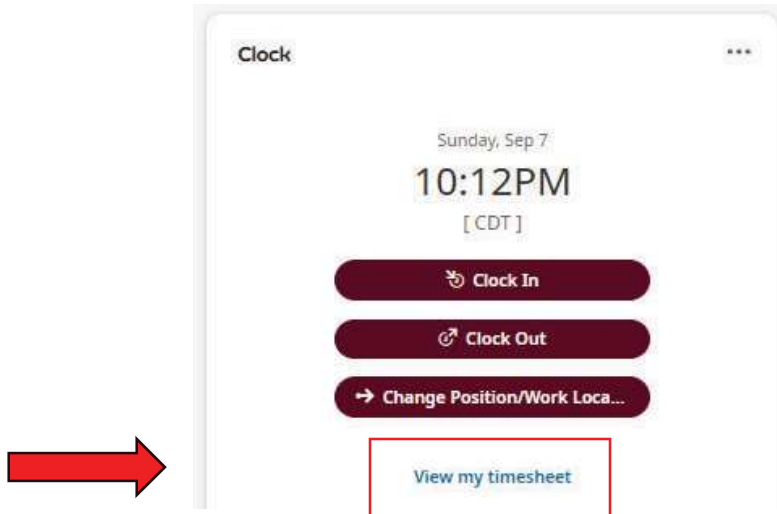


UKG Ready – View Employee Time sheet for Hourly Employees:

This training document is intended to provide an overview of the Time sheet in UKG Ready for hourly employees

To access your time sheet, click on the Current Time sheet link located on the Clock widget on your home dashboard. See Page 2 for definitions of each time card component:



- Your time sheet will appear as below.

The screenshot shows the 'Timesheet Edit' page in UKG Ready. At the top, there's a navigation bar with the Loyola University Chicago logo and the time '10:14 PM (CDT)'. Below this, there's a breadcrumb trail 'My Time > Timesheet > Current Timesheet' and a '← Timesheet Edit' link. On the right, there are buttons for 'Save', 'Submit', 'Approve', and 'Change Request', along with 'Clock In', 'Clock Out', and 'Change Position/Work Location' buttons. Below this, there's a date range selector for 'September 07, 2025 - September 20, 2025'. A tabbed interface shows 'Time Entry' as the active tab. Below the tabs, there are three summary boxes for '0.00 hrs Regular Hours', '0.00 hrs Overtime Hours', and '0.00 hrs Time Off Hours'. The main part of the page is a table with columns: Date, From, To, Raw Total, Calc. Total, In Date, Time Off, Position, Acct Unit, Activities, Work Loc, and Notes. The first row shows 'SUN Sep 7' with a 'No Schedule' note. Numbered callouts 1 through 6 point to various UI elements: 1 points to the 'Time Entry' tab, 2 points to the date range, 3 points to the table header, 4 points to the 'From' and 'To' time fields, 5 points to the 'Position' column, and 6 points to the 'Save' button.

Time sheet Definitions

Marker	Function	Description
1	Time sheet Tabs	The Time Entry tab displays the time sheet and all-time entries for that pay period.
2	Pay Period	Use the arrows or the calendar icon to open a time sheet for a different pay period.
3	Daily Rows	Expand or collapse time entry information related to each day of the week.
4	Time Entries	These fields display worked time and information associated with that time such as time off or cost centers. To request a change to your time entries please review the Timesheet Change Request document.
5	Position	Work location.
6	Actions	These fields display worked time and information associated with that time such as time off or cost centers. To request a change to your time entries please review the Time sheet Change Request document.