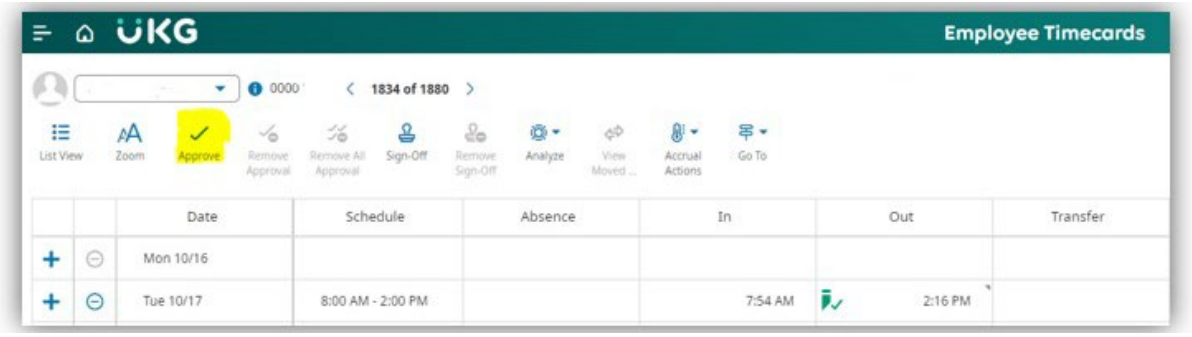
Approving your Timecard in UKG

Via Desktop:

1. Log into UKG, then open the side navigation menu (three bars at the top left)
2. Under the Myself tab, click **Workforce Management** Note: A new tab will open the WFM homepage
3. Locate the **My Timecard** tile, click the arrow to open your timecard
    a. Alternatively, select **Main menu > My Information > My Timecard**
4. Click the calendar to select the appropriate timeframe
5. Review to ensure the timecard is accurate and complete
6. If accurate and complete, click **Approve**; If incomplete or inaccurate, immediately notify your Manager!

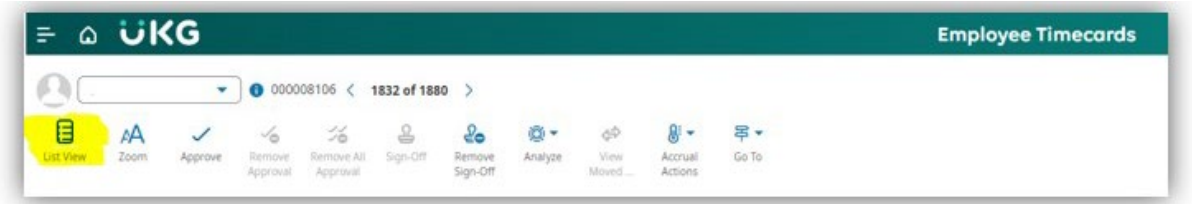
Via Mobile Device:

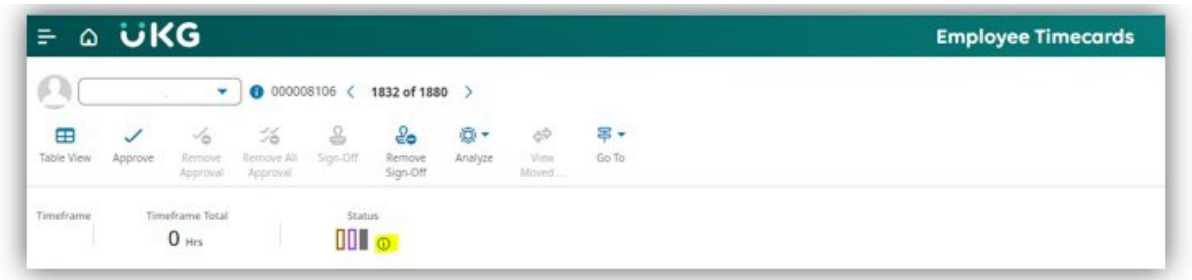
1. Log into the UKG Pro app, then click the **Time** tile Note: A new tab will open with the WFM homepage
2. Tap the **My Timecard** tile, then click the arrow to open your timecard
    a. Alternatively, select **Main menu > My Information > My Timecard**
3. Click the calendar to select the appropriate timeframe
7. Review to ensure the timecard is accurate and complete
8. If accurate and complete, click **Approve**; If incomplete or inaccurate, immediately notify your Manager!



How can you identify which stage of approval your timecard is in?

1. Click on List View icon
2. Click on information bubble next to Status





Indicator	Description
	All days approved by employee
	All days approved by manager
	All days signed off