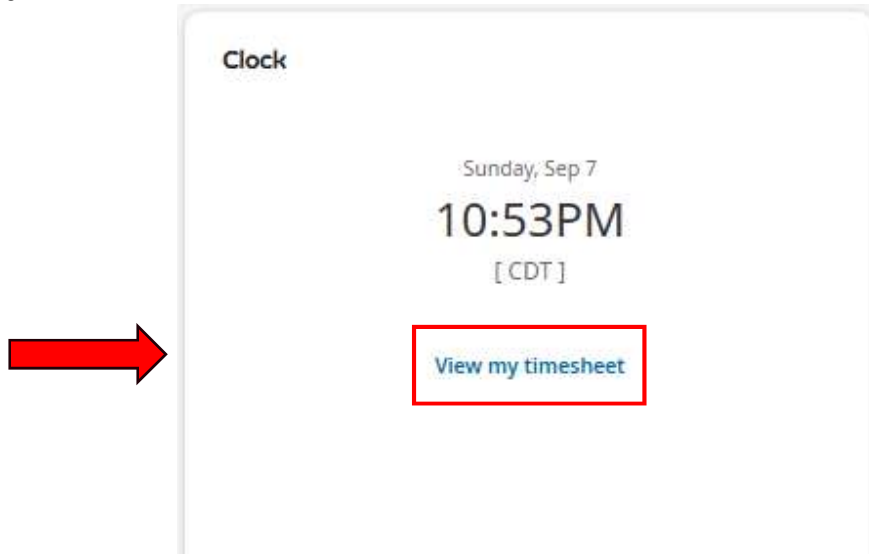


# UKG Ready – View Employee Timesheet for Salary Employees:

This training document is intended to provide an overview of the Timesheet in UKG Ready for salary employees

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



- Your timesheet will appear as below.

My Time > Timesheet > Current Timesheet

← Timesheet Edit 2

September 07, 2025 - September 20, 2025

75.00 hrs Regular Hours 0.00 hrs Time Off Hours

Time Off	Position	Work Loc	Acct Unit	SUN Sep 7	MON Sep 8	TUE Sep 9	WED Sep 10	THU Sep 11	FRI Sep 12	SAT Sep 13	SUN Sep 14	MON Sep	Raw Total
	8100684 - PA	04400D - PAYROLL SERVICES	100810 - PAY		7.50	7.50	7.50	7.50	7.50			7.50	75.00
	8100684 - PA	04400D - PAYROLL SERVICES	100810 - PAY										0.00
				0.00	7.50	7.50	7.50	7.50	7.50	0.00	0.00	7.50	75.00

## Timesheet Definitions

Marker	Function	Description
1	Timesheet Tabs	The Time Entry tab displays the timesheet and all-time entries for that pay period
2	Pay Period	Use the arrows or the calendar icon to open a timesheet for a different pay period.
3	Schedule	Your schedule will auto populate the hours worked in each day you are scheduled to work.
4	Actions	Available actions may include Save, Submit, Change Request and Request Time Off (when clicking on three dots to expand action menu).