

## Introduction to UKG Time & Attendance

**EXCUSING AN UNEXCUSED ATTENDANCE EVENT TRAINING AID** 

Upon logging into UKG Pro, the Dashboard will appear.

- 1. Navigate to the Employee Timecard.
- 2. Select the attendance violation and right click.
- 3. Then select Comments.

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		Date	Schedule	Absence	Pay Code	Amount	Shift	Daily	10:30 AM	Out	In
+	Θ	Mon 12/02	10:00 AM - 6:00 PM				7.50	7.50	In Punch	6:00 PM	
+	Θ	Tue 12/03	10:00 AM - 6:00 PM				8.00	8.00	Time Zone: (GMT -05:00) Eastern Time (USA; Canada)	6:00 PM	
+	Θ	Wed 12/04	10:00 AM - 6:00 PM						Exceptions:		
+	Θ	Thu 12/05	10:00 AM - 6:00 PM						Last Edit Date:	6:00 PM	
+	Θ	Fri 12/06	10:00 AM - 6:00 PM						Edit Made By:	6:00 PM	
+	Θ	Sat 12/07							TEST, CHIM10		
+	Θ	Sun 12/08							1/ /2 da 14	-	
+	Θ	Mon 12/09	10:00 AM - 6:00 PM						Mark as Edit Comments Justify Reviewed	6:00 PM	
+	Θ	Tue 12/10	10:00 AM - 6:00 PM						15.50 10:00 AM	6:00 PM	
+	Θ	Wed 12/11	10:00 AM - 6:00 PM						15.50 🚺 10:00 AM	6:00 PM	
+	Θ	Thu 12/12	10:00 AM - 6:00 PM						15.50 🚺 10:00 AM	6:00 PM	
+	Θ	Fri 12/13	10:00 AM - 6:00 PM						15.50 🚺 10:00 AM	6:00 PM	
+	Θ	Sat 12/14							15.50		
+	Θ	Sun 12/15							15.50		

- You **MUST** enter a comment.
- 4. 5. Click Excused Attendance.
- Enter the **specific** reason for lateness. Examples include: Bus route canceled, 6. ER, Dr's Appointment, Covid, and etc. **Note**: "Excused Late In" is not appropriate as it is not a reason.
- 7. Click Apply.

📑 Log In   \	When I Work 🛛 🔪 🗎 🖿 All Bookmarks
	Comments (1) X Late In
iod 🖧 🔻	Comment On       Late In       Add Comment
Peric	<ul> <li>⊖ Excused Attenda ▼</li> <li>← Metro closed</li> </ul>
	Add Another Note

## 8. Violation will appear as Excused

Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT         ● GHMT < 2 of 4 >>           Image: TEST, GRUNT </th <th>Share View Pending</th> <th>Loaded: 1:17 PM</th>											Share View Pending	Loaded: 1:17 PM			
		Date	Schedule	Absence	Pay Code	Amount	Shift	Daily	Period	In	Transfer	Out	In	Transfer	Out
+	Θ	Mon 12/02	10:00 AM - 6:00 PM				7.50	7.50	7.50	10:30 AM	ล่	6:00 PM	1		-
+	Θ	Tue 12/03	10:00 AM - 6:00 PM				8.00	8.00	15.50	10:00 AM	`	6:00 PM	,		
+	Θ	Wed 12/04	10:00 AM - 6:00 PM						15.50	10:06 AM					
+	Θ	Thu 12/05	10:00 AM - 6:00 PM						15.50	10:00 AM		1 6:00 PM			
+	Θ	Fri 12/06	10:00 AM - 6:00 PM						15.50	10:00 AM		1 6:00 PM			
			-												

## View in attendance details:

Mon 12/02/2024		
Discipline Level Day Start	Level Name Normal	
Period Start Balance: Occurrences	Balance Amount 22	
Excused Late In	Event Amount 0.50	
	Event Type	Event Time
	Basic	10:30 AM

9. Punch Actions will reflect the Excused Attendance under Comments and Notes

	Punch Actio	ons							
	Date: 12/02/2024			🗟 👻 Cu					
	Time: 10:30 AM								
_	Rounded Time: 10:30 AM								
50	Override: In Punch								
00	Time Zone: (GMT -05:00) Easte	inada)							
	Exceptions: Late In								
	Comments and No Excused Attendan	1							
	Specific Reason Ex. Ef	1							
	Last Edit Date: 12/03/2024								
	Edit Made By: TEST, CHIM10								
				4					
	· 0	5	<b>*</b>	4					
	Mark as Edit Reviewed	Comments	Justify Exception	1					
	15.50	10:00 AM		1					