

# MANAGER APPROVING TIMESHEETS

This training document is intended to provide instruction on how to review and approve employees' timesheets.

Upon logging into UKG Ready, the mailbox widget on your homepage will include all actions for your review and approval, including timesheet approvals.

- Any To Do Item that state “Approve/Reject Timesheet” requires your review and approval by the Timesheet Approval Deadline.
- Click on the item to view.
- From this view, you will have the ability to Open Timesheet, Approve or Reject. Click on Open Timesheet to review the time.



- For an hourly employee please ensure you are reviewing the time for any exceptions such as missing punches.
- Also please note that all hours worked in your area are coded under the correct position. If they are not, then the incorrect budget will be charged.

- To change the position, click the browse icon and select the correct cost center to charge:

### Browse and Select Cost Centers ✕

List view

Page 1 1 - 2 Rows Current: [ System ]



	Cost Full Name	Cost Description
<input type="radio"/>	1470749 - ST WRK FWS- COMPUTER SCIENCE	ST WRK FWS- COMPUTER SCIENCE
<input checked="" type="radio"/>	1480920 - ST WKR-COMPUTER SCIENCE	ST WKR-COMPUTER SCIENCE

- Once you are finished reviewing the time card, click the upper right hand Approve button, if the timesheet is approved. If the time recorded is not accurate, then click on Reject and provide a note back to the employee for review.