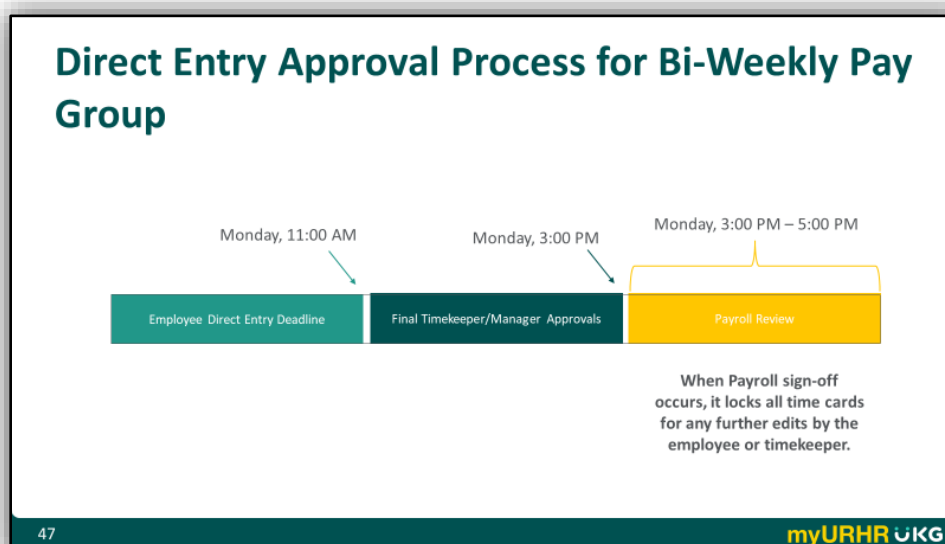


Direct Entry Approval Process for Bi-Weekly Pay Group

Time entry deadlines for the employees and Timekeepers are essential to Timekeeping. This timeline shows the approval process for direct entries into myURHR UKG for Bi-weekly pay group only.

Time approval deadlines have been created to allow Managers and Timekeepers enough time to review, edit and approve employee time as well as provide the Payroll team the ability to review time from UKG.



- Hourly Employees enter time by 11:00 AM on Mondays for the pay period just ending.
- Timekeepers approve time and edits by 3 PM Mondays
- Payroll processing occurs from Monday 3PM to 5 PM. When payroll sign-off occurs, the time cards are locked for any further edits.

For example, BWH payroll, employees will enter time by 11:00 AM following the closed pay period.

It's important to know that direct edits by the hourly employee not approved by Timekeeper or Manager before Payroll sign-off will be rejected. The employee will be notified of any rejected time in UKG. At that point, rejected time would need to be addressed as a historical correction in UKG with their Timekeeper or Manager.