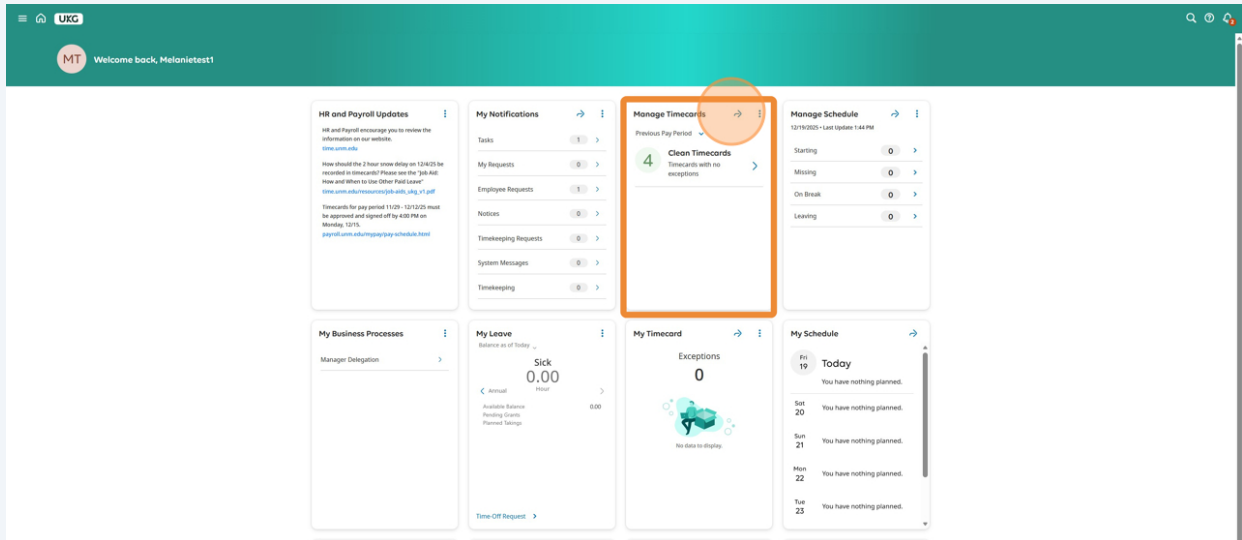


1.6. Supervisor Job Aid: Approving Timecards (Non-Exempt and Exempt)

1

Login to LoboTime. Navigate to the '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.



2

Click the dropdown menu to select an employee.



3

For Exempt employees: Navigate to the employee's timecard. Click 'Approve' if the timecard is complete. Specific hours will not show on an exempt employee's timecard.

UKG Employee timecards

Employee: Testorgmanager... COMPKATHST 3 of 4

Table view **Approve** Remove approval Sign-off Analyze Go to

Timeframe: Current Pay Period | Timeframe total: 48.00 Hrs

Dec Mon 01	Schedule: - Projects wo... - Total hours: -	Dec Tue 02	Schedule: - Projects wo... - Total hours: -
Dec Fri 05	Schedule: - Projects wo... - Total hours: -	Dec Sat 06	Schedule: - Projects wo... - Total hours: -
Dec Tue 09	Schedule: - Projects wo... - Total hours: -	Dec Wed 10	Schedule: - Projects wo... - Total hours: -
Dec Sat 13	Schedule: - Projects wo... - Total hours: -	Dec Sun 14	Schedule: - Projects wo... - Total hours: -
Dec Wed 17	Schedule: - Projects wo... - Total hours: -	Dec Thu 18	Schedule: - Projects wo... - Total hours: -

4

For Non-exempt employees: Navigate to the employee's timecard. Click 'Approve' if the timecard is complete. Punches in and out will show with a running total of the employee's time for the pay period.

UKG Employee timecards

Employee: Testnonexempt... COMPSANDRATST 2 of 4

Table view **Approve** Remove approval Sign-off Analyze Go to

Timeframe: Next Pay Period | Timeframe total: 80.00 Hrs

Dec Sat 27	1st: 2nd: Daily total: Total to date:	Dec Sun 28	1st: 2nd: Daily total: Total to date:
Dec Wed 31	1st: W Winter Break - W 8.00 2nd: Daily total: 8.00 Total to date: 24.00	Jan Thu 01	1st: W Winter Break - W 8.00 2nd: Daily total: 8.00 Total to date: 32.00
Jan Sun 04	1st: 2nd: Daily total: Total to date: 40.00	Jan Mon 05	1st: 8:00 AM - 12:00 PM 2nd: 1:00 PM - 5:00 PM Daily total: 8.00 Total to date: 48.00
Jan Thu 08	1st: 8:00 AM - 12:00 PM 2nd: 1:00 PM - 5:00 PM Daily total: 8.00 Total to date: 72.00	Jan Fri 09	1st: 8:00 AM - 12:00 PM 2nd: 1:00 PM - 5:00 PM Daily total: 8.00 Total to date: 80.00

5

Once 'Approve' is clicked, the 'Approve' option will grey-out and an alert will show that the timecard has been approved.

The screenshot displays the 'UXG Employee timecards' interface. At the top, a notification banner states: 'Information: Timecard Approved by TechManager, MohanKesh1 12/19/2023 3:38 PM'. Below this, the 'Next Pay Period' is shown as 80.00 hrs. The main area contains a grid of timecard entries for various dates and shifts. Each entry includes a date, shift, daily total, and total to date. The grid is organized into columns for different dates and rows for different shifts. The bottom of the interface has sections for 'Totals', 'Accruals', and 'Audit'.

Date	Shift	Daily Total	Total to date
Dec 27	1st		
Dec 27	2nd		
Dec 27	3rd		
Dec 27	4th		
Dec 27	5th		
Dec 27	6th		
Dec 27	7th		
Dec 27	8th		
Dec 27	9th		
Dec 27	10th		
Dec 27	11th		
Dec 27	12th		
Dec 27	13th		
Dec 27	14th		
Dec 27	15th		
Dec 27	16th		
Dec 27	17th		
Dec 27	18th		
Dec 27	19th		
Dec 27	20th		
Dec 27	21st		
Dec 27	22nd		
Dec 27	23rd		
Dec 27	24th		
Dec 27	25th		
Dec 27	26th		
Dec 27	27th		
Dec 27	28th		
Dec 27	29th		
Dec 27	30th		
Dec 27	31st		
Jan 01	1st		
Jan 01	2nd		
Jan 01	3rd		
Jan 01	4th		
Jan 01	5th		
Jan 01	6th		
Jan 01	7th		
Jan 01	8th		
Jan 01	9th		
Jan 01	10th		
Jan 01	11th		
Jan 01	12th		
Jan 01	13th		
Jan 01	14th		
Jan 01	15th		
Jan 01	16th		
Jan 01	17th		
Jan 01	18th		
Jan 01	19th		
Jan 01	20th		
Jan 01	21st		
Jan 01	22nd		
Jan 01	23rd		
Jan 01	24th		
Jan 01	25th		
Jan 01	26th		
Jan 01	27th		
Jan 01	28th		
Jan 01	29th		
Jan 01	30th		
Jan 01	31st		

