



## UKG Workforce Mobile

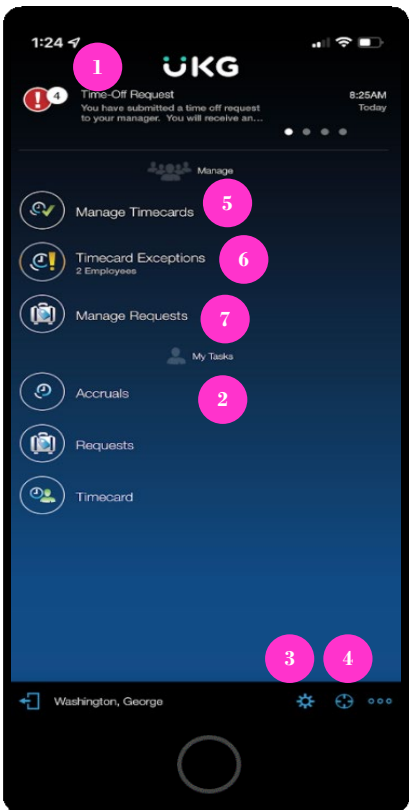
# Perform Manager & Timekeeping Tasks Learner Guide

### Get the app

Anyone can download and try out the UKG Mobile app—check your device’s app store to get it. To log into your organization’s server, however, you must be granted access. [Please go here](#) to read the agreement and obtain the server name.

### HOME SCREEN OVERVIEW - Logging on

When you start the UKG Workforce Mobile app, your device connects to your organization’s UKG Workforce Central server, using an IP address you supply. You can then log in using yourexisting UKG Workforce Central credentials.



1. **Alerts** - If there are matters requiring your attention, they will appear as alerts. Tap the Alerts icon to view all your alerts.

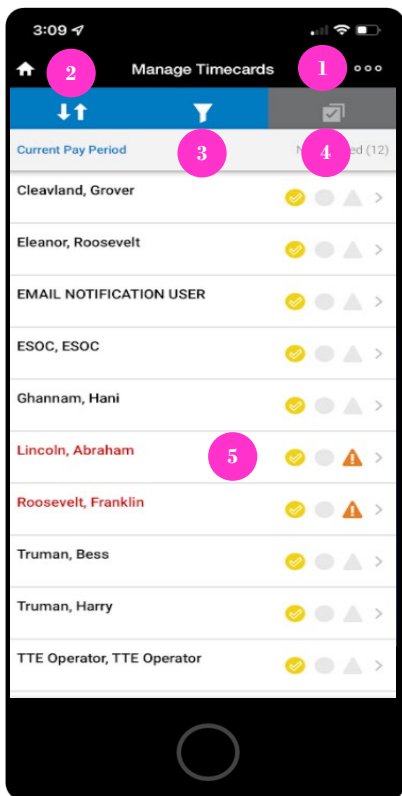
## HOME SCREEN OVERVIEW (Cont.)

2. **My Tasks** - Simply tap a task to drill down and view its details. Scroll down to access more tasks. Depending on your role, some tasks may not be accessible. (see employee mobile guide for detailed instructions on employee tasks)
3. **Context** - Tap to change the Time Period and Hyperfind you are viewing. All information you view will be in this context until you change it. **NOTE:** The position of the context can be in different locations depending on the type of phone being used.
4. **More Options** - Tap to access additional options, such as Refresh, which update the screen with the latest data from the server. It's a good idea to refresh after making edits. **NOTE:** The position of the context can be in different locations depending on the type of phone being used.
5. **Manage Timecards** – Tap to review and adjust your employees' timecards.
6. **Timecard Exceptions** – Tap to view your employees whose timecards have issues you need to address.
7. **Manage Requests** – Tap to review and respond to requests made by your employee

## Manage Timecards (Labeled as #5 on the Home Screen Overview.)

\*\*\*Only Timekeepers with Edit or Approval access can manage timecards\*\*\*

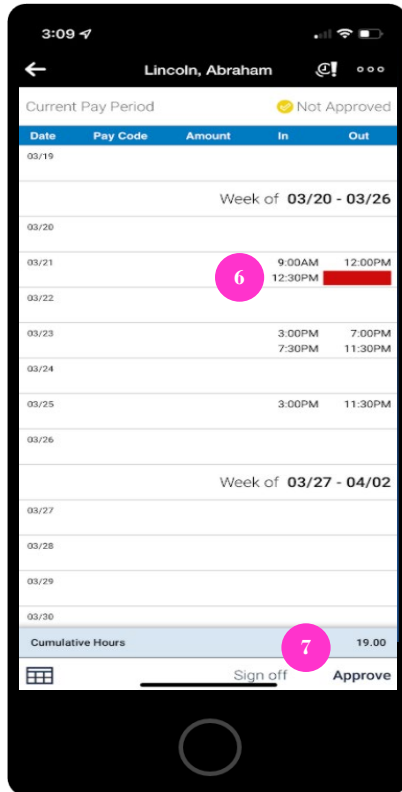
On the home screen, tap **Manage Timecards**.



1. **More Options** - Tap to access a menu of additional options. Tap **Refresh** to retrieve the most current data from the database. Tap **Hyperfind** to select a specific group of employees to view. Tap **Legend** to see what each of the informational icons mean. **NOTE: The position of the context can be in different locations depending on the type of phone being used.**
2. **Sorting Options** – Tap to sort the list of employees by the criteria you specify. **Name** sorts the list alphabetically. **Exception** moves employees whose timecards have exceptions to the top.
3. **Filter Option** – Tap to filter by several criteria, for example, Manager Approved, Manager Not approved, or Signed-off.
4. **Selective Approval** – As an alternative to approving one timecard at a time, filter for employees that are not approved, tap here to enter a mode in which you can select multiple timecards for approval. Then tap **Approve**.
5. **Timecard Details** - Tap a name to view that employee’s timecard (and approve it individually if you choose).

## Manage Timecards (Cont.)

\*\*\*Only Timekeepers with Edit or Approval access can manage timecards\*\*\*



6. **Add or Edit** – While viewing a timecard’s details, tap a punch or pay code to edit it, or tap a date to add a punch or pay code to that date.
7. **Approval** – Once the timecard has been reviewed, tap **Approve**.

## Manage Timecard Exceptions (Labeled as #6 on the Home Screen Overview)

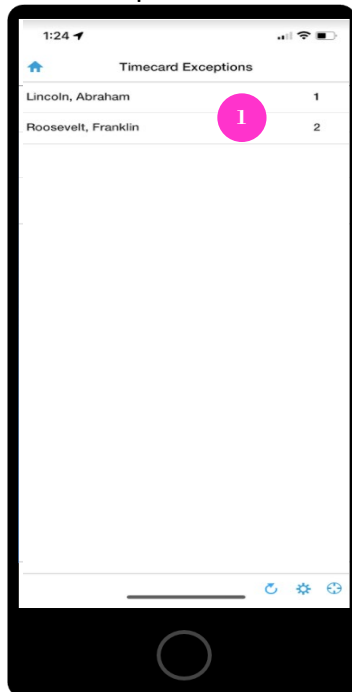
**\*\*\*Only Timekeepers with Edit or Approval access can manage timecards\*\*\***

### Marking Exceptions as Reviewed:

Some exception types cannot be resolved in UKG Workforce Mobile but must instead be resolved from your computer. In this case, you may have the option to tap Reviewed to mark the exception as reviewed. Exceptions are removed from the list when they are either resolved or marked reviewed.

On the home screen, tap **Timecard Exceptions**.

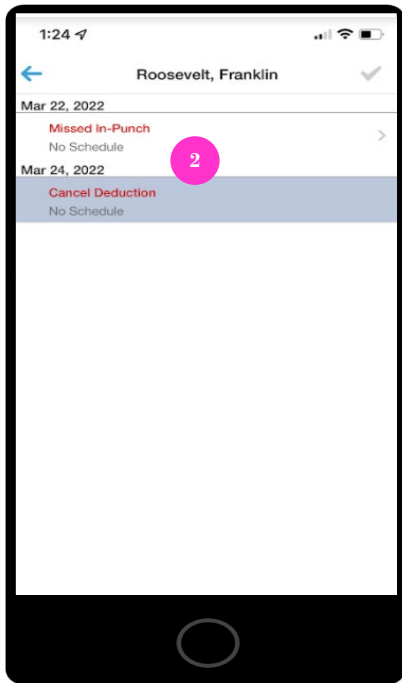
**Timecard Exceptions Count:** The count under **Timecard Exceptions** tells you how many employees have exceptions that need your review.



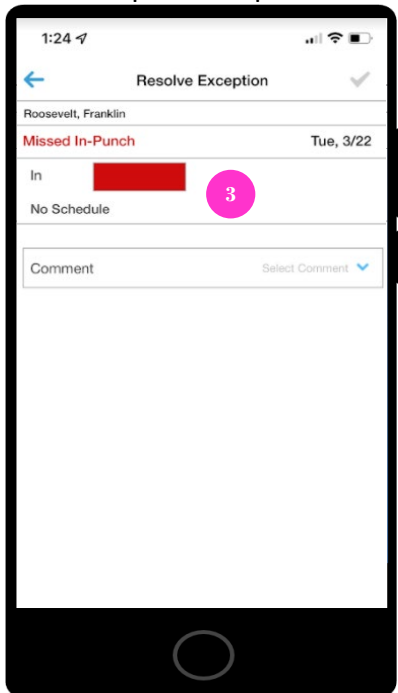
1. Tap a name to view that employee's exceptions. **Exceptions Count:** The number next to each employee's name tells you how many unresolved exceptions that employee has.

## Manage Timecard Exceptions (Cont.)

\*\*\*Only Timekeepers with Edit or Approval access can manage timecards\*\*\*



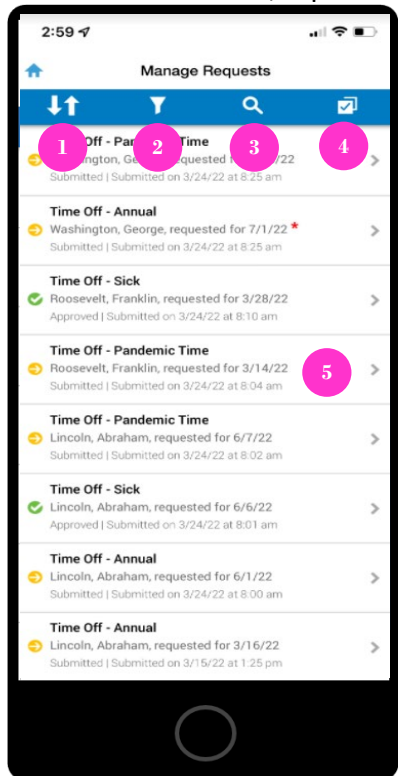
2. Tap an exception to review the details.



3. Your options for correcting the punch depend on the type of exception. In this example, you can manually enter a time.

## Manage Time Off Requests (labeled as #7 on the Home Screen Overview)

On the home screen, tap **Manage Requests**.



1. **Sort Requests** – Tap to alternate between sorting request by most recent or least recent submission date.
2. **Filter Requests** – Tap to enter a set of criteria, then tap **Apply**. Only requests meeting your criteria will appear in the list. Sort on a specific range of Request or Submit dates, on a specific type of request (Time Off, Request to Cover, etc.) and/or a specific Status (Pending, Submitted, etc.).
3. **Search** – If the list of requests is overly long, you can tap here and start entering text to search on. The list of requests will narrow as you type.
4. **Selective Approval/Rejections** – As an alternative to approving or rejecting one request at a time, tap here to enter a mode in which you can select multiple requests of the same type for action. Then tap an action to apply that action to all selected requests.
5. Select a request from the list to view its details.

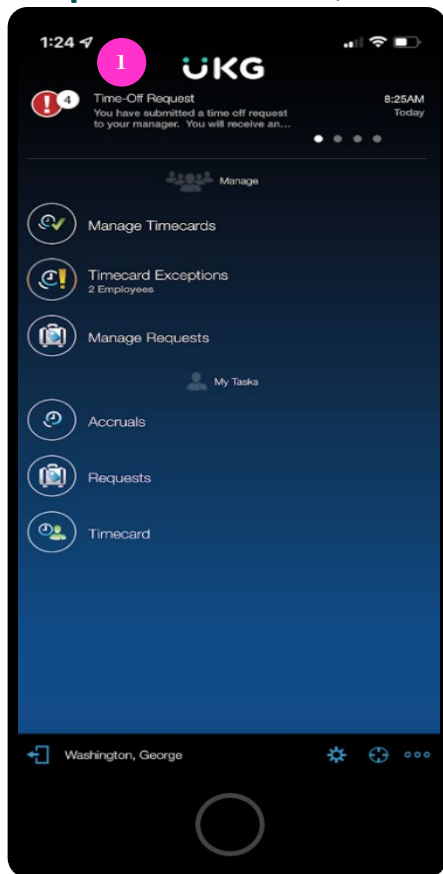
## Manage Time Off Requests (Cont.)



1. **Additional Options** - Tap to see additional actions you can take.
2. Review the details of the request. Your available actions will appear at the bottom of the request. The actions you can take depend on the type of request being reviewed.

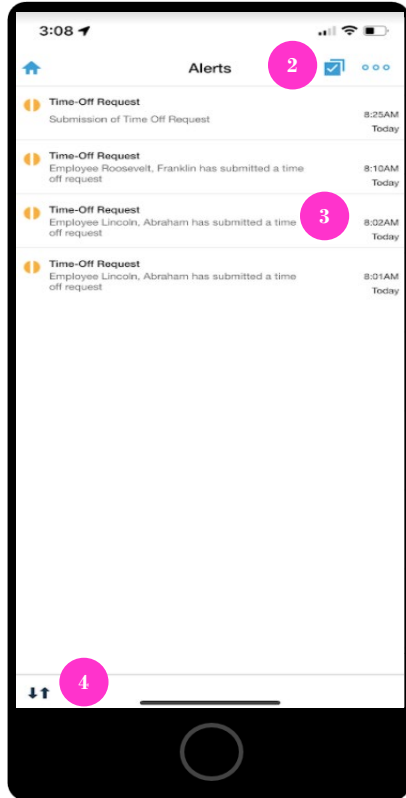


## Respond to Alerts (Labeled as #1 on the Home Screen Overview)






1. **Alert Count** - The count next to the Alerts icon indicates how many alerts you have.

## Respond to Alerts (Cont.)



2. **Edit** - Tap when you are done reviewing some or all your alerts. **To no longer see alerts** you can then either Delete All, or select individual alerts and tap **Delete**.
3. **Alert Details** - Tap an alert to view its details. Depending on the type of alert, you may be presented with options for responding to the alert, or for opening another part of the app for further action.

### Alert Icons Legend:

- Low priority notifications are marked by a yellow circle with a vertical line .
- Medium priority notifications are marked by a blue circle with a horizontal line .
- High priority notifications are marked by a red circle with a lightning bolt in it .

4. **Sort Toggle** – Tap to sort the alerts by Time received or by Priority. **NOTE:** The position of the context can be in different locations depending on the type of phone being used.

---

© 2021 UKG Inc. All rights reserved. For a full list of UKG trademarks, visit [www.ukg.com/trademarks](http://www.ukg.com/trademarks). All other trademarks, if any, are the property of their respective owners. No part of this document or its content may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of UKG Inc. ("UKG"). Information in this document is subject to change without notice. The document and its content are confidential information of UKG and may not be disseminated to any third party. Nothing herein constitutes legal advice, tax advice, or any other advice. All legal or tax questions or concerns should be directed to your legal counsel or tax consultant.

### Liability/Disclaimer

UKG makes no representation or warranties with respect to the accuracy or completeness of the document or its content and specifically disclaims any responsibility or representation for other vendors' software. The terms and conditions of your agreement with us regarding the software or services provided by us, which is the subject of the documentation contained herein, govern this document or content. All company, organization, person, and event references are fictional. Any resemblance to actual companies, organizations, persons, and events is entirely coincident.