UKG Workforce Pro

Time and Attendance Management



How to Guide for Time Administrators

October 2026

Maryland-National Capital Park and Planning Commission

Table of Contents

How can I get help? 2

Section 1. Performing the Time Admin Role in UKG 3

Using Dataviews to Perform the Time Admin Role 4

How do I verify Manager approval of employee Timecards and Sign-Off? 4

From Dataview, how do I navigate to an individual's Timecard so that I can Remove Sign-Off? 9

Using the Employee Timecard Grid To Perform the Time Admin Role 10

How do I verify Manager approval of employee Timecards and Sign-Off by navigating through each employee Timecard one-by-one? 10

How do I Remove Sign-Off from the employee's Timecard? 14

Section 2. Taking Action on Employees' Timecards 15

How do I make a Pay code edit on a Timecard? 15

How do I make a Pay Code edit for employees with multiple assignments or positions? 16

How do I make Timecard edits for punch transactions? 17

How do I add a comment to a transaction? 18

How do I add an optional note to an Exception Error? 20

How do I adjust punch transactions? 21

How do I transfer time To Account Unit or Activity Codes? 23

How do I move amounts on an employee's Timecard? 25

How do I view (or delete) the amounts I moved on an employee's Timecard? 28

Section 3. Adding Employee Contact Information 30

How do I add or update employee contact information? 30

Section 4. Creating Your Own Hyperfind Query 32

How do I create and save a personal Hyperfind? 32

Tips for creating and finding your personal Hyperfind Queries 41

Be aware of employment status: If you want active employees only, you must include that filter in your Hyperfind. 42

How do I find a Hyperfind I created from Employee Timecards? 43

Section 5. Additional Features 44

How do I add frequently used pages to Favorites? 44

How do I use the Bryte A.I. Search and Navigation Feature? 45

Glossary 46

How can I get help?

Submit a ticket on ONPOINT for UKG/Kronos. Once you complete the ticket, your information will be sent immediately to the correct office to address your problem or issue.

How to complete an ONPOINT ticket:

1. Go to https://mncppconpoint.service-now.com/mncppc
2. Next, click on the ONPOINT icon on the right side of the page.
3. Then, click Create Ticket.
4. Select either Category UKG/Kronos.
5. Your subcategory selection will be based on your issue, whether it's something broken, like a clock, or whether you are requesting something new, such as a request for reports.
6. Fill in Title of Issue.
7. Finally, complete Description of Issue.

Section 1. Performing the Time Admin Role in UKG

The role of the Time Admin is to review all employee Timecards after the employee enters or punches their time and after the Manager/Time Approver approves the time but before Payroll processes payroll.

All Time Admins verify that the Manager/Time Approver has approved all employees' Timecards. Once verified, the Time Admins Sign-Off on the Timecard, releasing it to payroll processing. If the Time Admin cannot verify, they communicate with the Manager/Time Approver and payroll to ensure Manager/Time Approver approval.

Some Time Admins provide other support to managers, especially related to seasonal employees.

There is a limited time for the Time Admin to perform this function every two weeks, and that is between Monday and Wednesday mornings.

All Timecards must be signed off by a Time Admin by the Wednesday following the pay period. Sign-Off means that the Timecard is ready for processing a payment request and will be submitted to Payroll for processing. Payroll will start their work at 12:30 pm on Wednesday unless someone has requested an extension.

Tip

As a Time Admin, you are always working on the previous pay period, not the current pay period. In fact, if you click the Sign-Off icon while in the current pay period, you will receive an error message that says "Error. Must have previous period selected to sign off."

Using Dataviews to Perform the Time Admin Role

How do I verify Manager approval of employee Timecards and Sign-Off?

From the **Home** page, click the **Main Menu** in the upper left corner.

Under **Administration**, select **Reporting**.



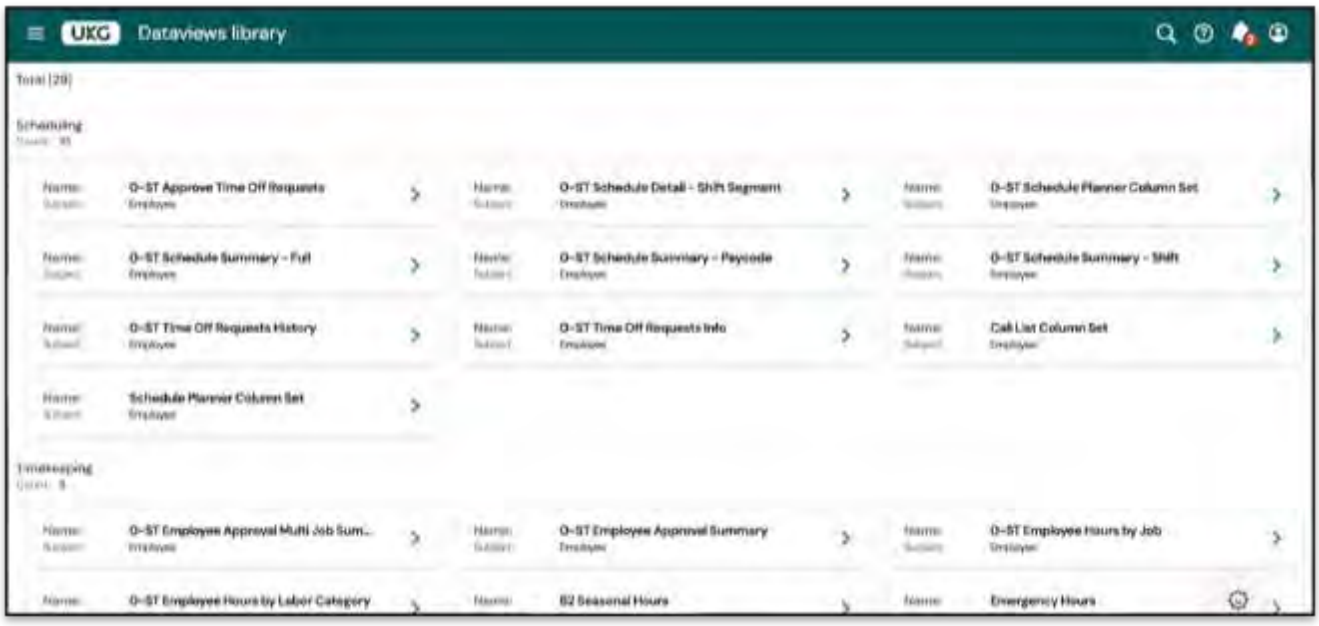
From the **Reporting** screen, select the **Dataviews library** shortcut.



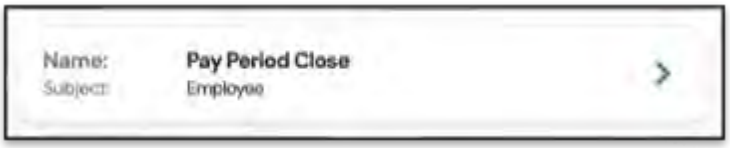
You will see a grid of the **Dataviews** that are available to you.

Tip

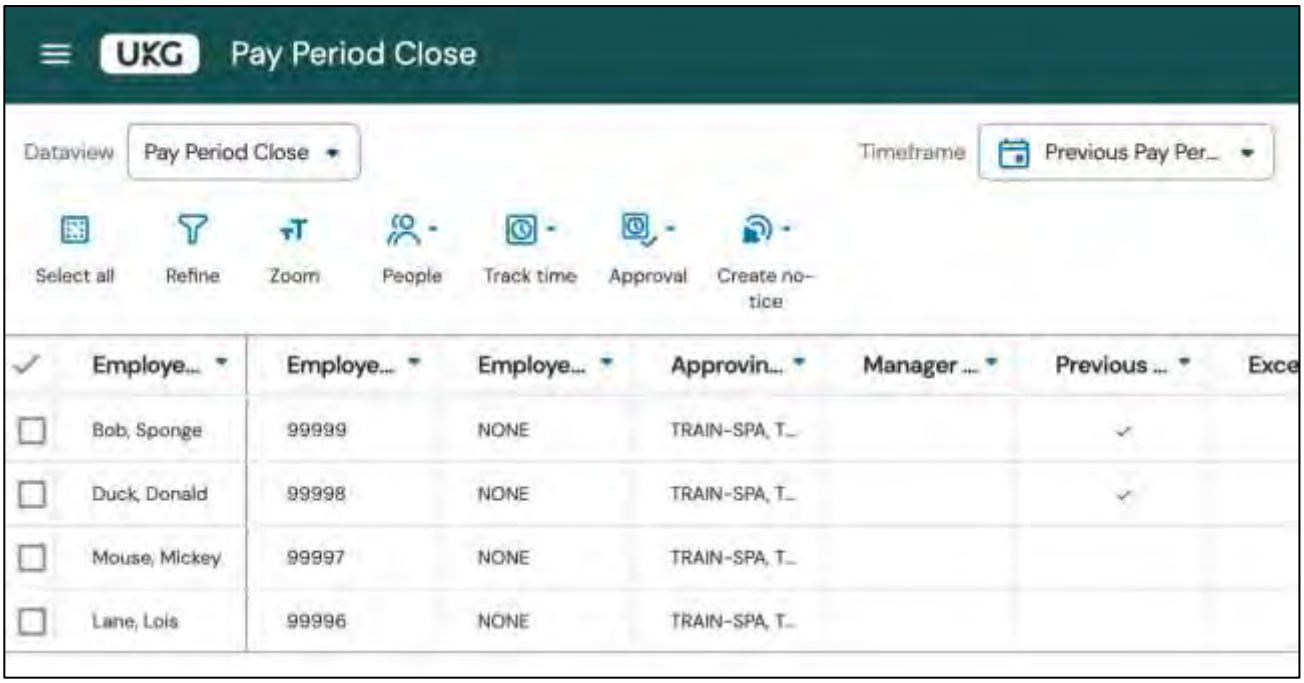
Dataviews are organized and grouped by category, such as Timekeeping or Scheduling.



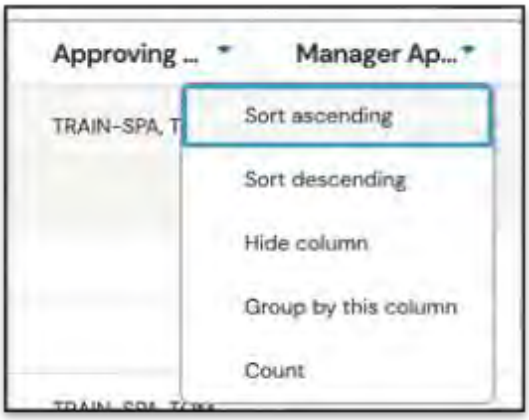
Find and select the **Dataview** called **Pay Period Close**.



You will see the employees for your review listed in the **Pay Period Close Dataview**.



Find the column for **Manager Approval** on the right to validate that the Manager/Time Approver has approved all Timecards. You can sort this column and/or use the filter options on this table to help you validate all Timecards or to troubleshoot issues with the Manager/Time Approver.



Once you have confirmed that the Manager/Time Approver has approved, you have two options to **Sign-Off**.

You can either place a check mark in the far-left column of the table for each employee for whom you would like to **Sign-Off**.



Or you can use the **Select all** button at the top of the screen to choose all employees.



Next click the **Approval** button at the top of the screen and select **Sign-off**.



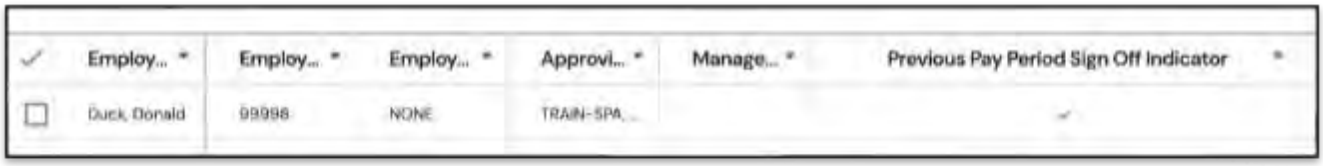
The system will ask you if you are sure. Make your selection.



Assuming you selected **Yes** to sign-off on employee timecards, click the **Refresh** button on the top right of your screen to make sure your Sign-off applied.



Assuming your Sign-off applied, you will see a check mark in the **Previous Pay Period Sign Off Indicator** column showing that the timecard has been signed off by you as the Time Admin.

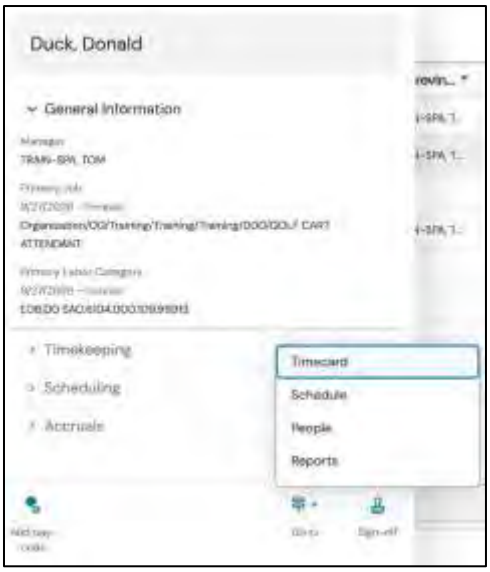


From Dataview, how do I navigate to an individual's Timecard so that I can Remove Sign-Off?

Tip

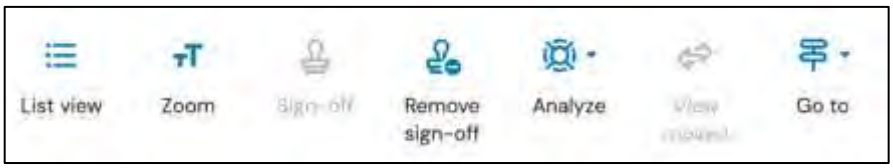
You can remove sign-off from an employee's Timecard either within the Timecard or at the Dataview. Once a Timecard is signed off by the Time Admin, a Manager/Time Approver cannot change the Timecard. If a Manager/Time Approver wants to make a change, they must ask the Time Admin to remove Sign-Off so that the Manager/Time Approver can make a change. You will be able to do this process up until the final deadline for Sign-Off.

Select the **Employee's name or ID**, and then **right click**.



At the bottom, click on the down arrow next to **Go To**. Select **Timecard** from the drop-down menu.

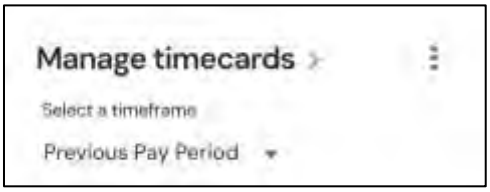
From the **Employee Timecard**, you can **Remove Sign-Off** using the button at the top of the screen.



Using the Employee Timecard Grid To Perform the Time Admin Role

How do I verify Manager approval of employee Timecards and Sign-Off by navigating through each employee Timecard one-by-one?

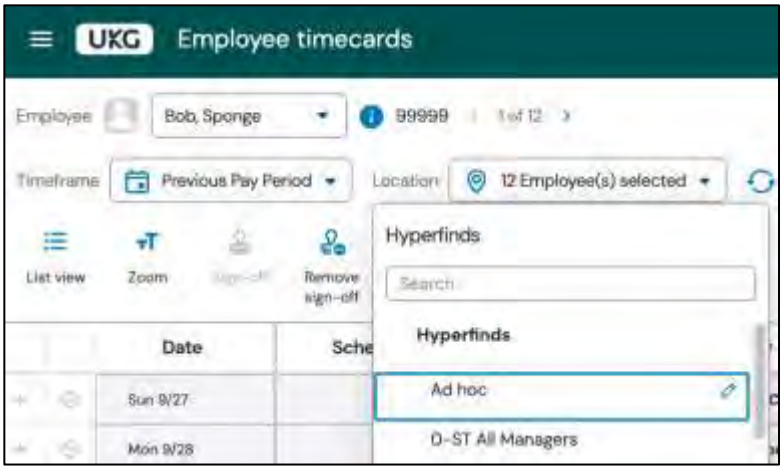
Click on the **Manage Timecards** tile on the **Home** page.



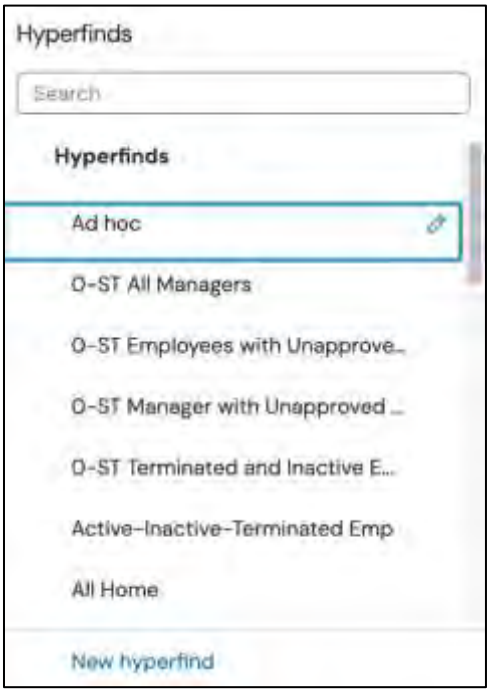
Oops! I already got an error message.

If you are the Time Admin for 3,500 or more employees, you will get a message right away that there are too many employees to display.

If that happens, go to the **Location** box and click the **down arrow**. Then, you can select a **Hyperfind** query from the list to narrow your list to review.



You can also use the **Search** box at the top to find an existing **Hyperfind** or create a **New Hyperfind** by clicking the **blue link** at the bottom. To learn how to create your own Hyperfind, see Section 4.

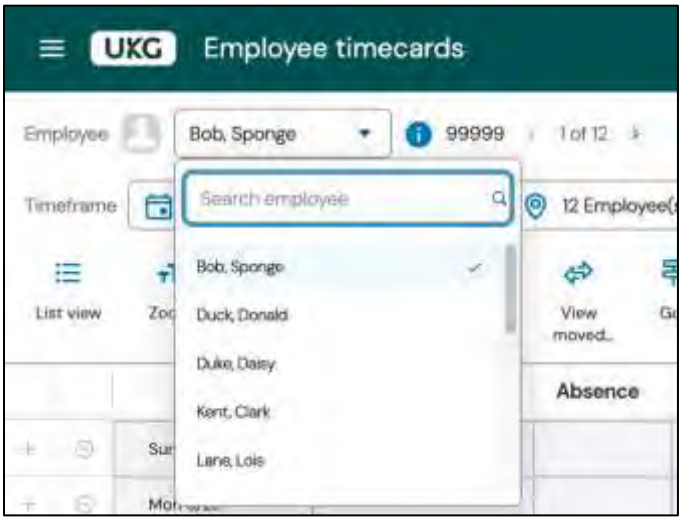


Tip

There are public queries created by the system admin for your use, such as B2 Seasonal Staff, Biometric Employees, Terminated Employees, Inactive Employees, and so on.

Whew! I did not get an error message and see my full list of employees.

To get started, use the **down arrow** in the **Employee** name box to find and select each employee, or use the **< 1 of X > arrows** to cycle through employees one at a time.



Once you are on the **Employee Timecard** screen, you will verify that the Manager/Time Approver has approved.

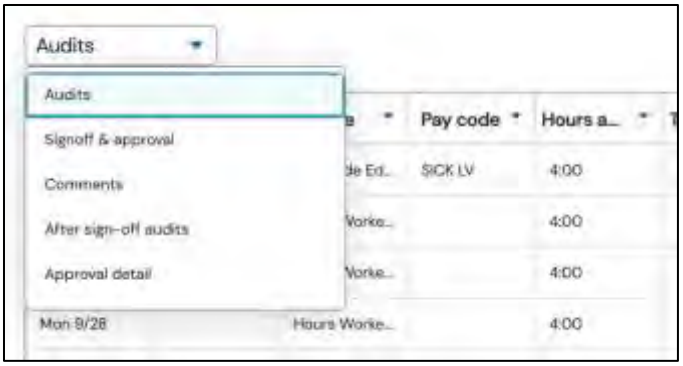
If the Manager/Time Approver approved the Timecard, it's either yellow, green, or purple. The Timecard may be different colors, depending on the approval status. These colors are a signal to the employee and vary depending on whether the employee works one or multiple jobs. The table below will help you understand what the colors indicate.

Yellow background	If you work one job, a yellow background indicates that either you or your Manager have approved the Timecard, but not both of you.
Green background	If you work one job, a green background indicates that both you and your Manager have approved the Timecard.
Light purple background	If you have multiple jobs, a light purple background indicates that the Timecard has been approved by your Manager but not you. If you see cells without shading at all, then one or more of your Managers have not yet approved that time.
Gray crosshatch	For everyone, gray crosshatches indicate that the Timecard has been Signed-Off by a Time Admin. If you see cells without shading at all, then one or more Managers/Time Approvers have not yet approved that time.

You can also verify that the Manager/Time Approver has approved by selecting the **Audits** tab at the bottom of your screen.



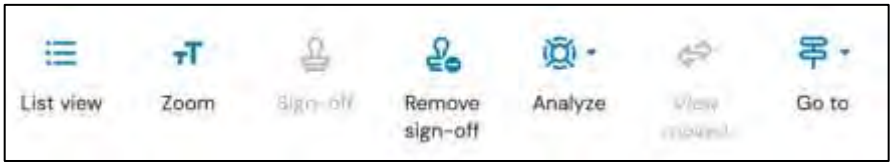
On the **Audits** screen, click on the **down arrow** to select **Signoff and Approval**.



When you click on **Sign-Off and Approval**, the system will show what approvals have been applied to the timecard: Employee and Manager/Time Approver.

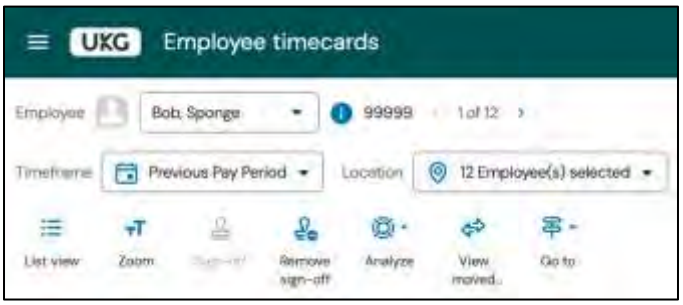


After review, click the **Sign-Off** icon.



How do I Remove Sign-Off from the employee's Timecard?

Go to the **Employee Timecard** grid.



Tip

If you arrived at the employee Timecard via the Employee Search function, you will have arrived on Today's date in the Timecard and will need to navigate to the Previous Pay Period to perform your role.

Click on the **Remove Sign-Off** button at the top of the screen. The button will be active only if the Timecard was already Signed-Off.

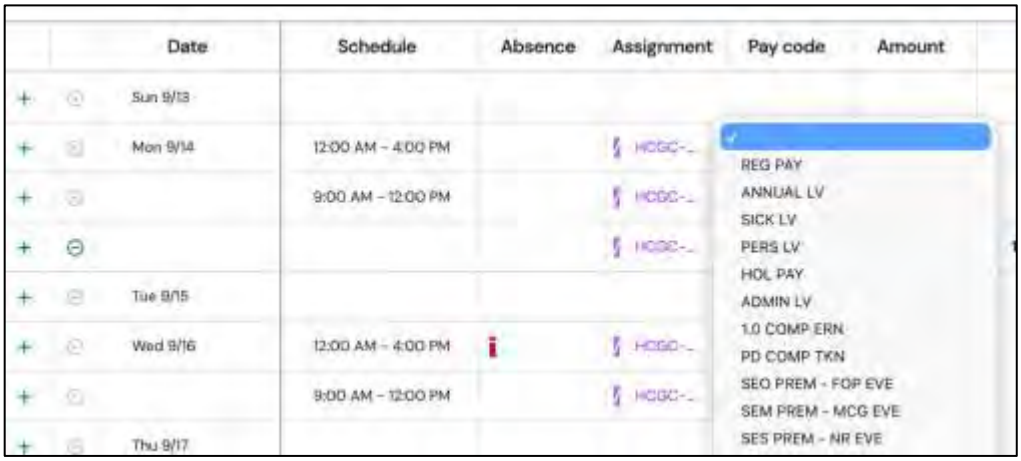


Section 2. Taking Action on Employees' Timecards

How do I make a Pay code edit on a Timecard?

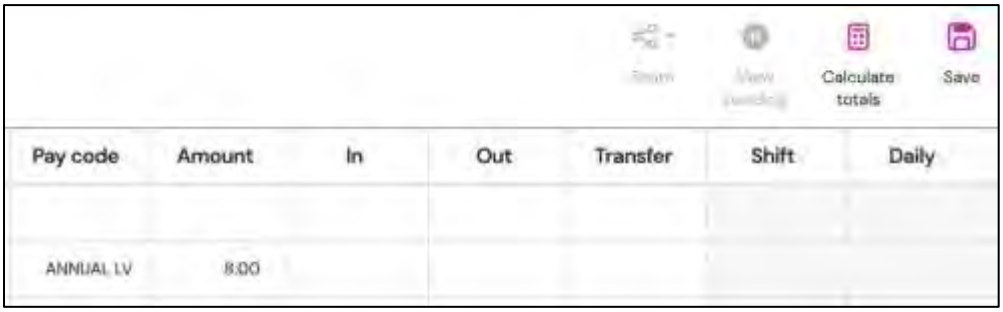
From the **Hourly Timecard view**, find the **Pay Code** column. Click in the cell for the date you want to add time to.

Select the appropriate **Pay Code** from the drop-down menu.



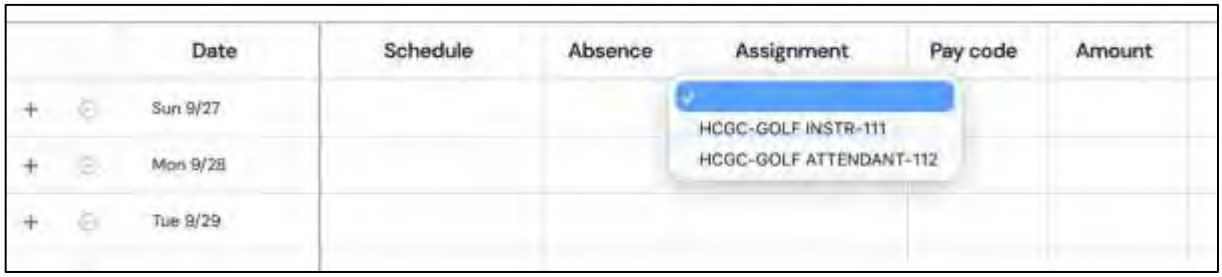
In the **Amount** column on the same row, type the number of hours to add to that Pay Code.

As soon as you add or edit any cell, the **Save** button in the upper right corner will turn purple. Click on it to save your work.

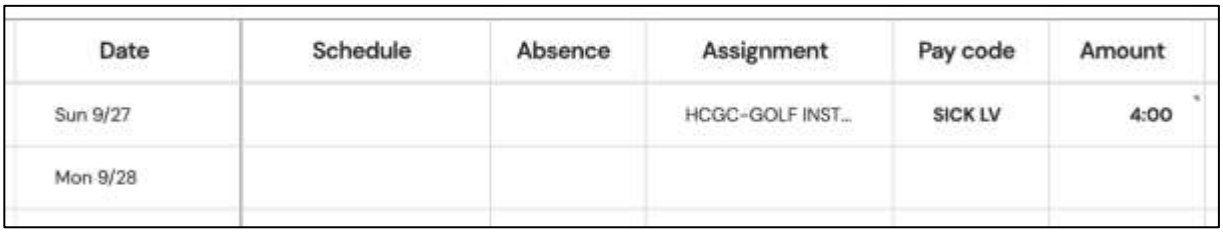


How do I make a Pay Code edit for employees with multiple assignments or positions?

From the **Hourly Timecard view**, find the line for the date where you want to make a Pay Code edit (e.g., sick leave). For employees with multiple assignments or positions, click in the **Assignment** column to select the desired assignment or position from drop-down menu. Assignments are listed in order of position level. The primary assignment is on top.



In the **Pay Code** column, select the appropriate Pay Code edit (e.g., Sick Leave), then enter the amount of hours in the **Amount** column.



Tip

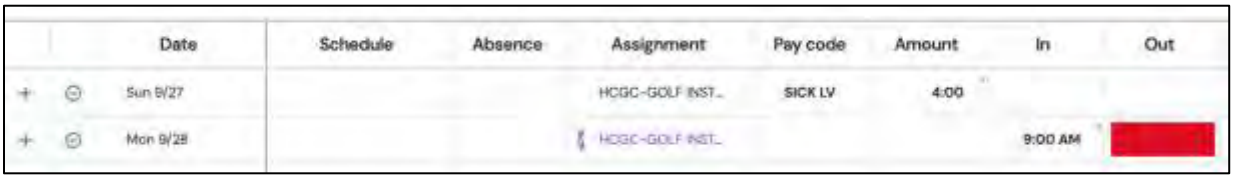
Employees can only charge sick leave for hours they are scheduled to work.

How do I make Timecard edits for punch transactions?

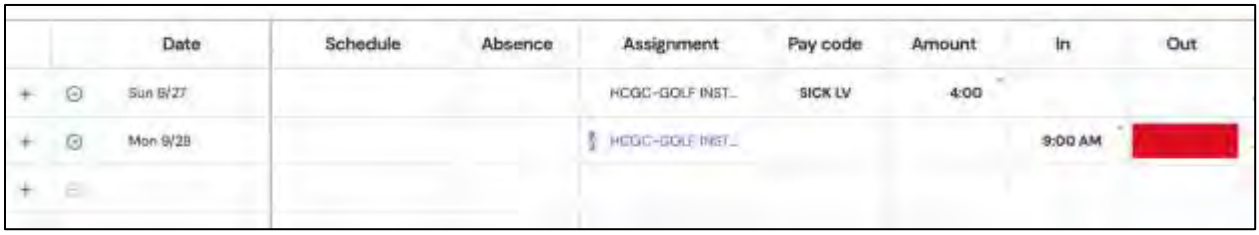
Tip

You must not edit the punch transactions in the In and Out columns.

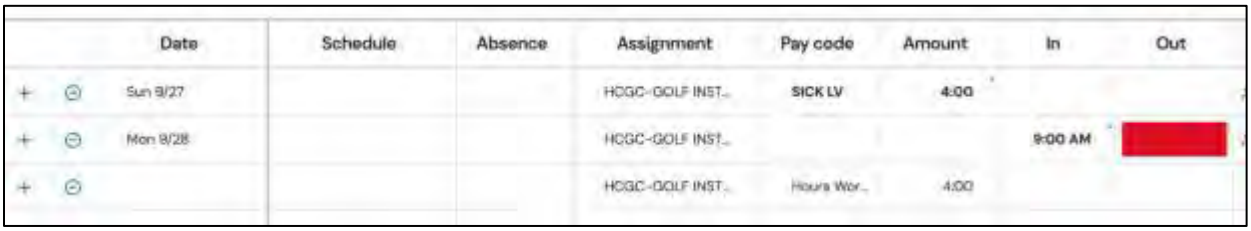
On the **Hourly Timecards view**, select the name of the employee from the Employee drop-down list in the upper left corner of the screen and find the transaction to edit.



Next, click the **"+"** to the left of the date. This will add a **new row** under the date to make edits. In this example, we need to edit the duration of hours worked.



For employees with multiple assignments or positions, click in the **Assignment** column to select the desired assignment or position from drop-down menu. In the **Pay Code** column, select **Hours Worked** and enter the amount of hours in the **Amount** column. When finished click the **Save** button.



Tip

When you make a timecard adjustment or edit, you should include a comment.

How do I add a comment to a transaction?

Comments are short, predefined descriptions that you can add to punches, exceptions, or transactions. You should add a comment to a transaction any time you make a timecard adjustment or edit.

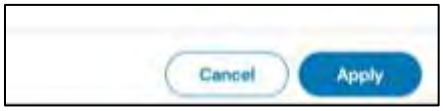
To add a comment, right-click on the desired transaction. In this case, we will right-click on the Amount of hours (4:00) we previously added due to the missed out-punch. From the **Pay Code Actions** panel, select **Comments**.



In the **Comments** panel, select a comment from the **"Select a comment"** drop-down list. If desired, you can also add additional text in the **"Type a note"** box. Next click the **Add** button.



When finished, click the **Apply** button at the bottom of the **Comments** panel.



Tip

You can add more than one comment and note to the same punch by clicking the Add button.

On the **Hourly Timecards screen** select **Save** to save your edits. **Comments** appear on the timecard with a blue bubble indicator on the transaction.

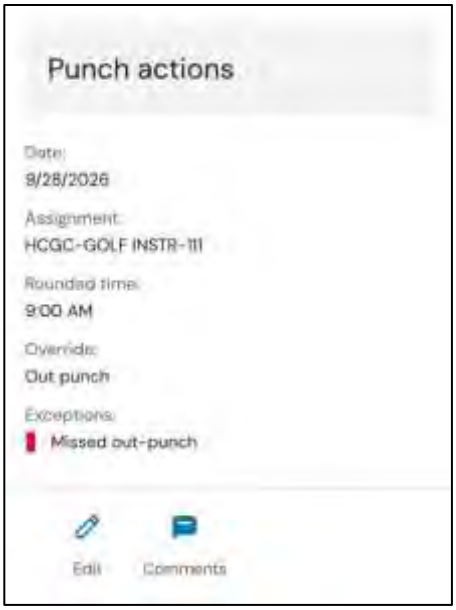


How do I add an optional note to an Exception Error?

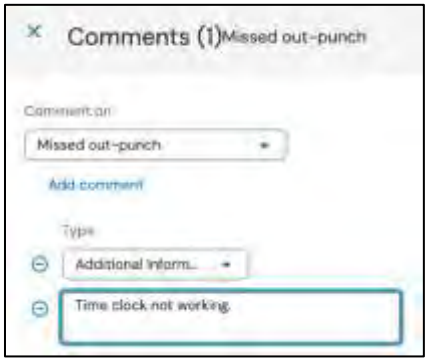
If a transaction has an exception error, an associated comment will be assigned to the transaction automatically.

To see the exception error and add an optional note, right-click on the punch with the exception. In the **Punch Actions** panel, you will see the exception error. In this case the error is, **"Exceptions: Missed out-punch."**

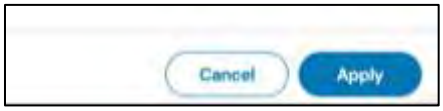
If you would like to add an optional note, select **Comments** from the Punch actions panel.



On the **Comments** panel, you will notice the **"Comment on"** drop-down box is automatically populated with the exception error, **"Missed out-punch."** If you would like to add an optional comment, select a Comment from the **drop-down list**. In the **"Type a note"** box, add any additional information.



When finished, click the **Apply** button at the bottom of the Comments panel.



On the Hourly Timecards screen select **Save** to save your edits. Comments appear on the timecard with a blue bubble indicator on the transaction.

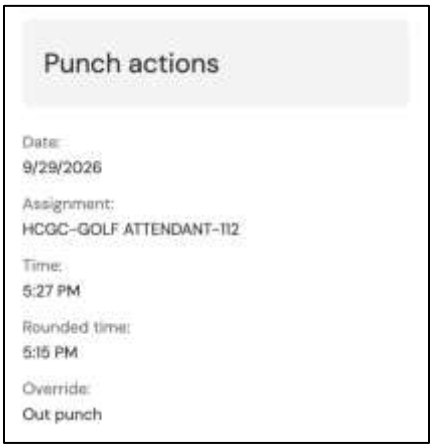


How do I adjust punch transactions?

In some situations, you may need to adjust existing punch transactions. In this example, the employee punched out at 5:27 pm instead of 5:00 pm. The shift total shows 7 hours and 45 minutes due to the 30-minute break deduction and rounding rules.



To see the Rounded time, right-click on the punch out time. This will show you the actual time (5:27 pm) and the rounded time (5:15 pm).



To deduct the extra 15 minutes, **click the "+" to the left of the date** to add a new row under the date to make edits. For employees with multiple assignments or positions, click in the **Assignment** column to select the desired assignment or position from drop-down menu.

In the **Pay Code** column, select **Regular Pay (Reg Pay)** and enter the amount of hours in the **Amount** column. When finished, click the **Save** button. The daily total has now been adjusted by 15 minutes.

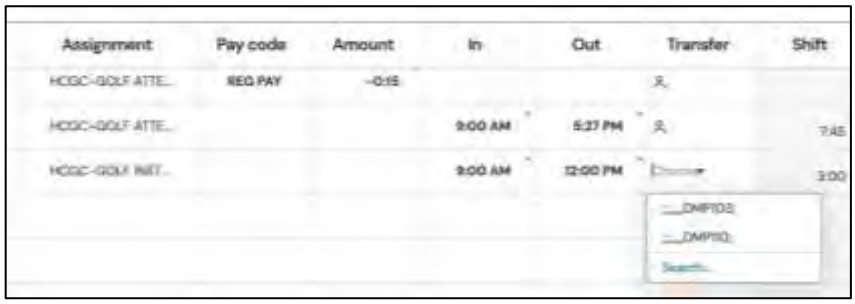


Tip

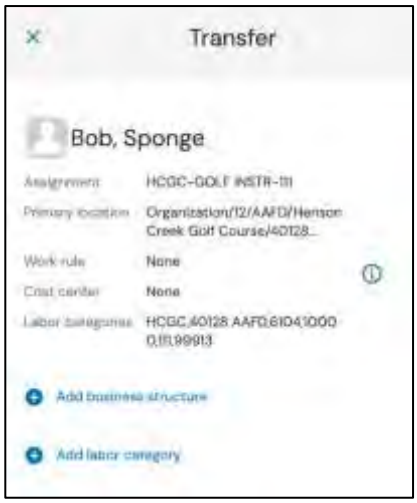
The "Regular Pay" Pay Code should only be used to make timecard adjustments. All hours worked should have the Pay Code "Hours Worked."

How do I transfer time To Account Unit or Activity Codes?

If you need to allocate time to a different **Labor Category** for hours worked, find the date that includes the hours worked for that day. Then go to the **Transfer Column** and select **Search**.



A pop-up called **Transfer** will appear on the right. Select **Add Labor Category**



Tip

Labor categories include Account Unit codes and Activity Codes (Transfer Code/Labor Code). Depending on your role, you may only be able to access certain codes. What you see is based on your assignment or position and business needs. Please see the How-to for All Staff for adding a new Project to your own Timecard; you can use the same process to add a Project to an employee's Timecard.

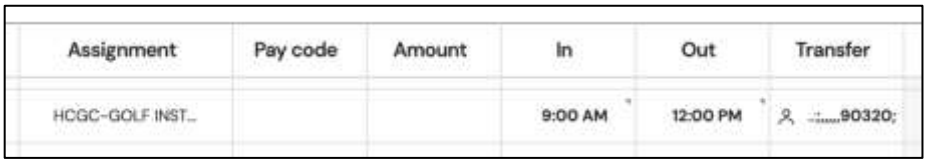
In the **Transfer Labor categories** box, use the **drop-down arrows** to select the **Add Account Unit** or **Add Activity**, then click the OK button in the bottom right of the box.



When you return to the Transfer box, select the **Apply** button.



The **Transfer code** will now appear on the employee's timesheet.



Select the **Save** button to save the transfer.

How do I move amounts on an employee's Timecard?

Go to the employee's Timecard, select the Timeframe for which you need to make a move. Select the **Totals** tab at the bottom of the page.



You will see information in the **Totals** tab. To move total amounts, be sure to set both drop-downs at the top left to **All** (as shown in the screenshot).



Right click on the **Pay Code** where you want to move total amounts from. You will see the pop-up for **Totals Actions**. Select **Move Amount** at the bottom.



Tip

If you are moving totals for a multi-job employee, the Assignment Grouping option must be selected. Also, amounts can only be moved within an assignment. Amounts cannot be moved from one assignment to another.

You will now see the **Move Amount** panel.



In the **To** area, enter the **Effective Date**, select a **Pay Code** from the drop-down menu, and enter an **Amount**.

Tip

Effective dates must be within the selected Timeframe.

If you need to change the Account Unit or Activity that the time has been charged to, select **Transfer** from the most recently used list, or select the down arrow to open the Transfer pop-up.

You can also add **Comments** and **Notes**.

Select **Apply** at the bottom of the **Move Amount** pop-up. The screenshot below shows 4:00 unapproved hours in the **Pay Code** column before the Move.



A new row with the To information is added, unless there already is a Pay Code or Transfer of the same value in the Totals add-on. The From row is reduced by the amount moved. (*Note: The screenshot below shows that the 4:00 unapproved hours were transferred to a new Pay Code, 1.0 Comp Ern.)*



In the Timecard, as always, select **Save** in the upper right corner when it turns purple by clicking on it.

How do I view (or delete) the amounts I moved on an employee's Timecard?

Go to the selected Timeframe for which you want to view your Moved amounts. If there are any, you will see the **View Moved Amounts** in the Timecard toolbar.



Select **View Moved Amounts**. The **View Moved Amounts** pop-up opens with information about all the moved amounts for the selected Timeframe. These are listed in chronological order by the effective date.



Tip

If you moved multiple amounts on the same effective day, they show in alphabetical order.

While you are in the View Moved Amounts pop-up, you can delete all the moved amounts by selecting **Delete All**.

To delete a specific moved amount, select the moved amount and then in the **Moved Amount Details** pop-up, select **Delete**. When finished, select the **Done** button.

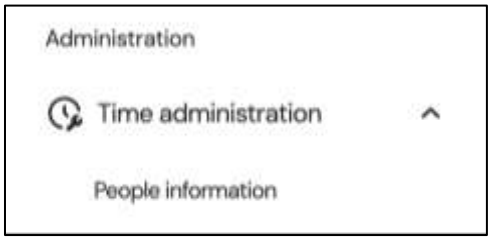


On the next screen, select **Apply**. Back in the Timecard view, click the **Save** button on the top right.

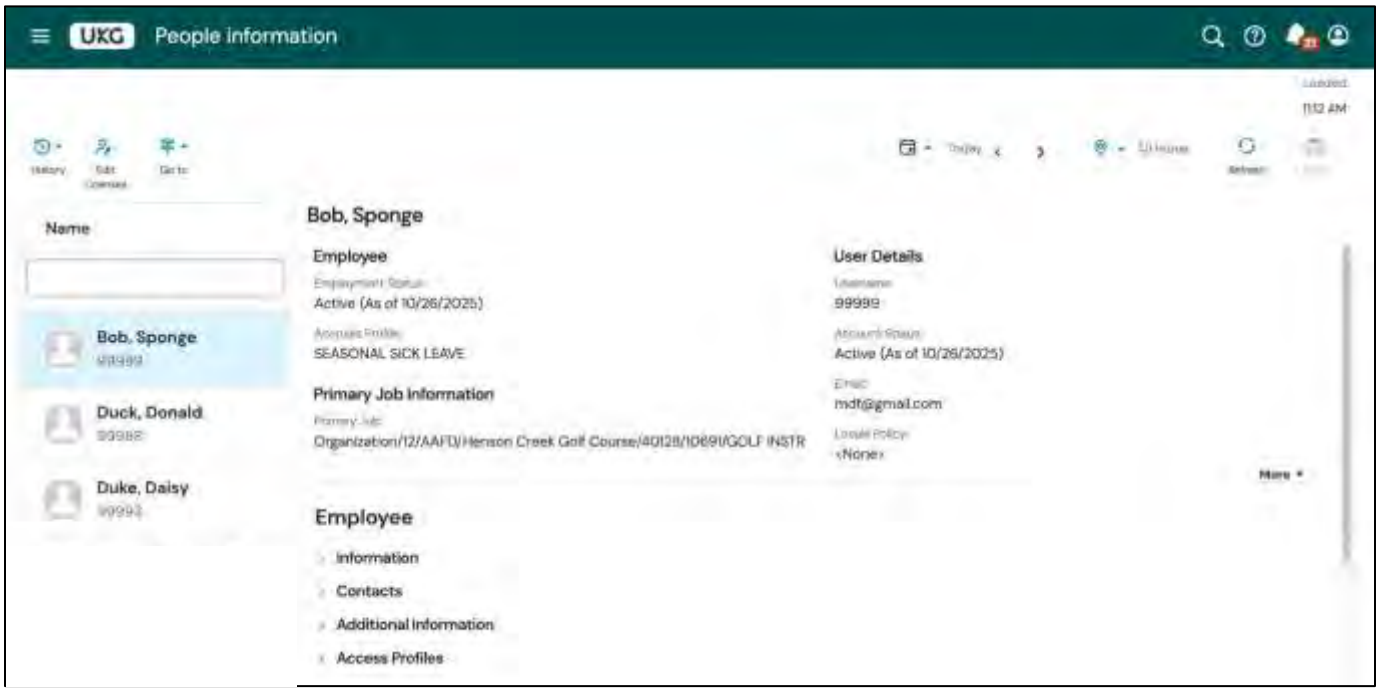
Section 3. Adding Employee Contact Information

How do I add or update employee contact information?

On the **Home** page, select the **Main menu** in the upper left corner. From the **Main Menu**, select **People Information** under **Administration, Time Administration**.



On the **People Information** page, select the Employee's Name from the list.



Next, select **Contacts** under the **Employee** heading.

When the **Contacts** option is expanded, you may enter the employee's contact information. Select the **Save** button in the upper-right corner when finished.



When entering a Phone Number, use the following format: +1 with the area code and phone number with no spaces or dashes, e.g., +12025559743. In order to send SMS text messages to employees, add phone number to field Phone 1 and check SMS. Adding the email address for Seasonal / Intermittent employees enables workflow notification and self-service password reset.

Tip

Fields "Phone 2" and "Phone 3" can be used to store phone numbers, but they are not used to support SMS at this time. For employees who are issued a Commission email address, the information will be populated through automation.

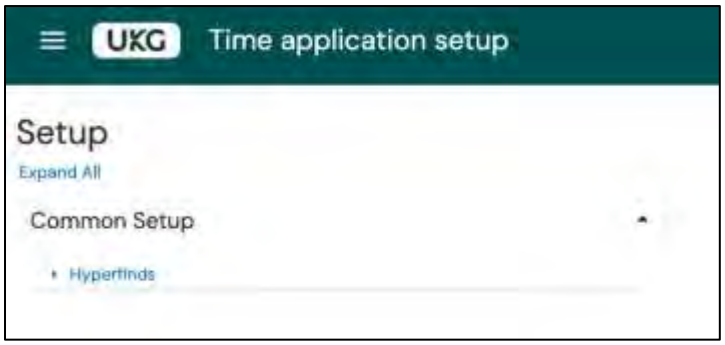
Section 4. Creating Your Own Hyperfind Query

How do I create and save a personal Hyperfind?

From the Main Menu, click on Time application setup under System Configuration



In the Time application setup screen, click on the Hyperfinds link under Common Setup.



From the **Hyperfinds** page, select the **Create** icon on the toolbar.



Tip

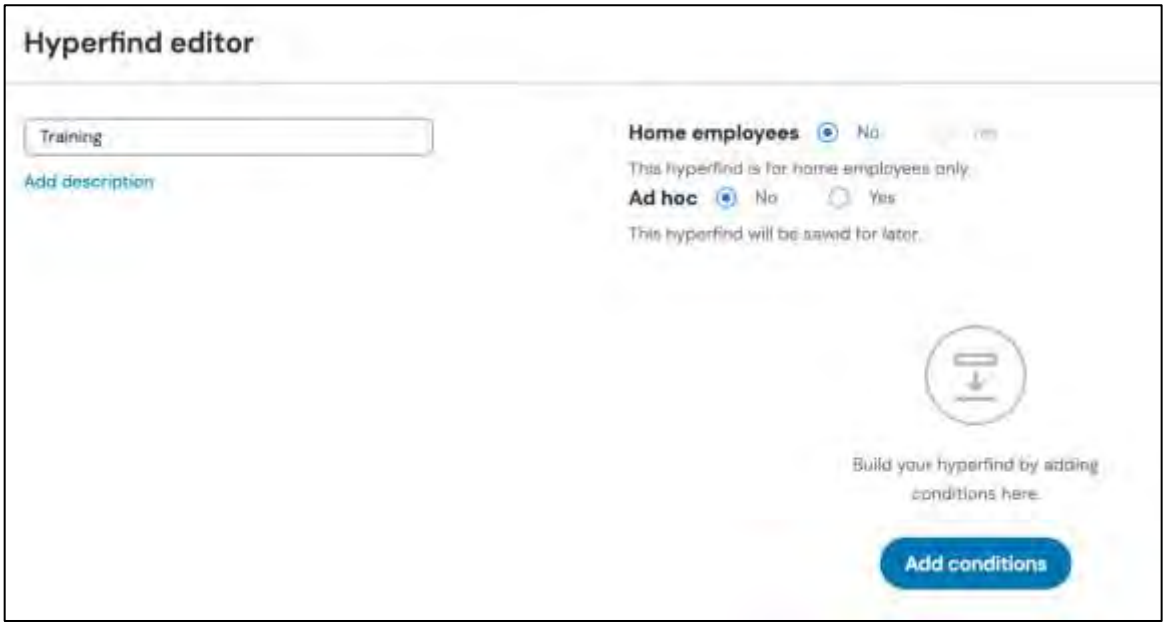
Only you will be able to see this Hyperfind. It will be labeled as Personal visibility in the system. You, as an end-user, are restricted from creating public Hyperfinds.

On the **Hyperfind Editor** page, you will see options that you cannot edit and options that you will need to define. If you cannot edit it, the options will be greyed out.



First, decide if you want to create an **Ad Hoc Hyperfind** or if you want to save it for future use. It will default to **Yes** for **Ad Hoc**, which is a one-time use. Any **Hyperfind** created that is specified as **Ad Hoc** is not saved in the system.

If you want to save it for future use, click **No** for **Ad Hoc** and then enter a **Name** for your query in the **Add Description textbox** on the left.



Then, click the **Add Conditions** button in the middle of the screen.

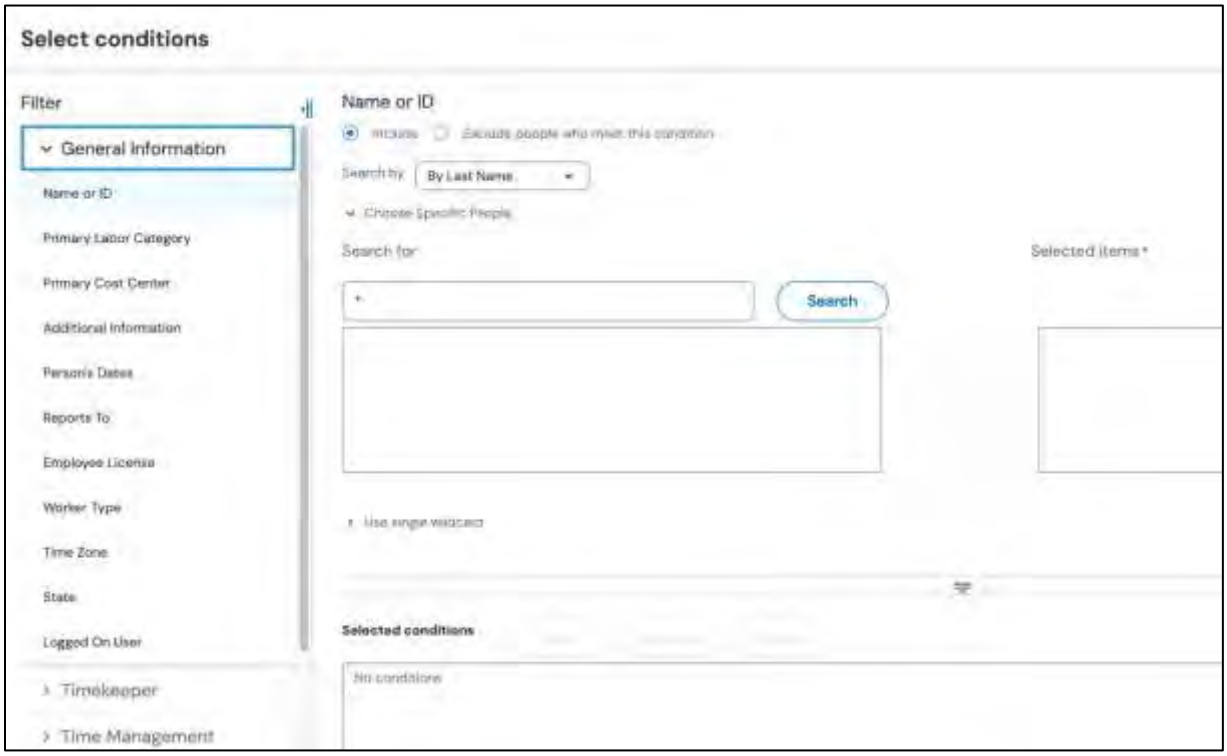
Tip

Conditions are how you apply the filters you want to include in your Hyperfind.

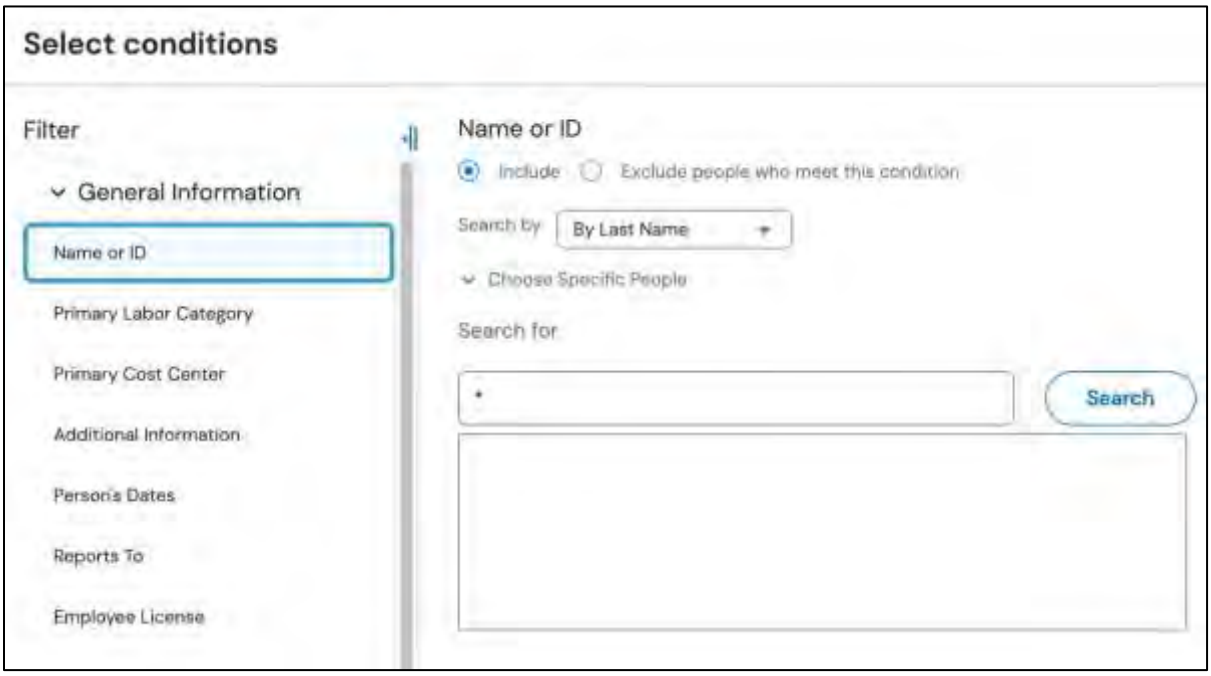
When you click **Add Conditions**, you will now see a set of **Filters** on the left with drop-down menus under them that you can expand for many options. You will also see the first available **Filter** under **General Information** called **Name or ID**.

Tip

In the Select Conditions dialog box, there are main filter categories: General Information, Timekeeper, Time Management, Scheduling, Accruals, User Information, and Business Processes. (Note: Business Processes is the category you can use to filter for Delegations.)



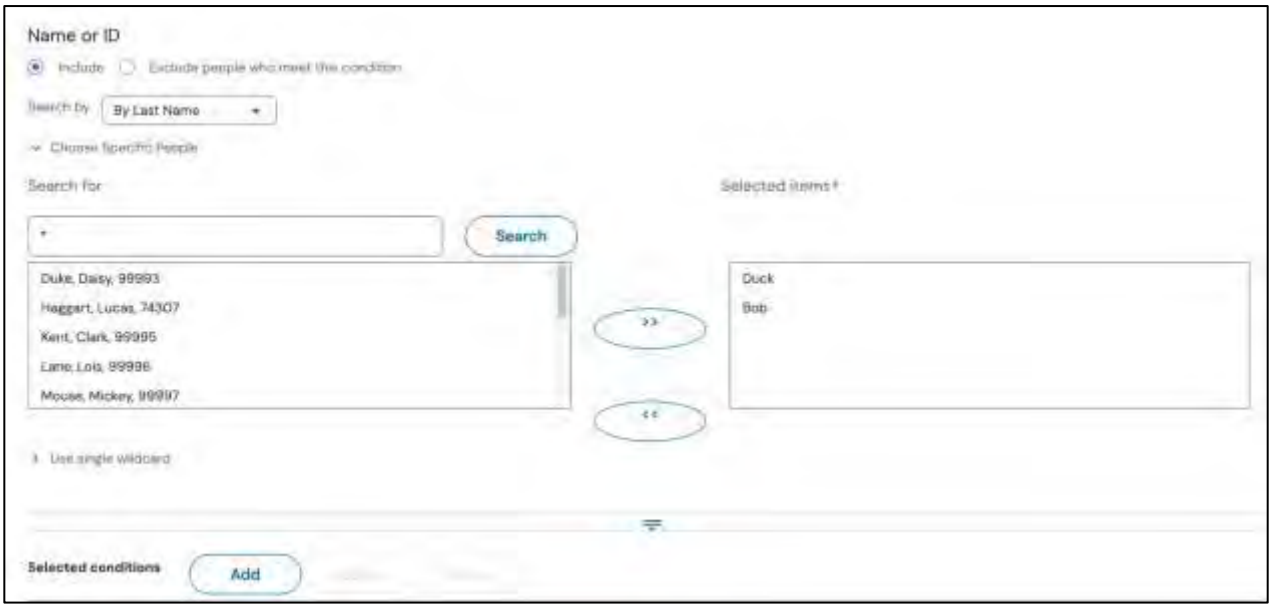
When you have selected the **Filter** you want, you can add information to your **Filter**. In the screenshot below, you are including people who match the criteria to **Search by Last Name** for all employees that you have access to. You will get all employees because you have the **wildcard (*, asterisks)** in the text box called **Search for**.



Click the **Search** button to see the results of your Filter condition, but you have not yet added them to your Hyperfind.

In this screen, you will see your results on the left with a set of arrows in the center that direct you to add the items you want from the left box to the right box. The right box is called Selected Items. If you select one result, use the single arow. If you want to select all results, use the double arrows.

In the screenshot below, you see that two results were moved to the Selected Items box on the right. Only then will the Selected Conditions, Add button become active. Click Add.



Your Selected Items will now appear in the **Selected Conditions** box at the bottom of the screen. Next click the **Apply** button.



After you click **Apply**, you will see the **Hyperfind Editor** screen that shows you a summary of your **Hyperfind**.



To test the query, click **Test Hyperfind** in the lower left corner.



You will see the **Test** pop-up on the right that shows you the results of your **Hyperfind** for the **Current Pay Period** with a **Total** count of results at the bottom.

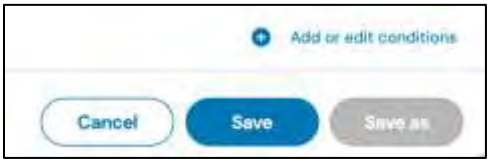
You can select different **Timeframes** you are interested in by selecting the **Calendar** icon. Review your Hyperfind results; then, click **Done** to close the test.



Tip

“Week to Date” is recommended for anything you want to see that is true today.

If you like your results, you can **Save** the **Hyperfind** by selecting the **Save** button in the lower right corner.

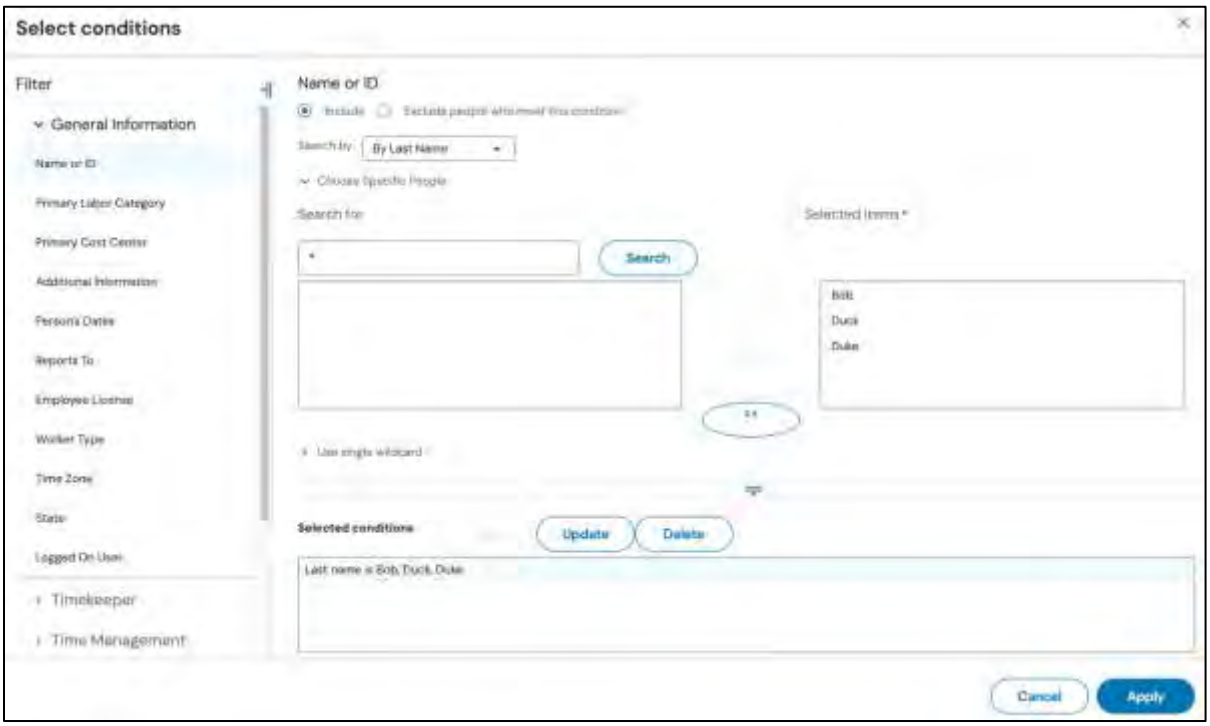


If you do not like your results, make the appropriate edits to your filters and filter conditions by clicking the **Add or Edit Conditions** option to relaunch the **Select Conditions** pop-up.

Click on the conditions that you want to update that are within the **Selected Conditions** box. Next, use filters to filter conditions to add new items. To complete, return to earlier instructions.

To modify items, select the items that you want to modify, then click blue arrow button. Then, click the **Update** button.

To delete all conditions, select the conditions then click **Delete**.



Next, click the **Apply** button at the bottom right corner of the screen.

Click **Test Hyperfind** in the lower left corner to retest your **Hyperfind**.



If you like your results, click the **Save** button at the bottom of the screen.

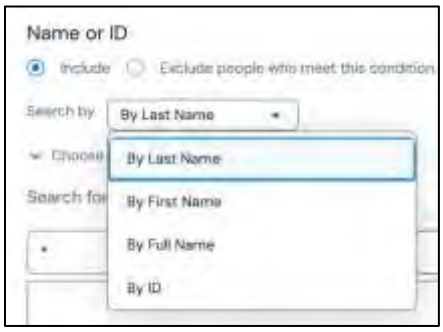
Once you click **Save**, you will return to your list of **Hyperfinds**. You will see the one you just saved in the list; the table will show that it is only visible to you **(Personal)** under the **Visibility** column.



Tips for creating and finding your personal Hyperfind Queries

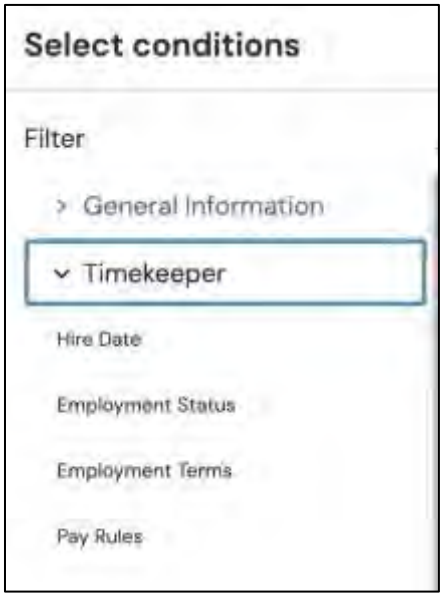
Be specific: think about how many people have the same Last Name.

The screenshots showed the initial default selections for searching by **Last Name**. You will see other options by clicking the **down arrow** next to **Search by**. Be as specific as you can in your filters; many people share Last Names so you may not get the results you intended.



Be aware of employment status: If you want active employees only, you must include that filter in your Hyperfind.

Under the Timekeeper Filter, select Employment Status.



In the **Employment Status** filter, you can make your selections about what Employment **Status** you want to include in your Hyperfind.

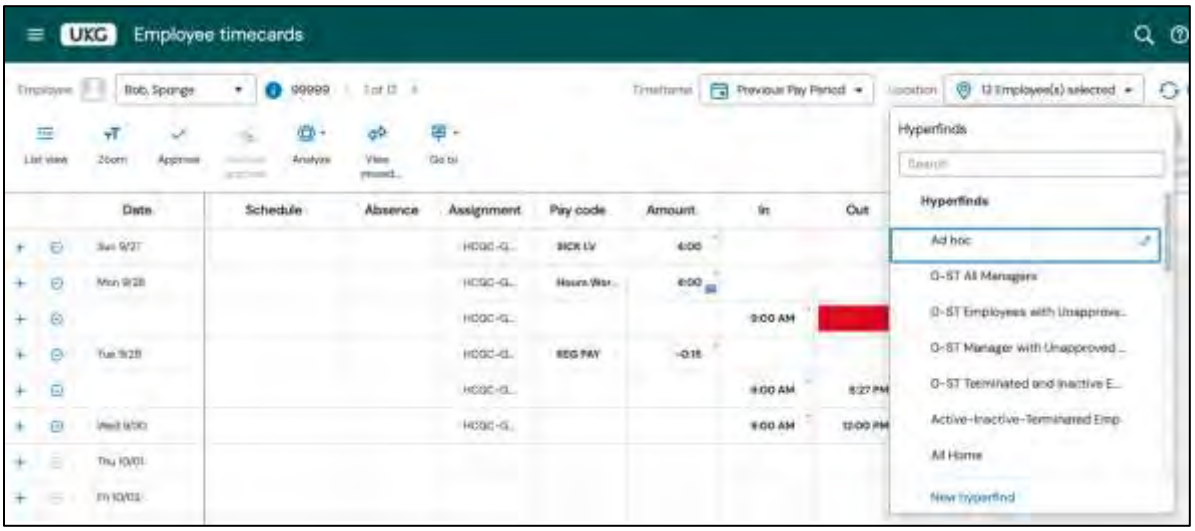


Once you have selected the Employment Status you desire, click **Add**. Keep in mind that you are adding that condition to your **Selected Conditions** box at the bottom.



How do I find a Hyperfind I created from Employee Timecards?

From the **Employee Timecards** screen, click the down arrow in the **Location** box. From here you will see a list of available **Hyperfinds** as well as a **Search** function.

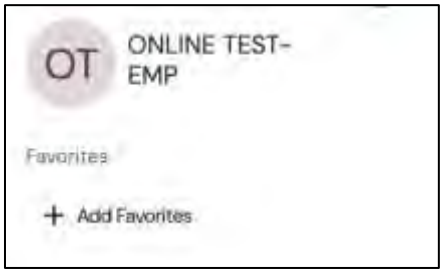


Section 5. Additional Features

How do I add frequently used pages to Favorites?

You can personalize your Main Menu by adding your most frequently used pages to Favorites. Favorites provide quick access to multiple pages within the system.

To add a page to **Favorites**, select the **Main Menu**, then click on **Add Favorites** under the Favorites option.



Expand the menu subcategories to see available options. Select the **checkbox** next to each item you would like to add to **Favorites**. Then select **Save**.



The item will now appear on the **Main Menu** under **Favorites**.

How do I use the Bryte A.I. Search and Navigation Feature?

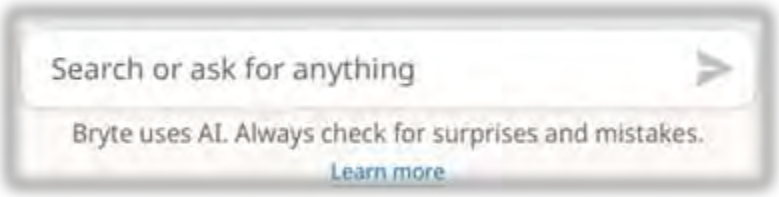
The **Bryte A.I. Search and Navigation action button** appears in the lower right corner of the screen on most pages in the system. You can use the system to help you quickly get to any area of the system or ask a question to find information, such as:

- Open my timecard.
- Where can I enter a time-off request?
- What is my schedule this week?

To launch the Bryte A.I. feature, select the **button** in the lower right corner of the screen.



In the **Search or ask for anything** text box at the bottom of your screen, enter your request, then select the **Search Arrow**.



Glossary

In this Glossary, we list in alphabetical order terms used in this document that may be new or unfamiliar. Please use this Glossary for reference.

- **Absence Calendar:** A feature in the scheduling module that displays employee absences and approved time-off requests.
- **Accruals:** Amount of time off an employee has earned but not yet used.
- **Allocation:** The assignment of work hours to projects/programs, expense codes, and jobs.
- **Approval:** The final step in Timecard submission, indicating confirmation of hours by the employee or Manager/Time Approver.
- **Assignment:** A single assignment or position (one job) that an employee holds within an organization, which has distinct attributes, like its own separate pay rate, schedule, and Time Approver/Manager.
- **At a Glance:** Overview or summary information displayed on the screen, often highlighting alerts or items requiring attention.
- **Attachment:** A document or file linked to instructions or information within the system, such as guides for creating Hyperfinds.
- **Audits:** A log of changes and approvals made to a Timecard, accessible in the system for verification and tracking.
- **Bryte A.I.:** A search and navigation feature that uses artificial intelligence to assist with routine tasks and answer questions within the UKG application.
- **Business Structure:** The organizational framework within the system that defines various departments, division, physical work location, expenditure codes, and jobs.
- **Completed Section:** A part of the Report Library where completed reports are stored and can be accessed by users.
- **Control Center:** A centralized location within the system where employees can manage requests and notifications.
- **Content Menu:** The Main Menu button represented by three vertical lines (often called a “hamburger”) on the main navigation, allowing access to system modules.
- **Dataview:** A custom display that provides structured access to workforce data, helping Time Admins and Managers/Time Approvers with tracking, validation, and review tasks.

- **Dataview Library:** A section within the system that provides dashboard reports for various workforce metrics and management.
- **Effective Date:** The start date on which an action, such as a delegation or schedule change, takes effect.
- **Employee Count:** The number of employees currently assigned to a manager, typically displayed in the top navigation of the Timecard screen.
- **Error Message:** A system notification indicating an issue with a task or process.
- **Extension:** An exception that allows extra time beyond the standard cutoff to complete a process (e.g., Payroll sign-off).
- **Favorites**: A feature that allows a user to add frequently used items for quick and easy access.
- **Historical Correction:** An adjustment made to Timecards already processed by Payroll.
- **Hourly View Timecard:** A Timecard format designed for hourly employees, showing detailed punch information and hours worked.
- **Hyperfind:** A query or filter that allows users to select specific groups of employees based on criteria, such as location, department, or job status.
- **In and Out Punch:** Entries on a Timecard that reflect the start (In) and end (Out) times for an employee's work shifts.
- **Intranet:** An organization’s internal website accessible only by its staff.
- **Kronos:** A workforce management tool used for timekeeping.
- **Labor Category:** A way to organize information about what an employee has worked on (i.e., job, employee’s assigned job location, etc.).
- **Landing Page:** The initial or main page presented to users upon login, also referred to as the Home Page.
- **Locations and Hyperfinds:** A filtering tool within the system that allows users to select specific groups of employees based on criteria such as department, role, or location.
- **Manager/Time Approver:** Individual with the authority to approve other employees’ Timecards.
- **Multi-Pay Employee:** An employee who holds multiple job roles or pay assignments within the organization.

- **Multiple Assignment:** Allows one employee to hold multiple assignments or positions (more than one job) at one time, each with its own separate pay rate, schedule, and Time Approver. It is all under one Human Resources Information Systems (HRIS) and UKG record.
- **Pay Period:** The recurring schedule by which employees are paid biweekly.
- **Payroll Processing:** The administrative task of managing and calculating employee wages, taxes, and other deductions on a scheduled basis.
- **Pay Code:** Codes used to classify types of hours worked, such as regular, overtime, or holiday hours.
- **Position:** A single assignment or position (one job) that an employee holds within an organization, which has distinct attributes, like its own separate pay rate, schedule, and Time Approver/Manager.
- **Query:** A saved search or set of criteria in the system for quickly filtering information.
- **Report Library:** A storage area within the system where Managers can access and run workforce reports.
- **Scheduler:** A system module that allows managers to define and manage work schedules for employees.
- **Share Option:** A feature allowing users to print or share information.
- **Shift Template:** A pre-defined schedule or shift setup that can be applied to employee schedules.
- **Single Sign-On (SSO):** An authentication process allowing users to access multiple applications with one set of login credentials.
- **Task Assignment:** A specific responsibility or item requiring action, assigned to a Manager or employee within the system.
- **Tiles:** Blocks on the user interface that link to various sections or functions.
- **Time Admin (Time Administrator):** An individual authorized to finalize time records within the timekeeping system.
- **Timecard:** A digital record of hours worked by an employee.
- **Totals Tab:** A section where cumulative hours or pay period summaries are displayed.
- **Transfer:** A function allowing employees to assign time worked to specific projects/programs, jobs, and expenditure codes.

- **UKG (Ultimate Kronos Group):** The company that provides workforce management and human resource management services.
- **UKG Workforce Pro:** M-NCPPC's time and attendance system.
- URL (Uniform Resource Locator): A web address.