



My Time

Quick Reference Guide > How to View Your UTA Home Page *Time Approvers*

Document Purpose

This document is intended for use by K-C Time Approvers. It explains how to view your home page and how to navigate the different home page sections in the Ultimate Time and Attendance System (UTA). Additional QRGs are available for other user functions.

Time Approver Main Menu Overview:

- **Supervisor Approval:** this tab will take you to the Supervisor Approval Worksheet where you can review and approve your employees' timesheets. For more information on Supervisor Approval, please refer to the **How to Review and Approve Timesheets QRG**.
- **Time Off Approval:** this tab will take you to the Time Off Approval page where you can review, approve, or deny, your employees' Time Off Requests. For more information on Time Off Approval, please refer to the **How to Approve Time Off Requests QRG**.

To View Your Home Page, follow these steps:

1. From the main menu, click on **Home**.



2. This will take you to your home page (example shown on next page).
 - As a Time Approver, in addition to the schedule and week to date summary sections, you will see the following two sections, My Alerts and To Dos.
 - In the **My Alerts** section, you can view alerts related to your team that have been sent to you by the system. Some examples may include: Unauthorized Records and Missed Punches.

- In the **To Dos** section, you can view and act on the items listed. The items listed in this section will appear in your **messages** folder, and will also be sent to your email.

Home Page View:

Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
May 10 off 10	8-15:30 schedule (UAT,9999 - MY TEAM,0) 11	8-15:30 schedule (UAT,9999 - MY TEAM,0) 12	8-16 schedule (UAT,9999 - MY TEAM,0) 13	8-16 schedule (UAT,9999 - MY TEAM,0) 14	8-16 schedule (UAT,9999 - MY TEAM,0) 15	off 16
May 17 off 17	8-16 schedule (UAT,9999 - MY TEAM,0) 18	8-16 schedule (UAT,9999 - MY TEAM,0) 19	8-16 schedule (UAT,9999 - MY TEAM,0) 20	8-16 schedule (UAT,9999 - MY TEAM,0) 21	8-16 schedule (UAT,9999 - MY TEAM,0) 22	off 23

My Alerts

Del	Subject	Date
No data exists at this time.		

Week-To-Date Summary

	UNPAID	Totals
UAT	23.00	23.00
Totals	23.00	23.00

[View My Timesheet](#)

To Dos

Del	Subject	Date
<input type="checkbox"/>	A cancellation of approved time off is submitted for your approval.	May 13, 2:27 PM
<input type="checkbox"/>	A Time Off Request is submitted for your approval.	May 13, 2:29 PM

To Navigate The Different Home Page Sections, follow these steps:

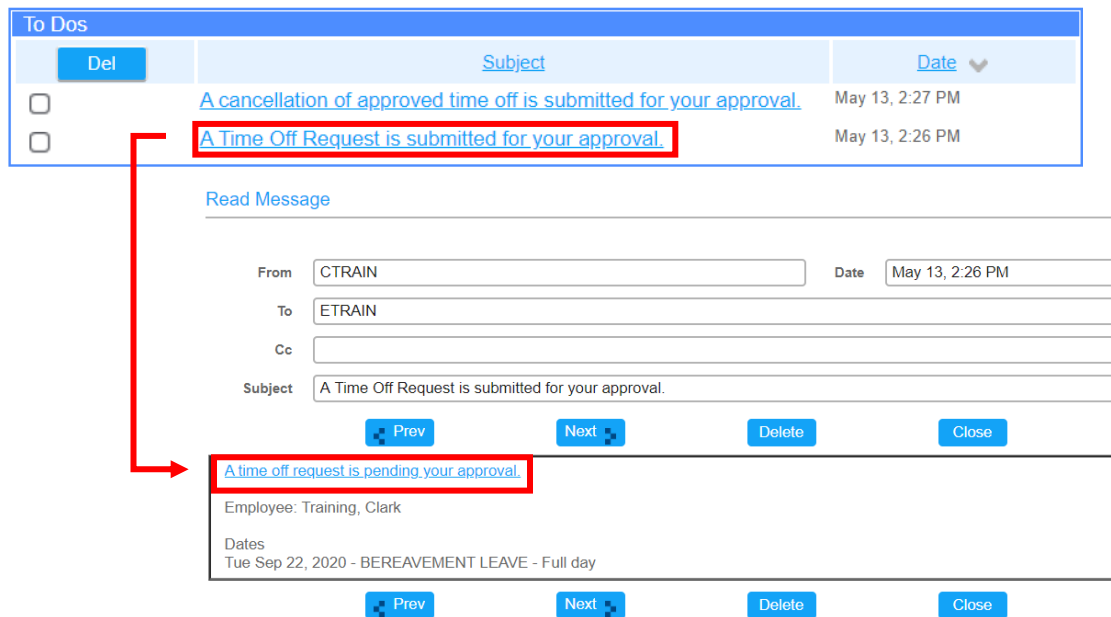
1. To view your **Alerts**, click on the link for the alert you want to view, and more details will be displayed.
 - The details provided in the alert will inform you of any tasks you may have to perform.
 - For example, you may receive an Unauthorized Time Alert. The details will include the date and the employee that has unauthorized time. You can navigate to the employee's timesheet, review, edit, and approve their time records.
 - For more information on how to edit an employee's timesheet, please refer to the **How to Review and Approve Timesheets QRG**, and the **How to Apply Timesheet Overrides QRG**.

My Alerts

Alerts		
Del	Subject	Date
No data exists at this time.		

2. To view your **To Dos**, click on the link for the item you want to view, and more details will be displayed.
 - Click on the link in message. The link will take you to the appropriate page in UTA to action the task.
 - For more information on how to approve time off requests, refer to the **How to Approve Time Off Requests QRG**.

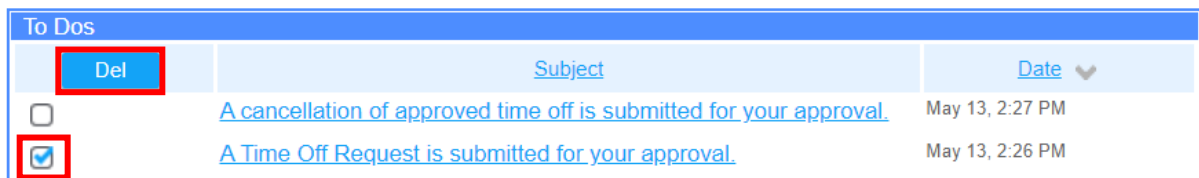
To Dos



The screenshot shows a 'To Dos' table with two rows. The second row, 'A Time Off Request is submitted for your approval.', is highlighted with a red box. A red arrow points from this row to a detailed 'Read Message' view. In this view, the subject line 'A Time Off Request is submitted for your approval.' is also highlighted with a red box. Below the subject line, there are buttons for 'Prev', 'Next', 'Delete', and 'Close'. The message content includes 'Employee: Training, Clark' and 'Dates: Tue Sep 22, 2020 - BEREAVEMENT LEAVE - Full day'. At the bottom of the message view, there are again buttons for 'Prev', 'Next', 'Delete', and 'Close'.

- Once you have actioned the task in your To Dos section, you can **delete** the item from your list by selecting the **checkbox** beside the task and clicking the **delete** button.

To Dos



The screenshot shows the 'To Dos' table with two rows. The 'Del' button in the first column of the second row is highlighted with a red box. The checkbox in the first column of the second row is also checked and highlighted with a red box.