# UKG Ready Timekeeper/Time Manager Training Guide

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### 1. Log into UKG Ready via LACOE Staff Portal

a. Go to LACOE Staff Portal Links folder on your browser, and click on LACOE- Staff Portal link.



b. Or type "staffportal.lacoe.edu" into your browser address box and press Enter.



c. Check the box "I agree to the following:", then click Log In button.



d. Type in your LACOE email.

Microsoft	
Sign in	
@lacoe.edu	
No account? Create one!	
Can't access your account?	
	Next

e. Enter your system password and click Sign in button.



f. The Applications page shows with UKG Ready tile on it

Home Appli	cations Application Administration User	Profile		
Applications				
	Building Entry Check-in Screening Questic     Employee Safety Concern Form	ons		
	These are the applications that you are entitl	ed to		<ul> <li>Current Userid and password required</li> <li>Automatic login via single sign-on</li> </ul>
		TARGETS JUTIONS	Office 365	OURLACOE employee intranet
	EET Electronic Evaluation Tool	Adobe Sign		Workbook <sup>6</sup> Validation
	Developmental <sup>®</sup> Budget	ZOOM Conferencing	(?) BEST Portal	GHROMERIVER
	myLACOE <sup>©</sup> Documents	∵KG °←		

g. Click on the tile and system will prompt you to pick an account. Choose the one with your LACOE email for confirmation, twice.



### 2. UKG Ready Home Page Review

a. Once signed in, UKG Ready home page shows.

≡ <b>UKG</b> 10:11 AM (PDT)	Ready	Search 🔍 🥐 🔎 🗇
Good morning, Te	teary team 5 est0031 Approved finite Offs	
Links Quick Links (16) C My HR Delegations	My mailbox ? My to Do Items ? ( 1 of 16 + 70 Rows	Reject Approve
My Reports Report Hub My Saved Reports Time Reports Calculated Time Calculated Time Summary Calculated Time Summary	Select all (0/0) Saved: [\$ystem] ▼      Approve/Reject Timesheet     Test into: NN 128     Approve/Reject Timesheet     Jul 1, 2023 - Jul 31, 2023     Created 07/29/2023 12:43 pm      Test Emp - NN-128     Social	<b>Y</b> (0)
Time Off Calendar Time Off Calendar by Month Time Off Calendar by Week	Approve/Reject Timesheet     Timesheet     Approve/Reject Timesheet     Supervisor Test0030 Supervisor Salaried Timekeeper     Timesheet     Test001LCLS-1T Biologs	Open Timesheet X View Workflow     Reject Approve
Announcements ?	M 1, 2023 - Jul 31, 2023 Created 07/29/2023 12:43 pm Time off awaiting my approval A < Page 1 of 1 → 0 Rows Saved: [System] ▼	■ Requested Dates: Next 365 Days ▼(1) ····

b. On top is the Header section with some clickable areas to take you to different places in the system and the Search box. Note: the Header section is available from all panels in the system.

	Ready	Search 🔍 💇 🗊
TT Good morning, Test0031	Todey Laws 3 B. 1 Approved Time Offs	

access to three tabs:

c. Click the three-stripe **Main** menu button (also called hamburger menu button) will give you

- i. My Info tab grant access to your own account information and some preset favorite pages
- ii. Team tab (single person button) provide access to your team members' account information, their accrual balances and their timesheet. It also has the Favorites tab to take you to some preset favorite pages/panels in the system.
- iii. Settings tab depends on your security access, you might have some access to system's configuration settings here.



d. Clicking on the letters **UKG** in the Header section will take you back to the home page, from wherever you are in the system at that time.

≡ <b>₩KG</b> 09:10 AM (PDT)	Ready	Search	۵ 🗳 🦉 🗉

e. Clicking on the black circle with your initials within it **n** on the left side of the Header section will take you to the **My Profile** page where you can view your own account information, your accrual balances, etc.

My In	formation > My Profile												
←	My Profile												
	Test0031 T Employee ID:	Timekeeper Sala Test0031   Hired D	<b>ried</b> ate: 01 Jan, 2021 (2 Y	ears, 7 Months, 6 Day	<b>↓</b> 5)					Search Widg	get Names	Single-Column Vie	ew Q
Lé Jump To	Base Compensati Current Compensati Annual \$6     4     Page 1 of 1	tion 0.00 / 2080.00hrs 	Pay Period	\$0.00 / 173.33hrs	Hourly		<mark>ہ</mark> ت <sup>ع</sup> \$0.00	V Personal Information Europeyse as Test0031 Primary Email - 20	Secondary Email				, 1
	Effective From 4 12/31/1900	Annual \$ 50.00	% Change	Amount \$ \$0.00 / Year	Hours 2080.00 hrs / Year	PP 12	,	Code United States (+1) Code United States (+1) Code United States (+1) National ID Primary National ID Social Security Number Address Address USA	Work Phone    Work Phone	<b>6</b>	<ul> <li>Primary</li> <li>Primary</li> <li>Primary</li> </ul>		
								Separate Mailing Address					v

f. But clicking on the similar but smaller button on the far right of the Header section will give you option to close the window or open a new window, besides the option to view your profile page.

≡ <b>₩KG</b> 09:44 AM (POT)	Ready	Search	a 🛷 🔎 🗖
Welcome back, Test0031	todays take 0 no 1 Approved Time Offs	0	Test0031 Timekeeper Salaried Employee ID: Test0031 Hired Date: 01/01/2021 (2 Years, 7 Months, 13 Days)
Myself My Team   🔅 👻		Profil	e
Links My mailbox	ĸ	Close	Account View Window

g. You can use the **Search** box to search for a particular menu item or a report within the system. For example, I entered "tor" and the system returns the results below.



h. Clicking on the bell button <sup>157</sup> at the far right will take you to your mailbox which has two tabs:
 My To Do Items and My Notifications. My To Do Items tab shows the timesheets from your staff pending your approval.

					Search	۵ 🍕 👘
My To Do Items 78 My Notifications 85						
← My To Do Items						Reject Approve
Page 1 of 16 + 1 - 5 of 76 Rows						
Select all (0/0) Saved: [System] -						<b>Y</b> (0) ····
Approve/Reject Timesheet Test Emp. NV-128 Jul 1, 2023 - Jul 31, 2023 Created 07/29/2023 12:43 pm	Approve/Reject Timesheet Jul 1, 2023 - Jul 31, 2023 Test Emp - NN-12-8 (5002) 🍰					
Approve/Reject Timesheet Text018 LACA- TT 7 Hours Jul 1, 2023 - Jul 31, 2023 Created 07/29/2023 12:43 pm	Supervisor	Test0030 Supervisor Salaried	Timekeeper	Test0031 Timekeeper Salaried	B	Open Timesheet 🛛 🎗 View Workflow
Approve/Reject Timesheet Tecto19 LACA- TT & Hours Jul 1, 2023 - Jul 31, 2023 Created 07/29/2023 12:43 pm	Created	07/29/2023 12:43 pm	Pay Period	Salary Monthly	Date	Jul 1, 2023 - Jul 31, 2023
Approve/Reject Timesheet Text Emp. IMN-12.8 Jul 1, 2023 - Jul 31, 2023 Created 07/29/2023 12:42 pm						

i. **My Notifications** tab shows messages generated by the system when time off and time change requests, or timesheets are submitted by your staff. You have the options to *Delete, Mark as Read, Mark as Unread*, and *Forward* the messages.

≡ <b>∪KG</b> 10:02 AM (PDT)	Search a 🤣 🧬 🕅
My To Do Items 27 My Notifications 2	
← My Notifications	Delete Mark as Read Mark as Unread Forward
4 Page 1 of 1 → 1 - 2 of 2 Rows	
Select all (0/2) Saved: [System] -	<b>T</b> (1) •••
Time Off Canceled	Time Off Canceled
Time Off Canceled  objects2023 01:11 pm	08/16/2023 0231 pm noreply@sashr.com Hi Test0032 TimeManager Salaried, The time off requested for Test004 Classified Mgmt- MN 8 Hours for 02 [VACA] - VACATION on 09/05/2023, 09/06/2023, 09/07/2023, 09/08/2023 for 32.00 hour(s) has been cancelled with the following comment. Thank you!

j. Under the Header section you will find Myself, My Team, and Edit tabs.



k. Under **Myself** tab, you can access your personal account information, view your current pay period calendar, create or view history of time off requests, and view your accrual balances via the various widgets: **Quick Links/Hyperlinks**, **My Schedule / My time off**, **My accrual balance**, and **My mailbox**.

Links	My schedule 🤊	1y time off ↗						
Quick Links (8) Hyperlinks (1)	▲ AUG 2023 ▶							
My Information	SUN	MON	TUE	WED	THU	FRI	SAT	
My Profile	30	31	1	2	3	4	5	
④ My Time								
Timesheet Current Timesheet	6	7	8	9	10	11	12	
Historical Timesheets Change Requests								
Time Off Request								
History Balances	13	14	15	16	17	18	19	
Calendar								
	20	21	22	23	24	25	26	
My accrual balances 7								
Vacation ①								
224,000 hours available								
280.000 hours available								
Illness 50% DKT 🕕								

My mailbox 켜 My To Do Items 😨		Reject Approve
<ul> <li>&lt; 1 of 16 → 79 Rows</li> <li>Select all (0/0) Saved: [System] ▼</li> <li>Approve/Reject Timesheet Test Emp - NN-128 Juli 1, 2023 - Jul 31, 2023 Created 07/29/2023 12:43 pm</li> </ul>	Approve/Reject Timesheet Jul 1, 2023 - Jul 31, 2023 T Test Emp - NN-12-8 (5002)	<b>Y</b> (0)
Approve/Reject Timesheet Test018 LACEA - TT 7 Hours Jul 1, 2023 - Jul 31, 2023 Created 07/29/2023 12:43 pm	Supervisor Test0030 Supervisor Salaried Timekeeper	Open Timesheet X View Workflow
Test019 LACEA - TT & Hours Jul 1, 2023 - Jul 31, 2023 Created 07/29/2023 12:43 pm		

 My Team tab gives you access to your staff's account information, leave balances, timesheet, and time off requests through various predefined widgets: Quick Links/Hyperlinks, My mailbox, Times off awaiting my approval, My team, Announcements, and My saved reports.

	Ready	earch 🔍 🤣 🐖 📧
TS Test0030 Supervisor Salar Employee ID: Test0030   Hired Dat	Tried © 1 III Approved 0 Notifications te 01/01/2021 (2 Years, 7 Months) Time Offs New To Dos to Review	
Myself My Team 🛛 🔅 👻		🔘 × ) Edit Mode
C Links Quick Links (19)	My mailbox My To Do Items	Reject Approve
My Reports Report Report My Saved Reports Calculated Time Calculated Time Summary Calculated Time Summary Time Off Calendar by Month Time Off Calendar by Week  My Team Employee Information  Time	□ Select all (0/0)       Saved: [System] ▼         □ Image: Approve/Reject Time Off Request Test trap-Rs 12 /s Created 0801/2023 06/18 am       Approve/Reject Time Off Request ILINESS 100 PCT         □ Image: Approve/Reject Time Off Request Test trap-Ns 12/8 Test trap-N	(i)
Announcements     Mo Data to Display	Time off awaiting my approval     Page 1 of 1 → 1-1 of 1 Rows Saved: [System] ▼     ✓ Grouped By	Approve Reject Delete Reject Delete Requested Dates: Next 365 Days ¥(1) ···· Com.

m. And **Edit** tab allows you to make some updates to the tabs shown on the home page.



### 3. Preview a Staff's Timesheet

a. On the Dashboard, click on **My Team** tab.

	Ready
TT Welcome back, Test0031	
Myself My Team   🔅 🔻	

b. Scroll down the **Quick Links** widget on the left of the page, click on *Current* link in the **Time** section.

Links	•••
Quick Links (16)	⇔
Time Off Calendar	*
Time Off Calendar by Month	
Time Off Calendar by Week	
😃 My Team	
Employee Information	
• Time	
Timesheets	
All Timesheets	- 1
Pending Approval	- 1
By Pay Period	- 1
Current	- 11
Timesheets Approval History	- 11
Time Off	- 11
Pending Approval	
Relances	
Datatices	
Time Off Calendar	Ŧ

c. Or from the **Main** menu , in the **Team** tab, click on *Current* link under the **Timesheets** section.



d. The **Timesheets (Current)** page shows the current pay period timesheet for the employees assigned to you. It might have multiple pages.

Time >	Timest	heets											
← т	imes	hee	ts (Cu	urrent)		De					View	Submit Approve	Reject
∢ Pa	ge 🗌	1	of 2 🕨	1 - 20 of 29 Rows	Current view 👻							Date: 08/07/202	▼(1) 🖬 🕶 ·
				Permission 👻	Approval State 👻	Employee Id ↑ 🔻	First Name 🔻	Last Name 👻	Raw Hours 👻	# Records 👻	# Unapproved Time Entries	Timesheet Start 🔹	Timesheet Er
				= •	= •	starts with 💌	starts with 💌	starts with	= •	= •	• •	= •	<u> </u>
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	0	6	10	Approve	Open	5001	Test	Emp - MN-12-8	16.00	2	2	08/01/2023	08/31/2023
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	0	Eð	1	Approve	Open	5004	Test	Emp - RR-12-8				08/01/2023	08/31/2023
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	0	Eð,	EQ.	Approve	Open	Test002	Test002	Class. Mgt MM 10 Hours Friday Off				08/01/2023	08/31/2023
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	0	Eð	EQ.	Approve	Open	Test004	Test004	Classified Mgmt- MN 8 Hours				08/01/2023	08/31/2023
	0	Eð	<b>1</b> 0	Approve	Open	Test005	Test005	Confidential - CA 8 Hours				08/01/2023	08/31/2023
	0	Eð	ţ0	Approve	Open	Test006	Test006	CSEA - ER 4.5 Hours				08/01/2023	08/31/2023
	0	6	<b>1</b>	Approve	Open	Test007	Test007	CSEA - ER 5 Hours				08/01/2023	08/31/2023
	0	Eð	p.	Approve	Open	Test008	Test008	CSEA - ER 5.5 Hours				08/01/2023	08/31/2023

Ξ	Üŀ	٢G	09:07	AM (PDT)					Time					Search		۹ 💖	<b>(158</b> )
Time >	Times	heets															
← т	imes	shee	ts (Ci	urrent)									57 29	View Su	bmit Appro	ve Reject	
<ul> <li>♦ Pa</li> </ul>	ge	1	of 2 🕽	1 - 20 of 29 Rows	Current view 🔻										🛅 Date: 08/0	12/2023 <b>Y</b> (1)	<b>∎ •</b>
				Permission 🔻	Approval 🔻	↑ Employee ▼	First Name 🔻	Last Name 🔻	Raw Hours 🔻	# Records 🔻	# Unappr 🔻	Timeshee 🔻	Timeshee 🔻	Default P 🔻	Employee 🔻	In Payroll	<b>^</b>
				= v	= •	starts with 💌	starts with 💌	starts with 🔻	= •	= •	= •	= •		= •	= •	All 🔻	r 5
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	Ø	Eò		Approve	Open	5001	Test	Emp - MN-12-8	16.00	2	2	08/01/2023	08/31/2023		Not In Payroll	No	
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	Ø	EQ.	R.	Approve	Open	Test001	Test001	Cert. Mgt MC 10 hrs Fri Off				08/01/2023	08/31/2023		Not In Payroll	No	
	Ø	Eð	<u>R</u>	Approve	Open	Test002	Test002	Class. Mgt MM 10 Hours Friday Off				08/01/2023	08/31/2023		Not In Payroll	No	
	Ø	Eð	<u>R</u>	Approve	Open	Test003	Test003	Classified Mana gement - MM Ex empt				08/01/2023	08/31/2023		Not In Payroll	No	
	Ø	EQ.	<u>R</u>	Approve	Open	Test004	Test004	Classified Mgmt - MN 8 Hours				08/01/2023	08/31/2023		Not In Payroll	No	
	Ø	EQ	ß.	Approve	Open	Test005	Test005	Confidential - C A 8 Hours			н <u>г</u> .	08/01/2023	08/31/2023		Not In Payroll	No	
	Ø	B	ß.	Approve	Open	Test006	Test006	CSEA - ER 4.5 Ho urs				08/01/2023	08/31/2023		Not In Payroll	No	
	Ø	R	<u>R</u>	Approve	Open	Test007	Test007	CSEA - ER 5 Hou rs				08/01/2023	08/31/2023		Not In Payroll	No	
	ø	EQ	<u>R</u>	Approve	Open	Test008	Test008	CSEA - ER 5.5 Ho urs				08/01/2023	08/31/2023		Not In Payroll	No	
	Ø	Eð	<u>R</u>	Approve	Open	Test009	Test009	CSEA - ER 6 Hou rs				08/01/2023	08/31/2023		Not In Payroll	No	
	Ø	EQ	<u>R</u>	Approve	Open	Test010	Test010	CSEA - ER 6.5 Ho urs				08/01/2023	08/31/2023		Not In Payroll	No	
	Ø	EQ	<u>R</u>	Approve	Open	Test011	Test011	CSEA- RR 5 Hours				08/01/2023	08/31/2023		Not In Payroll	No	
	0	EQ	<u>R</u>	Approve	Open	Test012	Test012	CSEA-				08/01/2023	08/31/2023		Not In Payroll	No	v

#### e. Click the **Preview Timesheet** button for a particular employee.

f. For an exception (monthly) employee, the **Preview Timesheet** page will only show the days the employee has time off or extra worked hours reported. These are considered exceptions to the normal schedule.

Teview IIII	iesneet - [Em	p - 1-119-12-6 10										-
✓ Page 1	] of 1 ▶ 1 - 16 of 16	Rows Saved: [Sys	tem ] 💌								<b>T</b> (0)	
↑ Date 🔫	Hours 🔻	Break 🔫	# Entries 🔻	Time Off Name	•	Position	-	TRL	-	Activities	•	
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				<u> </u>								
07/03/2023	2.50	1990) 1990)	1	POSS IND INJURY								
07/04/2023	8.00		1	POSS IND INJ 50								
07/05/2023	8.00	-	1	POSS IND INJ VC								
07/10/2023	2.00	9 <b>7</b> 3	1							Comp Time		
07/11/2023	8.50	-	1	NON DUTY DAY TT								
07/12/2023	4.00	0.75	1	INDUST INJURY								
07/13/2023	4.00	-	1	INDUST INJURY								
07/14/2023	4.00	979	1	INDUST INJURY								
07/17/2023	8.00	-	1	PERS NECESS								
07/18/2023	8.00	127.1	1	PERS NECESS								
07/19/2023	8.00		1	PERS DISCRETION								
07/20/2023	8.00		1	PERS DISCRETION								
07/24/2023	4.00	121	1	ILLNESS 100 PCT								Г
07/25/2023	4.00		1	ILLNESS 100 PCT								
07/26/2023	8.00	312.3	1	ILLNESS 100 PCT								Г
07/31/2023	8.00	-	1	ILLNESS AB109								
Report Total	97.00		16									

g. For a positive reporting (hourly) employee, the **Preview Timesheet** page will show the days the employee worked or took time off during the pay period.

Page 1	) of 1 ▶ 1 - 19 of 19 I	Rows Saved: [Syst	tem ] 🔻				<b>Y</b> (0)	•••
Date 👻	Hours 🔻	Break 🔻	# Entries 🛛 🔻	Time Off Name 🛛 🔻	Position 🔻	TRL 🔫	Activities 👻	
	= •	= 💌	= 💌		starts with 💌	starts with 💌	starts with 💌	
								6
				<u> </u>				
07/01/2023	8.50	2	2					L
07/02/2023	8.50	-	2					L
07/03/2023	8.00	-	2					
07/04/2023	8.50	-	2					L
07/04/2023	8.00	2	1	HOLIDAY				L
07/05/2023	8.00	=	2					L
07/06/2023	4.00	8	1					L
07/07/2023	5.00	<del>.</del>	1					L
07/07/2023	4.00	ы С	1	ILLNESS 100 PCT				L
07/09/2023	8.50	-	2					L
07/10/2023	8.50	с:	2					
07/11/2023	8.00	-	2					L
07/12/2023	8.00	2	2					1
07/14/2023	5.00	-	1					
07/14/2023	4.00	14 (L)	1	ILLNESS 100 PCT				1
07/15/2023	8.50	-	2					L
07/17/2023	3.00	-	1	ILLNESS 100 PCT			Call Back	
07/18/2023	3.00	-	1				Call Back	
07/18/2023	8.00		1	ILLNESS 100 PCT				

### 4. View Your Team's Timesheet Entries

a. From the **Main** menu , in the **Team** tab, click on *All Time Entries* link under the **Time Entries** section.

Search	٩ 🔶 🖈	Х
My	Info Team	
My Team	Time	
() Time	Dashboard	
	Timesheets	~
Accruals	All Timesheets	
Ē	Pending Approval	
Schedule	By Pay Period	
	Current	
нк	All Open	
Learning	Timesheets Approval History	
	Time Entries	~
	All Time Entries	)
	Approve Time Entries	
	Change Requests	>

b. All Time Entries page shows. It might be blank because the defaulted view of "Today" is selected, and there are no timesheet entries for any of your employees.



c. Click on filter button (the funnel), and change the option to "This Month."

	Filters	×
	Global Column	
	Timesheet Dates Type	
	Calendar Range 💌	
	Date Range	
Approve Reject Reset	Today Current Today This Week This Month This Year	-
Name     Start     End     Hours       with     =     =     -	This Quarter Past Yesterday Last Week Last Month Last Quarter Last Year Last Year Last N Days	

d. Click Apply button.

Cancel	Apply

e. The page will then show the existing entries on your employees' timesheet for this month.

Time >	Timesh	eets											
←A	ll Tin	ne Entries								KZ AF	prove Reje	ct Re	eset
€ Pag	e 🚺	of 2 ▶ 1 - 15 of 16	Rows Current view	•						Timesh	eet Dates: This Month	<b>(1</b> )	•
		Employee Id 🔹	First Name 🔻	Last Name 👌 🔻	Date 💌	Status 💌	Position Full Path	TRL Full Path 🔹	Activities Full Path 🔹	Time Off Name 🔻	Start 💌	End	^
		starts with 🔹	starts with 💌	starts with 💌	Ξ	starts w 💌	starts with 💌	starts with 💌	starts with 💌	starts with 💌	= •	=	C
													0
Π	13	Test003	Test003	Classified Management - MM Exempt	10/16/2023	New	<u>*</u>			03 (ILL) - ILLNESS 100 PCT	08:00a	1.	н.
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	B	Test003	Test003	Classified Management - MM Exempt	10/20/2023	New				03 [ILL] - ILLNESS 100 PCT	01:00p	0	1
	5	Test003	Test003	Classified Management - MM Exempt	10/20/2023	New				02 [VACA] - VACATION	08:00a	1	
	8	Test005	Test005	Confidential - CA 8 Hours	10/16/2023	New				03 [ILL] - ILLNESS 100 PCT	08:00a	1	
	8	Test005	Test005	Confidential - CA 8 Hours	10/23/2023	New				21 [JURY] - JURY DUTY			
	8	5000	Test	Emp - MM-12-8	10/02/2023	New				03 [ILL] - ILLNESS 100 PCT	08:00a	0	
	8	5000	Test	Emp - MM-12-8	10/04/2023	New				19 [PDIS] - PERS DISCRETION			
	8	5000	Test	Emp - MM-12-8	10/05/2023	New				19 [PDIS] - PERS DISCRETION			
	8	5001	Test	Emp - MN-12-8	10/10/2023	New				02 [VACA] - VACATION	08:00a	0	

f. To save this view for your future use, click on the **Actions** (...) button, and select *Save View As* option.



g. Give it a name, check the **My Default** box, and click **Save** button. Next time you open this view/report, it will show the data for the whole month.

Save View As ×
Name*
Description
Tag
Deletion and Overwriting Is Not Allowed 🛛 💿
My Default
✓ Run Immediately ⑦
Share
Cancel Save Save & Run

# 5. View an Employee's Accrual Balances

a. On the Dashboard, click on **My Team** tab.



b. From the **Quick Links** widget on the left of the page, scroll down and click on *Balances* link under the **Time Off** section.

🔗 Links	)
Quick Links (16)	⇔
Calculated Time Summary	
Time Off Calendar	
Time Off Calendar by Month	
Time Off Calendar by Week	
Arr My Team Employee Information	Į.
<ul> <li>Time</li> </ul>	L
Timesheets	
All Timesheets	
Pending Approval	
By Pay Period	
Current	
Timesheets Approval History	
Time Off	
Pending Approval	
Request	
Balances	

c. Or from the **Main** menu , in the **Team** tab, click on *Balances* link under the **Time Off** section.



d. Click on the *Browse* button in the **Choose Employee** box to select the employee you want to view accrual balances.

You are logged in as Test0031 Timekeeper Salaried Employee ID: Test0031	
	Time
Time > Time Off > Balances	
← Time Off Balances	
Choose Employee	

≡ ₩KG 10:39 AM (PDT)	Bro	wse and Sel	ect Employe	e			D3								×
Time > Time Off > Balances		Page 1 of 2	1 - 15 of 29 Rows	Save	ed: [System] 🔻							Col	umns (1) 🙁	<b>T</b> (1)	
← Time Off Balances		Employee Id	▼ Username	•	First Name	*	Last Name	↑ <b>*</b>	T Employee Status	LT 💌	In Payroll	•	Locked	*	
Choose Employee		starts with	•	•	starts with		starts with	•	1=	Ŧ	All	•	All	•	5
									Terminated						8
	0	Test001	Test001		Test001		Cert. Mgt MC 10 hrs	Fri Off	Not In Payroll		No		No		
	0	Test002	Test002		Test002		Class. Mgt MM 10 Ho	ours Friday Off	Not In Payroll		No		No		
	0	Test003	Test003		Test003		Classified Managemen	it - MM Exempt	Not In Payroll		No		No		
	0	Test004	Test004		Test004		Classified Mgmt- MN 8	Hours	Not In Payroll		No		No		
	0	Test005	Test005		Test005		Confidential - CA 8 Hor	urs	Not In Payroll		No		No		
	0	Test006	Test006		Test006		CSEA - ER 4.5 Hours		Not In Payroll		No		No		
	0	Test007	Test007		Test007		CSEA - ER 5 Hours		Not In Payroll		No		No		
	0	Test008	Test008		Test008		CSEA - ER 5.5 Hours		Not In Payroll		No		No		
	0	Test009	Test009		Test009		CSEA - ER 6 Hours		Not In Payroll		No		No		
	0	Test010	Test010		Test010		CSEA - ER 6.5 Hours		Not In Payroll		No		No		
	0	Test011	Test011		Test011		CSEA-RR 5 Hours		Not In Payroll		No		No		
	0	Test012	Test012		Test012		CSEA-RR 6 Hours		Not In Payroll		No		No		
	0	Test013	Test013		Test013		CSEA-RR 7 Hours		Not In Payroll		No		No		
	0	Test014	Test014		Test014		CSEA-RR 8 Hours		Not In Payroll		No		No		
	0	5001	5001B		Test		Emp - MN-12-8		Not In Payroll		No		No		

#### e. The balances for all the leave accrual buckets of the selected employee show.

Time > Time Off > Balances					
Time Off Balances					
Test005 Confidential - CA 8 Hou	irs 💿 Eà				
Vacation		Illness 100%		Illness 50% DKT	
current		current	t	current	
5.500	hours	259.50	<b>O</b> hours	800.00	<b>O</b> hours
Current Accrued	26.500 hrs	Current Accrued	285.500 hrs	Current Accrued	800.000 hrs
Projected Accrued	26.500 hrs	Projected Accrued	285.500 hrs	Projected Accrued	800.000 hrs
Current Balance	5.500 hrs	Current Balance	259.500 hrs	Current Balance	800.000 hrs
Projected Balance	5.500 hrs	Projected Balance	259.500 hrs	Projected Balance	800.000 hrs
Taken	21.000 hrs	Taken	26.000 hrs	Taken	0.000 hrs
Scheduled	0.000 hrs	Scheduled	0.000 hrs	Scheduled	0.000 hrs
Requested	0.000 hrs	Requested	0.000 hrs	Requested	0.000 hrs
Previous Carry Over	26.500 hrs	Previous Carry Over	189.500 hrs	Previous Carry Over	0.000 hrs
Request		Reque	st	Reques	t
Personal Necessity		Personal Discretionary		Illness AB109	
current 32.000	hours	16.000	hours	48.000	<b>)</b> hours
Current Accrued	56.000 hrs	Current Accrued	16.000 hrs	Current Accrued	48.000 hrs
Projected Accrued	56.000 hrs	Projected Accrued	16.000 hrs	Projected Accrued	48.000 hrs

f. Click on the highlighted links like **Taken** to see the history of all the usage for a particular leave type.

Taken Hours - Vacation									
Page     1     of     1 → 1-3 of     3 Row	s Saved: [System] 🕶			<b>T</b> (0	)) •	•••			
↑ Date 🔹	Weekday	•	Hours 🗸	Time Off	-				
= •	starts with	•		starts with	-	5			
					1	$\otimes$			
			<u> </u>						
07/06/2023	Thursday		4.000	VACATION					
07/10/2023	Monday		8.000	VACATION					
07/20/2023	Thursday		8.000	VACATION					
Page Total			20.00						

# 6. Create a Time Off Request on behalf of an Employee

Note: for teachers and para-educators, their time off requests should be created and approved in Red Rover, not in UKG Ready.

a. On the Dashboard, click on **My Team** tab.

Ξ ₩KG 0250 PM (PDT)	Ready
TT Welcome back, Test0031	Today's Tasks 'S I Approved Time Offs
Myself My Team   🔅 👻	

b. Scroll down the **Quick Links** widget on the left of the page, click *Request* link under the **Time Off** section.

Links	
Quick Links (16)	⇔
Time Off Calendar Time Off Calendar by Month Time Off Calendar by Week	•
🛎 My Team	
Employee Information	
(1) Time	
Timesheets	
All Timesheets	
Pending Approval	
By Pay Period	
Current	
Timesheets Approval History	
Ime Off	
Penuing Approval	
Balances	
Time Off Calendar	-
4	+

c. Or from the **Main** menu , in the **Team** tab, click on *Request* link under the **Time Off** section.



d. Click the *Browse* button from the **Employee** drop-box.

	Search	<b></b> 🍄 🟴 🗉
Time > Time Off > Request		
← Time Off Request		
Employee* Choose Employee Choose Employee Choose Imployee		Start Request

<ul> <li>Select an employee from the Er</li> </ul>	nployee Lookup list
--	---------------------

Emp	ployee Lookup							x
•	Page 1 of 3 🕨	1 - 15 of 32 Rows Sav	ed: [System] 🔻			Tr Col	umns (1) 🛞 🝸 (1)	
	Employee Id 🔹	Username 💌	First Name 💌	Last Name 👌 🔻	▼ Employee Status 斗↑ ▼	In Payroll 👻	Locked 💌	
	starts with 💌	= •	starts with 💌	starts with 💌	[I=	All	All	C
	<b>A</b>				Terminated			۲
				<u> </u>				
0	Test001	Test001	Test001	Cert. Mgt MC 10 hrs Fri Off	Not In Payroll	No	No	
0	Test002	Test002	Test002	Class. Mgt MM 10 Hours Friday Off	Not In Payroll	No	No	
0	Test003	Test003	Test003	Classified Management - MM Exempt	Not In Payroll	No	No	
0	Test004	Test004	Test004	Classified Mgmt- MN 8 Hours	Not In Payroll	No	No	
0	Test005	Test005	Test005	Confidential - CA 8 Hours	Not In Payroll	No	No	
0	Test006	Test006	Test006	CSEA - ER 4.5 Hours	Not In Payroll	No	No	

#### f. Click the *Browse* button from the **Time Off Type** drop-box.

Time > Time Off > Request		
← Time Off Request		
Employee *	Time Off Type	
Test Emp - RR-12-8	🖉 🖪 Choose	Eq

g. Select the time off type like Illness 100%, Vacation, etc. from the **Browse and Select** list. The list might have two pages, so you will need to go to page 2 for a leave type that is not on the first page.

Time Off Type	2		E		
n View	Brow	se and Select	μ <u>ς</u> ,		×
	<ul> <li>Page</li> </ul>	e 1 of 2 + 1 - 20 of 23 Rows	5	Search	٩
		Name	Full Path		<b>^</b>
	0	ASSOCIATION	ASSOCIATION		
	0	BEREAVEMENT	BEREAVEMENT		
	0	CATASTROPHIC LV	CATASTROPHIC LV		
	0	COMP TAKEN	COMP TIME EARNED/COMP TAKEN		
	0	EXCESS SICK LV	EXCESS SICK LV		
	0	EXCESS VAC LV	EXCESS VAC LV		
	0	ILLNESS 100 PCT	ILLNESS 100 PCT		
	0	ILLNESS 50 DKT	ILLNESS 50 DKT		
	0	ILLNESS AB109	ILLNESS 100 PCT/ILLNESS AB109		
	0	ILLNESS MTRNTY	ILLNESS 100 PCT/ILLNESS MTRNTY		-
					Close

h. Click Start Request button.



i. The Request Time Off box appears. Enter the information for the time off request like *Request Type, Date,* and *From* and *To* time (for partial day request), *Comment* (optional), then click **Submit Request** button.

Request Tin	ne Off					×
MON JUL 10						
Schedule (8.00hrs)						
12 3 am a	36 mam	9 am	12 pm	3 pm	6 pm	9 12 pm am
Time Off Type <b>*</b>			Reques	t Type *		
ILLNESS 100 PC	T	🛛 🖸	Partia	al Day (St	art/Stop)	•
Date*						
07/10/2023			]			
From *			To *			
10:00		am (J	02:00	)		pm ④
Total						
4.00						
Comment						
L						
			Car	ncel	Submit	Request

j. The time off request shows on the employee's calendar as pending approval (dotted-line edge).

ee.8e/.					
Time > Time Off > Requ	uest				
← Time Off Re	quest				
Employee*	Time	Off Type			
Test Emp - RF	R-12-8 🛞 🔣 Ci	oose	民		
	Today Employee View Team View	$\supset$			
SUN	MON	TUE	WED	THU	FRI
25	26	27	28	29	30
2	3	4	5	6	7
	PERS DISCRETION (8.00 hrs)				
	0				
9	10	11	12	13	14
	Ø				
16	17	18	19	20	21
	$\otimes$				

k. It will then be routed to the supervisor for approval, and once approved, will be posted to the timesheet/accruals for the employee.

		Ready					Searct	۱ ۹	Ø	🦉 (
TE Good afternoo	n, Test									
Myself   🔅 🔻										
Links	My schedule 7 My time off	2								
Quick Links (8) Hyperlinks (1)	JUL 2023 >									
A My Information	SUN	MON	TUE	WED		THU	FRI	SAT		
My Profile	25 26	27		28	29		30	1		
④ My Time										0
Timesheet Current Timesheet	2 3	4		5	6		7	8		
Historical Timesheets Change Requests	2					0		0		$\otimes$
Time Off Request History	9 10	11		12	13		14	15		
My Time > Time Off > Accrual Detail	s of 16 Rows Saved: [System]	•								
Employee Name 🔻	Accrual Value (Days) 👻	Accrual Value (Hours)	•	Accrual Category	•	Record Date	↑ ▼	Transaction Type		•
= •	= •	=	•	starts with	•	=	-	starts with		•
Test Emp - RR-12-8			120.000	Illness 100%		07/01/2023		Carry Over		
Test Emp - RR-12-8	-		96.000	Illness 100%		07/01/2023		Grant		
Test Emp - RR-12-8	-		-8.000	Illness 100%		07/03/2023		Time Off Request		
Test Emp - RR-12-8	-		-8.000	Illness 100%		07/06/2023		Time Off		
Test Emp - RR-12-8	-		-8.000	Illness 100%		07/07/2023		Time Off		

-2.000

-1.500

Illness 100%

Illness 100%

Test Emp - RR-12-8

Test Emp - RR-12-8

Time Off

Time Off

07/10/2023

07/10/2023

### 7. How to Add an Attachment to a TOR

a. On the Dashboard, click on **My Team** tab.



c. Or from the **Main** menu , in the **Team** tab, click on *Request* link under the **Time Off** section.

Search	٩	<b>↑</b> ★ ×
My Info	Team	Settings
<b>E</b> avorites	Time	
My Team	Dashboard	
۲	Timesheets	>
Time	Time Off	~
	All Open	
Accruais	Pending Approval	
Schedule	Request	
	History	
HR	Balances	
	Time Off Calendar	

d. Select an employee and the time off type (e.g. JURY DUTY) and click **Start Request** button.

E UKG «RAMPOT)	Search Q 🕅	s na
Time > Time Off > Request		
← Time Off Request		
Employee *	3	
Test005 Confidential - CA 8 Hours ⑧ 屆 21 [JURY] - JURY DUTY ⑧ 图	Start Req	uest
C Test005 Confidential - CA 8 Hours C I [URY] - JURY DUTY	Start Reg	uest

e. The **Request Time Off** box appears. Enter the information for the time off request like *Request Type, Date,* and *From* and *To* time (for partial day request), then click on the paper clip button to attach the document (in this case, the jury duty summon notice).



f. The Supporting Documents box opens, click on Choose button.



g. Find the document you want to attach, and click on Upload button.

Supporting Documents	X
File 1	/.Pdf
Display Name Documer Test document for attachment fun	nt Type
	Close

h. Click **Close** button.

Supporting Documents	×
Sile uploaded successfully.	×
(i) A maximum of 5 files are allowed to be selected per upload.	
Choose No file chosen	
Test document for attachment functionality.pdf (56.8 KB) Created: 10/18/2023 by Test0030 Supervisor Salaried	圃
	lose
6	

i. And now, next to the paper clip button there is a number 1 with red dot on top, click **Submit Request** button to submit the TOR.

	and the second sec
Time Off Type *	Request Type *
21 [JURY] - JURY DUTY 🛛 💿 🗄	वै Full Day 👻
Date *	Total
10/23/2023	8.00 ④
Upload Document	0°1
<b>Projected balance</b> Start Balance	End Balance
Calculate	
Comment	
	Cancel Submit Request

### 8. How to View an Attachment from a TOR

Note: attachment(s) added to a time off request will not be posted to the timesheet. Instead, they can be viewed in the Time Off request **History** panel/report.

a. On the Dashboard, click on **My Team** tab.

	Ready
	Today's Tasks 🍤
TS Good afternoon, Test0030	E 3 • 2 Approved Notifications Time Offs to Review
Myself My Team	

b. From the **Quick Links** widget on the left of the page, scroll down and click on *History* link under the **Time Off** section.

Myself	My Team	I '	* -	
Links				•••
Quick L	inks (20)			*
Employe	e Information	r		
<ul> <li>Tim</li> </ul>	ne			
Timeshe	ets			
All Ti	mesheets			
Pe	ending Approv	al		
By	/ Pay Period			
Cu	urrent			
Time	sheets Approv	al Histo	ory	
Chan	ge Requests			
Ti Pe	mesheet Chan ending Timesh	ige Req eet Cha	uests ange	
Time Of	f			
	nen			
Pend	ing Approval			
Requ	est			
Histo	pry nces			
Time	Off Calendar			-
•				•

c. Or from the **Main** menu , in the **Team** tab, click on *History* link under the **Time Off** section.



d. **History** page opens showing all time off requests for your staff for the time range specified on the filter, in this case, "This Month". You can filter on any employee using the filter boxes at the top of the report.

Ξ ;	υK	G 02:27 PM (P	DT)														Search			٩	Ø	🏴 TS	
Time >	Time Of	ff > History																					
←H	istory	y																			K 7		
( Pag	e 🚺	of1 ) 1-	2 of 2 Ro	ws Current:	: [Syste	em ] 🔻												Requeste	d Dates: Th	is Month	<b>Y</b> 1 [	<b>]</b> ▼	
		Employee Id	٣	Username	•	First Name	٣	Last Name	٣	Requested Weekday	٣	Last Requested Weekday	•	Date Requested ↑ 💌	Last Date Requested	۲	From	٠	То	•	Time		
		starts with	•	=	Ŧ	starts with	•	starts with	•	=	Ŧ	-		z •	=	•	=	¥	=	Ţ	÷	5	
																						0	
6	<u>E</u>	5015		5015P		Test		Emp - MC-12-4		Monday		Tuesday		10/16/2023	10/24/2023								
6	<u>R</u>	Test005		Test005		Test005		Confidential - CA 8 H	lours	Monday		Monday		10/23/2023	10/23/2023			÷		ŧ			

e. Initially, the current view may be in TILE format. You will need to switch to the List view, then click on the **Actions** (three dot) button, and select *Add/Remove Columns*.

					E Requi	ested Dates: This	1 2 3 ■ ■ 2 s Year ▼1 ■ • · · ·
osition Name	-	TRL Name	-	Activities Name	*	# Attache	Refresh
	•		•	-	-		Reset Save View Save View As Manage Views Sort/Multi- Column Sort Add/Remove Columns
							Export Export Settings Print Schedule Report Manage Email Schedules

f. Search for Attached Documents in the search box by typing "Attached" in the Search box, or just scroll to the bottom of **Available Columns** section and select *Time Off Request: # Attached Documents*, then click **Add** button to move it from **Available Columns** to **Current Columns** section.

Add/Remove Columns	×
Attached 1	٩
Available Columns	Current Columns     Sorry, but nothing matches your search items.     Please try again with different parameters.
3 Add	Remove
Manage Custom Columns	Cancel Apply

g. Move it up in the **Current Columns** section to where you like, and click **Apply** button.

Add	/Remove Columns			×
Sear	ch Available and Current Columns			٩
	Available Columns			Current Columns
	Activities: Full Path	-		Date Requested
	Activities: Name			Last Date Requested
	Approved On			From
	Approved/Rejected By			То
	Button: Employee Quick Links and Actions			Time
	Button: View Accrual Balances			Days
	Button: View/Edit Availability/Preferences			Request State
	Checkbox: Select Row			Time Off Request: # Attached Documents
	Created By			Workflow Status
	Date Request Modified	-		Time Off
Ad Ma	dd nage Custom Columns		Ren	nove 1 2 Cancel Apply

h. You can now access the attached document(s) from the time off requests of your employees, if any, by clicking on the paper clip button.

Time > Ti	me Off > History																							
← His	tory																			10		:=		
< Page	< Page 1 of 1 ≫ 1-2 of 2 Rows Current: [System] ▼																		Requested Dates: This Mont	th T	1 🗎 🗖	·		
	Requested Weekday	*	Last Requested Weekday	*	Date Requested 1	•	Last Date Requested	*	From	•	То	*	Time	٠	Days	•	Request State	-	# Attached Documents	*	Workflo	•		
		•		*	-	•		•		*		¥		•		•		•		×	starts	C		
																						۲		
										*														
8	Monday		Tuesday	10/16/202			10/24/2023	24/2023								28.00			Approved (Time Of	Deleted)		_	Approv	
5	Monday		Monday		10/23/2023		10/23/2023							8.00			New			Q <b>*</b> 1	Created	1		
																				_				

i. Click on the hyperlink of the attachment name in the **Supporting Documents** box, and the document will be downloaded for you to view at the top right side of the browser. Once done, click **Close** button.

RishowAdmin=1&sft=1111XXR7X7T&ActiveSessionId=28559841611#manage/time/timeoff/history		• J n
	Recent Downloads Test document for attachment functionality.pdf 568.K8 - Done	2 Down
	Show all downloads	
ent 🕶	🕅 Requested Dates: This Month	<b>Y</b> 1 🗎
me • Last Name • # Attached Documents • Requester Supporting Documents ×	ed Weekday ▼ Date Requested ↑	Froi     =
Test document for attachment functionality.pdf (56.8 KB) Created: 10/24/2023 by Test003 Classified Management - MM Exempt Jesday	10/02/2023 10/03/2023	10/1
3 Close tonday	10/03/2023	10/4

### 9. Enter or Modify a Time Off Entry on Timesheet

Note: This should only be done when you have the approved paperwork.

a. On the Dashboard, click on **My Team** tab.



b. Scroll down the **Quick Links** widget on the left of the page, click on *Current* link in the **Time** section.



c. Or from the **Main** menu , in the **Team** tab, click on *Current* link under the **Timesheets** section.



d. The **Timesheets (Current)** page shows the current pay period timesheet for the employees assigned to you. It might have multiple pages.

Time > ← T ∢ Pa	Times k ime: ge	heets shee	ts (Cu of 2	urrent)	Rows	Current view 🔻										K X K View		Submit App	rove 8/14/202	Reject	)
				Permission	*	Approval State	*	Employee Id ↑ 💌	First Name 🔻	Last Name	*	Raw Hours	*	# Records		# Unapproved Time Entries	٠	Timesheet Start	*	Timesheet I	Er
				-	•	=	•	starts with 💌	starts with 💌	starts with	Y		•	=	Y	=	Y	+	•	=	5
																					w
	0	Eq	ø	Approve		Open		5000	Test	Emp - MM-12-8			18.50		4		4	08/01/2023		08/31/2023	\$
	0	Eð	民	Approve		Open		5001	Test	Emp - MN-12-8			25.00		7		7	08/01/2023		08/31/2023	5
	0	Eð	Ø	Approve		Open		5002	Test	Emp - NN-12-8			26.00		4		4	08/01/2023		08/31/2023	5
	0	Eq	E.	Approve		Open		5004	Test	Emp - RR-12-8			23.00		6		6	08/01/2023		08/31/2023	1
	0	Eð		Approve		Open		5009	Test	Emp - RR-10-6			11.50		3		3	08/01/2023		08/31/2023	5

e. Click on the **Edit Timesheet** button (pencil button) for the employee you want to enter or modify a time off request.

≡	Ük	٢G	10:49	AM (PDT)								Time					
Time >	> Timesł	heets															
← т	imes	heet	ts (Cu	urrent)													
<ul> <li>● Pa</li> </ul>	ige 🗌	1	of 1 🕨	1 - 48 of 48 F	lows	Current vi	ew 🔻										
				Permission	1 <b>-</b>	Approval	. 🔻	↑ Employee 🔻	First Name	•	Last Name 🔻	Raw Hours 🔻	# Records 🔻	# Unappr 🔻	Timeshee 🔻	Timeshee	. 🗸
				=	•	=	•	starts with 🛛 🔻	starts with	•	starts with 🛛 🔻	= •	= •	= •	= •	=	•
													-				
	Ø	Eð	ø	Edit		Open		5000	Test		Emp - MM-12-8	4.00	1	1	07/01/2023	07/31/2023	( ) ( )
	0	Eð	國	Edit		Open		5001	Test		Emp - MN-12-8	57.00	11	11	07/01/2023	07/31/2023	1
	0	Eð	<b>B</b>	Edit		Open		5002	Test		Emp - NN-12-8	34.50	7	7	07/01/2023	07/31/2023	1
	0	Eð	<b>B</b>	Edit		Open		5003	Test		Emp - CA-12-8	-	-	-	07/01/2023	07/31/2023	1
	0	Eð	<b>B</b>	Edit		Open		5004	Test		Emp - RR-12-8	16.00	2	2	07/01/2023	07/31/2023	
	0	Eð	<b>F</b>	Edit		Open		5005	Test		Emp - TT-12-8		-	-	07/01/2023	07/31/2023	)
	0	Eð	<b>B</b>	Edit		Open		5006	Test		Emp - MC-12-8	-	-	-	07/01/2023	07/31/2023	1
	ø	Eð	<u>R</u>	Edit		Open		5008	Test		Emp - MC-11-8				07/01/2023	07/31/2023	1

f. To enter a new entry, select the date that the request is on, enter *From* and *To* times, or just enter the *Raw Total* hours for the time off request.

Time > Timesheets										
← Timesheet Edi	t					١	0 🖃 1	Save Submit	Approve	
TE Test Emp - NN-12-	8 (5002) 🧞   🛅 📢	September 01, 2023	September :	30, 2023 🕨	Open 🖬					
Time Entry Extra	Pay & Counter Adjustme	ent Exceptions	Calc Detai	I More Ta	bs (3) 🔻					
	0.0	00 hrs 0.00 hr	s 0.00	) hrs						
<b>&gt; D</b> -44	From	To	Paw Total	Calc Total	In Date	Time Off	Position	Time Peport Location	Activities	Note
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g. Click on the down arrow under the **Time Off** column and then click on *Browse*.

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h. Select the appropriate absence code from the list.

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O         02 [VACA] - VACATION         02 [VACA] - VACATION           O         03 [ILL] - ILLNESS 100 PCT         03 [ILL] - ILLNESS 100 PCT           O         06 [VLIL] - VACA LIEU ILL         02 [VACA] - VACATION/06 [VLIL] - VACA LIEU ILL           O         11 [IL50] - ILLNESS 50 DKT         11 [IL50] - ILLNESS 50 DKT           O         13 [I109] - ILLNESS AB109         03 [ILL] - ILLNESS 100 PCT/13 [I109] - ILLNESS AB109           O         16 [BRVT] - BEREAVEMENT         16 [BRVT] - BEREAVEMENT           O         17 [PNEC] - PERS NECESS         03 [ILL] - ILLNESS 100 PCT/17 [PNEC] - PERS NECESS	<b>^</b>		ne	
O         03 [ILL] - ILLNESS 100 PCT         03 [ILL] - ILLNESS 100 PCT           O         06 [VLIL] - VACA LIEU ILL         02 [VACA] - VACATION/06 [VLIL] - VACA LIEU ILL           O         11 [IL50] - ILLNESS 50 DKT         11 [IL50] - ILLNESS 50 DKT           O         13 [I109] - ILLNESS AB109         03 [ILL] - ILLNESS 100 PCT/13 [I109] - ILLNESS AB109           O         16 [BRVT] - BEREAVEMENT         16 [BRVT] - BEREAVEMENT           O         17 [PNEC] - PERS NECESS         03 [ILL] - ILLNESS 100 PCT/17 [PNEC] - PERS NECESS			VACA] - VACATION	0
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#### i. Click Save button.

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> SAT Sep 2	+			0.00 hrs	0.00 hrs						P
> SUN Sep 3	+			0.00 hrs	0.00 hrs						Þ

j. To modify an existing entry on the timesheet, for example, changing a time off entry from Possible Industrial Injury – Illness 100% to Industrial Injury leave code, after the workers' comp case has been approved, select the date with the original time off entry.

← Timesheet Ed	t							(	) 🖟 🖂 1	Save Su	bmit Approve
Test Emp - NN-12	8 (50)	02) 🧞   🛅 📢	September 01, 202	23 - Septemb	er 30, 2023 🕽	Open 🚅					
Time Entry Extr	a Pay	& Counter Adjustme	ent Exceptions	Calc De	tail Calc	Summary Count	ters Summary By Day				
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> SUN Sep 3	+			0.00 hrs	0.00 hrs						
> MON Sep 4 🛛 🖷	+			0.00 hrs	0.00 hrs						
V 🕚 TUE Sep 5		TIME OFF									
0730-1600 M 1230-1		From am 🕒	To am 🔍	8.00	8.00	TUE Sep 5 💌	03 [ILL] - ILLNESS 100 PCT/31 [PINI] - POSS IND INJURY 🔻	Choose 🖪	Choose 🖪	Choose 🖪	m
	+			8.00 hrs	8.00 hrs						P

k. Click on the down arrow under the **Time Off** column and then click on *Browse*.

🕨 MON Sep 4 🛛 📇	+		0.00 hrs	0.00 hrs						
🗸 🚯 TUE Sep 5		TIME OFF				<b>a</b>				
0730-1600 M 1230-1		From am 🖭 To am 🕰	8.00	8.00	TUE Sep 5 🔻	03 [ILL] - ILLNESS 100 PCT/31 [PINI] - POSS IND INJURY	Choose 🖪	Choose 🖪	Choose	EQ
	+		8.00 hrs	8.00 hrs	2	Browse				
🕨 🕔 WED Sep 6 🛛 🖷	+		8.00 hrs	8.00 hrs		03 [ILL] - ILLNESS 100 PCT/31 [PINI] - POSS IND INJURY 03 [ILL] - ILLNESS 100 PCT				
🕨 🚺 ТНU Sep 7 🛛 🖷	+		8.00 hrs	8.00 hrs		02 [VACA] - VACATION/IND INJ VAC				
🗲 🗧 🗧 🗧 FRI Sep 8	+		0.00 hrs	0.00 hrs		02 [VACA] - VACATION				

I. Select the code INDUST INJURY from the list. You might have to go to page 2 to find the code.

	Name	Full Path
0	ADMIN LEAVE UNP	ADMIN LEAVE UNP
0	BOARD RECESS	BOARD RECESS
0	COMP TIME EARNED	COMP TIME EARNED
0	FMLA UNPAID	FMLA UNPAID
0	HOLIDAY	HOLIDAY
0	IND INJ SICK 50	11 [IL50] - ILLNESS 50 DKT/IND INJ SICK 50
0	IND INJ SICK100	03 [ILL] - ILLNESS 100 PCT/IND INJ SICK100
0	IND INJ VAC	02 [VACA] - VACATION/IND INJ VAC
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$\overline{\mathbf{O}}$	MILITARY	MILITARY

#### m. Click **Save** button.

Т	ne > Timesheets - Timeshee E Test Emp - N Time Entry	t Edi IN-12- Extr	t 8 (500 a Pay 8	2) 🏖   🛗 🔹	September 01, 202	23 - Septemb Calc De	er 30, 2023 ♪ etail Calc	Open ∎° Summary Coun	iters Summary By Da	у		1	Save Submit Approve
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>	SAT Sep 2		+			0.00 hrs	0.00 hrs						P
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~	TUE Sep 5			TIME OFF									
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			+			8.00 hrs	8.00 hrs						<b>1</b>

10. How to Report First Day Worked or Last Day Worked on Timesheet

a. On the Dashboard, click on **My Team** tab.

E ÜKG 02:50 PM (P0T)		Ready	
TT Welcome back, Test0031	Today's Tasks D <b>1</b> Approved Time Offs		
Myself My Team   🌞 🔻			

b. Scroll down the **Quick Links** widget on the left of the page, click on *Current* link in the **Time** section.

Links	
Quick Links (16)	*
Time Off Calendar	*
Time Off Calendar by Month	
Time Off Calendar by Week	
🐣 My Team	
Employee Information	
• Time	
Timesheets	
All Timesheets	
Pending Approval	
By Pay Period	
Current	
Timesheets Approval History	
Time Off	
Pending Approval	
Request	
Balances	
Time Off Calendar	*
4	•

c. Or from the **Main** menu , in the **Team** tab, click on *Current* link under the **Timesheets** section.



d. The **Timesheets (Current)** page shows the current pay period timesheet for the employees assigned to you. It might have multiple pages.

Time > ← T ← Pa	Times imes ge	heets shee	ts (Co	urrent) 1 - 20 of 34	Rows	Current view 🔻										View		Submit App	rove 8/14/202	Reject	•••
				Permission	*	Approval State	*	Employee Id ↑ 💌	First Name 🔻	Last Name	٠	Raw Hours	*	# Records	٠	# Unapproved Time Entries	٠	Timesheet Start	٠	Timesheet	Er
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	0	Eð	R	Approve		Open		5009	Test	Emp - RR-10-6			11.50		3		3	08/01/2023		08/31/2023	3

e. Click on the **Edit Timesheet** button (pencil button) for the employee you want to report the FWD or LWD entry for.

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	ø	ĒĞ	<u>R</u>	Edit		Open		5008		Test		Emp - MC-11-8			-		-	07/01/2023		07/31/2023	

f. Select the date, enter *From* and *To* times, or just enter the *Raw Total* hours for the entry.

Time > Timesheets											
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0730-1600 M 1230-1	+1			8.50 hrs	0.00 hrs						

g. For a salaried employee, click on the down arrow under the **Time Off** column and then click on *Browse*.

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0730-1600 M 1230-1	+		8.50 hrs	0.00 hrs		Browse 2			
🗲 TUE Oct 3 👘	+		0.00 hrs	0.00 hrs		53 [FDW] First Day Worked 03 [ILL] - ILLNESS 100 PCT/17 [	PNEC] - PERS NECESS/1	9 [PDIS] - PERS DISCRETI	DN
> WED Oct 4	+					24 [CMPW] - COMP WORKED/2	5 [COMP] - COMP TAKE	N	

h. Select FDW or LDW option.

Brov	vse and Select		Х
▲ Page	e 2 of 2 > 21 - 27 of 27 Rows		Search Q
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0	50 [PI5] - POSS IND INJ 50	11 [IL50] - ILLNESS 50 DKT/50	[PI5] - POSS IND INJ 50
0	51 [PIV] - POSS IND INJ VC	02 [VACA] - VACATION/51 [PIV]	- POSS IND INJ VC
0	52 [LDW] Last Day Worked	52 [LDW] Last Day Worked	
0	53 [FDW] First Day Worked	53 [FDW] First Day Worked	
0	54 [CTLV] - CATASTROPHIC LV	54 [CTLV] - CATASTROPHIC LV	
0	57 [NDD] - NON DUTY DAY TT	57 [NDD] - NON DUTY DAY TT	
	k₃		
			Close

#### i. Click Save button.

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MON Oct 2 0730-1600 M 1230-1	··· 07:30	am	04:00 pm @	8.50 8.50 hrs	0.00 0.00 hrs	MON Oct 2 🔻	53 [FDW] First Day Worked 🔻	Choose 🖪	Choose Ea	Choose

#### j. For an hourly employee, click on the *Time Entry Notes* button under the **Notes** column.

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			O.00     Worked Ho	hrs <b>0.0</b>	DO hrs O	.00 hrs							
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No Schedule	+			8.50 hrs	0.00 hrs						Time Entry Notes		

k. The **Time Entry Notes** panel opens. Enter "First Worked Day" or "Last Worked Day" in the note box, then click **Save** button.

Fri Sep 1, 08:00 Am - 04:30 Pm <b>Time Entry Notes</b>	×
i No notes to display	
Add Note *	
First Worked Day.	
	Clear
	Cancel Save

I. Now there is a red dot and a number '1' to the right of the **Time Entry Notes** button. Click **Save** button.

Time > Timesheets										
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TH Test016 Hou	rly Monthly EE 8 Hrs (Te Extra Pay & Counter Ac	ist016) 🧞   🛗 Ijustment Except	<ul> <li>Septemb</li> <li>Septemb</li> </ul>	er 01, 2023 - 5 lc Detail I	September 30, 2023 More Tabs (3) 🔻	Þ	ß	-		
		0.00 hrs 0.00 Worked Hours Time Off	<b>O</b> hrs <b>O</b> f Hours Ove	.00 hrs rtime Hours						
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No schedule	+		8.50 hrs	0.00 hrs						

# 11. Access Timesheets for Your Team By Pay Period

a. On the Dashboard, click on **My Team** tab.



b. Scroll down in the **Quick Links** widget to **Timesheets** section and click on *By Pay Period* link.

Myself	My Team	Т	* •	
Links				
Quick L	inks (20)			\$
Employe	e Informatio	n		•
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Time	sheets Approv	al Hist	ory	- 11
Chan	ge Requests			
Tir Pe Re	nesheet Char nding Timesh quests	ige Req leet Cha	uests ange	
Time Off				
All O	ben			
Pend	ing Approval			
Requ	est			
Histo	ry			
Balar	ices			
Time	Off Calendar			-
				- F

c. Or from the **Main** menu , in the **Team** tab, click on *By Pay Period* link under the **Timesheets** section.

Search	٩ ٦	* X
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<b>Favorites</b>	Time	
My Team	Dashboard	
۲	Timesheets	~
Time	All Timesheets	
til a	Pending Approval	
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Schedule	All Open	
HR	Timesheets Approval History	
FE	Time Entries	>
Learning	Change Requests	>
	Time Off	>
	Points	>
	Reports	>

d. The **Timesheets (By Pay Period)** page might be blank with the message "Pay period profile is not selected." if this is your first time accessing it.

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Time > Timesheets	ay Period)																кл 23		View	Appr	rove Rej	iject	
< Page 1 of 1 → 0	Rows Curren	t view 🔻																			<b>T</b> (0	o) 🗎 •	
	Permission	*	Approval	*	Employee	↑ <b>*</b>	First Name	*	Last Name		Raw Hours	*	# Records	*	# Unappr	*	Employee	*	In Payroll	*	Default P	*	
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#### e. Click on the **Filter** button on the right.

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Time > Timesheets																							
← Timesheets (By Pe	ay Period)																23		View	Subr	nit Approve R	eject	
Pay period profile	is not selected																						
· Pay period prome	is not selected.	_	-									-											
< Page 1 of1 → 0	Rows Current v	iew 🔻																				의 🗟 *	• •••
	Permission	*	Approval State	*	Employee Id	÷ •	First Name		Last Name	*	Raw Hours	*	# Records	*	# Unapproved Time Entries	+	Employee Status	*	In Payroll	*	Default Position Full Path		
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No Data to Display	/																						

f. Make your selections, then click **Apply** button.

	Filters	×
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NZ View	<b>Pay Period</b> Type	
	Pay Period	-
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	My Profile: Salary Monthly	
	Pay Period	
Employee Status 👻 In Payroll		
	• OCL 2023 •	
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	1 2 3 4 5	6 7
	8 9 10 11 12	13 14
	15 16 17 18 19	20 21
	22 23 24 25 26 .	27 28
	<b>29 30 31 1 2</b>	3 4
	Pay Period Oct 01, 2023 - Oct 31, 20	023
	Employee Filter	
	All Employees	-
	<b>````````````````````````````````</b>	
	Cancel	Apply

g. Your employee list of timesheets for the selected criteria should
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Time⇒ ← T ← Pa	Timeshe mesh	ets neet	s (By I of 14 →	<b>'ay Peric</b> 1 - 10 of 131	d) Rows Curre	ent view 🔻															5.8 2.9	View	Pay Perio	ubmit Approve Reject id: 10/01/2023 - 10/31/2023 > T(1)	)
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h. Save the view to make this the defaulted view in the future by clicking on the ellipses (three dots) on the right, and select **Save View As**.

Time :	Times	heets													
ا ← ا	Times	hee	ts (By	Pay	Period)								52	View App	rove Reject
(⊂ Pi	age [	1	of 3 🕨	1-1	0 of 26 Rows Cu	rent view 🔻							🔳 📢 Pay Pe	eriod: 10/01/2023 - 10/31	/2023 🕨 🏹 (1) 🗎 👻 👥
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	Ø	EQ	ß	\$	Approve	Open	Test004	Test004	Classified Mgmt- M N 8 Hours				Not In Payroll	No	Export
	Ø	EQ	<u>R</u>	ł	Approve	Open	Test005	Test005	Confidential - CA 8 H ours				Not In Payroll	No	Export Settings
	Ø	6	<b>1</b> 0	\$	Approve	Open	Test006	Test006	CSEA - ER 4.5 Hours				Not In Payroll	No	Manage Email Schedules
	0	13	16	٨	Approve	Open	Test007	Test007	CSEA - ER 5 Hours				Not In Pavroll	No	

i. Give it a name and check My Default box, then click Save & Run button

Save View As X
Name * Employee TS By Pay Period
Description
Deletion and Overwriting Is Not Allowed 💿
My Default
Run Immediately 🕐
Share
3
Cancel Save Save & Run

# 12. Import of Bulk Entries to Timesheet(s)

a. From the **Main** menu , in the **Settings** tab, click on *Time Entries* link under the **Imports** section.

Searc	h	(	<b>a</b> )	Ħ	* X
M	y Info	Team		Setti	ngs
Se	ettings				
Pro	ofiles/Policies				>
Im	ports				~
	Time & Attendance	e Data			~
	Adjustments				
	Raw Time Punc	hes			
	Time Entries				
Ma	ass Edit				>
IVIC	55 Earc				-

b. The **Time Entries** page open with the defaulted Input Type for Excel.

Imports > Time & Attendance Data > Time Entries
Time Entries Input Type Excel  File To Upload* Choose File No File Chosen Note: It is recommended to zip files (.zip) larger than 100 KB to improve upload time.
File Pre-Processor Name         Group Save         Continue On Validation Errors         Import         Test

c. Click on the Choose File button.

Imports > Time & Attendance Data > Time Entries
Time Entries  Input Type Excel ~  File To Upload Choose File No File Chosen  Note: It is recommended to zip files (.zip) larger than 100 KB to improve upload time.
File Pre-Processor Name         Group Save         Continue On Validation Errors
<b>Import</b> Test

d. Choose your file on your computer, which should be populated per the instructions on the Import template, like the sample below.

	Employee Id	Pay Date	In Date	Time In	Time Out	Total Time	Piece Quantity	Override	Time Off	Cost Center 1	Cost Center 2	Cost Center 3	Note
I	NW2778241	09/01/2023				6							
	PT2058358	09/01/2023		16:00	17:00								

e. Click Import button.

Imports > Time & Attendance Data > Time Entries
Time Entries
Input Type Excel ~
File To Upload* Choose File No File Chosen Note: It is recommended to zip files (.zip) larger than 100 KB to improve upload time. File Pre-Processor Name
Group Save Continue On Validation Errors
Import Test

f. System imports the entries and the Import Results page shows the status.

Imports > Time & Attendance Data > Time Entries											
← Import Results											
Rows On Page     20 ~     3 Rows     Cefresh Data       Date Created:     Calendar Range ~     All ~											
Туре	Message	Row	Col								
= ~	= •	=	= ~								
Info	# Time Entries In File: 2	<b>≜</b>									
Info	# Of New Entries Created: 2	-									
Info	Done	-									

#### g. Go to employees' timesheet to verify.

Time > Timesheets														
	← Timesheet Edit													Save
	Time Entry	NW277	Counter Adjustmer	September 01     Exceptions	, 2023 - Sept Calc De	ember 15, 202 tail Calc :	23 ▶ Open 🔐 Summary Co	ounte	ers Summary By	Day				
>	Date		From	То	Raw Total	Calc. Total	In Date		Time Off	Position	Time Report Location	Activities		Notes
~	FRI Sep 1	Choose	EQ											
	No Schedule	+			6.00 hrs	6.00 hrs								P

# 13. Approve an Employee's Timesheet

a. On the Dashboard, click on **My Team** tab.

		Ready	
TT Welcome back, Test0031	Today's Tasks D a <b>1</b> Approved Time Offs		
Myself My Team   🔅 👻			

b. Scroll down in the **Quick Links** widget to **Timesheets** section and click on *Pending Approval* link.

🔗 Links	
Quick Links (16)	⇔
Calculated Time Summary	
Time Off Calendar	
Time Off Calendar by Month	
Time Off Calendar by Week	
🐣 My Team	
Employee Information	
① Time	L
Timesheets	
All Timesheets	
Pending Approval	
By Pay Period	
Current	
Timesheets Approval History	
Time Off	_
Time Off Pending Approval	
Time Off Pending Approval Request	L
Time Off Pending Approval Request Balances	L
Time Off Pending Approval Request Balances Time Off Calendar	•

c. Or from the **Main** menu , in the **Team** tab, click on *Pending Approval* link under the **Timesheets** section.



d. The **Timesheets (Pending Approval)** page shows the timesheet for the employees assigned to you that are pending your approval. It might have multiple pages. This will be the same view for Timekeepers and Time Managers. Once the Timekeeper approves the timesheet(s), they will be routed to the Time Manager's queue for approval.

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Time :	> Times	heets															
<b>←</b> T	imes	shee	ts (Pe	ending Approv	al)									View	w Approve	Rejec	
Pa	ige 🗌	1	of 3 I	1 - 10 of 29 Rows	Current view 🔻									Timesheet Dates	s: Last And Current M	onths <b>Y</b> (1)	· · ·
				Employee 🔻	First Name 🔻	Last Name 🔻	Raw Hours 🔻	# Records 🔻	# Unappr 🔻	↑ Timeshee 🔻	Timeshee 🔻	Comment 🔻	Default P 🔻	Employee 🔻	In Payroll 🔻	Approval	•
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	ø	EQ	Ø	Test007	Test007	CSEA - ER 5 Hour s	8.00	1	1	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	
	ø	EQ	Ø	Test008	Test008	CSEA - ER 5.5 Ho urs	8.00	1	1	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	
	Ø	B	Ø	Test009	Test009	CSEA - ER 6 Hour s	16.00	5	5	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	
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	0	民	Ø	Test011	Test011	CSEA-RR 5 Hours	8.00	1	1	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	
	0	Eð	ø	Test012	Test012	CSEA-RR 6 Hours	8.00	1	1	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	
	Ø	Eð	Ø	Test001	Test001	Cert. Mgt MC 1 0 hrs Fri Off	24.00	5	5	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	
Page	Total						313.50	68	68								

e. The timesheets can be mass approved by clicking on the *All On Page* or *All On Report* options when clicking on the checkbox at the top left. *All On Page* will select the timesheets that are currently shown on the page; and *All On Report* will select all timesheets pending your approval, if there are more entries than what is shown on one page.

Time > T	meshee	ts																	
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Page	1	] of 2	▶ 1-	10 of 15 Rows Curren	nt view 🔻									Timesheet	Dates: I	ast And Current	: Months	<b>Y</b> 1 🖶 🕶	
				Employee Id 🔹	First Name 💌	Last Name 🔻	Raw Hours	٠	# Records	٠	# Unapproved Time Entries	•	Timesheet Start ↑ ▼	Timesheet End	٠	Comment	*	Default Positi	
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	0	Eq	E.	Test003	Test003	Classified Management - MM Exempt		8.00		1		1	09/01/2023	09/30/2023					
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	0	Eq	5	Test006	Test006	CSEA - ER 4.5 Hours		8.00		1		1	09/01/2023	09/30/2023					
	0	Eq	5	Test007	Test007	CSEA - ER 5 Hours		8.00		1		1	09/01/2023	09/30/2023					
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Page 1	otal																		
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#### f. Click Approve button.

Time	Time > Timesheets																
←1	← Timesheets (Pending Approval)																
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$\overline{\checkmark}$				Employee 🔻	First Name 🔻	Last Name 🔻	Raw Hours 🔻	# Records 🔻	# Unappr 🔻	↑ Timeshee 🔻	Timeshee 🔻	Comment 🔻	Default P 🔻	Employee	In Payroll 🔻	Approval 🔻	
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	Ø	EQ	<u>R</u>	Test006	Test006	CSEA - ER 4.5 Ho urs	71.00	18	18	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	
	Ø	EQ	<u>R</u>	Test007	Test007	CSEA - ER 5 Hour s	8.00	1	1	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	
	Ø	EQ	<u>R</u>	Test008	Test008	CSEA - ER 5.5 Ho urs	8.00	1	1	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	
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	Ø	Eð	<u>R</u>	Test010	Test010	CSEA - ER 6.5 Ho urs	43.00	12	12	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	
	ø	Eð	Ø	Test011	Test011	CSEA-RR 5 Hours	8.00	1	1	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	
	Ø	Eð	Ø	Test012	Test012	CSEA-RR 6 Hours	8.00	1	1	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	
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Page	Total						313.50	68	68								

g. The confirmation box appears, and if you are sure to approve the timesheet, click **Approve** button.

### Approve Timesheet(s)?

You are about to approve timesheet(s). Once timesheet(s) are approved, any further modification would not be allowed.

Comment



h. In case you only want to approve an individual timesheet, then select the one you want to approve, and click **Approve** button on the far right.

You ar	Tou are logged in as Test0031 Timekeeper Soloried Employe ID: Test001																	
=	E UKG oraz mulipon Time Search Q 🕫 🐙														<b>157</b> (1)			
Tim	ie > Ti	imeshe	eets															
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					Employee 🔻	First Name 🔻	Last Name 🔻	Raw Hours 🔻	# Records 🔻	# Unappr 🔻	↑ Timeshee 🔻	Timeshee 🔻	Comment 👻	Default P 🔻	Employee 🔻	n Payroll 🔻	Approval	-
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		0	EQ.	Ø	Test004	Test004	Classified Mgmt- MN 8 Hours	60.50	13	13	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	
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1	- 4	0	EQ	<u>1</u>	Test007	Test007	CSEA - ER 5 Hour s	8.00	1	1	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	Т
0	<b>-</b>	0	EQ	<u>10</u>	Test008	Test008	CSEA - ER 5.5 Ho urs	8.00	1	1	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	
0		0	6	<u>R</u>	Test009	Test009	CSEA - ER 6 Hour	16.00	5	5	07/01/2023	07/31/2023			Not In Payroll	No	Submitted	

i. The confirmation box appears, and if you still want to approve the timesheet, click **Approve** button.

### Approve Timesheet(s)?

You are about to approve timesheet(s). Once timesheet(s) are approved, any further modification would not be allowed.

Comment



# 14. Update an Employee's Shift

a. On the Dashboard, click on **My Team** tab.

		Ready	
TT Welcome back, Test0031	Today's Tasks ව ක <b>1</b> Approved Time Offs		
Myself My Team   🌣 👻			

b. Scroll down in the **Quick Links** widget and click on *Employee Information* link in the **My Team** section.

🔗 Links	
Quick Links (16)	*
Time Reports	
Calculated Time	
Calculated Time Summary	
Calculated Time Summary	
Time Off Calendar	
Time Off Calendar by Month	
Time Off Calendar by Week	10.1
	- 11
Lengloyee Information	l
① Time	
Timesheets	
All Timesheets	
Pending Approval	
By Pay Period	
Current	
Timesheets Approval History	
Time Off	
Pending Approval	-
•	•

c. Or from the **Main** menu , in the **Team** tab, click on *Employee Information* link under the **My Team** section.



d. The **Employee Information** page shows the list of the employees assigned to you. It might have multiple pages.

My Te	My Team > Employee Information																			
← 6	- Employee Information																			
< Pa	( Page 1 of 1 → 1 - 29 of 29 Rows Saved: Employee Information ▼																			
			Username	-	First Name	•	Last Name 👻	-	In Payroll	-	Locked	-	at ▼ Employee Status	•	Supervisor Name 💌	Timekeeper Name	-	Default Position Full Path	-	*
			=	*	starts with	-	starts with 👻	-	All	•	All	Ŧ	1=	•	= •	=	•][	-	-	5
													Terminated							0
												-	-							
	Ę0	2	Test001		Test001		Cert. Mgt MC 10 hrs Fri Off		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	1	2	Test002		Test002		Class. Mgt MM 10 Hours Friday Off		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	6	2	Test003		Test003		Classified Management - MM Exempt		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	R	2	Test004		Test004		Classified Mgmt- MN 8 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	<u>1</u>	2	Test005		Test005		Confidential - CA 8 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	R	2	Test006		Test006		CSEA - ER 4.5 Hours	_	No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	<b>R</b>	2	Test007		Test007		CSEA - ER 5 Hours	urs	No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	<u>10</u>	2	Test008		Test008		CSEA - ER 5.5 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	1	2	Test009		Test009		CSEA - ER 6 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	ß	2	Test010		Test010		CSEA - ER 6.5 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	10	2	Test011		Test011		CSEA-RR 5 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	R	2	Test012		Test012		CSEA-RR 6 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	12	2	Test013		Test013		CSEA-RR 7 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				

#### e. Click on Employee Information button of the employee you want to view.

Page	Page 1 of 1 > 1-29 of 29 Rows Saved: Employee Information 🔻																		
		Username	•	First Name	•	Last Name 🔻	•	In Payroll	•	Locked	•	↓† ¥ Employee Status	•	Supervisor Name 🔻	Timekeeper Name 🔻	Defa	ult Position Full Pa	ath	-
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- L	_										-								
	2 2	Test001		Test001		Cert. Mgt MC 10 hrs Fri Off		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				Т
	2 2	Test002		Test002		Class. Mgt MM 10 Hours Friday Off		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	2 2	Test003		Test003		Classified Management - MM Exempt		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	2 2	Test004		Test004		Classified Mgmt- MN 8 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried			N	
	2 2	Test005		Test005		Confidential - CA 8 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried			68	
	2 2	Test006		Test006		CSEA - ER 4.5 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				T
	2 2	Test007		Test007		CSEA - ER 5 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	2 2	Test008		Test008		CSEA - ER 5.5 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	2 2	Test009		Test009		CSEA - ER 6 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				T
	2 2	Test010		Test010		CSEA - ER 6.5 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				
	2.2	Test011		Test011		CSEA-RR 5 Hours		No		No		Not In Payroll		Test0030 Supervisor Salaried	Test0031 Timekeeper Salaried				T

f. Scroll down on the **Employee Information** page to **Work Schedule** section at the bottom right.

		National 10			Pay Calculation MM - Classified Mgmt - 8 Hr - Exempt	
<ul> <li>Pay Information</li> </ul>	2 <sup>03</sup>	✓ Dates		2 <sup>03</sup>	Effective Date *	
Employee Type					12/31/1900	
**	Employment Length Vears Of Service 2 Years, 6 Months, 30 Days 2 Years, 6 Months, 30 Days			+ Add	î	
		Hired	Started	_	✓ Pay Prep	
		01/01/2021	01/01/2021		Pay Prep	
		Review	Birthday		Default	
					Effective Date *	
		Seniority	Re-Hired		12/31/1900	
		-			+ Add	Û
		Terminated			-	
					✓ Work Schedule	
					Work Schedule	
<ul> <li>Extra Fields</li> </ul>				°0,	0800-1630 M 1200-1230	0 2
					Start Schedule On	
					Day 🔻 1	· (↑)

g. Click the **Browse** button and select the shift the employee wants to change to.

Brows	Browse and Select Work Schedule Profile X											
<ul> <li>Page</li> </ul>	2 of 8 21 - 40 of 152 Rows	Search	٩									
	Name	Description	<b>^</b>									
0	0700-1530 M 1200-1230											
0	0700-1530 M 1215-1245											
0	0700-1530 M 1230-1300											
0	0700-1530 M 1245-1315											
0	0700-1530 M 1300-1330											
0	0700-1600 M 1130-1230											
0	0700-1600 M 1200-1300											
0	0700-1600 M 1230-1330											
0	0700-1600 M 1300-1400											
$\cap$	0700-1730 M 1300-1330 OFE EDIDAY AM/S		*									
			Close									

My Team			Search	۹ 🤣 🖣
			Utilities	ownload PDF Save
Account Status			→ Profiles	1
Not In Payroll	Add To New Hire	Export		
Primary Email	Secondary Email		<ul> <li>Simple Profiles</li> </ul>	
8	× ·		Access	Holiday
			-	Calendar A
Code	Work Phone		Pay Period	Points
United States (+1)	]	O Primary	Salary Monthly	-
Code	Home Phone		Security	Timesheet
United States (+1)		Primary	Employee	Salary - MM
Code	Cell Phone		TS Auto Population	
United States (+1)		O Primary	Holidays (Standard	
	2.		Work Day)	

#### h. Click **Save** button at the top right.

i. Next, go to the **Main** menu , in the **Team** tab, click on *Generate Schedules* link under the **Basic Scheduling** section.



j. Select the employee and then click on **Generate Schedules** button.

51 • •	Schedules Schedules															
	•			Employee Id	•	Badge	*	Username	•	🕈 First Name 🕂 👻	Last Name 🔶 👻	In Payroll 🔻	Locked 💌	▼ Employee Status	Work Schedule 👻	Â
				starts with	×	-	Ŧ		•	starts with	starts with 💌	All	All	ja 🔻	starts with	5
										test				Terminated		۲
											<u> </u>					
		<u>0</u>		Test001				Test001		Test001	Cert. Mgt MC 10 hrs Fri Off	Yes	No	Active	0630-1700 M 1230-1300 OFF FRIDAY AWS	
		<u>6</u>	2	Test002				Test002		Test002	Class. Mgt MM 10 Hours Friday Off	Yes	No	Active	0630-1700 M 1230-1300 OFF FRIDAY AWS	
Y		<u>B</u>	2	Test003				Test003		Test003	Classified Management - MM Exempt	No	No	Not In Payroll	0800-1630 M 1200-1230	
		<u>.</u>		Test004				Test004		Test004	Classified Mgmt- MN 8 Hours	No	No	Not In Payroll	0430-1300 M 0900-0930	
		<u>E</u>	۶	Test005				Test005		Test005	Confidential - CA 8 Hours	No	No	Not In Payroll	0600-1430 M 1200-1230	

k. Specify the *From Date, To Date* (required), check the box *Override existing schedule entries* and then click **Generate** button. Please note that you can only generate schedule for a maximum of 2 years from today.

Generate Schedules Parameters ×
i In case work schedule profile is not selected, employee's default will be used
From Date
To Date* 10/16/2023
Work Schedule Choose ଅର୍
Override existing schedule entries
Cancel Generate

I. Schedule Generation Result page shows.

Schedules Generation Result ×											
i	Processed: 1										
	Created entries: 65										
	ок										

- m. Click **OK** button.
- n. Verify shift information on employee's timesheet.

Time Entry	xtra Pay 8	& Counter Adjustme	nt Exception	s Calc De	etail Calc	Summary	Counte	ers Summary By
			• <b>O.</b> World	00 hrs ked Hours T	<b>0.00</b> hrs ime Off Hours	<b>0.00</b> hrs Overtime Hours	•	
> Date		From	То	Raw Total	Calc. Total	In Date		Time Off
SUN Oct 1	+			0.00 hrs	0.00 hrs			
MON Oct 2		From am	To am 🗠	0.00	0.00	MON Oct 2	2 -	-
0800-1630 M 1200-1	+			0.00 hrs	0.00 hrs			

### 15. How to Assign a Delegate

a. On the Dashboard, click on **My Team** tab.



b. Click on *Delegation* link in the **My HR** section of the **Quick Links** widget.



c. Or from the **Main** menu , in **My Info** tab, hover your mouse over **My HR** tile, then click on *Delegations* link on the right.



d. Click Add New button on the **Delegations** page.

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My HR > Dele ← Deleg ← Page	rgations gations 1 of 1 → 0 Rows	Saved:	System ] 🔻												د کر کی Tr Columns (1) ③	Add N (1) .	Jew
	Employee Id	*	Username	*	First Name	*	Last Name	↑ <b>▼</b>	Y Employee Status	at 👻	Workflow Type	*	Date From	*	Date To	*	
	starts with	•	=		starts with	•	starts with	•	1=	•	-		=		=		C
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e. Click the Browse button in the Delegate To box.

Workflow Delegation	×
Delegate To *	Workflow Type *
Date From *	Date To * mm/dd/yyyy
Workflow Group Choose	
	Cancel Add

f. Search for and select the manager that you want to assign as a delegate from **Browse and Select Employees** list, then click **Apply** button.

Brows	Browse and Select Employees X										
<ul> <li>Page</li> </ul>	3 of 4 > 41 - 60 of 71 Rows	(Test Q)									
	Employee Name	A									
	Test0031 Timekeeper Salaried										
	Test0032 TimeManager Salaried										
	Test0033 Supervisor Hourly										
	Test0034 Timekeeper Hourly										
	Test0035 TimeManager Hourly										
	Test004 Classified Mgmt- MN 8 Hours										
	Test005 Confidential - CA 8 Hours										
	Test006 CSEA - ER 4.5 Hours										
	Test007 CSEA - ER 5 Hours										
	Test008 CSEA - ER 5.5 Hours										
		Apply									

g. Select All Workflows from Workflow Type box.

Workflow Delegation	ו	
Delegate To *		Workflow Type *
Test0035 TimeManager Hc 💿	EQ	
Date From *		Custom Form
mm/dd/yyyy		Employee Custom Form
Workflow Group		Overtime Request Questionnaire
Choose	Ea	Time Off Request
		Timesheet
		Timesheet Change Request
		All Workflows
		Cancel

h. Enter the date range in the **Date From** and **Date To** boxes. Then, click **Add** button.

Workflow Delegation						
Delegate To <b>*</b> Test0035 TimeManager Hc 💿	Eq	Workflow Type * All Workflows	•			
Date From <b>*</b> 08/15/2023		Date To <b>*</b> 08/18/2023				
Workflow Group Choose	EQ					
		Cancel	Add			

i. The **Delegations** page shows the workflow delegation, and you have the options to *delete* or *modify* it on the left.

≡ Uk	(G 11:29 AM (PDT)												Search	1.	٩	Ø	-	
MyHR > Delegations ← Delegations ← Pane 1 of 1 + 1,1of 18ms Savet [Sustem] ▼ (a column) (1) of 1										Add Ne	•							
	Employee Id	¥	Username	•	First Name	*	Last Name	↑ <b>*</b>	T Employee Status	11 ×	Workflow Type	*	Date From	*	Date To	, cu	•	
	starts with	Ŧ		•	starts with	Ŧ	starts with	•	[ ]=	Ŧ		•	-	•			•	C
									Terminated									8
1	Test0035		Test0035		Test0035		TimeManager Hourly		Not In Payroll		All Workflows		08/15/2023		08/18/2023			