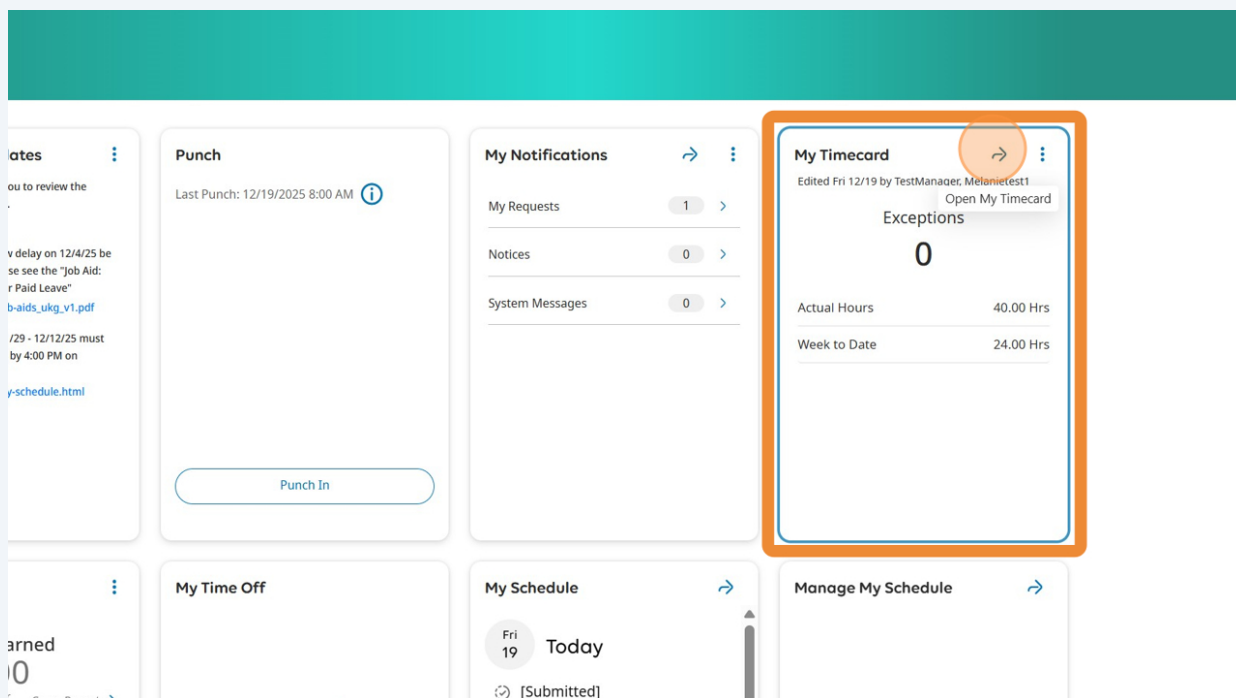


## 2.6. Non-Exempt Employee Job Aid: How to Approve a Timecard

1

Login to LoboTime. Navigate to the 'My Timecard' tile and click on the arrow at the top of the tile.

Note: For instructions on logging into LoboTime, refer to the *Non-exempt Employee Job Aid: General Access & Dashboard*.



2

Use the small calendar located at the top right of the screen to select a different pay period, if appropriate. **Be careful to select the correct pay period.**

Once the timecard has been reviewed, and if it looks accurate, click on the 'Approve' button, located at the top left side of the screen.

The screenshot displays the 'My Timecard' interface for URG. At the top left, there is a navigation menu with an 'Approve' button highlighted by an orange box. At the top right, there is a 'Current Pay Period' dropdown menu also highlighted by an orange box. The main area contains a table with the following columns: Date, Schedule, Absence, In, Out, Transfer, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The table lists entries from Saturday, December 13th to Saturday, December 22nd. The last row, for Saturday, December 22nd, is highlighted in green. The interface also includes a 'Loaded: 10:56 AM' indicator and icons for 'Back', 'Print', and 'Logout'.

Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sat 12/13													
Sun 12/14													
Mon 12/15													
Tue 12/16													
Wed 12/17			8:00 AM	12:00 PM		1:00 PM	5:00 PM					8.00	8.00
Thu 12/18			8:00 AM	12:00 PM		1:00 PM	5:00 PM					8.00	8.00
Fri 12/19			8:00 AM	12:00 PM		1:00 PM	5:00 PM					8.00	8.00
Sat 12/20													24.00
Sun 12/21													24.00
Mon 12/22			8:00 AM						Annual Leave	8.00		8.00	32.00
Tue 12/23			8:00 AM						Annual Leave	8.00		8.00	40.00
Wed 12/24									Winter Break	8.00		8.00	48.00
Thu 12/25									Winter Break	8.00		8.00	56.00
Fri 12/26									Winter Break	8.00		8.00	64.00
Sat 12/27													64.00

3

A blue bar will show above the timecard, indicating that the timecard has been approved. If an error is noticed after a timecard has been approved, click on 'Remove Approval', make all necessary adjustments, and then click on 'Approve' again.

--End--

The screenshot shows the UKG My Timecard interface. At the top, there is a navigation bar with the UKG logo and the text 'My Timecard'. Below this, there are four icons: 'List view', 'Approve', 'Remove', and 'Analyze'. A blue information bar is highlighted with an orange border, containing the text: 'Information Timecard Approved by Testnonexempt, [redacted] /19/2025 10:56 AM'. Below the information bar is a table with the following columns: Date, Schedule, Absence, In, Out, Transfer, and In. The table contains data for dates from Sat 12/13 to Thu 12/25. The 'In' and 'Out' columns show times for several days, and the 'Absence' column shows two purple vertical bars for Mon 12/22 and Tue 12/23.

	Date	Schedule	Absence	In	Out	Transfer	In
+ ⊖	Sat 12/13						
+ ⊖	Sun 12/14						
+ ⊖	Mon 12/15						
+ ⊖	Tue 12/16						
+ ⊖	Wed 12/17			8:00 AM	12:00 PM		1:00 PM
+ ⊖	Thu 12/18			8:00 AM	12:00 PM		1:00 PM
+ ⊖	Fri 12/19			8:00 AM	12:00 PM		1:00 PM
+ ⊖	Sat 12/20						
+ ⊖	Sun 12/21						
+ ⊖	Mon 12/22			8:00 AM			
+ ⊖	Tue 12/23			8:00 AM			
+ ⊖	Wed 12/24						
+ ⊖	Thu 12/25						