



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



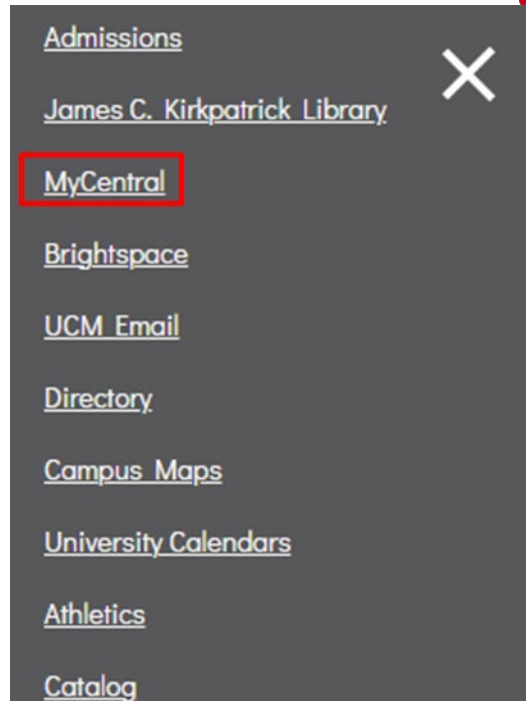
Hourly employees can access UKG Ready in two ways:
Web browser or Timeclock

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

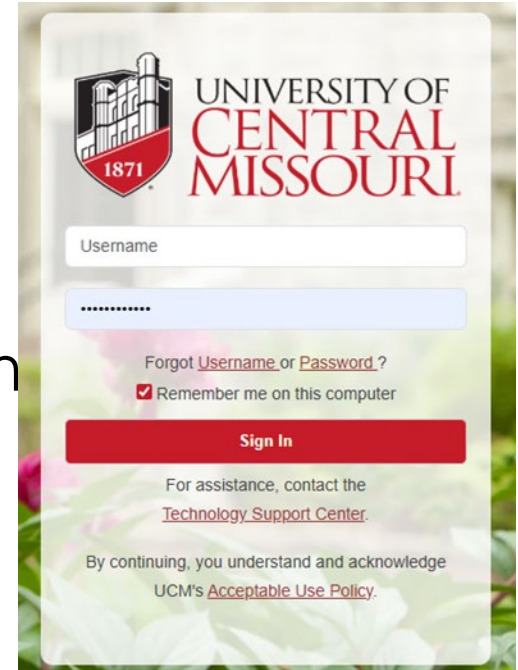
- Open a browser, and in the URL area, type “ucmo.edu”
- Next, you will need to navigate to MyCentral.
- At the top right of the UCM home page, you will see these 4 icons. Select “Campus Links”:



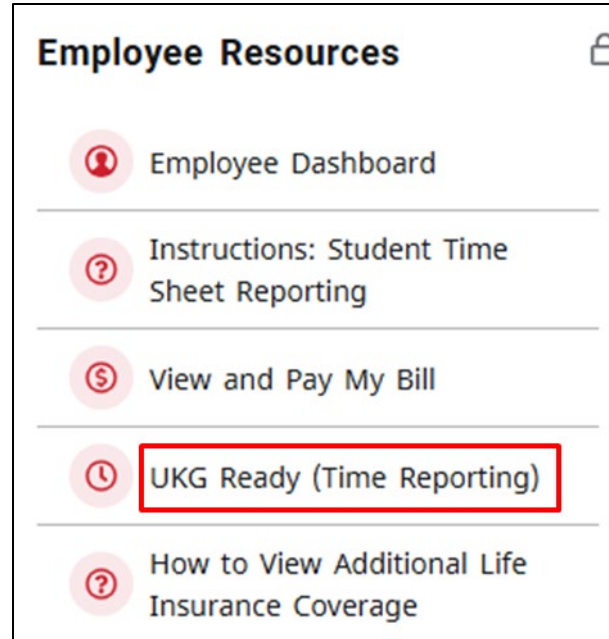
- Next you will see the following:
- Select “My Central”



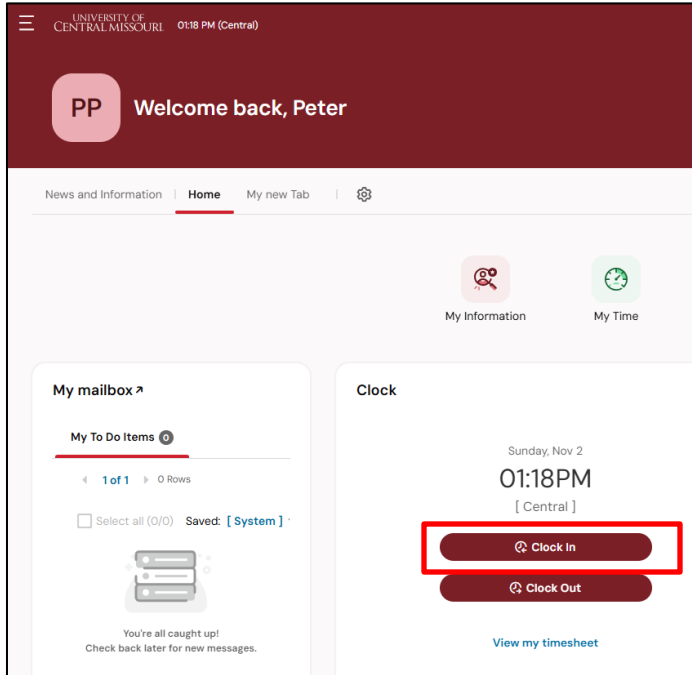
Next you may see the Single Sign on page. Sign in with your network login and password:



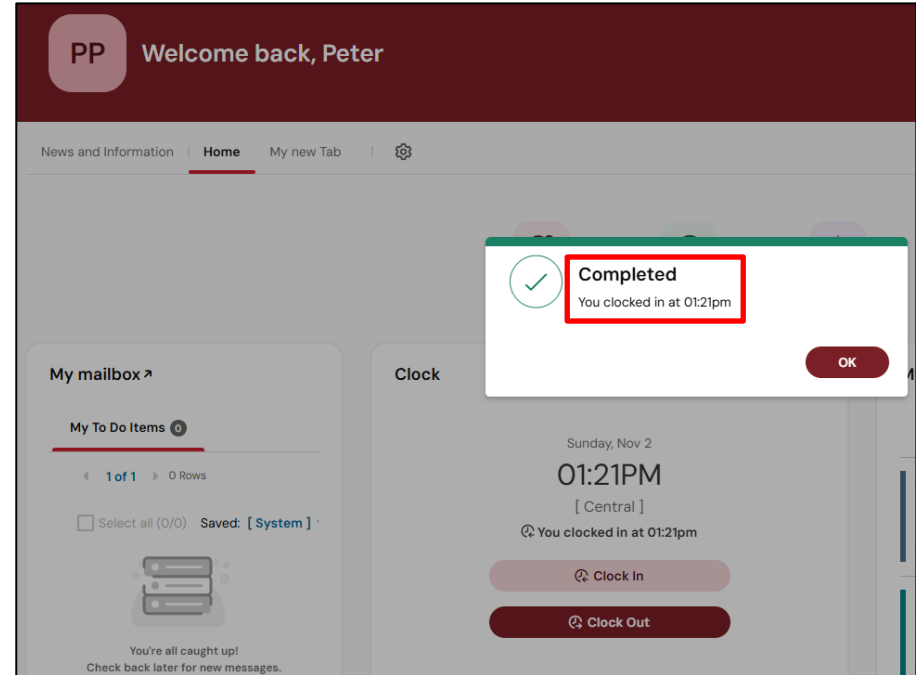
- Now that you are in MyCentral, on the Employee Resource card, select:
UKG Ready
(TimeReporting)



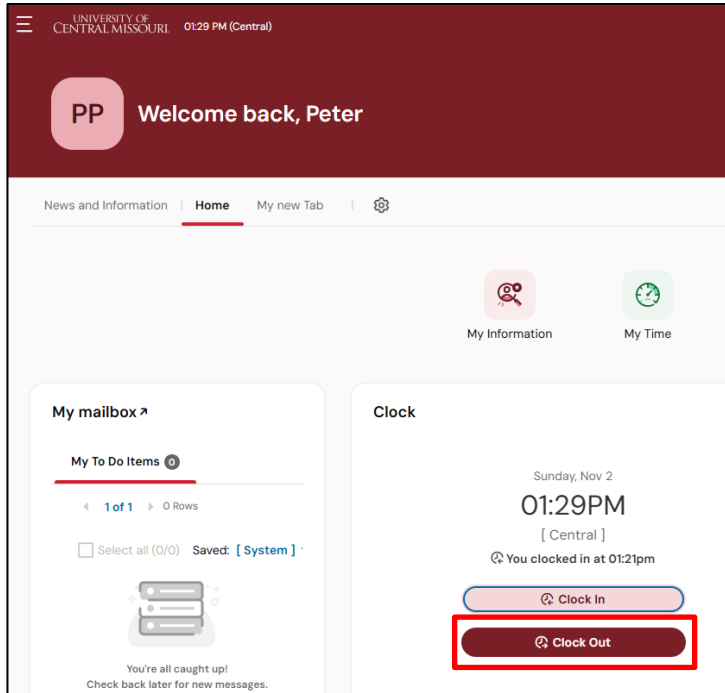
Your first punch will be at the start of your shift. In the “Clock” area. Select “Clock in”



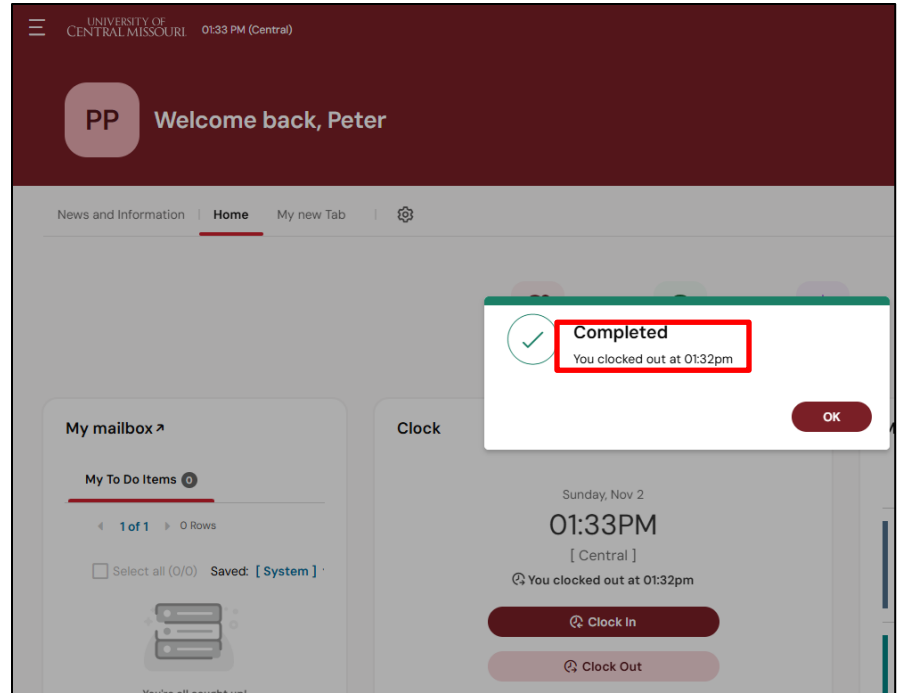
You will get a confirmation that you clocked in. Click ‘ok’. Your next punch will be when you leave for lunch



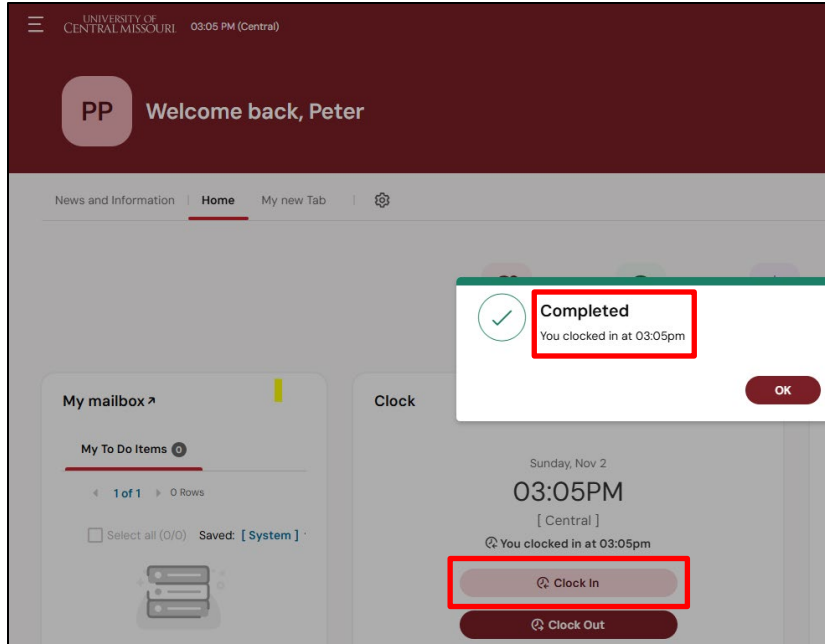
Same steps as earlier to access UKG Ready, but select ‘Clock Out’



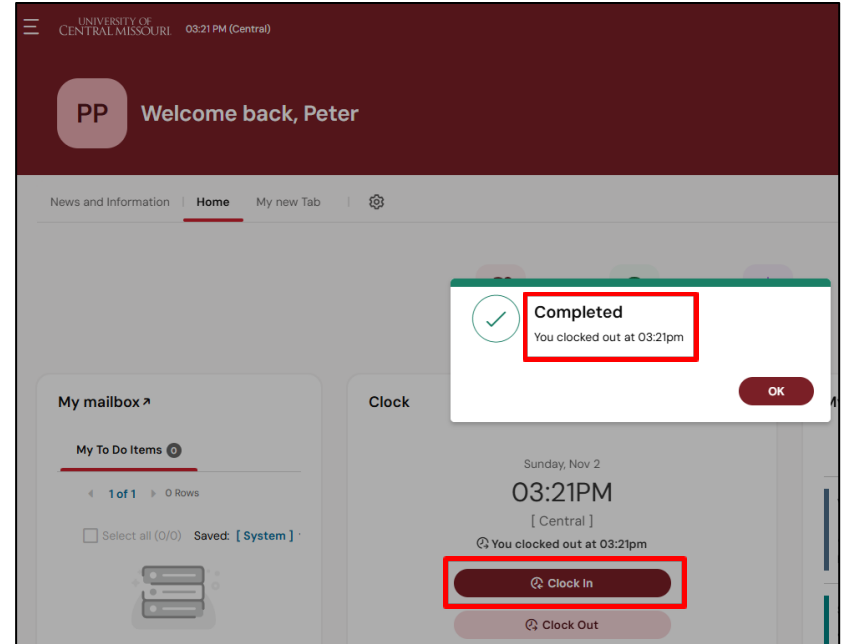
You will get a confirmation that you clocked out and the time. Click ‘ok’.



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'



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 screenshot displays a user interface for a time reporting system. At the top, a dark red header bar contains the user's initials 'PP' and the greeting 'Good afternoon, Peter'. Below this is a navigation bar with 'Home' selected. The main content area features three icons: 'My Information', 'My Time', and 'My Company'. The 'My Time' section is active, showing the current time as 05:28PM on Sunday, Nov 2, and a note that the user clocked out at 03:21pm. On the right, the 'My accrual balances' section is highlighted with a red box and shows a 'Request Vacation' button and a balance of 42.50 hours available.

PP Good afternoon, Peter

News and Information | **Home** | My new Tab | ⚙️

My Information My Time My Company

My mailbox >

My To Do Items 0

1 of 1 0 Rows

Select all (0/0) Saved: [System]

Clock

Sunday, Nov 2

05:28PM

[Central]

You clocked out at 03:21pm

My accrual balances >

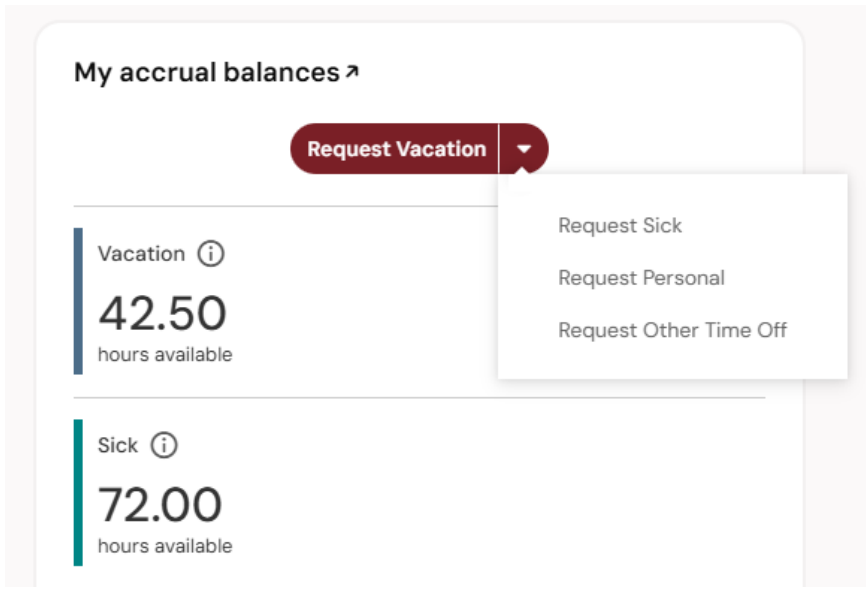
Request Vacation ▾

Vacation ⓘ

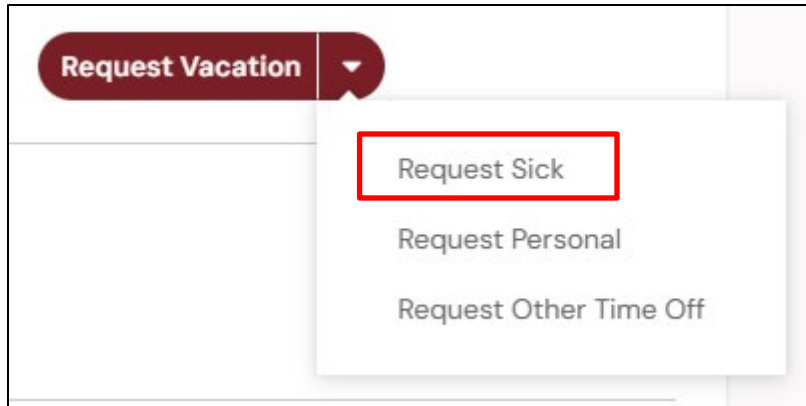
42.50

hours available

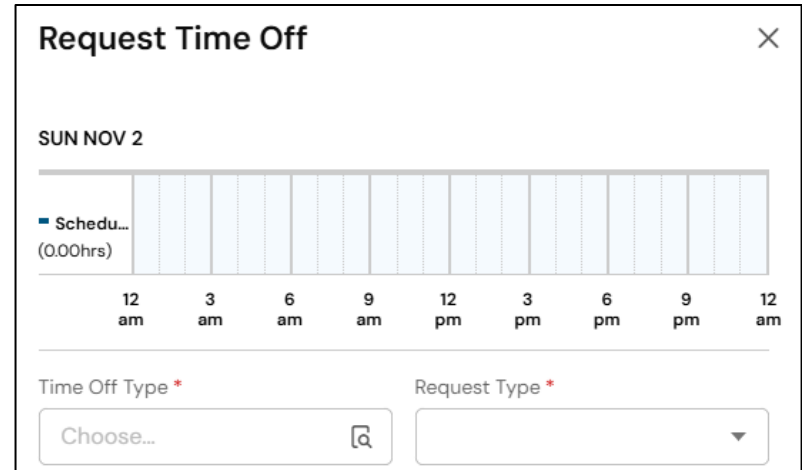
- The “My accrual balances” area serves two main purposes:
 1. To display your current time-off balances.
 2. To allow you to start a time-off request.
- At the top of this panel, you’ll see the Request Vacation button. Clicking the drop-down arrow to the right of the button lets you select different 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”.

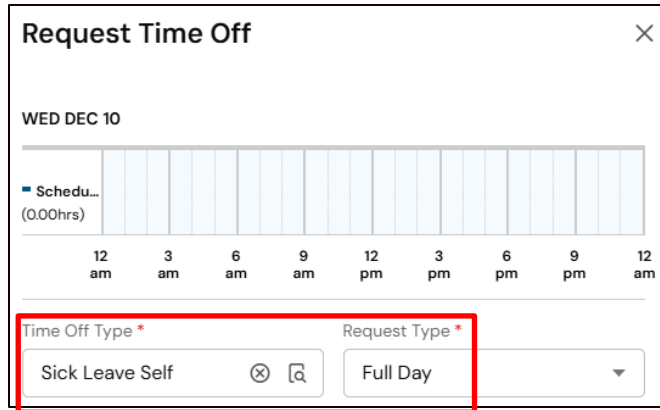
Browse and Select

◀ Page of 2 ▶ 1 - 20 of 24 Rows

	Name
<input type="radio"/>	Retro No Encumbrance Hours
<input type="radio"/>	Retro Pay Hours
<input type="radio"/>	Retro Pay Student
<input type="radio"/>	Sick FMLA
<input type="radio"/>	Sick Family
<input checked="" type="radio"/>	Sick Leave Self
<input type="radio"/>	Vacation
<input type="radio"/>	Vacation FMLA
<input type="radio"/>	Vacation Transition Taken



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.



Request Time Off

WED DEC 10

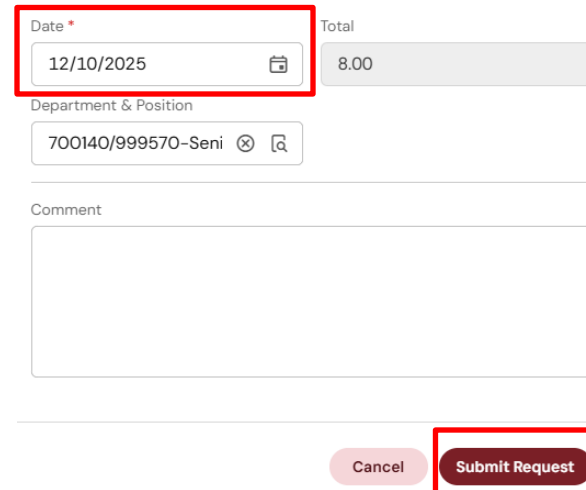
Schedu... (0.00hrs)

12 am 3 am 6 am 9 am 12 pm 3 pm 6 pm 9 pm 12 am

Time Off Type * Request Type *

Sick Leave Self Full Day

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”.



Date * Total

12/10/2025 8.00

Department & Position

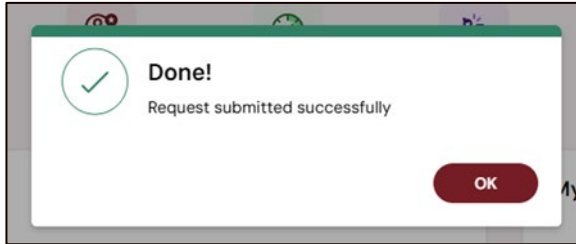
700140/999570-Seni

Comment

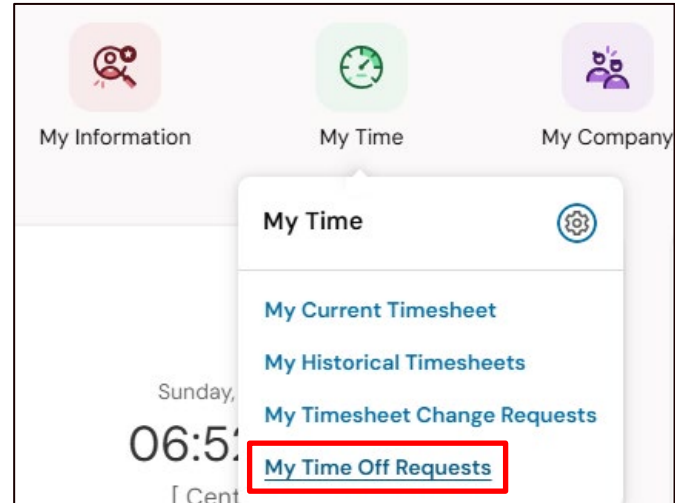
Cancel Submit Request



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.

◀ DEC 2025 ▶ Today Employee View Team View

SUN	MON	TUE	WED	THU	FRI
30	1	2	3	4	5
7	8	9	10 Sick Leave Self (8.00 hrs)	11	12
14	15	16	17	18	19

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:

10	Sick Leave Self	DEC 10, 2025	×
	Sick Leave Self (8.00 hrs)		
	Modify Delete	...	
17	Submitted On	NOV 2, 2025	
	Status	New	
	Amount	8.00 hrs	
24			

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”

Modify Time Off

WED DEC 10

Schedu... (0.00hrs)

12 am 3 am 6 am 9 am 12 pm 3 pm 6 pm 9 pm 12 am

Time Off Type * Sick Leave Self

Request Type * Full Day

Date * 12/10/2025

Total 8.00

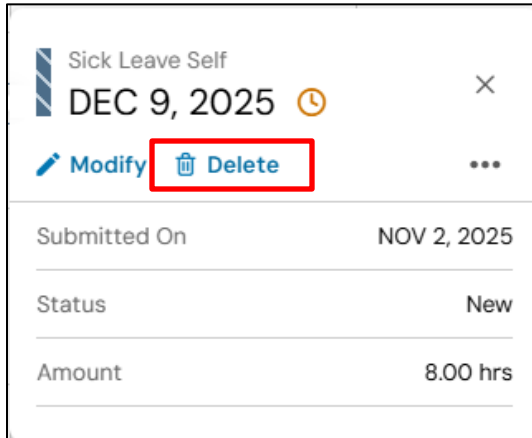
Change the date from 10 December to 9 December, and select “Modify Request”

The screenshot shows a form for modifying a request. The 'Date *' field is highlighted with a red box and contains the date '12/09/2025'. To its right, the 'Total' field shows '8.00'. Below the date field is the 'Department & Position' field with the value '700140/999570-Seni'. At the bottom of the form, there are two buttons: 'Cancel' and 'Modify Request', with the latter being highlighted by a red box.

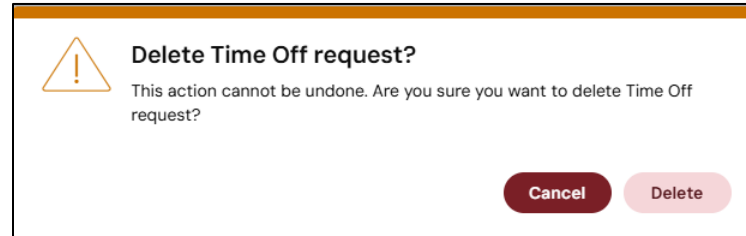
A confirmation box shows that the request was successful. Also note that the request now shows on the 9th on the calendar. The change goes to your supervisor for approval.

The screenshot shows a calendar interface. A confirmation dialog box is overlaid on top, featuring a green checkmark icon and the text 'Done! Request modified successfully' with an 'OK' button. Below the dialog, a calendar grid is visible. The date '9' is highlighted with a red box, and a request for 'Sick Leave Self (8.00 hrs)' is shown for that day. The calendar also shows 'TUE' for the 9th and '10' for the 10th.

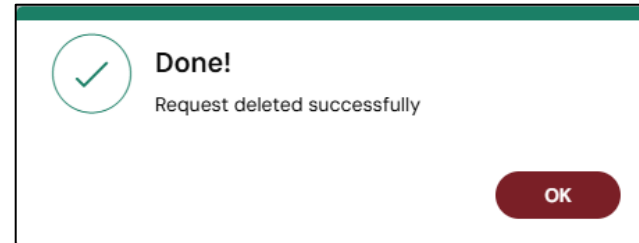
Previously, it was shown that selecting the time off request from the calendar showed the options to “Modify” or “Delete” the time off request. We covered how to modify a request, now let’s go over how to delete a time off request:



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

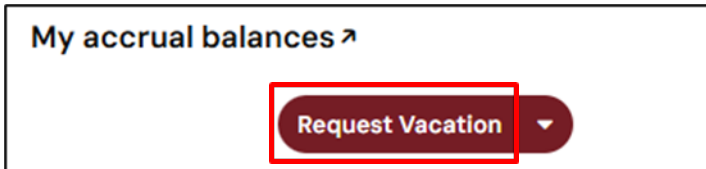


A box will pop up confirming that you deleted the request successfully.

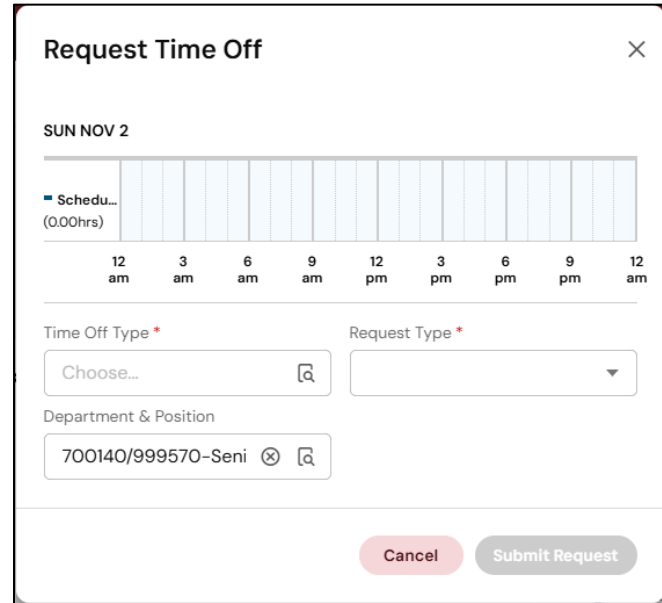



Many of the steps for submitting a multiple-day time-off request are the same as those for a single-day request; however, there are a few key differences. In this example, the employee wants to take a Vacation for the period of December 2nd through December 10th.

***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:

A screenshot of a "Request Time Off" form. At the top, it says "Request Time Off" with a close button (X) in the top right corner. Below that, it shows the date "SUN NOV 2". There is a calendar grid with a blue bar indicating a scheduled time off period from 12 am to 12 pm. Below the grid, there are two dropdown menus: "Time Off Type" with a search icon and a "Choose..." option, and "Request Type" with a dropdown arrow. Below these is a "Department & Position" field with the text "700140/999570-Seni" and search and refresh icons. At the bottom right, there are two buttons: "Cancel" and "Submit Request".

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”.

Browse and Select

◀ Page of 2 ▶ 1 - 20 of 24 Rows

	Name
<input type="radio"/>	Retro No Encumbrance Hours
<input type="radio"/>	Retro Pay Hours
<input type="radio"/>	Retro Pay Student
<input type="radio"/>	Sick FMLA
<input type="radio"/>	Sick Family
<input type="radio"/>	Sick Leave Self
<input checked="" type="radio"/>	Vacation
<input type="radio"/>	Vacation FMLA
<input type="radio"/>	Vacation Transition Taken



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”.

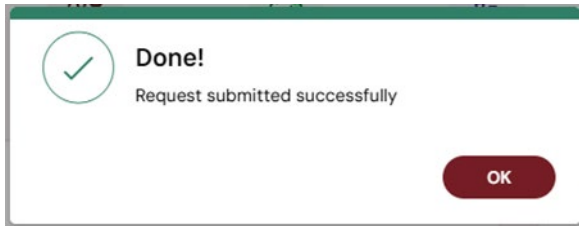
A screenshot of the 'Request time off' form. The 'Time Off Type' field is set to 'Vacation' and the 'Request Type' field is set to 'Multiple Days'. The 'From' and 'To' date fields are empty, showing the placeholder 'mm/dd/yyyy'. The 'Hours Per Day' field is set to '0.00'. Red and blue boxes highlight the 'Time Off Type' and 'Request Type' fields respectively.

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.

A screenshot of the 'Request time off' form. The 'Time Off Type' field is set to 'Vacation' and the 'Request Type' field is set to 'Multiple Days'. The 'From' date field is set to '12/02/2025' and the 'To' date field is set to '12/05/2025'. The 'Hours Per Day' field is set to '8.00'. The 'Department & Position' field is set to '700140/999570-Ser'. The 'Comment' field is empty. Red boxes highlight the 'From', 'To', and 'Hours Per Day' fields. At the bottom right, there are 'Cancel' and 'Submit Request' buttons, with the 'Submit Request' button highlighted by a red box.



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 screenshot shows a web form for submitting a time off request. The form includes the following fields:

- Time Off Type ***: A dropdown menu with "Vacation" selected.
- Request Type ***: A dropdown menu with "Partial Day (Bulk)" selected. This field is highlighted with a red box.
- Date ***: A date picker showing "12/20/2025".
- Duration ***: A dropdown menu with "Total Hours" selected.
- Total Hours ***: A text input field containing "10.00". This field is highlighted with a red box.
- Department & Position**: A dropdown menu with "700140/999570-Ser" selected.
- Comment**: A large text area for additional notes.

At the bottom of the form, there are two buttons: "Cancel" and "Submit Request". The "Submit Request" button is highlighted with a red box.



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



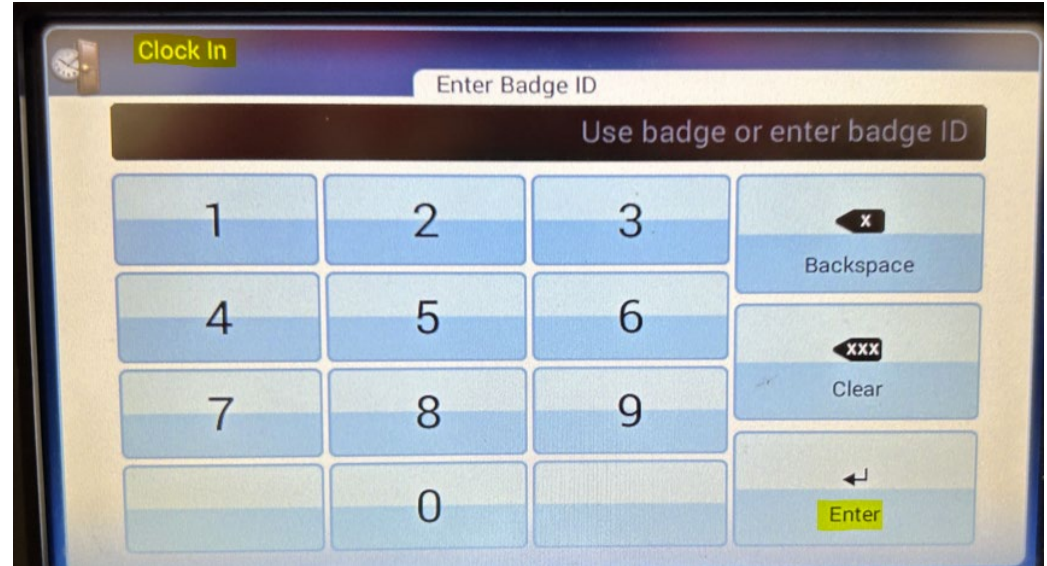
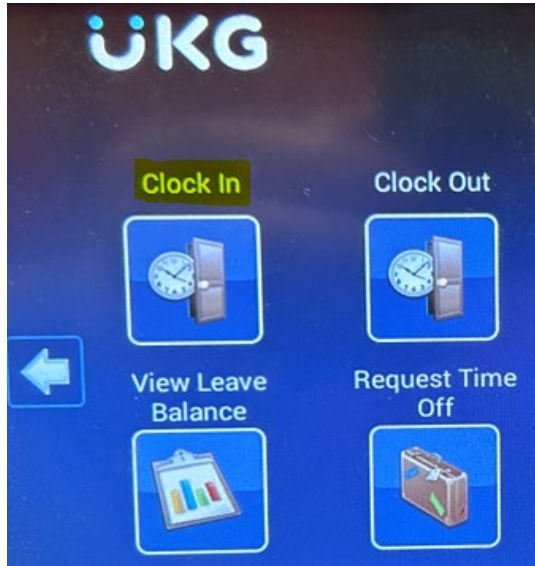
If you have a badge for the time clocks, you can easily swipe your badge to clock in and clock out.

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.

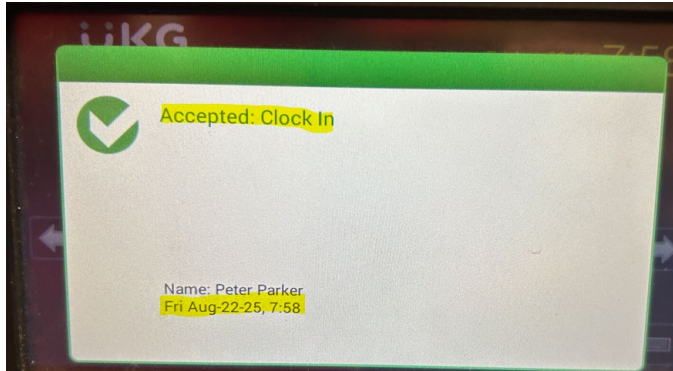


At the start of your shift, at the clock, select “Clock in”

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



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

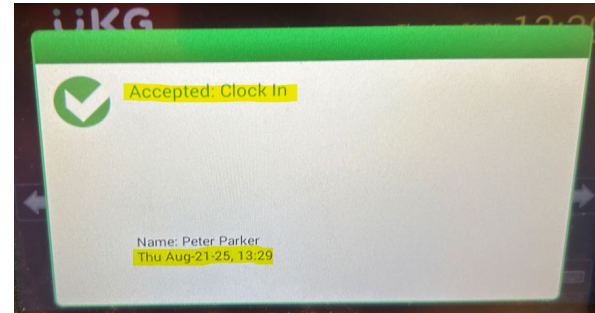
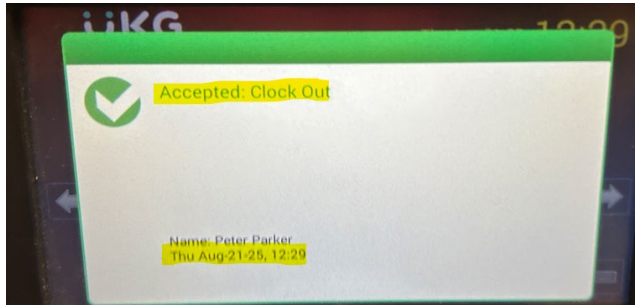


Your next punch will be a clock-out when you leave for lunch. At the clock, select 'Clock Out'

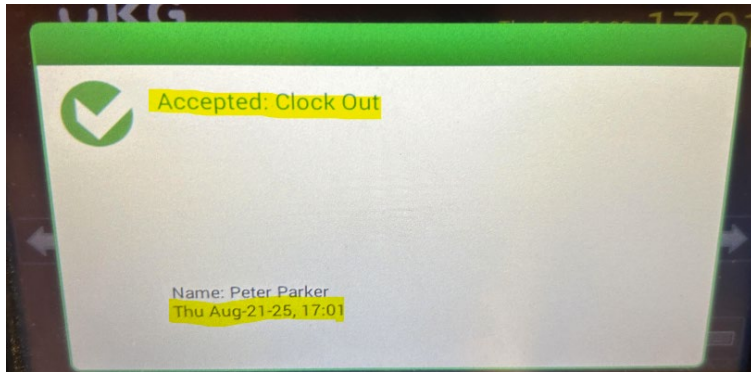


You will then enter your 700#, and select “Submit”. You will see the confirmation screen showing you clocked out and the time.

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.



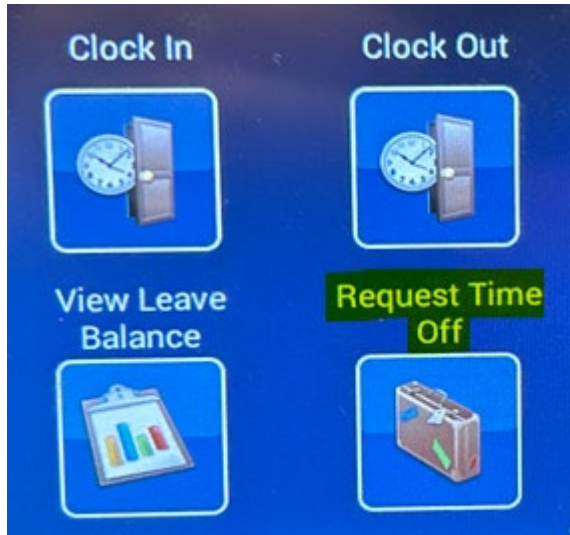
At the end of your shift, at the clock, select “Clock out” You will then enter your 700#, and select “Submit”. You will see the confirmation screen showing you clocked out and the time.



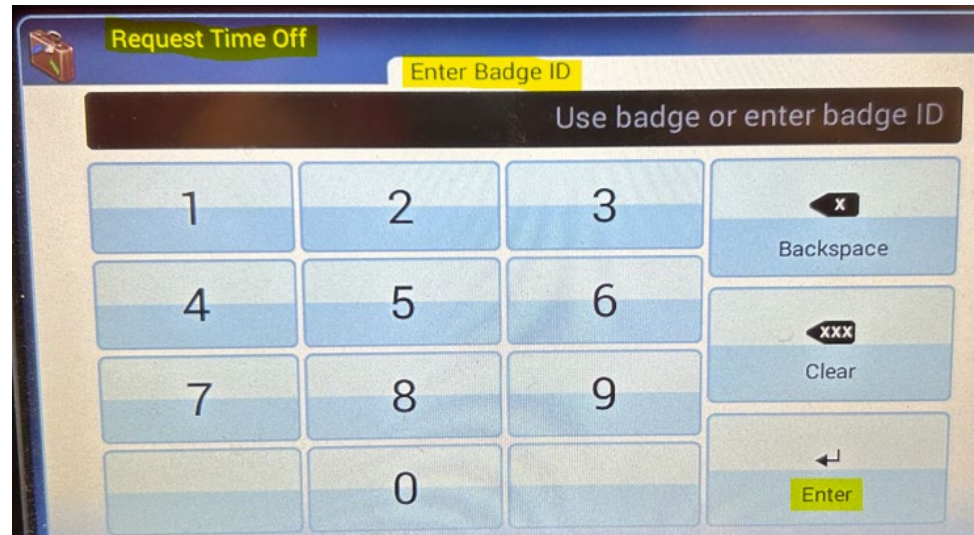
The previous steps were the 4 punches required on days you work.

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”

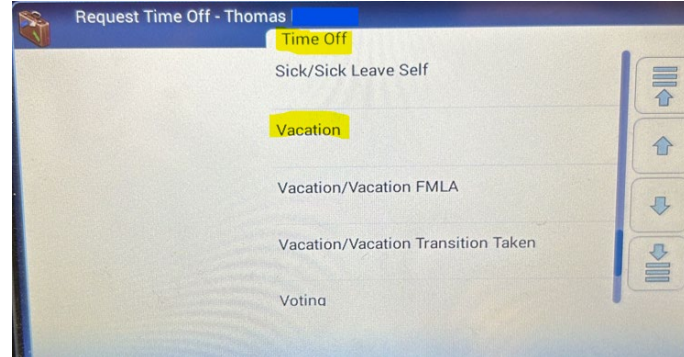


On the screen below, enter
your 700#, and select “Enter”

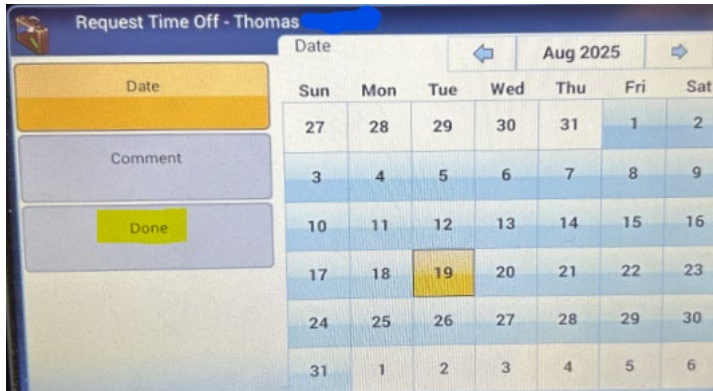


You will now see the screen below.
It lists the different types of time off. For this example, we will be putting in a request for a single day of Vacation

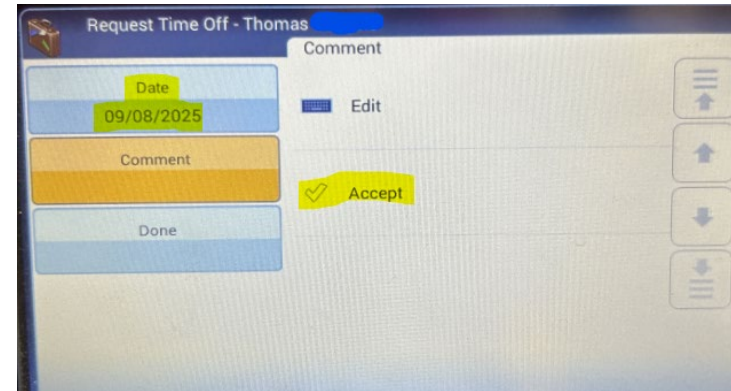
The list is alphabetical. In the screenshot to the left, you will see that the down arrow is highlighted. This is how you will scroll down until you see Vacation. Select 'Vacation'



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



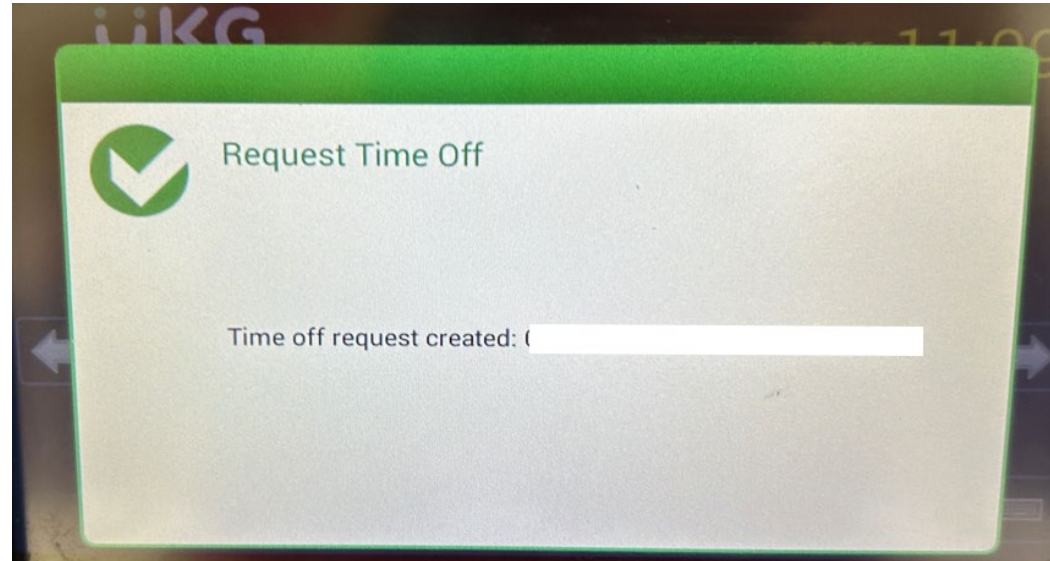
This screen is for reviewing your
Time off Request” If it is correct,
Select “Accept”



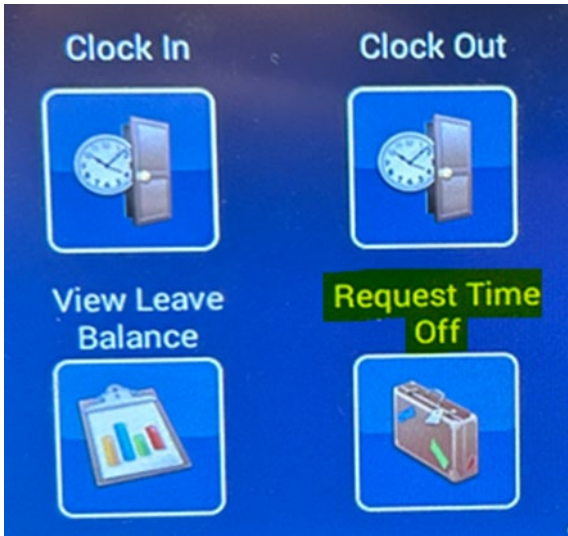
You will now see a box stating,
“Request submitted successfully.”

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.

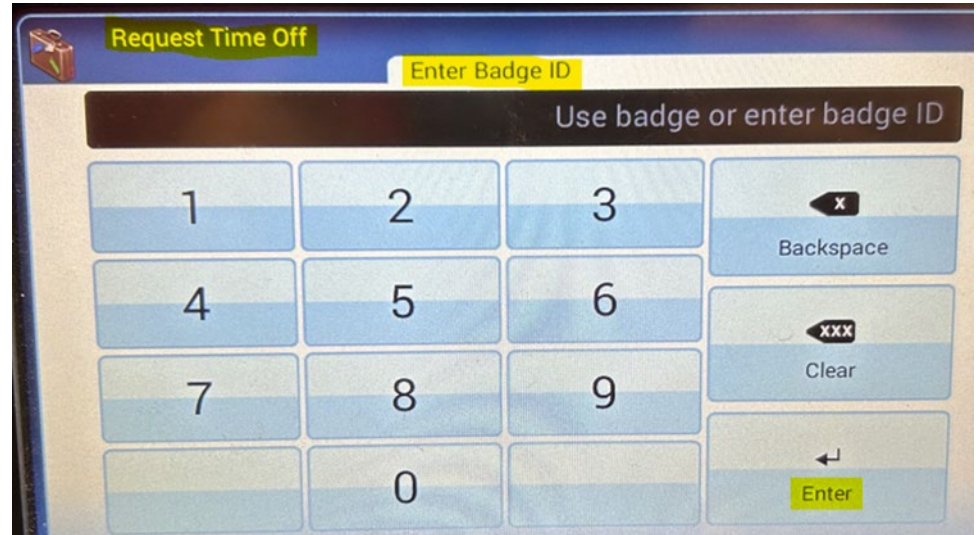
The next slide begins the steps to
Submit a Time off Request for
multiple days



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

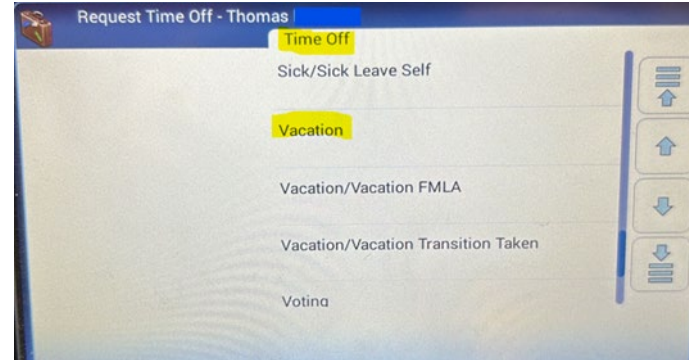


On the screen below, enter
your 700#, and select “Enter”

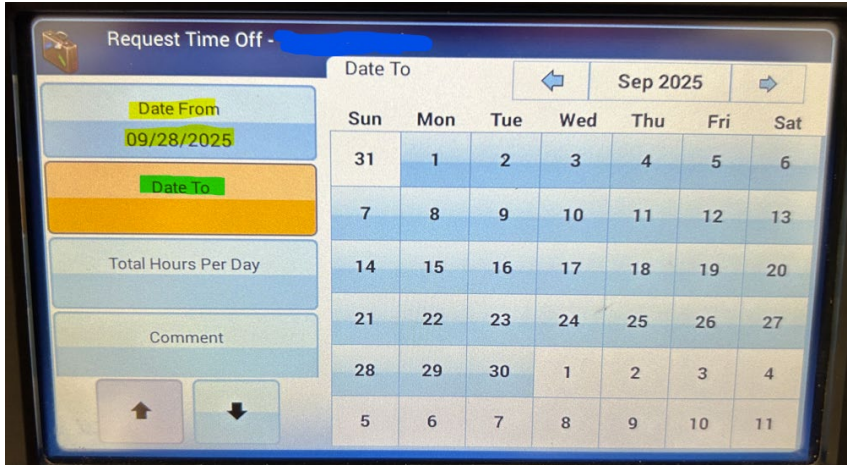


You will now see the screen below.
It lists the different types of time off. For this example, we will be putting in a request for multiple days of Vacation

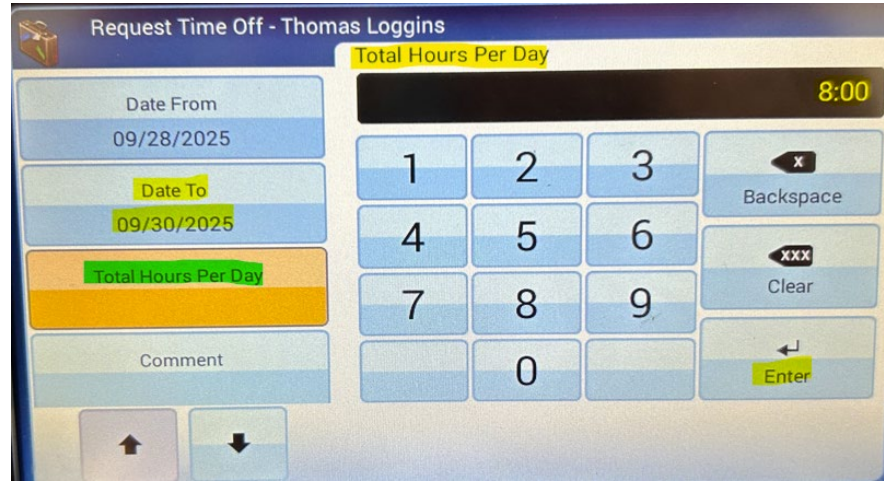
The list is alphabetical. In the screenshot to the left, you will see that the down arrow is highlighted. This is how you will scroll down until you see Vacation. Select 'Vacation'



You next see the calendar below. Select the first day 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.

