

UKG Ready Time-Off Request FAQs

Q: When I take a week off that includes a weekend (for example, Wednesday to the following Wednesday), do weekend hours count as vacation?

A: Employees should only request time off for scheduled workdays. If the requested time spans non-scheduled workdays, submit two separate time-off requests.

Q: How far in advance can I request time off?

A: The system has been successfully tested for requests up to 15 months in advance.

Q: If my time-off request hasn't been approved yet, can I modify or cancel it?

A: Yes. You can modify or delete an unapproved request from your Time-Off Calendar. Your supervisor will receive a notification of the change, and to approve the request.

Q: Can I edit a time-off request after it's been approved?

A: You can submit a change request for your supervisor to approve, or delete the existing request and submit a new one.

Q: If a time-off request is modified, will it automatically update in the system?

A: No. You'll need to submit a new change request, which your supervisor must approve.

Q: Can I submit a time-off request while working remotely or off the UCM network?

A: Yes. Requests can be submitted from anywhere.

Q: If I delete a time-off request, will my supervisor be notified?

A: Yes. Supervisors receive a notification when a time-off request is deleted.

Q: Do supervisors receive an email when I submit a time-off request?

A: Yes. Supervisors are notified by email when requests are submitted, and they will also see the request in UKG Ready.

Q: Are pay periods staying the same under UKG Ready?

A: Yes, pay periods will remain the same.

Sick Leave & FMLA

Q: Can I enter sick leave after returning from a doctor's appointment?

A: Yes. Employees may submit their sick time request once they return to work.

Q: If I need to leave work suddenly, who records my sick time?

A: You can submit the sick leave request when you return. If it's the end of a pay period, your supervisor will report the time on your timesheet.

Q: For exempt employees, what if I take less than four hours of sick time?

A: Exempt employees must record sick leave in increments of four or eight hours, per policy.

Q: When I'm out on FMLA but able to work from home a few hours a day, how do I log my time?

A: Your FMLA orders must specify that remote work is allowed, and you must have a Telework Agreement on file with HR and Payroll. You can then log your hours using the UKG Ready web interface.

System Access & Balances

Q: Do I need to be on the UCM network to submit a time-off request?

A: No. UKG Ready can be accessed from any internet connection.

Q: Are my leave balances updated in real time?

A: Yes. UKG Ready displays your current balance, the amount of time taken, and pending requests.

Q: For salaried (exempt) employees, do I only need to access UKG Ready to request time off?

A: Correct. If you did not take any time off during a pay period, you don't need to take any action in UKG Ready.

Approvals & Issues

Q: Who can see comments entered during an approval or rejection?

A: Supervisors, Employees, HR, and Payroll.

Q: What should I do if my supervisor hasn't approved my time-off request or corrected hours?

A: Contact your supervisor first. If it isn't resolved, your supervisor should email Payroll and HR to report the correction or discrepancy.