# Enter Time Directly into Timecard

There are three ways for hourly employees to enter their hours worked: Use the punch tile in UKG, swipe at the time clock, or enter hours directly into the timecard in UKG.

If you enter your time directly into the timecard, **please note that the hours appear as a pending change and <u>will not post to the timecard</u> until they have been approved by the manager/timekeeper. Note: All pending changes must be responded to by the manager/timekeeper by the payroll deadline or they will be refused and must be resubmitted for consideration as a historical correction.**

Alternatively, using the [Punch tile in UKG](#) or [swiping at the timeclock](#) automatically posts your time directly to your timecard. Check with your manager/timekeeper on the preferred method for your department.

To enter your time directly into the timecard:

1.  Open the Timecard From the "My Timecard" Tile
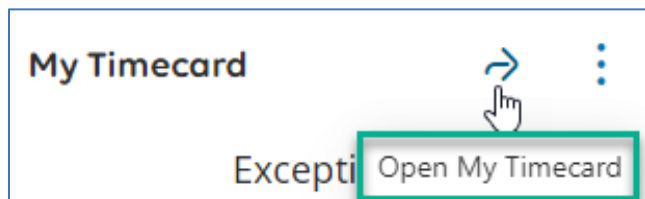


2.  This will take you to the Current Pay Period, where you enter your time in, and/or out, enter a paycode, if appropriate, and **Save**.



**Paycodes:** Employees can enter/edit the following paycodes directly on the timecard. Please use as appropriate within the paycode field:

- UR Bereavement
- UR Call-in Called Off
- UR Contagion Pay
- UR Education or Class *
- UR ESO * (employee sign-off)

- UR Jury Duty
- UR PTO
- UR Sick
- UR Vacation
  *Tracking code only

Note: Any time an employee edits the timecard (directly enters time, corrects a missed punch, enters a paycode) and hits Save, the edit does not post and an alert is shown:



> **Information** Your changes have been submitted but will not display until they are approved.

To see pending changes on the timecard, click the **View Pending** button:





**Pending Changes**  ✕

**Changes [2]**
on 12/15/2024

**Punch** Added
Submitted 12/17/2024 7:11 PM
12/15/2024  4:00 PM

Out Punch