



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

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.








Schedule



View by Employee ▾

 Current Schedule Period  All Home  Loaded 4:38 PM

  
Quick Actions Show / Hide Table View

 Refresh  Save

		Sat 2/29 - Sat 2/29					Sun 3/01 - Fri 3/06																		
		Sat 2/29					Sun 3/01			Mon 3/02			Tue 3/03			Wed 3/04			Thu 3/05			Fri 3/06			
<input type="checkbox"/> Name [0/141] ▾		12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P
<input type="checkbox"/>	TestEmployee																								
<input type="checkbox"/>	TestManager																								

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.

The screenshot shows the KRONOS Control Center interface. A red circle highlights the notification bell icon in the top right corner, with a red arrow pointing to it from the 'Available actions' label. Another red circle highlights the 'Employee Requests' category in the left sidebar, with a red arrow pointing to it from the 'Notification list' label. The 'Notification list' label points to a notification card for 'PTO Hourly' by 'Adams, Olivia'. The 'Details panel' label points to the right-hand side of the interface, which shows the details of the selected notification, including 'Time Off', 'Submitted' status, and 'Requested Dates'.

Control Center

Filters

Available actions

Categories

Notification list

Details panel

Employee	PTO Hourly
Adams, Olivia	
Created On	7/16/2018 11:01 AM
Employee Id	219
Requested Periods	7/27/2018 - 7/27/2018
Request Type	Time Off
Request Status	Submitted

Details

1 of 1

PTO Hourly Submitted

Time Off

Adams, Olivia
Apprentice Welder, Organization/U...

> Team Absence

> Accruals

> More Details

> Modified Dates

> Requested Dates

Paycodes


Vacation (Full day)
1 Day
Friday 7/27/2018

> Comments & Status History

> Request Details

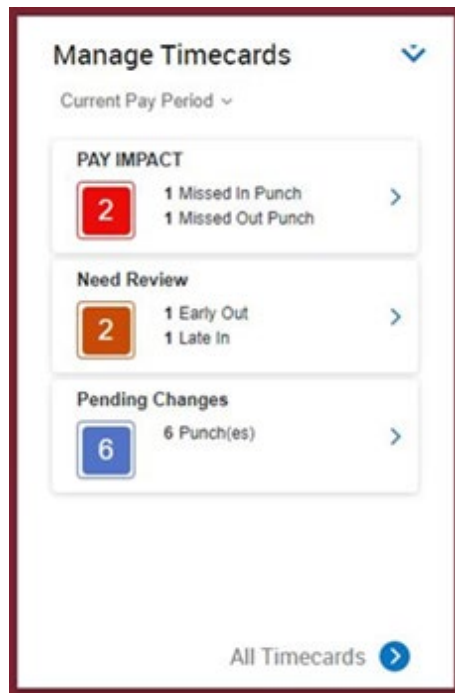
Manager Resource Tiles – located on your Home Page

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.

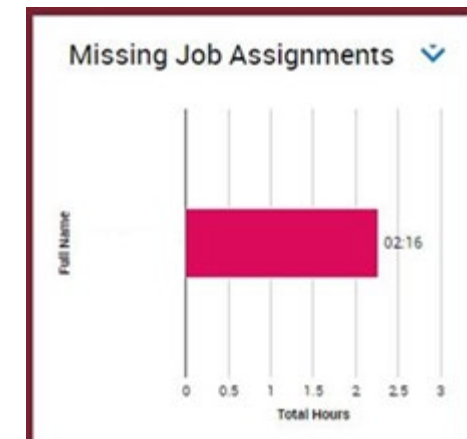
The **Manage Timecard** tile notifies you of any *Pending Changes*, items to *Review* or *Missed Punches*.

- 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.**

The screenshot shows the KRONOS Control Center interface. At the top, a navigation bar includes icons for 'Show Detail', 'Select All', 'Refine', and 'My Actions'. A dark blue tooltip box states: 'The actions you can take on this request are at the top of the Control Center. Click Approve.' To the right of the tooltip are buttons for 'Approve' (circled in red), 'Refuse', 'Add Comments', 'Pending' (circled in red), 'Edit', 'Cancel', 'Delete', and 'Go To'. Below the navigation bar is a 'Categories' sidebar with 'System Messages' (0), 'Employee Requests' (1), 'My Requests' (1), 'Tasks' (1), and 'Timekeeping' (5). The main content area displays a request for 'PTO Hourly' by 'Edwards, Howard' with details: Created On (7/11/2018 11:42 AM), Employee Id (53), Requested Periods (7/23/2018 - 7/27/2018), Request Type (Time Off), and Request Status (Submitted). A 'Hint' button is at the bottom left. On the right, a 'Details' sidebar shows 'PTO Hourly' as 'Submitted' for 'Edwards, Howard'. Below this is a 'Team Absence' section with an 'Accruals' list: Sick Hours (99:31), Personal Leave (79:30), Lost Vacation (140:00), and Vacation Leave (140:00). Further down are links for 'More Details', 'Modified Dates', and 'Requested Dates'.



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**

		Date	Schedule	Absence	In	Out	Transfer
+	🗑️	Sa					
+	🗑️	Su	7:00 AM ...	🚫			
+	🗑️	Mon 4/06	5:30 AM ...		🚫 6:32 AM	🚫 3:00 PM	
+		Tue 4/07	5:30 AM ...		🚫 6:59 AM	🚫 3:30 PM	
+		Wed 4/08	5:30 AM ...		🚫 7:01 AM		
+		Thu 4/09	5:30 AM ...	🚫			
+		Fri 4/10					
+		Sat 4/11					
Totals			Accruals			Historical	

Delete a row of punches

Edit a punch

Add a missing punch



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

Zoom

Approve

Remove Approval

Sign-Off

Remove Sign-Off

Reset Accruals

Move Accruals ...

Rule Analysis

Go To

Date	Schedule	Absence	In	Out
Sat 2/20				
Sun 2/21				
Mon 2/22	7:00 AM - 3:30 PM		6:55 AM	3:26 PM
Tue 2/23	7:00 AM - 3:30 PM		7:01 AM	<div></div>
Wed 2/24	7:00 AM - 3:30 PM		6:59 AM	<div></div> 2:01 PM
Thu 2/25	7:00 AM - 3:30 PM	<div></div>		
Fri 2/26	7:00 AM - 3:30 PM		6:59 AM	3:25 PM
Sat 2/27				
Sun 2/28				

Mark as Reviewed

Edit

Comments

Early Out Punch

Missed Punch

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

The screenshot displays the 'Employee Timecards' interface. At the top, a red box highlights the 'Previous Pay Period' dropdown menu. Below this, a table shows timecard data for an employee named Gary Adams. The table has columns: Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The data row shows a shift from 8:00 to 8:30, with a daily period of 8:00 to 16:30. Below the table, a navigation bar includes buttons for 'List View', 'Approve' (circled in red), 'Remove Approval', 'Sign-Off', 'Remove Sign-Off', 'Reset Accruals', 'Move Accruals', 'Rule Analysis', and 'Go To'. A status bar indicates 'Timecard Approved by MannyMartin 3/15/2019 3:55 PM'. At the bottom, a table lists dates from Mon 3/04 to Fri 3/08, with columns for Date, Schedule, Absence, In, Out, and Transfer.

		Date	Schedule	Absence	In	Out	Transfer
+		Mon 3/04	7:30 AM - 4:00 PM		7:30 AM	4:00 PM	
+		Tue 3/05	7:30 AM - 4:00 PM		7:30 AM	4:00 PM	
+		Wed 3/06	7:30 AM - 4:00 PM		7:30 AM	4:00 PM	
+		Thu 3/07	7:30 AM - 4:00 PM		7:30 AM	4:00 PM	
+		Fri 3/08	7:30 AM - 4:00 PM		7:30 AM	4:00 PM	

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.


Manager Delegation

New Delegation

Delegate*

Start Date*


5/12/2020



Clear

End Date*

5/29/2020



Clear



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.*)

The screenshot displays the 'Dataview Library' interface. At the top, there are navigation icons (hamburger menu, home, and a logo) and the title 'Dataview Library'. On the right, there are search, help, and notification icons. Below the title, it says 'Total [31]'. The main content area is divided into sections. The first section contains three dataview cards: 'Overtime Analysis by Business Structure' (Subject: Business Structure), 'Overtime Analysis by Employees' (Subject: Employee), and 'Projected Overtime Analysis by Business ...' (Subject: Business Structure). The second section is titled 'Other' with a subtitle 'Category: 4 Count' and contains four cards: 'Employee Basic Summary' (Subject: Employee), 'Employment Terms' (Subject: Employee), 'Job Assignment' (Subject: Employee), and 'Job vs. Hours' (Subject: Employee). The third section is titled 'Scheduling' and is currently empty.

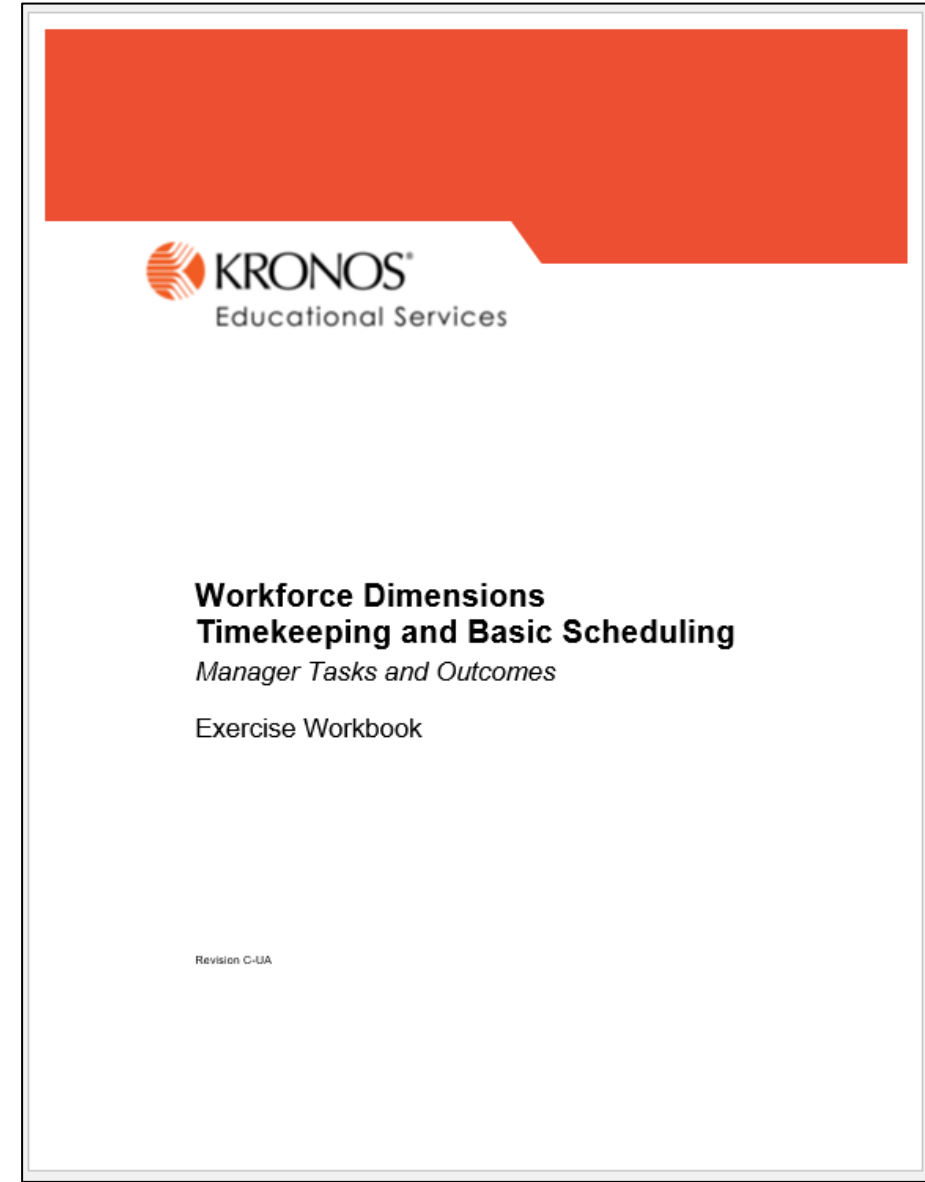


Job Aid: Sort and Personalize Dataviews

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>