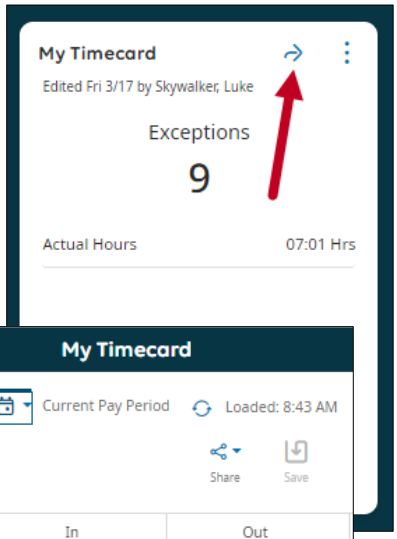
UKG – View My Timecard
Quick Reference Guide

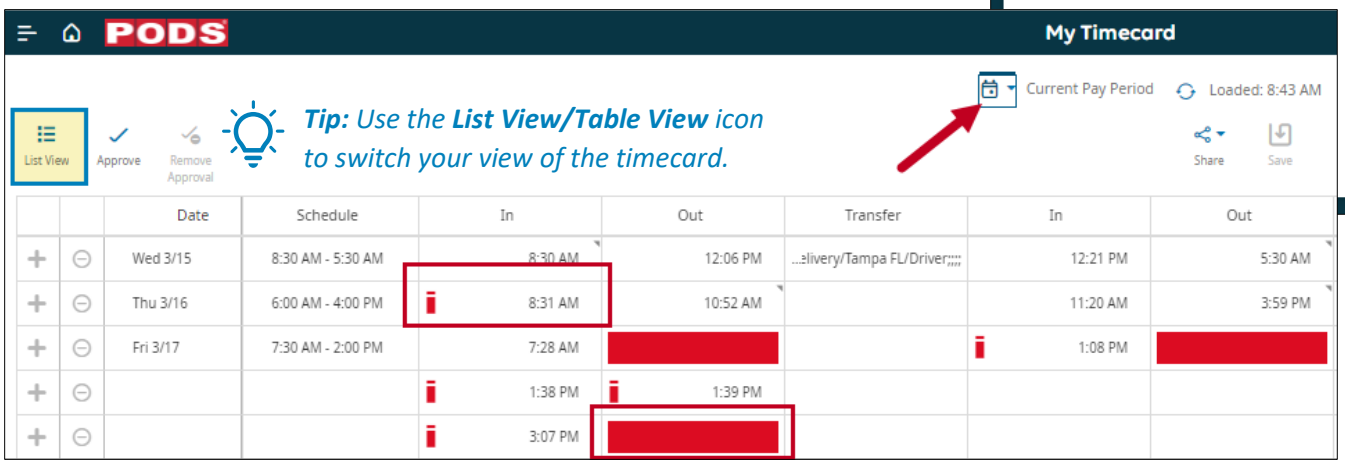
This document explains how to view your timecard for accuracy, view edits and comments from your manager, and add your own comments for exceptions from your computer or mobile device.
Managers will be able to edit timecards and fix exceptions. Associates can you the comment feature on timecards to provide managers with notes to ensure timecard exceptions are completed properly.

View Timecard



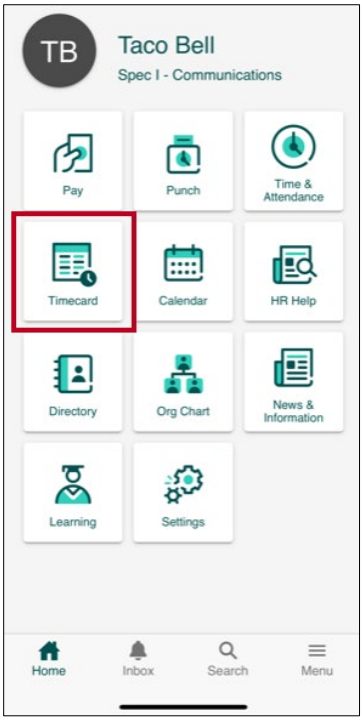
Desktop: View Your Timecard – Use the My Timecard Tile to view current and past (up to last 4 quarters for pay periods processed in UKG) pay periods.

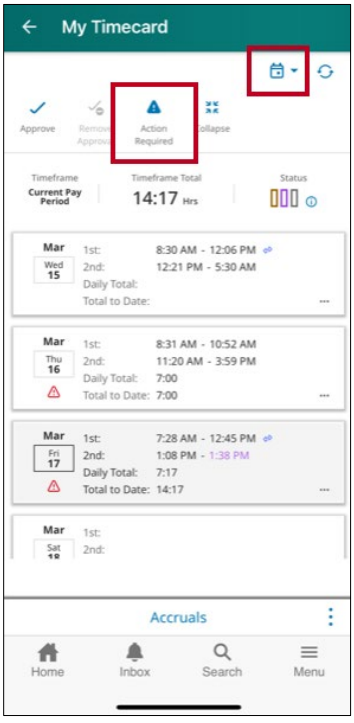
1. From the **Workforce Management Homepage** on the **My Timecard** tile, **click** the **Open My Timecard** arrow in the upper right to open your timecard
2. Use the **Calendar** dropdown to **select** the **pay period** for the timecard you want to view



Mobile: View Your Timecard – Use the Timecard Tile to view your timecard on the UKG Mobile App.

1. From the **Mobile App Homepage click** the **Timecard** tile to open your timecard
2. Use the Calendar dropdown to select the pay period for the timecard you want to view



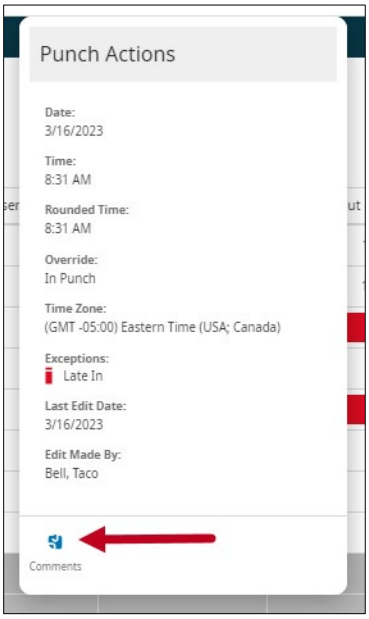


*Tip: Use the **Action Required** icon to view only the punches that have exceptions.*

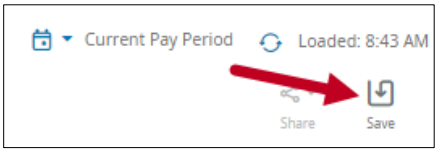
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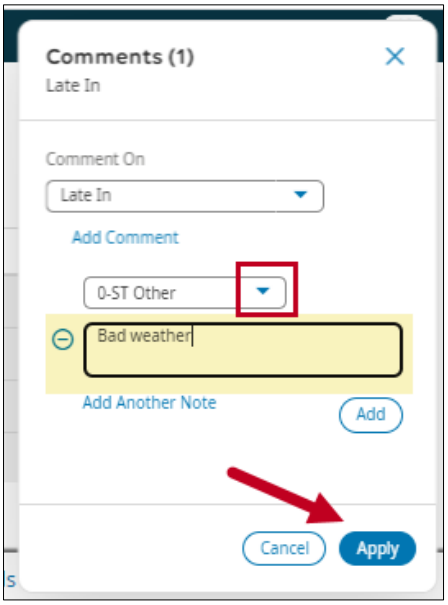
Add Comments

Desktop: Add Comments – You can add comments to any punch. All timecard exceptions needing action (review and approval by a manager) are indicated by red bars next to the punch or full red bars for missed punches

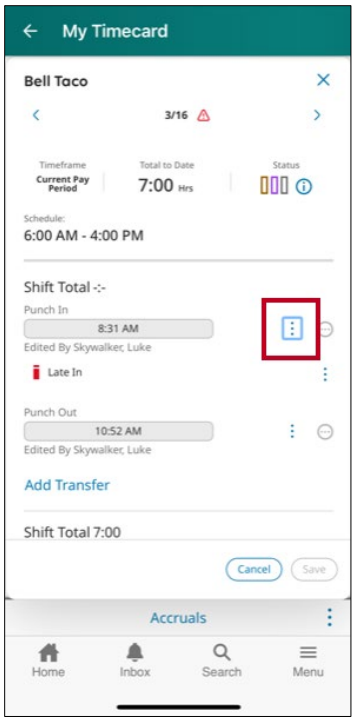


1. From the timecard view, **right click** on any **time punch or missed punch** to open the **Punch Actions** pop-up
2. **Click** the **Comments** icon at the bottom of the **Punch Actions** pop-up to open the **Comments** panel
3. Use the dropdown to **select** the **comment type**
4. **Input** your **comment** in the text field and **click Apply** at the bottom of the panel
5. **Click Save** in the upper right of the timecard to save the comment to the selected punch

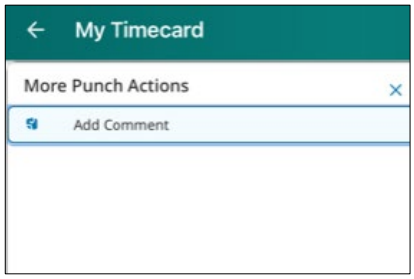




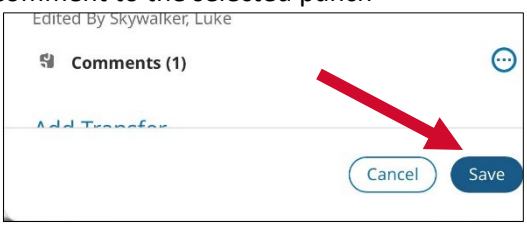
Mobile: Add Comments – Add comments to a punch in the mobile app

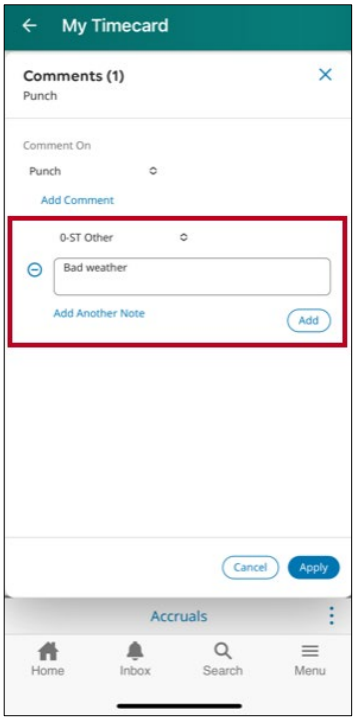


1. From the mobile timecard list**, click** a **day** to open the **punch details** view
2. **Click** the **more icon** next to the punch where want to add a comment to open the Punch Actions screen
3. **Click Add Comment** to open the **Comments** panel



4. Use the dropdown to **select** the **comment type**
5. **Input** your **comment** in the text field and **click Apply** at the bottom of the panel
6. **Click Save** at the bottom of the screen to save the comment to the selected punch

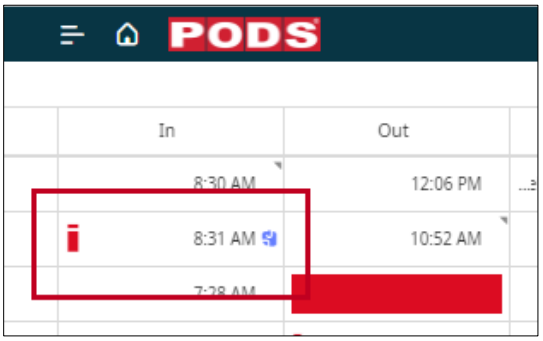




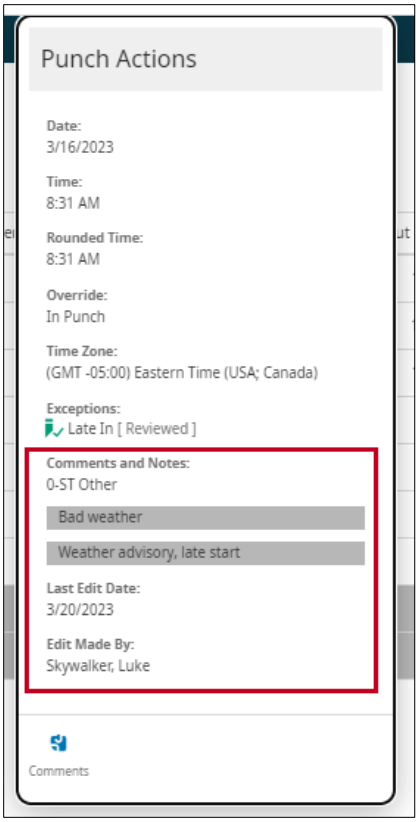
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View Comments

Desktop: View Comments – Comments added to a punch are indicated by the blue Comments icon next to the punch. You can view comments added by you or your manager from your timecard.

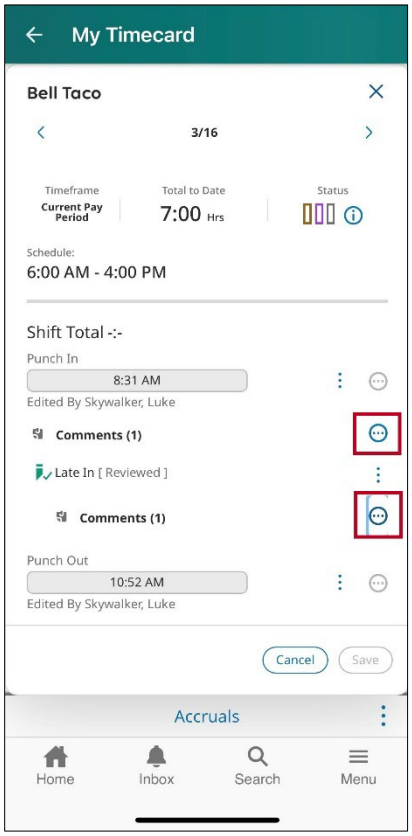


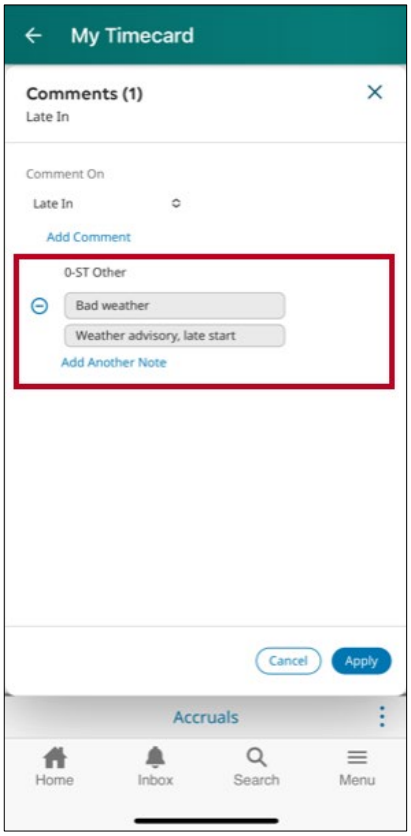
1. **From the timecard view, right click** the punch with the **Comments** icon to open the **Punch Actions** pop-up
2. Comments added will display in the **Comments and Notes** section of the **Punch Actions** pop-up along with the **date & name** of who made the last edit on the punch



Mobile: View Comments – View comments added to a punch from the mobile app

1. From the mobile timecard list**, click** a **day** to open the **punch details** view
2. **Click** the **three dots** next to each comment to view the added comment





***Tip:** You may delete comments you have added to a punch by using the subtraction icon next to your comment.*

Comments added by your manager can not be deleted by associates.