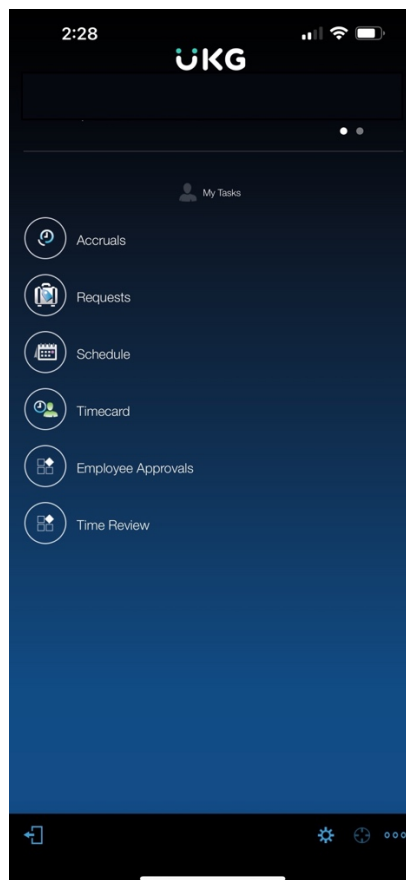


- Please see the steps below to capture this shift information in your phone screenshot to ensure accurate payroll processing.

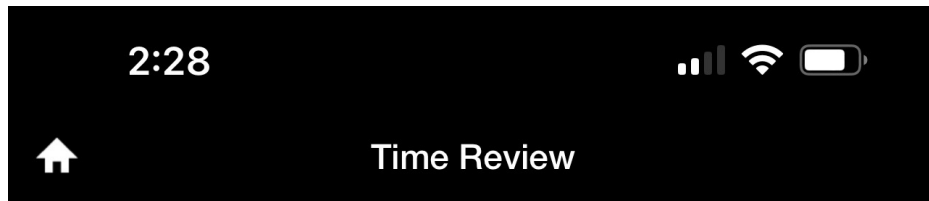
Time Review									
Sun 12/04								0:00	33:30
Mon 12/05								0:00	33:30
Tue 12/06	7:00-19:30			6:40		19:44		12:30	46:00
Wed 12/07	7:00-19:30			7:01		19:25		12:00	58:00
Thu 12/08								0:00	58:00
Fri 12/09								0:00	58:00
Sat 12/10	7:00-19:30			6:51		19:31		12:15	70:15


Timecard Totals		
Pay Code	Amount	Labor Account
Agency Hours	9:15	700/700100/602100/991757/-/-/-
Total Paid Hours	9:15	700/700100/602100/991757/-/-/-
Total Agency Hours	9:15	700/700100/602100/991757/-/-/-
Total Worked Hrs	9:15	700/700100/602100/991757/-/-/-
Orientation	11:45	(x)15400/1540041312/602100/991757/-/-/-

- Log in on UKG on your phone



- Click Time Review – It will come up with this error




 This content cannot be displayed in portrait mode. Please switch to landscape mode.

- Switch phone sideways/landscape
- Then Daily Approval will show up



Days to approve: 0

Daily Approvals 

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
		Pay Code	Amount		Text		Labor Account	

Audits Totals

-
- Click the dropdown and select Previous Pay Period

8:40 43%

Time Review

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 12/11		HR Hours	0:00				0:00	0:00
Mon 12/12	19:00-7:30			18:59		7:31	12:00	12:00
Tue 12/13							0:00	12:00
Wed 12/14							0:00	12:00
Thu 12/15	19:00-7:30			19:00		7:35	12:00	24:00
Fri 12/16	19:00-7:30			18:55		7:08	11:45	35:45
Sat 12/17							0:00	35:45
Sun 12/18	19:00-7:30			18:57		7:40	12:15	48:00
Mon 12/19	19:00-7:30						0:00	48:00
Tue 12/20	19:00-7:30						0:00	48:00

- Screenshot this please 😊 Thank you!