UNIVERSITY OF CENTRAL MISSOURI

UKG Ready (Kronos) Supervisor/Approver Guide

Ensuring the accuracy of your employees' time reporting is a key responsibility of being a supervisor.

This guide will walk you through the process of approving time entries for both hourly and exempt employees, as well as approving and editing timesheets as needed.

All UCM employees must submit Time Off Requests to their supervisors for all time off. The supervisor then approves or rejects the time off requests.

The UKG Ready Mobile application

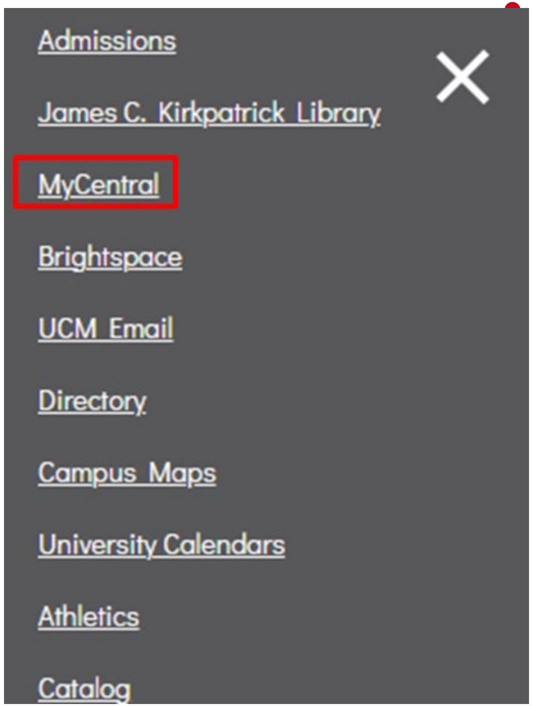
If an employee needs access to the UKG Mobile App for clocking purposes because they are working off-campus, the supervisor will need to contact their HR partner to obtain additional information on the "Exception" request process for using the UKG Ready Mobile Application.

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

UKG Ready can be accessed via a desktop/laptop browser

- 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":

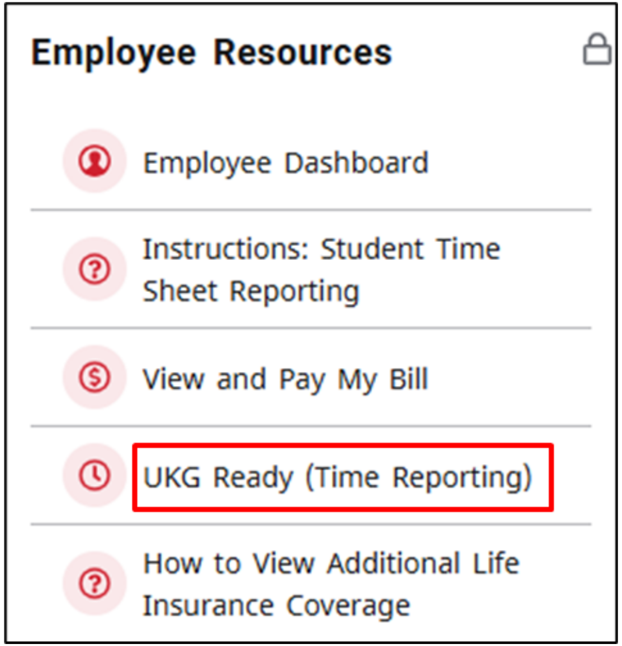
- Next, you will see the following:
- Select “My Central”



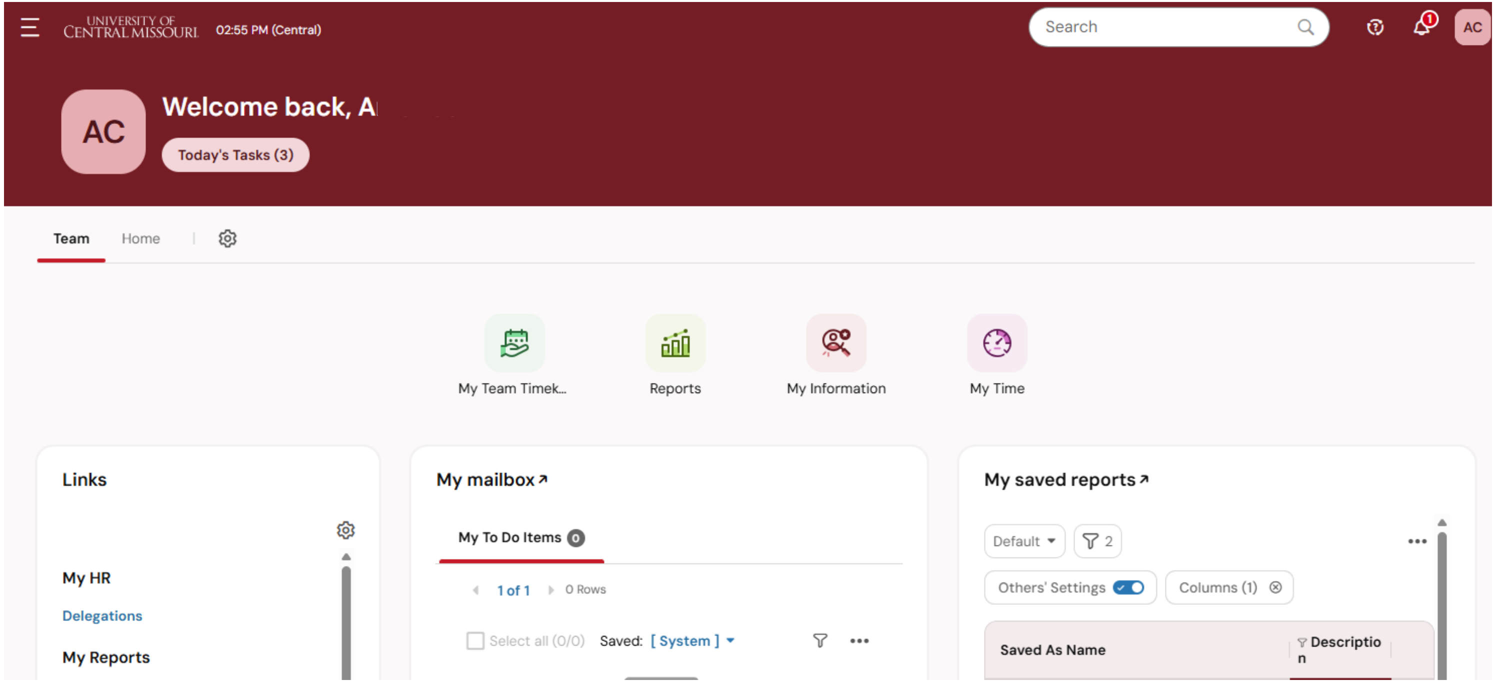
- Next you may see the Single Sign on page.

Sign in with your network login and password:

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

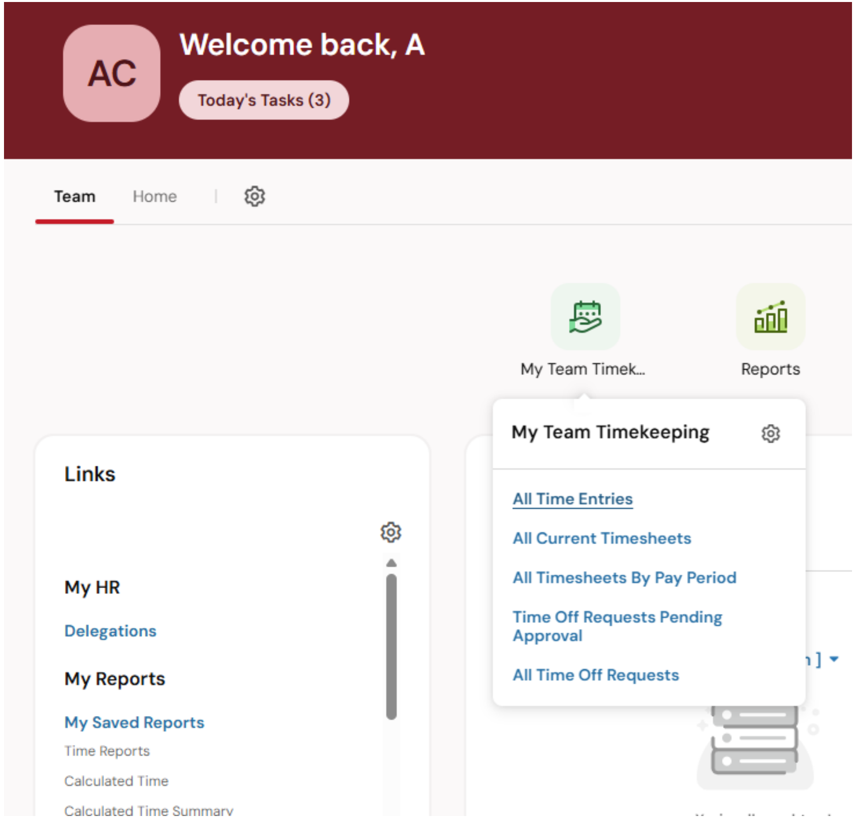


Once in the system, your default view should look similar to the one below:

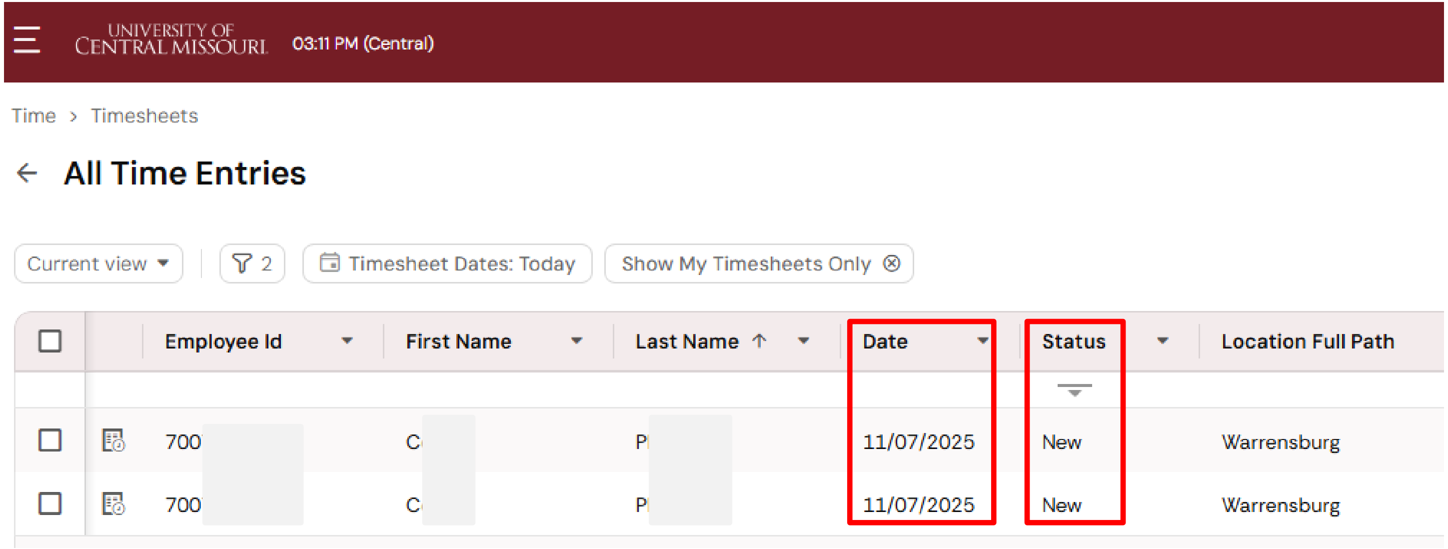


First, let's go over the steps to approve the time entries for your hourly employees (if you have hourly employees). Hover over the "My Team Timekeeping" icon, and you will see the options to the right.

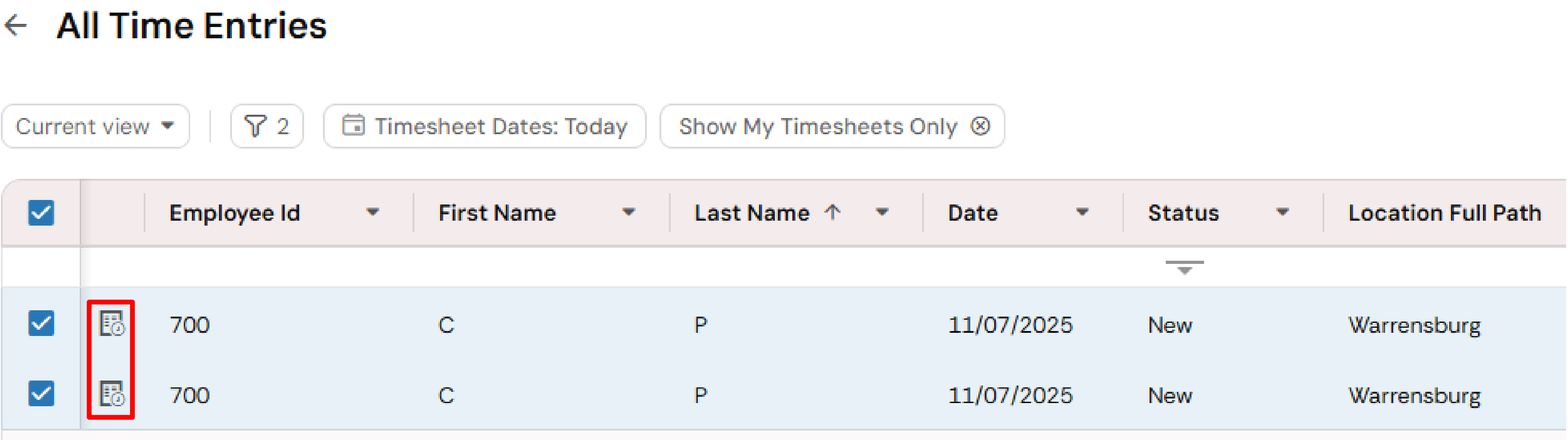
Select "All Time Entries"



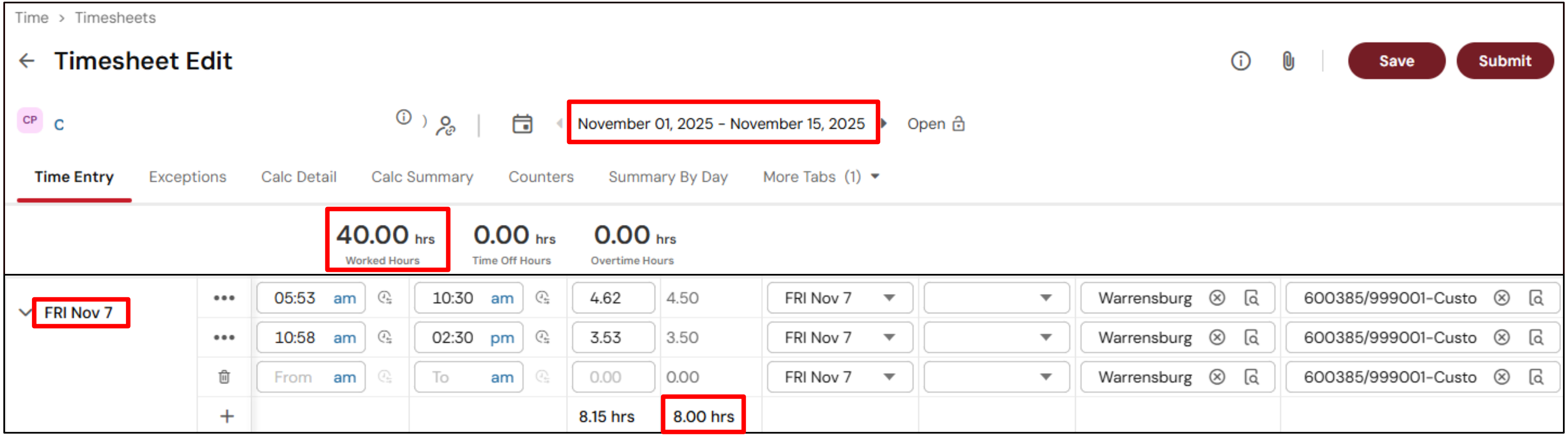
You will now see the “All Time Entries” screen. Here you will see the time entries for your hourly employees. In this example, the supervisor only has one hourly employee. You can see the date of the time entry, and the Status is “New” because they haven’t been reviewed yet.



Because both of the time entries are from the same day, you can review them both on the employee’s timesheet before approving. Select the boxes on the far left. Then, click on the icon immediately to the right, which resembles a piece of paper and a clock. This will take you to the employee’s timesheet.



A few things to note when viewing the employee's timesheet: you can see the entire time period, the days and times that the employee worked, and you can also see the time period and the "Worked Hours" for the week. For this example, we are reviewing Friday, the 7th. We see his clocked times, and the calculated hours for the day are 8.00 hours, so this is correct.



Scroll back to the top of the timesheet and select the left arrow to take you back to the time entries page: ← Timesheet Edit

Now that we know that the time entries are correct, again, select the boxes on the left, and you will notice the greyed-out "Approve", Reject", and "Reset" buttons on the top right will no longer be greyed out, and can be selected. Select "Approve"

← All Time Entries

Approve | Reject | Reset

Current view | 2 | Timesheet Dates: Today | Show My Timesheets Only

		Employee Id	First Name	Last Name	Date	Status	Location Full Path	Department & Position Full Path	Suffix Full	
☑		700	C	P	11/07/2025	New	Warrensburg	600385/999001-Custodian	00	•••
☑		700	C	P	11/07/2025	New	Warrensburg	600385/999001-Custodian	00	•••

Now the screen looks the same, but the status has changed from “New” to “Approved”

← All Time Entries

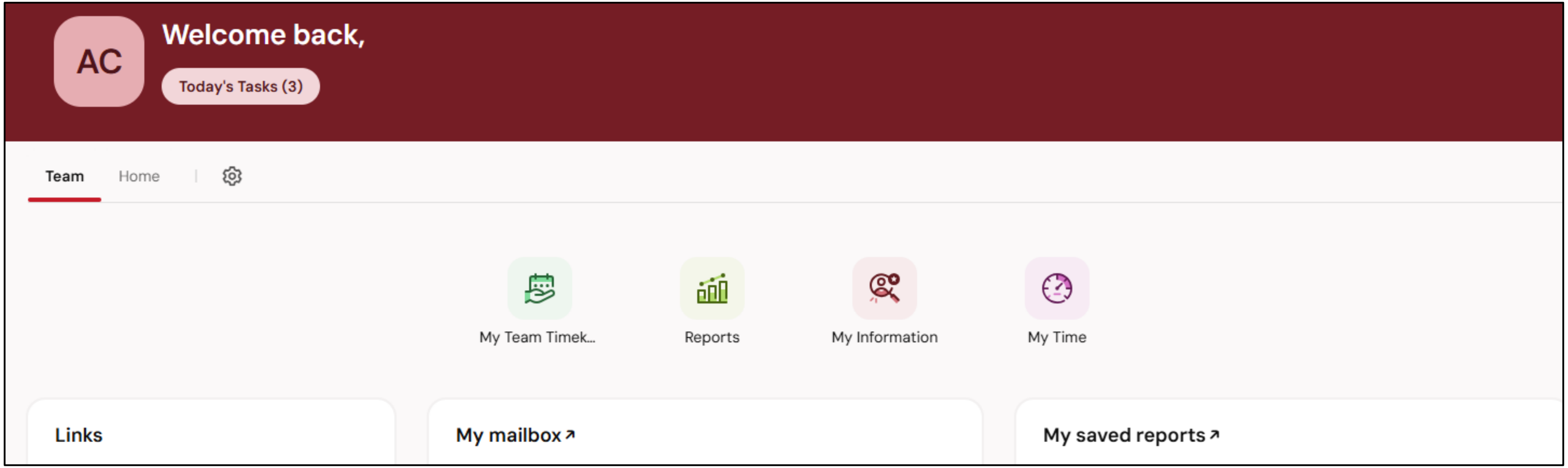
ⓘ Approved 2 time entries.

Current view ▾ | 2 | Timesheet Dates: Today | Show My Timesheets Only ⊗

	Employee Id	First Name	Last Name ↑	Date	Status	Location Full Path
☐	700	C	P	11/07/2025	Approved	Warrensburg
☐	700	C	P	11/07/2025	Approved	Warrensburg

Page Total

Select the back arrow in the upper left to exit the time entries screen and return to the "Main Page":



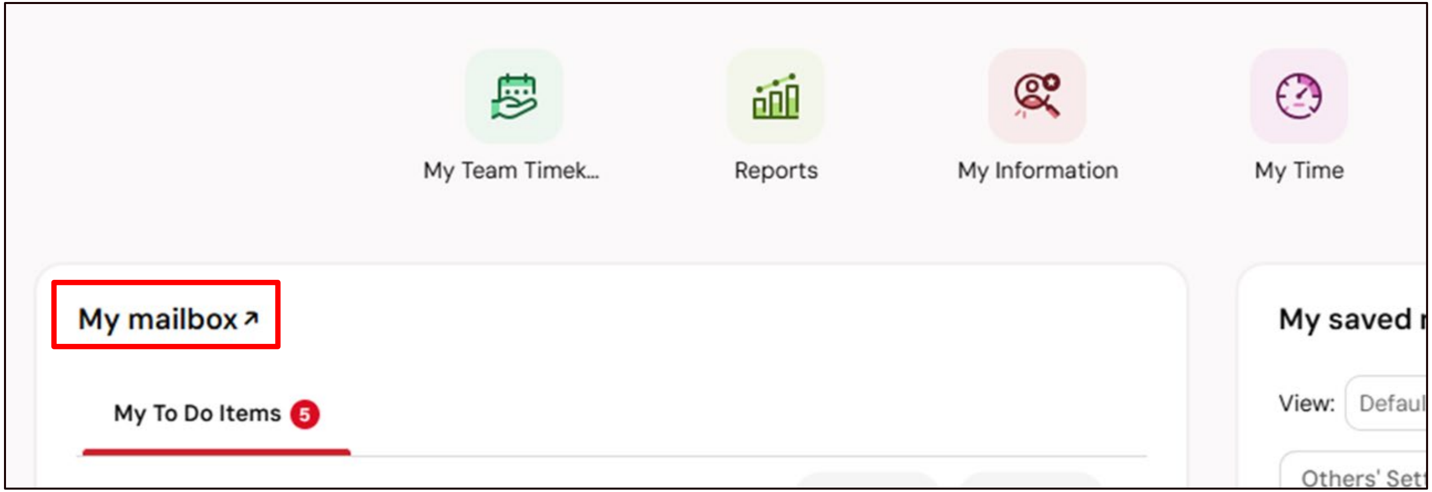
Time-off Requests – All employees must submit a time-off request for <u>any</u> time off.

While the steps are the same to approve Time-Off, there are differences at the end of the pay period between exempt and nonexempt employees' timesheets.

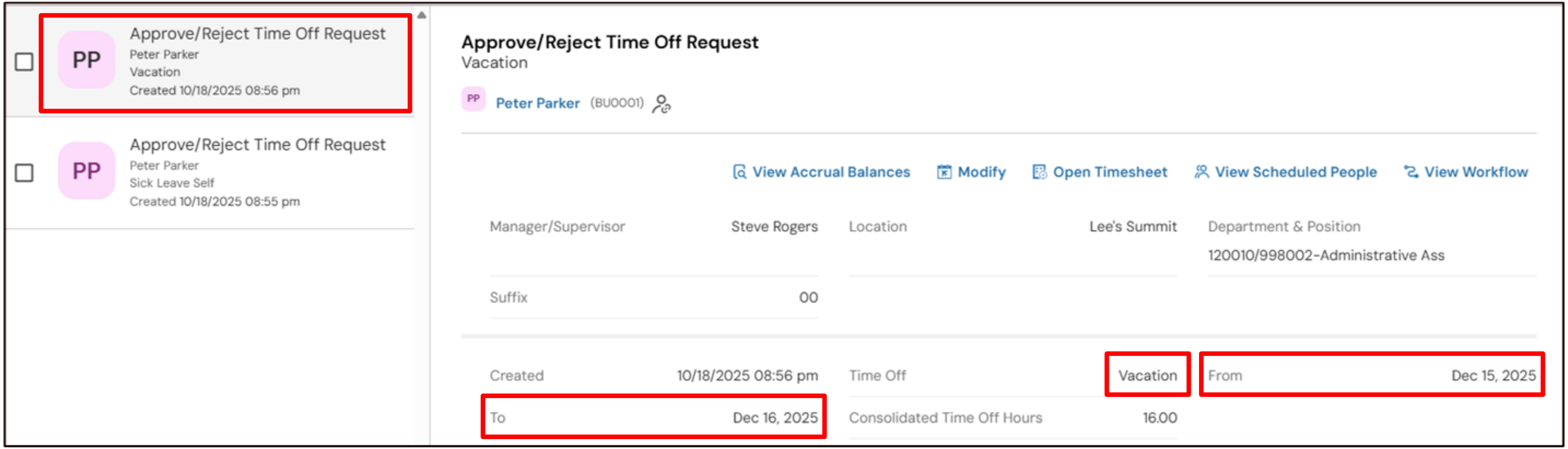
Exempt – If all Time Off Requests have been submitted and approved during the pay period, or if no time was taken, **no action is required** from the supervisor. The system will automatically submit the timesheet the day after the pay period ends.

Non-Exempt – All Time Off Requests must be submitted and approved during the pay period.
Also, all daily time entries must be approved and submitted, which will be covered in the following slides.

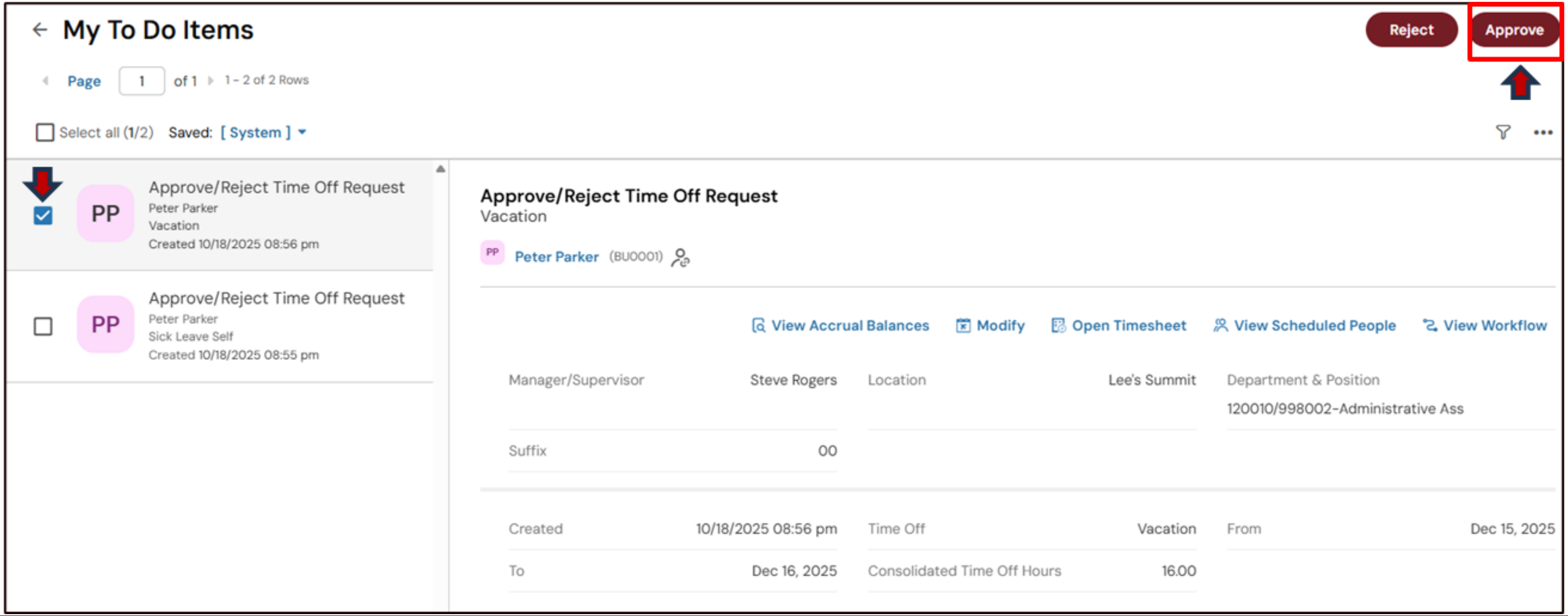
Time-off Requests – All employees must submit a time-off request for any time off. **<u>The steps to this process are the same for both exempt and hourly employees.</u>** Requests must be viewed, then approved or rejected. To do this, **<u>click on the words “My Mailbox ” to expand that area</u>**.



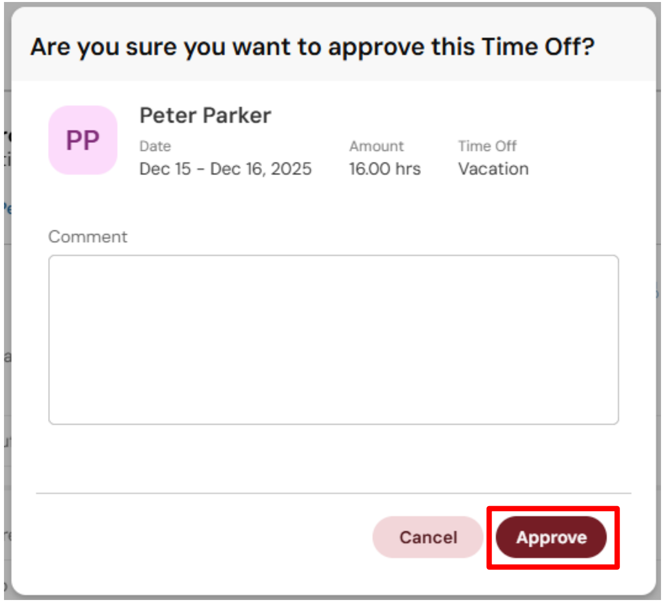
This will now give you the best view of “My To Do Items”.
We can see there are two time-off requests from Peter Parker.
The top request is highlighted, and in the details of the request, you can see he is requesting 2 days of Vacation from 15 December to 16 December, and the total hours requested off.



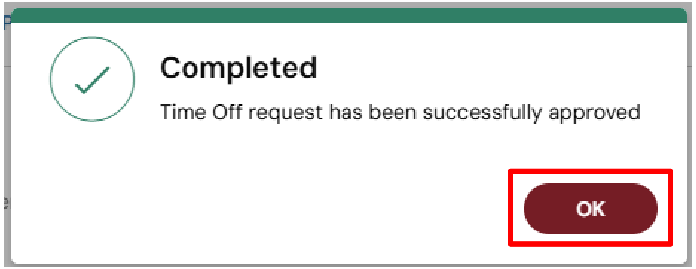
To approve the time off request, select the box to the left of his initials. In the upper right of the screen, you will see two red buttons to either ‘Reject’ or ‘Approve’ the time off request. Select the ‘Approve’ button in the upper right of the screen.



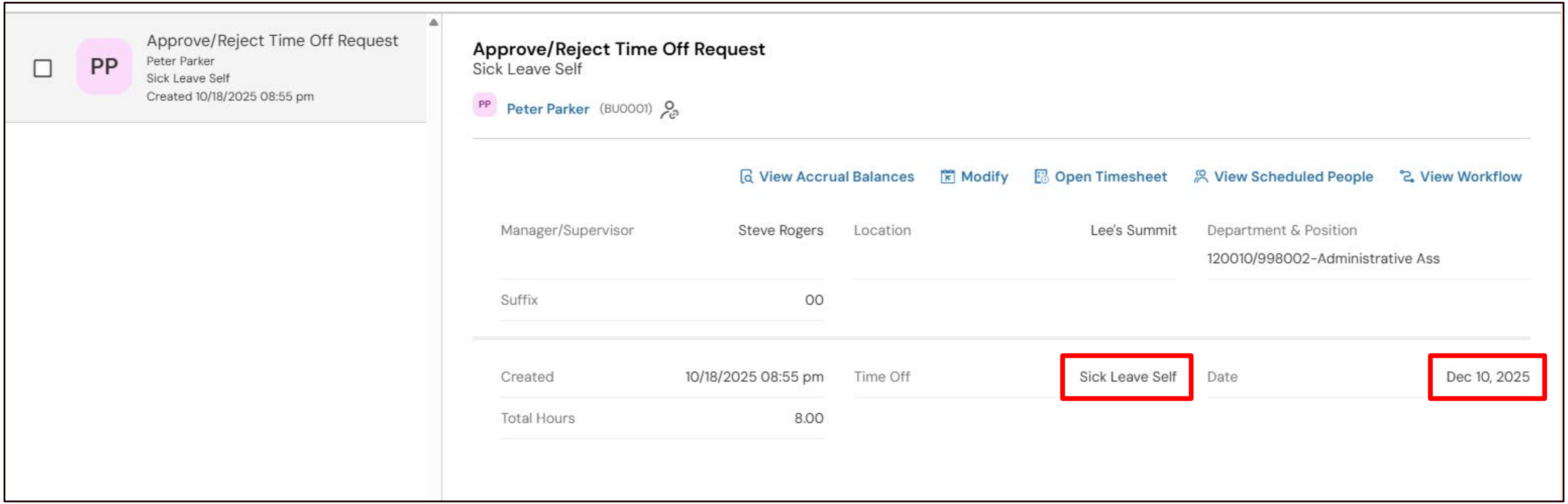
A box will appear, confirming that you want to approve this time-off request. Select 'Approve'



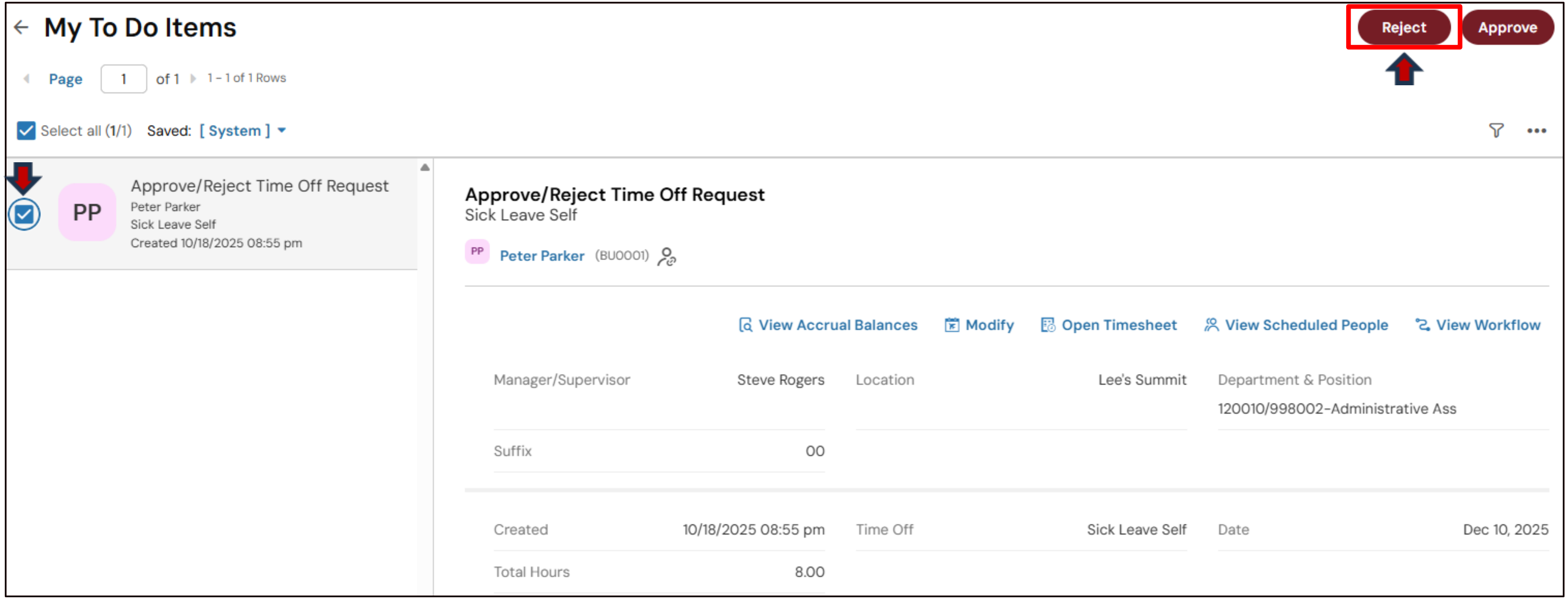
A confirmation box will appear, confirming that the time off request was successfully approved. The person who submitted the time off will get an email letting them know it was approved.



You are then returned back to ‘My To Do Items’. Note that there is only one request left. Peter has also requested a single future day of “Sick Leave”, December 10th.
For this example, we will reject this time off request to show you the process.

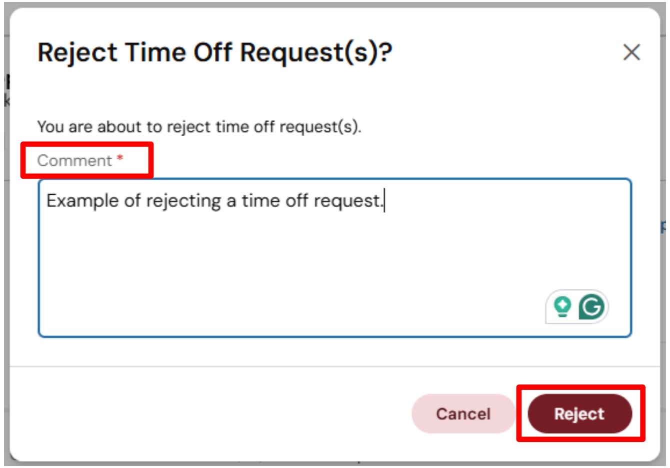


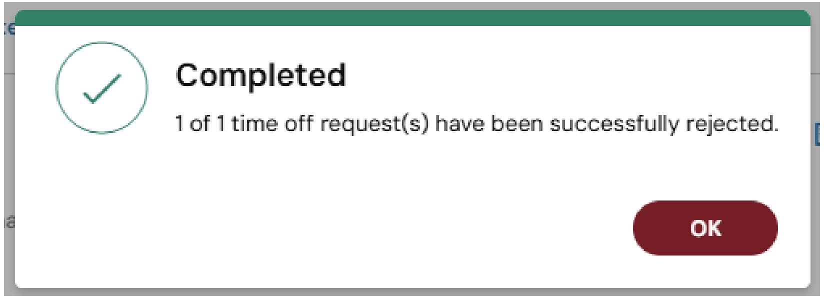
To reject this time off request, select the box to the left of his initials. In the upper right of the screen, For this example, select ‘Reject’.



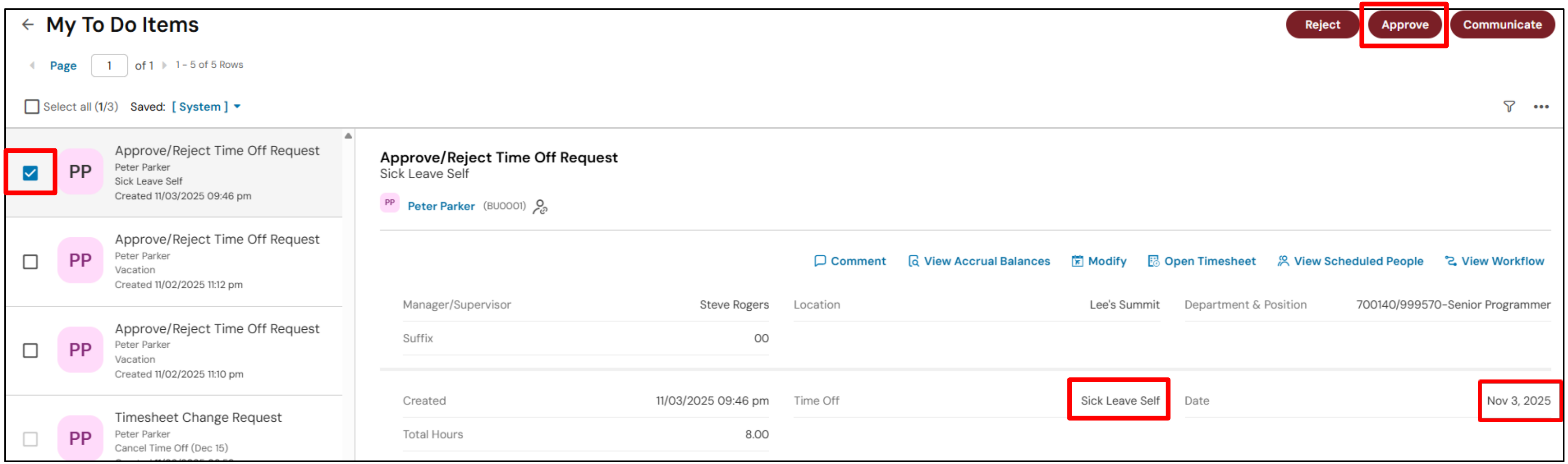
A box will appear, confirming that you want to reject this time-off request. When you reject a time off request, a comment is required. Enter reason for rejecting the request, select ‘Reject’

A confirmation box will appear, confirming that the time off request was successfully rejected. The person who requested the time off will get an email letting them know it was rejected, along with the reason it was rejected.



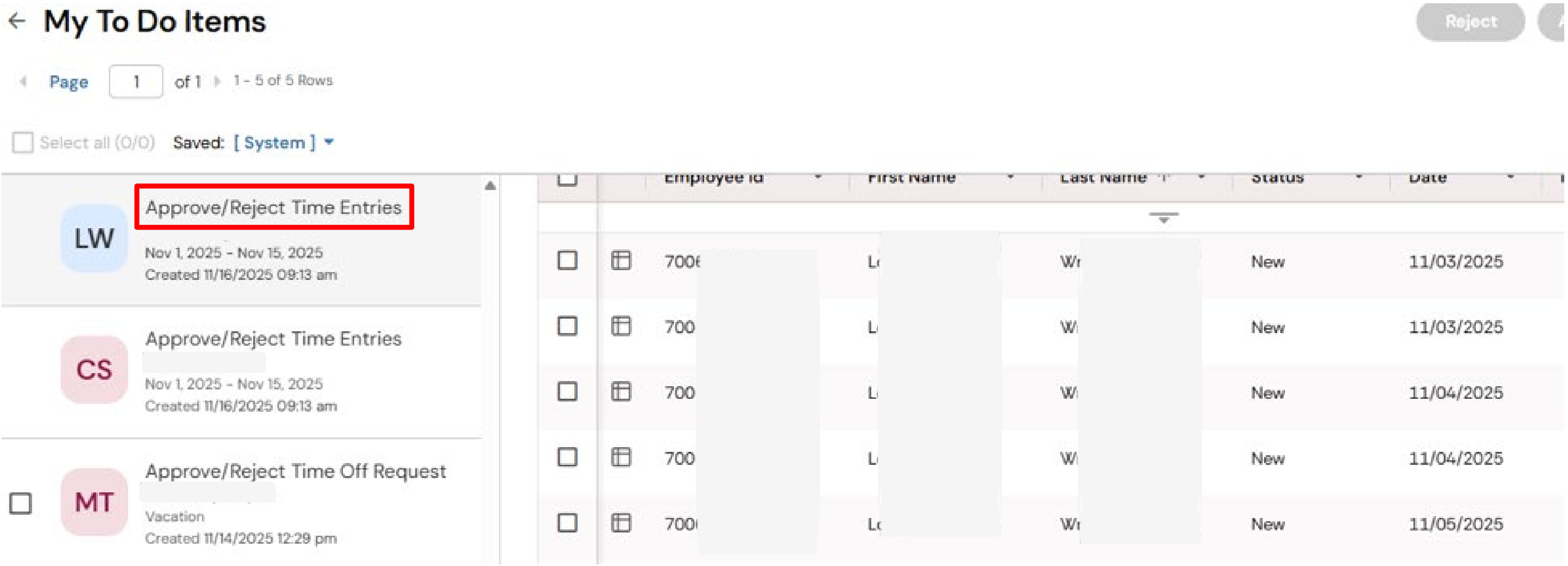


*All Time Off Requests should be made in advance. However, sometimes exceptions need to be made. For this example, Peter Parker called in sick on Monday, 3 November. When he returns to work, he can submit a time off request himself, and the request will be sent to you for approval. This request is approved the same as other time off requests:

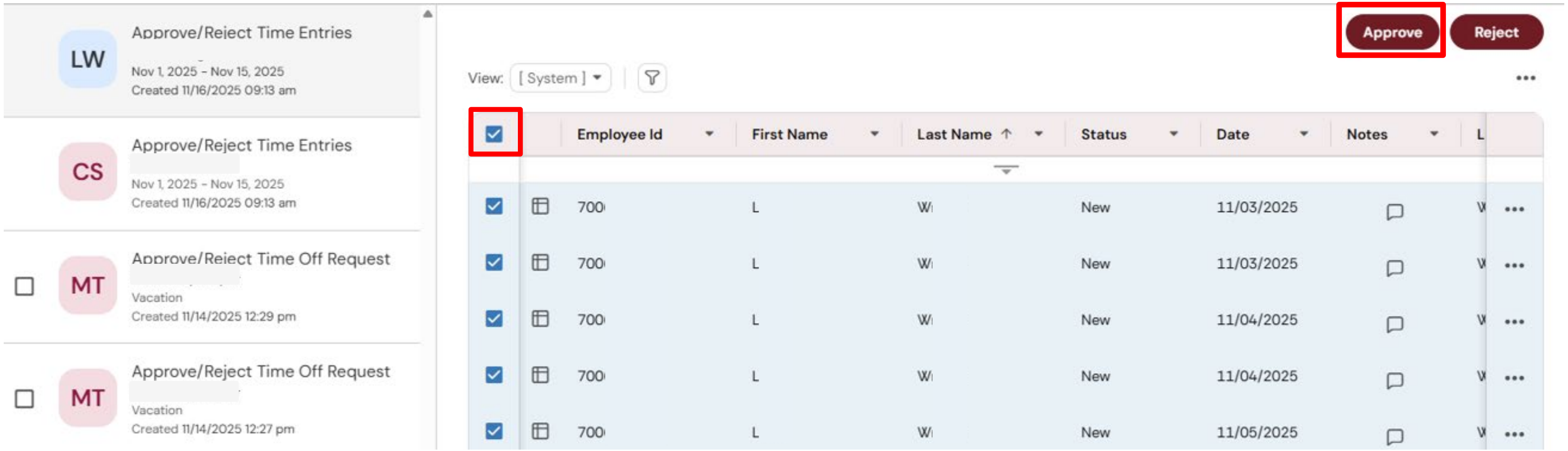


Next, we will go through approving/submitting time entries at the end of a pay period. They will show in your Mailbox as your "To-do Items".

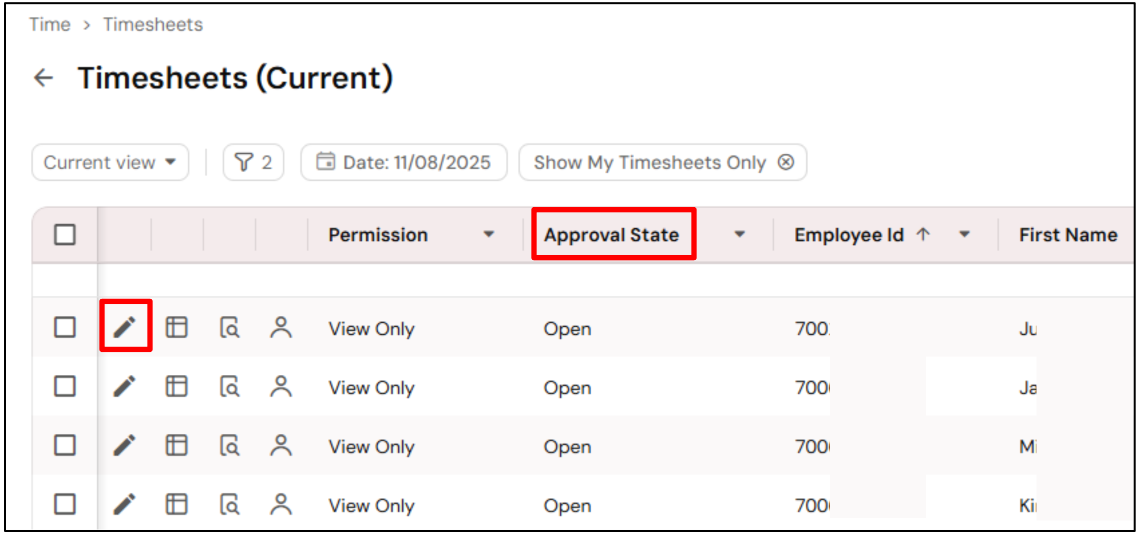
Expand this area by clicking on: **My mailbox ↗**



You will see all of the time entries for the first employee. You can see below that this employees time entries have not been approved, as the show a status of “New”. If you approve their time entries daily, the status will reflect “Approved”. For this employee, we will click on the timesheet icon. You can then review their timesheet for the entire pay period. Make edits if necessary. If everything is accurate, you can select the top square, and it will select all time entries. Then select “Approve”.



You can now see all of your employees, and their timesheet. Select a timesheet of an employee for a final review before approving it. It's best to select the icon that looks like a pencil, as it will allow you to make any changes to the timesheet before approving, then submitting it.
You can also see the "Approval State" of the timesheets, which is currently "Open"



Below is a partial view of an hourly employee's timesheet. You can review their daily time worked, their total worked hours, time off hours, and overtime hours.

Timesheet Edit

Save | Reject

KS K

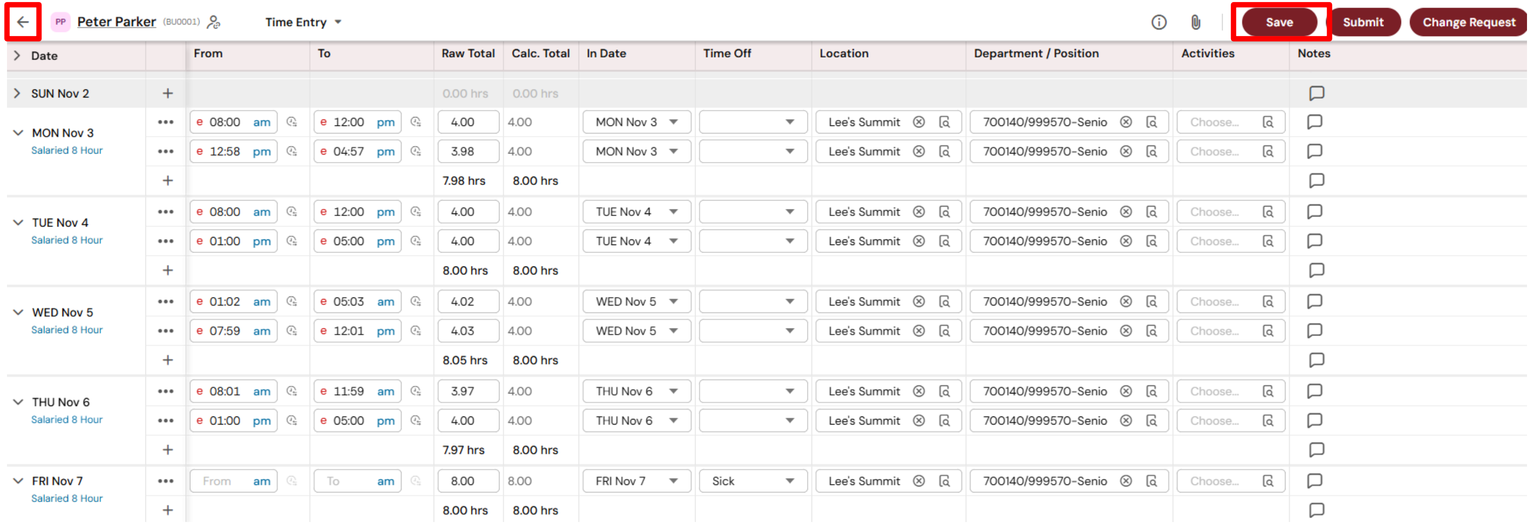
October 16, 2025 - October 31, 2025

Time Entry | Exceptions | Calc Detail | Calc Summary | Counters | Summary By Day

72.00 hrs Worked Hours | **24.00** hrs Time Off Hours | **0.00** hrs Overtime Hours

Date		From	To	Raw Total	Calc. Total	In Date	Time Off	Location	Department / Position	Activities	Notes
THU Oct 16	•••	08:02 am	12:00 pm	3.97	4.00	THU Oct 16		Warrensburg	502100/999334-Accou	Choose...	
	•••	01:00 pm	05:03 pm	4.05	4.00	THU Oct 16		Warrensburg	502100/999334-Accou	Choose...	
	+			8.02 hrs	8.00 hrs						
FRI Oct 17	•••	From am	To am	8.00	8.00	FRI Oct 17	Holiday	Warrensburg	502100/999334-Accou	Choose...	
	+			8.00 hrs	8.00 hrs						
SAT Oct 18	+			0.00 hrs	0.00 hrs						
SUN Oct 19	+			0.00 hrs	0.00 hrs						
MON Oct 20	•••	08:00 am	12:01 pm	4.02	4.00	MON Oct 20		Warrensburg	502100/999334-Accou	Choose...	1
	•••	01:06 pm	05:02 pm	3.93	4.00	MON Oct 20		Warrensburg	502100/999334-Accou	Choose...	
	+			7.95 hrs	8.00 hrs						

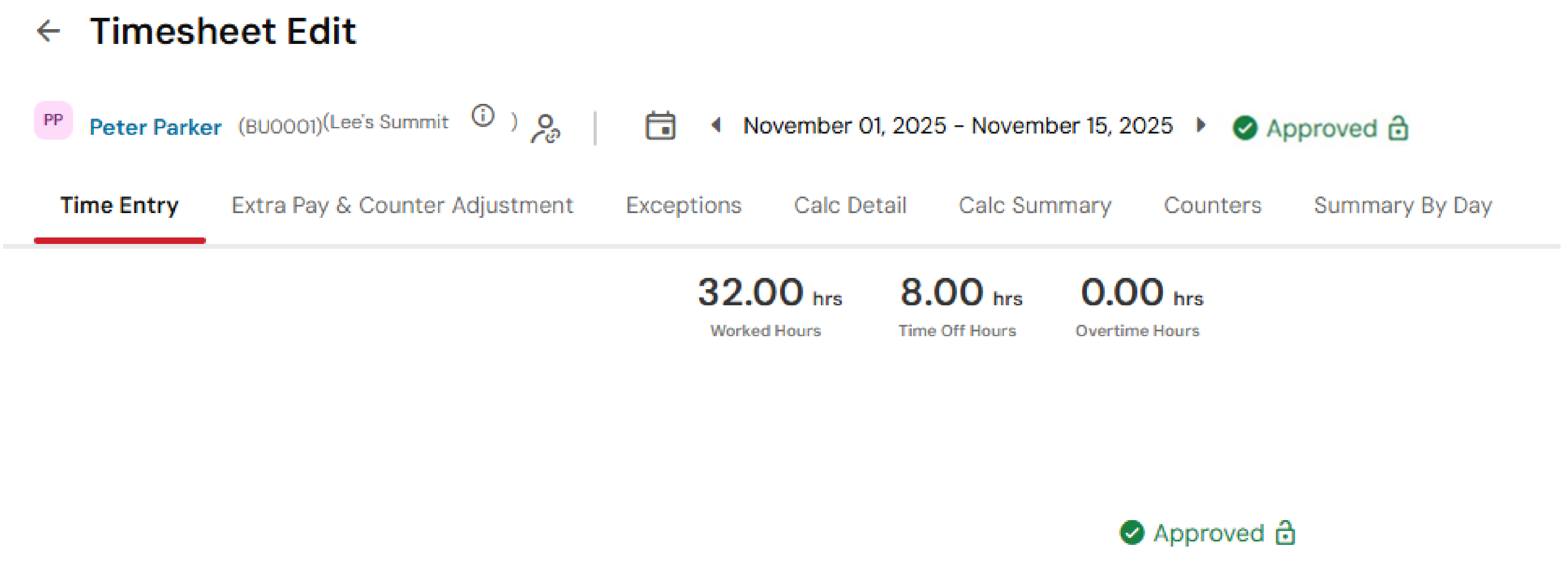
If changes are required, you can make the necessary changes. **If you make any changes, you MUST select the “Save” button to save the changes.** Then select the back arrow in the upper left of the screen to take you back to the “Timesheets” page.



Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Location	Department / Position	Activities	Notes
SUN Nov 2			0.00 hrs	0.00 hrs						
MON Nov 3 Salaried 8 Hour	08:00 am	12:00 pm	4.00	4.00	MON Nov 3		Lee's Summit	700140/999570-Senio	Choose...	
	12:58 pm	04:57 pm	3.98	4.00	MON Nov 3		Lee's Summit	700140/999570-Senio	Choose...	
			7.98 hrs	8.00 hrs						
TUE Nov 4 Salaried 8 Hour	08:00 am	12:00 pm	4.00	4.00	TUE Nov 4		Lee's Summit	700140/999570-Senio	Choose...	
	01:00 pm	05:00 pm	4.00	4.00	TUE Nov 4		Lee's Summit	700140/999570-Senio	Choose...	
			8.00 hrs	8.00 hrs						
WED Nov 5 Salaried 8 Hour	01:02 am	05:03 am	4.02	4.00	WED Nov 5		Lee's Summit	700140/999570-Senio	Choose...	
	07:59 am	12:01 pm	4.03	4.00	WED Nov 5		Lee's Summit	700140/999570-Senio	Choose...	
			8.05 hrs	8.00 hrs						
THU Nov 6 Salaried 8 Hour	08:01 am	11:59 am	3.97	4.00	THU Nov 6		Lee's Summit	700140/999570-Senio	Choose...	
	01:00 pm	05:00 pm	4.00	4.00	THU Nov 6		Lee's Summit	700140/999570-Senio	Choose...	
			7.97 hrs	8.00 hrs						
FRI Nov 7 Salaried 8 Hour	From am	To am	8.00	8.00	FRI Nov 7	Sick	Lee's Summit	700140/999570-Senio	Choose...	
			8.00 hrs	8.00 hrs						

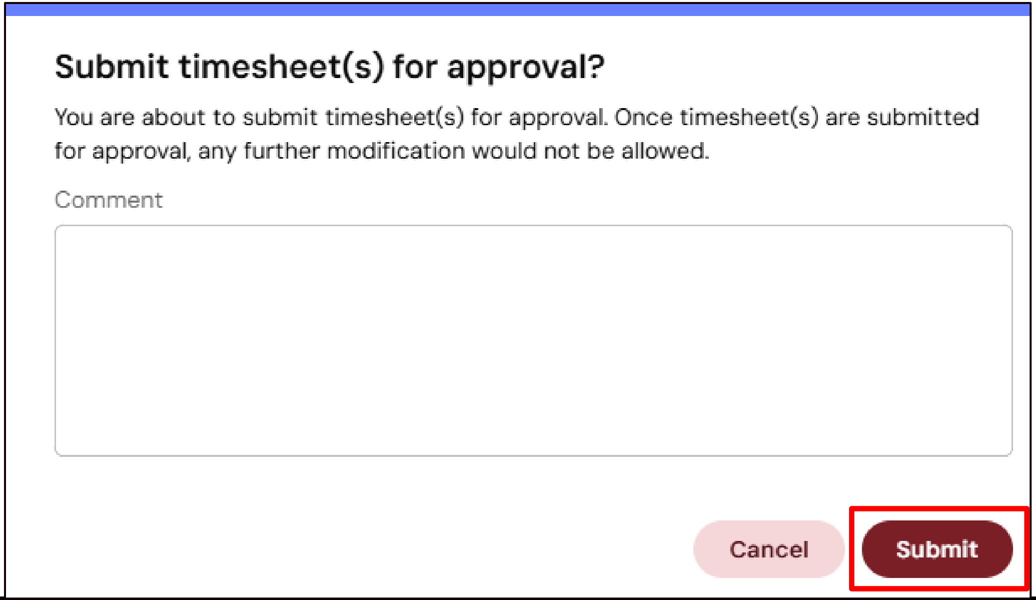
Select the record again in the box on the far left, and at the top of the screen to the right, you can now select the “Approve” Button.

You can now see on the timesheet that it shows it has been approved for the current time period:



The final step after reviewing and approving the timesheets is to submit them. From the "Timesheets" screen, you will now need to select the timesheet again and select "Submit". This will submit the timesheet to Payroll for processing.

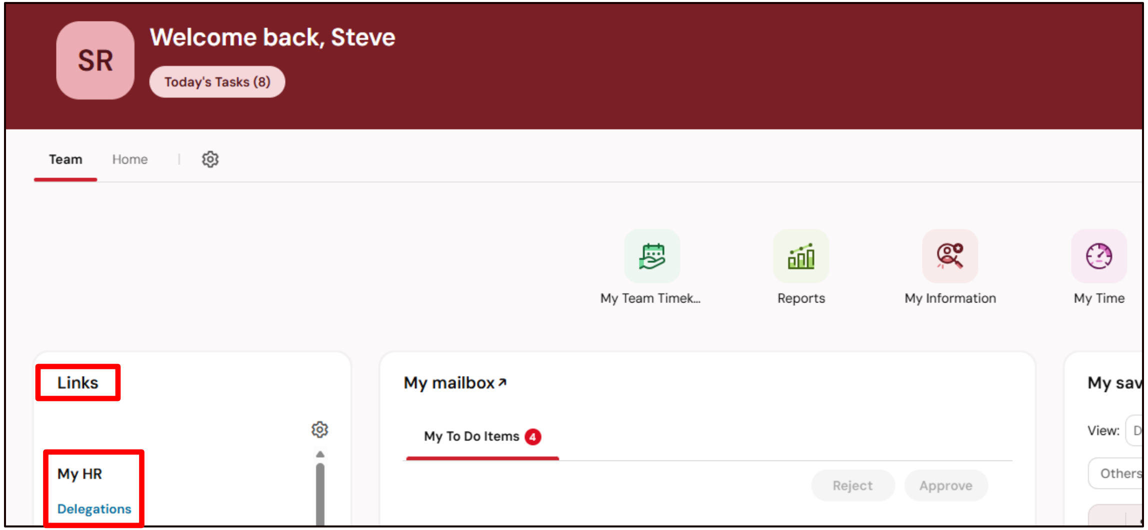
You will see a warning that once the timesheet is submitted, you will no longer be able to make changes. Select "Submit". (If changes are absolutely required, reach out to Payroll as soon as possible)



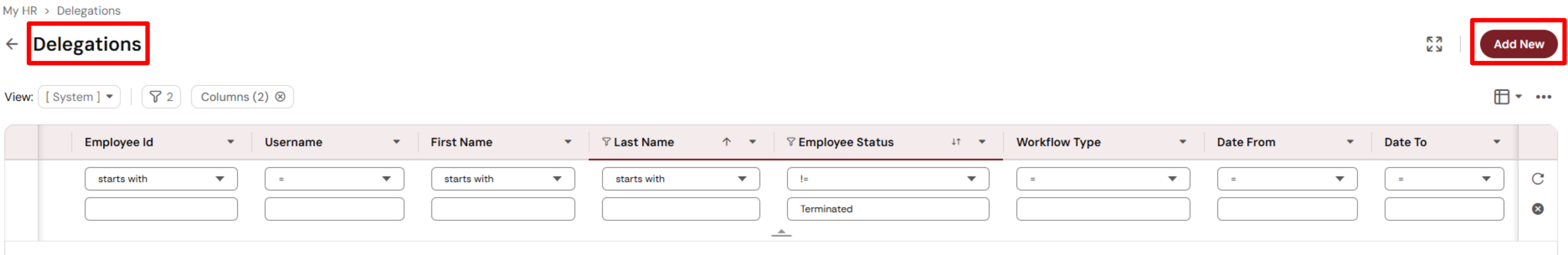
UNIVERSITY OF CENTRAL MISSOURI

Delegations – formerly known as “Proxies”

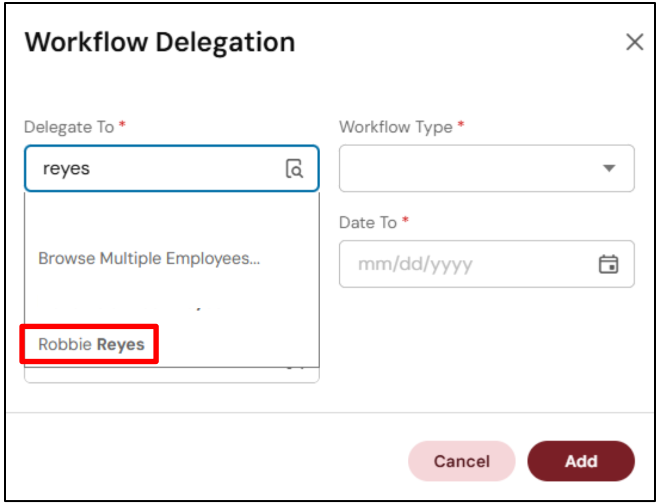
If you will be on vacation or away from work for any length of time, you must set up a “Delegate” to approve time-off requests, approve time entries, and approve/submit timesheets for your employees. From the main page, on the left side in the “Links” area, select “Delegations”.



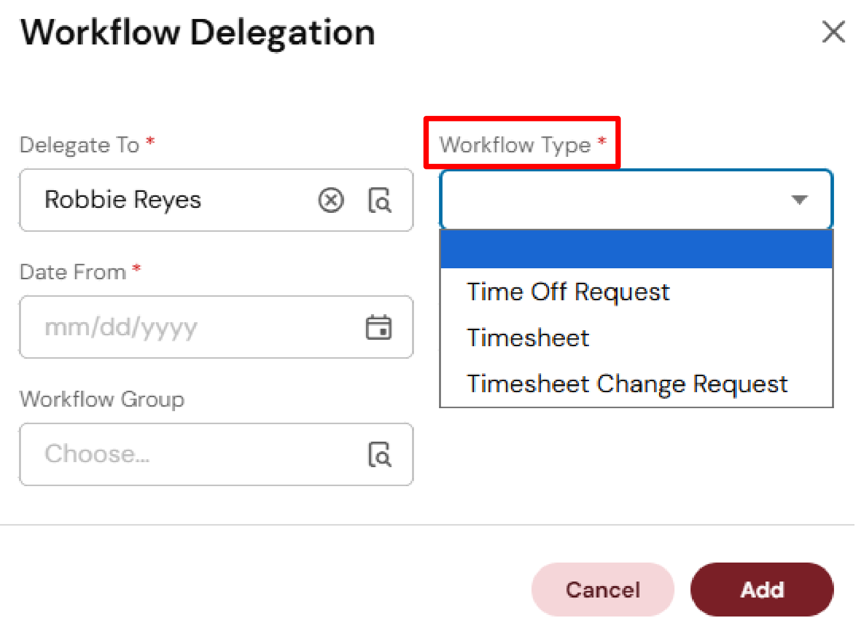
At the “Delegations” screen below, if you have any delegates set up in the system, they will be listed here. This user has no delegates yet. To add a delegate, in the upper right corner, select “Add New”.



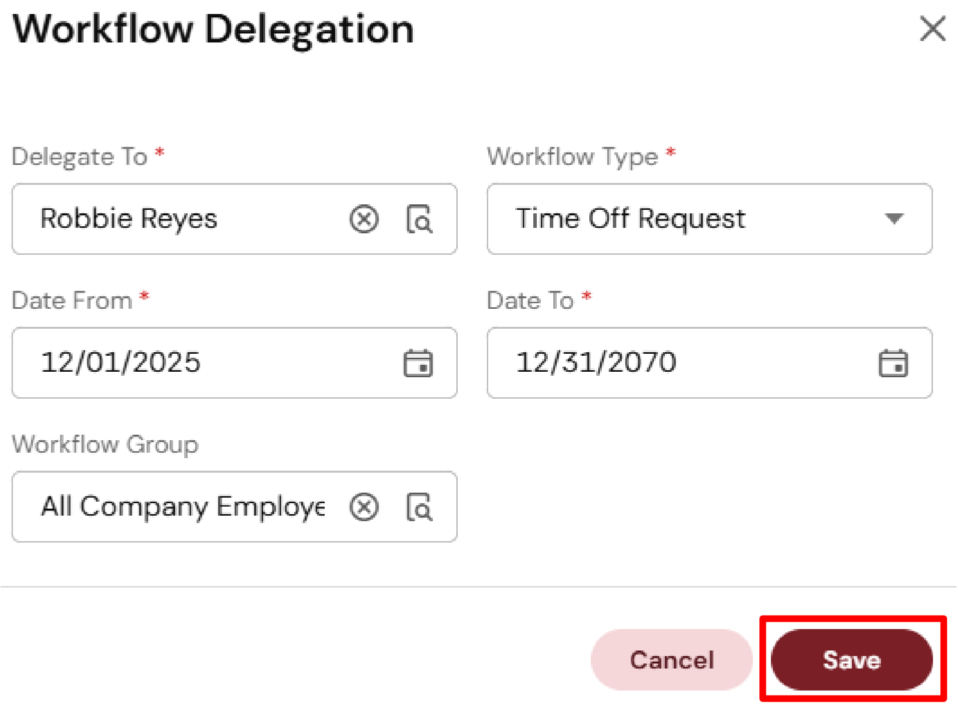
You will see the workflow Delegation window below. Here, you can choose whom you want to delegate your UKG manager responsibilities to during your absence. For this example, we want to make Robbie Reyes our delegate. In the “Delegate to” box, type their last name, and you will see UCM employees with that last name, select the one needed.



Next is 'Workflow Type'. There are three available workflow types: **Time Off Request**, **Timesheet**, and **Timesheet Change Request**. Only one workflow type may be selected and updated at a time. If you would like your delegate to have access to all three, the delegation process must be completed separately for each workflow type.
For this example, select 'Time Off Request'



Updating the ‘Date From’ and ‘Date To’ fields define the date range that you want the delegate to have access to the workflows. The “Date to” can not be beyond 12/31/2070.
Then go into the Workflow Group and select “All Company Employees” and select ‘Save’



You will be returned to your Delegations page.
You can see that Robbie Reyes was given “Time Off Request” access to the employees you supervise.
Repeat these steps to give them access to “Timesheet” and “Timesheet Change Request” (if necessary)