UKG – Timecard Indicators Guide

Use this document as a guide to the icons colors and symbols used throughout the Timekeeping application.

Timecard Grid - The timecard contains several indicators and icons to help guide you to where you want to go:

Icon	Description
	Adds a blank row after the selected row on the hourly timecard.
	Deletes the selected row on the hourly timecard.
	Indicates that a comment or note has been added.
	Indicates that a schedule transfer has been made.
	A punch or paycode has been edited by someone other than the employee. The corresponding glance provides the name of the person who made the edit
	Displays in the Date cell of an hourly timecard or Project cell in the project timecard to indicate that the timecard was edited after the pay period was signed off (historical correction).
	Displays the In or Out cell of an hourly timecard or Date cell in the project timecard to indicate that an edit was made after the timecard was signed off (historical correction).
	Overtime is reviewed or approved.
	Timecard changes are pending.
	Overtime is pending.
	An on-call shift is scheduled.
	Depending on how the timecard is configured, timecard edits waiting for manager approval may not appear in the timecard, but the View Pending Indicator is available in the action bar. When a manager or employee selects this indicator, the pending edits are visible.

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Timecard Actions - The following are timecard icons you can use:

Icon	Description
	List View - Changes the timecard view from table to list view. Toggles with the Table View.
	Table View - Changes the timecard view from list view to table view. Toggles with List View.
	Previous Week - Project View Timecard only - Navigates to the previous week.
	Next Week - Project View Timecard only - Navigates to the next week.
	Today - Project View Timecard only - Navigates to today in timecard.
	Add New - Project View Timecard only - Opens the Project panel so you can add a new project.
	Zoom - Reduce the size of the entire table and add-ons using Zoom to see more content.
	Approve - Indicates that the timecard is complete, accurate, and ready for signoff. After the timecard is signed off, you cannot remove the approval.
	Remove Approval - This indicator becomes active after you approve a timecard so you can remove an approval to make edits. After the timecard is signed off, however, you cannot remove the approval.
	Sign-Off - Signs off employee information and indicates that the timecard is ready for payroll processing.
	Remove Sign-Off - This indicator becomes active after you sign off a timecard so you can remove a signoff to make edits.
	Analyze - Opens the Rule Analysis Report so you can review how the system interprets pay rules, work rules, and other factors in its calculations.
	View Moved Amounts - Opens the View Moved Amounts panel, where you can view or delete moved amounts for the selected timeframe.
	Accrual Actions - From this option menu, you can reset or move accrual balance amounts. When you reset accrual balances, you can transfer a probationary balance to a vested amount when the probationary period ends. You can reset the accrual code, the vested amount, the probationary amount, of the effective date. Move an accrual amount from one accrual code to another. For example, you could move accrued sick time to vacation time.
	Go To - Opens the Schedule, People Information, Attendance Details, or Reports for the selected timecard.
	Share - From this option, you can print the selected timeframe (up to 90 days) and can include the Totals and Accruals Add-ons.
	View Pending - Timecard changes are pending.
	Calculate Totals - Forces the timecard to calculate totals. After you calculate totals, the Calculate Totals icon turns blue.
	Save - Saves the displayed timecard. After you save your timecard, the Save icon turns blue.

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Timecard Cell Colors - Cells and text in the timecard sometimes have colors with meaning.

Color	Meaning
	Approved by employee but not by manager.
	Approved by manager but not employee.
	Approved by both employee and manager.
	Timecard has been signed off.
Cell with blue background	Total that cannot be edited.
Black text on a white background	Events in the timecard that are not system-generated.
Purple text on a white background	System-entered text that can be modified (for example, a system-entered paycode for missing time).

Timecard Exceptions - When employees deviate from their expected time, the system generates an exception. Exceptions can be day-based or segment-level. Day-based exceptions (such as short shift or unscheduled) affect the entire day. Segment-level exceptions affect only part of the day.

Common Exceptions and Visual Indicators – these may vary depending on company configuration

Visual Indicator	Description
	Cell is solid red when there is a missed in or out punch.
	Action is required for an exception on this day.
	When the system generates an exception, the icon is red with a white line near the top. Depending on the configuration, the system might automatically add an auto-resolved paycode to the timecard if an exception occurs because of missing time, such as a late punch or absence.
	When a manager marks an exception as reviewed or justifies a missing time exception, the icon changes to green.
	When an employee justifies a missing time exception the icon changes to red with two white lines.
	If there is more than one exception the color reflects the most severe state of all exceptions, and the white lines are diagonal.
	If an absence has been excused the icon is blue with three horizontal lines.
	When an exception or punch is system-generated the icon is purple with one diagonal line and the punch displays in purple.
	Holiday exceptions.