

Part Time Employees

Expectations:

- **As needed** - Record time worked in UKG by punching IN/OUT each time you begin/end work.
 - If you're working-you should be punched in.
 - If you're NOT working, you should NOT be punched in.
- **Weekly** - Review and approve your weekly timesheet.
- **As needed** - Submit Timesheet Change requests to document any missing punches.

Instructions (timeclocks):

Punching In/Out

- Push the **GREEN** Punch In/Out button.
- **Touch** your employee badge on the right side of the clock in the BLUE badge area.
- Ensure you receive a GREEN **ACCEPTED** screen.

Approve Timesheet

- Push the **ORANGE** Approve Timesheet button (you may have to scroll down to find it).
- **Touch** your employee badge on the right side of the clock in the BLUE badge area.
- Select the **pay period** you are approving, Click **Select**.
- Click **Submit**.
 - *If you would like to look at the detail on your timecard, Click Timesheet Summary dropdown to review each day of punches or leave. To approve the whole week, touch <Leave Blank>. Click **Select**.*
- Click **Submit**.
- Read and accept the Disclaimer and Click **OK**.

Submit Timesheet Change Request

- Push the **RED** Request Missing Punch button.
- **Touch** your employee badge on the right side of the clock in the BLUE badge area.
- Select the **Punch Type** you are requesting (Add In or Add Out), Click **Select**.
- Click **Submit**.
- Enter the **Date** of your punch request.
- Enter the **Time** of your punch request (make sure AM/PM is correctly selected, NOON is 12PM).
- Enter a **comment** about your missing punch request (required), click **Submit**.
- Ensure you receive a GREEN **ACCEPTED** screen.
 - *Your submitted Timesheet Change Request will now be routed to your supervisor for approval.*

Instructions (software):

Get to Know UKG

Terminology

The “**hamburger**” icon (located in the top left corner).

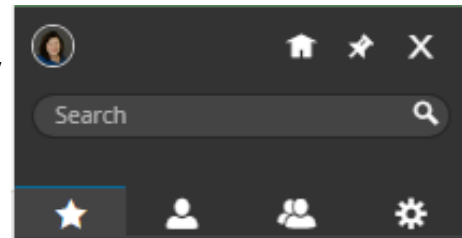
Clicking on the hamburger opens a list of menus – specific to each employee type.

You can “pin” this menu by clicking the **thumbtack** icon.

You can navigate to your Employee Dashboard by clicking the **house** icon.

The **star** icon represents your **Favorites** and most frequently used tasks.

The **single person** icon is where to find **My Info**.



Log In

1. Access your company’s login page for the application.
2. Enter your **Username**.
3. Enter your **Password**.
4. Select **Login**.

A login form with three input fields and a button. The first field is labeled 'Username' and has a yellow box with the number '2' next to it. The second field is labeled 'Password' and has a yellow box with the number '3' next to it. Below the fields is a blue button labeled 'LOGIN' with a yellow box with the number '4' next to it. At the bottom of the form is a link that says 'Forgot your password?'.

Submit Timesheet Change Request

Navigation: **My Info > My Time > Timesheet > Current Timesheet**

From **Current Timesheet**, you can:

1. Select **Change Request**.
2. Select the **Change Type** drop-down list and select **Add Punch In** or **Add Punch Out**.
3. Select the desired date.
4. Type in the punch time.
5. Type a **Comment** (required).
6. Select **Submit Changes**.

Submit Timesheet for approval

Navigation: **My Info > My Time > Timesheet > Current Timesheet**

From **Current Timesheet**, you can:

- Navigate back to **previous timesheets** using the arrows to navigate between pay periods or select the calendar icon to choose a specific date or range.
- Click **Submit** near the top right corner to submit your timesheet for approval (required weekly).
- Read and accept the Disclaimer and Click **Submit**.