UKG

UKG Ready

Presentation For Approver And Supervisors

5/26/2023

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Agenda

- What is UKG?

- Why Automated Time & Attendance

- NYC & Federal Compliance

- Intranet Information

- Access rights

- How do I log in?

- What are my responsibilities as Supervisor/Approver?

- What are my responsibilities as an Employee?

- Notifications Mailbox

- Example Timesheets

- Benefits

- Where can I learn more?

- Support

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What is UKG?

- Ultimate Kronos Group (UKG, formerly Kronos) is the company behind time and attendance system Workforce Ready. We call it UKG Ready or Ready for short. It is a time entry and leave management system that collects hours worked and/or leave used from employees, obtains supervisor approvals for time sheets, change requests, and time off requests, and then feeds this information to the payroll system. Web clocks will be in office environment, employees can use their desktop computers.

- TLM=Time & Labor Management -It is the new Employee/ Payroll /Time & HR Management System

- When will it be implemented? Coming Soon over the coming weeks - TBD

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NYC Compliance

NYC PAID SICK & SAFE LAW   **https://www.nyc.gov/site/dca/businesses/paid-sick-leave-law-for-employers.page#employer**

- **Recordkeeping** Employer must keep and maintain records documenting compliance with the Law for at least three years. You must keep any information related to an employee's reasons for using safe and sick leave confidential unless the employee permits you to disclose it, or disclosure is required by law. You must make the records available to the NYC Department of Consumer and Worker Protection (DCWP) upon notice at an agreed upon time

- **Notification to Employee** Employers must inform employees of their accrued, used, and total leave balances on a paystub or through an employee-accessible electronic system.

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Why Automated Time and Attendance ?

Accuracy- We will ensure that all employees are paid accurately including for any overtime, shift differential, or premium earnings they are entitled to according to labor laws, policy and collective bargaining agreements.

Efficiency- Employee hours, premium earnings, holidays, and leaves are automatically calculated and loaded into the UKG payroll system. Employees have real time access to leave balances when requesting time off. JIB payroll administrators will no longer have to track down timesheets, correct them, and manually enter hours totals into the payroll system.

Managers & Supervisors can maintain work schedules for their employees and be notified when an employee is unable to report to work.

Records Employees and Employer will have access to accurate records to properly adjudicate potential wage disputes.

Managers need access to information on employees reporting to work in order to manage their most valuable resource, people.

Consistency Adoption of a single system ensures that all earnings, holidays and leaves of those who use it are calculated the same way. A single system also provides an opportunity to standardize other business practices across the organization such as the pay period for hourly employees.

Long Overdue It is the right way to operate a large and complex multi company payroll.

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Federal Compliance

Federal – DOL **https://www.dol.gov/agencies/whd/fact-sheets/21-flsa-recordkeeping**

What Records Are Required: Every covered employer must keep certain records for each non-exempt worker. The Act requires no particular form for the records but does require that the records include certain identifying information about the employee and data about the **hours worked and the wages earned**. The law requires this information to be accurate.

The following is a listing of the basic records that an employer must maintain:

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Federal Compliance- continued

1. Employee's full name and social security number.

2. Address, including zip code.

3. Birth date, if younger than 19.

4. Sex and occupation.

5. Time and day of week when employee's workweek begins.

6. Hours worked each day.

7. Total hours worked each workweek.

8. Basis on which employee's wages are paid (e.g., "$9 per hour", "$440 a week", "piecework")

9. Regular hourly pay rate.
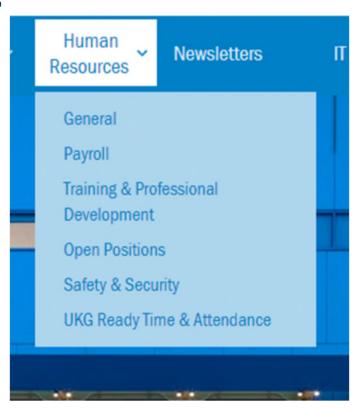
10. Total daily or weekly straight-time earnings.

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Federal Compliance- continued

11.   Total overtime earnings for the workweek.

12.   All additions to or deductions from the employee's wages.

13.   Total wages paid each pay period.

14.   Date of payment and the pay period covered by the payment.

15.   How Long Should Records Be Retained: Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages. These records must be open for inspection by the Division's representatives, who may ask the employer to make extensions, computations, or transcriptions. The records may be kept at the place of employment or in a central records office.

16.   What About Timekeeping: Employers may use any timekeeping method they choose. For example, they may use a time clock, have a timekeeper keep track of employee's work hours, or tell their workers to write their own times on the records. Any timekeeping plan is acceptable as long as it is complete and accurate.

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UKG Icon To Access Your Account

1. A new UKG icon will be placed on your Desktop as an Icon

2. A link in 2 places on the Intranet one under the Human Resources Tab & another under the Payroll Tab

https://jibei-intranet.euwest01.umbraco.io/human-resources/ukg-ready-time-attendance/

My Access Rights – UKG Security Profile

Access rights in Group Permissions will only work if the same access rights are granted in the
assigned security profile. It is often helpful to think of it this way:

Security Profiles	Group Permissions
When assigned to a user, Security Profiles determine	When assigned as group manager, Group Permissions determine
WHAT	**WHO**
a user has access to.	a user has access to.

For example, if a manager needs to approve his team's timesheets, he needs both the system-
level access to approve timesheets granted in the Security Profile as well as the group-level
permissions to approve the timesheets of that group.

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How do I log in to access my account?

There will be a link on your desktop
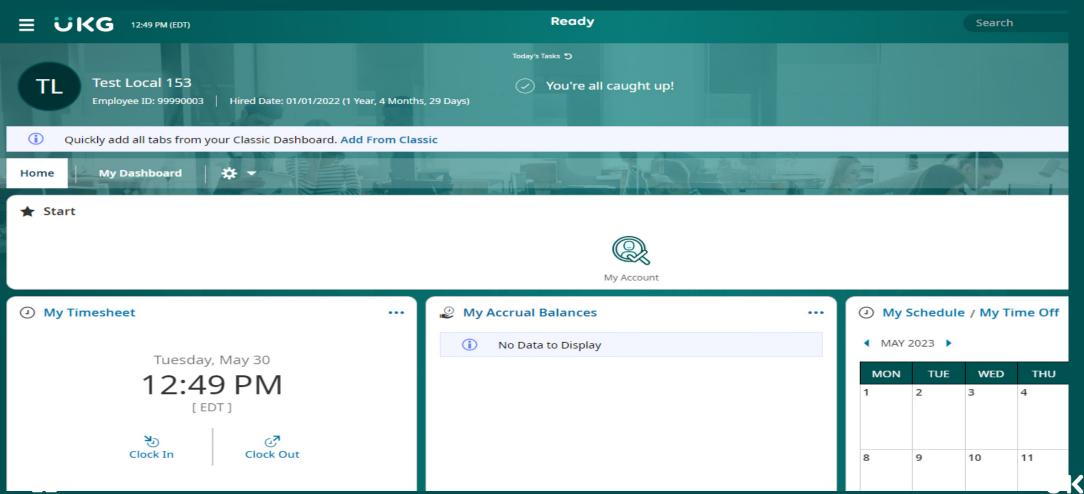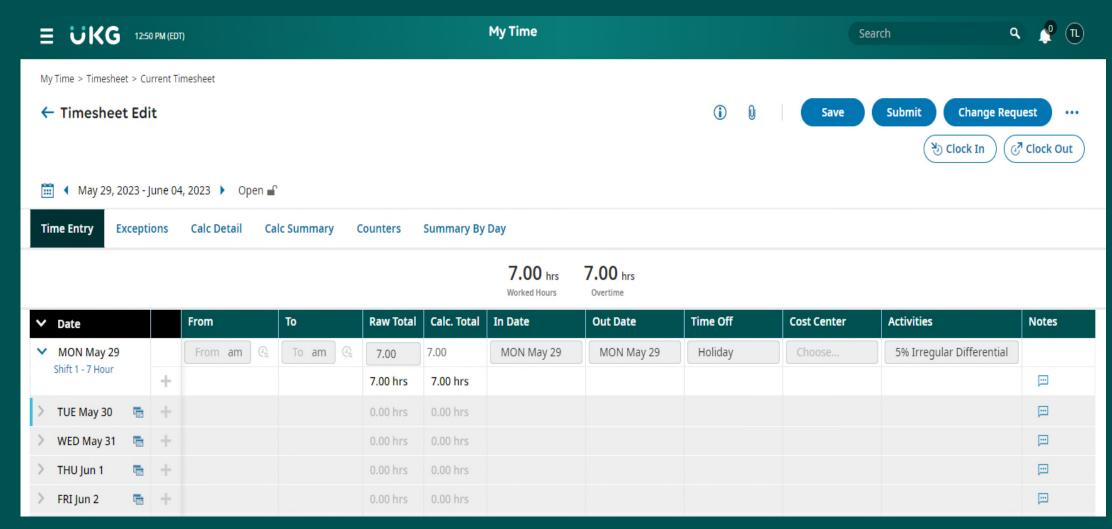**https://secure6.saashr.com/ta/6168411.login**

2 Factor Authentication

There are multiple ways the employee can punch In/Out.

The first way would be the Employee can log into the software, and use the Punch buttons on the Dashboard.

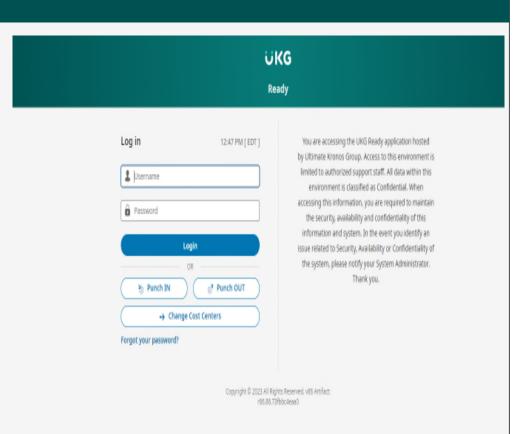# The next method would be to navigate to the Timesheet and use the Punch Buttons.

https://secure6.saashr.com/ta/616 8411.clock

To use this, the Employee must have logged into the system at least once and reset their password. Once that is done, they could use this URL, put in their Username, Password, and use the Punch Buttons to quickly punch instead of fully logging into the software.

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What are my responsibilities as Supervisor/Approver?

Monitor, approve, edit & submit time electronically .

Supervisor/Approver will be responsible for:

1. **Verify employees shift differentials are applied correctly on time sheet**

2. **Employee Time Approval by:** **End of workweek based on employee work schedule**

3. **Employee Lateness – Monitor and enter PTO slip for Late**

4. **PTO – Vacations/Sick Time etc.**

5. **Cancellations and Edits (incorrect punch in/out)**

6. **Schedules –& Shifts – Manage weekly work schedule**

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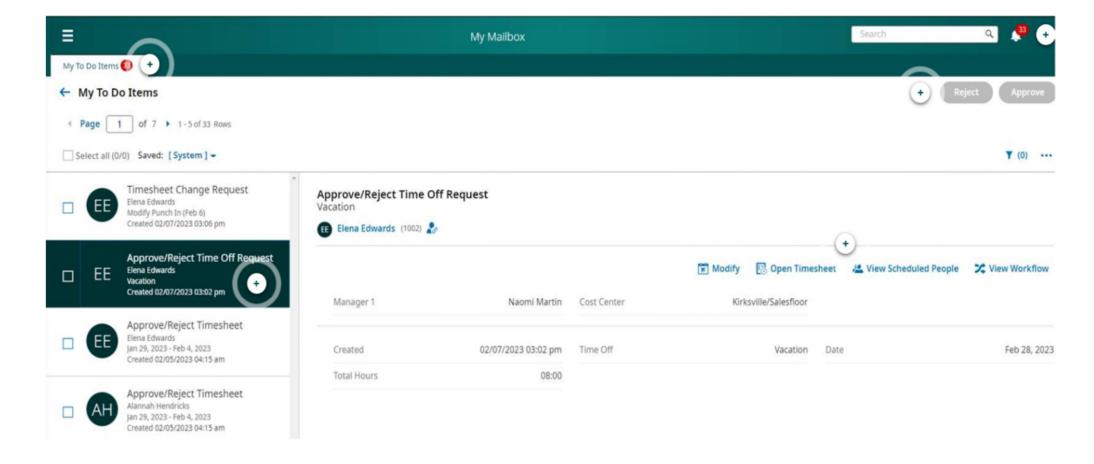# Responsibilities of the Manager/Supervisor:

The Manager's Role

As referenced in the previous lesson, managers play a key role in the lifecycle of time entries and requests. Let's take a closer look at common time-related tasks of managers.
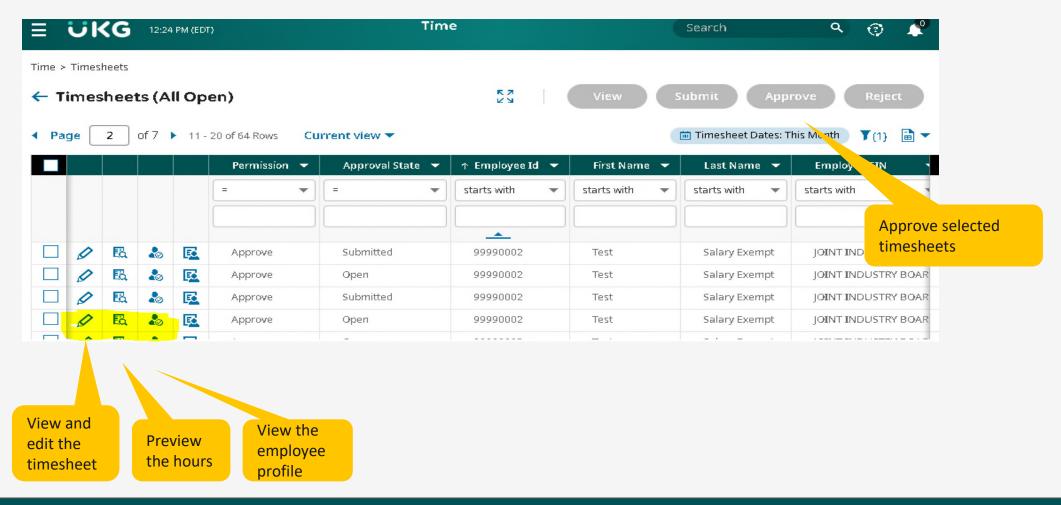
Approve Requests

Managers can track Timesheet Change Requests and Time Off Requests from navigating the menu, but the more convenient way to manage these requests is by monitoring their system mailbox. The mailbox icon lives in the top right of the screen regardless of where you are in the system. It resembles a bell and displays a red number indicating the number of incomplete To Do Items or unread Notifications. System workflows are responsible for generating these notifications and populating the mailbox.

Explore My Mailbox by clicking each + in the screenshot below.
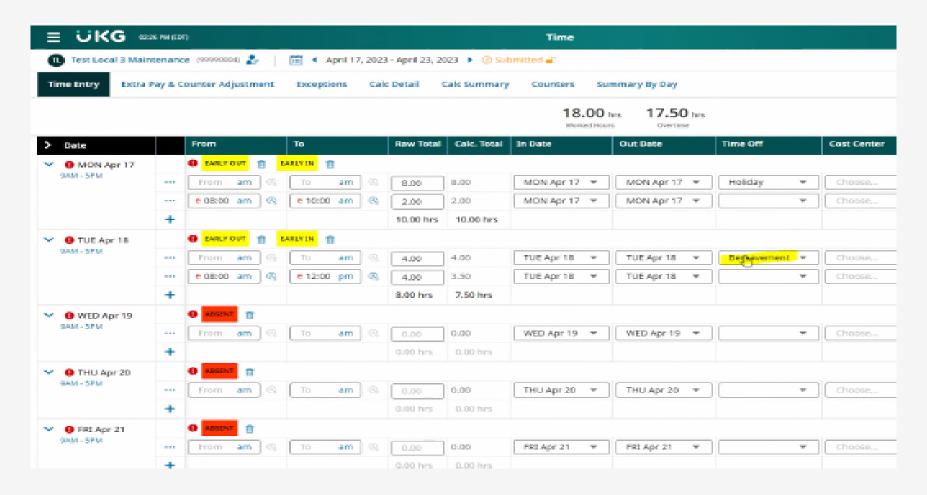
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The mailbox-top right Bell
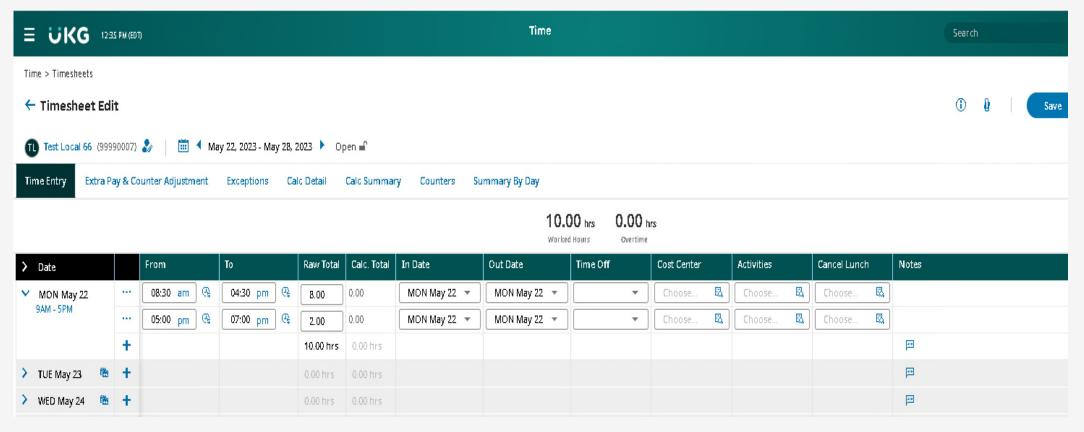
Supervisor Staff Timesheet
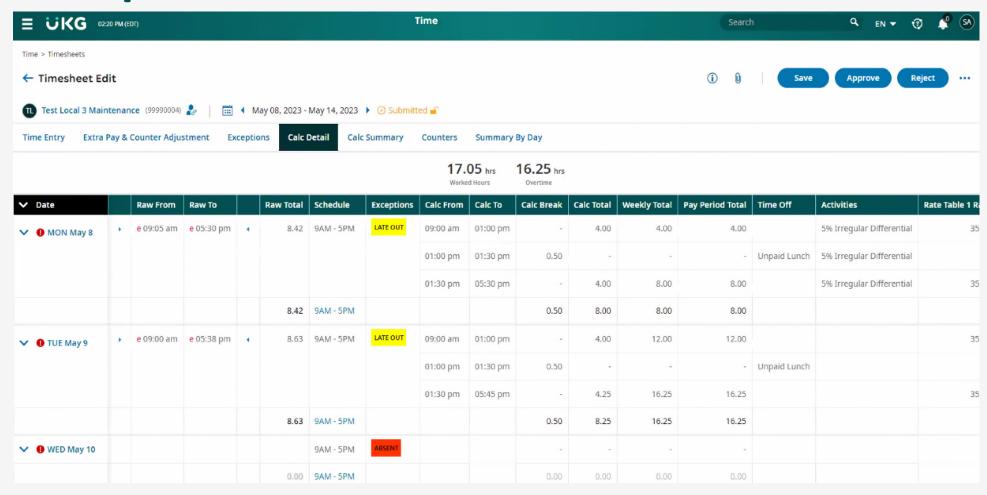
Example of Timesheets to Review

Editing an Employee's Timesheet

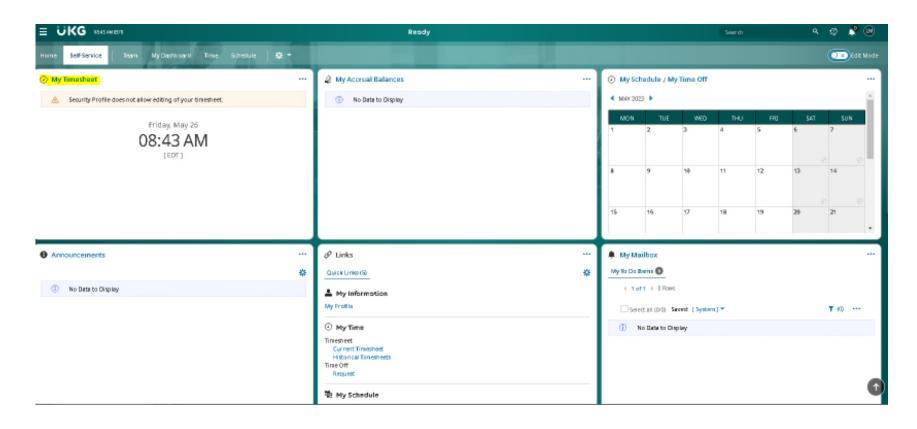- This is an example of an <hourly> employee's timesheet
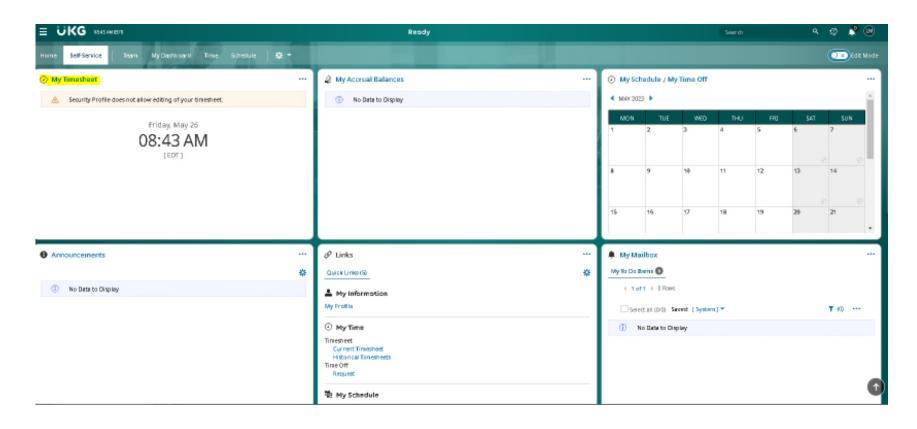
Example of Overview of Timesheet

What are my responsibilities as an Employee?

- Take online training – You must take online courses.

- Enter your <u>Time daily</u> – "Time In" Upon Arrival & "Time out" when you leave.

- Submit Time Weekly for approval – No later than close business Friday/Saturday (if applicable). Failure to timely submit will result in no pay or incorrect pay.

- Request or Change PTO or Vacation and other leave types.

- Keep personal information (limited data) up to date.

- Notify supervisor of any errors in data.

- Verify your employee basic data is accurate.

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Insert slide for Employee Time & Attendance

Employee Self Service View - ==non union==
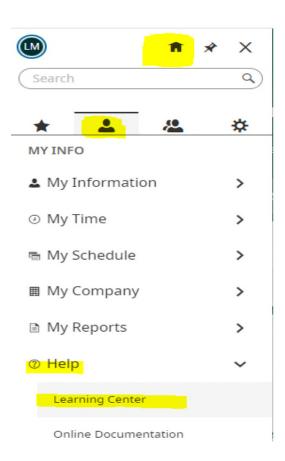
Benefits of UKG Implementation

- Electronic records- eliminate manual paper employee records!

- Real time information on Personal dashboard:

    - Timesheet/earnings/usage /PTO/OT

- PTO reimbursement payment process will be expedited.

- View my weekly earning statement -No more paper distribution!!

- View & print my weekly earning statement – at your fingertips, whenever you need to!

- Access your W2 & 1095C form - *Future*

- Update your Direct Deposit information - *Future*

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Where can I learn more?

Access job aid and learning resources under

Help > My Learning

https://secure6.saashr.com/ta/6168411.login

Who do I contact for UKG Support?

- If you have HR specific questions, contact: **JIBHR@jibei.com** with your questions. A team member will assist you.

- If you need help using the TLM application

    - Time & Attendance Only:

        - **Level 1 Dolly Lugo, Mary Hu, or Lillian Chen**

- Reset password help: See Above

- Received a UKG error: See Above

- Question on my paycheck: **Melissa Diaz /Habiba Islam** in the Payroll Dept.

- **DO NOT CALL JIB IT HELP DESK FOR UKG Technical Support. JIB IT HELP DESK IS ONLY for JIB Network Technical Support.**

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