TOOLS

EMPLOYEE SUPPORT SYSTEM – UKGPro | Navigating and using your Employee Portal

logging in

TO LOGIN TO UKG PRO, START AT THE LANDING PAGE: EXTERNAL>EMPLOYEE RESOURCES







When you have successfully signed in, your UKG Pro Homepage will look like this:



basic navigation

Click the "Myself" icon in the ribbon on the left side of the homepage:



Click "Workforce Management" within the "Myself" column. From there, you will be directed back into UKG to clock-in/out &/or request time off.

Control Victor William States	×
♡ ≛ ≛ ⊅ ‡	
Myself	* *
Q Search	
Personal	~
My Company	~
Jobs	~
My Onboarding	
Career & Education	~
Career Development	~
Рау	~
Giving	
Workforce Management	
Benefits	~
Open Enrollment	
Life Events	~
Documents	~

HOW TO VIEW YOUR TIMESHEET

The quickest and easiest way to view your current timesheet is by clicking the "My Timesheet" icon on your UKG screen.



Another way to view your current timesheet is by clicking the menu icon on your UKG home screen >My Info icon > My Time > Timesheet > Current Timesheet



HOW TO SUBMIT A TIMESHEET REQUEST

From your current timesheet view, click "Change Request".

Timesheet I April 24, 20:	Edit 22 - May 0	7, 2022 I	• 0)	pen 🖬	P								Ċ	D 0	Save	Submit	Approve Change Request
Time Entry Ext	ra Pay & C	Counter A	djusti	ment	Exce	eption	s	Calc Detail	Calc Sumr	mary Counters	Summary By Day 19.54 hrs Rarw Total	19.54 hrs Calc. Total					
> Date		From			То			Raw Total	Calc. Total	In Date	Time Off	Region	Department	Notes			
> SUN Apr 24	+							0.00 turs	0.00 hrs					P			
MON Apr 25	877	07:38	am	6	12:21	pm		4.72	4.72	MON Apr 25 💌	•	Consolidated 🗟	Employee Sup 🖪]			
No Schedule		01:17	pm		05:26	pm		4.15	4.15	MON Apr 25 👻	•	Consolidated 🖪	Employee Sup 🔞				
	+							8.87 hrs	8.87 hrs					m			
V TUE Apr 26		07:47	am		10:18	am		2.52	2.52	TUE Apr 26 👻	*	Consolidated 🖪	Employee Sup 🔣				
No Schedule		01:33	pm		05:01	pm		3.47	3.47	TUE Apr 26 👻	*	Consolidated 👪	Employee Sup				
	+							5.99 hrs	5.99 hrs								
VED Apr 27		07:00	am		10	am		0.00	0.00	WED Apr 27 💌	· ·	Consolidated 🖪	Employee Sup 🖪				
© No Schedule	+							0.00 hrs	0.00 hrs					E			
Y THU Apr 28		08:03	am		To	am		0:00	0.00	THU Apr 28 👻	•	Consolidated 🖪	Employee Sup 🔞				
No Schedule		11:20	am		11:20	am		0.00	0.00	THU Apr 28 👻	· ·	Consolidated 🖪	Employee Sup 🗒				
	0.000	12:24	pm		05:05	pm		4.68	4.68	THU Apr 28 💌	Ψ.	Consolidated 👪	Employee Sup 🖪				
	+							4.68 hrs	4.68 hrs					E			
👻 FRI Apr 29		08:05	am		10	am		0.00	0.00	FRI Apr 29 🔫	×	Consolidated 🖪	Employee Sup 🖪]			
No Schedule	8	From	am	Q.	Τα	am		0.00	0.00	FRI Apr 29 💌	Ŧ	Consolidated 🖪	Employee Sup 🔞]			

For example, we are going to add the clock-out time on April 27th so the clock-in time of 7:00am has the correct clock-out time at the end of the day at 5:05pm.

Time Entry Ex	ctra Pay & C	ounter A	djust	ment	Exc	eptior	IS	Calc Detail	Calc Sum	mary	Counters	Summary By	Day	
								Change	Request					x
> Date		From			То			Change T	vpe *					
> SUN Apr 24	+								76-	*	1			
 MON Apr 25 No Schedule 		07:38	am		12:21	pm	0	Add Du	unch In					ated 🛙
		01:17	pm	Q	05:26	pm	¢	Add Pu	inch Out					ated 🛙
	+							Cancel	Time Off				Cance	L .
V TUE Apr 26		07:47	am		10:18	am	6	Modify Modify	Cost Center Punch In					ated
No Schedule		01:33	pm		05:01	pm		Modify Modify	Punch Out Shift Premium	1	r 26 💌		- C	onsolidated 🚦
	+			-				5. Modify	Time Off		J			
WED Apr 27		07:00	am	0	То	am	e.	0.00	0.00	WED A	pr 27 💌		- C	onsolidated 🚦
No Schedule	+						-	0.00 hrs	0.00 hrs					
 THU Apr 28 		08:03	am		То	am		0.00	0.00	THU A	pr 28 💌		* C	onsolidated 🖪
No Schedule		11:20	am	G	11:20	am	Q _n	0.00	0.00	THU A	pr 28 💌		- C	onsolidated 🛽
		12:24	pm		05:05	pm		4.68	4.68	THU A	pr 28 👻		* C	onsolidated 🛙
	+							4.68 hrs	4.68 hrs					

Click Add Punch Out > Choose Date > To (type in time needing to add) > type in comment > Submit Changes

Х
Choose Date* 04/27/2022
pm ②
Clear Clear Cancel Submit Changes

*Once you have submitted your change request, a notification will go to your leader to approve/reject your request.

HOW TO SUBMIT A PTO REQUEST

The quickest and easiest way to view your current timesheet is by clicking the "Time Off Request" icon on your UKG home screen.



Another way to view your current timesheet is by clicking the menu icon on your UKG home screen > My Info icon > My Time > Time Off > Request

≡i	KG	08:44 AM (CDT)
AG	Amanda Employee ID	Gonzales : 000381 Hired Date
Home	☆ ▼	
★ Star	t	



Click the "list" icon under Time Off Type MyTime > Time Off > Request Time Off Request Time Off Type Choose...

A list of time off types will appear. Click the type that you'd like to request, then click "Start Request."

Brows	e and Select					X
 1 of f 	▶ 6 Rows				Search	٩
	Name			Full Path		
0	Bereavement			Bereavement		
0	Business Travel/Tr	raining – HRLY		Business Travel	/Training – HRLY	
0	Business Travel/Tr	raining – SAL		Business Travel	/Training – SAL	
	Commission Time	Off		Commission Tir	me Off	
0	Paid Time Off			Paid Time Off		
0	Unpaid Time Off			Unpaid Time Of	ff	
Time Off Typ Paid Time	e Off		E.			
✓ Accrued Your balance Paid Time 0 0.00 days Current Accrued	Balances Details will not reflect pendin Off - 0.00 days Taken	time off requests 0.00 days Current Balance	0.00 days Scheduled	0.00 days Pending Approval		
APR 202	22 🕨 Today					Start Request

Select the "Request Type" drop down menu, then "Full Day" or "Multiple Days". Double-check the date you've selected and that it populates in the "Date" field. Then click

"Submit Request."

	Request Time Off	х	
	FRI APR 29 - Schedule (0.00hrs) 12 3 6 9 mm m	12 3 6 9 12 pm pm pm pm am Request Type * Full Day Multiple Days Partial Day (Bulk)	
- Request Time Off	x	Cancel Submit Request Request Time Off	X
FRI APR 29 Schedule (0.00hrs) 12 3 am 3 am 6 9 12 pm 12 Time Off Type * Request T Re	3 6 9 12 pm pm pm am	MON MAY 2 = Schedule (0.00hrs) 12 3 am 6 9 am 7 ime Off Type *	12 3 6 9 12 pm pm pm pm am Request Type *
Date* Total Ocomment Comment	•	Paid Time Off Ea	Full Day Total 8.00
Cance	21 Submit Request		Cancel Submit Request

*Once you have submitted a request, a notification will go to your leader to approve/reject.