



Lundquist College of Business

# Approver Guide

October 2023

CBSO Payroll Team

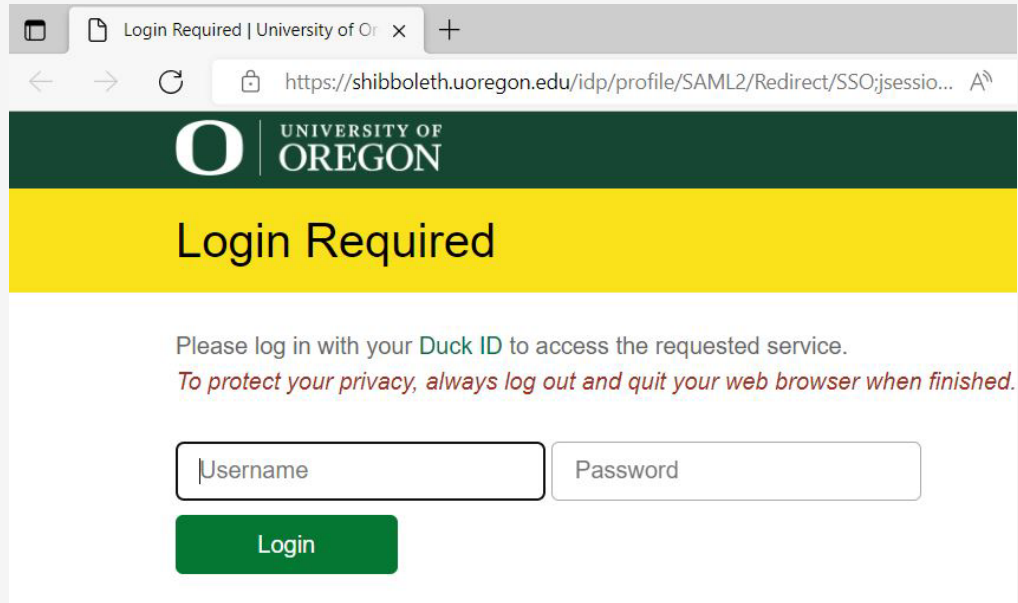


# Getting Started

# Logging in from Computer Using URL

Navigate to the UKG Ready Dashboard [ukg.uoregon.edu](https://ukg.uoregon.edu)

- **Pro-Tip:** Bookmark website
- Enter your DuckID and password
- Click Login
- Use DUO Authenticator to complete login

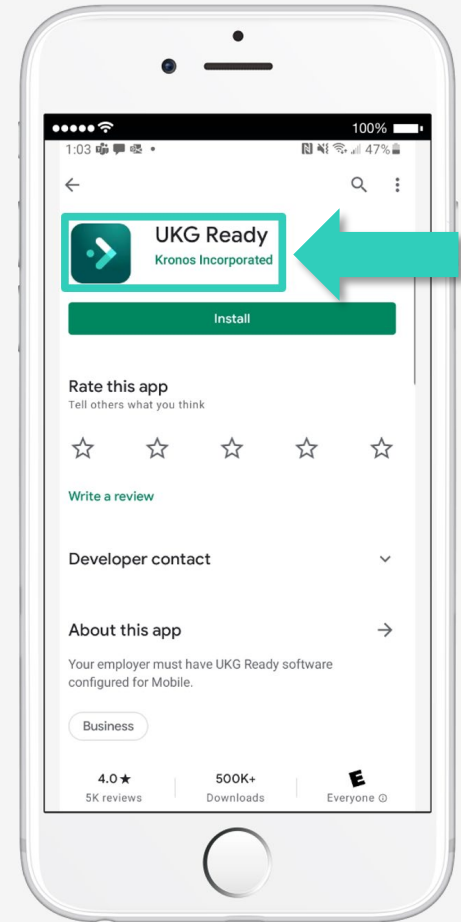


The screenshot shows a web browser window with the address bar displaying "Login Required | University of Or x" and the URL "https://shibboleth.uoregon.edu/idp/profile/SAML2/Redirect/SSO;jsessio...". The page header features the University of Oregon logo and name. A prominent yellow banner reads "Login Required". Below this, a message states: "Please log in with your Duck ID to access the requested service. To protect your privacy, always log out and quit your web browser when finished." The login form consists of two input fields: "Username" and "Password", followed by a green "Login" button.

# Downloading Mobile App

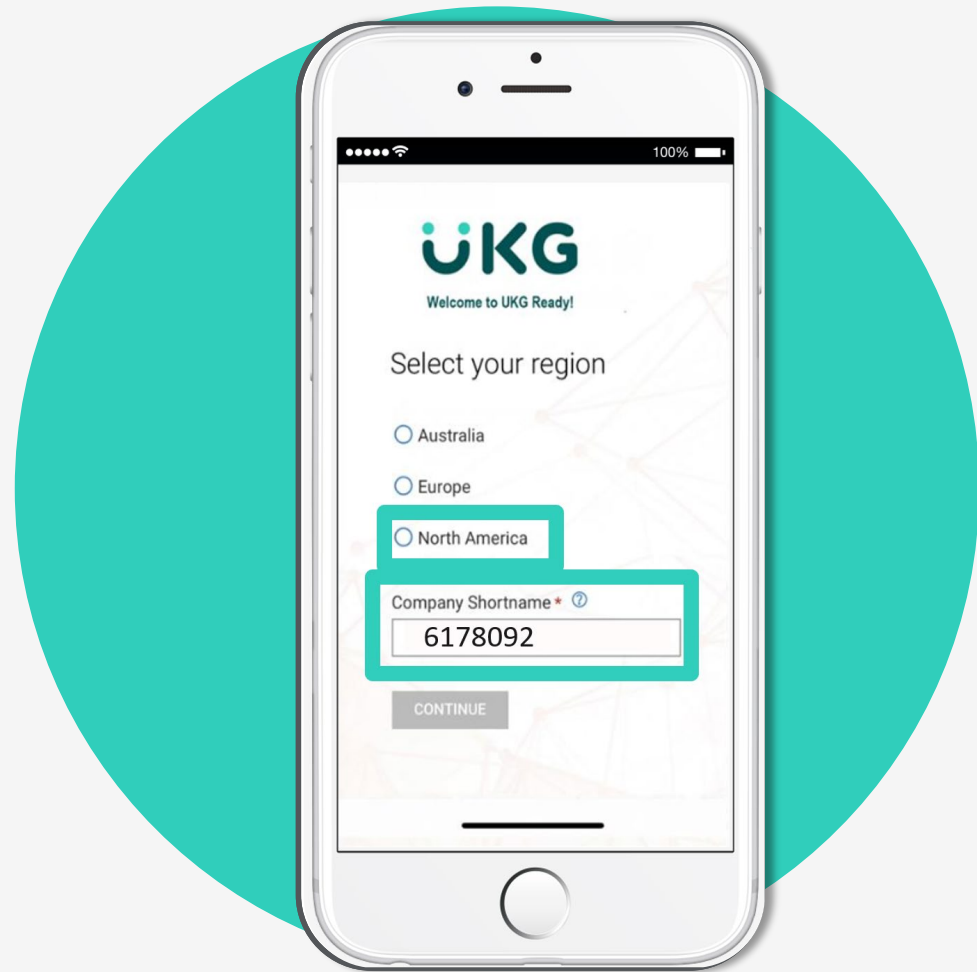
- Before downloading app, check with your Supervisor to see how they prefer you clock in and clock out
- Go to your device's app store and search for **UKG Ready**

**Pro-Tip:** there are several UKG apps, so make sure to download the correct one



# Setting Up the Mobile App

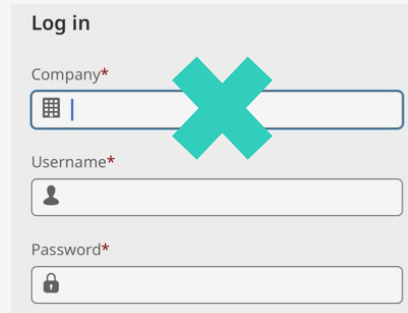
- Select your region: **North America**
- Enter our Company Shortname: **6178092**




# 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.

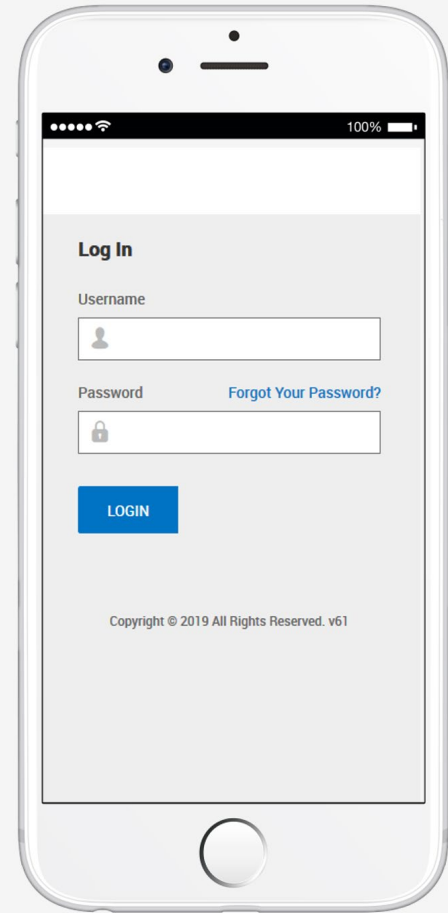


Log in

Company\* 




Username\*

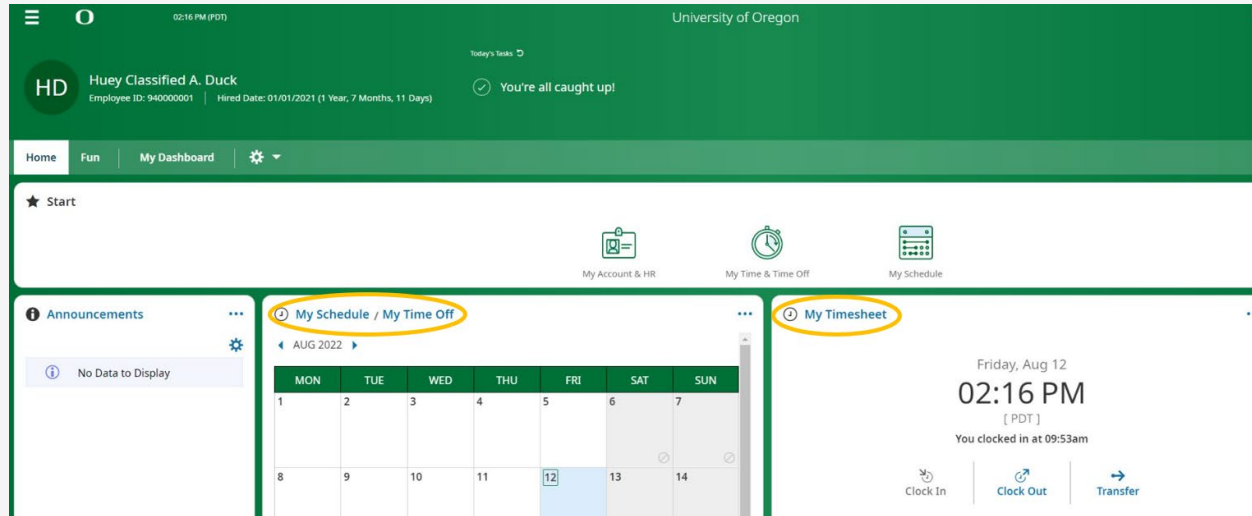
Password\*



# Your Dashboard

# Homepage Look

- These 2 icons take you to the Homepage  
-  “Hamburger” Icon takes you to the Website Menu






# To Do Items

# 3 Ways to Complete Tasks

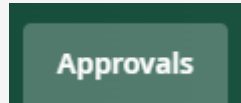
**Option 1:** Email notifications through Outlook **From: noreply@saashr.com**

- Time Off Requests and Change Requests

**Option 2:**  Bell Icon

- Time Off Requests and Change Requests

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



**All changes and time entries must be “Saved” after processing tasks**

# Approver Email Notification (Option 1)

# Auto Notifications from UKG

**From:** [noreply@saashr.com](mailto:noreply@saashr.com) <[noreply@saashr.com](mailto: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

# Example #1 – “Modify Punch Request”

**From:** [noreply@saashr.com](mailto:noreply@saashr.com) <[noreply@saashr.com](mailto:noreply@saashr.com)>

**Sent:** Sunday, July 9, 2023 11:25 AM

**To:** Angelique Lewis <[alewis21@uoregon.edu](mailto: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!

# Example #2 – “Time Off Approval”

**From:** [noreply@saashr.com](mailto:noreply@saashr.com) <[noreply@saashr.com](mailto:noreply@saashr.com)>

**Sent:** Tuesday, July 25, 2023 5:02 PM

**To:** Angelique Lewis <[alewis21@uoregon.edu](mailto: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.

# Example #3 – “Delete Time Request”

**From:** [noreply@saashr.com](mailto:noreply@saashr.com) <[noreply@saashr.com](mailto:noreply@saashr.com)>

**Sent:** Monday, July 24, 2023 11:21 AM

**To:** Angelique Lewis <[alewis21@uoregon.edu](mailto: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!

# Example #4 – “Comp Time Request”

**From:** [noreply@saashr.com](mailto:noreply@saashr.com) <[noreply@saashr.com](mailto:noreply@saashr.com)>

**Sent:** Monday, July 17, 2023 8:01 AM

**To:** Angelique Lewis <[alewis21@uoregon.edu](mailto: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 appointment several weeks ago and forgot. Clock out around 12:30 pm

Please [Login](#) to process this request.

Thanks!



# Turning off Notifications-Uncheck Boxes



A screenshot of a user profile menu. At the top is a search bar and navigation icons. Below are tabs for 'My Info', 'Team', and 'Settings'. The 'My Info' tab is active. A list of options includes Favorites, My Time, My Schedule, My HR, My Information, My Company, and My Reports. The 'My Information' option is highlighted with a teal box, and a teal arrow labeled '3' points to it. Below this list, the 'Notification Preferences' option is highlighted with a teal box, and a teal arrow labeled '2' points to it.

## ← Notification Preferences

### Select Delivery Method

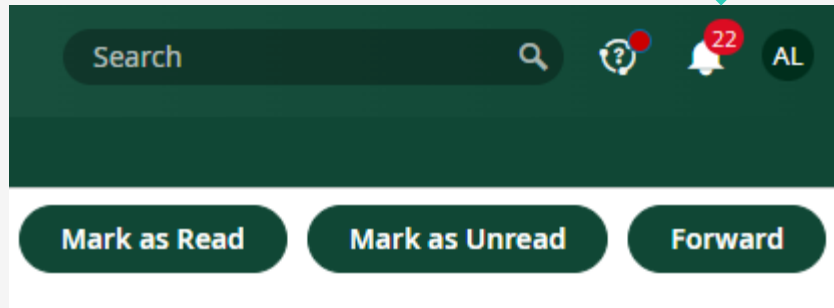
Primary Email (Outlook)

Mailbox (UKG)

# Bell Icon (Option 2)

# Bell Icon aka “Mailbox”

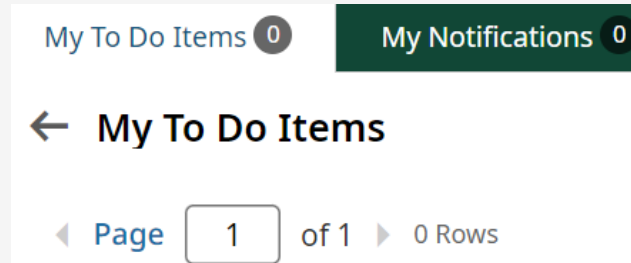
- Bell icon indicates what needs to be done in To Do Items and has been completed in “My Notifications.”
- When you click on this icon, it will take you to “My To do Items” and “My Notifications”



# “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 →   → 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.



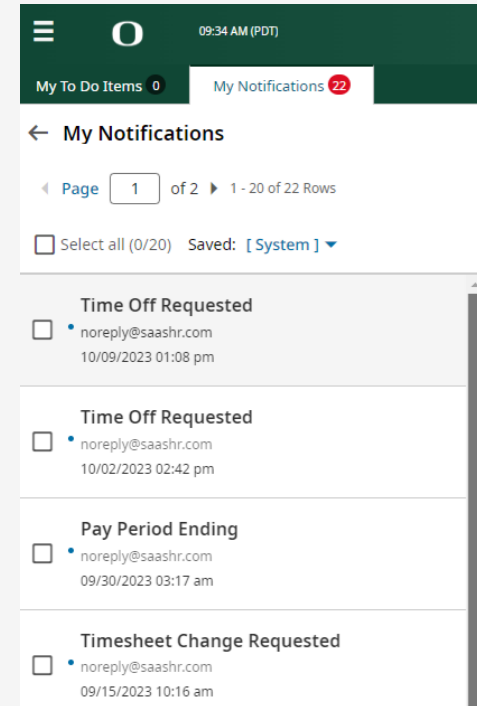
To Do items are required to be completed.

# “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.

The screenshot displays three sections of the Approvals Tab, each with a circled heading:

- Pending Approval - Time Off Requests**: A table with columns for Employee, User, First Name, Last Name, and Request. It shows two rows of data for employee 951899320.
- Pending Approval - Timesheet Change Requests**: A table with columns for Employee Id, First Name, Last Name, Time Entry Date, and Request. It shows one row of data for employee 951899320.
- Pending Approval - Time Entries**: A table with columns for Grouped By, Date, Start, and End. It shows a list of time entries for employee 951899320, Sanvel, Ash, spanning from 08/11/2022 to 09/08/2022.

1



[Pending Approval - Time Off Requests](#)

2



[Pending Approval - Timesheet Change Requests](#)

3



[Pending Approval - Time Entries](#)

# 1



## Pending Approval - Time Off Requests

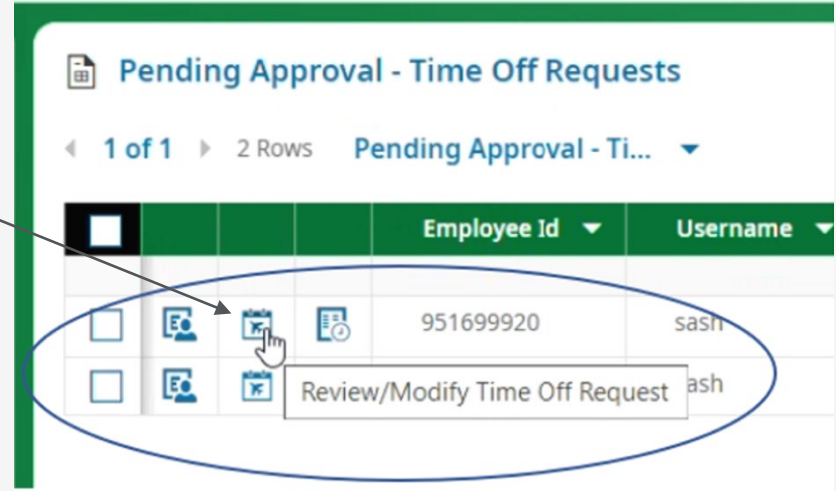
- Click on hyperlink “Pending Approval – Time Off Requests”
- Time Off is approved in **two different places** at **two different times**
- The first is the approval of the request itself, which then causes it to populate on the timesheet
- This second approval is done in the “**Pending Approvals – Daily 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



# 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

## 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

## 3



## Pending Approval - Time Entries

Click on hyperlink “Pending Approvals – Time Entries” regularly

### Pro-Tips:

- Do not wait until the end of the pay period to approve all the daily time entries.
- You can click on the “**Timesheet**” icon below to go to their actual timesheet if you need to view it.

<input checked="" type="checkbox"/>	Grouped By	Date	Start	End
<input checked="" type="checkbox"/>		07/21/2023	11:15a	
<input checked="" type="checkbox"/>		07/24/2023	09:08a	



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

Don't forget to click “Save” after each completion

# 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**

# 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

The screenshot shows a user dashboard with a 'My To Do Items' tab and a 'My Notifications' tab. The 'My To Do Items' tab is active, showing a list of three items. The third item, 'Approve/Reject Time Off Request', is selected and highlighted in blue. To the right, a detailed view of this request is shown, including the requester's name (Alan Edwards), manager information (Carlos Hudson and Max Blackburn), and a table of labor allocations and time off details. The table shows a total of 8.00 hours of time off for the date Sep 9, 2020. There are 'REJECT' and 'APPROVE' buttons at the bottom of the detailed view.

Created	Aug 26, 2020, 9:24 pm	Time Off	Paid Time Off
Date	Sep 9, 2020	Total Hours	8.00

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](mailto:jennab@uoregon.edu) (Jenna Babcock, Payroll Administrator)
  - [pattim@uoregon.edu](mailto:pattim@uoregon.edu) (Patti McVay, Accounting Technician)
  - [civiello@uoregon.edu](mailto: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>