



Judiciary of Guam

Administrative Office of the Courts
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910
Tel: (671) 475-3544 • Fax: (671) 475-3184



HON. ROBERT J. TORRES
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA, III
PRESIDING JUDGE

DANIELLE T. ROSETE, ESQ.
ADMINISTRATOR OF THE COURTS

August 26, 2024

To: Judiciary Employees

From: Administrator of the Courts

Re: Timekeeping Policy (Administrative Policy UJ 24-01)

I am pleased to disseminate the Judiciary of Guam's Timekeeping Policy which implements the Judiciary's adoption of an electronic Timekeeping System. This Policy sets forth the procedures and guidelines for the designated Timekeeping System to ensure that employees understand their expectations regarding working hours and timing in and out, reporting absences, promoting fairness and compliance, and facilitating accurate payroll processing.

This policy also reflects recent changes to the Judiciary of Guam's Personnel Rules and Regulations (JOGPRR) relative to the charging of leaves adopted by the Judicial Council in JC24-012. Pursuant to the amended JOGPPR Rules 11.102 and 11.202, the minimum charge for annual leave and sick leave shall be 15 minutes, with additional charges in multiples thereof.

A copy of the Timekeeping Policy is attached and will also be available on the Judiciary's Intranet. I highly recommend that you take the time to review and become familiar with the contents of this policy.

Should you have any questions, please feel free to contact our Human Resources Office at extension 349, 239, 422, 583 or 157.

senseramente,

DANIELLE T. ROSETE
Administrator of the Courts

Attachment

cc: Chief Justice & Associate Justices
Presiding Judge & Judges
Division Managers

**JUDICIARY OF GUAM
POLICY AND PROCEDURES
ADMINISTRATIVE POLICY NO. UJ 24-01**

 Judiciary of Guam	TITLE: Timekeeping Policy
APPROVED BY:  Danielle T. Rosete, Administrator of the Courts	EFFECTIVE DATE: August 26, 2024

I. PURPOSE

This Timekeeping Policy (Policy) implements the Judiciary's adoption of an electronic Timekeeping System. The purpose of this Policy and the Timekeeping System is to improve efficiency and accountability by ensuring compliance with the Judiciary of Guam Personnel Rules and Regulations (JOGPRR) regarding hours of work and applicable labor laws. This Policy sets forth the procedures and guidelines for the Timekeeping System to ensure that employees understand their expectations regarding working hours and timing in and out, reporting absences, promoting fairness and compliance, and facilitating accurate payroll processing.

II. OVERVIEW

The Judiciary acknowledges the dynamic nature of its employees' work, which occasionally requires them to work beyond their normal work schedule of a forty (40) hour workweek. Under JOGPRR Rule 8.2000, the Judiciary complies with the federal mandate of the Fair Labor Standards Act (FLSA) and compensates employees for hours worked (planned or unplanned) beyond their scheduled forty (40) hour workweek also referred to as "Overtime" hours. Under JOGPRR Rule 8.2005.A.ii., overtime (OT) compensation may be converted to compensatory time earned (CTE) instead of paid compensation. Under JOGPRR Rule 8.2003A, "Other Compensatory Time" is earned and accrued by an employee in excess of a non-statutory (that is, non-FLSA) requirements.

To ensure fair compensation for OT/CTE, employees will be required to provide a documented account of their forty (40) hour workweek through the designated Timekeeping System (Timekeeping System) upon the effective date of this policy. Employees are reminded to approach timekeeping with a commitment to good faith efforts and ethical conduct. Deliberately extending or delaying work assignments and projects to accrue OT/CTE, as well as falsifying time and attendance records, are strictly prohibited. Such actions may constitute a breach of this Policy, the JOGPRR, the Judiciary's Code of Conduct, and the law. Such violations may result in the immediate termination of the employee's eligibility to claim OT/CTE and may result in disciplinary action, up to and including termination.

III. GUIDELINES

1. Pursuant to JOGPRR Rule 2.503, the Judiciary follows the requirements outlined by the Wage and Hour Commissioner in 22 GCA § 3110 regarding the requirement to keep a record of all employees in or

about the premises where the employee is employed, including a record of the hours work each day and each workweek by an employee.

2. Employee compensation is generated by the submission of timesheets. Timesheets are used to record an employee's working hours and absence from duty. To ensure fair compensation in excess of the forty (40) hour work week, employees must accurately record their working hours through the Timekeeping System. Employees shall refer to JOGPRR Rule 8.2000 regarding the application of OT and CTE. Employees are also expected to report any absence from duty pursuant to JOGPRR Chapter 11, Leave of Absence.
3. Pursuant to JOGPRR Rule 8.2307(a), any time entered in the Timekeeping System is recorded to the nearest 15 minutes.
4. The Electronic Timekeeping System will apply the following rounding rules:

:53 minutes to :07 minutes - Rounded to :00 minutes

:08 minutes to :22 minutes - Rounded to :15 minutes

:23 minutes to :37 minutes - Rounded to :30 minutes

:38 minutes to :52 minutes - Rounded to :45 minutes

Example: Clock in at 8:08 – Time rounded for pay purposes will reflect 8:15.

5. Supervisors or their designees are allowed to enter time that has been submitted late or make reasonable corrections using the Timekeeping System. To make sure that employees are paid on time, supervisors must complete the payroll review and approval process within three (3) calendar days following the end of the pay period. The Payroll Section of the Financial Management Division (FMD) reserves the right to adjust deadlines in response to unusual circumstances or if a holiday affects the payroll processing schedule. If necessary, an extension can be requested from the Payroll Section.

As used in this Policy, a supervisor is defined as any individual who is or reasonably appears to be in a position of workplace authority or control over another individual's timesheet and leave. Supervisors include Judicial Officers, Administrators, Division Managers, or their designees, who are authorized to review and approve or reject timesheets or leave requests.

6. Supervisors may require documentation to be submitted electronically through the Timekeeping System. However, any electronic files containing confidential medical information, such as medical certifications with a diagnosis, should not be uploaded on the Timekeeping system. Supervisors shall retain any paper documentation and submit the same to the appropriate division for processing. When accepting any paper documentation that contains confidential medical information, supervisors should follow best practices in accordance with ADA confidentiality rules, local and federal laws and regulations.

IV. EMPLOYEE'S RESPONSIBILITIES

1. Employees are required to record their time in the designated Timekeeping System.
2. Employees must review and verify the accuracy of their time records.
3. Employees may "Clock In" and "Clock Out" using an authorized Judiciary equipment.
4. **Request Time Off:** Employees must promptly report their absence from duty or "Request Time Off" via the Timekeeping System in accordance with the JOGPRR. If employees do not have access to the Timekeeping System, they may report their absence to their supervisor in accordance with the JOGPRR. If no hours are reported, employee may be placed on absent without leave (AWOL) status.

5. **Change Requests:** Employees can request changes or corrections to their time entries using the “Change Request” option in the Timekeeping System. Employees who do not have access to the Timekeeping System and are unable to submit a request must report their time entries, hours worked, or time off request to their supervisors.
6. **Hours of Work:** The normal workday shall consist of eight (8) hours, beginning at 8:00 a.m. and ending at 5:00 p.m., with a one (1) hour lunch break. Employees may be assigned work schedules outside of the normal workday, however, there shall be no deviation from forty (40) hours total per single workweek or eighty (80) hours bi-weekly, unless otherwise authorized pursuant to JOGPRR Chapter 10. Pursuant to Rule 10.001, forty (40) hours of actual attendance on duty shall constitute the minimum workweek for full-time employees of the Judiciary with due allowance for legal holidays under Chapter 11 and leaves of absences with pay.
7. **Prior Approval:** All employees who work outside their regular scheduled work hours and/or designated holidays must receive prior approval from their immediate supervisor before performing any overtime work in accordance with JOGPRR Chapter 10. Failure to comply with this requirement or resisting the supervisor’s instructions may result in disciplinary action as provided in JOGPRR Chapter 15.
8. **Timesheets:** Using the Timekeeping System, all employees are required to submit their timesheets within two (2) calendar days following the end of each pay period. The Payroll Section reserves the right to adjust deadlines in response to unusual circumstances or if a holiday affects the payroll processing schedule.
9. **Teleworking:** Employees who are authorized to telework may record their hours using the “Change Request” function in the Timekeeping System. If an employee does not have access to the Timekeeping System and is unable to submit a request, they should report their time entries, hours worked, or time-off request to their supervisors.
10. **Overtime/Compensatory Time:** Whether planned or unplanned, employees are required to record the nature of work activity for hours worked in excess of forty (40) hours in a workweek via the Timekeeping System’s notes section. Employees must also submit a Compensatory Time Claim form as required by the AOC. Unauthorized or unrecorded work may not be subject to compensation and may subject an employee to disciplinary action. Only actual hours worked, or on-duty hours, as required by Rule 8.2002 count toward OT/CTE calculations. Therefore, any holiday hours earned or leave hours taken will not count toward OT/CTE calculations. Leave hours, such as annual, sick, CTO, and all administrative leave other than 11.501 cannot be charged concurrently with OT/CTE.
11. **Hazardous Pay:** Employees who are eligible for hazardous work premium compensation should specify the hours associated with their claim in the designated Timekeeping System. Hazardous pay shall be in accordance with JOGPRR Rule 8.2300.
12. **Corrections to Processed Timesheets:** Any corrections to timesheets after payroll has been processed will be reviewed individually and must receive approval from the division manager and the AOC.
13. **Violations:** Employees must immediately report any violations of this Policy to their Supervisor or Division Manager or AOC or as otherwise provided by rule, order, or policy as applicable within the Judiciary.
14. **Attestation:** Employees must attest that their submissions in the Timekeeping System are true and accurate and made in good faith.

V. SUPERVISOR'S RESPONSIBILITIES

1. **Schedules:** Supervisors must designate the approved work schedule for all employees under their supervision and inform FMD accordingly of any changes to the agreed work schedule.

2. **Time Records:** Supervisors are required to review and amend each employee's submitted time records for accuracy before approving it through the designated Timekeeping System.
3. **Approving Time Off:** Supervisors must review each employee's request for "Time Off" in accordance with the JOGPRR and consult with the HR Administrator, if necessary. They must ensure proper documents are attached to support the leave request (e.g. Military Leave Request form or Child-School Related Leave Act form.)
4. **Change Requests:** Supervisors are responsible for reviewing employee's request for changes or corrections. If necessary, the supervisor can reject the submitted time entries and make edits or corrections as needed to ensure accurate reporting of hours worked. For example, if an employee forgets to clock in/out for their meal period, the Supervisor can adjust the time entry after confirming that the meal break was taken. Any changes made by the supervisor should be clearly documented in the comments section including the dates, employee names, and relevant details regarding the edit or correction.
5. **Alternates:** Supervisors must promptly inform their division manager and/or the AOC if they are unable to fulfill their responsibilities, such as approving and reviewing timesheets and time records. Supervisors and/or their division manager must then designate alternate personnel to approve the submitted time entries. Division Managers must inform FMD in writing about any changes to the workflow/reassignments.
6. **Timesheets:** Supervisors must review and audit the timesheet on a weekly basis or as recommended by the timekeeper. They should also complete the payroll review and approval process in accordance with this Policy. If an employee cannot submit their timesheet in a timely manner, the Supervisor can submit the employee's timesheet or consult with Payroll Section. Using the Timekeeping System, supervisors must complete the payroll review and approval process of their employees' timesheets within three (3) calendar days following the end of the pay period. The Payroll Section of the Financial Management Division (FMD) reserves the right to adjust deadlines in response to unusual circumstances or if a holiday affects the payroll processing schedule. If necessary, an extension can be requested from the Payroll Section.
7. **Violations:** Supervisors must immediately report any violations of this Policy to the Division Manager or AOC or as otherwise provided by rule, order, or policy as applicable within the Judiciary.
8. **Attestation:** Supervisors must attest that their approval in the designated Timekeeping System are true and accurate and the claim requirements pursuant to the JOGPRR have been completed.

VI. TIMEKEEPER'S RESPONSIBILITIES

1. Timekeepers are responsible for regularly reviewing and auditing timesheets, alerting employees about incomplete time records, and informing supervisors about pending tasks/approvals.
2. When reviewing time records, timekeepers must comply with the JOGPRR.
3. Any violations of this Policy should be reported immediately to the Supervisors, Division Manager, or AOC or as otherwise provided by rule, order, or policy as applicable within the Judiciary.

VII. PAYROLL'S (FMD) RESPONSIBILITIES

1. The Payroll Section is responsible for processing payroll in a timely manner using time records from the designated Timekeeping System.
2. The Payroll Section shall be responsible for maintaining the designated Timekeeping System, employee profiles, and time records.
3. The Payroll Section shall not make changes to the workflow delegations on the Timekeeping System without the division manager's approval.

4. The Payroll Section shall review and audit time sheets in accordance with the JOGPRR. When necessary, the Payroll Section may correct timesheets to ensure compliance with JOGPRR Rule 8.2000 to 8.2011.
5. Any violations of this Policy should be reported immediately to the Supervisors, Division Managers, or AOC, or as otherwise provided by rule, order, or policy as applicable within the Judiciary.

VIII. RELATED PROVISIONS

1. **Mobile App:** If available, employees may use the designated Timekeeping System's mobile app, to request leave and review their timesheet.
2. **Meal Periods:** Lunch breaks are not automatically deducted. Therefore, employees must "Clock out" during their meal period. Employees and supervisors can refer to the JOGPRR Rule 8.2010 I. and Rule 10.004 for details.
3. **Night Differential:** Any claims for night differential pay will be processed in accordance with JOGPRR Rule 8.2200. Employees are not eligible for night differential rate while on stand-by after hours.
4. **Hazardous Pay:** Any claims for hazardous pay must be submitted via the designated Timekeeping System and in accordance with JOGPRR Rule 8.2300.
5. **Overtime/Compensatory Claims:** Overtime and other compensatory time claims are accrued pursuant to JOGPRR Chapter 8.
6. **Minimum Charge of Leave:** Employees may charge a minimum of 15 minutes of leave and in multiples thereof pursuant to the amended JOGPRR Rules 11.102 and 11.202. Under extraordinary circumstances, unavoidable absence from duty of less than fifteen (15) minutes, and tardiness may be excused by the division manager for adequate reasons without charge of leave.

X. USER GUIDE

Exhibit A incorporated herein by reference and made a part of this policy as if set forth herein in full. The AOC reserves the right to amend the exhibit as they deem necessary or appropriate.

XI. VIOLATIONS

Any instances of abuse or failure to comply with this Policy or the JOGPRR may result in disciplinary action, up to and including termination.

XII. ADMINISTRATIVE AUTHORITY

Pursuant to JOGPRR Rule 2.000, the AOC maintains the authority to administer, interpret and enforce this, Policy. The AOC shall have the discretion and authority to resolve issues not expressly covered by this Policy.

EXHIBIT A
TO TIMEKEEPING POLICY:
EMPLOYEE QUICK REFERENCE GUIDE
TABLE OF CONTENTS

Clock In and Out	A2- A3
Submit Change Requests	A4
Time Off Requests	A5- A8
Cancel Time Off Requests	A9
Viewing Timesheets	A10
Submit Timesheets	A11- A12
Setting up the Timekeeping System Mobile App	A13

Clock In and Out

Clock In from the Login Page

A company's login page may include the ability to clock in or out without logging into the solution.

1. Enter the URL to access the company's login page.
2. Enter your **Username and Password**.
3. Select **Punch In** or **Punch Out**. A confirmation window appears to verify that the punch was accepted.

Clock In from the Timesheet

Depending on company configuration, employees may be able to clock in or out from their timesheet.

Navigation: Menu > My Info > My Time > Timesheet > Current Timesheet

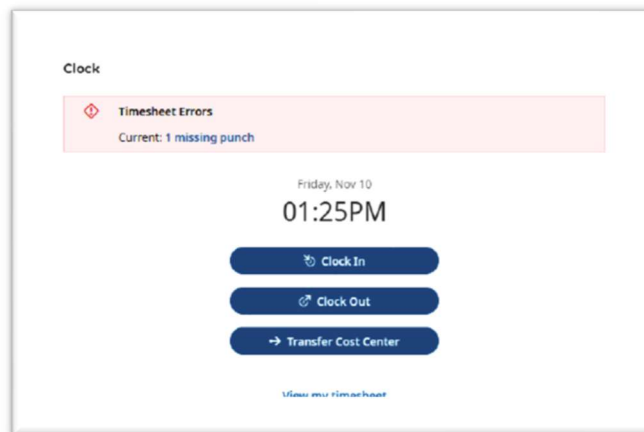
Select Clock In or Clock Out from the Current Timesheet page.

A confirmation message appears to verify that the punch was accepted and the new punch appears on the Time Entry tab.

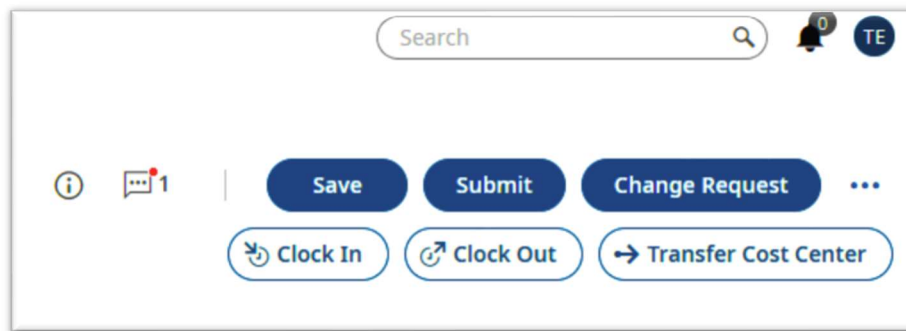
Clock In/Out: The Clock Widget

After logging in, you will be brought to your dashboard. From here you can **Clock In** or **Clock Out** by selecting the corresponding option within the clock widget.

The **View My Timesheet** hyperlink will navigate you to your current timesheet to review your entries.



You can also perform these functions from the timesheet view with the buttons located on the top right.

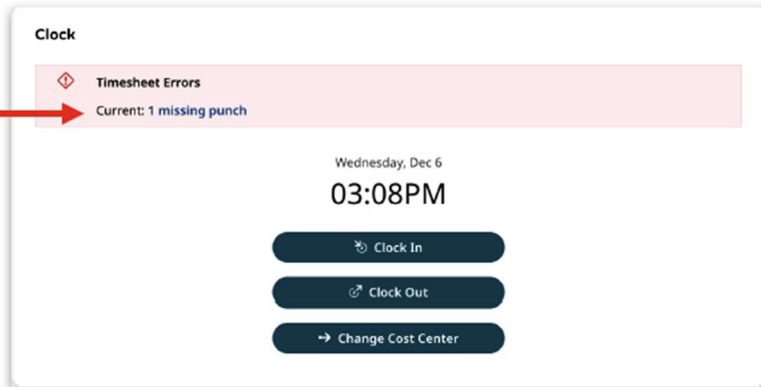


If viewed from the mobile, the layout will be slightly different, but all functionality carries over between the different views.

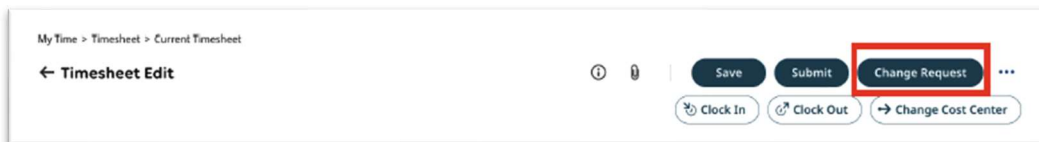
Submit Change Requests

If there is an issue the system can detect, the Dashboard Clock widget will notify you.

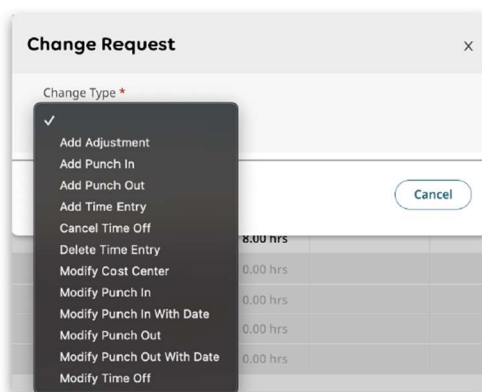
1. To access the issue, click on the blue hyperlink displayed in the error message.



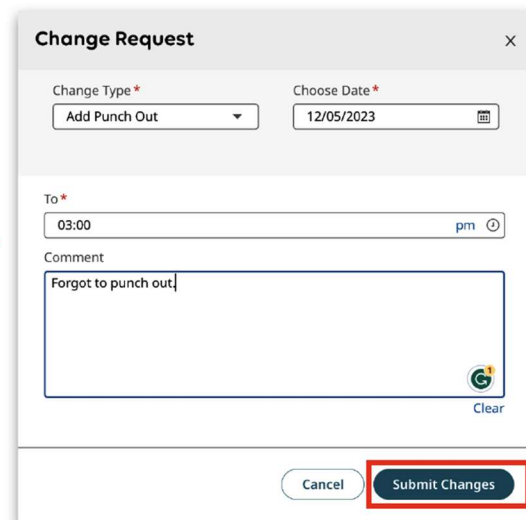
2. In the timesheet, identify the error and **click the Submit Change Request** button located on the top right.



- a. Select the type of change needed.
- b. Complete the additional displayed fields marked with a red asterisk.
- c. Enter Comments if required.
- d. Click on Submit Changes button.



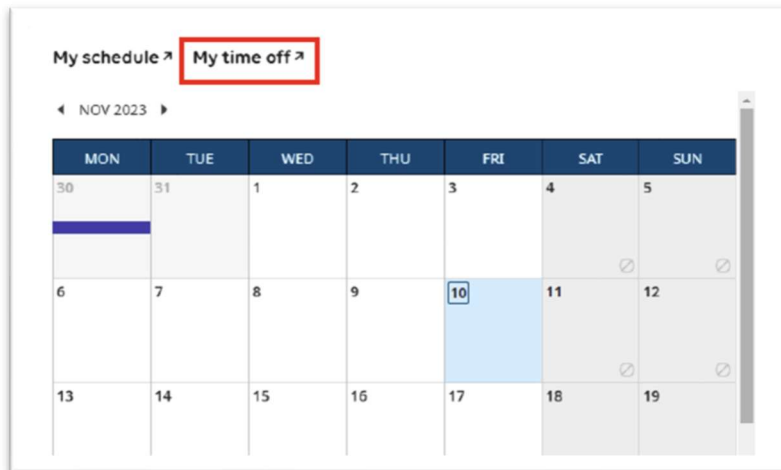
Example: Add Punch Out change request



Time Off Requests

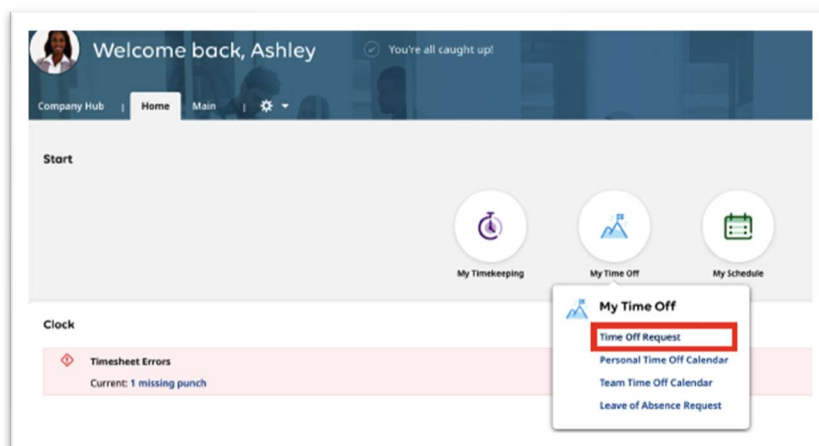
1. There are two methods to access the Time Off Request page. Using either method will bring you to your Request screen.

A. The Dashboard, using the “My Time Off” widget.



B. Using your designated Start menu icon on your Dashboard.

Example



2. Once in the Time Off Request page, you will see the following.

My Time > Time Off > Request

← Time Off Request

Time Off Type
Vacation

1

2

Start Request

▼ Accrued Balances Details

Jan 1, 2023 - Dec 31, 2023 Personal ▼

0.00 days Current Accrued 0.00 days Protected Accrued 0.00 days Current Balance 0.00 days Protected Balance 0.00 days Taken 0.00 days Scheduled 0.00 days Requested 0.00 days Available Balance

3

◀ NOV 2023 ▶ Today

4

MON	TUE	WED	THU	FRI	SAT	SUN
30 Vacation (4....)	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

5

THU DEC 21 Restrictions

View Slots Info Schedule

Scheduled Hrs: 0.00 / Standard Hrs: 0.00

12 am 3 am 6 am 9 am 12 pm 3 pm 6 pm 9 pm 12 am

6

- 1 Time off Type Selection
- 2 Start Request action button
- 3 Your Accrual Balance display
- 4 Calendar Navigation button
- 5 Calendar Display
- 6 Schedule Restrictions

Note:

- Approved requests will display on the designated dates with a solid bar color.
- Pending requests will display with a striped bar. 🚫 Sick (8.00 hrs)
- Holidays will display with a flag icon 🇺🇸

3. Begin your Time Off Request by performing the following steps:

- A** Navigate to the month/year in which you wish to make the time off request.
- B** Click on the date(s) you wish to select.
- C** From the Time Off Type, click on the look up icon  to select your desired time off type.
Example: Annual leave, Sick leave, COMP Time Earned, etc.
- D** Click the Start Request button.

My Time > Time Off > Request

Time Off Request

Time Off Type
Vacation 

C

D Start Request

▼ Accrued Balances Details

Jan 1, 2023 - Dec 31, 2023 Personal ▼

0.00 days Current Accrued	0.00 days Projected Accrued	0.00 days Current Balance	0.00 days Projected Balance	0.00 days Taken	0.00 days Scheduled	0.00 days Requested	0.00 days Available Balance
------------------------------	--------------------------------	------------------------------	--------------------------------	--------------------	------------------------	------------------------	--------------------------------

◀ NOV 2023 ▶ Today **A**

MON	TUE	WED	THU	FRI	SAT	SUN
30 Vacation (4....	31	1	2	3	4	5
					⊘	⊘
6	7	8	9	10	11	12 B
					⊘	⊘
13	14	15	16	17	18	19
					⊘	⊘

4. Continue to complete filling out the requested information.

The screenshot shows the 'Request Time Off' form. At the top, there's a calendar view for 'FRI NOV 10' with a schedule bar from 12 am to 12 pm. Below the calendar, the 'Time Off Type' is set to 'Vacation'. The 'Request Type' is set to 'Day Request'. The 'From' date is 11/10/2023 and the 'To' date is 11/13/2023. The 'Duration' is set to 'Full Day'. A dropdown menu for 'Request Type' is open, showing options: 'Full Day', 'Multiple Days', 'Partial Day (Bulk)', and 'Partial Day (Start/Stop)'. At the bottom, there are fields for 'Projected balance' (Start Balance and End Balance), a 'Calculate' button, a 'Comment' text area, and 'Cancel' and 'Submit Request' buttons.

- A. **Request Type:** In the Request Type dropdown, select the time period of the request you wish to make. Based on the Request type selected.
- i. **Full Day:** select or type the date and the system will automatically fill in total of 8 hours.
 - ii. **Multiple Days:** select or type the “From” and “To” dates, then enter the desired number of “Hours Per Day”.
 - iii. **Partial Day (Bulk):** select or type the date, then enter the desired number hours.
 - iv. **Partial Day (Start/Stop):** select or type the date, then enter the exact time in and out. The system will automatically calculate the number of hours based on the times entered.
- B. **Comment:** Enter a comment to your supervisor if needed,
- C. **Upload Document:** Click the paper clip icon  to upload a document, as required by your supervisor.
- D. **Click Submit Request.**

Cancel Time Off Requests

Time Off Requests

You can request time off from several convenient areas of the solution.

Employees can submit Time Off Requests from the Time Off Request page, the timesheet, and various reports and dashboard widgets. Managers may also be able to submit Time Off Requests for their employees. Submitted Time Off Requests are available to managers to Approve or Reject through a workflow or other Time Off reports.

Cancel an Unapproved Time Off Request

Unapproved Time Off Requests may be canceled from the Time Off History page.

Navigation: Menu > My Info > My Time > Time Off > History

1. From the **Time Off History** page, at the **Period** field, select the applicable period in which the request was made.
2. Locate the applicable Time Off Request to be canceled.
3. Select **Delete**. A confirmation window appears.
4. Select **Delete** again.

Cancel an Approved Time Off Request

Approved Time Off Requests must be canceled with a Timesheet Change Request.

Navigation: Menu > My Info > My Time > Timesheet > Current Timesheet

1. From the current timesheet, select the **Actions (...)**.
2. Select **Change Request**.
3. At the **Change Type** field, select **Cancel Time Off**.
4. Select the applicable Time Off Request to be canceled.
5. Select **Submit Changes** to submit for manager approval.

View Timesheets

Timesheets

The timesheet is the source of truth for employees' worked time and how they are paid for that time. Depending on company configuration, employees and managers can enter, adjust, review, and submit or approve employees' worked time and time off from the timesheet.

View My Timesheet

Employees can access their timesheets from the menu or from other areas of the solution such as the My Timesheet widget on the dashboard.

Menu > My Info > My Time > Timesheet > Current Timesheet

Timesheet fields and functionality vary based on company configuration and security permissions.

Marker	Field or Function	Description
A	Timesheet Tabs	The Time Entry tab displays the timesheet and all time entries for that pay period. Other tabs that may be enabled include the Exceptions tab and Pay Calculation tabs.
B	Pay Period	Use the arrows or the calendar icon to open a timesheet for a different pay period.
C	Daily Rows	Expand or collapse time entry information related to each day of the week.
D	Time Entries	These fields display worked time and information associated with that time such as time off or cost centers. Depending on permissions, employees may enter data directly or be required to submit a Timesheet Change Request .
E	Note	Select this icon to view or add notes related to the time entry or day.
F	Actions	Available actions may include Save , Submit , and Change Request .

My Time > Timesheet > Current Timesheet

← Timesheet Edit

September 19, 2022 - October 02, 2022

Time Entry | Exceptions | Calc Detail | Calc Summary | Counters | Summary By Day

32.01 hrs Raw Total | 30.50 hrs Calc. Total

Date	In Date	From	To	Raw Total	Calc. Total	Time Off	Job	Notes
MON Sep 19 1st Shift 7a-3a	MON Sep 19	07:03 am	03:02 pm	7.98	7.50		Kirksville/Replenishmen/Truck Unload	
TUE Sep 20 1st Shift 7a-3a	TUE Sep 20	06:55 am	03:01 pm	8.10	7.50		Kirksville/Replenishmen/Truck Unload	
WED Sep 21 1st Shift 7a-3a	WED Sep 21	07:02 am	02:58 pm	7.93	7.50		Kirksville/Replenishmen/Truck Unload	
THU Sep 22 1st Shift 7a-3a	THU Sep 22	From	To	8.00	8.00	Sick	Kirksville/Replenishmen/Truck Unload	
FRI Sep 23				0.00 hrs	0.00 hrs			
SAT Sep 24				0.00 hrs	0.00 hrs			

Submit Timesheets

1. At the end of the pay period, navigate to your timesheet. If needed, navigate to the previous pay period by using the pay selection arrow.

The 'Clock' interface shows a 'Timesheet Errors' section with the message 'Current: 1 missing punch'. Below this, the date 'Friday, Nov 10' and time '01:25PM' are displayed. There are three buttons: 'Clock In', 'Clock Out', and 'Transfer Cost Center'. The 'View my timesheet' button is highlighted with a red box.

The 'Timesheet Edit' interface shows the 'Time Entry' tab selected. The date range is 'December 04, 2023 - December 10, 2023'. The 'Time Entry' tab is highlighted with a red box. The table below shows the timesheet entries for the week of December 4th to 10th, 2023.

Date	From	To	Raw Total	Calc. Total	In Date	Department	Job	Notes
MON Dec 4 7:00 AM - 4:00 PM	7:00 am	3:00 pm	8.00	8.00	MON Dec 4	Parks & Recr	Patrol Offic	
TUE Dec 5 7:00 AM - 4:00 PM	7:00 am	To am	0.00	0.00	TUE Dec 5	Parks & Recr	Patrol Offic	
WED Dec 6 7:00 AM - 4:00 PM	7:00 am	3:00 pm	8.00	8.00	WED Dec 6	Parks & Recr	Patrol Offic	
THU Dec 7 7:00 AM - 4:00 PM	From am	To am	0.00	0.00	THU Dec 7	Parks & Recr	Patrol Offic	
FRI Dec 8 7:00 AM - 4:00 PM	7:00 am	3:00 pm	8.00	8.00	FRI Dec 8	Parks & Recr	Patrol Offic	
SAT Dec 9			0.00 hrs	0.00 hrs				
SUN Dec 10			0.00 hrs	0.00 hrs				

Before submitting your timesheet, check to ensure the following:

- All punched have been entered correctly.
- There are no missing punches on the timesheet.
- Scheduled days have entries- for example, approved time off requests have been posted to the corresponding days.
- Additional codes as Holiday, Hazardous Claims, CTE planned or unplanned, etc. are posted correctly.

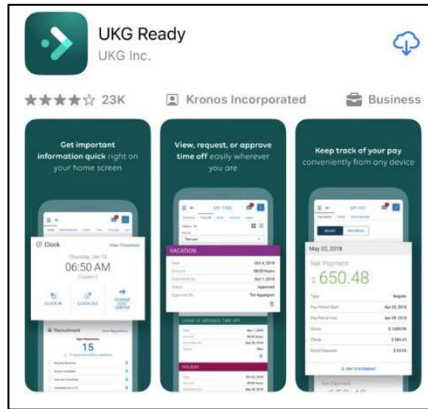
2. To submit your timesheet at the end of the period, simply **select Submit** in the top right of your timesheet.

Once you select submit, a pop window will appear. Before submitting the timesheet, employee must be aware that they must attest that the information on their timesheet is true and correct, and the claims are pursuant to applicable personnel rules and regulations.

After submitting, the employee will no longer be able to Clock In or Out, but if needed, you will still be able to Submit a Change Request if there is any item needing changes or to add a new punch in/out. However, once the supervisor approves the timesheet, no further modification would be allowed.

Setting up the Timekeeping System Mobile App

1. Download the UKG Ready App.



2. Select North America and type “AND23091203” on the Company Short Name.

A screenshot of the UKG Ready setup screen. At the top is the UKG logo and the text 'Welcome to UKG Ready'. Below this is the heading 'Select your region'. There are five radio button options: 'Australia', 'Europe', 'North America' (which is selected), 'Dimensions HCM', and 'UKG Pro'. Below the options is a text field labeled 'Company Short Name*' with a help icon. The text 'AND23091203' is entered in the field. At the bottom is a blue 'Continue' button.

3. Login with your username and password.

A screenshot of the UKG Ready login screen. At the top is the UKG logo and the text 'Judiciary of Guam'. Below this is a 'Log in' section with a timestamp '11:02 AM [Pacific/Guam]'. There are two input fields: 'Username*' with the value 'mcruz' and 'Password*' with masked characters. Below the password field is a blue 'Login' button. At the bottom is a link that says 'Forgot your password?'.