UKG for Intercession Days - Updated 02/15/2024

There are two ways to use UKG. You can use the web application, or you can download the app on your mobile device by searching for **UKG Ready** in either the Apple App Store or the Google Play App Store.

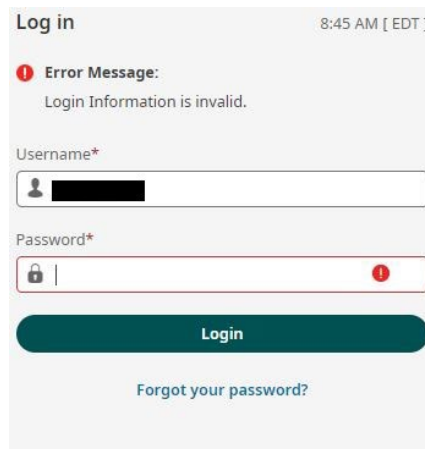The link to the web application login screen is https://secure6.saashr.com/ta/6184336.login

If you choose to use the mobile application, you will need a couple pieces of information:

- Region: North America
- Company short name: 6184336

If hired before March 2023, your username will be your email prefix (the part before the @). If hired in March 2023 or later, your username will be firstname.lastname. Please also read the UKG employee training document.
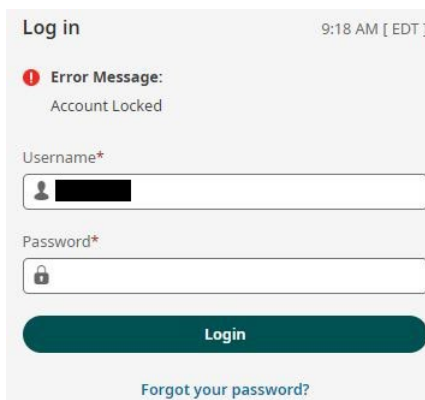
Login Assistance

If you enter your password incorrectly, you will receive the following message:

If you have forgotten your password, you can simply click the "Forgot your password?" link to reset the password yourself. You will need to enter your username and the last 4 of your SSN, and the application will get you started on a series of prompts to complete the password change.

If you enter an incorrect password too many times in a row, your account will become locked. Please see the message below indicating your account is locked.

At this point you will need to email lsolomons@bsd45.net or khair@bsd45.net in order to unlock your account and reset your password. A good rule of thumb would be to simply reset your password yourself after a couple of invalid attempts, causing a request to unlock your account to be a last resort.

Logging Time/Making Time Entries

Whether you are logging your hours in a web browser or within the mobile application, things will generally look the same. Also, there are always multiple ways of getting to your current timesheet, so the steps provided below are only one way of getting there; you may find others that seem more straightforward for you personally.

1. Click on the "hamburger menu" that is three horizontal lines in the top left corner.

2. Once the menu opens, navigate to My Time>Timesheet>Current Timesheet

3. This will open your current active timesheet for the present pay period. The system will also open up the current day, but you may click on any day of the pay period to log a time entry. You will need to do several things here, and all are of vital importance. Again, whether you're logging the time through the mobile app or through a desktop, it will generally look the same. Below is an example.

    i. **Enter your hours**
You may enter either your in/out times (labeled as From and To) or enter your raw hours manually without entering times in the From and To fields.

    ii. **Enter your Cost Center (circled above in red)**
The cost center routes your timesheet to the correct approving principal. Most employees have a default cost center that is the primary building in which they work. If your work on the Intercession Days happens to be different from your default cost center/building, click the browse button 🔍 to open up a list of options and select the appropriate one. The example above is defaulted to Primary School, but it could be Elementary School, Middle School, or High School, Transportation, or Food Service.

    iii. **Enter your Activity (circled above in blue)**
The activity pulls in the correct hourly rate. You may have any number of options available here depending on the extra duties you typically perform. For the Intercession Days, you will need to find the one that is associated with your school. The options are below:

- BPS - Intercession
- BES - Intercession
- GBMS - Intercession
- BHS - Intercession
- Intercession Transportation
- Food Service Intercession

Please note, not choosing anything will result in those hours not being included on the payroll file.

    iv. **Save your time entry**
Once you have completed the steps above, save your progress for the pay period. On the mobile app, you may need to scroll up or down a bit until the save button shows up on the bottom of the screen. In a web browser there is a menu toward the top right corner you can use to save. Please see below.

v.   When the pay period is complete, or your work for the pay period is complete and all time is logged, you may also **submit your timesheet** using the menu above as well. This highlights another difference between the web application and the mobile app. The submit button is not immediately visible on the mobile app, so a screenshot is included below to assist; please note that you will need to select the ellipsis (…) beside the Save button to open the menu that allows you to submit the timesheet.