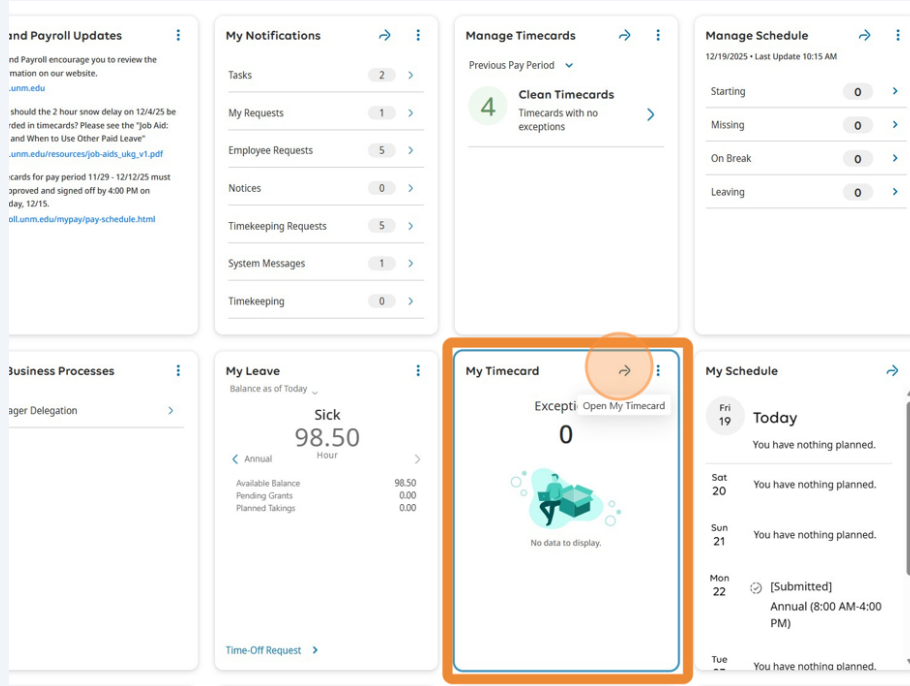


3.4. Exempt Employee Job Aid: How to Approve a Timecard

1

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

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



2

The 'Table View' does not include all days within the month. To see all days within the month, click on 'Load More'.

	☐ 06 Projects wo... Total hours: -	☐ 07 Projects wo... Total hours: -	☐ 08 Projects wo... Total hours: -
	☐ Dec Wed 10 Schedule: - Projects wo... Total hours: -	☐ Dec Thu 11 Schedule: - Projects wo... Total hours: -	☐ Dec Fri 12 Schedule: - Projects wo... Total hours: -
	☐ Dec Sun 14 Schedule: - Projects wo... Total hours: -	☐ Dec Mon 15 Schedule: - Projects wo... Total hours: -	☐ Dec Tue 16 Schedule: - Projects wo... Total hours: -
	☐ Dec Thu 18 Schedule: - Projects wo... Total hours: -	☐ Dec Fri 19 Schedule: - Projects wo... Total hours: -	☐ Dec Sat 20 Schedule: - Projects wo... Total hours: -


[Load More](#)

3

Once opened, the number of paid time-off hours shows near the top of the screen. In this example, the employee has a total of 48 hours of paid leave this 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.

☰ 🏠 UKG My Timecard

Table view  Approve  Remove approval  Analyze

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

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--

Sat 06 Projects wo... Total hours: -	Sun 07 Projects wo... Total hours: -	Mon 08 Projects wo... Total hours: -
Dec Wed 10 Schedule: - Projects wo... - Total hours: -	Dec Thu 11 Schedule: - Projects wo... - Total hours: -	Dec Fri 12 Schedule: - Projects wo... - Total hours: -
Dec Sun 14 Schedule: - Projects wo... - Total hours: -	Dec Mon 15 Schedule: - Projects wo... - Total hours: -	Dec Tue 16 Schedule: - Projects wo... - Total hours: -
Dec Thu 18 Schedule: - Projects wo... - Total hours: -	Dec Fri 19 Schedule: - Projects wo... - Total hours: -	Dec Sat 20 Schedule: - Projects wo... - Total hours: -
Dec Mon 22 Schedule: - Projects wo... - Total hours: -	Dec Tue 23 Schedule: - Projects wo... - Total hours: -	Dec Wed 24 Schedule: - Projects wo... - Total hours: -
Dec Fri 26 Schedule: - Projects wo... 1 Total hours: 8.00	Dec Sat 27 Schedule: - Projects wo... - Total hours: -	Dec Sun 28 Schedule: - Projects wo... - Total hours: -
Dec Tue 30 Schedule: - Projects wo... 1 Total hours: 8.00	Dec Wed 31 Schedule: - Projects wo... 1 Total hours: 8.00	