UKG Dimensions:

A Time Approver’s “Need to Know” Overview

RE: Status Employees - Hourly & Salary Paid
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
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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>Absence</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 4/06</td>
<td>5:30 AM</td>
<td></td>
<td>6:32</td>
<td>3:00</td>
<td>PM</td>
</tr>
<tr>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 4/07</td>
<td>5:30 AM</td>
<td></td>
<td>6:59</td>
<td>3:30</td>
<td>PM</td>
</tr>
<tr>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 4/08</td>
<td>5:30 AM</td>
<td></td>
<td>7:01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 4/09</td>
<td>5:30 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 4/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 4/11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Job Aid:** **Add, Edit and Delete Punches**
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*)
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