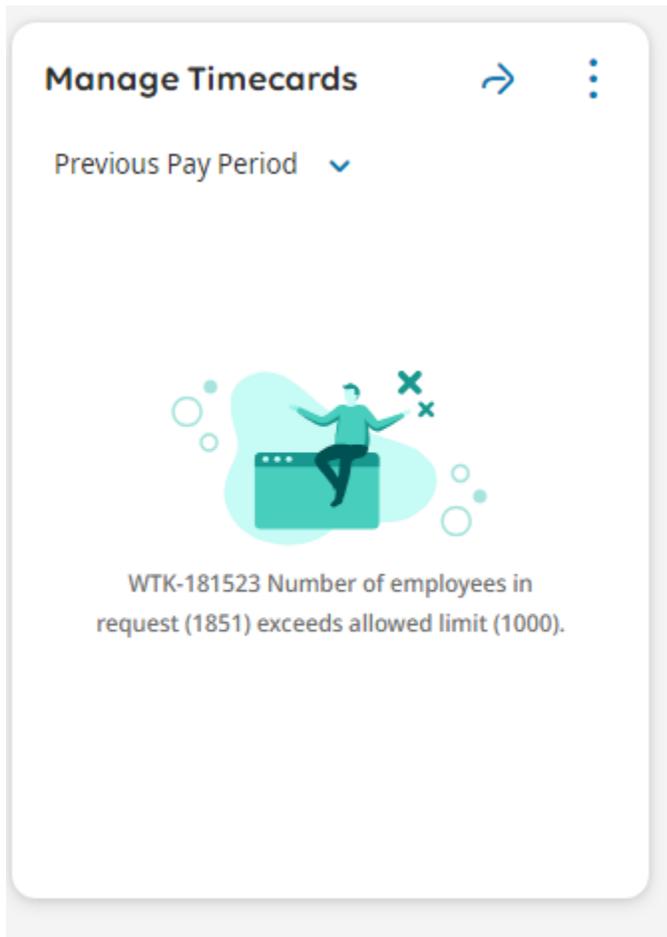
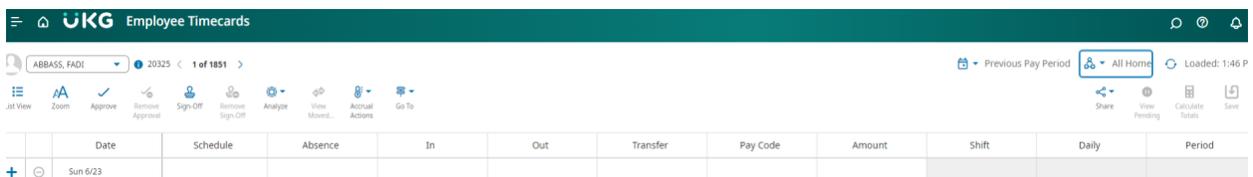


How to Edit Timecards



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**.

- 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.

The screenshot shows the UKG Employee Timecards interface for Jodi Schaefer. The main grid has columns for Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, and Daily. The 'In' and 'Out' times are set to 8:00 AM and 4:00 PM respectively. A sidebar on the left contains navigation options like General Information, Contact Information, and Timekeeping.

- 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.
- Click on **Search**. Click on **Add Work Rule**. You can then scroll down to the one you need, and then click on **Apply**.

The screenshot shows the UKG Employee Timecards interface with the 'Transfer' dropdown menu open. The dropdown lists various work rules such as 'INS LMOBNL WR', '4040', '3020', and 'TEMP12 WR'. The 'Add Work Rule' button is highlighted, and a search box is visible.

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

The screenshot shows a timecard for user SCHAEFER, JODI Y. The interface includes a toolbar with options like List View, Zoom, Approve, Remove Approval, Sign-Off, Remove Sign-Off, Analyze, View Moved..., Accrual Actions, and Go To. The main table displays the following data:

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

How to move hours

The screenshot shows the 'Employee Timecards' interface for user SCHAEFER, JODI Y. The main table displays the following data:

	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ ⊖	Sun 6/23										
+ ⊖	Mon 6/24			8:00 AM	4:00 PM	:JNS 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

Below the main table is a summary table with the following data:

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
Basic Scheduling	Work		01,8000,1412161	JNS	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

At the bottom of the interface, there are buttons for Accruals, Totals, Historical Corrections, and Audits.

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.

- 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.

The screenshot shows a payroll system interface. At the top, there is a user profile for 'SCHAEFER, JODI Y' and a navigation bar with various icons. Below this is a calendar view showing work hours for the week of June 23-28, 2024. The 'In' column shows 8:00 AM for Monday and Tuesday. A 'Totals Actions' dialog box is open over the Tuesday entry, displaying the following information:

- Date: 6/25/2024
- Paycode: REG
- Account: Basic Scheduling/Work::01,8000,1412161;
- Amount: 8.00

Below the calendar is a 'Totals Details For Tue 6/25/2024' section with a table showing the breakdown of the 8.00 hours:

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

- 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 *

8/25/2024



Paycode *

INS

Amount (HH,hh) *

4.00

Transfer



Comments [0] [Add Comment](#)

Cancel

Apply

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

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	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	

How to Add a Pay Code

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									

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.

The screenshot shows the UKG Employee Timecards interface for user SCHAEFER, JODLY. A search box for pay codes is open, displaying a list of options: 'zz do not use SD1', 'ptm', 'IPTM', 'PTM', 'PTMBUNEG', 'FPTM', and 'FDPTM'. The 'ptm' option is highlighted. The background table shows timecard entries for dates from Sun 6/23 to Thu 6/27, with columns for Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, and Shift.

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

The screenshot shows the UKG Employee Timecards interface with the 'Amount' dialog box open. The 'Paycode' is set to 'PTM', the 'Amount (hh:mm)' is '8.00', and the 'Effective Date' is '6/26/2024'. The 'Time' field is empty. The background table shows timecard entries from Sun 6/23 to Sat 7/06, with columns for Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, and Shift. The 'Apply' button is visible at the bottom right of the dialog.

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

The screenshot shows the final UKG Employee Timecards interface. The timecard entry for Wed 6/26 is now complete, showing a 'PTM' pay code, an amount of 8.00, and a shift. The background table shows timecard entries from Sun 6/23 to Fri 6/28, with columns for Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Peri.

How to Add a “No Lunch”

The screenshot shows the UKG Employee Timecards interface. On the left, there's a calendar view for HADDING, JAME... with dates from Sun 6/23 to Sat 6/29. The main area displays a 'Punch Actions' panel for 6/24/2024 at 5:55 AM. The punch is rounded to 5:54 AM and has a pay code of 'On Call' with an amount of 23.00. The interface includes a 'Punch Actions' panel with options like 'Mark as Reviewed', 'Edit', 'Comments', and 'Justify Exception'.

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

The screenshot shows the UKG Employee Timecards interface. On the left, there's a calendar view for HADDING, JAME... with dates from Sun 6/23 to Sat 6/29. The main area displays a 'Punch Actions' panel for 6/24/2024 at 5:54 AM. The punch is rounded to 5:54 AM and has a pay code of 'On Call' with an amount of 23.00. The interface includes a 'Punch' panel with options like 'All', '0-57 30 Min Meal Deduction', '1 hr Auto MGMO', and '30 m 10 2nd auto'.

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 it is blank, then click **Apply**.

How to Fix On-Call and Callback pay

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

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
Advanced Scheduling/LMHS/PROCD/IR	LEAD		01,5150,1402802	ADVSCHBN	4.60	USD0.00
Advanced Scheduling/LMHS/PROCD/IR	LEAD		01,5150,1402802	CBNW	3.40	USD0.00
Advanced Scheduling/LMHS/PROCD/IR	LEAD		01,5150,1402802	oncall	124.00	USD0.00
Advanced Scheduling/LMHS/PROCD/IR	LEAD		01,5150,1402802	OT	9.00	USD0.00

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.

Transfer

HADDING, JAMES

Primary Location: Advanced Scheduling/LMHS/PROCD/IR/LEAD

Work Rule: None

Cost Center: None

Labor Categories: 01,5150,1402802

OnCall-Callback Pay

Search: [LM10NL OnCall-Callback]

LM10NL OnCall-Callback

LM10NL Precept WR

LM10NL WR

LM10 OnCall-Callback

LM10 Precept WR

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.

	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	145.11

Location	Job	Cost Center	Labor Category	Pay Code	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 Improve Individually

The screenshot shows the UKG Employee Timecards interface. At the top, there is a header with the UKG logo and 'Employee Timecards'. Below the header, there is a navigation bar with various icons: List View, Zoom, Approve, Remove Approval, Sign-Off, Remove Sign-Off, Analyze, View Moved..., Accrual Actions, and Go To. The 'Approve' icon is highlighted in purple. On the right side of the navigation bar, there are icons for Share, View Pending, and Calculate Totals. Below the navigation bar is a table with columns: Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period.

	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
--	------	----------	---------	----	-----	----------	----------	--------	-------	-------	--------

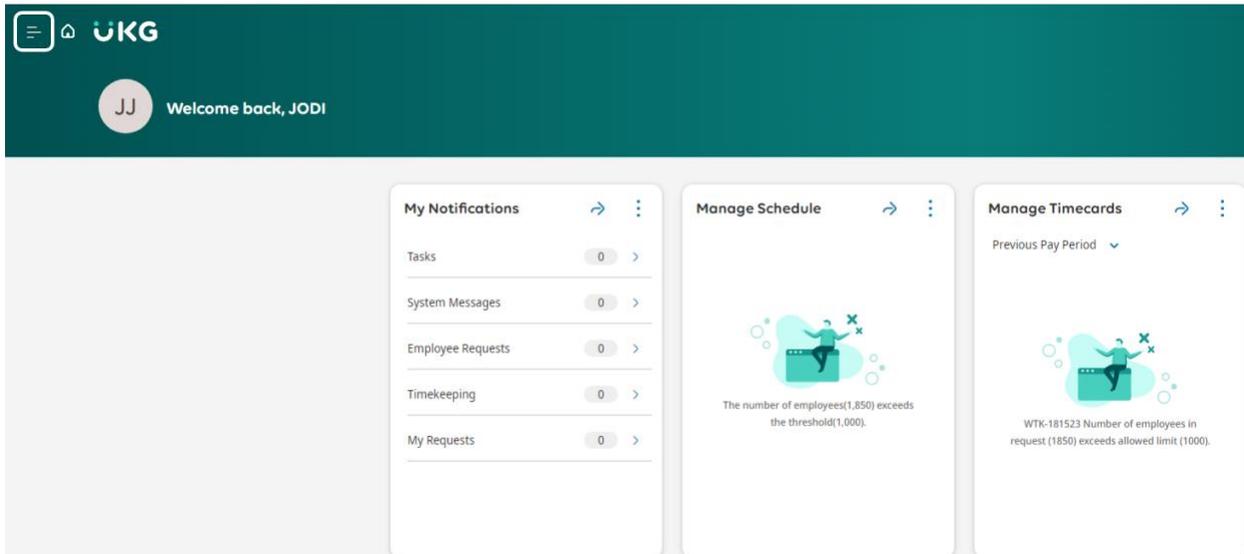
1. Click on **Approve** under the associate name on the left.
2. The screen will turn purple when approved.

The screenshot shows the UKG Employee Timecards interface with the timecard data for an employee. The 'Approve' icon is highlighted in purple. The table below shows the timecard data for three days: Sun 6/23, Mon 6/24, and Tue 6/25.

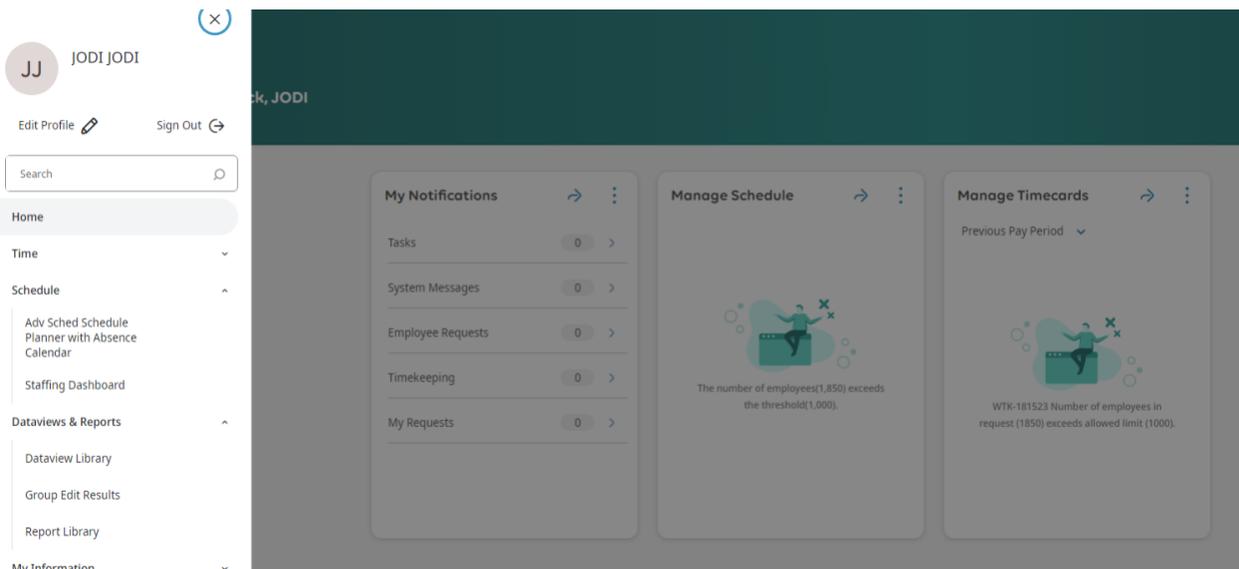
	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Sun 6/23	7:00 AM - 6:00 PM					On Call	23.00		23.00	23.00
+	Mon 6/24	6:00 AM - 4:30 PM		5:55 AM	4:47 PM				10.90	10.90	33.90
+	Tue 6/25	6:00 AM - 4:30 PM		5:55 AM	4:37 PM				10.70	10.70	44.60

How to Approve Whole Department

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



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



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

