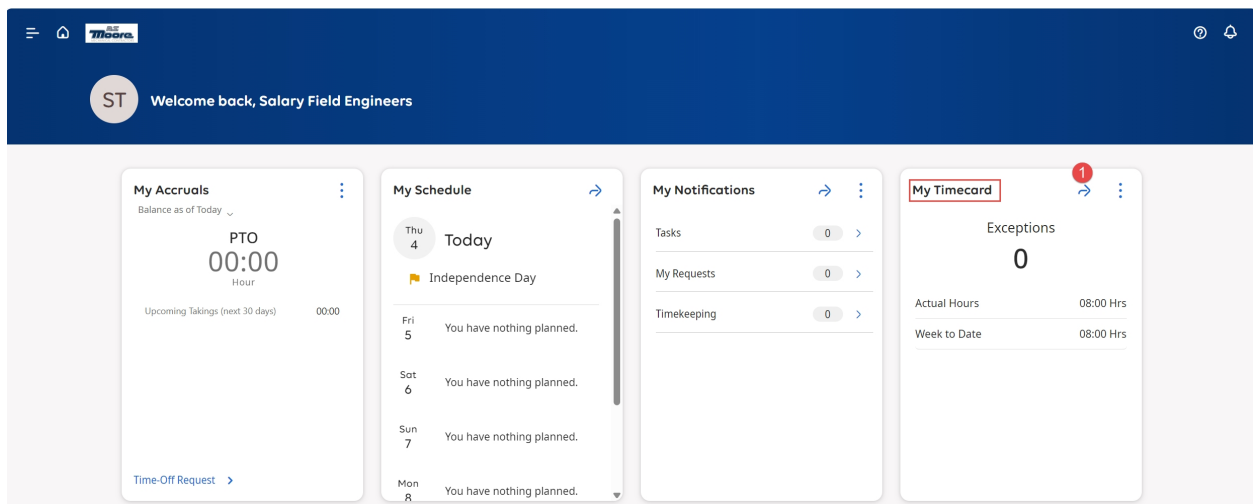


How to view your timecard

Salary Field Engineer

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 'My Timecard' view. The header is dark blue with the UKG logo and the text 'My Timecard'. Below the header, there is a navigation bar with icons for Previous, Today, Next, Add New, List View, Show Activities, Approve, and Remove Approval. The main content area shows a table of hours worked by project for the week of June 10th to 16th, 2024. The table has columns for Project, Mon 6/10, Tue 6/11, Wed 6/12, Thu 6/13, Fri 6/14, Sat 6/15, Sun 6/16, Week, and Timeframe. The 'Home' project is highlighted in purple. The 'Daily Total' row shows 8:00 hours for each day from Monday to Friday, and 4:00 hours for Saturday, with a total of 36:00 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	8:00	4:00			36:00	36:00
Daily Total	8:00	8:00	8:00	8:00	4:00			36:00	36:00

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.

The screenshot shows the 'My Timecard' interface. A red circle with the number '2' points to the 'Approve' button in the top navigation bar. A confirmation dialog box is open on the right, titled 'Confirm'. It contains the following text: 'I have reviewed my timesheet and, if applicable, piecework pay. My approval of my timesheet indicates my time logs are accurate and I am in full agreement with my time and any pay stated on my timesheet. If I am not in agreement with my timesheet and/or pay, then I agree to promptly consult with my manager to have my timesheet corrected.*'. Below this text are two radio buttons: 'Approve' (selected) and 'Cancel'. A red arrow points to the 'Approve' radio button. At the bottom of the dialog is a blue 'Submit' button with a red circle containing the number '3'.

Project	Mon 6/10	Tue 6/11	Wed 6/12	Thu 6/13	Fri 6/14	Sat 6/15	Sun 6/16
Home	8:00	8:00	8:00	8:00	4:00		
Daily Total	8:00	8:00	8:00	8:00	4:00		

2. Click the “approve” check mark to indicate you have reviewed your timecard for accuracy.
 - a. An attestation box will appear for you to read and confirm by click the “approve” button
3. Click “Submit”

The screenshot shows the 'My Timecard' interface after approval. A blue banner at the top displays the message 'Information Timecard approved successfully.' Below this, the timecard table is updated with a 'Week' and 'Timeframe' column. The 'Week' column shows '36:00' and the 'Timeframe' column shows '36:00'.

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	8:00	4:00			36:00	36:00
Daily Total	8:00	8:00	8:00	8:00	4:00			36:00	36:00

Your timecard has now been approved by you as an employee and is ready for your manager to review.

****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

The screenshot shows a user dashboard with a dark blue header. The header contains a menu icon, a home icon, the "Timecorp" logo, a user profile icon with the initials "ST", and a welcome message "Welcome back, Salary Field Engineers". Below the header are four tiles:

- My Accruals**: Shows "Balance as of Today" with a dropdown arrow. The main display shows "PTO 00:00" with "Hour" below it. Below that, it says "Upcoming Takings (next 30 days) 00:00". At the bottom, there is a red circle with the number "1" and a link "Time-Off Request" with a right arrow.
- My Schedule**: Shows "Thu 4 Today". Below that is a calendar view for "Independence Day". The days listed are Fri 5, Sat 6, Sun 7, and Mon 8, each with the text "You have nothing planned."
- My Notifications**: Shows "Tasks 0", "My Requests 0", and "Timekeeping 0", each with a right arrow.
- My Timecard**: Shows "Exceptions 0". Below that, it shows "Actual Hours 08:00 Hrs" and "Week to Date 08:00 Hrs".

1. Click “Time-Off Request”

Request Time Off

✕

📅 Select a date.

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Previous YearTodayNext 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"