

USER GROUP SESSION SUMMARY

UKG Pro WFM Timecard Tips & Tricks

www.sability.com

OVERVIEW:

This User Group session focused on Timecards in UKG Pro Workforce Management. Our presenters, Sability's Amy Hurtado and James Luevane, shared valuable tips and tricks for troubleshooting and demonstrated how to use various tools, including rule analysis, accrual analysis, and rounded punch time tools.

SUMMARY:

The Sability presenters provided live demonstrations and explanations of various timecard features, including managing timecard tiles, fixing punch issues, and identifying the source of punches. A tile can be added to the manager homepage to display a summarized view of employee exception counts. To determine where a punch came from, whether it was entered directly on the timecard, via a timeclock, or through the UKG app or browser, use the 'Data Source' and 'Application' column filters in the timecard audit tab. Additionally, the timecard background color is associated with the level of approval.

TOP 3 TIMECARD TIPS & TRICKS:

1. TIP: As you familiarize yourself with the rule analysis tool, select a single day in the timecard timeframe to limit the data returned within the tool.

2. TRICK: Within the rule analysis tool, items in blue are direct links to review system configuration to help understand if calculations are working as configured.

3. TIP: Take advantage of the filter option when reviewing timecard audits to consolidate the data in the timecard audit tab.



PRESENTERS



**AMY
HURTADO**

Sability Team Lead,
Workforce Management



**JAMES
LUEVANE**

Sability Consultant,
Workforce Management

**CLICK HERE TO
WATCH THE
FULL SESSION!**

CONTACT US:

- 404.521.2001
- info@sability.com
- www.sability.com

USER GROUP:

If you're interested in participating in our next User Group session, join our LinkedIn Group "Sability UKG User Group" or reach us at customersuccess@sability.com