



# UKG Time & Attendance

Presented by

Human Resources | Revised: April 2021



# What we will cover today

- Logging in
- Navigating & Customizing UKG-Pro
- What you can do in UKG-Pro
- Using UTA (UKG Time & Attendance)
  - Clocking time
  - Making edits
  - Requesting Time Off
  - Approving time
- What else is coming?



# Caution!

You are logging in to the live system. Any changes you make can impact your pay.

Please be sure to delete any punches or time off requests that are inaccurate.



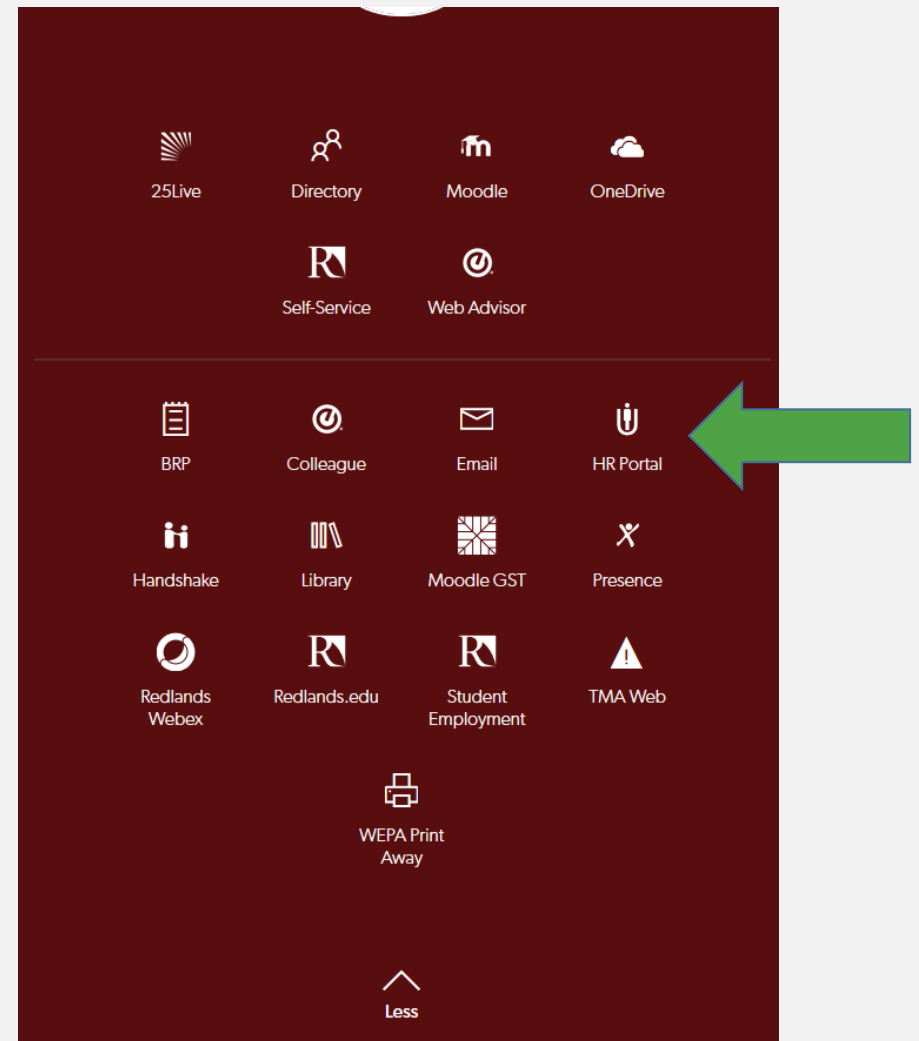
# What browsers can I use?

- Any kind you want!
- UKG works best with Chrome & Firefox, but works on all



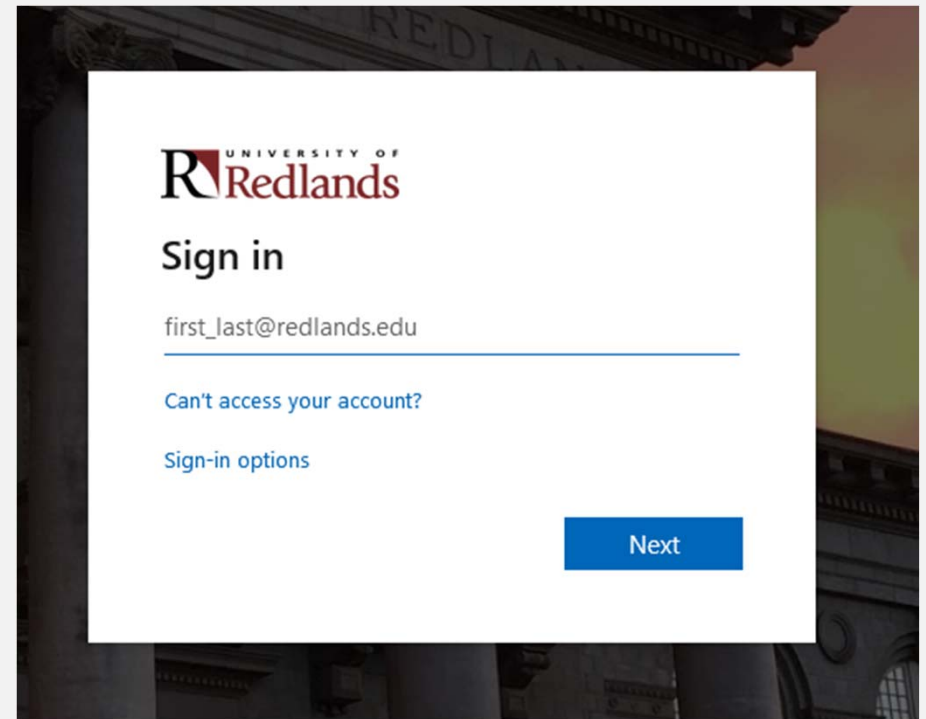
# Logging in

- Two Ways
- First way (preferred)
  - My.Redlands.edu
  - Requires you log-in to your Redlands account first
  - Utilizes single sign-on



# Logging in

- Second way
  - <http://uredlands.ultipro.com>
  - Redirects to the U of R single sign-on page
  - Don't Bookmark this page

A screenshot of a web browser showing the University of Redlands single sign-on page. The page has a white background with a blue border. At the top left is the University of Redlands logo, which consists of a red square with a white 'R' and the text 'UNIVERSITY OF Redlands' to its right. Below the logo is the text 'Sign in'. Underneath that is a text input field containing the email address 'first\_last@redlands.edu'. Below the input field are two links: 'Can't access your account?' and 'Sign-in options'. At the bottom right is a blue button with the text 'Next'. The background of the page is a dark, blurred image of a building with the word 'REDLANDS' visible on its facade.

UNIVERSITY OF  
**Redlands**

Sign in

first\_last@redlands.edu

[Can't access your account?](#)

[Sign-in options](#)

Next



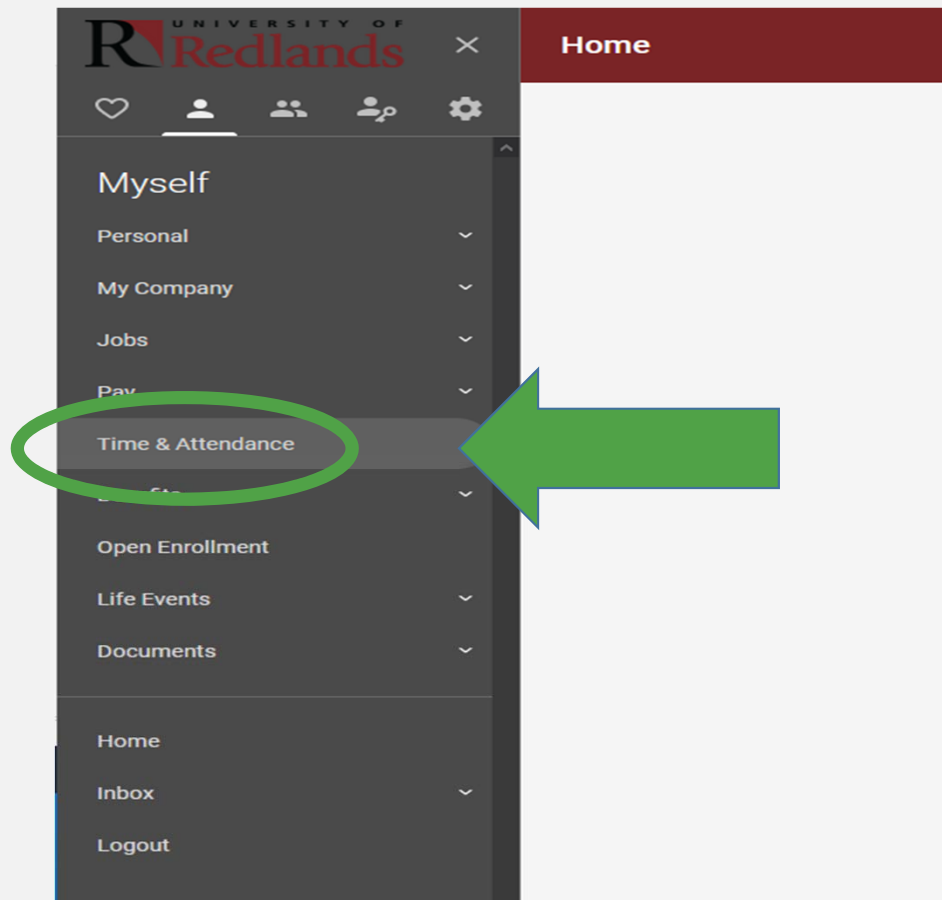
# Navigating & Customizing UKG

- Where do I find Time & Attendance?
- How do I change the QuickLink Tiles?
- How do I edit Favorites?
- How do I update my information?
- What else can I do?





# Navigating & Customizing UKG



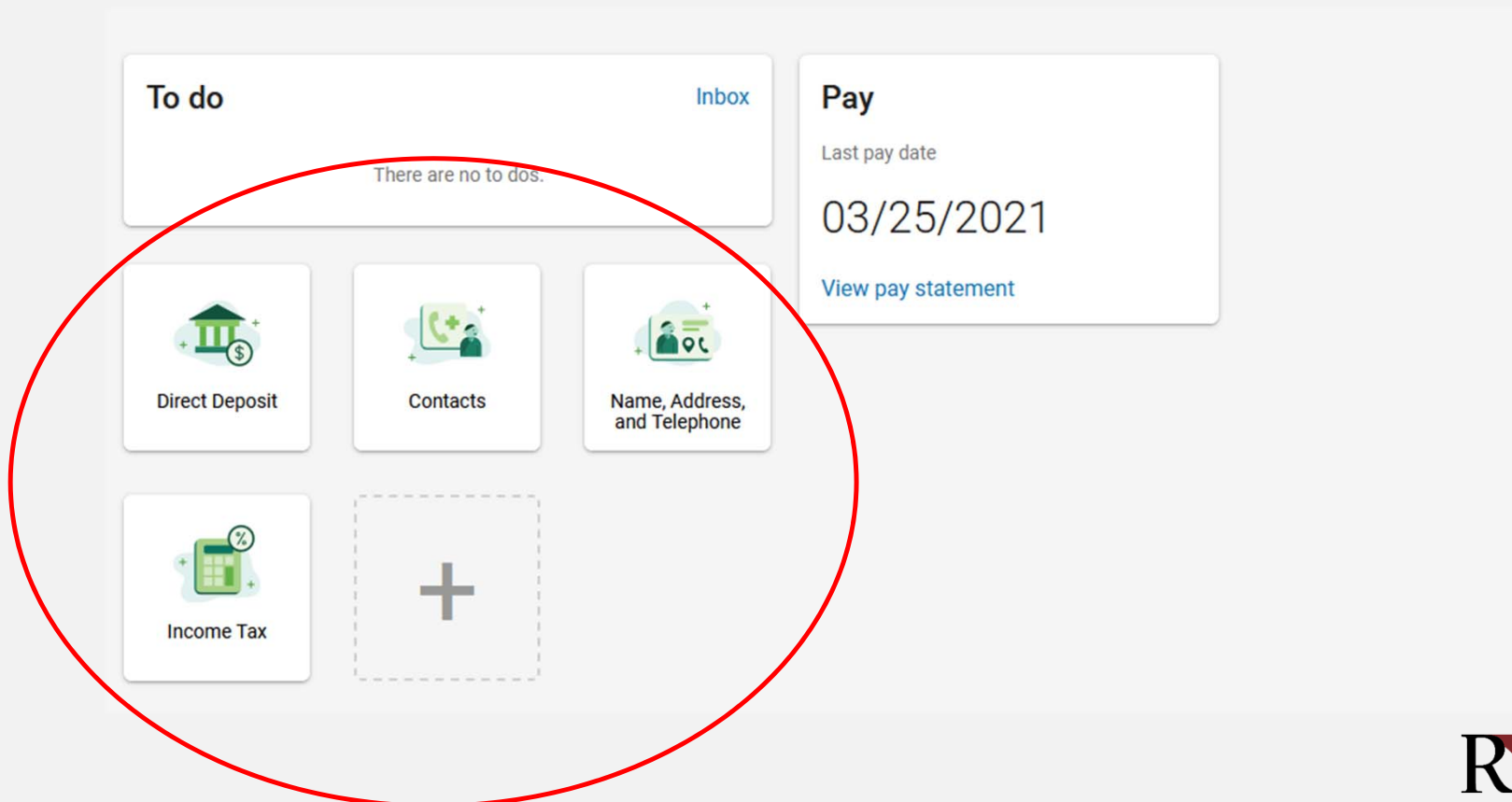


# Navigating & Customizing UKG

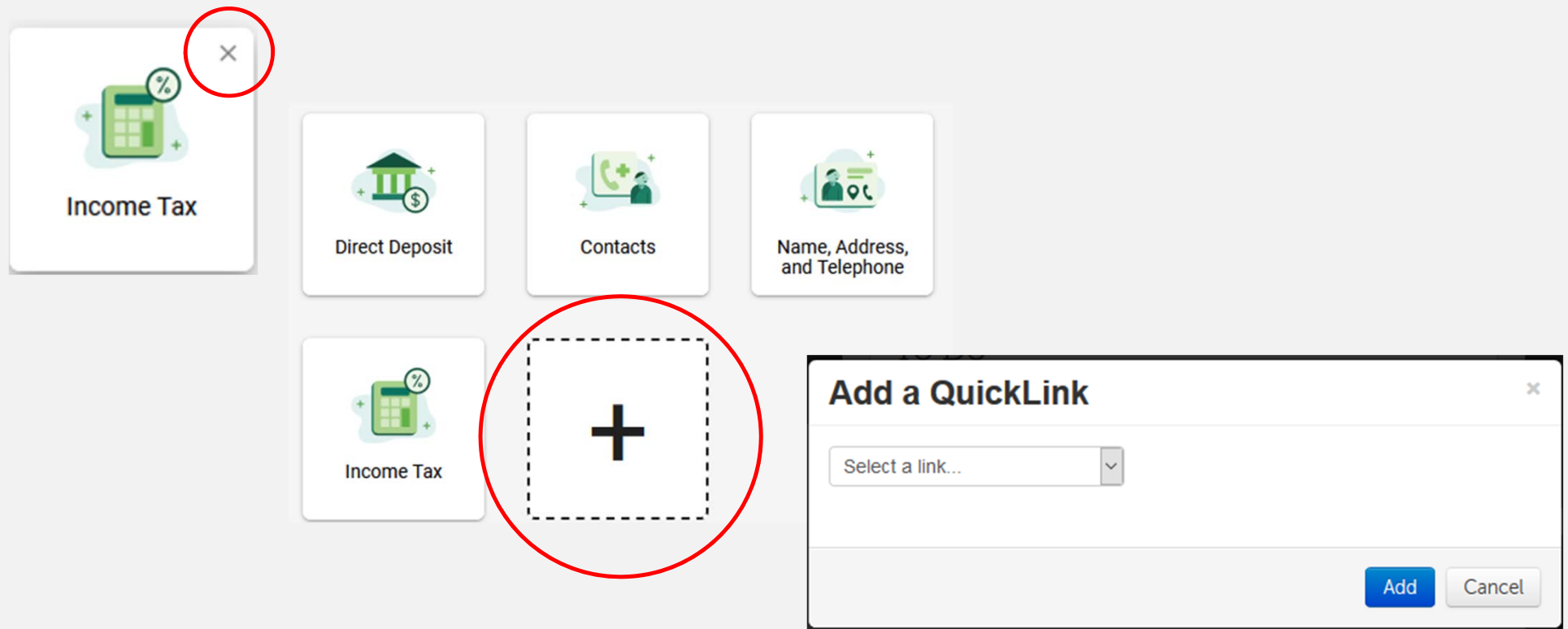
- Pay attention to your Pop-up Blocker
- You must allow Pop-ups for UKG in order to launch UTA



# Changing/Adding the QuickLink Tiles

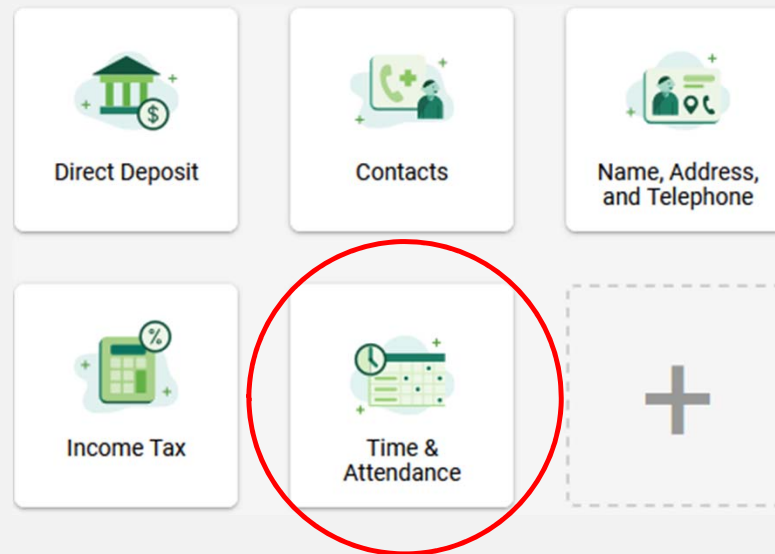


# Changing/Adding the QuickLink Tiles

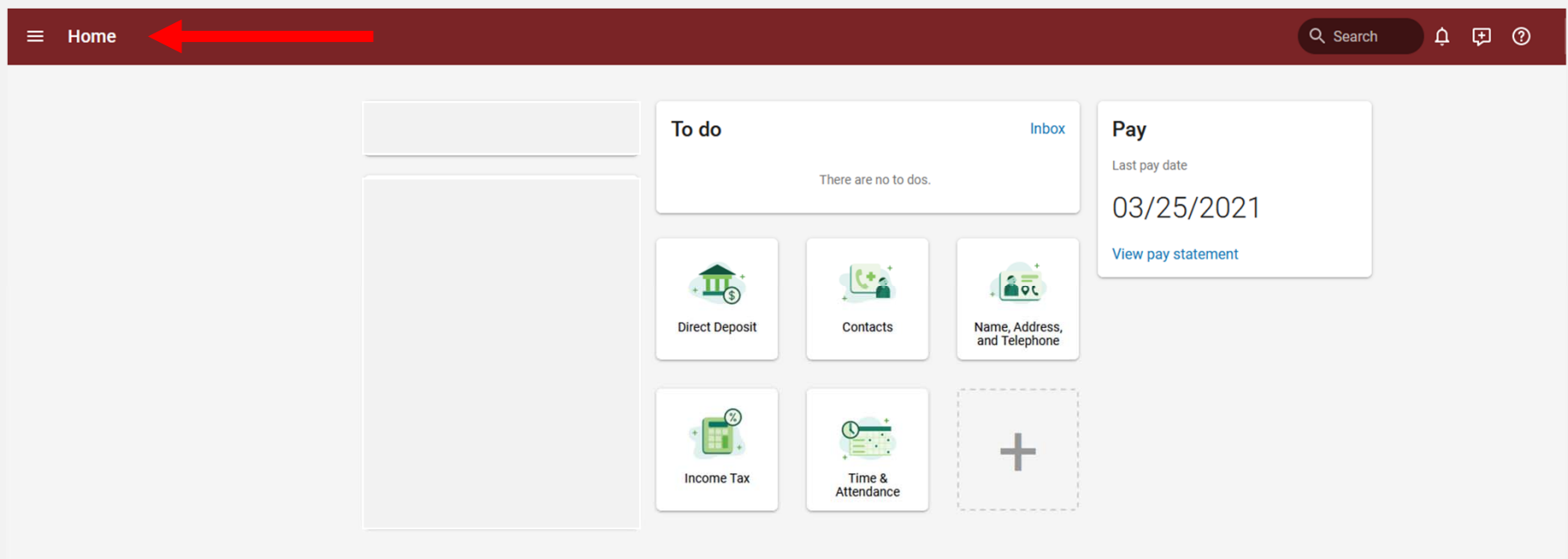


The screenshot displays a collection of QuickLink Tiles. The first tile, labeled "Income Tax" with a calculator icon, has a red circle around its top-right corner where a small "x" icon is located, indicating a removal action. Below it is another "Income Tax" tile. To the right are tiles for "Direct Deposit" (bank icon), "Contacts" (phone icon), and "Name, Address, and Telephone" (person and location pin icon). In the center, a dashed square with a large "+" sign is circled in red, representing the "Add" button. To the right of this is a modal window titled "Add a QuickLink" which contains a dropdown menu labeled "Select a link..." and "Add" and "Cancel" buttons at the bottom.

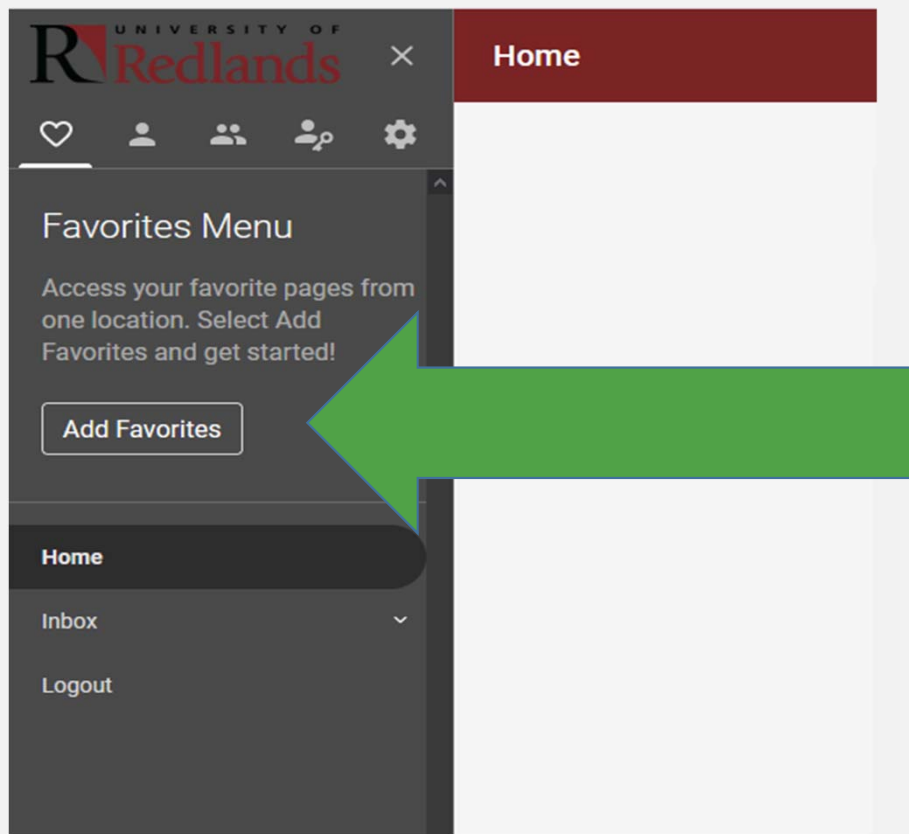
# Changing/Adding the QuickLink Tiles



# How do I edit Favorites?



# How do I edit Favorites?



# How do I edit Favorites?

**Edit Favorites**

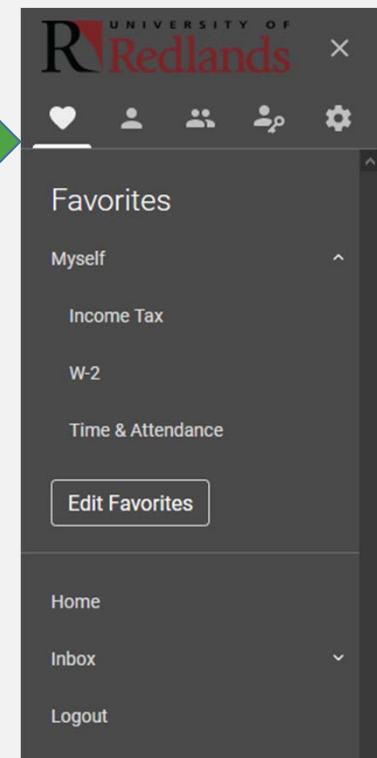
Enable Favorites Menu ☒ ON

Always open to Favorites when using the navigation menu ☒ Yes ☐ No

Select your favorites (0/40 selected)  
Select up to 40 links you would like to see in your favorites menu.

MYSELF (0 selected)

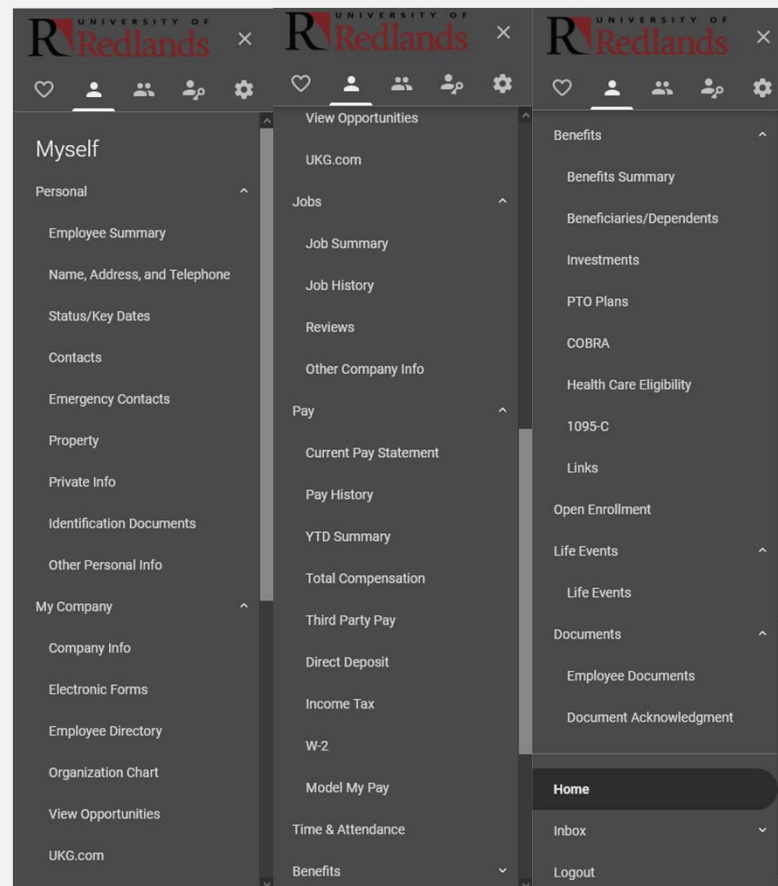
<b>Personal</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Employee Summary</li><li><input type="checkbox"/> Name, Address, and Telephone</li><li><input type="checkbox"/> Status/Key Dates</li><li><input type="checkbox"/> Contacts</li><li><input type="checkbox"/> Emergency Contacts</li><li><input type="checkbox"/> Property</li><li><input type="checkbox"/> Private Info</li><li><input type="checkbox"/> Identification Documents</li><li><input type="checkbox"/> Other Personal Info</li></ul>	<b>Jobs</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Job Summary</li><li><input type="checkbox"/> Job History</li><li><input type="checkbox"/> Reviews</li><li><input type="checkbox"/> Other Company Info</li></ul> <b>Pay</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Current Pay Statement</li><li><input type="checkbox"/> Pay History</li><li><input type="checkbox"/> YTD Summary</li><li><input type="checkbox"/> Total Compensation</li><li><input type="checkbox"/> Third Party Pay</li><li><input type="checkbox"/> Direct Deposit</li><li><input type="checkbox"/> Income Tax</li><li><input type="checkbox"/> W-2</li><li><input type="checkbox"/> Model My Pay</li></ul> <b>Time &amp; Attendance</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Time &amp; Attendance</li></ul>	<b>Benefits</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Benefits Summary</li><li><input type="checkbox"/> Beneficiaries/Dependents</li><li><input type="checkbox"/> Investments</li><li><input type="checkbox"/> PTO Plans</li><li><input type="checkbox"/> COBRA</li><li><input type="checkbox"/> Health Care Eligibility</li><li><input type="checkbox"/> 1095-C</li><li><input type="checkbox"/> Links</li></ul> <b>Open Enrollment</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Open Enrollment</li></ul> <b>Life Events</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Life Events</li></ul> <b>Documents</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Employee Documents</li><li><input type="checkbox"/> Document Acknowledgment</li></ul>
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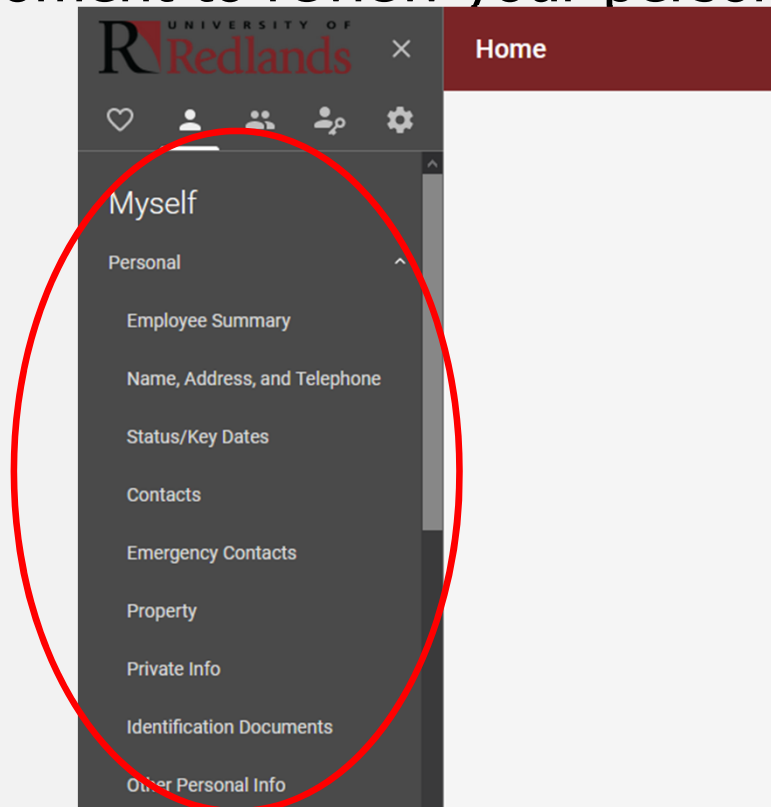
# What can I do in UKG-Pro

- Updating Personal Information
- Accessing Pay info
- Changing Tax withholdings
- Reviewing Benefit info
- Much more to come...



# What can I do in UKG

- Take a moment to review your personal information



# Using UKG Time & Attendance (UTA)

- Launch UTA either by
  - The Menu
  - Your Favorite
  - The QuickLink tile
- Not allowed – Need to disable Pop-up Blocker



# Using UTA

Maint. Launch Pad Homepage Messages(0) My TS Daily TS Employee Dashboard Time Off Team Payroll Proxy Sup. Summary My Reports

Quick Links

My Timesheet Request Time Off

My Alerts

Alerts
<div>Del Subject Date</div>
No data exists at this time.

To Dos

To Dos
<div>Del Subject Date</div>
No data exists at this time.

Clocks

Clock On Clock Off

Server time is: 10:27 AM

Week-To-Date Summary

Week-To-Date Summary	
Totals	Totals
Totals	0.00

View My Timesheet

Balance Summary

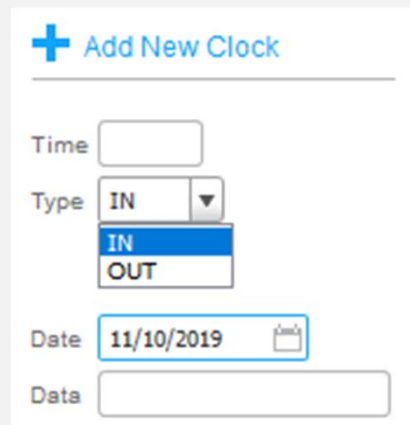
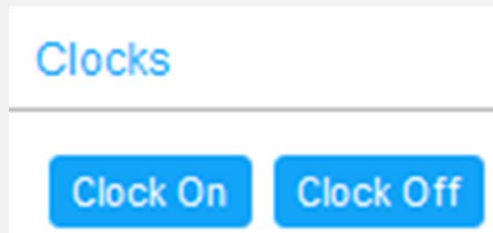
Balance	Current	End of Year
Vacation	208.00 hours	224.00 hours
Sick	244.00 hours	258.00 hours
Personal	8.00 hours	8.00 hours
Optional holiday	16.00 hours	16.00 hours

View Balance History



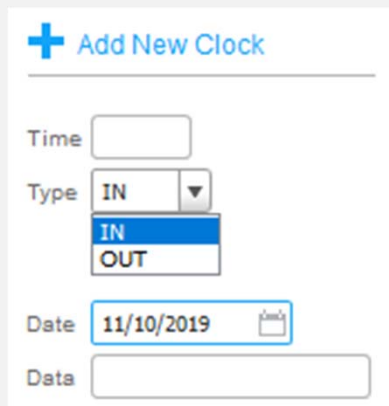
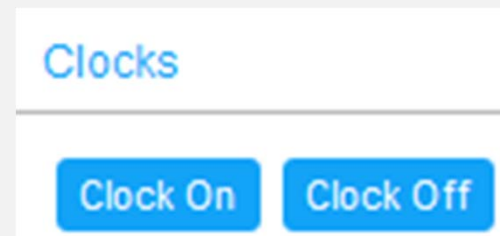
# How to Clock In / On

- Two ways
- First, from the Launch Pad Homepage
- Second, from My TS

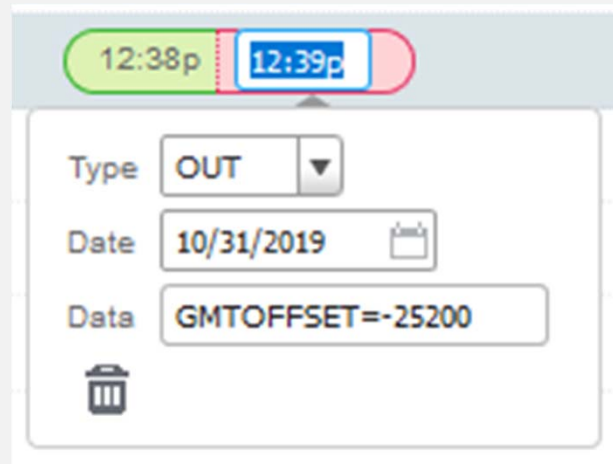
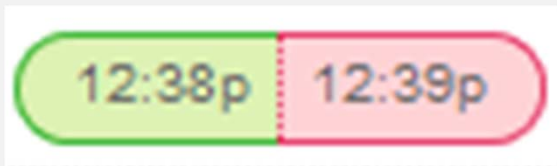
A screenshot of a web form titled "+ Add New Clock" in blue text. The form contains the following fields: "Time" with an empty text box; "Type" with a dropdown menu showing "IN" selected and "OUT" as an option; "Date" with a text box containing "11/10/2019" and a calendar icon; and "Data" with an empty text box.

# How to Clock Out / Off

- Two ways
- First, from the Launch Pad Homepage
- Second, from My TS

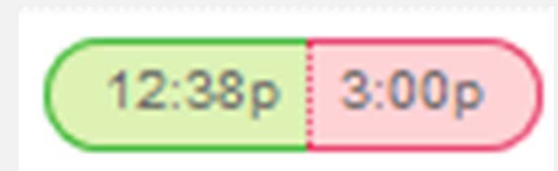
A screenshot of a form titled "+ Add New Clock" in blue text. The form contains the following fields: "Time" with an empty text box; "Type" with a dropdown menu showing "IN" selected and "OUT" as an option; "Date" with a text box showing "11/10/2019" and a calendar icon; and "Data" with an empty text box.

# Making Edits



An edit form for the time slot. At the top, a small version of the green and pink bar is shown with "12:38p" in the green part and "12:39p" in the pink part. Below this is a white box containing the following fields:

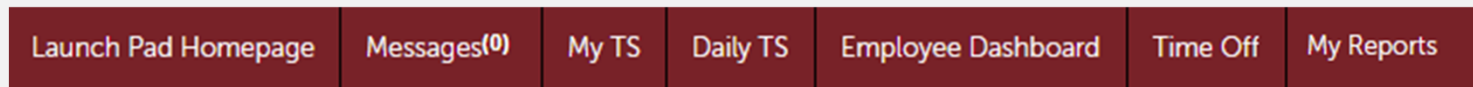
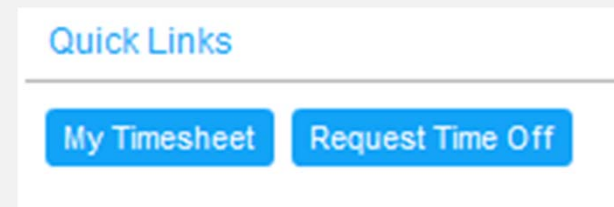
- Type: A dropdown menu with "OUT" selected.
- Date: A text field with "10/31/2019" and a calendar icon to its right.
- Data: A text field with "GMTOFFSET=-25200".
- A trash can icon at the bottom left of the form.



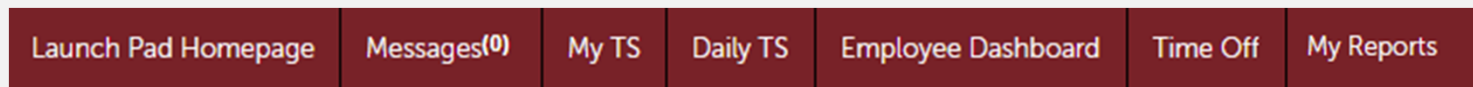


# How to request Time Off

- Through the Launch Pad Homepage
- Through the Time Off Option

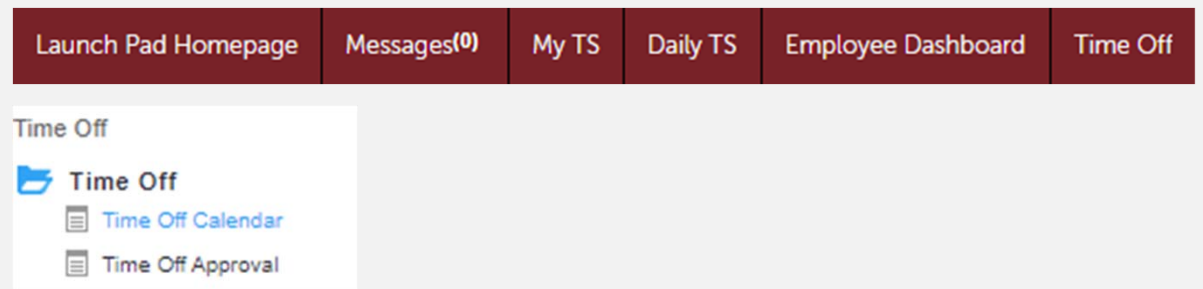
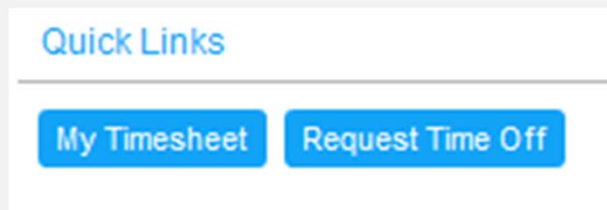


- Through the My TS Tab



# Through Launchpad and Time Off

- Click Request Time Off or Time Off Calendar



# Through Launchpad and Time Off

- Click on the date(s) in the calendar you wish to take off

The screenshot displays the Launchpad interface for requesting time off. At the top is a navigation bar with links: Maint, Launch Pad Homepage, Messages(0), My TS, Daily TS, Employee Dashboard, Time Off, Team, Payroll, Proxy, Sup. Summary, and My Reports. Below this is the 'Time Off Calendar' for April 2021, showing a grid of dates from 28 to 01. A red arrow points from the date 29 to the 'New Time Off' modal. The modal contains the following fields:

- Type:
- From: 04/29/2021
- To: 04/29/2021
- Reason:
- Comment:
- Buttons: OK, Cancel

On the right side of the calendar, 'Current Balances' are listed:

Balance Type	Hours
OPTIONAL HOLIDAY	16 hours
PERSONAL	8 hours
SICK	244 hours
VACATION	200 hours

# Through Launchpad and Time Off

- Select the Time Off Code and Enter in the critical information (noted with a **\***)

Find	Name
Clear	<input type="text"/>
BEREAVEMENT	
JURY DUTY	
MAKE UP TIME TAKEN	
OPTIONAL HOLIDAY	
PERSONAL DAY	
SICK KIN	
SICK SELF	
UNPAID TIME	
VACATION	
< Prev	1
Next >	Reset

New Time Off ×

Type: **\***  Balance: 96 hours

Partial Day: ☒

From: **\***

To: **\***

Start Time:

End Time:

Reason:

Comment:

OK Cancel

# Through Launchpad and Time Off

- Click Submit to send the request to your Supervisor for approval

The screenshot displays the 'Time Off' section of a Launchpad interface. At the top, a navigation bar includes links like 'Launch Pad Homepage', 'Messages(0)', 'My TS', 'Daily TS', 'Employee Dashboard', 'Time Off', 'Team', 'Payroll', 'Proxy', 'Sup. Summary', and 'My Reports'. Below this, the 'Time Off > Time Off Calendar' section shows a calendar for November 2019. A red circle highlights the 'Submit' button at the bottom left. Another red circle highlights a vacation request on November 26, which is labeled 'VACATION 1:00p - 5:00p'. A third red circle highlights a vacation request on November 27, also labeled 'VACATION 1:00p - 5:00p'. To the right of the calendar, a 'Current Balances' table lists various time off categories and their remaining hours.

November 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Current Balances

MAKE UP TIME	0 hours
OPTIONAL HOLIDAY	16 hours
PERSONAL	16 hours
SICK	114 hours
VACATION	96 hours



# Through Launchpad and Time Off

- The icon will change from Orange to Blue to Green

Thurber Test

Launch Pad Homepage Messages(0) My TS Daily TS Employee Dashboard Time Off Team Payroll Proxy Sup. Summary My Reports

Time Off > Time Off Calendar

◀ November 2019 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Current Balances

MAKE UP TIME	0 hours
OPTIONAL HOLIDAY	16 hours
PERSONAL	16 hours
SICK	114 hours
VACATION	96 hours

VACATION 1:00p - 5:00p

VACATION 1:00p - 5:00p

Submit

Pending Approval

Type: VACATION

Date: 11/27/2019 Start Time: 1:00p End Time: 5:00p

Reason:

Comment:

Pay in advance: No

Cancel Request


27

✓ VACATION 1:00p - 5:00p


















# Through My TS Tab

- Navigate to the week you wish to enter time off

Timesheet   ◀ 11/17/2019 - 11/23/2019 ▶ 

Employee: Test, Opal

▶	<input type="checkbox"/>		Scheduled	Worked	Employee Submitted <input type="text"/>	Shift	Clocks
▶	<input type="checkbox"/>	✓  			<input type="checkbox"/>	OFF	+
▶	<input type="checkbox"/>	✓  			<input type="checkbox"/>	OFF	+
▶	<input type="checkbox"/>	✓  			<input type="checkbox"/>	OFF	+
▶	<input type="checkbox"/>	✓  			<input type="checkbox"/>	OFF	+
▶	<input type="checkbox"/>	✓  			<input type="checkbox"/>	OFF	+
▶	<input type="checkbox"/>	✓  			<input type="checkbox"/>	OFF	+
▶	<input type="checkbox"/>	✓  			<input type="checkbox"/>	OFF	+

[Show Edits](#)

[Code Summary](#)





# Through My TS Tab

- Click on the Pencil Icon and select LTA (Long Term Absence)

Timesheet   11/17/2019 - 11/23/2019

Employee: Test, Opal

				Scheduled	Worked	Employee Submitted	Shift	Clocks
▶	<input type="checkbox"/>					<input type="text"/>		
▶	<input type="checkbox"/>	✓		11/17/2019 Sun		<input type="checkbox"/>	OFF	+
▶	<input type="checkbox"/>	✓		11/19/2019 Tue		<input type="checkbox"/>	OFF	+
▶	<input type="checkbox"/>	✓		11/20/2019 Wed		<input type="checkbox"/>	OFF	+
▶	<input type="checkbox"/>	✓		11/21/2019 Thu		<input type="checkbox"/>	OFF	+
▶	<input type="checkbox"/>	✓		11/22/2019 Fri		<input type="checkbox"/>	OFF	+
▶	<input type="checkbox"/>	✓		11/23/2019 Sat		<input type="checkbox"/>	OFF	+


[Show Edits](#)

[Code Summary](#)





# Through My TS Tab


- Enter the date(s) and Time Code for the Time Off


 Override - LTA: Test, Opal - 000011253 - 11/18

---

Time Code  

Start Date  

End Date  

Start Time Date  

Start Time

End Time


Override Comment

<input type="button" value="Find"/>	Name	Description
<input type="button" value="Clear"/>	<input type="text"/>	<input type="text"/>
	BERV	Bereavement
	JURY	Jury Duty
	OPTIONHOL	Optional Holiday
	PERD	Personal Day
	SCKK	Sick Kin
	SCKS	Sick Self
	UNPAID TIME	Unpaid Time
	VAC	Vacation
< Prev 1 Next > <input type="button" value="Reset"/>		



# Through My TS Tab

- If you wish to enter a full day, leave the time blank
- Only enter time if you are inputting for a partial day
  - The time will default to AM when you just enter the number. You must indicate afternoon hours with a “p” designation (for example 1p, 2:30p, 4:10p, etc.).
- Click Submit when done

 Override - LTA: Test, Opal - 000011253 - 11/18

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Time Code	Start Date	End Date	Start Time Date	Start Time	End Time	Override Comment
<input type="text" value="VAC"/>	<input type="text" value="11/18/2019"/>	<input type="text" value="11/18/2019"/>	<input type="text" value="11/18/2019"/>	<input type="text" value="1:00p"/>	<input type="text" value="5:00p"/>	<input type="text"/>



# Through My TS Tab

- Important note
  - Your Supervisor will not be notified of this entry

Employee: Test, Opal									
			Scheduled	Worked	Employee Submitted	Shift	Clocks	Time Code Summary	Hour Type Summary
▶	<input type="checkbox"/>				<input type="checkbox"/>				
▶	<input type="checkbox"/>				<input type="checkbox"/>	OFF	+		
▶	<input type="checkbox"/>				<input type="checkbox"/>	OFF	+	VAC 8:00	REG 8:00
▶	<input type="checkbox"/>				<input type="checkbox"/>	OFF	+		
▶	<input type="checkbox"/>				<input type="checkbox"/>	OFF	+		
▶	<input type="checkbox"/>				<input type="checkbox"/>	OFF	+		
▶	<input type="checkbox"/>				<input type="checkbox"/>	OFF	+		
▶	<input type="checkbox"/>				<input type="checkbox"/>	OFF	+		
▶	<input type="checkbox"/>				<input type="checkbox"/>	OFF	+		
<a href="#">Submit</a> <a href="#">Show Edits</a>									



# How You sign off

- Can be done daily, weekly, or in some cases bi-weekly
- Navigate to My TS

Employee: Test, Thurber

			Scheduled	Worked	Auth By	Employee Submitted	Shift	Clocks
▶	<input type="checkbox"/>					<input type="text" value=""/>		
▶	<input checked="" type="checkbox"/>	✓	10/13/2019 Sun		AUTO	<input type="checkbox"/>	OFF	
▶	<input type="checkbox"/>	✓	10/14/2019 Mon	08:00	AUTO	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶	<input type="checkbox"/>	✓	10/15/2019 Tue	08:00	AUTO	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶	<input type="checkbox"/>	✓	10/16/2019 Wed	08:00	AUTO	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶	<input type="checkbox"/>	✓	10/17/2019 Thu	08:00	AUTO	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶	<input type="checkbox"/>	✓	10/18/2019 Fri	08:00	AUTO	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶	<input type="checkbox"/>	✓	10/19/2019 Sat		AUTO	<input checked="" type="checkbox"/>	OFF	

[Submit](#) [Show Edits](#)



# A simple 3 step process to sign-off

2 Employee: Test, Thurber

1

	Trace		Scheduled	Worked	Auth By	Employee Submitted	Shift	Clocks						
▶	<input type="checkbox"/>	Trace	✓	✎	10/14/2019 Mon	08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a	12:00p	1:00p	5:00p
▶	<input type="checkbox"/>	Trace	✓	✎	10/15/2019 Tue	08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a	12:00p	1:00p	5:00p
▶	<input type="checkbox"/>	Trace	✓	✎	10/16/2019 Wed	08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a	12:00p	1:00p	5:00p
▶	<input type="checkbox"/>	Trace	✓	✎	10/17/2019 Thu	08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a	12:00p	1:00p	5:00p
▶	<input type="checkbox"/>	Trace	✓	✎	10/18/2019 Fri	08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a	12:00p	1:00p	5:00p
▶	<input type="checkbox"/>	Trace	✓	✎	10/19/2019 Sat		AUTO	<input type="checkbox"/>	OFF	+				
▶	<input type="checkbox"/>	Trace	✓	✎	10/20/2019 Sun		AUTO	<input type="checkbox"/>	OFF	+				
▶	<input type="checkbox"/>	Trace	✓	✎	10/21/2019 Mon	08:00	AUTO	<input type="checkbox"/>	OFF	+	08:30a	12:30p	1:30p	5:30p
▶	<input type="checkbox"/>	Trace	✓	✎	10/22/2019 Tue	08:00	AUTO	<input type="checkbox"/>	OFF	+	07:30a	11:30a	12:30p	4:30p
▶	<input type="checkbox"/>	Trace	✓	✎	10/23/2019 Wed	08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a	12:05p	1:00p	5:01p
▶	<input type="checkbox"/>	Trace	✓	✎	10/24/2019 Thu	08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a	12:15p	12:45p	4:30p
▶	<input type="checkbox"/>	Trace	✓	✎	10/25/2019 Fri	08:00	AUTO	<input type="checkbox"/>	OFF	+	08:00a	12:00p	1:00p	5:00p
▶	<input type="checkbox"/>	Trace	✓	✎	10/26/2019 Sat		AUTO	<input type="checkbox"/>	OFF	+				
▶	<input type="checkbox"/>	Trace	✓	✎	10/27/2019 Sun		AUTO	<input type="checkbox"/>	OFF	+				

3

Submit Show Edits



# Sign off completed

- The checked boxes are the visual indicator you have properly signed off on the days.

Employee: Test, Thurber

			Scheduled	Worked	Auth By	Employee Submitted	Shift	Clocks
▶	<input type="checkbox"/>					<input type="checkbox"/>		
▶	<input type="checkbox"/>	✓			AUTO	<input type="checkbox"/>	OFF	
▶	<input type="checkbox"/>	✓		08:00	AUTO	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶	<input type="checkbox"/>	✓		08:00	AUTO	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶	<input type="checkbox"/>	✓		08:00	AUTO	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶	<input type="checkbox"/>	✓		08:00	AUTO	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶	<input type="checkbox"/>	✓		08:00	AUTO	<input checked="" type="checkbox"/>	OFF	08:00a 12:00p 1:00p 5:00p
▶	<input type="checkbox"/>	✓			AUTO	<input checked="" type="checkbox"/>	OFF	

[Submit](#) [Show Edits](#)



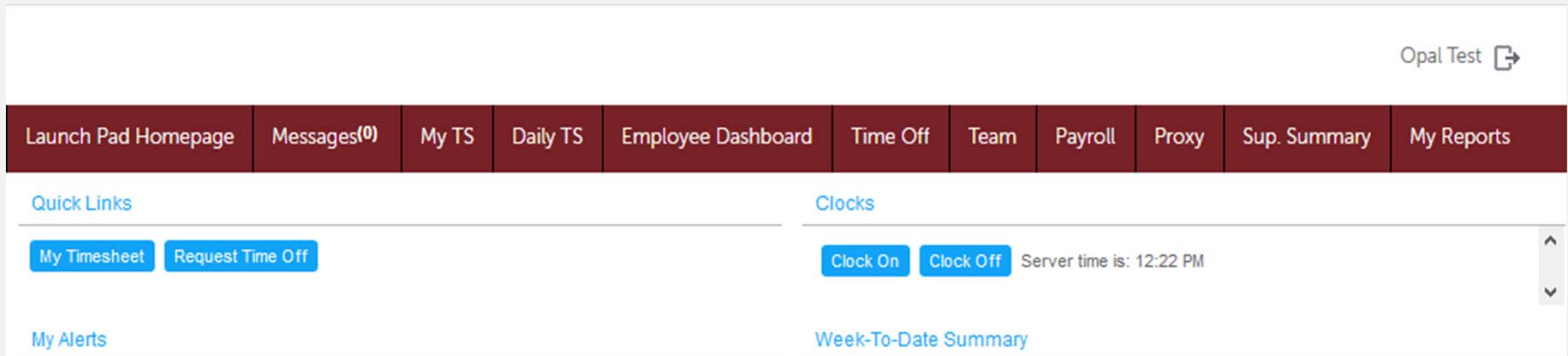
# Sign off tips

- Create a calendar reminder in Outlook to sign-off on your timecard
- Items in yellow still require your supervisor's authorization
- Ensure each week is signed off



# How to Approve Time cards

- You are only approving exceptions (“Unauthorized”) time.
- Click on Daily TS for employees reporting to you




The screenshot displays the Opal Test user interface. At the top right, there is a link for "Opal Test" with an external icon. Below this is a dark red navigation bar containing the following tabs: "Launch Pad Homepage", "Messages(0)", "My TS", "Daily TS", "Employee Dashboard", "Time Off", "Team", "Payroll", "Proxy", "Sup. Summary", and "My Reports". Under the navigation bar, the interface is divided into two main sections. The left section, titled "Quick Links", contains two buttons: "My Timesheet" and "Request Time Off". Below this is a section titled "My Alerts". The right section, titled "Clocks", contains two buttons: "Clock On" and "Clock Off", followed by the text "Server time is: 12:22 PM". Below the "Clocks" section is a link for "Week-To-Date Summary".




# How to Approve Time cards


- Narrow the list by selecting a few options

Opal Test 


Launch Pad Homepage Messages(0) My TS Daily TS Employee Dashboard Time Off Team Payroll Proxy Sup. Summary My Reports


### Timesheet Selection


Employee   ALL

Team   ALL




Include Sub Teams ☐


Pay Group   ALL


Calculation Group   ALL

Shift   ALL

Dates Date Selection Start Date End Date

Current Pay Period  11/20/2019  11/20/2019 

Authorization  

Order By  

# How to Approve Time cards

- Review for any items that are “Unauthorized”, noted by a yellow highlight
- Expand the day by clicking the triangle ►

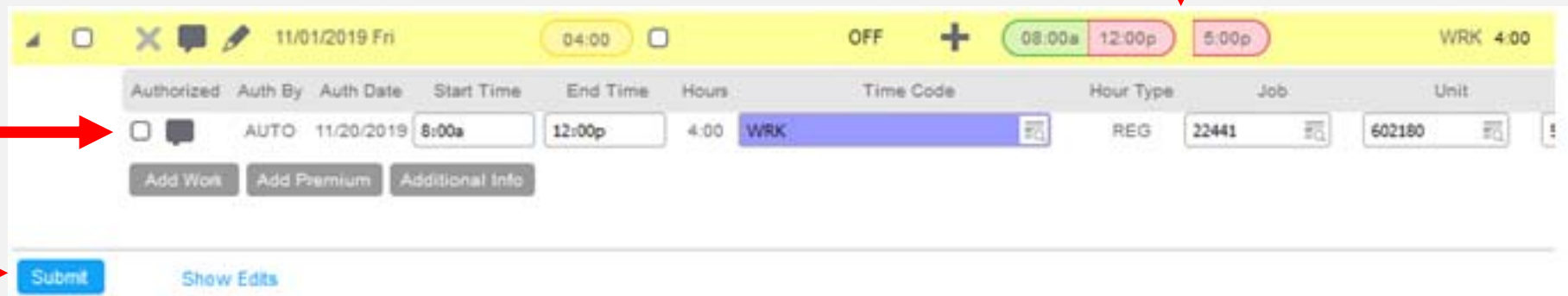
Employee: Test, Thurber

				Scheduled	Worked	Employee Submitted	Shift	Clocks	Time Code Summary
►	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			
►	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/29/2019 Tue	08:45	<input type="checkbox"/>	OFF	+	07:45a 12:30p 1:00p 5:00p WRK 8:45 , MEAL 0:30
►	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2019 Wed	09:30	<input type="checkbox"/>	OFF	+	08:05a 12:45p 1:14p 5:00p WRK 8:30 , CAMP 1:00 , SHC
►	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/31/2019 Thu	09:30	<input type="checkbox"/>	OFF	+	08:00a 1:30p 2:00p 5:00p WRK 8:30 , CAMP 1:00 , MEA
►	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/01/2019 Fri	04:00	<input type="checkbox"/>	OFF	+	08:00a 12:00p 5:00p WRK 4:00

[Submit](#) [Show Edits](#)

# How to Approve Time cards

- Review the day for accuracy and any missing Authorizations
  - Correct as needed
- Check the empty check box
- Click Submit



The screenshot shows a time card approval interface. At the top, a yellow header bar displays the date '11/01/2019 Fri', a clock icon, and a status 'OFF'. Below the header, a table lists time slots: '08:00a' (green), '12:00p' (pink), and '5:00p' (pink). A red arrow points to the '12:00p' slot. Below the header, a table lists time card entries. The first entry has an empty checkbox, 'AUTHO', '11/20/2019', '8:00a', '12:00p', '4:00', 'WRK', 'REG', '22441', and '602180'. A red arrow points to the empty checkbox. Below the table, there are buttons for 'Add Work', 'Add Premium', and 'Additional Info'. At the bottom, there is a blue 'Submit' button and a 'Show Edits' link. A red arrow points to the 'Submit' button.

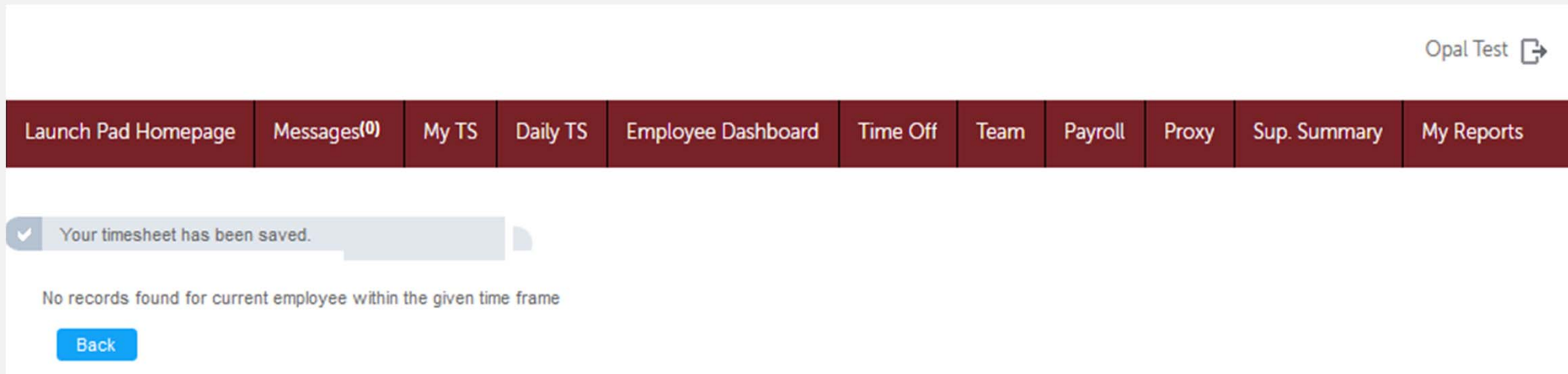
Authorized	Auth By	Auth Date	Start Time	End Time	Hours	Time Code	Hour Type	Job	Unit
<input type="checkbox"/>	AUTHO	11/20/2019	8:00a	12:00p	4:00	WRK	REG	22441	602180

[Add Work](#) [Add Premium](#) [Additional Info](#)

[Submit](#) [Show Edits](#)

# How to Approve Time cards

- When complete, you may get a message that states



- This is normal and simply means there are no areas to review



# Thank you for attending!

For additional training materials, please visit

<http://ess.redlands.edu>

For questions or corrections, please email

[HRIS@redlands.edu](mailto:HRIS@redlands.edu)

