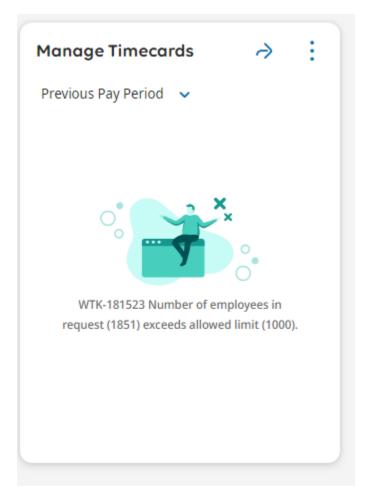
How to Edit Timecards



1. Click on the arrow to go to your timecards.



2. You will see everyone in your department. To separate between departments, click on the **All Home** on the right to get the department list. Select your department.

Make sure you are editing the **Previous Pay Period**, unless you are editing ahead of time, then it would be the **Current Pay Period**.

2. To clock someone in and out, just click on the **in** box and put in the start time. Then click on the **out** box and put in the out time. You will not be able to click enter to go to the next box. You will have to use your mouse to click in the next box.

SCHAEFER, JODI Y 🔹 🚺 11252 🔹	5 of 7 >						=	Previous Pay Period 🕹	 8000 - ACCOUNTII
SCHAEFER, JODI Y		ti • ¢⊅ ∦• • nalyze View Accrua Moved Action	Go To						≪ <mark>0</mark> ≠ Share
> General Information	nedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily
> Contact Information									
✓ Timekeeping			8:00 AM	4:00 PM				8.00	8.00
ay Rule eginning of Time - Forever M8NL									
nployee Job Transfer Set 26/2024 - 7/14/2024 npty									
anager Additions 26/2024 - 7/14/2024 mpty									
abor Category Profile Il Departments and Jobs									

- 3. If you need to transfer to Charge, Precept, Orient or INS, you will right click your mouse on the associate name, then click on the **Timekeeping** tab to get the **Pay Rule**. Once you have the Pay Rule, you will click on the **Transfer** box which is now after the in and out boxes.
- 4. Click on **Search**. Click on **Add Work Rule**. You can then scroll down to the one you need, and then click on **Apply**.

View		EFER, JODI Y	Sign-Off Remove	@ - ¢> B: - Analyze View Accual Moved Actions	₽ - Go To				÷.	🕶 Previous Pay Period 🔗	SCHAEFER, JODI Primary Location Basic Scheduling/Work Work Rule None	k
		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Cost Center None Labor Categories 01,8000,1412161	(
	Θ	Sun 6/23 Mon 6/24			8:00 AM	4:00 PM	Choose:			8.00	Add Business Structure	
	Θ	Tue 6/25					;INS LMOBNL WR;;;				🚯 Add Work Rule 👻	
	Θ	Wed 6/26					:::,4040,; :::,3020,;				Search	_
	Θ	Thu 6/27					;TEMP12 WR::,3112,: Search				0-ST Assign Pay Rule	
	Θ	Fri 6/28					Search				0-ST Work Rule	
	Θ	Sat 6/29									BU08 ADVSCH WR	
	Θ	Sun 6/30									BU08 Charge WR BU08F ADVSCH WR	
	Θ	Mon 7/01									BU08F Charge WR	
	Θ	Tue 7/02									boost charge with	
	Θ	Wed 7/03										
	Θ	Thu 7/04										
	Θ	Fri 7/05										
	Θ	Sat 7/06										

Please see the below screen shot that will appear after the transfer:

8	SCHA	EFER, JODI Y 🔹 🚺 112	52 < 5 of 7 >						a -	 Previous Pay Period 	& ▼ 8000 - ACCOUNT	ING
List V		Zoom Approve Remove Approval	Sign-Off Remove A	Ànalyze View Accrual Moved Actions	🐺 👻 Go To						Share	U View Pendin
		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	
+	Θ	Sun 6/23										
+	Θ	Mon 6/24			8:00 AM	4:00 PM	;INS LM08NL WR;;;			8.00	8.00	
+	Θ	Tue 6/25										

How to move hours

ew	Zoom Approve Remove Approval	Sign-Off Remove Sign-Off	Analyze View Accrui Moved Action	al Go To s						Share Vie Pend	
	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Θ	Sun 6/23										
Θ	Mon 6/24			8:00 AM	4:00 PM	INS LMOBNL WR			8.00	8.00	8
Θ	Tue 6/25			8:00 AM	4:00 PM				8.00	8.00	16.
Θ	Wed 6/26										16
Θ	Thu 6/27										16
Θ	Fri 6/28										16
All	All Location	▼ ↓ ✓ Jo	ob ↑₂∽	Cost Center	∱₃ ∽ Lai	oor Category ↑₄	 Pay Code 	↑ ₅ ~	Amount	✓ Wages	= :: ~ 7
asic Sc	reduling	Work			01,8000,141	2161	INS			8.00	USD0.0
asic Sc	neduling	Work			01,8000,141	2161	REG			8.00	USD0.0
lasic Sc	reduling	Work			01,8000,141	2161	Total Hours			16.00	USD0.0

- 1. Try to use this command sparingly. Otherwise, use the **Transfer** box. You will need to click on the totals at the bottom of the timecard. Change the first **All** to **Daily**.
- 2. Right click on the pay code that you want to move.

3. You will now see the **Move Amount** command. Put in the new pay code such as INS, then the number of hours to move such as 4 hours. If it needs to be in a different department, click on the **side arrow** to select the correct department.

0	SCHA	EFER, JODI Y 🔹 🚺 112	52 < 5 of 7 >							🖶 💌 Previous Pay Period	& ▼ 8000 - ACCOUI	NTING 🔿
List V		Zaom Approve Remove Approval	Sign-Off Remove Sign-Off	Analyze View Acco Moved Actio	ual Go To						cc₀ ▼ Share	Uiew Ca Pending T
		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	
+	Θ	Sun 6/23						Totals Actions				
+	Θ	Mon 6/24			8:00 AM	4:00 PM	INS LMOBNL WR;;;	TOTAIS ACTIONS		8.00	8.	00
+	Θ	Tue 6/25			MA 00:8	4:00 PM	1	Date: 6/25/2024		8.00	8.	00
+	Θ	Wed 6/26						Paycode:				
+	Θ	Thu 6/27						REG Account:				
+	Θ	Fri 6/28						Basic Scheduling/Work;;;01, Amount:	,8000,1412161;			
_								8.00				
	Daily	▼ All	▼ Total:	s Details For Tue 6/25/2024						-		-
		Location	t∿ Ja	ob ↑₂∽	Cost Center	↑₃ ∽ Li	abor Category 1	Move Amount		Amount	~ v	Vages
	Basic Sch	neduling	Work			01,8000,14	12161	REG			8.00	
	Basic Sch	neduling	Work			01,8000,14	12161	Total Hours			8.00	
		Acces	ale		Totale			Wistorical Correction	200		Audite	

4. Click on the **Apply** tab as seen below.

	Move Amount	×
y Period 🖧	SCHAEFER, JODI Y	
	From	
	Paycode	
	REG	
t	Amount (HH.hh)	
	8.00	
	Transfer	
8.00	Basic Scheduling/Work;;01,8000,1412161;	
8.00		
	То	
	Effective Date *	
	6/25/2024	
	Paycode *	
	(INS -	
	American Alia Mathematica	
	Amount (HH.hh) *	
	Transfer	-
it	• ①	2
	Comments [0] Add Comment	
	(1000)1110-1000-0-	
	(Cancel) App	ay)

5. Now you can see 4 hours has been moved to INS.

SCH	iaefer, jodi y 🔹 🕤 1125	52 < 5 of 7 >							🗎 🔻 Previous Pay Period	🖧 🔻 8000 - ACCOUNTI	NG
ew	Zoom Approve Remove Approval	Sign-Off Remove Sign-Off	Analyze View Accru Moved Action	al Go To							O View rending
	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	
Θ	Sun 6/23										
Θ	Mon 6/24			MA 00:8	4:00 PM	;INS LM08NL WR;;;			8.00	8.00	
Θ	Tue 6/25			8:00 AM	4:00 PM				8.00	8.00	
Θ	Wed 6/26										
Θ	Thu 6/27										
Θ	Fri 6/28										
Daily	All Location		Is Details For Tue 6/25/2024	Cost Center	∱₃ ∽ Lat	ior Category 🔿 🛧	 Pay Code 	↑ ₅ ~	Amount	✓ Wag	les
asic Sc	cheduling	Work			01,8000,141;	2161	INS			4.00	
asic So	cheduling	Work			01,8000,141;	2161	REG			4.00	
	cheduling	Work			01,8000,141;	14.64	Total Hours			8.00	

How to Add a Pay Code

=	۵		yee Timecards								
	SCHA	EFER, JODI Y 🔻 🚺 112	52 < 5 of 7 >						ö	 Previous Pay Period 	<mark>ኤ ▼</mark> 8000 - ACCOUN
it View		A Approve Remove Approval	Sign-Off Remove Sign-Off	Analyze View Accrual Moved Actions	Go To						∝ or∎ Share
		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily
•	Θ	Sun 6/23									
-	Θ	Mon 6/24			8:00 AM	4:00 PM	;INS LM08NL WR;;;			8.00	8.0
•	Θ	Tue 6/25			8:00 AM	4:00 PM				8.00	8.0
•	Θ	Wed 6/26]		
•	Θ	Thu 6/27									
•	Θ	Fri 6/28									
•	Θ	Sat 6/29									
•	Θ	Sun 6/30									
•	Θ	Mon 7/01									
•	Θ	Tue 7/02									
•	Θ	Wed 7/03									
•	Θ	Thu 7/04									

- 1. Click on the **Pay Code** box for the date you want to edit.
- 2. Right click to get edit command.

3. Put the pay code the search box, or you can scroll down to find the pay code.

=	۵		oyee Timecards								Amount
List Vi		EFER, JODI Y	Sign-Off Remove	∰ ♥ 💠 🐉 ♥ Analyze View Accrual Moved Actions	+				Ċ	 Previous Pay Period 	Paycode * zz do not use SD1 ptm IPTM
		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	PTM
+	Θ	Sun 6/23									PTMBUNEG
+	Θ	Mon 6/24			8:00 AM	4:00 PM	;INS LM08NL WR;;;			8.00	FPTM
+	Θ	Tue 6/25			8:00 AM	4:00 PM				8.00	FDPTM
+	Θ	Wed 6/26									Time
+	Θ	Thu 6/27									

4. Put in the amount of hours needed. You can put the time in but it is not needed. Click **apply**.

	EFER, JODI Y 👻 🚯 112	52 < 5 of 7 >	@ ¢> ₿	₽ •				Ö	 Previous Pay Period 		Paycode *	
1	oom Approve Remove Approval	Sign-Off Remove Sign-Off	Analyze View Accrual Moved Actions								8.00 ×)
	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift		Transfer 🗸 🗸	0
Θ	Sun 6/23										Override Accrual Days	
Θ	Mon 6/24			8:00 AM	4:00 PM	;INS LMOBNL WR;;;			8.00			
Θ	Tue 6/25			8:00 AM	4:00 PM				8.00		Effective Date 5/26/2024	
Θ	Wed 6/26]			Time	
Θ	Thu 6/27									l		J
Θ	Fri 6/28											
Θ	Sat 6/29											
Θ	Sun 6/30											
Θ	Mon 7/01											
Θ	Tue 7/02											
Θ	Wed 7/03											
Θ	Thu 7/04											
Θ	Fri 7/05											
Θ	Sat 7/06											

5. After PTM is added, your card may look like the below.

	۵		yee Timecards											Ø
0	SCHA	EFER, JODI Y 🔹 💽 112	52 < 5 of 7 >								i •	Previous Pay Period 🛛 🖧	* 8000 - ACCOUNTING	G Loa
List Vie	n Z	AA / % Isom Approve Remove Approvel	Sign-Off Remove Sign-Off	Analyze Vie Mos	w Accrual	Go To							Share Vie Pend	ew Calculate
		Date	Schedule	Abse	ence	In		Out	Transfer	Pay Code	Amount	Shift	Daily	Peri
+	0	Sun 6/23												
+	Θ	Mon 6/24				1	8:00 AM	4:00 PM	;INS LMOBNL WR;;;			8.00	8.00	
+	Θ	Tue 6/25				1	8:00 AM	4:00 PM				8.00	8.00	
+	Θ	Wed 6/26								PTM	8.00		8.00	
+	Θ	Thu 6/27												
+	Θ	Fri 6/28												

How to Add a "No Lunch"

≡	۰ ۵	UKG Emplo	yee Timecards	Punch Actions							م
List		DING, JAME	80 < 1of1 >	Rounded Time:				☆ - 6/	23/2024 - 7/06/2024 🛛 🖧	a ▼ 1 Employee(s) Selected a ^{c0} ₀ ▼ 0 Share Vie Pend	D iew Ci
		Date	Schedule Ab:	5:54 AM ei Override:	ut	Transfer	Pay Code	Amount	Shift	Daily	
+	Θ	Sun 6/23	7:00 AM - 6:00 🖕 💠	In Punch			🖞 On Call	1/ 23.00		23.00	
+	Θ	Mon 6/24	6:00 AM - 4:30 PM	Time Zone: (GMT -05:00) Eastern Time (USA; Canada)	4:47 PM				10.40	10.40	
+	Θ	Tue 6/25	6:00 AM - 4:30 PM	Last Edit Date: 7/17/2024	4:37 PM				10.70	10.70	
+	Θ	Wed 6/26	6:00 AM - 4:30 PM	Edit Made By:	4:33 PM				10.10	10.10	
+	Θ	Thu 6/27		JODI, JODI	8:16 AM				1.90	1.90	
+	Θ	Fri 6/28	6:00 AM - 4:30 PM	E- Ø S E+	4:45 PM				10.80	10.80	
+	Θ	Sat 6/29		Mark as Edit Comments Justify Reviewed Exception							

- 1. Right click the **in** or **out** punch.
- 2. Right click.
- 3. Click Edit.

	yee Timecards									Punch	
AA / / Zoom Approve Remove	Sign-Off Remove	Analyze View Accrual						⊟ ▼ 6/23	3/2024 - 7/06/2024 🖧 🔻	6/24/2024 Time*	7
Approval	Sign-Off	Moved Actions	In	Out	Transfer	Pay Code	Am	ount	Shift	Rounded Time 5:54 AM	
Sun 6/23	7:00 AM - 6:00 🖕 🚸					0n Call	4	23.00		Transfer	
Mon 6/24	6:00 AM - 4:30 PM		5:55 AM	4:47 PM					10.40		• 0
Tue 6/25	6:00 AM - 4:30 PM		\$:55 AM	4:37 PM					10.70	In Punch 💌)
Wed 6/26	6:00 AM - 4:30 PM		5:55 AM	4:33 PM					10.10	Time Zone	1
Thu 6/27			6:25 AM	8:16 AM					1.90	Cancel Deduction	
Fri 6/28	6:00 AM - 4:30 PM		\$:55 AM	4:45 PM					10.80	•	
Sat 6/29										All	-
Sun 6/30										0-ST 30 Min Meal Deduction	
Mon 7/01	6:00 AM - 4:30 PM		5:55 AM	4:33 PM					10.60	1 hr Auto MGMO	
	4:30 PM - 6:00 🖕 💠					🖞 On Call	4	13.50		30 m 10 2nd auto	
Tue 7/02	6:00 AM - 4:30 PM		5:55 AM	4:35 PM					10.20		
	4:30 PM - 6:00 📞 💠					🖞 On Call	4	13.50			
			6:32 PM	8:39 PM	;OnCall-CallBack Pay;;;				4.00		
Wed 7/03	6:00 AM - 4:30 PM		§ 5:55 AM	6:19 PM					12.40		
	4:30 PM - 6:00 🖕 🤣					🚺 On Call	4	13.50			
	CDING. JAME. A	April April <th< td=""><td>Disc 1118 1 of 1 Am Approx Approx</td><td>DING, JAME Image: State of the state of the</td><td>DING, JAME Image: Sign of Sign</td><td>DING_IAME INITIAL INITIAL</td><td>DING_IAME DITUB 1 of 1 Am Oppose Oppose</td><td>DING_IAME INTO 1 of 1 >> Amouno Service Spice Service Amouno Service <</td><td>DNA_AME 0 1110 < 1 of 1 > C 1 of 1 > <thc 1="" of=""> <thc 1=""></thc></thc></td><td>DNA_ O DIM Left Second and and and and and and and and and a</td><td>DNA</td></th<>	Disc 1118 1 of 1 Am Approx Approx	DING, JAME Image: State of the	DING, JAME Image: Sign of Sign	DING_IAME INITIAL INITIAL	DING_IAME DITUB 1 of 1 Am Oppose Oppose	DING_IAME INTO 1 of 1 >> Amouno Service Spice Service Amouno Service <	DNA_AME 0 1110 < 1 of 1 > C 1 of 1 > <thc 1="" of=""> <thc 1=""></thc></thc>	DNA_ O DIM Left Second and and and and and and and and and a	DNA

- 4. Click on the down arrow in the **Cancel Deduction** box
- 5. Click on the **All** then **Apply**.
- 6. If you would need to remove it, you will do the same steps. You will click in the blank space above the **All**. Make sure iti is blank, then click **Apply**.

How to Fix On-Call and Callback pay

=	۵	UKG Emplo	yee Timecards									0 Q U
	HADD	ING, JAME 🔻 🚺 1118	80 < 1of1 >						ć	ti ▼ 6/23/2024 - 7/06/2024	 1 Employee(s) Selection 	ed 📀 Loaded: 3:5
st Viev		A Approve Remove Approval		knałyze View Accrua Moved Action	I Go To						Share	Tew Calculate Sav
		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
•	Θ	Wed 7/03	6:00 AM - 4:30 PM		\$ 5:55 AM	6:19 PM				12.40		
•	Θ		4:30 PM - 6:00 🖕 🚸					🖞 On Call	4	13.50	25.90	14
-	Θ	Thu 7/04	7:00 AM - 6:00 🖕 🤣					🖞 On Call	4	23.00	23.00	168
•	Θ	Fri 7/05	6:00 AM - 4:30 PM		5:55 AM	5:50 PM	*			11.40		
•	Θ		4:30 PM - 6:00 📞 🛷					🖞 On Call	4	13.50	24.90	193
-	Θ	Sat 7/06			6:55 AM	9:26 AM	OnCall-CallBack Pay;;;			4.00		
-	Θ		7:00 AM - 7:00 🖕 🤣					🖞 On Call	4	24.00	28.00	221
•	Θ	Sun 7/07										22
A		All Location	▼ ↓ ✓ Jot	b ↑₂ ∨	Cost Center	^₃~ L	abor Category 🗘	 Pay Code 	e ↑5∨	Amount	✓ Waqe	= []
Ar	hanced	Scheduling/LMHS/PROCED/I			concenter	01,5150,14		ADVSCHBN	,	, 0110 and	4.60	USD0.0
		Scheduling/LMHS/PROCED/I				01,5150,14		CBNW			3.40	USD0.0
		Scheduling/LMHS/PROCED/I				01,5150,14		oncall			124.00	USD0.0
		Scheduling/LMHS/PROCED/I				01,5150,14	02802	OT			9.00	- USD0.0

1. The On-call Callback Pay listed on 7/6/24 is showing incorrectly in the totals. Right now, it is showing as ADVSCHBN which is incorrect. This needs to be listed as LM10 Oncall-Callback Pay.

-	۵		yee Timecards										Transfer	×
) (,	NING, JAME		Či ▼ di [®] ∂i ▼ nalyze View Accrua Moved Actions							⊡ - 6/23	/2024 - 7/06/2024 🕉 🔻	Primary Location Advanced Scheduling/ MHS/PROCED/IR/LEAD	
		Date	Schedule	Absence	In	0	ut	Transfer	Pay Code	Am	ount	Shift	Work Rule None Cost Center None	()
	Θ	Wed 7/03	6:00 AM - 4:30 PM		5:55 AM	i.	6:19 PM					12.40	Labor Categories 01,5150,1402802	
	Θ		4:30 PM - 6:00 🖕 🚸					;OnCall-CallBack Pay;;;	1 On Call	4	13.50		Add Business Structure	
	Θ	Thu 7/04	7:00 AM - 6:00 🖕 🚸					;LM10 OnCall-CallBack;;; ;INS LM08NL WR;;;	1 On Call	4	23.00		Work Rule	
	Θ	Fri 7/05	6:00 AM - 4:30 PM		5:55 AM	i.	5:50 PM	;;				11.40	OnCall-CallBack Pay	e
	Θ		4:30 PM - 6:00 📞 🤝					Search	🖞 On Call	4	13.50			
	Θ	Sat 7/06			6:55 AM		9:26 AM	;OnCall-CallBack Pay;; 👻				4.00	Im Limitorial Charge WK	
	Θ		7:00 AM - 7:00 🖕 🤣						🖞 On Call	4	24.00		LM10NL OnCall-CallBack	
	Θ	Sun 7/07											LM10NL Precept WR	
													LM10NL WR	
A.I	I	▼ All	•										LM10 OnCall-CallBack	
		Location 1	'i 🖌 job	↑2 ~	Cost Center	↑ 3 ∨	Lal	bor Category 14	Pay Co	ode é	h₅ ~	Amount		
d	lvanced	d Scheduling/LMHS/PROCED/IF	R LEAD				01,5150,140	2802	ADVSCHBN					
d	lvanced	d Scheduling/LMHS/PROCED/IF	R LEAD				01,5150,140	2802	CBNW					
d	lvanced	d Scheduling/LMHS/PROCED/IF	R LEAD				01,5150,140	2802	oncall			12		
d	lvanced	d Scheduling/LMHS/PROCED/IF	R LEAD				01,5150,1402802 OT							
		Accrua	als		Totals				Historical Con	rections			Cancel	Apply

- 2. Click on the **On-call Callback Pay** in the **Transfer** box.
- 3. Search. Click on **Edit (pencil)** search for the LM10 On-call Call Back the click **Apply**. Now you can see the ADVSCHBN is gone.

ist Vie		AA / Goom Approve Remove Approval		Q ▼ ↔ nalyze View Accru Moved Actio	ual Go To								cconstants vie Share Vie Penc	w Calculate Sav
_		Date	Schedule	Absence	Ir	n	Out	Transfer	Pay Code	-	Amount	Shift	Daily	Period
+	Θ	Sun 6/30												67.
+	Θ	Mon 7/01	6:00 AM - 4:30 PM		8	5:55 AM	4:33 PM					10.60		
÷	Θ		4:30 PM - 6:00 🖕 🚸						🖞 On Call	4	13.50		24.10	91.
÷	Θ	Tue 7/02	6:00 AM - 4:30 PM			5:55 AM	4:35 PM					10.20		
+	Θ		4:30 PM - 6:00 🖕 🚸						🏌 On Call	4	13.50			
+	Θ				i	6:32 PM	8:39 PM	;LM10 OnCall-CallBack;;				4.00	27.70	119.3
+	Θ	Wed 7/03	6:00 AM - 4:30 PM		8	5:55 AM	6:19 PM	•				12.40		
+	Θ		4:30 PM - 6:00 🖕 🚸						🖞 On Call	4	13.50		25.90	145.
A	II	All Location	↓ ↑1 ↓ Job	↑2~	Cost	Center	∱₃~ La	bor Category 🔶 🛧	✓ Pay Co	de	↑ ₅ ∨	Amount	✓ Wages	= :: ~ 7
A	lvanced	d Scheduling/LMHS/PROCED/I	IR LEAD				01,5150,14	12802	CBNW				3.40	USD0.00
A	lvanced	d Scheduling/LMHS/PROCED/I	IR LEAD				01,5150,14	12802	oncall				124.00	USD0.00
A	lvanceo	d Scheduling/LMHS/PROCED/I	IR LEAD				01,5150,140	12802	OT				13.60	USD0.00
	dvanced Scheduling/LMHS/PROCED/IR LEAD				01,5150,1402802			OT52				0 USD0.00		

How to Improve Individually

= 0	ິບ	KG Em	ployee Tin	necards										Ø Q
P.H	ADDING, JA	ME 🔻 🛛	11180 < 1 o	f1 >							ii -	Previous Pay Period 🛛 🖁 🖧	 1 Employee(s) Selected 	ed 🖸 Loaded: 4
		Approve Ren App	nove Sign-Off			Accrual							Share \	Tiew Calculate State
		Date	Sci	hedule	Absence		In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period

- 1. Click on **Approve** under the associate name on the left.
- 2. The screen will turn purple when approved.

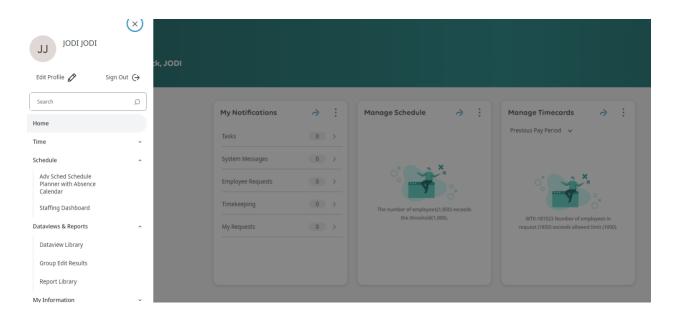
2	HAD	DING, JAI	ME 🔹	0 11180	< 1 of 1	1								尚 - 1	Previous Pay Period 🛛 🐰	 1 Employee(s) Selected 	O Loaded	: 4:12
		AA	Approve	Remove Approval	Sign-Off	Remove Sign-Off	👰 = Analyze	¢∳ View Moved	Accrual Actions	写 ·						Share View Fender		Save
			Date		Sche	edule		Absence		In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period	
-	Θ	Sun	6/23		7:00 AM	- 6:00 📞	00						1/ On Call	1 23.00		23.00		23.00
	Θ	Mor	n 6/24		6:00 AM	- 4:30 PM				\$:55 AM	4.47 PM				10.90	10.90		33.90
	Θ	Tue	6/25		6:00 AM	- 4:30 PM				5:55 AM	4:37 PM	•			10.70	10.70		44.60

How to Approve Whole Department

1. Click on the three lines in the top left.

⊨ி பKG					
JJ Welcome back, JODI					
	My Notifications	ð	:	Manage Schedule 🤌 🗄	Manage Timecards 🔿 🗄
	Tasks	0	>		Previous Pay Period 🐱
	System Messages	0	>	10 × X	
	Employee Requests	0	>		ै भि र्भ
	Timekeeping	0	>	The number of employees(1,850) exceeds	T
	My Requests	0	>	the threshold(1,000).	WTK-181523 Number of employees in request (1850) exceeds allowed limit (1000).

- 2. Go to Dataviews & Reports
- 3. Click on the **Dataview Library**.



4. Click on **Reconcile Timecard LMHS** in the bottom right.

= ゐ じKG Dataview Library

otal [28]								
ount: 6								
Name: Subject:	0-ST Data and Totalization Status - Support Employee	>	Name: Subject:	0-ST Employee Summary - Full Employee	>	Name: Subject:	OnCall - CBNW Employee	>
Name: Subject:	Sched Info Employee	>	Name: Subject:	User List Employee	>			
cheduling ount: 3								
Name: Subject:	0-ST Schedule Planner Column Set Employee	>	Name: Subject:	0-ST Time Off Requests History Employee	>	Name: Subject:	0-ST Time Off Requests Info Employee	>
imekeeping ount: 17								
Name: Subject:	0-ST Accrual Details - Full Employee	>	Name: Subject:	0-ST Accrual Transactions Details Employee	>	Name: Subject:	0-ST Employee Approval Multi Job Summa Employee	>
Name: Subject:	0-ST Employee Hours by Job Employee	>	Name: Subject:	0-ST Employee Hours by Labor Category Employee	>	Name: Subject:	0-ST Exception Summary Employee	>
Name: Subject:	0-ST Managers with Unapproved Jobs Employee	>	Name: Subject:	0-ST Pay Period Close Employee	>	Name: Subject:	0-ST Pay Period Close - Legacy Employee	>
Name: Subject:	PTM - DR - UNUM Employee	>	Name: Subject:	PTO-STD-TTO-UNUM Employee	>	Name: Subject:	Reconcile Timecard LMHS Employee	>

- 5. Make sure it reads **Previous Pay Period** in the top right.
- 6. Make sure you have the correct department in the top right.
- 7. Click on the **Select All** on the left.
- 8. Click on the **Approval** tab on the left at the end of the line.
- 9. Click Approve Timecards.

= △ UKG Reconcile Timecard LMHS) ® Q
Reconcile Timecard LMHS 🔻		🛱 🔻 Previous Pay Period 🧹 > 🔗 🔻 8000 - ACCOUNTING 🔿 Loaded 4:26 I
El Y AA A ^A Ø V Ø V √V elect Ai Brefine Zoom People Track Time Accruaits Approval		E < 🗸 🗸 🖒 Detaits Share Restor
ン Employee Full Name 个マ Exception Counter マ Early In	✓ Late In ✓ Early Out	✓ Late Out ✓ OT ✓ Unscheduled ✓ ⁴
BROWN, MATTHEW O		
COON, TYLER R		
HAHN, JULIEA		
HEFNER, KELLY R		
SCHAEFER, JODI Y		
SCHROEDER, BRENDA K		
VENTURELLA, PHILLIP M		