Kimberly-Clark

My Time

Quick Reference Guide > How to View and Edit Your Timesheet

Salaried Employees

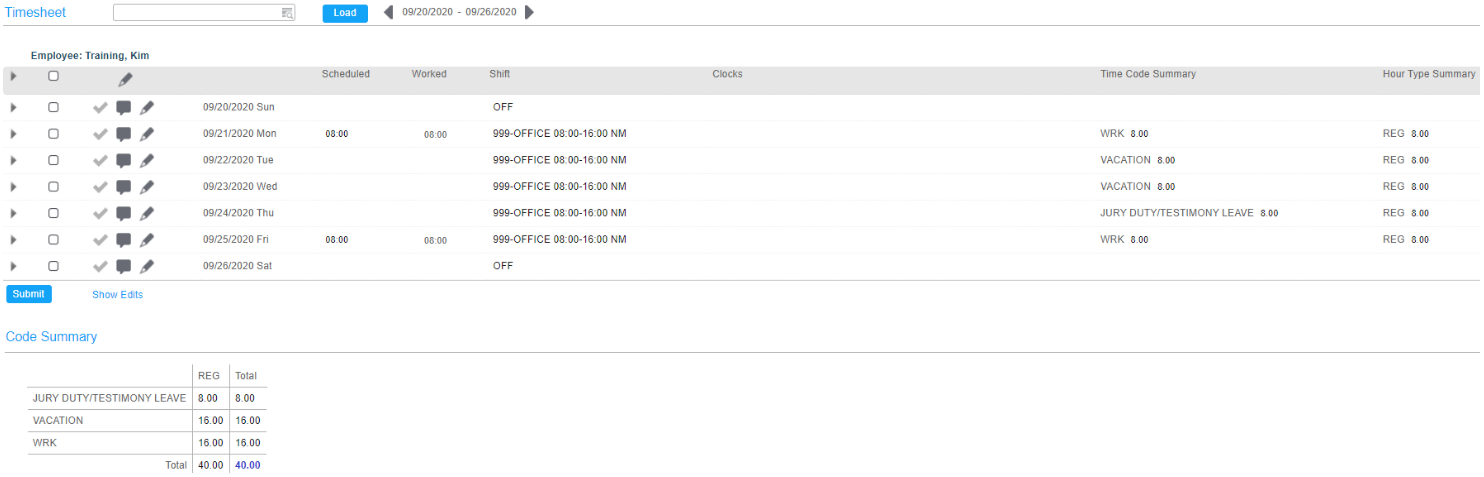
Document Purpose

This document is intended for use by K-C Salaried Employees. It explains how to view your timesheet, how to navigate the timesheet, how to edit your timesheet and defines timesheet terminology in the Ultimate 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 | Load | 09/20/2020 - 09/26/2020

Employee: Training, Kim

Date	Scheduled	Worked	Shift	Clocks	Time Code Summary	Hour Type Summary
09/20/2020 Sun			OFF			
09/21/2020 Mon	08:00	08:00	999-OFFICE 08:00-16:00 NM		WRK 8.00	REG 8.00
09/22/2020 Tue			999-OFFICE 08:00-16:00 NM		VACATION 8.00	REG 8.00
09/23/2020 Wed			999-OFFICE 08:00-16:00 NM		VACATION 8.00	REG 8.00
09/24/2020 Thu			999-OFFICE 08:00-16:00 NM		JURY DUTY/TESTIMONY LEAVE 8.00	REG 8.00
09/25/2020 Fri	08:00	08:00	999-OFFICE 08:00-16:00 NM		WRK 8.00	REG 8.00
09/26/2020 Sat			OFF			

Submit | Show Edits

Code Summary

	REG	Total
JURY DUTY/TESTIMONY LEAVE	8.00	8.00
VACATION	16.00	16.00
WRK	16.00	16.00
Total	40.00	40.00

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Timesheet Terminology:

- **Work Summary:** Displays Time Codes and Hour Types.

Clocks	Time Code Summary	Hour Type Summary
	WRK 8.00	REG 8.00

- **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	Total
JURY DUTY/TESTIMONY LEAVE	8.00	8.00
VACATION	16.00	16.00
WRK	16.00	16.00
Total	40.00	40.00

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

Start Time	End Time	Hours	Time Code	Hour Type	Job	Cost Center	Bank OT	Shift Diff	Shift Diff Amount
08:00	16:00	8:00	WRK	REG	0	0	☐		

Add Work Additional Info

2. **Additional Info:** Displays balances and retro adjustments.

Add Work Additional Info

Balances Clocks Applied Clocks Pending Clocks Rejected Retro Adjustments

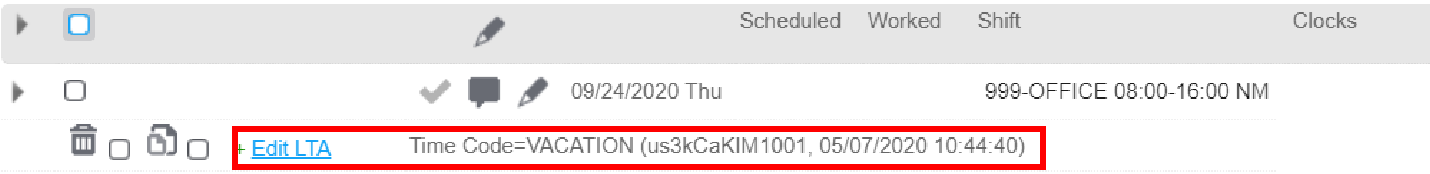
Balances Modified

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

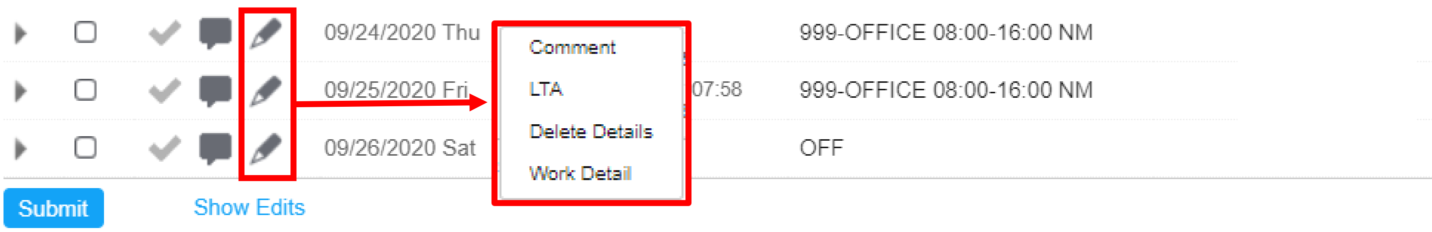
Unchanged Balances

Name	Units	Balance
BANKED HOLIDAY	HOURS	8
OT BANKED	HOURS	8
PERSONAL HOLIDAY	HOURS	32
VACATION	HOURS	64
VACATION CARRYOVER	HOURS	0

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



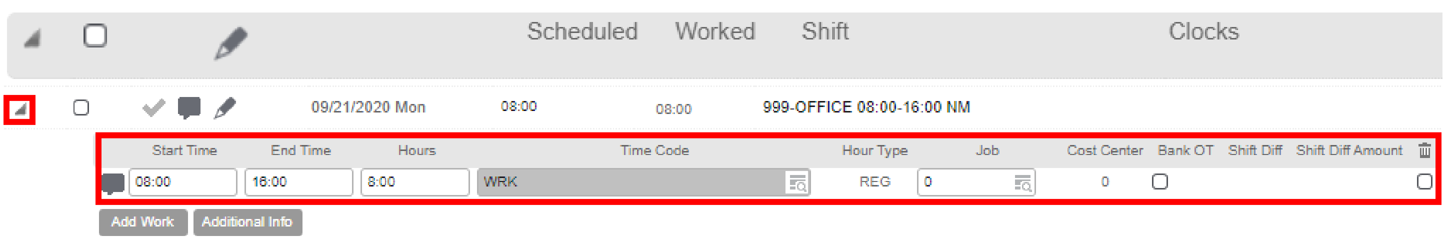
4. **Override Tool:** Displays a list of overrides that you can perform on your timesheet. Available options include: Comment, LTA (Absences), Delete Details and Work Detail.



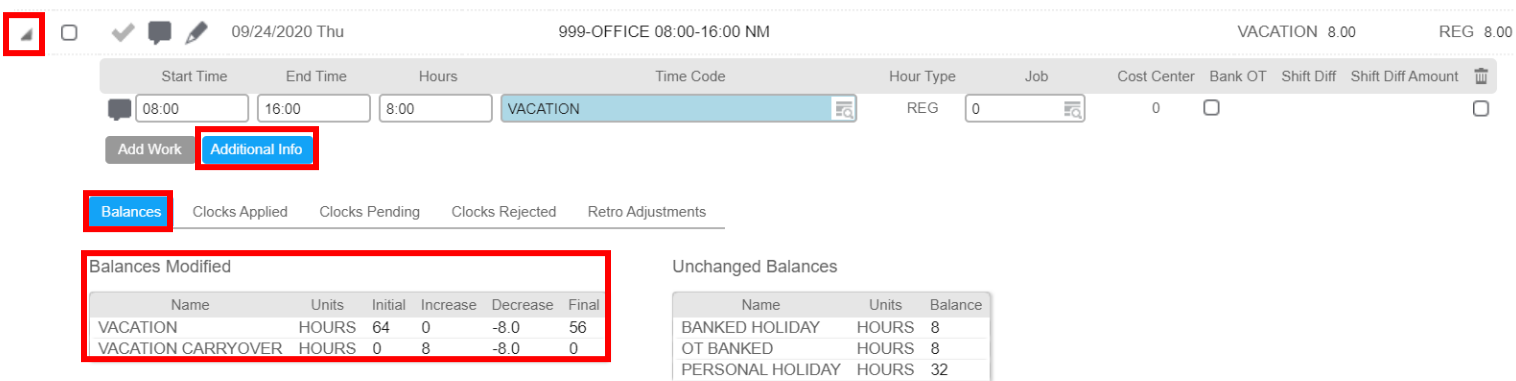
To Navigate the Timesheet, follow these steps:

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.

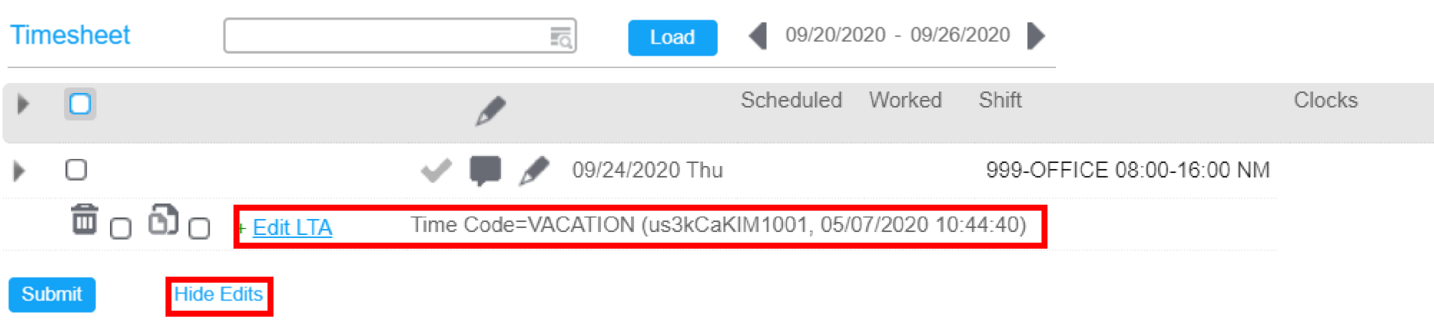


3. To view **additional info** for any given day, click the small **arrow** on the day you want to view. This will expand the work details and display the additional info button. Click on the **additional info** button to reveal available options. To view any one of the available options, simply click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

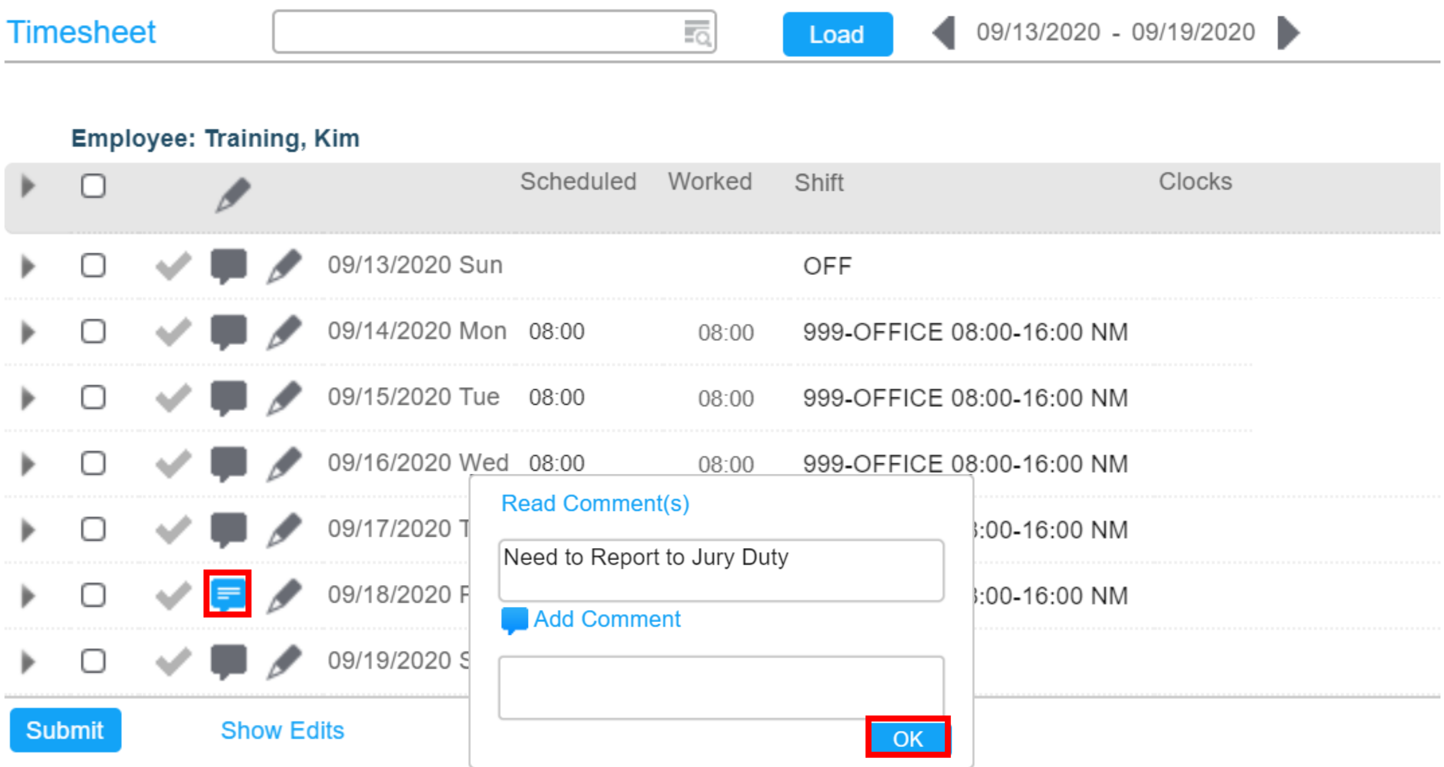


Note: In the example above, you can see that because a vacation day has been applied to the timesheet, in the additional info, under the balances tab, you can see how the balances have been modified to reflect the time off taken.

4. To view edits made to your timesheet, 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.



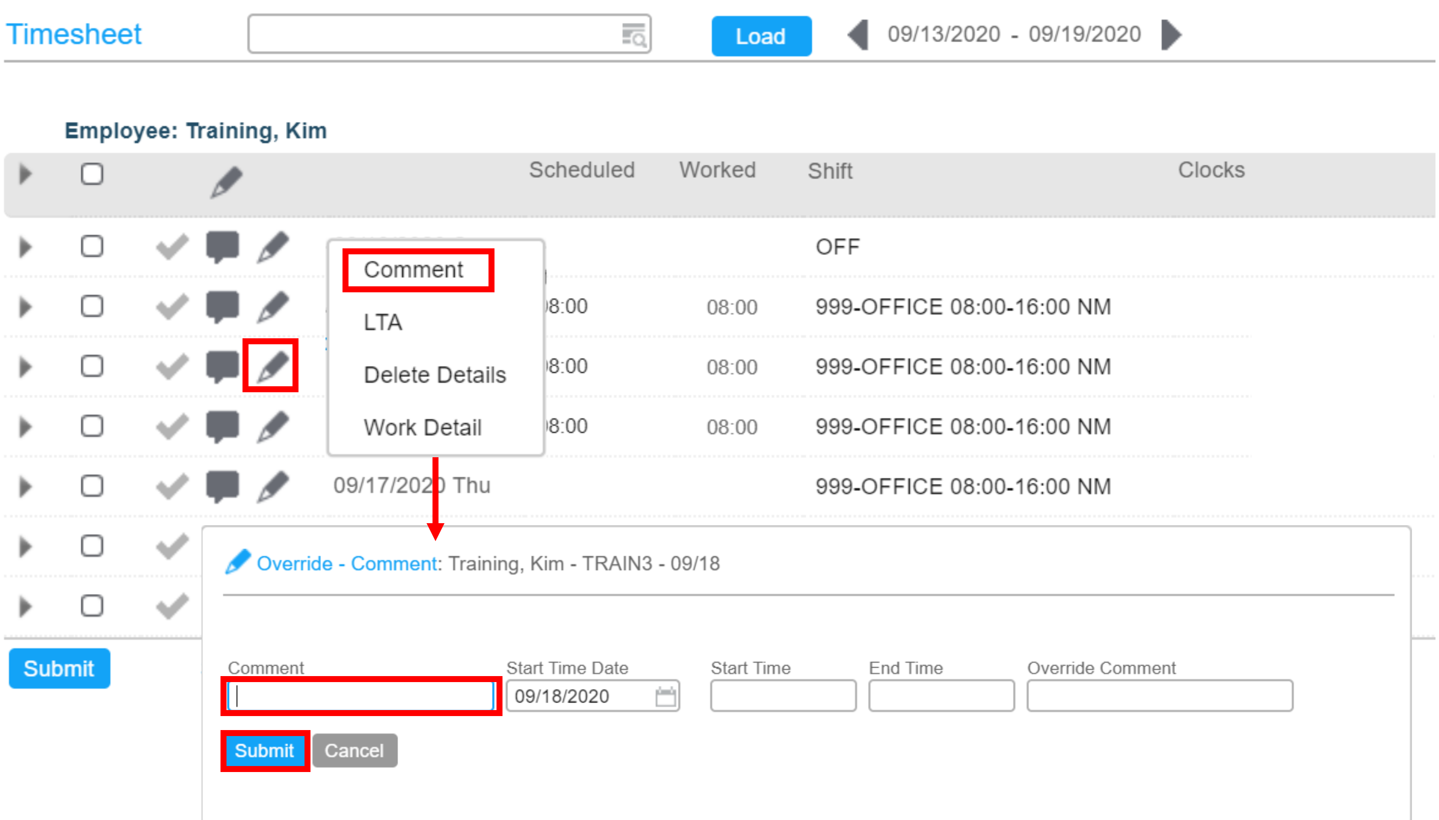
5. To view any **comments** made on your timesheet, click on the comment icon. If the comment icon is blue, this indicates that there is a comment. If the comment icon is grey, there is no comment. Once the message has been read, click the **OK** button to close the comment window.



How To Edit Your Timesheet:

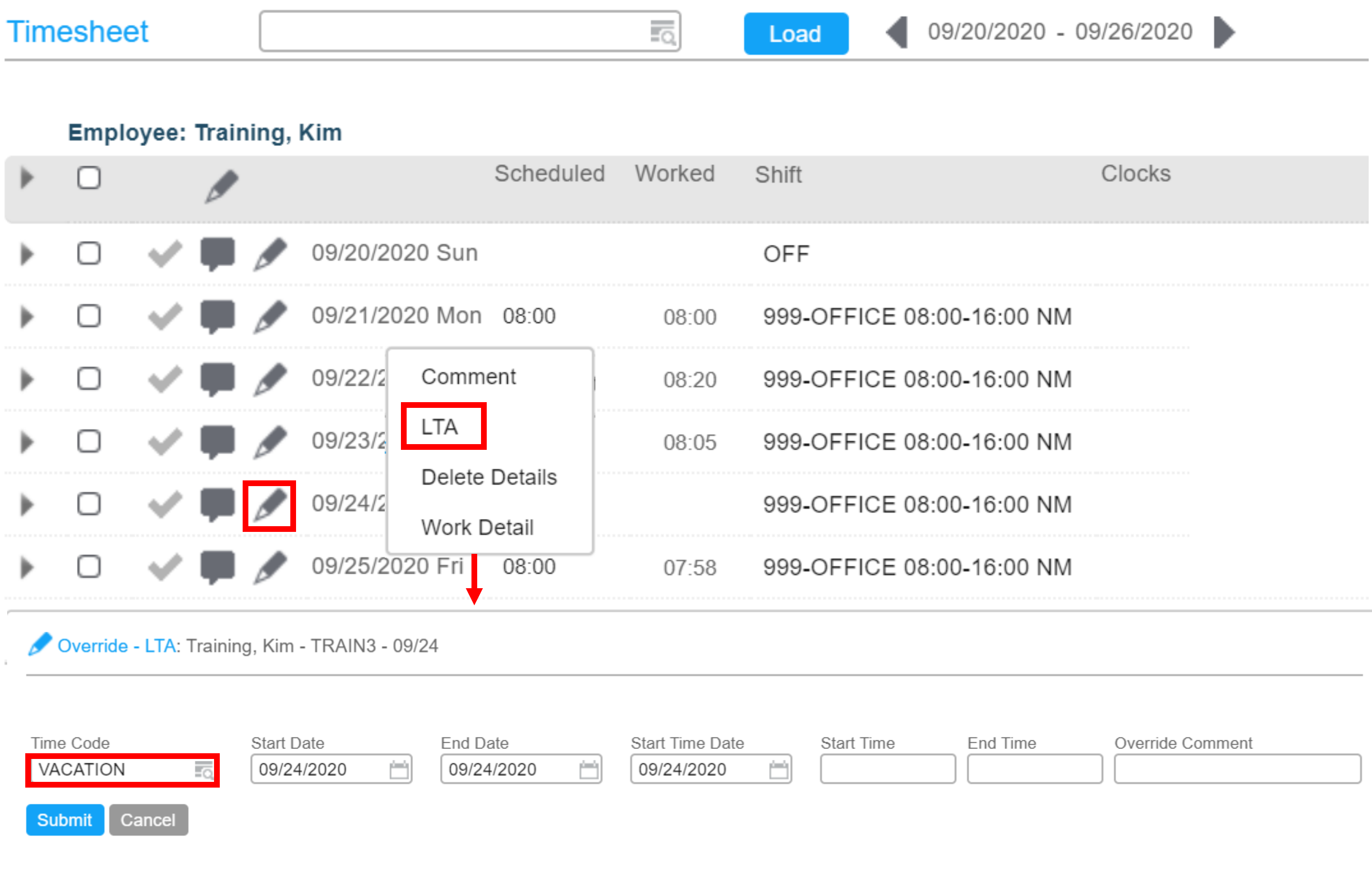
To Add A Comment On Your Timesheet, follow these steps:

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**.



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

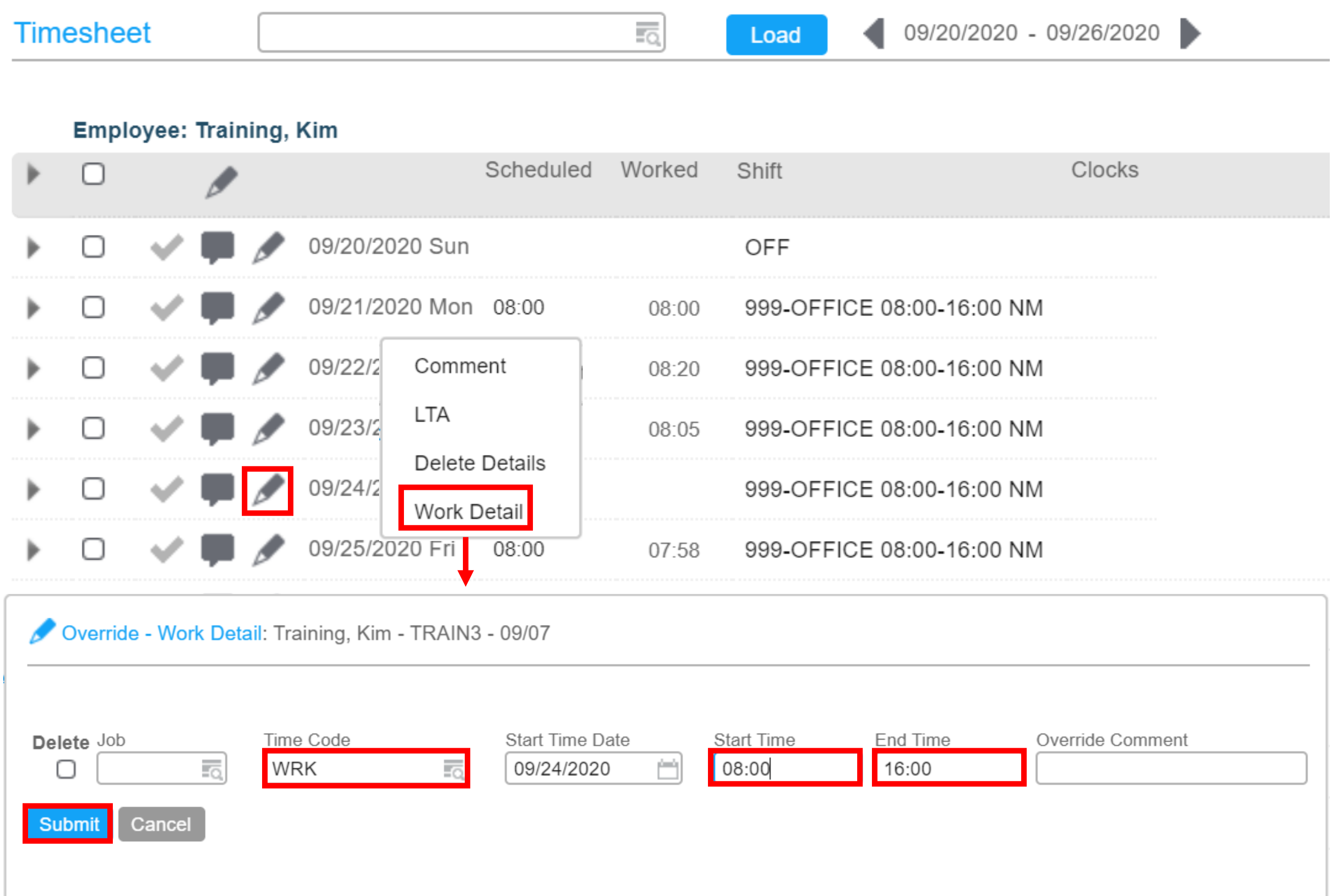
1. Click the **pencil** icon (override tool) on the day you want to add the absence to.
2. Select **LTA** from the list of overrides. This will give you a selection of absence types.
   - The **Override - LTA** screen will display.
3. In the **Time Code** field, use the **lookup** to select the LTA you want applied to your timesheet.
   - If the absence is for a **full day**, click **submit**. The LTA override will be applied to your timesheet for the duration of your 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**.



Note: The process shown below for adding work details applies to **Salaried** employees who are **OT eligible**. Salaried exempt employees will not enter worked hours.

To Add Work Details On Your 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 your 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.**



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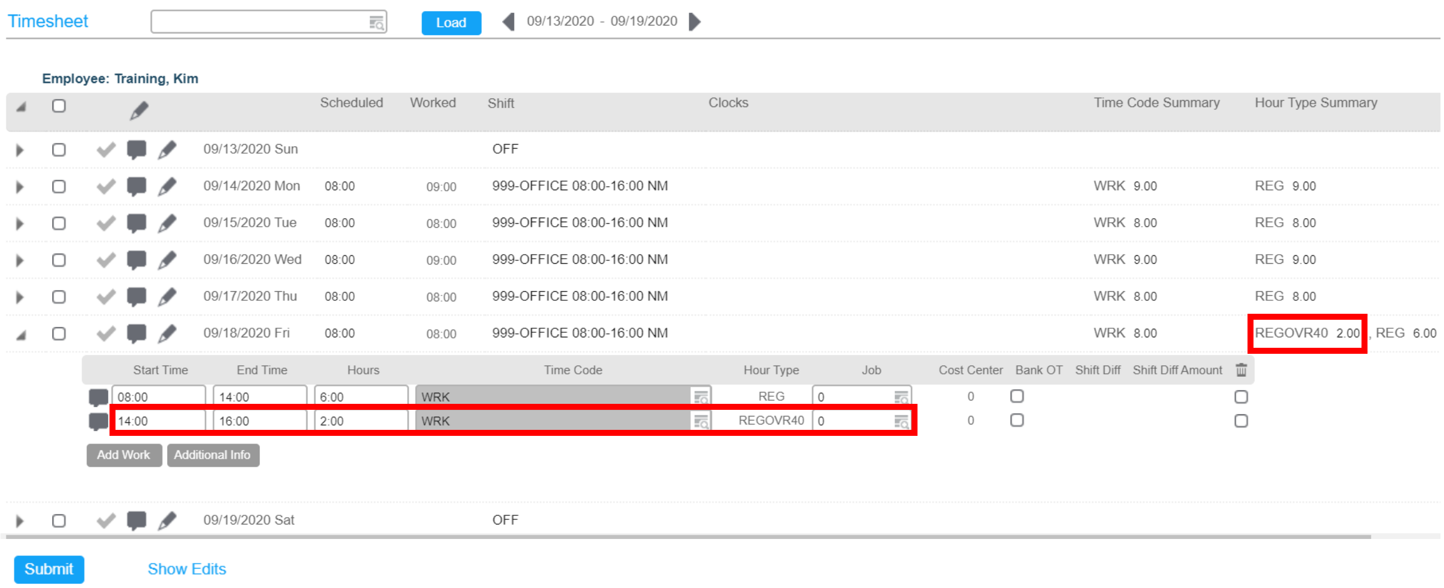
Salaried Overtime Eligibile:

Overtime is calculated automatically by the system and applied to your timesheet once your work details surpass your scheduled 40 hours. The work details are applied to your timesheet, by you, through performing the work detail override. Below is an example of a timesheet that has overtime.



Timesheet Load 09/13/2020 - 09/19/2020

Employee: Training, Kim

Date	Scheduled	Worked	Shift	Clocks	Time Code Summary	Hour Type Summary
09/13/2020 Sun			OFF			
09/14/2020 Mon	08:00	09:00	999-OFFICE 08:00-16:00 NM		WRK 9.00	REG 9.00
09/15/2020 Tue	08:00	08:00	999-OFFICE 08:00-16:00 NM		WRK 8.00	REG 8.00
09/16/2020 Wed	08:00	09:00	999-OFFICE 08:00-16:00 NM		WRK 9.00	REG 9.00
09/17/2020 Thu	08:00	08:00	999-OFFICE 08:00-16:00 NM		WRK 8.00	REG 8.00
09/18/2020 Fri	08:00	08:00	999-OFFICE 08:00-16:00 NM		WRK 8.00	REGOVR40 2.00, REG 6.00
09/19/2020 Sat			OFF			

Start Time	End Time	Hours	Time Code	Hour Type	Job	Cost Center	Bank OT	Shift Diff	Shift Diff Amount
08:00	14:00	6:00	WRK	REG	0	0			
14:00	16:00	2:00	WRK	REGOVR40	0	0			

Add Work Additional Info

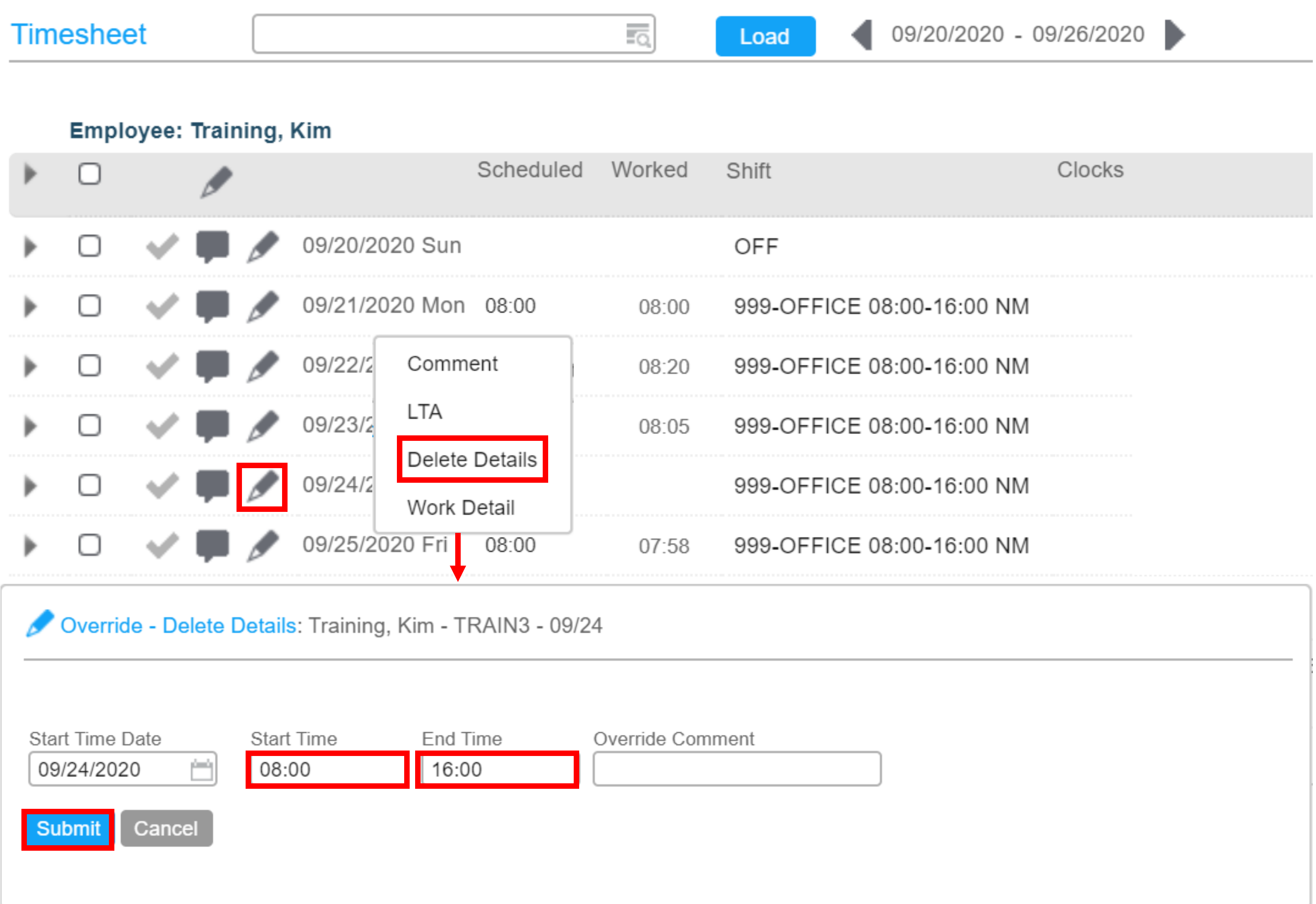
Submit Show Edits

Code Summary

	REG	REGOVR40	Total
WRK	40.00	2.00	42.00
Total	40.00	2.00	**42.00**

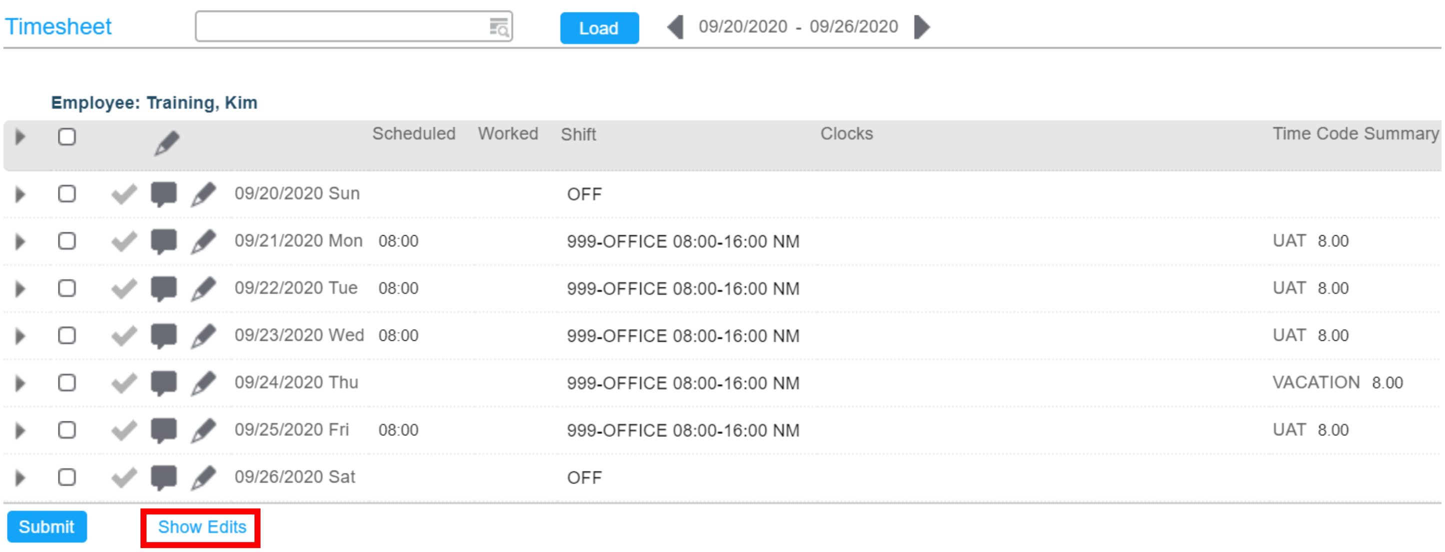
To Delete Details On Your Timesheet, follow these steps:

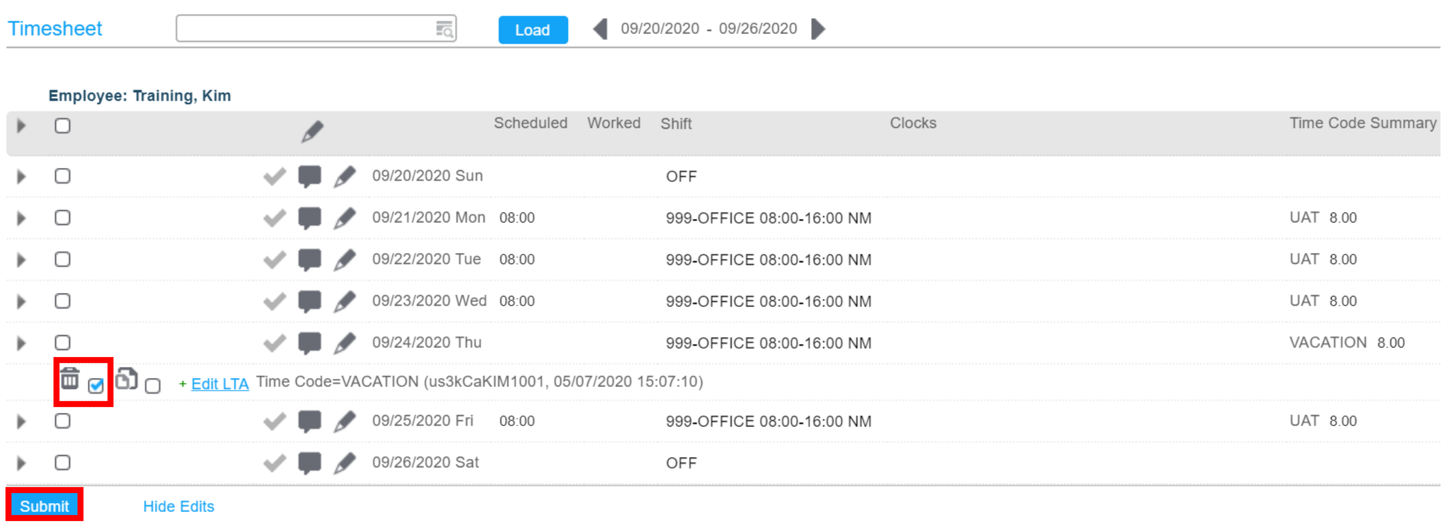
1. Click the **pencil** icon (override tool) on the day you want to delete details for.
2. Select **Delete Details** from the list of overrides.
    - The **Override - Delete Details** screen will display.
3. In the **Start Time** and **End Time** fields, specify the start and end time you want to delete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



To Delete An Override, follow these steps:

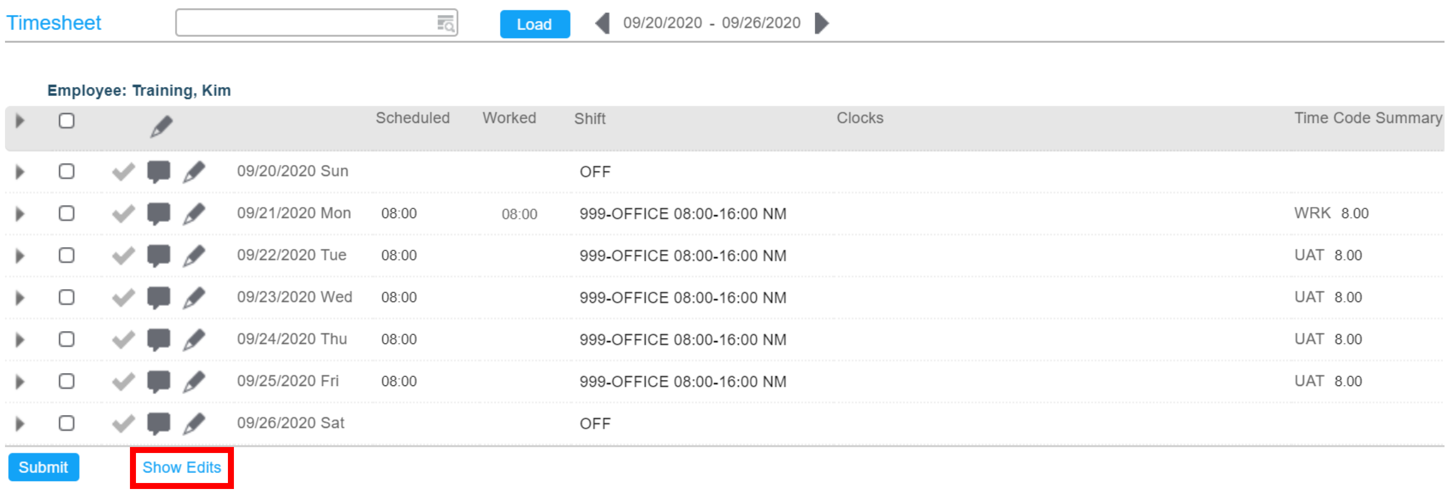
1. Click the **Show Edits** link, beside the Submit button, at the bottom of the timesheet.
2. Click the **checkbox** next to the **Trash Can** icon for the override you want to delete.
3. Click **Submit**.





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**.

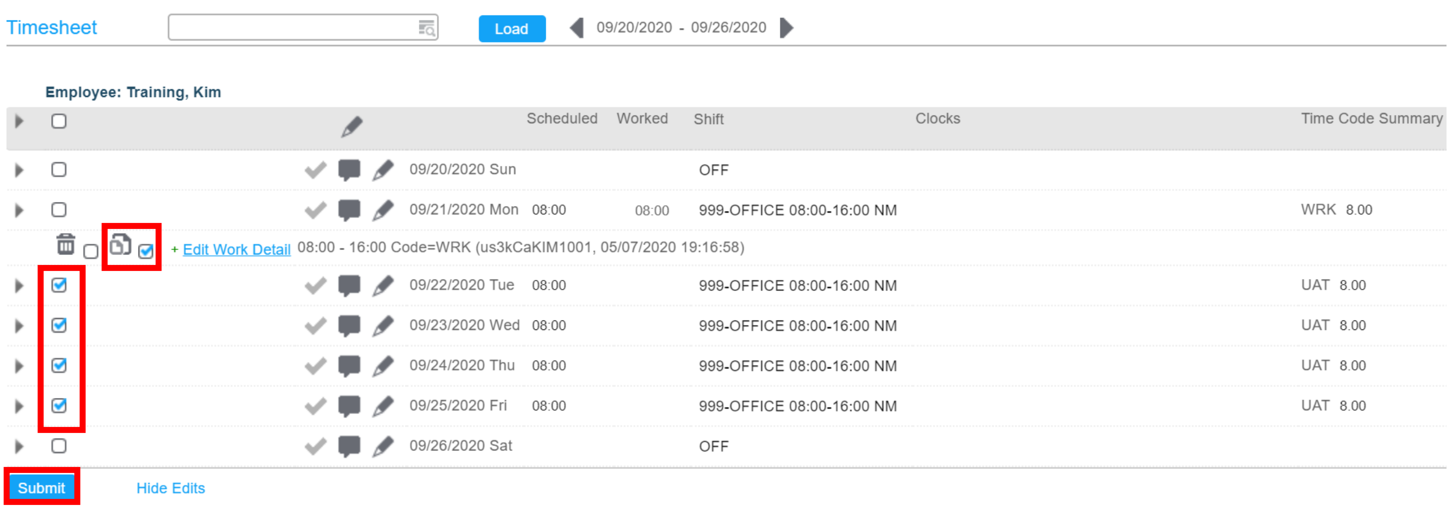


Timesheet | Load | 09/20/2020 - 09/26/2020

Employee: Training, Kim

Date	Scheduled	Worked	Shift	Clocks	Time Code Summary
09/20/2020 Sun			OFF		
09/21/2020 Mon	08:00	08:00	999-OFFICE 08:00-16:00 NM		WRK 8.00
09/22/2020 Tue	08:00		999-OFFICE 08:00-16:00 NM		UAT 8.00
09/23/2020 Wed	08:00		999-OFFICE 08:00-16:00 NM		UAT 8.00
09/24/2020 Thu	08:00		999-OFFICE 08:00-16:00 NM		UAT 8.00
09/25/2020 Fri	08:00		999-OFFICE 08:00-16:00 NM		UAT 8.00
09/26/2020 Sat			OFF		

Submit | Show Edits



Timesheet | Load | 09/20/2020 - 09/26/2020

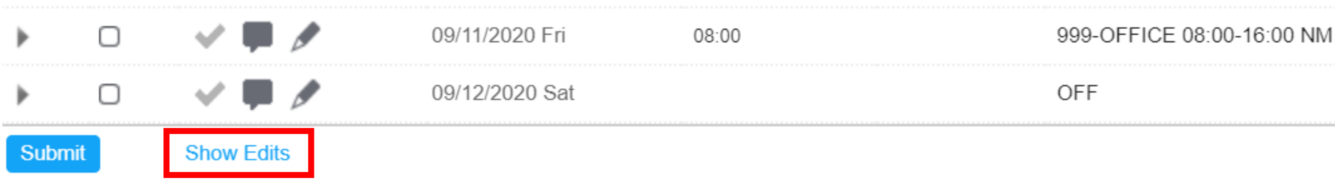
Employee: Training, Kim

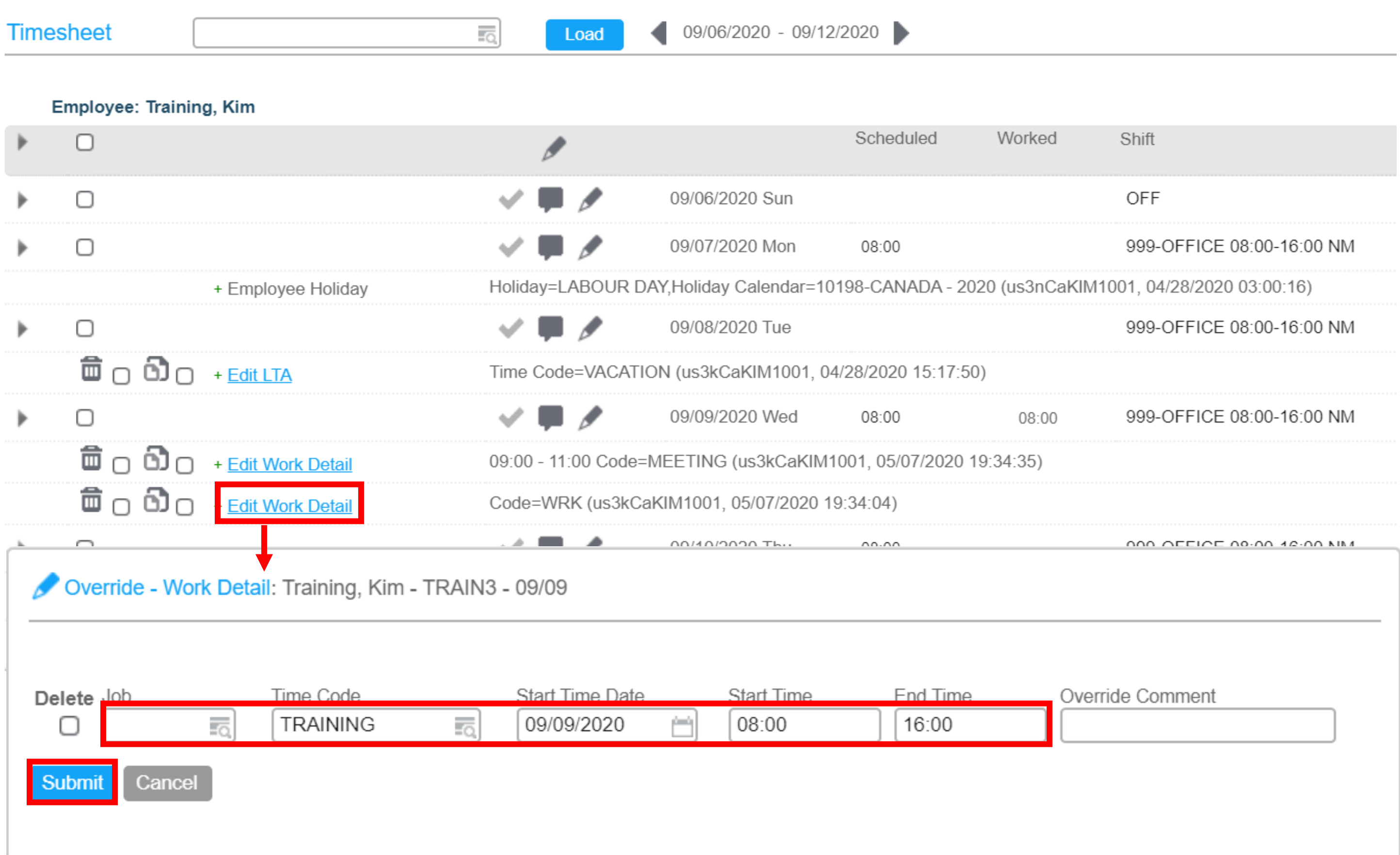
Date	Scheduled	Worked	Shift	Clocks	Time Code Summary
09/20/2020 Sun			OFF		
09/21/2020 Mon	08:00	08:00	999-OFFICE 08:00-16:00 NM		WRK 8.00
+ Edit Work Detail 08:00 - 16:00 Code=WRK (us3kCaKIM1001, 05/07/2020 19:16:58)					
09/22/2020 Tue	08:00		999-OFFICE 08:00-16:00 NM		UAT 8.00
09/23/2020 Wed	08:00		999-OFFICE 08:00-16:00 NM		UAT 8.00
09/24/2020 Thu	08:00		999-OFFICE 08:00-16:00 NM		UAT 8.00
09/25/2020 Fri	08:00		999-OFFICE 08:00-16:00 NM		UAT 8.00
09/26/2020 Sat			OFF		

Submit | Hide Edits

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**.





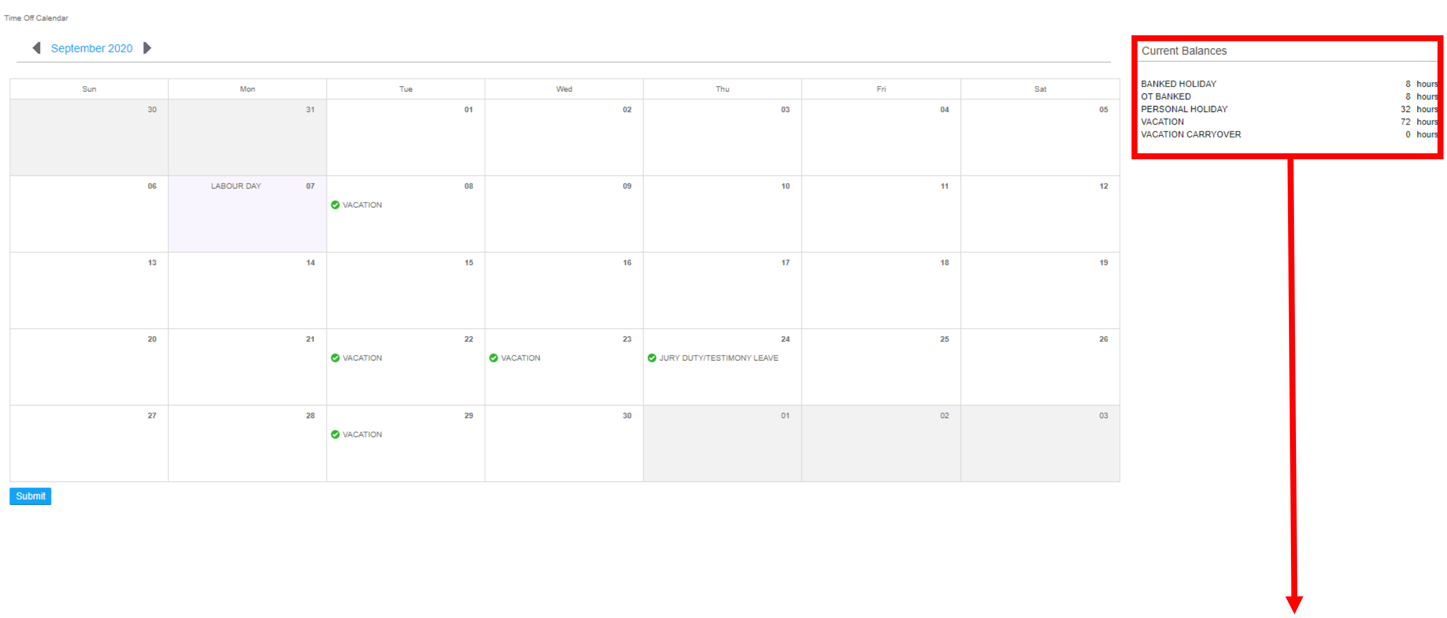
Time Off:

Time off is to be applied to your timesheet, by you, through performing the LTA override. However, for your convenience, you can view your time off and your balances on the time off calendar.

To View Your Time Off And Balances, follow these steps:

1. From the main menu, click on **Time Off**.

2. This will take you to the **Time Off Calendar** (shown below).

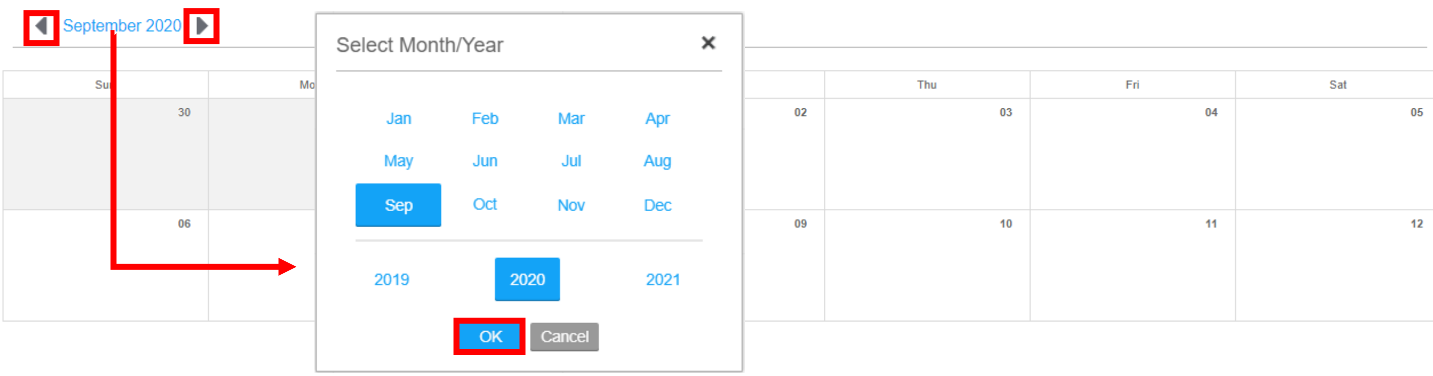


Your current balances are displayed to the right of the time off calendar

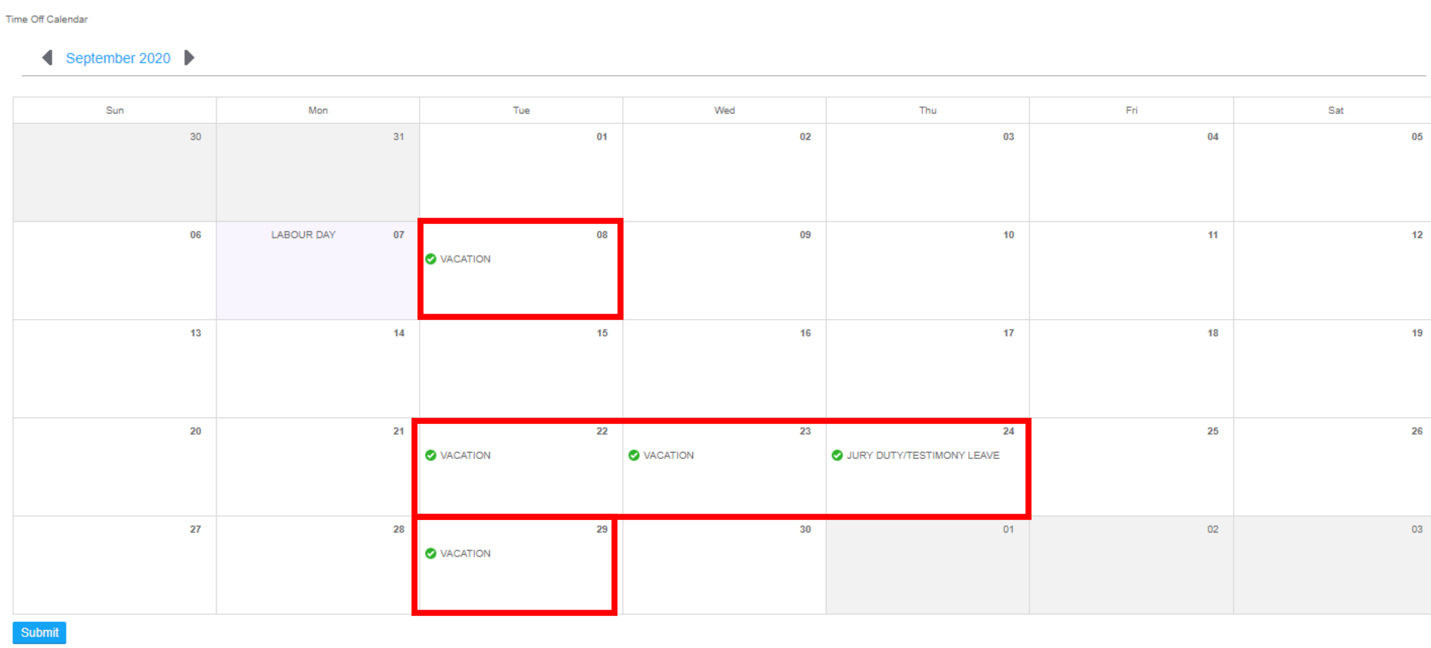
Current Balances

BANKED HOLIDAY	8	hours
OT BANKED	8	hours
PERSONAL HOLIDAY	32	hours
VACATION	72	hours
VACATION CARRYOVER	0	hours

3. To move forward or backward in time, use the **arrows** next to the month.
    - Another option is to click on the **month** to display a pop-up screen which will allow the selection of a different month for the time off request. Select the appropriate **month**, then click **ok**.



- Review your time off.
    - Any days that have time off associated with them are identified with a **green checkmark** icon followed by **time off type**.



Additional Information:

Messages:

- The Messages tab is where system related messages are populated for time off request approvals and system alerts.
- Since you will not be submitting time off requests or receiving system alerts, you will not receive any messages in this folder.

Change User Role:

- If you have been assigned another user role, The **Change User Role** tab is where you can become another user.
- Select the **Become Another User** link, then use the **drop-down** menu to select the other user you want to become. Click **Become**.