

TLM Manager Guide



September 2023

The purpose of this document is to help guide you through managing the timekeeping process. The Table of Contents below reflects the items included in this process.

For any questions or concerns as you move through the onboarding or benefits enrollment process, please be sure to reach out to your HR Business Partner.

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[How to Log In:](#)

You should log into the same portal that you did when you completed your onboarding. We have included a link below for reference:

Link: <https://secure2.saashr.com/ta/VacationHR.home>

Please use your login credentials that you used during your onboarding process (company name = VacationHR)

If you want to use the **mobile app**, please scan the QR codes below to download the **UKG Ready** mobile app in the app store:



UKG Ready Mobile for iPhone



UKG Ready Mobile for Android



Tools to Monitor Timesheets

From your Home Screen you can quickly review timesheets by pay period, see whether an employee has clocked in and if an employee has missing punches.

Timesheets By Pay Period



Click the **Timesheet Start Widget** located on your **Home Screen** and select **Timesheets By Pay Period**.

Example:

← Timesheets (By Pay Period) View Approve Reject ...

Page 1 of 1 1 - 3 of 3 Rows Current view Pay Period: 09/24/2023 - 10/07/2023 (1)

Approval State	Employee Id	First Name	Last Name	Default Job Family Full Path	Default Subsidiary
Open	3082	Test	Employee	Support: Admin	RJ Vacations LLC
Open	99999999	Benefits Tester	Employee	SHOP : Admin	On Time
Open	0216	TEST	TEST	SUPPORT : HR	Support

To view an employee’s timesheet, click the on the far left of their name.

Attendance Board

At a glance the Attendance board located on your Home Screen provides a snapshot of your team’s status – who has clocked in and who is clocked out.

Example:

Missing punches ↗

Timesheet Dates: Last 7 Days Columns (2)

1 of 1 [System] (3)

Date	Start	Actions
09/25/2023	02:19p	...

Missing Punches

At a glance the Missing Punch Quick Tile located on your Home Screen provides a snapshot of your team members who have missing punches.

Example:

Missing punches ↗ ...

Timesheet Dates: Last 7 Days Columns (2)

1 of 1 1 Rows [System] (3)

Picture	Employee Id	First Name	Last Name	Actions
	3082	Test	Employee	...


Timesheet Management

Reminders –

- All timesheets must be **approved by 1:00 pm local time on Mondays of payroll week.**
- **Process Time Off Requests and Timesheet Change Requests prior to approving timesheets.**
- **Approve Timesheets at the end of the pay period (not during the pay period)** to be ready for payroll processing.

Approving Time Off Requests

When an Employee requests time off, the system will notify their Manager with a **MyToDo** Item.

- Click the  in the upper right of your screen to access the **MyToDo** Item.
- Select the Time Off Request you wish to address.
- Click the **blue words** if you wish to: **View the Employee’s Time Off History (Counts), Open the Employee’s Timesheet** or **View Other Employees Scheduled Off.**
- Click either **Approve or Reject** as appropriate. You will be able to add a Comment to your action.



When a Time Off Request is approved, the Employee’s timesheet and Accrual Balances will automatically update and the Employee will be notified.

Note: Approve Timesheet Change Requests prior to approving the timesheet.



Requesting Time Off on Behalf of an Employee


- Click the **My Team Start Widget** on your **Home Screen** and select **Request Time Off on Behalf of an Employee.**
- **Using the dropdowns, select the appropriate Employee and Time Off Type.**

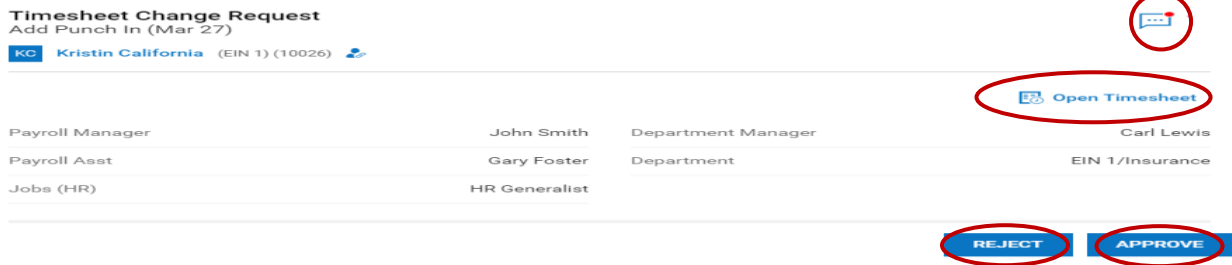


- Click **START REQUEST** and complete the request. When finished, submit the request.
- **The Time Off Request will then need to be approved to populate the employee’s timesheet.**

Approving Timesheet Change Requests

- In the event an Employee needs to modify or cancel approved time off request, they can request a **Timesheet Change from their timesheet.** The system will notify their Manager with a **MyToDo** Item. Click the  in the upper right of your screen to access the **MyToDo** Item.
- Select the Timesheet Change Request you wish to address.
- If you wish to **view the Employee’s Timesheet**, click the  **Open Timesheet**.

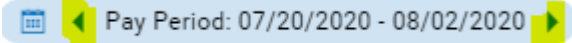


- To view the **Employee's Comments**, click the 
- Click either **Approve or Reject** as appropriate. You will be able to add a Comment to your action.



When a Change Request is approved, the Employee's timesheet will automatically update and the Employee will be notified.


Note: Approve Timesheet Change Requests prior to approving the timesheet.

Reviewing and Editing Timesheets - Timesheets by Pay Period

- Access **Timesheets by Pay Period** by clicking the **Timesheet Start Widget** on your Home Screen and select **Timesheets By Pay Peirod**.
- Verify the Pay Period at the top right of your screen – use the arrows to change, if needed.
 
- **View a Timesheet** – select the appropriate employee and click on the Edit Timesheet icon  on the row of the Employee.
- **Edit a Timesheet** – Click the **Time Entry** tab in the upper left of the Timesheet.
- Select the appropriate date and enter the Hours Worked in the Raw Total column. If an additional line is needed, click the .
- **If** you need to add Time Off or Cost Center, use the dropdowns to select the appropriate entry.
- A Timesheet Edit will be indicated on the timesheet with an **e**.

Example:

 MON Apr 4 |  07:00 am |  04:00 pm

- **Add a Supporting Note** – *As a best practice, we suggest entering a note when editing an employee's timesheet to support why hours worked were edited.*
Click  on the appropriate date and enter your supporting notes. click **Save** in the upper right when finished. When a Note is added to a Timesheet, it will be indicated at the top right.

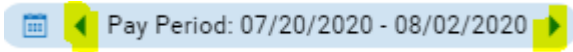
Example: 



- When finished editing the timesheets click **Save** in the upper right corner of the Timesheet.


Adding Performance Incentives and Commissions

Performance Incentives and Commissions are defined as compensation which is contractually obligated by an employment agreement. Any spot bonuses which are not called out in an employment agreement should be submitted and approved via PAF.

- Access **Timesheets by Pay Period** by clicking the **Timesheet Start Widget** on your Home Screen and select **Timesheets By Pay Peirod**.
- Verify the Pay Period at the top right of your screen – use the arrows to change, if needed.



- Select the appropriate employee and click on the Edit Timesheet icon  on the row of the Employee.
- Select the Extra Pay tab .
- Select the **date** you wish to record the item.
- Use the dropdown and select the appropriate **Pay Category**.
- Enter **Amount** to be paid.
- Click **Save** in the upper right of your screen.
- When finished, click the back arrow in the upper left.

Note: For any performance incentives or commissions over \$100, **please provide Supporting Documents** by attaching documentation to the timesheet by clicking the  in the upper right of your screen.

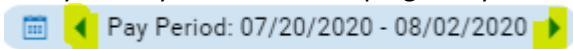
Approving Timesheets

Reminders:


- **Review your Team's timesheets on a regular basis.**
- **All timesheets need to be approved by 1:00 pm on Mondays of payroll week.**
- **Do not approve timesheets during the pay period.**
- **If a Timesheet is Approved during the pay period, it will no longer be available for the employee to enter their Hours Worked and will need to be **Rejected**, which will then open the timesheet to be accessed by the Employee (see below).**
- *Timesheets can be approved individually or multiple timesheets approved at one time.*

Timesheets by Pay Period

- From your **Home Screen**, click the **Timesheet Start Widget** and select **Timesheets By Pay Peirod**.
- Verify the Pay Period at the top right of your screen – use the arrows to change, if needed.




Approving an Individual Timesheet –

- While viewing an individual timesheet click  in the upper right corner of the timesheet.
- OR**
- Check the box on the row of the timesheet(s) you wish to approve.



Click  in the upper right of your screen.

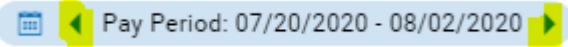
Approving Multiple Timesheets at one time –

- Select the timesheets you wish to approve or the box above to select All Timesheets and click  in the upper right of your screen.

Rejecting Timesheets

Timesheets by Pay Period

- From your **Home Screen**, click the **Timesheet Start Widget** and select **Timesheets By Pay Peirod**.
- Verify the Pay Period at the top right of your screen – use the arrows to change, if needed.



- Check the box on the row of the timesheet(s) you wish to reject.



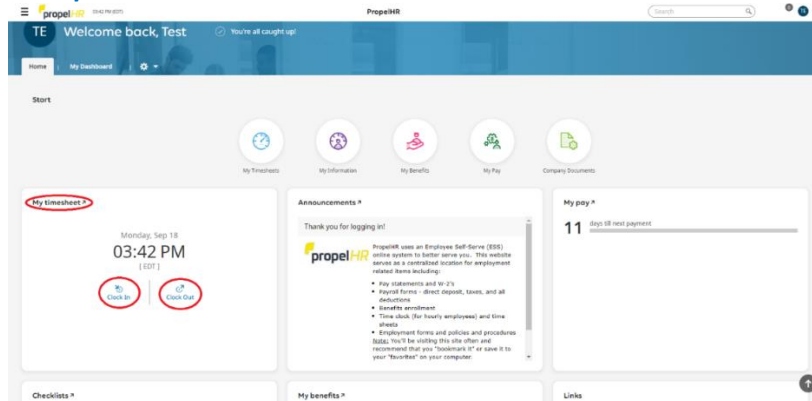
- Click  in the upper right of your screen.

Assisting Employees

Assisting an Employee to clock in/out

Employees can **clock in/out** from the **My Timesheet** Quick Tile on their **Home Screen**.

Example:



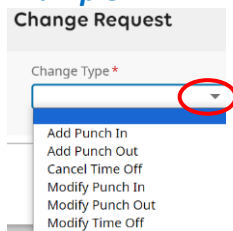
Click either **clock in** or **clock out** as appropriate.

Note: If your employees use a timeclock to clock in/out, please refer to the instructions for enrolling an employee.

Timesheet Change Requests

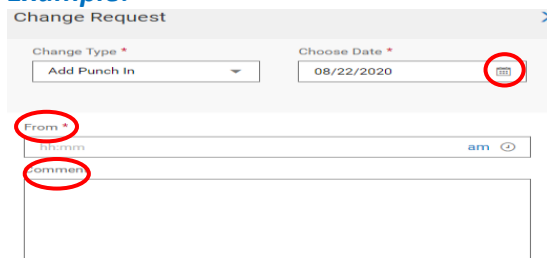
- In the event an employee **forgot to Clock In or Clock Out** or needs to **cancel approved time off**, they can **submit a Request a Timesheet Change**.
- The employee can click **My Timesheet** on their **Home Screen** to open their timesheet.
- Click **CHANGE REQUEST** in the upper right corners of the timesheet.
- Use the drop down to select the Type of Change you wish to request.

Example:




- Complete the Change Request – Date, Time and Comment (reason for request).

Example:




- Click **SUBMIT CHANGES** to submit your request to your manager for approval.
- Upon approval, you will receive notification and your timesheet will automatically update.

[View Timesheets](#)

Employees can view their **Current and Historical Timesheets** by clicking  [My Timesheet](#) on their **Home Screen**. The arrows at the top left can be used to change the date range to locate the Timesheet you wish to view.



[Upload Documents to a Timesheet](#)

Employees can upload documents to their timesheet, by clicking the  upper right of their timesheet.

[Print a Timesheet](#)

Employees can print a copy of their timesheet, by clicking the  in the upper right of their timesheet.