

Exempt Supervisors

Expectations:

- **Weekly** – Review and approve your department/school employees’ timesheets.
- **As needed** – Review and approve Leave Requests for time off for department/school employees.
- **As needed** – Review and approve Timesheet Change Requests for missed punches for department/school employees.

Instructions (software):

Get to Know UKG

Terminology

The “**hamburger**” icon is located in the top left corner.

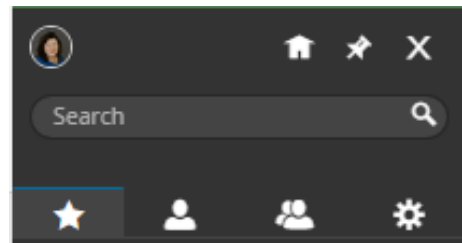
Clicking on the hamburger opens a list of menus – specific to each employee type.

You can “pin” this menu by clicking the **thumbtack** icon.

You can navigate to your Employee Dashboard by clicking the **house** icon.

The **star** icon represents your **Favorites** and most frequently used tasks.

The **single person** icon is where to find **My Info**.

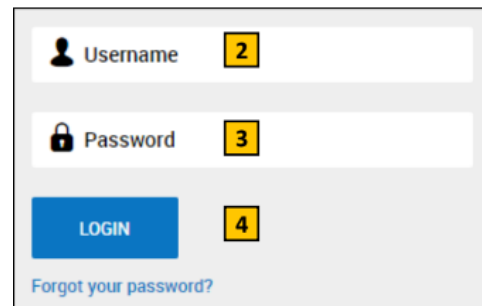


The “bell” icon is located in the top right corner and called **My Mailbox**.



Log In

1. Access your company’s login page for the application.
2. Enter your **Username**.
3. Enter your **Password**.
4. Select **Login**.



Approve Employee Timesheets/Leave Requests/Timesheet Change Requests

There are multiple ways to approve employee timesheets in the system, but we believe this to be the easiest.

Approve using My Mailbox

Navigation: Select **My Mailbox** (the bell icon) in the top right of your screen.

1. Select the timesheet you wish to approve from the left panel. Information about the timesheet displays.
2. Select **Open Timesheet** to open the timesheet for review or to make changes, then select **Back** to return to the **My To Do Items** screen.
3. Select **Approve** or **Reject** at the bottom of the screen to take action on the selected Timesheet. A confirmation dialog box displays.
4. Enter a comment (optional) in the dialog box and select **Approve**.

Note: Take action on multiple timesheets at once by selecting desired items in the left panel and selecting Approve or Reject at the top right of the screen.

The screenshot displays the 'My Mailbox' interface. At the top, there is a search bar and notification icons. Below the header, there are tabs for 'My To Do Items' (5) and 'My Notifications' (8). The main content area is divided into two panels. The left panel, titled 'My To Do Items', shows a list of items with checkboxes and icons. The right panel, titled 'Approve/Reject Timesheet', provides details for a selected item.

My To Do Items List:

- TP Timesheet Change Request
TRACY PERRY
Add Punch In (Apr 24)
Created 04/25/2023 02:57 pm
- CM Approve/Reject Time Off Request
CHELSEY MCCULLEY
Vacation - Hours
Created 04/25/2023 09:04 am
- LJ Approve/Reject Timesheet
LAURA JOHNSTON
Apr 10, 2023 - Apr 16, 2023
Created 04/25/2023 07:41 am
- LJ Approve/Reject Timesheet
LAURA JOHNSTON
Apr 17, 2023 - Apr 23, 2023
Created 04/25/2023 07:40 am
- LJ Approve/Reject Time Off Request
LAURA JOHNSTON
Personal Leave - Hours
Created 04/24/2023 02:03 pm

Approve/Reject Timesheet Details:

Apr 17, 2023 - Apr 23, 2023

LAURA JOHNSTON (5169)

[Open Timesheet](#) [View Workflow](#)

Bookkeeper/Secretary	NANCY THOMASON	Principal/Director	KARI AUSTIN
Location	BUSINESS SUPPORT SERVICES	Primary	240 Acctg/SecreCentral Ofc
Employee Id	5169		
Created	04/25/2023 07:40 am	Pay Period	Custom Monthly
Date	Apr 17, 2023 - Apr 23, 2023		

Buttons: **Reject** **Approve**