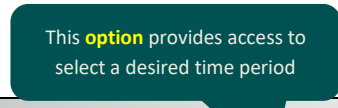
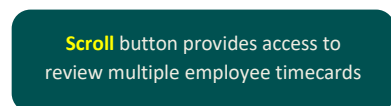
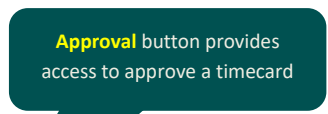
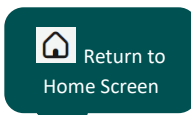
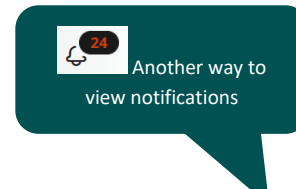
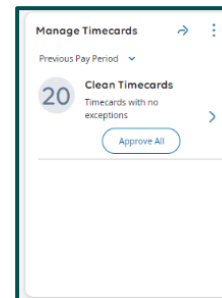


Introducing the UKG Software from a Scheduler-Timekeeper Point of View.

## Let's Get to Know Your New Timecard View

- Google Chrome is the recommended browser.
- Multiple ways to access employee's timecards. Home screen **Manage Timecards** tile being one option.
- Weekly Timecard Approvals can be done directly from the **Manage Timecards** Tile.
- Some features may not be available to all users (options will be based on role).



Employee Timecards

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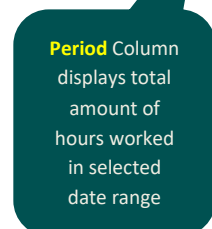
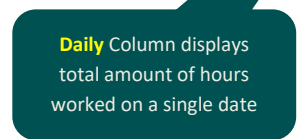
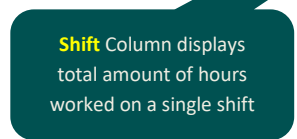
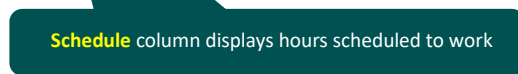
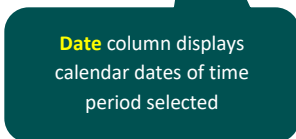
Go To button provides access to another area in the software

The Share button provides access to print a timecard

Paycode column displays when a benefit bank is used

In and Out Columns display hours worked

	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



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

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