

View My Timesheet

This job aid outlines how to access and navigate the information and features available on your timesheet.

Navigate Your Timesheet

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

Available features of the timesheet vary based on your company configuration, your timesheet type, and your security access rights.

A	Timesheet Tabs: Expand this drop down to navigate to other timesheet information.
B	Date: Use the arrows to navigate between pay periods or select the calendar icon to choose a specific date or range.
C	Daily Information: Expand or collapse time entry information related to each day of the week.
D	Time Entry Fields: Enter or change information in available fields for a specific time entry. Greyed out fields can only be changed using a Change Request.
E	Note: Select to view/add timesheet notes.
F	Actions: Common available actions include Save , Submit , and Change Request .
G	Clock: Select this icon to display clock options such as Clock In , Clock Out , or Change Cost Center .

The screenshot shows the 'Timesheet Edit' interface. Callout A points to the 'Time Entry' dropdown menu. Callout B points to the date range 'November 02, 2020 - November 15, 2020'. Callout C points to the 'Time Entry' table row for 'TUE Nov 3'. Callout D points to the 'From' time field '07:36 am'. Callout E points to the 'Note' icon. Callout F points to the 'Actions' menu (three dots). Callout G points to the 'Clock' icon.

Date	Raw / Calc. Total	Actions
MON Nov 2	8.75 / 8.50	+
TUE Nov 3	9.21 / 9.25	+

8am-5pm

From	To	Raw Total
07:36 am	12:02 pm	4.43
Calc. Total		4.50

In Date: TUE Nov 3

Cost Center: Kirksville/Salesfloor

SAVE

© 2020 UKG Inc. All rights reserved. For a full list of UKG trademarks, visit www.ukg.com/trademarks. All other trademarks, if any, are the property of their respective owners. No part of this document or its content may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of UKG Inc. ("UKG"). Information in this document is subject to change without notice. The document and its content are confidential information of UKG and may not be disseminated to any third party. Nothing herein constitutes legal advice, tax advice, or any other advice. All legal or tax questions or concerns should be directed to your legal counsel or tax consultant.

Liability/Disclaimer

UKG makes no representation or warranties with respect to the accuracy or completeness of the document or its content and specifically disclaims any responsibility or representation for other vendors' software. The terms and conditions of your agreement with us regarding the software or services provided by us, which is the subject of the documentation contained herein, govern this document or content. All company, organization, person, and event references are fictional. Any resemblance to actual companies, organizations, persons, and events is entirely coincidental.