

Managing Employee Timesheets in UKG

To access your employees' timesheets, go to "My Team" > "Team Time" > "Time Management". Then, under "Attendance", select "Timesheets".

View Attendance and Schedules with Date Filters

Date filters allow you to quickly review schedules and attendance by pay period or a specific date range.

Pages that allow you to use date filters contain a **Display** or **Date Selection** drop-down list. The **Timesheet Detail** section displays information for the selected date.

Employees and supervisors can use the date filter to view time on the **Timesheet** page. Supervisors and administrators will see many more pages with the date filter. These pages include the **Summary** and **Timesheet** pages in the **Attendance** menu and the **Summary** page in the **Scheduler** menu.

1. From the **Date Selection** field, select **Current Pay Period**, **Last Pay Period**, or **Next Pay Period**.
2. To filter by a specific pay period, select **User Defined Pay Period**. Use the calendar icon to select the dates, and then select **Search**.
3. If applicable, select **This Week (View Only)** or **Last Week (View Only)** to view information for this week or last week. This filter is helpful if your pay periods span more than one week and you want to view one week at a time.
4. If applicable, select **User Defined Date Range (View Only)** to view information by a specific date range. Enter the date range, and then select **Search**.

Note Information is view only when you filter by week or defined date range. If you need to make edits, filter the data by pay period.

Search for an Employee from the Timesheets Page

You can quickly view employee timesheets in succession and search for an employee. Use the arrow (> or <) to display or hide the employee list.

1. In the employee list, select **Previous Employee** or **Next Employee** to find the employee name in the list. The selected employee's timesheet appears.
2. Save any changes before returning to the current timesheet.

The screenshot displays the UKG Timesheet interface. On the left, there is a search filter for 'Active' employees. Below this, a search bar contains 'Jessica Walker' and a 'Search' button. A list of employees is shown, with 'Walker, Jessica' highlighted. The main area shows the employee's profile: 'Walker, Jessica', Location: Florida, Job: BarBack, Pay Policy: UTM SALARY, Shift Number: Fixed M-F 8:30AM-4:30PM / 30 Min Meal, Pay Category: Full Time, Holiday Rule: UTM HOLIDAY. The 'Date Selection' dropdown is set to 'Last Pay Period'. The timesheet is for the period 'May 31, 2020 to June 13, 2020'. The status is 'OPEN'. Below the profile, there are navigation buttons for 'Previous Employee' and 'Next Employee'. The timesheet table has columns for Date, PayCode, In, Out, and Reg. The first row shows 'Mon 06/01/2020' with a work hour of '0[WORK HOURS]', starting at '08:00AM' and ending at '05:00PM', with a regular rate of '9.00'.

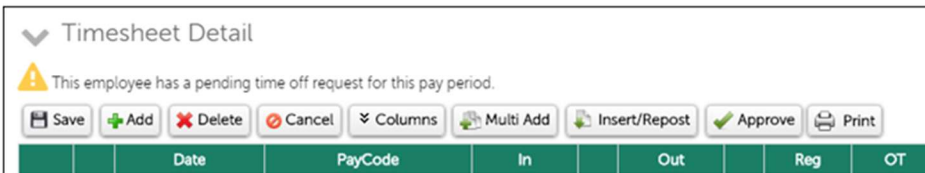
3. To search for an employee, enter the employee's name or ID (depending on the search criteria) and then select **Search**. The employee's timesheet displays and the employee's name is highlighted in the list.

You can also filter the list by supervisor using the **Supervisor** field.

Time-off Alert Link on the Timesheets Page

In the Timesheet Detail section, supervisors can select the time-off alert link to manage an employee's time-off requests quickly.

The time-off alert link only appears when there are pending time-off requests during the pay period being viewed. The pending time-off requests can be approved without approving the timesheet.



The link takes supervisors to the **Manage Time-Off Requests** page where they can act upon the filtered pending request.

Time-off Alerts on the Attendance Summary Page

On the Attendance Summary page (Attendance > Summary), the timesheet grid includes an Alerts column to notify you of pending time off requests.

The Alert icon indicates an employee has unapproved time off for the specific pay period. A dash indicates there are no pending, canceled pending, or modified pending requests.

Go to the Manage Time-Off Requests page to approve or deny the request before approving the timesheet.

Add Non-Worked Time to an Employee Timesheet

Supervisors can enter time directly to employee timesheets and add non-worked hours, such as vacation or sick time.

1. From the **Summary** page, select the **Pay Cycle** from the drop-down list. Pay cycles are defined by your company's pay policies.

Note If you prefer to use the **Timesheets** page, navigate to **Attendance > Timesheets** and then select an employee name from the list.

2. Select the **Date Selection** from the drop-down list:
 - o Current Pay Period
 - o Last Pay Period
 - o Next Pay Period
 - o This Week (view only) (on **Timesheets** page only)
 - o Last Week (view only) (on **Timesheets** page only)
 - o User Defined Date Range (on **Timesheets** page only)
 - o User Defined Pay Period – If this option is selected, select the **Calendar** icon and select a date. Select **Update** on the **Summary** page, or the **Refresh** icon on the **Timesheets** page. The pay period that includes the selected date appears in the **From** and **To** date fields.
3. Select any applicable filters on the **Summary** page (Group/Filter By, Supervisor/Filter By, or Timesheet Status Filter).
4. At the bottom of the **Summary** page, select an employee timesheet from the grid.
5. On the employee's timesheet, select the next available empty **Date** field and then select the date from the drop-down list. Select **Add** to add an empty row if all rows are filled.
6. Select the pay code from the drop-down list.
7. At the **Reg** field, enter the number of hours.



Add or Correct an Employee Timesheet Punch

Supervisors can enter time directly to an employee's timesheet to add or correct a punch.

1. Select **Attendance**, and then select **Timesheets**.
2. Select the employee name from the list.
3. Select the **Pay Cycle** from the drop-down list. Pay cycles are defined by your company's pay policies.
4. Select the **Date Selection** from the drop-down list. Options include Current Pay Period, Last Pay Period, Next Pay Period, This Week (view only), Last Week (view only), User Defined Date Range (view only), and User Defined Pay Period. If User Defined Pay Period is selected, select the **Calendar** icon and select a date. Select the **Refresh** icon. The pay period that includes the selected date appears in the **From** and **To** date fields.
5. At the applicable **In** or **Out** field, enter the time to add a new punch or correct an inaccurate punch.
6. Select **Save**. The new/updated punch time information is saved and you receive a confirmation message.

Approve an Employee Timesheet

Supervisors can approve timesheets from either the employee's timesheet or the Attendance Summary page.

On the employee timesheet, select **APPROVED** at the **Status** field or select the **Approve** button from the **Timesheet Detail** section. If there are unsaved changes, the **Approve** button remains disabled until the **Save** button is selected.

On the **Attendance Summary** page, approve an employee's timesheet or all timesheets for employees listed on the page. The **Attendance Summary** page enables you to review regular hours and overtime hours for the employees listed. You can also view an employee's timesheet details.

1. Select **Attendance**, and then select **Summary**.
2. If you have indirect reports and you want to filter on only your direct reports, enter your last name or the first few letters and then select **Go**. This supervisor filter can be used with the employee filter; select **Go** after both fields are populated.
3. From the **Summary** page, verify the regular (Reg. Hr) and overtime (OT) hours for the pay period. You have two options to approve timesheets directly from the **Attendance Summary** page:
 - o Change the Timesheet Status for each employee.
 - o Select **Approve This Page**. The **Timesheet Status** field changes to **APPROVED** for all timesheets on the page.

Approval is only granted to timesheets displayed on the current page when using the Approve This Page feature.