

# Employee Job Aid

## UKG Workforce Management Timekeeping - Ready

### Introduction:

We are excited to transition to the enhanced timekeeping option within UKG. This new system is known as **UKG Workforce Management - “Ready.”**

This job aid will walk you through the most important features for an employee utilizing the system. If you have any questions or difficulties, please feel free to contact Human Resources or Payroll and we will be happy to help. We will walk beside you as you become acclimated to the new tool.

### Table of Contents:

Adding Workforce Management as a Favorite & Dashboard Widget .....	2
Navigation & Clocking in on the Web .....	3
Attestations .....	4
Checking PTO Balance .....	5
Requesting Time Off .....	6-9
Correcting a Missed or Inaccurate Punch.....	10-12
Approving Timecard .....	13
Attendance, Timekeeping, & Meal Break Policy Reminders.....	14-15

### Key Dates:

**September 17, 2022** – Organization wide, all employees begin to punch time in Ready.

**October 7, 2022** – First payroll with time from the new system.

### Key Contacts:

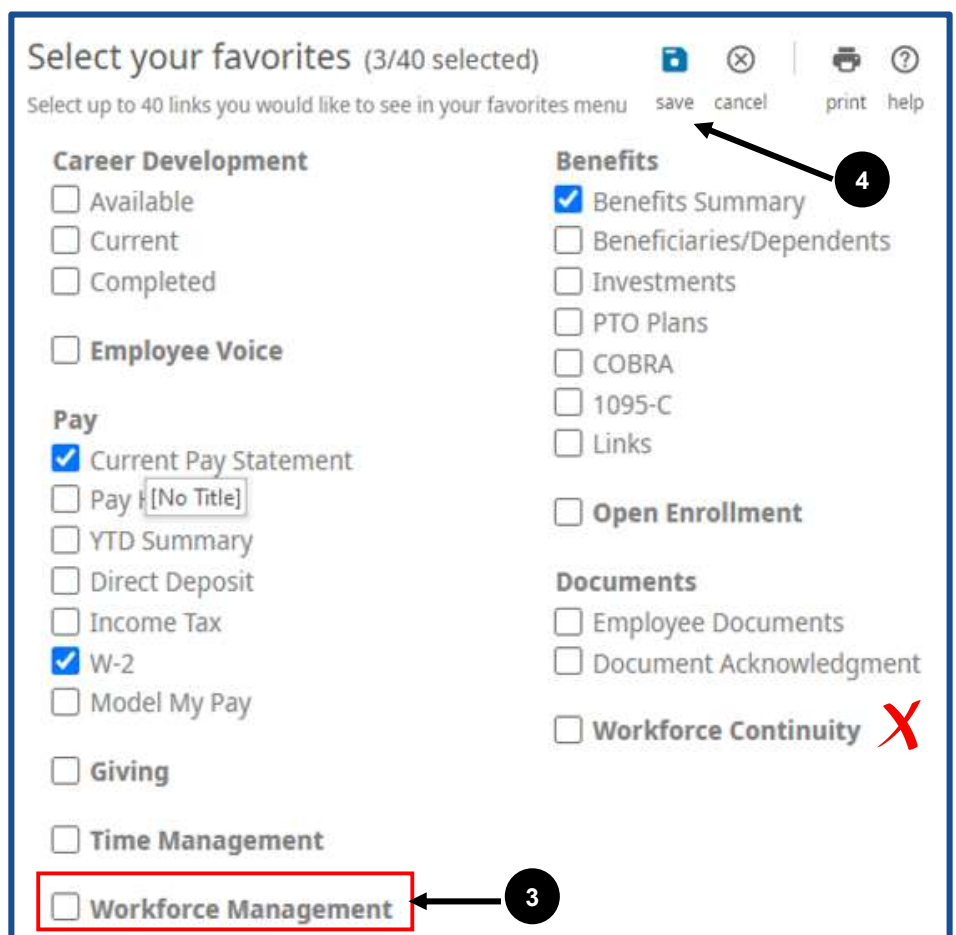
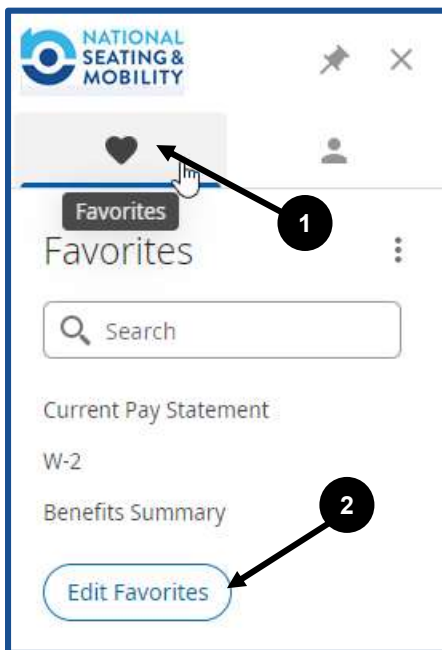
- **Payroll:** [payroll@nsm-seating.com](mailto:payroll@nsm-seating.com)
- **Payroll Leads:** [Leslie.Hargis@nsm-seating.com](mailto:Leslie.Hargis@nsm-seating.com) (423-756-2268 x0570) & [Holly.Chandler@nsm-seating.com](mailto:Holly.Chandler@nsm-seating.com) (423-756-2268 x0670)
- **HR:** [HR@nsm-seating.com](mailto:HR@nsm-seating.com)
- **HR Lead:** [Katie.Xiong@nsm-seating.com](mailto:Katie.Xiong@nsm-seating.com) or 423-355-8538
- **Regional HR Business Partners:** As always, please reach out to your regional HR Business Partner for assistance and guidance.

# UKG Ready – Employee Job Aid

## Adding Workforce Management as a Favorite & Dashboard Widget:

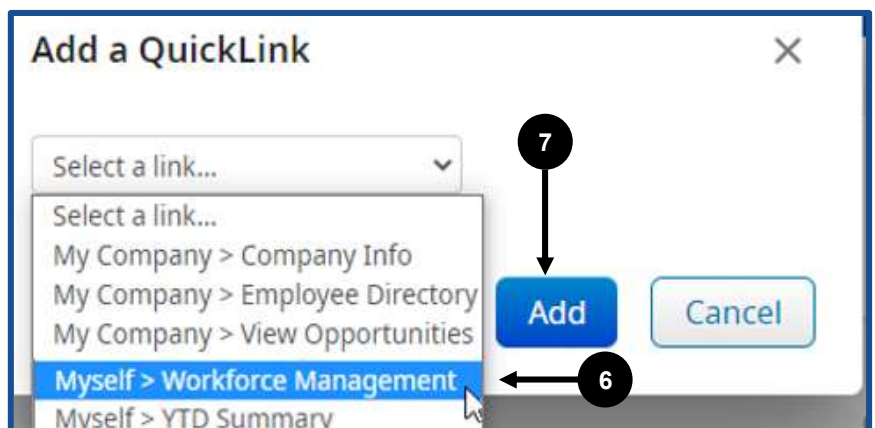
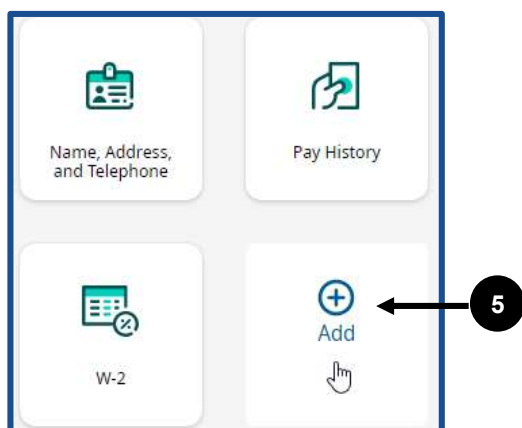
**Step 1 & 2** – From your UKG menu, click the [heart icon](#) and then click to [Edit Favorites](#).

**Step 3 & 4** – From the select your favorites page, check off [Workforce Management](#). (Note, there is also a link called Workforce Continuity. You do not want the Continuity link.) [Save](#) your changes.



**Step 5** – From the dashboard, click the [Add](#) button to add a new widget.

**Step 6 & 7** – Scroll and select [Myself > Workforce Management](#) from the list. Click [Add](#) to save.



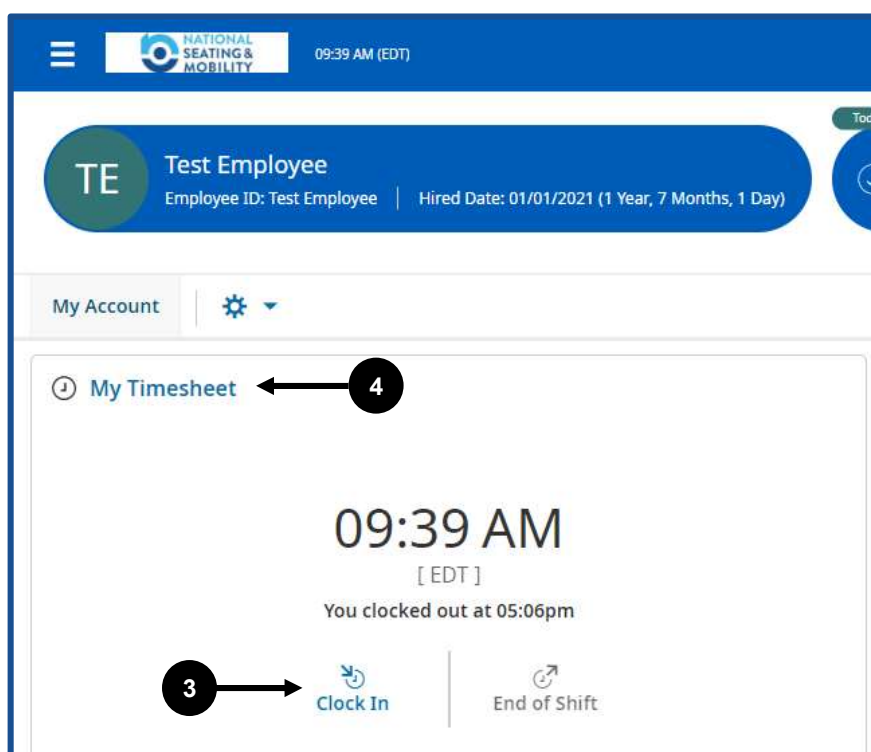
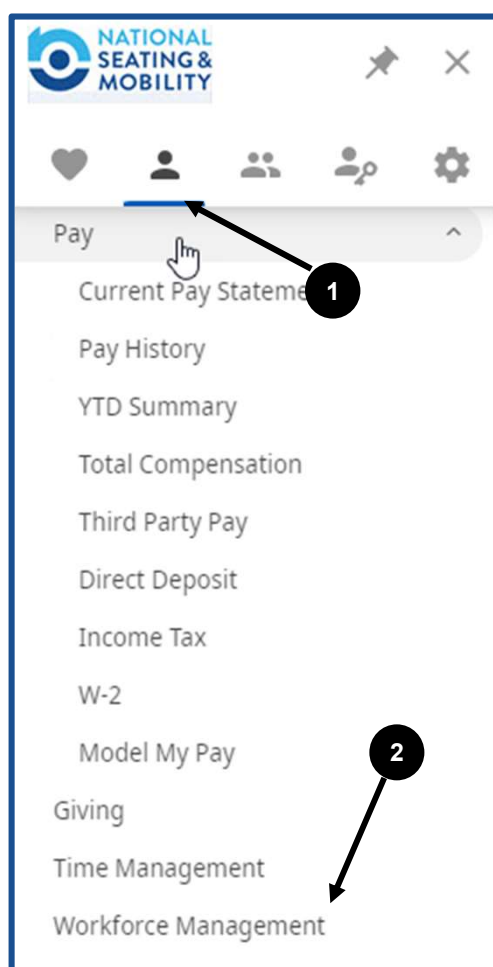
# UKG Ready – Employee Job Aid

## Navigation & Clocking in on the Web:

**Step 1 & 2** – Navigate to **Myself** in UKG. Scroll down and click on **Workforce Management**.

**Step 3** – From the dashboard, click **Clock In** or **End of Shift** to punch in or out accordingly.

**Step 4** - *Optional* – Navigate to **My Timesheet** to see a history of your punches.



**Note** - The next logical punch should appear in **blue**, but the system will allow you to punch the other gray button.

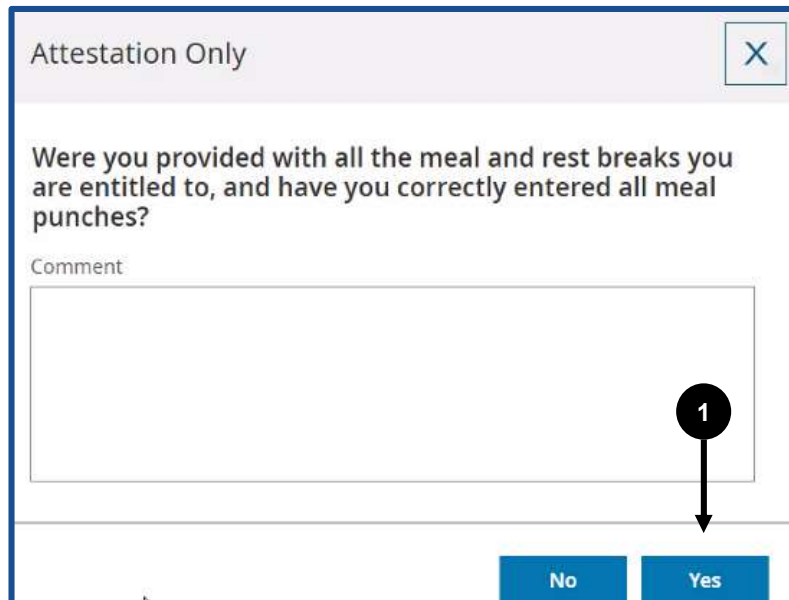
In other words, the other button is gray, but not “grayed out.” You can accidentally punch in or punch out twice in a row. If you do, simply follow the directions on page 10 to request a punch change/correction.

# UKG Ready – Employee Job Aid

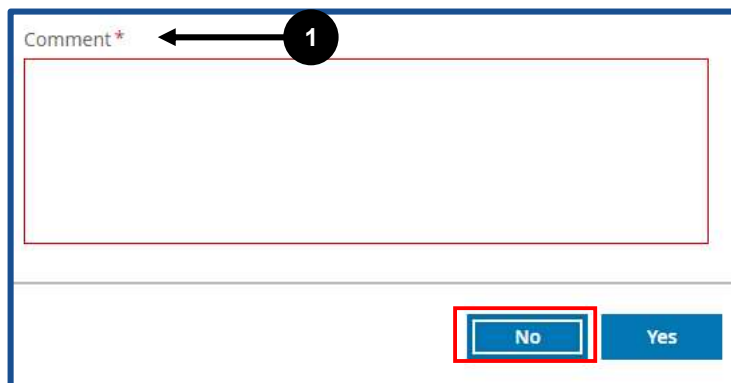
## Attestations:

**Step 1** - With **every punch out**, you will be asked to attest whether you have or have not received meal and rest breaks as appropriate. If you answer “**yes**,” no comment is required.

If your answer is “**no**,” you have not been provided meal and rest breaks, **you are required to include a comment** identifying the reason why you were unable to take your meal break or rest break.

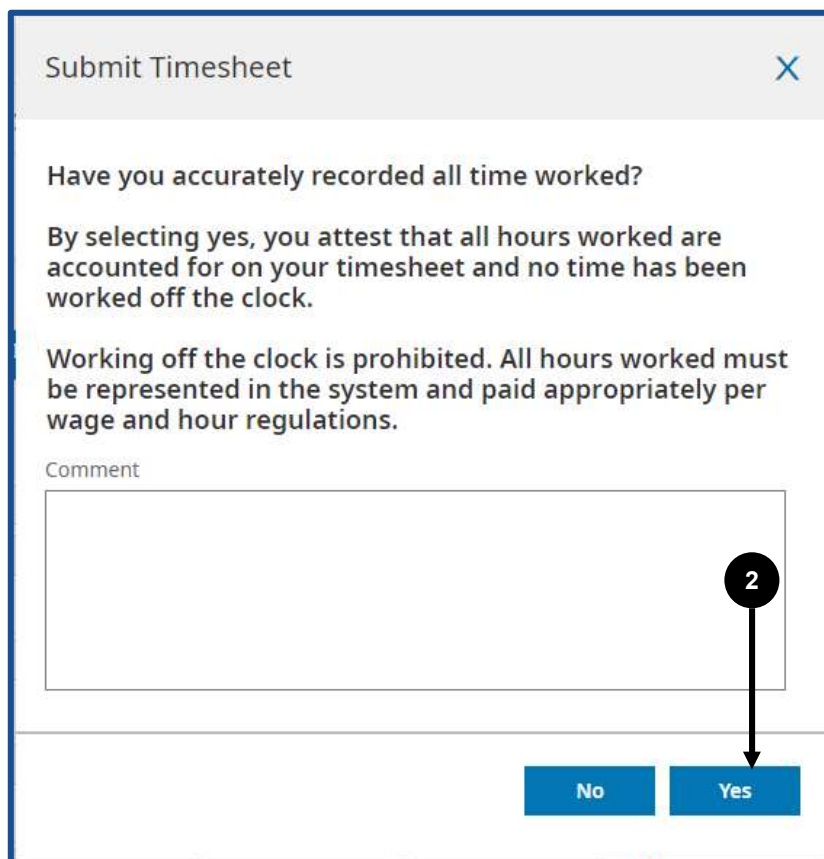


**Note** - The **Comment box** will highlight in red, and you will see an asterisks when you have indicated an answer of “No.” A comment will be required.



**Step 2** - At the end of each pay period, you will be asked to attest that the time included on your timecard has been recorded accurately.

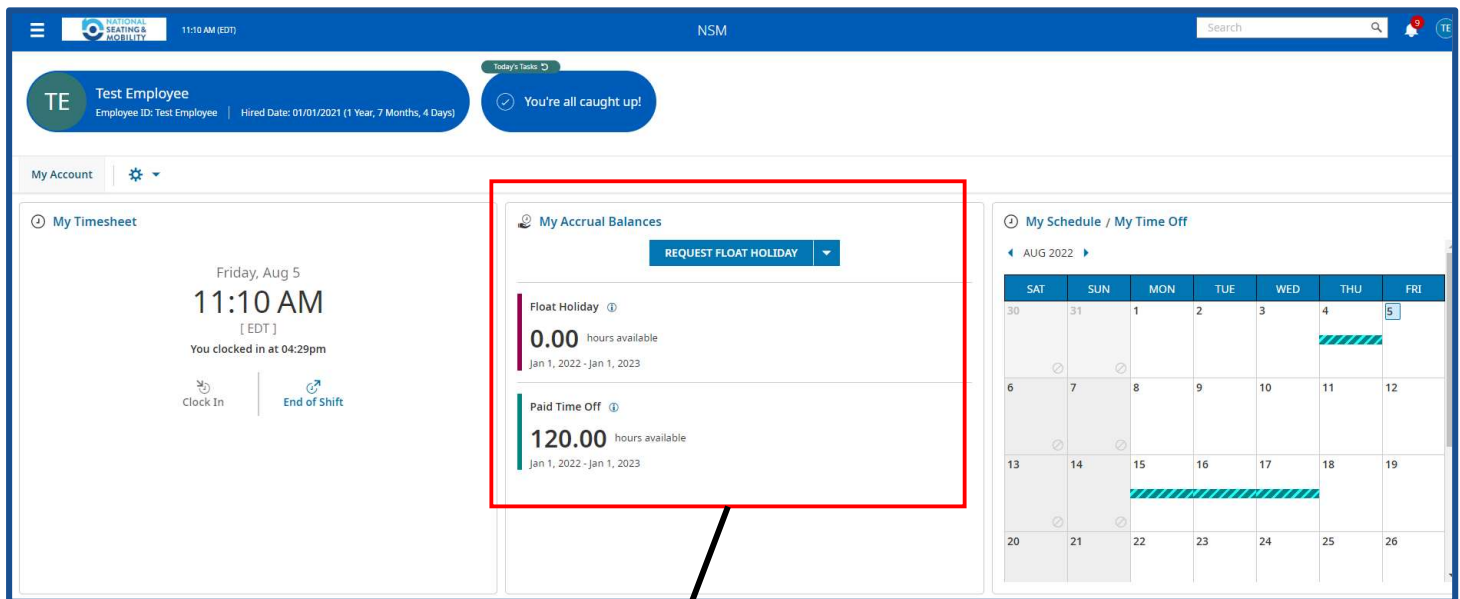
If you answer “**no**,” you must include comments so your time can be corrected.



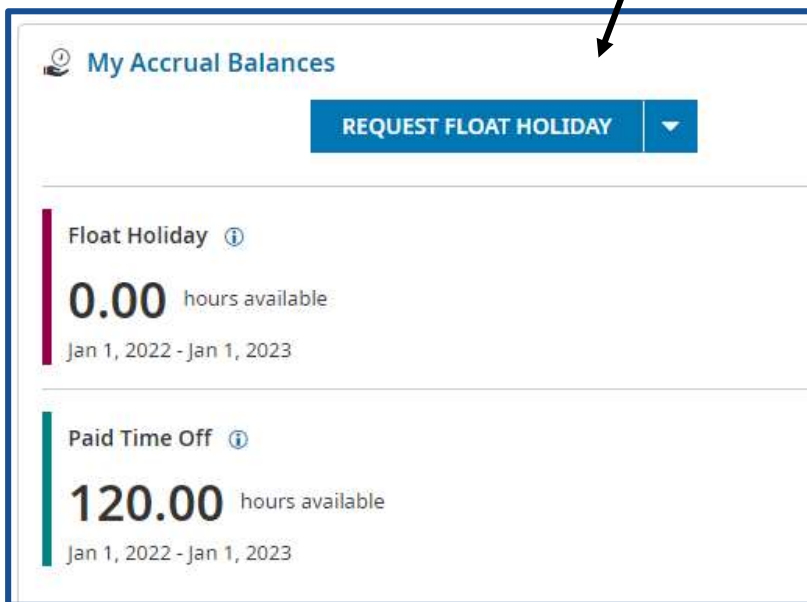
# UKG Ready – Employee Job Aid

## Checking Your PTO Balance:

**Step 1** - From the dashboard, navigate to the middle section of the screen.



## Enlarged View



**Note** - You can also start a PTO or Floating Holiday request by clicking on the button at the top of this section.

This is one of 3 locations within the system to start a time off request.

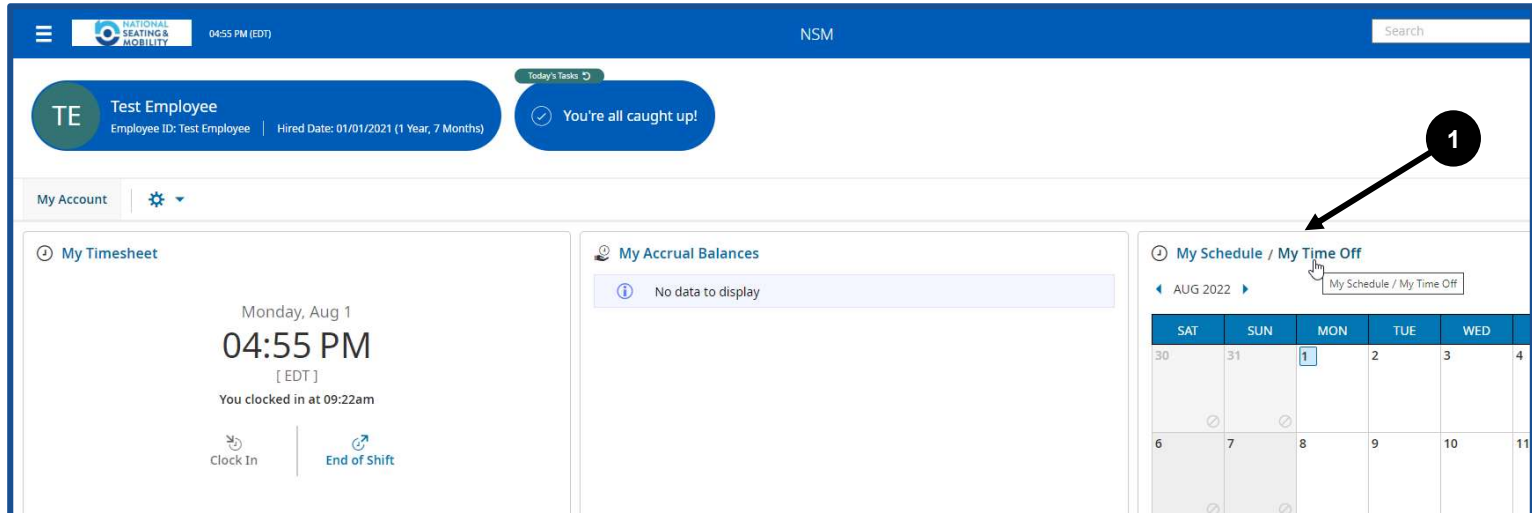
**Reminder** – The maximum amount of negative PTO you can have equals 40 hours. You cannot go “into the hole” more than one week’s worth of time.

The system will not allow additional requests if your balance shows as **-40 hours**.

# UKG Ready – Employee Job Aid

## Requesting Time Off:

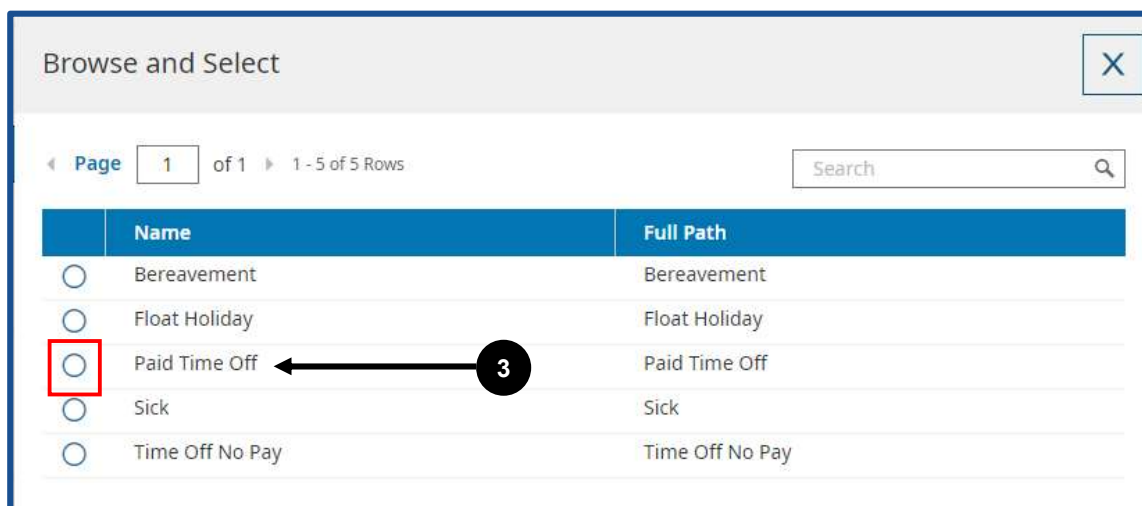
**Step 1** - From the dashboard, click on **My Time Off**.



**Step 2** - Select the **Browse** icon from the **Time Off Type** box.



**Step 3** - Select the type of time off request. In this example, we will select **Paid Time Off**.



**Note** - You will only see time off options that are available to you. For example, most employees will not see **Sick**. This bank is only available to CA & MA part-time employees.



# UKG Ready – Employee Job Aid

**Step 4 & 5** - Select the day within the calendar and click **Start Request**.

My Time > Time Off > Request  
← Time Off Request

Time Off Type  
Paid Time Off

← AUG 2022 → Today

SAT	SUN	MON	TUE	WED	THU	FRI
30	31	1	2	3	4	5

Start Request

**Step 6** - Select **Full Day**, **Multiple Days** or **Partial Day** from the drop-down list under **Request Type**.

Request Type \*

Full Day  
Multiple Days  
Partial Day (Bulk)

**Step 7** - Double check that the Time Off Type, Request Type and Dates are all accurate. Add comments if you would like. Click to **Submit Request**.

## Full Day Example

Time Off Type \*  
Paid Time Off

Request Type \*  
Full Day

Date \*  
08/02/2022

Total  
8.00

Comment  
Preplanned PTO day for personal appointments. Thank you!

▼ Disclaimer  
If you need to request Jury Duty or Bereavement, speak with your manager.

Cancel Submit Request

## Partial Day Example

Time Off Type \*  
Paid Time Off

Request Type \*  
Partial Day (Bulk)

Date \*  
08/02/2022

Duration \*  
Total Hours

Total Hours \*  
2.00

Comment  
2 hours of PTO for dentist appointment.

▼ Disclaimer  
If you need to request Jury Duty or Bereavement, speak with your manager.

Cancel Submit Request

# UKG Ready – Employee Job Aid

## Multiple Day Example

The screenshot shows a time off request form. The 'Time Off Type' is set to 'Paid Time Off'. The 'Request Type' is set to 'Multiple Days'. The 'From' date is 08/08/2022 and the 'To' date is 08/12/2022. The 'Hours Per Day' is set to 8.00. The 'Comment' field contains the text: 'Taking family vacation the week of the 8th. Thank you!'.

**Note** – You must enter the number of hours per day on the Partial Day request and Multiple Day request.

You will be unable to submit the request without completing every field with an asterisk.

**Note for employees working a compressed workweek** – If you're working a flex schedule that includes more than 8 hours in your normal workday, you will likely want to use the Multiple Days request type, even when asking off for a single day.

Selecting the Multiple Day type will allow you to enter greater than 8 hours per day. In the example below, this employee is only taking off one day. You'll notice the **From** and the **To** are the same date, but the **Hours Per Day** field has been changed to 10.

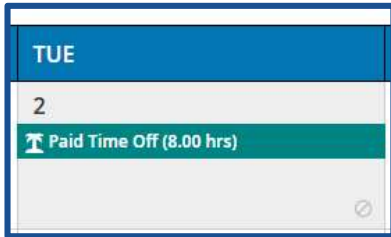
The screenshot shows a time off request form. The 'Time Off Type' is set to 'Paid Time Off'. The 'Request Type' is set to 'Multiple Days'. The 'From' date is 08/08/2022 and the 'To' date is 08/08/2022. The 'Hours Per Day' is set to 10.00. The 'Comment' field contains the text: 'Requesting off Monday, August 8th for PTO. My normal workday is a 10 hour shift, so I'm requesting 10 hours of PTO to cover the time. Thank you!'.



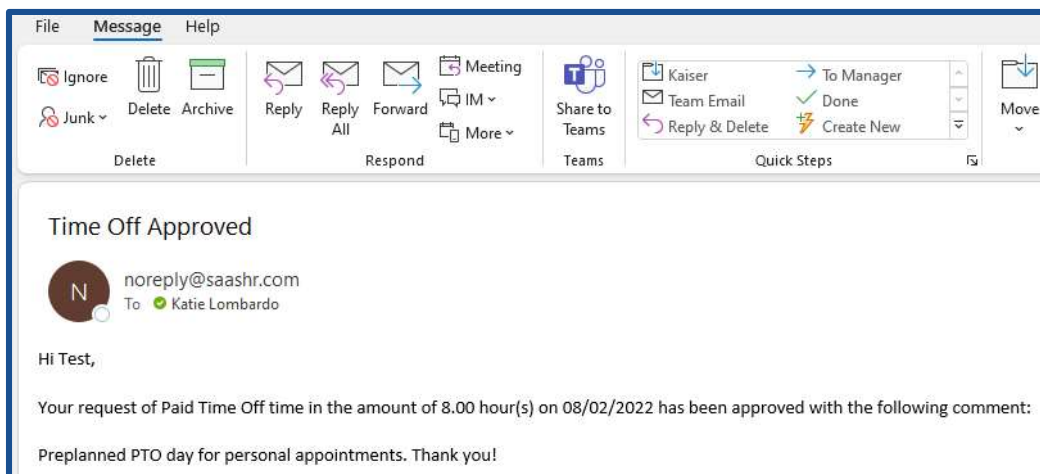
# UKG Ready – Employee Job Aid

## Additional Tips

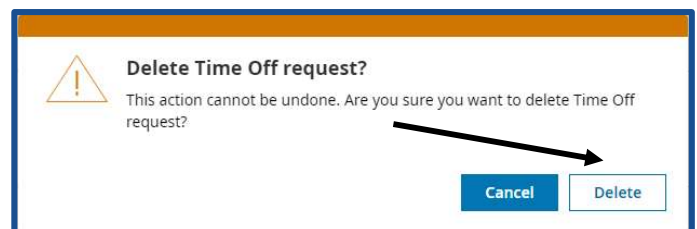
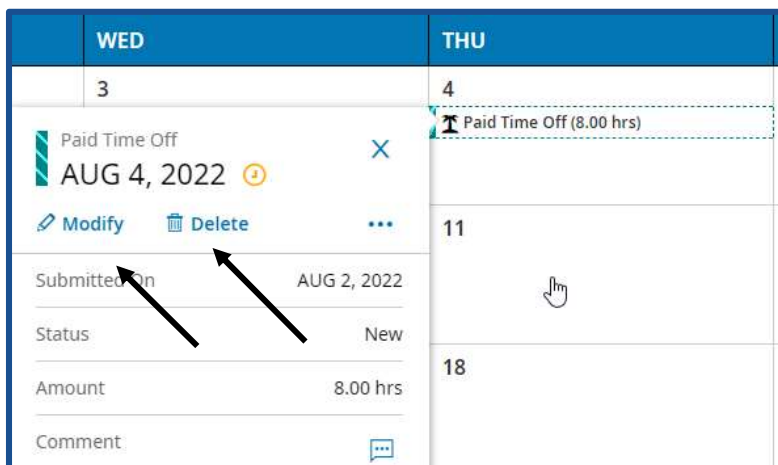
- Once submitted, you will see the requested day off on your calendar denoted by a palm tree.



- Once approved, you will receive an email notification.



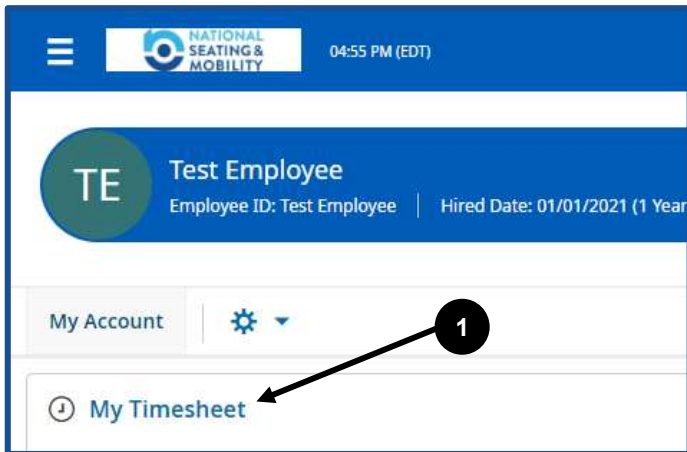
- If your plans change, you can also modify or delete the time off request. Click the green line on your calendar request and then select **Modify** or **Delete** and follow the prompts.



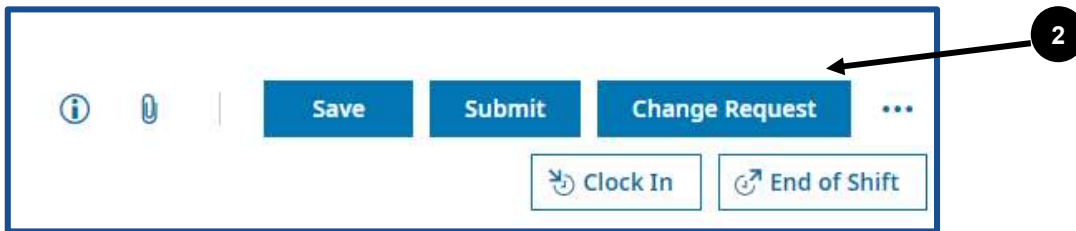
# UKG Ready – Employee Job Aid

## Correcting a Missed or Inaccurate Punch:

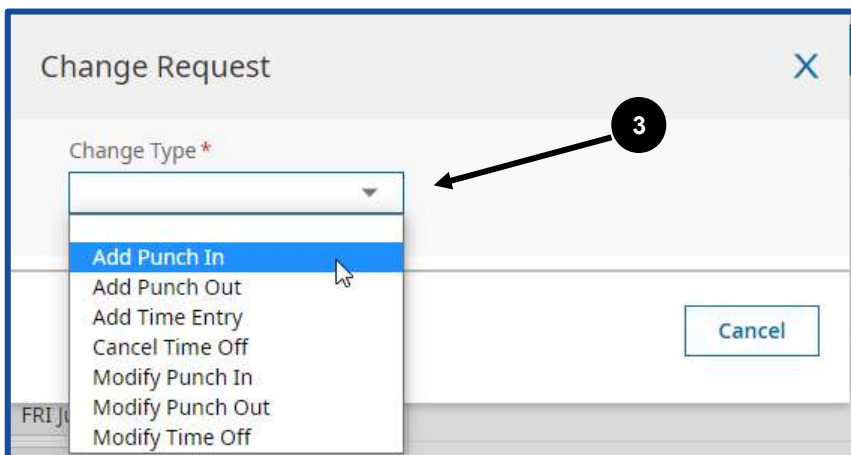
**Step 1** - From the dashboard, click on [My Timesheet](#).



**Step 2** - From the top-right of the timesheet page, click on [Change Request](#).



**Step 3** - Select the type of change from the drop-down menu. You have the option to add a punch in/out, add a time entry, cancel or modify a PTO request, or modify a punch in/out.



# UKG Ready – Employee Job Aid

**Add Time Entry Example:** Ensure that the date is correct. Add the **From** and **To** times. Add a **comment** and click **Submit Changes**.

Change Request

Change Type\*  
Add Time Entry

Choose Date\*  
07/23/2022

From\* To\* Total\*  
08:00 am 12:00 pm 4.00

+ Add Time Entry

Comment\*  
I forgot to clock in this morning or out for lunch.

Clear

Cancel Submit Changes

**Note** - If you've missed all in and out punches from a single day (4 time entries missed), then you call add all 4 times at once. No need to submit multiple time entry workflows.

Click the **Add Time Entry** plus sign to add a second line of "in and out" data.

From\* To\* Total\*  
hh:mm am hh:mm am total

From\* To\* Total\*  
hh:mm am hh:mm am total

+ Add Time Entry

## Add Punch In / Out Examples:

Adding a punch in will only require the **From** time. Add a comment and click **Submit Changes**.

Adding a punch out will require the **To** time. Add a comment and click **Submit Changes**.

Change Request

Change Type\*  
Add Punch In

Choose Date\*  
07/23/2022

From\*  
hh:mm am

Comment\*  
Clear

Cancel Submit Changes

Change Request

Change Type\*  
Add Punch Out

Choose Date\*  
07/23/2022

To\*  
hh:mm am

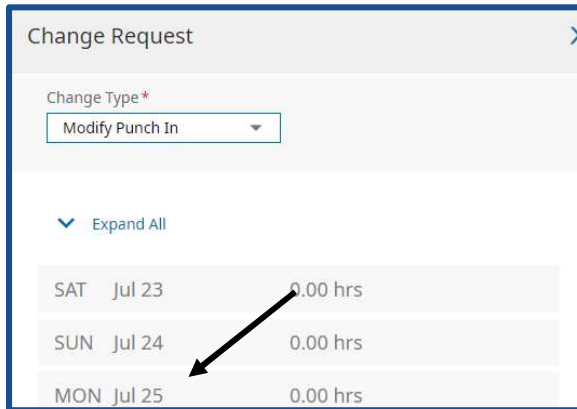
Comment\*  
Clear

Cancel Submit Changes

# UKG Ready – Employee Job Aid

## Modify Punch In / Out Example:

Select the date from the list.



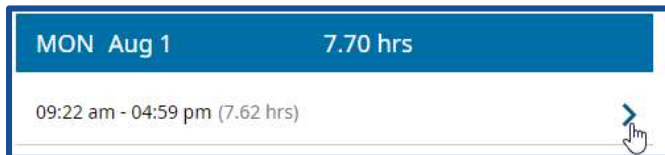
Change Request

Change Type \*  
Modify Punch In

Expand All

SAT	Jul 23	0.00 hrs
SUN	Jul 24	0.00 hrs
MON	Jul 25	0.00 hrs

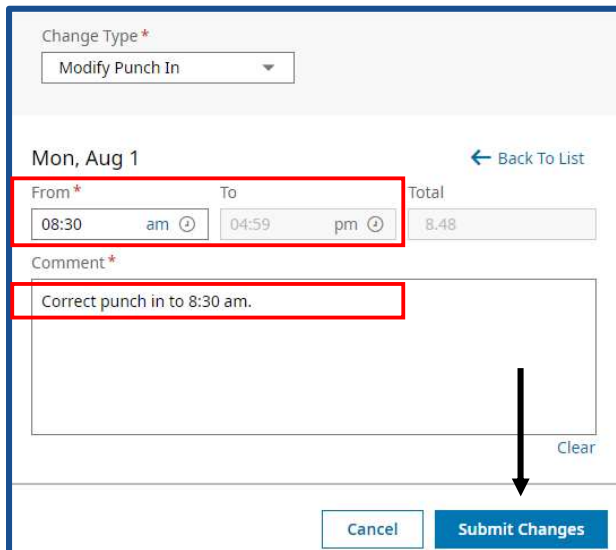
Select the punch in or out to edit.



MON Aug 1 7.70 hrs

09:22 am - 04:59 pm (7.62 hrs)

Correct the time, add a comment, and click submit changes.



Change Type \*  
Modify Punch In

Mon, Aug 1 [← Back To List](#)

From *	To	Total
08:30 am	04:59 pm	8.48

Comment \*

Correct punch in to 8:30 am.

Clear

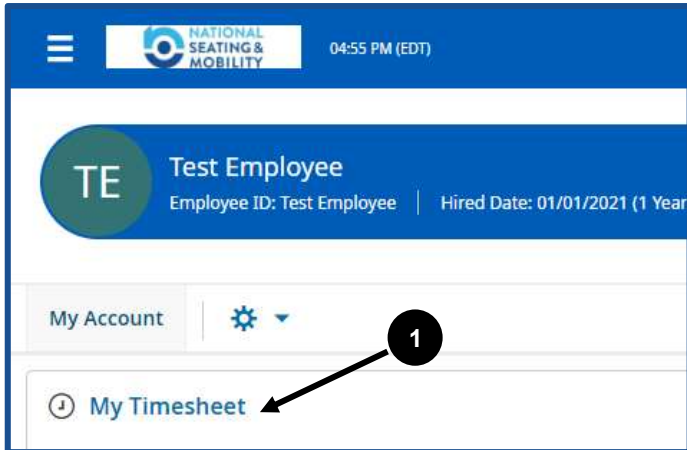
Cancel Submit Changes

**Note:** The steps provided above are the preferred method to communicate and correct any missed or inaccurate punch data on your timecard. Every employee is obligated to communicate, in writing, any adjustments to their time. If you are unable to submit corrections as explained here, please email your manager. It is the employee's responsibility to ensure all timecard data is accurate. **Working off the clock is prohibited. All hours worked must be represented in the system and paid appropriately per wage and hour regulations.**

# UKG Ready – Employee Job Aid

## Approving Your Timecard:

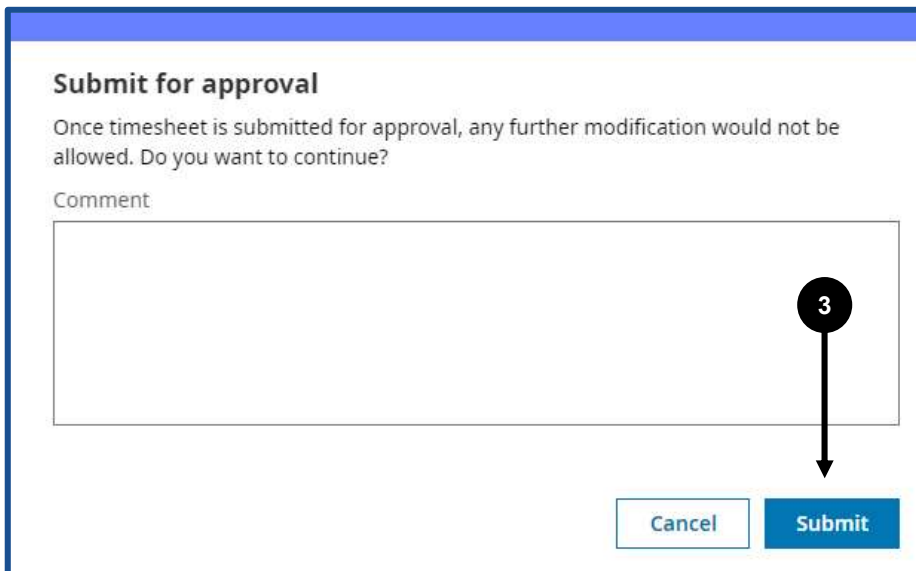
**Step 1** - From the dashboard, click on [My Timesheet](#).



**Step 2** - From the top-right of the timesheet page, click on [Submit](#).



**Step 3** – Entering a comment is optional. Click [Submit](#).



# UKG Ready – Employee Job Aid

## Attendance, Timekeeping, & Meal Break Policy Reminders:

### Attendance

- It is the employee's responsibility to ensure all timecard data is accurate.
- **Working off the clock is prohibited. All hours worked must be represented in the system and paid appropriately per wage and hour regulations.**  
Failure to report all time work will result in disciplinary action, up to and including termination.
- Continuous and/or excessive issues with accurately tracking time may result in the employee receiving disciplinary action, up to and including termination.
- Employees are expected to notify their Manager if they will be absent, tardy, or need to depart early.
- Employees may receive an occurrence for any unapproved/unplanned absence, tardy, or early departure. Five (5) or more occurrences within a 90-day time frame is considered excessive and may result in disciplinary action, up to and including termination.

### Rest Breaks

Employees should also take two paid 15-minute breaks each day.

- ✓ The first break should be taken mid-morning shift. The second break should be taken some time in the middle of the afternoon shift.
- ✓ Employees do not clock out for a break. Breaks are paid time.
- ✓ Rest breaks cannot be accumulated, taken at the beginning or ending of the shift, and cannot be combined with meal breaks.



# UKG Ready – Employee Job Aid

## Attendance, Timekeeping, & Meal Break Policy Reminders:

### Meal Breaks

When an employee's total work shift equals or exceeds 5 hours, an unpaid meal break of at least 30 minutes must be taken.

- ✓ Meal break must be at least 30 minutes in length.
- ✓ Meal break must begin before the end of the fifth hour of the shift.
- ✓ In California, a second meal break must be provided for a shift exceeding 10 hours. This second meal must be started before the 10-hour mark of a shift.

### CA Meal Break Chart

Hours on the Clock	Meal Breaks
0 – 5 hours	0
5.01 – 5.99	Meal maybe waived*
5.01 – 10 hours	1
10.01 – 11.9 hours	2 <sup>nd</sup> meal may be waived*
10.01 – 15 hours	2

### Waiving a Meal Break

In *very limited* circumstances, if both the employee and manager agree, a meal may be skipped. Details on when a meal can be waived are outlined below.

- If an employee's total shift for the day is less than 6 hours, then the meal can be waived.
- If an employee's total shift falls between 10.01 and 11.99 hours, then the second meal may be waived.