

# **UKG TRAINING**

Human Resources  
Department

# **AGENDA**

Clocking in & out

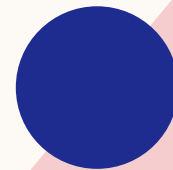
Timesheets

Points

PTO


Accruals & Balances

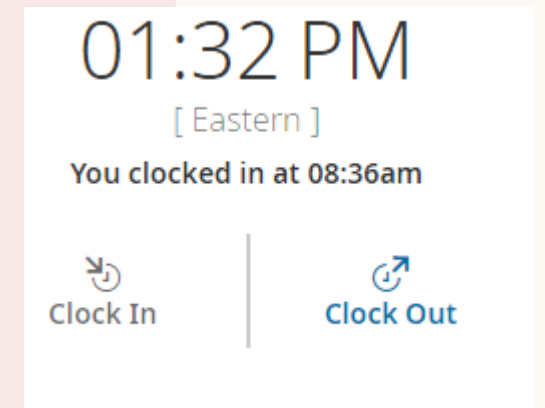
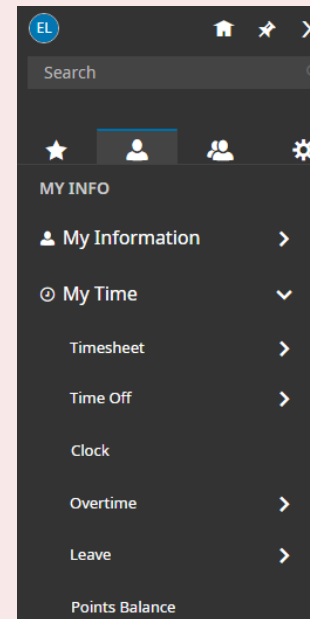
LOA

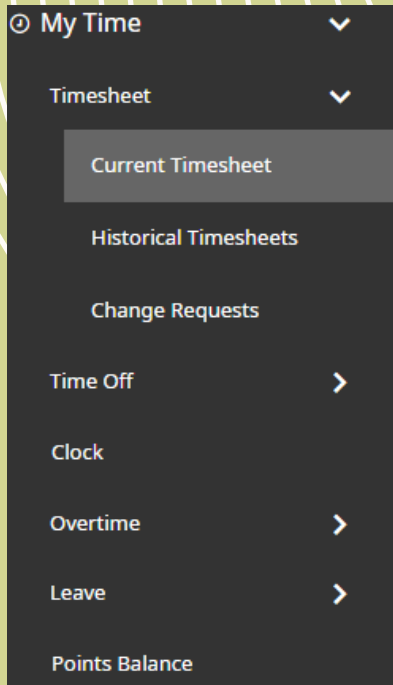


# HOW TO CLOCK IN & OUT

Clocking in and out is the responsibility of the employee. Employees must clock in and out whenever they are working. The time you clock in and out each day is captured on your timesheet. Timesheets are used by Payroll to process paychecks.

Go to the 3 lines  on the top lefthand side corner of the page or App.  
Select My Time  
Select Clock and hit Clock in or Clock out





# TIMESHEETS

Your timesheet shows many important factors such as:

- Time worked
- PTO taken during that time period
- Notes
- Holidays

To view your timesheet:

1. Hit the 3 lines on the top lefthand side corner
2. Select My Time
3. Select Timesheet
4. Select Current Timesheet

The next slide will show how we can add notes and look at different aspect of your timesheet.

# TIMESHEETS

March 01, 2023 - March 15, 2023 Open

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

Raw Total Calc. Total

Date		From	To	Raw Total	Calc. Total	In Date	Piecework	Time Off	Duration type	Division	Job Title	Activities	Notes
THU Feb 16	...			8.03	8.03	THU Feb 16	0			ADMINISTRATION	Business Man	Choose...	
	+			8.03 hrs	8.03 hrs								
FRI Feb 17	...			3.92	3.92	FRI Feb 17	0			ADMINISTRATION	Business Man	Choose...	
	+			3.92 hrs	3.92 hrs								
SAT Feb 18	+			0.00 hrs	0.00 hrs								
SUN Feb 19	+			0.00 hrs	0.00 hrs								
MON Feb 20	...	From am	To am	8.00	8.00	MON Feb 20	0	Holiday		ADMINISTRATION	Business Man	Choose...	
	+			8.00 hrs	8.00 hrs								
TUE Feb 21	...	08:38 am	04:41 pm	8.05	8.05	TUE Feb 21	0			ADMINISTRATION	Business Man	Choose...	
	+			8.05 hrs	8.05 hrs								
WED Feb 22	...	08:32 am	04:56 pm	8.40	8.40	WED Feb 22	0			ADMINISTRATION	Business Man	Choose...	
	+			8.40 hrs	8.40 hrs								
THU Feb 23	...	08:36 am	05:06 pm	8.50	8.50	THU Feb 23	0			ADMINISTRATION	Business Man	Choose...	
	+			8.50 hrs	8.50 hrs								
FRI Feb 24	...	08:14 am	e 01:05 pm	4.85	4.85	FRI Feb 24	0			ADMINISTRATION	Business Man	Choose...	

Duration Type is used to identify the length of time being taken and is measured in either full or half days.

Notes are a great way to give reasons for your absence or explain to your supervisor why something may look different that day. Select comment box under notes and the pop up below will open for you

This area shows the different ways to view the timesheets

Raw Total: Number of hours worked for the day

THU Feb 16

### Daily Notes

*No notes to display*

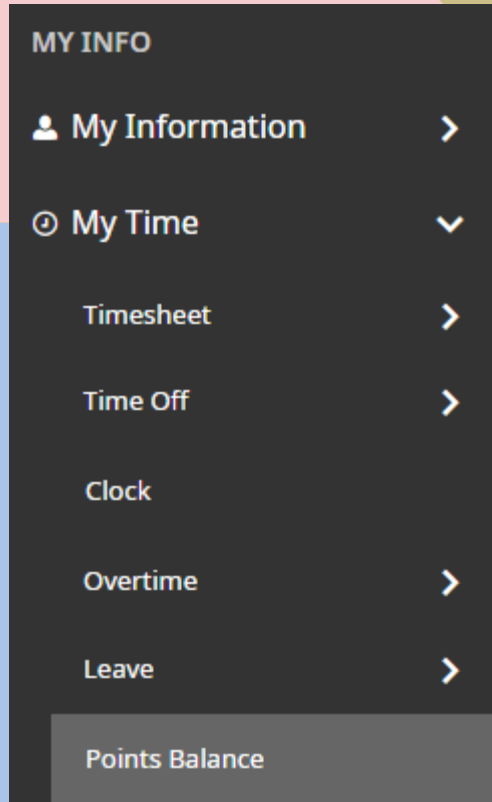
Add Note \*

All notes should be added in this box. Once done with your note, please press save.

# POINTS

## What are Points?

The point system in UKG is a numerical accountability of your daily schedule and PTO use.



## Points Rules:

- 1 point for clocking in later than your scheduled start time - Late In- **LI**
- 1 point for clocking out earlier than your scheduled end time - Early Out- **EO**
- 2 points if you forget to clock in or out any day you are at work - Missed Punch **MP**
- 3 points if you are docked pay for not having PTO to cover your absence – Docked Pay Day- **DPD**

## **You will *not* accumulate points for:**

- Clocking in earlier or leaving later than your start/end time
- Being absent
- Being off on a day you are not scheduled to work



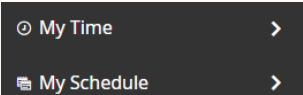
**Note** - The date you see associated with the points is not the day you accrued them, that is only when they are reported. An exclamation point on your timesheet indicates points being applied to your balance.

The goal is to have a low number of points. The point system will be used by your supervisor to assess future employment, pay increases and potential disciplinary action.

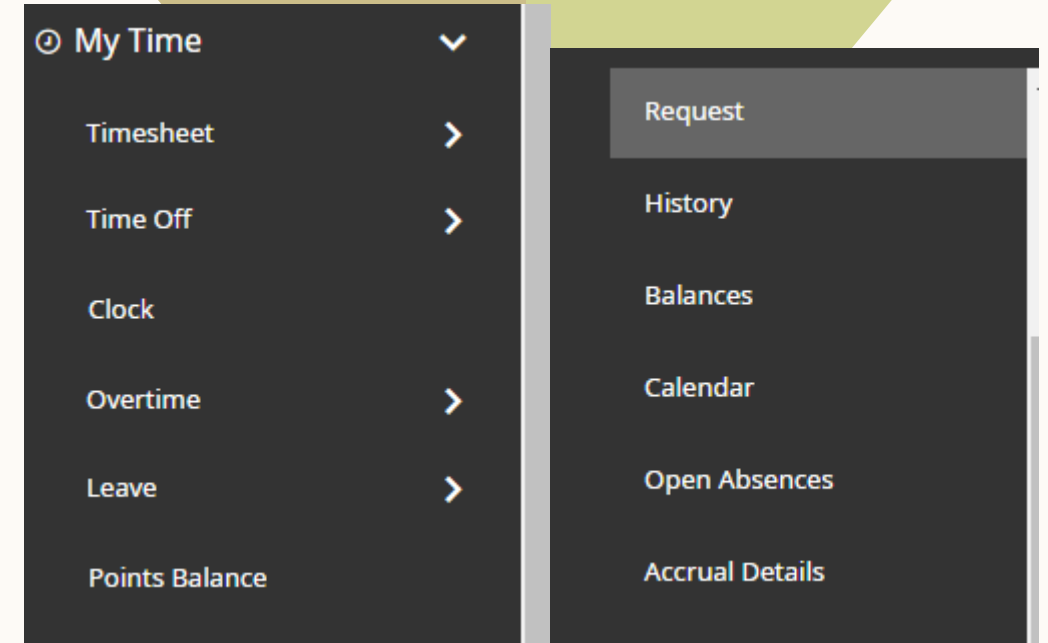
You can check your Point balance by going to -My Time-Point Balance.

# PTO- REQUESTING PAID TIME OFF

## PTO Request Process:

1. Once logged in press the 3 lines on top (hamburger)  then use the my Information icon  to select **My Time**  

2. In My Time you will select **Time Off** >
3. Under **Time Off** you will select **Request**
4. Once you have clicked **Request**, you will be taken to the Time Off Request page.
5. You will need to request the correct **Time Off Type**.

<input type="radio"/>	Bereavement	Bereavement
<input type="radio"/>	Comp Time	Comp Time
<input type="radio"/>	Dock Pay Day	Dock Pay Day
<input type="radio"/>	Jury Duty	Jury Duty
<input type="radio"/>	NY Paid Sick Leave	NY Paid Sick Leave
<input type="radio"/>	NY State COVID Paid Sick Leave	NY State COVID Paid Sick Leave
<input type="radio"/>	Paid Time Off Days	Paid Time Off Days
<input type="radio"/>	Unpaid Time Off	Unpaid Time Off



# PTO- REQUESTING PAID TIME OFF

## PTO -Request Process (Continued)

6. Once you select a **Time Off Type**- For example if you select **Paid Time Off (for regular PTO)**, you will then need to hit **Start Request**.

<input type="radio"/>	Bereavement	Bereavement
<input type="radio"/>	Comp Time	Comp Time
<input type="radio"/>	Dock Pay Day	Dock Pay Day
<input type="radio"/>	Jury Duty	Jury Duty
<input type="radio"/>	NY Paid Sick Leave	NY Paid Sick Leave
<input type="radio"/>	NY State COVID Paid Sick Leave	NY State COVID Paid Sick Leave
<input type="radio"/>	Paid Time Off Days	Paid Time Off Days
<input type="radio"/>	Unpaid Time Off	Unpaid Time Off

7. The request box will open with the options shown here on the right.

8. Enter the day (days) you want to take off.

If more than one day, make sure to enter the ending date in the **To:** area.

9. **Duration**-Select full or half day.

10. **Comments**- Employees should place the reason for their absence in this area.

Once completed, press **Submit Request**.

### Request Time Off

TUE FEB 28

Schedule (8.00hrs)

12 am 3 am 6 am 9 am 12 pm 3 pm 6 pm 9 pm 12 am

Time Off Type \* Request Type \*

Paid Time Off Days Dynamic Duration

From \* To \*

mm/dd/yyyy mm/dd/yyyy

Duration \*

Projected balance

Start Balance End Balance

-- --

Calculate

Comment

Cancel Submit Request



# PTO- DEFINITIONS

<input type="radio"/>	Bereavement	Bereavement
<input type="radio"/>	Comp Time	Comp Time
<input type="radio"/>	Dock Pay Day	Dock Pay Day
<input type="radio"/>	Jury Duty	Jury Duty
<input type="radio"/>	NY Paid Sick Leave	NY Paid Sick Leave
<input type="radio"/>	NY State COVID Paid Sick Leave	NY State COVID Paid Sick Leave
<input type="radio"/>	Paid Time Off Days	Paid Time Off Days
<input type="radio"/>	Unpaid Time Off	Unpaid Time Off

**NOTE**-ONCE PTO HAS BEEN SUBMITTED, YOU WILL RECEIVE AN EMAIL NOTING THE SUBMISSION. YOU WILL ALSO SEE THE NOTIFICATION ON THE BELL  AND ONCE SELECTED, IT WILL TAKE YOU TO **MY NOTIFICATIONS** WHERE YOUR SUBMISSION WILL BE CONFIRMED. IF YOU DON'T SEE AN EMAIL OR NOTIFICATION, THEN THE REQUEST WAS NOT DONE PROPERLY. PLEASE TRY AGAIN

**Bereavement** – Bereavement is to be requested in the event of the death of an employee's spouse or domestic partner, child, parent, sister, or brother. In this instance, Kulanu will provide the employee with up to **7 consecutive days** of paid bereavement leave. In the event of the death of an in-law or grandparent, Kulanu will provide 3 days of **consecutive** paid bereavement.

**Comp Time**- If leaving early or arriving late due to comp time- please request the number of hours as Comp time.

If leaving early due to your ½ day Birthday PTO – Please request as Comp time in UKG and insert “1/2-day Birthday PTO” in the comment section

**Dock Pay Day**- This type of time off is to be requested when you have no PTO days left in your bank.

**Jury Duty**- To be used when summoned for Jury Duty.

**NY Paid Sick Leave** – This type of leave is only available for part time employees who get less than 40 hours of allocated PTO Time per year. Accrual rate is 1 hour for every 30 hours worked.

**NY State COVID Paid Sick Leave** – Only to be requested when an employee has COVID. Please refer to the HR department regarding the rules and restrictions of COVID Paid Sick Leave.

**Paid Time Off** – To be used when taking regular paid time off.

**Unpaid Time Off** – To be used when taking unpaid time off.

# PTO - Canceling Paid Time Off

Reasons for cancelation.

1. You scheduled to take time-off, but there has been a change of plans.

**\*Please remember that if you do not cancel time off in UKG and report to work, the system will still deduct your PTO day.\***

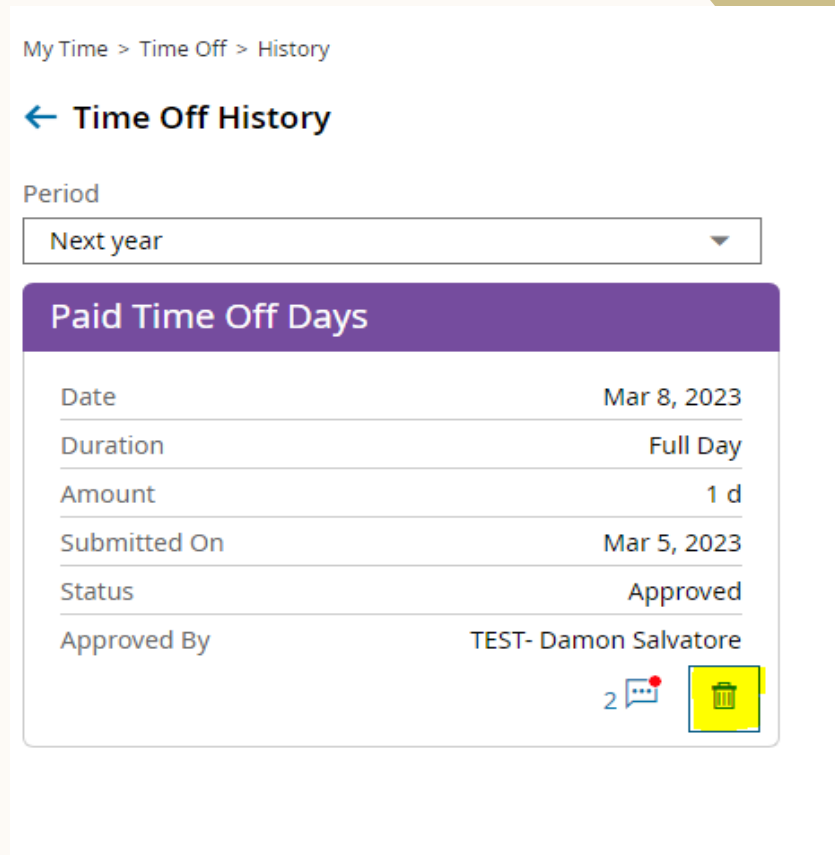
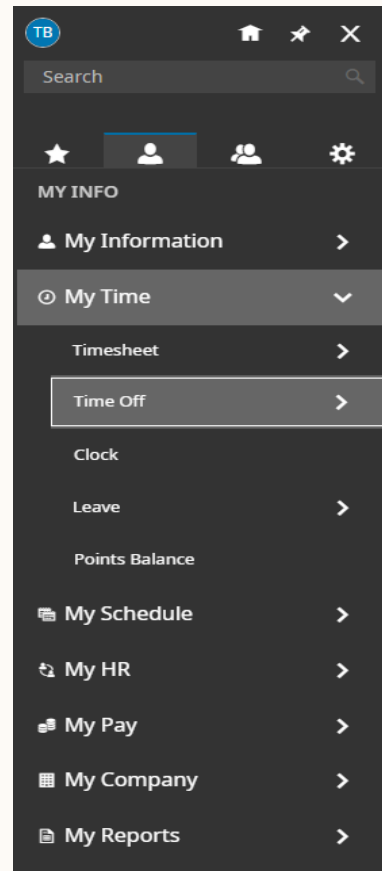
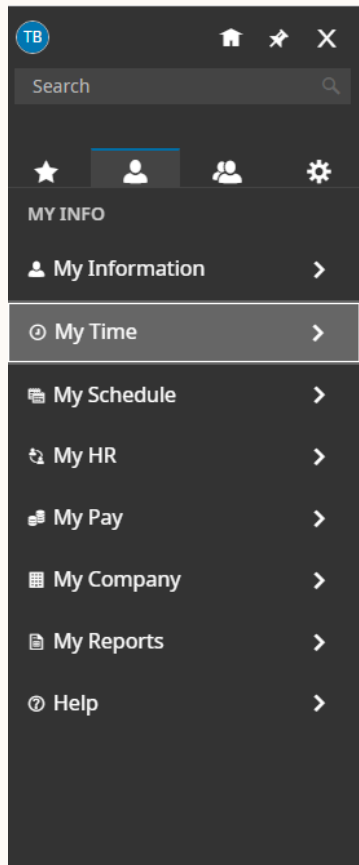
2. You made a mistake on your PTO request and need to submit a new one.

# PTO - CANCELING PAID TIME OFF

## How to cancel a PTO request:

PTO requests can be deleted by the requestor at any time whether they have been approved by a supervisor or still pending approval.

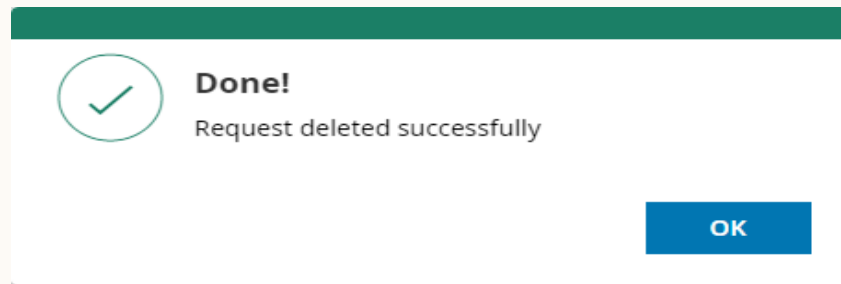
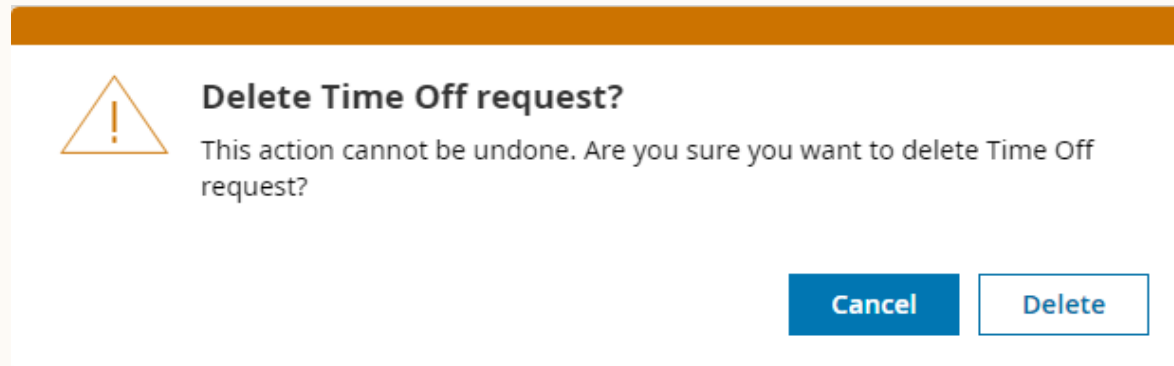
To cancel - Go to- My Time- Time off- History – select time period- click on Bin



# PTO - Canceling Paid Time Off (continued)

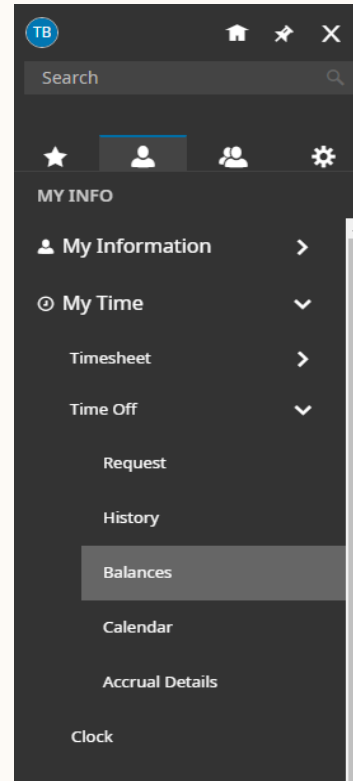
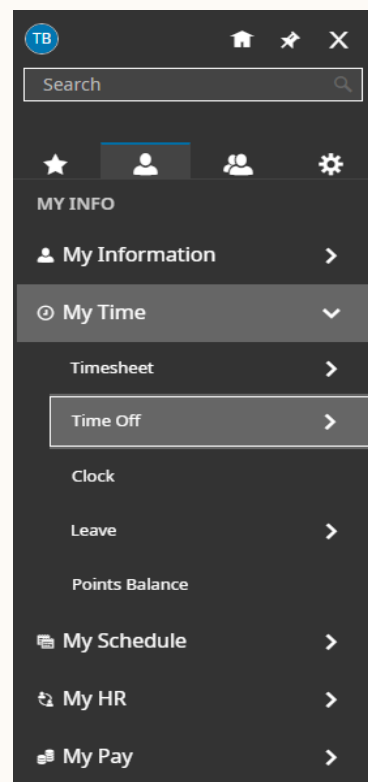
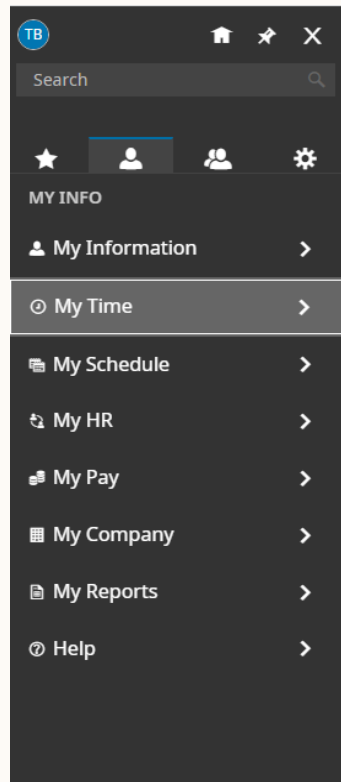
You will receive a warning message before you proceed.

Click Delete.



# ACCRUALS & BALANCES

Checking your PTO balance – My time- Time off- Balances



Paid Time Off Days	
CURRENT:	
<b>6.00</b>	DAYS
Jul 1, 2022 - Jun 30, 2023	
Current Accrued	15.00 days
<b>Projected Accrued</b>	15.00 days
Current Balance	6.00 days
<b>Projected Balance</b>	6.00 days
<b>Taken</b>	9.00 days
<b>Scheduled</b>	0.00 days
Requested	0.00 days
Previous Carry Over	0.00 days
Projected Carry Over	5.00 days
Expiring Value	0.00 days
Available Balance	6.00 days
<a href="#">Request</a>	

# ACCRUALS & BALANCES

When making a request or viewing balances you may see the following:

## ▼ Accrued Balances Details

Sep 1, 2022 - Aug 31, 2023 Paid Time Off Days ▼

<b>10.00</b> days Current Accrued	<b>10.00</b> days Projected Accrued	<b>6.00</b> days Current Balance	<b>6.00</b> days Projected Balance	<b>2.00</b> days Taken	<b>0.00</b> days Scheduled	<b>2.00</b> days Requested	<b>5.00</b> days Previous Carry Over	<b>5.00</b> days Projected Carry Over	<b>0.00</b> days Expiring Value	<b>6.00</b> days Available Balance
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Below is what each category and corresponding number shown above represents:

Current Accrued: How many PTO days you have in total.

Current Balance: How many PTO days you have left in your bank.

Taken: The number of PTO days you have taken to date.

Requested: The number of PTO days you have requested that are still pending approval.

Scheduled: Your scheduled PTO days that have been approved.

Previous Carry Over: These days refer to any PTO days you carried over from the previous school year. (Number should be anywhere from 0-5. Currently everyone's says 5-we are working on that).

Projected Carry Over: Each employee is entitled to carry over a maximum of 5 PTO days from one year to the next.

Expiring Value: The HR department is currently waiting on an answer from UKG to define this value.

Available Balance: The number of available PTO days you have left to take.

# LEAVE OF ABSENCE

Leave of Absence is not PTO. Leave of Absence is a way for employees who are experiencing out-of-the-ordinary circumstances to take time off work. Common reasons are childbirth, adoption, caring for an ill family member, serious health conditions or military leave.

**The following categories fall under LOA:**

PFL- Paid Family Leave

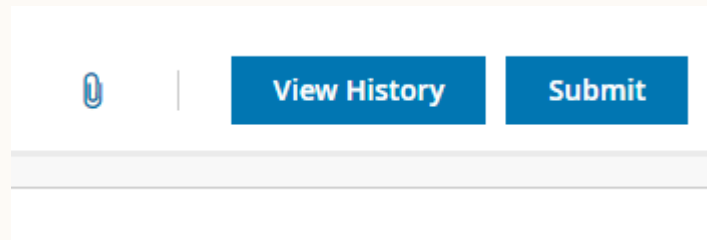
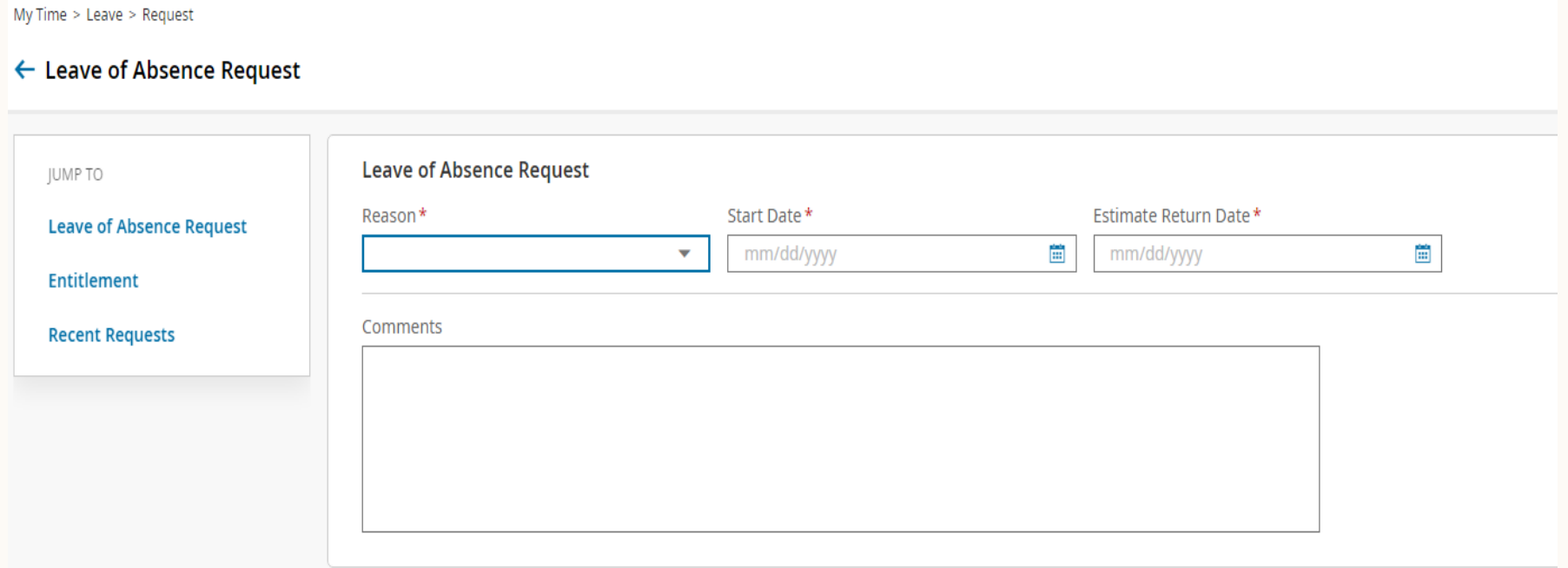
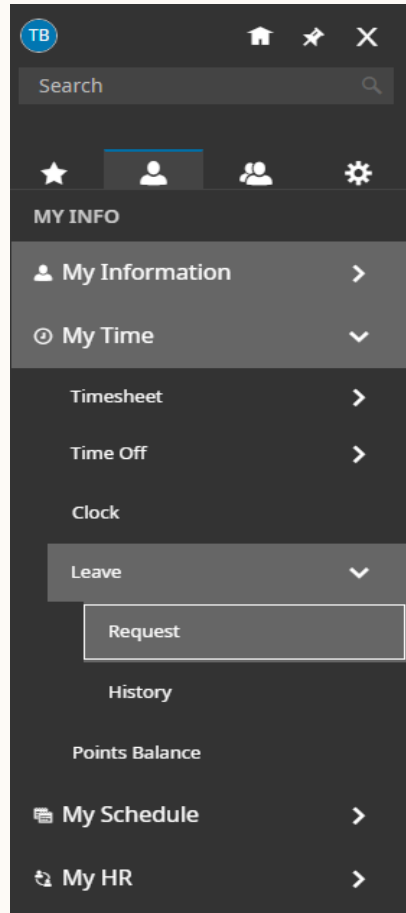
FMLA- Family Medical Leave Act

STD- Short-term Disability

WC- Worker's Compensation

# REQUESTING LOA

Go to – My time- Time off- Leave- Request  
Once all the information is entered, click submit.





## Leave of Absence Category

**PFL**

**FMLA**

**Short Term Disability**

**Worker's Comp**

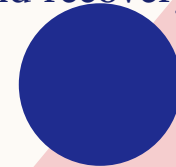
## Leave of Absence Reason

Maternity Leave  
Paternity Leave  
Care of spouse, child, sibling or parent

Personal Leave  
Military Self

Employee got injured outside of work  
Employee has baby but not eligible for PFL  
Employee needs time off for surgery and recovery  
Personal leave

Worker gets injured on the job



# FAQ – FREQUENTLY ASKED QUESTIONS

- **What is the information needed when setting up the app or if the app resets?**

You would select “North America”

The company short name is 6184452

- **What is my username?**

Your username is your Firstname.Lastname

- **How do I stop having to do the verification process?**

If you are using the same device each time, make sure to check the box below the verification area that states “By checking this box, do not prompt me for a code within the next 30 days on this browser” →

- **My verification email/text did not go through, what do I do?**

Reach out to HR via email to reset the verification so that you can update your contact information.

- **I forgot my password; how do I resolve that?**

In the login area, there is the option to select “Forgot your password?”

Once selected, you will be taken to a page to enter your username (Firstname.Lastname)

Once entered you will be asked a security question

After answering the question, you will be asked to enter a new password.

Enter Code\*

  
 By checking this box, do not prompt me for a code within the next 30 days on this browser.

Log in 12:38 PM [EST]

Username\*

Password\*

Login

[Forgot your password?](#)

Forgot your password

# THANK YOU

Any Questions Contact Us !

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