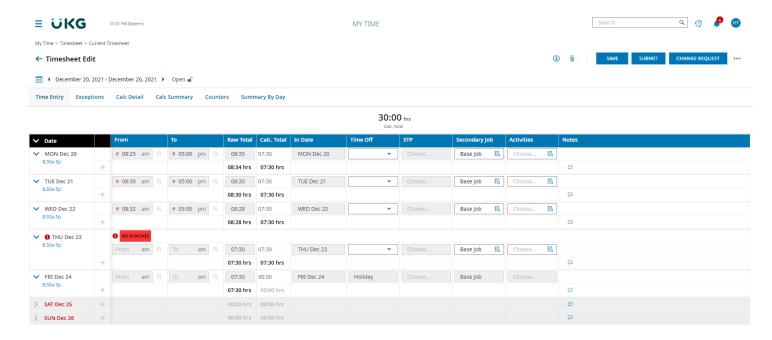# Web Browser Functions for Hourly Employees

Viewing Your Timesheet

You can access and view your timesheet from the application so that you can review and make sure that the hours shown are correct.

You can update your exceptions (time off) before submitting it to your manager for approval. If you make a change, please be sure to Save first before hitting Submit.

Raw Hours from schedule are populated in the timesheet each pay period. The expectation is to clock in and out each day. You will see an exception on days where the hours were populated, but no punches were added. In this case, either a change request needs to be made, or time off request needs to be created.

Available Timesheet Actions can be found at the top of the timesheet.

Submitting Your Timesheet

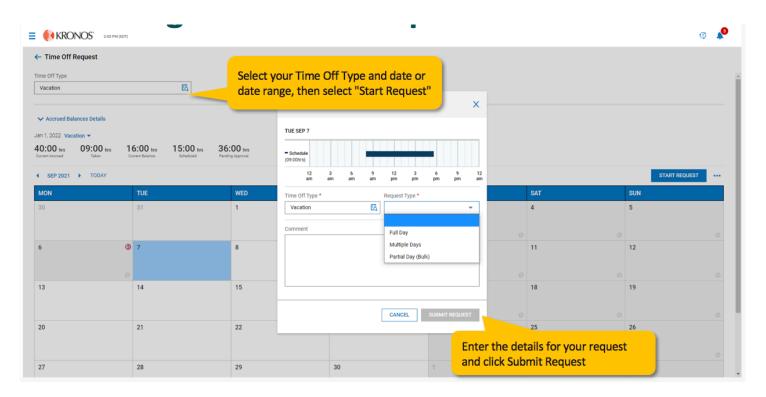The Submit action is at the top and bottom of your timesheet.

Ensure that your time is correct and enter any exceptions (vacations) prior to submitting.

Timesheets must be submitted weekly. During the summer, submit by end-of-day Thursday at 5 pm. During the school year, submit by end-of-day Friday at 5 pm.

When you are ready to submit your timesheet for your manager's approval, click the Submit button. It is important for you to know that you won't be able to make changes to your timesheet after it is submitted, so make sure that you review it carefully before you click Submit.

Reminder: You can edit and submit your timesheet from the mobile app as well as online through your browser.

Submitting a Time Off Request

Requesting time off can be done easily from the application or mobile app.

1. On the request screen, review your time off balances to make sure that you have enough available time to take.
2. Then, select the type of time that you want to request and click Continue. Enter the date(s) and time that you want to take and click Submit Request.
3. Accrual Balances will be finalized during the week of Go-Live as the information is made up to date with the most recent payroll processing.
4. The request will go to your manager for approval. You will get an email notification telling you if your request was approved.
5. After taking time off, be sure to check your timesheet to make sure that your time off hours are shown correctly before submitting your timesheet.

Does the Time Off Request recognize Saturday and Sunday as non-working days?

A: Yes, UKG will recognize days on which you are not scheduled to work and will skip those days when awarding your time off hours. However, you should always check your timesheet to make sure that your time off hours are showing correctly.

If my time off was approved but I don't take the time, will by time off balance still be deducted?

A: If the time off hours are removed from your timesheet, your balance will not be deducted. You should always review your timesheet before submitting it to make sure that the hours reported are correct