



# TIME AND ATTENDANCE QUICK TIPS

*For Supervisors*

## EXPECTATIONS AND BEST PRACTICES

Whether you have hourly or salary employees, you must:

- Approve and submit employee's timecard and leave each pay period no later than Monday at 10:00 a.m. at the latest.
- Immediately create leave when an employee calls in.
- Set and maintain the call in process and the expectations for your department(s).
- Approve, change or deny leave in a timely manner.
- Have conversations with employees when time or attendance becomes an issue. Involve HR as needed.
- Understand that UKG Ready does not replace communication with your employee.

## TIMESHEETS

Managers can access various timesheet views from **Team > Time > Timesheets > Timesheet Views**.

Note: You may preview timesheets and employee information in all views. The following views are available:

- **All Timesheets:** Edit all timesheets from this view.
- **All Open:** Edit open timesheets as well as view a list of timesheet approvers for the employee.
- **By Pay Period:** Edit timesheets according to their common pay period. You will need to select the pay period from the pay period fields.
- **By Week:** Edit timesheets by week as well as view a list of timesheet approvers for the employee from this page.
- **Current:** Edit all current timesheets.
- **Pending Approval:** Edit all timesheets that are pending approval.

To edit the timesheet, navigate to the appropriate timesheet view and select the pencil **Edit Timesheet** icon. Make the appropriate edits and click **Save**.

Timesheet exceptions flags will display on the timesheet when employees punch early, punch late, are absent or don't meet defined break or lunch requirements. 

To clear exceptions, click the appropriate date's row, select **More Actions...**, click **Manage Exceptions**, and delete the exceptions. Then click **OK**.

You can **Save, Submit, Approve, and Reject** timecards using the corresponding buttons in the upper right corner of the screen.

You can also approve or reject a timesheet from your **My To Do Items**.

- You will receive an email reminder at the end of each pay period requesting that you verify and approve timesheets for your team members.
- Please do not approve timesheets prior to the end of the pay period.

## TIME OFF REQUESTS

Note: When working with actions involving your team, click on the Team icon in the menu: 

### VIEW TIME OFF REQUESTS

- ▶ From the report, click **Time > Time Off > All Open**.

### CREATE TIME OFF REQUESTS FOR YOUR EMPLOYEES

- ▶ Ensure you are in the **Team** menu. 
- ▶ Go to **Time > Time Off > Request**.
- ▶ Choose the applicable employee.
- ▶ On the **Time Off Request** calendar, select **Employee View**.
- ▶ Follow the employee process for requesting time off.
- ▶ Click **Submit Request** button.

## APPROVE/REJECT TIME OFF REQUESTS

- ▶ When an employee requests time off, you will receive an email as well as a notification in the UKG system: 
- ▶ Click the notification icon.
- ▶ To approve or reject the request, click on the request, then click the **Approve** or **Reject** button in the lower right corner of the screen. In the pop-up box, you may comment if you wish, then click **Approve**.
- ▶ To approve or reject multiple **Time Off Requests** in bulk, place a checkmark beside the requests you wish to approve or reject, then click **Approve** or **Reject** in the upper right corner of the screen.

## DELEGATION

- ▶ When you are out of office, you can delegate your timesheets and time off to a specific team member. This means that this individual can manage those activities for your employees while you are out of office.
- ▶ To create a delegation go to **My Info > My HR > Delegations**
- ▶ Click **Add New** in the upper right corner. You can assign a team member, you can set their Workflow (**Timesheets, Time off Requests, Timesheet Change Requests**) and then add a date Range.