UNIVERSITY OF CENTRAL MISSOURI

UKG Ready (Kronos) Mobile App Guide

The UKG Ready Mobile application

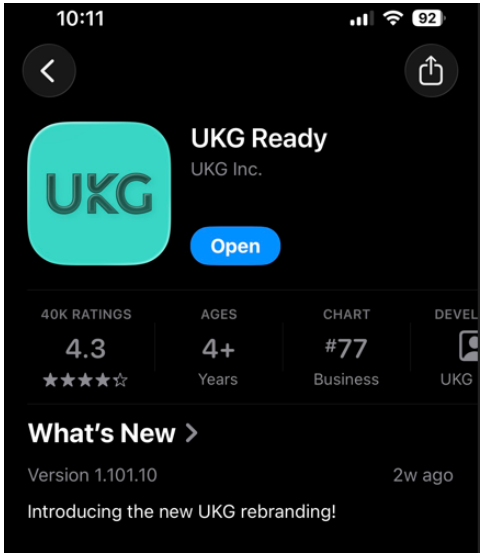
The UKG Ready mobile app is unavailable to UCM employees unless they have an exception request.

Mobile app access has to be submitted to Payroll by the employee's respective VP.

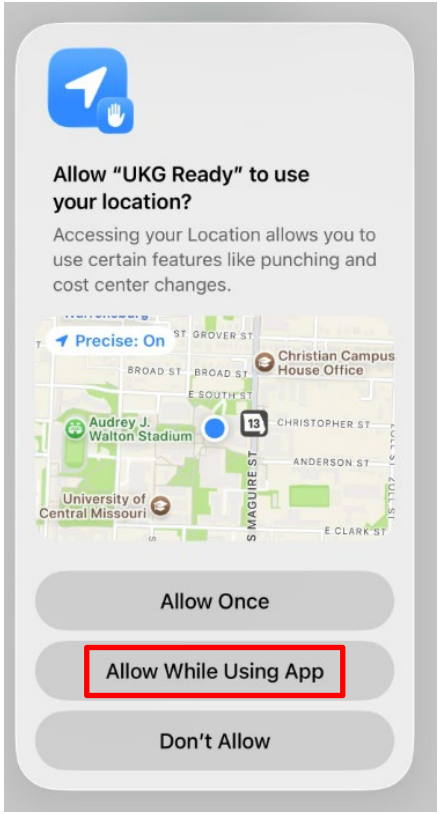
Accessing UKG with the mobile app

Go to your device's app store and search for "UKG Ready"

- Note: There are several UKG apps available, make sure you download the "**UKG Ready**" app:

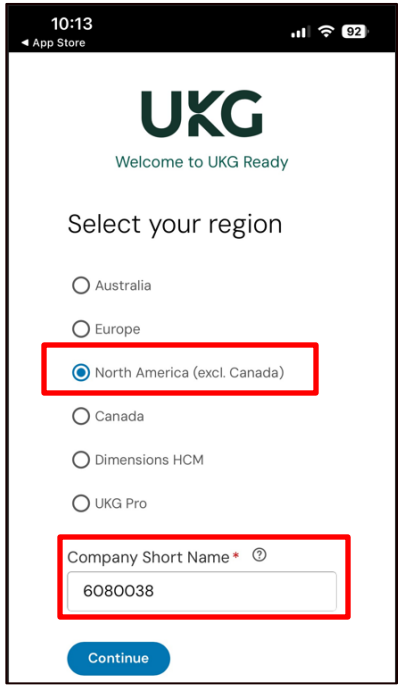


After downloading the Mobile app and opening it for the first time, it will ask to allow “UKG Ready to use your location. Select “Allow While Using App”. If an employee chooses to use the mobile app, location services must be enabled.



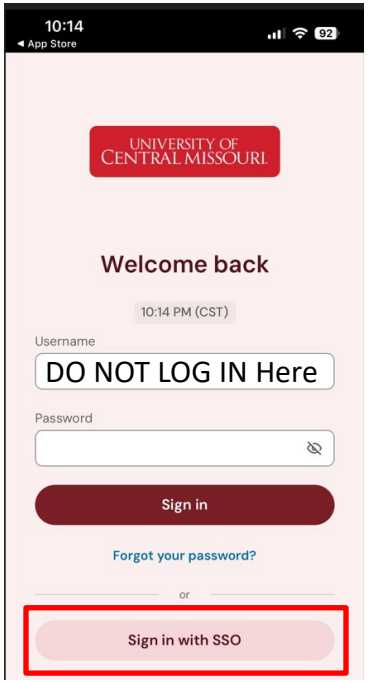
Setting up the app for first use

On the screen to the right. Select North America (excl Canada). The Company Short Name. It is **6080038.** You only have to input this once. Then select "Continue."



Next, you will see the screen to the right. The app has been configured for Single Sign On, so click on the "**SSO Log in**"

Do NOT log in on this screen with the Username and Password



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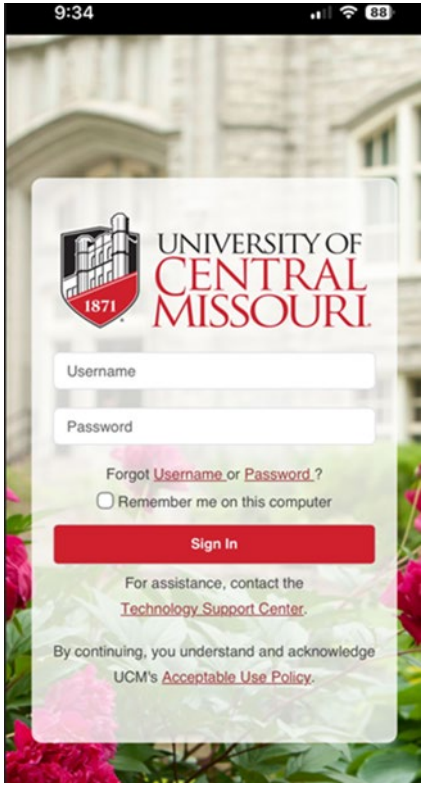
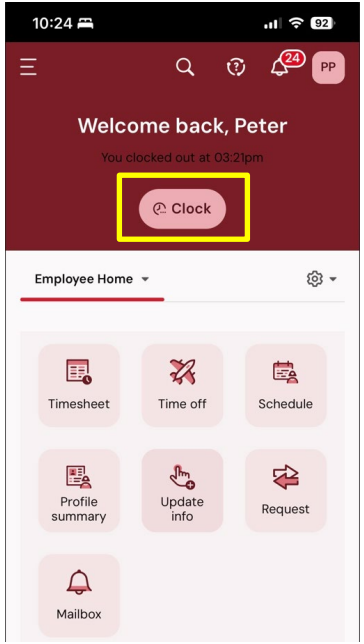
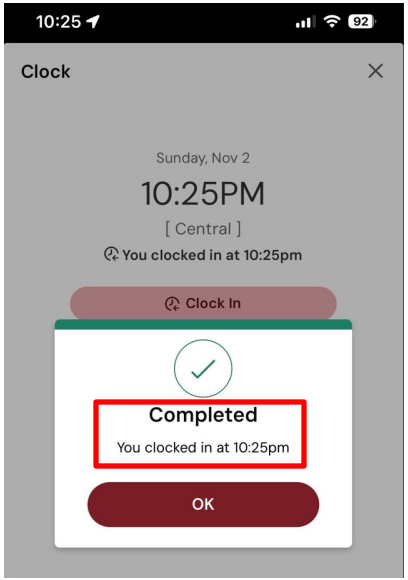
Next, you will see the Single Sign-on screen. Simply sign in with your Network Username and Password.



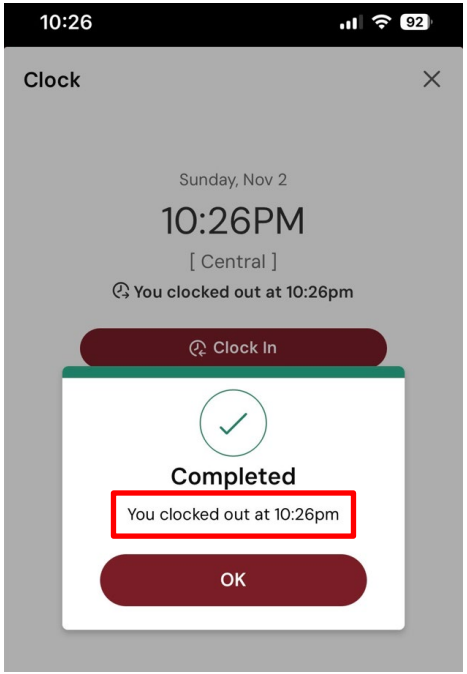
You will see the screen below. Select “Clock” to clock in at the start of your shift



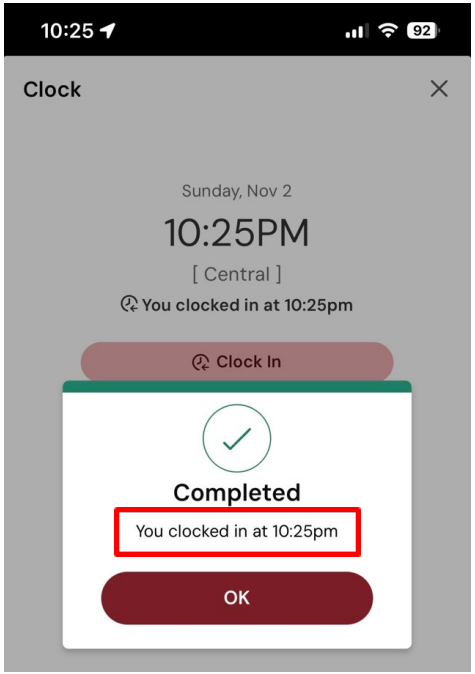
You will see the screen below confirming you have clocked in, and the time that you clocked in:



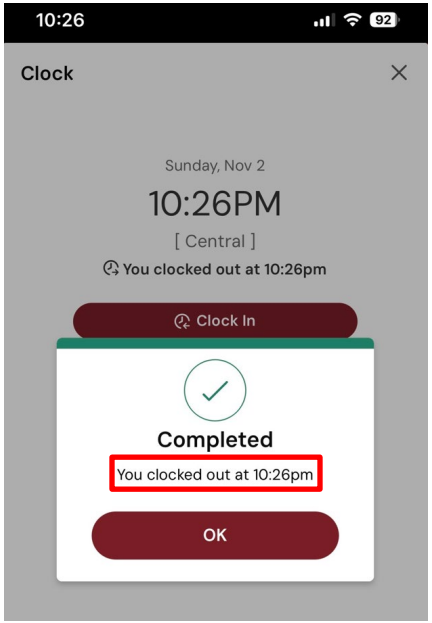
When leaving for lunch, return to the app and select “Clock”.
Then select “Clock out.” You will get confirmation that you clocked out



When returning from lunch, go back into the app and select “Clock”. Then select “Clock in” This will clock you in from lunch.

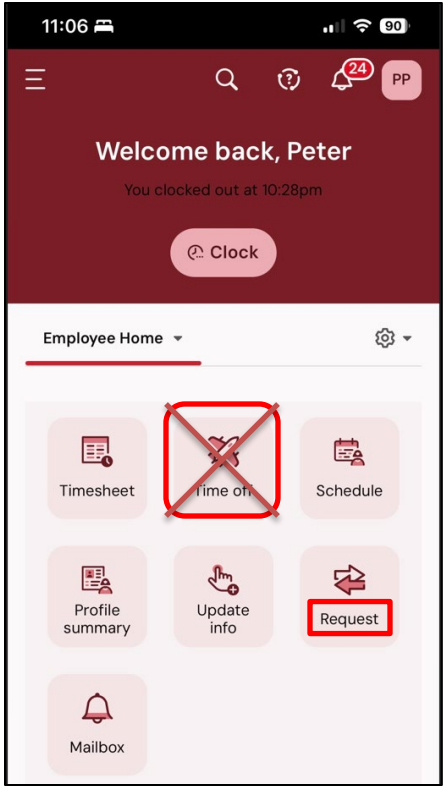


At the end of your shift, go back into UKG Ready, and ‘Clock Out’



The following slides will show the steps for a “Time off Request” in the App

Go into the UKG Ready app.
You will see the screen to the right.
Do not select the “Time off” icon.
To start a time off request, select the “Request” icon



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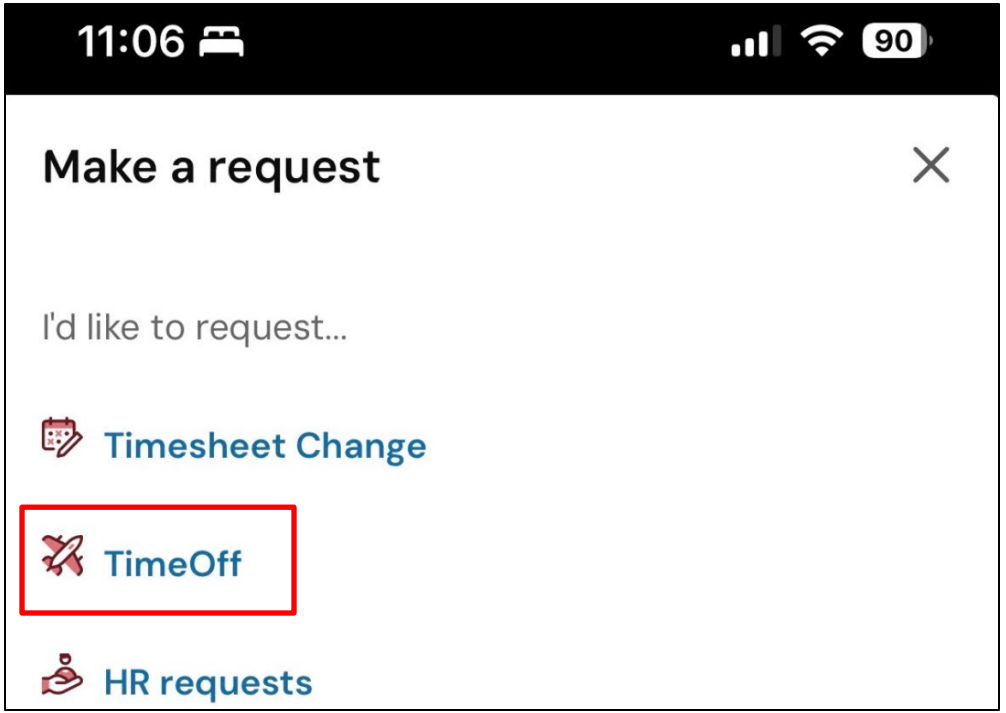
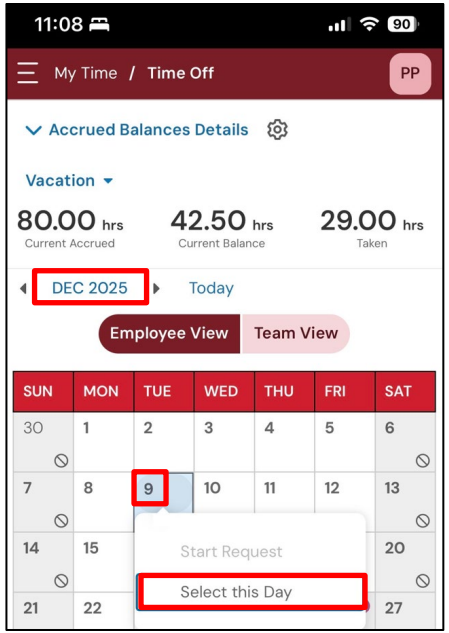
First, we will step through requesting one day of vacation.

From the “Make a Request” screen, select “Time off”

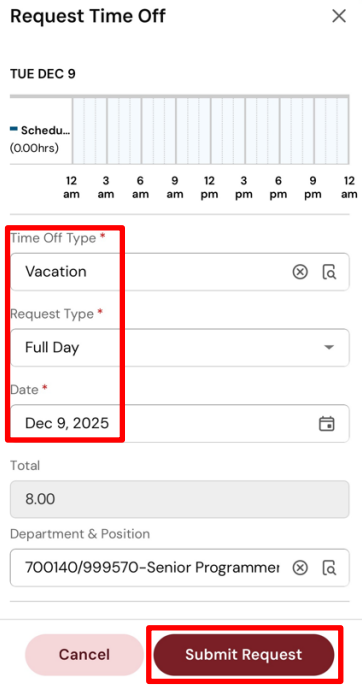


For this example, we will be submitting a request to take the 9th of December for Vacation

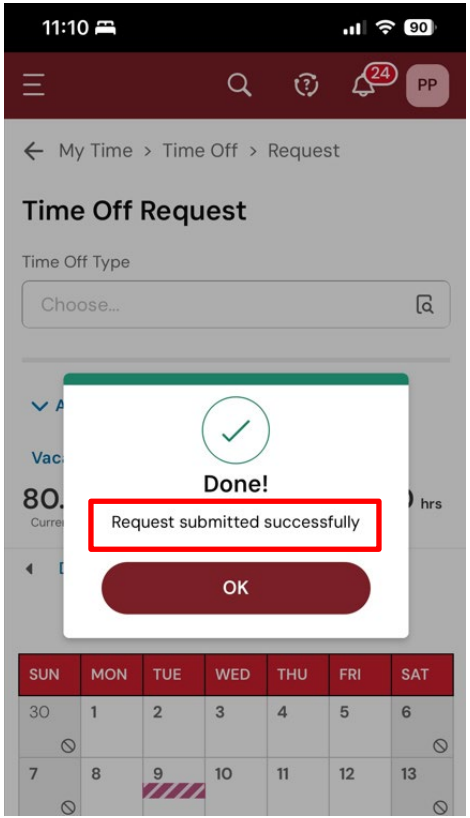
Select the 9th of December, and “Select this Day”, then select “Start request”



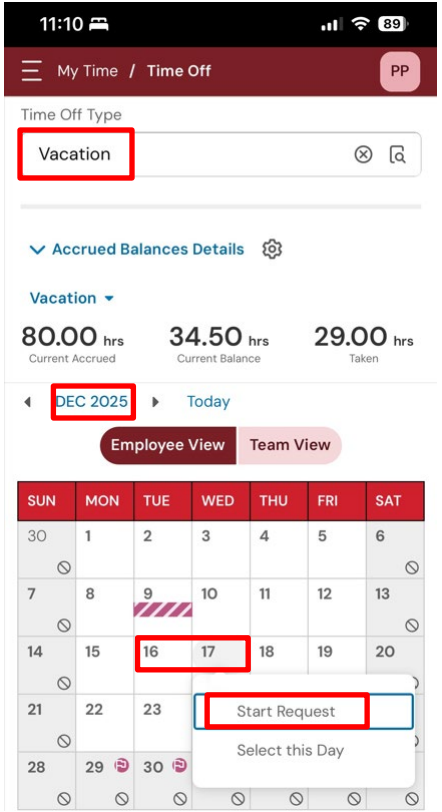
This will bring up the “Request Time Off” screen. Here you can review:
Time Off Type is “Vacation”
Request Type is “Full Day”,
and the date that is being requested off: “Dec 9, 2025”.
Select “Submit Request”



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.



Next, we will step through requesting multiple days of vacation.
For this example, we will submit a ‘Time Off Request’ to take off the 16th and 17th of December.
Select either day you want to request off, select “Start this Request” :



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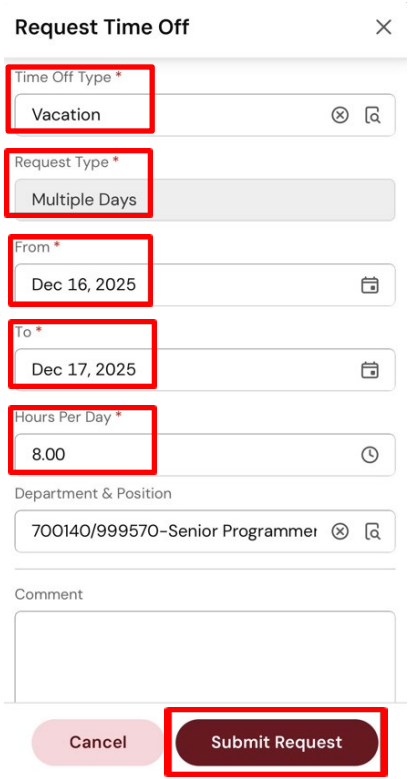
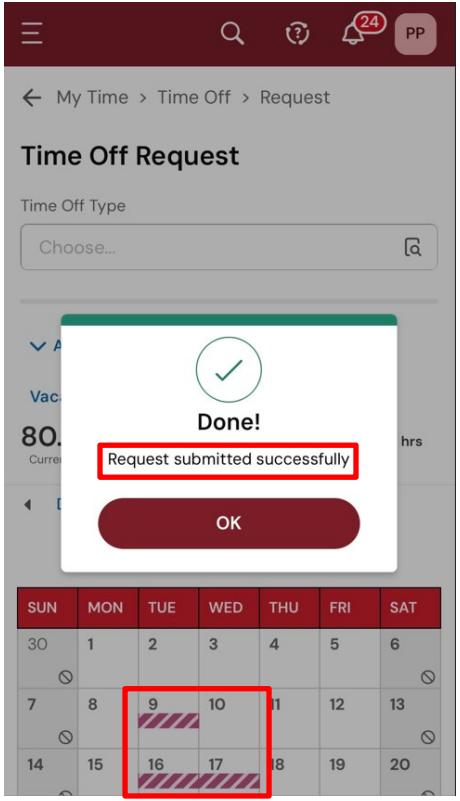
This will bring up the “Request Time Off” screen. Here you can review your request:
‘Time Off Type’ is “Vacation”, and ‘From’ and ‘To’ fields show the dates being requested.
You may use the “Comment” area, but it is not required to submit a Time Off Request.

Select “Submit Request”



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 they will either approve or deny the request.
You will receive an email once your request is approved or denied.

You can also see that your time-off requests are displayed on your calendar.