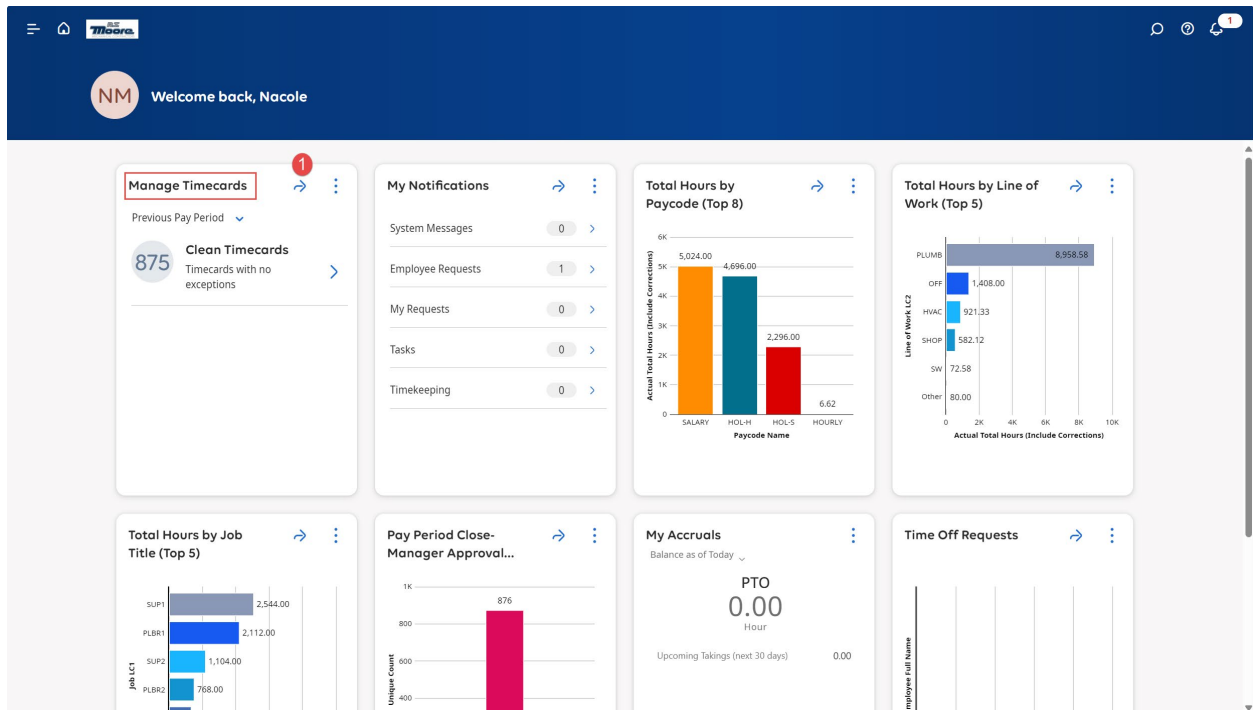


Managers with Direct Reports

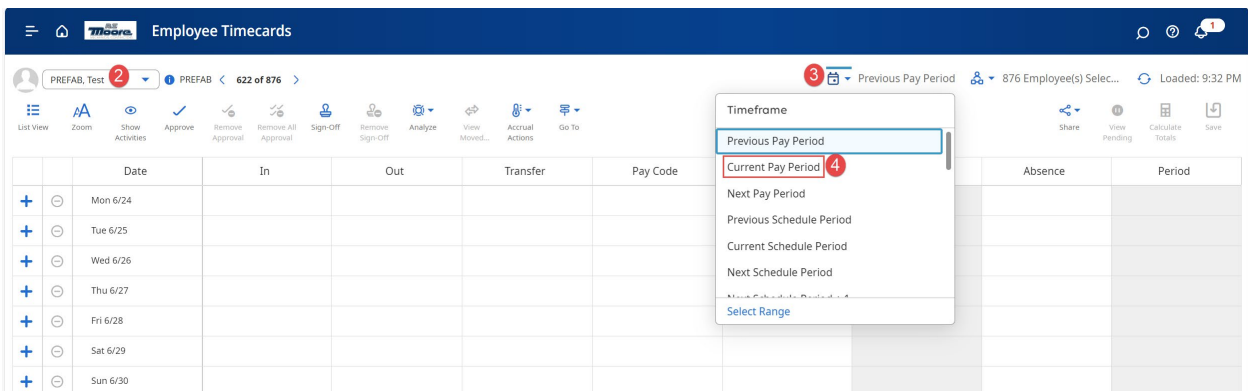
How to Edit and Approve Timecards

From UKG Pro>Click on “Workforce Management”

On your homepage of “Workforce Management”, look for the “Manage Timecards” tile



1. Click the blue “Arrow”



2. Your direct reports will appear in the drop down menu in the top left hand corner
3. Select the timeframe you want to review by clicking the calendar drop down box
4. Select “Current Pay Period”

Employee Timecards										
Test, Prefab Emp...		TESTPREFABEE		768 of 857		6/10/2024 - 6/14/2024		876 Employee(s) Selec...		Loaded: 9:36 PM
List View	Zoom	Show Activities	Approve	Remove Approval	Remove All Approval	Sign-Off	Remove Sign-Off	Analyze	View Moved...	Accrual Actions
Share	View Pending	Calculate Totals	Save							
		Date	In	Out	Transfer	Pay Code	Amount	Daily	Absence	Period
+	⊖	Mon 6/10	7:00 AM	11:00 AM						
+	⊖		12:00 PM	4:00 PM				8.00		8.00
+	⊖	Tue 6/11	7:00 AM	11:00 AM						
+	⊖		11:30 AM	4:00 PM				8.50		16.50
+	⊖	Wed 6/12	7:00 AM	11:00 AM						
+	⊖		12:00 PM	4:00 PM				8.00		24.50
+	⊖	Thu 6/13	7:00 AM	11:00 AM						
+	⊖		12:00 PM	4:30 PM				8.50		33.00
+	⊖	Fri 6/14	7:00 AM	11:00 AM						
+	⊖		12:00 PM	5:00 AM				21.00		54.00
+	⊖	Sat 6/15								54.00

The timecard will display as “yellow” indicating your direct report has approved their timecard.

If you need to make any edits/changes to the time entered, you can click in the box and manually key in the correct time. See example below:

Monday: 6/10

Clock In at 7:00am

Should be 8:00am

Employee Timecards										
Test, Prefab Emp...		TESTPREFABEE		768 of 857		6/10/2024 - 6/14/2024		876 Employee(s) Selec...		Loaded: 9:36 PM
List View	Zoom	Show Activities	Approve	Remove Approval	Remove All Approval	Sign-Off	Remove Sign-Off	Analyze	View Moved...	Accrual Actions
Share	View Pending	Calculate Totals	Save							
		Date	In	Out	Transfer	Pay Code	Amount	Daily	Absence	Period
+	⊖	Mon 6/10	7:00 AM	11:00 AM						
+	⊖		12:00 PM	4:00 PM				8.00		8.00
+	⊖	Tue 6/11	7:00 AM	11:00 AM						
+	⊖		11:30 AM	4:00 PM				8.50		16.50
+	⊖	Wed 6/12	7:00 AM	11:00 AM						
+	⊖		12:00 PM	4:00 PM				8.00		24.50
+	⊖	Thu 6/13	7:00 AM	11:00 AM						
+	⊖		12:00 PM	4:30 PM				8.50		33.00
+	⊖	Fri 6/14	7:00 AM	11:00 AM						
+	⊖		12:00 PM	5:00 AM				21.00		54.00
+	⊖	Sat 6/15								54.00

Employee Timecards									
Test, Prefab Emp...		TESTPREFABEE < 768 of 857 >		6/10/2024 - 6/14/2024		876 Employee(s) Selec...		Loaded: 6:03 PM	
List View	Zoom	Show Activities	Approve	Remove Approval	Remove All Approval	Sign-Off	Remove Sign-Off	Analyze	View Moved...
								Accrual Actions	Go To
									Share
									View Pending
									Calculate Totals
									Save
	Date	In	Out	Transfer	Pay Code	Amount	Daily	Absence	Period
+ ⊖	Mon 6/10	8:00 AM	11:00 AM						
+ ⊖		12:00 PM	4:00 PM				7.00		7.00
+ ⊖	Tue 6/11	7:00 AM	11:00 AM						
+ ⊖		11:30 AM	4:00 PM				8.50		15.50
+ ⊖	Wed 6/12	7:00 AM	11:00 AM						
+ ⊖		12:00 PM	4:00 PM				8.00		23.50
+ ⊖	Thu 6/13	7:00 AM	11:00 AM						
+ ⊖		12:00 PM	4:30 PM				8.50		32.00
+ ⊖	Fri 6/14	7:00 AM	11:00 AM						
+ ⊖		12:00 PM	5:00 AM				21.00		53.00
+ ⊖	Sat 6/15								53.00

- Click in the box that says “7:00am” and change the time to “8:00am”
- Click “Save” in top right hand corner

Once you’ve reviewed the timecard

Employee Timecards									
Test, Prefab Emp...		TESTPREFABEE < 768 of 857 >		6/10/2024 - 6/14/2024		876 Employee(s) Selec...		Loaded: 9:45 PM	
List View	Zoom	Show Activities	Approve	Remove Approval	Remove All Approval	Sign-Off	Remove Sign-Off	Analyze	View Moved...
									Accrual Actions
									Go To
									Share
									View Pending
									Calculate Totals
									Save
Information Timecard Approved by McKenzie, Nacole 7/05/2024 9:46 PM									
	Date	In	Out	Transfer	Pay Code	Amount	Daily	Absence	Period
+ ⊖	Mon 6/10	8:00 AM	11:00 AM						
+ ⊖		12:00 PM	4:00 PM				7.00		7.00
+ ⊖	Tue 6/11	7:00 AM	11:00 AM						
+ ⊖		11:30 AM	4:00 PM				8.50		15.50
+ ⊖	Wed 6/12	7:00 AM	11:00 AM						
+ ⊖		12:00 PM	4:00 PM				8.00		23.50
+ ⊖	Thu 6/13	7:00 AM	11:00 AM						
+ ⊖		12:00 PM	4:30 PM				8.50		32.00
+ ⊖	Fri 6/14	7:00 AM	11:00 AM						
+ ⊖		12:00 PM	5:00 AM				21.00		53.00
+ ⊖	Sat 6/15								53.00

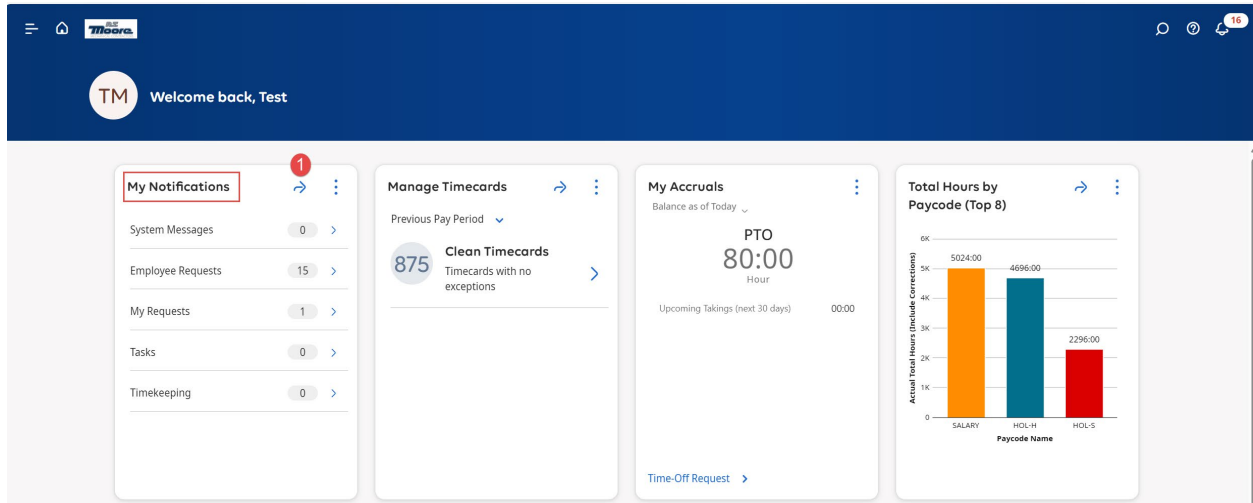
- Click “Approve”

Timecard will turn “Green” indicating you have successfully approved their timecard.

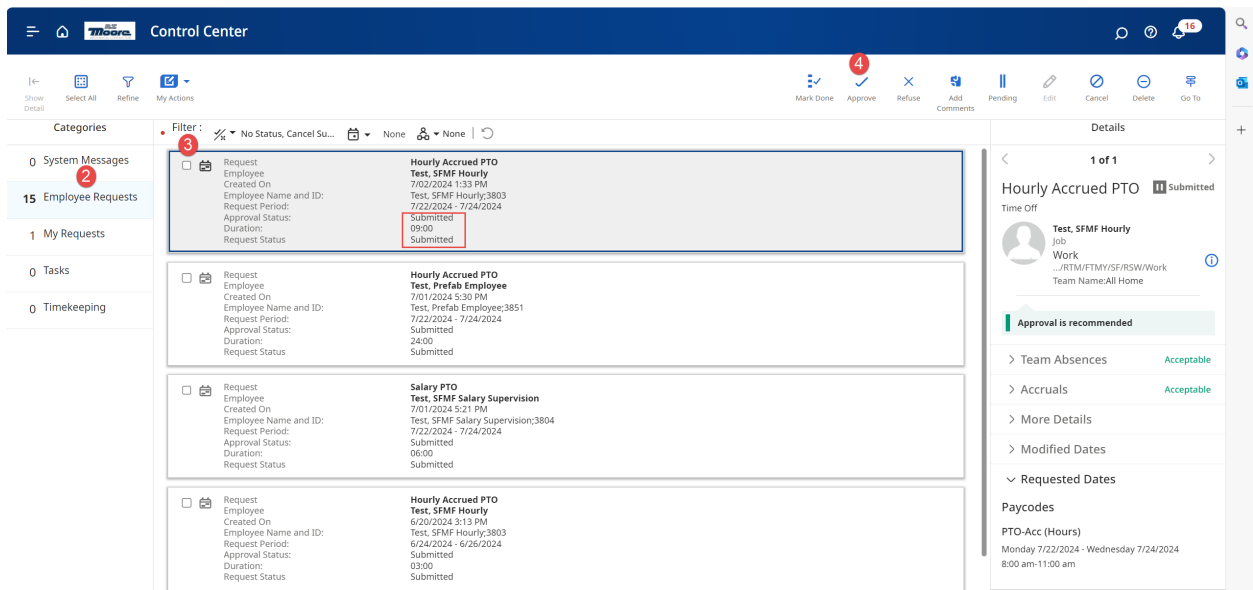
If you need to make an edit AFTER you have approved their timecard, you can click the “Remove Approval” button, make your edits and repeat Step 7.

How to Approve Time Off Request

From the “My Notifications” Tile



1. Click the blue “arrow”



2. Click “Employee Requests”
3. Check the box next to the employee’s time off request
4. Click “Approve” in top right corner

Request Time Off

×

Select a date.

◀

◇

▶

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 *

8:00 AM

6 Duration hh:mm *

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

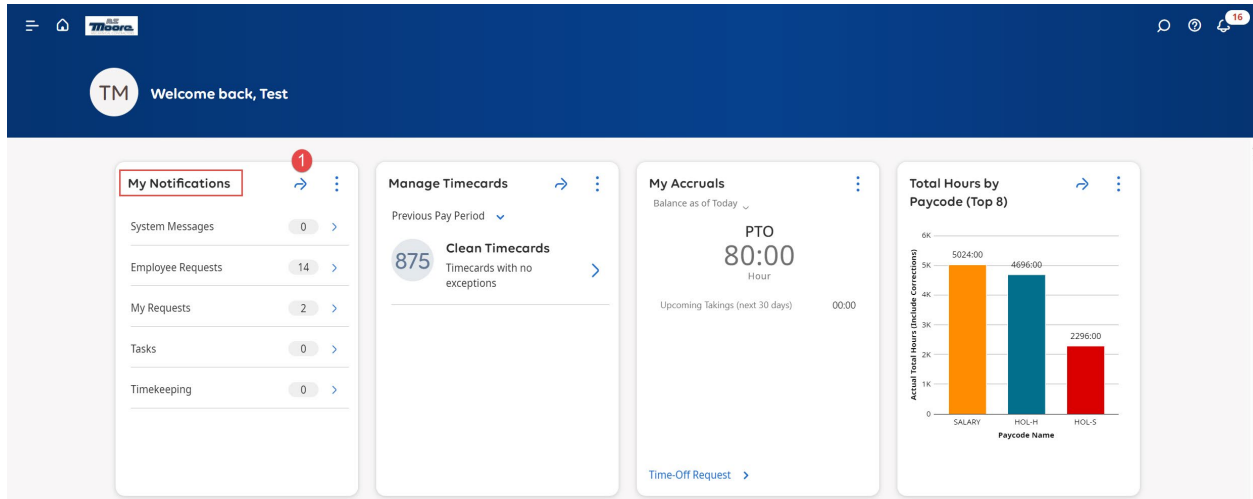
Your time off request will now be submitted to your manager for review and approve

1. Click “Done”

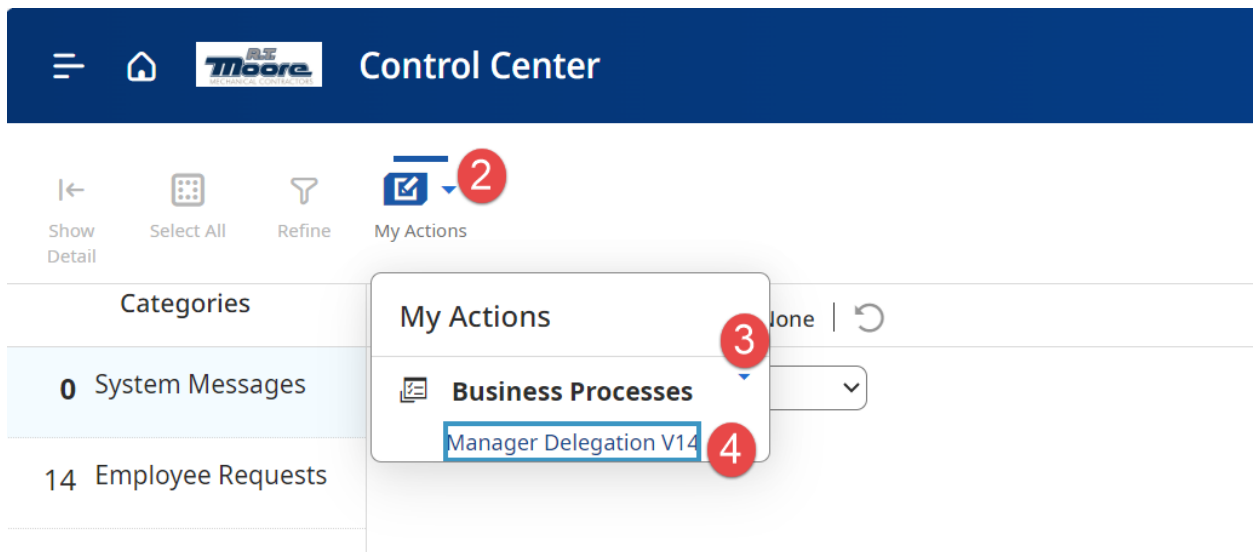
How to Delegate to Another Manager

This person will be able to approve timecards and time off request on your behalf

From the “My Notifications” Tile



1. Click the blue “arrow” to be navigate to your Control Center



2. Click on “My Actions”
3. Click on “Business Processes”
4. Click on “Manager Delegation v14”

Control Center

Manager Delegation V14

New Delegation

Delegate* 5

Payroll, HR Payro...

Start Date* 6

7/08/2024 Clear

End Date* 7

7/09/2024 Clear

Role Profile* 8

Manager Delega...

Submit 9

Cancel

Categories

Filter: None None

0 System Messages

14 Employee Requests

2 My Requests

0 Tasks

0 Timekeeping

There are no new notifications to display

Show all done notifications

5. Select the manager you would like to delegate
6. Select “Start Date”
7. Select “End Date”
8. Select “Role Profile” (Default is set to “Manager Delegation Role Profile”)
9. Click “Submit”

Control Center

Manager Delegation V14

Success Submit action has completed successfully.

Categories

Filter: None None

0 System Messages

14 Employee Requests

There are no new notifications to display

Show all done notifications

The delegate will receive a notification via email and in Workforce Management to “accept” the role as a delegate. **They must accept the delegate role for it to be enabled.**