

# UKG Ready Instructions —The Supervisor’s Guide

*This guide was created for supervisors who manage employees that record work hours and accrue leave. These instructions cover the Team Dashboard, how and when to approve a timesheet, and more. If this is a responsibility of your position, please read these instructions to prepare for the **UKG Ready** upgrade.*

## **FINDING UKG READY**

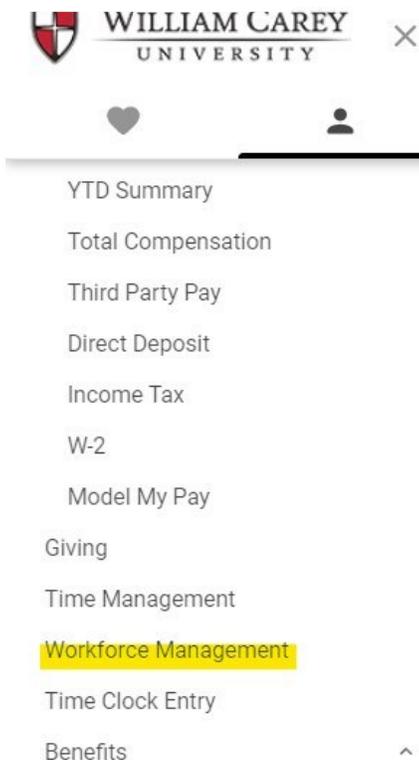
**To refresh from our *UKG Employees Guide*, please check out the instructions below if you need assistance locating UKG Ready. If not, you may skip to the **Dashboard section**.**

### **Step One**

After you login through your OneLogin portal, click your UKG portal icon.



### **Step Two**



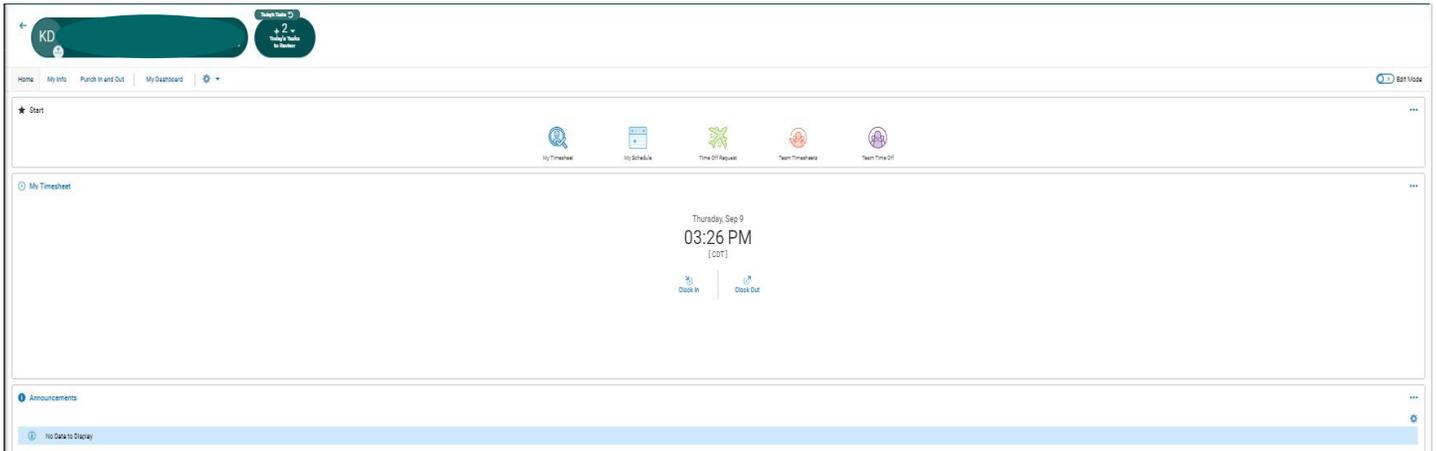
On your UKG homepage, click the menu in the top left corner. Click “Workforce Management.” **Workforce Management** stands for UKG Ready in the system.

**TIP :** Current employees — When you are looking for this option on your menu, you will notice that “Workforce Management” replaced the location for “Time Management.”

## FINDING UKG READY (cont'd)

### Step Three

After clicking the **“Workforce Management”** item on your UKG menu, you will see your ***UKG Ready Dashboard***.



If you experience an issue or error when locating this new upgrade, please contact Human Resources:

Email: [humanresources@wmcarey.edu](mailto:humanresources@wmcarey.edu) 

Phone: 601-318-6126 

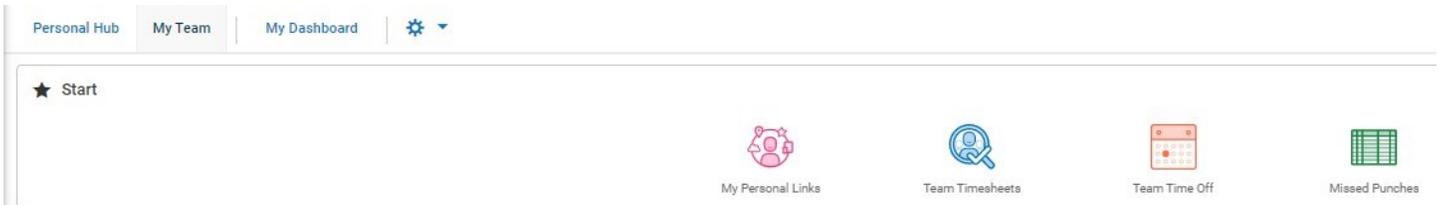
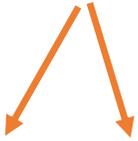
*Please do not contact IT if you are experiencing an issue with UKG/UKG Ready.*

*Please continue to next page*

# IDENTIFYING YOUR UKG READY TEAM DASHBOARD

*How Each of These Widgets Can Help You Manage Your Team*

As a supervisor, you have two different dashboards in UKG Ready to assist you in your role as an employee and as a supervisor. These are separated by two different tabs:



**Personal Hub** — This tab is where your personal items regarding time & attendance live such as your **own personal timesheet, your accruals, your time-off requests, etc.**

**My Team**—This tab is where all team related tasks regarding your supervisor responsibilities such as **approving time-off requests and timesheets, managing missed punches, team lists, etc.** will live. **This tab is broken down below:**



My Personal Links



Team Timesheets



Team Time Off



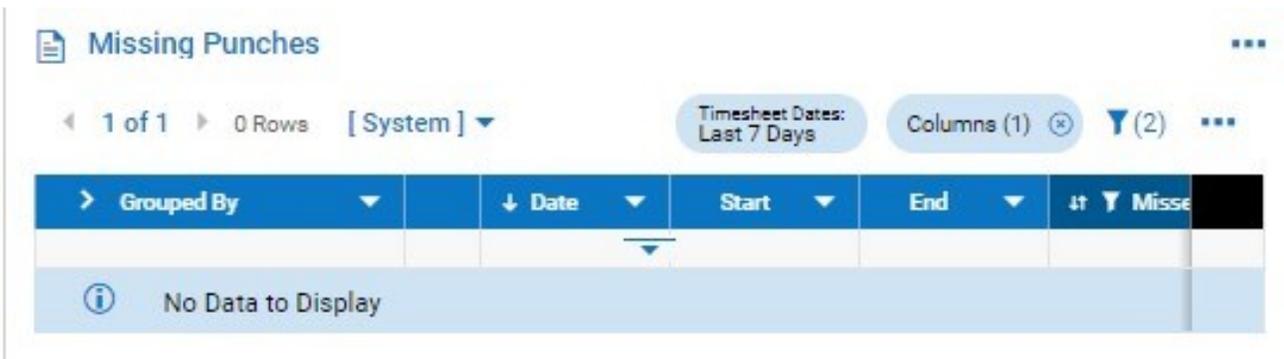
Missed Punches

**Start Menu** — This menu acts as a central hub for your widgets to help you in managing your team's attendance routines. Each icon **opens lists** that will help you navigate to your most **frequently** used items in UKG Ready: **your personal items, your team's timesheets, your team's time-off requests, and missed punches from your team's timesheets.**

*Please continue to next page*

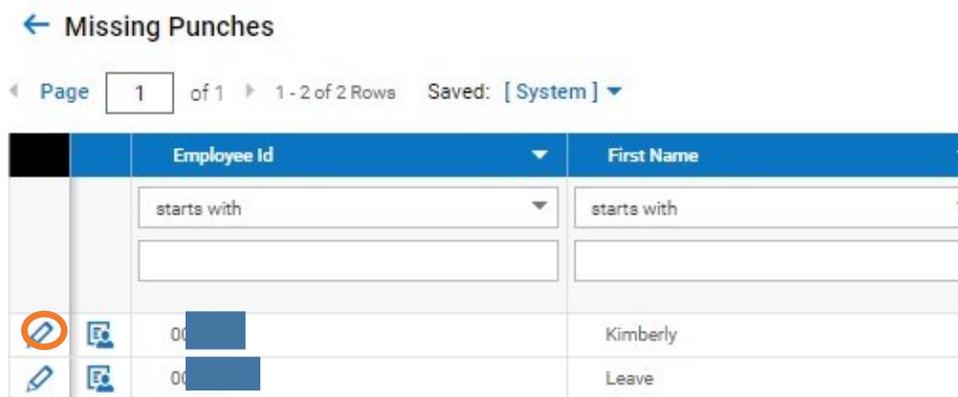
# IDENTIFYING YOUR UKG READY TEAM DASHBOARD

How Each of These Widgets Can Help You Manage Your Team



**Missing Punches** —Click this icon for a quick shortcut to your team’s timesheets that contain missing punches for the current pay period. This helps identify employees who missed a punch in their day-to-day recordings of their work hours.

Click the “Missing Punches” title in the box. You will navigate to a list of your team members who reported having a missing punch in the system. Click the pencil to the left of their name to view their timesheet and to begin editing. *Please see “Missing Punch Help Notes” for more information.*

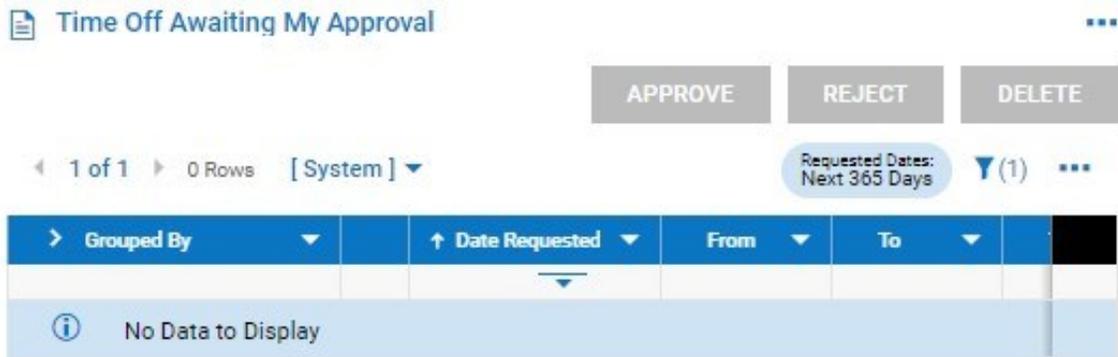


Please continue to next page

## IDENTIFYING YOUR UKG READY TEAM DASHBOARD (cont'd)

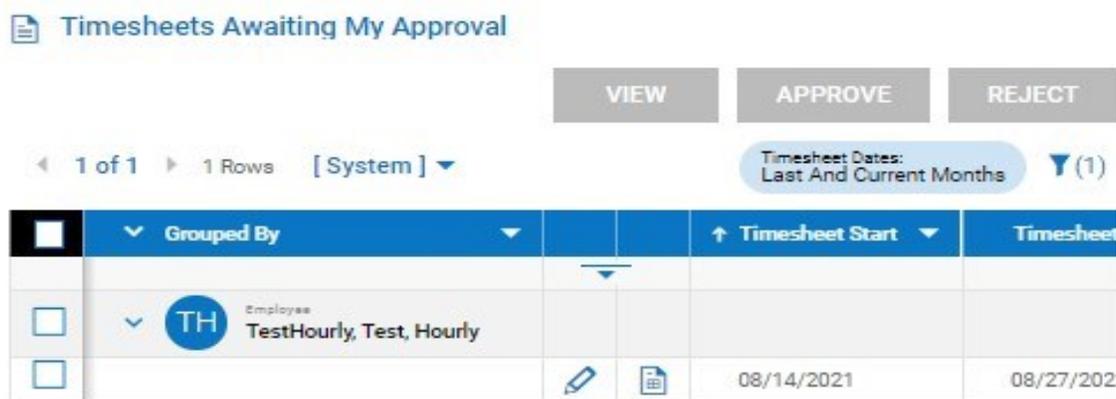
*How Each of These Widgets Can Help You Manage Your Team*

**Time Off Awaiting Approval**— Shows list of all pending time-off requests from your team members awaiting your approval



- ⇒ You will need to **check the box beside each request** and click the button at the top of the Time Off Awaiting box to approve, reject, or delete the request sent to you
- ⇒ If you need to **view** the request, click the pencil icon beside the pending request

**Timesheets Awaiting Approval**— Shows list of all pending timesheets from your team members awaiting your approval



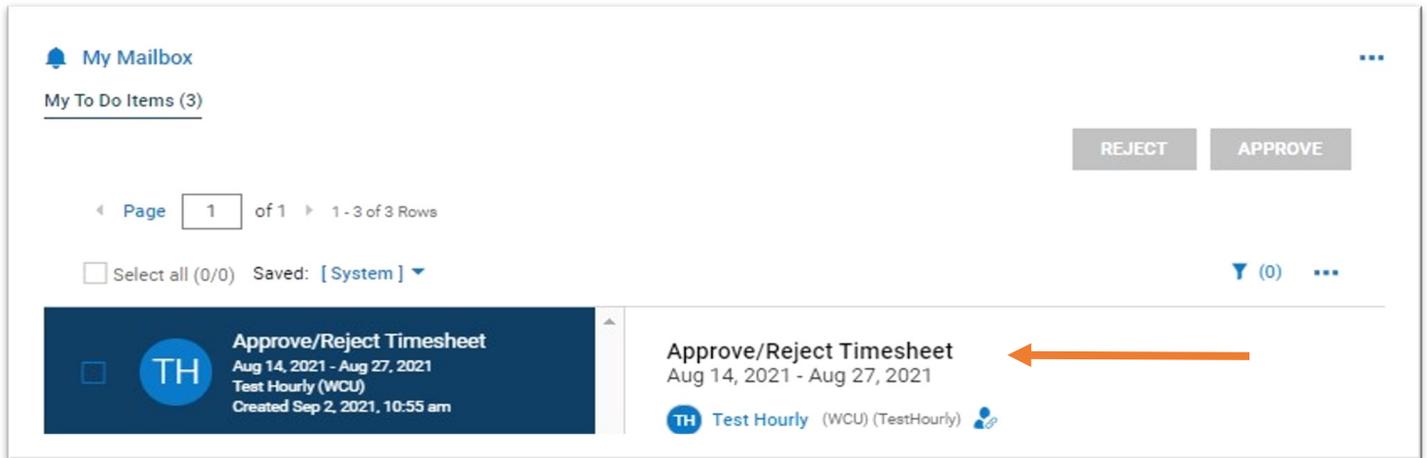
Please see the *Timesheet Approval Process* section for further details.

*Please continue to next page*

## IDENTIFYING YOUR UKG READY TEAM DASHBOARD (cont'd)

*How Each of These Widgets Can Help You Manage Your Team*

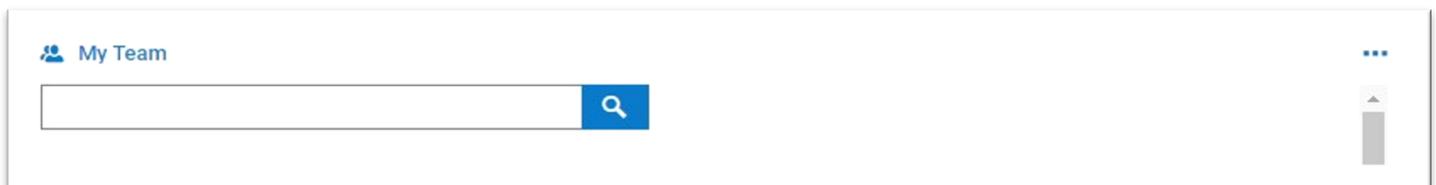
**My Mailbox**— Notification system for all incoming items in need of **attention/approval**. While items can be acted upon within the mailbox system, we **strongly encourage** you to open each item to **thoroughly review what you are approving, declining**.



The screenshot shows the 'My Mailbox' interface. At the top, it says 'My Mailbox' with a bell icon and a three-dot menu. Below that, it says 'My To Do Items (3)'. There are 'REJECT' and 'APPROVE' buttons on the right. A pagination bar shows 'Page 1 of 1' and '1 - 3 of 3 Rows'. Below that, there is a 'Select all (0/0)' checkbox and 'Saved: [System]' dropdown. The main area displays a list of items. The first item is 'Approve/Reject Timesheet' with a 'TH' icon, dated 'Aug 14, 2021 - Aug 27, 2021', and created on 'Sep 2, 2021, 10:55 am'. An orange arrow points to the right side of this item, which shows the title 'Approve/Reject Timesheet', the dates 'Aug 14, 2021 - Aug 27, 2021', and the user 'TH Test Hourly (WCU) (TestHourly)' with a profile icon.

- ⇒ Review pending timesheets
- ⇒ Review missed punches
- ⇒ Review pending time-off requests

**My Team**— List of your team member which includes their timesheets and personnel details



The screenshot shows the 'My Team' interface. It has a search bar with a magnifying glass icon and a three-dot menu on the right.

Should you have any questions about these items on your **TEAM dashboard**, please contact Human Resources.

If you have questions concerning your **PERSONAL dashboard**, please refer to the **UKG Ready Employee Guide**.

*Please continue to next page*

## NEW TIMESHEET CHANGES REGARDING UKG READY

Timesheets no longer will be submitted and approved on a weekly basis. The university now submits timesheets per pay period.

- If you are a supervisor over **Biweekly employees**, your team **submits** their timesheets at the end of every two weeks for your approval.
- If you are a supervisor over **Non-Exempt or Salary Exempt employees**, your team **submits** their timesheets at the end of every pay period.

**The timesheet process is on a deadline-oriented schedule rather than a weekly schedule. The timesheets now conform to our university payroll schedule. With this in mind, your role in the process is critical for your team's time being pulled into the upcoming payroll.**

- ⇒ **Employees should submit timesheets IMMEDIATELY after their final punch of the pay period.**
- ⇒ **All supervisory approvals for timesheets are due should be completed by the **following business day after the pay period ends**. These approvals should be completed no later than the two business days after the pay period ends.**
- ⇒ **If for any reason you will be unable to fulfill your supervisor responsibilities due to a **conflict/absence**, please contact Human Resources in advance to make arrangements for delegation procedures.**
- ⇒ **Work hour totals for Non-Exempt employees will fluctuate based on the number of days of the pay period. *Human Resources will send out reminders each pay period to confirm these totals.***
- ⇒ **Overtime procedures **HAVE NOT** changed. Approval from the president is still required, and must be forwarded to Human Resources once received. In the event you have a need to seek overtime approval, please make this request AT LEAST one week in advance in order for us to remain on schedule for payroll.**

**TIP : All automatic notifications/reminders from UKG Ready will be sent to you from this email address:**



***noreply@saashr.com***

*Please continue to next page*

## TIMESHEETS MOVING TO A PAY PERIOD SCHEDULE

### *What You Need to Know*

Remember that the timesheets will now be on a SEMIMONTHLY PAY PERIOD SCHEDULE rather than a weekly schedule

- ⇒ All Non-Exempt employees are **STILL RESPONSIBLE** for working **8 hours per day Monday—Thursday** and **7.5 hours per day on Friday's** for a total of **39.5—40 hours maximum per week.**
- ⇒ The pay period's total amount of hours WILL FLUCTUATE due to the amount of days per pay period
- ⇒ **Human Resources will send reminders out to notify you of how many hours to be expecting at the end of each pay period.**

Please pay attention to these notices to help you manage and approve your team's timesheet.

*Should you have any additional questions about working in UKG Ready, please contact the Office of Human Resources at [humanresources@wmcarey.edu](mailto:humanresources@wmcarey.edu)*

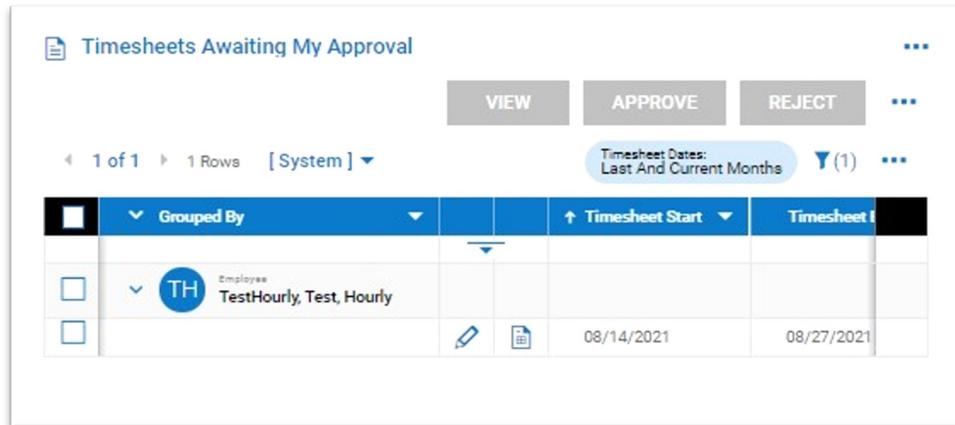
*Please continue to the next page*

## APPROVING TIMESHEETS IN UKG READY

Before beginning the timesheet approval process please make sure that you have:

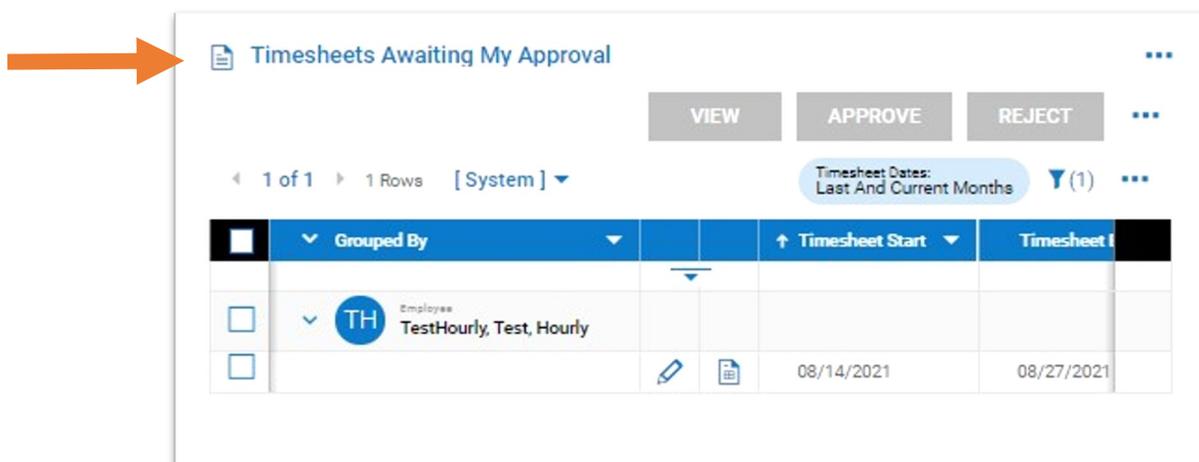
- ⇒ **Reviewed the new changes for the timesheet processes.** *See previous page for details*
- ⇒ **Have approved all pending leave requests and corrected any missed punches.** *See training sections for Missed Punches and Leave Requests in this packet for details*

**STEP 1)** On your dashboard, locate the box that says **“Timesheets Awaiting My Approval.”**



Grouped By	Timesheet Start	Timesheet End
Employee TestHourly, Test, Hourly	08/14/2021	08/27/2021

**STEP 2)** Click the **title** to open the Pending Timesheets box to see the full list and to view all pending timesheets.

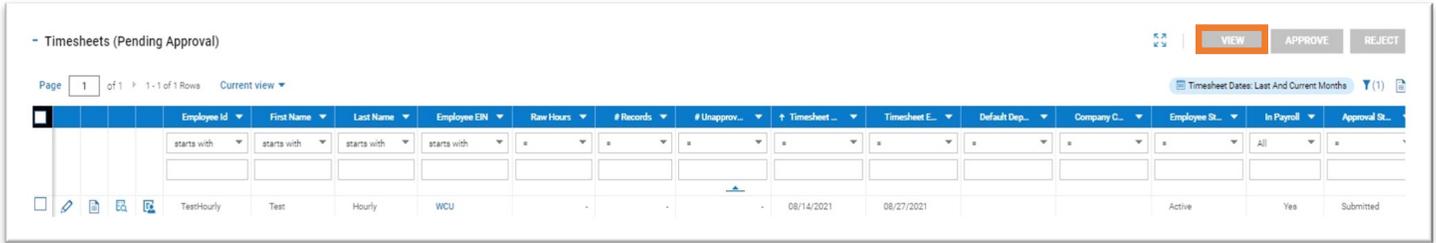


Grouped By	Timesheet Start	Timesheet End
Employee TestHourly, Test, Hourly	08/14/2021	08/27/2021

*Please continue to next page*

# APPROVING TIMESHEETS (cont'd)

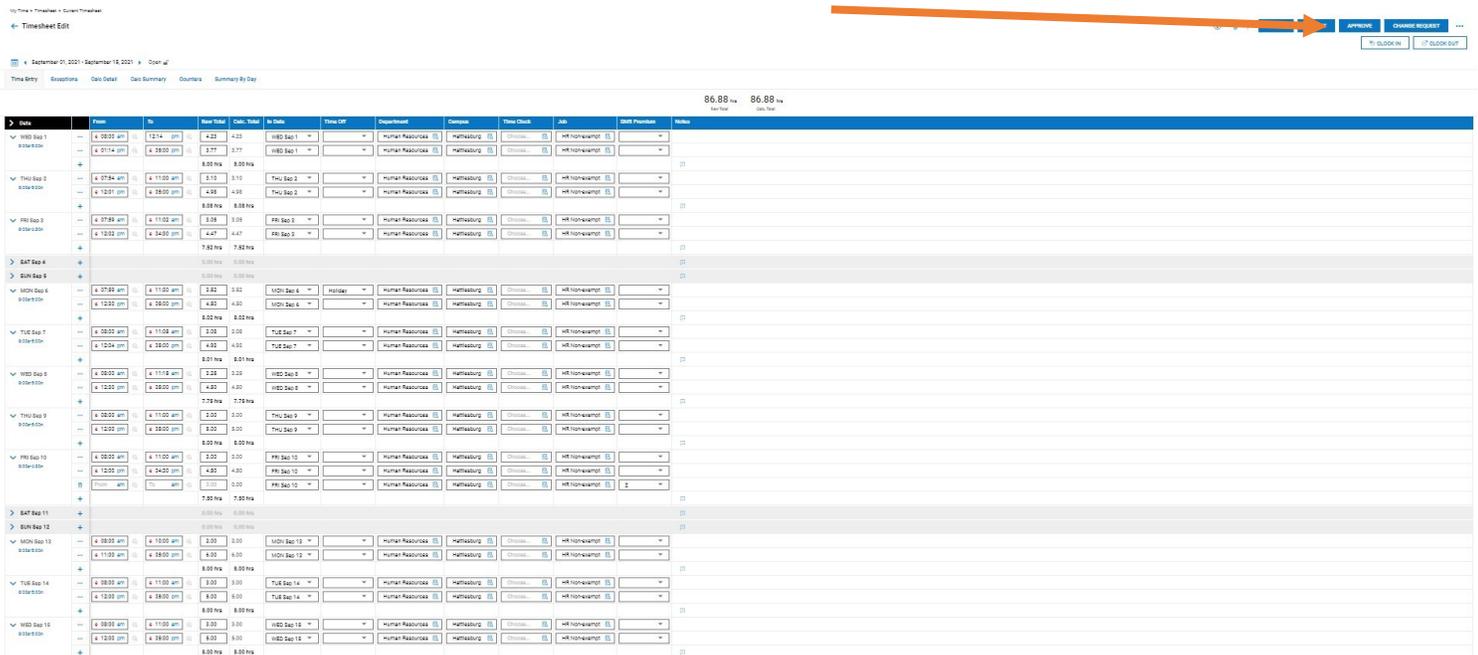
**STEP 3) Click the pencil beside each employee's name to view the pending submitted timesheet**



**STEP 4) Review the timesheet**

- ⇒ Check for any errors/missed punches. *See instructions further in this packet*
- ⇒ Confirm that all pending leave requests were approved and added to the timesheet **prior** to approving this timesheet
- ⇒ Confirm that the total hours for the timesheet reflect the correct total work hours for the **pay period**. *See Human Resources reminders sent to your email for pay period details*

**STEP 5) Approve the timesheet by clicking the “Approve” button**



Please make sure you review **EVERY WORK DAY ON THE TIMESHEET** before you approve any timesheet to correct any missed punches and to ensure all pending leave requests approved/declined during the pay period were added to the timesheet. *Please see the missed punches section and approving leave requests section for further details.*

*Please continue to next page*

## HOW TO CORRECT A MISSING PUNCH

When you are informed by a team member or if you notice on a team member's timesheet that there is a **missing punch**, **you as the supervisor are responsible for correcting this error on the employee's timesheet before it goes to payroll.**

### What is a missed punch?

- ⇒ When someone forgets to clock in/or out during their work day
- ⇒ Example: when someone forgets to clock back in when they return from lunch
- ⇒ When someone mistakenly double punches
- ⇒ When someone fails to record their time at all during their work day

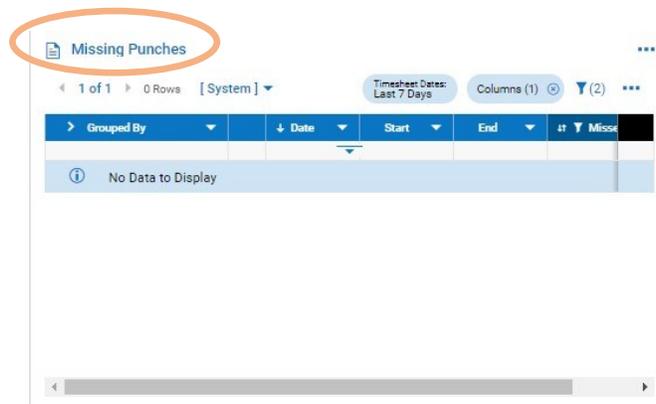


Missed Punches

**Step 1)** To begin the missed punch correction process, start from your Team Dashboard.

*If you do not know where your Team Dashboard is located, please refer to Team Dashboard section of this packet.*

**Step 2)** Locate your **"Missing Punches"** widget on your Team Dashboard. Click the Missing Punches Title (circled).



*Please continue to next page*

# HOW TO CORRECT A MISSING PUNCH (cont'd)

**Step 3)** You will see a list of all of your employees currently showing a missed punch on their timesheets. These can be fixed before or after the employee submits their timesheet, but CANNOT be fixed once the timesheet has been supervisor approved.

Beside each employee on your list, click the pencil icon to edit the employee's timesheet.

← Missing Punches

Page 1 of 1 1 - 2 of 2 Rows Saved: [ System ]

	Employee Id	First Name	Last Name	Date
	starts with	starts with	starts with	=
	0	Kimberly	DeLorenze	09/15/2021
	0	Leave	Test	09/15/2021

**Step 4)** After selecting the employee from the list, click the box containing the blank or error on the timesheet. A missing punch can result from:

- ⇒ Employee failing to punch in or out
- ⇒ Double-punch—the same time entry entered twice by mistake

Time > Timesheets > All Timesheets

← Timesheet Edit SAVE APPROVE REJECT ...

Leave Test (006074) September 01, 2021 - September 15, 2021 Submitted **Missed Punch**

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

0.00 hrs 0.00 hrs

Date	From	To	Raw Total	Calc. Total	Date	Time Off	Department	Campus	Time Clock	Job	Notes
WED Sep 1 8:00a-5:00p	09:35 am	09:35 am	0.00	0.00	WED Sep 1		Choose...	Choose...	Choose...	HR Non-exempt	
THU Sep 2 8:00a-5:00p	08:00 am	To am	0.00	0.00	THU Sep 2		Choose...	Choose...	Choose...	HR Non-exempt	
FRI Sep 3 8:00a-4:30p	From am	To am	0.00	0.00	FRI Sep 3		Choose...	Choose...	Choose...	HR Non-exempt	
SAT Sep 4			0.00	0.00							
SUN Sep 5			0.00	0.00							
MON Sep 6			0.00	0.00							
TUE Sep 7 8:00a-5:00p	From am	To am	0.00	0.00	TUE Sep 7		Choose...	Choose...	Choose...	HR Non-exempt	
WED Sep 8 8:00a-5:00p	From am	To am	0.00	0.00	WED Sep 8		Choose...	Choose...	Choose...	HR Non-exempt	

Please continue to next page

# HOW TO CORRECT A MISSING PUNCH (cont'd)

**NOTE:** Look for the following symbols from the list below when correcting a missed punch:

 WED Sep 1

means there is an error on the timesheet. This could be a missed punch or missed time-off

 AB

means the employee did not clock in for the day (Absence)

 LI

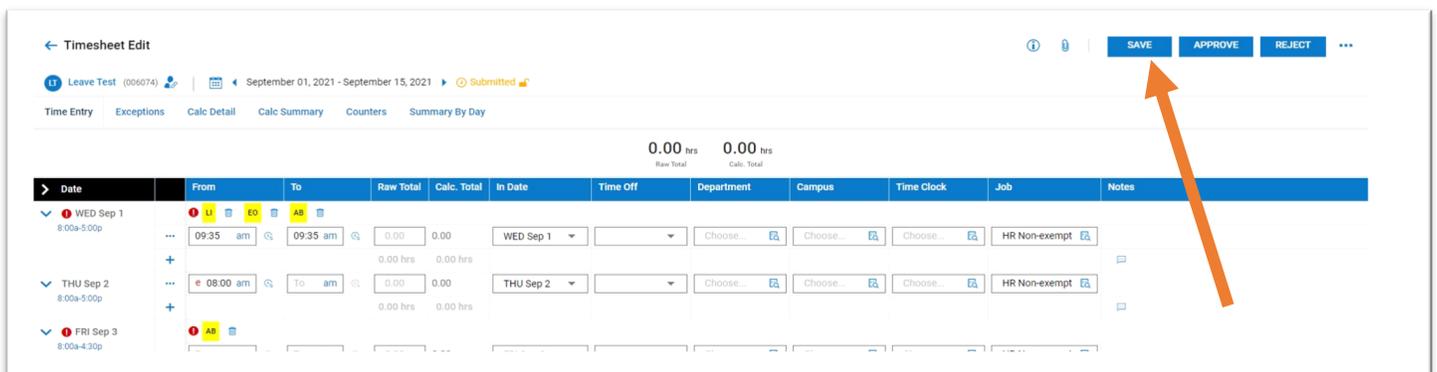
means the employee clocked in after the set schedule time (Late)

 EO

means the employee clocked out before the set scheduled time

**Step 5) MAKE SURE YOU CLICK SAVE TO COMPLETE THIS PROCESS.**

*Failure to click save will result in the system not keeping these changes to your employee's timesheet.*



The screenshot shows the 'Timesheet Edit' interface. At the top right, there are buttons for 'SAVE', 'APPROVE', and 'REJECT'. An orange arrow points to the 'SAVE' button. Below the buttons, there is a table with columns: Date, From, To, Raw Total, Calc. Total, In Date, Time Off, Department, Campus, Time Clock, Job, and Notes. The table shows three rows of data for different dates: WED Sep 1, THU Sep 2, and FRI Sep 3. Each row has a red circle with an exclamation mark icon next to the date, indicating an error. The 'From' and 'To' columns show time ranges, and the 'Raw Total' and 'Calc. Total' columns show '0.00 hrs'.

## KEY POINTS TO REMEMBER FOR MISSING PUNCHES:

- ⇒ If your employee has a missing punch reported, fix the problem **AS SOON AS POSSIBLE**. With the timesheet process changing from a weekly schedule to a semimonthly pay period schedule, a missing punch is more likely to be missed if you are not resolving these issues **DAILY**.
- ⇒ **CHECK YOUR SUPERVISOR DASHBOARDS DAILY**. We cannot stress how important it is to check on your missing punches report and even check your team's timesheets daily to ensure every problem on a timesheet is resolved.
- ⇒ **It is your responsibility as the supervisor to fix missing punches**. Do not approve a timesheet with a missing punch. This could result of your employee/team experiencing a payroll error that could have been easily prevented.

*Please continue to next page*

# APPROVING TIME-OFF REQUESTS

You can approve time-off requests in **UKG Ready** in two places:

- **UKG Ready Start Menu (Desktop) - Team Time-Off Icon**
- **UKG Ready Dashboard (Desktop) - Time-Off Awaiting My Approval**



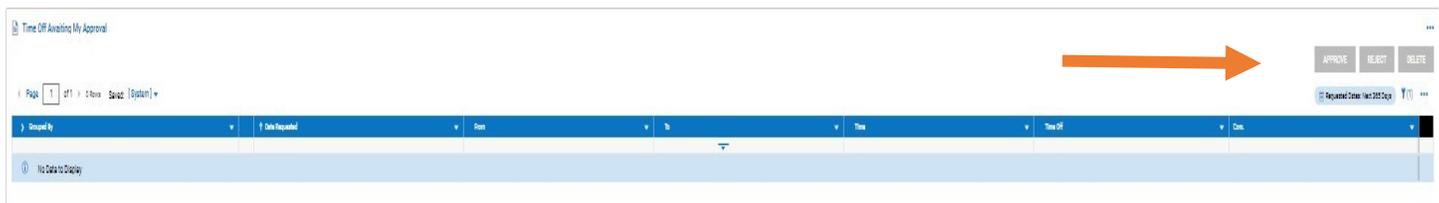
Team Time Off

**Step 1)** After selecting “Time-Off Awaiting My Approval” from your **UKG Ready Dashboard**, **OR** selecting the **Team-Time Off icon (pictured above)** a list of your team’s pending time-off requests will appear.



**Step 2)** Check the box beside the pending employee’s name you wish to **approve, decline, or delete**

**Step 3)** Select the **APPROVE, DECLINE, OR DELETE** button in the **top right corner** of the pending time-off request list to complete the process



## KEY POINTS TO REMEMBER FOR MANAGING TIME-OFF REQUESTS:

- ⇒ If your employee has a pending time-off request, manage the request **AS SOON AS POSSIBLE**. With the timesheet process changing from a weekly schedule to a semimonthly pay period schedule, time-off requests are more likely to be missed if you are not approving, declining, or removing these requests **DAILY**.
- ⇒ **CHECK YOUR SUPERVISOR DASHBOARDS DAILY**. We cannot stress how important it is to check on your pending time-off requests report and even check your team’s timesheets daily to ensure all pending items are managed and ready for payroll **ON TIME**.
- ⇒ **It is your responsibility as the supervisor to manage pending time-off requests**. Do not approve a timesheet without handing a time-off request **FIRST**. *Failure to do so could cause an error in your employee/team’s PTO balances.*

Please continue to next page

## FINAL NOTES FOR THE SUPERVISOR PROCESS FOR UKG READY

- ⇒ Remember that the timesheets will now be on a **SEMIMONTHLY PAY PERIOD SCHEDULE** rather than a weekly schedule
- ⇒ Check your dashboard and team's timesheets **DAILY** for missing punches & pending time-off requests
- ⇒ **NEVER** approve a timesheet **before** managing a time-off request and correcting a missed punch
- ⇒ **ALWAYS** check behind your employee's time-off request to ensure the request was for the appropriate amount of hours. *Example: One requested day off should be 8 hours, One half -day should be 4 hours.*
- ⇒ All hourly/Non-Exempt employees are **STILL RESPONSIBLE** for working **8 hours per day Monday—Thursday** and **7.5 hours per day on Friday's** for a total of **39.5—40 hours maximum per week.**
- ⇒ Make sure your Non-Exempt employees are taking a lunch break **EVERY DAY.** *This is a requirement.*
- ⇒ Read all of your email notifications from **noreply@saashr.com** to keep up with all activity in UKG Ready

*Should you have any additional questions about working in UKG Ready, please contact the Office of Human Resources at [humanresources@wmcarey.edu](mailto:humanresources@wmcarey.edu)*

*Additional training materials coming soon!*