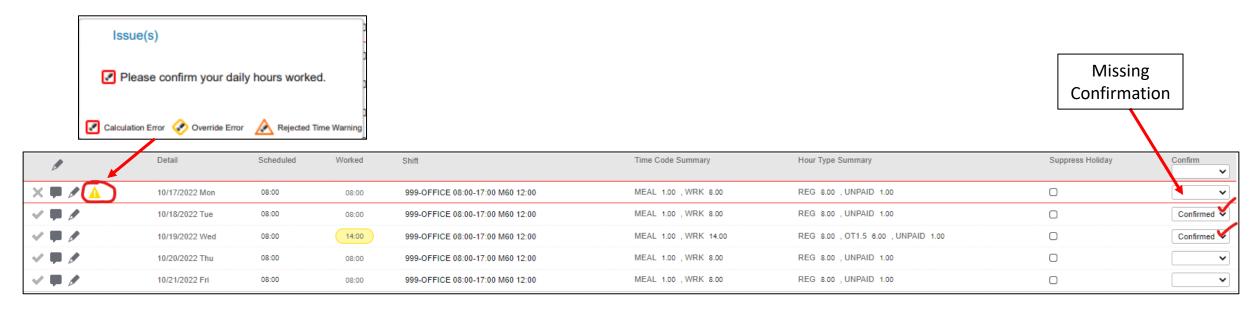# SALARY NON-EXEMPT EMPLOYEES ENHANCED TIME ENTRY PROCESS

- Per K-C's Compensation and Hours Worked Policy available on KC & Me, Salaried non-exempt employees are responsible for recording their time accurately and completely on a daily basis using the UKG Pro Time and Attendance (UTA) system.

- By design, the timesheet captures the scheduled hours as default work time for the day ensuring the employee is automatically paid for the base 40 hrs/wk.

- To comply with the above-mentioned policy, employees must make a time entry documenting all worked and absence times.

- A new enhancement to the timesheet has been added to streamline the documentation process. Employees will complete either step 1 or step 2 for each worked/absence day.

  1. If your accurate time worked matches the default time entries, you only need to select the new **Confirm check box and click Submit**.

  2. If your actual worked hours do not match the default entries, or if you need to enter an absence, you will make the appropriate edits and select the new **Confirm check box and click Submit**.

- Once a day has passed that has not been Confirmed, the time sheet will show that day in **Error**.

  - A yellow triangle error indicator will appear to the left of the date and the date line will be outlined in red. Hoovering over the yellow triangle will display the error message.

  - The date will remain in error until either Step 1 or Step 2 has been completed and submitted.

- Managers and employees will receive a weekly notification of time that has not been confirmed for the previous week.

- 10/17/22 - time line is in error due to the missing confirmation. The error will clear when the confirmation is completed.
- 10/18/22 – no edits made, EE worked what the default shift shows. Confirmation completed.
- 10/19/22 – edit made due to working past the scheduled end time. Confirmation completed.