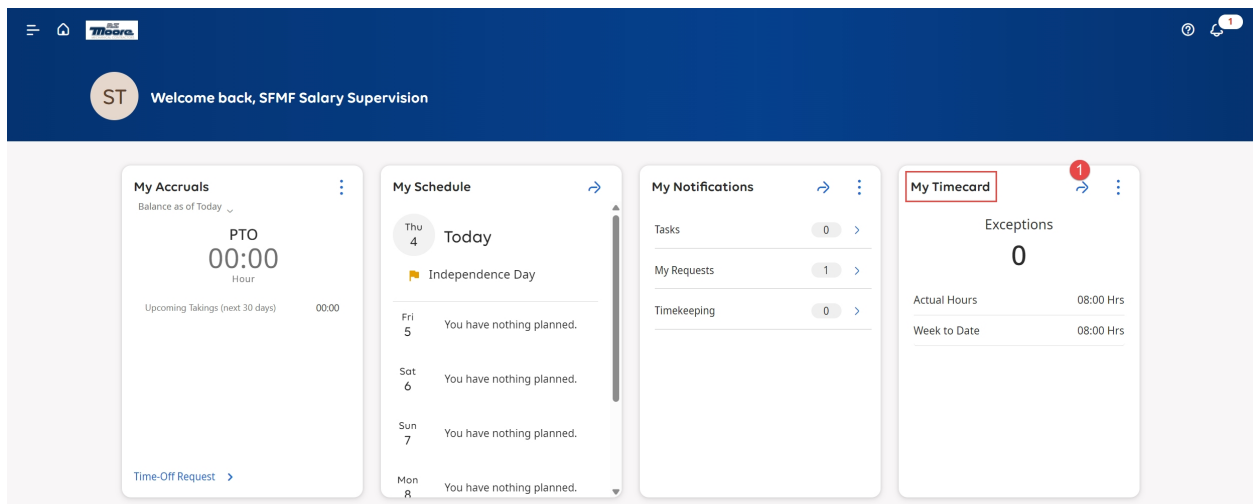


## How to view your timecard

### SFMF Salary Supervision

From UKG Pro>Click on “Workforce Management ”

On your homepage of “Workforce Management ”, look for the “My Timecard ” tile



1. Click the “Blue Arrow”

The screenshot shows the timecard view for the week of 6/10/2024 to 6/14/2024. The table displays job hours for each day, with a total of 38:00 hours for the week. The "Home" project is listed with 8:00 hours on each day from Monday to Friday. The "Daily Total" row shows 8:00 hours for each day and 38:00 hours for the week. The "Timeframe" column shows 38:00 hours for the week.

Project	Mon 6/10	Tue 6/11	Wed 6/12	Thu 6/13	Fri 6/14	Sat 6/15	Sun 6/16	Week	Timeframe
Home	8:00	8:00	8:00	6:00	8:00			38:00	38:00
Daily Total	8:00	8:00	8:00	6:00	8:00			38:00	38:00

Your timecard will appear. Please verify that your job hours worked came over properly. If there are any edits that need to be updated on your timecard, please contact your manager.

Project	Mon 6/10	Tue 6/11	Wed 6/12	Thu 6/13	Fri 6/14	Sat 6/15	Sun 6/16	Week	Timeframe
Home	8:00	8:00	8:00	6:00	8:00			38:00	38:00
Daily Total	8:00	8:00	8:00	6:00	8:00			38:00	38:00

2. Click the “approve” check mark to indicate you have reviewed your timecard for accuracy
  - a. Your timecard will turn yellow.

**\*\*Exempt employees are auto paid (40hrs). Hours captured on your timecard are for tracking and review purposes only\*\***

## Requesting Time Off

From the “Accruals” tile

**My Accruals**

Balance as of Today

**PTO**

**00:00**

Hour

Upcoming Takings (next 30 days) 00:00

**1**

[Time-Off Request](#)

**My Schedule**

Thu 4 Today

Independence Day

Fri 5 You have nothing planned.

Sat 6 You have nothing planned.

Sun 7 You have nothing planned.

Mon 8 You have nothing planned.

**My Notifications**

Tasks 0

My Requests 1

Timekeeping 0

**My Timecard**

Exceptions

**0**

Actual Hours 08:00 Hrs

Week to Date 08:00 Hrs

1. Click “Time-Off Request”

Request Time Off

✕

📅 Select a date.

◀

◇

▶

Previous Year

Today

Next Year

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Cancel

Apply 3

2. Select the day(s) you're requesting
3. Click "Apply"

Request Time Off
X

Hourly Accrued PTO

Dates

3 Days Selected

Duration 4

Hours
Full

5 Start Time \*

6 Duration hh:mm \*

8:00 AM

1:00

Deduct from 7

PTO-Acc: 0:00 Hour(s) ⓘ
Unpaid PTO

Cancel

8 Submit

Review

4. Select your duration “Hours” or “Full”
  - a. If selecting “Hours”
5. “Start Time” is the time you start your day
6. Enter in the duration per day
  - a. The system will auto calculate the total number of hours for multi-day request.

Request Time Off

Hourly Accrued PTO

Information

Your time-off request has been submitted.

Summary

PTO-Acc (Hours)

Monday 6/24/2024 - Wednesday 6/26/2024

8:00 AM [1:00]

Cancel Request

Done 9

Your time off request will now be submitted to your manager for review and approve

1. Click "Done"