

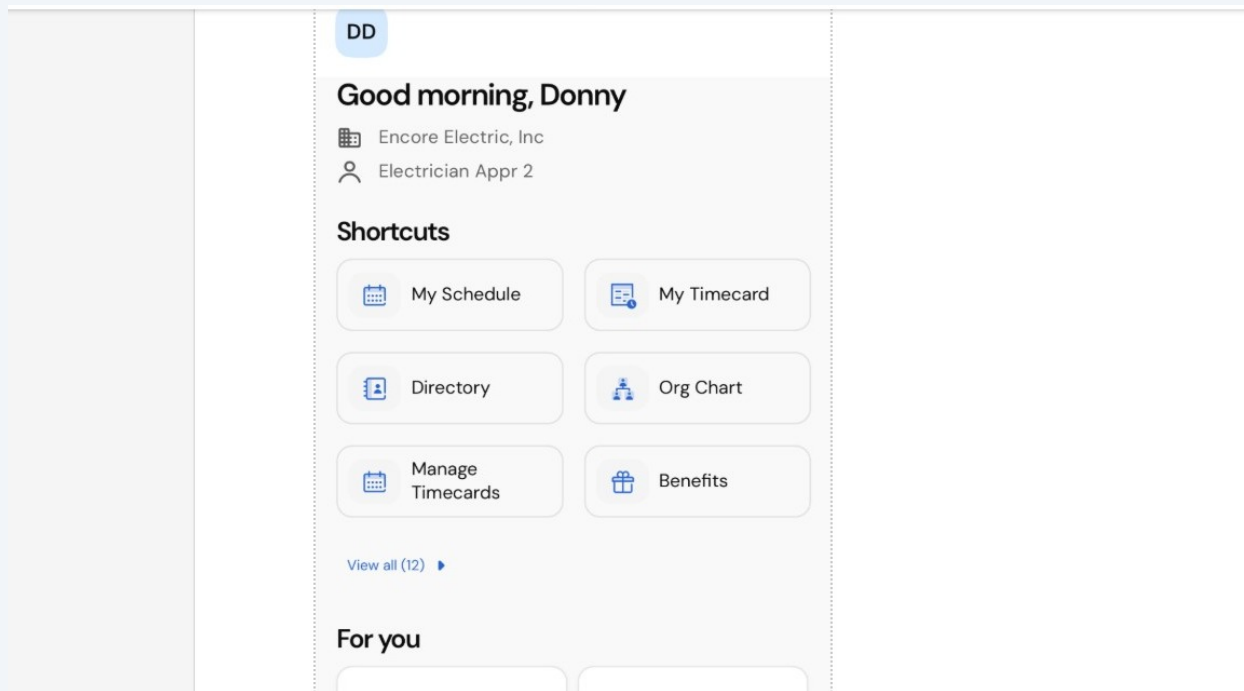
How To Enter Time Using The Mobile App

Scribe[®]

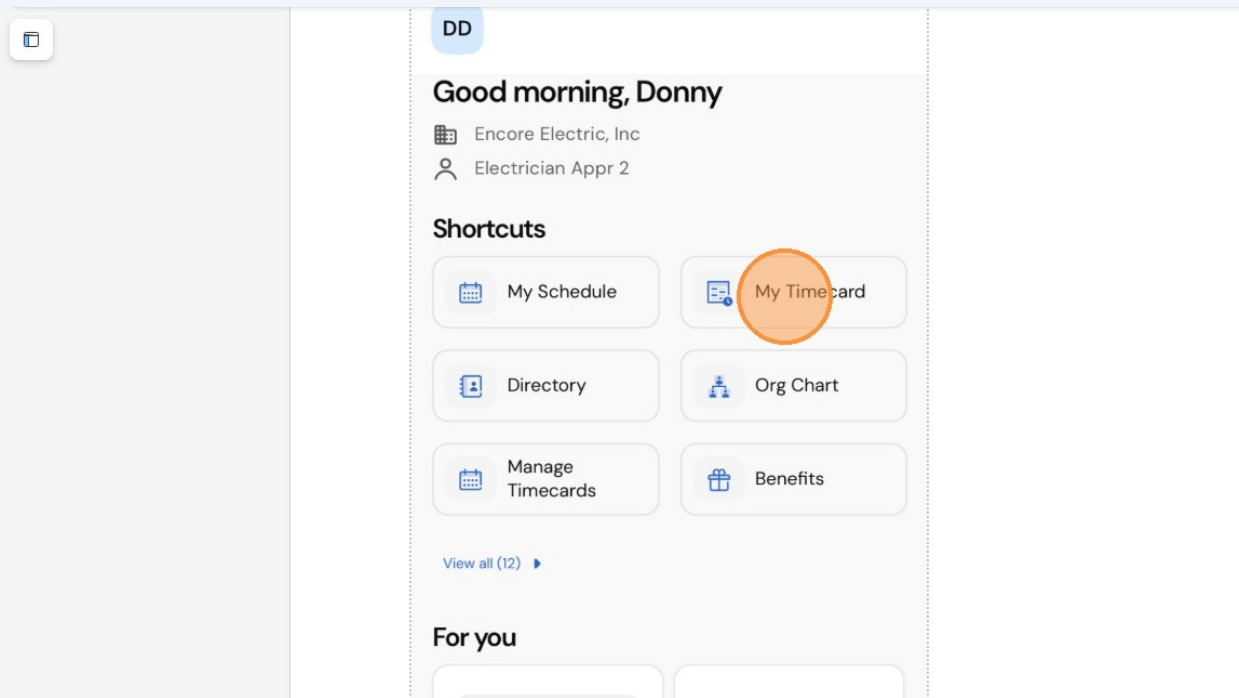
Learn how to accurately submit your work hours using the company mobile application. This guide walks you through the essential steps to ensure your time entries are processed correctly.

1

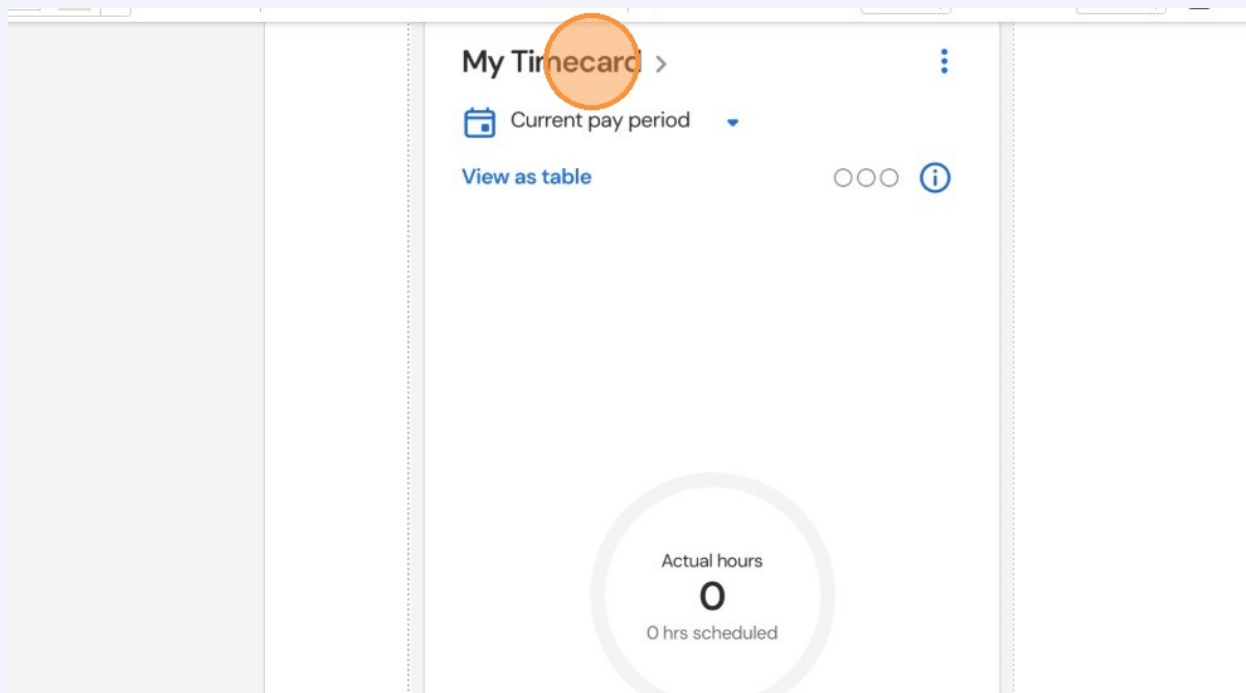
Login to UKG on your Phone to view home screen



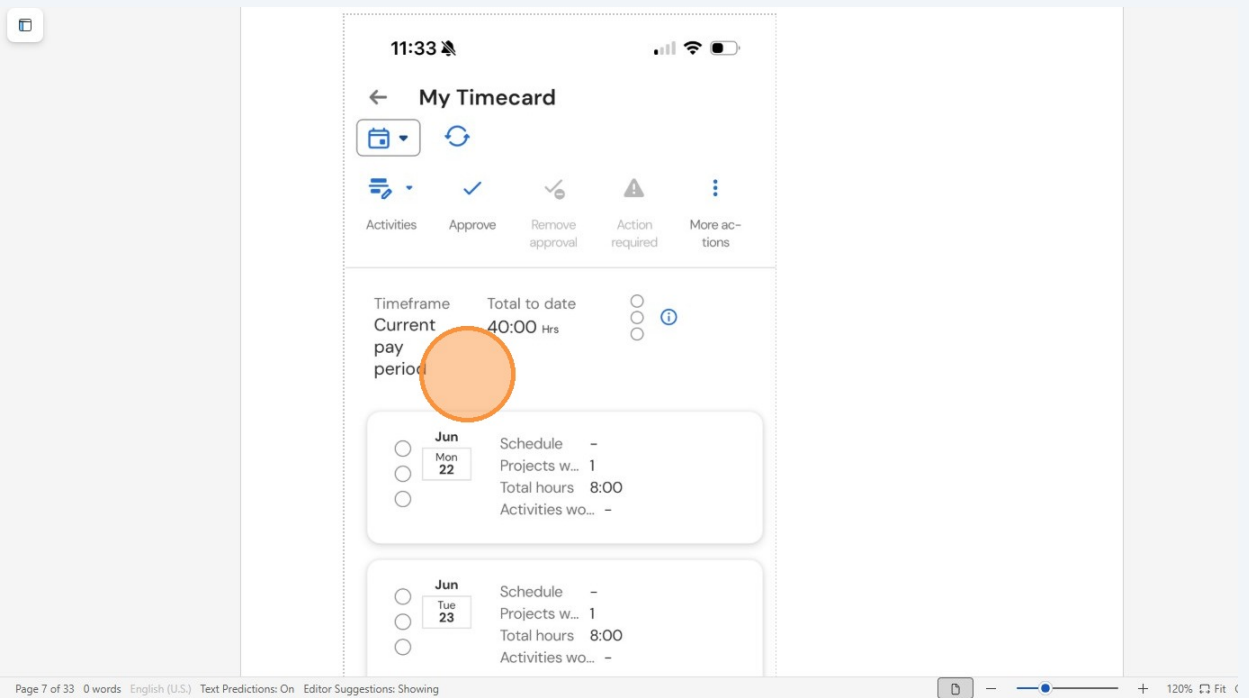
2 Click My Timecard



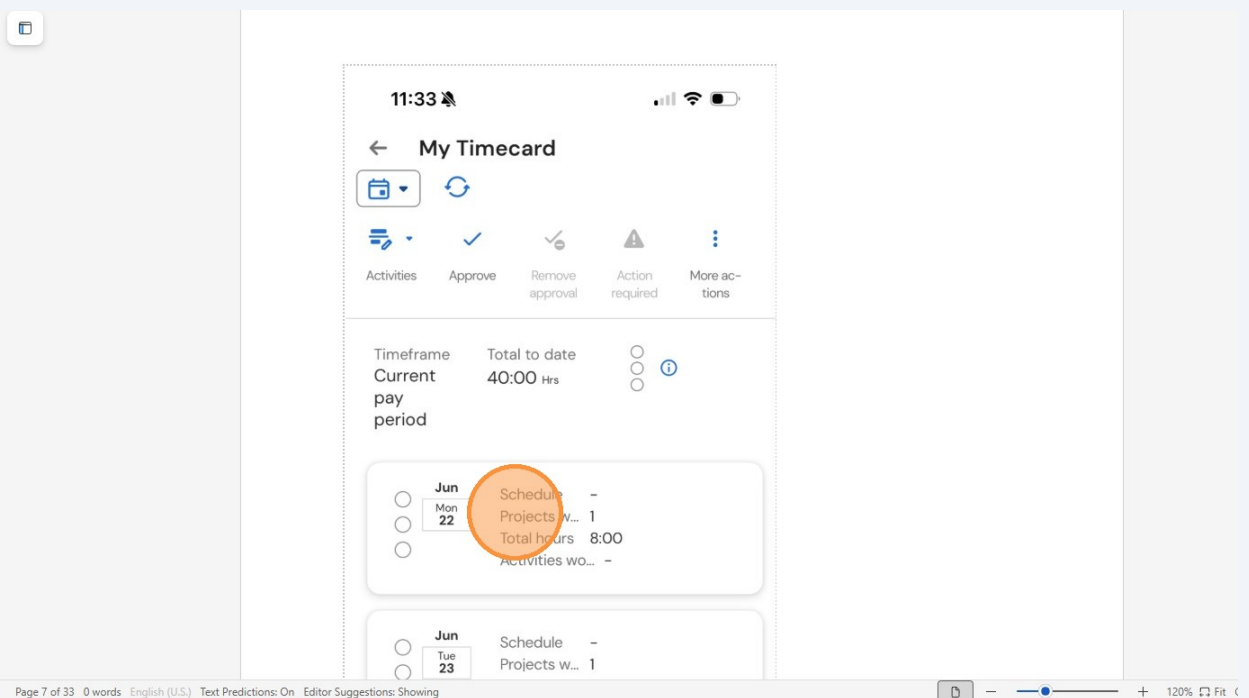
3 Click My Timecard AGAIN



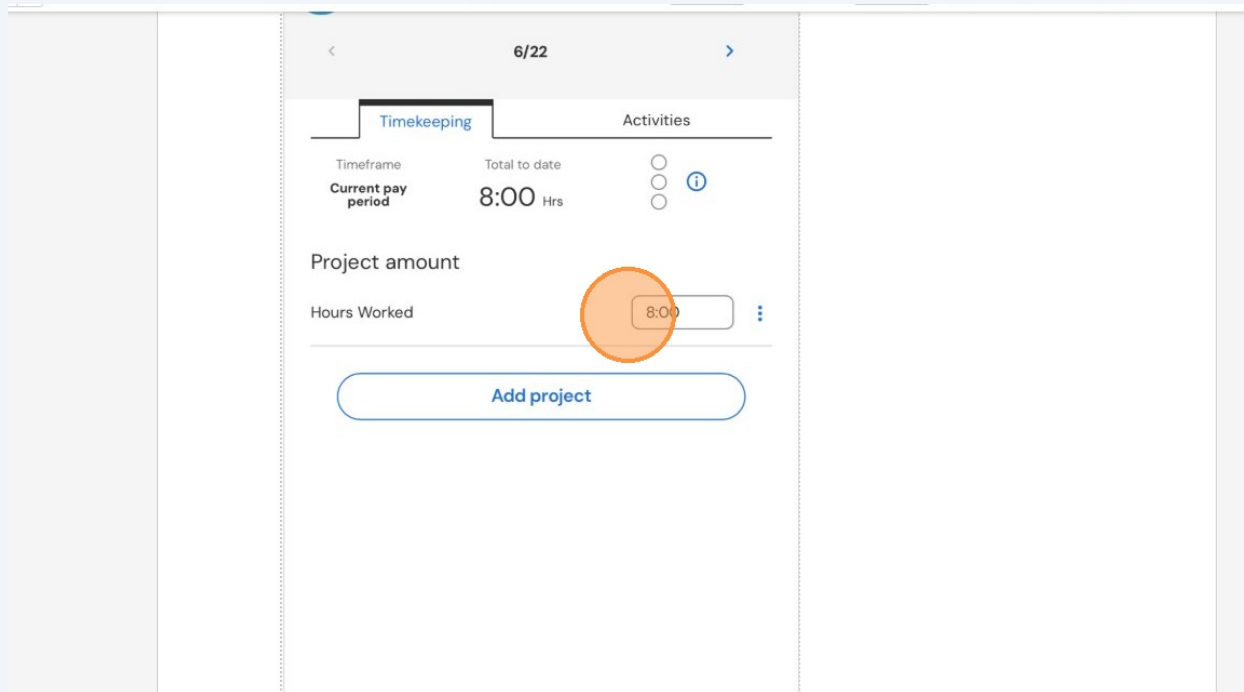
4 Confirm that it is set to Current Pay Period



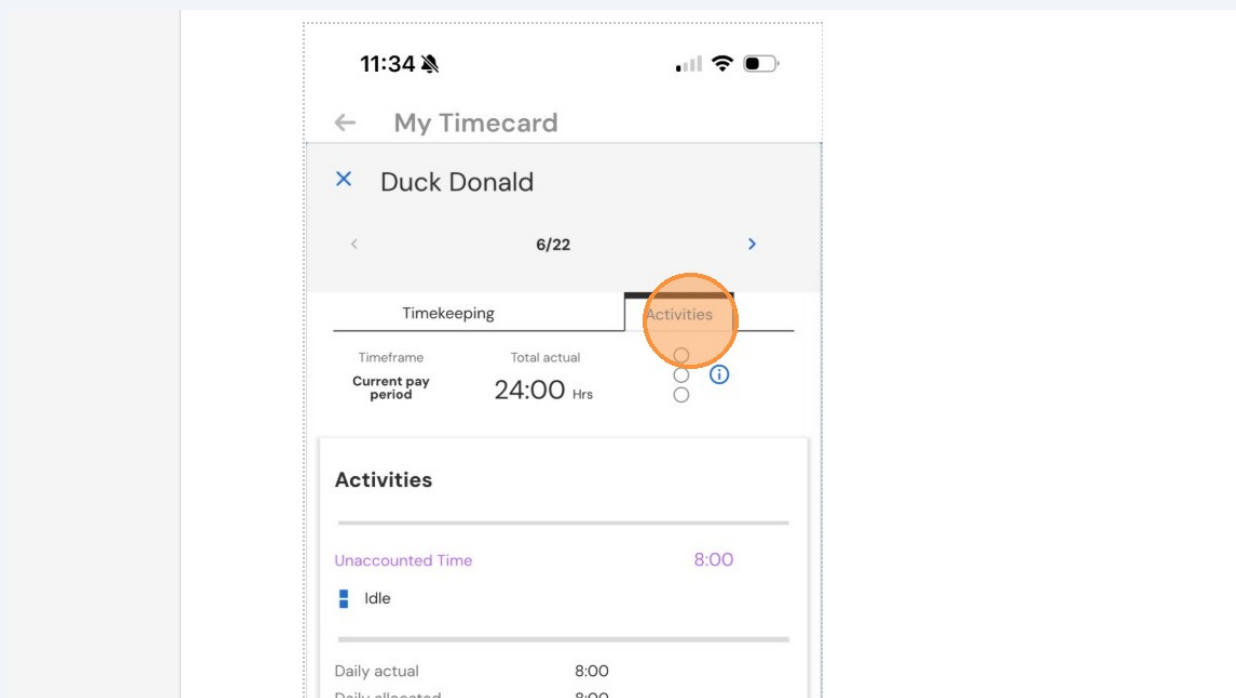
5 Select Monday. (or whichever day you are charging time to)



6 Type in total Hours Worked for that day (usually 8 or 10)

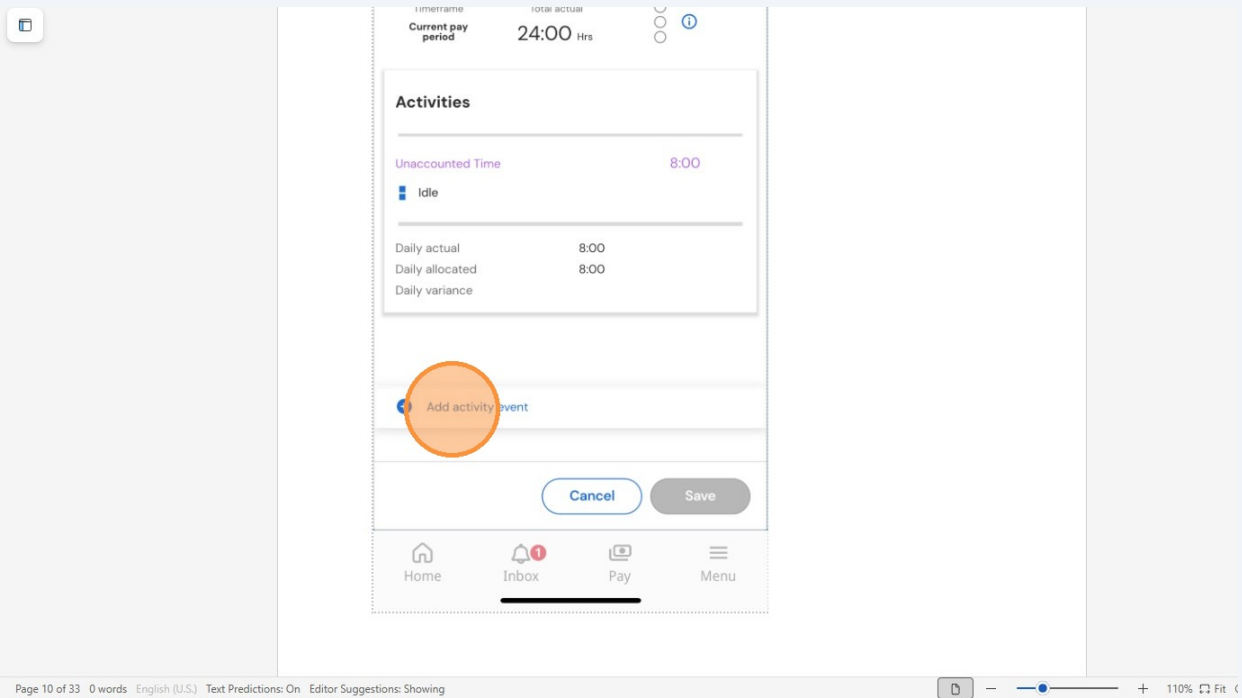


7 Click Activities



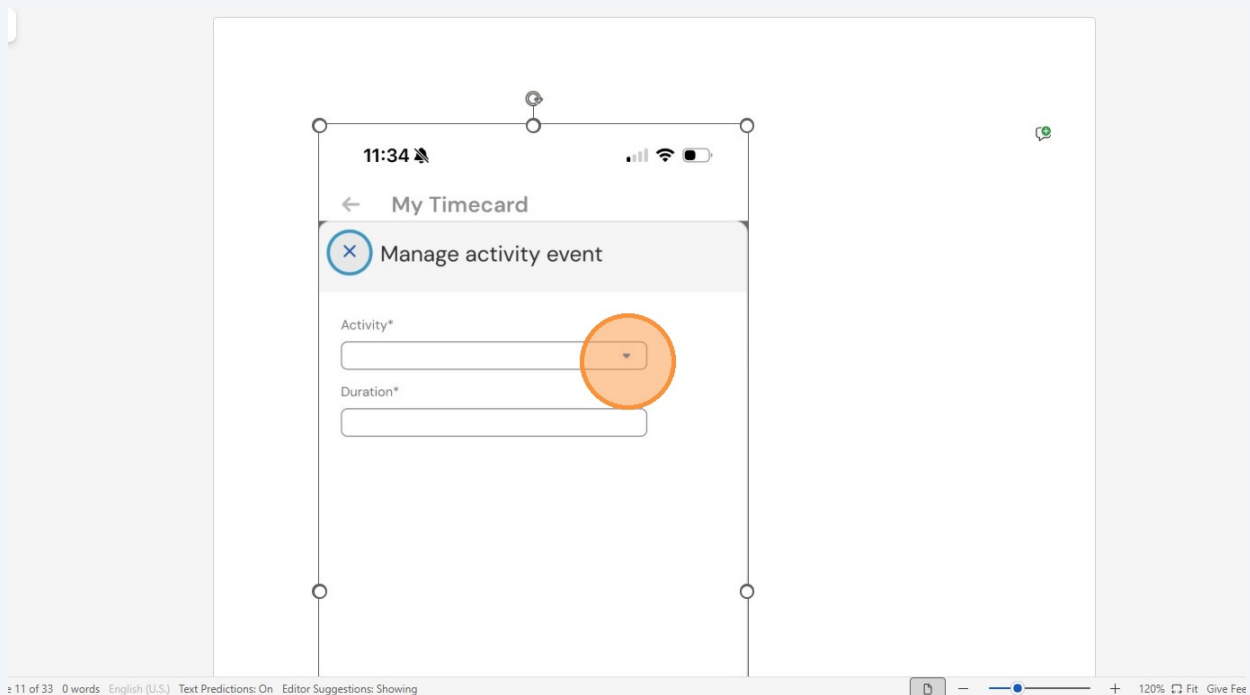
8

Click Add Activity Event

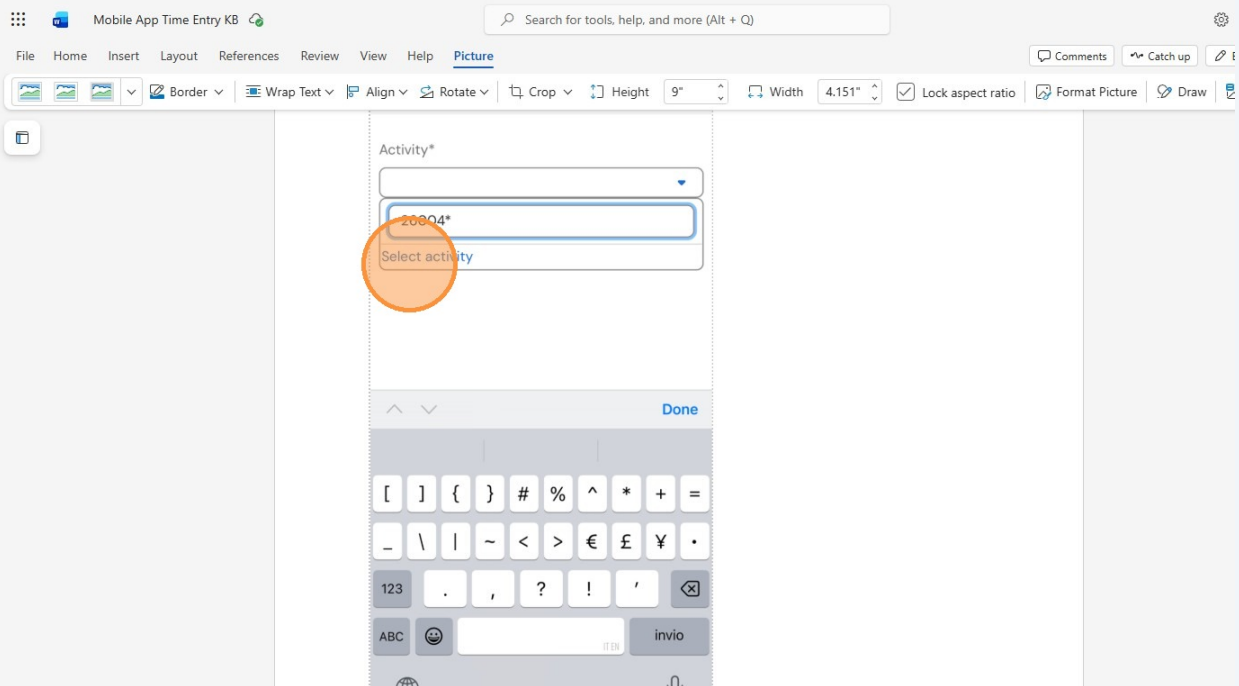


9

Click Blue Carrot to see dropdown options

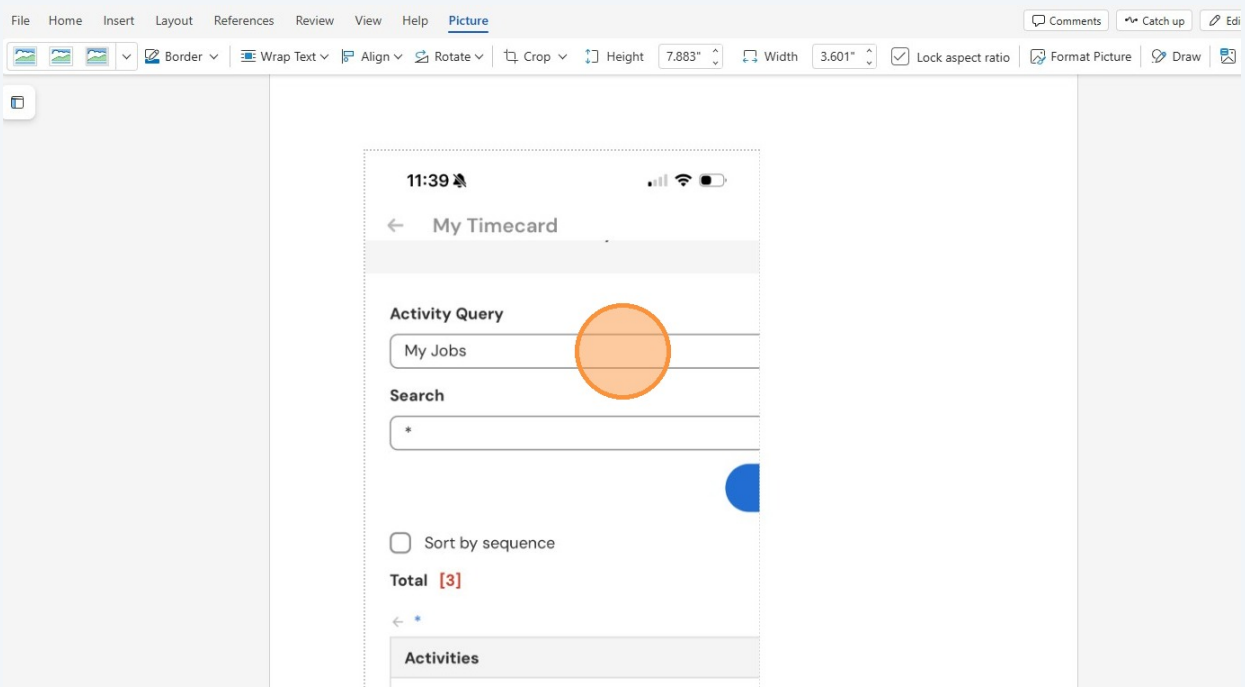


10 Click Select Activity for advanced search



11 Select a filter option on the top line.

In this example I used My Jobs, other options depend on your access and what type of activities you are looking for.



12 Important Please Read -> Search for activity

The * symbol is a key inclusion in your search. It acts as a wildcard. If you are looking for all activities available for Job Number 26004, search 26004* and they should all appear in the Activities box below.

The screenshot shows the 'Mobile App Time Entry KB' interface. The top navigation bar includes 'File', 'Home', 'Insert', 'Layout', 'References', 'Review', 'View', 'Help', and 'Picture'. A search bar at the top right contains the text 'Search for tools, help, and more (Alt + Q)'. Below the navigation bar, there is a 'Picture' tab selected. The main content area is divided into two sections: 'Activity Query' and 'Activities'.

Activity Query

My Jobs

Search

*

☐ Sort by sequence

Total **[3]**

< *

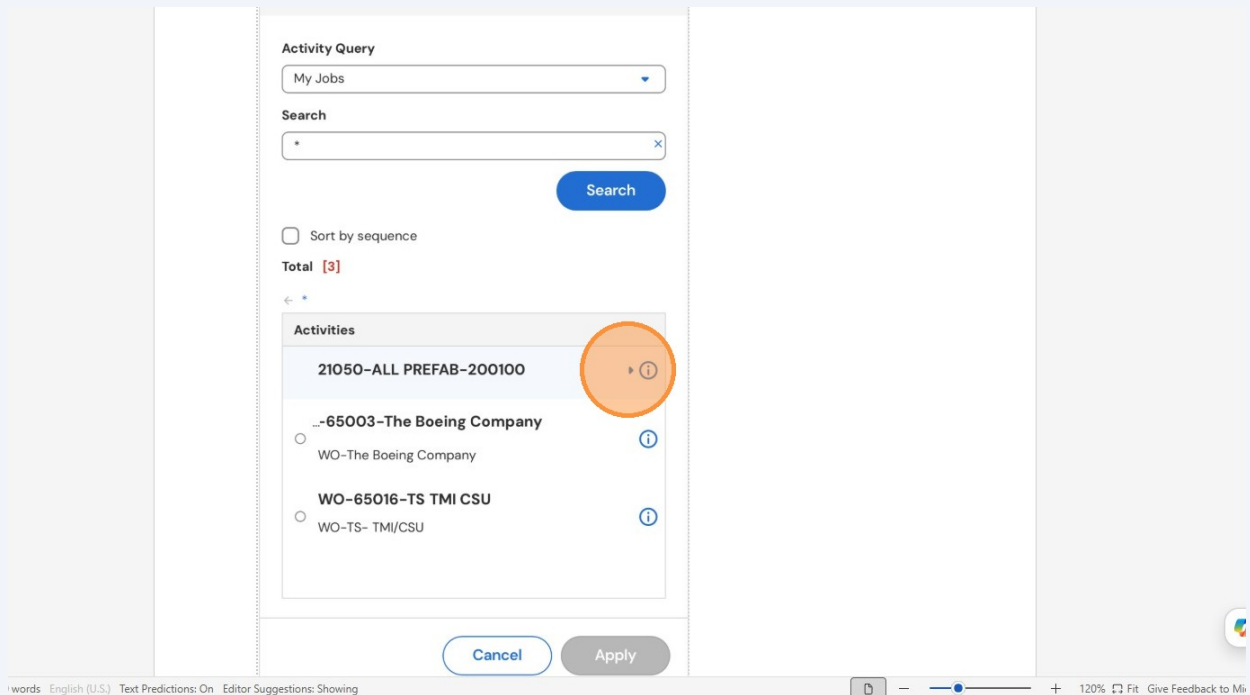
Activities

21050-ALL PREFAB-200100

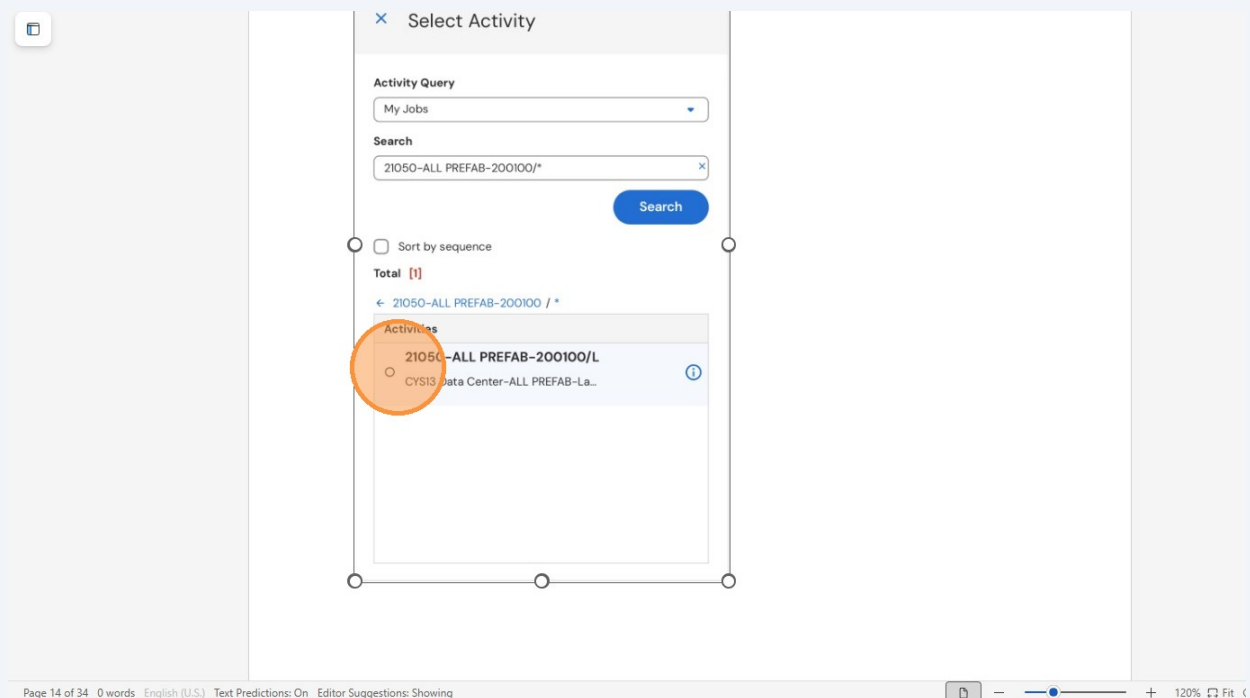
...-65003-The Boeing Company

WO-The Boeing Company

13 For activities with multiple Cost Types click Blue Carrot



14 Click Open Circle



15 Click Apply



Activity Query

My Jobs

Search

21050-ALL PREFAB-200100/*

Search

☐ Sort by sequence

Total [1]

21050-ALL PREFAB-200100 / *

Activities

21050-ALL PREFAB-200100/L

CYS13 Data Center-ALL PREFAB-La...

Cancel Apply

Home Inbox Pay Menu

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120% Fit

16 Type in Time



11:40

My Timecard

Activity*

21050-ALL PREFAB-200100/L

Duration*

8:00

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17 Click Apply. AGAIN

Activity*

21050-ALL PREFAB-200100/L

Duration*

8:00

Cancel Apply

33 0 words English (U.S.) Text Predictions: On Editor Suggestions: Showing 120% Fit Give Feedback

18 Click Save.

6/22

Timekeeping Activities

Timeframe Total actual

Current pay period 24:00 Hrs

Activities

21050-ALL PREFAB-200100/L 8:00

ECRE/Encore Electric, Inc/Construction/Work;;Northern Construction,21050,L,Aurora OPT,200100;

Daily actual 8:00

Daily allocated 8:00

Daily variance

+ Add activity event

Cancel Save

33 0 words English (U.S.) Text Predictions: On Editor Suggestions: Showing 120% Fit Give Feedback



Below shows different details of note for charging time

19

Click Tuesday



11:41

← My Timecard

Calendar icon

Activities Approve Remove approval Action required More actions

Timeframe: Current pay period Total to date: 40:00 Hrs

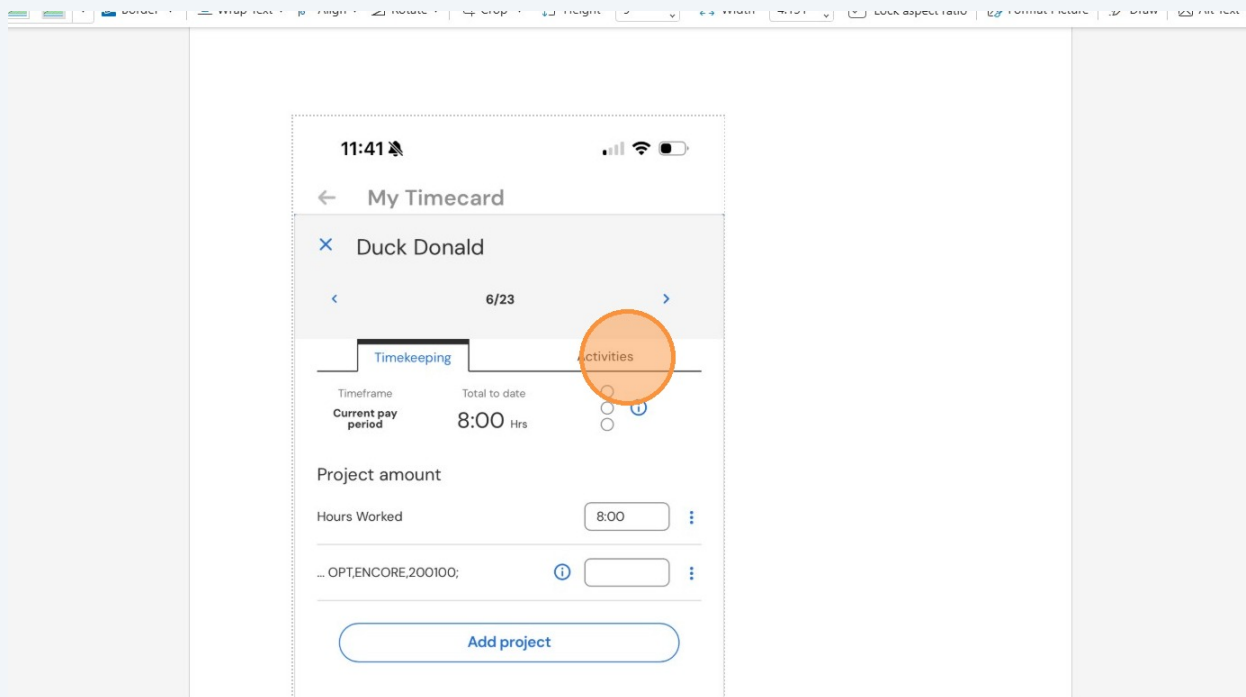
Jun Mon 22

Schedule	-
Projects w...	1
Total hours	8:00
Activities wo...	1

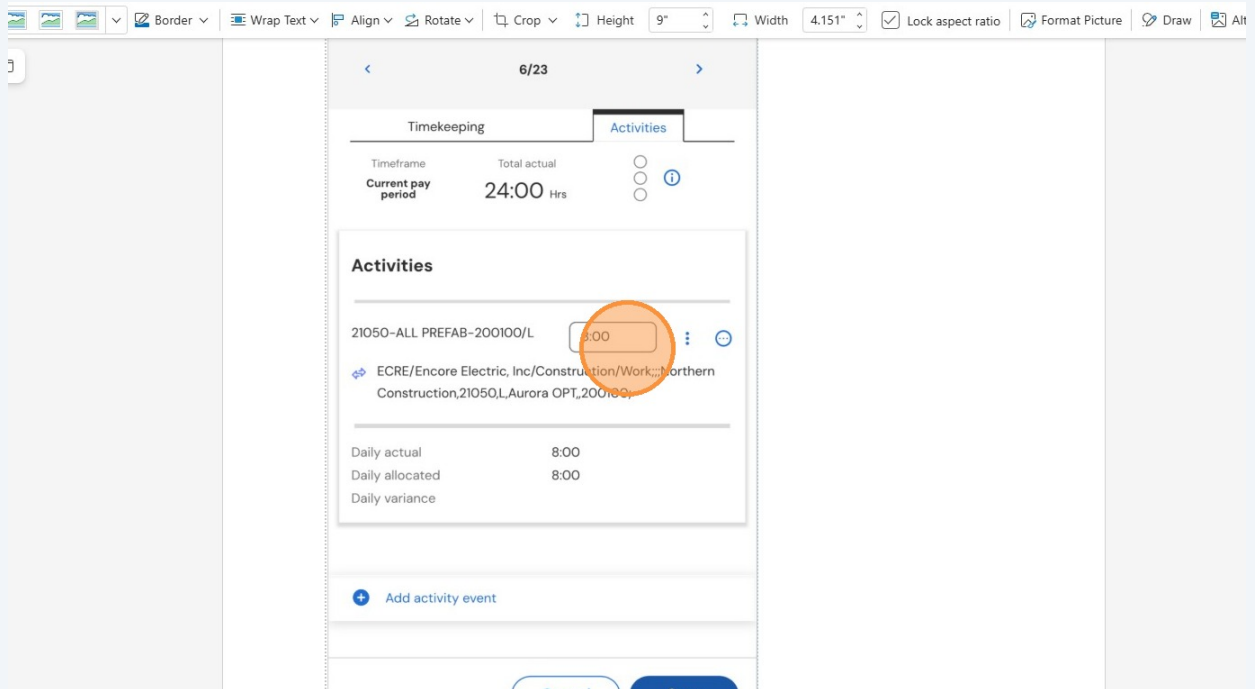
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20 Click Activities.



21 Notice: Previously used activities will be available more readily. Type in hours if reusing a code.



22 Split time between activities

23 Add a duration smaller than your total hours worked. See Unaccounted Time in pink

6/24

Timekeeping Activities

Timeframe
Current pay period

Total actual
24:00 Hrs

Activities

21050-ALL PREFAB-200100/L 6:00

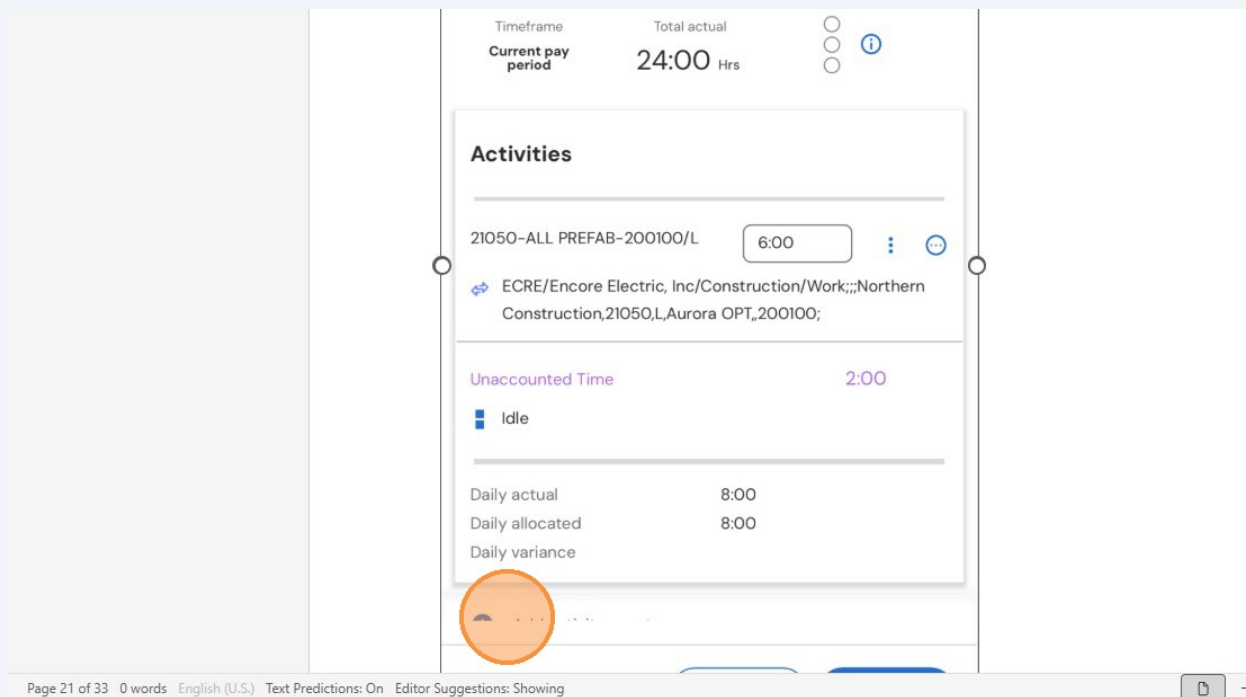
ECRE/Encore Electric, Inc/Construction/Work;Northern Construction,21050,L,Aurora OPT,200100,

Unaccounted Time 2:00

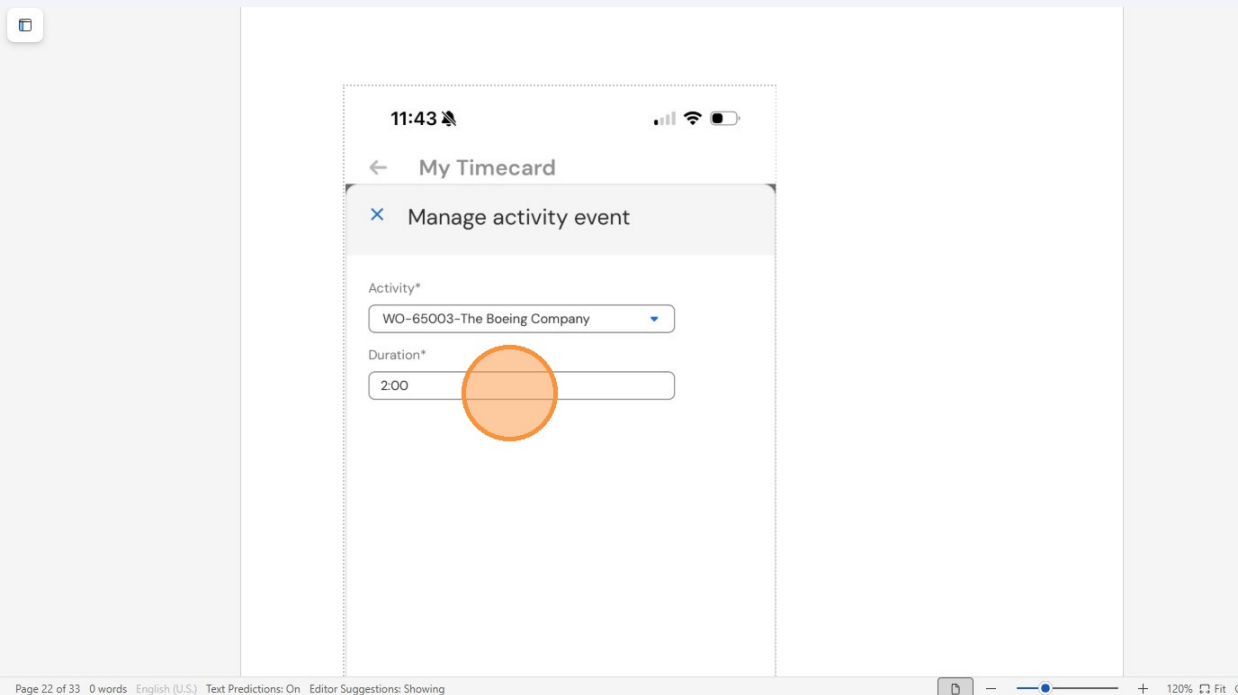
Idle

Daily actual 8:00
Daily allocated 8:00
Daily variance

24 Click Add Activity Event. AGAIN



25 Click here.



26 Click Save Again

The screenshot shows a mobile application interface for timekeeping. At the top, there's a date '6/24' and navigation arrows. Below this are two tabs: 'Timekeeping' and 'Activities', with 'Activities' being the active tab. The main content area is titled 'Activities' and contains two entries. The first entry is '21050-ALL PREFAB-200100/L' with a duration of '6:00' and a status icon. Below it is a description: 'ECRE/Encore Electric, Inc/Construction/Work;;;Northern Construction,21050,L,Aurora OPT,200100;'. The second entry is 'WO-65003-The Boeing Compan y' with a duration of '2:00' and a status icon. Below it is a description: 'ECRE/Encore Electric, Inc/Service/Work;;;So Colorado Service,WO,Colorado 2023,65003;'. At the bottom of the activities list, there's a summary section: 'Daily actual 8:00', 'Daily allocated 8:00', and 'Daily variance'. Below this is a button labeled '+ Add activity event'. At the very bottom, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with an orange circle. The bottom of the screen shows a status bar with '0 words', 'English (U.S.)', 'Text Predictions: On', 'Editor Suggestions: Showing', a zoom slider at '120%', and a 'Give Feedback to I' link.

6/24

Timekeeping Activities

Activities

21050-ALL PREFAB-200100/L 6:00

ECRE/Encore Electric, Inc/Construction/Work;;;Northern Construction,21050,L,Aurora OPT,200100;

WO-65003-The Boeing Compan y 2:00

ECRE/Encore Electric, Inc/Service/Work;;;So Colorado Service,WO,Colorado 2023,65003;

Daily actual 8:00
Daily allocated 8:00
Daily variance

+ Add activity event

Cancel Save

0 words English (U.S.) Text Predictions: On Editor Suggestions: Showing 120% Fit Give Feedback to I

27 Adding Overtime

28 Click Additional Day



11:45

← My Timecard

Activities Approve Remove approval Action required More actions

Thu 25 Projects w... 1
Total hours 8:00
Activities wo... -

Jun Fri 26 Schedule -
Projects w... 1
Total hours 8:00
Activities wo... -

Jun Sat 27 Schedule -
Projects w... -
Total hours -

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29 Type in Duration, Then Click Activities

Mobile App Time Entry KB

Search for tools, help, and more (Alt + Q)

Angelo

Home Insert Layout References Review View Help Picture

Comments Catch up Editing

Border Wrap Text Align Rotate Crop Height 9" Width 4.151" Lock aspect ratio Format Picture Draw Alt Text

6/27

Timekeeping Activities

Timeframe Current pay period Total to date 5:00 Hrs

Project amount

Hours Worked 5:00

Hours Worked 5:00

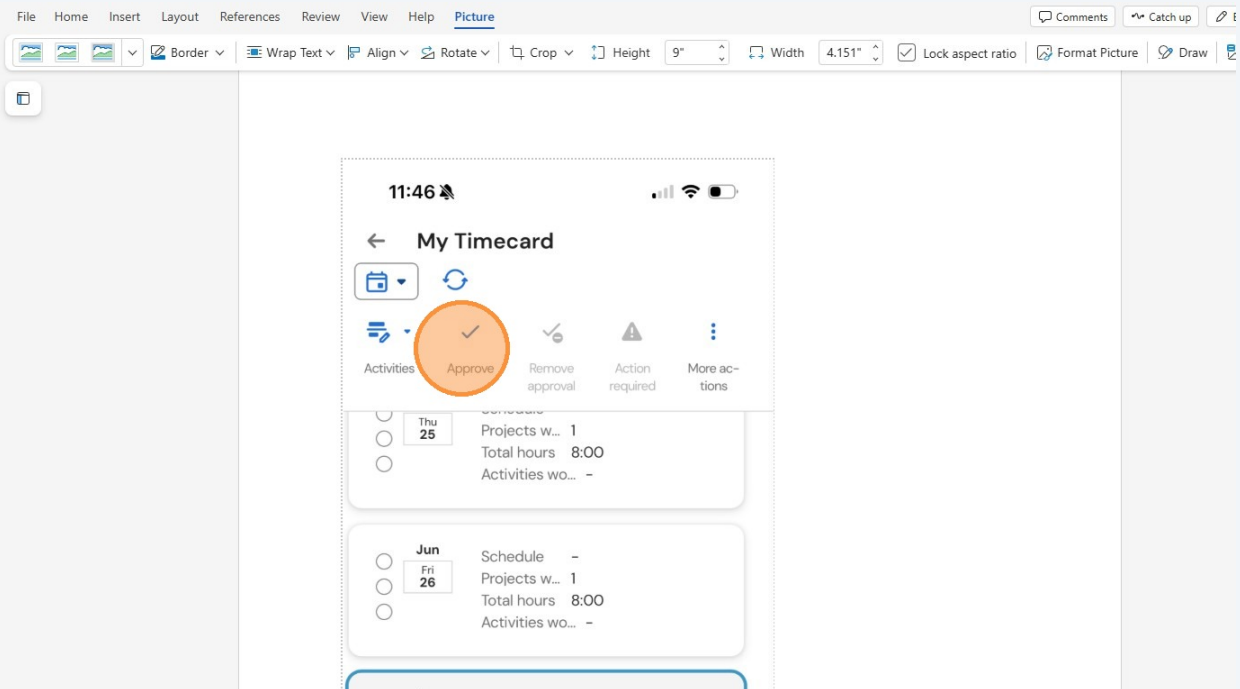
... OPT.ENCORE,200100; 1

... 2023,ENCORE,65003; 1

Add project

30 Follow same process for adding Overtime

31 Click Approve. After all activities have been added



32 Read and Confirm.



11:46

← My Timecard

× Confirm

By submitting this timesheet, I acknowledge and certify that during the pay period covered by this timesheet, I received all rest and meal periods as required by law.*

☒ Yes

☐ No

Submit

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33 See Brown Dot on each day showing that it has been Approved.

Note -> Click Remove Approval to make changes



11:47

← My Timecard

Activities Approve Remove approval Action required More actions

Information Timecard approved successfully.

Timeframe Total to date

Current 45:00 Hrs

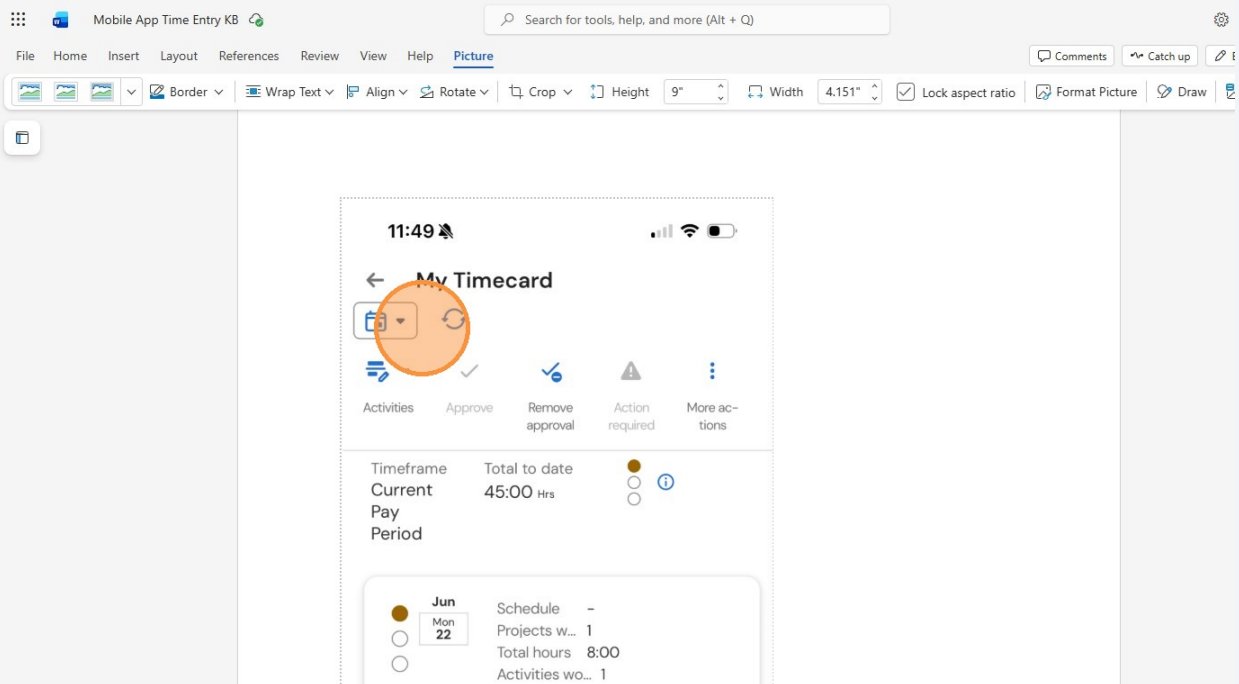
Approved by employee

Approved by manager

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34 Click Calendar Icon. to see other pay periods



35 Pay Period Options Below

