

# UKG Timekeeper Quick Reference Guide

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Detailed instructions and videos are available on the Payroll Office website under the UKG tab:  
<https://www.indstate.edu/payroll/dimensions/dimensions-online-training>

## Daily Tasks:

Review timecards for the following and correct as necessary:

- Missed Punches
- Missing/Incorrect Transfer Codes (Student employees only)
- Long Intervals (Punches over 9 hours for staff, 8 hours for students)
- Unauthorized edits
- Excess Hours (students limited to 20 or 28 hours per week)

## Weekly Tasks:

Make sure all staff have entered that week's hours on their timecard by the end of each week.

## End of Pay Period Tasks:

Thursday:

Review departmental roster(s) sent from the Payroll Office.

- Are all staff/students showing on the roster(s)?
- Are all pay rates correct?
- Is the pay index correct for students?

Review "Payroll Summary" in UKG.

- Do the employees in UKG match the employees on the departmental roster?
- Remind all employees to complete their timecards before 4:00 pm Friday.

Friday:

Review and correct as necessary all timecards for the following:

- Missed Punches
- Missing/Incorrect Transfer Codes (Student employees only)
- Long Intervals (Punches over 9 hours for staff, 8 hours for students)
- Unauthorized edits
- Excess Hours (students limited to 20 or 28 hours per week)
- At least 37.5 hours in each week for full-time staff
- Employee Approval for all Graduate Assistants and Full-Time Staff.

Approve and sign-off all staff timecards no later than 4:00 PM

Approve, sign-off and submit ISU Employee Hours by Labor Account report for students to [ISU-Payroll@indstate.edu](mailto:ISU-Payroll@indstate.edu) no later than 4:00 PM.

The following Dataviews may be used to assist in reviewing timecards in UKG:

Employee Summary	<ul style="list-style-type: none"><li>• Displays name, ID and total hours for pay period; compare to roster</li></ul>
ISU Exceptions	<ul style="list-style-type: none"><li>• Displays missed punch &amp; long interval</li></ul>
In Punch Transfer Check	<ul style="list-style-type: none"><li>• Student timecards-Displays all shifts without a transfer code</li></ul>
Pay Period Close Actual	<ul style="list-style-type: none"><li>• Displays total hours, Employee approval, Manager approval and Sign off indicator</li></ul>