Non-Exempt Classified Employees

Expectations:
- **Daily** - Record time worked in UKG by punching IN/OUT each time you begin/end work.
  - If you're working-you should be punched in.
  - If you're NOT working, you should NOT be punched in.
- **Weekly** - Review and approve your weekly timesheet.
- **As needed** - Transfer jobs (if you have multiple jobs).
- **As needed** - Submit Timesheet Change requests to document any missing punches.
- **As needed** - Submit Leave Requests for time off.

Instructions (timeclocks):
Punching In/Out
- Push the **GREEN** Punch In/Out button.
- **Touch** your employee badge on the right side of the clock in the BLUE badge area.
- Ensure you receive a GREEN **ACCEPTED** screen.

Approve Timesheet
- Push the **ORANGE** Approve Timesheet button (you may have to scroll down to find it).
- **Touch** your employee badge on the right side of the clock in the BLUE badge area.
- Select the **pay period** you are approving, Click **Select.**
- Click **Submit.**
  - *If you would like to look at the detail on your timecard, Click Timesheet Summary dropdown to review each day of punches or leave. To approve the whole week, **touch <Leave Blank>**. Click **Select.***
- Click **Submit.**
- Read and accept the Disclaimer and Click **OK.**

Transfer Jobs
These steps are only applicable for full time employees who have multiple jobs within the school district. Examples of Additional jobs: Gate Worker, Coach, EDP worker, Tutor, MB Athletics, Safety Patrol, Workshops, etc.
- Push the **BLACK** Transfer Jobs button.
- **Touch** your employee badge on the right side of the clock in the BLUE badge area.
- Select the Additional Job you are beginning (you may have to scroll down to find it).
- Click **Submit.**
- Ensure you receive a GREEN **ACCEPTED** screen.

To punch **OUT** – Push the **GREEN** Punch In/Out button and touch your employee badge.

Submit Timesheet Change Request

- Push the **RED** Request Missing Punch button.
- **Touch** your employee badge on the right side of the clock in the BLUE badge area.
- Select the **Punch Type** you are requesting (Add In or Add Out), Click **Select.**
- Click **Submit.**
- Enter the **Date** of your punch request.
- Enter the **Time** of your punch request (make sure AM/PM is correctly selected, NOON is 12PM).
- Enter a **comment** about your missing punch request (required), click **Submit**.
- Ensure you receive a GREEN **ACCEPTED** screen.
  - *Your submitted Timesheet Change Request will now be routed to your supervisor for approval.*

Submit Leave Request

- Push the **PINK** Request Time Off button.
- **Touch** your employee badge on the right side of the clock in the BLUE badge area.
- Select the **type** of leave you are requesting (you may have to scroll down to find it), Click **Submit.**
- Select the **length** of leave you are requesting, Click **Submit.**
  - *Until July 1, 2023, all leave must be taken in full or ½ day increments.*
- Enter the **Date** of your leave request.
- Enter a **comment** about your leave request (required), Click **Submit.**
- Click **Yes** on the review screen.
- Ensure you receive a GREEN **ACCEPTED** screen.
  - *If your leave request was not accepted, you may not have sufficient leave to cover that absence. Speak to your bookkeeper about getting this corrected or what next steps you should take.*

Instructions (software):

Get to Know UKG

Terminology

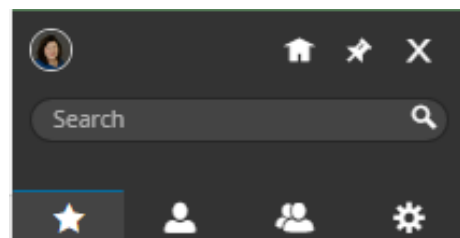The "**hamburger**" icon (located in the top left corner).

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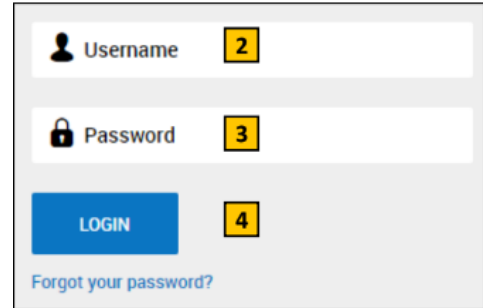
The **star** icon represents your **Favorites** and most frequently used tasks.

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

Log In

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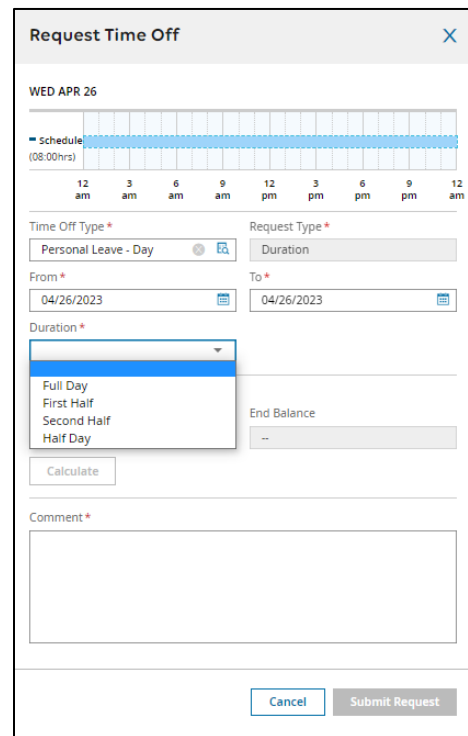3. Enter your **Password**.
4. Select **Login**.

Submit Leave Request

Navigation: My Info > My Time > Time Off > Request

1. Select the **Time Off Type** drop-down and select desired Time Off Type (vacation, sick, etc).
2. Select **Start Request**. Alternatively, you may select a date or range from the calendar and select **Start Request** there to auto-populate the requested date.
3. Select the **Request Type** drop-down and select from the following:
   • Full Day: requesting all scheduled time for that day.
   • Multiple Days: enter number of hours requested for each day.
   • Partial Day (Bulk): enter a total number of hours requested for the day.
   • Partial Day (Start/Stop): enter start and end time of requested time off.
4. Select date or range of request.
5. Enter duration, time frame, or total hours (displayed fields are dependent on the **Request Type**).
6. Type a **Comment** (required).
7. Select **Submit Request**.

__Leave must be taken in ½ or full day increments until our leave initialization occurs on July 1, 2023.__

Submit Timesheet Change Request

Navigation: **My Info > My Time > Timesheet > Current Timesheet**

From **Current Timesheet**, you can:

1. Select **Change Request**.
2. Select the **Change Type** drop-down list and select **Add Punch In** or **Add Punch Out**.
3. Select the desired date.
4. Type in the punch time.
5. Type a **Comment** (required).
6. Select **Submit Changes**.

Submit Timesheet for approval

Navigation: **My Info > My Time > Timesheet > Current Timesheet**

From **Current Timesheet**, you can:

- Navigate back to **previous timesheets** using the arrows to navigate between pay periods or select the calendar icon to choose a specific date or range.
- Click **Submit** near the top right corner to submit your timesheet for approval (required weekly).
- Read and accept the Disclaimer and Click **Submit.**