UKG Dimensions:

A Time Approver's "Need to Know" Overview

RE: Status Employees - Hourly & Salary Paid

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The Role of the Time Approver

Some typical Scheduling and Timekeeping manager tasks

SCHEDULING

Build future schedules

Manage requests for time off in the future

Maintain future schedules

Manage daily staffing

TIMEKEEPING

Monitor employee hours

Review alerts when employees deviate

Edit timecards to address changes

Approve employees' time for payroll processing

Course Objectives – for Time Approvers

After completing this session, you should have an understanding on how to:

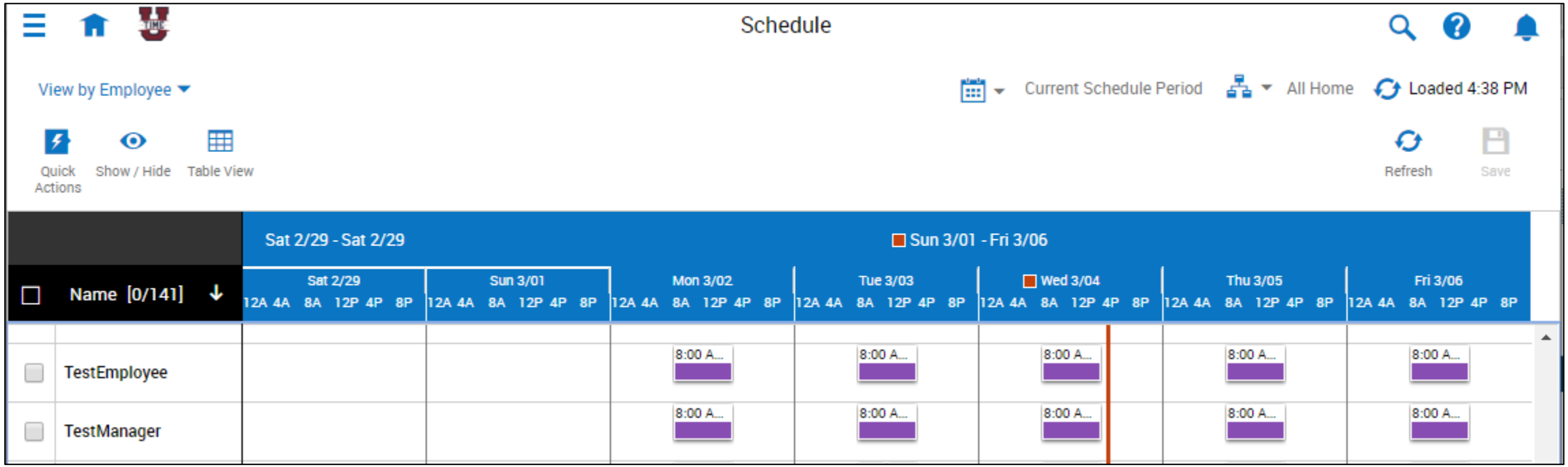
- View Schedules/Shifts (**Schedule**)
- Respond to notifications (**Control Center**)
- Approve time off requests (**Control Center**)
- Add, edit and remove punches (**Timecard**)
- Respond to exceptions (**Timecard**)
- Add, edit and remove time off (**Schedule**)
- Approve **Timecards**
- Access **Dataviews** for utilization and compliance review

View Schedules/Shifts

The **Schedule** view shows you ALL your direct reports and their regular work schedules/shifts:

- Work schedules are loaded into UKG based on how a position is coded in Banner HR
- *Schedules* are necessary for status employees to process holiday pay & types of time off requests
- For Hourly paid employees, exceptions (*such as early in, late out punches, etc.)* are based on loaded schedule

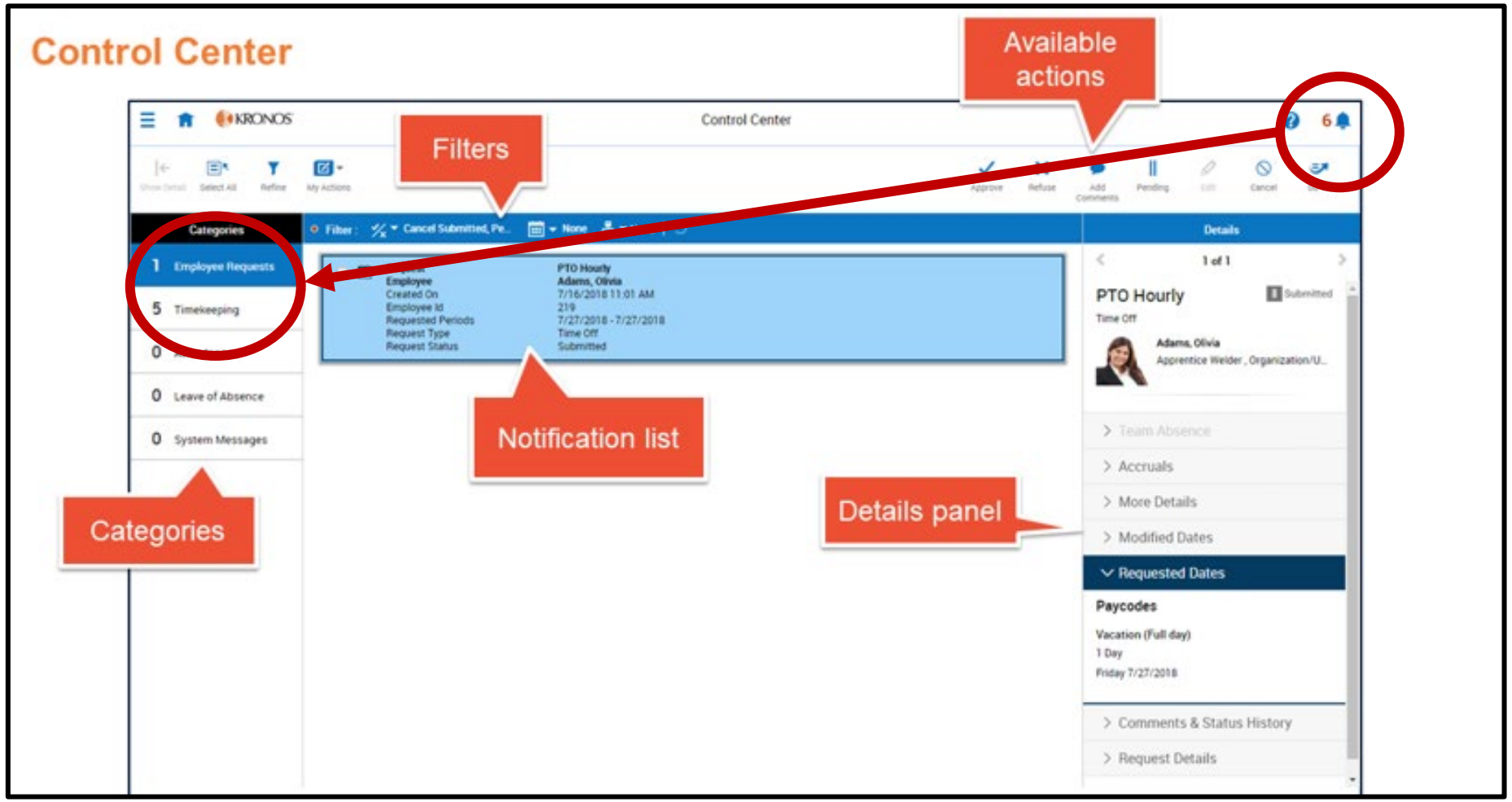
NOTE:** **If your employee's schedule is not correct OR requires modification, contact your campus HR admins.



Review Notifications in Control Center

As a **Time Approver**, notifications will appear in your **Control Center:** such as *Timekeeping* and *Employee Requests* for Time Off.

- These require your direct action – **usually before the close of the current pay period.**
- You will also see notifications for your own time off requests.



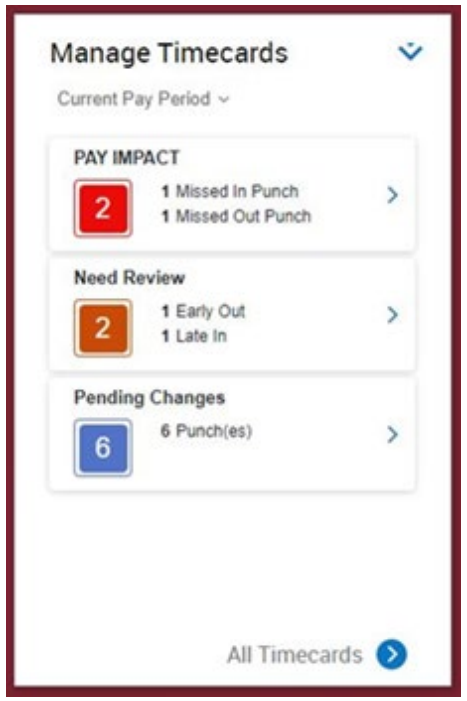
Manager Resource Tiles – located on your Home Page

On your **Home** page are tiles to help manage any **Timecards** with *errors, edits or missing information*.

NOTE: If these tiles are not displaying on your Home page, you can go to the **Tile** library and add them.

The **Manage Timecard** tile notifies you of any *Pending Changes*, items to *Review* or *Missed Punches*.

- Clicking on the tile will take you directly the employee(s) that have items that require your review and action.



The **Missing Job Assignments** tile notifies you of an employee who may have multiple jobs, that is missing a **Job Transfer** path on their timecard.

- You <u>OR</u> the employee need to review this & make the necessary edit prior to the end of the pay period for your employee to be paid for hours worked correctly.

Approving Time Off Requests – for Hourly & Salary employees

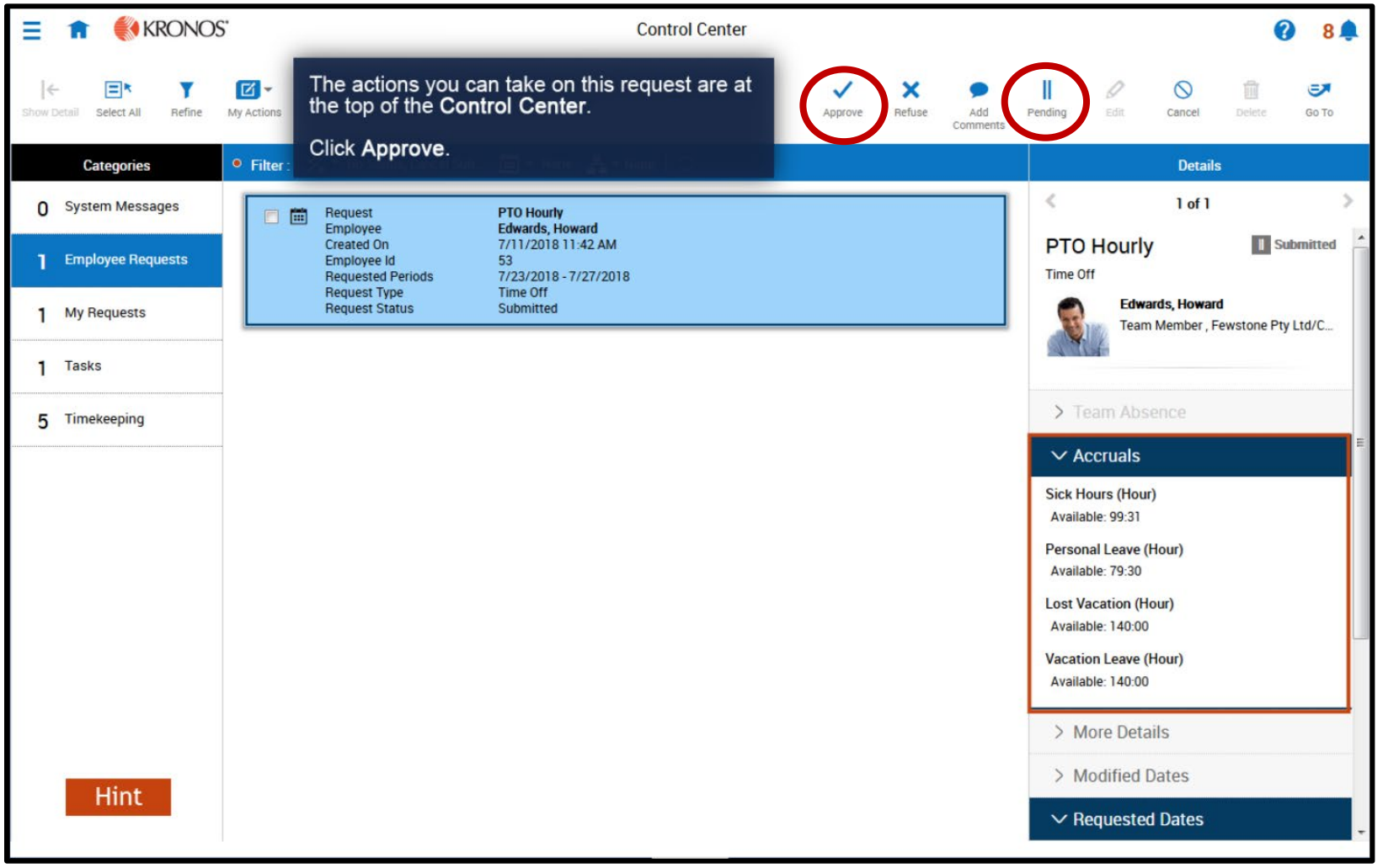
Review an employee's accrued balances in the **Control Center**, and view your team's **Schedules** for possible staffing conflicts, then

Approve

OR set the request to

Pending

***IMPORTANT: Action is required for any time off requests FOR TIME TO BE TAKEN IN THAT PAY PERIOD, prior to the pay period deadline.**

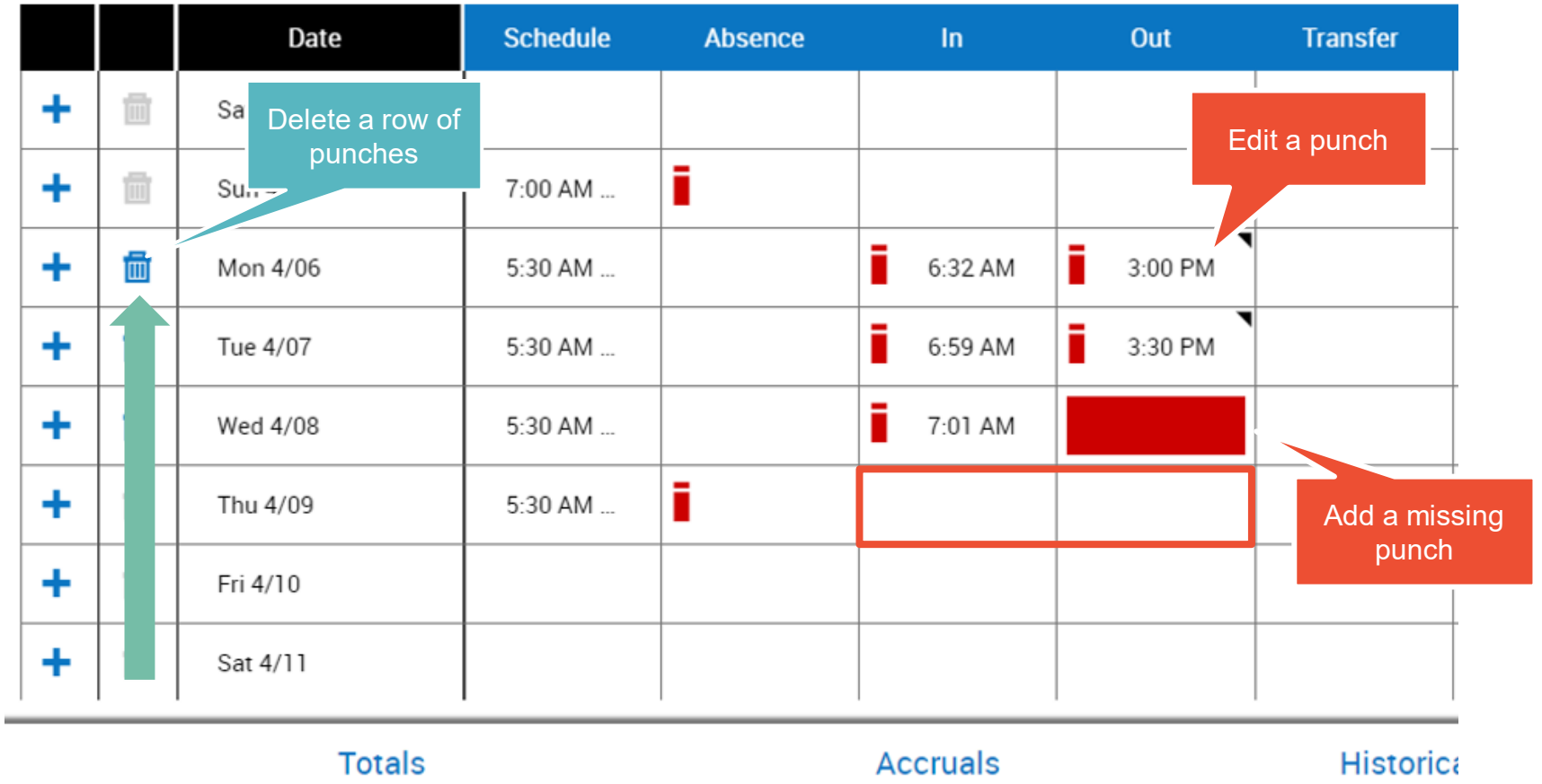


Job Aid: *Approve Time Off Requests*

Adding Punches and Comments to Timecards – for Hourly employees

Timekeeping notifications in your **Control Center** may be employee edits that require your approval; or may require your direct action in the employee's **Timecard**.

- **Timecard** is used to specifically to *Add, Edit or Delete* punches
- **Best Practice:** Insert a comment whenever you *Add, Edit or Delete* an employee's punch on their **Timecard**

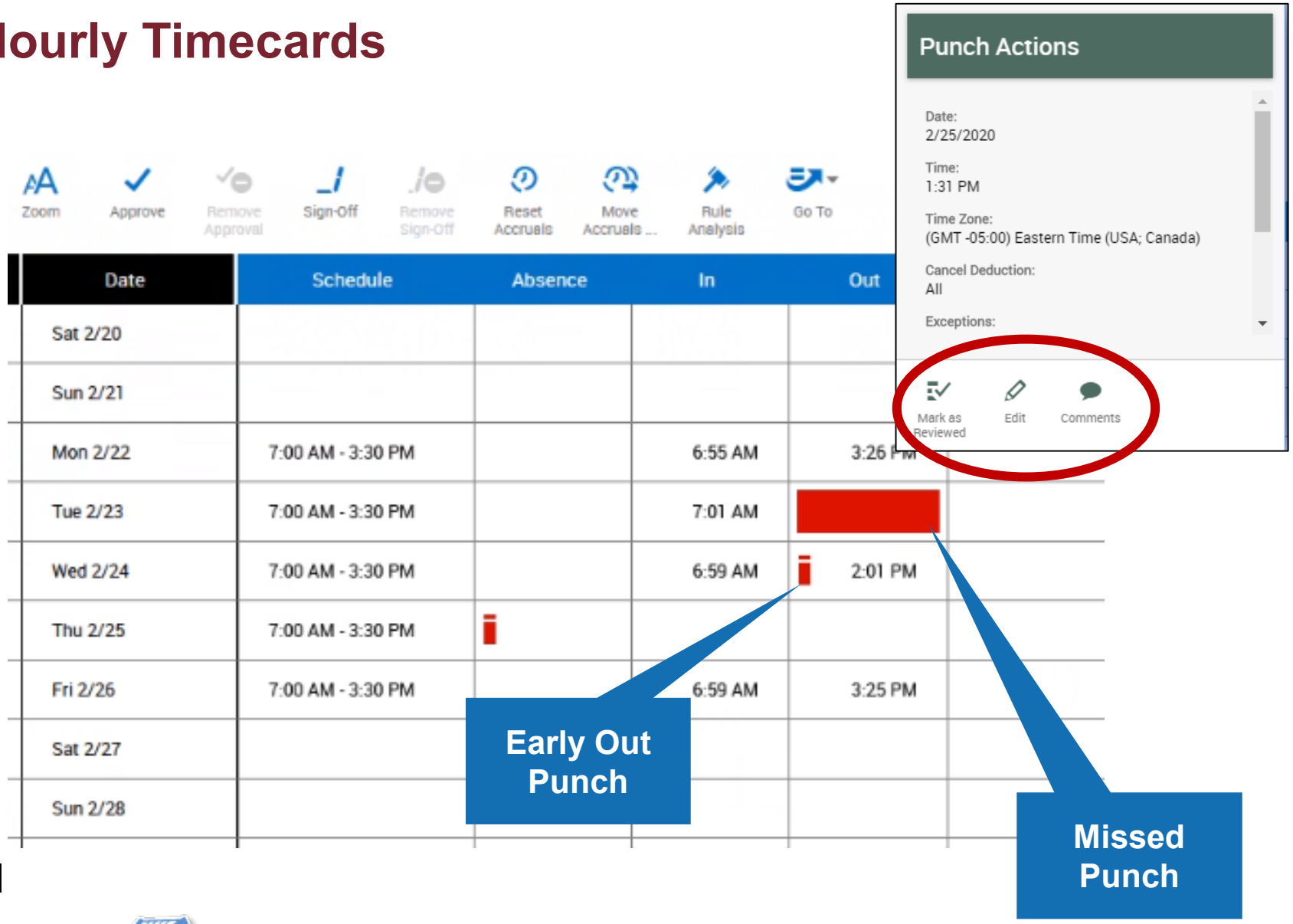


Job Aid: *Add, Edit and Delete Punches*

Reviewing Exceptions - Hourly Timecards

Sometimes a **Timecard** will have exceptions noted that aren't errors, but an alert to something that occurred outside of their normal shift.

- Right click on the cell with an exception to review
- If it doesn't require a correction, you can **Mark as Reviewed** and add a **Comment,** if necessary
- **Missed Punches (a solid red bar)** must be addressed to ensure proper pay

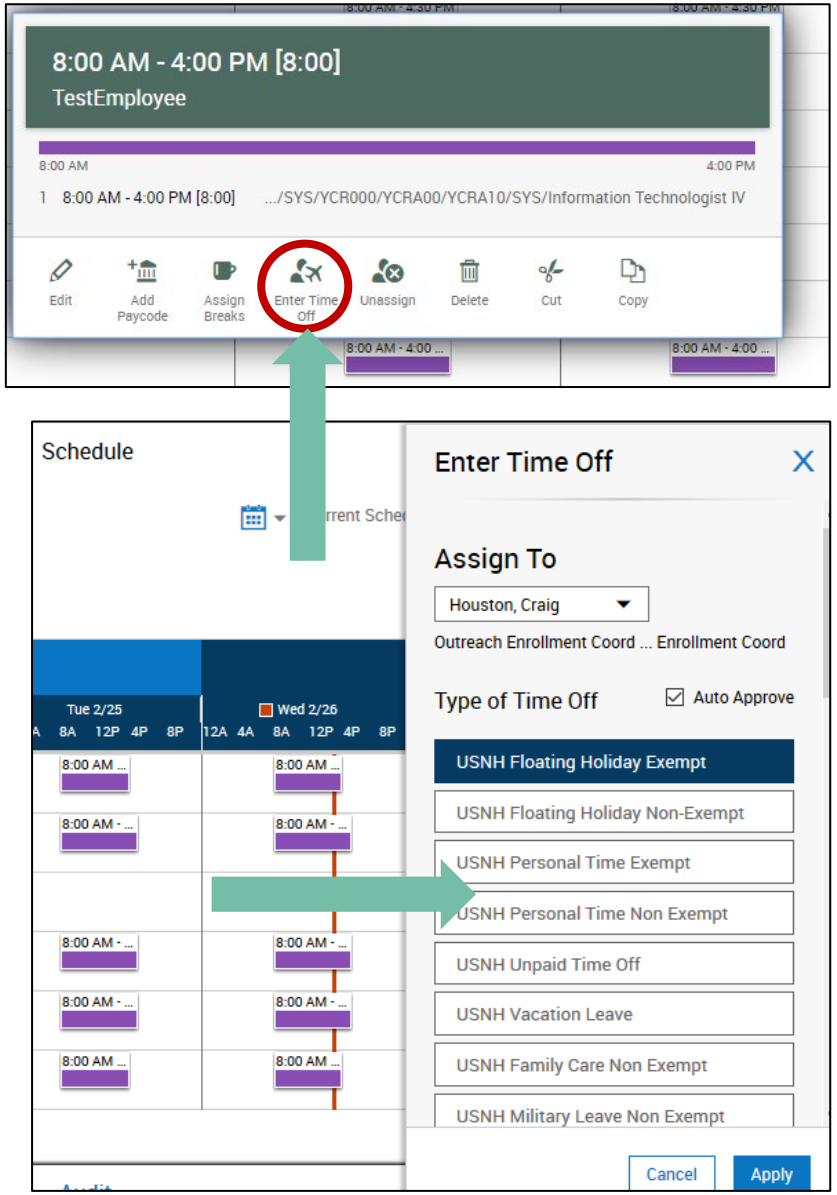


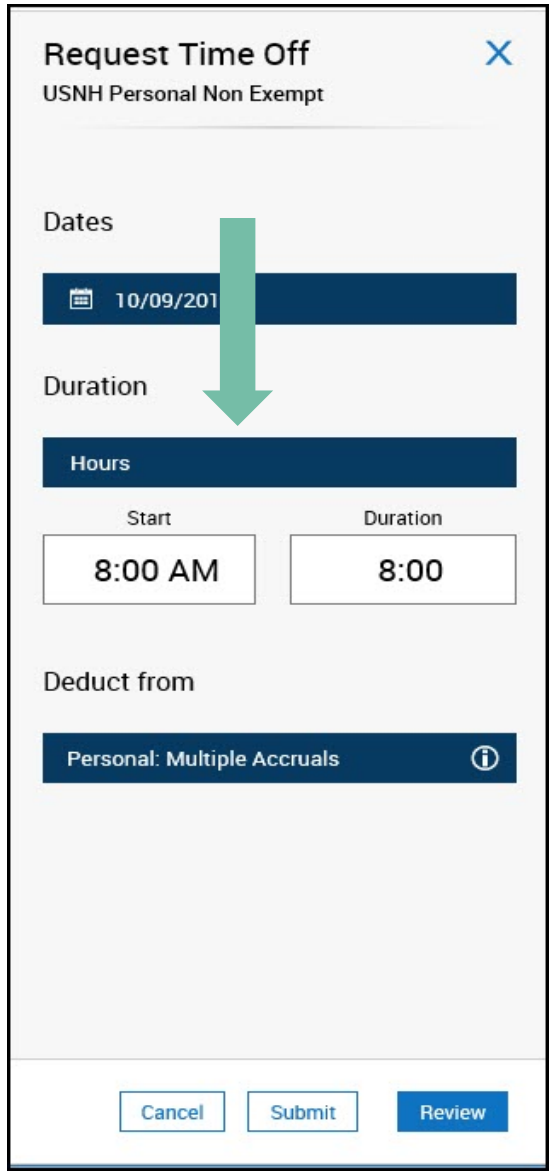
Job Aid: *Resolve Timecard Exceptions*

Add, Edit and Delete Time Off

Editing **Time Off** occurs in the **Schedule** view ONLY

- **Best practice** is for the employee to cancel and resubmit **Time Off** requests
- However, you may have to submit a **Time Off** request or edit for an employee unable to complete before end of a pay period.
- The steps are similar to submitting a **Time Off** request for yourself.





Job Aid: *Add, Edit or Delete Time Off on Schedules*

Approve Timecards

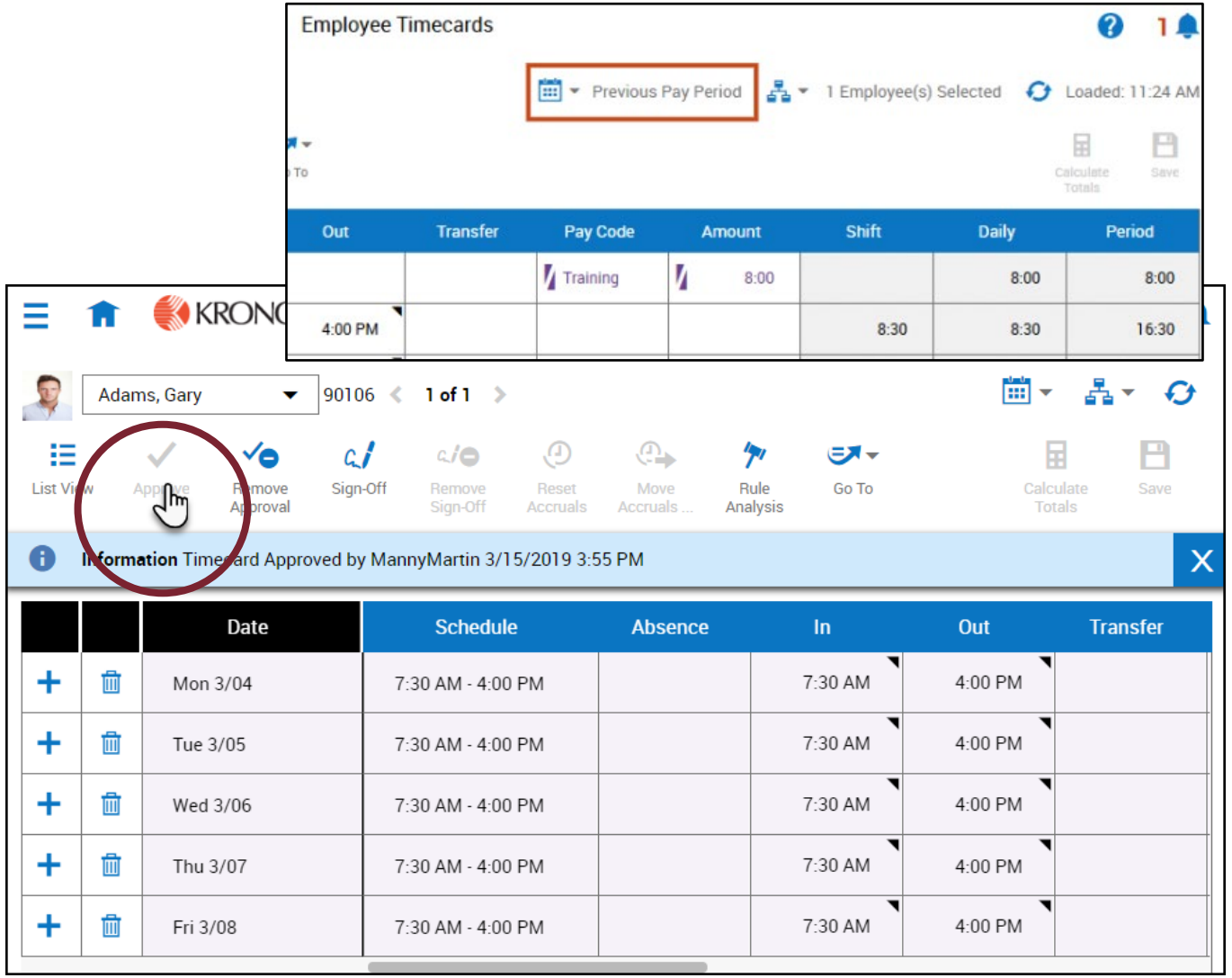
Deadline is Monday morning, following the end of the pay period

Best practice is to view Hourly & Salary paid timecards to confirm any time off is correct.

Hourly paid timecards **MUST BE** reviewed and **Approved**:

- View the **correct pay period** (*current or previous depending on the day you are approving)*
- Resolve any **Time Off** requests and/or **Pending Edits** before approving
- Click on **Totals** tab to verify hours to be paid are correct, then **Approve**

Once a Timecard is approved, employees can no longer Punch IN/OUT or make edits



Job Aid: *Approve Employee Timecards*

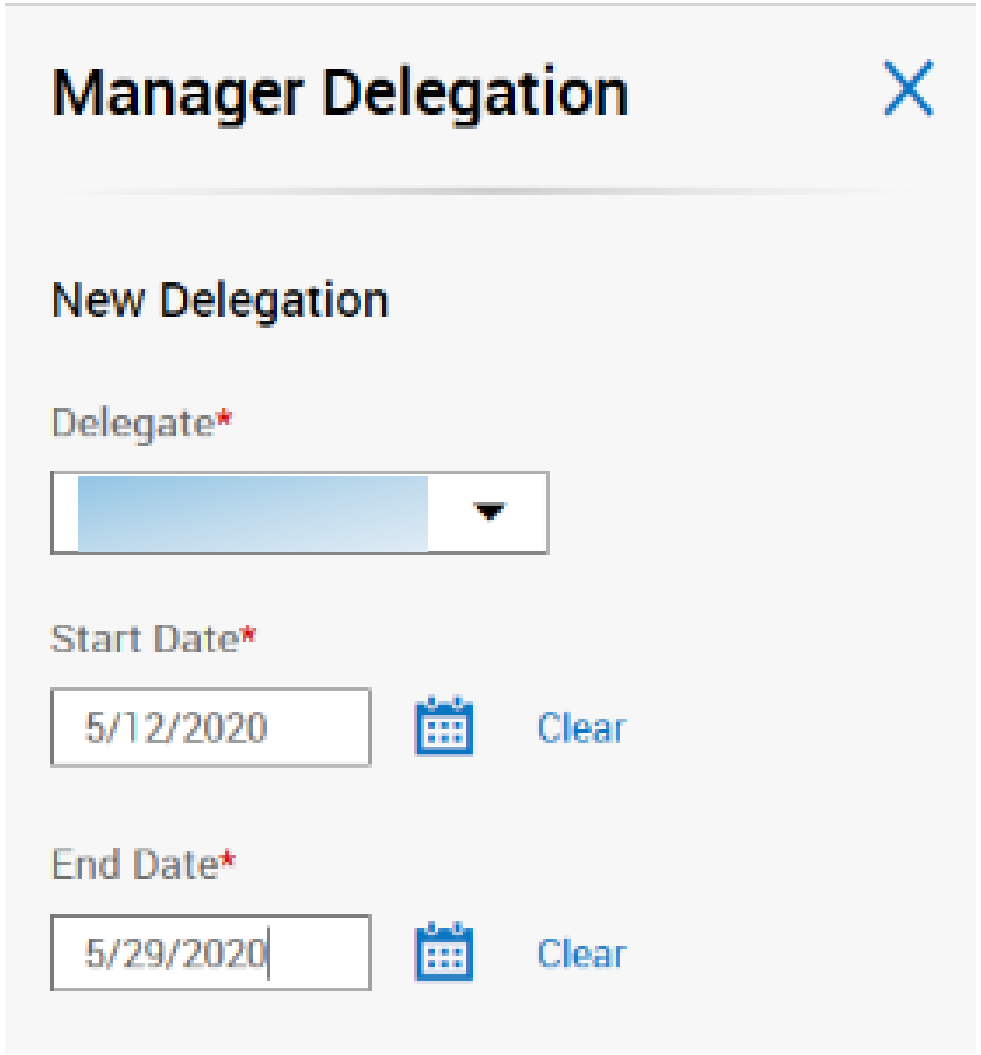
Delegate Authority

During scheduled absences you are required to select a delegate to serve as the **Time Approver** for your direct reports.

Indicate your **Start** and **End** dates for your absence and submit. Your selected delegate has to accept the task request.

NOTE: Your **Delegate** needs to be:

- In your department; and a
- Status employee who already serves as a time-approver for someone else.

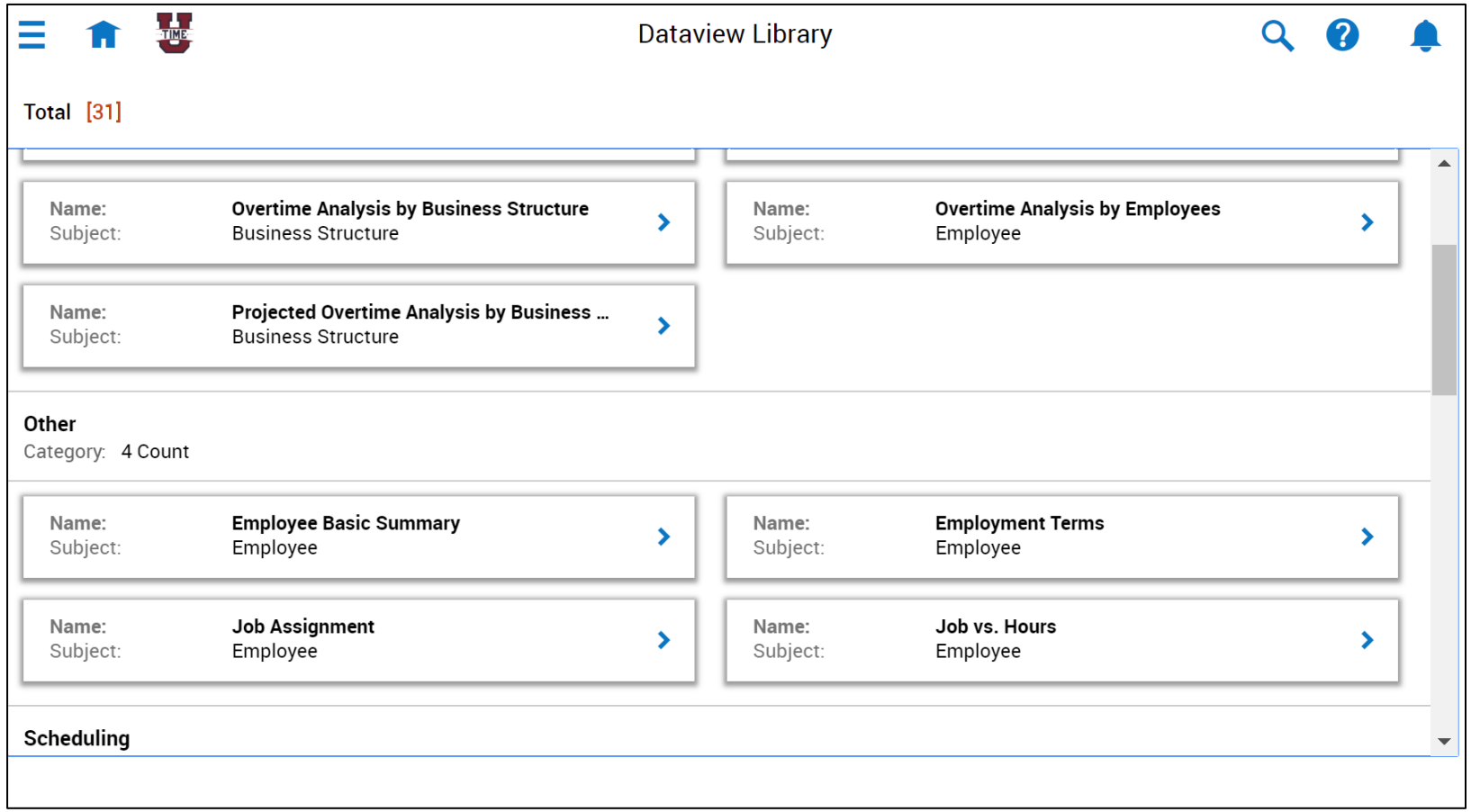


Job Aid: *Delegate Authority*

Working with Dataviews

Dataviews give you deeper insight into the performance of your direct reports

- Some useful **Dataviews** include:
  - *Accrual Details*
  - *OT Use*
  - *Missed Punches*
  - *Unapproved Timecards*
- Within a **Dataview** you can sort & filter data
- Like other views, select the specific time period to view *(usually Current or Previous pay period.)*

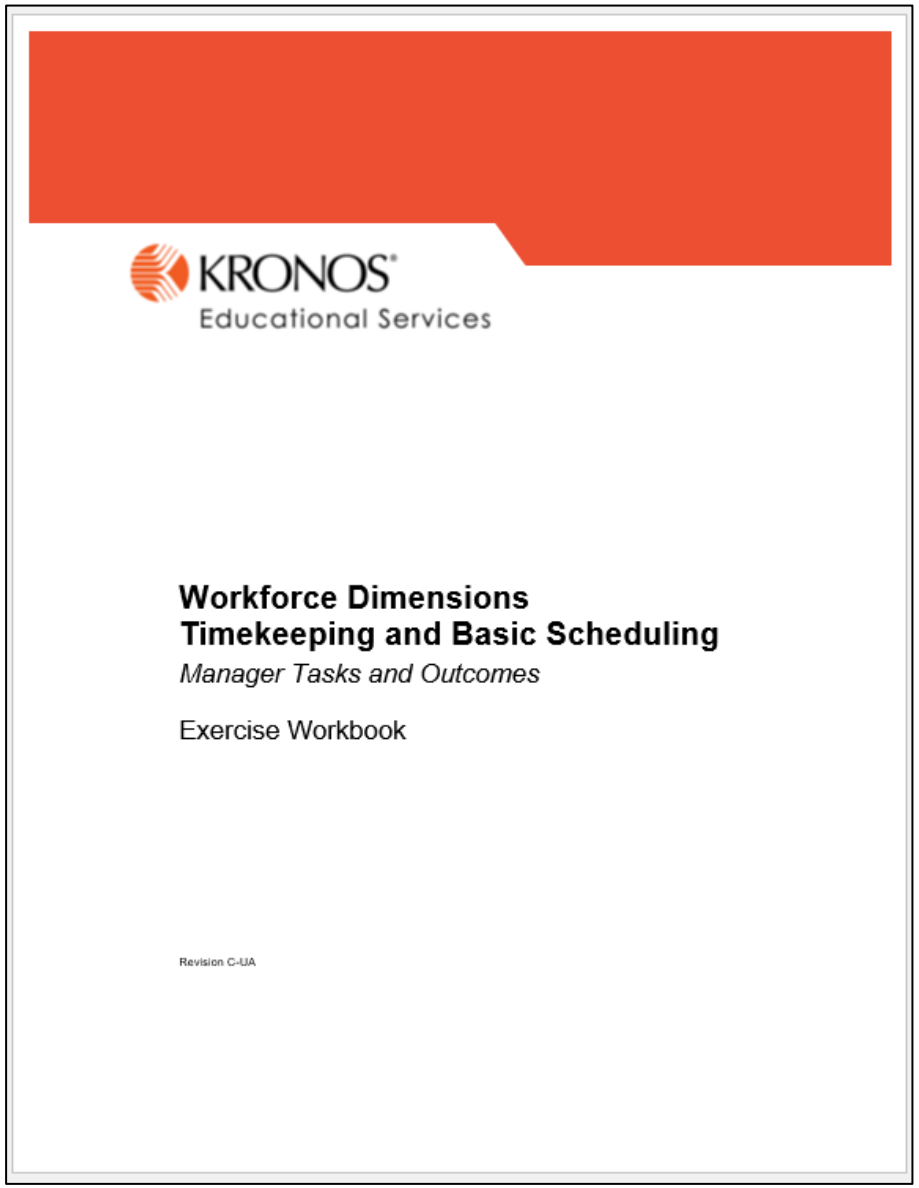


Job Aid: *Sort and Personalize Dataviews*

Practice Tools - Taking a Deeper Dive

Timekeeping and Basic Scheduling workbook is available to help you explore and learn more about actions that may be required by you as a **Time Approver:**

- The workbook with *captured exercises* are available on the USNH resources site (*URL on next slide*)
- Workbook shows all **Time-Approver** functionality (*helpful for status & non-status employees)*



UKG Resources

Time-Approver Job Aids are online

To get started visit the
USNH UKG (*formerly Kronos*) resource page:

https://www.usnh.edu/human-resources/kronos-information-and-resources