UKG

Lundquist College of Business

Approver Guide

October 2023

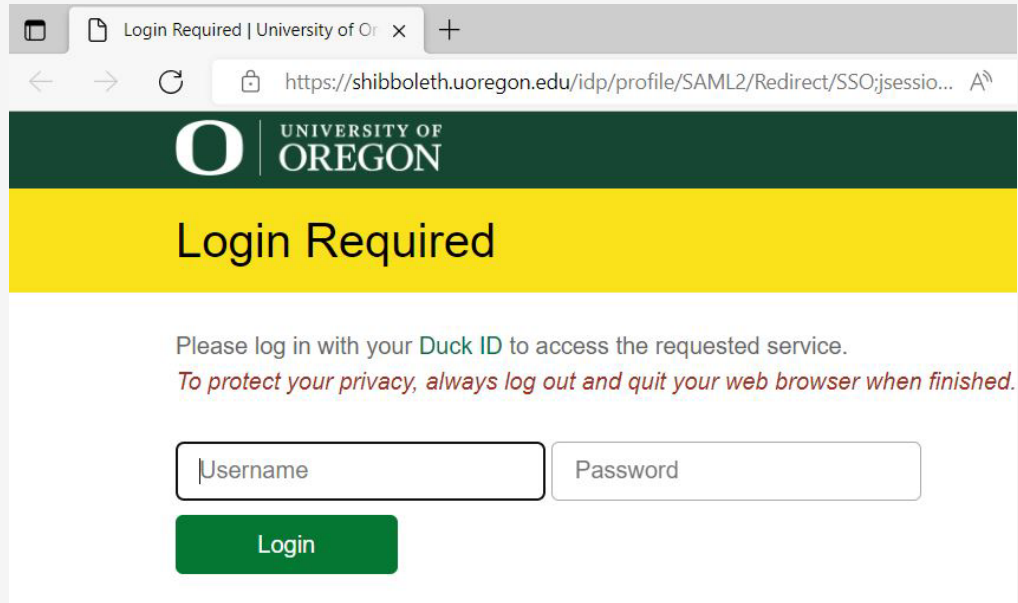**CBSO Payroll Team**

Getting Started

Logging in from Computer Using URL

Navigate to the UKG Ready Dashboard **ukg.uoregon.edu**

- **Pro-Tip:** Bookmark website

- Enter your DuckID and password
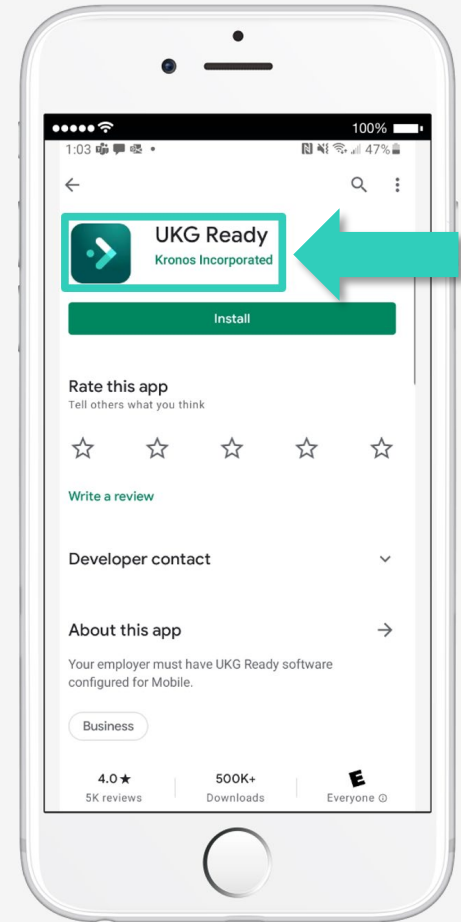
- Click Login

- Use DUO Authenticator to complete login
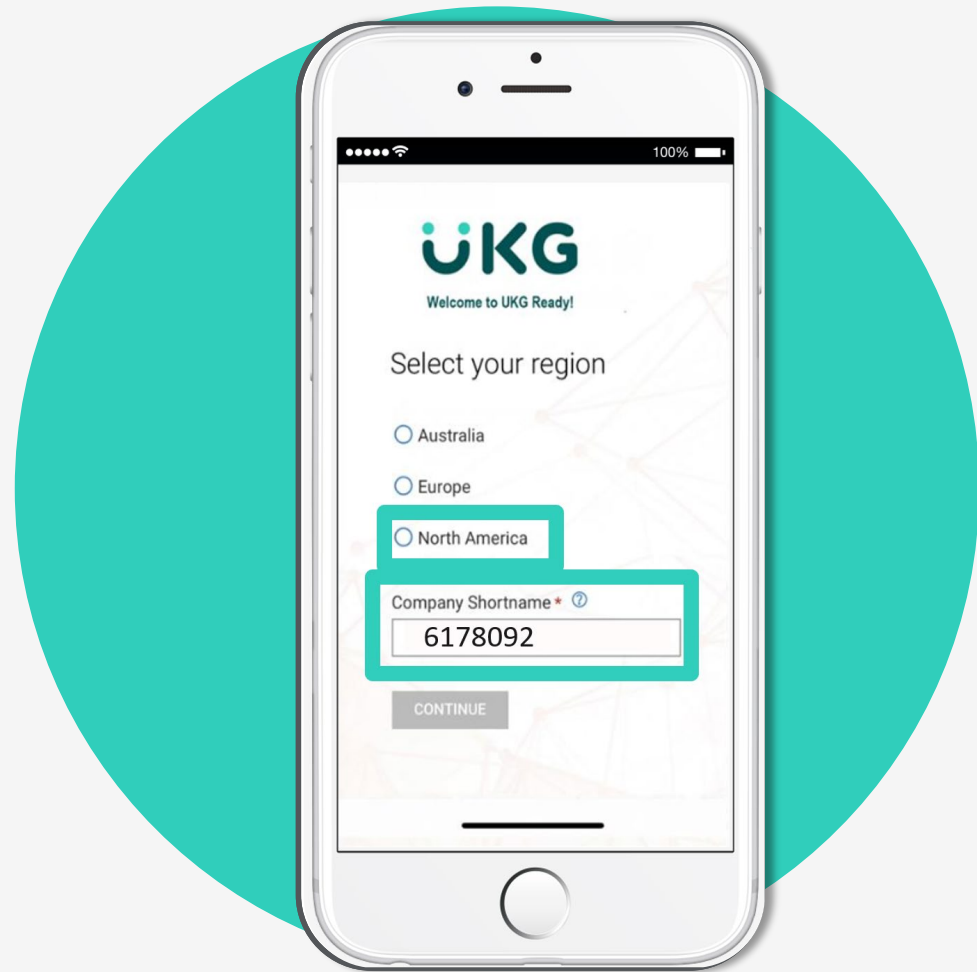
Downloading Mobile App

- <u>Before</u> downloading app, check with your Supervisor to see how they prefer you clock in and clock out

- Go to your device's app store and search for **UKG Ready**

Pro-Tip: there are several UKG apps, so make sure to download the correct one
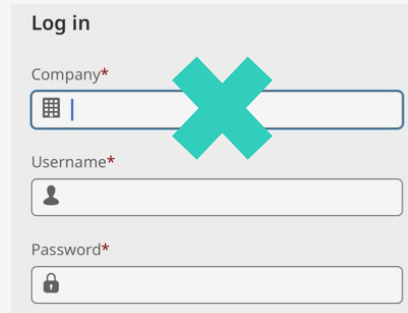
Setting Up the Mobile App

- Select your region: **North America**

- Enter our Company Shortname: **6178092**

Logging into the Mobile App

- Enter your DuckID and password

- Tap login

- Use DUO Authenticator to complete login

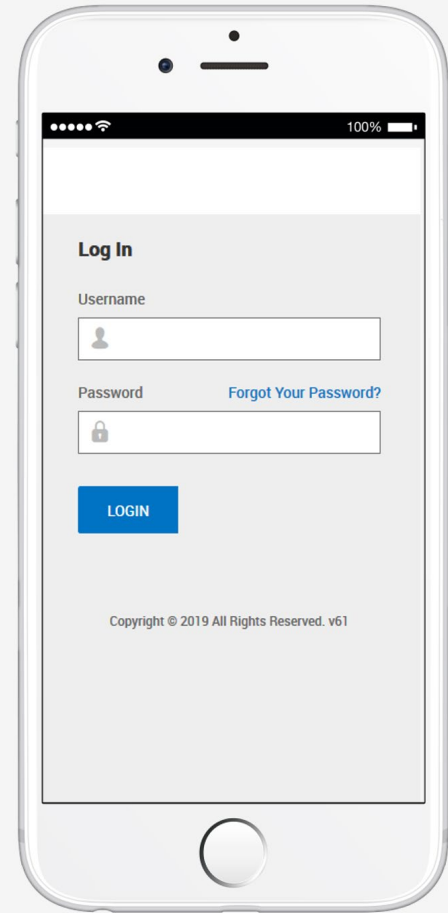**Pro-Tip:** If this screen appears, please delete app and re-download.

Your Dashboard

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Homepage Look

- These 2 icons take you to the Homepage **O**   **Home**

- ☰ "**Hamburger**" Icon takes you to the Website Menu

To Do Items

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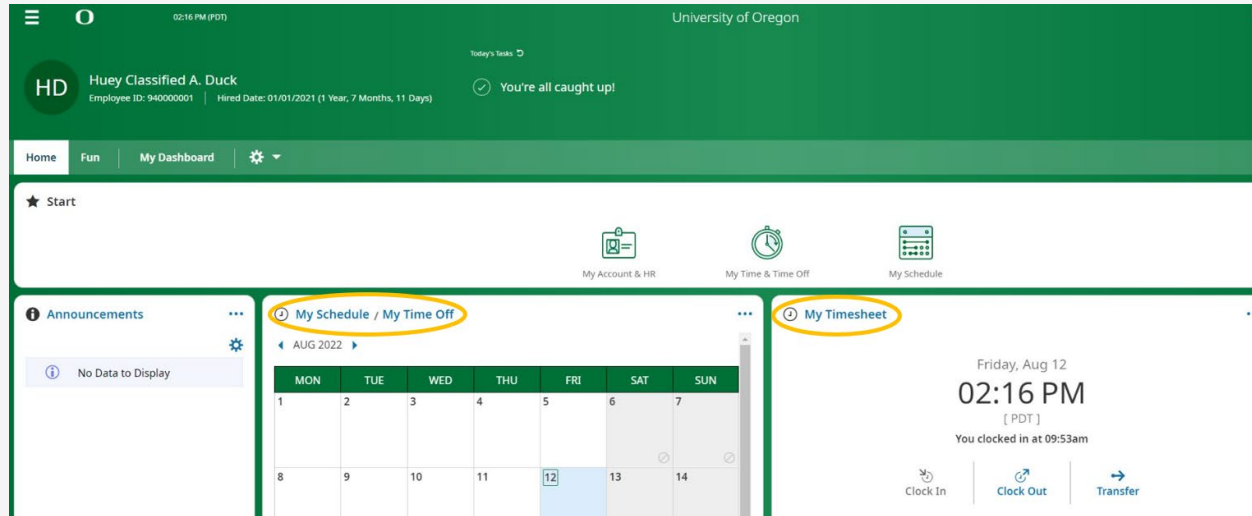
3 Ways to Complete Tasks

Option 1: Email notifications through Outlook **From:** noreply@saashr.com

- Time Off Requests and Change Requests

Option 2: `Search` 🔍 ⦿ 🔔⁰ ⬅ Bell Icon

- Time Off Requests and Change Requests

Option 3: Approval Tab sections (*must be completed for "Time Entry" approvals)

Approvals
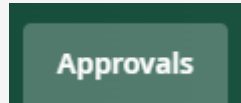
All changes and time entries must be "Saved" after processing tasks

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Approver Email Notification (Option 1)

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Auto Notifications from UKG

From: noreply@saashr.com <noreply@saashr.com> always the sender address

Potential email topics:

- Reminder from Central Payroll for Submitting Your Time
- Reminder from Central Payroll for Approving Others' Time
- Time or Change Requests from Employees
- Data and Activity Reports as requested

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Example #1 – "Modify Punch Request"

Sent: Sunday, July 9, 2023 11:25 AM
To: Angelique Lewis <alewis21@uoregon.edu>
Subject: Timesheet Change Requested

Hi Angelique,

Chris M. Hoffman has requested 'Modify Punch Out' on 07/06/2023 with the following comment:

9:19 to 11:33 changed to LTS please

Please Login to process this request.

Thanks!

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Example #2 – "Time Off Approval"

From: noreply@saashr.com <noreply@saashr.com>
Sent: Tuesday, July 25, 2023 5:02 PM
To: Angelique Lewis <alewis21@uoregon.edu>
Subject: Time Off Approved

Pro-Tip: Can't approve "Future" time-off requests until the designated date

Hi Angelique,

Your request of Vacation Leave time in the amount of 8.00 hour(s) on 08/02/2023 has been approved with the following comment:

Accepted: Please add to the calendar.

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Example #3 – "Delete Time Request"

Sent: Monday, July 24, 2023 11:21 AM
To: Angelique Lewis <alewis21@uoregon.edu>
Subject: Timesheet Change Requested

Hi Angelique,

Marissa R. Cohen has requested 'Delete Time Entry' on 06/30/2023 with the following comment:

Please Login to process this request.

Thanks!

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Example #4 – "Comp Time Request"

Sent: Monday, July 17, 2023 8:01 AM
To: Angelique Lewis <alewis21@uoregon.edu>
Subject: Time Off Requested

Hi Angelique,

Chris M. Hoffman has requested Comp Time on 07/19/2023 for 4.00 hour(s) with the following comment:

DMV appointment for RealID. I made appoitment several weeks ago and forgot. Clock out around 12:30 pm

Please Login to process this request.

Thanks!

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Turning off Notifications-Uncheck Boxes

Bell Icon
(Option 2)

Bell Icon aka "Mailbox"

- Bell icon indicates what needs to be done in To Do Items and has been completed in "My Notifications."

- When you click on this icon, it will take you to "My To do Items" and "My Notifications"
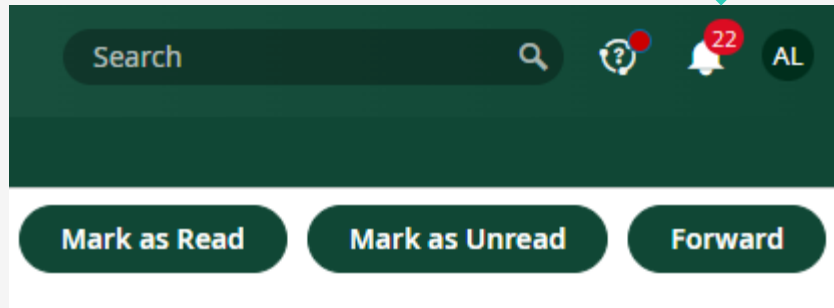
"My To Do Items" Tab from Bell Icon

- My To Do Items will show what Change and Time Off Requests need to be addressed.

- Select the request → **Approve** **Reject** → then will automatically delete/fall off and reduce your "To Do" Item numbers

By the end of the pay period, your "To Do Item" Tab should be at zero.
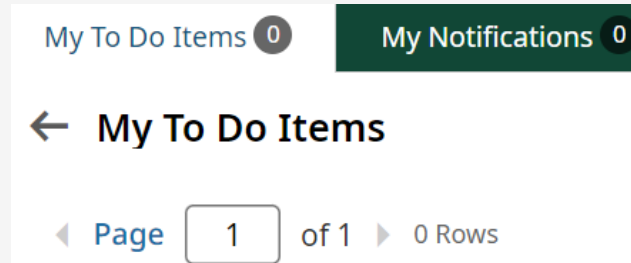
To Do items are <u>required</u> to be completed.

"My Notifications" Tab from Bell Icon

- "My Notifications" Tab acts as an FYI and the only way to remove the requests is by manually clicking on one of the button options below.

- Pro-Tip: Notifications are separate from To Do Items
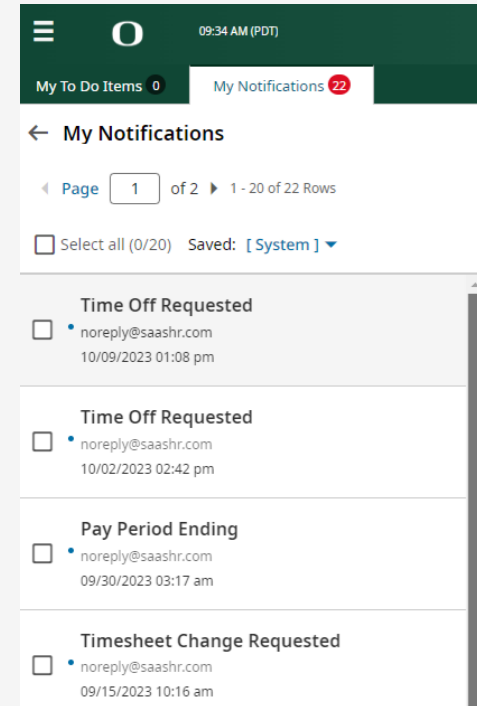
The Number of Notifications are unlimited and action is not required.

Approvals Tab
(Option 3)

Approvals

Approvals Tab

Scroll to middle of the page to see these **3 sections**. Click on the **hyperlink heading** circled below. Here is the recommended section order.

1   Pending Approval - Time Off Requests

2   Pending Approval - Timesheet Change Requests

3   Pending Approval - Time Entries

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1 📄 **Pending Approval - Time Off Requests**

- Click on hyperlink "Pending Approval – Time Off Requests"

- Time Off is approved in **two different places** at **two different times**

- The first is the approval of the request itself, which then causes it to populate on the timesheet

- This second approval is done in the **"Pending Approvals – Daily Time Entries"** section when you are approving daily "Time Entries"(confirming the time was taken as requested).

Don't forget to click "Save" after each completion

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Reviewing & Approving "Time-Off" Requests

- To **Review/Modify** Time Off Request, click on this icon below.

- Once you check the box of the specified entry, you can choose "**Approve, "Reject,"** or **"Reset"** in the upper right corner.
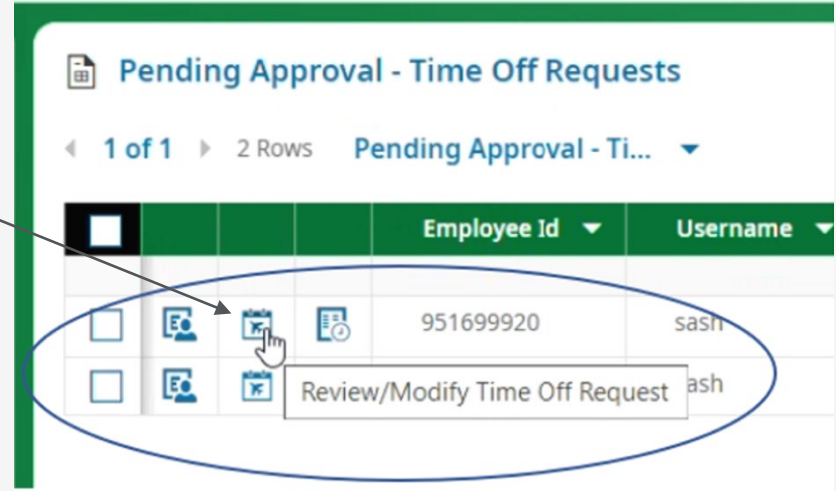
Don't forget to click "Save" after each completion

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2 📄 **Pending Approval - Timesheet Change Requests**

- Click on the change request you wish to approve

- Review the request for accuracy and select either Approve or Reject button

- If you are Rejecting a change request from an employee, click Reject and put an explanatory note in the comment box

IMPORTANT: If you are managing an employee with multiple jobs, be aware you will only be able to approve adjustments if you are the primary job approver.

Don't forget to click "Save" after each completion

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3 **Pending Approval - Time Entries**

Click on hyperlink "Pending Approvals – Time Entries" regularly

Pro-Tips:

➢ <u>Do not</u> wait until the end of the pay period to <u>approve all the daily time entries</u>.

➢ You can click on the **"Timesheet" icon** below to go to their actual timesheet if you need to view it.

➢ You can **check** the very top box to approve everything at once without drilling down.

Don't forget to click "Save" after each completion

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Approving → "Time Entries" Section

- After you approve any pending Time-Off or Timesheet Change Requests

  Pending Approval - Timesheet Change Requests ↗   Pending Approval - Time Off Requests ↗

- Go to the Time Entries section and approve the entry there too

  Pending Approval - Time Entries ↗

- This acts as the final "Approval" of the entry on the timesheet

Don't forget to click "Save" after each completion

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Other Important Notes

Employees with Multiple Jobs

IMPORTANT: The Manager associated with primary job in Banner is the **ONLY** one who will receive email notifications about To-Do Items

If you don't receive an email notification because you are not the Primary Approver, complete your approval tasks by clicking the **To-Do Bell** or "**My To Do Items**" tab on your dashboard

Complete **approval tasks** from your dashboard

Click the **Bell icon** to see a complete list of To Do tasks at any time

Questions or Need Help?

- **Lundquist UKG Payroll Administrators**

  - jennab@uoregon.edu (Jenna Babcock, Payroll Administrator)

  - pattim@uoregon.edu (Patti McVay, Accounting Technician)

  - civiello@uoregon.edu (Michele Civiello, Assoc. Dir. HR)

- **BizWeb UKG Link**

  - https://bizweb.uoregon.edu/faculty-staff/neo/classified

- **Business Affairs UKG Video Tutorials**

  - https://ba.uoregon.edu/content/ukg-ready-time-attendance

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