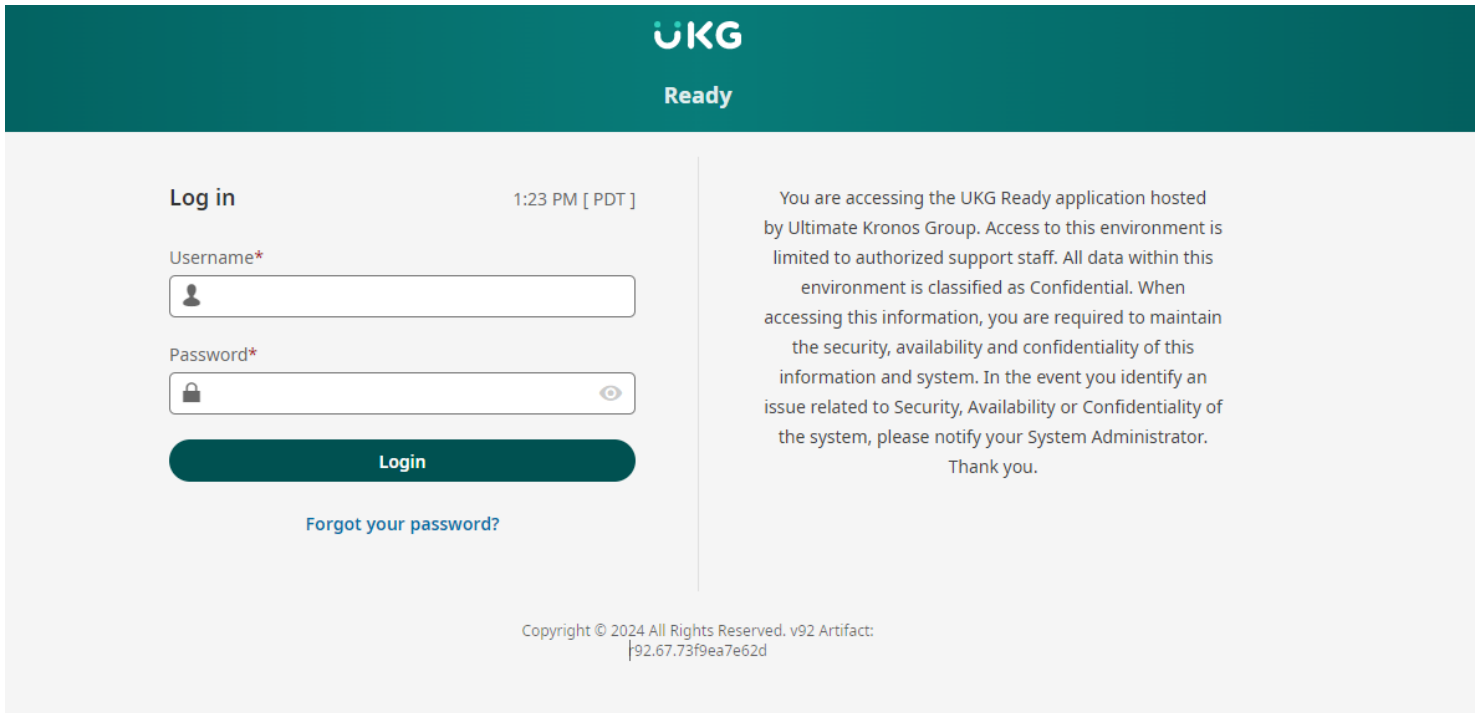


UKG Instructions

1. To access UKG, please [click here](#). **Before you log in, be sure you bookmark the page.** Enter your Employee ID and default password (both will be sent to you by UKG when your account is created). The first time you log in, you will be prompted to set up a permanent password. Do so following the guidelines the web page provides to you



The image shows the UKG Ready login interface. At the top, there is a dark teal header with the UKG logo and the word "Ready" below it. The main content area is light gray and divided into two sections. On the left, there is a "Log in" section with a timestamp "1:23 PM [PDT]". It contains two input fields: "Username*" with a person icon and "Password*" with a lock icon and an eye icon. Below these is a dark teal "Login" button and a link "Forgot your password?". On the right, there is a security notice: "You are accessing the UKG Ready application hosted by Ultimate Kronos Group. Access to this environment is limited to authorized support staff. All data within this environment is classified as Confidential. When accessing this information, you are required to maintain the security, availability and confidentiality of this information and system. In the event you identify an issue related to Security, Availability or Confidentiality of the system, please notify your System Administrator. Thank you." At the bottom center, there is a copyright notice: "Copyright © 2024 All Rights Reserved. v92 Artifact: |92.67.73f9ea7e62d".

2. You will punch when you start your shift, out for lunch, back in from lunch, and out at the end of the day. **Please note: Lunches must be taken by the 5th hour of work and must be at least 30 minutes (the lunch time appropriate for your scheduled shift will be included in the assignment confirmation sent by your account manager).** You should only click the button once per punch and you will receive a message informing you the punch was successful. **You should only punch while physically at the property you are assigned to. Punching while driving or at another property can result in corrective action up to, and including, termination.**

Clock

Wednesday, May 29

12:42PM

[PDT]

Punch

Transfer

[View my timesheet](#)

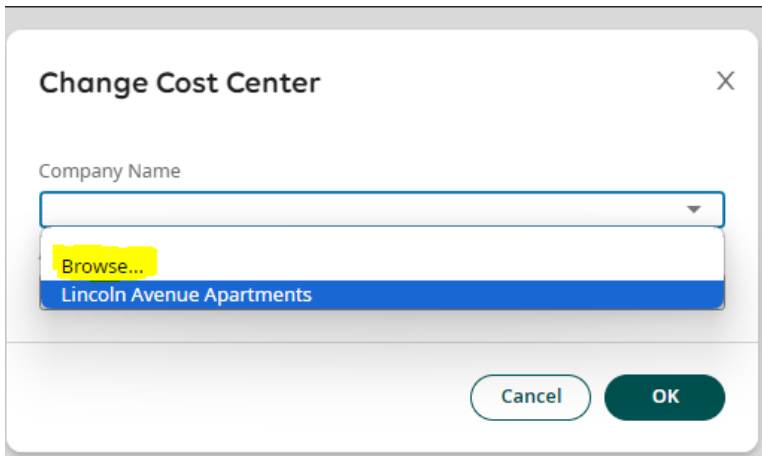
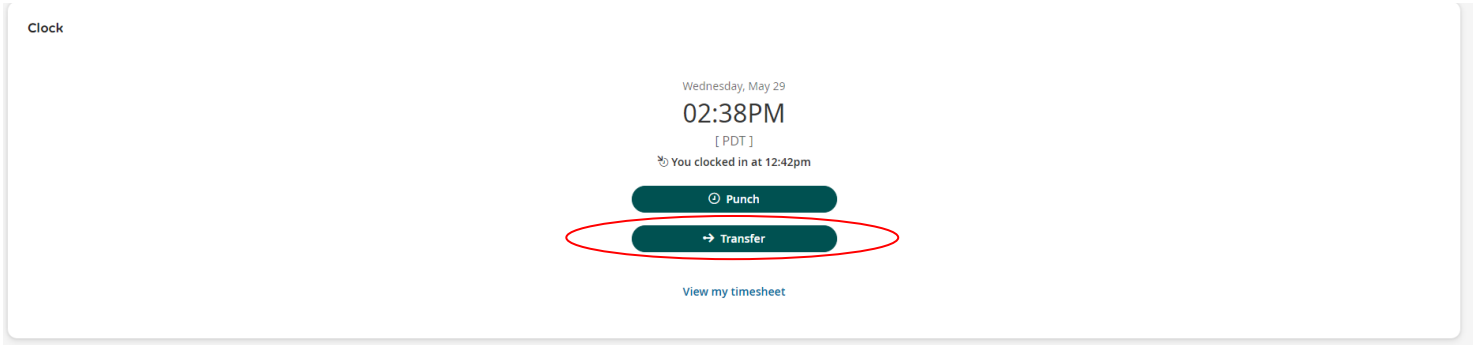


Completed

You clocked in at 12:42pm

OK

3. If you work more than one assignment, you will use the "Transfer" button. You will need to select the Company and the assignment ID. When you transfer for the first time, it will automatically complete your clock in/out at that time. There is no need to punch a second time.



****When you select the drop down menu, you will need to select "Browse" to chose both the company name and assignment number. **Please note, the assignment number will have the property name in the "Cost Description," This should match the selected Company name****

Company Name

List view

Page 1 | 1 - 3 Rows | Current: [System]

	Cost Full Name	Cost Description
<input type="radio"/>	Lincoln Avenue Apartments	
<input type="radio"/>	Riviera Apartments	
<input type="radio"/>	Turina House	

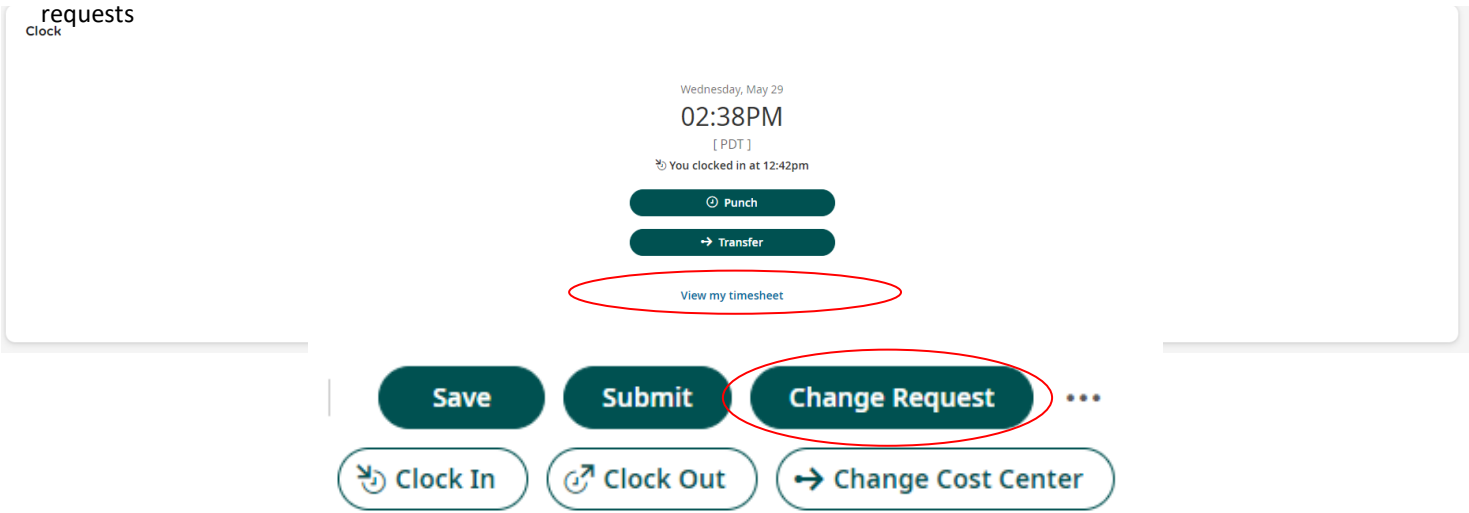
Assignment ID

List view

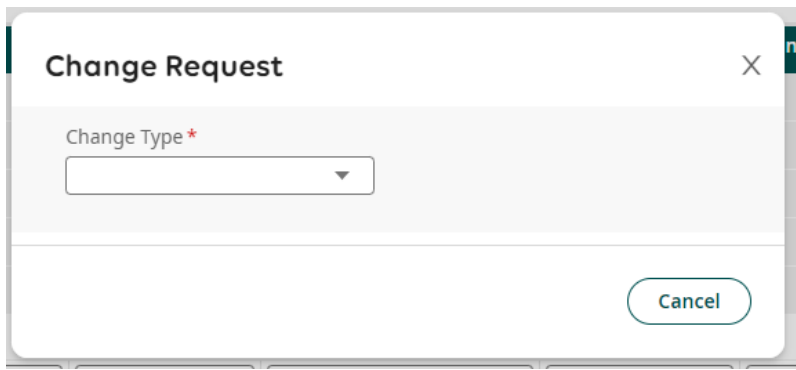
Page 1 | 1 - 3 Rows | Current: [System]

	Cost Full Name	Cost Description
<input type="radio"/>	1162098	Lincoln Avenue Apartments
<input type="radio"/>	1162099	Riviera Apartments
<input type="radio"/>	1162100	Turina House

4. If you have missed a punch, **please continue to punch for the remainder of your shift**. You can submit a “change request” from your timesheet. You can also use this function to adjust early/late punches, change your assignment, or adjust sick requests

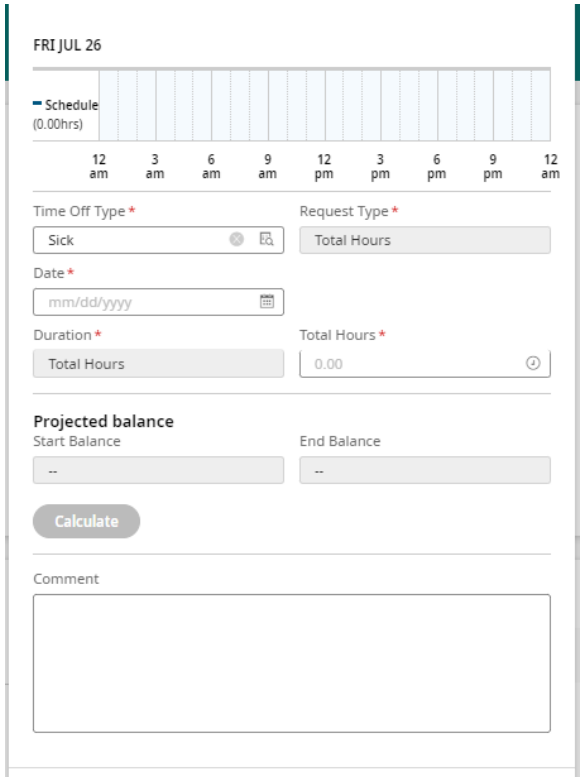
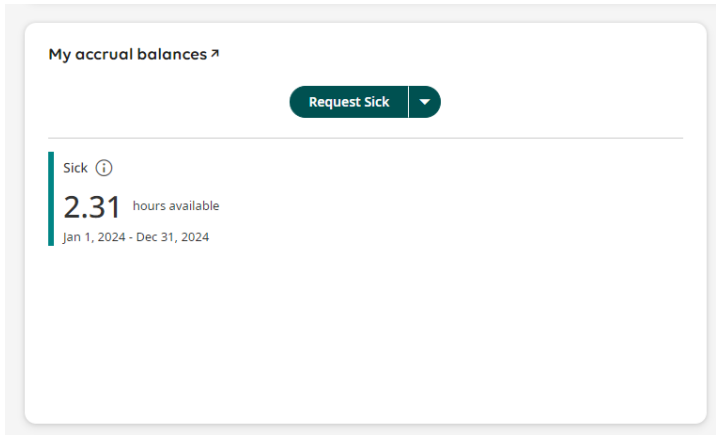


The drop down menu will give you the following options:



- Add Punch In
- Add Punch Out
- Add Time Entry
- Cancel Time Off
- Modify Cost Center
- Modify Punch In
- Modify Punch Out
- Modify Time Off

5. If you would like to request sick pay, scroll down to “My accrual balances” and click “Request sick”

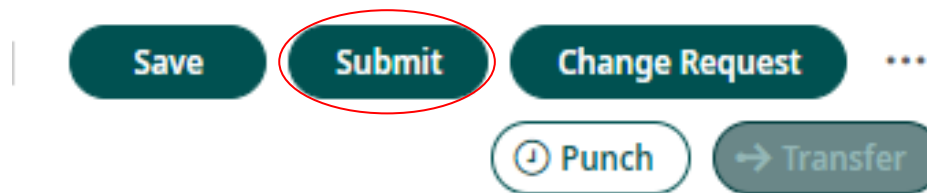


You will input the date you need sick for, the total number of hours, and a comment then you will press “submit”

It will be submitted for approval.

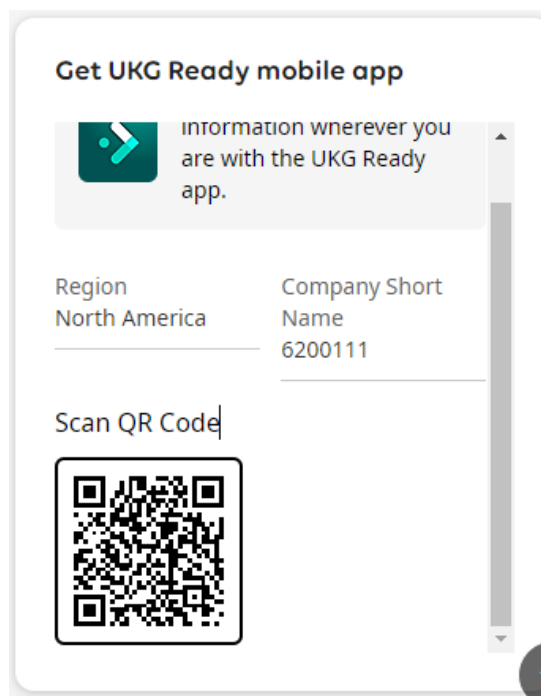
****Please note, submitting a sick request does not notify your account manager of your time off****

6. After your last clock out for the current pay period, you will need to submit your timecard. The status will change from OPEN to SUBMITTED and you will see a lock icon. You will be unable to make any further changes to this timesheet so please ensure all of your punches are correct before submitting. Our pay periods are Saturday-Friday. Timecards are due to be submitted by Friday at midnight.



UKG Ready App

There is a UKG Ready app available to you on your device's play store. You can easily find it by using the QR code on the dashboard of your desktop web browser



During Set-up, you will be asked to select a region and for our Company Short name

You should select "North America" and enter 6200111

You will need to allow location access to the UKG Ready app in order to complete your punches

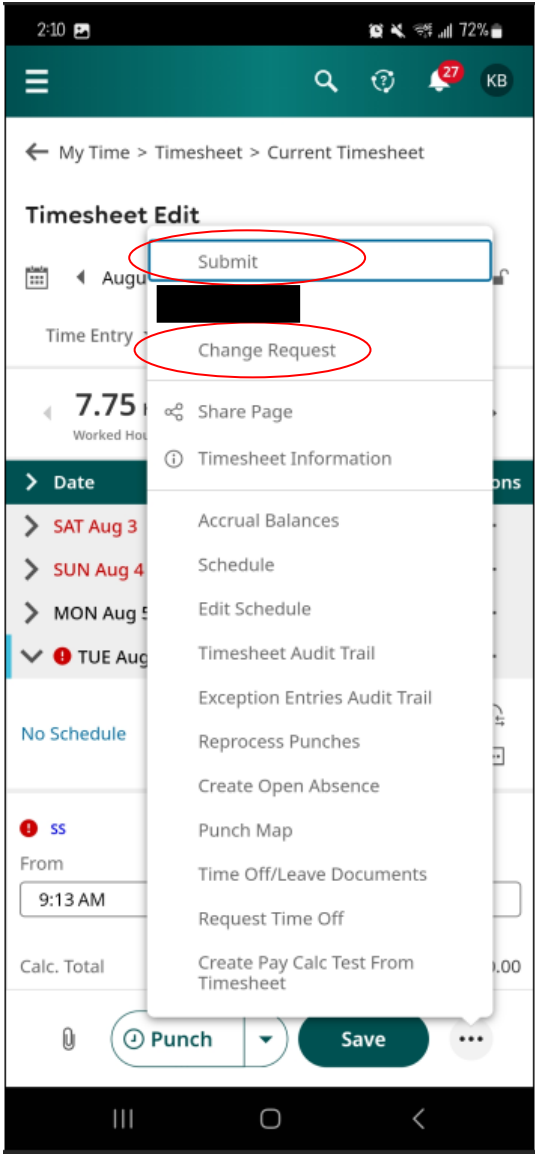
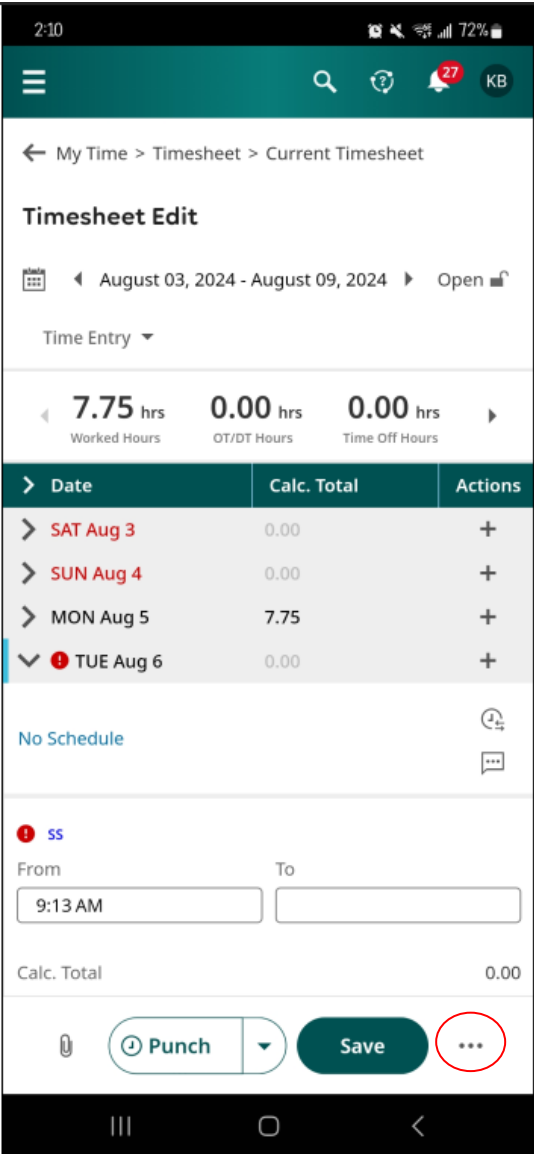
The app is laid out the same way with the same steps for use as the web browser

****Please note that your login credentials for the app are the same as the web browser****

UKG Ready App Specific Differences

In order to submit your timecard and submit change requests in the app or mobile web browser, you will follow the same instructions but will need to open one extra menu to see the options.

- Select the “...” beside the Save button
- The options available to you will be in that menu



****Please note—this is the only difference between the mobile version and the browser version****