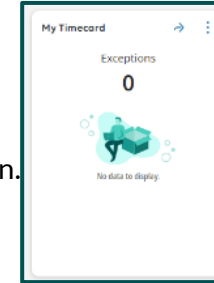


Introducing the UKG Software from an Employee Point of View.

Let's Get to Know Your New Timecard View

- Google Chrome is the recommended browser.
- Multiple ways to access your timecard. Home screen **My Timecard** tile being one option.
- Some features may not be available to all users (options will be based on role).



Return to Home Screen

Approval button provides access to approve your timecard

In and Out Columns display hours worked

Paycode column displays when a benefit bank is used

Schedule column displays hours scheduled to work

Shift Column displays total amount of hours worked on a single shift

Daily Column displays total amount of hours worked on a single date

Period Column displays total amount of hours worked in selected date range

The Share button provides access to print your timecard

Another way to view notifications

My Timecard

Current Pay Period Loaded: 1:21 PM

		Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Fri 10/21	7:00 AM - 7:00 PM		7:00 AM	7:00 PM							11.25	11.25	11.25
+	⊖	Sat 10/22													11.25
+	⊖	Sun 10/23			7:00 AM						HZ Sick Cascade	11.25			11.25
+	⊖	Mon 10/24													11.25
+	⊖	Tue 10/25	7:00 PM - 7:00 AM		7:00 PM	7:00 AM							11.25	11.25	22.50
+	⊖	Wed 10/26	7:00 PM - 7:00 AM		7:00 PM	7:00 AM							11.25	11.25	33.75
+	⊖	Thu 10/27													33.75

Buttons: List View, Approve, Remove Approval, Share, Calculate Totals, Save

Note: Some features displayed may not be available for your specific user role. For questions [click here to email Support Team](#).

Stay Tuned for **Volume 3** arriving soon!