



My Time

Quick Reference Guide > How to Apply Timesheet Overrides *Time Approvers*

Document Purpose






This document is intended for use by K-C Time Approvers. It explains how to apply timesheet overrides in the Ultimate Time and Attendance System (UTA). Additional QRGs are available for other user functions.

To Add A Comment On The Timesheet, follow these steps:


1. Click the **pencil** icon (override tool) on the day you want to add the comment to.
2. Select **Comment** from the list of overrides.
 - The **Override - Comment** screen will display.
3. Type your **comment** in the comment field, then click **Submit**.

Timesheet ◀ 09/20/2020 - 09/26/2020 ▶

Selected Employees ▼ ▶

	Scheduled	Worked	Shift	Clocks
▶ <input type="checkbox"/> ✓ 			OFF	
▶ <input type="checkbox"/> ✓ 	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30
▶ <input type="checkbox"/> ✓ 	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30
▶ <input type="checkbox"/> ✓ 	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30
▶ <input type="checkbox"/> ✓ 			OFF	

09/24/2020 Thu

 **Override - Comment:** Training, Kim - TRAIN3 - 09/18

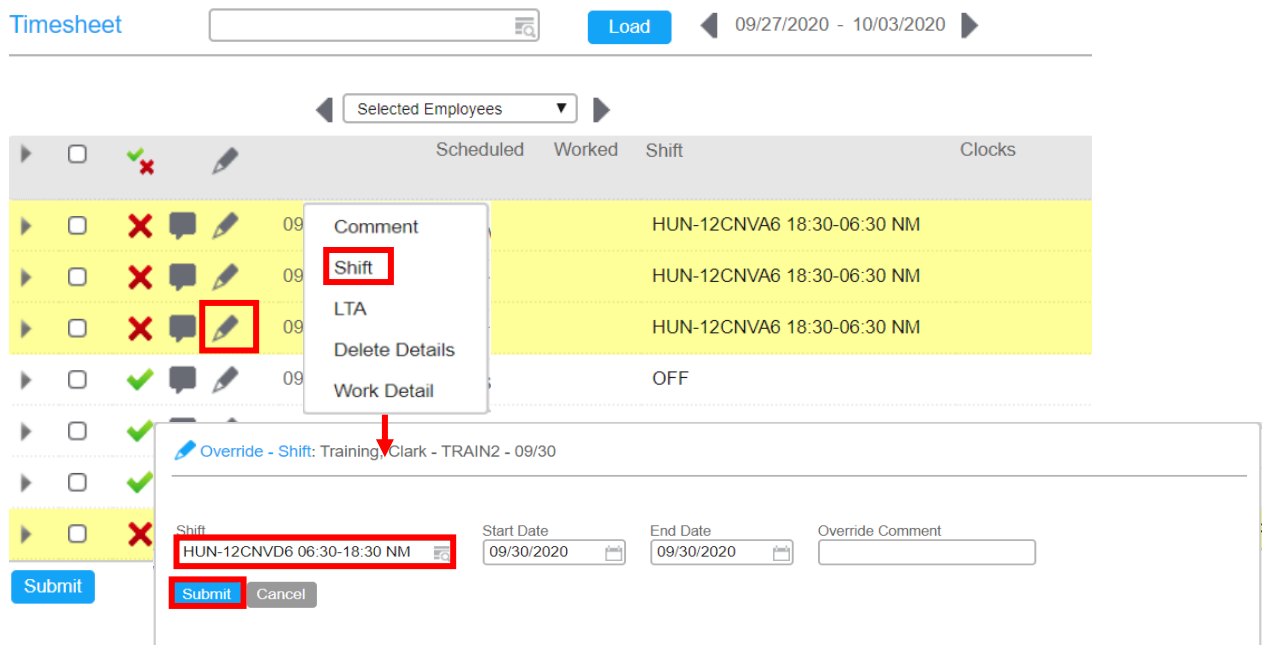
Comment Start Time Date Start Time End Time Override Comment

Note: The process shown below explains how to change an employee's **shift** not the employee's **schedule**, which is also known as a **shift pattern**.

- **Shifts** define the start and end times of each day in the schedule.
- **Shift Patterns** order shifts in a repeating pattern over a set number of days. These patterns can be straight and simple work weeks or complex rotating patterns of multiple shifts. The shift patterns include all the shifts and days off that make a complete, repeating cycle.

To Change a Shift On The Timesheet, follow these steps:

1. Click the **pencil** icon (override tool) on the day you want to change.
2. Select **Shift** from the list of overrides.
 - The **Override - Shift** screen will display.
3. In the **Shift** field, use the **lookup** to select the Shift you want applied to the timesheet.
 - **Note:** this is overriding the shift for the chosen day, not the employee's overall schedule (shift pattern).
4. In the **Start Date** and **End Date** fields, use the calendar **lookups** to specify the date range you want the Shift change to be applied for.
 - **Note:** when using a range to cover multiple dates, the shift you select will be applied to each of these dates. Make sure you are not including dates that should not be changed. i.e. changing an OFF date to a scheduled date.
5. Click **Submit**.



The screenshot shows the 'Timesheet' application interface. At the top, there is a search bar, a 'Load' button, and a date range selector for '09/27/2020 - 10/03/2020'. Below this is a table with columns for 'Scheduled', 'Worked', 'Shift', and 'Clocks'. A context menu is open over a row, with 'Shift' highlighted. An 'Override - Shift' dialog box is shown below the table, with the 'Shift' field set to 'HUN-12CNVD6 06:30-18:30 NM', 'Start Date' to '09/30/2020', and 'End Date' to '09/30/2020'. The 'Submit' button in the dialog is highlighted.

To Add an Absence (LTA) On The Timesheet, follow these steps:

1. Click the **pencil** icon (override tool) on the day you want to add the absence.
2. Select **LTA** from the list of overrides. This will give you a selection of absence types.
 - The **Override - LTA** screen will display.
3. In the **Time Code** field, use the **lookup** to select the LTA you want applied to the timesheet.
 - If the absence is for a **full day**, click **submit**. The LTA override will be applied to the timesheet for the duration of the scheduled shift (i.e. 8 hours).
 - If the absence is for a **partial day**, type in the **Start Time** and **End Time** in the available fields, then click **Submit**.

Timesheet ◀ 09/20/2020 - 09/26/2020 ▶

Selected Employees ▼ ▶

	Scheduled	Worked	Shift	Clocks
▶ <input type="checkbox"/> <input checked="" type="checkbox"/>				
▶ <input type="checkbox"/> <input checked="" type="checkbox"/>	09/20/2020 Sun		OFF	
▶ <input type="checkbox"/> <input checked="" type="checkbox"/>		12:00	12:00 HUN-12CNVA6 06:30-18:30 NM	06:30 18:30
▶ <input type="checkbox"/> <input checked="" type="checkbox"/>		12:00	12:00 HUN-12CNVA6 06:30-18:30 NM	06:30 18:30
▶ <input type="checkbox"/> <input checked="" type="checkbox"/>		12:00	12:00 HUN-12CNVA6 06:30-18:30 NM	06:30 18:30
▶ <input type="checkbox"/> <input checked="" type="checkbox"/>			OFF	
▶ <input type="checkbox"/> <input checked="" type="checkbox"/>			HUN-12CNVA6 06:30-18:30 NM	

Override - LTA: Training, Kim - TRAIN3 - 09/24

Time Code: VACATION

Start Date:

End Date:

Start Time Date:

Start Time:

End Time:

Override Comment:

To Add Work Details On The Timesheet, follow these steps:

1. Click the **pencil** icon (override tool) on the day you want to add work detail to.
2. Select **Work Detail** from the list of overrides.
 - The **Override - Work Detail** screen will display.
3. In the **Time Code** field, use the **lookup** to select the time code you want applied to the employee's timesheet.
4. In the **Start Time** and **End Time** fields, specify the start and end time of the work detail you want assigned to the time code.
5. Click **Submit**.

Timesheet ◀ 09/20/2020 - 09/26/2020 ▶

Selected Employees ▼ ▶

	Scheduled	Worked	Shift	Clocks
▶ <input type="checkbox"/> ✓			OFF	
▶ <input type="checkbox"/> ✓	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30
▶ <input type="checkbox"/> ✓	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30
▶ <input type="checkbox"/> ✓	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30
▶ <input type="checkbox"/> ✓			OFF	

Comment

Shift

LTA

Delete Details

Work Detail

Override - Work Detail: Training, Kim - TRAIN3 - 09/07

Delete Job Time Code Start Time Date Start Time End Time Override Comment

To Delete Details On The Timesheet, follow these steps:

1. Click the **pencil** icon (override tool) on the day you want to delete details.
2. Select **Delete Details** from the list of overrides.
 - The **Override - Delete Details** screen will display.
3. In the **Start Time** and **End Time** fields, specify the start and end time you want to delete details for.
4. Click **Submit**.

Timesheet ◀ 09/20/2020 - 09/26/2020 ▶

Selected Employees ▼ ▶

			Scheduled	Worked	Shift	Clocks
▶	<input type="checkbox"/>	✓				
▶	<input type="checkbox"/>	✓			OFF	
▶	<input type="checkbox"/>	✓	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30
▶	<input type="checkbox"/>	✓	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30
▶	<input type="checkbox"/>	✓	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30
▶	<input type="checkbox"/>	✓			OFF	

Context menu options: Comment, Shift, LTA, **Delete Details**, Work Detail

Override - Delete Details: Training, Kim - TRAIN3 - 09/24

Start Time Date: 09/24/2020

Start Time: End Time: Override Comment:

To Delete An Override, follow these steps:

1. Click the **Show Edits** link, beside the Submit button, at the bottom of the timesheet.
2. Click the **checkbox** next to the **Trash Can** icon for the override you want to delete.
3. Click **Submit**.

Timesheet ◀ 09/20/2020 - 09/26/2020 ▶

	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Scheduled	Worked	Shift	Clocks
	<input type="checkbox"/>	<input checked="" type="checkbox"/>				OFF	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09/20/2020 Sun		OFF	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09/21/2020 Mon	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM 06:30 18:30
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09/22/2020 Tue	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM 06:30 18:30
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09/23/2020 Wed			HUN-12CNVA6 06:30-18:30 NM
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09/24/2020 Thu			OFF
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09/25/2020 Fri			OFF
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09/26/2020 Sat			OFF

Timesheet ◀ 09/20/2020 - 09/26/2020 ▶

	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Scheduled	Worked	Shift	Clocks
	<input type="checkbox"/>	<input checked="" type="checkbox"/>				OFF	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09/20/2020 Sun		OFF	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		+ Work Summary	Start=Blank,End=Blank (us3kCaKIM1001, 05/04/2020 12:04:16)		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09/21/2020 Mon	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM 06:30 18:30
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		+ Work Summary	Clocks= 09/21/2020 06:30; 09/21/2020 18:30 (us3kCaKIM1001, 05/20/2020 13:50:17)		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09/22/2020 Tue	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM 06:30 18:30
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		+ Work Summary	Clocks= 09/22/2020 06:30; 09/22/2020 18:30 (us3kCaKIM1001, 05/04/2020 12:18:39)		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09/23/2020 Wed			HUN-12CNVA6 06:30-18:30 NM
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		+ Edit LTA	Time Code=VACATION (us3kCaKIM1001, 05/21/2020 10:12:39)		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09/24/2020 Thu			OFF
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		+ Work Summary	Start=Blank,End=Blank (us3kCaKIM1001, 05/04/2020 12:07:19)		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09/25/2020 Fri			OFF
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		+ Work Summary	Start=Blank,End=Blank (us3kCaKIM1001, 05/04/2020 12:07:19)		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09/26/2020 Sat			OFF
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		+ Work Summary	Start=Blank,End=Blank (us3kCaKIM1001, 05/04/2020 12:07:19)		

[Hide Edits](#)

To Copy An Override And Apply It To Multiple Days, follow these steps:

1. Click the **Show Edits** link, beside the Submit button, at the bottom of the timesheet.
2. Click the **checkbox** next to the **Paper** icon for the override you want to copy.
3. Click the checkbox on the day(s) you want to copy the override to.
4. Click **Submit**.

Timesheet ◀ 09/20/2020 - 09/26/2020 ▶

		Scheduled	Worked	Shift	Clocks	Time Code Summary
▶	<input type="checkbox"/> <input checked="" type="checkbox"/>			OFF		
▶	<input type="checkbox"/> <input checked="" type="checkbox"/>	09/20/2020 Sun		OFF		
▶	<input type="checkbox"/> <input checked="" type="checkbox"/>	09/21/2020 Mon	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30 TRAINING 3.00 , WRK 9.00
▶	<input type="checkbox"/> <input checked="" type="checkbox"/>	09/22/2020 Tue	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30 WRK 12.00
▶	<input type="checkbox"/> <input checked="" type="checkbox"/>	09/23/2020 Wed	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30 WRK 12.00
▶	<input type="checkbox"/> <input checked="" type="checkbox"/>	09/24/2020 Thu			OFF	
▶	<input type="checkbox"/> <input checked="" type="checkbox"/>	09/25/2020 Fri			OFF	
▶	<input type="checkbox"/> <input checked="" type="checkbox"/>	09/26/2020 Sat			OFF	

Timesheet ◀ 09/20/2020 - 09/26/2020 ▶

		Scheduled	Worked	Shift	Clocks
▶	<input type="checkbox"/>			OFF	
▶	<input type="checkbox"/>	09/20/2020 Sun		OFF	
	+ Work Summary	Start=Blank,End=Blank (us3kCaKIM1001, 05/04/2020 12:04:16)			
▶	<input type="checkbox"/>	09/21/2020 Mon	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM
	+ Edit Work Detail	06:30 - 09:30 Code=TRAINING (us3kCaKIM1001, 05/21/2020 10:37:26)			
	+ Work Summary	Clocks= 09/21/2020 06:30; 09/21/2020 18:30 (us3kCaKIM1001, 05/20/2020 13:50:17)			
▶	<input checked="" type="checkbox"/>	09/22/2020 Tue	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM
	+ Work Summary	Clocks= 09/22/2020 06:30; 09/22/2020 18:30 (us3kCaKIM1001, 05/04/2020 12:18:39)			
▶	<input checked="" type="checkbox"/>	09/23/2020 Wed	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM
	+ Work Summary	Clocks= 09/23/2020 06:30; 09/23/2020 18:30 (us3kCaKIM1001, 05/21/2020 10:22:37)			
▶	<input type="checkbox"/>	09/24/2020 Thu			OFF
	+ Work Summary	Start=Blank,End=Blank (us3kCaKIM1001, 05/04/2020 12:07:19)			
▶	<input type="checkbox"/>	09/25/2020 Fri			OFF
	+ Work Summary	Start=Blank,End=Blank (us3kCaKIM1001, 05/04/2020 12:07:19)			
▶	<input type="checkbox"/>	09/26/2020 Sat			OFF
	+ Work Summary	Start=Blank,End=Blank (us3kCaKIM1001, 05/04/2020 12:07:19)			

To Edit An Override, follow these steps:

1. Click the **Show Edits** link, beside the Submit button, at the bottom of the timesheet.
2. Click the **Edit link** for the override you want to edit.
 - The Override screen will display.
3. Use the fields available to make any necessary changes.
4. Click **Submit**.

▶	<input type="checkbox"/>	✓	🗨️	✎	09/11/2020 Fri	HUN-12CNVA6 06:30-18:30 NM
▶	<input type="checkbox"/>	✓	🗨️	✎	09/12/2020 Sat	OFF

Timesheet 09/20/2020 - 09/26/2020 ▶

▶	<input type="checkbox"/>	✓	✎	Scheduled	Worked	Shift	Clocks
▶	<input type="checkbox"/>	✓	✎	09/20/2020 Sun		OFF	
		+ Work Summary Start=Blank,End=Blank (us3kCaKIM1001, 05/04/2020 12:04:16)					
▶	<input type="checkbox"/>	✓	✎	09/21/2020 Mon	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM 06:30 18:30
		<input style="border: 2px solid red;" type="button" value="+ Edit Work Detail"/>		06:30 - 09:30 Code=TRAINING (us3kCaKIM1001, 05/21/2020 10:37:26)			
		+ Work Summary Clocks= 09/21/2020 06:30; 09/21/2020 18:30 (us3kCaKIM1001, 05/20/2020 13:50:17)					
▶	<input type="checkbox"/>	✓	✎	09/22/2020 Tue	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM 06:30 18:30
		+ Work Summary Clocks= 09/22/2020 06:30; 09/22/2020 18:30 (us3kCaKIM1001, 05/04/2020 12:18:39)					
▶	<input type="checkbox"/>	✓	✎	09/23/2020 Wed	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM 06:30 18:30
		+ Work Summary Clocks= 09/23/2020 06:30; 09/23/2020 18:30 (us3kCaKIM1001, 05/21/2020 10:22:37)					

Override - Work Detail: Training, Bart - TRAIN1 - 09/21

Delete Job
 Time Code
 Start Time Date
 Start Time
 End Time
 Override Comment