Manager Approving Timecard of Student or Part-Time Staff:

This training document is intended to provide instruction on how to review and approve a timecard of a student employee or part-time staff. These instructions also apply to student employees with multiple position assignments at Pace.

Upon logging into UKG Ready, click on the **Bell icon** in the upper right to open a view of your Mailbox, which will include all actions for your review and approval.

Any To Do Item that state “**Approve/Reject Time Entries**” 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**. 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:

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

Once you are finished reviewing the timecard, click on the back arrow in the upper left to return to the mailbox screen.

From the mailbox, scroll down the item to review the Time Off Entries table. If you are ready to approve, click on the checkbox next to each time entry or click on the top checkbox to select all, then click the Approve button (If the time recorded is not accurate, click on the Reject button and provide a note back to the employee for review).

**VERY IMPORTANT:** If you click on the top checkbox to select all, you must do so on each page of time entries by clicking on the arrows on the top right above the table to toggle between pages. In some cases, there could be 2 or 3 pages of time entries to select, and each page must be selected.
Click the **Submit** button when the below message appears:

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**Submit Time Entries**
You are about to submit the time entries approvals against this todo item. Once submitted you won't be able to make approval changes anymore. Do you still want to continue?

[Cancel] [Submit]