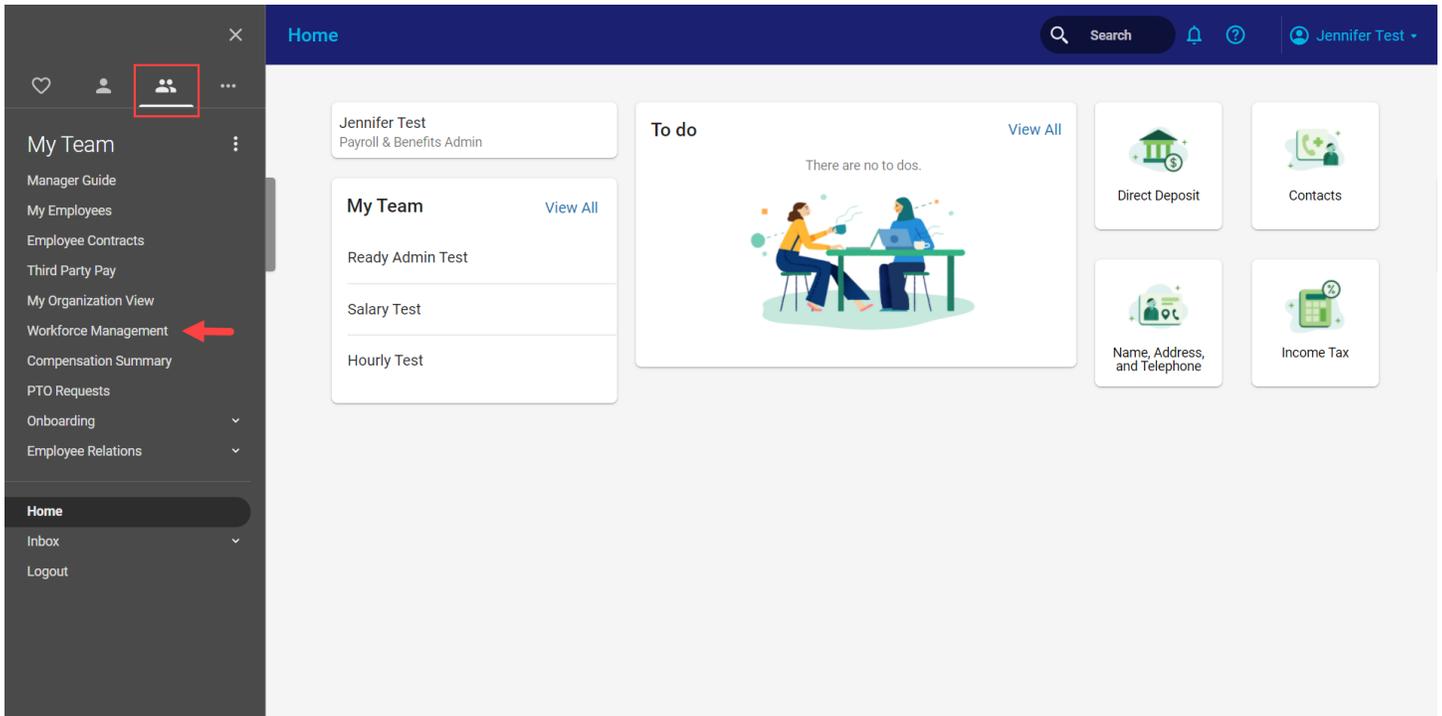


Manager Guide for Ready Time

To access UKG's time module, Ready, select Workforce Management under My Team from the side Menu.



A new window opens to UKG's Ready time module's home page.

JT Jennifer Test
 Hired Date: 04/12/2021 (5 Months, 5 Days)

Today's Tasks ↻
 1 New To Do's 2 Notifications to Review

Home



Edit Mode

Time Off Awaiting My Approval

APPROVE REJECT

Requested Dates: Next 365 Days

1 of 1 | 1 Rows [System] ▼

☐	↕	↑ Date Requested	From	To	Time
☐	▼	Employee: Hourly, Test			
☐	>	09/23/2021		-	8.00

Employees

VIEW

1 of 1 | 3 Rows [System] ▼

☐	First Name	Last Name	Employee EIN	Actions
☐	Hourly	Test	OPFCU	⋮
☐	Salary	Test	OPFCU	⋮
☐	Ready Admin	Test	OPFCU	⋮

Timesheets Awaiting My Approval

VIEW APPROVE REJECT

Timesheet Dates: Last And Current Months

1 of 1 | 0 Rows [System] ▼

↑ Timesheet Start	Timesheet End	Raw Hours	Calc. Hours	Actions
No Data to Display				

The Ready Home page consists of different sections and options.

g **JT** Jennifer Test
 Hired Date: 04/12/2021 (5 Months, 5 Days)

Today's Tasks ↻
1 New To Do's 2 Notifications to Review

a **Time Off Awaiting My Approval** ⋮

APPROVE REJECT

Requested Dates: Next 365 Days

1 of 1 | 1 Rows [System] ⌵(1) ⋮

<input type="checkbox"/>	↑ Date Requested	From	To	Time	
<input type="checkbox"/>	Employee	Hourly, Test			
<input type="checkbox"/>	>	09/23/2021	-	-	8.00

b **Employees** ⋮

VIEW ⋮

1 of 1 | 3 Rows [System] ⌵(0) ⋮

<input type="checkbox"/>	First Name	Last Name	Employee EIN	Actions
<input type="checkbox"/>	Hourly	Test	OPFCU	⋮
<input type="checkbox"/>	Salary	Test	OPFCU	⋮
<input type="checkbox"/>	Ready Admin	Test	OPFCU	⋮

c **Timesheets Awaiting My Approval** ⋮

VIEW APPROVE REJECT ⋮

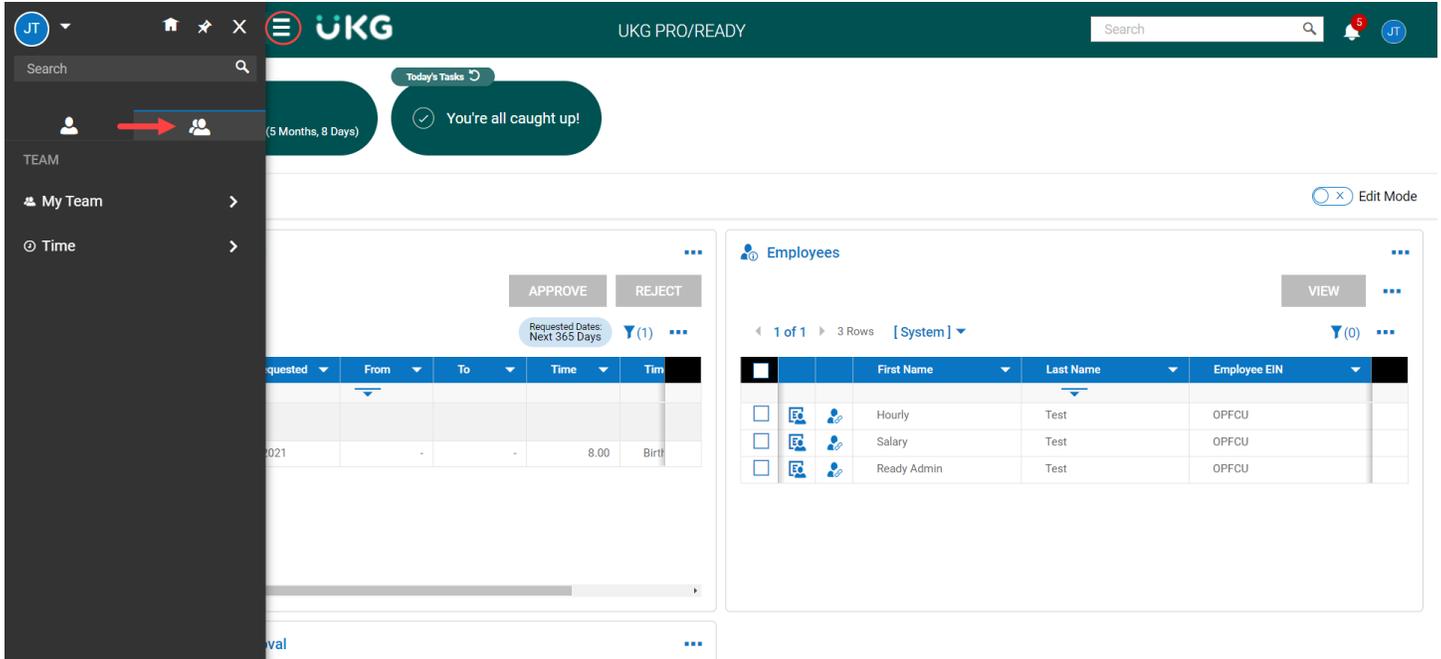
Timesheet Dates: Last And Current Months

1 of 1 | 0 Rows [System] ⌵(1) ⋮

↑ Timesheet Start	Timesheet End	Raw Hours	Calc. Hours	Actions
i No Data to Display				

a	Quick links to time off requests pending your approval
b	Listing of your direct reports with links to profiles
c	Timesheets pending your approval
d	Drop-down menu to access timesheets, time off, team information and reports for your direct reports
e	Search/Navigation bar.
f	Inbox-notifications and to do items.
g	Your information and open items.

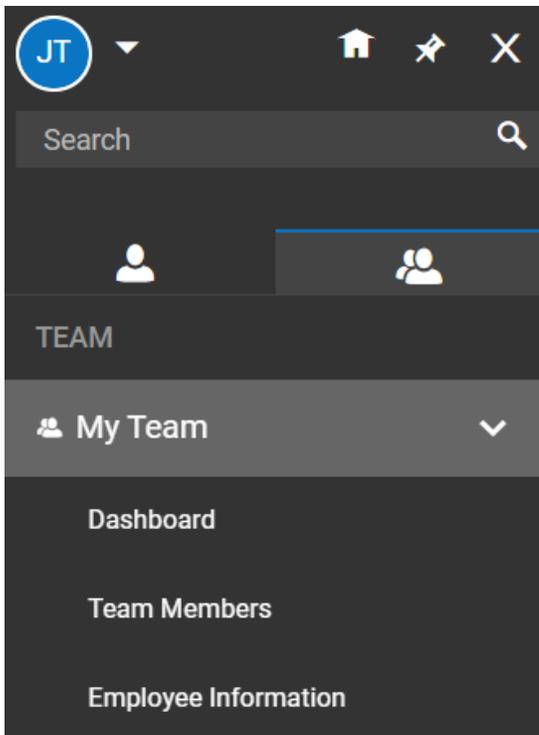
To navigate within the UKG Ready you can use the hyperlinks from the Home page or use the Team tab of the left side menu.



The Team tab of the side menu allows you to access a variety of time information for your direct reports.

My Team

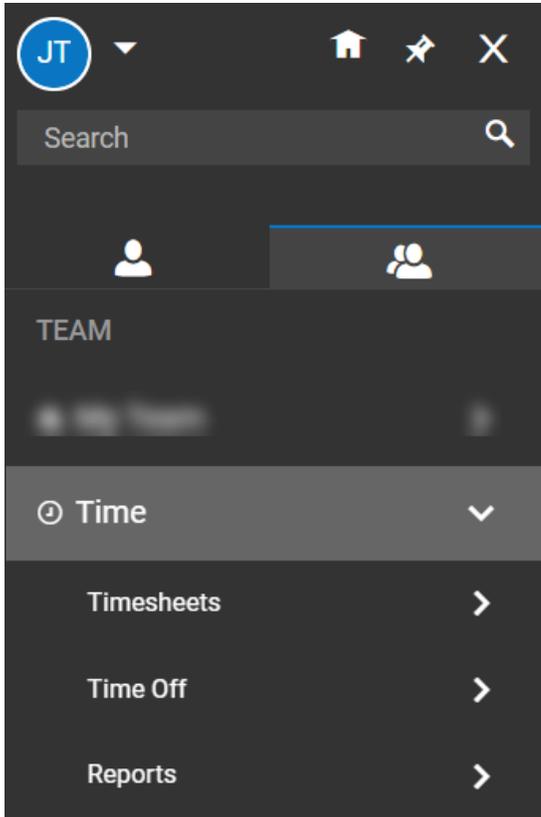
Under My Team the options include Dashboard, Team Members and Employee Information.



- **Dashboard** – Shows a dashboard of employee information and attendance with quick links.
- **Team Members** – Shows the employees on your team and ability to access their records.
- **Employee Information** – Shows your direct reports, their payroll and timesheet status, and links to profiles.

Time

Under Time the options include Timesheets, Time Off and Reports



Timesheets – Shows options for viewing timesheets, timesheet approval history, time entries and change requests.

Time Off – Shows options for reviewing time off requests, history, balances and time off calendar.

Reports – Shows the specific reports available to run.

Accessing Timesheets

Access employee timesheets by using the menu and selecting **Team > Timesheets > All Timesheets**

A screenshot of the UKG PRO/READY application interface. The top navigation bar is dark green with the UKG logo, the text 'UKG PRO/READY', a search bar, and a notification bell with a red '6' and a user profile icon 'JT'. Below the navigation bar, there are 'Today's Tasks' and 'Notifications to Review' sections. The main content area is partially obscured by a dark grey sidebar menu. The sidebar menu has a 'TEAM' section with 'My Team' and a 'Time' section with a dropdown arrow. The 'Time' dropdown is open, showing 'Timesheets' with a red checkmark. Under 'Timesheets', there are several options: 'Timesheet Views', 'All Timesheets' (highlighted with a red arrow), 'Pending Approval', 'By Pay Period', 'Current', and 'All Open'. The background shows an 'Employees' table with columns for 'First Name', 'Last Name', 'Employee EIN', and 'Actions'. The table contains three rows of data: 'Hourly', 'Salary', and 'Ready Admin', all with 'Test' as the last name and 'OPFCU' as the Employee EIN.

On the All Timesheets page, click the **Current View** drop down and select **View By** to display options.

Select from the following options:

- **Pending Approval** – Shows all timesheets that are awaiting your approval.
- **All Timesheets** – Shows all timesheets for a selected date range.
- **By Pay Period** – Shows all timesheets associated with a pay period profile for a selected date range.
- **All Open** – Shows all timesheets that have not yet been submitted for a selected date range.
- **Current** – Shows all timesheets that include today's date.

The screenshot shows the UKG interface for the 'All Timesheets' page. At the top, there is a navigation bar with the UKG logo, the time '04:46 PM (CDT)', the word 'TIME', a search bar, and a notification bell with a red '6' and a user profile icon 'JT'. Below the navigation bar, the breadcrumb trail reads 'Time > Timesheets > Timesheet Views > All Timesheets'. The main heading is 'All Timesheets' with a back arrow. To the right are buttons for 'VIEW', 'APPROVE', and 'REJECT', along with a three-dot menu. Below this, there is a pagination section showing 'Page 1 of 1' and '1 - 9 of 9 Rows'. A 'Current view' dropdown is set to 'Current view'. To the right of this is a filter for 'Timesheet Dates: This Month' and a filter icon with '(1)'. The main table has columns for 'Permissions', 'First Name', 'Last Name', 'Employee EIN', 'Raw Hours', '# Records', and '# Unapproved Time Entries'. A 'View By' dropdown menu is open over the table, showing options: 'All Timesheets' (checked), 'All Open', 'By Pay Period', 'Current', and 'Pending Approval'. The table rows show various employees with their respective timesheet data.

From the All Timesheets page you can View, Approve or Reject employee timesheets.

Mark the box next to the employee's name or select all employees you want to review.

This screenshot is similar to the previous one, showing the 'All Timesheets' page. The 'VIEW', 'APPROVE', and 'REJECT' buttons are highlighted with a red rectangular box. The table below shows the first two rows of data. The first row is highlighted in blue and has a green checkmark in the checkbox column. The second row is not highlighted. The table columns are 'Permissions', 'First Name', 'Last Name', 'Employee EIN', 'Raw Hours', '# Records', and '# Unapproved Time Entries'.

Available functions for the timesheets are indicated by the icons to the left of the employee's name.

 Edit Timesheet

 View Time Entries Audit Trail

 Preview Timesheet

 Employee Information

Select the pencil icon to open and edit a timesheet.

Time > Timesheets > All Timesheets

← Timesheet Edit



SAVE

REJECT



HT



September 06, 2021 - September 19, 2021

Open

Time Entry

Calc Detail

Calc Summary

Counters

Summary By Day

8.09 hrs

9.04 hrs

Raw Total

Calc. Total

Date		From	To	Lunch	Raw Total	Calc. Total	In Date	Time Off	Branch
TUE Sep 14	+				0.00 hrs	0.00 hrs			
WED Sep 15	...	11:39 am	To am	0.00	0.00	0.95	WED Sep 15		Corporat
	...	From am	11:39 am	0.00	0.00	0.00	WED Sep 15		Corporat
	...	12:36 pm	12:37 pm	0.00	0.02	0.02	WED Sep 15		Corporat
	...	12:37 pm	12:38 pm	0.00	0.02	0.02	WED Sep 15		Corporat
	+				0.04 hrs	0.99 hrs			
THU Sep 16	+				0.00 hrs	0.00 hrs			
FRI Sep 17	...	12:35 pm	12:38 pm	0.00	0.05	0.05	FRI Sep 17		Corporat
	...	From am	To am	0.00	0.00	0.00	FRI Sep 17		Corporat

The Timesheet Edit page contains several tabs in addition to the timesheet. The tabs include:

- **Calc Detail** – Calculation details grouped by day (day total, week total, pay period)
- **Calc Summary** - Calculation summary per code
- **Counters** – Calculation summary for each code on each day
- **Summary by Day** – Calculation totals per day

Approving Employee Timesheets

There are multiple ways to approve employee timesheets in the system including

- A. Accessing **My Mailbox**
- B. Using the Timesheets (Pending Approval) page

Approve Using My Mailbox

Select **My Mailbox**  from the top right of your screen.

The screenshot displays a user interface for managing timesheets. On the left, a 'My To Do Items' list shows three items: 'Approve/Reject Timesheet' by Ben Edwards, 'Approve/Reject Timesheet' by Alan Edwards, and 'Approve/Reject Time Off Request' by Alan Edwards. The first item is selected, highlighted in blue, and marked with a green callout box labeled '1'. On the right, the detailed view of this timesheet is shown, including the user 'Ben Edwards (1002)', manager information (Carlos Hudson and Max Blackburn), labor allocations, and dates. A green callout box labeled '2' points to the 'Open Timesheet' button. At the bottom right, there are 'REJECT' and 'APPROVE' buttons, with a green callout box labeled '3' pointing to the 'APPROVE' button.

1. Select the timesheet you wish to approve from the left panel. The timesheet information displays.
2. Select **Open Timesheet** to open the timesheet for review or to make changes (click **Back** to return to the **My To Do Items** screen).
3. Select **Approve** or **Reject** at the bottom of the screen to take action on the selected Timesheet. A confirmation dialog box displays.
4. Enter a comment (optional) in the dialog box and select **Approve**.

Note: Take action on multiple timesheets at once by selecting the items in the left panel and clicking on Approve or Reject at the top right of the screen.

Approving Using Timesheets (Pending Approval) screen

Use the left side menu to navigate to **Team > Time > Timesheets > All Timesheets**

The screenshot shows the UKG PRO/READY interface. The left sidebar menu is open, showing the navigation path: **TEAM** > **Timesheets** > **All Timesheets**. A red arrow points to the 'All Timesheets' option. The main content area displays the 'Timesheets (Pending Approval)' screen. At the top, there are buttons for 'APPROVE' and 'REJECT'. Below these, there is a table with columns: 'Requested', 'From', 'To', 'Time', 'Time Off', and 'Com.'. A row is visible with a date of 23/2021, a time of 8.00, and a comment 'Birthday'. The interface also shows a search bar, a user profile icon (JT), and a notification bell icon.

1. Select the **Current View** drop down and select the desired option.
2. Select the timesheets you wish to approve using the checkboxes.
3. Select **Approve** or **Reject**. A confirmation dialog box displays.
4. Enter a comment (optional) in the dialog box and select **Approve**.

This screenshot shows the 'Timesheets (Pending Approval)' screen with annotations. A green box labeled '1' points to the 'Current view' dropdown menu, which is open and shows options: 'View By', 'All Timesheets', 'All Open', 'By Pay Period', 'Current', and 'Pending Approval'. A green box labeled '2' points to the checkboxes in the first column of the table. A green box labeled '3' points to the 'APPROVE' button. The table has columns: 'Employee Id', 'Name', 'Raw Hours', '# Records', '# Unapproved Time Entries', and 'Timesheet Date'. The table contains several rows of data, with the first row showing a raw hour of 90.00 and 10 unapproved time entries.

Approve Directly from the Employee's Timesheet

1. Use the left side menu to navigate to **Team > Employee Information**. On the Employee Information page, click on the Employee Quick Links  icon.

My Team > Employee Information

← Employee Information

VIEW ...

Page 1 of 1 | 1 - 3 of 3 Rows | Saved: Default

Filter (0) ...

		First Name	Last Name	In Payroll	Locked
		starts with	starts with	All	All
<input type="checkbox"/>		Hourly	Test	Yes	No
<input type="checkbox"/>		Salary	Test	Yes	No
<input type="checkbox"/>		Ready Admin	Test	Yes	No

2. In the Employee Quick Links box select Current Timesheet.

☰ UKG
12:22 PM (CDT)
MY TEAM

My Team > Employee Information

← Employee Information

Page 1 of 1 | 1 - 3 of 3 Rows | Saved: Default

		First Name	Last Name	In Payroll	Locked
		starts with	starts with	All	All
<input type="checkbox"/>		Hourly	Test	Yes	No
<input type="checkbox"/>		Salary	Test	Yes	No
<input type="checkbox"/>		Ready Admin	Test	Yes	No

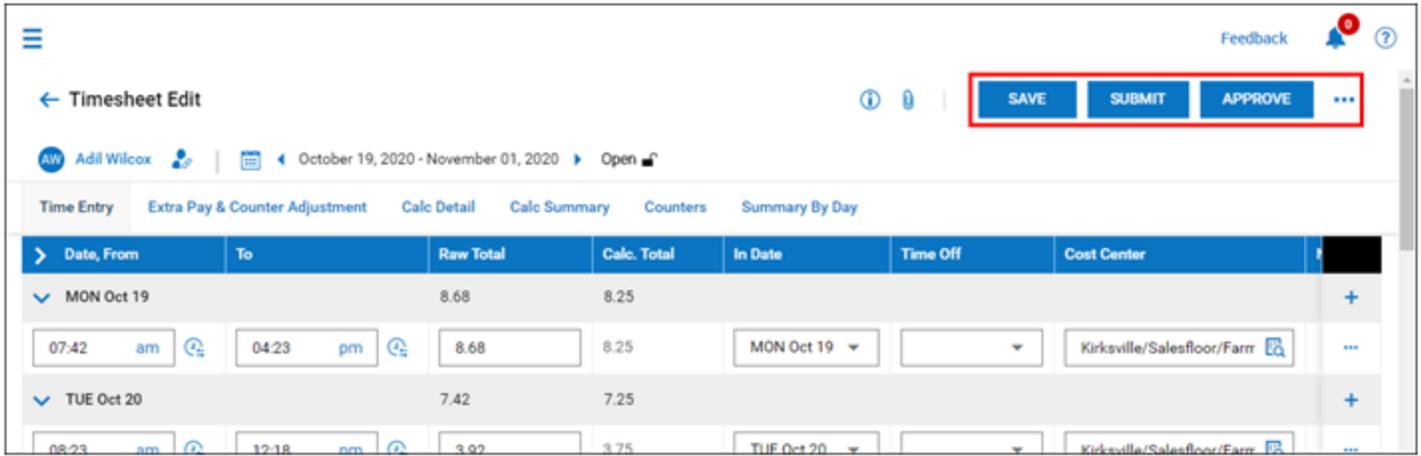
Employee Quick Links

HT Hourly Test (OPFCU)

All Timesheets **Current Timesheet**

CLOSE

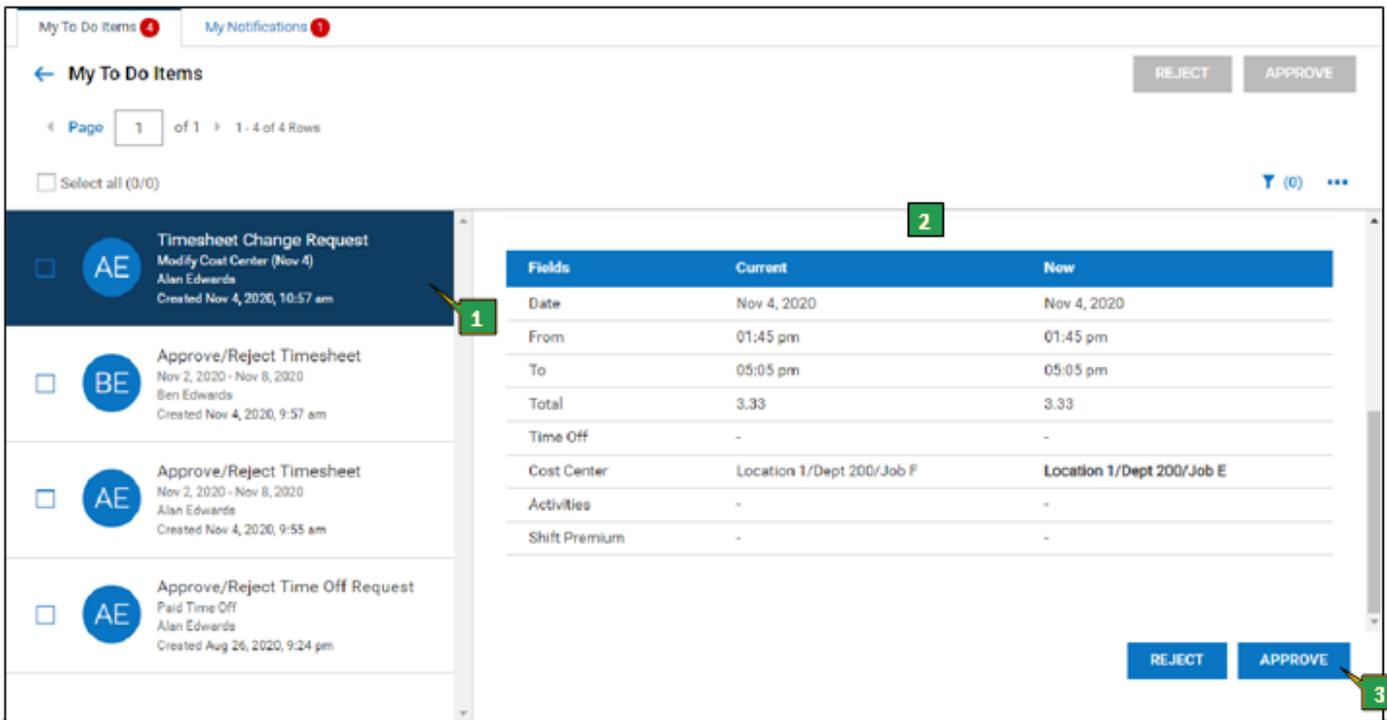
3. Use the action buttons in the top right of the Timesheet Edit screen.



Approve Timesheet Change Requests

Select the **My Mailbox** icon in the top right of your screen.

1. In the My To Do Items tab select the request you wish to view the information about the request.
2. Review the request details using the text and available links in the right panel. Helpful links include the ability to open the timesheet or review any relevant notes. Displayed information is organized into columns comparing the current information to the newly proposed change (shown in bold).
3. Select **Approve** or **Reject** at the bottom of the screen. A confirmation dialog box displays.
4. Enter a comment (optional) in the dialog box and select **Approve**.



Approve Time Off Requests

Pending time off requests can be approved or denied in multiple ways including:

- A. From the Home page dashboard
- B. Accessing My Mailbox

A. Home Screen

1. Locate the item on the dashboard containing “Time Off Awaiting My Approval” which lists any pending requests.

The screenshot shows the UKG Home Screen dashboard. At the top, there is a dark green header with the UKG logo, the time 10:14 AM (CDT), the user name UKG PRO/READY, a search bar, and a notification bell with a red '6' and a profile icon 'JT'. Below the header, there is a user profile card for Jennifer Test, hired on 04/12/2021 (5 Months, 8 Days), and a 'Today's Tasks' card showing 'You're all caught up!'. The main dashboard area has a 'Home' button and a settings gear icon. On the right, there is an 'Edit Mode' button. The dashboard contains three main sections:

- Time Off Awaiting My Approval:** This section is highlighted with a red border. It shows a table with one row of data. The table has columns for 'Grouped By', 'Date Requested', 'From', 'To', 'Time', and 'Time'. The data row shows 'Hourly, Test' with a date of '09/23/2021' and a time of '8.00'. Above the table are 'APPROVE' and 'REJECT' buttons. The table is filtered to show 1 of 1 rows.
- Employees:** This section shows a table with three rows of employee data. The columns are 'First Name', 'Last Name', and 'Employee EIN'. The data rows are: 'Hourly, Test' with EIN 'OPFCU', 'Salary, Test' with EIN 'OPFCU', and 'Ready Admin, Test' with EIN 'OPFCU'. Above the table is a 'VIEW' button. The table is filtered to show 1 of 1 rows.
- Timesheets Awaiting My Approval:** This section shows a table with no data. The columns are 'Timesheet Start', 'Timesheet End', and 'Raw H'. Above the table are 'VIEW', 'APPROVE', and 'REJECT' buttons. The table is filtered to show 1 of 1 rows with 0 rows of data.

2. Select the request you wish to view
3. Select Approve or Reject in the top right of the dashboard box.

UKG 10:45 AM (CDT) UKG PRO/READY Search [5] JT

Time Off Awaiting My Approval 1

APPROVE REJECT 3

Page 1 of 1 1 - 1 of 1 Rows Saved: [System] Requested Dates: Next 365 Days (1)

<input checked="" type="checkbox"/>	Grouped By	Date Requested	From	To	Time	Time Off	Com.
<input checked="" type="checkbox"/>	Employee Hourly, Test						
<input checked="" type="checkbox"/>		09/23/2021	-	-	8.00	Birthday	

B. **My Mailbox.** Select the My Mailbox icon from the top right of the screen.

- In the My To Do Items tab, select the request you wish to view from the left panel. Information about the request displays.
- Review the request details using the text and available links in the right panel. Helpful links include:
 - View Time Counts:** displays employee's current accrual balance information.
 - Modify:** allows the manager to modify the employee's request.
 - View Scheduled People:** displays status of other employee requests for the same date.
- Select **Approve** or **Reject** at the bottom of the screen to take action on the selected Time Off Request. A confirmation dialog box displays.
- Enter a comment (optional) in the dialog box and select **Approve**.

My To Do Items

REJECT APPROVE

Page 1 of 1 1 - 3 of 3 Rows

Select all (0/0)

Filter (0) ...

- BE** Approve/Reject Timesheet
Nov 2, 2020 - Nov 8, 2020
Ben Edwards
Created Nov 4, 2020, 9:57 am
- AE** Approve/Reject Timesheet
Nov 2, 2020 - Nov 8, 2020
Alan Edwards
Created Nov 4, 2020, 9:55 am
- AE** Approve/Reject Time Off Request
Paid Time Off
Alan Edwards
Created Aug 26, 2020, 9:24 pm

Approve/Reject Time Off Request
Paid Time Off

AE Alan Edwards (1003)

2

[View Time Off Counts](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

Manager 1 Carlos Hudson Manager 2 Max Blackburn

Labor Allocations Location 1/Dept 200/Job F

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

REJECT APPROVE

1

3