



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.

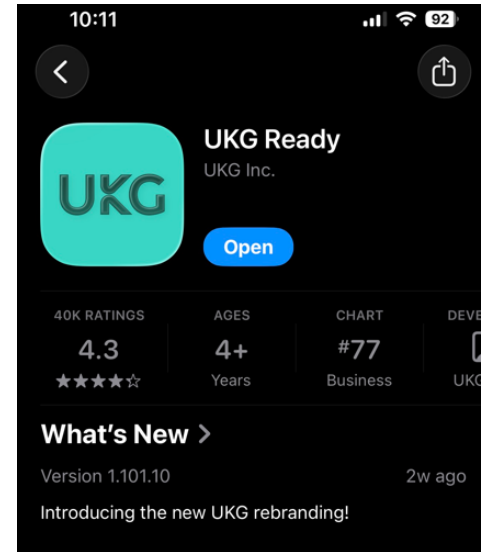
Mobile app access has to be submitted to Payroll by the employee's respective VP.



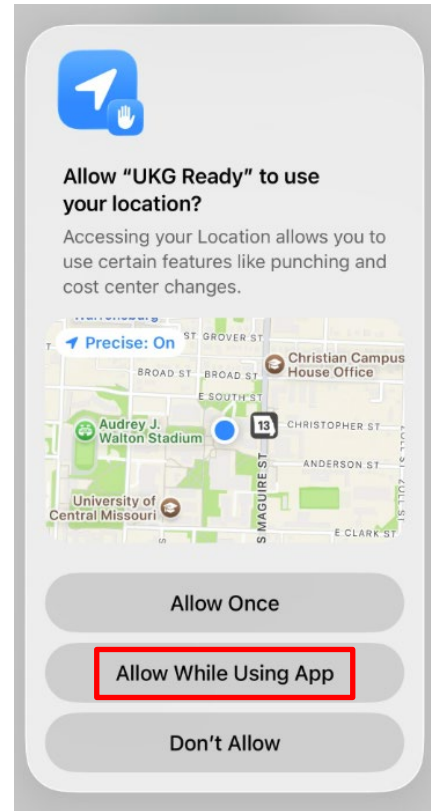
# Accessing UKG with the mobile app

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:

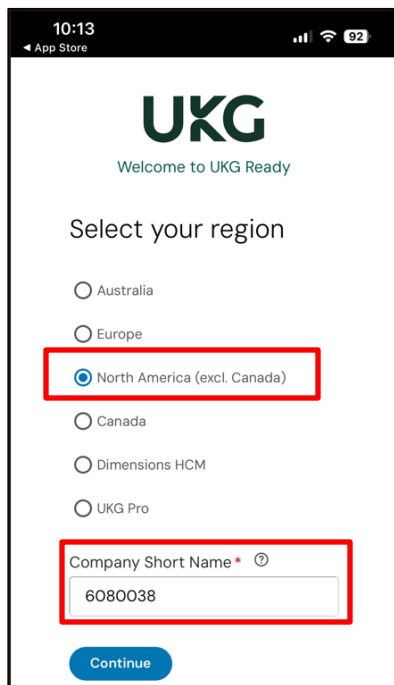


After downloading the Mobile app and opening it for the first time, it will ask to allow “UKG Ready to use your location. Select “Allow While Using App”. If an employee chooses to use the mobile app, location services must be enabled.



# 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.”



10:13  
App Store

**UKG**  
Welcome to UKG Ready

Select your region

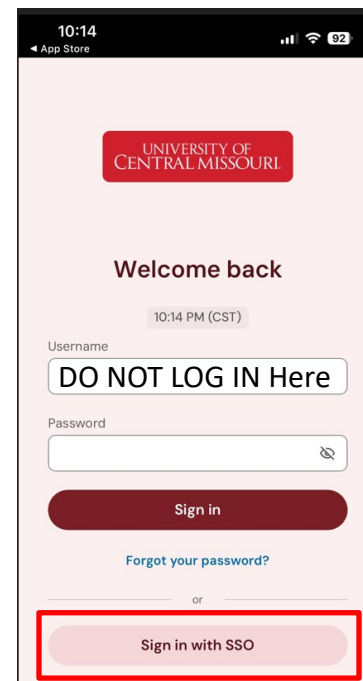
- Australia
- Europe
- North America (excl. Canada)
- Canada
- Dimensions HCM
- UKG Pro

Company Short Name \* ⓘ  
6080038

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



10:14  
App Store

UNIVERSITY OF  
CENTRAL MISSOURI

Welcome back

10:14 PM (CST)

Username  
DO NOT LOG IN Here

Password  
[Redacted]

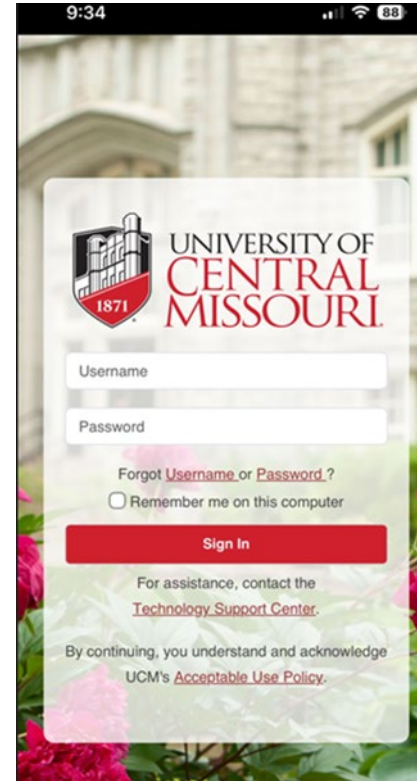
Sign in

Forgot your password?

or

Sign in with SSO

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



9:34

UNIVERSITY OF  
CENTRAL  
MISSOURI

1871

Username

Password

Forgot [Username](#) or [Password](#)?

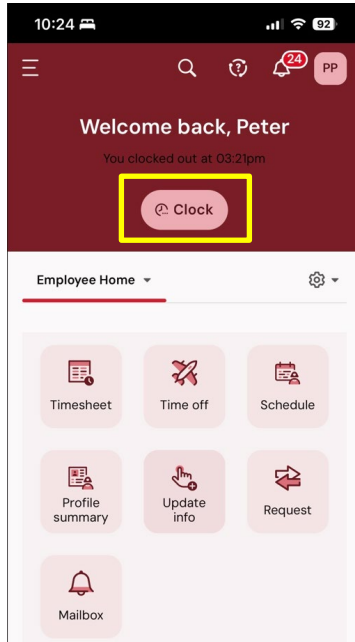
Remember me on this computer

Sign In

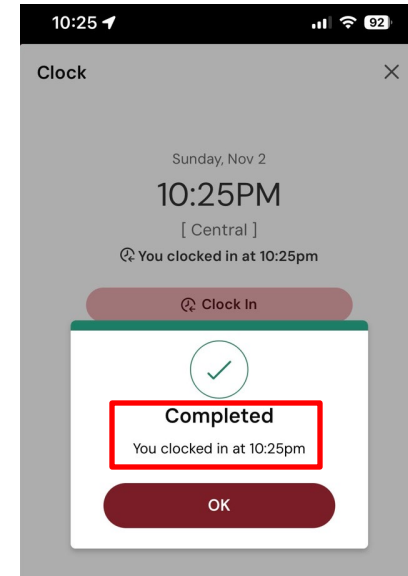
For assistance, contact the  
[Technology Support Center](#).

By continuing, you understand and acknowledge  
UCM's [Acceptable Use Policy](#).

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

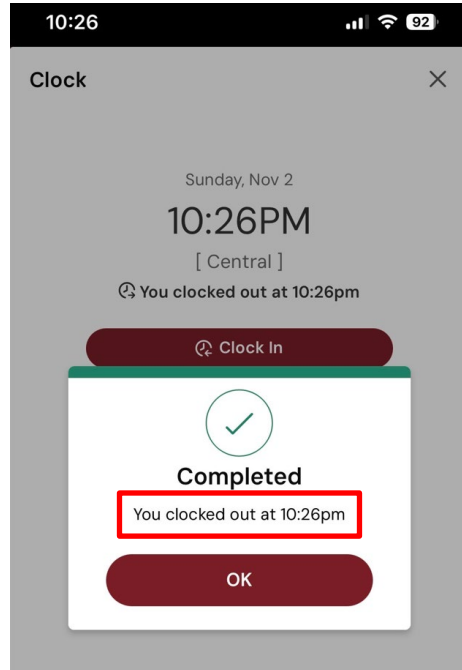


You will see the screen below confirming you have clocked in, and the time that you clocked in:

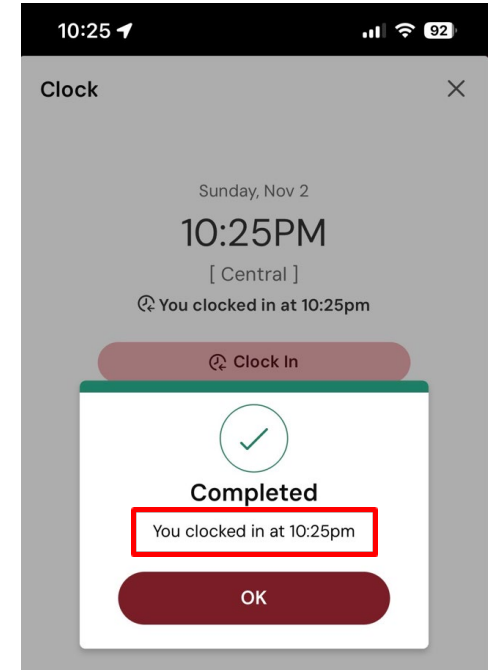


When leaving for lunch, return to the app and select “Clock”.

Then select “Clock out.” You will get confirmation that you clocked out

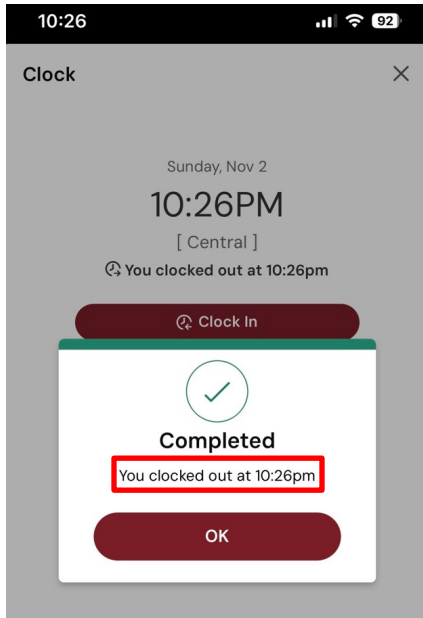


When returning from lunch, go back into the app and select “Clock”. Then select “Clock in” This will clock you in from lunch.



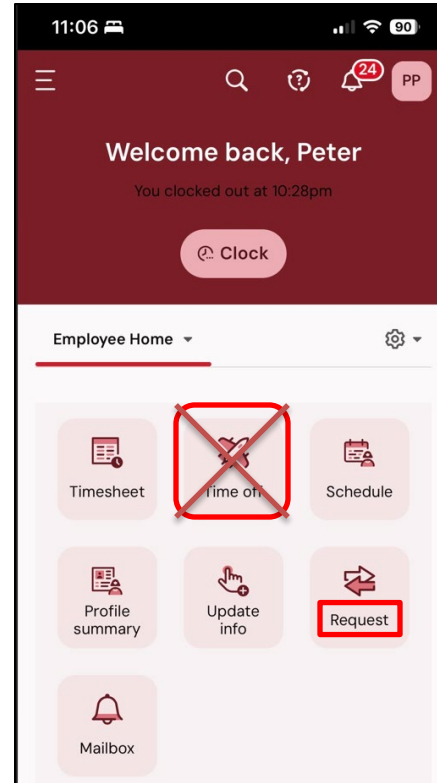


At the end of your shift, go back into UKG Ready, and 'Clock Out'



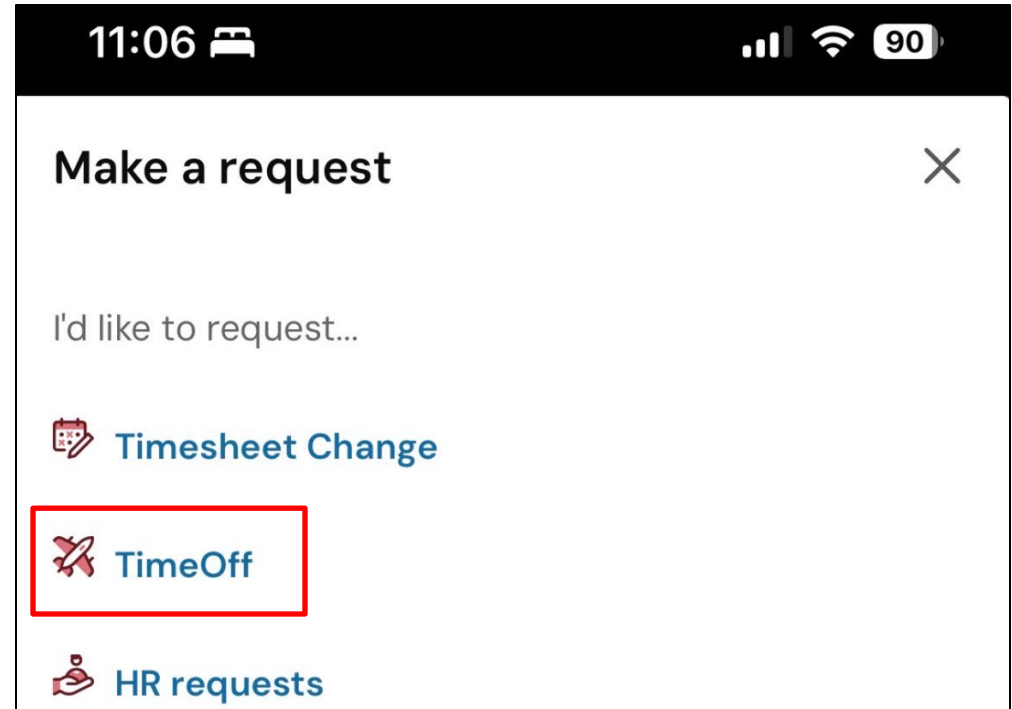
The following slides will show the steps for a “Time off Request” in the App

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



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 9<sup>th</sup> of December for Vacation

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

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15					20
21	22					27

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”

Request Time Off

TUE DEC 9

Schedule (0.00hrs)

Time Off Type \*  
Vacation

Request Type \*  
Full Day

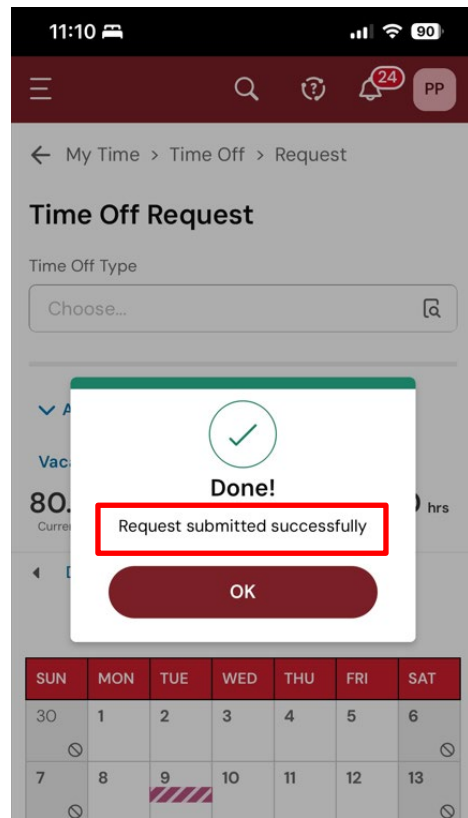
Date \*  
Dec 9, 2025

Total  
8:00

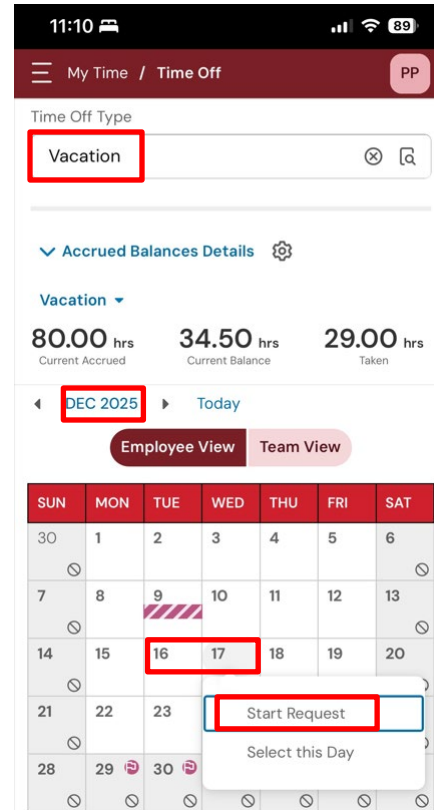
Department & Position  
700140/999570-Senior Programmer

Cancel 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.

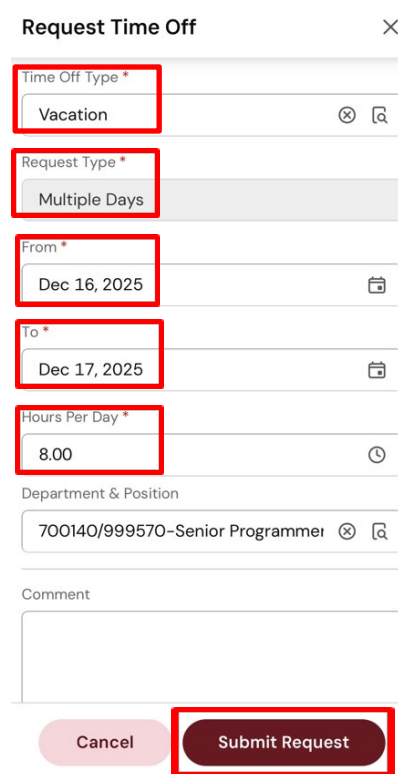


Next, we will step through requesting multiple days of vacation.  
For this example, we will submit a 'Time Off Request' to take off the 16<sup>th</sup> and 17<sup>th</sup> of December. Select either day you want to request off, select "Start this Request" :



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”



The screenshot shows a 'Request Time Off' form with the following fields and values:

- Time Off Type \***: Vacation
- Request Type \***: Multiple Days
- From \***: Dec 16, 2025
- To \***: Dec 17, 2025
- Hours Per Day \***: 8.00
- Department & Position**: 700140/999570--Senior Programmer
- Comment**: (Empty text area)

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



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.

