

# UKG Ready Instructions —An Employee's Guide

This guide was created for employees who clock in/out daily to record their work hours. If you do this for your job, please follow these instructions to get started using the **UKG Ready** upgrade. **UKG READY WILL GO LIVE FOR ALL NON-EXEMPT EMPLOYEES ON OCTOBER 1ST AND SEPTEMBER 25TH FOR ALL BIWEEKLY EMPLOYEES.**

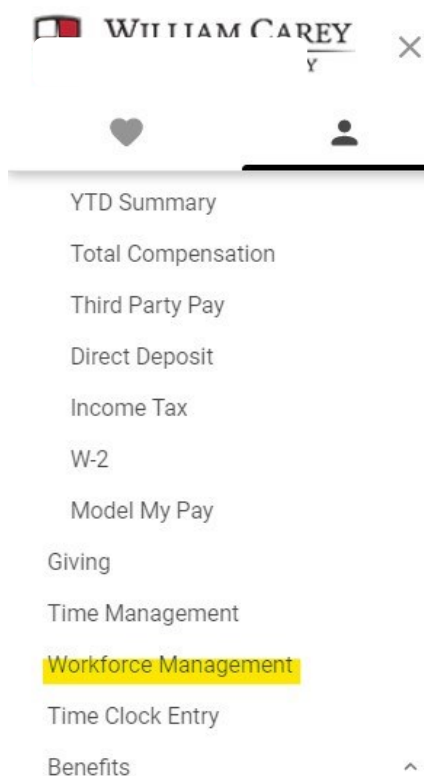
## FINDING UKG READY

### Step One

After you login through your OneLogin portal, click your UKG portal icon.



### Step Two



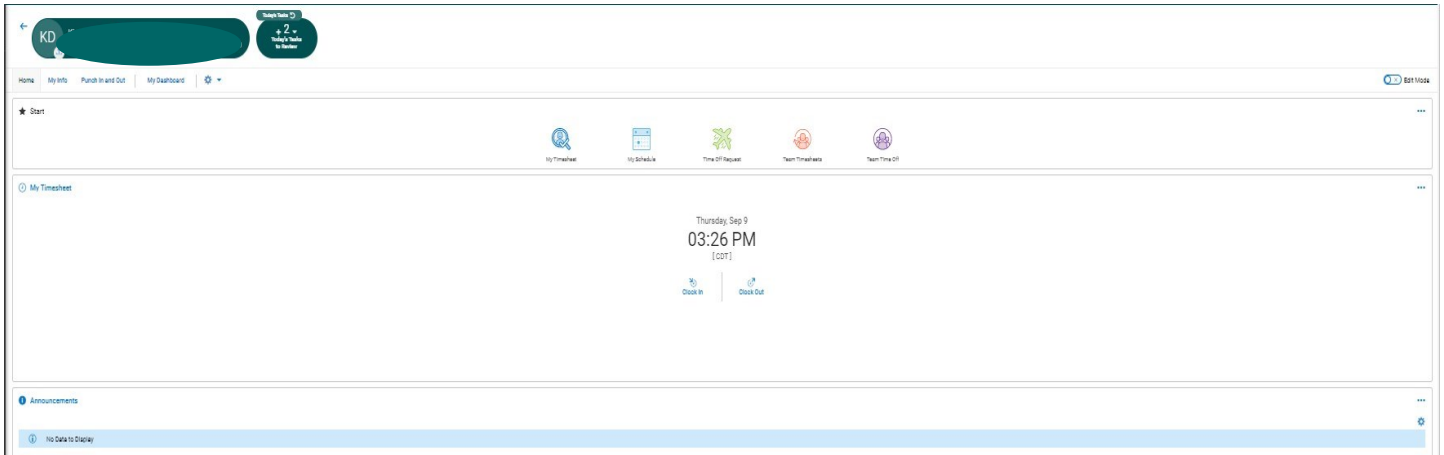
On your UKG homepage, click the menu in the top left corner. Click **“Workforce Management.”** Workforce Management stands for UKG Ready in the system.

**TIP —> Current employees — When you are looking for this option on your menu, you will notice that “Workforce Management” replaced the location for “Time Management”**

## FINDING UKG READY—cont'd

### Step Three

After clicking the **“Workforce Management”** item on your UKG menu, you will see your ***UKG Ready Dashboard***.



### ***UKG Ready App Now Available***

- ⇒ **This is IN ADDITION to the UKG app. If you currently do not have the UKG app, please see UKG App instructions**
- ⇒ ***See UKG Ready App Setup instructions if you are interested***

**If you experience an issue or error when locating this new upgrade, please contact Human Resources:**

Email: **humanresources@wmcarey.edu**



Phone: **601-318-6126**

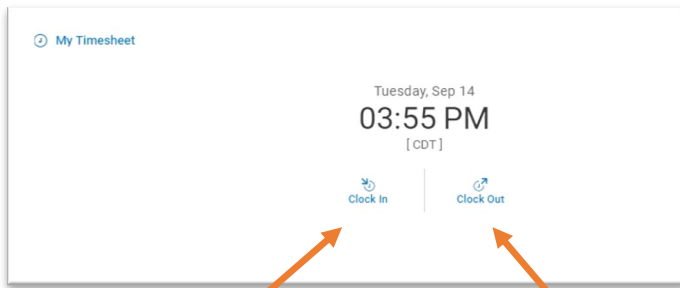


*Please do not contact IT if you are experiencing an issue with UKG/UKG Ready.*

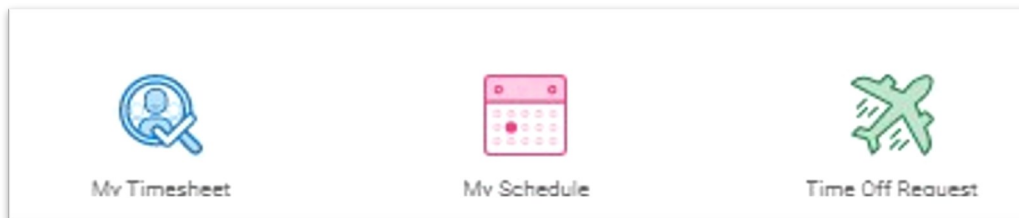
*Please continue to next page*

# IDENTIFYING YOUR UKG READY DASHBOARD

*How Each of These Widgets Can Help You*



**My Timesheet**— You can now clock in/out on directly on your dashboard without going to your timesheet. Using this widget (*pictured left*) and select the appropriate option for your work hours (*see arrows*)



**Start Menu** — This menu acts as a central hub for your daily time & attendance functions. Each icon **opens lists** that will help you navigate to your most frequent used items in UKG Ready: **your timesheet, your schedule, and your time-off requests**

**My Timesheet Icon**—Click this icon for a quick shortcut to your current timesheet. You can also select *“Historical Timesheets”* if you would like to browse past timesheets already processed through payroll

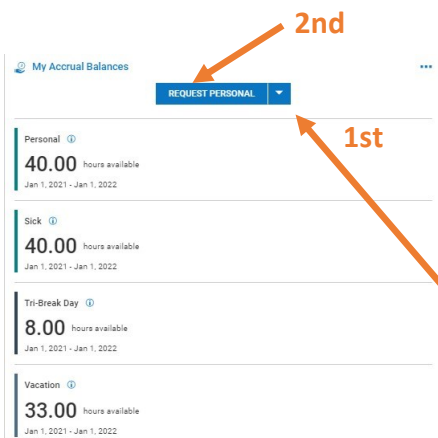
**My Schedule**—This is a shortcut to show you the hours you are scheduled to work in a particular week. ***This will be used most frequently by our facilities employees. All Salary Exempt and Non-Exempt employees will reflect scheduled hours of 8AM—5PM otherwise***

**Time-Off Request**— Select this shortcut to view or request time-off. From this shortcut, you will navigate to the **Time-Off Requests calendar**. ***See Time-Off Requests section for details.***

*Please continue to next page*

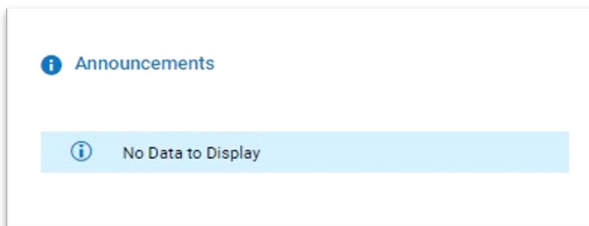
# IDENTIFYING YOUR UKG READY DASHBOARD (cont'd)

How Each of These Widgets Can Help You

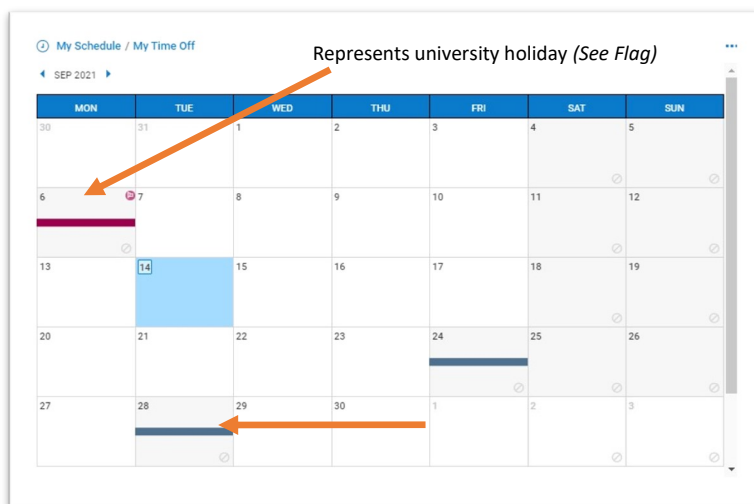


**My Accrual Balances**— Shows live balances of your PTO time as you take time-off

⇒ You can also start a **Time-Off Request** by selecting the **blue drop box** (pictured left), selecting the time-off you wish to take, and clicking the Request button above your listed accruals. After clicking the request button, you will navigate to the **Time-Off Calendar**. See *Time-Off Request Section for details*.



**Announcements** — As needed, Human Resources will send blast updates with attendance information related to unplanned university events such as weather days, holiday changes, blackout time reminders, system updates, and more



**My Schedule/ My Time-Off** — This calendar will show any university holidays, blackout periods, or approved time-off requests for you to monitor

⇒ **Facilities Department** — You can select this widget to see your assigned schedule. See your supervisor for details



**Feeling stressed with your day?**

Take a tiny break to take a deep breath and feed your turtle friends!

Click the screen in the blue to feed them

Please continue to next page

## RECORDING WORK HOURS IN UKG READY

There are currently three (3) different ways offered for recording your hours in UKG:

- **Timeclock located in your building**
- **Desktop**
- **UKG Ready App**

### Timeclock Kiosk

#### *Locating Your UKG Ready Timeclock in Your Building*

**You record your hours by clocking in/out using the timeclock located in your building.**

You will need to identify your **4 digit ID number** located in your UKG portal in order to use the timeclock. [This can be found at the top of your UKG dashboard or contact Human Resources.](#)

**TIP—In UKG, the ID number will show as 001234 —> DO NOT INCLUDE THE ZEROS WHEN YOU CLOCK IN.**

**Please take a moment to locate the timeclock in your building, so you can be prepared for your workday.**

### Mobile App

#### *Recording Your Work Hours from Your Mobile Device*

From your **UKG Ready Mobile App**, you can access your **UKG Ready Dashboard** to record your work hours, request time-remotely, and monitor your daily schedules and hours.

⇒ **This is IN ADDITION to the UKG app. If you currently do not have the UKG app, please see UKG App Instructions**

⇒ ***See UKG Ready App Setup instructions if you are interested***

*Please continue to next page*

# RECORDING WORK HOURS IN UKG READY (cont'd)

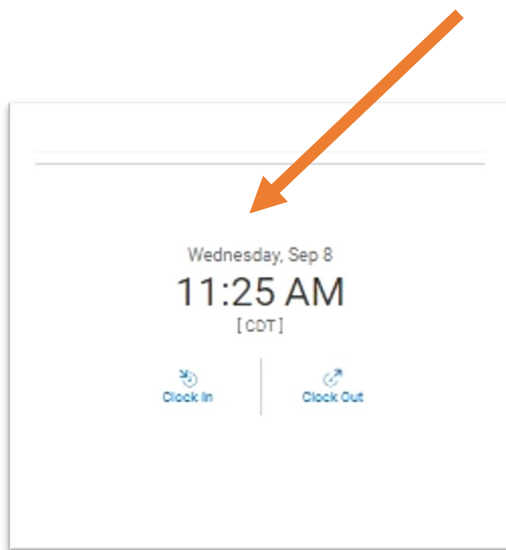
## Desktop Timeclock

### *Recording Your Time from Your Desktop*

From your **UKG Ready Dashboard**, you will see the **timeclock**.

- Select **CLOCK IN** if you are starting your workday or returning from your lunch break
- Select **CLOCK OUT** if you are leaving for your lunch break or ending your work day

**TIP:** This system is very similar to the UKG app system. [See UKG Ready App Setup instructions if you are interested.](#)



You can also record your work hours directly from your timesheet

My Time > Timesheet > Current Timesheet

← Timesheet Edit

September 01, 2021 - September 15, 2021

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

8.00 hrs Raw Total 8.00 hrs Calc. Total

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Department	Campus	Time Clock	Job	Notes
WED Sep 1 8:00a-5:00p	From: am	To: am	0.00	0.00	WED Sep 1		Human Resources	Hattiesburg	Choose...	HR Non-exempt	
			0.00 hrs	0.00 hrs							

*Please continue to next page*

## NEW TIMESHEET CHANGES REGARDING UKG READY

Timesheets no longer will be submitted and approved on a weekly basis. The university now submits timesheets per pay period.

The timesheet process is on a **deadline-oriented schedule** rather than a weekly schedule. The timesheets now conform to our university payroll schedule. With this in mind, your role in the process is critical for your team's time being pulled into the upcoming payroll.

All Non-Exempt employees are **STILL RESPONSIBLE** for working **8 hours per day Monday—Thursday** and **7.5 hours per day on Friday's** for a total of **39.5—40 hours maximum per week**

- ⇒ **Employees should submit timesheets IMMEDIATELY after their final punch of the pay period.**
- ⇒ **Work hour totals for Non-Exempt employees will fluctuate based on the number of days of the pay period.** *Human Resources will send out reminders each pay period to confirm these totals.*
- ⇒ **Overtime procedures HAVE NOT changed. Approval from the president is still required, and must be forwarded to Human Resources once received. In the event you have a need to seek overtime approval, please make this request AT LEAST one week in advance in order for us to remain on schedule for payroll.**

**TIP :** All automatic notifications/reminders from UKG Ready will be sent to you from this email address:



***noreply@saashr.com***

*Please continue to next page*

# SUBMITTING YOUR TIMESHEET IN UKG READY

## Timesheet

At the end of your pay period, it is very important that you submit your timesheet for your supervisor's approval. In order to submit your timesheet, click the **"Submit button."** This button can be found at the very top of your timesheet.

The screenshot shows the UKG Ready Timesheet interface. At the top right, there are buttons for 'Save', 'Submit', 'Approve', 'Cancel Request', and a menu icon. An orange arrow points from the text above to the 'Submit' button. Below the buttons, there is a header section with 'Time Entry' and 'Summary' tabs. The main area is a table with columns for Date, Time, In, Out, Rate Total, Date Total, In Date, Time LPT, Department, Sample, Time Clock, Job, Shift, and Notes. The table contains data for various dates and times, including 'WED Sep 1', 'THU Sep 2', 'FRI Sep 3', 'SAT Sep 4', 'SUN Sep 5', 'MON Sep 6', 'TUE Sep 7', 'WED Sep 8', 'THU Sep 9', 'FRI Sep 10', 'SAT Sep 11', 'SUN Sep 12', 'MON Sep 13', 'TUE Sep 14', 'WED Sep 15', and 'THU Sep 16'. The bottom of the table shows a total of 86.88 hours.

Please make sure you review **ALL FIFTEEN (15) DAYS** before you submit your timesheet to check for missed punches and to ensure your leave that you have taken over the current pay period has been approved and added onto your timesheet. **IF YOU ARE MISSING LEAVE OR HAVE A MISSED PUNCH:**

- ⇒ Inform your supervisor that he/she has not approved one or more leave requests
- ⇒ Contact your supervisor that your incoming submitted timesheet will contain missed punches, and list those for him/her to fix

Communication is very important in this process, so we strongly encourage you to email your supervisors to assist him/her with the attendance process.

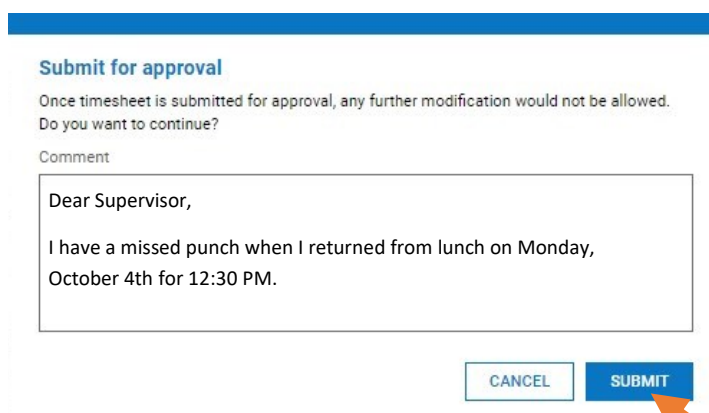
Please continue to next page



## SUBMITTING YOUR TIMESHEET (cont'd)

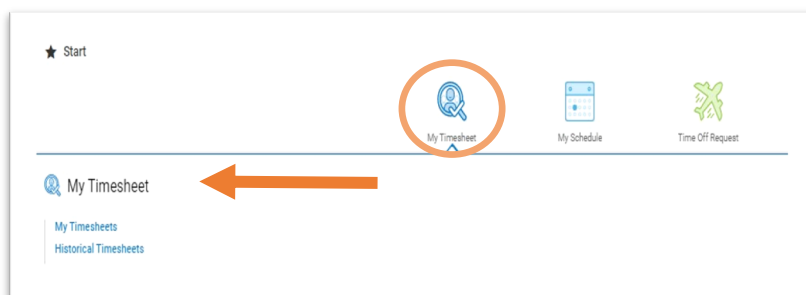
Timesheets no longer will be submitted and approved on a weekly basis. The university now submits timesheets per pay period.

- If you are a **Biweekly employee**, you submit your timesheet at the [end of every two weeks for your supervisor's approval](#)
- If you are a **Non-Exempt or Salary Exempt employee**, you submit your timesheet at the [end of every 15 days for your supervisor's approval](#)



Once you have selected the “Submit” button, the **popup window (pictured on left) will appear**. If you have any missed punches, timesheet approvals, or any additional comments you would like to send to your supervisor for this process, you can include those comments in this box. **YOU ARE NOT REQUIRED TO LEAVE A COMMENT IN THIS BOX.** Click the blue **“Submit”** button.

**Tip:** You can also locate your timesheet from the Start Menu, on the Dashboard. You can find this item by clicking the **“My Timesheet”** icon. From there, a popup menu will appear. Select **“My Timesheets”** to navigate to your current pay period’s timesheet.



- ⇒ **In the event of your absence when timesheets are due, please send an email to your supervisor agreeing for him/her to submit the timesheet on your behalf.** Documentation is vital during this process, and verbal permission can lead to timesheets being forgotten.
- ⇒ **In the event of a long-term absence that will last three (3) or more days, please contact Human Resources to check for FMLA eligibility and timesheet arrangements.**

*Please continue to next page*

# REQUESTING TIME-OFF IN UKG READY

You can request time-off in **UKG Ready** in three places:

- **UKG Ready Start Menu (Desktop)**
- **UKG Ready Calendar (Desktop)**
- **UKG Ready App**

If you are requesting time-off from your desktop, you will need to follow the ["Finding UKG Ready"](#) section steps before beginning this process.

After selecting **"Time-Off Request"** from your **UKG Ready Dashboard**, the time-off request calendar will appear.

- 1) Select the type of leave you will be using for your request at the top left corner of the calendar (*see arrow*).
- 2) Select the day you will **START** your leave. *If this leave will carry over multiple days, this will be handled in upcoming steps. Select only the **START** date.*

MyTime > Time Off > Request

← Time Off Request

Time Off Type  
Choose...

Accrued Balances Details

Aug 1, 2021 Personal ▾

40.00 hrs Current Accrued 0.00 hrs Taken 40.00 hrs Current Balance 0.00 hrs Scheduled 0.00 hrs Pending Approval

SEP 2021 TODAY

MON	TUE	WED	THU	FRI	SAT	SUN
30	31	1	2	3	4	5
6 Holiday (8.00 hrs)	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Vacation (8.00 hrs)	25	26
27	28 Vacation (8.00 hrs)	29	30	1	2	3

WED SEP 15

Schedule

Scheduled Hrs: 9.00 / Standard Hrs: 8.00 12 am 3 am 6 am 9 am 12 pm 3 pm 6 pm 9 pm 12 am

Please continue to next page

## REQUESTING TIME-OFF IN UKG READY (cont'd)

3) After you have selected the requested start date of your leave, a popup window will appear for the time-off request details.

- ⇒ Confirm your requested PTO that you will be using
- ⇒ Choose how many days this leave will be spent (one day, multiple days, partial day)
- ⇒ Select the dates

- Full Day: Select one date
- Multiple Days: Select the start date and the end date, and hours taken per day (example: two days off, 8 hours per day)
- Partial Days (Bulk): If you are missing a few hours during one day, select the date and the amount of hours you will take **during the day.**

### ⇒ SUBMIT YOUR REQUEST

Request Time Off

WED SEP 15

Schedule (9.00hrs)

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

Time Off Type \* Request Type \*

Personal

Comment

CANCEL SUBMIT REQUEST

**VERY IMPORTANT PLEASE NOTE:** When you make a time-off request, you are always selecting the HOURS PER DAY. This answer will always be eight (8) hours UNLESS you are using a partial day. If you are unsure when submitting your first request in this new system, please do not hesitate to ask a question contact Human Resources.

*Please be on the lookout for future training materials*