

## UKG Job Aid – Timesheet Management

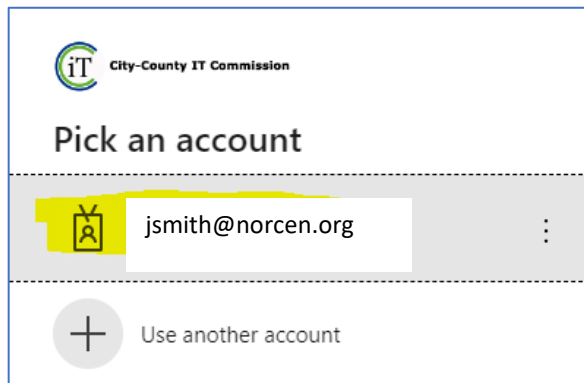
Supervisors and their designees log into UKG to review, modify/correct, and approve timesheets for direct reports.

### Log In to UKG



Click on the UKG desktop icon .

You will be asked to “Pick an account.” Your norcen.org email account should display like in the sample below. If it does not display, you will need to type it in.



The PW screen is your **Network** password. The one you log onto your computer with.



If prompted, completed the MFA (Multifactor Authentication) piece.

## UKG Job Aid – Timesheet Management

### Access Time Management

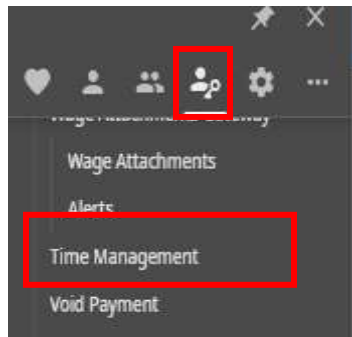
UKG Dashboard displays.

**NOTE:** UKG menu options are security driven, and individuals may configure dashboards by preference; **your UKG view may be different from screen shots in this document and other users.**

Click the **ADMINISTRATION** icon 

Scrolling down the column until you see **Time Management**.

Click on **Time Management**.



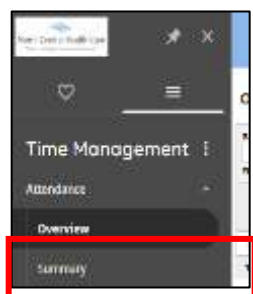
The Overview dashboard opens.



A screenshot of the UKG Overview dashboard. The 'Overview' tab is highlighted in the top navigation bar. The main content area shows a table with columns for 'Pay Group', 'My Employees', 'Timesheet Status', and 'Total Hours'. The table includes data for 'NON-NEW | Sr-Health' and a 'Totals' row.

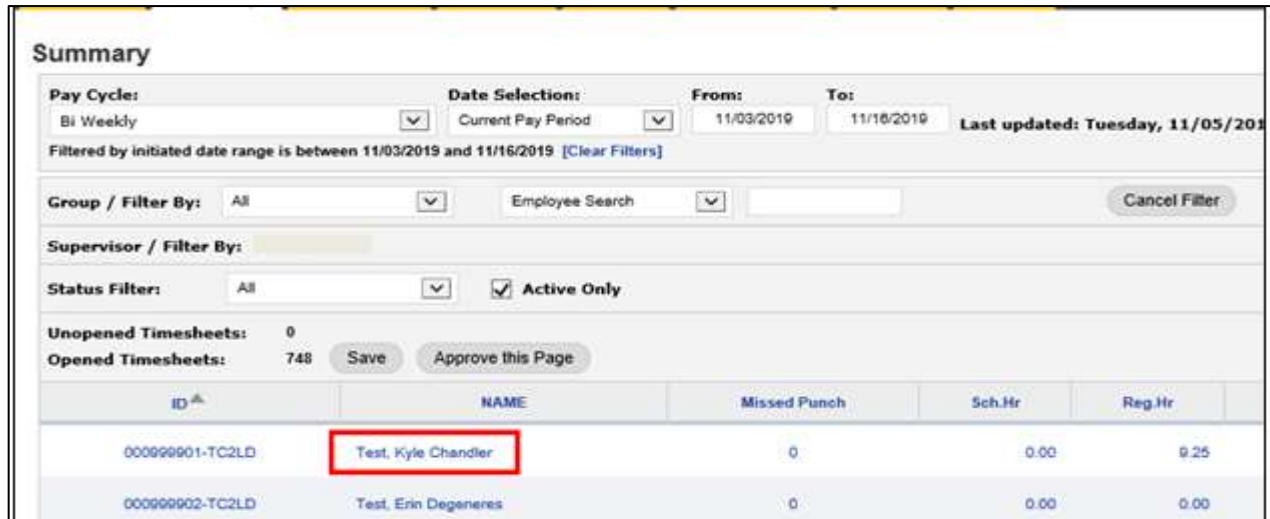
Pay Group	My Employees		Timesheet Status				Total Hours				
	Employee	Pay Period	OPEN	SUBMIT	APPROVED	PAYROLL	Incl'd	Total	Regular	OT	NDLM
[NON-NEW] Sr-Health	833	833	1	0	0	795	20.00	47,966.50	45,159.25	1,807.25	0.00
<b>Totals</b>	<b>833</b>	<b>833</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>795</b>	<b>20.00</b>	<b>47,966.50</b>	<b>45,159.25</b>	<b>1,807.25</b>	<b>0.00</b>

Click **Summary** option.



## UKG Job Aid – Timesheet Management

The **Summary** option displays a list of the supervisor/designee’s direct reports. To drill down to an individual employee’s timesheet, click employee’s name.



**Summary**

Pay Cycle: Bi Weekly | Date Selection: Current Pay Period | From: 11/03/2019 | To: 11/16/2019 | Last updated: Tuesday, 11/05/2019

Filtered by initiated date range is between 11/03/2019 and 11/16/2019 [Clear Filters]

Group / Filter By: All | Employee Search: [ ] | Cancel Filter

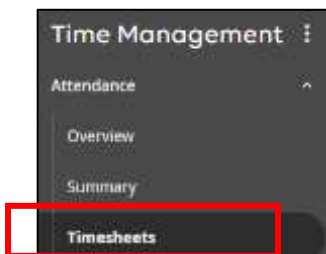
Supervisor / Filter By: [ ]

Status Filter: All |  Active Only

Unopened Timesheets: 0  
Opened Timesheets: 748 | Save | Approve this Page

ID	NAME	Missed Punch	Sch.Hr	Reg.Hr
00099901-TC2LD	Test, Kyle Chandler	0	0.00	9.25
00099902-TC2LD	Test, Erin Degeneres	0	0.00	0.00

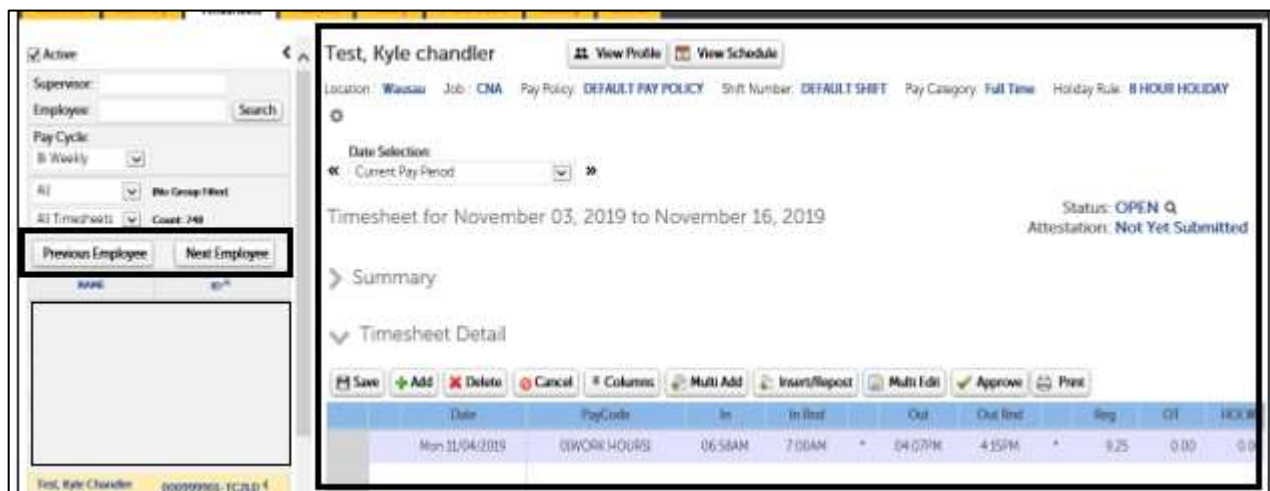
**Timesheets** options opens to display the selected employee’s timesheet.



**Time Management**

- Attendance
- Overview
- Summary
- Timesheets**

To navigate employee timesheets, click **Previous Employee** or **Next Employee** buttons to navigate through employee timesheets in succession.



**Test, Kyle chandler** | View Profile | View Schedule

Location: Wausau | Job: CNA | Pay Policy: DEFAULT PAY POLICY | Shift Number: DEFAULT SHIFT | Pay Category: Full Time | Holiday Rule: 8 HOUR HOLIDAY

Date Selection: Current Pay Period

Timesheet for November 03, 2019 to November 16, 2019 | Status: OPEN | Attestation: Not Yet Submitted

Summary

Timesheet Detail

Save | Add | Delete | Cancel | Columns | Multi Add | Insert/Repeat | Multi Edit | Approve | Print

Date	PayCode	In	In Int	Out	Out Int	Reg	OT	HOOR
Mon 11/04/2019	WORK HOURS	06:58AM	7:06AM	04:07PM	4:15PM	9.25	0.00	0.00

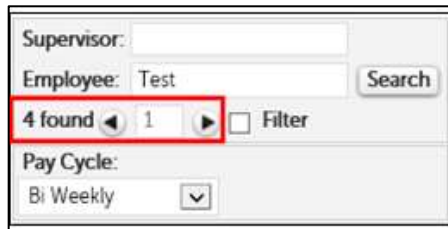
## UKG Job Aid – Timesheet Management

Search for a specific employee's timesheet, **type employee's name** or **employee ID** in the **Employee** field.

Click **Search**.

The employee's timesheet displays, and the employee's name is highlighted in the list (e.g., Test, Kyle Chandler).

**NOTE:** If Employee Search finds multiple matches (e.g., Test), use arrows to locate correct employee's timesheet

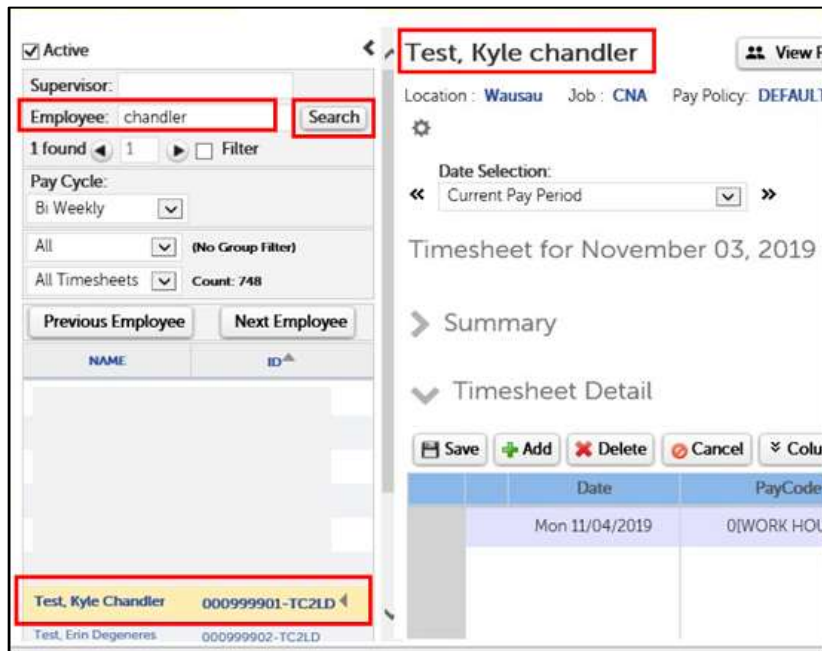


Supervisor:

Employee: Test

4 found ◀ 1 ▶  Filter

Pay Cycle: Bi Weekly



Active

Supervisor:

Employee: chandler

1 found ◀ 1 ▶  Filter

Pay Cycle: Bi Weekly

All  (No Group Filter)

All Timesheets  Count: 748

Previous Employee  Next Employee

NAME	ID
Test, Kyle Chandler	000999901-TC2LD
Test, Erin Degeneres	000999902-TC2LD

Test, Kyle chandler

Location: Wausau Job: CNA Pay Policy: DEFAULT

Date Selection: Current Pay Period

Timesheet for November 03, 2019

Summary

Timesheet Detail

Save Add Delete Cancel Columns

Date	PayCode
Mon 11/04/2019	0[WORK HOU

View a different employee's timesheet – **Select another employee** (e.g., Test, Erin DeGeneres) from the **Timesheets tab list**.

## UKG Job Aid – Timesheet Management

### Enter a Missed In/Out Punch

While viewing an employee’s timesheet, scroll down to the **Timesheet Detail** section.

**NOTE:** Maroon boxes in the In and Out columns identify missed punches.

Test, Kyle chandler View Profile View Schedule

Location: Wausau Job: CNA Pay Policy: DEFAULT PAY POLICY Shift Number: DEFAULT SHIFT Pay Category: Full Time Holiday Rule: 8 HOUR HOLIDAY

Summary

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve Print

	Date	PayCode	In	In Rnd	Out	Out Rnd	Reg	OT	HDLW
	Sun 11/03/2019	0[WORK HOURS]		0:00AM	05:09PM	0:00AM	*	0.00	0.00
	Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	* 04:07PM	4:15PM	*	9.25	0.00
	Tue 11/05/2019	0[WORK HOURS]	06:57AM	7:00AM	*	7:00AM		0.00	0.00

Click **In** (or **Out**) field and *type time* for missed in (or out) punch.

**NOTE:** When entering time, the system defaults hours entered as AM. System accepts AM designation if entered. To indicate afternoon/evening/nighttime correctly, type PM after time entry (e.g., 407PM).

Missed “In” Punch example

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve

	Date	PayCode	In	In Rnd	Out
	Sun 11/03/2019	0[WORK HOURS]	659	0:00AM	05:09PM
	Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	* 04:07PM
	Tue 11/05/2019	0[WORK HOURS]	06:57AM	7:00AM	*

## UKG Job Aid – Timesheet Management

Missed “Out” punch example

	Date	PayCode	In	In Rnd	Out
	Sun 11/03/2019	0[WORK HOURS]		0:00AM	05:09PM
	Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	* 04:07PM
	Tue 11/05/2019	0[WORK HOURS]	06:57AM	7:00AM	* 3:37PM

Select **Reason Code** for each modified/corrected timesheet entry:

**Tab** to Reason column.  
From **Reason** drop-down list, select **Reason Code**.

Notes	Reason	Audit
	▼	

CALL [CALL TIME]  
 EI [Early In]  
 FMLA [FMLA/LOA]  
 LN20 [Lunch Less Than 20]  
 LO [Late Out]  
 MP [Missed Punch]  
 NCNS [No Call/No Show]  
 NLP [No Lunch Punch]  
 PO [Power Outage]  
 TD [Time Clock Down]  
 UNSC [Unscheduled Absence]  
 WT [Weather]

Click **Save**.

Timesheet modification/correction (e.g., missed punch) is processed and selected Reason Code displays on updated employee timesheet.

Timesheet Detail

	Date	PayCode	In	In Rnd	Out	Out Rnd	Reg	OT	HOLW
	Sun 11/03/2019	0[WORK HOURS]	06:59AM	7:00AM	* 05:09PM	5:15PM	* 10.25	0.00	0.00
	Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	* 04:07PM	4:15PM	* 9.25	0.00	0.00
	Tue 11/05/2019	0[WORK HOURS]	06:57AM	7:00AM	* style="border: 1px solid red;">03:37PM	3:45PM	* 8.75	0.00	0.00

Notes	Reason	Audit
	MP [Missed Punch]	

## UKG Job Aid – Timesheet Management

### Enter a Missed In/Out Meal Punch

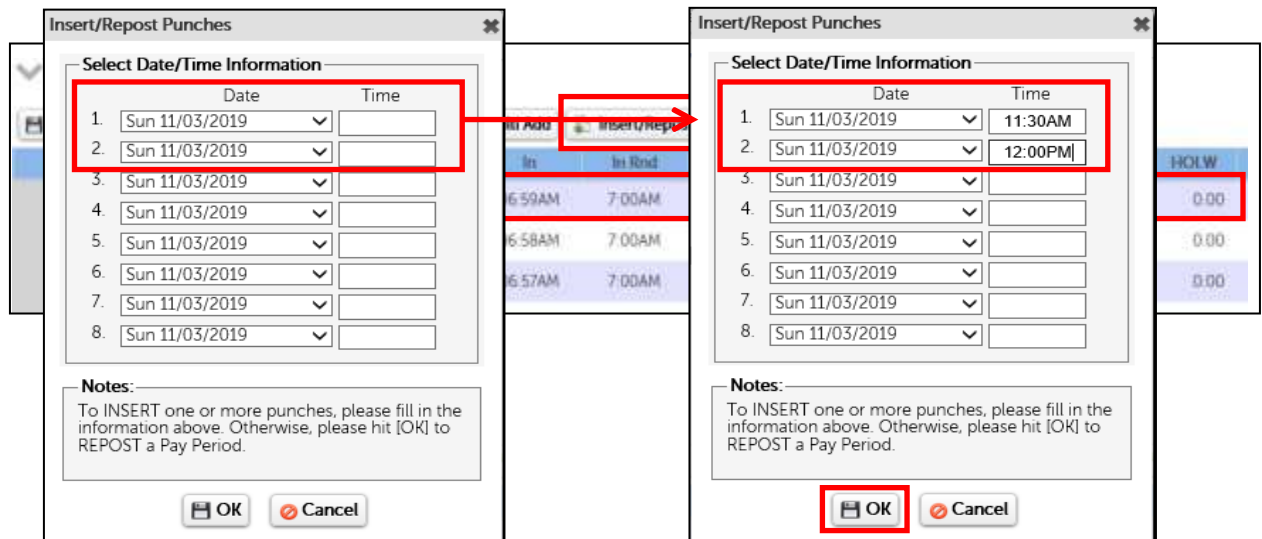
While viewing an employee's timesheet, scroll down to the **Timesheet Detail** section.

*Example: Employee forgot to punch out/in for a 30-minute lunch on Sunday, November 3.*

Click **Insert/Repost**.

- In row 1, select **Date** and **Time** for missed *Meal Start*.
- In row 2, select **Date** and **Time** for missed *Meal End*.

Click **OK**.



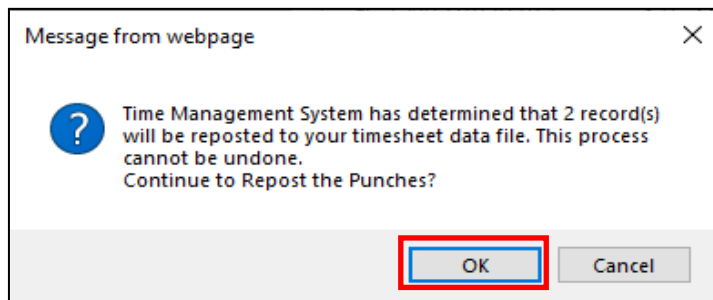
The image shows two sequential screenshots of the 'Insert/Repost Punches' dialog box. The first screenshot shows the 'Select Date/Time Information' section with a table of 8 rows. The first two rows have their 'Date' and 'Time' fields highlighted in red. The second screenshot shows the same dialog box, but the 'OK' button is highlighted in red. A red arrow points from the 'Insert/Repost' button in the background timesheet to the dialog box.

	Date	Time
1.	Sun 11/03/2019	
2.	Sun 11/03/2019	
3.	Sun 11/03/2019	
4.	Sun 11/03/2019	
5.	Sun 11/03/2019	
6.	Sun 11/03/2019	
7.	Sun 11/03/2019	
8.	Sun 11/03/2019	

Notes:  
To INSERT one or more punches, please fill in the information above. Otherwise, please hit [OK] to REPOST a Pay Period.

Buttons: OK, Cancel

Click **OK**.



Message from webpage

Time Management System has determined that 2 record(s) will be reposted to your timesheet data file. This process cannot be undone. Continue to Repost the Punches?

Buttons: OK, Cancel

## UKG Job Aid – Timesheet Management

Time sheet modification/correction (e.g., missed meal in/out punch) is processed.

Timesheet Detail

Date	PayCode	In	In Rnd	Out	Out Rnd	Reg	OT	HOLW		
Sun 11/03/2019	0[WORK HOURS]	06:59AM	7:00AM	*	11:30AM	11:30AM	*	4.50	0.00	0.00
Sun 11/03/2019	0[WORK HOURS]	12:00PM	12:00PM	*	05:11PM	5:15PM	*	5.25	0.00	0.00
Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	*	04:07PM	4:15PM	*	9.25	0.00	0.00
Tue 11/05/2019	0[WORK HOURS]	06:57AM	7:00AM	*	03:34PM	3:30PM	*	8.50	0.00	0.00

### Adding Time or Other Entries

While viewing an employee’s timesheet, scroll down to the **Timesheet Detail** section.

Test, Kyle chandler

Location: Wausau Job: CNA Pay Policy: DEFAULT PAY POLICY Shift Number: DEFAULT SHIFT Pay Category: Full Time Holiday Rule: 8 HOUR HOLIDAY

Timesheet for Date November 03, 2019 to November 16, 2019 Status: OPEN  Attestation: Not Yet Submitted

> Summary

Timesheet Detail

Date	PayCode	In	In Rnd	Out	Out Rnd	Reg	OT	HOLW		
Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	*	04:07PM	4:15PM	*	9.25	0.00	0.00

Click the next **empty date field**.

Select **Date** from list.

Timesheet Detail

Date	PayCode	In	In Rnd	Out	Out Rnd	Reg	OT	HOLW
Mon 11/04/2019	0[WORK HOURS]							

Sun 11/03/2019

Mon 11/04/2019

Tue 11/05/2019

Wed 11/06/2019


Thu 11/07/2019

Fri 11/08/2019

Sat 11/09/2019

Sun 11/10/2019

Mon 11/11/2019





## UKG Job Aid – Timesheet Management

Click **PayCode** field and select a **PayCode** from list.

**NOTE:** If a **Work Hours** PayCode is selected, In and Out punch times must be entered.

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost

Date	PayCode	In	In Rnd
Mon 11/04/2019		06:58AM	7:00AM
Tue 11/05/2019			

0[WORK HOURS]  
1[HOLIDAY]  
3[SICK LEAVE]  
10[BEREAVEMENT]  
11[CALL TIME]  
12[JURY DUTY]  
13[ON CALL PAY]  
14[PLT]  
20[TRAINING]  
31[NO CALL NO SHOW]  
32[FMLA]

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve Print

Date	PayCode	In	In Rnd	Out	Out Rnd
Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	* 04:07PM	4:15PM *
Tue 11/05/2019	0[WORK HOURS]	657			

**NOTE:** If a **non-working** PayCode (e.g., Jury Duty, Sick Leave, Bereavement, and PLT) is selected, the total number of hours (e.g., 8) must be entered in the REG column.

Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit Approve Print

Date	PayCode	In	In Rnd	Out	Out Rnd	Reg	OT	HOLW
Sun 11/03/2019	0[WORK HOURS]	06:59AM	7:00AM	* 05:09PM	5:15PM *	10.25	0.00	0.00
Mon 11/04/2019	0[WORK HOURS]	06:58AM	7:00AM	* 04:07PM	4:15PM *	9.25	0.00	0.00
Tue 11/05/2019	12[JURY DUTY]					8		

As appropriate, select **Reason Code**:

- **Tab** to Reason column
- From **Reason** drop-down list, select **Reason Code**

Click **Save**. Timesheet modification/correction is processed.

## UKG Job Aid – Timesheet Management

### Approve an Individual Timesheet

Approve timesheet on an Individual OR on a By Page basis. The following are steps are how to approve an individual timesheet.

While viewing an employee’s timesheet, scroll down to the **Timesheet Detail** section.

After completing modifications/corrections and confirming totals on an employee’s timesheet, click **Approve**.



Timesheet Detail

Save Add Delete Cancel Columns Multi Add Insert/Repost Multi Edit **Approve** Print

	Date	PayCode	In	In End		Out	Out End		Reg	OT	HOLW
	Sun 11/03/2019	0(WORK HOURS)	06:59AM	7:00AM	*	05:09PM	5:15PM	*	10.25	0.00	0.00
	Mon 11/04/2019	0(WORK HOURS)	06:58AM	7:00AM	*	04:07PM	4:15PM	*	9.25	0.00	0.00
	Tue 11/05/2019	12(JURY DUTY)							8.00	0.00	0.00
	Wed 11/06/2019	14(PLT)							8.00	0.00	0.00
	Thu 11/07/2019	14(PLT)							8.00	0.00	0.00

**Tip:** To simplify the Timesheet Detail view, click **Columns** button to select and hide unwanted timesheet columns. Follow the same process to unhide timesheet columns.

### Approve Timesheets by Page

Approve timesheet on an Individual OR on a By Page basis. The following are steps are how to approve timesheets by page.

While viewing **Time Management > Attendance > Summary tab**, review totals for displayed list of manager/designee’s direct reports.

Click **Approve this Page**.

Repeat review and approval steps for each additional page of employee timesheets.

**Tip:** Apply various **Filter** options to filter employee timesheets page by Supervisor, Group, etc.

To *continue working* within UKG, click the NCHC logo found on the top blue bar.

## UKG Job Aid – Timesheet Management

**Summary**

**Pay Cycle:** Bi Weekly   
**Date Selection:** Current Pay Period   
**From:** 11/03/2019 **To:** 11/16/2019 **Last updated: Tuesday, 11/05/2019**  
 Filtered by initiated date range is between 11/03/2019 and 11/16/2019 [Clear Filters]

**Group / Filter By:** All  **Employee Search:**

**Supervisor / Filter By:**

**Status Filter:** All   **Active Only**

**Unopened Timesheets:** 0  
**Opened Timesheets:** 748

ID	NAME	Missed Punch	Sch.Hr	Reg.Hr
00099901-TC2LD	Test, Kyle Chandler	0	0.00	9.25
00099902-TC2LD	Test, Erin Dageneres	0	0.00	0.00

To continue working within UKG, click the NCHC logo found on the top blue bar.



OR

To exit UKG, click the **Person** icon and **Logout**.

