



How to Review & Approve My Timecard

Reviewing My Timecard

- **Navigation: Home page > My Timecard**

The screenshot shows the UKG My Timecard dashboard. At the top, there is a dark teal header with the UKG logo and a user profile for 'KT' with the text 'Welcome back, [redacted]'. Below the header, the dashboard is divided into several sections:

- My Timecard:** A yellow header with a right arrow. It displays 'Exceptions' with a large '0' and a message 'No data to display.' below an illustration of a person with a box.
- My Accruals:** A white card with a dropdown 'Balance as of Today'. It shows 'PPTO 0.00 Hour'. Below this, it lists 'Available Balance', 'Pending Grants', and 'Planned Takings', each with a value of '0.00'. A 'Time-Off Request' link is at the bottom.
- My Notifications:** A white card with three sections: 'Tasks' (0), 'My Requests' (0), and 'Timekeeping' (0), each with a right arrow.
- My Schedule:** A white card showing a calendar view for 'Today' (Mon 9). It indicates 'Open shifts are available' for Mon 9, Tue 10, Wed 11, and Thu 12.
- Manage My Schedule:** A white card with five icons and labels: 'Swap my shift', 'Cover my shift', 'Pick up an open shift', 'Build my schedule', and 'Change my availability'.

- Or select the icon below and choose **My Timecard** under the **My Information** dropdown menu.



- See the **My Information** dropdown menu below.

The screenshot shows the UKG timecard application interface. On the left, a user profile is visible with the initials 'KT' and a search bar. Below the search bar is a dropdown menu titled 'My Information' which is expanded to show several options: 'My Calendar', 'My Location Schedule', and 'My Timecard'. The 'My Timecard' option is highlighted in yellow. The main content area of the application is dimmed, showing sections for 'My Timecard' (with 0 exceptions), 'My Accruals' (showing PPTO of 0.00), 'My Notifications' (with 0 tasks, requests, and timekeeping items), and 'My Schedule' (showing open shifts for Mon 9, Tue 10, Wed 11, and Thu 12). At the bottom, there is a 'Manage My Schedule' section with icons for 'Swap my shift', 'Cover my shift', 'Pick up an open shift', 'Build my schedule', and 'Change my availability'.



- The main area of a timecard can be displayed in a table view or a list view.
- Select **Table View** or **List View** to toggle from one view to the other.
 - The List view is the default view of the timecard when you log in using your mobile device.

The screenshot shows the UKG My Timecard mobile app interface. At the top, there is a dark green header with the UKG logo and the text "My Timecard". Below the header, there is a navigation bar with several icons: a list view icon (circled in red), an approve icon, and a remove approval icon. To the right of the navigation bar, there are options for "Current Pay Period" and "Loaded: 9:32 AM". Below the navigation bar is a table with the following columns: Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The table contains 14 rows of data, each representing a day from Sun 9/08 to Sat 9/21. The table is currently in list view, and the "List View" icon in the navigation bar is circled in red.

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sun 9/08										
+	⊖	Mon 9/09										
+	⊖	Tue 9/10										
+	⊖	Wed 9/11										
+	⊖	Thu 9/12										
+	⊖	Fri 9/13										
+	⊖	Sat 9/14										
+	⊖	Sun 9/15										
+	⊖	Mon 9/16										
+	⊖	Tue 9/17										
+	⊖	Wed 9/18										
+	⊖	Thu 9/19										
+	⊖	Fri 9/20										
+	⊖	Sat 9/21										

- Choose **Select Timeframe** to select a different time period, as needed.



UKG My Timecard

Current Pay Period | Loaded: 9:32 AM

List View | Approve | Remove Approval

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Period
+	⊖	Sun 9/08									
+	⊖	Mon 9/09									
+	⊖	Tue 9/10									
+	⊖	Wed 9/11									
+	⊖	Thu 9/12									
+	⊖	Fri 9/13									
+	⊖	Sat 9/14									
+	⊖	Sun 9/15									
+	⊖	Mon 9/16									
+	⊖	Tue 9/17									
+	⊖	Wed 9/18									
+	⊖	Thu 9/19									
+	⊖	Fri 9/20									
+	⊖	Sat 9/21									

Timeframe
Previous Pay Period
Current Pay Period
Next Pay Period
Previous Schedule Period
Current Schedule Period
Next Schedule Period
Select Range

Share | Save

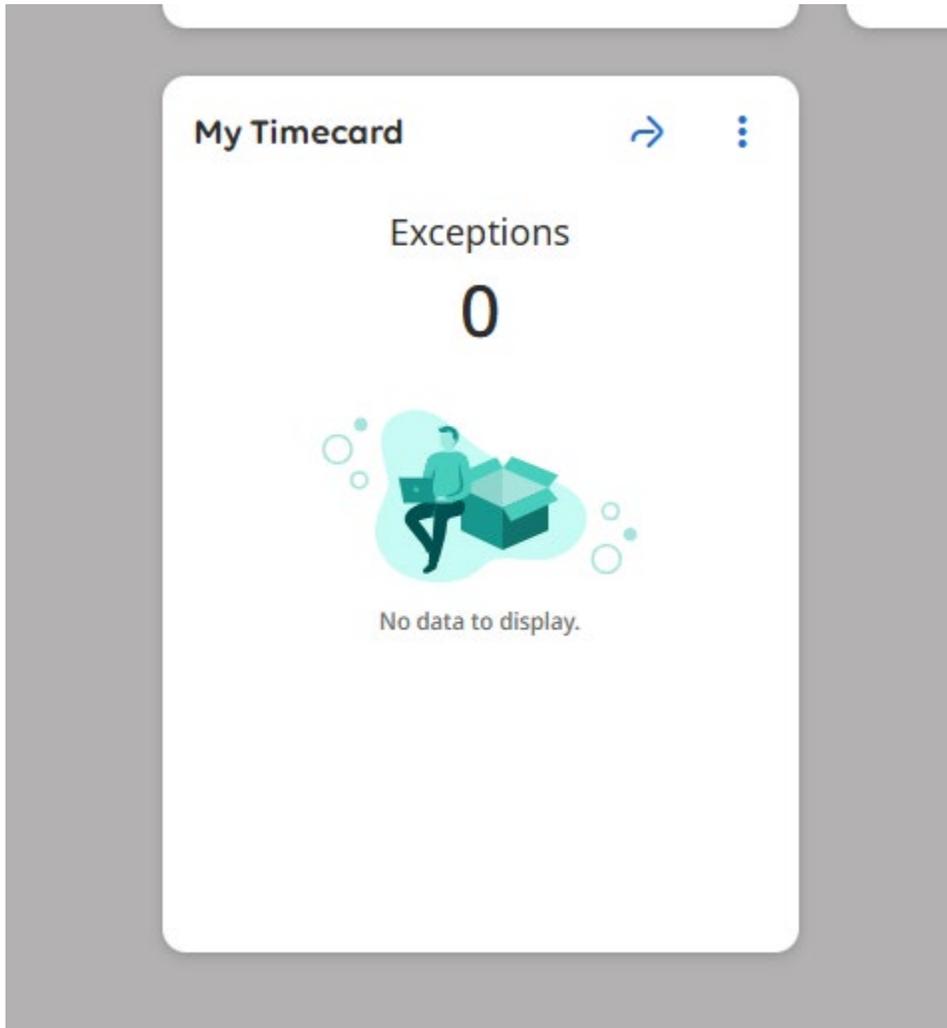
My Timecard Table View

- The table view is a grid of columns and rows which displays each day for the selected timeframe in a row with columns that contain
 - Schedule and Absence
 - In and Out punches
 - Transfers



Approving My Timecard

- Navigation: Home page > My Timecard





- Or select the icon below and choose **My Timecard** under the **My Information** dropdown menu.



- See the dropdown menu below.

A screenshot of the UKG user interface. On the left is a navigation sidebar with a dark green header. The sidebar contains a user profile section with the initials 'KT' and a redacted name, followed by 'Edit Profile' and 'Sign Out' links. Below this is a search bar and a 'Home' button. Under the 'My Information' dropdown menu, the 'My Timecard' option is highlighted in yellow. The main content area on the right is a dashboard with a dark green header. It features several widgets: 'My Timecard' showing 'Exceptions' with a count of '0' and a note 'No data to display.'; 'My Accruals' showing 'PPTO' with a balance of '0.00' and sub-categories for 'Available Balance', 'Pending Grants', and 'Planned Takings', all with values of '0.00'; 'My Notifications' with sections for 'Tasks', 'My Requests', and 'Timekeeping', each showing a count of '0'; and 'My Schedule' showing a calendar view for 'Today' (Mon 9) and the following days (Tue 10, Wed 11, Thu 12), with a note 'Open shifts are available' for each day. At the bottom of the dashboard is a 'Manage My Schedule' section with icons for 'Swap my shift', 'Cover my shift', 'Pick up an open shift', 'Build my schedule', and 'Change my availability'.



My Timecard Table View

- The table view is a grid of columns and rows which displays each day for the selected timeframe in a row with columns that contain
 - Schedule and Absence
 - In and Out punches
 - Transfers
 - Paycodes
 - Hour totals by shift, daily, and time period.
 - Red Exclamation points indicate exceptions such as Late or Early in/out punches



- Red Boxes indicate a Missed punch.

UKG My Timecard

Current Pay Period | Loaded: 10:11 AM

List View | Approve | Remove Approval | Share | Save

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sun 9/08										
+	⊖	Mon 9/09	7:00 AM - 7:30 PM		6:57 AM	7:32 PM				12.00	12.00	12.00
+	⊖	Tue 9/10			7:00 AM	7:30 PM	:PTO Duration::	:PTO		12.50	12.50	24.50
+	⊖	Wed 9/11										24.50
+	⊖	Thu 9/12										24.50
+	⊖	Fri 9/13										24.50
+	⊖	Sat 9/14	7:00 AM - 7:30 PM		7:00 AM	7:30 PM				12.00	12.00	36.50
+	⊖	Sun 9/15	7:00 AM - 7:30 PM			7:22 PM						36.50
+	⊖	Mon 9/16										36.50
+	⊖	Tue 9/17										36.50
+	⊖	Wed 9/18										36.50
+	⊖	Thu 9/19	7:00 AM - 7:30 PM		7:30 AM	7:00 PM				11.00	11.00	47.50
+	⊖	Fri 9/20	7:00 AM - 7:30 PM		7:00 AM	7:30 PM				12.00	12.00	59.50
+	⊖	Sat 9/21										59.50

- Review timecard for any errors or missed punches and submit any changes to your timekeeping approver.
- If there are no errors or corrections to be made, select the Approve icon.
- All associates are required to review and approve their timecards in accordance with the **Payroll Deadline**.