



UKG Ready

Presentation For Approver And Supervisors

5/26/2023

Cynthia Mathis



Agenda

- What is UKG?
- Why Automated Time & Attendance
- NYC & Federal Compliance
- Intranet Information
- Access rights
- How do I log in?
- What are my responsibilities as Supervisor/Approver?
- What are my responsibilities as an Employee?
- Notifications Mailbox
- Example Timesheets
- Benefits
- Where can I learn more?
- Support

What is UKG?

- Ultimate Kronos Group (UKG, formerly Kronos) is the company behind time and attendance system Workforce Ready. We call it UKG Ready or Ready for short. It is a time entry and leave management system that collects hours worked and/or leave used from employees, obtains supervisor approvals for time sheets, change requests, and time off requests, and then feeds this information to the payroll system. Web clocks will be in office environment, employees can use their desktop computers.
- TLM=Time & Labor Management -It is the new Employee/ Payroll /Time & HR Management System
- When will it be implemented? **Coming Soon over the coming weeks - TBD**

NYC Compliance

NYC PAID SICK & SAFE LAW <https://www.nyc.gov/site/dca/businesses/paid-sick-leave-law-for-employers.page#employer>

- **Recordkeeping** Employer must keep and maintain records documenting compliance with the Law for at least three years. You must keep any information related to an employee's reasons for using safe and sick leave confidential unless the employee permits you to disclose it, or disclosure is required by law. You must make the records available to the NYC Department of Consumer and Worker Protection (DCWP) upon notice at an agreed upon time
- **Notification to Employee** Employers must inform employees of their accrued, used, and total leave balances on a paystub or through an employee-accessible electronic system.

Why Automated Time and Attendance ?

Accuracy- We will ensure that all employees are paid accurately including for any overtime, shift differential, or premium earnings they are entitled to according to labor laws, policy and collective bargaining agreements.

Efficiency- Employee hours, premium earnings, holidays, and leaves are automatically calculated and loaded into the UKG payroll system. Employees have real time access to leave balances when requesting time off. JIB payroll administrators will no longer have to track down timesheets, correct them, and manually enter hours totals into the payroll system.

Managers & Supervisors can maintain work schedules for their employees and be notified when an employee is unable to report to work.

Records Employees and Employer will have access to accurate records to properly adjudicate potential wage disputes.

Managers need access to information on employees reporting to work in order to manage their most valuable resource, people.

Consistency Adoption of a single system ensures that all earnings, holidays and leaves of those who use it are calculated the same way. A single system also provides an opportunity to standardize other business practices across the organization such as the pay period for hourly employees.

Long Overdue It is the right way to operate a large and complex multi company payroll.

Federal Compliance

Federal – DOL <https://www.dol.gov/agencies/whd/fact-sheets/21-flsa-recordkeeping>

What Records Are Required: Every covered employer must keep certain records for each non-exempt worker. The Act requires no particular form for the records but does require that the records include certain identifying information about the employee and data about the **hours worked and the wages earned**. The law requires this information to be accurate.

The following is a listing of the basic records that an employer must maintain:

Federal Compliance- continued

1. Employee's full name and social security number.
2. Address, including zip code.
3. Birth date, if younger than 19.
4. Sex and occupation.
5. Time and day of week when employee's workweek begins.
6. Hours worked each day.
7. Total hours worked each workweek.
8. Basis on which employee's wages are paid (e.g., "\$9 per hour", "\$440 a week", "piecework")
9. Regular hourly pay rate.
10. Total daily or weekly straight-time earnings.

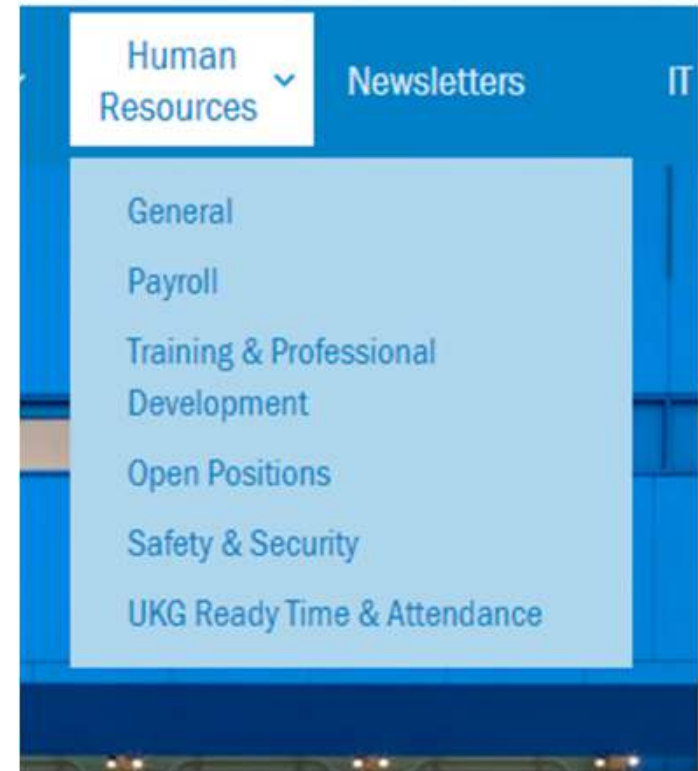
Federal Compliance- continued

11. Total overtime earnings for the workweek.
12. All additions to or deductions from the employee's wages.
13. Total wages paid each pay period.
14. Date of payment and the pay period covered by the payment.
15. How Long Should Records Be Retained: Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages. These records must be open for inspection by the Division's representatives, who may ask the employer to make extensions, computations, or transcriptions. The records may be kept at the place of employment or in a central records office.
16. What About Timekeeping: Employers may use any timekeeping method they choose. For example, they may use a time clock, have a timekeeper keep track of employee's work hours, or tell their workers to write their own times on the records. Any timekeeping plan is acceptable as long as it is complete and accurate.

UKG Icon To Access Your Account

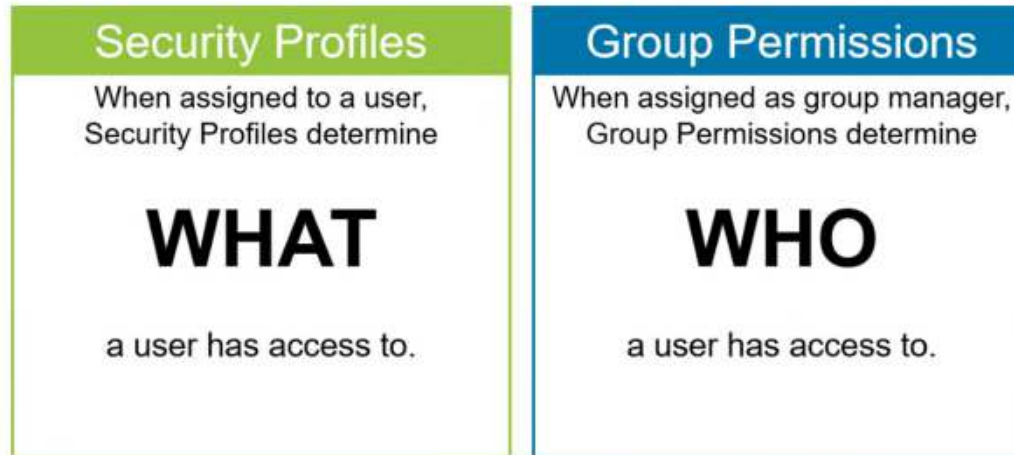
1. A new UKG icon will be placed on your Desktop as an Icon
2. A link in 2 places on the Intranet one under the Human Resources Tab & another under the Payroll Tab

<https://jibei-intranet.euwest01.umbraco.io/human-resources/ukg-ready-time-attendance/>



My Access Rights – UKG Security Profile

Access rights in Group Permissions will only work if the same access rights are granted in the assigned security profile. It is often helpful to think of it this way:



For example, if a manager needs to approve his team's timesheets, he needs both the system-level access to approve timesheets granted in the Security Profile as well as the group-level permissions to approve the timesheets of that group.

How do I log in to access my account?

There will be a link on your desktop

<https://secure6.saashr.com/ta/6168411.login>

Log in 8:48 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.

2 Factor Authentication

UKG Ready

Two-factor Authentication Verification

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.

Methods:

- Text Message
- Voice
- Email

Email will be sent to *****@pe.com

Send Email

Enter Code*

By checking this box, do not prompt me for a code within the next 30 days on this browser.

Continue

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There are multiple ways the employee can punch In/Out.

The first way would be the Employee can log into the software, and use the Punch buttons on the Dashboard.

The screenshot displays the UKG employee dashboard. At the top, the UKG logo is on the left, the time is 12:49 PM (EDT), and the status is 'Ready'. A search bar is on the right. Below the header, the user's profile is shown with initials 'TL', name 'Test Local 153', Employee ID '99990003', and Hired Date '01/01/2022 (1 Year, 4 Months, 29 Days)'. A notification says 'You're all caught up!'. A banner below the profile reads 'Quickly add all tabs from your Classic Dashboard. Add From Classic'. The navigation bar includes 'Home', 'My Dashboard', and a settings gear icon. A 'Start' section with a star icon and a 'My Account' icon is also present. The main content area is divided into three panels: 'My Timesheet' showing 'Tuesday, May 30 12:49 PM [EDT]' with 'Clock In' and 'Clock Out' buttons; 'My Accrual Balances' showing 'No Data to Display'; and 'My Schedule / My Time Off' showing a calendar for 'MAY 2023' with days 1-4 and 8-11 visible.

UKG

The next method would be to navigate to the Timesheet and use the Punch Buttons.

My Time > Timesheet > Current Timesheet

← Timesheet Edit ⓘ 📎 Save Submit Change Request ⋮

🕒 🔄 Clock In 🕒 Clock Out

📅 May 29, 2023 - June 04, 2023 ▶ Open 🗨️

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

7.00 hrs Worked Hours 7.00 hrs Overtime

▼ Date	From	To	Raw Total	Calc. Total	In Date	Out Date	Time Off	Cost Center	Activities	Notes
▼ MON May 29 Shift 1 - 7 Hour	From am 🕒	To am 🕒	7.00	7.00	MON May 29	MON May 29	Holiday	Choose...	5% Irregular Differential	
+			7.00 hrs	7.00 hrs						🗨️
> TUE May 30 📄			0.00 hrs	0.00 hrs						🗨️
> WED May 31 📄			0.00 hrs	0.00 hrs						🗨️
> THU Jun 1 📄			0.00 hrs	0.00 hrs						🗨️
> FRI Jun 2 📄			0.00 hrs	0.00 hrs						🗨️

Last way to punch in/out is use a different URL

<https://secure6.saashr.com/ta/6168411.clock>

To use this, the Employee must have logged into the system at least once and reset their password. Once that is done, they could use this URL, put in their Username, Password, and use the Punch Buttons to quickly punch instead of fully logging into the software.

UKG
Ready

Log in 12:47 PM [EDT]

Username

Password

Login

or

Punch IN Punch OUT

Change Cost Centers

Forgot your password?

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(866) 7311246x7

What are my responsibilities as Supervisor/Approver?

Monitor, approve, edit & submit time electronically .

Supervisor/Approver will be responsible for:

1. Verify employees shift differentials are applied correctly on time sheet
2. Employee Time Approval by: End of workweek based on employee work schedule
3. Employee Lateness – Monitor and enter PTO slip for Late
4. PTO – Vacations/Sick Time etc.
5. Cancellations and Edits (incorrect punch in/out)
6. Schedules –& Shifts – Manage weekly work schedule

Responsibilities of the Manager/Supervisor:

The Manager's Role

As referenced in the previous lesson, managers play a key role in the lifecycle of time entries and requests. Let's take a closer look at common time-related tasks of managers.

Approve Requests

Managers can track Timesheet Change Requests and Time Off Requests from navigating the menu, but the more convenient way to manage these requests is by monitoring their system mailbox. The mailbox icon lives in the top right of the screen regardless of where you are in the system. It resembles a bell and displays a red number indicating the number of incomplete To Do Items or unread Notifications. System workflows are responsible for generating these notifications and populating the mailbox.

Explore My Mailbox by clicking each + in the screenshot below.

The mailbox-top right Bell

The screenshot shows a mailbox interface with a dark teal header. The header contains a search bar, a notification bell icon with '33' (highlighted with a red circle), and a plus icon. Below the header, there is a 'My To Do Items' section with a list of items. The second item, 'Approve/Reject Time Off Request' by Elena Edwards, is highlighted with a dark teal background and a plus icon. The right pane shows the details of this request, including the manager's name (Naomi Martin), cost center (Kirksville/Salesfloor), and a table of time off details.

My Mailbox Search [] 33 +

My To Do Items +

← My To Do Items + Reject Approve

Page 1 of 7 1 - 5 of 33 Rows

Select all (0/0) Saved: [System] ▾ (0) ...

EE Timesheet Change Request
Elena Edwards
Modify Punch In (Feb 6)
Created 02/07/2023 03:06 pm

EE Approve/Reject Time Off Request
Elena Edwards
Vacation
Created 02/07/2023 03:02 pm +

EE Approve/Reject Timesheet
Elena Edwards
Jan 29, 2023 - Feb 4, 2023
Created 02/05/2023 04:15 am

AH Approve/Reject Timesheet
Alannah Hendricks
Jan 29, 2023 - Feb 4, 2023
Created 02/05/2023 04:15 am

Approve/Reject Time Off Request
Vacation

EE Elena Edwards (1002) +

Modify Open Timesheet View Scheduled People View Workflow

Manager 1 Naomi Martin Cost Center Kirksville/Salesfloor

Created	02/07/2023 03:02 pm	Time Off	Vacation	Date	Feb 28, 2023
Total Hours	08:00				

Supervisor Staff Timesheet

Time > Timesheets

← Timesheets (All Open) View Submit Approve Reject

Page 2 of 7 11 - 20 of 64 Rows Current view Timesheet Dates: This Month (1)

					Permission	Approval State	Employee Id	First Name	Last Name	Employee ID
<input type="checkbox"/>					=	=	starts with	starts with	starts with	starts with
<input type="checkbox"/>					Approve	Submitted	99990002	Test	Salary Exempt	JOINT IND
<input type="checkbox"/>					Approve	Open	99990002	Test	Salary Exempt	JOINT INDUSTRY BOAR
<input type="checkbox"/>					Approve	Submitted	99990002	Test	Salary Exempt	JOINT INDUSTRY BOAR
<input type="checkbox"/>					Approve	Open	99990002	Test	Salary Exempt	JOINT INDUSTRY BOAR

Approve selected timesheets

View and edit the timesheet

Preview the hours

View the employee profile

Example of Timesheets to Review

UKG 10:26 PM (EST) Time

Test Local & Maintenance (0000000) April 17, 2023 - April 23, 2023 Submitted

Time Entry Extra Pay & Counter Adjustment Exceptions Calc Detail Calc Summary Counters Summary By Day

18.00 hrs 17.50 hrs
Standard Hours Overtime

Date	From	To	Raw Total	Calc. Total	In Date	Out Date	Time Off	Cost Center
MON Apr 17 9AM - 5PM	EARLY OUT	EARLY IN						
	From: am	To: am	8.00	8.00	MON Apr 17	MON Apr 17	holiday	Choose...
	e 08:00 am	e 10:00 am	-2.00	2.00	MON Apr 17	MON Apr 17		Choose...
			10.00 hrs	10.00 hrs				
TUE Apr 18 9AM - 5PM	EARLY OUT	EARLY IN						
	From: am	To: am	4.00	4.00	TUE Apr 18	TUE Apr 18	Recovery	Choose...
	e 08:00 am	e 12:00 pm	4.00	3.50	TUE Apr 18	TUE Apr 18		Choose...
			8.00 hrs	7.50 hrs				
WED Apr 19 9AM - 5PM	ABSENCE							
	From: am	To: am	0.00	0.00	WED Apr 19	WED Apr 19		Choose...
			0.00 hrs	0.00 hrs				
THU Apr 20 9AM - 5PM	ABSENCE							
	From: am	To: am	0.00	0.00	THU Apr 20	THU Apr 20		Choose...
			0.00 hrs	0.00 hrs				
FRI Apr 21 9AM - 5PM	ABSENCE							
	From: am	To: am	0.00	0.00	FRI Apr 21	FRI Apr 21		Choose...
			0.00 hrs	0.00 hrs				

Editing an Employee's Timesheet

- This is an example of an <hourly> employee's timesheet

UKG 12:35 PM (EDT) Time Search

Time > Timesheets

← Timesheet Edit ⓘ ⏏ Save

TL Test Local 66 (99990007) 📅 May 22, 2023 - May 28, 2023 📄 Open 🗑

Time Entry Extra Pay & Counter Adjustment Exceptions Calc Detail Calc Summary Counters Summary By Day

10.00 hrs 0.00 hrs
Worked Hours Overtime

> Date		From	To	Raw Total	Calc. Total	In Date	Out Date	Time Off	Cost Center	Activities	Cancel Lunch	Notes
▼ MON May 22 9AM - 5PM	⋮	08:30 am 🕒	04:30 pm 🕒	8.00	0.00	MDN May 22 ▼	MDN May 22 ▼	▼	Choose... 🗑	Choose... 🗑	Choose... 🗑	
	⋮	05:00 pm 🕒	07:00 pm 🕒	2.00	0.00	MDN May 22 ▼	MDN May 22 ▼	▼	Choose... 🗑	Choose... 🗑	Choose... 🗑	
	+			10.00 hrs	0.00 hrs							📄
> TUE May 23 🗑	+			0.00 hrs	0.00 hrs							📄
> WED May 24 🗑	+			0.00 hrs	0.00 hrs							📄

Example of Overview of Timesheet

UKG 02:20 PM (EDT) Time Search EN ? 0 SA

Time > Timesheets

← Timesheet Edit Save Approve Reject ...

TL Test Local 3 Maintenance (99990004) May 08, 2023 - May 14, 2023 Submitted

Time Entry Extra Pay & Counter Adjustment Exceptions **Calc Detail** Calc Summary Counters Summary By Day

17.05 hrs Worked Hours 16.25 hrs Overtime

Date	Raw From	Raw To	Raw Total	Schedule	Exceptions	Calc From	Calc To	Calc Break	Calc Total	Weekly Total	Pay Period Total	Time Off	Activities	Rate Table 1 R
MON May 8	09:05 am	05:30 pm	8.42	9AM - 5PM	LATE OUT	09:00 am	01:00 pm	-	4.00	4.00	4.00		5% Irregular Differential	35
						01:00 pm	01:30 pm	0.50	-	-	-	Unpaid Lunch	5% Irregular Differential	
						01:30 pm	05:30 pm	-	4.00	8.00	8.00		5% Irregular Differential	35
			8.42	9AM - 5PM				0.50	8.00	8.00	8.00			
TUE May 9	09:00 am	05:38 pm	8.63	9AM - 5PM	LATE OUT	09:00 am	01:00 pm	-	4.00	12.00	12.00			35
						01:00 pm	01:30 pm	0.50	-	-	-	Unpaid Lunch		
						01:30 pm	05:45 pm	-	4.25	16.25	16.25			35
			8.63	9AM - 5PM				0.50	8.25	16.25	16.25			
WED May 10			0.00	9AM - 5PM	ABSENT			-	-	-	-			
			0.00	9AM - 5PM				0.00	0.00	0.00	0.00			

What are my responsibilities as an Employee?

- Take online training – You must take online courses.
- Enter your Time daily – “Time In” Upon Arrival & “Time out” when you leave.
- Submit Time Weekly for approval – No later than close business Friday/Saturday (if applicable). Failure to timely submit will result in no pay or incorrect pay.
- Request or Change PTO or Vacation and other leave types.
- Keep personal information (limited data) up to date.
- Notify supervisor of any errors in data.
- Verify your employee basic data is accurate.

Insert slide for Employee Time & Attendance

The screenshot displays the UKG Ready Self-Service portal interface. The top navigation bar includes 'Home', 'Self-Service', 'Team', 'My Dashboard', 'Time', and 'Schedule'. The main content area is divided into several sections:

- My Timesheet:** Shows a security warning: "Security Profile does not allow editing of your timesheet." Below this, it displays the date "Friday, May 26" and the time "08:43 AM [EDT]".
- My Accrual Balances:** Displays "No Data to Display".
- My Schedule / My Time Off:** Shows a calendar for May 2023. The calendar grid has columns for days of the week (MON-SUN) and rows for dates (1-31). The dates 6, 13, and 20 are highlighted in grey, indicating time off.
- Announcements:** Displays "No Data to Display".
- Links:** Includes a "Quick Links" section.
- My Information:** Includes a "My Profile" section.
- My Time:** Includes links for "Timesheet" (Current Timesheet, Historical Timesheets), "Time Off" (Request), and "My Schedule".
- My Mailbox:** Shows "My To Do Items" with a table containing one row and a "No Data to Display" message.

Employee Self Service View - non union

The screenshot displays the UKG Employee Self Service interface for a non-union employee. The user is logged in as 'Ready' and the current date and time are Friday, May 26, 08:43 AM [EDT]. The interface is divided into several sections:

- My Timesheet:** A warning message states 'Security Profile does not allow editing of your timesheet.' Below this, the current date and time are displayed.
- My Accrual Balances:** A message indicates 'No Data to Display'.
- My Schedule / My Time Off:** A calendar view for May 2023 is shown, with days of the week (MON-SUN) and dates (1-21) visible.
- Announcements:** A message indicates 'No Data to Display'.
- Links:** A section titled 'Quick Links' is present.
- My Information:** A section titled 'My Profile' is present.
- My Time:** A section with links for 'Timesheet' (Current Timesheet, Historical Timesheets) and 'Time Off' (Request).
- My Schedule:** A section with a link for 'My Schedule'.
- My Mailbox:** A section titled 'My To Do Items' with a message indicating 'No Data to Display'.

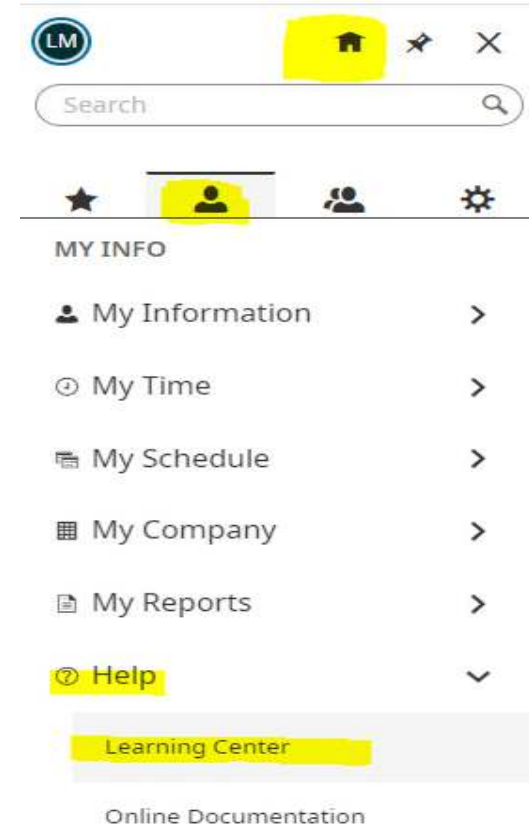
Benefits of UKG Implementation

- Electronic records- eliminate manual paper employee records!
- Real time information on Personal dashboard:
 - Timesheet/earnings/usage /PTO/OT
- PTO reimbursement payment process will be expedited.
- View my weekly earning statement -No more paper distribution!!
- View & print my weekly earning statement – at your fingertips, whenever you need to!
- Access your W2 & 1095C form - *Future*
- Update your Direct Deposit information - *Future*

Where can I learn more?

Access job aid and learning resources under
Help > My Learning

<https://secure6.saashr.com/ta/6168411.login>



Who do I contact for UKG Support?

- If you have HR specific questions, contact: JIBHR@jibei.com with your questions. A team member will assist you.
- If you need help using the TLM application
 - Time & Attendance Only:
 - **Level 1 Dolly Lugo, Mary Hu, or Lillian Chen**
- Reset password help: [See Above](#)
- Received a UKG error: [See Above](#)
- Question on my paycheck: **Melissa Diaz /Habiba Islam** in the Payroll Dept.
- **DO NOT CALL JIB IT HELP DESK FOR UKG Technical Support. JIB IT HELP DESK IS ONLY for JIB Network Technical Support.**