



### How to Modify an Approved Time Off Request for Managers

Any pay codes on the timecard that are in purple are generated from the schedule so you will not be able to edit them directly. For the clinics these are usually the result of approved time off requests that were put in through UKG.

- From the timecard select **Go To** in the task bar and then select **Schedule**

Employee: [Redacted] ID: J00577136 1 of 1

Current Schedule Period 1 Employee(s) Selected Loaded: 2:04 PM

ist View Zoom Approve Remove Approval Analyze View Moved... **Go To**

**Schedule**  
People

		Date	Schedule		Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sun 5/04									
+	⊖	Mon 5/05	7:00 AM - 7:30 PM		6:55 AM	7:19 PM			11.75	11.75	11.75
+	⊖	Tue 5/06									11.75
+	⊖	Wed 5/07									11.75
+	⊖	Thu 5/08									11.75
+	⊖	Fri 5/09			7:00 AM	11:00 PM	;PTO Duration;;; PTO-1		16.00	16.00	27.75
+	⊖	Sat 5/10			7:00 AM	11:00 PM	;PTO Duration;;; PTO-1		16.00	16.00	43.75
+	⊖	Sun 5/11	7:00 AM - 7:30 PM		7:08 AM	7:38 PM			12.00	12.00	55.75
+	⊖	Mon 5/12									55.75
+	⊖	Tue 5/13									55.75
+	⊖	Wed 5/14	7:00 AM - 7:30 PM		7:01 AM	7:31 PM			12.00	12.00	67.75

- Right click on the date tile with PTO to be edited



oyee ▾

Current Schedule Period 1 Employee(s) Selected Loaded 2:06 PM

Share Refresh Save

Employee ID Primary Job

S 04	M 05	T 06	W 07	T 08	F 09	S 10	S 11	M 12	T 13	W 14	T 15	F 16	S 17	S 18	M 19	T 20	W 21	T 22	F 23	S 24
	0700-1...				PTO-1 [16.00]	PTO-1 [16.00]	0700-1...			0700-1...	0700-1...									

- Select Edit

AS Schedule Planner

View by Employee ▾

Quick Actions Show / Hide Gantt View Zoom Tools Generate Schedule

Current Schedule Period 1 Employee(s) Selected Loaded 2:06 PM

Share Refresh Save

Name [1/1] Employee ID Primary Job

S 04	M 05	T 06	W 07	T 08	F 09	S 10	S 11	M 12	T 13	W 14	T 15	F 16	S 17	S 18	M 19	T 20	W 21	T 22	F 23	S 24
	0700-1...																			

PTO-1 [16.00]

Edit Delete Override Availability Cut Copy View Audit

- Make the appropriate edit to the **Paycode**, **Start Time** or **Duration** (amount of hours) as applicable



UKG

AS Schedule Planner

View by Employee ▾

Quick Actions

Show / Hide

Gantt View

Zoom

Tools

Generate Schedule

Calendar

Current Schedule Period

Search

Filter

☑ Name [1/1] ▾

Employee ID

Primary Job

	S 04	M 05	T 06	W 07	T 08	F 09	S 10	S 11	M 12	T 13	W 14	T 15	F 16	S 17	S 18
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Daily Coverage

Rule Violation

Absence Calendar

Comments

Edit Paycode

Job

RN

.../RN

Effective Date \*

5/09/2025

Paycode \*

PTO-1

Start Time \*

7:00 AM

Duration \*

Specify Amount

Amount Hours \*

16.00

Override Shift

Whole Shift

Partial Shift

Create Open Shift

Transfer

Cancel

Apply

- Select **Apply** and then **Save**