

MANAGER SPECIFIC FUNCTIONS

MANAGER - APPROVING TIMESHEETS

There are multiple options to approve/reject timesheets

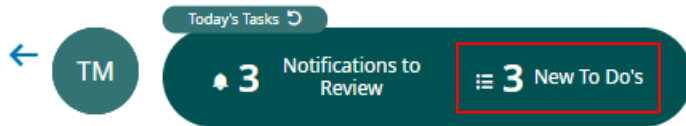
- Use the Approve/Reject Timesheet widget on the dashboard
- Select the "To Do" Bell Icon OR "My To Do" Widget
- Select "Team Timesheets" from the "Start" widget

The screenshot displays the UKG user interface. At the top, the header includes the UKG logo, the time '01:00 PM (Eastern)', the user name 'VIEM...', a search bar, and notification icons for help, a bell with '18' notifications, and a 'TM' icon. Below the header is the 'Start' widget, which contains four icons: 'My Timesheet', 'My Time Off Request', 'Team Timesheets' (highlighted with a red box), and 'Team Time Off'. The 'My Mailbox' widget is visible below, showing a 'My To Do Items' section with a red box around the '4' notification count. A list of items is shown, with the first item, 'Approve/Reject Timesheet' for 'Test Employee (1000)', highlighted with a red box. A detailed view of this item is shown on the right, also with a red box, displaying the title, dates, employee name, supervisor 'Test Manager', job 'Receptionist', and location 'Corporate'. At the bottom of this view are 'REJECT' and 'APPROVE' buttons.

MANAGER - APPROVE/REJECT TIME OFF REQUESTS

There are multiple ways to approve pending time off requests:

- Select the "To Do" Bell Icon OR "My To Do" Widget
- Select the "New To Do" icon



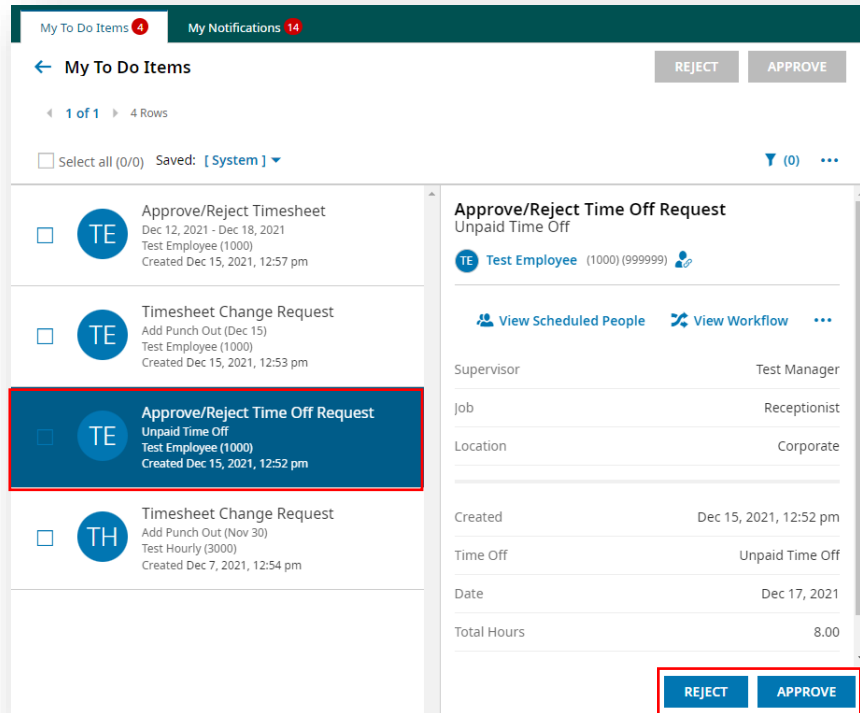
My Mailbox

My To Do Items 4

Page 1 of 1 | 1 - 4 of 4 Rows

Select all (0/0) Saved: [System]

- TE** Approve/Reject Timesheet
Dec 12, 2021 - Dec 18, 2021
Test Employee (1000)
Created Dec 15, 2021, 12:57 pm
- TE** Timesheet Change Request
Add Punch Out (Dec 15)
Test Employee (1000)
Created Dec 15, 2021, 12:53 pm
- TE** Approve/Reject Time Off R...
Unpaid Time Off
Test Employee (1000)
Created Dec 15, 2021, 12:52 pm
- TH** Timesheet Change Request
Add Punch Out (Nov 30)
Test Hourly (3000)



My To Do Items 4 My Notifications 14

REJECT APPROVE

1 of 1 | 4 Rows

Select all (0/0) Saved: [System]

- TE** Approve/Reject Timesheet
Dec 12, 2021 - Dec 18, 2021
Test Employee (1000)
Created Dec 15, 2021, 12:57 pm
- TE** Timesheet Change Request
Add Punch Out (Dec 15)
Test Employee (1000)
Created Dec 15, 2021, 12:53 pm
- TE** Approve/Reject Time Off Request
Unpaid Time Off
Test Employee (1000)
Created Dec 15, 2021, 12:52 pm
- TH** Timesheet Change Request
Add Punch Out (Nov 30)
Test Hourly (3000)
Created Dec 7, 2021, 12:54 pm

Approve/Reject Time Off Request
Unpaid Time Off

TE Test Employee (1000) (999999)

[View Scheduled People](#) [View Workflow](#) ...

Supervisor: Test Manager
Job: Receptionist
Location: Corporate

Created: Dec 15, 2021, 12:52 pm
Time Off: Unpaid Time Off
Date: Dec 17, 2021
Total Hours: 8.00

REJECT APPROVE

MANAGER - APPROVE/REJECT TIMESHEET CHANGE REQUESTS

There are multiple ways to approve pending timesheet change request:

- Select the "To Do" Bell Icon OR "My To Do" Widget
- Select the "New To Do" icon

