# **UKG Pro All Employee Training**

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## Agenda

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





in Menu		Employ	ee View		
CENTRA	me bock, CHASEmp				
	My Timecard Edited Fri Ar28 by Test, CHASMgr	My Schedule	My Notifications 🤿 🗄	Manage My Schedule	Bell Icon
	Exceptions 3	28 Today	System Messages 6 5	Swap my shift Cover my	
	Actual Hours	_INK 06:45-19:15 [12:50]	Tasks 0 >		
	Scheduled Hours 48,00 Hrs	Sun 30 You have nothing planned.	Notices (0) >	Pick up an Build my open shift schedule	
		Mon 1 06:00-16:00 [8:00]	Open Shift Available 0 >	Change my	
		Tue 2 = 08:00-16:00 [8:00]	Timekeeping Requests 0 >	availability	
	My Accruals	Punch			
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	Available Balance 40.00 Pending Grants 0.00 Blenom Tokons 0.00	Add Transfer			
		(Ponch In			

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.



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



My Timecard 🔿 🚦	My Schedule ->	My Notifications	Manage My Sch	iedule A
Edited Thu 5/23 by Peters, Amanda D Exceptions <b>2</b>	Today = 06:45-19:45 [13.00]	Tile Link	> Swap my shift	Cover my
Scheduled Hours 75.00 Hrs	<ul> <li>06:45-19:45 [13:00]</li> <li>CH/02-</li> <li>LYM/LAC/Nursing/1016072-</li> <li>LGH 2C3/RN</li> </ul>	Notices 0	3 Pickupan open shift	Build my schedule
	Fri 24 © 06:45-19:45 [13.00] Sot 25 You have nothing planned.	Open Shift Available 0 Timekeeping 0 Timekeeping Requests 0	Duarge my availability	
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Hour Analistie Balance 0.00 Paneling Grante 0.00 Paneling Balange 0.00	Add Transfer  Punch In Out for Brask			
	Return from Break			

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

My Schedule		Request • 🛱 🖶
June 2024 Today ( ) Sun Mon Tue Wed Thu Fri Sat	76 28 Today You have nothing planned.	
	Set 29 06:45-19:15 [12:50]	
9         10         11         12         13         14         15           16         17         78         19         20         21         22           28         24         25         26         27         28         26	June 30 - July 06 Mon 1 III Disco-16:00 [8:00]	Find your colleagues in the Location Schedule
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	wed 5 Independance Day	
	🗰 08:00-16:00 [8:00]	
	Thui (Submitted] 4 (Future PTO Request (Full)	
	= 08:00-18:00 [8:00]	
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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.



My Timecard 2	My Schedule	My Notifications		Manage My Sched	ule a
Edited Fri 6/28 by Test, CHASMgr	Pr	My Requests			
3	Tile Link	System Messages	((6)) 5	Swap my shift	Cover my
Actual Hours 12.00 Hrs	29 🗰 06:45-19:15 [12:50]	Tasks	a >		##
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	30	Open Shift Available	00 >	open shift	schedule
	1 08:00-16:00 [8:00]	Timekeeping	19	Change my	
	Tue 2 = 08:00-16:00 [8:00]	Timekeeping Requests	((0)) >	availability	
My Accruals :	Punch				
PTO	Last Punch: 6/20/2024 06:30				
40.00	Berent Transfers - 🕤				
Available Balance 4000	Add Transfer 🕀				
Planned Takings 0.00					

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

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	Mon 6/17		Ea	arly in				Tr	ansfer b	ОХ			
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								-	Date	Sched	lule Absence	Pay Code	
		JENIR							O SHORE				

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.

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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.



My Timecard	My Schedule 🤿	My Notifications	ə :	Manage My Schedule 🤿
Exceptions	Thu 23 Today	My Requests	• •	57 🚅
2	<b>06:45-19:45</b> [13.00]	System Messages	0 >	Swap my shift Cover my shift
Scheduled Hours 75.00 Hrs	06:45-19:45 [13.00] CH/02-	Tasks	0 >	<b>家</b>
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	Fri 24 06:45-19:45 [13.00]	Open Shift Available	0 >	A
	Sat	Timekeeping	0 >	Change my
	25 Tou nave nothing planned.	Timekeeping Requests	• •	
My Accruals Balance as of Today	Punch Last Punch: 5/21/2024 06:45			
0.00 <sub>Hour</sub>	Recent Transfers ~ ①			
Available Salance 0.00 Pending Grants 0.00 Diagonal Takitos 0.00	Add Transfer 🕀			
	Punch In			
	Out for Break			
	Return from Break			

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).



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	My Timecard Exceptions 0 O O O O O O O O O O	My Schedule Mon 20 Today Tile Link 4 Waa 21 Waa 21 Waa 20 10 10 10 10 10 10 10 10 10 1	My Time Off *Reason PTO Scheduled: 0000	My Accruait       :         Batance as of today          POO       OOO         Doo       Doo         Hours       0000         Premerging Dates       0000
	My Notifications     Image: Constraint of the state of th	Punch Recent Transfers		
C E N T R A				

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.

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		Date	Schedule	Absence	Pay Code	Amount		In	Out	Transfer	ln.	Out	Transfer	
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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

### Please visit our UKG Pro Team Page located:

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