## **Quick Guide: View My Timesheet**

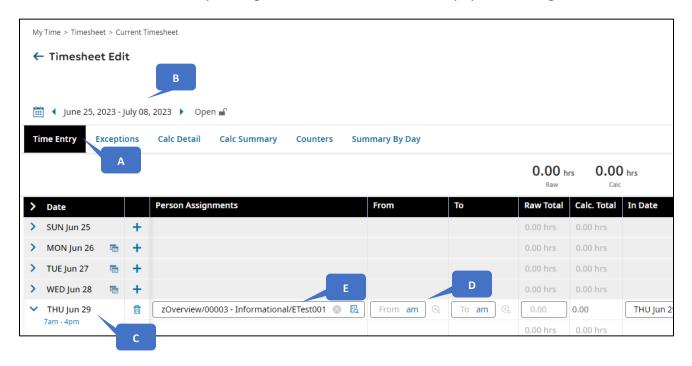


This job aid outlines how to access and navigate the information and features available on your timesheet.

## **Navigate Your Timesheet**

Navigation: My Timesheet on UKG homepage (after logging in) or My Info > My Time > Timesheet > Current Timesheet

- A Timesheet Tabs: Use these tabs to navigate to other timesheet information.
- B **Date:** Use the arrows to navigate between pay periods or select the calendar icon to choose a specific date or range.
- C **Daily Information:** Expand or collapse time entry information related to each day of the week.
- D **Time Entry Fields:** Enter or change information in available fields for a specific time entry.
- E- **Person Assignment**: Assure correct assignment is selected for the time you're logging. Individuals with multiple assignments will not have an auto populated assignment.



- F Note: Select to view/add timesheet notes.
- G Actions: Common available actions include Save and Submit
- H Clock: Select this icon to display clock options such as Clock In or Clock Out
- I- **Shift Premium**: Depending on the shift you work, please select 1<sup>st</sup> shift, 2<sup>nd</sup> shift, or 3<sup>rd</sup> shift. You will not need to select a shift if the area is not editable.
- J **Activities:** Select an activity from the drop-down menu when relevant to your time worked. Activities are based on your role and could include call back (2 hours), call back (3 hours), cancel all meal penalties, cancel lunch, cancel meal penalty, on call, and special events.



• K - **Time Off**: Multiple options are available for time off type. Select 'browse' from the drop down menu to see all options including PTO, FMLA, Holiday, Jury Duty, etc.

