# Employee Instructions for UKG Timekeeping (Hourly Shop)

**\*Important\*** In UKG Employee Self-Service (ESS) and timekeeping are in one unified system, unlike our previous system. This means your username and password will always be the same for both.

## Logging Time in UKG

1. The system is internet based – the website will be saved on all timeclocks.
2. Getting logged in:
   1. You will receive an email with log-in info
      1. If you have an @delongsinc.com email, it will come there.
      2. Otherwise, it will go to your payroll email.
3. Your Employee ID and password is unique to you and **must not be shared.**
   1. Employee ID: Your clock number
   2. Password:
      1. Will be set to the **default: last 4 of your SSN.**
      2. The first time you log in, the system will **require** you to change this.
      3. Your password must be:
         1. 8 characters long
         2. Upper and lowercase
         3. At least 1 number
         4. At least 1 special character
      4. You can set this to whatever you like
      5. Example:
         1. If your name is John Doe, and SSN is: 123-45-6789
         2. **Doe6789!**
      6. You could also just add an exclamation point (!) to the end of your current password.
4. Clocking In
   1. Graphical user interface

      Description automatically generatedEnter your Employee ID
   2. Enter your password
   3. Click on “**Punch In / Transfer**”
      * Important change – Punch In & Punch Out are now different buttons to help with confusion over which is needed.
      * Because you will be clocking into different job numbers and pay codes, you must use the “**TRANSFER**” button rather than “Punch”
   4. This will take you to the next login screen:
      * Jobs & Functions are combined on this screen.
      * Only functions that actually exist on a job will be available options
        + E.g. If there are no Knee Braces on a job, that will not be an option to pick.
      1. Type in the job you are working on, and hit “Enter”
         1. Example: 21-104
      2. Then click on the flag next to the correct function:

Graphical user interface, application

Description automatically generated

* This change is to make it easier to get the correct job/function pairings tied to work hours.
* This information is **critical** to have better job bidding and better understand labor costing.
* Accuracy here is **critical** to our ability to move forward with projects like production-based bonuses.
  + 1. You will get a message saying the transfer was successful:

Graphical user interface

Description automatically generated with medium confidence

* 1. Indirect Labor/those with a default job/function can follow the same steps but choose the “Punch In” button instead.

Graphical user interface

Description automatically generated

* 1. The system is now ready for the next employee. You do not need to log out.

1. Changing Job# or Function
   1. Repeat these steps to switch between jobs/functions.
2. Clocking Out for lunch or end of day
   1. Graphical user interface

      Description automatically generatedEnter your Employee ID
   2. Enter your password
   3. Click on “Punch Out”
   4. A picture containing logo

      Description automatically generatedYou will get a confirmation message:

## Graphical user interface, application Description automatically generated with medium confidenceRequesting Time Off

1. Log into UKG
   1. Enter your Employee ID
   2. Enter your password
   3. Click on “Login”
2. Use the “My Accrual Balances” widget.
3. Graphical user interface

   Description automatically generated
   1. You will be able to see all of your available leave time in this window.
      1. **Balances in UKG** should be used **NOT** the balances on the paystubs.
      2. Because UKG is **real-time**, and pay stubs are at least **1 week behind**, the UKG balances will be more accurate.
   2. To request PTO, click on the left side of the button.

Diagram

Description automatically generated with medium confidence

* + 1. If you picked PTO on accident, you can change it from the next screen:

Graphical user interface, application

Description automatically generated

* 1. To request any other type of leave, click on the right side of the button:

Diagram

Description automatically generated

* 1. Use the drop-down menu to pick the other type of leave:

Graphical user interface, text, application, email

Description automatically generated

* 1. Click the button next to the type of leave you want to request:

Graphical user interface

Description automatically generated

* 1. Pick the correct “Request Type” from the drop-down menu:

Graphical user interface, application, Word

Description automatically generated

* + - * Full day = entire shift
      * Multiple days = at least 2 consecutive days
      * Partial day (bulk) = lump sum amount [e.g. “4 hours”]
      * Partial day (start/stop) = from time to time [e.g. from 07:00 – 07:06]
* Employees on point system should never use #3.
* For partial shifts **ALWAYS** use start/stop times.
* Since lunches are not auto-deducted, you must account for this in your request to avoid taking more time than necessary.
  + E.g., If you worked from 07:00 – 11:00 and then left for the day.
    - Enter your leave request from 11:30 – 15:30 to account for 30-minute lunch break.
    - This will correctly only charge you for 4 hours of PTO, rather than 4.5.
  1. Enter the date of the leave:

Graphical user interface, application

Description automatically generated

* 1. Clicking on “Calculate” will tell you the before and after balances of your leave on that date:

Graphical user interface

Description automatically generated

* + 1. Entering a comment about the request is optional, but helpful.
       1. **If you are doing a PTO Cash out – please enter that here**!!
  1. Then click “Submit Request”

Graphical user interface, text, application, chat or text message

Description automatically generated

* 1. You will get a confirmation message:

Graphical user interface, text, application

Description automatically generated

* 1. **MAKE SURE TO LOG OUT WHEN YOU ARE DONE!**
     1. Click on your initials/picture in the upper right corner.
     2. Click on log out

Graphical user interface, application

Description automatically generated

## Approving Your Timecard

Each employee will be required to approve their own timecard **EACH WEEK** before it is approved by the supervisor.

* For First Shift: This should be done by first break on Monday mornings for the previous week’s time.
* For Second Shift: This should be done by lunch on Mondays.

Employees will be responsible for the accuracy of these timecards.

1. Graphical user interface, application

   Description automatically generated with medium confidenceLog into UKG
   1. Enter your Employee ID
   2. Enter your password
   3. Click on “Login”
2. Click on the link for “My Timesheet”

Graphical user interface

Description automatically generated

* 1. This view will always default to the **current weekly** pay period.
  2. Click the back arrow to see the **previous week**:

Graphical user interface, diagram

Description automatically generated with medium confidence

1. Review timecard for errors:
   1. **MOST IMPORTANT: LOOK FOR ERRORS MARKED WITH COLOR!** 
      1. Absences, tardies, and early quits will show up marked this way.
      2. These need to be fixed **BEFORE** you submit your timecard.

A picture containing graphical user interface

Description automatically generated

* + 1. You will not be able to go back and correct these missed punches – notify your supervisor.
       1. Click on “Change Request” at the top of the screen

Graphical user interface, text, application, chat or text message

Description automatically generated

* + - 1. Choose the correct change type from the drop-down menu

Graphical user interface, text, application

Description automatically generated

* + - 1. Enter the date
      2. Enter the out time
      3. Comment is optional, but helpful
      4. Then click “Submit Changes.”

Graphical user interface, application

Description automatically generated

* + 1. You will have to enter leave requests to avoid points in the other situations.
       1. These can be submitted right from the timecard screen!
       2. Click on the ellipsis (three dots) in the upper right corner

Graphical user interface, text, application, chat or text message

Description automatically generated

* + - 1. Select “Request Time Off” from the drop down menu.

Graphical user interface, text, application

Description automatically generated

* + - 1. From this point, the steps look the same as the instructions above under “Request Leave Time”
  1. Your submitted corrections will not show on your timesheet until approved by your supervisor.
     1. Ask him/her to approve leave request/corrections.
     2. Then log back in to ensure timesheet is accurate before submitting your time.
  2. Next, look at your Job/Function column.
     1. Since job/function are paired, you won’t have to check that anymore.
     2. You do need to make sure the correct job/function was selected.
     3. The **ONLY** time it is okay for this to be blank is if it is on a leave line. Any worked hours **MUST** have a job/function:

Graphical user interface, application

Description automatically generated

* + 1. You **CAN** edit this part of your timecard. Make any necessary corrections.
  1. Once all corrections are made and processed, click on Submit in the upper right corner.

Graphical user interface, text, application

Description automatically generated

* 1. You will receive a notice that submitting will lock your timecard. Click Submit.

Graphical user interface, text, application

Description automatically generated

* 1. You will then get a confirmation statement to confirm:
     1. You have accurately reported all hours worked.
     2. You have reported any work-related injuries/incidents.
        1. If you say “No” you will have to explain.

Graphical user interface, text, application, chat or text message

Description automatically generated

* 1. Timecard will now show “Submitted”

Graphical user interface, text, application, chat or text message

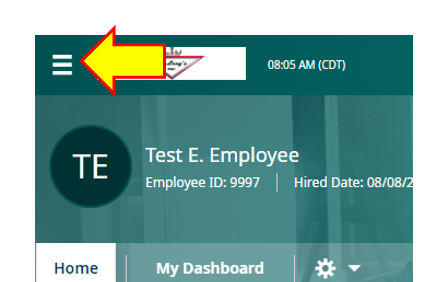
Description automatically generated

1. **MAKE SURE TO LOG OUT WHEN YOU ARE DONE!**
   1. Click on your initials/picture in the upper right corner.
   2. Graphical user interface, application

      Description automatically generatedClick on log out

## Viewing Attendance Points

1. From your Dashboard, click on the menu (hamburger) icon in the upper left corner.



1. From the new menu, click on “My Time”

Graphical user interface, application

Description automatically generated

1. From the sub-menu, select “Point Balance”

Graphical user interface, application

Description automatically generated

* 1. This screen will show you:
     1. The date the point was earned
     2. The reason for the point
     3. The amount of point earned

Graphical user interface, text, application

Description automatically generated

1. **MAKE SURE TO LOG OUT WHEN YOU ARE DONE!**
   1. Click on your initials/picture in the upper right corner.
   2. Graphical user interface, application

      Description automatically generatedClick on log out