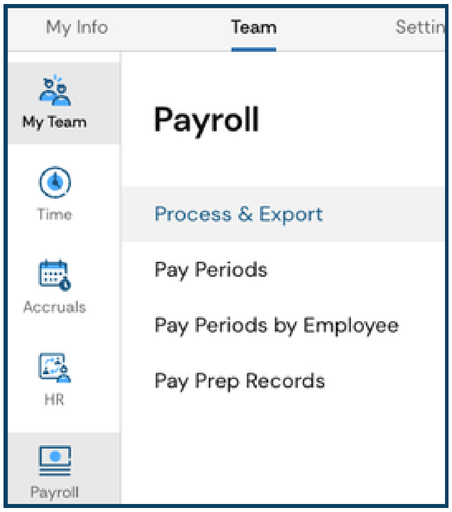
ProService HAWAII

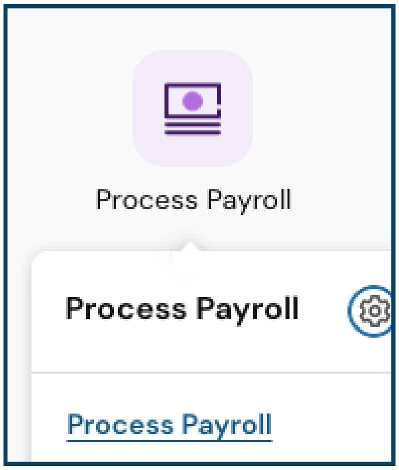
Process & Export: New Experience

UKG Ready | How To Guide

GETTING STARTED

To view pay period information and begin processing timesheets, go to
Team > Payroll > Process & Export or the **Process Payroll icon** on your dashboard.



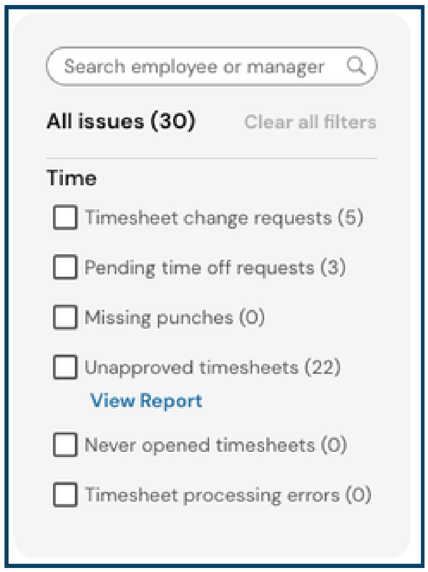


The Process Timesheets page displays all pay periods that match the filters. You can view the employees in each pay period and other information, such as the Pay Period Profile and dates.

To start processing a timesheet, select the **Pay Period Functions** option next to the desired pay period.

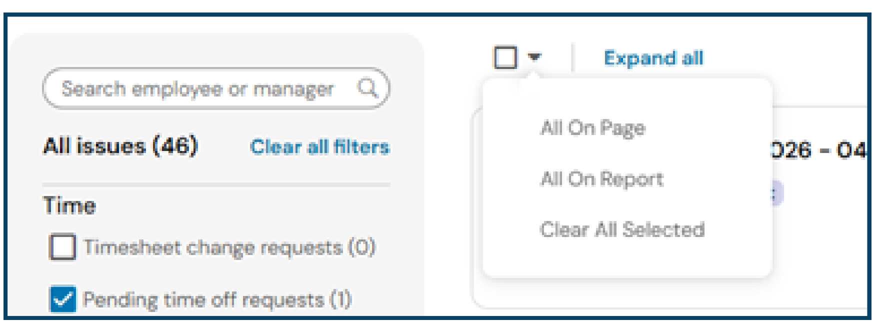
REVIEW AND RESOLVE ISSUES

This left-side panel is a centralized location to select timesheet issues that require your attention.

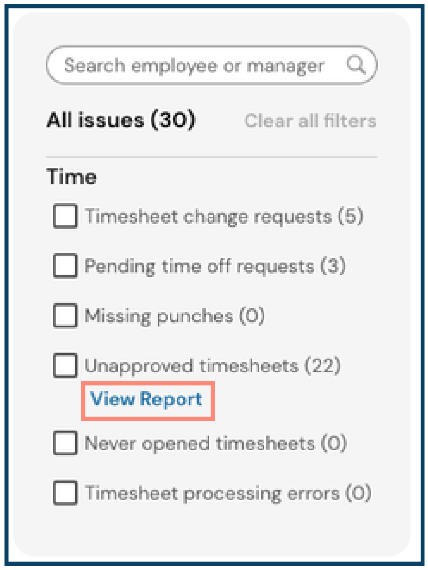


In the All Issues panel, you can search for specific employees and managers. Select the checkbox next to the step to filter by issue. All or selected items are displayed on the right side of the page. Timesheet processing issues update in real time on this page.

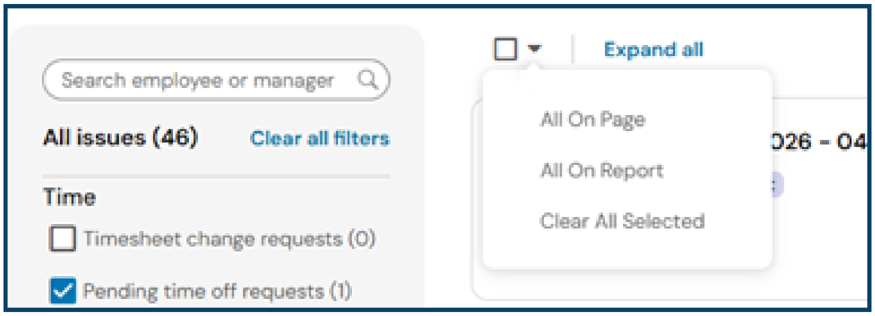
The View Details link opens the selection to review issue and solution details. A page link may be available to direct you to the specific page to review prior to resolving the issue.



A View Report link displays under an issue if there are more than 10 issues for the type. When selected, a pop-up window of the report opens where you can perform mass actions on the issues



You may resolve individual or all similar issues at once by selecting the checkbox in the header and selecting **All On Page** or **All On Report**, then choosing **Approve** or **Reject** items together at one time. Alternatively, you can review and approve or reject individual issues.

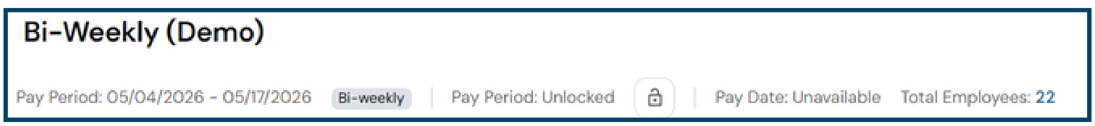


For Timesheet Change Requests, Pending Time Off Requests, Missing Punches, and Unapproved Timesheets, you may choose the **Remind Managers** button at the top of the page, which sends a pre-configured email notification to the assigned approver.

TIMESHEET INFORMATION

At the top of the page, the following pay period information displays:

- **Pay Period:** Date range and pay period type
- **Pay Period:** Unlocked or Locked displays, and you can select the icon to lock (to prevent further edits to a pay period) or unlock the pay period
- **Pay Date:** This is not stored in UKG and will always display as Unavailable.
- **Total Employees:** Number of employees in this pay period



ACTIONS AND REPORTS

The Following Actions and Reports are available:

Reprocess Timesheet
This option allows you to manually re-apply pay calculations and reprocess all employees. If a configuration change, such a pay calculation or cost center adjustment, has been made on payroll day or right before processing that may affect how time is processed, you may use this option to manually reprocess all timesheets.

Otherwise, in most payrolls, you do not need to manually reprocess timesheets as these are continuously processed with timesheet changes. Once a punch is added on the timesheet or auto-populated timesheets are used, the time side reprocesses. The system automatically syncs timesheets so that they are ready for payroll.

View Pay Prep Results
After all hours are calculated, you can view the results showing the number of records processed using this link. This opens the View Pay Prep Records Details report. Each employee's calculated time is displayed, including the record name, earning code, and rate amounts. The report information may also be viewed as a summary using the View Summary button.

View Supporting Reports
This opens the Supporting Reports window of reports based on available functionality.

- Employee Maintenance
- Time Maintenance

$ CREATE PAYROLL INTERFACE FILE

Once all issues have been resolved and payroll is complete, select the Create payroll interface file button, then do the following:

1. Click on the three dots under Actions to expand the menu
2. Click Upload to Provider