



My Time

Quick Reference Guide > How to Run an Overtime Report *Canada Team Leaders of Salaried Non-Exempt Employees*

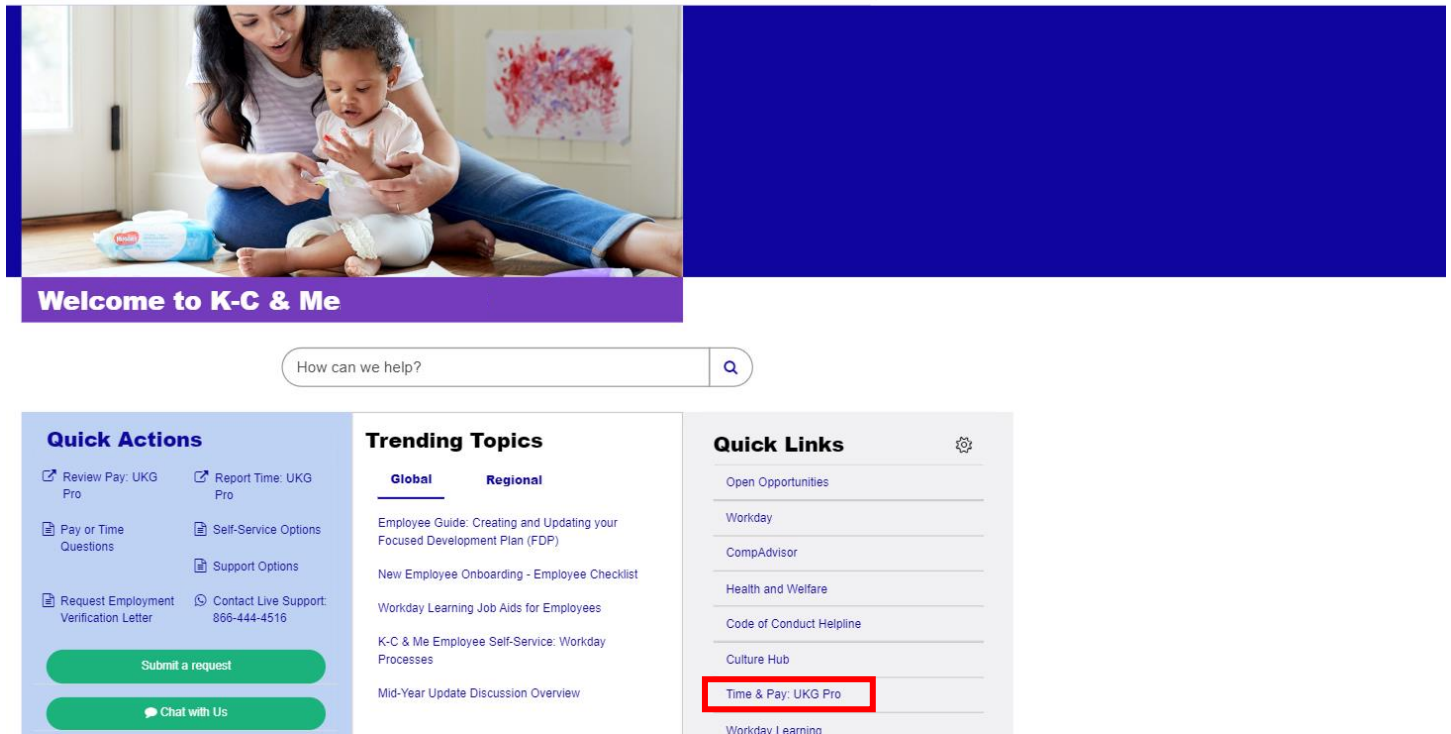
Document Purpose

This document is intended for use by Canada K-C Team Leaders of Salaried Non-Exempt employees. It explains how to view/run an overtime report in the UKG Pro Time and Attendance System (UTA).

To Access the UKG Pro Portal

1. Go to [K-C & Me](#). Select **Time & Pay: UKG Pro** under Quick Links.

[My Career](#) ▾ [My Compensation](#) ▾ [My Benefits](#) ▾ [My Workplace Policies](#) ▾ [K-C Community](#) ▾



Welcome to K-C & Me

How can we help?

Quick Actions

- Review Pay: UKG Pro
- Report Time: UKG Pro
- Pay or Time Questions
- Self-Service Options
- Support Options
- Request Employment Verification Letter
- Contact Live Support: 866-444-4516

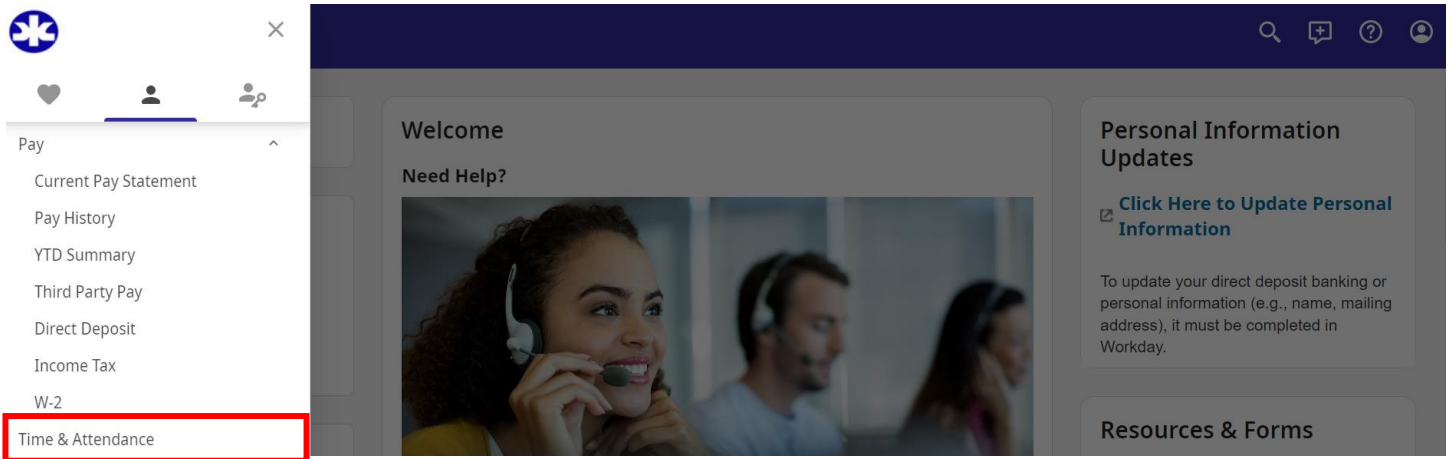
Trending Topics

- Global** **Regional**
- Employee Guide: Creating and Updating your Focused Development Plan (FDP)
- New Employee Onboarding - Employee Checklist
- Workday Learning Job Aids for Employees
- K-C & Me Employee Self-Service: Workday Processes
- Mid-Year Update Discussion Overview

Quick Links

- Open Opportunities
- Workday
- CompAdvisor
- Health and Welfare
- Code of Conduct Helpline
- Culture Hub
- Time & Pay: UKG Pro**
- Workday Learning

2. Once logged in to the UKG Pro portal, select **Time & Attendance** on the main menu to go UTA.



To View Reports, follow these steps:

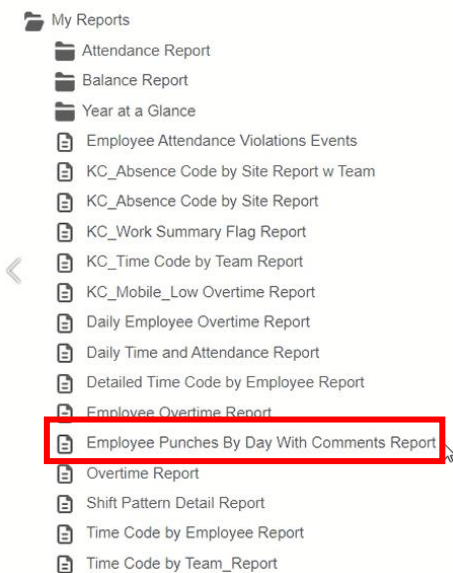
As a Team Leader, there's a variety of standard reports available to you on UTA.

1. From the UTA main menu, click on **My Reports**.



2. This will take you to the My Reports page (shown below). Click on **Employee Punches by Day with Comments Report**.

My Reports



If you click on one of the reports in the list shown to the left, the Selection Parameters page will display and provide a Report Description.

Employee Punches by Day With Comments Report will display the number of overtime hours worked, any absences, and any comments for a specific date range

- The Selection Parameters page displays. Select the employee(s) or team you'd like to view. Then select the date range and select **Go**. All other fields can be left blank.

Employee Punches By Day With Comments Report

Selection Parameters

Employee ID ALL

Team ALL

* Date Selection Manual Date

* Start Date 02/07/2022

* End Date 02/20/2022

* Show Parameters Yes

Go Cancel

- Review the results.

Employee Punches By Day With Comments Report

Employee: ALL
Team: ALL
Date Selection: 02/07/2022 - 02/20/2022

Team Name	Full Name	Work Date	Hours	Productive Hours	Overtime Hours	Absent Hours	Punch Time	Punch Type	Punch Data	Comments
FITTON MATTHEW	Tree Shady	02/07/2022	9.00	-	-	-				
		02/08/2022	9.00	-	-	-				
		02/09/2022	9.00	-	-	-				
		02/10/2022	9.00	-	-	-				
		02/11/2022	9.00	-	-	-				
		02/14/2022	9.00	-	-	-				
		02/15/2022	9.00	-	-	-				
		02/16/2022	9.00	-	-	-				
		02/17/2022	9.00	-	-	-				
		02/18/2022	9.00	-	-	-				
	Tree Shady total:		9.00	-	-	-				
FITTON MATTHEW 00019242 Total:			9.00	-	-	-				

HTML PDF Excel

- From the screen above, you can choose to run the report in a different format. The available options include: **HTML**, **PDF**, and **Excel**. You can change the file format by selecting the appropriate icon located at the **top right-hand side** of the report.