

## Web Browser Functions for Hourly Employees

# Viewing Your Timesheet

You can access and view your timesheet from the application so that you can review and make sure that the hours shown are correct.

You can update your exceptions (time off) before submitting it to your manager for approval. If you make a change, please be sure to save first before hitting Submit.

Raw Hours from schedule are populated in the timesheet each pay period. The expectation is to clock in and out each day. You will see an exception on days where the hours were populated, but no punches were added. In this case, either a change request needs to be made, or time off request needs to be created.

Available Timesheet Actions can be found at the top of the timesheet.

The screenshot displays the 'My Timesheet' application interface. At the top, there is a navigation bar with 'My Timesheet' and a search icon. Below this, there are buttons for 'Save', 'Submit', 'Change Request', 'Clock In', 'Clock Out', and 'Change Cost Center'. The main content area shows a table of timesheet data for the week of May 8 to May 18, 2022. The table has columns for Date, From, To, Raw Total, Calc. Total, In Date, Department, Cost Center, Location, Activities, and Notes. The current date, TUE May 17, is highlighted, and the time is shown as 00:03 AM. The table shows that for all days from May 8 to May 18, the Raw Total and Calc. Total are 00:00:00, and the In Date is empty. The Department, Cost Center, and Location are also empty for all days.

Date	From	To	Raw Total	Calc. Total	In Date	Department	Cost Center	Location	Activities	Notes
SUN May 8			00:00:00	00:00:00						
MON May 9			00:00:00	00:00:00						
TUE May 10			00:00:00	00:00:00						
WED May 11			00:00:00	00:00:00						
THU May 12			00:00:00	00:00:00						
FRI May 13			00:00:00	00:00:00						
SAT May 14			00:00:00	00:00:00						
SUN May 15			00:00:00	00:00:00						
MON May 16			00:00:00	00:00:00						
TUE May 17	00:00:00	00:00:00	00:00:00	00:00:00	TUE May 17					

# Submitting Your Timesheet



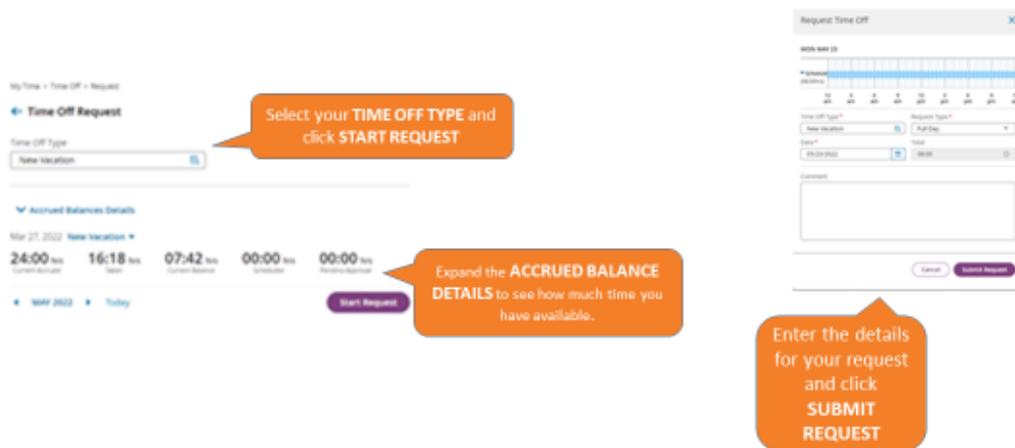
Ensure that your time is correct and enter any exceptions (vacations) prior to submitting.

Timesheets must be submitted weekly. During the summer, submit by end-of-day Thursday at 5 pm. During the school year, submit by end-of-day Friday at 5 pm.

When you are ready to submit your timesheet for your manager's approval, click the Submit button. It is important for you to know that you won't be able to make changes to your timesheet after it is submitted, so make sure that you review it carefully before you click Submit.

Reminder: You can edit and submit your timesheet from the mobile app as well as online through your browser.

# Submitting a Time Off Request



Requesting time off can be done easily from the application or mobile app.

1. On the request screen, review your time off balances to make sure that you have enough available time to take.
2. Then, select the type of time that you want to request and click Continue. Enter the date(s) and time that you want to take and click Submit Request.

3. Accrual Balances will be finalized during the week of Go-Live as the information is made up to date with the most recent payroll processing.

4. The request will go to your manager for approval. You will get an email notification telling you if your request was approved.

5. After taking time off, be sure to check your timesheet to make sure that your time off hours are shown correctly before submitting your timesheet.

**Does the Time Off Request recognize Saturday and Sunday as non-working days?**

A: Yes, UKG will recognize days on which you are not scheduled to work and will skip those days when awarding your time off hours. However, you should always check your timesheet to make sure that your time off hours are showing correctly.

**If my time off was approved but I don't take the time, will my time off balance still be deducted?**

A: If the time off hours are removed from your timesheet, your balance will not be deducted. You should always review your timesheet before submitting it to make sure that the hours reported are correct.