

View Employee Timesheet for Salary Employees:

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

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

Links

[Quick Links \(9\)](#) [Hyperlinks \(9\)](#)

My Information

[My Profile](#)
[Change Password](#)

My Time

Timesheet
Current Timesheet
[Change Requests](#)



PACE UNIVERSITY 10:57 PM (Eastern) Search

My Time > Timesheet > Current Timesheet



B ← Timesheet Edit

Save Submit Change Request ...

A ◀ December 01, 2023 - December 15, 2023 ▶ Open

Time Entry Exceptions Calc Detail Calc Summary Counters More Tabs (1) ▾

Cost Center	FRI Dec 1	SAT Dec 2	SUN Dec 3	MON Dec 4	TUE Dec 5	WED Dec 6	THU Dec 7	FRI Dec 8	SAT Dec 9	SU	Raw Total
D Choose...	7.00		C	7.00	7.00	7.00	7.00	7.00			77.00
Choose...											0.00
Totals	7.00	0.00	0.00	7.00	7.00	7.00	7.00	7.00	0.00		77.00

+ Add Rows 1

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	Schedule	Your schedule will auto populate the hours worked in each day you are scheduled to work.
D	Note	Select this icon to view or add notes related to the time entry or day.
E	Actions	Available actions may include Save, Submit, Change Request and Request Time Off (when clicking on three dots to expand action menu).