UKG for Substitute Teachers – Updated 09/26/2023

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

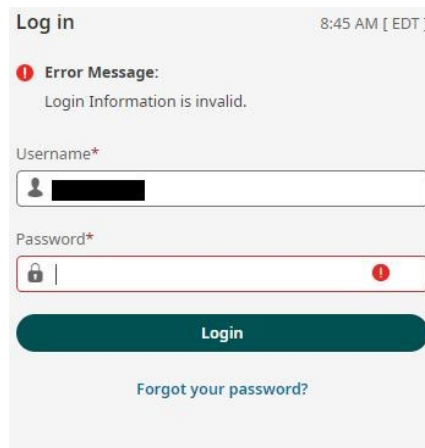If you choose to use the mobile application, you will need a couple pieces of information:

- 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. Beginning in September 2023, when an account is generated, a random password is also automatically generated. Your username, password, and a brief informational email will be sent to your district email account upon creation of the account as well. This email will be from khair@bsd45.net.

Please also read the UKG employee training document before moving forward with this document.

Login Assistance

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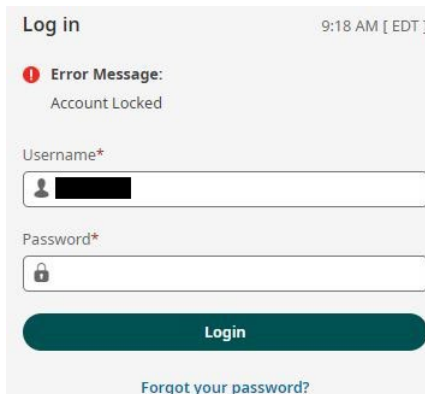
If you have forgotten your password, you can simply click the "Forgot your password?" link to reset the password yourself. You will need to enter your username and the last 4 of your SSN, and the application will get you started on a series of prompts to complete the password change.

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, all of vital importance:

   i. **Enter your hours**
   As a substitute teacher or nurse, please remember you will only be paid up to 7 hours per day. There will be instances in which you work (and are paid for) less or more than a half-day (3.5 hours), but there will never be an instance in which you are paid for more than 7 hours in a particular day.

   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. Just remember there is a systematic cap of 7 hours; you may enter the time as more than 7 hours, but any overage is not taken into account during payroll.

   ii. **Enter your Cost Center**
   The cost center routes your timesheet to the correct approving principal. A substitute can be placed in as many as four different schools during a pay period, so getting this correct and into the right hands for approval is very important.

   Select the building in which you are working on a particular day. Please see the screenshot of all substitute cost centers below. **Training** will only apply when a meeting of all substitutes is called.

   Please select the appropriate building for the day you are working.

   iii. **Enter your Activity**
   The activity pulls in the correct hourly rate. Choosing **Daily Substitute** will result in being paid your normal hourly rate. Choosing **Long-Term Sub** will be reflective of the additional roles and responsibilities of being placed in that position; do not use this option unless your placement has been discussed with

and approved by Human Resources. As with the Cost Centers, **Training** will only apply when a meeting of all substitutes is called.

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.