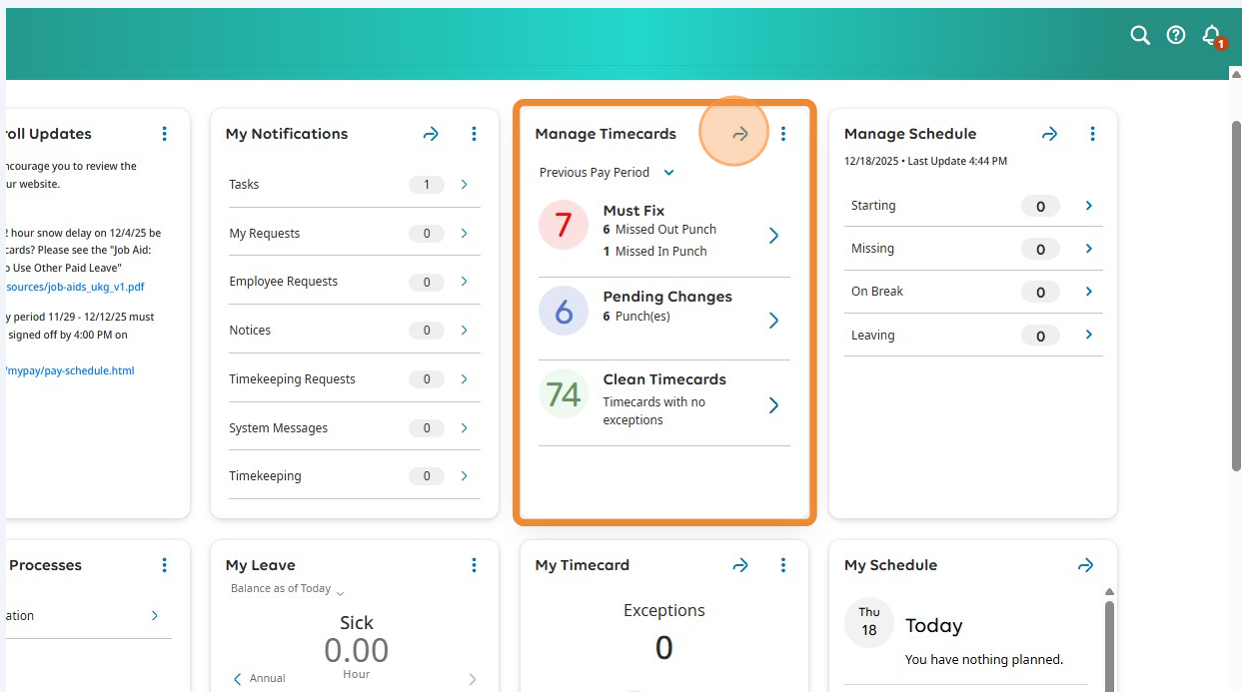


# 1.3. Supervisor Job Aid: Overview of an Exempt Employee Timecard

1

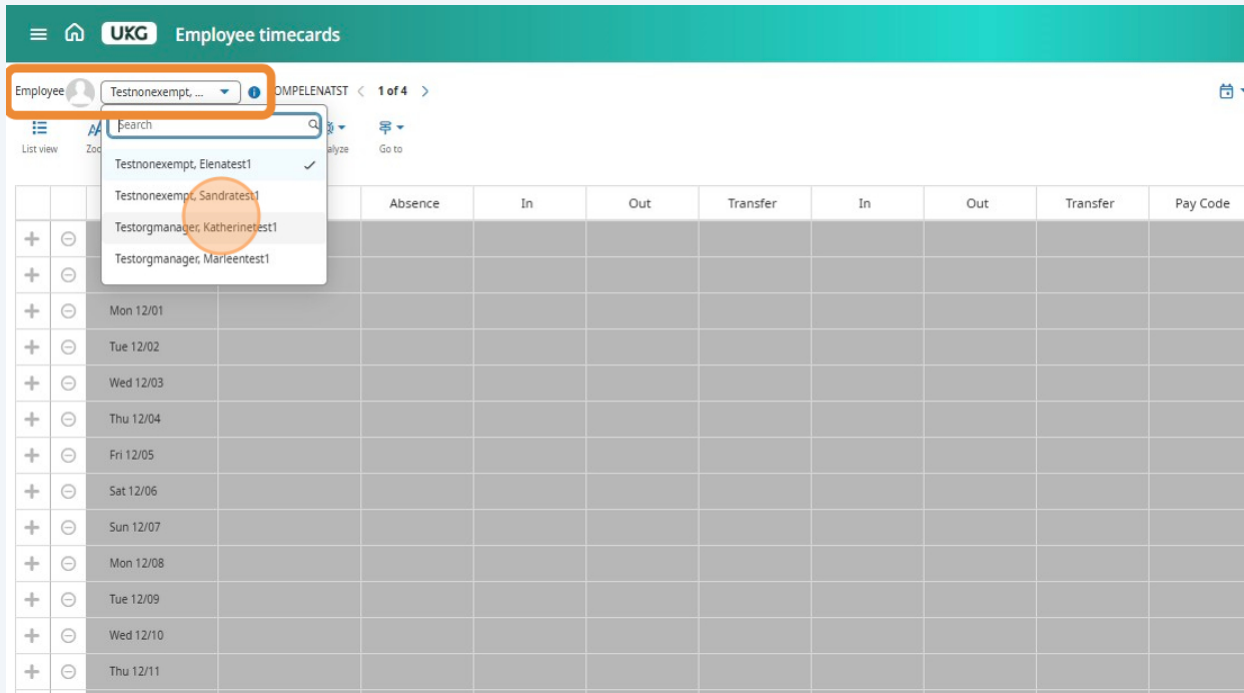
Login to LoboTime. Navigate to "Manage Timecards" and click on the arrow at the top of the tile to open. Alternatively, click on one of the carrots ">" to open a specific group of timecards.

For instructions on logging into LoboTime, refer to the *Supervisor Job Aid: General Access & Dashboard*.



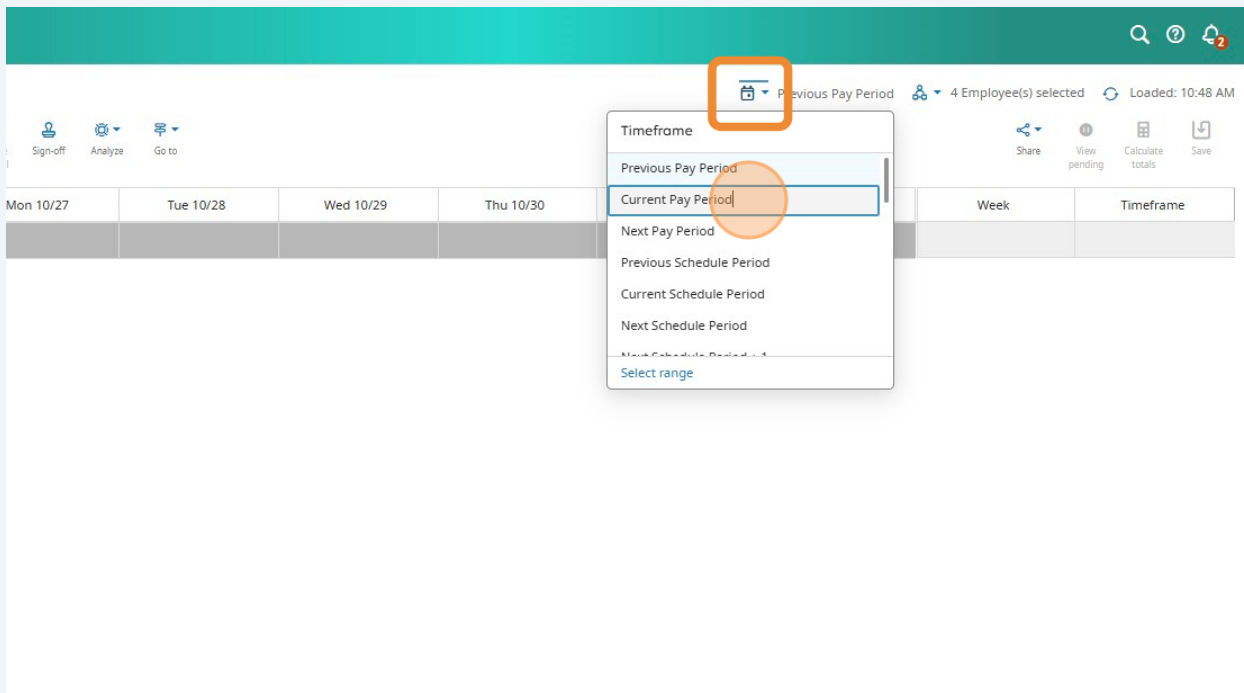
2

Next to Employee is a drop-down menu. Click on the menu to see a list of all employees within the selected timecard view. Click on a specific name to look at their timecard.



3

Once opened to a specific employee, click on the small calendar to see the timeframe options. Select the specific pay period or date range to review in greater detail.



4

The 'List View' is the default view and only displays leave that has been entered for the selected pay period or date range. To view all days within the pay period or date range, click 'List View' to navigate to 'Table View'.

The screenshot shows the UKG Employee timecards interface. At the top, there is a navigation bar with the UKG logo and the text 'Employee timecards'. Below this, there is a header area with the employee name 'Testormanager...' and a dropdown menu. A toolbar contains several icons: 'Previous', 'Today', 'Next', 'Add new', 'List view' (highlighted with an orange circle), 'Zoom', 'Approve', 'Remove approval', 'Sign-off', 'Analyze', and 'Go to'. Below the toolbar is a table with columns for dates: 'Sun 12/14', 'Mon 12/15', 'Tue 12/16', 'Wed 12/17', 'Thu 12/18' (highlighted in purple), and 'Fri 12/19'. The table has two rows: 'Home: Winter Break' and 'Daily total'. The 'List view' button is highlighted with an orange circle.

5

In 'Table View', click "Load More" to display the full month

The screenshot shows the UKG Employee timecards interface in list view. It displays a grid of timecard entries for the month of December. Each entry includes a date, a schedule, and total hours. The dates shown are Dec 10, Dec 11, Dec 12, Dec 14, Dec 15, Dec 16, Dec 18, Dec 19, and Dec 20. A 'Load More' button is highlighted with an orange circle at the bottom of the list. Below the list, there are two tabs: 'Audits' and 'Accruals'.

6

You will be able to view the pay period or selected date range, and leave hours will be displayed by day with the total amount at the top. In this example, the employee is taking 48 hours of leave.

The screenshot displays the UKG Employee timecards interface. At the top, the header shows 'UKG Employee timecards'. Below the header, the employee name 'Testorgmanager...' and a notification 'COMPKATHYST < 3 of 4 >' are visible. A toolbar contains icons for 'Table view', 'Approve', 'Remove', 'Sign-off', 'Analyze', and 'Go to'. The 'Timeframe' section shows 'Current Pay Period' with a 'Timeframe total' of '48.00 Hrs' highlighted by an orange box. Below this, a grid of 15 date cards for December (Dec) is shown, each with a date and a 'Total hours' field. The date Dec 18 is highlighted with a purple box. The 'Total hours' field for Dec 18 is empty, indicating 0 hours of leave for that day.

Date	Schedule	Projects wo...	Total hours
Dec 01	-	-	-
Dec 02	-	-	-
Dec 03	-	-	-
Dec 05	-	-	-
Dec 06	-	-	-
Dec 07	-	-	-
Dec 09	-	-	-
Dec 10	-	-	-
Dec 11	-	-	-
Dec 13	-	-	-
Dec 14	-	-	-
Dec 15	-	-	-
Dec 17	-	-	-
Dec 18	-	-	-
Dec 19	-	-	-

7

At the bottom of both the 'Table View' and 'List View' are options including 'Totals', 'Accruals', and 'Audits'. 'Totals' displays the number of paid leave hours used during the pay period. 'Accruals' shows the current leave balances, including annual leave, sick leave, and other paid leave. 'Audits' will be explained in greater detail at a later date.

--End--

The screenshot displays the 'My Timecard' interface for the month of December. At the top, there are navigation icons and a search bar. Below that, there are tabs for 'Current Pay Period' and 'Loaded: 9:57 AM'. The main area shows a grid of daily timecard entries, each with a date, a 'Schedule' dropdown, and fields for 'Project hrs.' and 'Total hours'. The 'Total hours' field for the 22nd of December is highlighted in blue. At the bottom of the grid, there are three tabs: 'Totals', 'Audits', and 'Accruals', with 'Totals' selected. The 'Totals' tab shows a 'Total hours' of 48.00. The 'Audits' and 'Accruals' tabs are currently empty.