

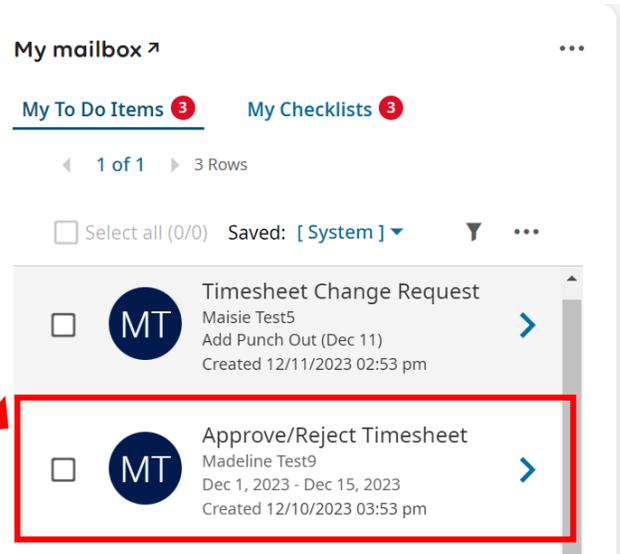
Manager Approving Timecard:

This training document is intended to provide instruction on how to review and approve employee timecards.

Upon logging into UKG Ready, the mailbox widget on your homepage will include all actions for your review and approval, including timecard approvals.

Any To Do Item that state “**Approve/Reject Timecard**” requires your review and approval by the Timecard Approval Deadline.

Click on the item to view.



From this view, you will have the ability to **Open Timesheet**, **Approve** or **Reject**. Click on **Open Timesheet** to review the time.

For an hourly employee please ensure you are reviewing the time for any exceptions such as missing punches. The below example employee has missing punches that you as the manager can add before approving:

		0.00 hrs Worked Hours		0.00 hrs Time Off Hours		0.00 hrs Overtime Hours				
> Date		From	To	Raw Total	Calc. Total	In Date	Time Off	Cost Center	Activities	N
> FRI Dec 1	+			0.00 hrs	0.00 hrs					
> SAT Dec 2	+			0.00 hrs	0.00 hrs					
> SUN Dec 3	+			0.00 hrs	0.00 hrs					
> MON Dec 4	+			0.00 hrs	0.00 hrs					
▼ TUE Dec 5 No Schedule	...	11:29 am	05:00 pm	5.52	5.50	TUE Dec 5		Choose...	Choose...	
	+			5.52 hrs	5.50 hrs					
▼ WED Dec 6 No Schedule	...	10:09 pm	10:13 pm	0.07	0.00	WED Dec 6		Student Assistant - 1HR011	Choose...	
	...	10:14 pm	⚠ To am	0.00	0.00	WED Dec 6		Student Assistant - 1HR011	Choose...	
	+			0.07 hrs	0.00 hrs					
▼ THU Dec 7 No Schedule	...	From am	To am	7.00	7.00	THU Dec 7	Sick	Student Assistant - 1HR011	Choose...	
	...	03:43 pm	03:48 pm	0.08	0.00	THU Dec 7		Student Assistant - 1HR011	Choose...	
	...	03:48 pm	⚠ To am	0.00	0.00	THU Dec 7		Student Assistant - 1FA040	Choose...	

VERY IMPORTANT: Also please note that all hours worked in your area are coded under the correct Cost Center. If they are not, then the incorrect budget will be charged.

From	To	Raw Total	Calc. Total	In Date	Time Off	Cost Center
		0.00 hrs	0.00 hrs			
		0.00 hrs	0.00 hrs			
		0.00 hrs	0.00 hrs			
		0.00 hrs	0.00 hrs			
11:29 am	05:00 pm	5.52	5.50	TUE Dec 5		Choose...
		5.52 hrs	5.50 hrs			
10:09 pm	10:13 pm	0.07	0.00	WED Dec 6		Student Assistant - 1HR011
10:14 pm	To am	0.00	0.00	WED Dec 6		Student Assistant - 1HR011
		0.07 hrs	0.00 hrs			
From am	To am	7.00	7.00	THU Dec 7	Sick	Student Assistant - 1HR011
03:43 pm	03:48 pm	0.08	0.00	THU Dec 7		Student Assistant - 1HR011
03:48 pm	To am	0.00	0.00	THU Dec 7		Student Assistant - 1FA040

To change the cost center, click the browse icon and select the correct cost center to charge:

Browse and Select Cost Centers ✕

List View

Page 1 | 1 - 2 Rows | Current: Org/Division

Cost Full Name

like

- New York City/Finance and Administration/Campus Planning and Facilities/Business Management NYC/Student Assistant - 1FA101
- New York City/President's Area/Human Resources/Talent Acquisition/Student Assistant - 1HR011

Close Clear Selections

Once you are finished reviewing the timecard, click on the back arrow in the upper left and then click **Approve**. If you the time recorded is not accurate, then click on **Reject** and provide a note back to the employee for review.

Time > Timesheets

← Timesheet Edit

MT Madeline Test9 (PQRST)

Created 12/10/2023 03:53 pm

Pay Period Semi-Monthly

Date Dec 1, 2023 - Dec 15, 2023

Reject
Approve