



## How to Complete a Manual Timecard

The UKG Ready application should be used for bi-weekly, non-exempt (hourly) and exempt (salary), employee timekeeping. However, when needed, a manual timecard can be submitted if an employee does not yet have access to UKG Ready for the current pay period, or to submit missing or corrected information from a prior pay period.

Provide the information requested on the top half of the form, as shown below.

Employee Full/Legal Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
Department Name: \_\_\_\_\_ Department #: \_\_\_\_\_  
Position # (if known): \_\_\_\_\_ UVID: \_\_\_\_\_  
Employee Type: \_\_\_\_\_ Accounting Unit: \_\_\_\_\_

If you do not know all the information please contact your manager or your departments administrative professional and/or business manager for assistance.

### Entering hours

- Select the 'Pay Period Ending' date from the drop down box. Once selected the dates will auto-populate for week 1 and week 2.

Pay Period Ending
Date
04/10/21
04/24/21
05/08/21
05/22/21
06/05/21
06/19/21
07/03/21

- Use the drop down box to select the appropriate 'Pay Codes' for each day worked or leave taken. (Note: the floating holiday must be used in full day increment.)

Pay Code
Regular
Vacation
Personal
Sick
Holiday
Floating Holiday

- Enter the 'Start' and 'End' times for each day and lunchtime (if applicable). Time must be recorded in 15 minute increments (e.g., .25 = 15 mins; .50 = 30 mins; .75 = 45 mins; 1.0 = 1 hr, etc.).
  - Note: UKG Ready makes an auto deduction for lunch time (1 hour or 30 minutes deduction depending on annual hours) for employees that work more than 6 hours in one day.

When completing the manual timecard, please consider this as the form will not make such a deduction. Managers please confirm if the employee took any lunch time and record the actual hours worked and lunch accordingly.

- Indicate the total # of hours worked or leave taken (e.g., vacation, sick, personal, etc.) for each day. The grand total will increase as you enter the total hours worked for each day.

### **Signatures**

Please print your name, sign and date (select drop down box to bring up calendar) the form. Signatures from the employee and the manager are **required** to certify the information is accurate and complete. The manager's signature should be from the person with access to approve the timecard in UKG Ready.

Once completed, email the manual timecard to [Payroll@luc.edu](mailto:Payroll@luc.edu). Completed and signed timecard not received by the deadline or incomplete timecards will be processed during the next biweekly payroll.