Ball State University
UKG Dimensions Tips & Tricks

Payroll Location and Information

- The Office of Payroll Operations is located in the Administration Building, Room G29.
- Phone **Staff Directory**
- Email payrollprocessors@bsu.edu
- Fax 285-6612

Timekeeping Deadlines and Pay Day Information

Starting on January 4, 2019, all employees will be paid on a biweekly basis and payday will be every other Friday. In order to process payroll, all timecards must be signed off by 2:00 PM on the Monday of a pay week (aka Timekeeping Monday). In order to meet the biweekly deadlines, it is advised to review timecards on a daily basis to resolve issues timely.

UKG Dimensions Tips, "Please Do":

- Check your timecard and employee timecards throughout the pay period.
    - It is easier to correct a missing punch or enter time off when it happens then at the end of the payroll period.

- Timekeeping deadlines are important, set a biweekly reminder on your calendar to ensure you meet department and Payroll deadlines.

- Understand the difference between ALL HOME and ALL WORKED Hyperfinds.
    - Everyone clocking in your department will show up under ALL WORKED.

    - Only those employees whose primary position is with your department will show up in ALL HOME.

- Ensure employees are compensated for all hours worked.

- Move compensatory time to overtime as needed. Different overtime rules apply to different classifications, see below:
    - Non-exempt staff (except Public Safety) - all hours over 40 in a pay week default to compensatory time, which is earned at 1.5 hours for every hour worked. These employees are allowed to accrue up to 240 hours in their comp time bucket in a fiscal year.
    - Service employee (except Public Safety) – all hours over 10 in a day or 10 in a 24 hours period results in overtime.
    - Public Safety employee – all hours over 80 in a pay period defaults is considered overtime.
        - A non-exempt staff employee in Public Safety – all hours worked over 80 in a pay period defaults to compensatory time, which is earned at 1.5 hours for every hour worked. These employees are allowed to accrue up to 240 hours in their comp time bucket in a fiscal year.

- A service employee in Public Safety - all hours over 80 in a pay period defaults to overtime.

- Utilize the UKG workflow initiated by employees to document all changes, deletions, and additions to an employee's timecards. An additional option is to use the Timecard Adjustment Form.
  - Be sure to get the employees and supervisors signature on the Timecard Adjustment Form.
  - Add a comment and maybe a note to the corrections in UKG.

- Keep Payroll records, including Timecard Adjustment Forms, for three years.

- Refresh your screen if you cannot see your changes.

- Use the Audit tab to review punches.
  - Has an original punch been edited? If so, should it have been?
  - Is a time clock punch from an expected time clock location?
  - Is a timestamp via a computer from a recognized location on campus? The BSU IP address begins with 147.

- Right click on a punch time to see how the punch rounded (forward or backward).
  - You can also use the "Rules Analysis" report to see how our rounding rules affect a punch.

- Contact a Payroll Specialist with any questions.

UKG Dimensions Tips, "Please Do Not":

- Delete punches, right click and edit them instead.
  - If you must delete a punch (employee clocked out twice causing a missing punch error), then add a comment and a note as to why you need to delete the punch first and then delete the punch. Even though the punch is deleted, the punch time and comments will remain in the audit trail.

- Edit punches to prevent overtime, the timesheet is a legal document.

- Make changes without documentation, such as a Timecard Adjustment Form.

UKG Dimensions Tricks:

- Throughout the pay period, utilize your UKG Dimensions home page to resolve exceptions listed on the "Manage Timecards" tile.

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- **On Timekeeping Monday**, utilize your UKG Dimensions main menu to navigate to your Dataview Library under the Dataviews & Reports section and select "BSU Pay Period Close" to:

  o Change the time period by clicking on the down arrow next to the calendar icon and selecting the "Previous Pay Period." You want to review, edit, and approve the timecards for the previous pay period.

  o Check for missing punches by hovering over the "Missing Punch" column columns, clicking on the down arrow, and selecting "Sort by Descending." This will bring all the employees with missing punches to the top of your list. Remember UKG will allow you to approve a timecard that has a missing punch, however Payroll cannot sign off and process that timecard.

  o Check for any approvals that have already been applied to a timecard.

  o Check for approvals by hovering over the "Approval" column title, clicking the down arrow, and selecting "Sort by Ascending." This will bring the employee who are not approved on to the top of your list. Edits can be made on a timecard until it has been signed off.

  o You can view the employee timecards by left clicking on the "Select All Rows" icon, then right click to select the "Go To" icon and then select "Timecards" if you want to see all the employees in your list. A new view called "Employee Timecards" will appear and allow you to scroll through the timecards one by one.

    ▪ If you only want to see a select few employees in your list, you can add a checkmark to the rows next to their names.
      - Use the control key to sporadically select employees. Click on the first employee, then click and hold the control key while randomly selecting the other employees.
      - Use the shift key to select employees in a consecutive order. Click on the first employee, click and hold the shift key, then click on the last employee in the consecutive row.

  o You can do "group edits" to mass approve timecards (after your review, of course) on employees after reviewing their timecards. Once you have done your review and/or edits on each employee timecard, you can come back to your "BSU Pay Period Close" dataview and do a mass approval by left clicking on the "Select All Rows" icon, then click the "Approval" icon, and select "Approve Timecard."
    ▪ To check the results of your group edit, click on the main menu icon, then under the Dataviews & Reports section, select "Group Edit Results." Once the "Group Edit" tab opens, you can review the results of your mass approval.