Using UKG at PAI

Training to completed initially upon hire & annually in November

PAI partners with UKG to manage employee self-service tasks.

This gives PAI employees control to view & submit timesheets, request changes, request time off & view their schedules.

This training will provide a refresher on using UKG for the following:

- ✓ Downloading the UKG App
- ✓ Clocking in/out
- ✓ Viewing "real time" timeclock
- ✓ Requesting timesheet changes
- ✓ Submitting timesheet
- ✓ Requesting time off [PTO]

Let's get started

...

You probably already have the app downloaded on your phone but incase you don't or are needing to set-up a new phone, the next few slides show you how

...

UKG

Download the Mobile App:

Go to your device's app store and search for **UKG Ready**

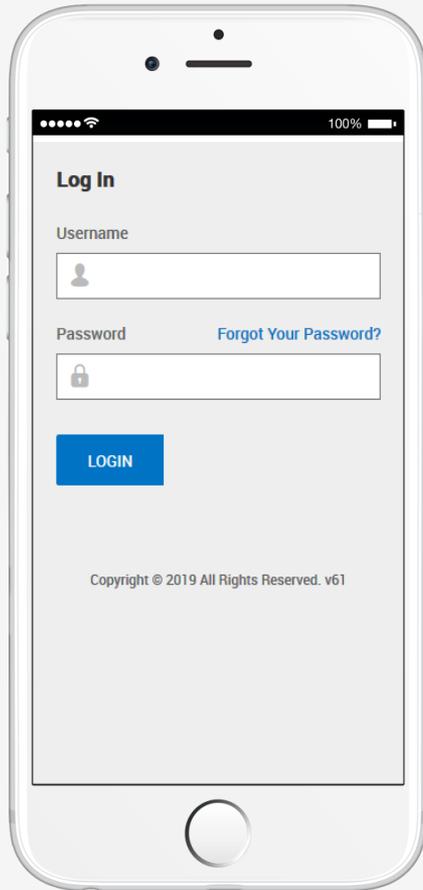*There are several UKG apps, make sure to download the correct one*

UKG Ready
Kronos Incorporated

Install

Rate this app
Tell others what you think

☆ ☆ ☆ ☆ ☆

Write a review

Developer contact ⌄

About this app →

Your employer must have UKG Ready software configured for Mobile.

Business

4.0 ★
5K reviews

500K+
Downloads

Everyone ⓘ

Welcome to UKG Ready!

Select your region

○ Australia
○ Europe
○ North America

Company Shortname * ⓘ

6192818

CONTINUE

Set Up the Mobile App:

Select the region:
North America
Enter company shortname:
6192818
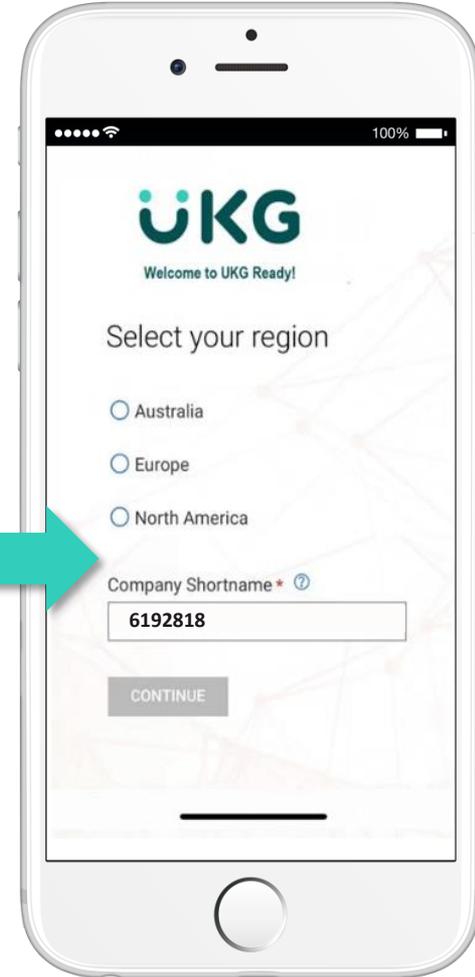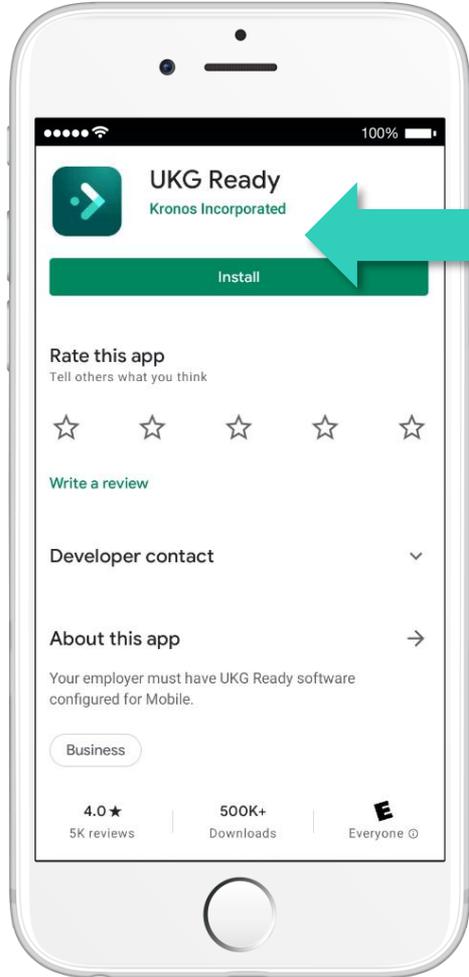
Log in on the App

Open App
Enter your username
Enter your password
Tap login

Log In

Username

Password   Forgot Your Password?

LOGIN

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Log in on the Browser

Log in   8:02 AM [CDT]

Username*

Password*

Login

Forgot your password?

Go to https://secure6.saashr.com/ta/6192818.login
Enter your username
Enter your password
Tap login

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Virtual Code Authentication [VCA]

VCA is a method for verifying identity using 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.

Get Setup...

Enter your phone numbers and email

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.

| Phone number for text messaging |
| T 999-999-9999 |

| Phone number for voice call |
| 999-999-9999 |

| Email address |
| ben.edwards@mycompany.com |

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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

To get your password reset

Follow the password reset prompts (on both the mobile app and browser)
UKG will send you password reset information to your PAI email

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

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E-consent for Electronic Paystubs - App

If you would like to save trees and receive an electronic paystub [rather than a paper copy] each pay period, complete the following steps.

Select "My Pay"
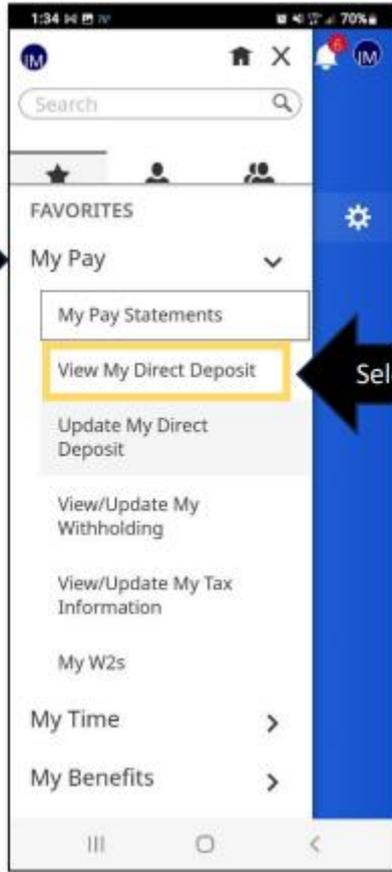
Select
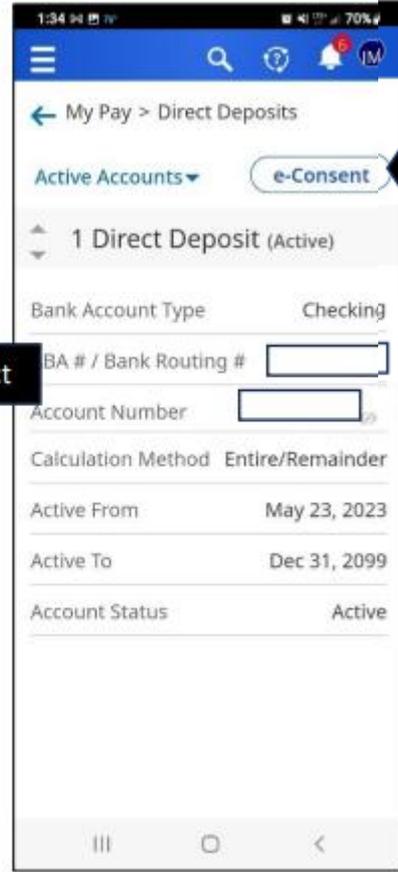
It will require you to enter your password as a signature.

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E-consent for Electronic Paystubs - Browser

If you would like to save trees and receive an electronic paystub [rather than a paper copy] each pay period, complete the following steps

UKG Common Tasks

Log in on the App
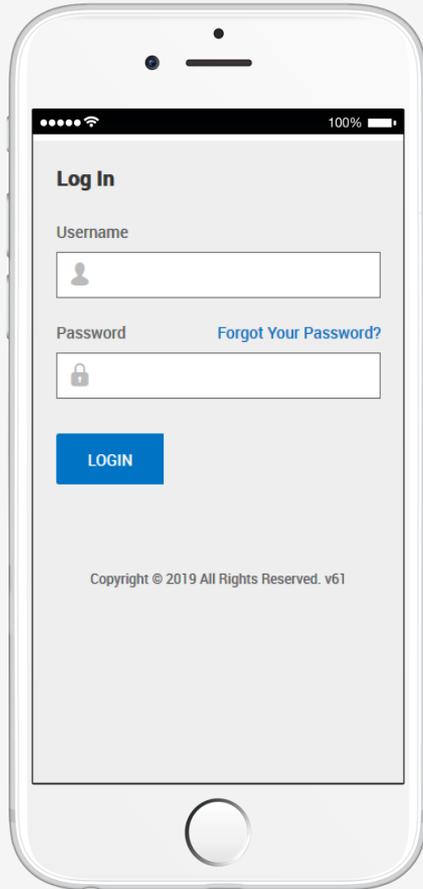
Log in on the Browser

Open App
Enter your username
Enter your password
Tap login

Log In

Username

Password   Forgot Your Password?

LOGIN

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Log in   8:02 AM [CDT]

Username*

Password*

Login

Forgot your password?

Go to https://secure6.saashr.com/ta/6192818.login
Enter your username
Enter your password
Tap login

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Home Dashboard

The Home Dashboard is the first page that will appear when you log in.

From here you can navigate within UKG and access your information.
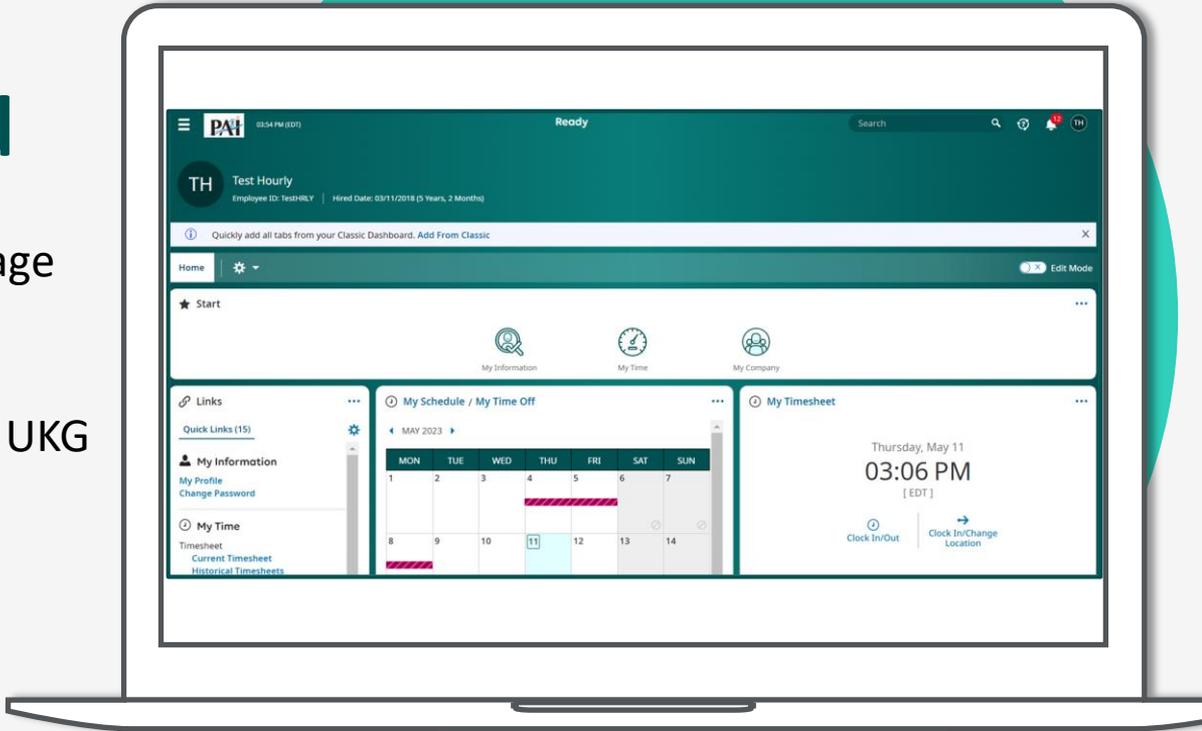
Clocking In & Out

Online and from the mobile app

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Viewing Time Sheet

You can view your current and past time sheets online or from the mobile app.

Navigate to "MyTime"
use the widget at the top of your dashboard
or the links on the lefthand side of the page

Viewing Your Timesheet

Click the pay period arrows to view past/current pay period timesheets.

Available timesheet actions are at the top of your timesheet.

← Timesheet Edit

ⓘ 📎 | **Save** **Submit** **Change Request** ⋯

🕐 Clock In/Out   → Clock In/Change Location

📅 ◀ May 08, 2023 - May 21, 2023 ▶ Open 🔓

| Time Entry | Exceptions | Calc Detail | Calc Summary | Counters | Summary By Day |

54.50 hrs
Worked Hours

2.00 hrs
Time Off Hours

0.00 hrs
Overtime Hours

⌄ Date		From	To	Raw Total	Calc. Total	In Date	Time Off	Dept	Location	Notes
⌄ ❗ MON May 8	❗ EARLY OUT SHORT SHFT									
7:15a - 3:15p Parkway		e 07:15 am 🕐	e 03:00 pm 🕐	7.75	7.75	MON May 8		Direct Support Professionals	Parkway	💬
				7.75 hrs	7.75 hrs					💬

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

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Requesting Changes

There are some items on the timesheet that you will not have permission to edit directly on your timesheet. When you need to make a change to information that you don't have the ability to change, such as a punch time, you will need to submit a timesheet change request.
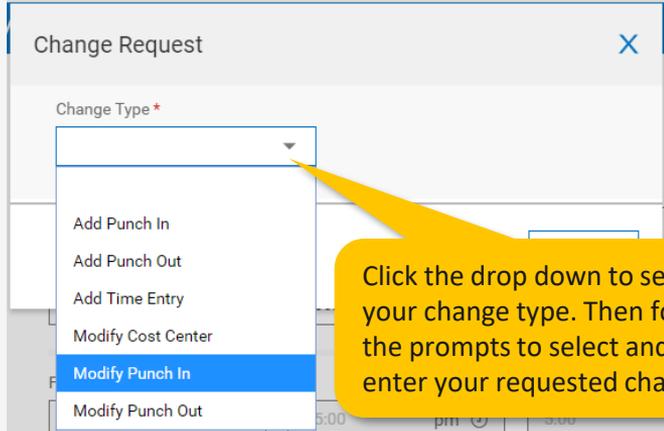
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To submit a timesheet change request, Click the Change Request button on your timesheet.

| SAVE | SUBMIT | CHANGE REQUEST |

Click Change Request from your timesheet to start a new request.

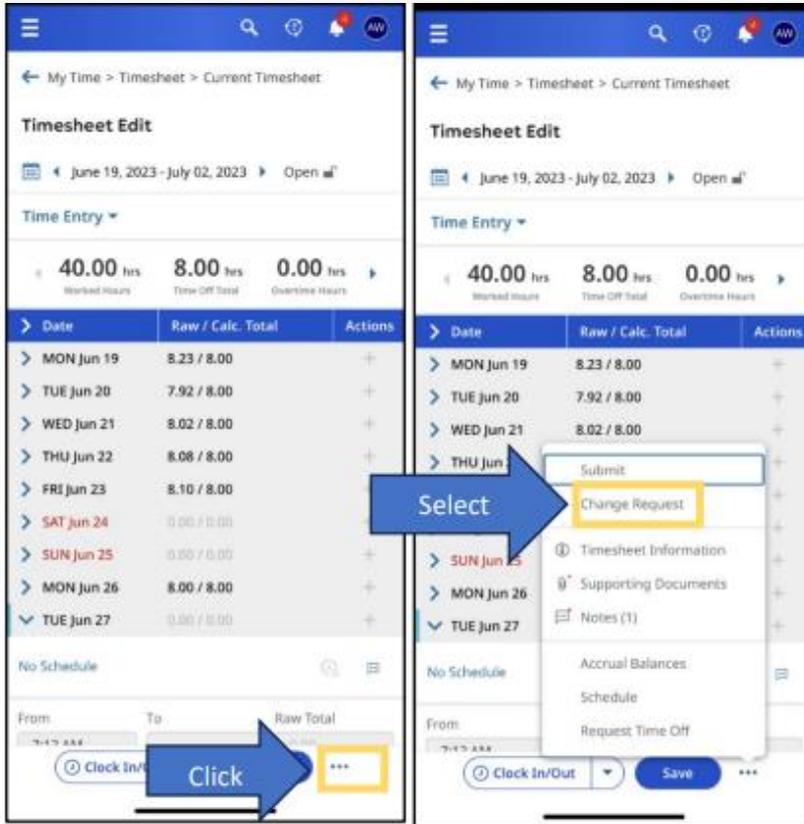Select the type of change that you want to make, fill in the related details and Click Submit.

*The change request will go to your manager for approval.*

Change Request   ✕

Change Type *

Add Punch In
Add Punch Out
Add Time Entry
Modify Cost Center
Modify Punch In
Modify Punch Out

Click the drop down to select your change type. Then follow the prompts to select and enter your requested change.

Remember: Your timesheet won't reflect the change until your manager approves it, so make sure you follow up with your manager if you don't get a notification that it was approved.

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Click to expand options
then Select Change Request

Select the type of change that you want to make
Fill in the related details
Click Submit *The request will go to your manager for approval*
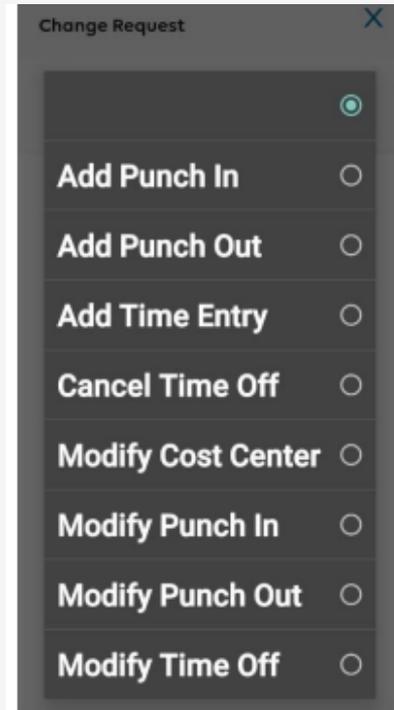
Remember:
Your timesheet won't reflect a change until approved.
Make sure you follow up with your manager if you don't get a notification that a request was approved.

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Requesting Changes

When to use Add:

If you have a missing punch in/out

When to use Modify:

You punched in or out at the wrong time and need to change to the correct time

If you are adjusting or canceling Time Off

If you are in late, leave early or need to adjust using a Time Off Request
remember you will need to use PTO if available

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Submitting Timesheet

You can submit your timesheet online or from the mobile app.

SAVE   **SUBMIT**
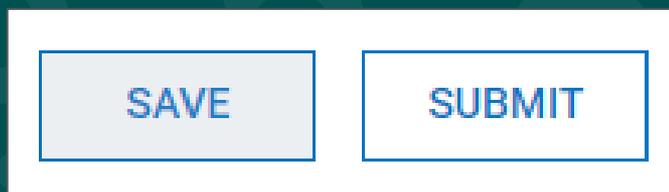
The Submit action is at the top & bottom of your timesheet.

Remember:

- Payroll is bi-weekly; Timesheets must be submitted at the end of you last shift for the current payroll.
- Review your timesheet for accuracy and clock out before submitting your timesheet.
- By you submitting your timesheet, you are acknowledging that your time sheet is true and accurate.

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Submitting Timesheet - App
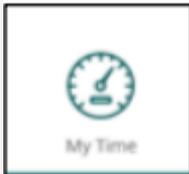
Click on "My Time"

My Time

Go to "My Current Timesheet"

My Current Timesheet
My Historical Timesheets

Review your time sheet:
- Make sure all clock in and out entries are correct.
- Any adjustments needed have already been made; e.g. time off requests, missed punch fixes, etc.

If/When all looks correct, select Submit

Select

Submit

Late/Unplanned Absences

We understand things may happen that cause you to be late or out for a day, these are Unplanned Absence:

- Make sure that you follow PAI's call in procedure and let you supervisor know as soon as possible.

- Submit a PTO request for the missing time/hours

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Submitting Requests For Time Off

Requesting time off can be done easily from the browser or mobile app.
Just review your time off balances to make sure that you have enough available time to take.

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Time off requests

Submitting a Time Off Request

Time Off Request

Time Off Type *

Paid Time Off ▾

Select your Time Off Type
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 *

Full Day ▾

Date *

05/31/2019 📅

Comment

Enter the details for your request
and Click Submit Request

SUBMIT REQUEST

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How to check your alternative balances for Time off:

You can check your current balances from your Time off request page, or the Balances page

PTO search from "Request" page

PTO search from "Balances" page

FAQ

Does the Time Off Request recognize Saturday and Sunday as non-working days?
A: Yes, UKG will recognize days on which you are not scheduled to work and will skip those days when awarding your time off hours.
However, you should always check your timesheet to make sure that your hours are showing correctly.

Can I cancel a time off request after it has been approved?
A: Yes, you cannot affect the request you sent, but you can submit a timesheet change request to modify or remove the time off from your timesheet.

If my time off was approved but I don't take the time, will my balance still be deducted?
A: No, if the time off hours are removed from your timesheet;
   Yes, if you do not submit a timesheet change request.
You should always review your timesheet before submitting it to make sure that the hours reported are correct. If they are not, you can submit a timesheet change request to your manager to have the time corrected before submitting your timesheet.

Reminders

When balancing your timesheet remember…

✓ "Daily Totals" need to match your scheduled hours for the day.
  [unless previously discussed with your supervisor]

✓ "Weekly" & "Pay Period" hours need to balance to the correct total

Weekly	Pay Period
DSP's = 32 hours	DSP's = 66 hours
Lead DSP's = 40 hours	Lead DSP's = 80 hours

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Reminders

When you view the time sheet summary, all Time Off will be totaled together, not separate:

Example: During this pay period there was a holiday, you had a day off, and were in late one day – all of those would be included in the "Time Off Total," you will need to go through the time sheet to see specifics.

71.75 hrs	**8.25** hrs	**0.00** hrs	**0.00** hrs
Worked Hours	Time Off Total	Overtime Hours	Unpaid Hours

Best Practice:
Review your timesheet daily!
Doing this helps to make sure everything is correct so that you can submit your timesheet without issue on Friday.

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Potential Issues

Got App issues?

You will need to refresh the app to login.
Otherwise it will try to open from a previously opened page and the previous page is one that was logged in and then timed out so it will give you an error.

Other Questions?

Reach out to your supervisor for additional support.

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