



UKG Ready: Staff Training

August 2022

Barnwell School District 45



Why are we using UKG Ready?



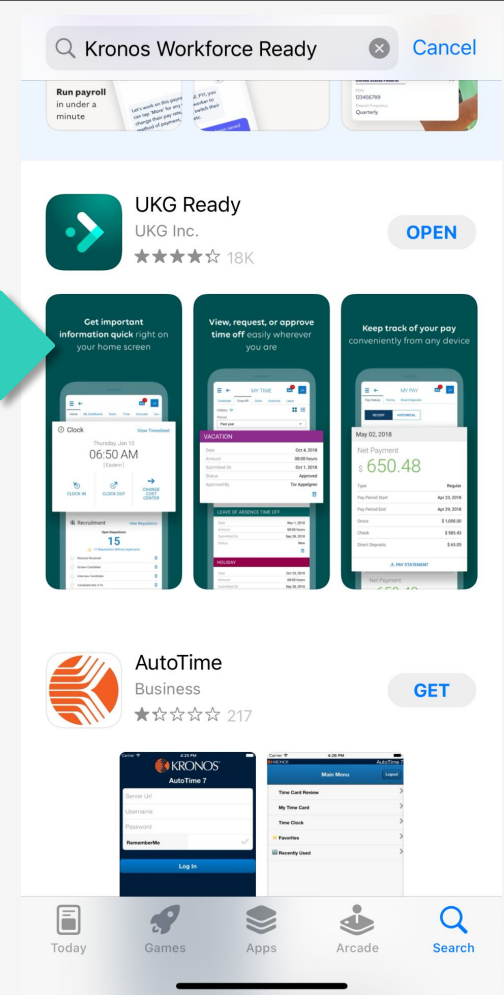
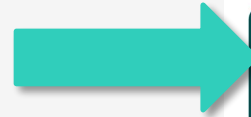
- Streamline time and attendance procedures
- Give employees access anywhere to access their leave balances and request time off
- Provide tools and data to make quick, informed and ethical decisions

Getting Logged into Kronos

Getting Started

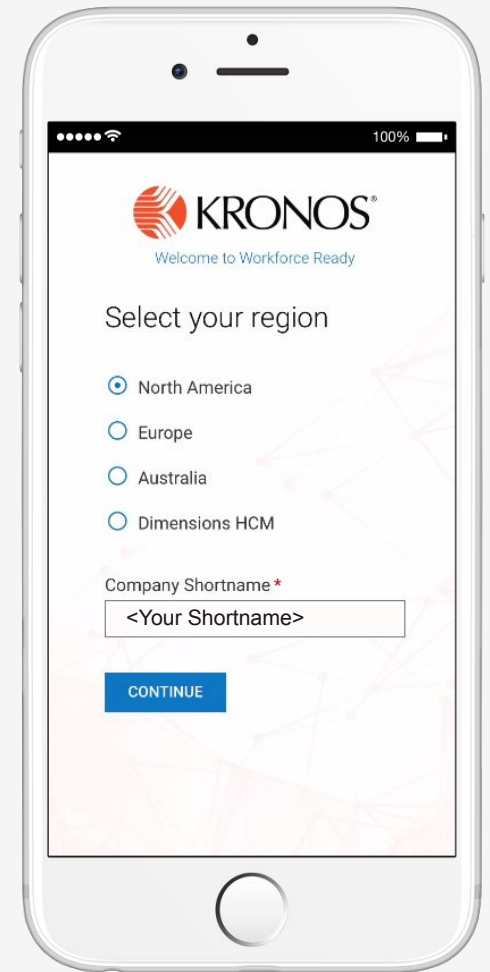
Downloading the Mobile App

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



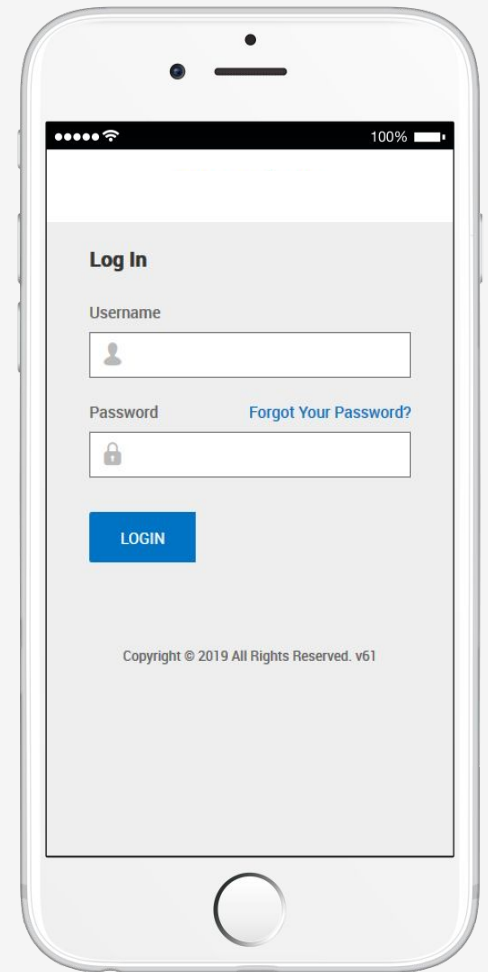
Setting Up the Mobile App

- Select the region: **North America**
- Enter our company shortname: **6184336**



Logging into the Mobile App

- Enter your username and password provided to you by your administrator
- Tap login



Logging in from your web browser

- Enter <https://secure6.saashr.com/ta/6184336.login?NoRedirect=1> in your web browser address bar
- Enter your username and password
- Click Login

https://secure6.saashr.com/ta/6184336.login?NoRedirect=1

UKG

Log in 11:44 AM [EDT]

Username*

Password*

Login

[Forgot your password?](#)

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.

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What is Virtual Code Authentication (VCA)?

- Virtual Code Authentication is a method for verifying your identity.
- This method of verification uses a six-digit code sent to your phone or email.
- The code is used in addition to your username and password.
- VCA helps us to protect your sensitive personal data.

Virtual Code Authentication Setup

- Enter your phone numbers and email

Phone number for text messaging

Phone number for voice call

Email address

Configure Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.

At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.

 999-999-9999

 999-999-9999

 ben.edwards@mycompany.com

SAVE

Getting Your Virtual Code Authentication Code

1. Select a method to receive your code
2. Click the **Send...** button
3. Enter your code
4. Click the checkbox to save the code to your browser
5. Click the **Continue** button

Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

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.

Info Message:

Text message was sent successfully. Enter in the code you've received in the field below.

To eliminate this step for future logins on the current device, use the check box.

Methods: Text Message Voice Email

Text message will be sent to: *****9058

SEND TEXT MESSAGE

 149124

- By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

CONTINUE

Login Help and Procedures

- To get your password reset, email Isolomons@bsd45.net
- To get your VCA contact information changed, reach out to Lisa Solomons at Isolomons@bsd45.net

Employee Self Service

Your Common Tasks

Employee Tasks

- **Clocking In/Out** – Depending on their timesheet type, employees may be required to punch in or out at the start and end of additional hours worked.
- **Viewing/modifying timesheets** – Employees can easily review their worked hours and calculated time on current and historical timesheets. Depending on security configuration, employees may even be able to make edits to their time entries.
- **Submit time off and timesheet change requests** – Employees may submit time off requests as well as timesheet change requests to be approved by their manager.

View My Time Off Request History

The Time Off Request History Page allows you to track past, current, and future Time Off Requests.

Navigate the Time Off History page

Navigation: My Info > My Time > Time Off > History

A section for each request made within the selected period displays.

The screenshot shows the 'Time Off History' page with a 'Period' dropdown menu set to 'Past year'. Below the menu are three request cards: 'SICK', 'VACATION', and 'PERSONAL'. Each card displays details such as Date, Amount, Submitted On, Status, and Approved By. A fourth 'VACATION' card is partially visible at the bottom. Callout boxes A, B, and C highlight the dropdown menu, the 'Submitted On' field, and a notification icon, respectively.

Period
Past year

SICK	
Date	Sep 28, 2018
Amount	8.00 hours
Submitted On	Oct 7, 2018
Status	Approved
Approved By	Carlos Hudson

VACATION	
Date	Sep 14, 2018
Time	8:00 am - 12:00 pm
Amount	4.00 hours
Submitted On	Oct 7, 2018
Status	Approved
Approved By	Carlos Hudson

PERSONAL	
Date	Aug 31, 2018
Amount	4.00 hours
Submitted On	Oct 7, 2018
Status	Approved
Approved By	Carlos Hudson

VACATION	
Date	Aug 30, 2018
Amount	8.00 hours

Submitting a Time Off Request

← Time Off Request

Time Off Type *

Select your Time Off Type and click Start Request

▼ Accrued Balances Details

Jan 1, 2020 [Paid Time Off](#) ▼

102.25 hrs
Current Accrued

102.25 hrs
Current Balance

0.00 hrs
Taken

0.00 hrs
Scheduled

0.00 hrs
Pending Approval

Expand the Accrued Balance Details to see how much time you have available

Request Details

Request Type *

Date *

Comment

Enter the details for your request and click Submit Request

SUBMIT REQUEST

Submit a Leave of Absence Request

Navigation: Menu > My Info > My Time > Leave > Request

1. From the Leave of Absence Request page, select the applicable reason for the leave at the Reason field.
2. Enter the Start Date and Estimate Return Date at the respective fields.
3. In the Request Type section, select the appropriate type.
4. Complete the fields that result from the Request Type selection.
5. Enter comments at the Comments field.
6. Select Submit.

Leave request for unexpected leave must be completed within 2 days from the employees return to work. If circumstances prevent an employee from complying with this expectation employees are responsible for notifying their supervisor immediately. Planned leave requests must be submitted and approved prior to the actual use of leave.

Cancel Time Off

Navigation: My Info > My Time > Time Off > History

1. Locate the unapproved time off request you wish to cancel. Adjust the Period if needed.
2. Select Delete.
3. Select Delete in the confirmation box.

The screenshots illustrate the process of canceling a time off request in a mobile application. The first screenshot shows the 'Time Off History' screen with a 'PAID TIME OFF' entry for Feb 26, 2021, and a 'Delete' icon highlighted with a yellow box labeled '2'. The second screenshot shows the 'Timesheet Edit' screen with a context menu open over the 'FRI Feb 26' entry, and the 'Change Request' option highlighted with a yellow box labeled '4'. The third screenshot shows the 'Change Request' dialog box with 'Cancel Time Off' selected in the dropdown menu (highlighted with a yellow box labeled '5') and the 'SUBMIT CHANGES' button highlighted with a yellow box labeled '7'.

Cancel an Approved Time Off Request

You must submit a timesheet change request to cancel an approved time off request.

Navigation: My Info > My Time > Timesheet > Current Timesheet

1. Select the **Actions** menu and select **Change Request**.
2. Select **Cancel Time Off** from the Change Type drop-down.
3. Select the date and the time off request to be canceled.
4. Select **Submit Changes**. The change request is sent to your manager for approval.

Timesheets

- Used for additional hours worked beyond normally scheduled contract days or hours
- Substitutes will be the one exception for now with multiple managers (more details to come)
- Examples
 - Drivers for trips, athletic event, additional hours beyond 30, etc.
 - Afterschool and summer school instructors, food service workers, and transportation staff
 - ESOL tutors
 - Special Services
 - Homebound and Alternate Placement Services
 - Credit Recovery

Viewing Your Timesheet

The screenshot shows a web application interface for viewing a timesheet. At the top, there is a navigation bar with a hamburger menu icon on the left, the text "MY TIME" in the center, and notification icons on the right (an envelope with a red "3" and a bell with a red "0"). Below the navigation bar, the page title "← Timesheet" is displayed. A left sidebar contains a menu with options: "Time Entry" (highlighted), "Calc Detail", "Calc Summary", "Counters", and "Summary By Day". The main content area shows a date range "Mar 11 - Mar 24" with navigation arrows, a "Raw Total" of "82.38 hrs", and a "CHANGE REQUEST" button. A blue bar highlights the date "MON Mar 11" with "7.78 hrs" and "1" issue. Below this, a yellow callout box points to the date bar with the text "Click the date bar to show or hide your time for that date." The interface also includes a "SAVE" button, a "SUBMIT" button, and a "CHANGE REQUEST" button. A table of time entries is partially visible, showing a time range of "8AM-5PM" and a total of "2.78" hours. A red exclamation mark icon is next to the total. The bottom of the interface shows input fields for "From" (08:27 am), "To" (11:14 am), "In Date" (Mon 11), and "Cost Center" (Location 1/Dept 200).

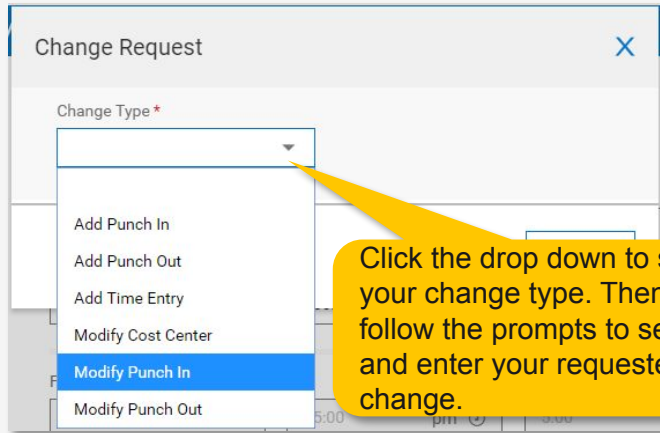
Available timesheet actions are at the top and bottom of your timesheet.

Click the date bar to show or hide your time for that date.

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.

Change Request Policy

- If you realize a data entry has occurred, a change request must be submitted immediately
- Changes requested after established deadlines for payroll dates, will be reflected in the following pay period

Submitting Your Timesheet



The Submit action is at the top and bottom of your timesheet.

- Approved timesheets must be submitted by the deadlines established by Finance for payroll dates
- Timesheets entered after the established deadlines for payroll dates must be entered by your direct Supervisor and will be reflected on the following paycheck

Next Steps

When do I start using UKG Ready?

When to start using UKG Ready-For All District and School Staff

- You will need to start punching/recording your additional time on August 15, 2022 (except for substitutes)
- You will start submitting your time off requests on August 8, 2022
- Paper timesheets and leave sheets will still need to be submitted through September as we transition to this new system

Approval Policies

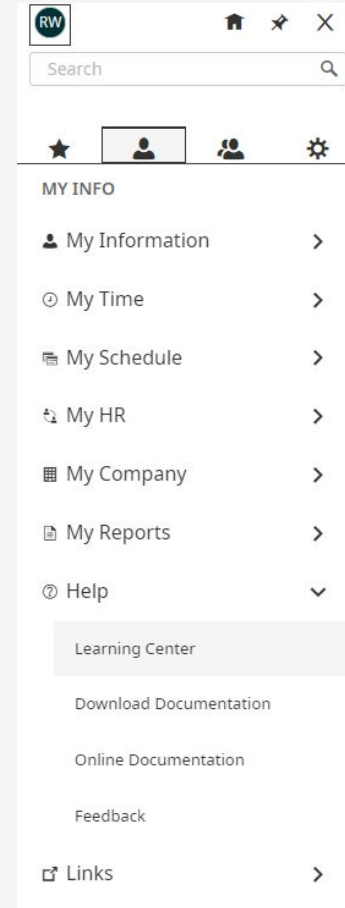
- Timesheets must be approved by Tuesday morning each week by 10:00 am. Timesheets not submitted and approved weekly, will be entered by the administrator. Finance will not key in sheets that are intentionally accumulated prior to submitting for approval.
- Timesheets that are approved after the deadline will be reflected on the next paycheck.
- Leave request for unexpected leave must be completed within 2 days from the employees return to work. If circumstances prevent an employee from complying with this expectation employees are responsible for notifying their supervisor immediately.
- Planned leave requests must be submitted and approved prior to the actual use of leave.

Where to go if you have questions or need help

- If you have questions, contact your school administrator or the HR Department
- If you need help using the application, contact Kin Hair, Lisa Solomons, Kristle Davis (timesheets for additional time) or Rachel Wall for direct assistance

Where to go to learn more

- Access job aid and learning resources under **Help > Learning Center**
- Go to <insert information on any of your internal resource sites>



Transition Period

- Through September 30th, both paper and electronic timesheets and leave request will be submitted
- The UKG file will be checked against paper copies prior to importing into Harris
- Substitutes will strictly use paper timesheets until October 1st. A substitute training will occur the beginning of September to train them on using the application.

Final Questions