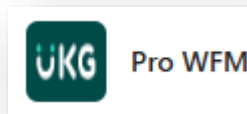




UKG Pro WFM - Employee

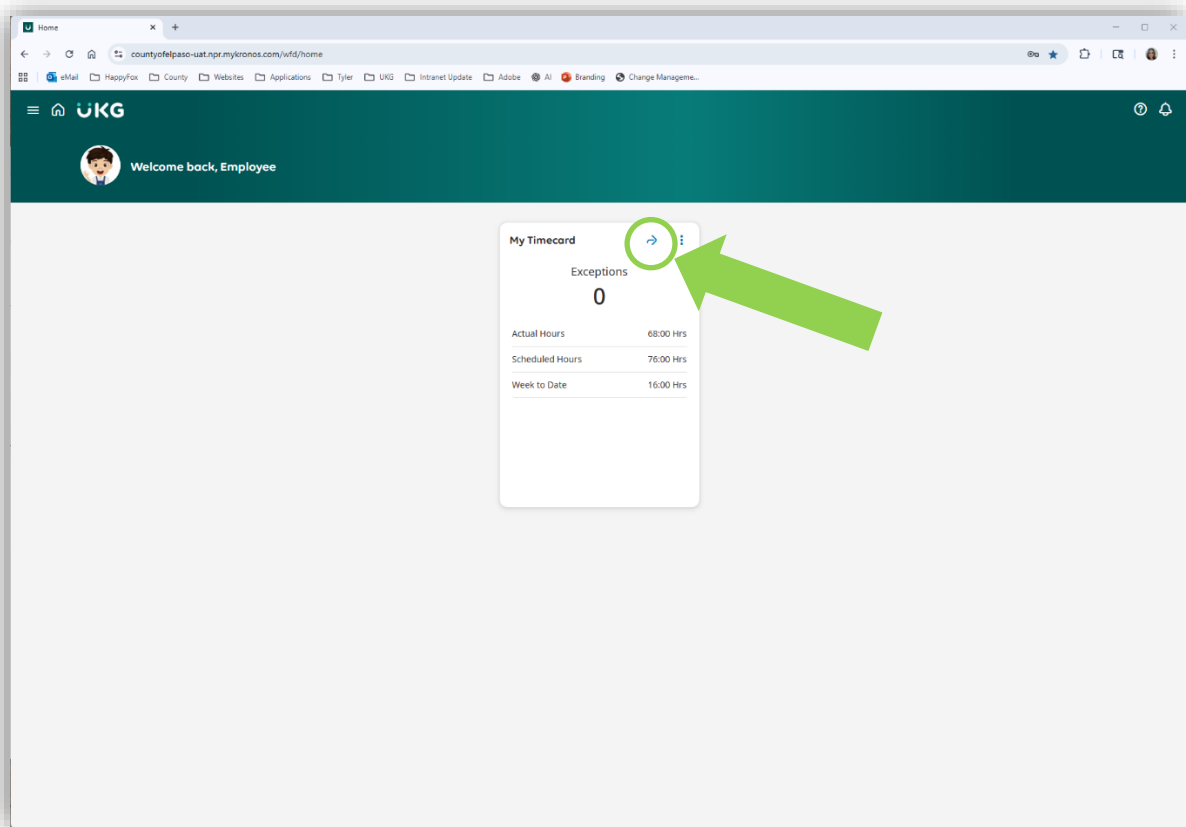
Logging in to Pro Workforce Management

- Navigate to www.office.com and sign in with your County credentials.
- From the '**Menu**' select '**Apps**' then select the Pro WFM icon.



Pro WFM Homepage – Open Timecard

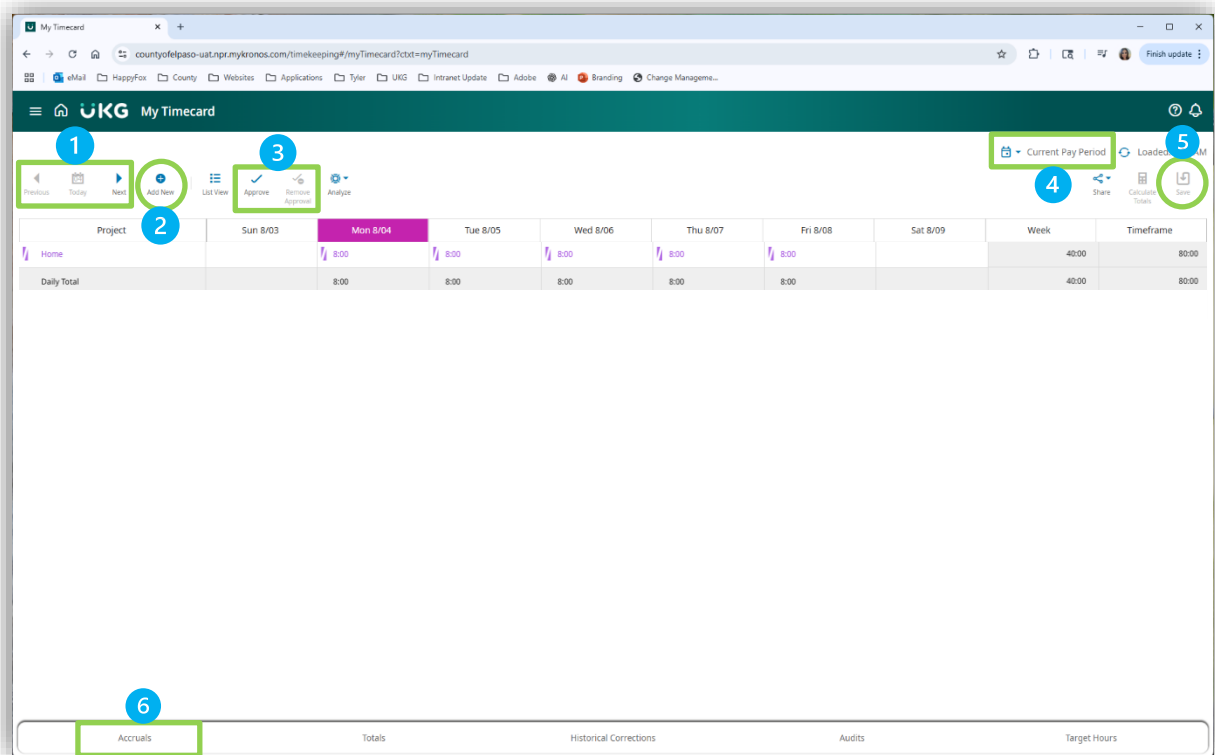
This is your homepage. Select the **blue arrow pointing right** to open your timecard.



Timecard Navigation

Majority of employees have a prefilled timecard as shown below.

- The biggest change is that **you can only see one week at a time** per pay period. This cannot be changed.



1. The '**Previous**' and '**Next**' buttons allow you to navigate each week of the pay period.
2. The '**Add New**' button allows you to create rows for paycodes and/or transfer tasks/activities.
3. The '**Approve**' button allows you to approve your timecard and the '**Remove Approval**' removes your approval and allows you to make changes (as long as your manager has not approved your timecard).
4. The '**Calendar**' icon allows you to navigate to different pay periods.
5. The '**Save**' button allows you to save any changes you have made to your timecard.
6. The '**Accruals**' tab allows you to view all your accruals (vacation, sick, etc.).

Adding Paycodes to Timecard

When selecting '**Add New**', a screen will pop up to the right of your screen. Here you select the drop down and select the paycode you need to add.

Examples of **Paycodes** are as follows:

- Hours Worked
- VAC PAY FT
- SICK PAY
- LEAVE HLP
- Shift A/B

Once you select a paycode and select '**Apply**' on the bottom right, a new row will populate for that paycode. Enter your time and always remember to '**Save**'.

The screenshot displays the UKG My Timecard web application. The interface includes a navigation bar with 'Previous', 'Today', 'Next', 'Add New', 'List view', 'Approve', 'Request Approval', and 'Analyze' buttons. A table shows timecard entries for the week of 8/03 to 8/09. The 'Add New' button is circled in green and labeled with a blue '1'. A 'Project' modal is open on the right, showing a 'Paycode *' dropdown menu with 'Hours Worked' selected, labeled with a blue '2'. The 'Apply' button at the bottom right of the modal is circled in green and labeled with a blue '3'. The table below shows the following data:

Project	Sun 8/03	Mon 8/04	Tue 8/05	Wed 8/06	Thu 8/07	Fri 8/08	Sat 8/09
Home							
ITD-ON-SITE				8:00			
ITD-TELEWORK		8:00			8:00	8:00	
Home: VAC PAY FT			8:00				
Daily Total		8:00	8:00	8:00	8:00	8:00	

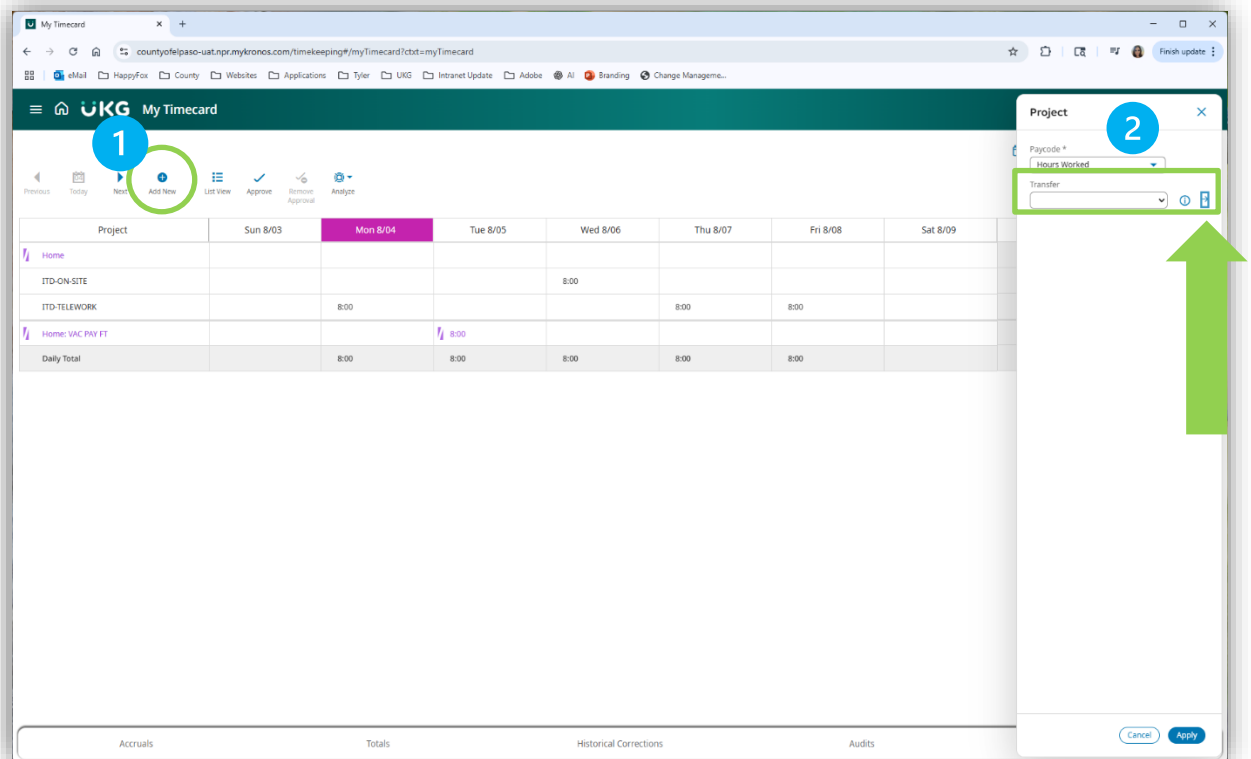
Adding Transfer Codes to Timecard

When selecting 'Add New', a screen will pop up to the right of your screen. Here you can add Transfer codes. To find your transfer code, **select the arrow pointing right beside the Transfer dropdown.**

Examples of **Transfer Task codes** are as follows:

- ITD-ON-SITE
- ITD-TELEWORK
- FMLA

*These are dependent on what your department utilizes.



Next, you will select ‘**Add Labor Category**’.

The screenshot shows the 'My Timecard' interface. On the right, a 'Transfer' panel is open, displaying fields for 'Primary Location', 'Work Rule', 'Cost Center', and 'Labor Categories'. The 'Add Labor Category' button is highlighted with a green box. The main timecard table shows projects and time entries for the week of 8/03 to 8/09.

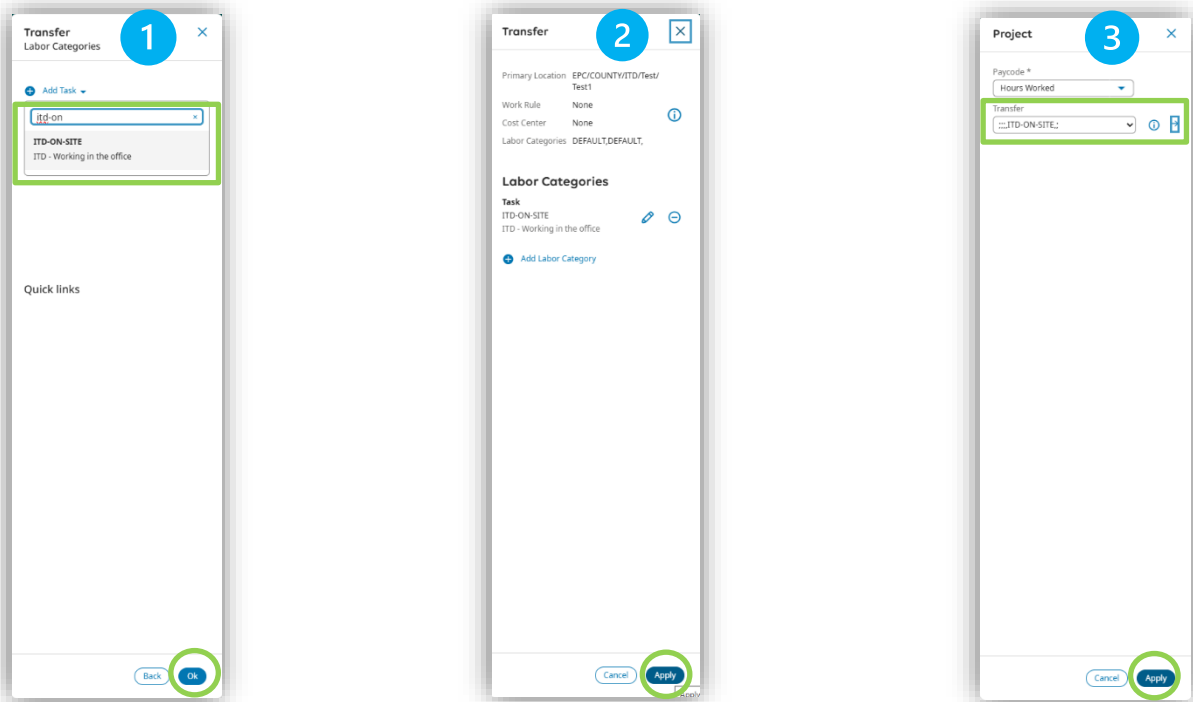
Project	Sun 8/03	Mon 8/04	Tue 8/05	Wed 8/06	Thu 8/07	Fri 8/08	Sat 8/09
Home		8:00		8:00	8:00	8:00	
Home: VAC PAY FT			8:00				
Daily Total		8:00	8:00	8:00	8:00	8:00	

Here you can select to add either a Transfer Activity or a Transfer Task. For this example, we will select ‘**Add Task**’.

The screenshot shows the 'My Timecard' interface with the 'Transfer' panel open. The 'Add Task' button is highlighted with a green box. The main timecard table is the same as in the previous screenshot.

Project	Sun 8/03	Mon 8/04	Tue 8/05	Wed 8/06	Thu 8/07	Fri 8/08	Sat 8/09
Home		8:00		8:00	8:00	8:00	
Home: VAC PAY FT			8:00				
Daily Total		8:00	8:00	8:00	8:00	8:00	

1. In the search bar, start typing the transfer task code you are looking for and **once it populates, select it**. Then select, ‘**Okay**’ on the bottom right.
2. Verify that is the correct transfer task code, then select ‘**Apply**’.
3. Now this transfer task code will be saved on the ‘Transfer’ dropdown, so you will not have to do these steps for this task. Select ‘**Apply**’.



Now that the transfer task code has been applied, enter your time for that code. Remember to adjust any other time for that day as needed. Once done, select ‘**Save**’.

