

# NEW TIMECARD SUBMISSION PROCESS

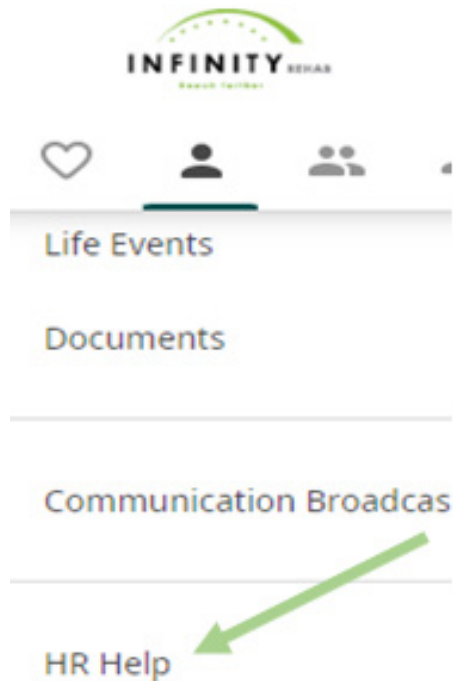
The **Timecard Adjustment** form is no longer found in Springboard and is now found in **UKG** under **HR Help** (login required). You can access **HR Help** by following the below instructions.

Once logged in, you will find the timecard adjustment form under the **Payroll** category.

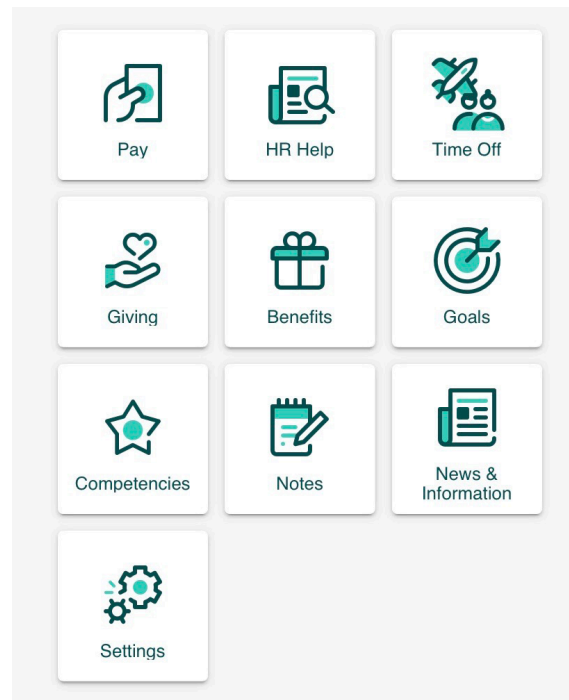
**Timecards sent via email will no longer be accepted.**

## ACCESSING HR HELP

You can access **HR Help** via the **UKG Desktop Site** by logging into **UKG** and clicking **HR Help** on the bottom left side of your profile.



You can access **HR Help** via **UKG Mobile** by logging into the APP and clicking **HR Help** from your choice of icons.



UKG



LOG INTO UKG HR HELP