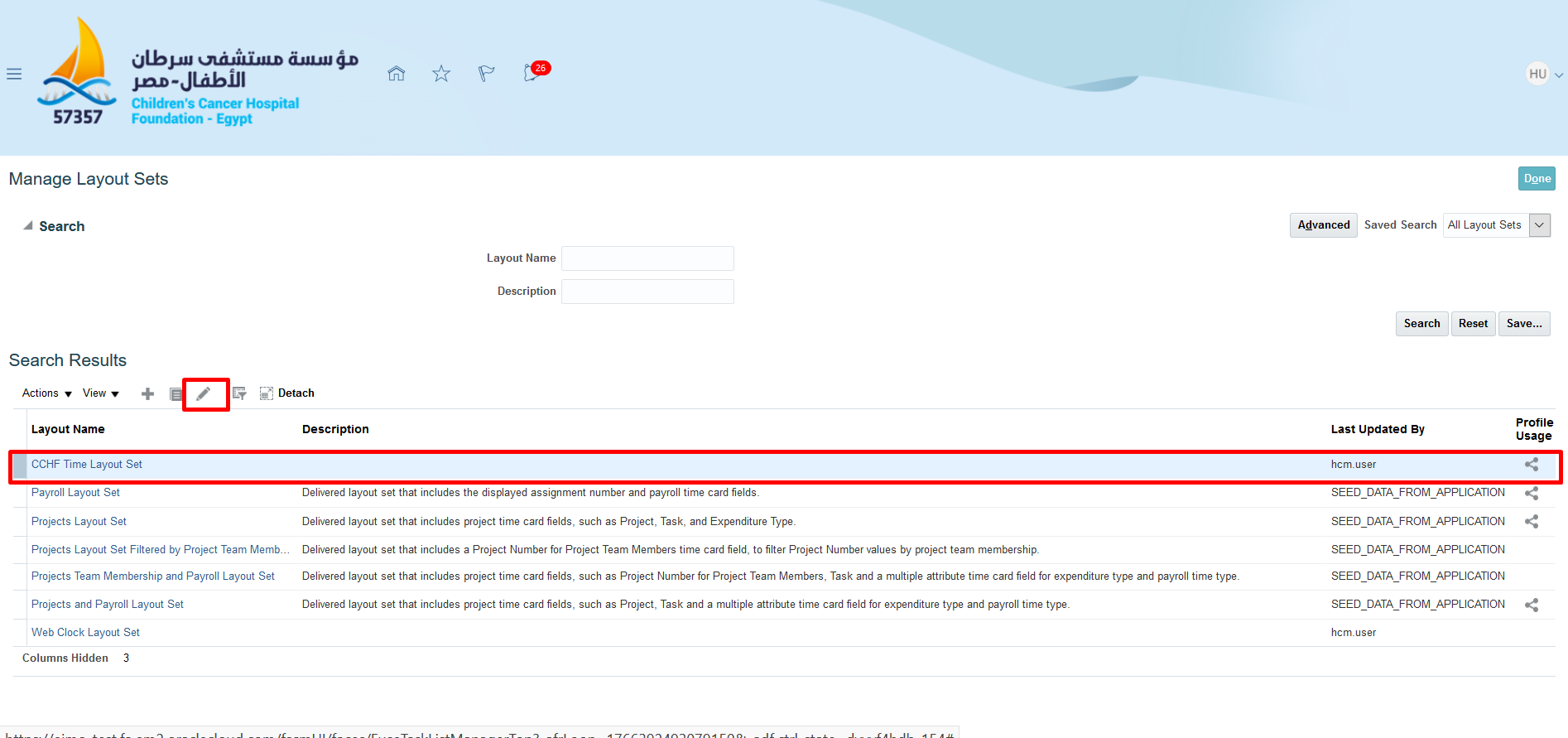


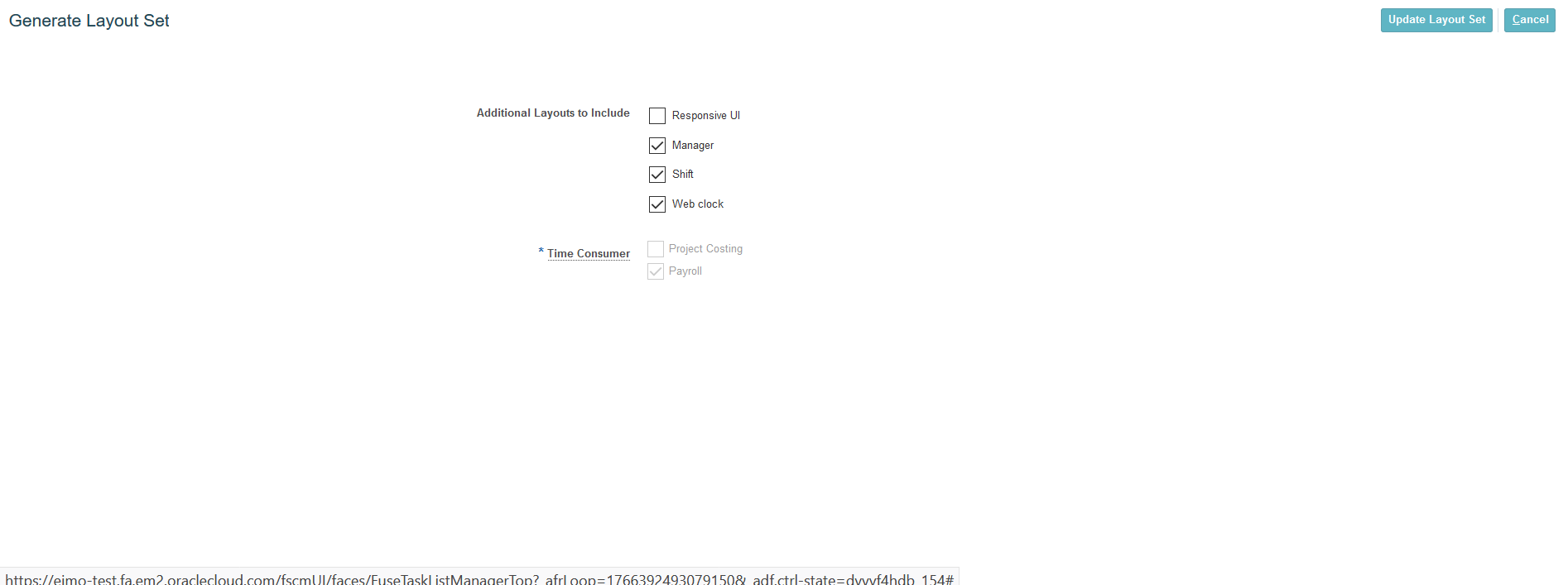


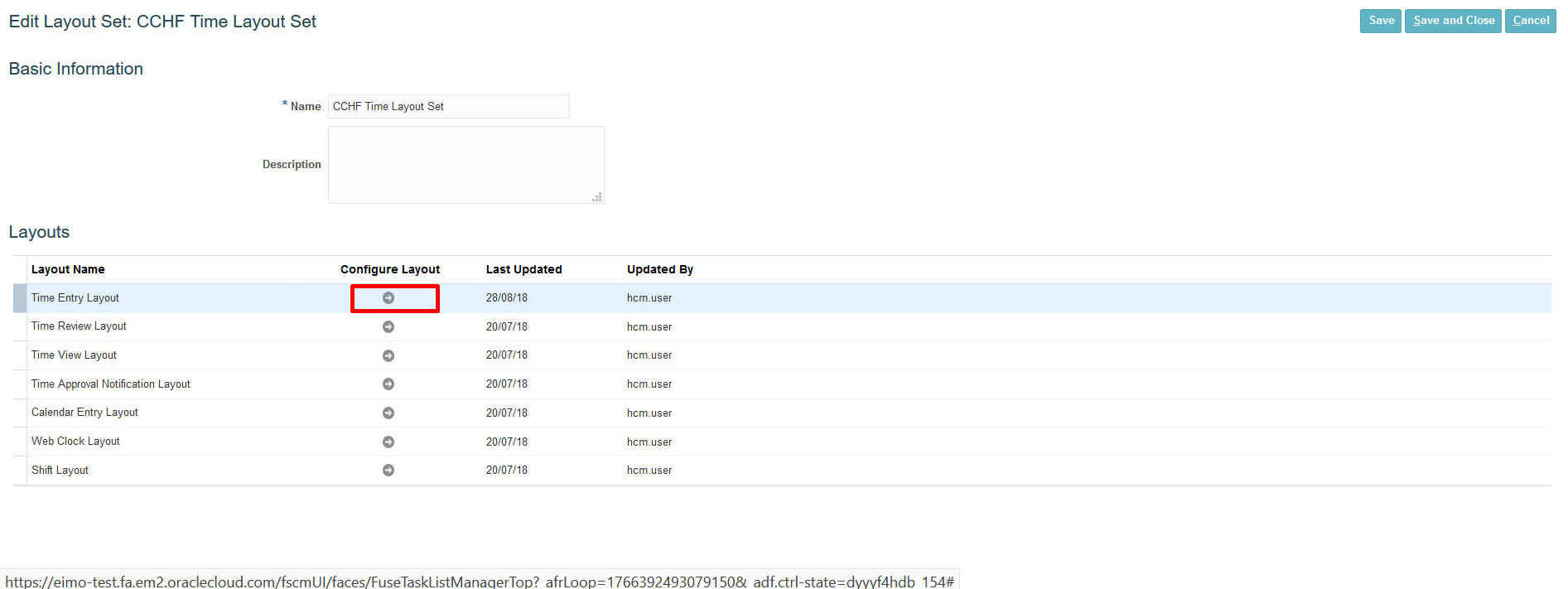
### **Manage time layout sets**

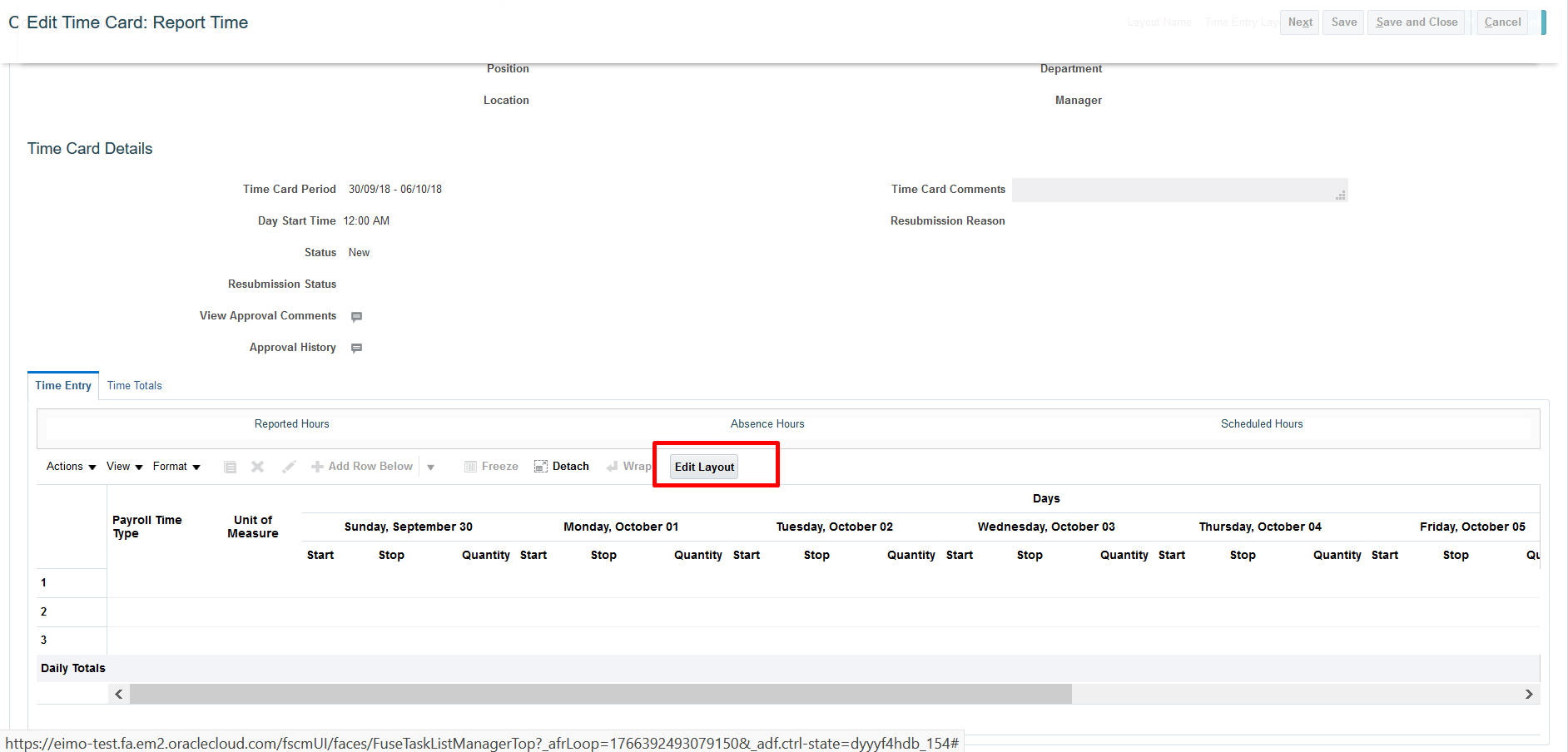
**Navigation**: - Navigator -> Setup and Maintenance -> Click on Action List -> Search for Manage Time Layout Sets.

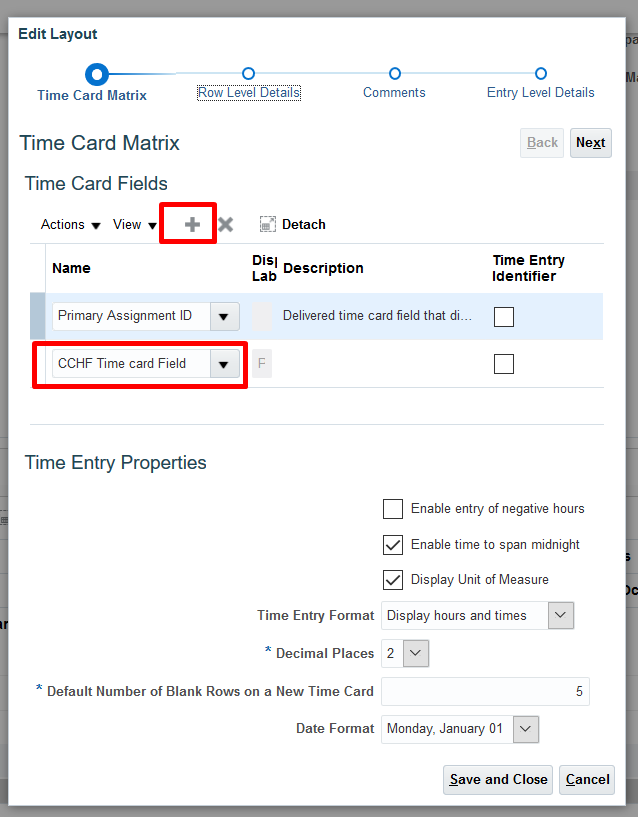
Please Follow the Screenshot below for further configuration











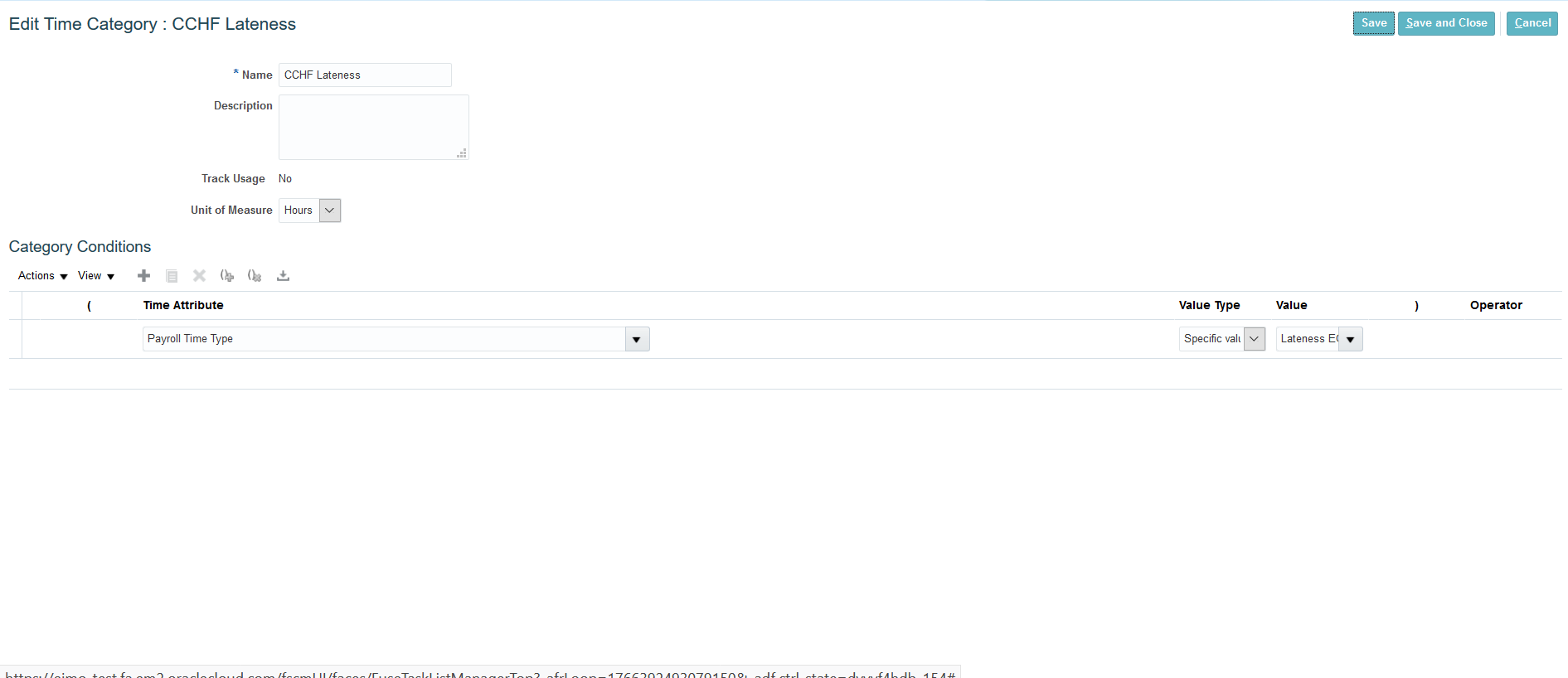
### **Manage Time Categories**

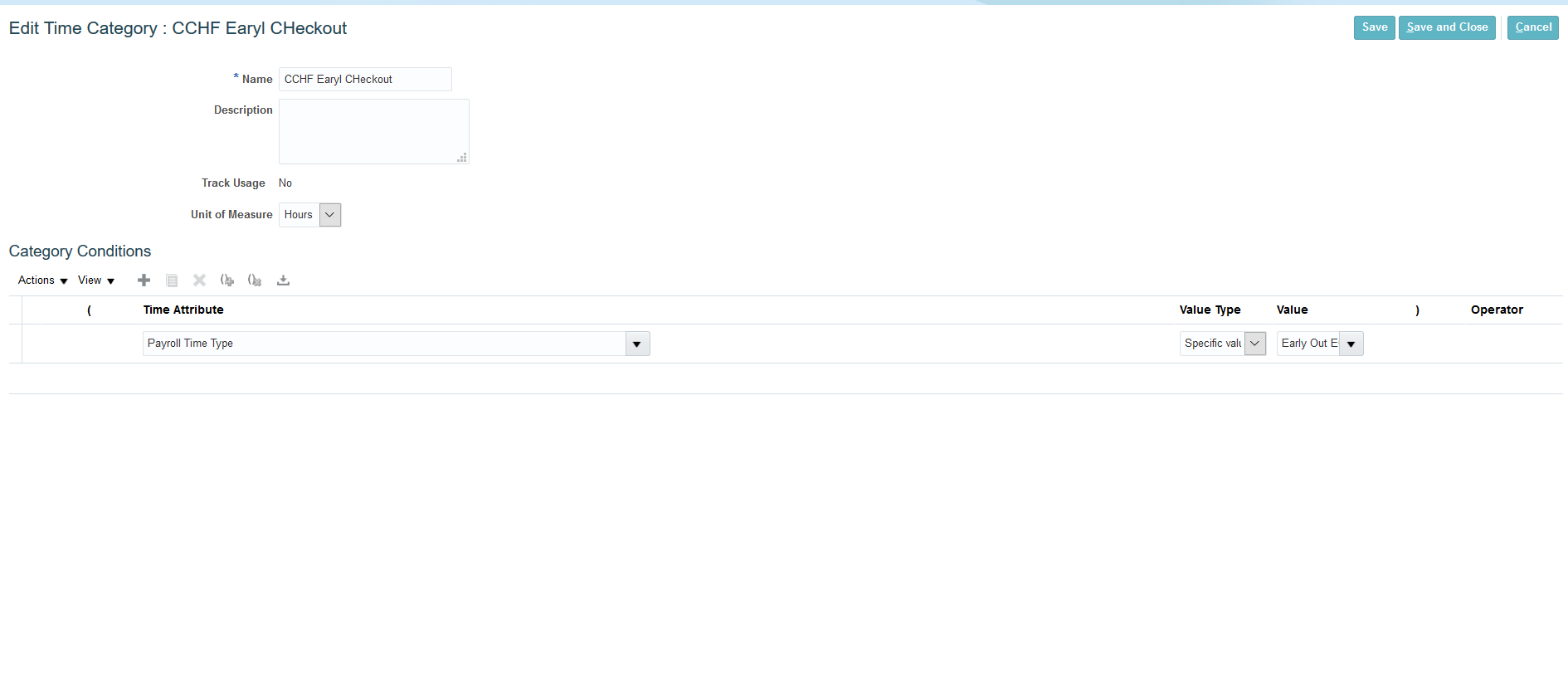
**Navigation**: - Navigator -> Setup and Maintenance -> Click on Action List -> Search for Manage Time Categories.

Please Follow the Screenshot below for further configuration

Create 4 categories: -



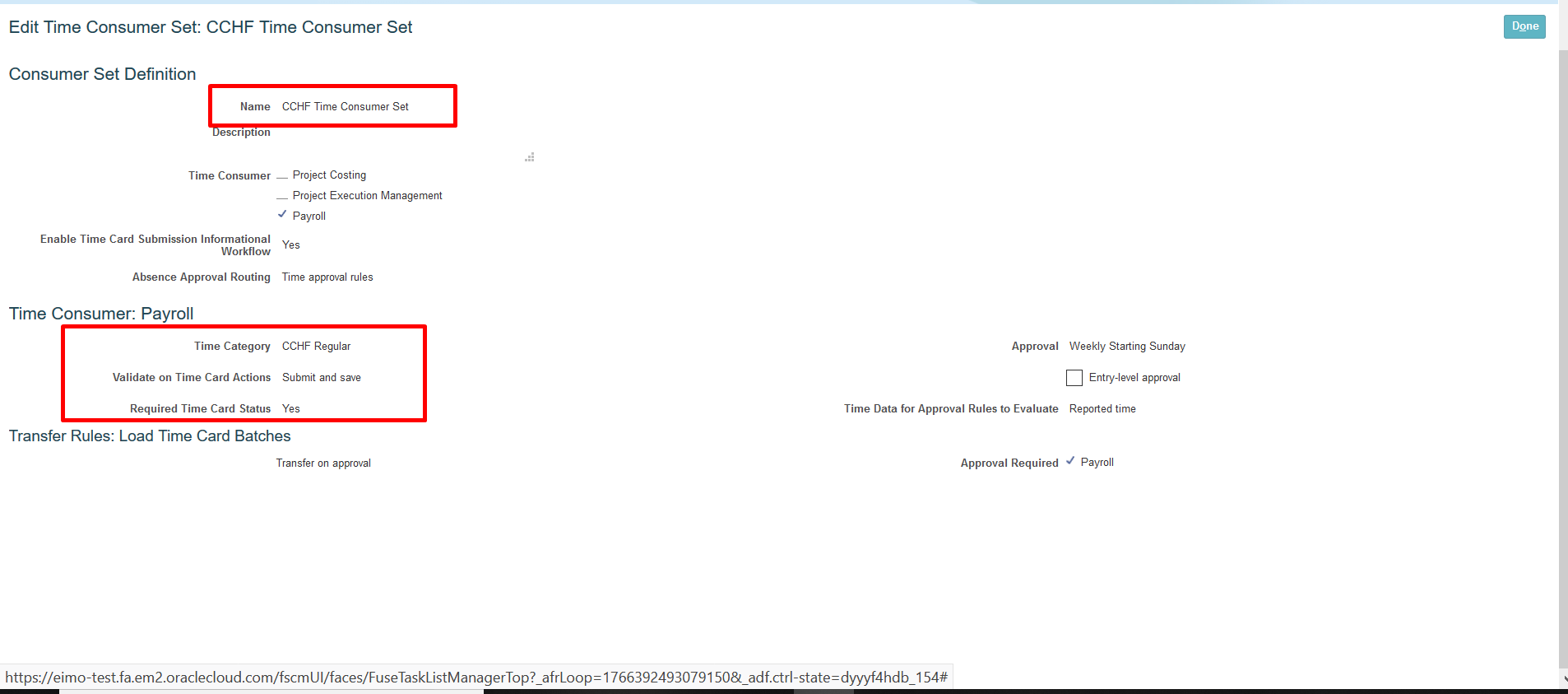




### **Manage Time Category Set**

**Navigation**: - Navigator -> Setup and Maintenance -> Click on Action List -> Search for Manage Time Category Set

Please Follow the Screenshot below for further configuration



### **Manage HCM Groups**

**Navigation**: - Navigator -> Setup and Maintenance -> Click on Action List -> Search for Manage HCM Group

Please Follow the Screenshot below for further configuration

