



UKG/Kronos Ready:

**Time and Attendance Training for
Hourly Employees and Managers of
Hourly Employees**

January 11 to January 13, 2022

Sadie Moritz & Pat



worldgate™

Start Date

- UKG will be used beginning January 17, 2022 for clocking time along with any time off after January 17, 2022
- Access will not be granted until the start date of January 17, 2022. It is encouraged to take advantage of the training recordings available prior to the start date
- Even if you have already gotten time off approved in the future (e.g., vacation), please re-enter into the system and have your manager approve
- Any questions please email kronos@ccp.edu

Agenda

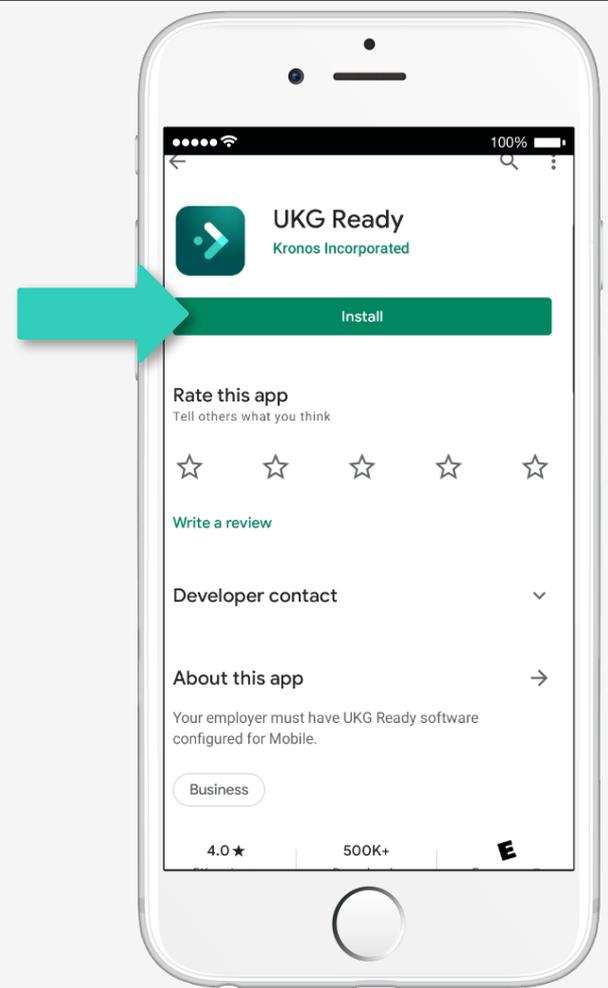
- Logging in from Mobile/Web Browser
- Employee Common Tasks
 - Clock Functions
 - Timesheet
 - Time Off Request
- Manager Common Tasks
 - Dashboard
 - Navigating Menus
 - Viewing & Editing Employee's Timesheet
 - Approving Timesheets & Exceptions



Getting Started

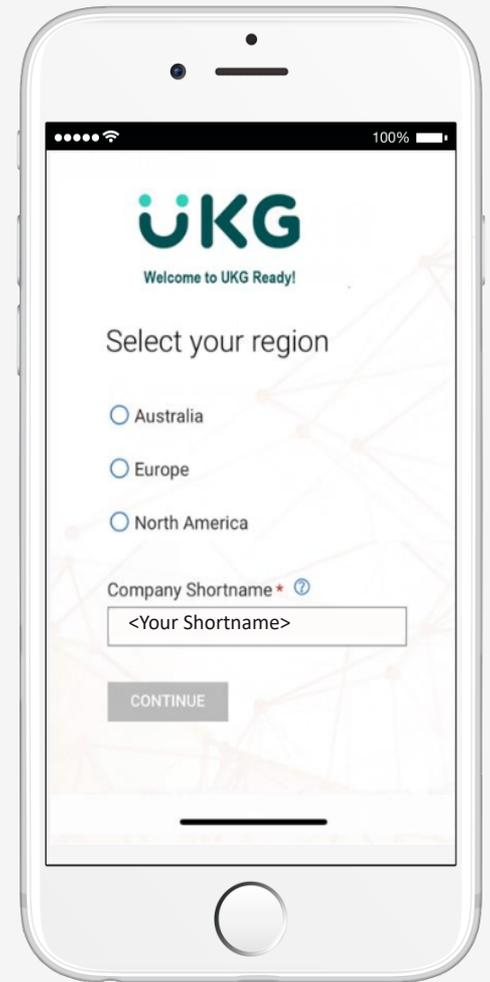
Download the Mobile App

- Go to your device's app store and search for **UKG Ready**
- There are several UKG apps, so make sure to download the correct one



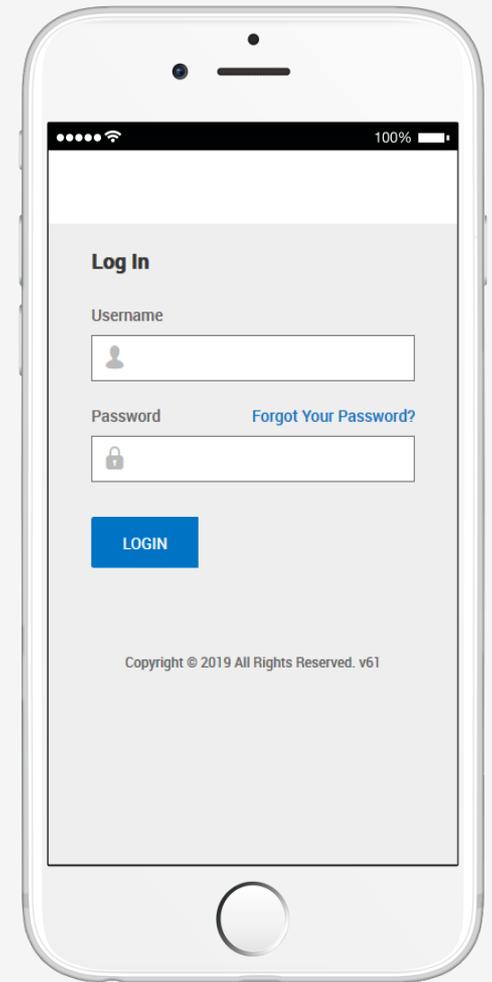
Setting Up the Mobile App

- Select the region: **North America**
- Enter our company shortname: 6174448



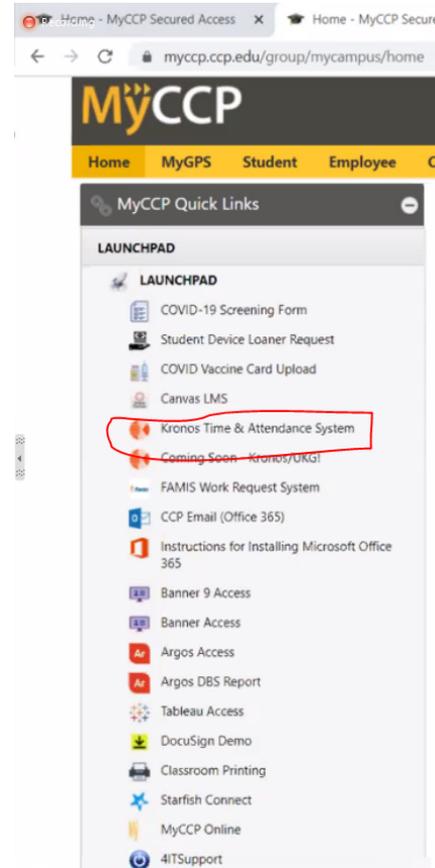
Logging into the Mobile App

- Enter your CCP network username and password
- Tap login



Enter your CCP
network username
and password
Click Login

Logging in from your web browser



HT Hourly Test
 Employee ID: 12345654321 | Hired Date: 06/01/2018 (3 Years, 7 Months, 17 Days)

Today's Tasks
 You're all caught up!

Quickly add all tabs from your Classic Dashboard. [Add From Classic](#)

Home | My Dashboard | Edit Mode

★ Start

My Account

My Timesheet

Monday, Jan 17

09:24 PM

[Eastern]

Clock | Change Cost Center

Links

Quick Links (5)

My Time

- Timesheet
- Current Timesheet
- Time Off
- Request
- History
- Calendar

My Information

My Profile

My Accrual Balances

REQUEST PERSONAL

Personal

0:00 hours available

Jan 1, 2018 - Jan 1, 2019

Sick

0:00 hours available

Jan 1, 2022 - Jan 1, 2023

Missing Punches

No Data to Display

My Schedule / My Time Off

JAN 2022

My Sticky Notes

Note 1

Employee Common Tasks

Clock Functions

Clock Face



Manually enter badge ID

Identify yourself to continue

1 2 3

4 5 6

7 8 9

0 Enter

Accepted punch notification

Accepted

Name: Hourly Test

Badge ID: 123456

Punch In/Out at 4:07 PM • Mon Dec-20-21

Secondary job button selection from a list

Secondary Job 1 Items

- <Leave Blank>
- Base Job
- FT Class/Environmental Services/Housekeeping Person

Requesting time off button series

1. Type Selection

Time Off

Bereavement

Jury Duty

Personal

Sick

Requesting time off button series

2. Day Type Selection

Request Type

Full Day

Partial Day

Multiple Days

  **Select**

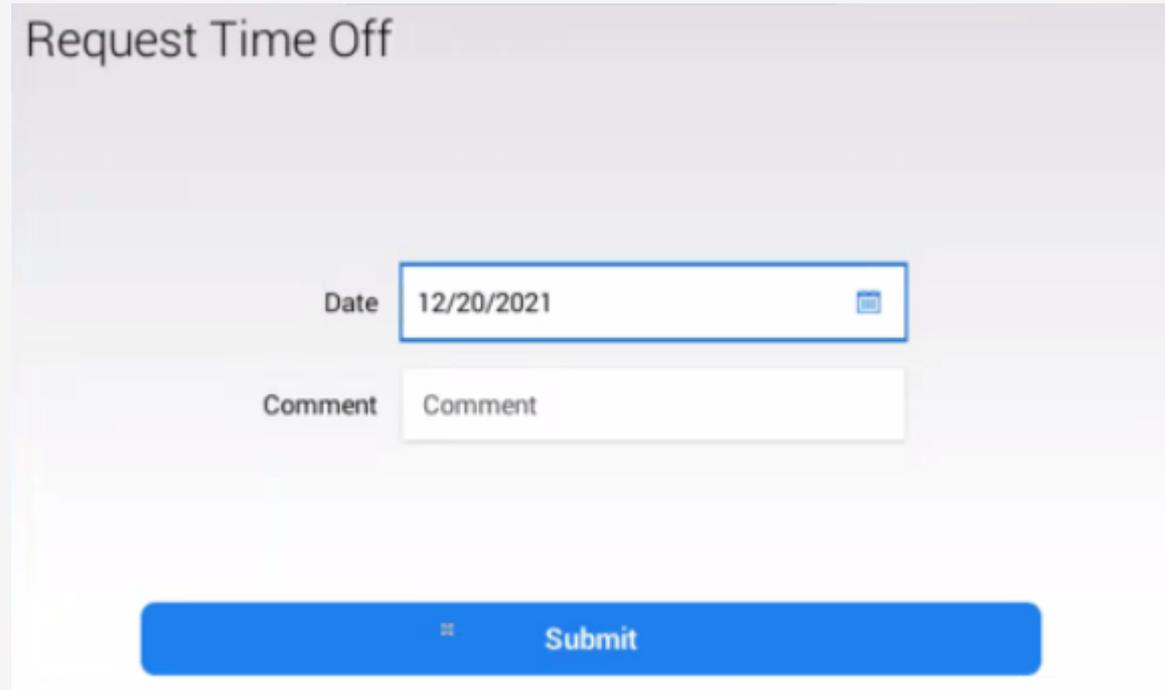
Requesting time off button series

3. Date Selection

Request Time Off

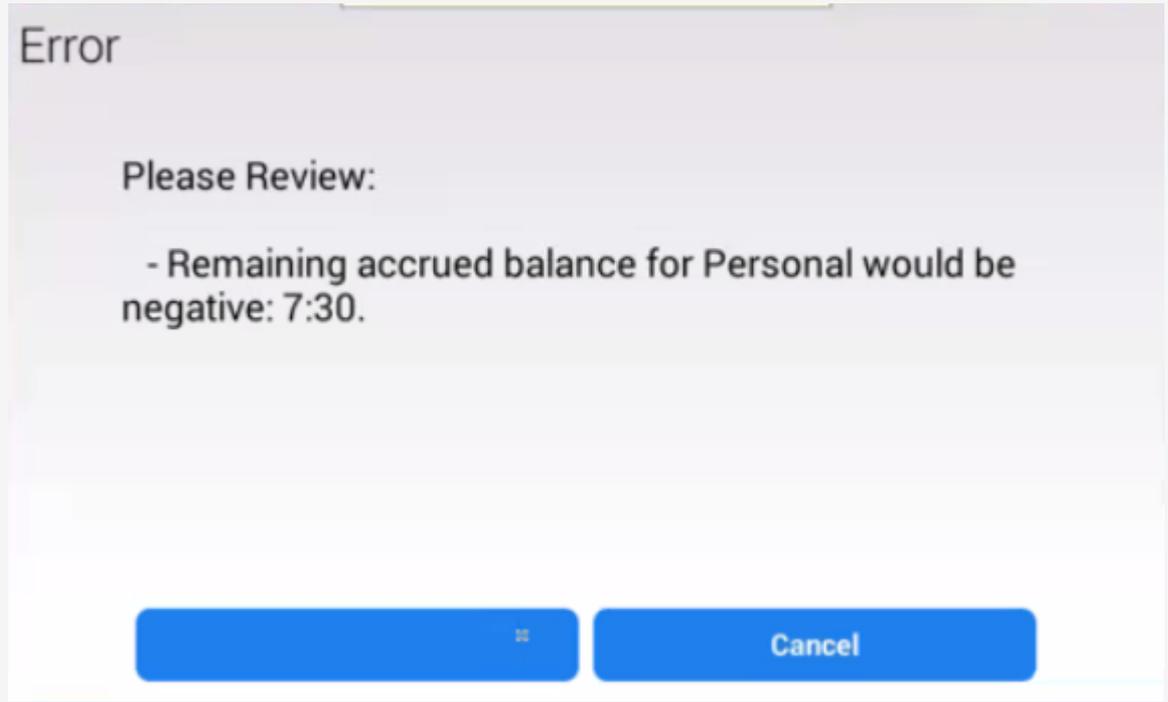
Date

Comment

A screenshot of a web form titled "Request Time Off". The form has a light gray background. At the top, the title "Request Time Off" is displayed in a dark gray font. Below the title, there are two input fields. The first is labeled "Date" and contains the text "12/20/2021". To the right of the date input is a small blue calendar icon. The second input field is labeled "Comment" and contains the text "Comment". At the bottom of the form, there is a large blue button with the text "Submit" in white.

Requesting time off button series

4. Error message for negative balance



Timesheet change request button series

1. Select type of change request

Change Type

AddPunchIn Add Punch In

AddPunchOut Add Punch Out

AddTimeEntry Add Time Entry

ModifyCostCenter Modify Cost Center

 [Select](#)

Timesheet change request button series

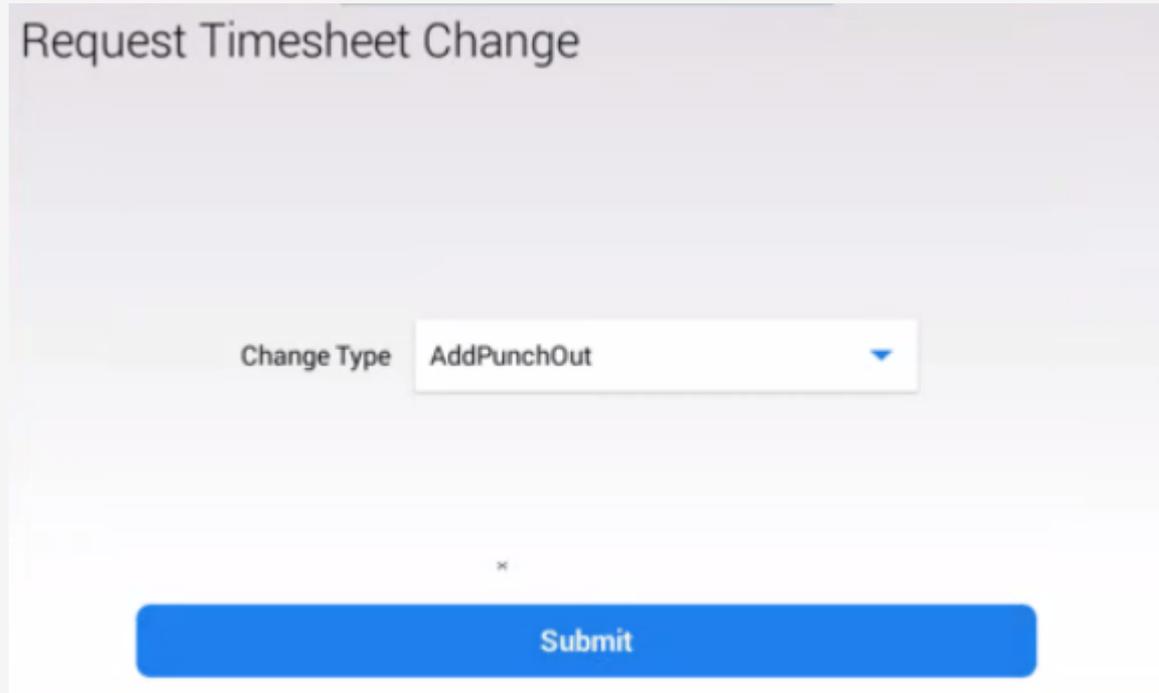
2. Type verification

Request Timesheet Change

Change Type AddPunchOut 

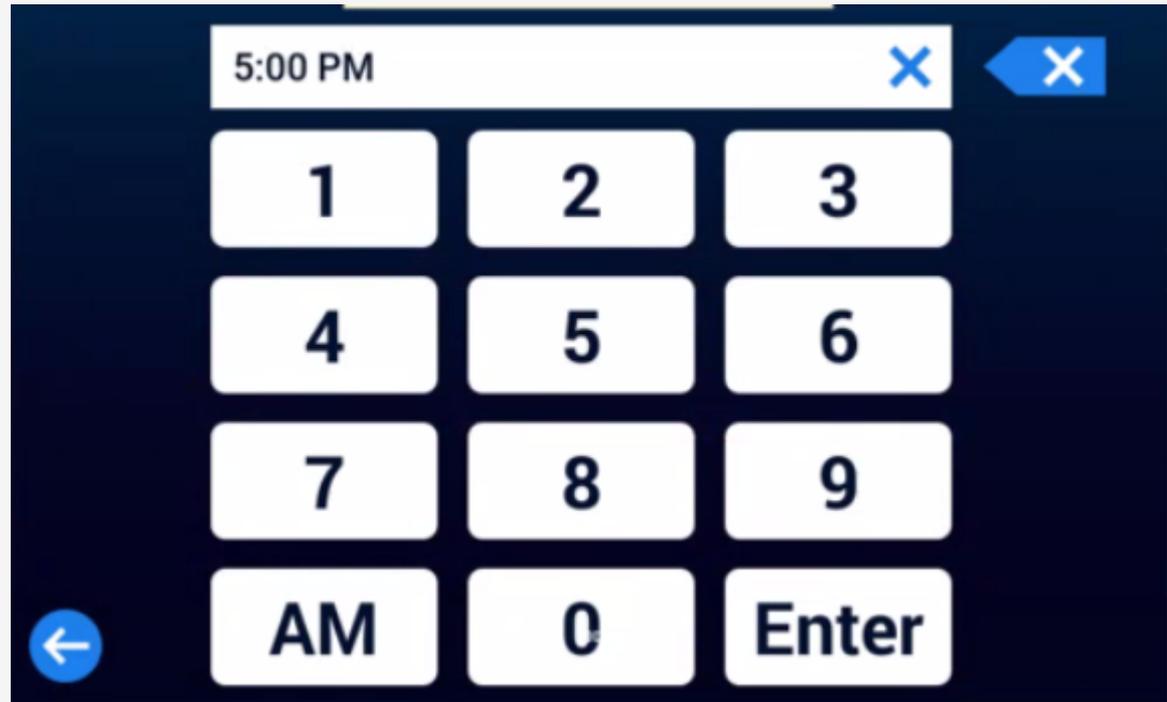
×

Submit



Timesheet change request button series

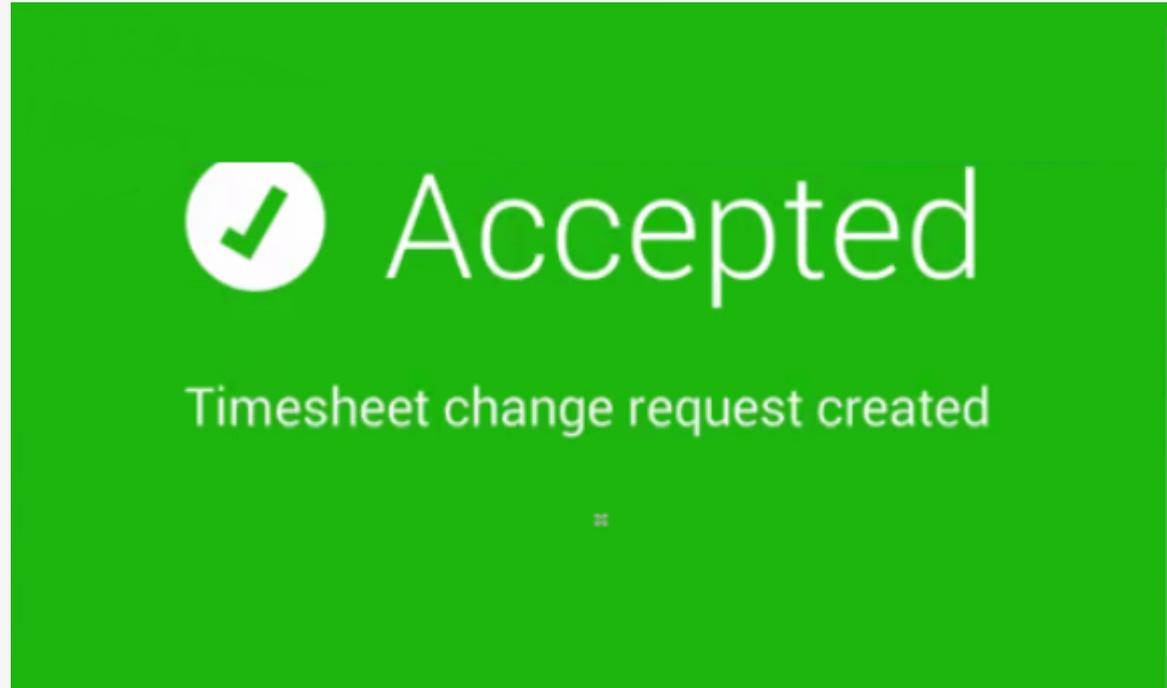
3. Enter time for punch change request



The image shows a dark blue interface for entering a punch change request. At the top, there is a white input field containing the text "5:00 PM". To the right of this field is a blue "X" icon, and further right is a blue arrow pointing left with a white "X" icon. Below the input field is a numeric keypad with white buttons on a dark blue background. The keypad is arranged in a 4x3 grid. The first three rows contain the numbers 1-9. The bottom row contains the labels "AM", "0", and "Enter". In the bottom-left corner of the keypad area, there is a blue circular button with a white left-pointing arrow.

Timesheet change request button series

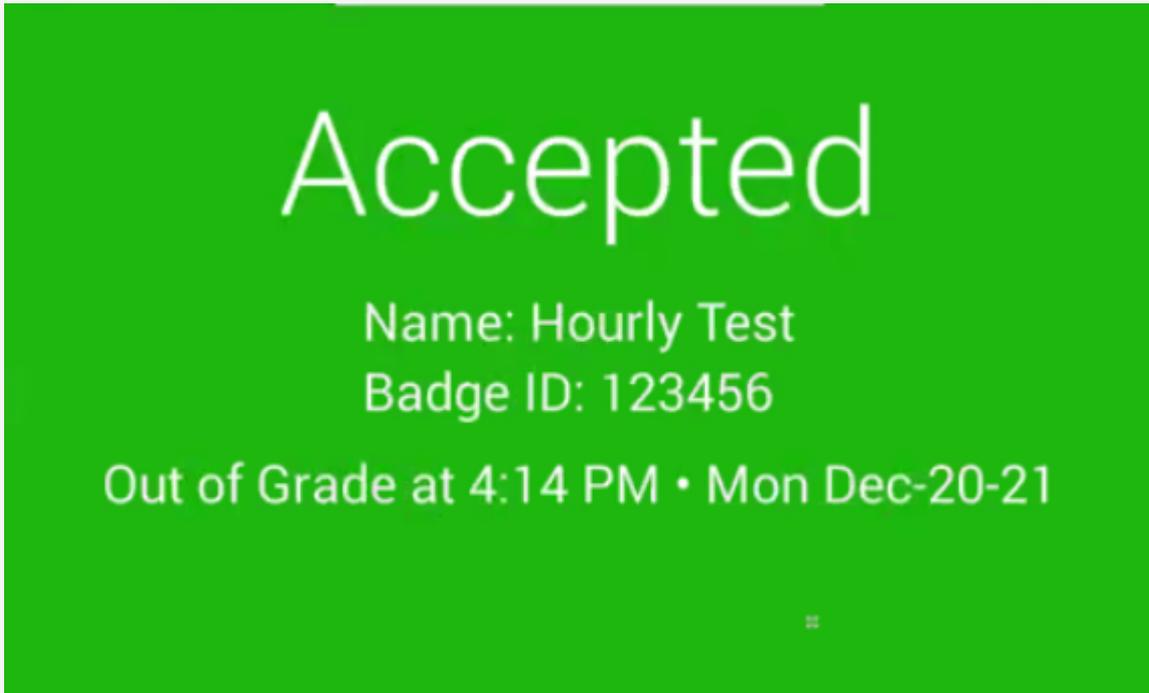
4. Accepted notification



View punches button



Out of grade button (automatic notification)



View accruals button (totals) (third row)

View Accrual Balances		Accrual Balances
Personal	0:00 Hours 06/01/2018	
Sick	0:00 Hours	
Vacation	-7:30 Hours 12/15/2021	

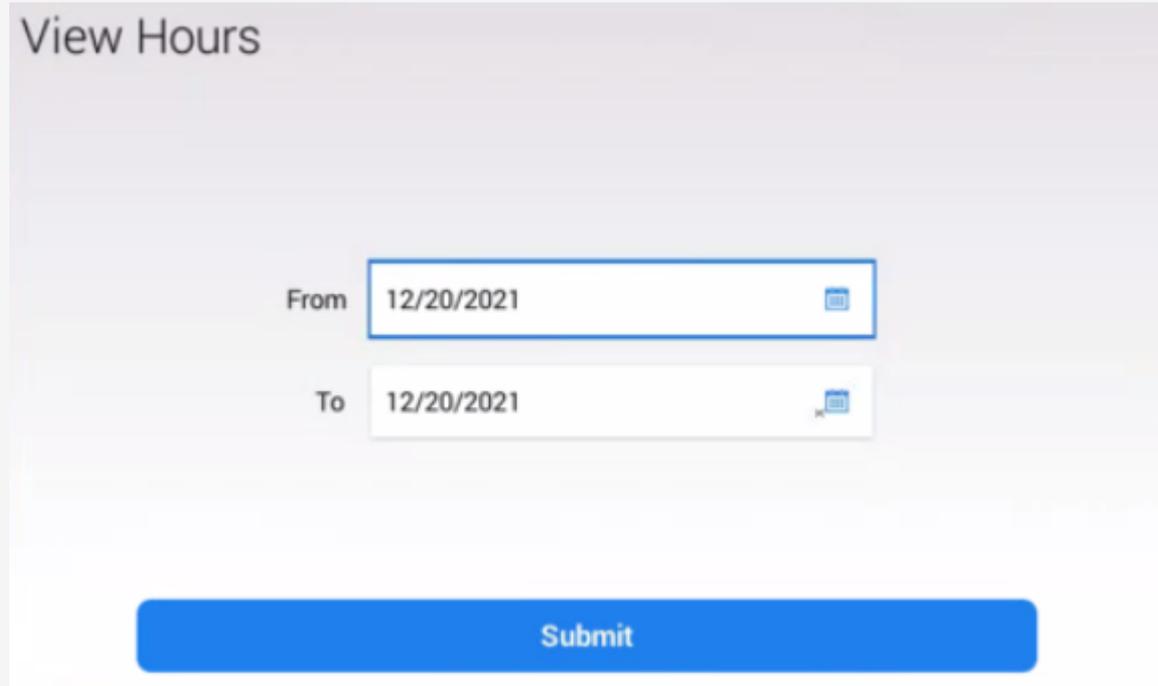
View hours button (series)

1. Select date range

View Hours

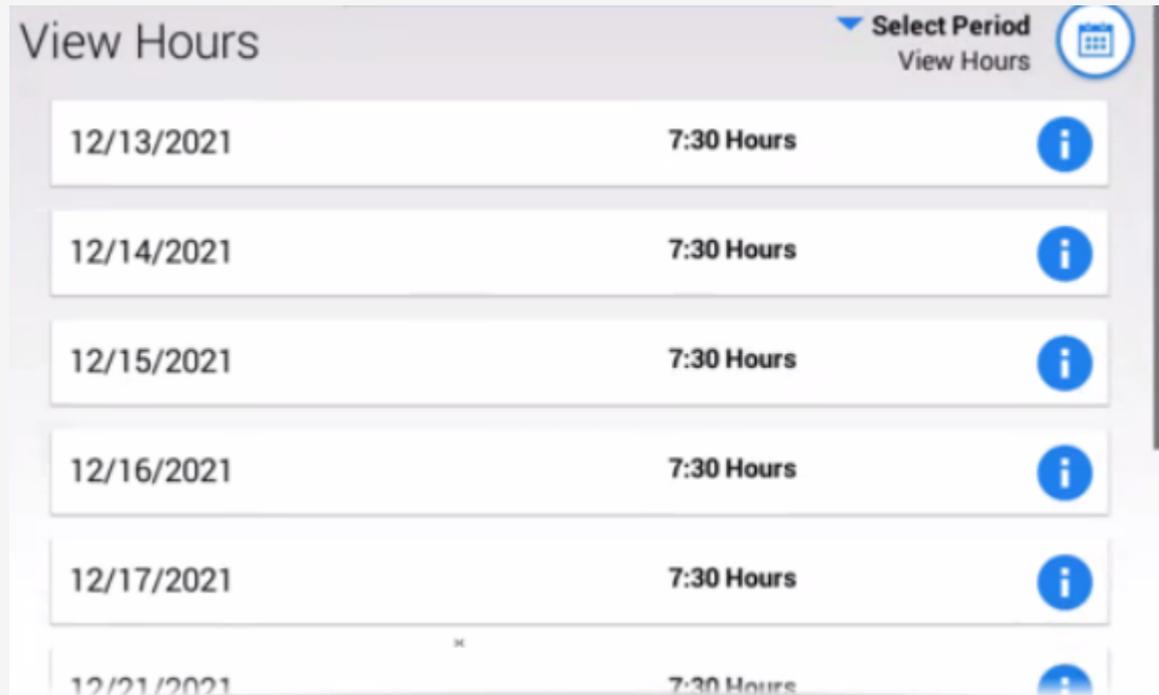
From

To

A screenshot of a web form titled "View Hours". The form contains two date input fields. The "From" field is highlighted with a blue border and contains the date "12/20/2021". The "To" field contains the same date "12/20/2021". Both fields have a small calendar icon to their right. Below the date fields is a large blue button with the text "Submit" in white.

View hours button (series)

2. Date totals



The screenshot shows a 'View Hours' interface with a header bar containing a 'Select Period' dropdown menu and a 'View Hours' button with a calendar icon. Below the header is a list of rows, each representing a date and its corresponding hours. Each row has an information icon (i) on the right side.

Date	Hours	Action
12/13/2021	7:30 Hours	Information
12/14/2021	7:30 Hours	Information
12/15/2021	7:30 Hours	Information
12/16/2021	7:30 Hours	Information
12/17/2021	7:30 Hours	Information
12/21/2021	7:30 Hours	Information

View hours button (series)

3. Date totals after clicking on the 'i' for detailed information

View Hours		Select Period	
		View Hours	
12/13/2021	7:30 Hours		
	Bulk 1 7:30		
12/14/2021	7:30 Hours		
12/15/2021	7:30 Hours		
12/16/2021	7:30 Hours		
12/17/2021	7:30 Hours		

Submit Timesheet button (series)

1. Select date range

Submit Timesheet

From

To

Submit

A screenshot of a web form titled "Submit Timesheet". The form has a light gray header with the title. Below the header, there are two input fields for date selection. The first field is labeled "From" and contains the date "12/20/2021". The second field is labeled "To" and also contains "12/20/2021". Both fields have a small calendar icon to their right. At the bottom of the form is a large blue button with the text "Submit" in white.

Web Browser Functions

Viewing Your Timesheet



01:01 PM (Eastern)

MY TIME

Available Timesheet Actions can be found at the top of the timesheet

My Time > Timesheet > Current Timesheet

← Timesheet Edit

? 🔍 |
 SAVE SUBMIT CHANGE REQUEST ...

📅 ◀ December 20, 2021 - December 26, 2021 ▶ Open 🗄

[Time Entry](#) |
 [Exceptions](#) |
 [Calc Detail](#) |
 [Calc Summary](#) |
 [Counters](#) |
 [Summary By Day](#)

30:00 hrs
Calc. Total

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	STP	Secondary Job	Activities	Notes
✓ MON Dec 20 8:30a-5p	e 08:25 am	e 05:00 pm	08:35	07:30	MON Dec 20		Choose...	Base Job	Choose...	
+			08:34 hrs	07:30 hrs						
✓ TUE Dec 21 8:30a-5p	e 08:30 am	e 05:00 pm	08:30	07:30	TUE Dec 21		Choose...	Base Job	Choose...	
+			08:30 hrs	07:30 hrs						
✓ WED Dec 22 8:30a-5p	e 08:32 am	e 05:00 pm	08:28	07:30	WED Dec 22		Choose...	Base Job	Choose...	
+			08:28 hrs	07:30 hrs						
✓ ! THU Dec 23 8:30a-5p	NO PUNCHES									
+	From am	To am	07:30	07:30	THU Dec 23		Choose...	Base Job	Choose...	
+			07:30 hrs	07:30 hrs						
✓ FRI Dec 24 8:30a-5p	From am	To am	07:30	00:00	FRI Dec 24	Holiday	Choose...	Base Job	Choose...	
+			07:30 hrs	00:00 hrs						
> SAT Dec 25			00:00 hrs	00:00 hrs						
> SUN Dec 26			00:00 hrs	00:00 hrs						

Submitting Your Timesheet



The Submit action is at the top and bottom of your timesheet.

- Ensure your time is correct and enter any exceptions (vacations) prior to submitting.
- Timesheets must be submitted weekly
 - By end of day Thursday (5pm) during the summer
 - By end of day Friday (5pm) during school year

Submitting a Time Off Request

The screenshot shows the Kronos Time Off Request interface. At the top left, the Kronos logo and the time 2:03 PM (EDT) are visible. A navigation bar shows a back arrow and the text "Time Off Request". Below this, a "Time Off Type" dropdown menu is set to "Vacation". A yellow callout bubble points to this dropdown with the text: "Select your Time Off Type and date or date range, then select 'Start Request'".

Below the dropdown, there are "Accrued Balances Details" for "Jan 1, 2022" under the "Vacation" category. It shows: "40:00 hrs Current Accrued", "09:00 hrs Taken", "16:00 hrs Current Balance", "15:00 hrs Scheduled", and "36:00 hrs Pending Approval".

A calendar view shows the month of September 2021. The date "7" is highlighted in blue, indicating the selected date for the request.

A modal window is open over the calendar, titled "TUE SEP 7". It features a "Schedule (09:00hrs)" bar chart showing a request from 9:00 am to 3:00 pm. Below the chart, there are fields for "Time Off Type" (set to "Vacation") and "Request Type" (with a dropdown menu open showing options: "Full Day", "Multiple Days", and "Partial Day (Bulk)"). There is also a "Comment" text area. At the bottom of the modal are "CANCEL" and "SUBMIT REQUEST" buttons. A yellow callout bubble points to the "SUBMIT REQUEST" button with the text: "Enter the details for your request and click Submit Request".

At the bottom right of the calendar, there is a "START REQUEST" button and a three-dot menu icon.

Manager Common Tasks

Your Dashboard

The dashboard header includes the KRONOS logo, the user name "Manager Test", employee ID "123456789", and hire date "09/10/2018 (2 Years, 9 Months, 29 Days)". A notification says "You're all caught up!". Navigation tabs include "Home" and "My Dashboard".

Four main widget categories are shown: "My Account", "My Employees", "My Timekeeping", and "Reports".

My Timesheet widget shows "Friday, Jul 9" and "3:07 PM". A callout states: "Use links in widgets to complete tasks or access specific information."

Links widget lists "Quick Links (15)", "My Information" (with "My Profile" link), and "My Time" (with "Timesheet", "Current Timesheet", "Time Off", "Request", "History", and "Calendar" links). A callout states: "Modify widget settings to meet your needs." A settings gear icon is visible in the top right of this widget.

Missing Punches widget displays "No Data to Display".

My Saved Reports widget shows "Jeremiah's View".

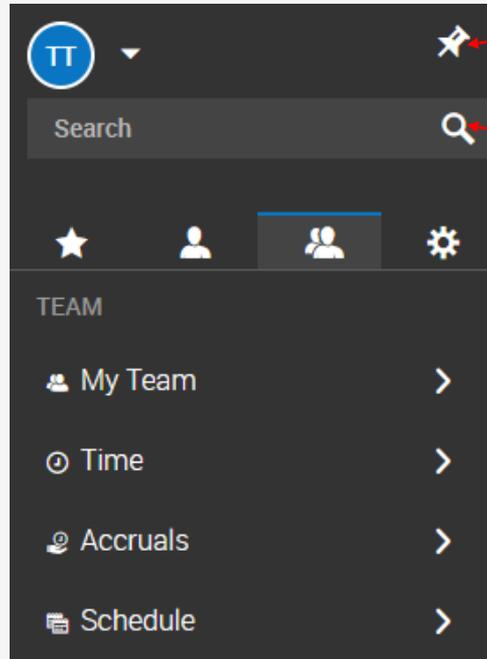
Employees widget displays a table with columns: Employee Id, First Name, Last Name, Employee Status, and Actions. A "VIEW" button is above the table.

Employee Id	First Name	Last Name	Employee Status	Actions
987654321	Johnny	Test	Active	...

My Schedule / My Time Off widget shows a calendar for "JUL 2021" with a grid of days and a vertical scroll bar on the right.

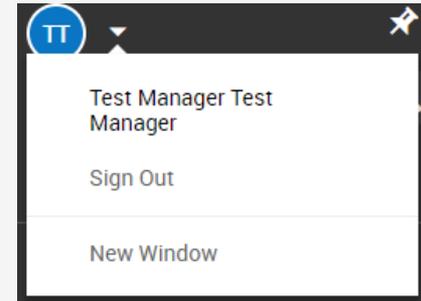
Workforce Ready

Menu Drawer: Use the menu drawer to navigate to a new area of the system.



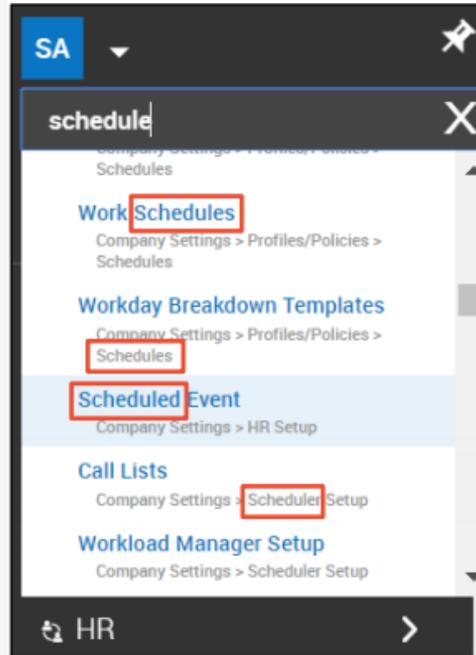
Pin Menu Drawer: Click this icon to keep the menu drawer visible.

Quick Search: Click this icon and enter text to search for what you are looking to do.

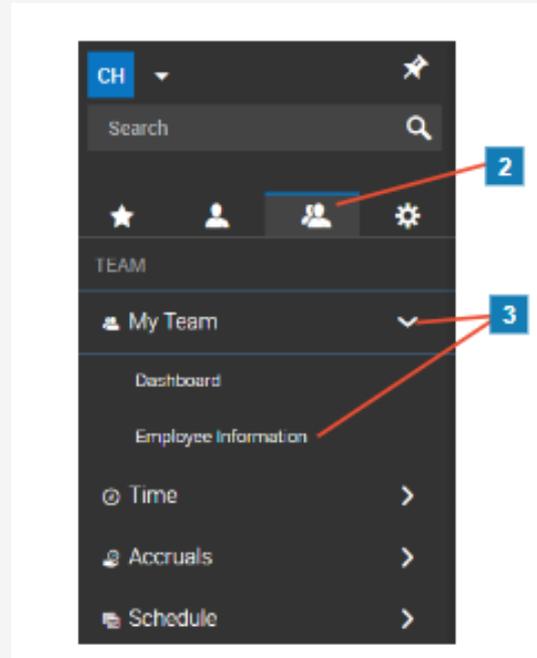


User Options: Click these options to open a second browser window or log out.

Search by Menu Item Path



Accessing Your My Team Pages



Viewing Your Team's Timesheets

 2:37 PM (EDT) TIME  

← All Timesheets 

Page 1 of 1 | 1 - 5 of 5 Rows | Current view

	Permission	Employee Id	First Name	Last Name	Raw Hours	# Records	# Unapprove...	Timesheet S...	Timesheet E...	Default Loca...	Approval Sta...		
<input type="checkbox"/>		starts with	starts with	starts with									
<input type="checkbox"/>	Approve	987654321	Johnny	Test	37:30	5	-	06/28/2021	07/04/2021		Active	Yes	Submitted
<input type="checkbox"/>	Approve	987654321	Johnny	Test	37:30	5	5	07/05/2021	07/11/2021		Active	Yes	Open
<input type="checkbox"/>	Approve	987654321	Johnny	Test	37:30	5	5	07/12/2021	07/18/2021		Active	Yes	Open
<input type="checkbox"/>	Approve	987654321	Johnny	Test	37:30	5	5	07/19/2021	07/25/2021		Active	Yes	Open
<input type="checkbox"/>	Approve	987654321	Johnny	Test	37:30	5	5	07/26/2021	08/01/2021		Active	Yes	Open
Page Total					187:30	25	20						

Approve selected timesheets

View the employee profile

Preview the hours

View and edit the timesheet

Viewing and Editing an Employee's Time

- This is an example of an Hourly employee's Timesheet

UKG 01:01 PM (Eastern) MY TIME

My Time > Timesheet > Current Timesheet

← Timesheet Edit [SAVE](#) [SUBMIT](#) [CHANGE REQUEST](#)

◀ December 20, 2021 - December 26, 2021 ▶ [Open](#)

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

30:00 hrs
Calc. Total

▼ Date	From	To	Raw Total	Calc. Total	In Date	Time Off	STP	Secondary Job	Activities	Notes
▼ MON Dec 20 8:30a-5p	<input type="text" value="e 08:25 am"/>	<input type="text" value="e 05:00 pm"/>	08:35	07:30	MON Dec 20	<input type="text" value=""/>	Choose...	Base Job	Choose...	
	+		08:34 hrs	07:30 hrs						
▼ TUE Dec 21 8:30a-5p	<input type="text" value="e 08:30 am"/>	<input type="text" value="e 05:00 pm"/>	08:30	07:30	TUE Dec 21	<input type="text" value=""/>	Choose...	Base Job	Choose...	
	+		08:30 hrs	07:30 hrs						
▼ WED Dec 22 8:30a-5p	<input type="text" value="e 08:32 am"/>	<input type="text" value="e 05:00 pm"/>	08:28	07:30	WED Dec 22	<input type="text" value=""/>	Choose...	Base Job	Choose...	
	+		08:28 hrs	07:30 hrs						
▼ THU Dec 23 8:30a-5p	NO PUNCHES									
	<input type="text" value="From am"/>	<input type="text" value="To am"/>	07:30	07:30	THU Dec 23	<input type="text" value=""/>	Choose...	Base Job	Choose...	
	+		07:30 hrs	07:30 hrs						
▼ FRI Dec 24 8:30a-5p	<input type="text" value="From am"/>	<input type="text" value="To am"/>	07:30	00:00	FRI Dec 24	Holiday	Choose...	Base Job	Choose...	
	+		07:30 hrs	00:00 hrs						
> SAT Dec 25	+		00:00 hrs	00:00 hrs						
> SUN Dec 26	+		00:00 hrs	00:00 hrs						

Approving Employee Requests and To Do Items

Complete your approval tasks by clicking the To Do bell or using the widgets on your dashboard

The screenshot displays a dashboard interface. At the top, there are two notification banners: 'My To Do Items' with a red bell icon and 'My Notifications' with a grey bell icon. Below these, the 'My To Do Items' section shows a list of three items. The first two are 'Approve/Reject Timesheet' requests from Ben Edwards and Alan Edwards. The third item, 'Approve/Reject Time Off Request' from Alan Edwards, is highlighted in blue. To the right, a detailed view of this request is shown, including the requester's name (Alan Edwards), manager information (Carlos Hudson and Max Blackburn), and a table of dates and hours. At the bottom of the detailed view are 'REJECT' and 'APPROVE' buttons.

Created	Aug 26, 2020, 9:24 pm	Time Off	Paid Time Off
Date	Sep 9, 2020	Total Hours	8.00

Complete approval tasks from your dashboard.

Click the bell icon to see a complete list of To Do tasks at any time.

Viewing and Editing an Employee's Schedule

- This is an example of editing an Hourly employee's schedule directly in the Timesheet

01:28 PM (Eastern)

Time > Timesheets > All Timesheets

Timesheet Edit

HT Hourly Test (12345654321) | December 20, 2021 - Decem

Time Entry | Extra Pay & Counter Adjustment | Exceptions | Calc Det

Date	From	To	Rate
MON Dec 20 8:30a-5p	08:25 am	05:00 pm	08
TUE Dec 21 8:30a-5p	08:30 am	05:00 pm	08
WED Dec 22 8:30a-5p	08:32 am	05:00 pm	08
THU Dec 23 8:30a-5p	NO PUNCHES		07
FRI Dec 24 8:30a-5p			07
SAT Dec 25			00
SUN Dec 26			00

Dec 23, 2021
Hourly Test (12345654321)

Availability/Preferences

Available: - Prefer:

Shift(s)

SHIFT 1 | SHIFT 2

Shift Type: 8:30a-5p

Start Date*: Thu

Standard Total Hours: 07:30

Lunch Start*: After | Lunch Time*: 04:00

Class: [Dropdown]

Secondary: [Dropdown]

Scheduling Level: [Dropdown]

Eclass for Profiles: [Dropdown]

CANCEL | SAVE

Approval Policies

- Timesheets are submitted by end of day (5pm) Thursday/Friday (depending on time of year)
- Manager must approve timesheets weekly by the following Monday morning (10am)
 - Please review Time Off requests prior to approving timesheets
- If you need to make changes to a timesheet after approving:
 - Go back in and reject the timesheet (Manager)
 - Request timesheet changes and Submit (Employee)
 - Approve timesheet change requests and Re-approve timesheet (Manager)

Delegating Approval Tasks

- If you will be unavailable to complete approval tasks due to PTO or Leave you must delegate your approval responsibilities



The screenshot shows the 'MY HR' interface. At the top right, there are notification icons for messages (2) and a bell (2), along with a help icon. The main heading is 'MY HR'. Below it, there is a navigation bar with '← My Delegations' and an 'Add New' button. The page title is 'Workflow Delegation' and it is saved to the 'System'. The table shows two rows of delegation data. The table has columns for Employee Id, Username, First Name, Last Name, Employee Status, Workflow Type, Date From, and Date To. Each row has an edit icon and an 'X' icon in the first column.

	Employee Id	Username	First Name	Last Name	Employee Status	Workflow Type	Date From	Date To
 	1027	David.Martin	David	Martin	Active	Timesheet	03/17/2019	03/31/2019
 	1027	David.Martin	David	Martin	Active	Timesheet Change Request	03/17/2019	03/31/2019

**When do I start using UKG/
Kronos?**

When to start using UKG/Kronos?

- You will need to start recording your time next Monday, January 17, 2022
- You will start submitting your time off requests as of January 17
- Please enter any already approved time off requests into the system after January 17 – and your manager will need to approve, again.

Where to go if you have questions or need help

- If you have questions, send an email to kronos@ccp.edu
- Job Aides and a Training Manual will be provided following this meeting for additional support.

Final Questions

Thank You!!!!