# 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.
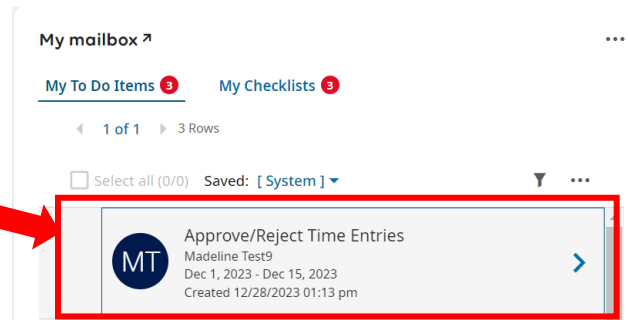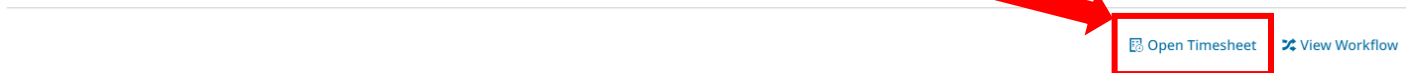
Click on the item to view.

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

Approve/Reject Time Entries
Jan 16, 2024 - Jan 31, 2024

MT **Maisie Test5** (LMNOPQRS)

Open Timesheet   View Workflow

Manager 1			Frankie Test3							

Page 1 of 1 1 - 4 of 4 Rows Current: [System]

Approve Reject

		Employee Id	First Name	Last Name ↑	Status	Date	Notes	Cost Centers Full Path	School (N/A if does not appl…
		starts with	starts with	starts with	starts w	=		starts with	starts with
☐	📄	LMNOPQRS	Maisie	Test5	New	01/16/2024	💬	New York City/President's Area/Human Resources/Talent Acquisition/Student Assistant - 1HR011	

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:

|		From	To	Raw Total	Calc. Total	In Date	Time Off	Cost Center	Activities	N
Date				**0.00** hrs Worked Hours	**0.00** hrs Time Off Hours	**0.00** hrs Overtime Hours				
> 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:
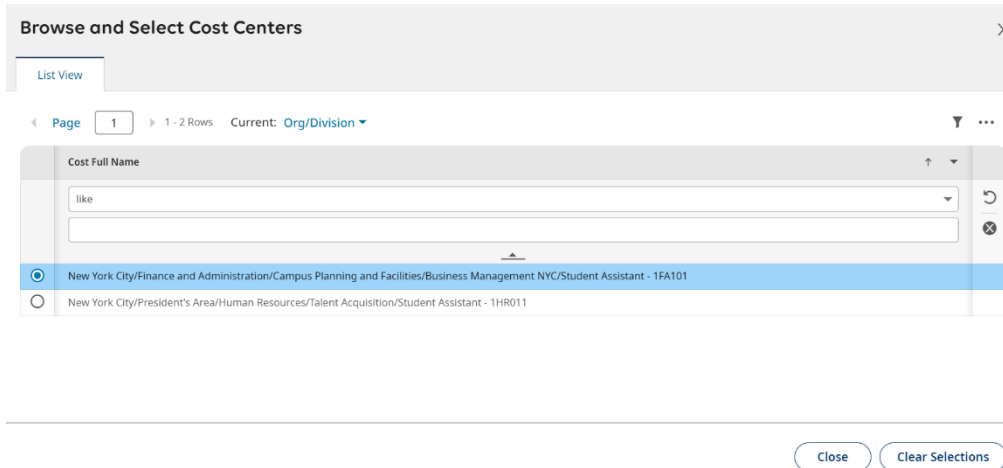
Once you are
finished reviewing the timecard, click on the back arrow in the upper left to return to
the mailbox screen.
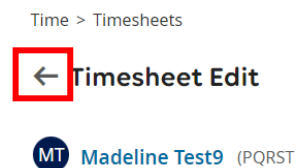
From the mailbox, scroll down the item to review the Time Off Entries table. If you are ready to approve, click on the checkbox next to each time entry or click on the top checkbox to select all, then click the **Approve** button (If the time recorded is not accurate, click on the **Reject** button and 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.
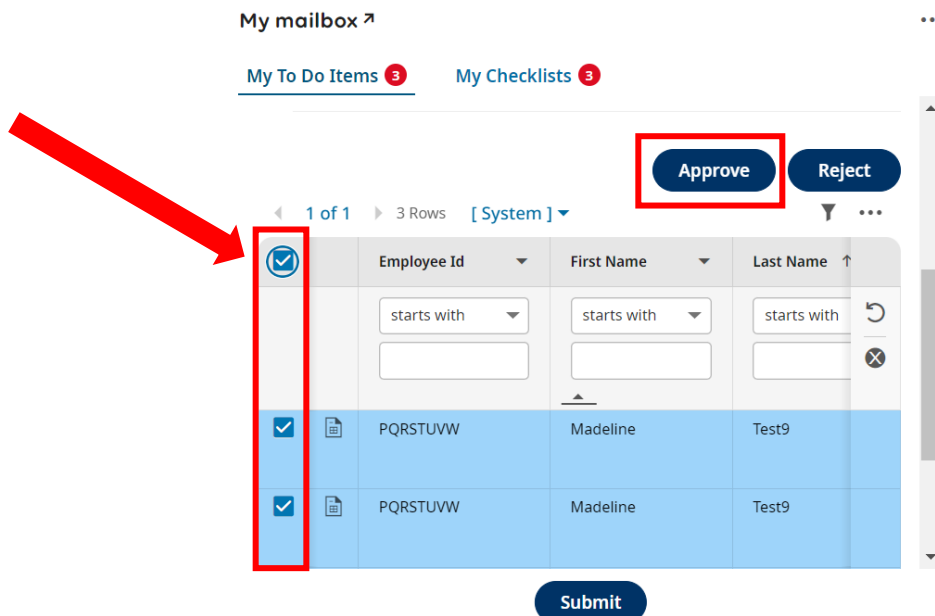
Click the **Submit** button when the below message appears:

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**