UNIVERSITY OF CENTRAL MISSOURI

UKG Ready (Kronos)
Hourly Employee Guide

Web time through MyCentral will no longer be a method of time reporting for the University. The new time and attendance system for the University will be UKG Ready (Kronos)

All hourly employees will Clock in/Clock out daily:
A “normal” work day will have the following:

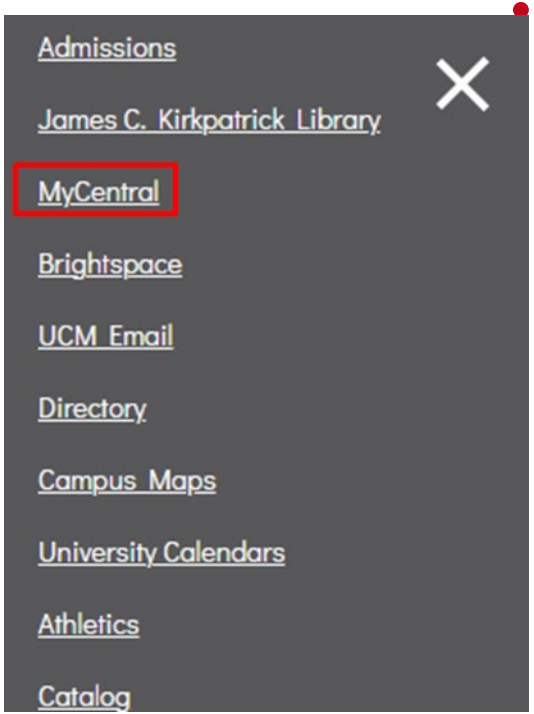
- ‘Clock In’ when you arrive at work
- ‘Clock Out’ when you leave for lunch
- ‘Clock In’ when you return from lunch
- ‘Clock Out’ when you leave at the end of your shift

Hourly employees can access UKG Ready in two ways:
Web browser or Timeclock

This guide covers both methods, starting with web browser access.

- Open a browser, and in the URL area, type “ucmo.edu”’
- Next, you will need to navigate to MyCentral.
- At the top right of the UCM home page, you will see these 4 icons. Select “Campus Links”:

- Next you will see the following:
- Select "My Central"

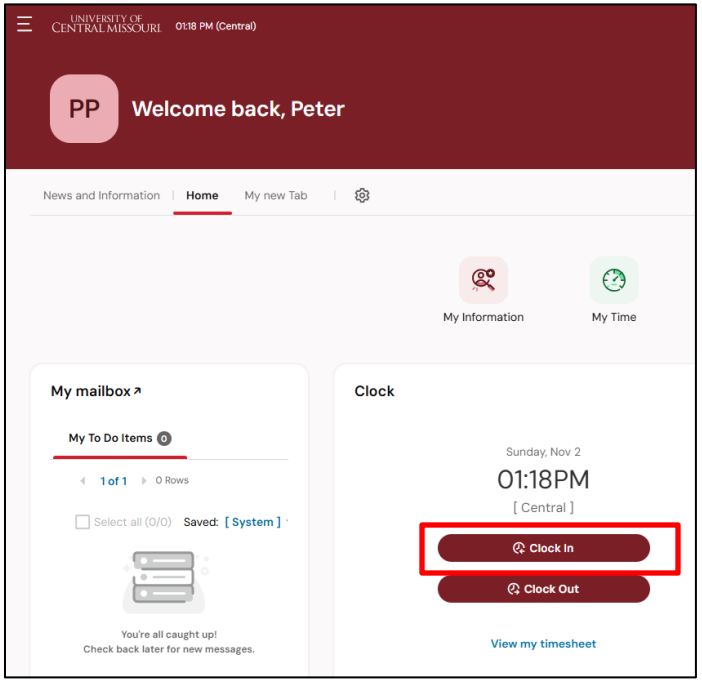


- Next you may see the Single Sign on page.

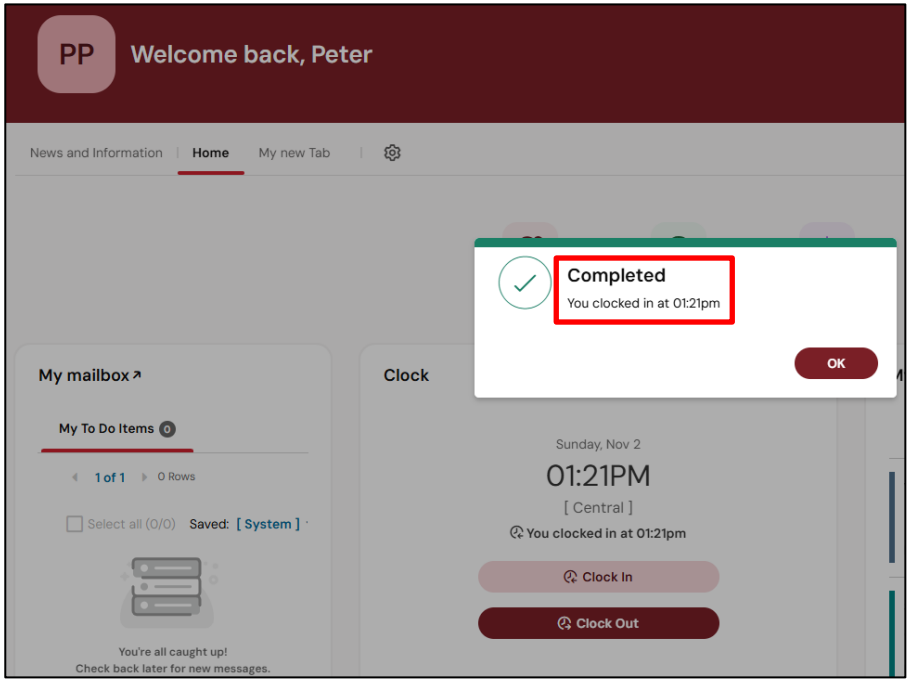
Sign in with your network login and password:

- Now that you are in MyCentral, on the Employee Resource card, select: UKG Ready (TimeReporting)

Your first punch will be at the start of your shift. In the “Clock” area. Select “Clock in”



You will get a confirmation that you clocked in. Click ‘ok’. Your next punch will be when you leave for lunch



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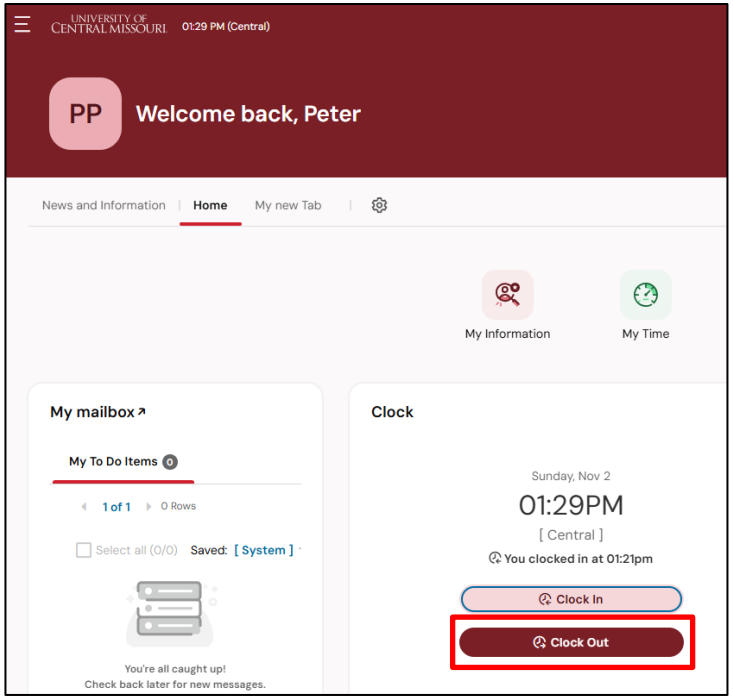
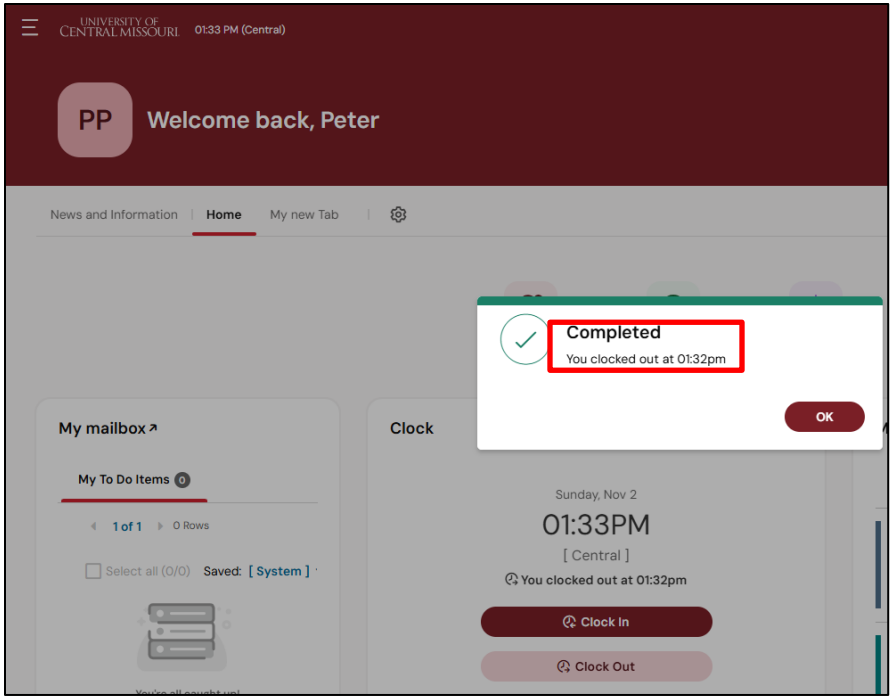
Same steps as earlier to access UKG Ready, but select ‘Clock Out”



You will get a confirmation that you clocked out and the time. Click ‘ok’.



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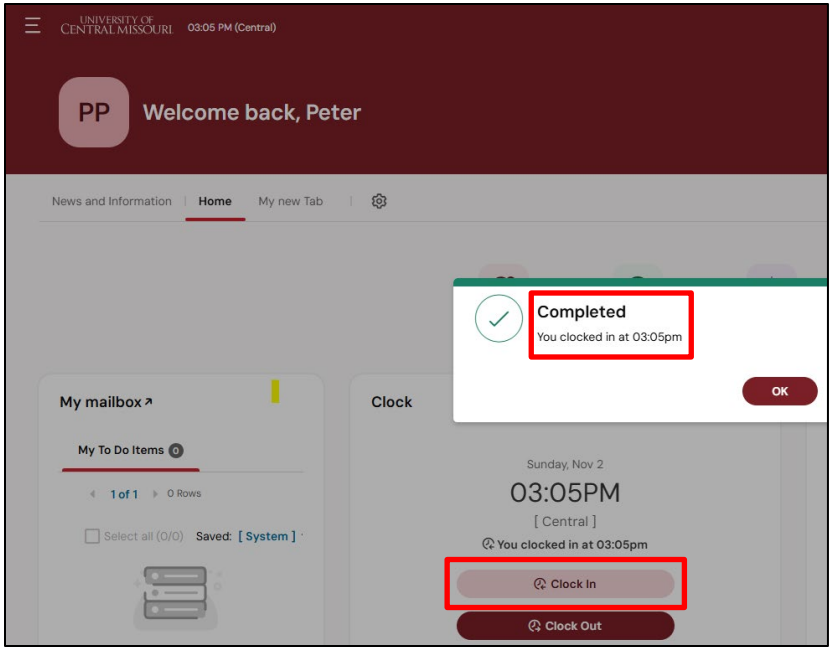
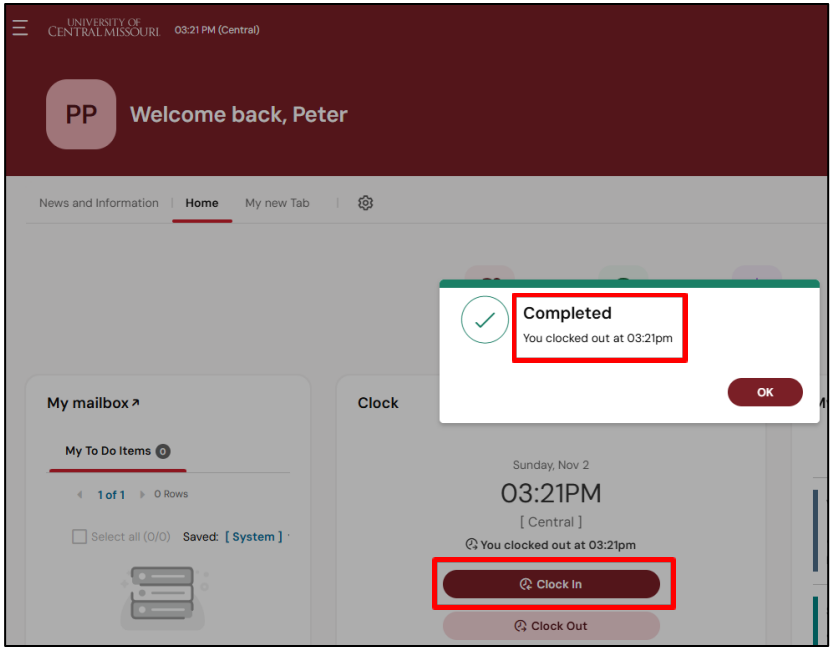
When you return from lunch, go back into UKG Ready, and ‘Clock in’



At the end of your shift, go back into UKG Ready, and ‘Clock Out’



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All employees must submit a Time Off Request for any planned or unplanned absence. The request(s) are sent to your manager for approval. When the supervisor approves or rejects the Time Off Request, you will receive an email notification to inform you of the approval.

At the end of the pay period, all time entries are automatically sent to the supervisor for approval and submission.

The employee does not need to take further action.

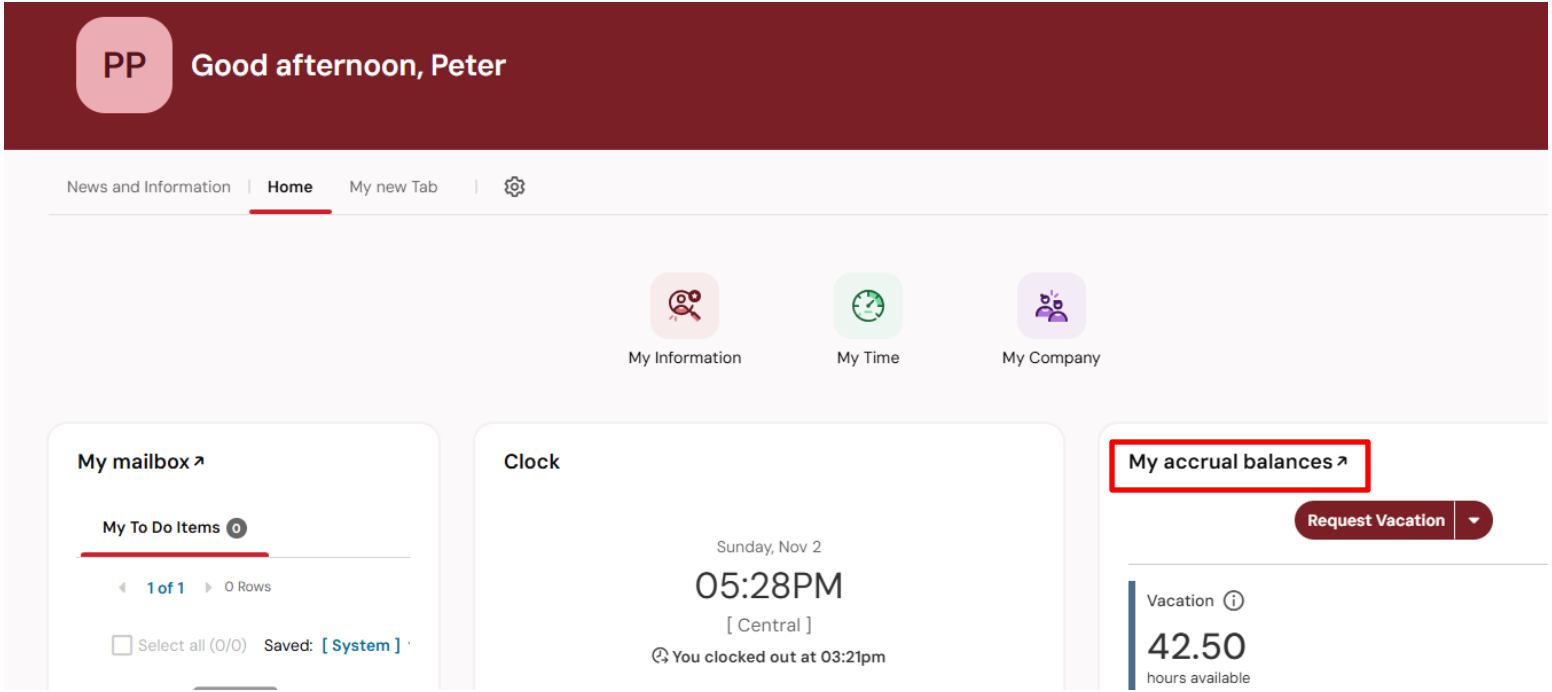
When you want to put in a Time Off Request,

you have a couple of options:

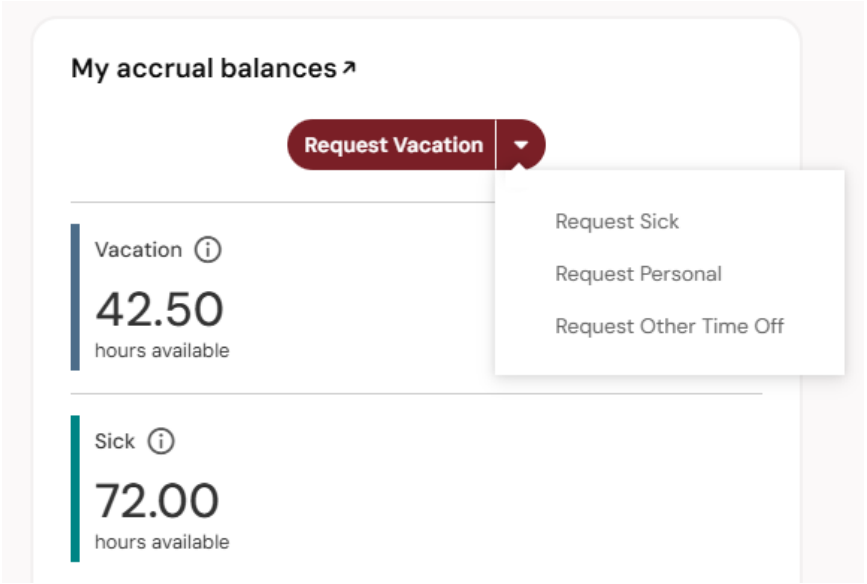
- You can put in the time off request while you are in UKG Ready, after you punch in or out

- You can put in a time off request at any time by going back into MyCentral, and selecting UKG Ready (Time Reporting) on the Employee Resource card

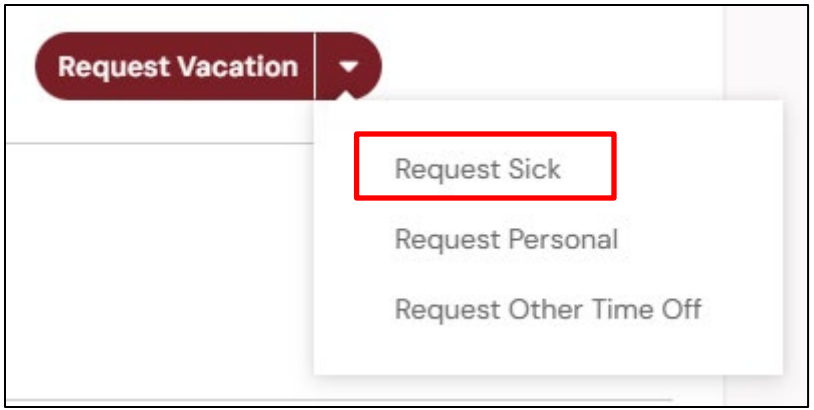
After clicking on “UKG Ready (Time Reporting)”, on the right side of the screen, you will see your “Accrual Balances”; it will look similar to this:



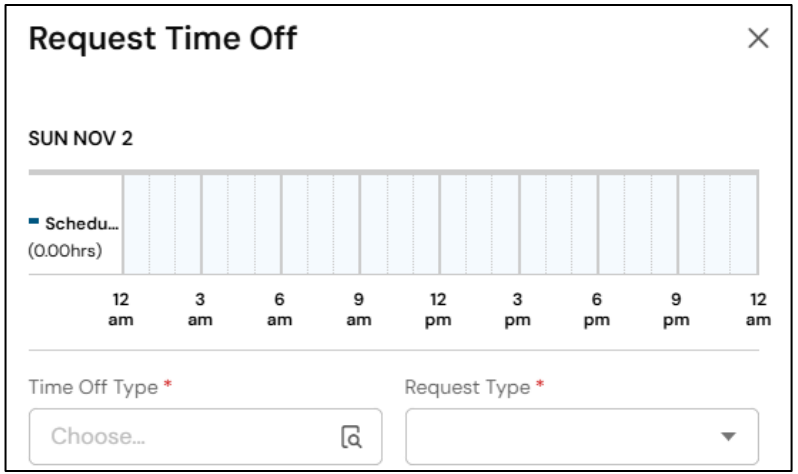
- The “My accrual balances” area serves two main purposes:
  1. To display your current time-off balances.
  2. To allow you to start a time-off request.
- At the top of this panel, you’ll see the Request Vacation button. Clicking the drop-down arrow to the right of the button lets you select different types of time off.
- Next, we’ll walk through the process of submitting a single-day request, followed by how to request multiple days off.



For the single day example, we will request a single day of “Sick leave” for a future doctor’s appointment.

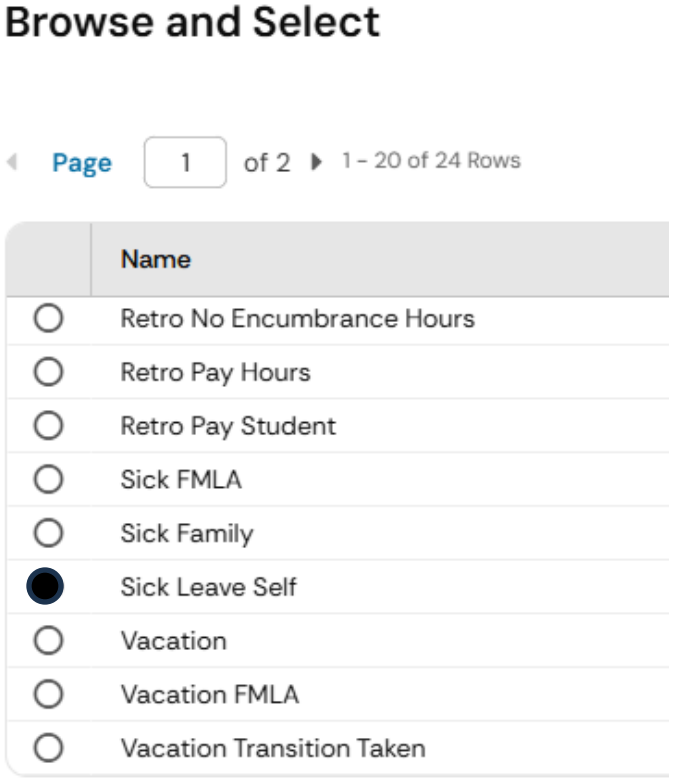


Selecting any time off option will bring up the “Request Time off “ box below:

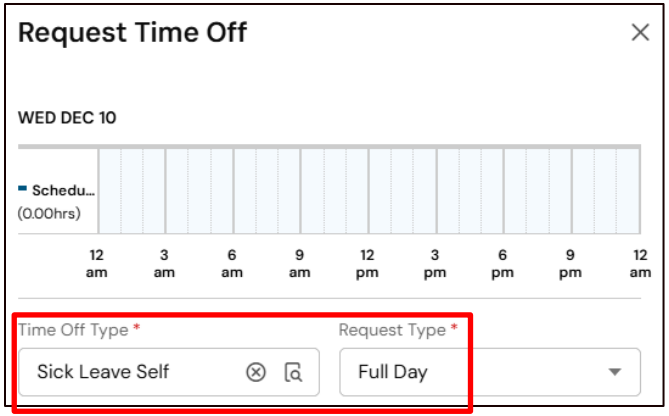


Inside the “Time off type” box, on the right side, is an icon that looks like a magnifying glass:

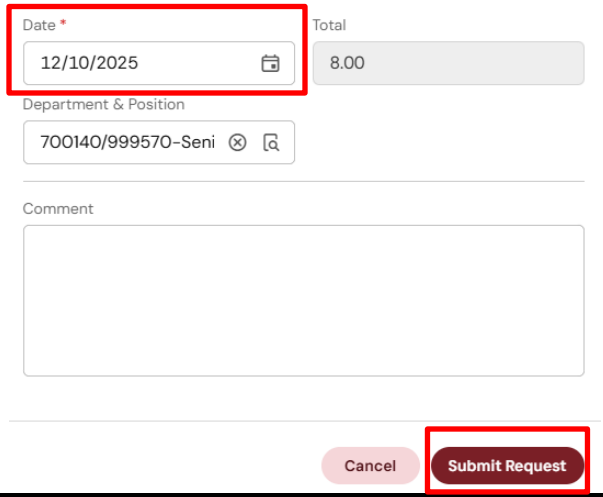
Selecting the icon brings up the “Browse and Select” box, which shows the different types of time off. For this example, select “Sick Leave Self”.



Selecting the time off type will return you to the “Request time off” box. The time off type field has been populated. In the “Request Type” field, from the drop-down, select “Full day” to populate that field.



Next is the “Date” box. You can either type in the date using the format shown in the box, or by clicking the calendar icon to select the day you want to request off. After populating the “Date” field, select “Submit Request”.



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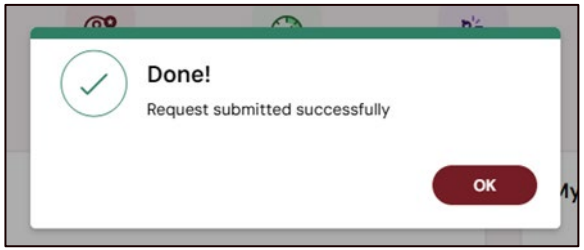
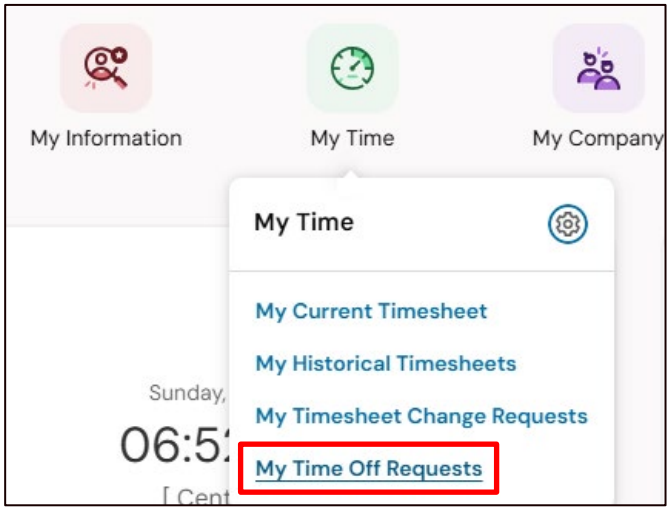
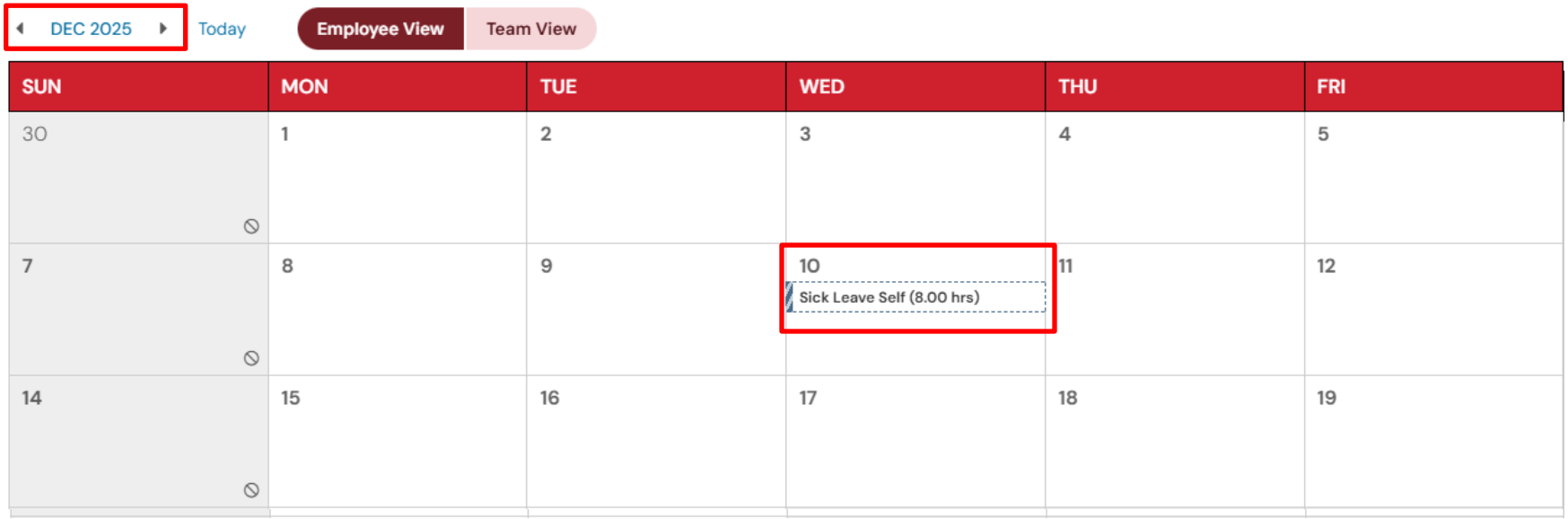
You will see a confirmation box showing that the request was submitted successfully. The request then goes to your supervisor, and they will approve or reject the time off request.



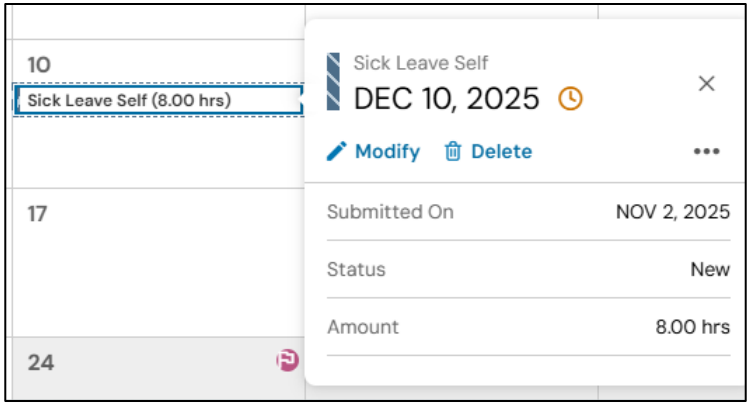
After submitting a time off request, sometimes the details of the time off request change. From the main screen, hover over the “My Time” widget, and select “My Time Off Requests”



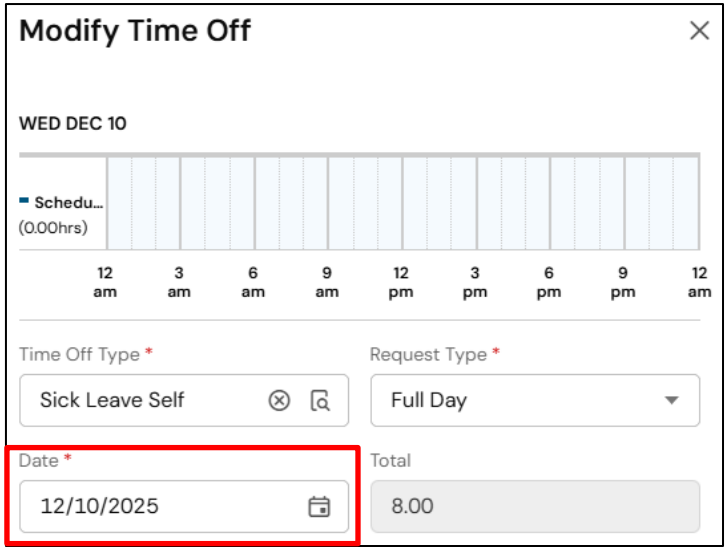
Selecting “My Time Off Requests” brings up the “Time Off Request” screen.
A monthly calendar that you can scroll forward or back to see your time off requests.
You can see the “Sick Leave” we submitted earlier for 10 December. The broken line around the request is an indicator that the supervisor has not approved this time-off request yet.



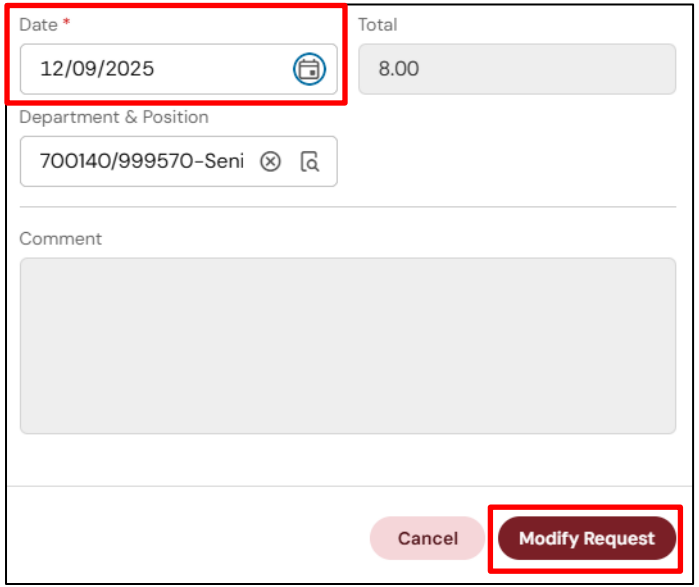
Selecting the time off request from the calendar will show the following: you can now “Modify“ or “Delete” the request. Let’s modify this request. Select Modify:



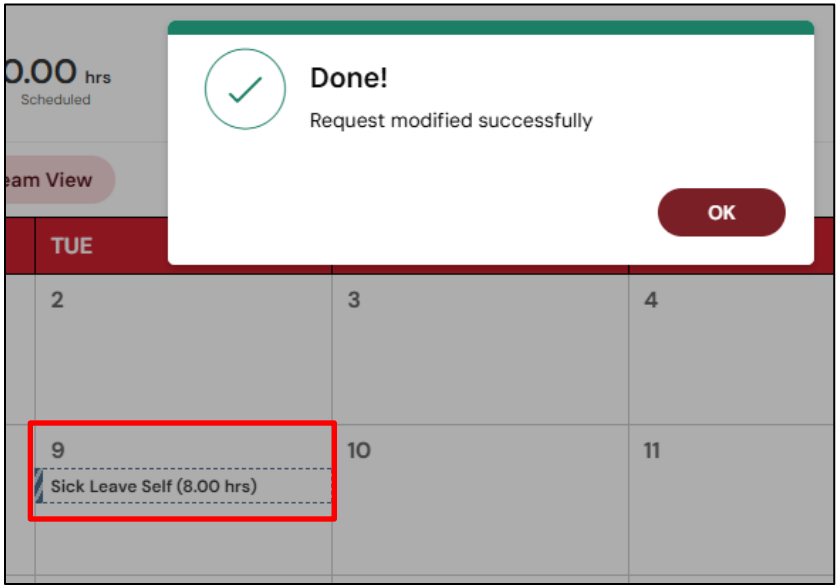
Selecting modify will bring up the “Modify Time Off” box. For this example, the doctor’s appointment has been changed from December 10th to December 9th. Select the “Date”



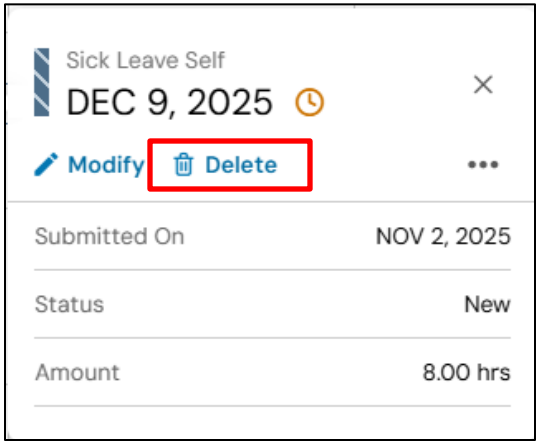
Change the date from 10 December to 9 December, and select "Modify Request"



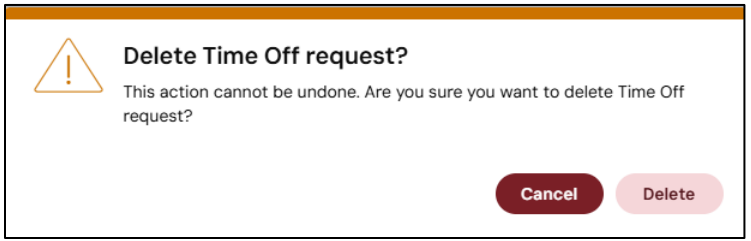
A confirmation box shows that the request was successful. Also note that the request now shows on the 9th on the calendar. The change goes to your supervisor for approval.



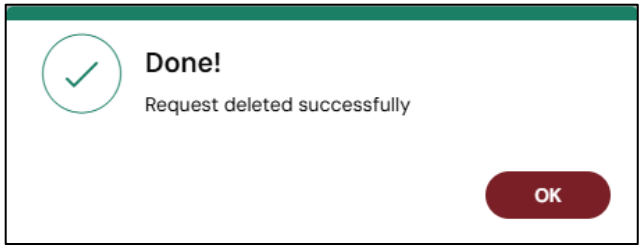
Previously, it was shown that selecting the time off request from the calendar showed the options to “Modify” or “Delete” the time off request. We covered how to modify a request, now let’s go over how to delete a time off request:



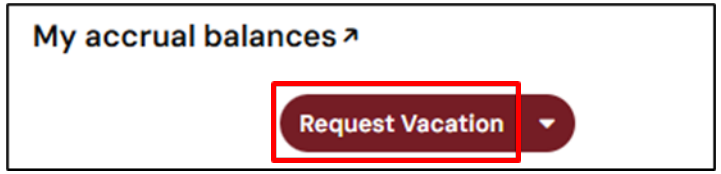
Select “Delete”. A box will pop up asking you to confirm that you want to delete the request. Select “Delete”.



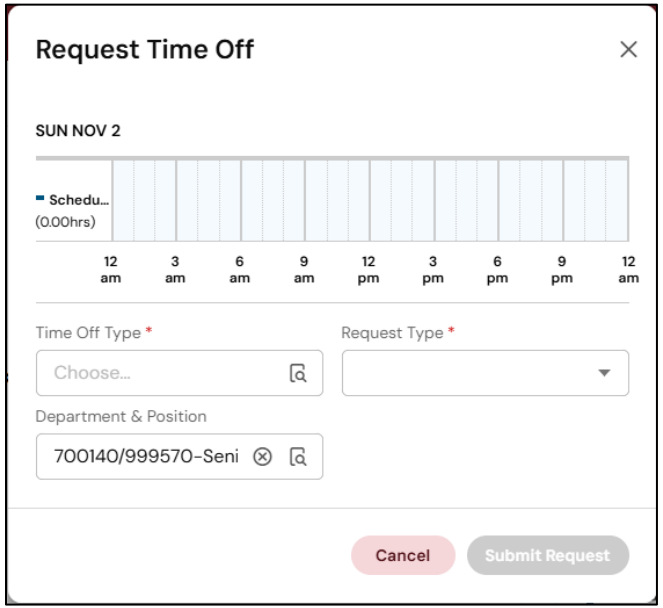
A box will pop up confirming that you deleted the request successfully.



Many of the steps for submitting a multiple-day time-off request are the same as those for a single-day request; however, there are a few key differences. In this example, the employee wants to take a Vacation for the period of December 2nd through December 10th. *IMPORTANT - Because this spans across the weekend, separate time-off requests will need to be made, so that the weekend hours are not counted.



Selecting any time off option will bring up the “Request Time off “ box below:



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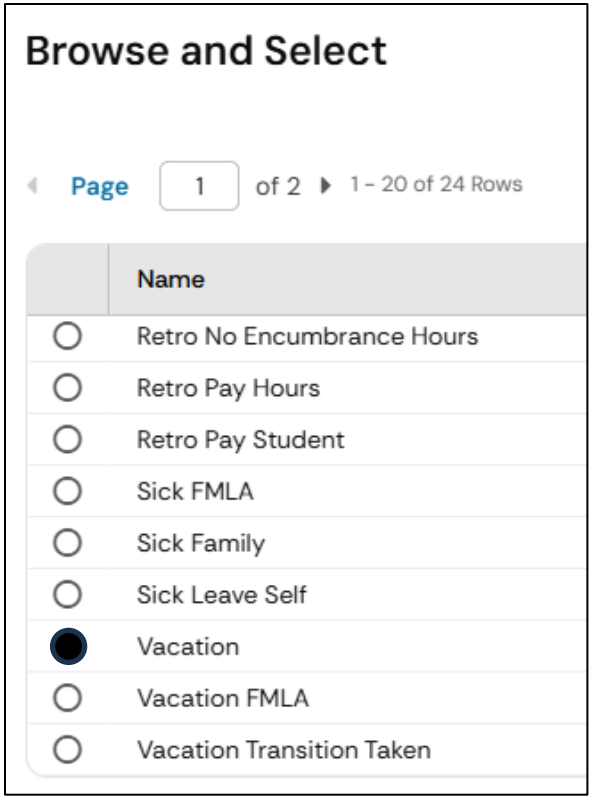
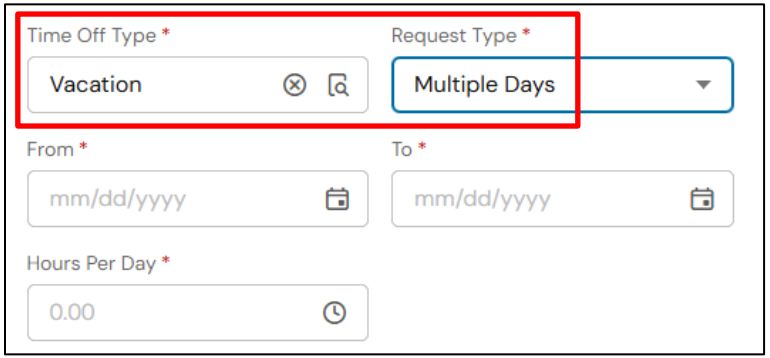
Inside the “Time off type” box, on the right side, is an icon that looks like a magnifying glass:

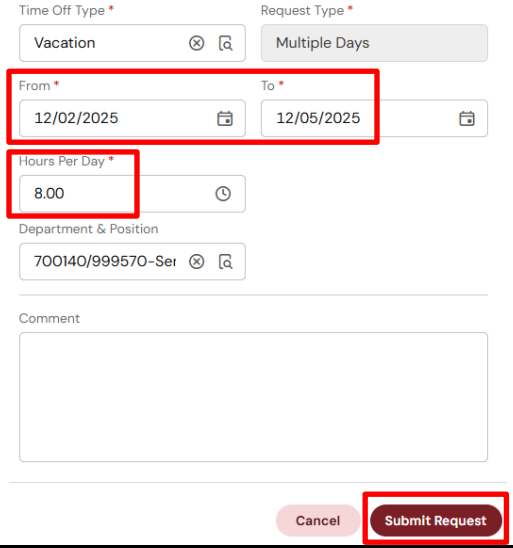
Selecting the icon brings up the “Browse and Select” box, which shows the different types of time off. For this example, select “Vacation”.



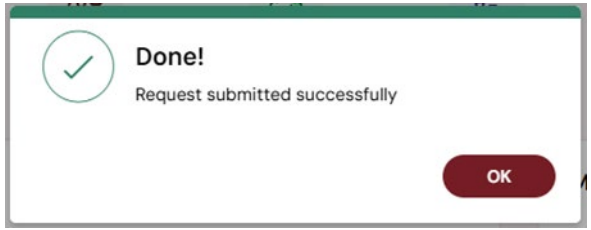
Selecting “Vacation” will return you to the “Request time off” box. The time off type field has been populated. In the “Request Type” field, from the drop-down, select “Multiple Days”.



Now, there are “From”, “To”, and “Hours per Day” fields. Use the format examples for the dates to put in the days off you are requesting. “Hours Per Day” will be “8”. Select “Submit Request”. This is the first time off request for 2-5 December.



You will see a confirmation box showing that the request was submitted successfully. The request then goes to your supervisor, and they will approve or reject the time off request.



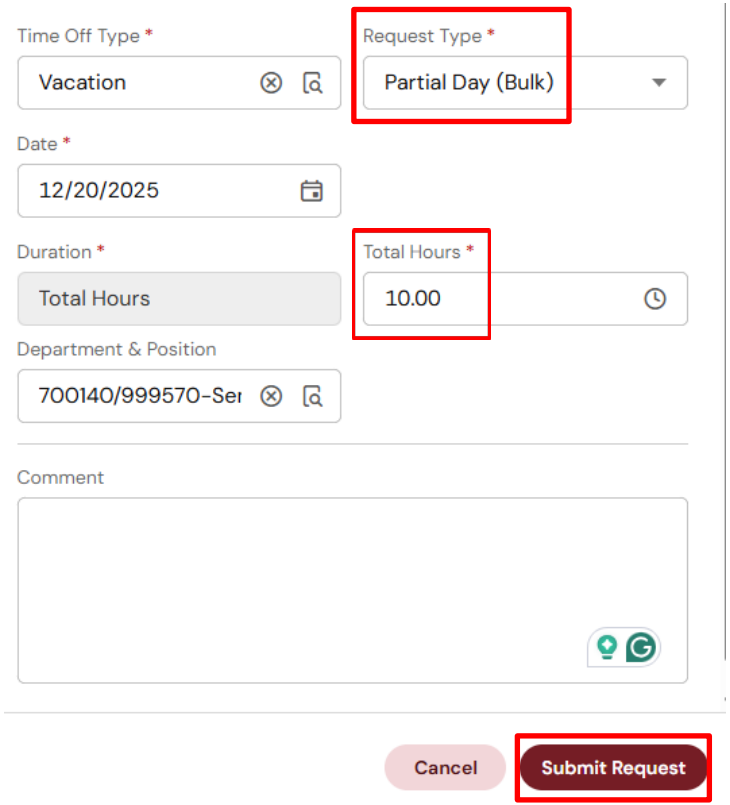
Repeat the same steps from the first request to submit the second time-off request for 8-10 December, excluding the weekend.

*The steps to modify or delete a multiple-day time-off request are the same as those used for single-day time-off requests.

If a future time off request HAS been approved by a supervisor, you cannot put in a “modify” request, only delete.
If you need a modification, request that the existing request be deleted, and submit a new one.

If, due to unforeseen circumstances (illness, etc)
You are unable to submit a time off request before the time off begins.
You can submit your time off request upon your return.
If the time off is after the end of the timesheet submission date, your supervisor will have to add the time off to your timesheet before approving it. If the supervisor has already approved the timesheet, the supervisor would need to contact the Payroll office to have the time adjusted..

A small percentage of employees have normal work schedules that are longer than the default 8-hour shift. They submit a time off request, with only a slight difference.
For employees that fall into this category, the only change is in the “Request Type”, they select “Partial Day (Bulk)’. Then, in the “Total Hours” area, you can put in however many hours your normal workday is.
The example is to the right:

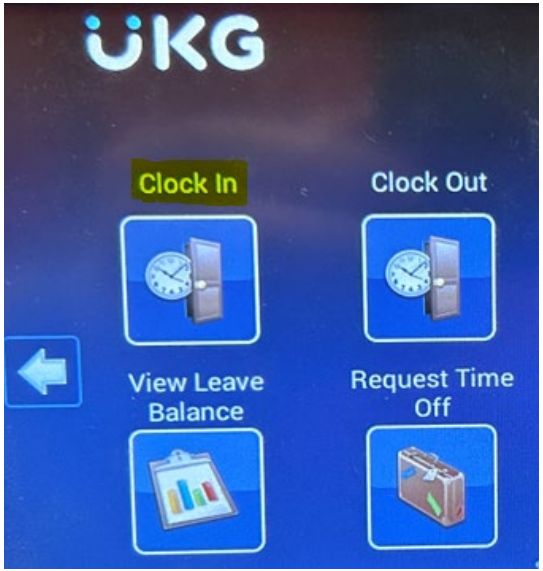


The other option for accessing UKG is with a time clock
The time clocks are touchscreens

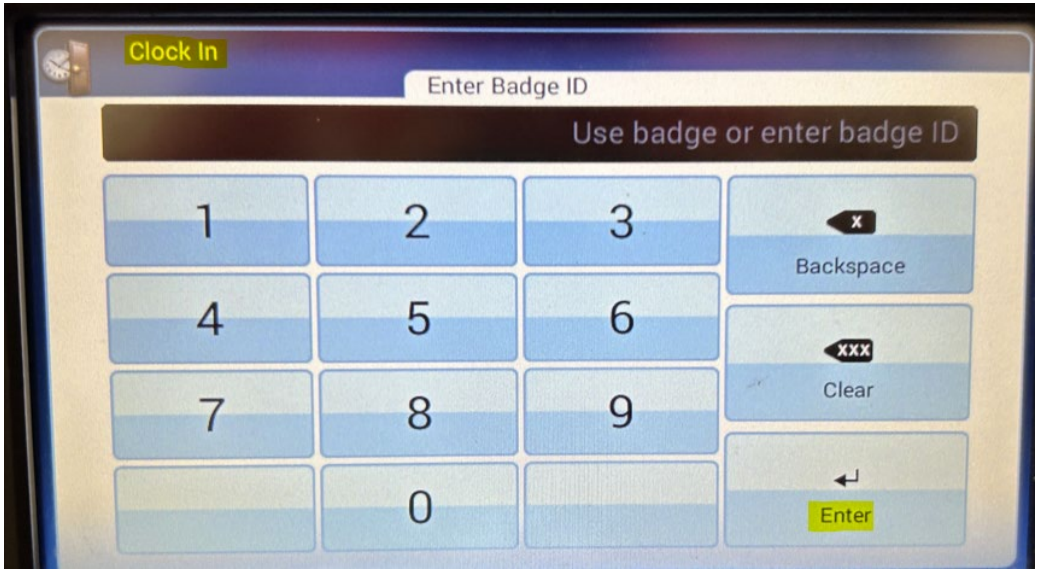
If you have a badge for the time clocks, you can easily swipe your badge to clock in and clock out.

If you forget/lose your time clock badge, you will still need to clock in and out. Use the process on the following slides, using your 700# until your badge is replaced.

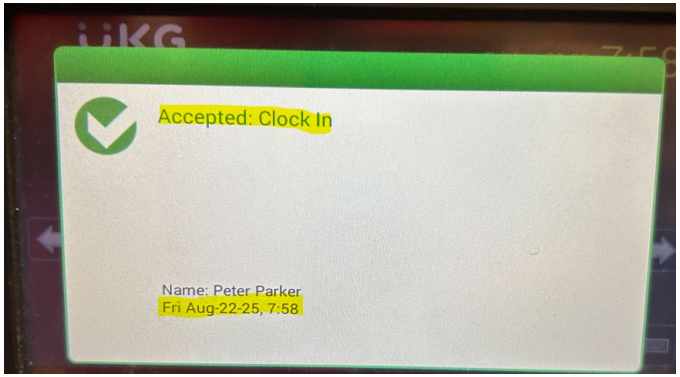
At the start of your shift, at the clock, select “Clock in”



You will then enter your 700#, and select “Submit”

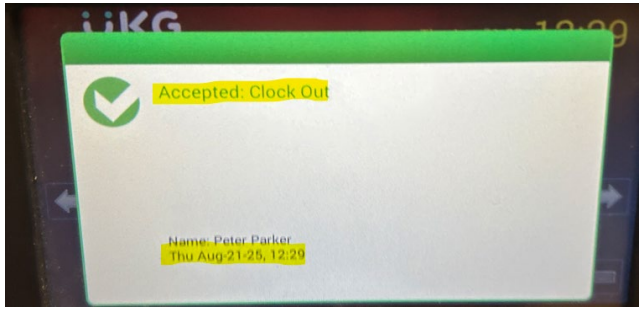


You will see the screen below that confirms your clock-in:

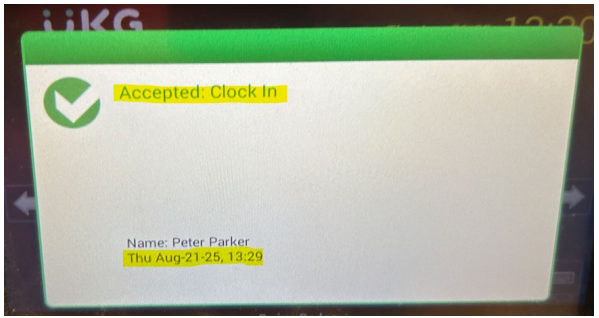


Your next punch will be a clock-out when you leave for lunch. At the clock, select ‘Clock Out’

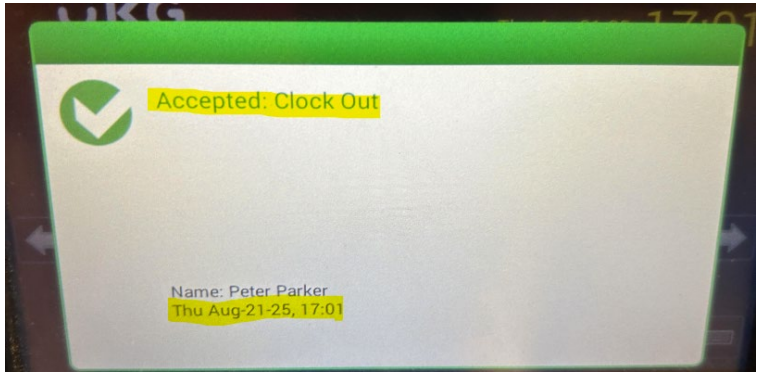
You will then enter your 700#, and select “Submit”. You will see the confirmation screen showing you clocked out and the time.



When you return from lunch, you will select the ‘Clock in’ button. You will then enter your 700#, and select “Submit”. You will see the confirmation screen showing you clocked in and the time.



At the end of your shift, at the clock, select “Clock out” You will then enter your 700#, and select “Submit”. You will see the confirmation screen showing you clocked out and the time.

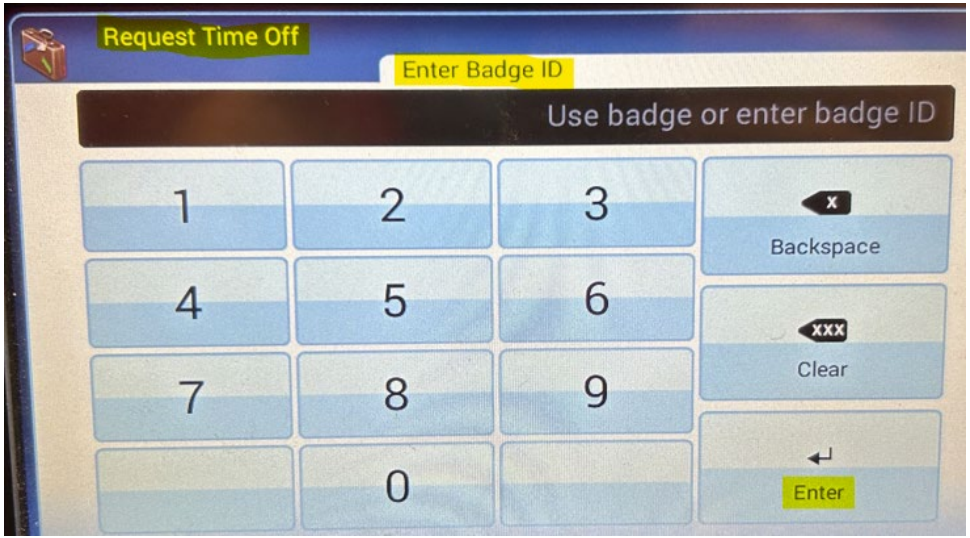


The previous steps were the 4 punches required on days you work.

The following slides will step through how to put in a Time-off Request. First is be requesting a single-day request, followed by a multiple-day request

To start a time off request,
Select “Request time off”

On the screen below, enter your 700#, and select “Enter”



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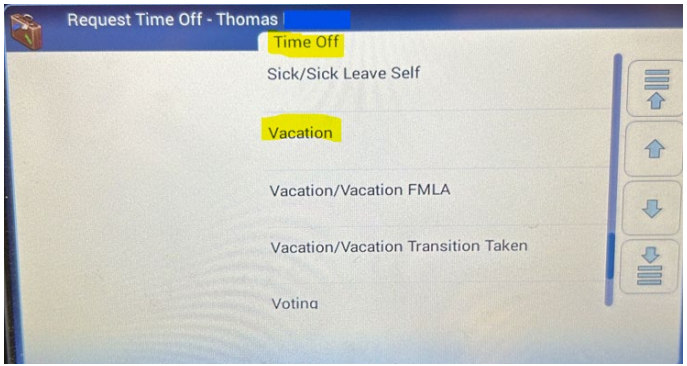
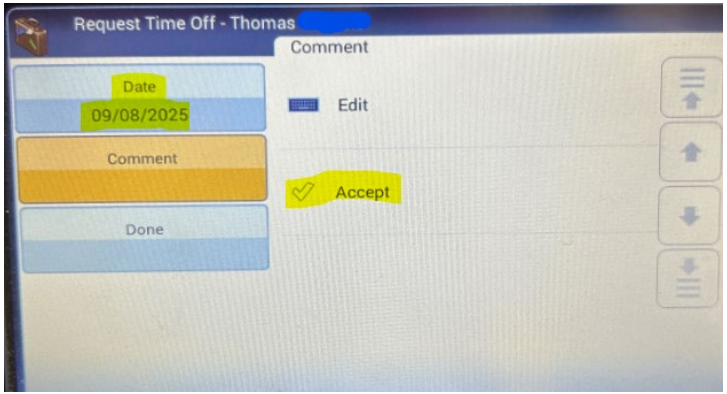
You will now see the screen below. It lists the different types of time off. For this example, we will be putting in a request for a single day of Vacation

The list is alphabetical. In the screenshot to the left, you will see that the down arrow is highlighted. This is how you will scroll down until you see Vacation. Select 'Vacation'



You next see the calendar below. Select the day off you are requesting, in this example, 19 August and select “Done”

This screen is for reviewing your Time off Request” If it is correct, Select “Accept”



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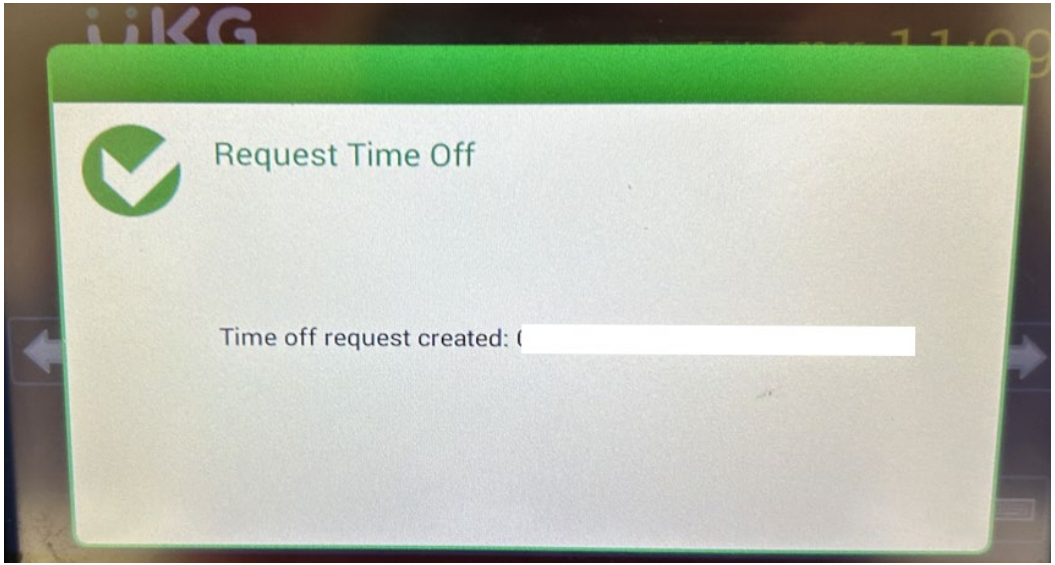
You will now see a box stating, “Request submitted successfully.” The request then goes to your supervisor/manager for approval. Your approver will receive an email with your requested time off and either approve or deny the request. You will receive an email once your request is approved or denied.

The next slide begins the steps to Submit a Time off Request for multiple days



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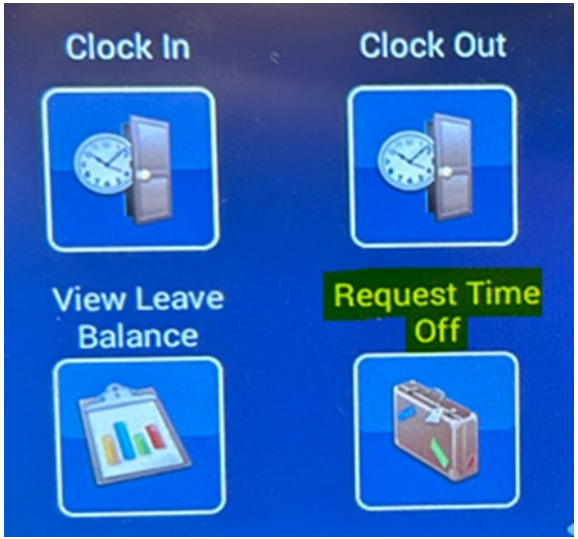
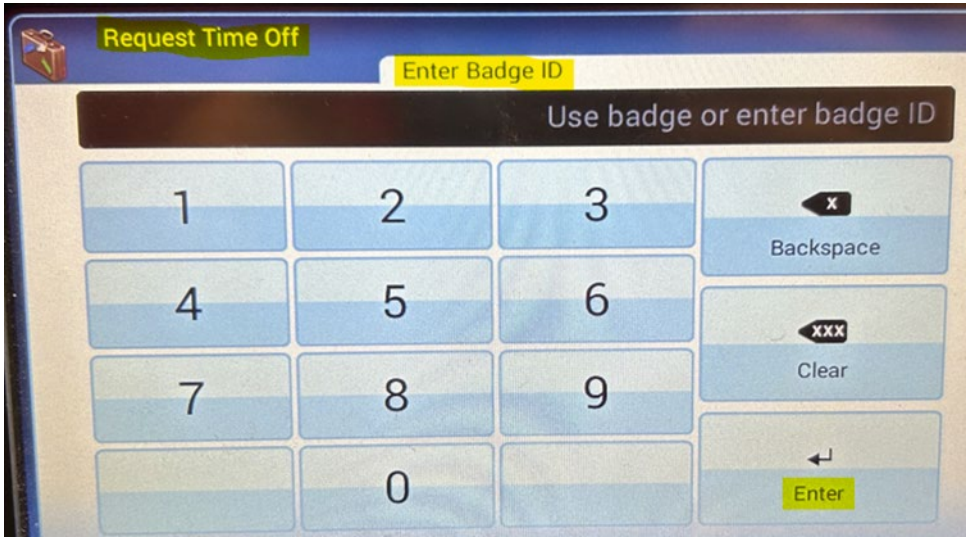
To start a time off request,
Select “Request time off”



On the screen below, enter
your 700#, and select “Enter”



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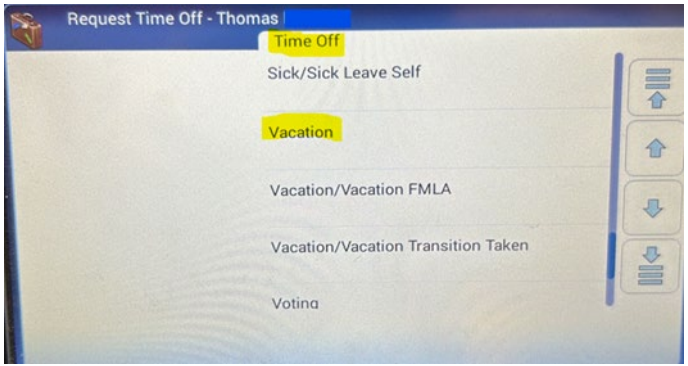
You will now see the screen below. It lists the different types of time off. For this example, we will be putting in a request for multiple days of Vacation

The list is alphabetical. In the screenshot to the left, you will see that the down arrow is highlighted. This is how you will scroll down until you see Vacation. Select 'Vacation'



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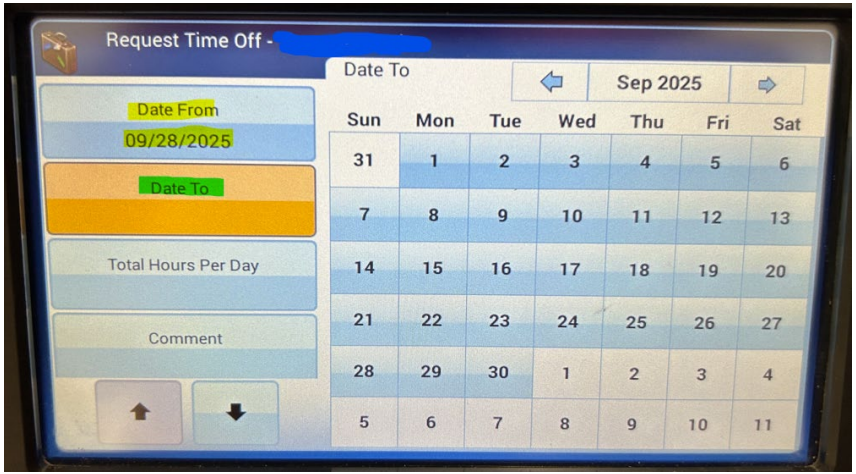
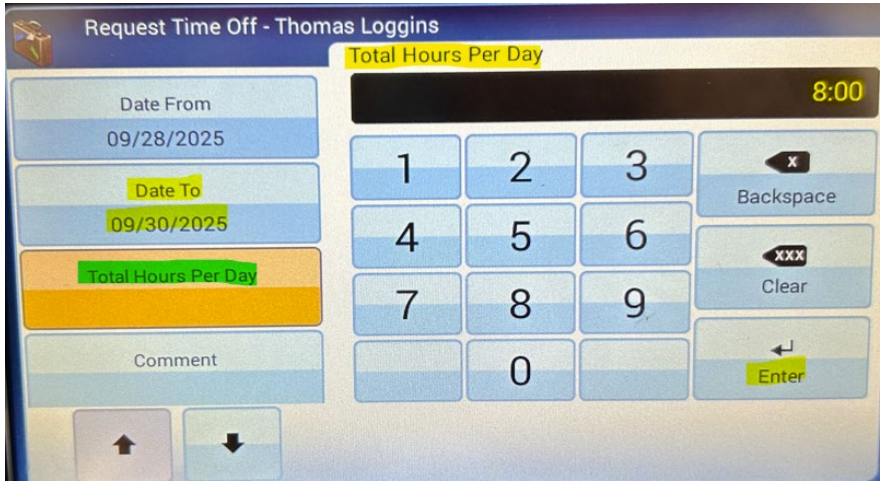
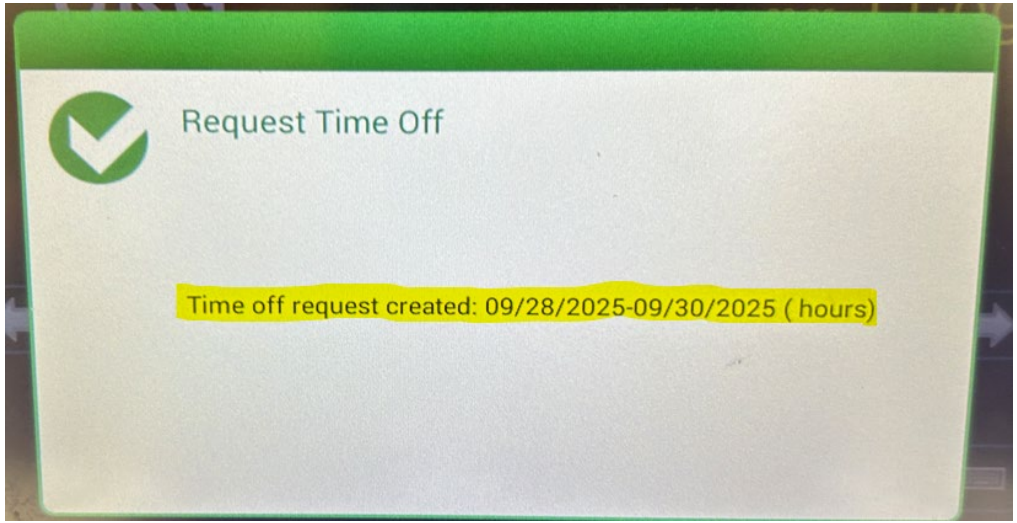
You next see the calendar below. Select the first day off you are requesting. For this example, that date is 28 September. This will automatically put that date in the “Date From” field, select the last day you are requesting, in this example, 30 September:



After selecting the last day, it will automatically populate the “Date to” field below. It will then prompt you to enter how many hours per day you work daily. In this example, it’s 8 hours, and select “Enter”



You will now see a box stating, “Request submitted successfully.” The request then goes to your supervisor/manager for approval. Your approver will receive an email with your requested time off and either approve or deny the request. You will receive an email once your request is approved or denied.