

Access employee timesheets

Provides detailed instructions on how to access and review employee timesheets.

Access employee timesheets

Employee timesheets

Managers can access employee timesheets using either the mobile device view or the desktop view. Depending on the device used, the employee list appears differently.

Employees can use hourly timesheets or project timesheets.

Access Employee Timesheets - Employee Summary

The Employee Summary page allows you to review the overall status of your employees' timesheets. You can select one or more timesheets and apply the same action to the selected employees.

Navigation: Main Menu > Time > Employee Summary

1. Click the **Select a period** drop-down list and choose a period.
 2. Click the **Select Employee Query** drop-down list and choose the appropriate criteria.
 3. In the **Employee Full Name** column , check the box next to the name of one or more employees.
 4. On the toolbar, click **Open Selections** .
 5. Review or apply actions to selected timesheets.
-

Access Employee Timesheets - Timesheets

The Timesheets page gives you direct access to employee timesheets.

Navigation: Main Menu > Time > Timesheets

1. Click the **Select a period** drop-down list and choose a period.
 2. Click the **Select Employee Query** drop-down list and choose the appropriate criteria.
 3. (Optional) View another employee timesheet using one of the following methods.
 - Click the down arrow next to the first employee's name to open the employee list. Scroll down the list to select a new employee.
 - Click the **Next Employee** or **Previous Employee** arrows to view the next or previous employee's timesheet.
 4. Review or apply an action to the selected timesheet.
-

© 2022 UKG Inc. All rights reserved.

For a list of all UKG trademarks, please visit ukg.ca/trademarks . All other trademarks, if any, are the property of their respective owners. Any reproduction in any form or by any means or storage in a database or retrieval system of this document or its contents without the prior written permission of UKG Inc. ("UKG") is strictly prohibited. The information in this document is subject to change without notice. This document and its contents are considered confidential information of UKG and may not be shared with any third party. Nothing herein constitutes legal, tax or other advice. All legal or tax questions should be directed to your attorney or tax consultant.

Disclaimer

UKG makes no representations or warranties regarding the accuracy or completeness of the document or its contents and expressly disclaims any liability or representation for software from other vendors. The terms and conditions of your agreement with us regarding the software or services we provide, which are the subject of the documentation in this document, govern this document or its contents. Any companies, organizations, persons and references to events are fictitious. Any resemblance to actual companies, organizations, persons and events is purely coincidental.

Links to Other Resources: The sites linked to and embedded links are not under the control of UKG. We reserve the right to terminate any link or linking program at any time. UKG does not endorse the companies or products to which links are provided. If you choose to use these links to visit third-party sites, you do so at your own risk.
