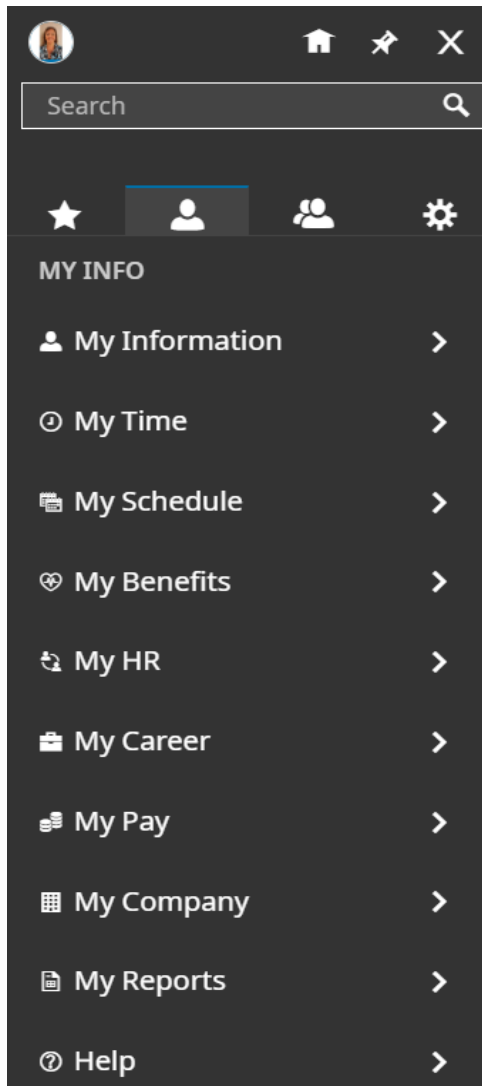


Running a Detailed Hours Report in UKG

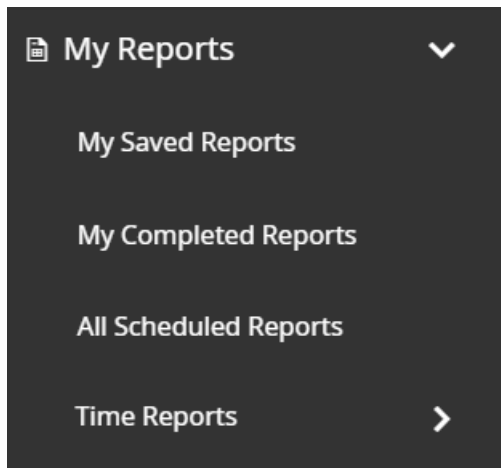
1. Click on your menu icon at the top left corner of your screen.



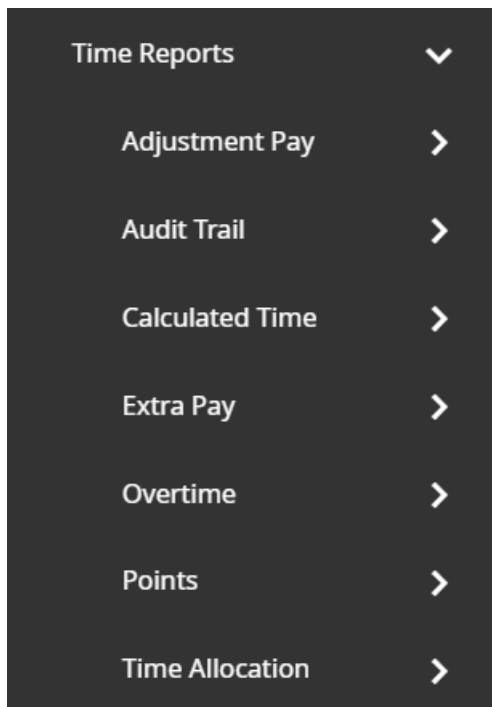
2. Click on the single silhouette.



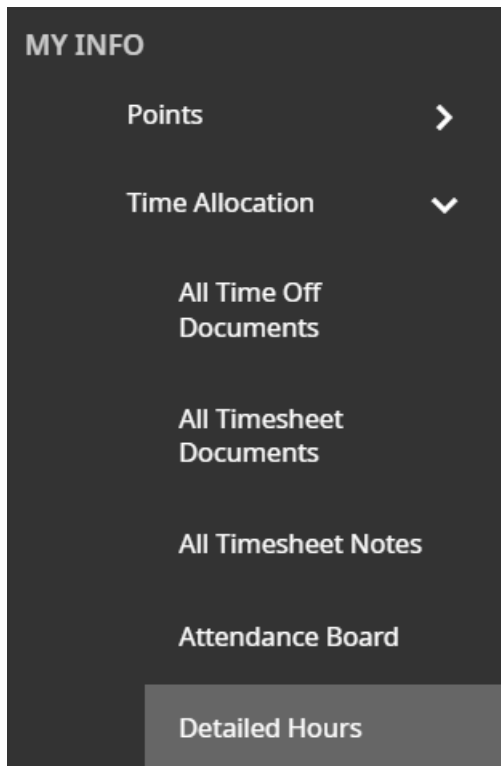
3. Click on My Reports.




4. Click on Time Reports.



5. Click on Time Allocation and then Detailed Hours.



6. Adjust the date range you are wanting to look at by clicking the blue Timesheet Dates button towards the right side of your screen.

 Timesheet Dates: 05/01/2022 - 05/31/2022


7. Make sure Date Range is selected for the Type field and then select the From and To dates. Click the blue APPLY button at the bottom.


Filters ✕

Global **Column**

Timesheet Dates

Type
Date Range ▼

From
05/01/2022 

To
05/31/2022 

Employee Filter
All Employees ▼

Enable
 Extra Filters

Cancel Apply

8. From here you will be able to look at your team’s punches to help determine if they worked their appropriate schedule. There will be 2 rows for most people. The first row represents a Start time for the day and an End time that is most likely the team member clocking out for lunch. The second row’s Start time will be the team member clocking in from lunch and the End time will represent their out punch for the day.

↓ Date ▼	Start ▼	End ▼
= ▼	= ▼	= ▼
05/31/2022	07:57a	02:15p
05/31/2022	02:45p	05:58p
05/30/2022	07:56a	01:10p
05/30/2022	01:40p	05:11p
05/27/2022	07:58a	02:02p
05/27/2022	02:32p	05:46p