



UNIVERSITY OF
CENTRAL
MISSOURI[®]

UKG Ready (Kronos)
Exempt Employee Guide

All exempt employees will submit Time Off Requests for all time off. The request(s) go to the manager/supervisor for approval.

At the end of the pay period, all timesheets are automatically sent to the supervisor for approval.

The employee does not need to take further action.

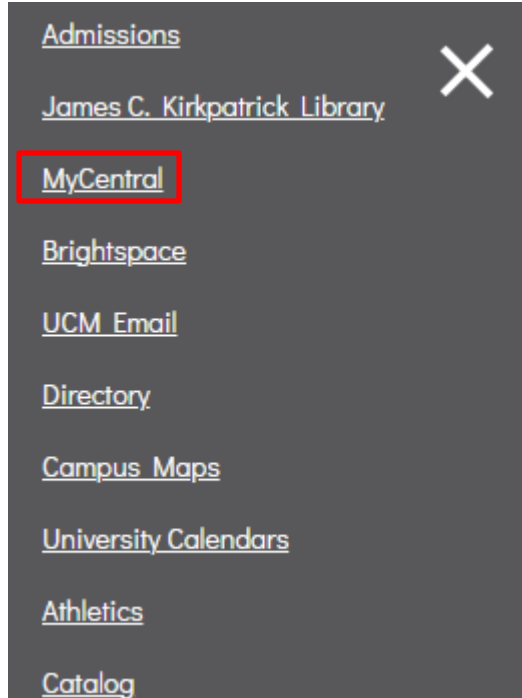


Exempt employees can access UKG Ready via web access:

- 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 (Time Reporting)


Employee Resources




-  Employee Dashboard

-  Instructions: Student Time Sheet Reporting

-  View and Pay My Bill

-  **UKG Ready (Time Reporting)**

-  How to View Additional Life Insurance Coverage



After clicking on “UKG Ready (Time Reporting)”, You will see a page similar to this:

The screenshot shows a user interface for the University of Central Missouri. At the top left, there is a red header with the university logo and the text "UNIVERSITY OF CENTRAL MISSOURI" and "02:53 PM (CDT)". To the right of the header is a search bar and a user profile icon labeled "WH". Below the header, a pink circular icon with "WH" is followed by the text "Good afternoon, William". A navigation bar includes "News and Information", "Home" (underlined), and a settings gear icon. Three main navigation cards are visible: "My Information" (with a magnifying glass icon), "My Time" (with a clock icon), and "My Company" (with a group of people icon). Below these are three main content areas. The first is "My mailbox" with a "My To Do Items" section showing "1 of 1" items and a "Select all (0/0) Saved: [System]" option. The second is "Clock" showing "Saturday, Oct 18" and "02:53PM [CDT]" with a "View mv timesheet" link. The third is "My accrual balances" (highlighted with a red box), which includes a "Request Vacation" button and shows "Vacation" with "280.00 hours available".

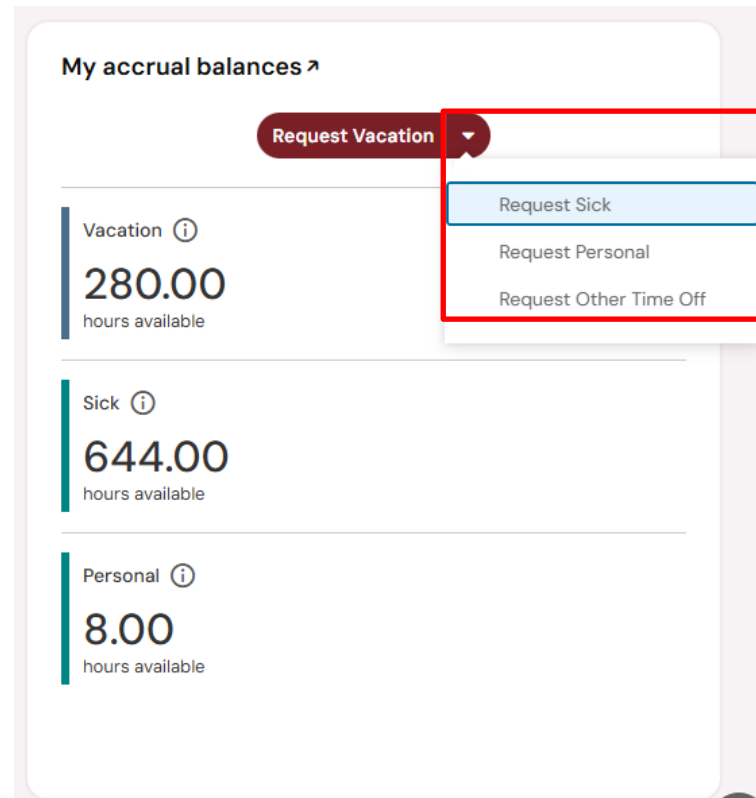
On the right side of the screen, you will see “Accrual Balances”

The “My accrual balances” area serves two main purposes:

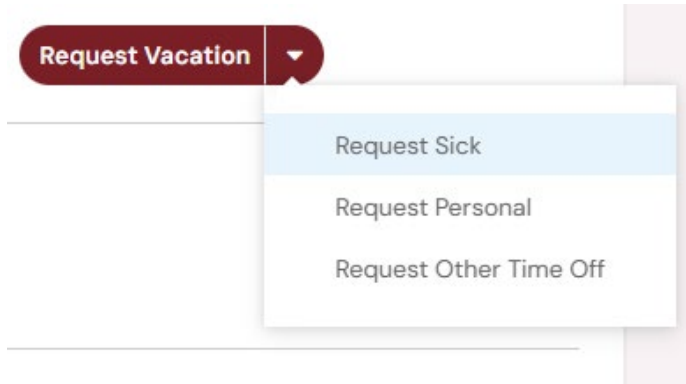
- To display your current time-off balances.
- To allow you to start a time-off request.

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:

A screenshot of a "Request Time Off" form. At the top right is a close button (an 'X'). Below the title is the date "SAT OCT 18". A grid shows the day's schedule from 12 am to 12 am in 3-hour increments. A blue bar labeled "Schedu... (0.00hrs)" is positioned at the top of the grid. Below the grid are two input fields: "Time Off Type" with a search icon and "Request Type" with a dropdown arrow. At the bottom 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 “Sick Leave Self”.

Browse and Select

◀ Page of 1 ▶ 1 - 14 of 14 Rows

	Name
<input type="radio"/>	Bereavement
<input type="radio"/>	Crisis Leave
<input type="radio"/>	Holiday
<input type="radio"/>	Jury Duty
<input type="radio"/>	Personal Leave
<input type="radio"/>	Prof Leave
<input type="radio"/>	Sick FMLA
<input type="radio"/>	Sick Family
<input checked="" type="radio"/>	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.

Request Time Off

SAT OCT 18

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

Date * Total

mm/dd/yyyy 0.00

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”.

Time Off Type * Request Type *

Sick Leave Self Full Day

Date * Total

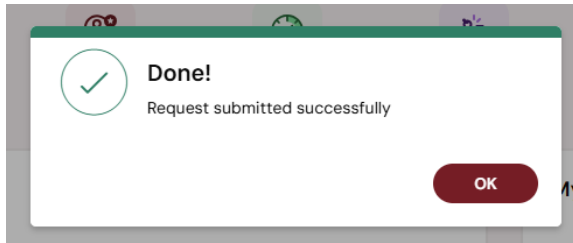
12/10/2025 8.00

Comment

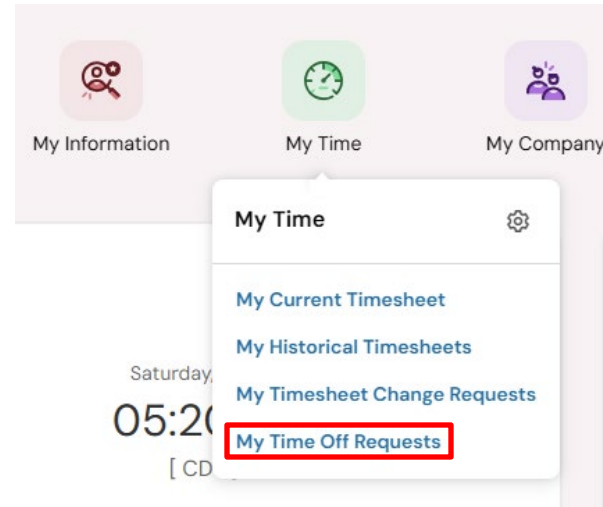
Cancel Submit Request



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:

The screenshot shows a calendar grid with a pop-up card for a 'Sick Leave Self' request on December 10, 2025. The card displays the request title, date, and amount (8.00 hrs). Below the title, there are two buttons: 'Modify' (with a pencil icon) and 'Delete' (with a trash can icon), both of which are highlighted with a red rectangular box. Other details include 'Submitted On: OCT 18, 2025', 'Status: New', and 'Amount: 8.00 hrs'.

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”

The 'Modify Time Off' dialog box is shown with a close button (X) in the top right corner. It features a calendar view for 'WED DEC 10' with a grid of time slots from 12 am to 12 am. Below the calendar, there are two dropdown menus: 'Time Off Type *' set to 'Sick Leave Self' and 'Request Type *' set to 'Full Day'. At the bottom, the 'Date *' field is highlighted with a red box and contains the date '12/10/2025'. To the right of the date field, a 'Total' field shows '8.00'.

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

Time Off Type * Sick Leave Self (⊗ 🔍)

Request Type * Full Day (▼)

Date * 12/09/2025 (📅)

Total 8.00

Comment

Cancel **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.

0.00 hrs Scheduled

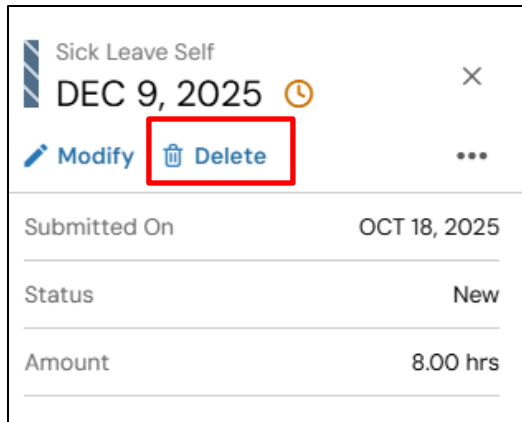
Done!
Request modified successfully

OK

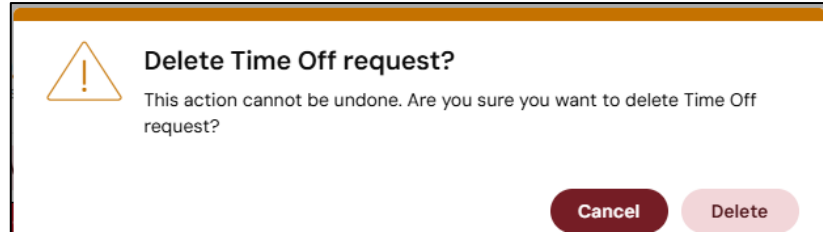
Team View

TUE			
2	3	4	
9 Sick Leave Self (8.00 hrs)	10	11	

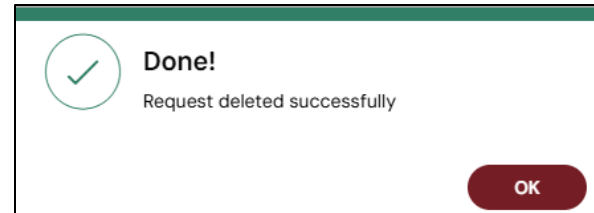
Previously, it was shown that selecting the time off request from the calendar showed the options to “Modify” or “Delete” the time off request. We covered how to modify a request, now let’s go over how to delete a time off request:



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

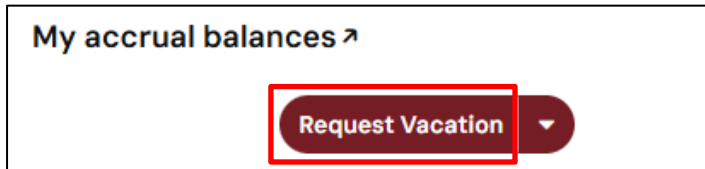


A box will pop up confirming that you deleted the request successfully.

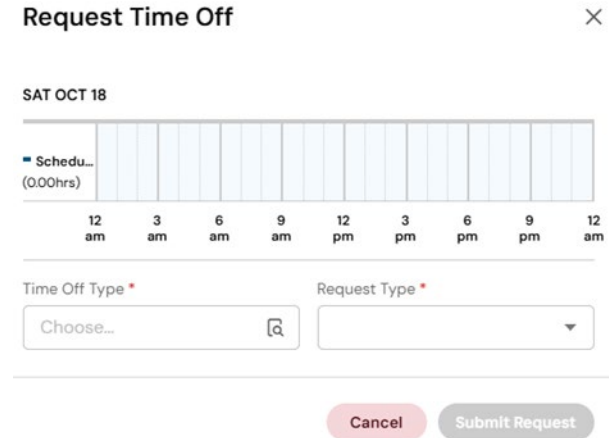



Many of the steps for submitting a multiple-day time-off request are the same as those for a single-day request; however, there are a few key differences. In this example, the employee wants to take a Vacation for the period of December 2nd through December 10th.

***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 right is a close button (X). Below the title is the date "SAT OCT 18". A calendar grid shows a 24-hour timeline from 12 am to 12 am. A blue bar labeled "Schedu... (0.00hrs)" spans the entire 24-hour period. Below the calendar are two dropdown menus: "Time Off Type" with a search icon and "Request Type" with a downward arrow. At the bottom 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”.

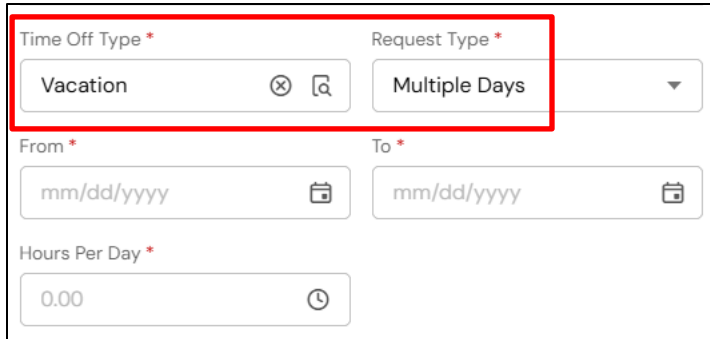
Browse and Select

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	Name
<input type="radio"/>	Holiday
<input type="radio"/>	Jury Duty
<input type="radio"/>	Personal Leave
<input type="radio"/>	Prof Leave
<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



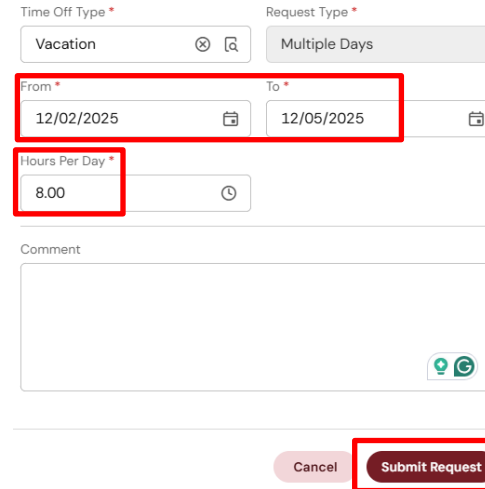
Selecting “Vacation” will return you to the “Request time off” box. The time off type field has been populated. In the “Request Type” field, from the drop-down, select “Multiple Days”.



The screenshot shows a form with the following fields:

- Time Off Type ***: A dropdown menu with "Vacation" selected.
- Request Type ***: A dropdown menu with "Multiple Days" selected.
- From ***: A date input field with the placeholder "mm/dd/yyyy".
- To ***: A date input field with the placeholder "mm/dd/yyyy".
- Hours Per Day ***: A numeric input field with "0.00" entered.

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.



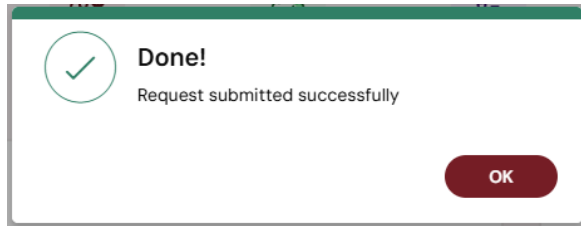
The screenshot shows the same form as above, but with the following fields highlighted in red:

- From ***: A date input field with "12/02/2025" entered.
- To ***: A date input field with "12/05/2025" entered.
- Hours Per Day ***: A numeric input field with "8.00" entered.

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



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 will need to contact the Payroll office to have the time
adjusted.

