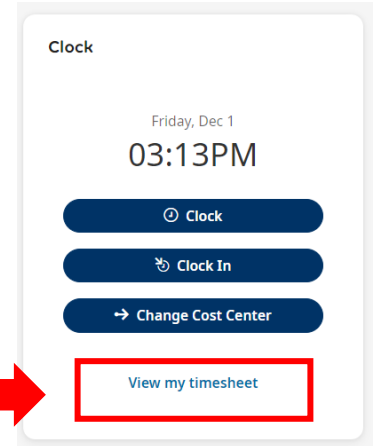


View Employee Timesheet for Hourly Employees:

This training document is intended to provide an overview of the Timesheet in UKG Ready for hourly employees.

To access your timesheet, click on the **Current Timesheet** link located on the Clock widget on your home dashboard. See Page 2 for definitions of each timecard component:



My Time > Timesheet > Current Timesheet

← Timesheet Edit

Buttons for editing the timesheet: Save, Submit, Change Request, Clock, Clock In, and Change Cost Center. A blue circle labeled 'F' is positioned above the Save button.

December 01, 2023 - December 15, 2023 ▶ Open

Navigation tabs: Time Entry (highlighted with blue circle 'A'), Extra Pay & Counter Adjustment, Exceptions, and More Tabs (4).

Date	From	To	Raw Total	Calc. Total	In Date	Cost Center	Notes
> 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	To am	0.00	0.00	TUE Dec 5	Choose...	
> WED Dec 6			0.00 hrs	0.00 hrs			

Blue circles 'B', 'C', 'D', and 'E' are placed on the 'Timesheet Edit' header, the 'Time Entry' tab, the 'To' field of the selected date, and the 'Notes' column respectively.

Marker	Field or Function	Description
A	Timesheet Tabs	The Time Entry tab displays the timesheet and all time entries for that pay period
B	Pay Period	Use the arrows or the calendar icon to open a timesheet for a different pay period.
C	Daily Rows	Expand or collapse time entry information related to each day of the week.
D	Time Entries	These fields display worked time and information associated with that time such as time off or cost centers. To request a change to your time entries please review the Timesheet Change Request document.
E	Note	Select this icon to view or add notes related to the time entry or day.
F	Actions	Available actions may include Save , Submit , and Change Request .