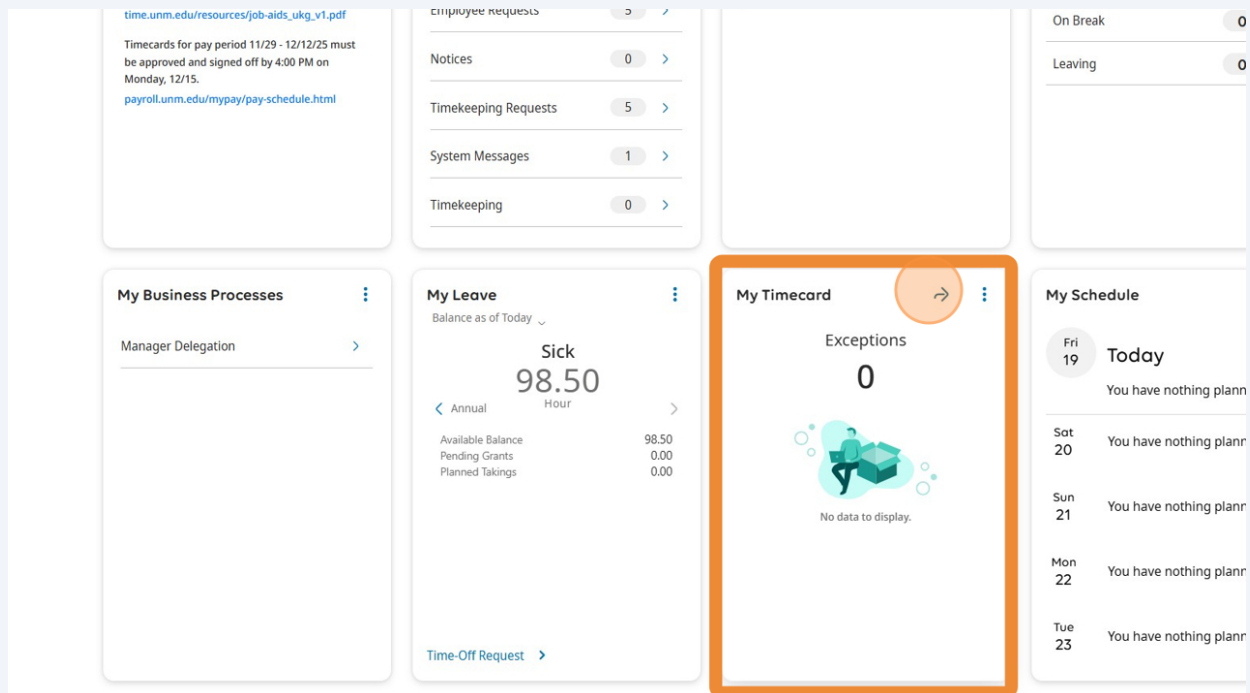


3.2. Exempt Employee Job Aid: Navigate Timecard

1

Login to LoboTime and find the 'My Timecard' tile. Click on the small arrow at the top of the tile to see the timecard in more detail.

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



2

Once opened, your Timecard will appear. Click on the small calendar to see the timeframe options. Select the specific pay period or date range to review in greater detail.

The screenshot shows the UKG Employee timecards interface. At the top, there's a teal header with the UKG logo and 'Employee timecards'. Below the header, there's a navigation bar with icons for Previous, Today, Next, Add new, List view, Zoom, Approve, Remove approval, Sign-off, Analyze, and Go to. The main area displays a table with columns for Project, Sun 10/26, Mon 10/27, Tue 10/28, Wed 10/29, and Thu 10/30. A 'Daily total' row is at the bottom. A dropdown menu is open, showing options: Previous Pay Period, Current Pay Period (highlighted), Next Pay Period, Previous Schedule Period, Current Schedule Period, Next Schedule Period, and Select range. The 'Current Pay Period' option is highlighted with a blue border. The 'List view' icon in the navigation bar is circled in orange.

Project	Sun 10/26	Mon 10/27	Tue 10/28	Wed 10/29	Thu 10/30
Daily total					

3

The 'List View' only displays the current week. To view all days within the pay period or date range, click 'List View' to navigate to 'Table View'.

The screenshot shows the UKG My Timecard interface. At the top, there's a teal header with the UKG logo and 'My Timecard'. Below the header, there's a navigation bar with icons for Previous, Today, Next, List view (highlighted with an orange circle), Approve, Remove approval, and Analyze. The main area displays a table with columns for Project, Sun 12/14, Mon 12/15, Tue 12/16, and Wed 12/17. A 'Daily total' row is at the bottom. The 'List view' icon in the navigation bar is circled in orange.

Project	Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17
Home: Winter Break				
Daily total				

4

In 'Table View', click on 'Load More' at the bottom of the screen to load the entire month. Any paid leave entered for the month is listed near the top of the screen. In this example, the employee is taking 48 hours of paid leave.

48.00 hrs	Dec 01	Schedule: - Projects: - Total hours: -	Dec 02	Schedule: - Projects: - Total hours: -	Dec 03	Schedule: - Projects: - Total hours: -	Dec 04	Schedule: - Projects: - Total hours: -
	Dec 05	Schedule: - Projects: - Total hours: -	Dec 06	Schedule: - Projects: - Total hours: -	Dec 07	Schedule: - Projects: - Total hours: -	Dec 08	Schedule: - Projects: - Total hours: -
	Dec 09	Schedule: - Projects: - Total hours: -	Dec 10	Schedule: - Projects: - Total hours: -	Dec 11	Schedule: - Projects: - Total hours: -	Dec 12	Schedule: - Projects: - Total hours: -
	Dec 13	Schedule: - Projects: - Total hours: -	Dec 14	Schedule: - Projects: - Total hours: -	Dec 15	Schedule: - Projects: - Total hours: -	Dec 16	Schedule: - Projects: - Total hours: -
	Dec 17	Schedule: - Projects: - Total hours: -	Dec 18	Schedule: - Projects: - Total hours: -	Dec 19	Schedule: - Projects: - Total hours: -	Dec 20	Schedule: - Projects: - Total hours: -
	Dec 21	Schedule: - Projects: - Total hours: -	Dec 22	Schedule: - Projects: - Total hours: -	Dec 23	Schedule: - Projects: - Total hours: -	Dec 24	Schedule: - Projects: - Total hours: -
	Dec 25	Schedule: - Projects: - Total hours: -	Dec 26	Schedule: - Projects: - Total hours: -	Dec 27	Schedule: - Projects: - Total hours: -	Dec 28	Schedule: - Projects: - Total hours: -
	Dec 29	Schedule: - Projects: - Total hours: -	Dec 30	Schedule: - Projects: - Total hours: -	Dec 31	Schedule: - Projects: - Total hours: -		

Load More

At the bottom of the page are options including 'Totals', 'Accruals', and 'Audits'. 'Totals' shows how many hours paid leave are used within the pay period. 'Accruals' shows paid leave bank amounts, including annual leave, sick leave, and other paid leave. 'Audits' will be covered in greater detail at a later date.

[illegible]