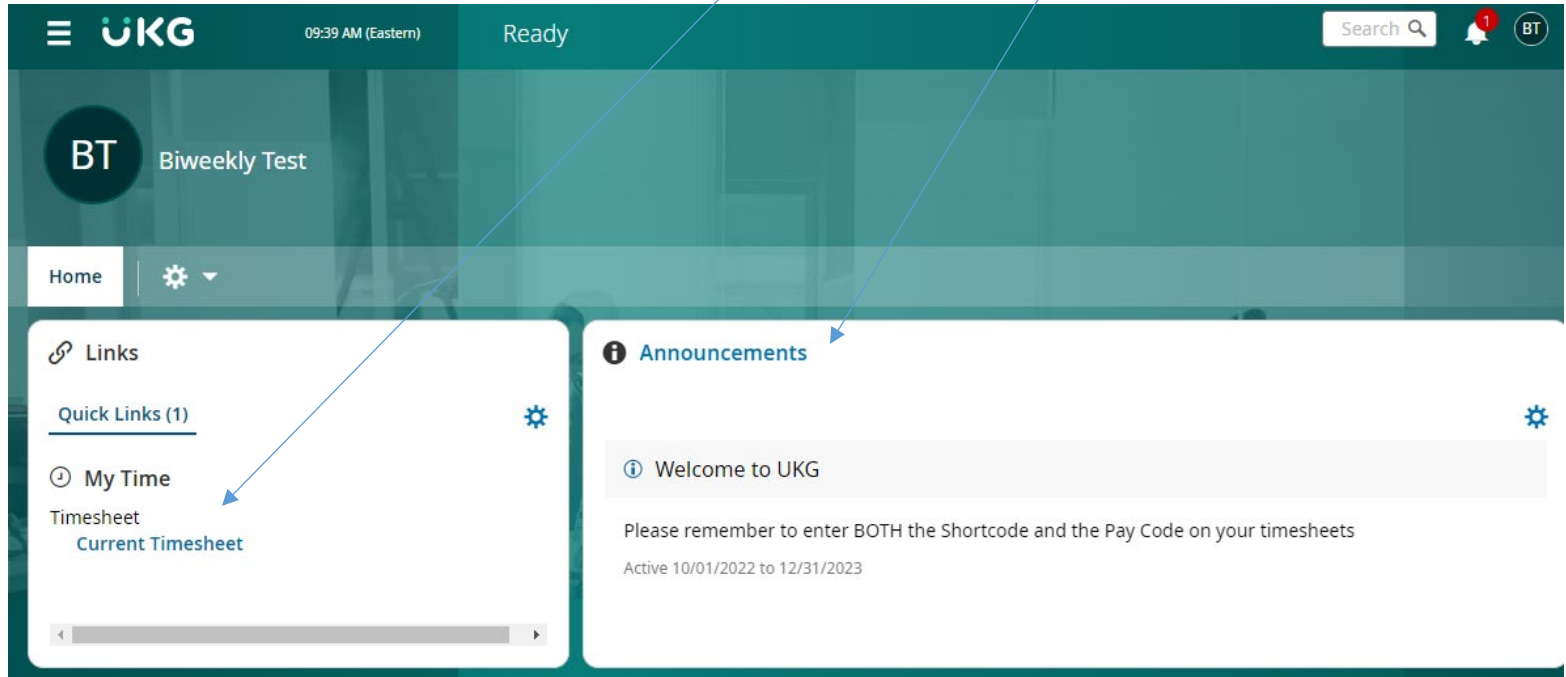


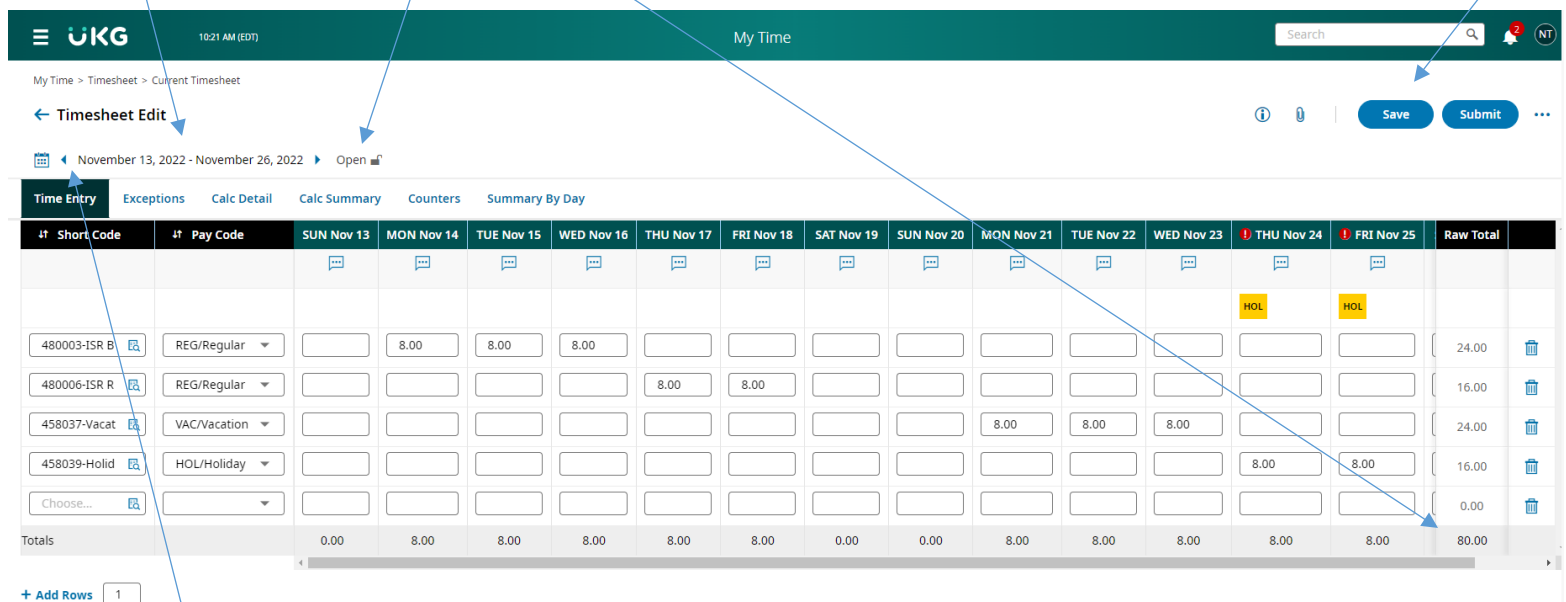
UKG Employee Guide

Welcome to the UKG timesheet system. You will login using your UM Kerberos credentials. Here's the URL for the UKG Login: <https://secure6.saashr.com/ta/6188466.login>

Employees will see this homepage containing a link to their timesheet and any announcements.



You can review the pay period, status and total hours. When you have completed your timesheet, please save and submit.



Use the right and left arrows to navigate between pay periods.

As you can see, the layout is very similar to our current timesheets. The main difference is that you must enter both the Short Code and the Pay Code. However, these will copy forward to your next timesheet so if you use the same short codes regularly, you won't need to re-enter them each time. Do not move to your next timesheet until you have completed your current

timesheet. Your short codes and pay codes will copy to your next timesheet but additions/changes will not copy forward if you have already moved to your next timesheet.

FYI - To navigate through the timesheet, you can use your mouse, the Tab button or the navigation arrows on your keyboard.

Enter both Short Code and Pay Code for each line. Enter hours for each line.

UKG

10:21 AM (EDT)

My Time

My Time > Timesheet > Current Timesheet

←

Timesheet Edit

November 13, 2022 - November 26, 2022

▶

Open

Time Entry

ExceptionsCalc DetailCalc SummaryCountersSummary By Day

Short Code	Pay Code	SUN Nov 13	MON Nov 14	TUE Nov 15	WED Nov 16	THU Nov 17	FRI Nov 18	SAT Nov 19
480003-ISR B	REG/Regular		8.00	8.00	8.00			
480006-ISR R	REG/Regular					8.00	8.00	
458037-Vacat	VAC/Vacation							
458039-Holid	HOL/Holiday							
Choose...								
Totals		0.00	8.00	8.00	8.00	8.00	8.00	0.00






+ Add Rows

1

If you know your short code, you can start typing it and it will show up in the drop down list. Click on it to select.

Short Code	Pay Code	SUN Nov 13
458039-Holid	HOL/Holiday	
480		
Browse...		0.00
+ 480003-ISR B		
480006-ISR R		

Search for your short code or pay code by clicking the browse icon or the drop down arrow.

Short Code	Pay Code	SUN Nov 13
458039-Holid 	HOL/Holiday 	
Choose... 		
Totals		0.00

Clicking the browse icon will bring up a search box in which you can enter part of the short code description or short code. Hit the Enter key on your keyboard to search.

Search by description.

Browse and Select Cost Centers

List View

Page 1 1 - 1 Rows Saved: Default Columns (2) (2) ...

Cost Full Name	Cost Abbr.	Cost Description	Level
like	starts with	like	=
Business			1
480003-ISR Business Office			1

Search by short code.

Cost Full Name	Cost Abbr.	Cost Description	Level
like	starts with	like	=
480003			1
480003-ISR Business Office			1

Click on the drop down arrow to browse for pay codes. Enter part of the description and hit the Enter key on your keyboard to search. Click the radio button to select the pay code.

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

Short Code	Pay Code	SUN Nov 13	MON Nov 14
458039-Holid	HOL/Holiday		
458050-Famil			
Totals		0.00	0.00

Browse and Select

Page 1 of 2 1 - 20 of 31 Rows

family

Name	Full Path
<input type="radio"/> SKF/Sick - Family Care	SKF/Sick - Family Care

Close

If you’ve used the pay code before, it will show in the drop down list. Click on it to select.

Short Code	Pay Code	SUN Nov 13
458039-Holid	HOL/Holiday	
458050-Famil	SKF/Sick - Family Care	
Totals		0.00

+ Add Rows

1

Browse...

SKF/Sick - Family Care

PAN/Pandemic Tracker

RPN/Covid time

OTP/Overtime 1.5

HWT/Holiday Worked - Biweekly

REG/Regular

To add rows, change the number to however many rows you want to add and click Add Rows.



+ Add Rows

Prior Period Corrections

You do not need to reverse lines or add negative hours to make changes like you do in the Deltek timesheet. You simply modify the existing cells and/or add new lines as needed.