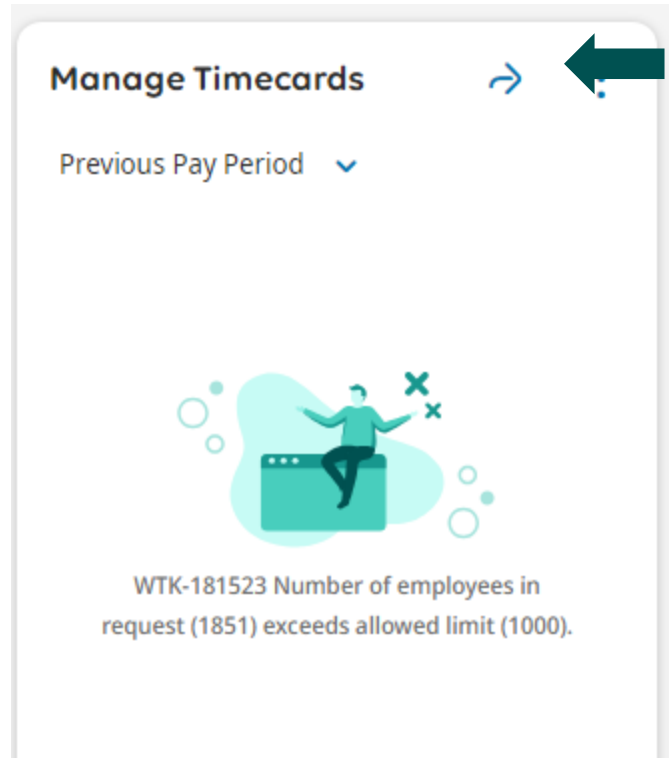


HOW TO EDIT

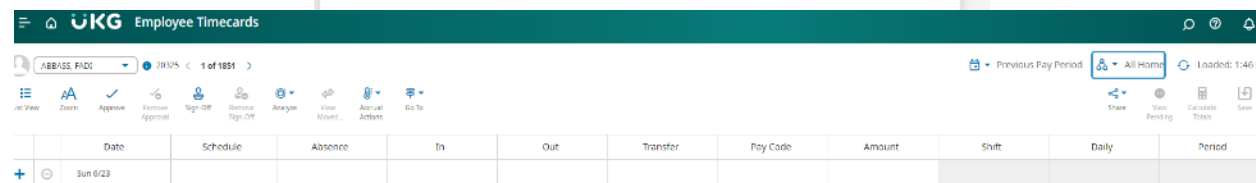
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We will begin momentarily ...

Go to the Manage Timecards tile



You will click on the arrow to go to timecards.



You will have 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.

To clock someone in and out, just click on the in box, put in the start time. Then click on the out box and put in the out time. You won't be able to hit 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 - ACCOUNTING

SCHAEFER, JODI Y

Remove Sign-Off Analyze View Moved... Accrual Actions Go To Share View Pending

Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily
		8:00 AM	4:00 PM				8.00	8.00

General Information
Contact Information
Timekeeping
Pay Rule
Beginning of Time - Forever
LM8NL
Employee Job Transfer Set
5/26/2024 - 7/14/2024
Empty
Manager Additions
5/26/2024 - 7/14/2024
Empty
Labor Category Profile
All Departments and Jobs

If you need to transfer to Charge, Precept, Orient, INS, you will right 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.

Click on Search. Click on Add Work Rule. You can scroll down to the one you want then click on apply.

The screenshot displays the UKG Employee Timecards interface for Jodi Schaefer. The main table shows a timecard entry for Monday, 6/24, with an in time of 8:00 AM and an out time of 4:00 PM. A dropdown menu is open under the 'Transfer' column, showing options: 'Choose:', 'JNS LMOBNL WR;;', '4040;', '3020;', 'TEMP12 WR;;3112;', and 'Search...'. A red arrow points to the 'Transfer' column header. On the right, a 'Transfer' panel is open, showing employee details for Jodi Schaefer and a search bar with the word 'Search' entered. Below the search bar, a list of work rules is displayed, including '0-ST Assign Pay Rule', '0-ST Work Rule', 'BU08 ADVSCH WR', 'BU08 Charge WR', 'BU08F ADVSCH WR', and 'BU08F Charge WR'. At the bottom of the panel are 'Cancel' and 'Apply' buttons.

Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift
Sun 6/23								
Mon 6/24			8:00 AM	4:00 PM				8.00
Tue 6/25								
Wed 6/26								
Thu 6/27								
Fri 6/28								
Sat 6/29								
Sun 6/30								
Mon 7/01								
Tue 7/02								
Wed 7/03								
Thu 7/04								
Fri 7/05								
Sat 7/06								

Here is the screen shot after the transfer.

SCHAEFER, JODI Y 11252 < 5 of 7 >

Previous Pay Period 8000 - ACCOUNTING

List View Zoom Approve Remove Approval Sign-Off Remove Sign-Off Analyze View Moved... Accrual Actions Go To Share View Pending

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily
+	⊖	Sun 6/23									
+	⊖	Mon 6/24			8:00 AM	4:00 PM	;INS LM08NL WR;;			8.00	8.00
+	⊖	Tue 6/25									

HOW TO MOVE HOURS:

The screenshot displays the UKG Employee Timecards interface for Jody Schaefer (Employee ID 11252). The top navigation bar includes the UKG logo, user name, and employee ID. Below the navigation bar, there are various action buttons such as List View, Zoom, Approve, Remove Approval, Sign-Off, Remove Sign-Off, Analyze, View Moved..., Accrual Actions, and Go To. On the right side, there are options for Previous Pay Period, Department (8000 - ACCOUNTING), and a loading status (Loaded: 2:32 PM).

The main table shows the timecard data for the week of June 23rd to June 28th. The columns include Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. A red arrow points to the 'All' dropdown menu in the filter bar below the table.

Below the timecard table, there is a summary table with columns: Location, Job, Cost Center, Labor Category, Pay Code, Amount, and Wages. A red arrow points to the 'Totals' row in this summary table.

Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 6/23										
Mon 6/24			8:00 AM	4:00 PM	;INS LM08NL WR;;			8.00	8.00	8.00
Tue 6/25			8:00 AM	4:00 PM				8.00	8.00	16.00
Wed 6/26										16.00
Thu 6/27										16.00
Fri 6/28										16.00

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
Basic Scheduling	Work		01,8000,1412161	INS	8.00	USD0.00
Basic Scheduling	Work		01,8000,1412161	REG	8.00	USD0.00
Basic Scheduling	Work		01,8000,1412161	Total Hours	16.00	USD0.00

Try to only 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.

Right click on the pay code that you want to move.

You will see the Move Amount command.

The screenshot displays a payroll system interface for user SCHAEFER, JODI Y. The top navigation bar includes options like 'Previous Pay Period' and '8000 - ACCOUNTING'. Below the navigation is a toolbar with icons for 'List View', 'Zoom', 'Approve', 'Remove Approval', 'Sign-Off', 'Remove Sign-Off', 'Analyze', 'View Moved...', 'Accrual Actions', and 'Go To'. The main area shows a calendar view of shifts from Sun 6/23 to Fri 6/28. A dropdown menu is open over the Tue 6/25 entry, showing 'Totals Actions' with details: Date: 6/25/2024, Paycode: REG, Account: Basic Scheduling/Work;;01,8000,1412161; Amount: 8.00. A red arrow points to the 'Move Amount' option in the dropdown. Below the calendar is a 'Totals Details For Tue 6/25/2024' table with columns for Location, Job, Cost Center, Labor Category, Amount, and Wages. The table shows two rows for 'Basic Scheduling' with 'Work' as the job and '01,8000,1412161' as the cost center. The first row has 'REG' as the labor category and '8.00' as the amount. The second row has 'Total Hours' as the labor category and '8.00' as the amount. At the bottom of the interface, there are tabs for 'Accruals', 'Totals', 'Historical Corrections', and 'Audits'.

Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily
Sun 6/23									
Mon 6/24			8:00 AM	4:00 PM	;INS LM08NL WR;;			8.00	8.00
Tue 6/25			8:00 AM	4:00 PM				8.00	8.00
Wed 6/26									
Thu 6/27									
Fri 6/28									

Location	Job	Cost Center	Labor Category	Amount	Wages
Basic Scheduling	Work		01,8000,1412161	REG	8.00
Basic Scheduling	Work		01,8000,1412161	Total Hours	8.00


Put in the new pay code such as INS.

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.

Then click on the apply tab as seen below.

Move Amount ✕

 **SCHAEFER, JODI Y**
XXXXX


From

Paycode
REG

Amount (HH.hh)
8.00

Transfer
Basic Scheduling/Work;;;01,8000,1412161;

To

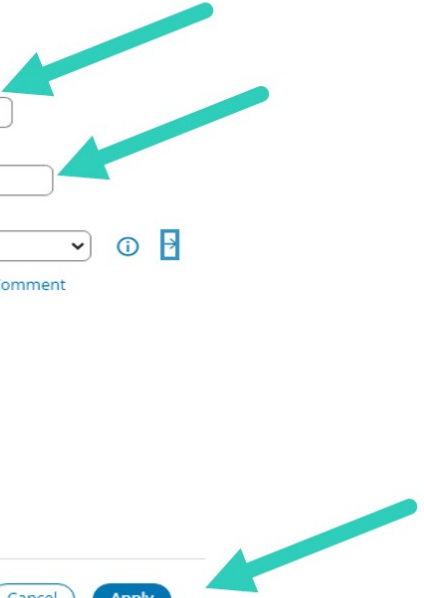
Effective Date *
 

Paycode *

Amount (HH.hh) *

Transfer

Comments [0] [Add Comment](#)



Now you can see I moved 4 hours to INS.

UKG Employee Timecards

SCHAEFER, JODI Y 11252 < 5 of 7 > Previous Pay Period 8000 - ACCOUNTING

List View Zoom Approve Remove Approval Sign-Off Remove Sign-Off Analyze View Moved... Accrual Actions Go To Share View Pending

Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily
Sun 6/23									
Mon 6/24			8:00 AM	4:00 PM	;INS LM08NL WR;;			8.00	8.00
Tue 6/25			8:00 AM	4:00 PM				8.00	8.00
Wed 6/26									
Thu 6/27									
Fri 6/28									

Daily All Totals Details For Tue 6/25/2024

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
Basic Scheduling	Work		01,8000,1412161	INS	4.00	
Basic Scheduling	Work		01,8000,1412161	REG	4.00	
Basic Scheduling	Work		01,8000,1412161	Total Hours	8.00	

Accruals Totals Historical Corrections Audits

HOW TO ADD A PAY CODE:

The screenshot shows the UKG Employee Timecards interface for user SCHAEFER, JODI Y. The interface includes a navigation bar with the UKG logo and 'Employee Timecards' text. Below the navigation bar, there are user details (SCHAEFER, JODI Y, 11252, 5 of 7) and a 'Previous Pay Period' dropdown set to '8000 - ACCOUNTIN'. A toolbar contains various action icons: List View, Zoom, Approve, Remove Approval, Sign-Off, Remove Sign-Off, Analyze, View Moved..., Accrual Actions, and Go To. On the right, there are 'Share' and 'Vi Per' icons.

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily
+	⊖	Sun 6/23									
+	⊖	Mon 6/24		█	8:00 AM	4:00 PM	;INS LM08NL WR;;			8.00	8.00
+	⊖	Tue 6/25		█	8:00 AM	4:00 PM				8.00	8.00
+	⊖	Wed 6/26									
+	⊖	Thu 6/27									
+	⊖	Fri 6/28									
+	⊖	Sat 6/29									
+	⊖	Sun 6/30									
+	⊖	Mon 7/01									
+	⊖	Tue 7/02									
+	⊖	Wed 7/03									
+	⊖	Thu 7/04									

Click on the Pay Code box for the date you want to edit.

Right mouse click to get edit command

Put the Pay Code the search box or you can scroll down to find the pay code

Employee Timecards

SCHAEFER, JODI Y 11252 < 5 of 7 > Previous Pay Period

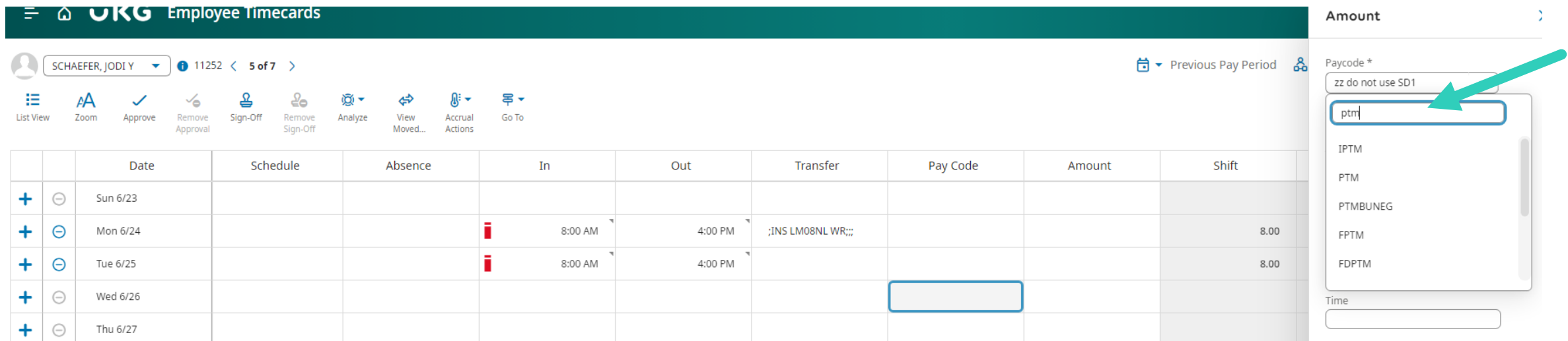
List View Zoom Approve Remove Approval Sign-Off Remove Sign-Off Analyze View Moved... Accrual Actions Go To

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift
+	-	Sun 6/23								
+	-	Mon 6/24			8:00 AM	4:00 PM	;INS LM08NL WR;;			8.00
+	-	Tue 6/25			8:00 AM	4:00 PM				8.00
+	-	Wed 6/26								
+	-	Thu 6/27								

Amount

Paycode *
zz do not use SD1
ptm
IPTM
PTM
PTMBUNEG
FPTM
FDPTM

Time



Put in the amount of hours needed. You can put the time in but not needed. Then apply

The screenshot displays the UKG Employee Timecards interface. At the top, the UKG logo and 'Employee Timecards' are visible. Below the header, the user 'SCHAEFER, JODIY' is identified with ID '11252' and '5 of 7' items. A toolbar contains various icons for actions like 'ist View', 'Zoom', 'Approve', 'Remove Approval', 'Sign-Off', 'Remove Sign-Off', 'Analyze', 'View Moved...', 'Accrual Actions', and 'Go To'. The main area is a table with columns: Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, and Shift. The table shows dates from Sun 6/23 to Sat 7/06. Two rows (Mon 6/24 and Tue 6/25) have red vertical bars in the Absence column and show 'In' and 'Out' times (8:00 AM to 4:00 PM) with a 'Transfer' value of ';INS LM08NL WR;;;'. The 'Amount' column for these rows is empty. A modal window titled 'Amount' is open on the right, with a red arrow pointing to the 'Amount (HH.hh) *' input field, which contains '8.00'. Other fields in the modal include 'Paycode *' (PTM), 'Transfer', 'Override Accrual Days' (checkbox), 'Effective Date' (6/26/2024), and 'Time'. A red arrow also points to the 'Apply' button at the bottom of the modal. The bottom of the interface has tabs for 'Accruals', 'Totals', and 'Historical Corrections'.

	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift
+ ⊖	Sun 6/23								
+ ⊖	Mon 6/24		█	8:00 AM	4:00 PM	;INS LM08NL WR;;;			8.00
+ ⊖	Tue 6/25		█	8:00 AM	4:00 PM				8.00
+ ⊖	Wed 6/26								
+ ⊖	Thu 6/27								
+ ⊖	Fri 6/28								
+ ⊖	Sat 6/29								
+ ⊖	Sun 6/30								
+ ⊖	Mon 7/01								
+ ⊖	Tue 7/02								
+ ⊖	Wed 7/03								
+ ⊖	Thu 7/04								
+ ⊖	Fri 7/05								
+ ⊖	Sat 7/06								

After the PTM was added.

Employee Timecards

SCHAEFER, JODI Y 11252 < 5 of 7 >

Previous Pay Period 8000 - ACCOUNTING Load

List View Zoom Approve Remove Approval Sign-Off Remove Sign-Off Analyze View Moved... Accrual Actions Go To Share View Pending Calculate Totals

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Peri
+	⊖	Sun 6/23										
+	⊖	Mon 6/24			8:00 AM	4:00 PM	;INS LM08NL WR;;			8.00	8.00	
+	⊖	Tue 6/25			8:00 AM	4:00 PM				8.00	8.00	
+	⊖	Wed 6/26						PTM	8.00		8.00	
+	⊖	Thu 6/27										
+	⊖	Fri 6/28										

HOW TO ADD A NO LUNCH:

Click on the in or out punch.

Right mouse click.

Click on the Edit.

The screenshot displays the UKG Employee Timecards interface. On the left, a navigation pane shows the user 'HADDING, JAME...' with ID 11180. Below this are icons for List View, Zoom, Approve, Remove Approval, Sign-Off, Remove Sign-Off, Analyze, and View Move. A table lists dates from Sun 6/23 to Sat 6/29 with corresponding schedules. The main area is titled 'Punch Actions' and shows details for a punch on 6/24/2024 at 5:55 AM. A red arrow points to the 'Edit' icon in the 'Punch Actions' menu. On the right, a detailed table shows the punch record with columns for In/Out, Transfer, Pay Code, Amount, Shift, and Daily. The 'On Call' pay code is highlighted in purple.

Employee Timecards

HADDING, JAME... 11180 < 1 of 1 >

List View Zoom Approve Remove Approval Sign-Off Remove Sign-Off Analyze View Move

		Date	Schedule	Absen
+	⊖	Sun 6/23	7:00 AM - 6:00 ...	
+	⊖	Mon 6/24	6:00 AM - 4:30 PM	
+	⊖	Tue 6/25	6:00 AM - 4:30 PM	
+	⊖	Wed 6/26	6:00 AM - 4:30 PM	
+	⊖	Thu 6/27		
+	⊖	Fri 6/28	6:00 AM - 4:30 PM	
+	⊖	Sat 6/29		

Punch Actions

Date: 6/24/2024
Time: 5:55 AM
Rounded Time: 5:54 AM
Override: In Punch
Time Zone: (GMT -05:00) Eastern Time (USA; Canada)
Last Edit Date: 7/17/2024
Edit Made By: JODI, JODI

Mark as Reviewed Edit Comments Justify Exception

6/23/2024 - 7/06/2024 1 Employee(s) Selected

In	Out	Transfer	Pay Code	Amount	Shift	Daily
			On Call	23.00		23.00
4:47 PM					10.40	10.40
4:37 PM					10.70	10.70
4:33 PM					10.10	10.10
8:16 AM					1.90	1.90
4:45 PM					10.80	10.80

Click on the down arrow in the Cancel Deduction box
Click on the All then apply.

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift
+	⊖	Sun 6/23	7:00 AM - 6:00 ...					On Call	23.00	
+	⊖	Mon 6/24	6:00 AM - 4:30 PM		5:55 AM	4:47 PM				10.40
+	⊖	Tue 6/25	6:00 AM - 4:30 PM	⊘	5:55 AM	4:37 PM				10.70
+	⊖	Wed 6/26	6:00 AM - 4:30 PM		5:55 AM	4:33 PM				10.10
+	⊖	Thu 6/27		⊘	6:25 AM	8:16 AM				1.90
+	⊖	Fri 6/28	6:00 AM - 4:30 PM	⊘	5:55 AM	4:45 PM				10.80
+	⊖	Sat 6/29								
+	⊖	Sun 6/30								
+	⊖	Mon 7/01	6:00 AM - 4:30 PM	⊘	5:55 AM	4:33 PM				10.60
+	⊖		4:30 PM - 6:00 ...					On Call	13.50	
+	⊖	Tue 7/02	6:00 AM - 4:30 PM		5:55 AM	4:35 PM				10.20
+	⊖		4:30 PM - 6:00 ...					On Call	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	13.50	

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 it's blank then apply.

HOW TO FIX ONCALL-CALLBACK PAY:

UKG Employee Timecards

HADDING, JAME... 11180 < 1 of 1 > 6/23/2024 - 7/06/2024 1 Employee(s) Selected Loaded: 3:53

List View Zoom Approve Remove Approval Sign-Off Remove Sign-Off Analyze View Moved... Accrual Actions Go To Share View Pending Calculate Totals Save

	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ ⊖	Wed 7/03	6:00 AM - 4:30 PM		5:55 AM	6:19 PM				12.40		
+ ⊖		4:30 PM - 6:00 ...					On Call	13.50		25.90	145.10
+ ⊖	Thu 7/04	7:00 AM - 6:00 ...					On Call	23.00		23.00	168.10
+ ⊖	Fri 7/05	6:00 AM - 4:30 PM		5:55 AM	5:50 PM				11.40		
+ ⊖		4:30 PM - 6:00 ...					On Call	13.50		24.90	193.00
+ ⊖	Sat 7/06			6:55 AM	9:26 AM		;OnCall-Callback Pay;;		4.00		
+ ⊖		7:00 AM - 7:00 ...					On Call	24.00		28.00	221.00
+ ⊖	Sun 7/07										221.00

All All

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
Advanced Scheduling/LMHS/PROCED/IR	LEAD		01,5150,1402802	ADVSCBHN		USD0.00
Advanced Scheduling/LMHS/PROCED/IR	LEAD		01,5150,1402802	CBNW		USD0.00
Advanced Scheduling/LMHS/PROCED/IR	LEAD		01,5150,1402802	oncall		USD0.00
Advanced Scheduling/LMHS/PROCED/IR	LEAD		01,5150,1402802	OT		USD0.00

The Oncall-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.

The screenshot displays the UKG Employee Timecards interface for James Hadding. The main table shows timecard entries from Wednesday, July 3rd to Sunday, July 7th. A 'Transfer' dialog box is open on the right, showing details for James Hadding, including his primary location (Advanced Scheduling/LMHS/PROCED/IR/LEAD) and current work rule (OnCall-CallBack Pay). A red arrow points to the 'Work Rule' field in the dialog, which is currently set to 'OnCall-CallBack Pay'. Below this field, a search dropdown is open, showing a list of work rules, with 'LM10NL OnCall-CallBack' highlighted as a selection option. The dialog also includes 'Add Business Structure', 'Cancel', and 'Apply' buttons.

Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift
Wed 7/03	6:00 AM - 4:30 PM		5:55 AM	6:19 PM				12.40
	4:30 PM - 6:00 ...				;OnCall-CallBack Pay;;	On Call	13.50	
Thu 7/04	7:00 AM - 6:00 ...				;LM10 OnCall-CallBack;;	On Call	23.00	
					;INS LM08NL WR;;			
Fri 7/05	6:00 AM - 4:30 PM		5:55 AM	5:50 PM				11.40
	4:30 PM - 6:00 ...				;;:4040;	On Call	13.50	
					;;:3020;			
Sat 7/06			6:55 AM	9:26 AM	;OnCall-CallBack Pay;;			4.00
	7:00 AM - 7:00 ...					On Call	24.00	
Sun 7/07								

Location	Job	Cost Center	Labor Category	Pay Code	Amount
Advanced Scheduling/LMHS/PROCED/IR	LEAD		01,5150,1402802	ADVSCBHN	
Advanced Scheduling/LMHS/PROCED/IR	LEAD		01,5150,1402802	CBNW	
Advanced Scheduling/LMHS/PROCED/IR	LEAD		01,5150,1402802	oncall	12
Advanced Scheduling/LMHS/PROCED/IR	LEAD		01,5150,1402802	OT	

Click on the Oncall-Callback Pay in the Transfer box.

Search. Click on the Edit (pencil) search for the LM10 Oncall-CallBack the Apply.

Now you can see the ADVSCHBN is gone.

HADDING, JAME... 11180 < 1 of 1 > 6/23/2024 - 7/06/2024 1 Employee(s) Selected Loaded: 3:59

List View Zoom Approve Remove Approval Sign-Off Remove Sign-Off Analyze View Moved... Accrual Actions Go To Share View Pending Calculate Totals Save

	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ ⊖	Sun 6/30										67.40
+ ⊖	Mon 7/01	6:00 AM - 4:30 PM		5:55 AM	4:33 PM				10.60		
+ ⊖		4:30 PM - 6:00 ...					On Call	13.50		24.10	91.50
+ ⊖	Tue 7/02	6:00 AM - 4:30 PM		5:55 AM	4:35 PM				10.20		
+ ⊖		4:30 PM - 6:00 ...					On Call	13.50			
+ ⊖				6:32 PM	8:39 PM	;LM10 OnCall-CallBack;;			4.00	27.70	119.20
+ ⊖	Wed 7/03	6:00 AM - 4:30 PM		5:55 AM	6:19 PM				12.40		
+ ⊖		4:30 PM - 6:00 ...					On Call	13.50		25.90	145.10

All All

Location ↑₁ Job ↑₂ Cost Center ↑₃ Labor Category ↑₄ Pay Code ↑₅ Amount Wages

Advanced Scheduling/LMHS/PROCED/IR	LEAD			01,5150,1402802	CBNW		3.40	USD0.00
Advanced Scheduling/LMHS/PROCED/IR	LEAD			01,5150,1402802	oncall		124.00	USD0.00
Advanced Scheduling/LMHS/PROCED/IR	LEAD			01,5150,1402802	OT		13.60	USD0.00
Advanced Scheduling/LMHS/PROCED/IR	LEAD			01,5150,1402802	OTS2		10.10	USD0.00

HOW TO APPROVE INDIVIDUALLY:

The screenshot shows the UKG Employee Timecards interface. At the top, there is a navigation bar with the UKG logo and the text 'Employee Timecards'. Below this, there is a user selection dropdown showing 'HADDING, JAME...' and a notification icon with '11180' and '1 of 1'. To the right, there are options for 'Previous Pay Period', '1 Employee(s) Selected', and 'Loaded: 4'. A toolbar contains various icons: List View, Zoom, Approve (highlighted with a red arrow), Remove Approval, Sign-Off, Remove Sign-Off, Analyze, View Moved..., Accrual Actions, and Go To. On the far right of the toolbar are 'Share', 'View Pending', and 'Calculate Totals'. Below the toolbar is a table with the following columns: Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period.

You will click on the Approve under the associate name on the left.

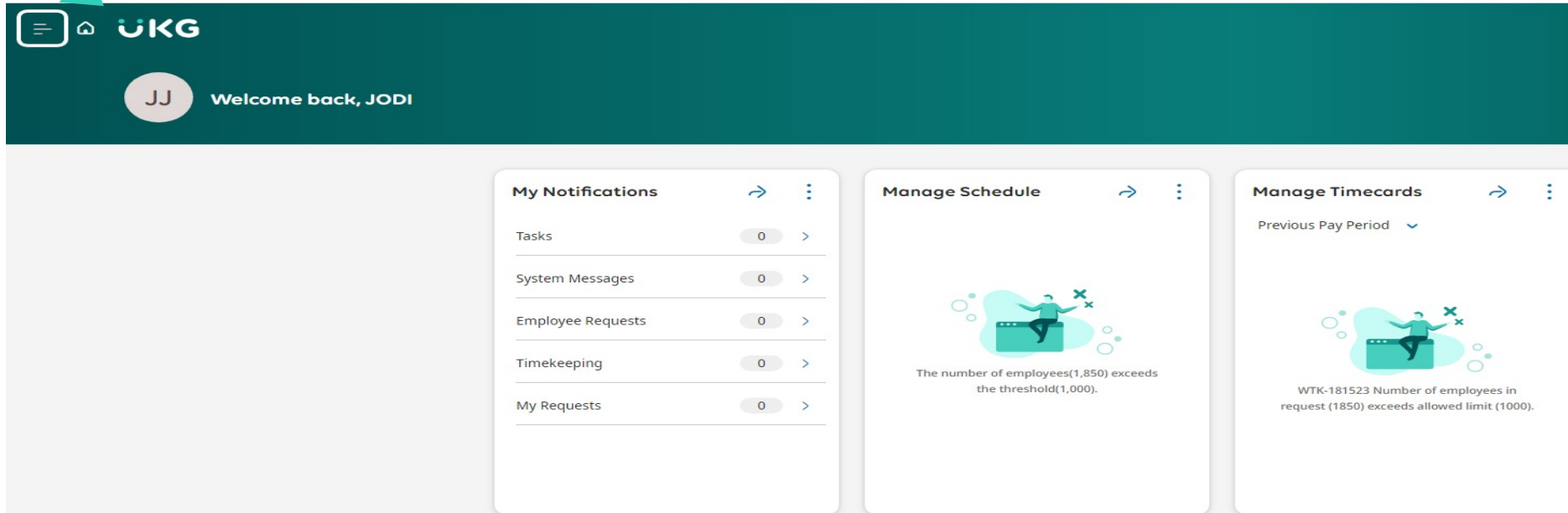
Screen will turn purple when approved.

The screenshot shows the UKG Employee Timecards interface after approval. The interface is now purple. The table shows the following data:

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sun 6/23	7:00 AM - 6:00 ...					On Call	23.00		23.00	23.00
+	⊖	Mon 6/24	6:00 AM - 4:30 PM		5:55 AM	4:47 PM				10.90	10.90	33.90
+	⊖	Tue 6/25	6:00 AM - 4:30 PM		5:55 AM	4:37 PM				10.70	10.70	44.60

HOW TO APPROVE THE WHOLE DEPARTMENT:

Click on the three lines at the top left.



The screenshot displays the UKG user interface. At the top left, there is a navigation menu icon (three horizontal lines) highlighted by a red arrow. The UKG logo is visible in the top left corner. Below the logo, a user profile card shows the initials 'JJ' and the text 'Welcome back, JODI'. The main content area is divided into three columns:

- My Notifications:** A list of notification categories, each with a count of 0 and a right-pointing arrow:
 - Tasks
 - System Messages
 - Employee Requests
 - Timekeeping
 - My Requests
- Manage Schedule:** A card with an illustration of a person at a computer and the text: 'The number of employees(1,850) exceeds the threshold(1,000).'
- Manage Timecards:** A card with a dropdown menu for 'Previous Pay Period' and an illustration of a person at a computer. Below the illustration, it says: 'WTK-181523 Number of employees in request (1850) exceeds allowed limit (1000).'

Go to the Dataviews & Reports

Click on the Dataview Library.

The screenshot shows a user interface for a user named JODI JODI. The sidebar on the left contains the following items:

- Home
- Time
- Schedule
 - Adv Sched Schedule Planner with Absence Calendar
 - Staffing Dashboard
- Dataviews & Reports** (highlighted with a red arrow)
 - Dataview Library
 - Group Edit Results
 - Report Library
- My Information

The main dashboard area contains three panels:

- My Notifications**: Lists Tasks (0), System Messages (0), Employee Requests (0), Timekeeping (0), and My Requests (0).
- Manage Schedule**: Displays a notification: "The number of employees(1,850) exceeds the threshold(1,000)."
- Manage Timecards**: Displays a notification: "WTK-181523 Number of employees in request (1850) exceeds allowed limit (1000)."

Click on the Reconcile Timecard LMHS Bottom right

UKG Dataview Library

total [28]

count: 6

Name: 0-ST Data and Totalization Status - Support Subject: Employee	Name: 0-ST Employee Summary - Full Subject: Employee	Name: OnCall - CBNW Subject: Employee
Name: Sched Info Subject: Employee	Name: User List Subject: Employee	

scheduling

count: 3

Name: 0-ST Schedule Planner Column Set Subject: Employee	Name: 0-ST Time Off Requests History Subject: Employee	Name: 0-ST Time Off Requests Info Subject: Employee
---	---	--

timekeeping

count: 17

Name: 0-ST Accrual Details - Full Subject: Employee	Name: 0-ST Accrual Transactions Details Subject: Employee	Name: 0-ST Employee Approval Multi Job Summa... Subject: Employee
Name: 0-ST Employee Hours by Job Subject: Employee	Name: 0-ST Employee Hours by Labor Category Subject: Employee	Name: 0-ST Exception Summary Subject: Employee
Name: 0-ST Managers with Unapproved Jobs Subject: Employee	Name: 0-ST Pay Period Close Subject: Employee	Name: 0-ST Pay Period Close - Legacy Subject: Employee
Name: PTM - DR - UNUM Subject: Employee	Name: PTO-STD-TTO-UNUM Subject: Employee	Name: Reconcile Timecard LMHS Subject: Employee



Make sure it is on Previous Pay Period top right.

Make sure you have the right department top right.

Click on the Select All on the left.

Click on the Approval tab on the left at the end of the line.

Approve Timecards

The screenshot shows the UKG Reconcile Timecard LMHS interface. The top navigation bar includes the UKG logo and the title 'Reconcile Timecard LMHS'. Below the navigation bar, there are several tabs: 'Reconcile Timecard LMHS', 'Select All', 'Refine', 'Zoom', 'People', 'Track Time', 'Accruals', and 'Approval'. The 'Approval' tab is highlighted. On the right side of the interface, there are dropdown menus for 'Previous Pay Period' and '8000 - ACCOUNTING', along with a 'Loaded 4:26 PM' indicator. Below the navigation and filters, there is a table with columns for 'Employee Full Name', 'Exception Counter', 'Early In', 'Late In', 'Early Out', 'Late Out', 'OT', and 'Unscheduled'. The table contains six rows of employee names: BROWN, MATTHEW O; COON, TYLER R; HAHN, JULIE A; HEFNER, KELLY R; SCHAEFER, JODI Y; and SCHROEDER, BRENDA K. The 'Unscheduled' column has a filter icon.

✓	Employee Full Name ↑	Exception Counter ↓	Early In ↓	Late In ↓	Early Out ↓	Late Out ↓	OT ↓	Unscheduled ↓
<input type="checkbox"/>	BROWN, MATTHEW O							
<input type="checkbox"/>	COON, TYLER R							
<input type="checkbox"/>	HAHN, JULIE A							
<input type="checkbox"/>	HEFNER, KELLY R							
<input type="checkbox"/>	SCHAEFER, JODI Y							
<input type="checkbox"/>	SCHROEDER, BRENDA K							
<input type="checkbox"/>	VENTURELLA, PHILLIP M							