

# UKG Pro All Employee Training

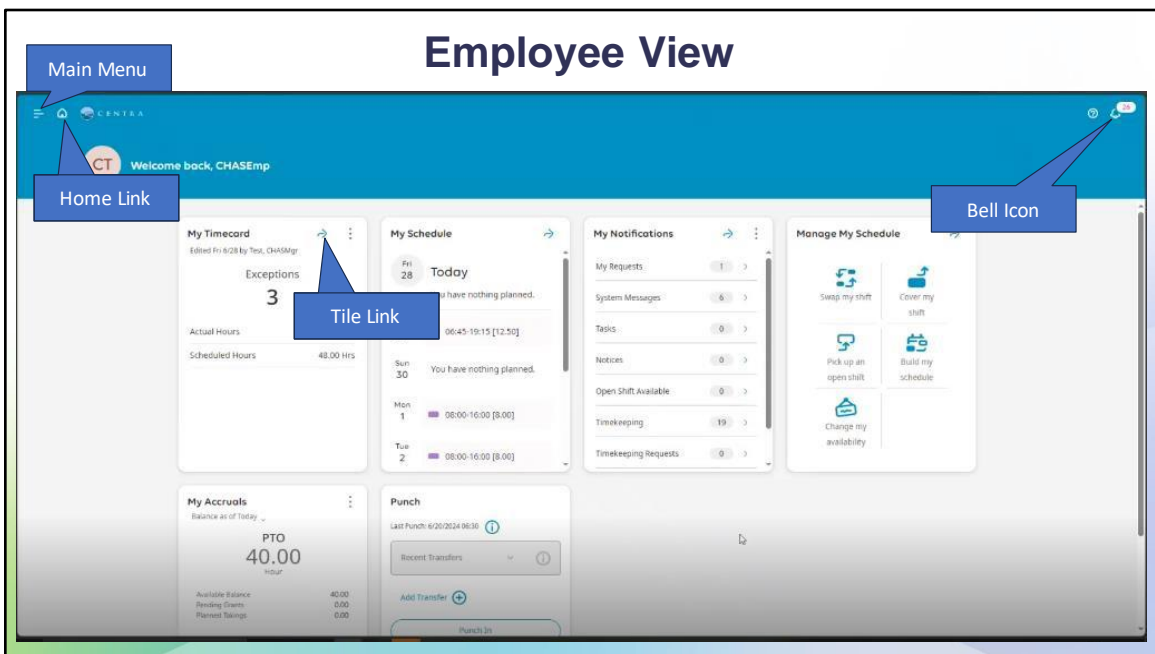
Amanda Peters, UKG Operational Administrator  
Teresa Lavinder, UKG Operational Administrator

## Agenda

- **Navigation**
- **Recording Time**
- **Scheduling**
- **Change Request (hourly only)**
- **Request Time Off**
- **Approving my timecard**



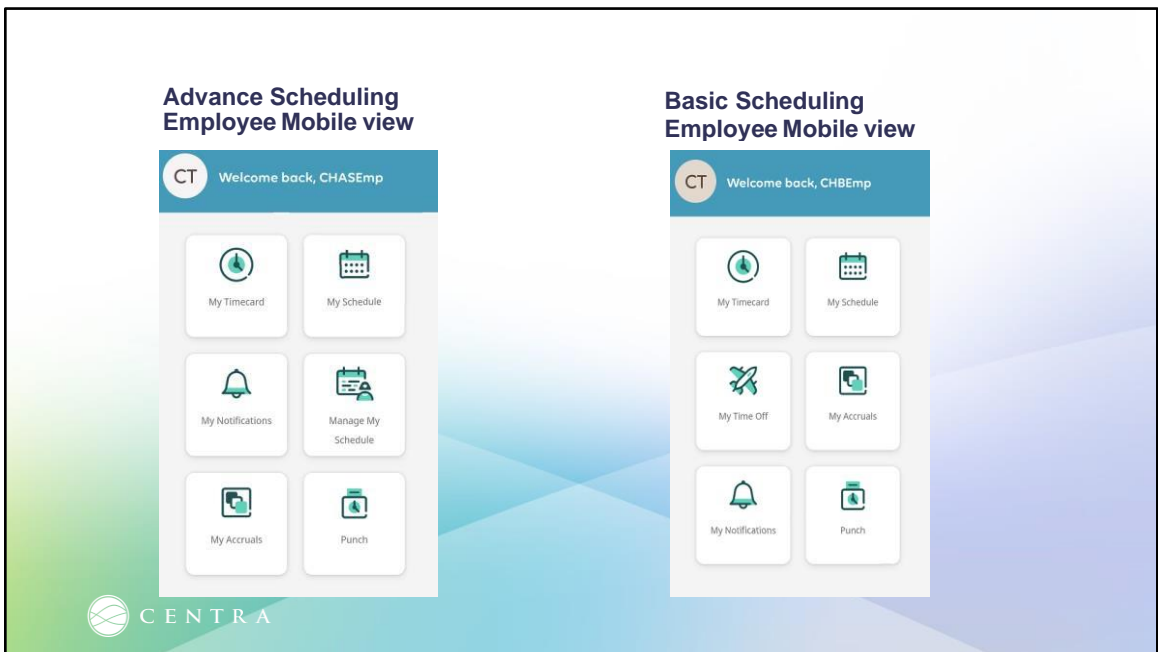
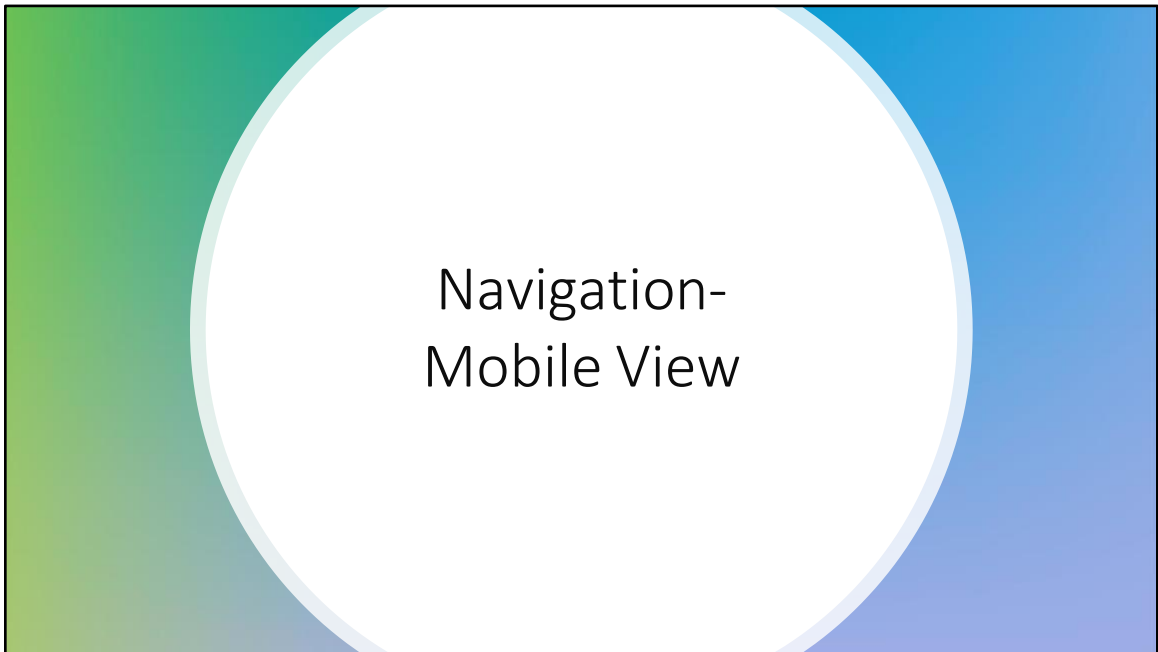
# Navigation- Employee View



The number of tiles are based on your access. Each tile has a link that will navigate you to the tile source. The main menu link is on the left-hand side of the screen. The Home icon and Centra logo will bring you back to the home page.

The Bell Icon will show your notifications that need to be reviewed. Clicking on this will take you to the control center which will give more information.

Note: "Manage My Schedule" tile will only display for Advance Schedule units.



As you see here the mobile application has the same tiles as the web view- functions are the same.

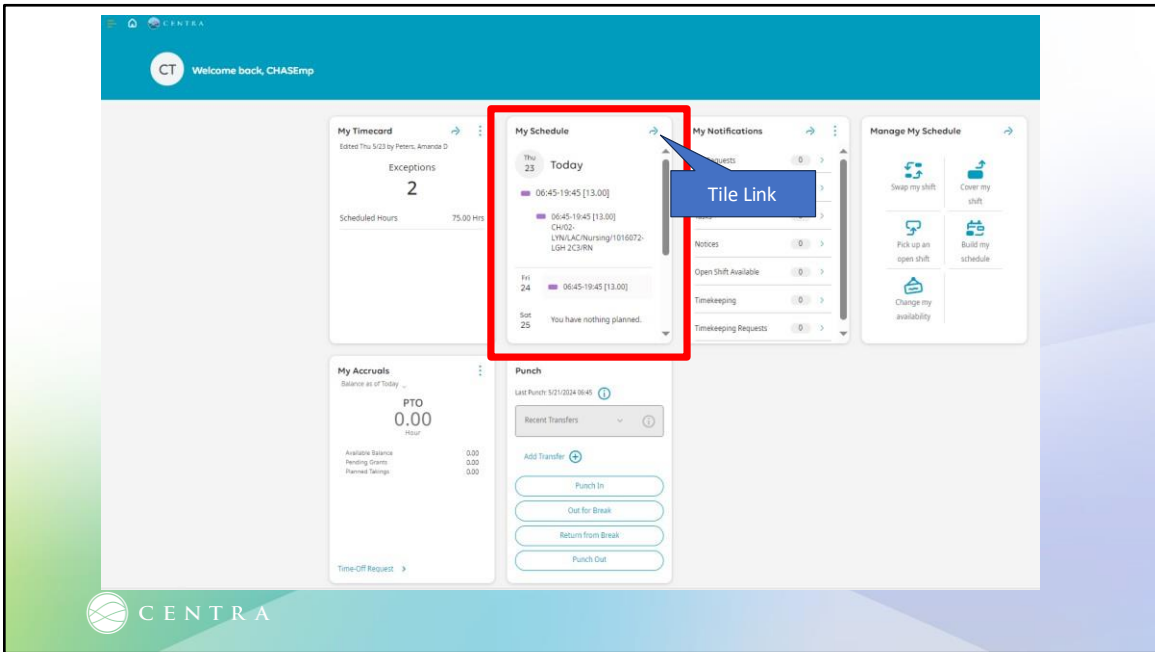
A rectangular slide with a white circle in the center. The background is split into green on the left and blue on the right, with a light blue gradient at the bottom. The text "Recording time" is centered in the white circle.

## Recording time

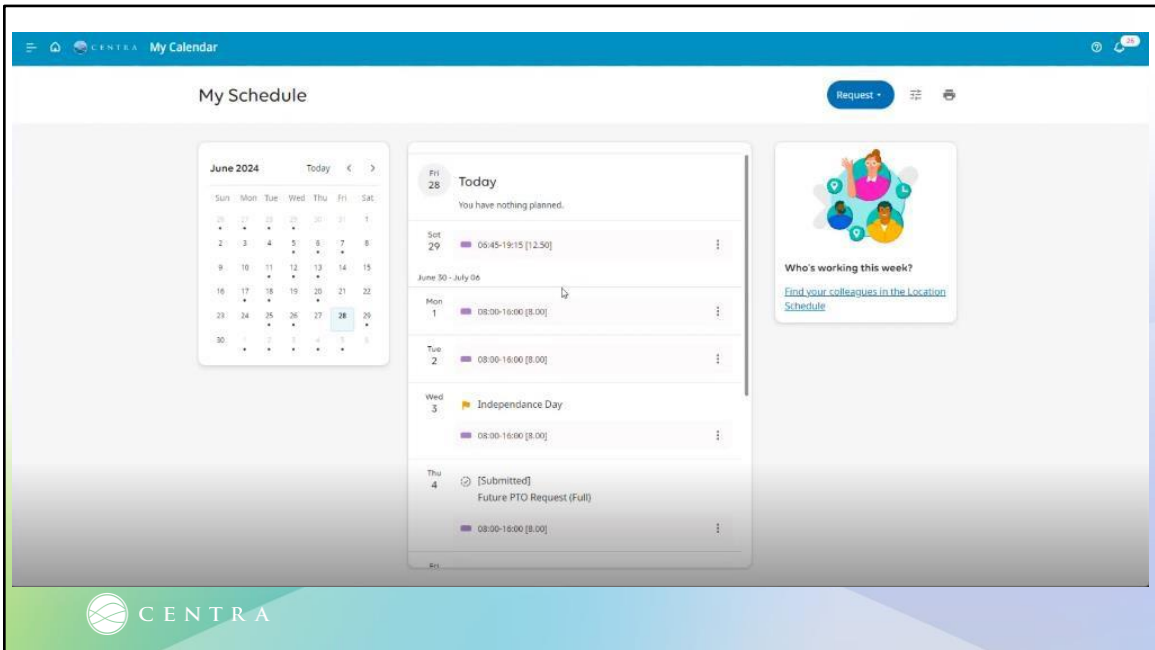
Recording time is not changing from what you do today. Managers has been trained on how to audit punches.

A rectangular slide with a white circle in the center. The background is split into green on the left and blue on the right, with a light blue gradient at the bottom. The text "Scheduling" is centered in the white circle.

## Scheduling

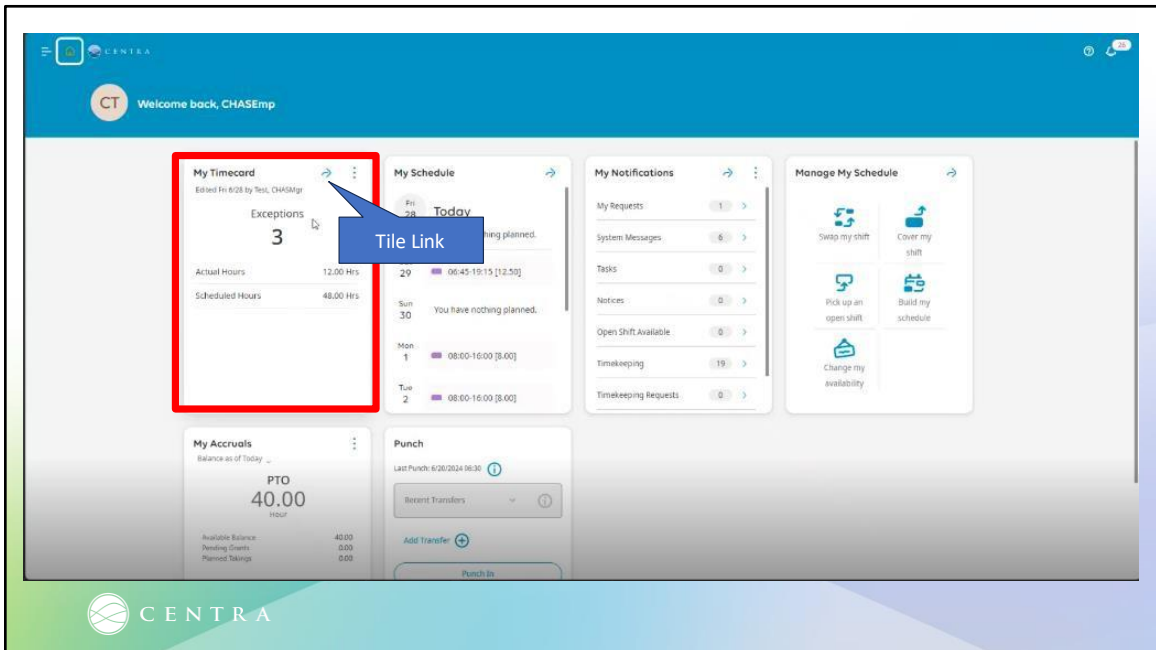


My Schedule tile will show limited schedule data. To view more click the tile link.

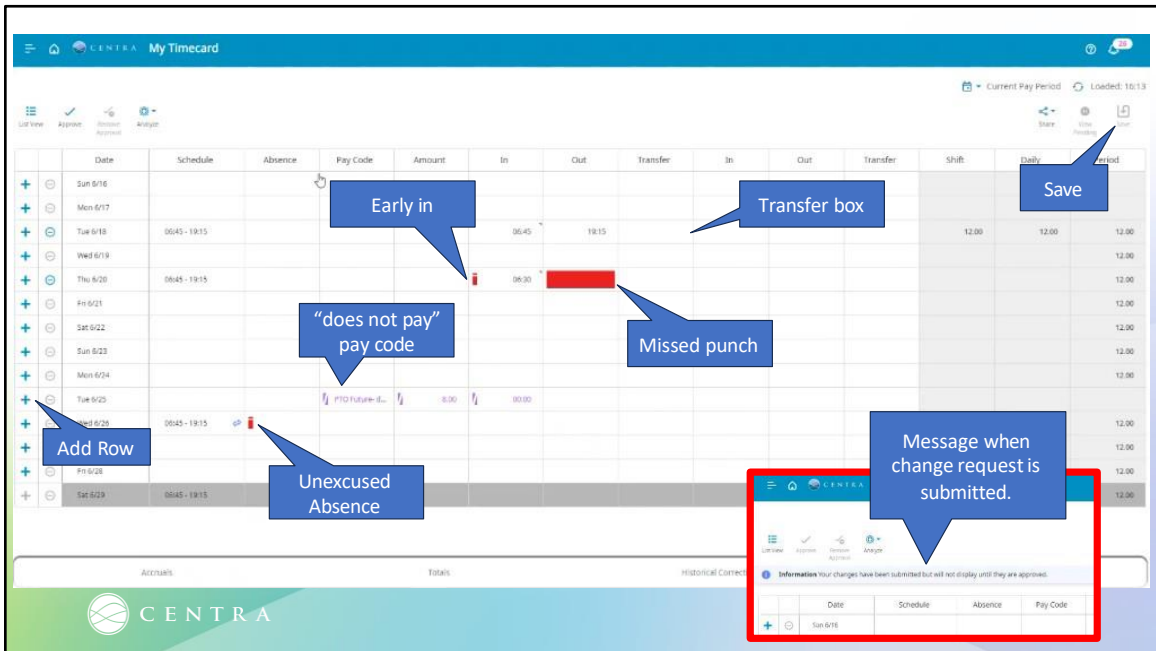


To the left you will find your full schedule in the calendar view. The dots indicate your scheduled days. The middle section is the detailed version of the calendar view. To the right you will find your unit's schedule.

# Change Requests



From the “my timecard” tile you can see your exceptions (like missed punches). To go to the timecard, click the tile link.



Exceptions are generated in timecards when there is a deviation from the caregiver’s scheduled hours. For example, if a caregiver is scheduled to work from 7:30 a.m. to 4:00 p.m., but leaves work at 3:30 p.m., or if a caregiver has a missed punch. As certain exceptions appear in caregiver timecards (like early in), a manager may be expected to resolve those exceptions by marking the exceptions as reviewed, if approved. Others, like missed punches, will need to be corrected by the employee.

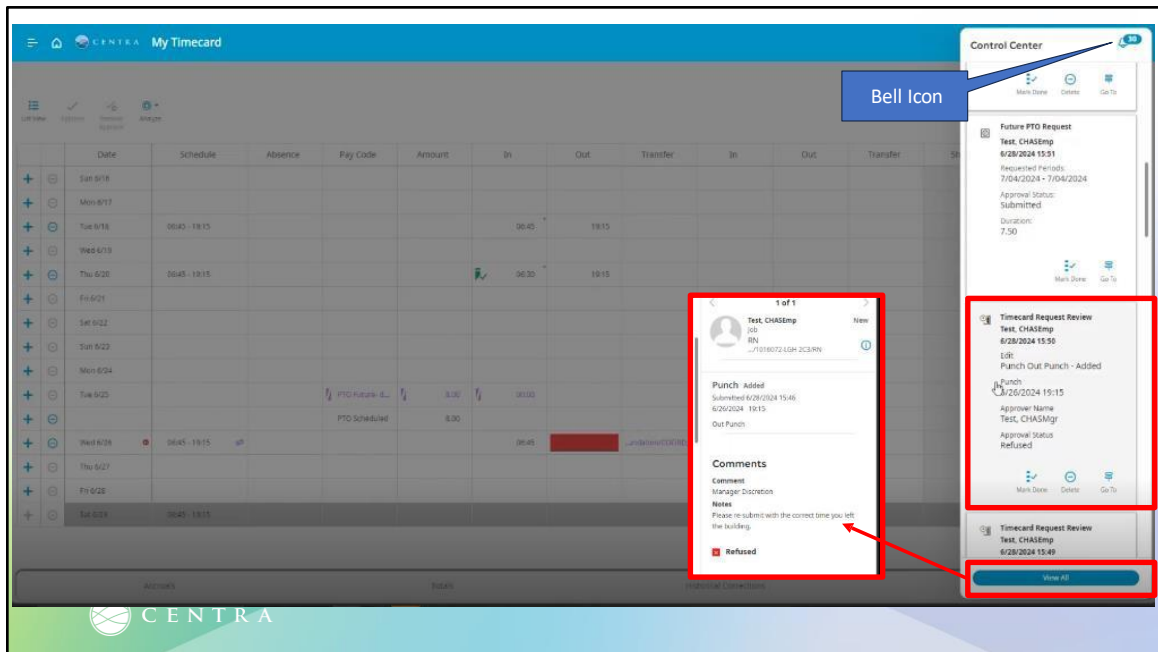
**Employee Change request options:**

1. **Correcting missed punches** (by clicking in the red box and typing in the time> then clicking save)
2. **Adding pay codes** (PTO, EIB, Charge, Preceptor) (by adding a row > clicking the pay code box > selecting the pay code > entering number of hours > then clicking save)
3. **Adding work rules** (education, meeting and orientation) (by clicking the transfer box > selecting the work rule > then clicking save)

When an employee submits a change request, the request gets routed to the manager and/or symbolic reviewer to review/act on before the change is displayed on the timecard for payment.

Please note, if the request is not correct the manager will reject with a comment, which means you will need to resubmit before you are paid

for that correction. It is the employees' responsibility to keep track of the requests submitted, to ensure timely payment of the corrections.



Refused change requests can be viewed in detail within the control center (bell icon).

- Click the Bell Icon
- Click View All to go to the control center
- Click Timekeeping
- Find the refused request select to view comment.



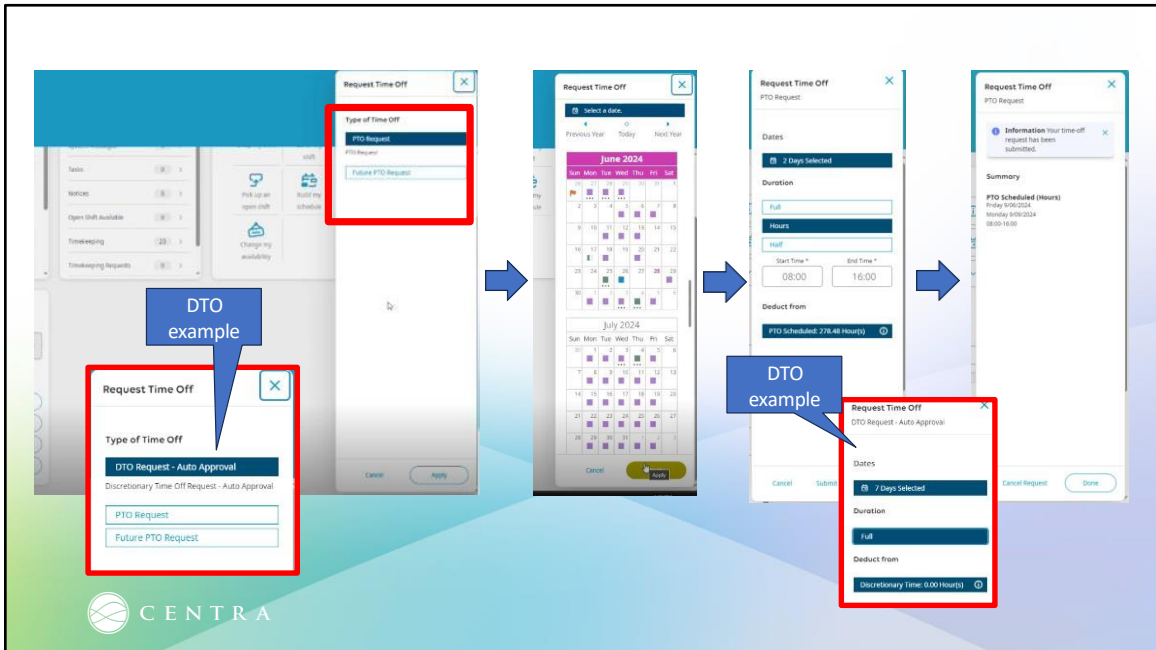
# Requesting Time Off

The screenshot displays the CENTRA employee portal dashboard. At the top, there is a teal header with the CENTRA logo and the text "Welcome back, CHASEmp". The dashboard is divided into several sections:

- My Timecard:** Shows "Edited Thu, 5/23 by Peters, Amanda D", "Exceptions: 2", and "Scheduled Hours: 75.00 Hrs".
- My Schedule:** Displays a weekly schedule for "Today" (Thu 23) and "Fri 24" (06:45-19:45 [13.00]). It also notes "You have nothing planned." for Sat 25.
- My Accruals:** Shows "Balance as of Today" for PTO as "0.00 Hour". It includes a table for "Available Balance", "Pending Grants", and "Planned Savings", all with values of 0.00. A red box highlights the "Time-Off Request" link at the bottom of this tile.
- My Notifications:** Lists various notification categories with counts: My Requests (0), System Messages (0), Tasks (0), Notices (0), Open Shift Available (0), Timekeeping (0), and Timekeeping Requests (0).
- Manage My Schedule:** Offers actions like "Swap my shift", "Cover my shift", "Pick up an open shift", "Build my schedule", and "Change my availability".
- Punch:** Shows "Last Punch: 5/21/2024 06:45" and provides buttons for "Punch In", "Out for Break", "Returns from Break", and "Punch Out".

The CENTRA logo is visible at the bottom left of the dashboard.

Requesting time off can be done by clicking “time off request” in the “my accruals” tile

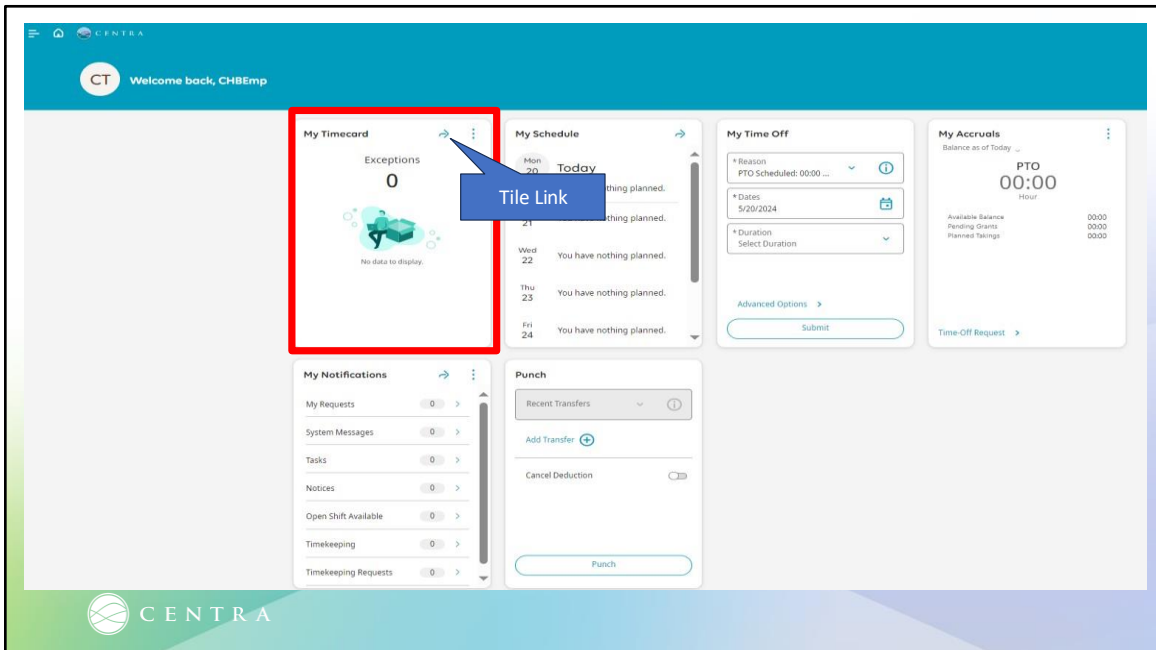


Select the appropriate time off request option based on your department set up  
 >Then click apply > click your date > Then click apply > click “hours” for the duration (enter amount ONLY to get you to your standard weekly hours)> click submit then done.

Note – All staff manager or below PTO or DTO requests will require their manager’s approval (time off will apply to timecard once approved).

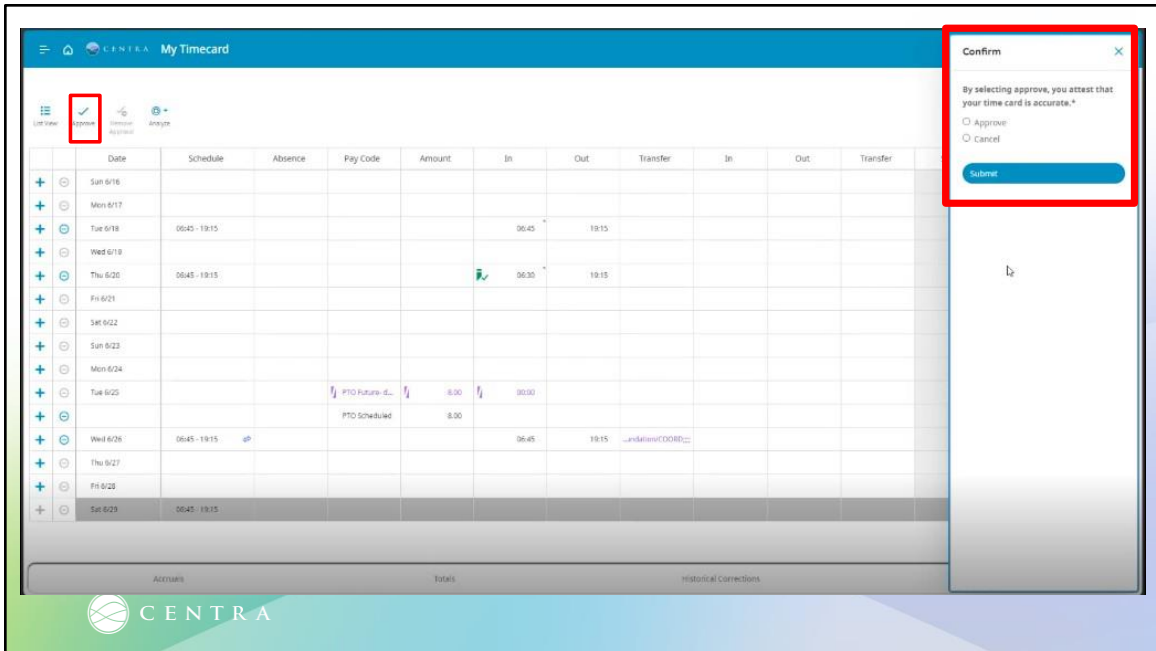
Director and above DTO requests will not require approval (time off will auto approve to timecard).

# Approving Timecard



Once your all corrections have been applied and your timecard is clean you can now approve your timecard! Click the tile link to go to your timecard.

**This will be required after your last worked day of the pay period, but before 8am payroll Monday.**



Make sure you are in the correct pay period. Click approve and in the pop up to the right select approve and submit. Timecard will change color once approved.

**If an employee fails to approve their timecard, they will still receive a paycheck on pay day for any worked time or time off in the UKG system when timecards are locked for processing at 10am payroll Monday morning.**

**Any discrepancies found will be added to the paycheck following the correction.**

**A pattern of not approving the timecard more than (3) times will result in progressive disciplinary action.**

# Thank You!

## Need help?

- **Contact Manager**
- **Email [KronosTeam@centrahealth](mailto:KronosTeam@centrahealth)**

## Please visit our UKG Pro Team Page located:

- **CentraPeople > I Need to Find > Other Home Pages > UKG Pro team page**