

Frequently Asked Questions

UKG Workforce Management Timekeeping - Ready

Dates & Access:

When do we go live in Workforce Management Ready?

- **September 17, 2022** – Organization wide, all employees begin to punch time in Ready.
- **October 3, 2022** – Timecard data should be finalized and submitted to payroll by end of day.
- **October 7, 2022** – First paycheck with time from the new system.

When will I have access to Ready?

Access will be turned on very late in the week of September 12th. The additional mobile application will not be live until the morning of September 17th. It is important to continue to clock your time in the current system through end of the current pay period - September 16th.

When can I download the new UKG Ready Mobile Application?

The mobile app will be available the morning of September 17th.

Can I still punch in the old timekeeping system after September 17th?

No. As of September 17th, we will deactivate the old system and activate the new one.

- Use the current system until 9/16/2022.
- Use the new UKG Workforce Management – Ready starting on 9/17/2022.

Does a salaried/exempt employee need to use the new timekeeping system?

Salaried/exempt employees will only use the new timekeeping system to enter PTO requests. Salaried employees do not clock or punch time on a daily basis. (Note, this is how a salaried employee uses the current system as well – PTO requests only.)

Salaried employees can follow the steps found on page 6 of the Employee Job Aid to enter their PTO and Floating Holiday requests.

As a manager, what is my deadline to correct and submit my team's timecards?

We're following the same payroll calendar and submission timing as before. You should plan to make all changes and submit your team's time on the Monday of a payroll week.

Frequently Asked Questions

UKG Workforce Management Timekeeping - Ready

PTO FAQs:

How will the new system impact my PTO?

- PTO requests that have been entered for 2022 will be imported into Ready. It is a good idea to double check that everything has come over correctly, but you should not have to re-enter those requests. You will need to re-enter any 2023 requests.
- PTO balances might be incorrect for the first couple days we are live in the new system. This is due to the timing and need to finalize payroll out of the old system before we can import balances. Once the last paycheck is processed out of the old system, then we can bring over those final balances. Please don't worry. We will ensure all balances are accurate as of September 22nd.
- 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.

I am a Director or ATP with a Discretionary PTO Bank. Do I have to use the new timekeeping system?

No, you don't *have* to use the system, but you can submit discretionary requests in the new system. Your bank will always show as 0.00, but a request can still be submitted, and it will show on your manager's calendar. This is a *nice to* but not a *have to* feature that will help managers as they are scheduling meetings, appointments, etc. to help track days off for their entire team.

Why does bereavement show as 0.00 hours?

There is no true “bank” for bereavement. It will always show as 0.00, but hours can be applied as needed.

Where can I view my current PTO balance and scheduled hours?

At the top of your Time Off Calendar, you'll see Accrual Details and Counters. (Note, be sure the drop down is set to “**Paid Time Off**.” Then, you can see hours taken, current balance, and hours scheduled.

▼ Accrued Balances Details			
Sep 17, 2022 Paid Time Off ▼			
143.00 hrs	33.50 hrs	101.50 hrs	8.00 hrs
Current Accrued	Taken	Current Balance	Scheduled

Frequently Asked Questions

UKG Workforce Management Timekeeping - Ready

General Help:

It's lunch time. I go to clock out and realize I missed punching in when I started work. Do I have to clock in? How do I fix my time?

If you've missed the first punch of the day, the system will assume your next logical punch is a "clock in." That button will appear blue on your screen. However, you can select the gray "clock out" if that is the logical punch. In other words, select the button that makes the most sense based on the current punch.

To correct a missed or inaccurate punch, follow the steps found starting on page 10 of the employee job aid.

Help! I'm having trouble on the first day.

Please don't worry if you are having trouble on the first day or two. We have the entire two week pay period to make corrections. Simply write down your time if you're having difficulties. Contact your manager to let them know you've missed a punch and/or you're having trouble. HR will be there to help managers and employees with any difficulties and corrections that are needed during those first few days.

We promise to assist everyone, but please be patient. We promise that all mistakes or missing time will be added by the end of the pay period. Thank you for your help and patience.

Who can I call or email with questions?

Please feel free to reach out to your regional HR Business Partner. In addition, you can reach the following project teams and leads:

Payroll: payroll@nsm-seating.com

Payroll Leads:

- Leslie.Hargis@nsm-seating.com (423-756-2268 x0570) &
- Holly.Chandler@nsm-seating.com (423-756-2268 x0670)

HR: HR@nsm-seating.com

HR Lead: Katie.Xiong@nsm-seating.com or 423-355-8538

Regional HR Business Partner Contacts: Charla Laing, Sandra Burns, Ashley Herb, Danielle Brown, Staci Holstine, Michelle Landreth, Nicole Miller.