



My Time

Quick Reference Guide > How to View Your Timesheet Hourly Production Employees

Document Purpose

This document is intended for use by K-C Hourly Production Employees. It explains how to view your timesheet, how to navigate the timesheet and defines timesheet terminology in the UltiPro Time and Attendance System (UTA). Additional QRGs are available for other user functions.

To View Your Timesheet, follow these steps:

1. From the main menu, click on My TS (My Timesheet)



2. This will take you to your timesheet (shown below)

Timesheet 09/20/2020 - 09/26/2020

Employee: Training, Bart

	Scheduled	Worked	Shift	Clocks	Time Code Summary	Hour Type Summary	Suppress Holiday
09/20/2020 Sun			OFF				<input type="checkbox"/>
09/21/2020 Mon	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30	WRK 12.00	REG 12.00	<input type="checkbox"/>
09/22/2020 Tue	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30	WRK 12.00	REG 12.00	<input type="checkbox"/>
09/23/2020 Wed	12:00	12:00	HUN-12CNVA6 06:30-18:30 NM	06:30 18:30	WRK 12.00	REG 12.00	<input type="checkbox"/>
09/24/2020 Thu		03:30	OFF		CALL TIME 1.00, HRS PD NOT WRK - CALL 2.50	REG 2.50, OT1.5 1.00	<input type="checkbox"/>
09/25/2020 Fri			HUN-12CNVA6 06:30-18:30 NM		VACATION 12.00	REG 12.00	<input type="checkbox"/>
09/26/2020 Sat			HUN-12CNVA6 06:30-18:30 NM		BEREAVEMENT LEAVE 12.00	REG 12.00	<input type="checkbox"/>

[Show Edits](#)

Code Summary

	REG	OT1.5	Total
CALL TIME		1.00	1.00
BEREAVEMENT LEAVE	12.00		12.00
VACATION	12.00		12.00
HRS PD NOT WRK - CALL	2.50		2.50
WRK	36.00		36.00
Total	62.50	1.00	63.50

Timesheet Terminology:

The terms defined below, will further your understanding of how to interpret your timesheet, outlined in the next section.

- **Clock Punches:** In punches are displayed in green, Out punches are displayed in red.

Clocks	
08:00	15:30
08:00	15:30
08:00	15:30
08:00	15:30
08:00	15:30

- **Work Summary:** Displays clocks (in/out punches), Time Codes and Hour Types.

Clocks	Time Code Summary	Hour Type Summary
08:00 15:30	WRK 7.50	REG 7.50

- **Time Code:** Displays how your time is being recorded (Worked, Training, Meal, etc.)
- **Hour Type:** Displays what pay calculation is being used (Regular Pay, OT, etc.)
- **Code Summary:** Displays a summary of the time codes, hour types and totals for each.

Code Summary

	REG	OT1.5	Total
CALL TIME		1.00	1.00
BEREAVEMENT LEAVE	12.00		12.00
VACATION	12.00		12.00
HRS PD NOT WRK - CALL	2.50		2.50
WRK	36.00		36.00
Total	62.50	1.00	63.50

- **Work Details:** Displays start/end times, hours, time code, hour type, job, cost center, bank OT, shift diff and shift diff amount.

Start Time	End Time	Hours	Time Code	Hour Type	Job	Cost Center	Bank OT	Shift Diff	Shift Diff Amount
08:00	15:30	7:30	WRK	REG	0	0	<input type="checkbox"/>		

Additional Info

Hours are displayed as
Hours and Minutes

- **Additional Info:** Displays balances, clocks applied, clocks pending, clocks rejected and retro adjustments.

Additional Info

Balances Clocks Applied Clocks Pending Clocks Rejected Retro Adjustments

Balances Modified					
Name	Units	Initial	Increase	Decrease	Final
No balances were modified on this day					

Unchanged Balances		
Name	Units	Balance
PERSONAL HOLIDAY	HOURS	8
VACATION	HOURS	40
VACATION CARRYOVER	HOURS	8

- **Show Edits:** Displays any edits that have been made by a Time Approver to your timesheet.

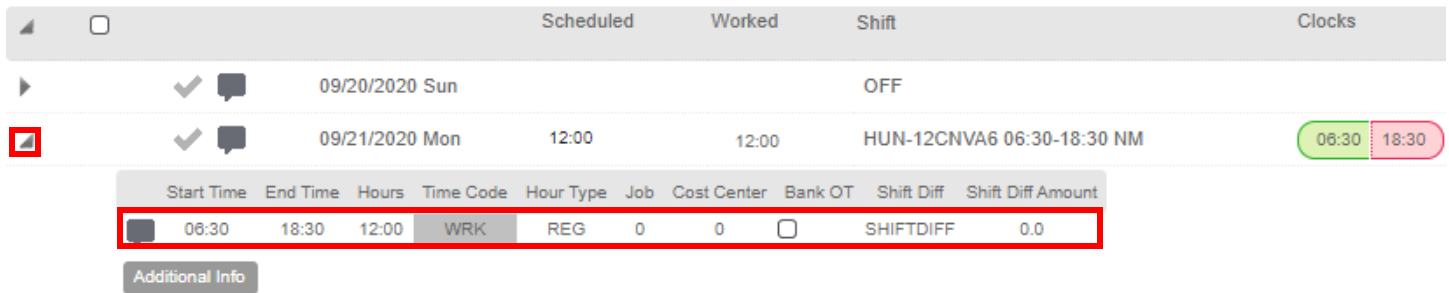
Scheduled	Worked	Shift	Clocks
09/25/2020 Fri		HUN-12CNVA6 06:30-18:30 NM	
+ LTA Time Code=VACATION (us3kCaKIM1001, 05/04/2020 12:38:25)			

To Navigate the Timesheet, follow these steps:

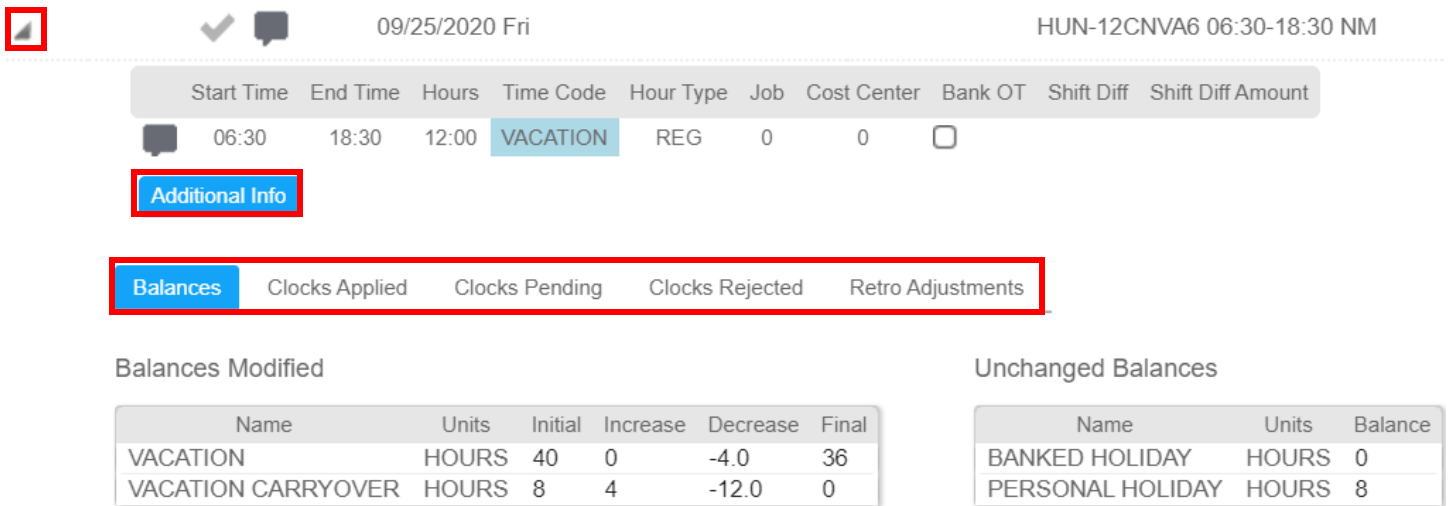
1. At the top of the timesheet, use the arrows to move backward or forward in time.



2. To view the **work details** for any given day, click the small **arrow** on the day you want to view. This will expand the work details and display the different time segments for the day.



3. To view **additional info** for any given day, click the small **arrow** on the day you want to view. This will expand the work details and display the additional info button. Click on the **additional info** button to reveal the various options for additional info. To view any one of the available options, simply click on the **tab** you want to display.



Note: In the example above, in the additional info, under the balances tab, because a vacation day has been applied to the timesheet, you can see how the balances have been modified to reflect the time off taken.

- To view edits made to your timesheet by a Time Approver, click on the **Show Edits** link located at the bottom of the timesheet next to the submit button. To hide edits, simply click on the **Hide Edits** link.

Timesheet ◀ 09/20/2020 - 09/26/2020 ▶

Employee: Training, Bart

	Scheduled	Worked	Shift	Clocks
▶	✓	☰	09/25/2020 Fri	HUN-12CNVA6 06:30-18:30 NM
	+ LTA Time Code=VACATION (us3kCaKIM1001, 05/04/2020 12:38:25)			
<input type="button" value="Submit"/> <input type="button" value="Hide Edits"/>				

- To view any **comments** made by a Time Approver to your timesheet, click on the comment icon. If the comment icon is blue, this indicates that there is a comment. If the comment icon is grey, there is no comment. Once the message has been read, you can click on the **ok** button to close the comment box.

Timesheet ◀ 09/20/2020 - 09/26/2020 ▶

Employee: Training, Bart

	Scheduled	Worked	Shift	Clocks
▶	✓	☰	09/20/2020 Sun	OFF
▶	✓	☰	09/21/2020 Mon	12:00 12:00 HUN-12CNVA6 06:30-18:30 NM 06:30 18:30
▶	✓	☰	09/22/2020 Tue	12:00 12:00 HUN-12CNVA6 06:30-18:30 NM 06:30 18:30
▶	✓	☰	☰	HUN-12CNVA6 06:30-18:30 NM
▶	✓	☰	☰	OFF

Read Comment(s)

Has to report to Jury Duty