



## UKG Ready Manager Training

# Why are we using UKG/Kronos?

- Managers have access to real time data to make more informed decisions
- Paperless time off request
- Seamless access to your employees time and attendance wherever you are.
- Streamline and boost payroll accuracy and efficiency
- Self service functionality to allow employees direct access to their own data
- Long overdue!!

# What's changing for managers?

- Hourly (non exempt) employees are required to punch in and punch out of work every day
- Salary (exempt) employees are required to enter their time worked on a daily basis
- You will log into the system on a daily basis to check alerts and resolve any issues with your employees time and attendance
- At the end of the pay period you will resolve any final issues and submit/approve timesheets
- Manage time off requests in a timely manner

# UKG Learning Resources:

- **Job Aids** – (step by step instructions and screens shots) for actions you can make in UKG Ready.
- **Recorded Presentations** – for Desktop / Mobile users will be posted online for access and review at anytime
- **Additional Trainings to come!!!**



# When To Start Using UKG?



Go Live!!!



# Where to go if you have questions or need help?

- If you have questions, send an email to [ukgtraining@tcfd.org](mailto:ukgtraining@tcfd.org)
- Job Aides and a Training Manuals will be available on the Dnet.
- There will be open office hours to address any questions.

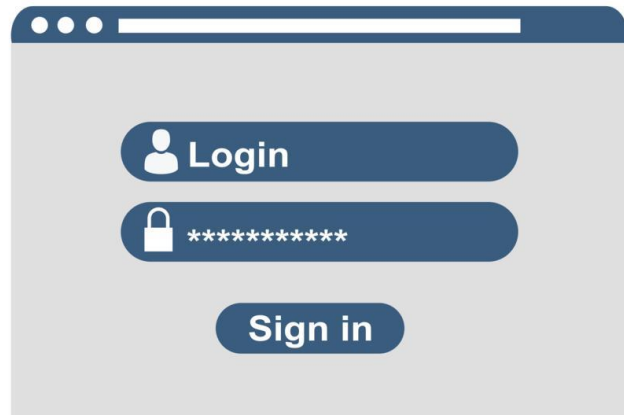


GETTING LOGGED INTO UKG READY...

# Getting Started







Login



Navigating



Timesheets

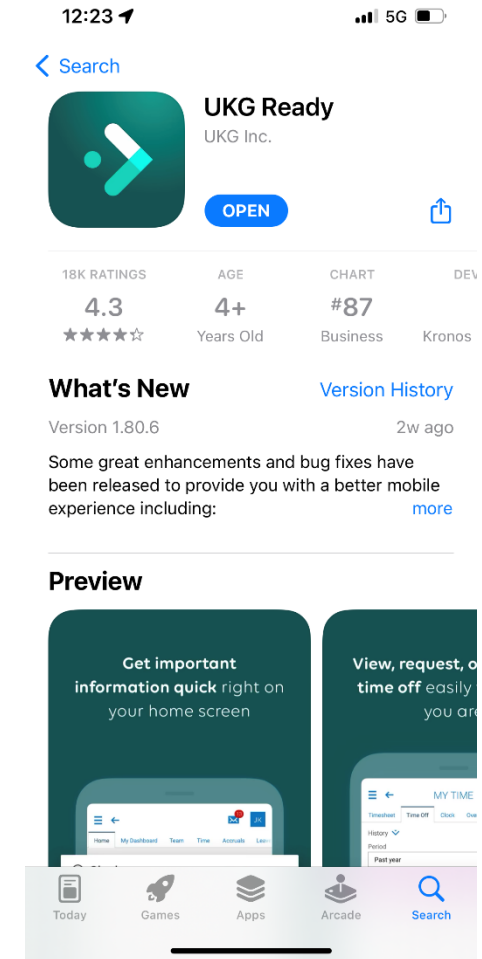
## 2 Options for Logging Time in UKG

- **Computer**
  - Desktop
  - Laptop
- **Cell Phone**
  - Tablet



# Downloading the Mobile App

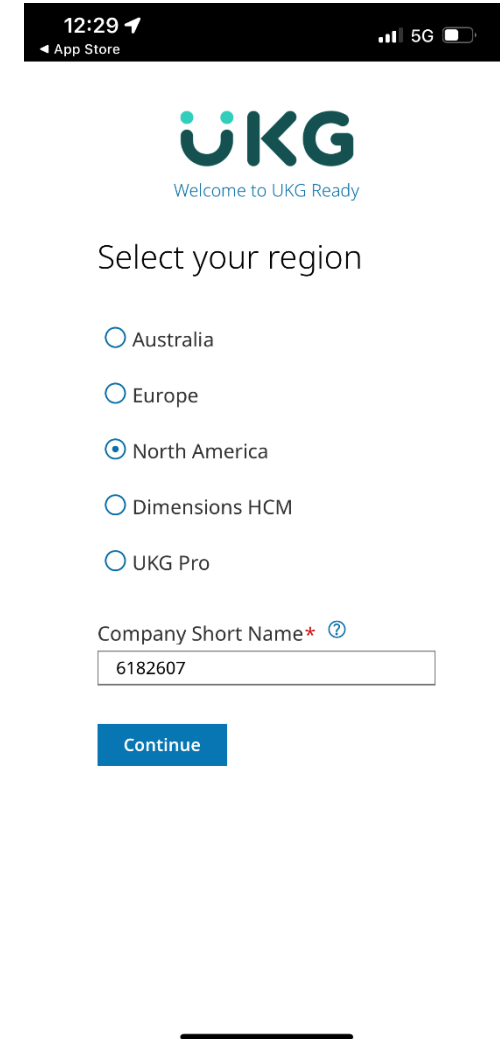
- Go to your device's app store and search for **UKG Ready**
- There are several UKG apps, so make sure to download the correct one



# Setting Up the Mobile App

- Select the region: North America
- Enter the company shortname:

6182607



12:29 1  
App Store 5G

**UKG**  
Welcome to UKG Ready

Select your region

- ☐ Australia
- ☐ Europe
- ☒ North America
- ☐ Dimensions HCM
- ☐ UKG Pro

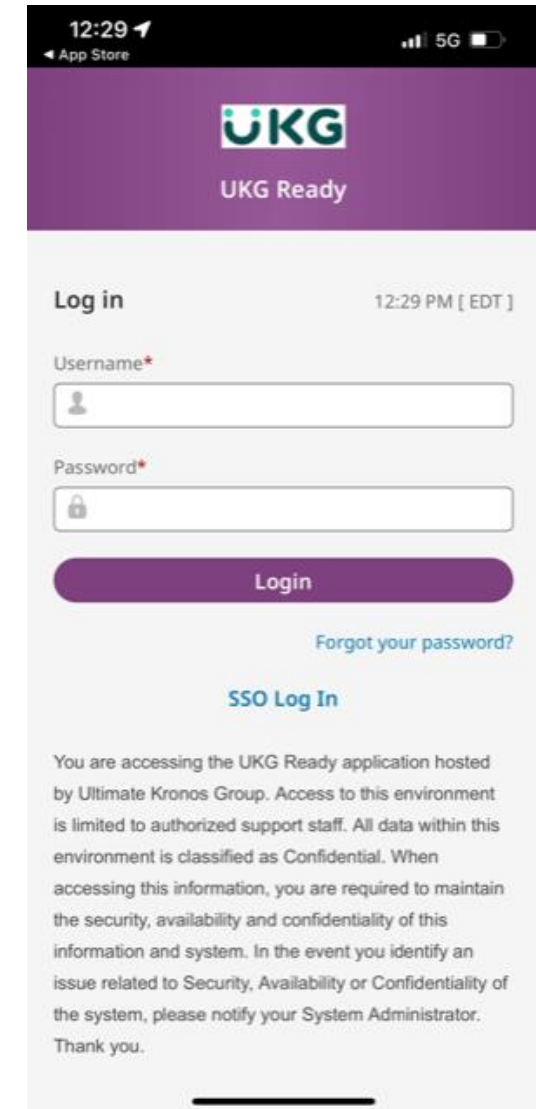
Company Short Name\* ?

6182607

Continue

# Logging into Mobile App

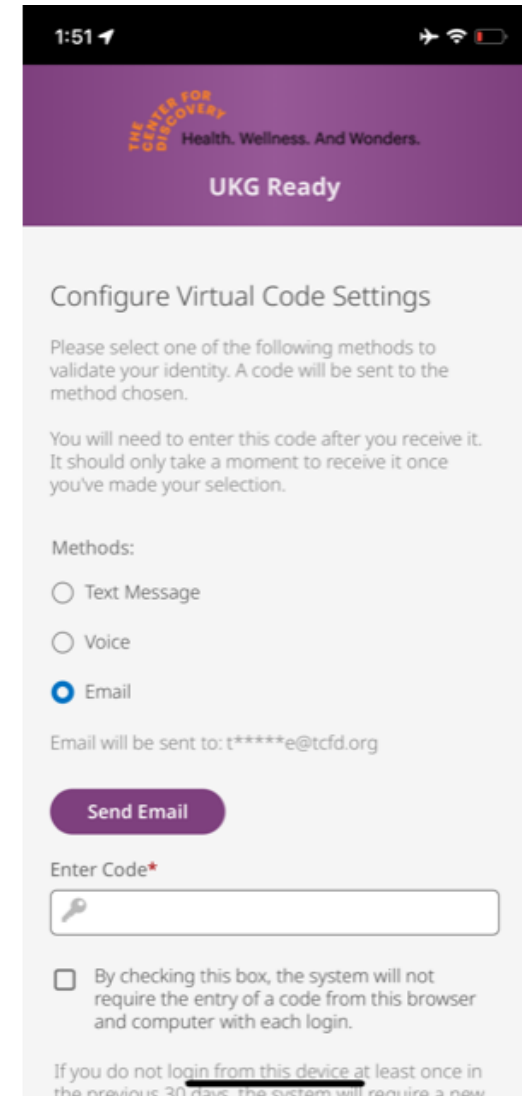
- Enter your TCFD Username and Password
- Temporary password will be your Social Security number
- Tap LOGIN
- Set up Biometric features
  - Fingerprint
  - Face Recognition



# Two Factor Authentication (2FA)

## Configure Virtual Code Setting

- Text Message
- Voice call
- Email



The screenshot shows the UKG Ready mobile app interface. At the top, the status bar displays the time 1:51, signal strength, and battery level. The app header features the logo for 'THE CENTER FOR DISCOVERY' with the tagline 'Health. Wellness. And Wonders.' and the text 'UKG Ready'. The main content area is titled 'Configure Virtual Code Settings' and includes instructions: 'Please select one of the following methods to validate your identity. A code will be sent to the method chosen.' and 'You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.' Under the heading 'Methods:', there are three radio button options: 'Text Message', 'Voice', and 'Email' (which is selected). Below this, it states 'Email will be sent to: t\*\*\*\*\*e@tcfd.org'. A purple 'Send Email' button is present. Further down is a section 'Enter Code\*' with a password input field containing a key icon. At the bottom, there is a checkbox with the text 'By checking this box, the system will not require the entry of a code from this browser and computer with each login.' and a note: 'If you do not login from this device at least once in the previous 30 days, the system will require a new'.

# Logging in from your web browser

- In your web browser enter:  
<https://secure6.saashr.com/ta/6182607.login?NoRedirect=1>
- Enter your TCFD Username and Password
- Click Login
- Password will be your Social Security number

A screenshot of the UKG Ready login interface. The page has a purple header with the UKG logo and 'UKG Ready' text. The main content area is light gray. On the left, there is a 'Log in' section with a timestamp '12:06 PM (EST)'. It contains two input fields: 'Username\*' with a person icon and 'Password\*' with a key icon. Below these is a purple 'Login' button and a link 'Forgot your password?'. On the right, there is a security notice: 'You are accessing the UKG Ready application hosted by Ultimate Kronos Group. Access to this environment is limited to authorized support staff. All data within this environment is classified as Confidential. When accessing this information, you are required to maintain the security, availability and confidentiality of this information and system. In the event you identify an issue related to Security, Availability or Confidentiality of the system, please notify your System Administrator. Thank you.' At the bottom, there is a small copyright notice: 'Copyright © 2022 All Rights Reserved. UKG Inc. 000000'.



EMPLOYEE SELF SERVICE...

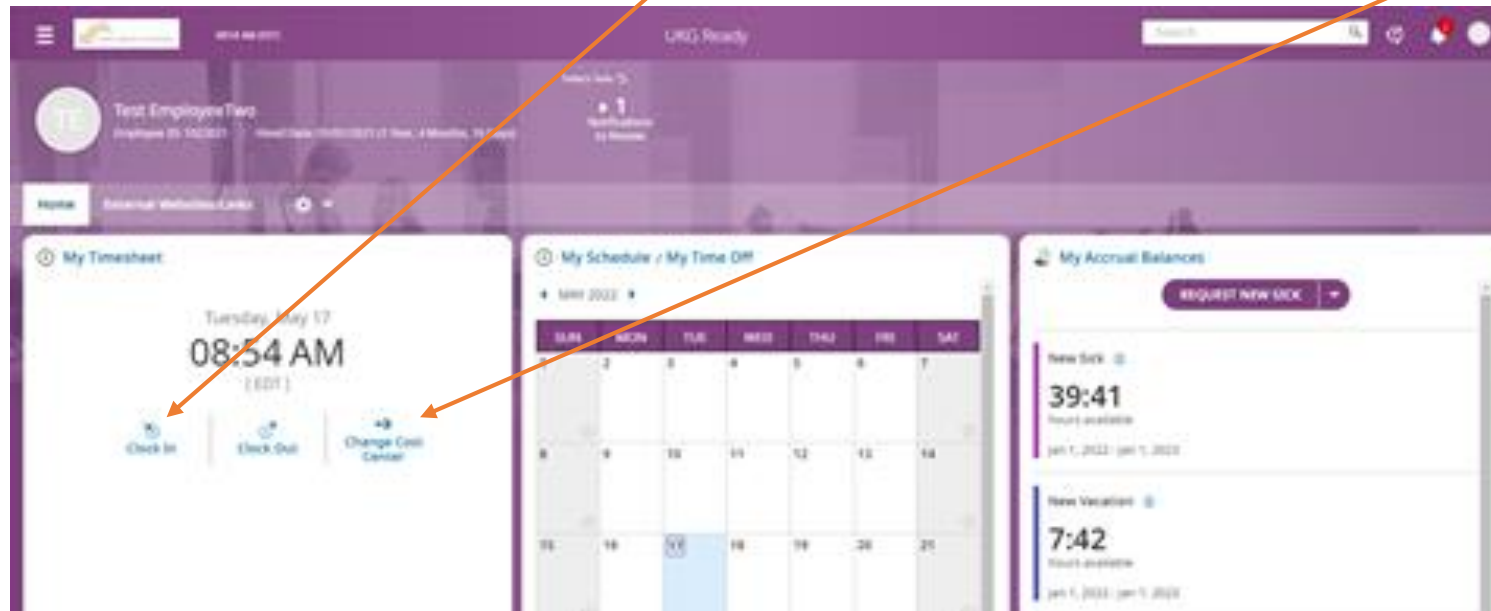
# Employee Common Tasks





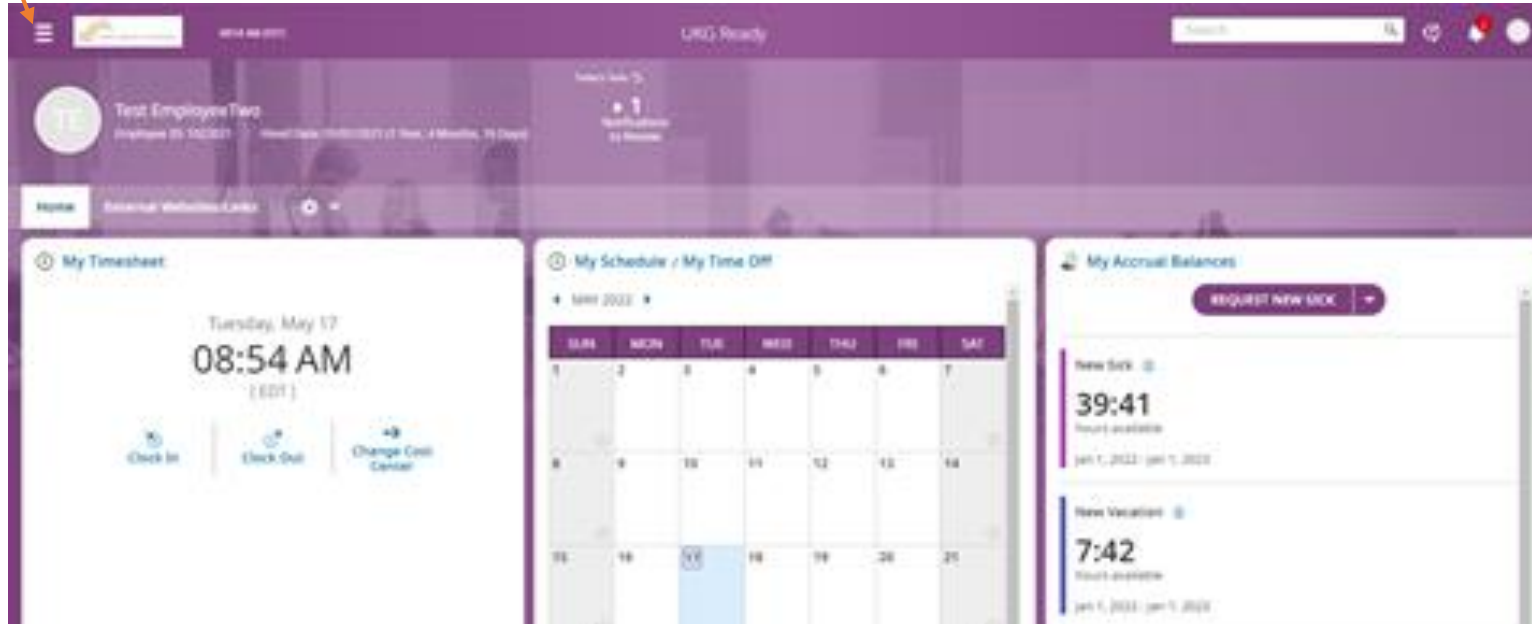
# Employee Dashboard

- Below is the view a employee will see when logging into UKG Ready. By default we have set the view to reflect the 3 sections below.
- The employee will simply click on Punch In/Out to “clock in/out”.
- If you are working in a different location anytime during your workday, you will click on the Change Cost Center, a 2<sup>nd</sup> screen will open, the correct job is selected and the punch occurs.



# Employee Dashboard

- Click the 3 Line Menu to view all options available to the employee

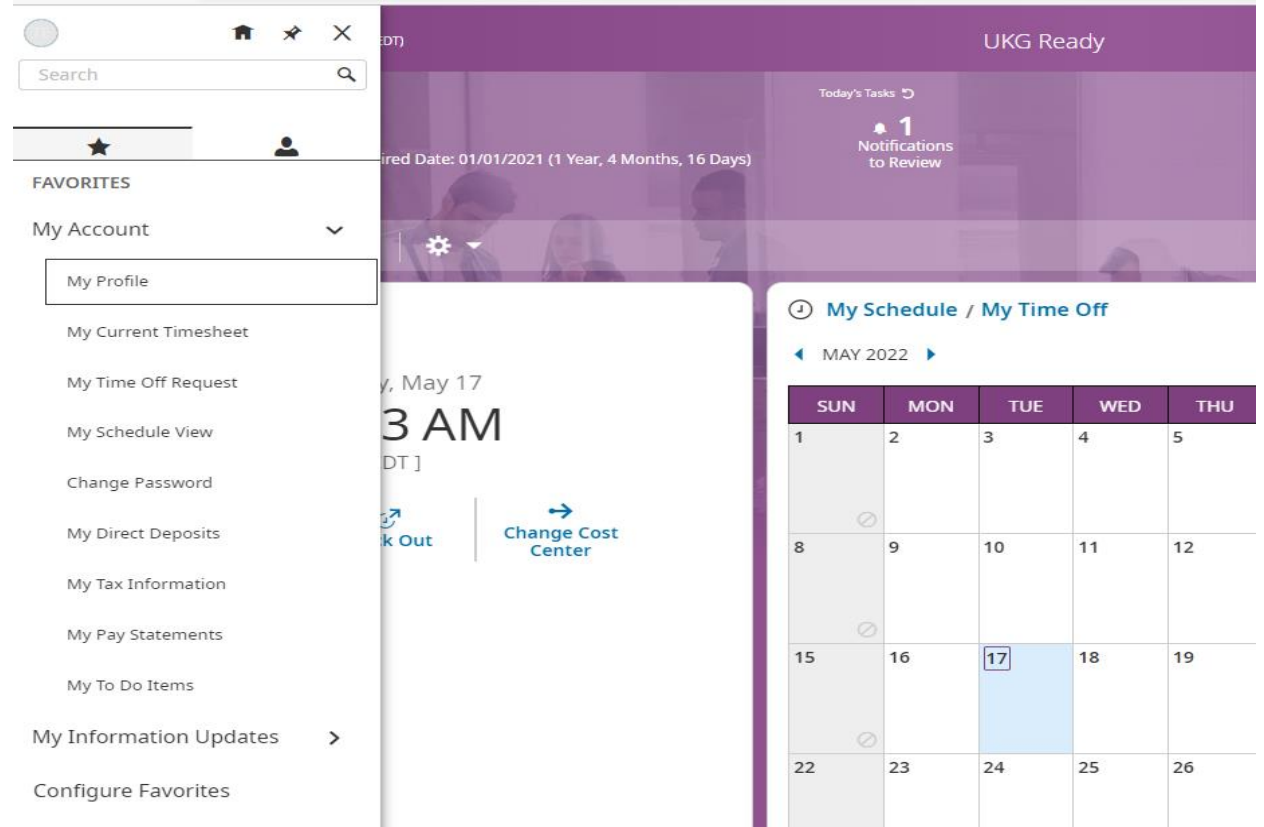


# My Account

- My Profile
- My Current Timesheet
- My Time Off Request
- Change Password
- My Direct Deposits
- My Tax Information
- My Pay Statements

# My Team

- Employee Information
- Timesheets
- Time Off
- Accrual Balances



# Viewing Your Timesheet

Available timesheet actions can be found at the top of the timesheet

Health, Wellness, And Wonders

04:53 PM (EDT)

Time

Search

27

Time > Timesheets

← Timesheet Edit

?

🔖

Save

Submit

Approve

⋮

👤 Test EmployeeTwo (1022021)

📅 June 05, 2022 - June 18, 2022

🔗 Open

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

23.72 hrs

23.75 hrs

Raw Total

Calc. Total

✓ Timesheet saved

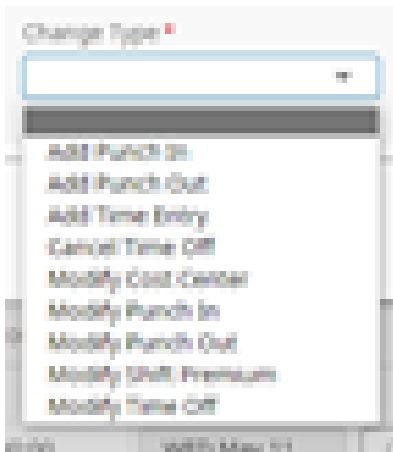
✕

> Date		From	To	Raw Total	Calc. Total	In Date	Time Off	Department	Cost Center	Locations	Activities	Notes
> SUN Jun 5	+			0.00 hrs	0.00 hrs							🗨
▼ MON Jun 6	⋮	From am 🔍	To am 🔍	8.00	8.00	MON Jun 6 ▼	▼	Choose... 🔍	Choose... 🔍	Choose... 🔍	Choose... 🔍	🗨
	+			8.00 hrs	8.00 hrs							🗨
▼ TUE Jun 7	⋮	From am 🔍	To am 🔍	8.00	8.00	TUE Jun 7 ▼	▼	Choose... 🔍	Choose... 🔍	Choose... 🔍	Choose... 🔍	🗨
	+			8.00 hrs	8.00 hrs							🗨
▼ WED Jun 8	⋮	09:17 am 🔍	e 09:30 am 🔍	0.22	0.25	WED Jun 8 ▼	▼	RES COUNSELOR 🔍	ASHWOOD 🔍	Ashwood 🔍	Counselor Ho 🔍	🗨
	⋮	e 09:30 am 🔍	e 05:00 pm 🔍	7.50	7.50	WED Jun 8 ▼	▼	RES COUNSELOR 🔍	PINE 🔍	Pine 🔍	Float Pay 🔍	🗨
	🗑	From am 🔍	To am 🔍	0.00	0.00	WED Jun 8 ▼	▼	TEACHER ASST & AIDES 🔍	SCHOOL AGE 🔍	SSA/Communit 🔍	Choose... 🔍	🗨
	+			7.72 hrs	7.75 hrs							🗨
> THU Jun 9	🗨	+		0.00 hrs	0.00 hrs							🗨
> FRI Jun 10	🗨	+		0.00 hrs	0.00 hrs							🗨
> SAT Jun 11	+			0.00 hrs	0.00 hrs							🗨
> SUN Jun 12	+			0.00 hrs	0.00 hrs							🗨
> MON Jun 13	🗨	+		0.00 hrs	0.00 hrs							🗨

# Requesting a Change to Your Timesheet



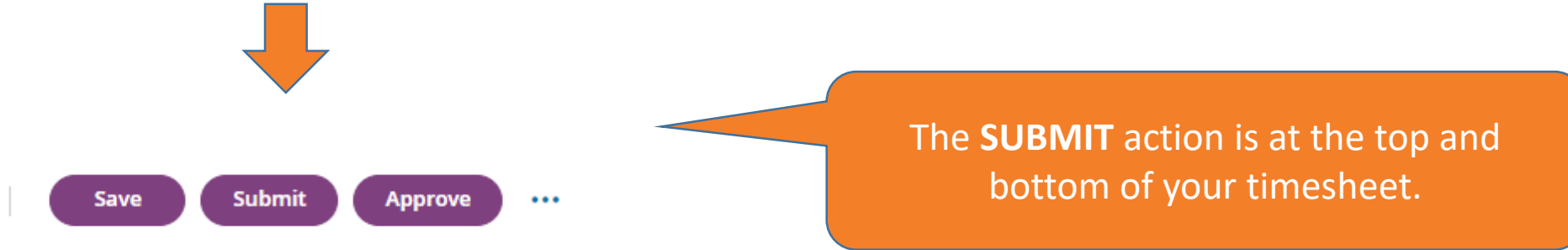
Click **CHANGE REQUEST** from your timesheet to start a new request



Click the drop down to select your **CHANGE TYPE**. Then follow the prompts to select and enter your requested change

A screenshot of a 'Change Request' form. At the top, there's a title bar with a close button. Below it are two fields: 'Change Type' with a dropdown menu showing 'Add Punch In', and 'Choose Date' with a date picker showing '05/19/2023'. Further down is a 'From' field with a dropdown showing '12:00' and a 'pm' button. Below that is a 'Comment' text area with the text 'missed punch correction'. At the bottom right of the form are 'Cancel' and 'Submit Changes' buttons.

# Submitting Your Timesheet



- Ensure your time is correct and enter any exceptions (PTO) prior to submitting
- Timesheets must be submitted weekly

# Submitting a Time Off Request

My Time > Time Off > Request

## Time Off Request

Time Off Type

None Vacation

Select your **TIME OFF TYPE** and click **START REQUEST**

### Accrued Balances Details

Mar 27, 2022 New Vacation

24:00 hrs  
Current Accrued

16:18 hrs  
Taken

07:42 hrs  
Current Balance

00:00 hrs  
Scheduled

00:00 hrs  
Pending Approval

Start Request

Expand the **ACCRUED BALANCE DETAILS** to see how much time you have available.

## Request Time Off

MON MAY 23

Schedule  
(08:00hrs)

Time Off Type

None Vacation

Request Type

Full Day

Date

05/23/2022

Total

08:00

Comment

Cancel

Submit Request

Enter the details for your request and click **SUBMIT REQUEST**



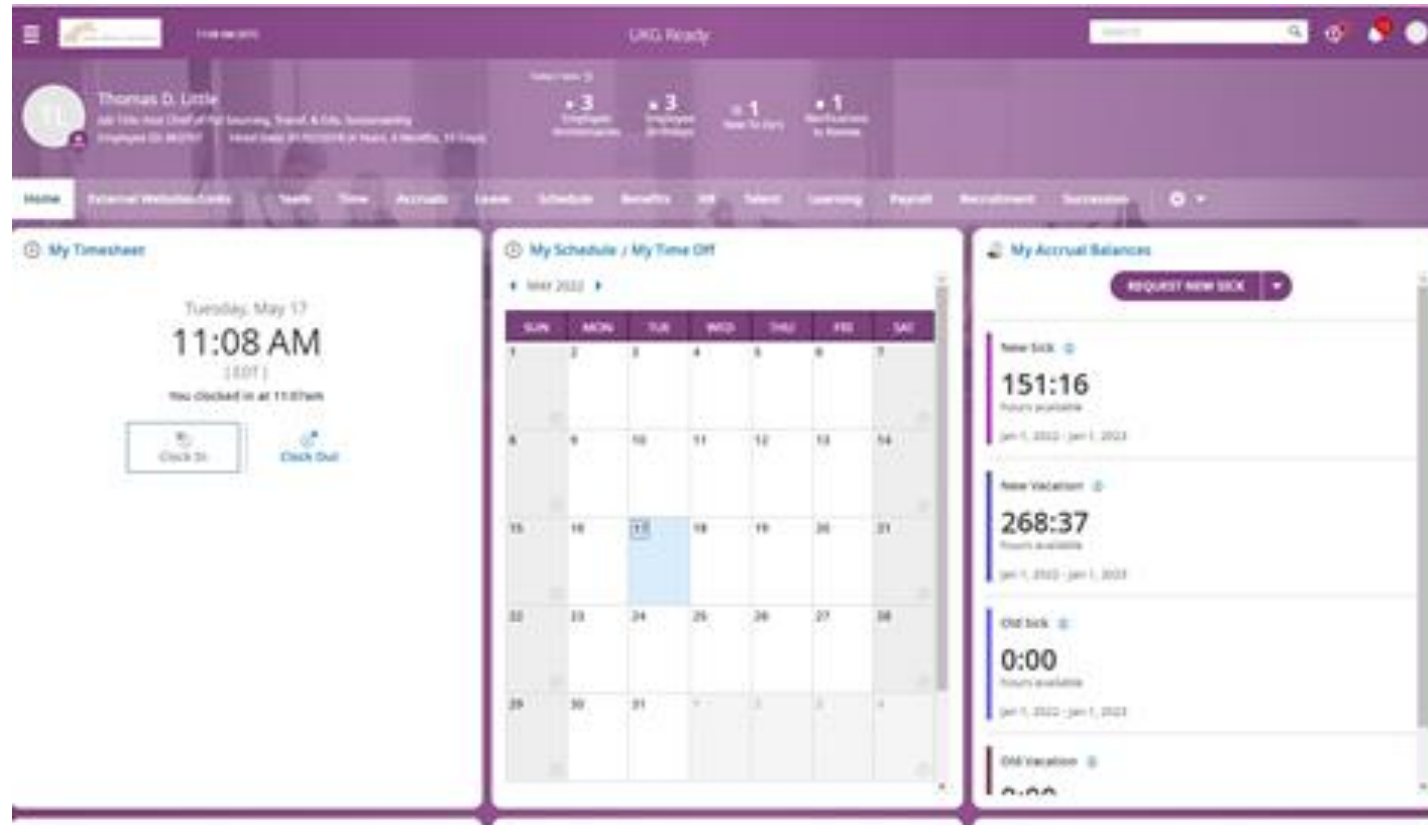
TIMEKEEPER TASKS...

# Managing Your Team





# Timekeeper/Supervisor Dashboard



# Your Time Dashboard

Use **widgets** to complete tasks or access specific information

The screenshot displays the UKG Ready Time Dashboard interface. At the top, the header shows the time as 11:13 AM (EDT) and the status as 'UKG Ready'. A search bar is located on the right. Below the header, the main section is titled 'All Timesheets' and shows a table with columns for Employee, First Name, Last Name, Raw Hours, # Records, # Incom..., Timesheet Dates, and Default. The table lists five employees: Emily Kramer, Regina Brookins, Yahaira Santiago Morales, Samantha Miller, and Blu Saravia. Below the table, there are three widgets: 'Attendance Board' showing a bar chart for attendance status, 'Exceptions' showing a bar chart for exceptions by type, and 'Missing Punches' showing a table of missing punches for the last 7 days.

Employee	First Name	Last Name	Raw Ho...	# Records	# Incom...	Timesheet Dates	Default
860576	Emily	Kramer	-	-	-	05/08/2022 - 05/21/2022	ADMIN AGENC Y
861468	Regina	Brookins	-	-	-	05/08/2022 - 05/21/2022	ADMIN AGENC Y
862038	Yahaira	Santiago Morales	-	-	-	05/08/2022 - 05/21/2022	CLINIC - OTH ER
862771	Samantha	Miller	-	-	-	05/08/2022 - 05/21/2022	ADMIN AGENC Y
863652	Blu	Saravia	-	-	-	05/08/2022 - 05/21/2022	ADMIN AGENC Y

Last, First Name	Date	Start	End	Actions
Little, Thomas	05/13/2022	09:14a	-	...
Little, Thomas	05/11/2022	12:57p	-	...

# Viewing Your Team's Timesheets

Approve selected timesheets

← All Timesheets

View

Submit

Approve

Reject

...

Page 1 of 2

1 - 10 of 11 Rows

Current view ▾

Timesheet Dates: 05/08/2022 - 05/21/2022

1

...

					↑ Employee...	First Name	Last Name	Raw Hours	# Records	# Incomp...	Timeshe...	Timeshe...	Default D...	Employee...	Approval ...
					starts with ▾	starts with ▾	starts with ▾	= ▾	= ▾	= ▾	= ▾	= ▾	= ▾	= ▾	= ▾
<input type="checkbox"/>					858508	Maria	Hernandez	-	-	-	05/08/2022	05/21/2022	ADMIN AGENCY	Active	Open
<input type="checkbox"/>					858720	Kami	Walter	-	-	-	05/08/2022	05/21/2022	CLINIC - OTHER	Active	Open
<input type="checkbox"/>					858892	Lee	Karasik	-	-	-	05/08/2022	05/21/2022	ADMIN AGENCY	Active	Open
<input type="checkbox"/>					859802	Toni	Wilkerson-Castillo	-	-	-	05/08/2022	05/21/2022	ADMIN AGENCY	Active	Open
<input type="checkbox"/>					860236	Allison	White	-	-	-	05/08/2022	05/21/2022	ADMIN AGENCY	Active	Open
<input type="checkbox"/>					860576	Emily	Kramer	-	-	-	05/08/2022	05/21/2022	ADMIN AGENCY	Active	Open


View and edit the timesheet

Preview the hours

View the employee profile

# Viewing and Editing an Employee's Time

- This is an example of an employees timesheet

04:53 PM (EDT)

Time

Search

27

Time > Timesheets

← Timesheet Edit

SaveSubmitApprove...

TE Test EmployeeTwo (1022021)

June 05, 2022 - June 18, 2022

Open

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

23.72 hrs

23.75 hrs

Raw Total

Calc. Total

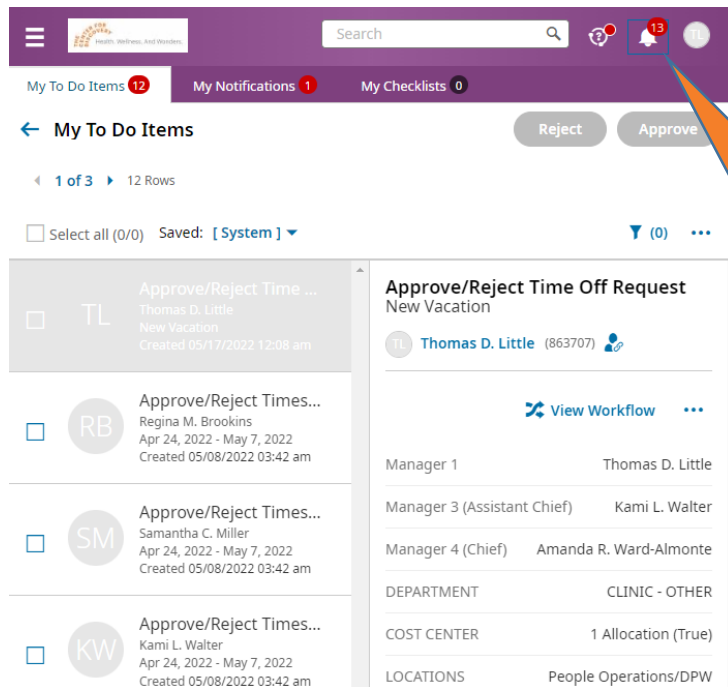
✓ Timesheet saved

×

➤ Date		From	To	Raw Total	Calc. Total	In Date	Time Off	Department	Cost Center	Locations	Activities	Notes
➤ SUN Jun 5	+			0.00 hrs	0.00 hrs							
▼ MON Jun 6	...	From am	To am	8.00	8.00	MON Jun 6		Choose...	Choose...	Choose...	Choose...	
	+			8.00 hrs	8.00 hrs							
▼ TUE Jun 7	...	From am	To am	8.00	8.00	TUE Jun 7		Choose...	Choose...	Choose...	Choose...	
	+			8.00 hrs	8.00 hrs							
▼ WED Jun 8	...	09:17 am	e 09:30 am	0.22	0.25	WED Jun 8		RES COUNSELOR	ASHWOOD	Ashwood	Counselor Ho	
	...	e 09:30 am	e 05:00 pm	7.50	7.50	WED Jun 8		RES COUNSELOR	PINE	Pine	Float Pay	
		From am	To am	0.00	0.00	WED Jun 8		TEACHER ASST & AIDES	SCHOOL AGE	SSA/Communit	Choose...	
	+			7.72 hrs	7.75 hrs							
➤ THU Jun 9	+			0.00 hrs	0.00 hrs							
➤ FRI Jun 10	+			0.00 hrs	0.00 hrs							
➤ SAT Jun 11	+			0.00 hrs	0.00 hrs							
➤ SUN Jun 12	+			0.00 hrs	0.00 hrs							
➤ MON Jun 13	+			0.00 hrs	0.00 hrs							

# Approving Timesheets and Employee Requests

- Complete your approval task by clicking the TO DO bell or using the widgets on your dashboard



Complete approval tasks from your dashboard

Click the bell icon to see a complete list of TO DO tasks at any time

- Employee timesheets must be approved before 12:00pm noon on “Sign Off” Friday

# #WhatHappensHereMattersEverywhere



**[thecenterfordiscovery.org](https://thecenterfordiscovery.org)**