

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.

The screenshot shows the 'My Time > Timesheet > Current Timesheet' page. At the top, there is a '← Timesheet Edit' button. Below it is a date range selector for 'June 25, 2023 - July 08, 2023' with a calendar icon and an 'Open' button. A navigation bar contains tabs: 'Time Entry' (highlighted with callout A), 'Exceptions', 'Calc Detail', 'Calc Summary', 'Counters', and 'Summary By Day'. To the right of the tabs, there are two columns for 'Raw' and 'Calc' totals, both showing '0.00 hrs'. Below this is a table with columns: 'Date', 'Person Assignments', 'From', 'To', 'Raw Total', 'Calc. Total', and 'In Date'. The table lists days from Sunday to Thursday. The Thursday entry is expanded, showing a person assignment 'zOverview/00003 - Informational/ETest001' (callout E), and time entry fields for 'From am' and 'To am' (callout D). The 'Raw Total' and 'Calc. Total' for this entry are '0.00'. A callout C points to the expand/collapse icon for the Thursday entry.

> Date	Person Assignments	From	To	Raw Total	Calc. Total	In Date
> SUN Jun 25	+			0.00 hrs	0.00 hrs	
> MON Jun 26	+			0.00 hrs	0.00 hrs	
> TUE Jun 27	+			0.00 hrs	0.00 hrs	
> WED Jun 28	+			0.00 hrs	0.00 hrs	
✓ THU Jun 29 7am - 4pm	zOverview/00003 - Informational/ETest001	From am	To am	0.00	0.00	THU Jun 2

- **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 1st shift, 2nd shift, or 3rd 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.

The screenshot shows a timesheet interface with the following elements:

- Top Right:** Information icon, a blue callout box 'G' pointing to a menu icon, 'Save' and 'Submit' buttons, and 'Clock In' and 'Clock Out' buttons. A blue callout box 'H' points to the 'Clock In' button.
- Summary:** '0.00 hrs Raw' and '0.00 hrs Calc'.
- Table:** A table with columns: To, Raw Total, Calc. Total, In Date, Time Off, Activities, Shift Premium, and Notes. A blue callout box 'I' points to the 'Shift Premium' column, and a blue callout box 'J' points to the 'Activities' column. A blue callout box 'F' points to the 'Notes' column.
- Bottom Row:** Includes a 'To' field with 'am', a search icon, input fields for '0.00' and '0.00', a date dropdown for 'THU Jun 29', a 'Time Off' dropdown, an 'Activities' dropdown with 'Choose...' and a search icon, a 'Shift Premium' dropdown, and a 'Notes' field with a search icon.

- **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.

Raw Total	Calc. Total	In Date	Time Off	Activities	Shift Premium	Notes
0.00 hrs	0.00 hrs					
0.00 hrs	0.00 hrs					
0.00 hrs	0.00 hrs					
0.00 hrs	0.00 hrs					
0.00 hrs	0.00 hrs					
0.00	0.00	FRI Jul 14	<div style="border: 1px solid black; padding: 2px;"> Browse... Paid Time Off Holiday </div>	Choose...		
0.00 hrs	0.00 hrs					
0.00 hrs	0.00 hrs					
0.00 hrs	0.00 hrs					
0.00 hrs	0.00 hrs					
0.00 hrs	0.00 hrs					

Browse and Select

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	Name	Full Path
<input type="radio"/>	Bereavement	Bereavement
<input type="radio"/>	FMLA	FMLA
<input type="radio"/>	FMLA - Military Caregiver	FMLA - Military Caregiver
<input type="radio"/>	Holiday	Holiday
<input type="radio"/>	Holiday Alternative	Holiday Alternative
<input type="radio"/>	Jury Duty	Jury Duty
<input type="radio"/>	Legacy Sick	Legacy Sick
<input type="radio"/>	Military Leave	Military Leave
<input type="radio"/>	Paid Administrative Leave	Paid Administrative Leave
<input type="radio"/>	Paid Time Off	Paid Time Off