

UKG Ready

Table of Contents

- Logging In and Signing Out.....1**
- Navigating UKG.....2**
- My Timesheet.....8**
 - Viewing Your Timesheet.....8
 - Punching In and Out.....11
 - Canceling Lunch Deductions.....12
 - Change Requests.....14
 - Submitting Your Timesheet.....15
- Time Off.....16**
 - Requesting Time Off.....16
 - Time Off Balances.....19
- My Schedule.....21**
- Manager Functions.....22**
 - Employee Timesheets.....22
 - Delegations.....26
 - Approving and Rejecting Time Off Requests.....27
 - Schedules.....28
 - Employee Information.....30
- InTouch DX.....31**
- UKG Ready Mobile App.....33**

1. UKG Ready

Logging In and Signing Out

Logging In

Access the login page by using the following link [Log in - ACCOMACK COUNTY](#)

Enter your username and password then press **Login**.

Methods of multi-factor authentication include a text message, Voice Call, and an authenticator app.

Select your preferred method of authentication and press **Continue**.

Enter the verification code from your authenticator and press **Verify**.

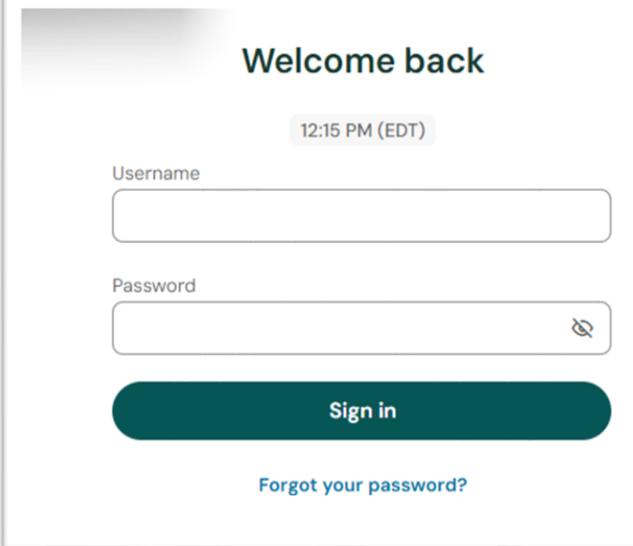
Signing Out

Press the circle with your initials in the top right corner of your screen.

In the drop-down press **Sign Out**.

Trouble Logging In?

Contact the IT help desk for assistance.



Welcome back

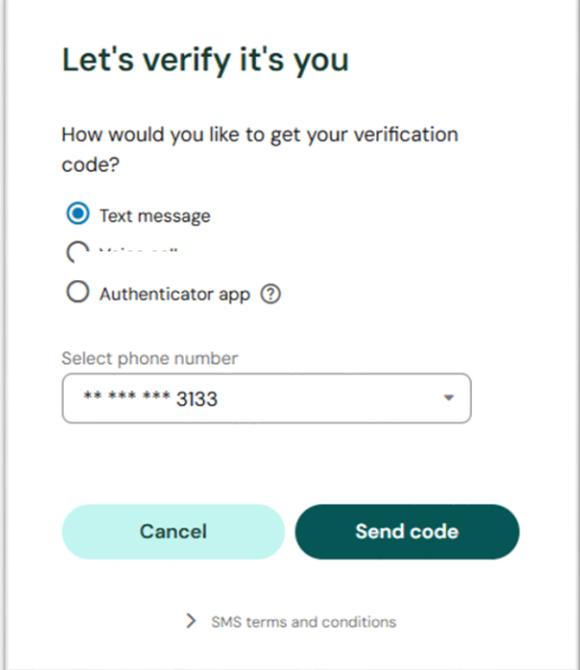
12:15 PM (EDT)

Username

Password

Sign in

[Forgot your password?](#)



Let's verify it's you

How would you like to get your verification code?

Text message

Voice call

Authenticator app ⓘ

Select phone number

***** 3133

Cancel Send code

> [SMS terms and conditions](#)

2.UKG Ready

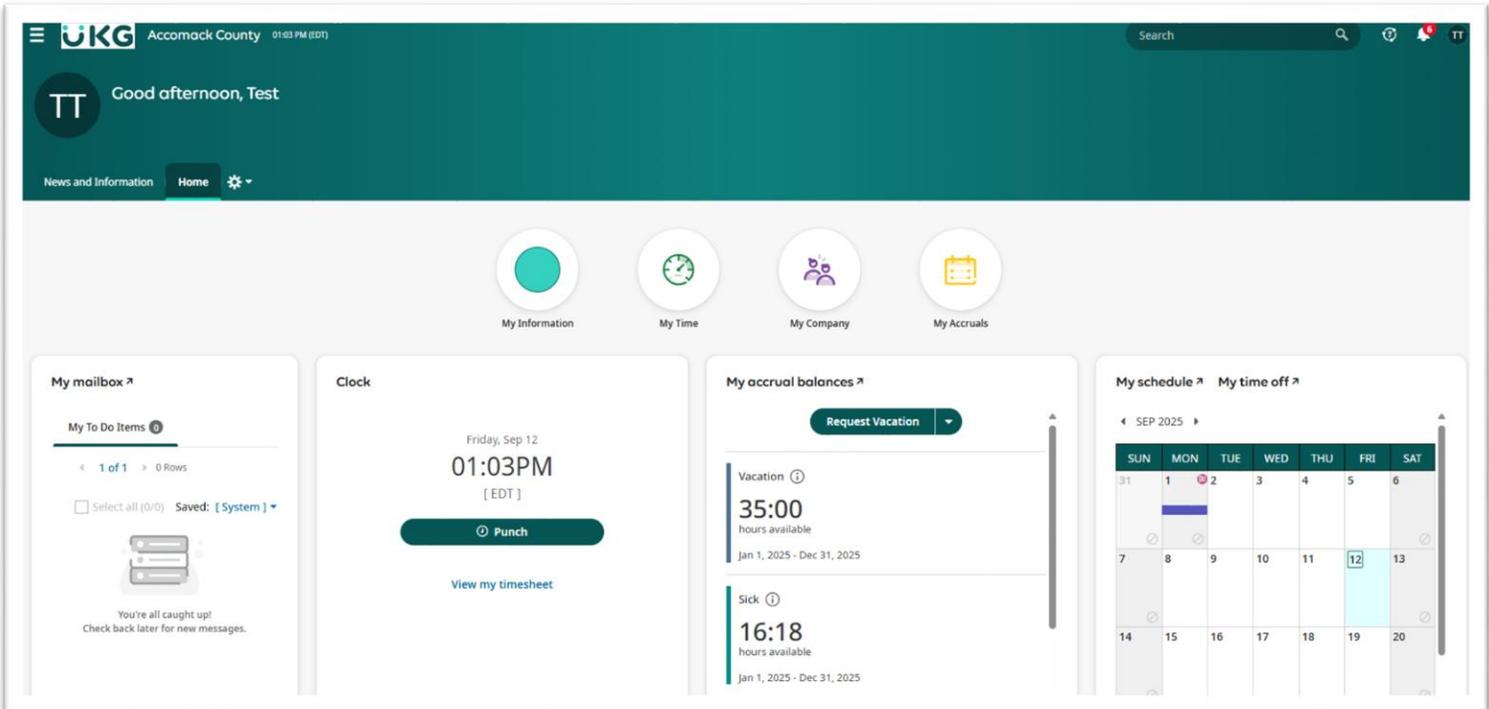
Navigating UKG

Overview

After logging in you will be brought to your homepage.

On your homepage you can find widgets and shortcuts for your most commonly used UKG functions along with the menu  in the top left corner where other functions can be found.

You are able to view your mailbox, punch in and out, view your accrual balances, request time off, and view your schedule all on the home page.



The screenshot displays the UKG homepage for Accomack County. The header includes the UKG logo, the user's name 'Test', and a search bar. Below the header, there are four circular shortcuts: 'My Information', 'My Time', 'My Company', and 'My Accruals'. The main content area is divided into four widgets:

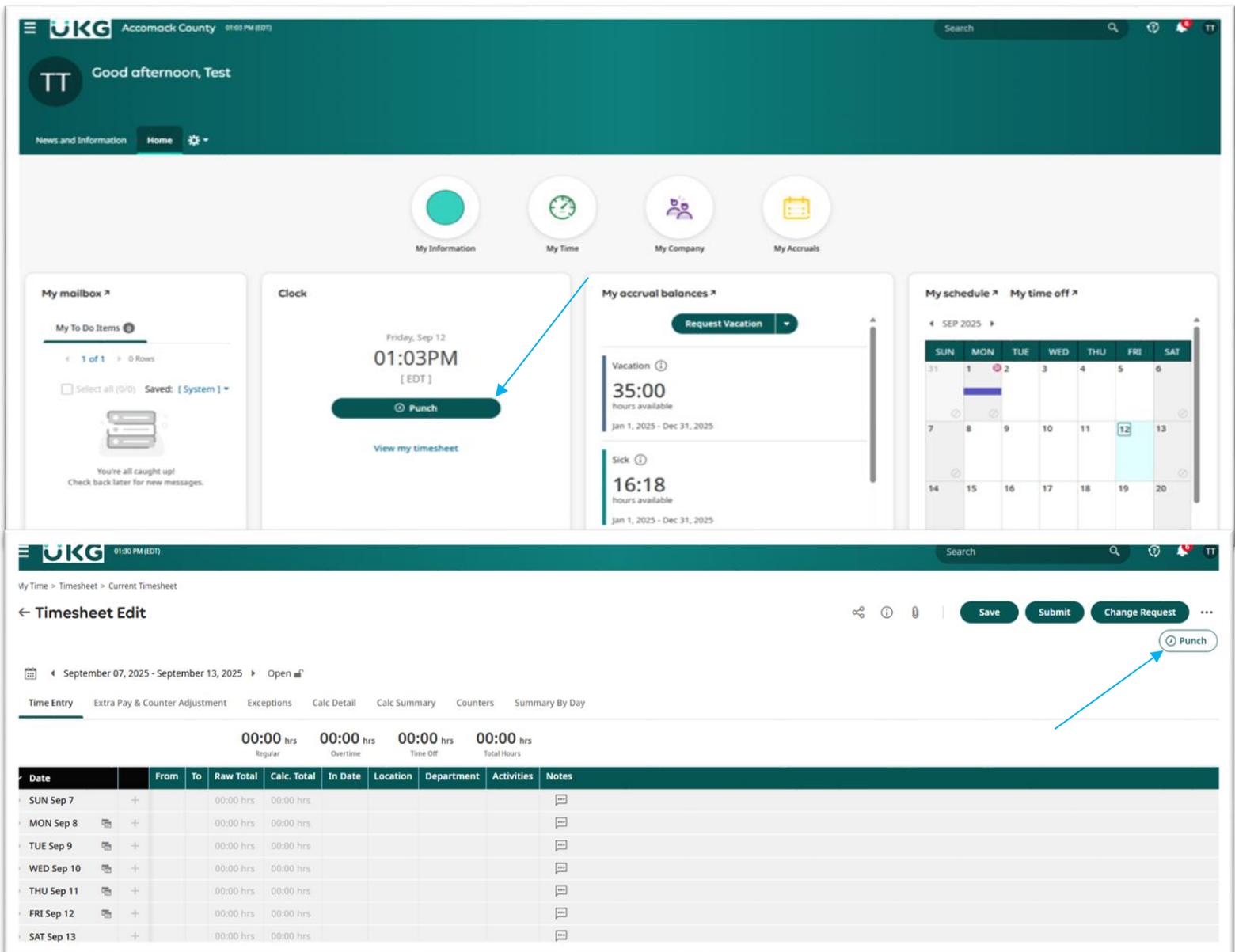
- My mailbox:** Shows a 'My To Do Items' list with 0 rows. A message states: 'You're all caught up! Check back later for new messages.'
- Clock:** Shows the current time as 01:03PM on Friday, Sep 12, [EDT]. A 'Punch' button is visible, along with a link to 'View my timesheet'.
- My accrual balances:** Shows 35:00 hours available for Vacation and 16:18 hours available for Sick. A 'Request Vacation' button is present.
- My schedule:** Shows a calendar for September 2025. The date 12th is highlighted in light blue.

2.UKG Ready

Navigating UKG

There are several ways to navigate UKG Ready and multiple ways to perform certain functions.

For example you can punch in and out on the homepage, on your **Current Timesheet**, or under **Clock** which is shown under **My Time** in the Menu .



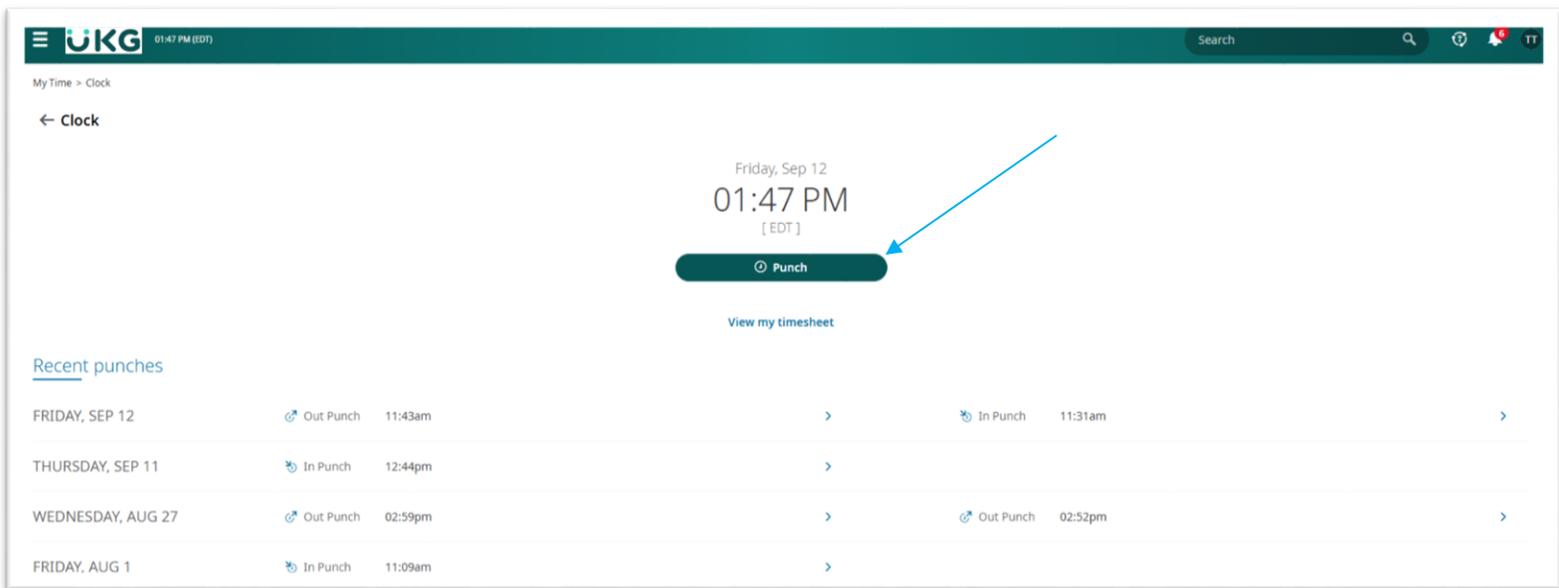
The image shows two screenshots of the UKG Ready interface. The top screenshot is the homepage for 'Accomack County' at 01:03 PM (EDT). It features a navigation bar with 'News and Information', 'Home', and a settings icon. Below the navigation bar are four main menu items: 'My Information', 'My Time', 'My Company', and 'My Accruals'. The 'My Time' menu item is highlighted with a blue arrow pointing to a 'Punch' button in the 'Clock' widget. The 'Clock' widget shows the current time as 01:03 PM [EDT] on Friday, Sep 12. Other widgets include 'My mailbox', 'My accrual balances' (showing 35:00 hours available for Vacation and 16:18 for Sick), and 'My schedule' (a calendar view for September 2025).

The bottom screenshot is the 'Timesheet Edit' page for the period of September 07, 2025, to September 13, 2025. It shows a table with columns for Date, From, To, Raw Total, Calc. Total, In Date, Location, Department, Activities, and Notes. The table is currently empty, with all values set to 00:00 hrs. A blue arrow points to a 'Punch' button in the top right corner of the page.

Date	From	To	Raw Total	Calc. Total	In Date	Location	Department	Activities	Notes
SUN Sep 7	+		00:00 hrs	00:00 hrs					
MON Sep 8	+		00:00 hrs	00:00 hrs					
TUE Sep 9	+		00:00 hrs	00:00 hrs					
WED Sep 10	+		00:00 hrs	00:00 hrs					
THU Sep 11	+		00:00 hrs	00:00 hrs					
FRI Sep 12	+		00:00 hrs	00:00 hrs					
SAT Sep 13	+		00:00 hrs	00:00 hrs					

2.UKG Ready

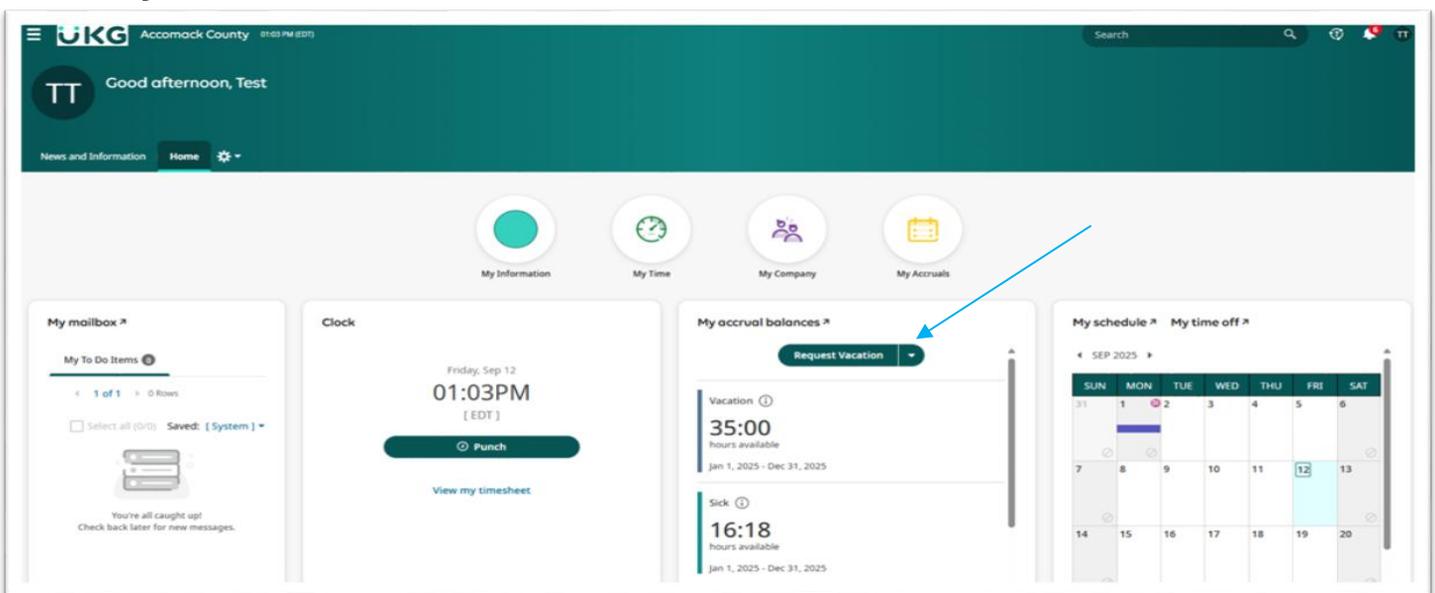
Navigating UKG



While the pages do not have the same appearance, the punch button has the same function.

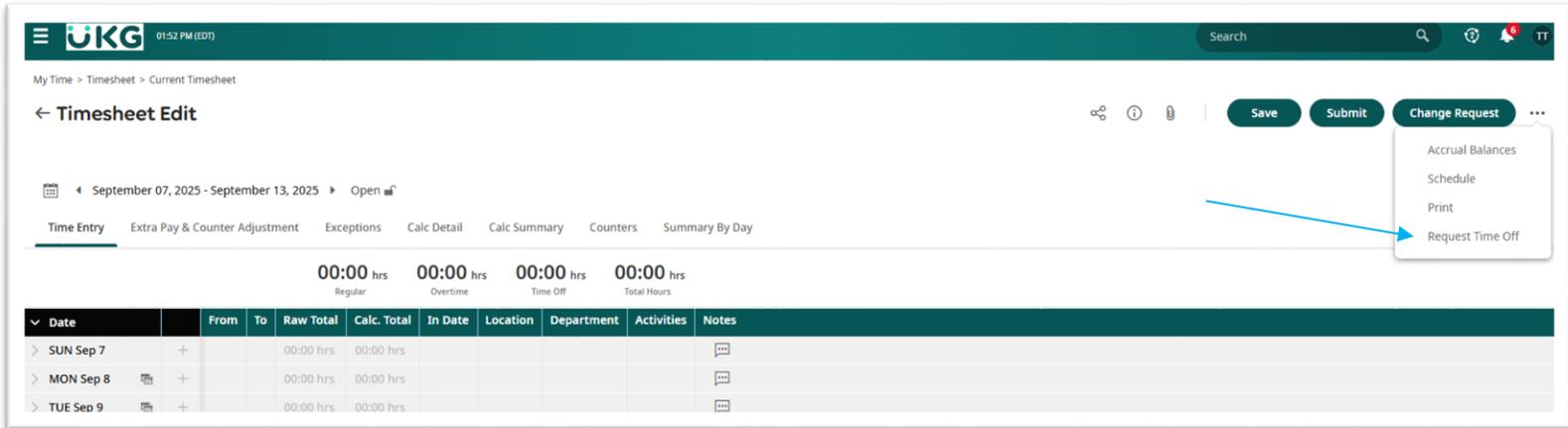
Another example is requesting time off.

You can request time off from your homepage, your **Current Timesheet**, and the **Time Off** dropdown which is shown under **My Time** in the Menu .

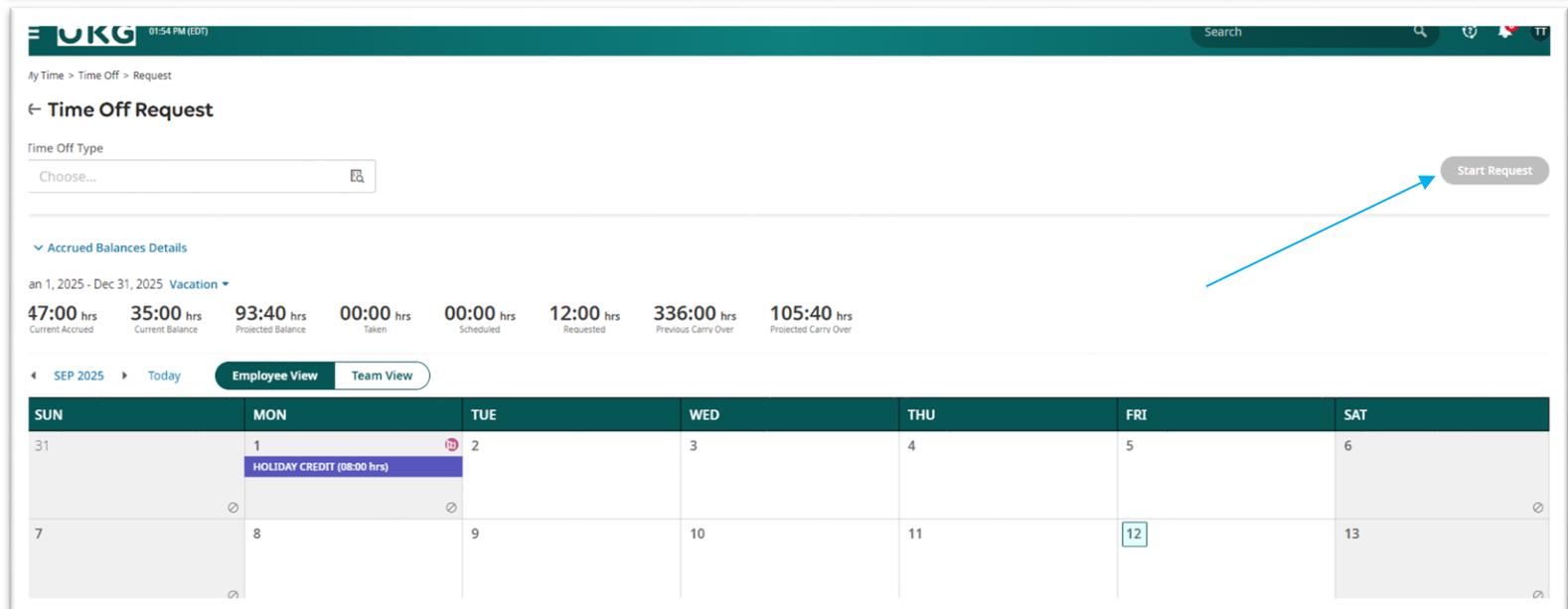


2.UKG Ready

Navigating UKG



The screenshot shows the 'Timesheet Edit' page in UKG. At the top, there is a navigation bar with the UKG logo, the time '01:52 PM (EDT)', and a search bar. Below the navigation bar, the breadcrumb 'My Time > Timesheet > Current Timesheet' is visible. The main heading is '← Timesheet Edit'. On the right side, there are buttons for 'Save', 'Submit', and 'Change Request'. A dropdown menu is open under 'Change Request', showing options: 'Accrual Balances', 'Schedule', 'Print', and 'Request Time Off'. A blue arrow points from the 'Request Time Off' option to the right. Below the buttons, there is a date range selector for 'September 07, 2025 - September 13, 2025' and an 'Open' button. Underneath, there are tabs for 'Time Entry', 'Extra Pay & Counter Adjustment', 'Exceptions', 'Calc Detail', 'Calc Summary', 'Counters', and 'Summary By Day'. A summary row shows four '00:00 hrs' values for Regular, Overtime, Time Off, and Total Hours. Below this is a table with columns: Date, From, To, Raw Total, Calc. Total, In Date, Location, Department, Activities, and Notes. The table lists three days: SUN Sep 7, MON Sep 8, and TUE Sep 9, all with 00:00 hrs for Raw and Calc. Total.



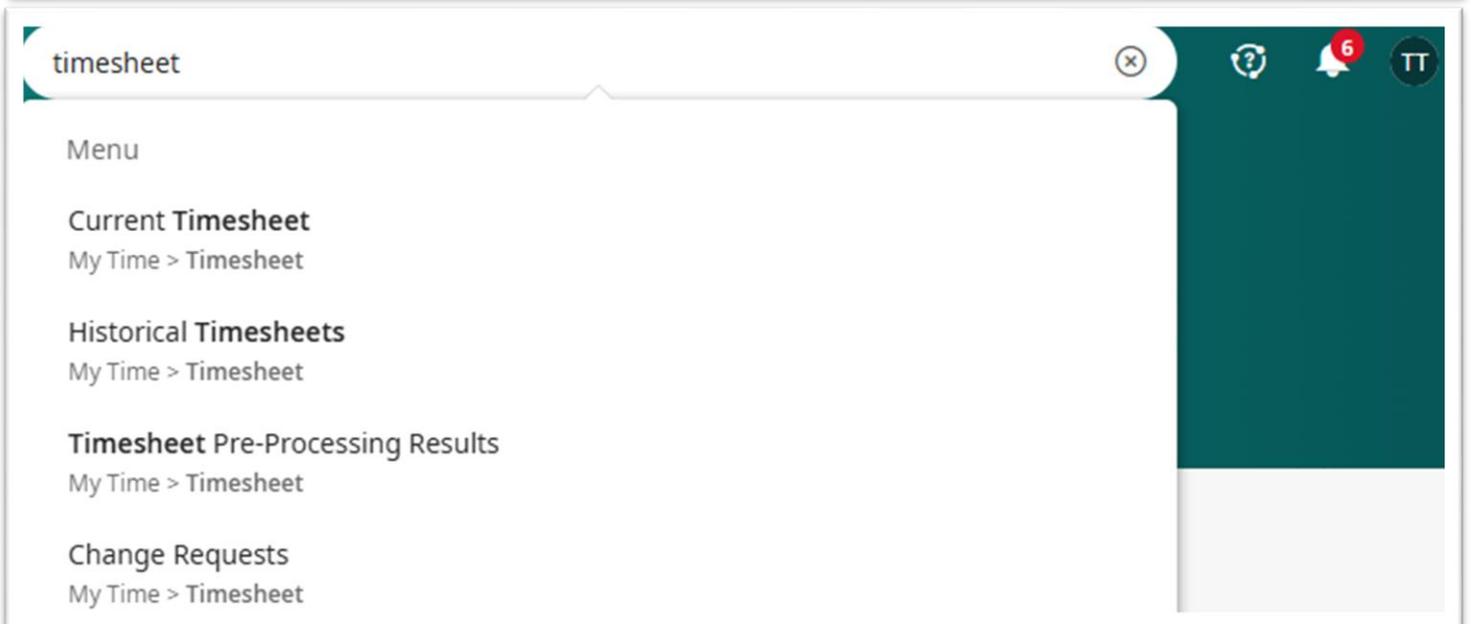
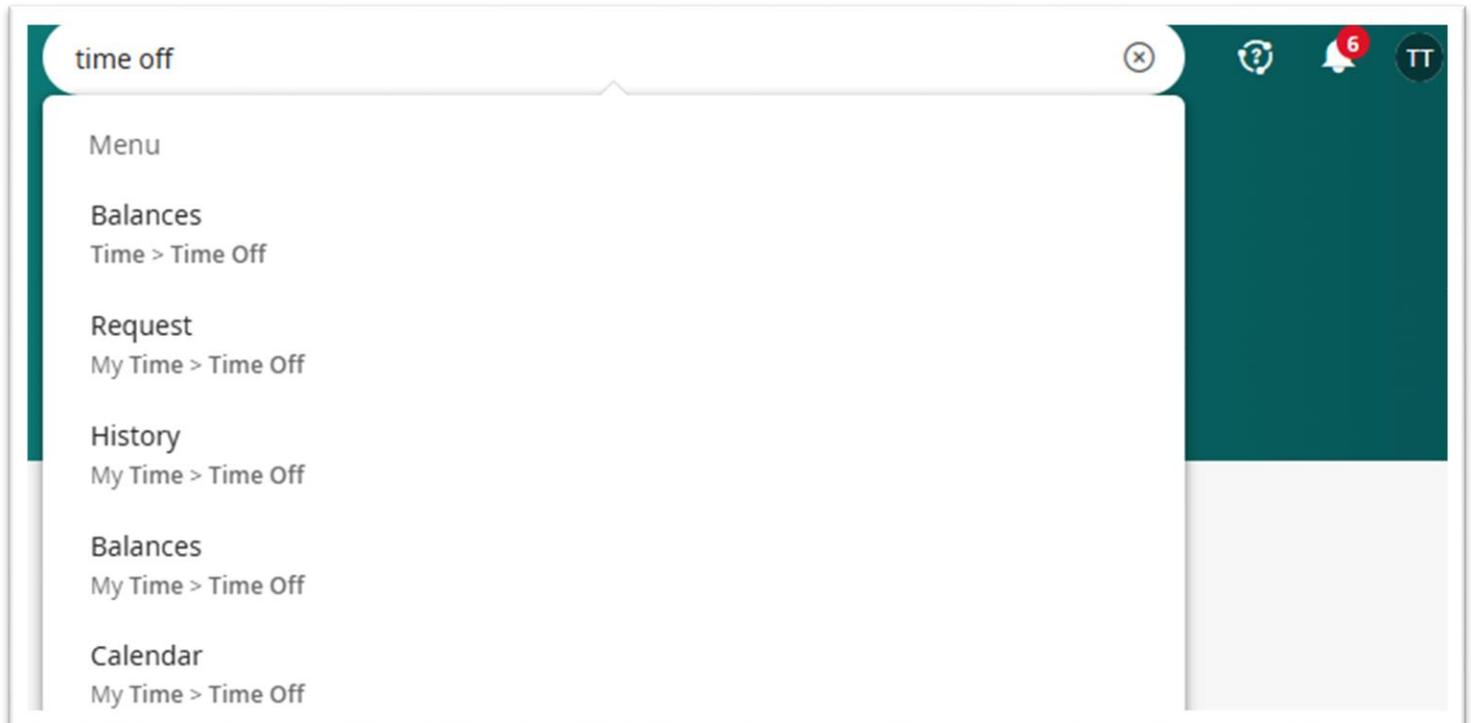
The screenshot shows the 'Time Off Request' page in UKG. At the top, there is a navigation bar with the UKG logo, the time '01:54 PM (EDT)', and a search bar. Below the navigation bar, the breadcrumb 'My Time > Time Off > Request' is visible. The main heading is '← Time Off Request'. Below the heading, there is a 'Time Off Type' dropdown menu with 'Choose...' and a search icon. On the right side, there is a 'Start Request' button. A blue arrow points from the 'Start Request' button to the right. Below the dropdown, there is a section for 'Accrued Balances Details' with a date range selector for 'an 1, 2025 - Dec 31, 2025' and a 'Vacation' dropdown. A summary row shows various accrued balances: 47:00 hrs Current Accrued, 35:00 hrs Current Balance, 93:40 hrs Projected Balance, 00:00 hrs Taken, 00:00 hrs Scheduled, 12:00 hrs Requested, 336:00 hrs Previous Carry Over, and 105:40 hrs Projected Carry Over. Below this, there are tabs for 'SEP 2025', 'Today', 'Employee View', and 'Team View'. The main content is a calendar grid with columns for SUN, MON, TUE, WED, THU, FRI, and SAT. The grid shows dates from 31 to 13. A 'HOLIDAY CREDIT (08:00 hrs)' is shown for Monday, September 1st. The date 12th is highlighted in a blue box.

Again, the pages may have a different appearance but the function is the same.

2.UKG Ready

Navigating UKG

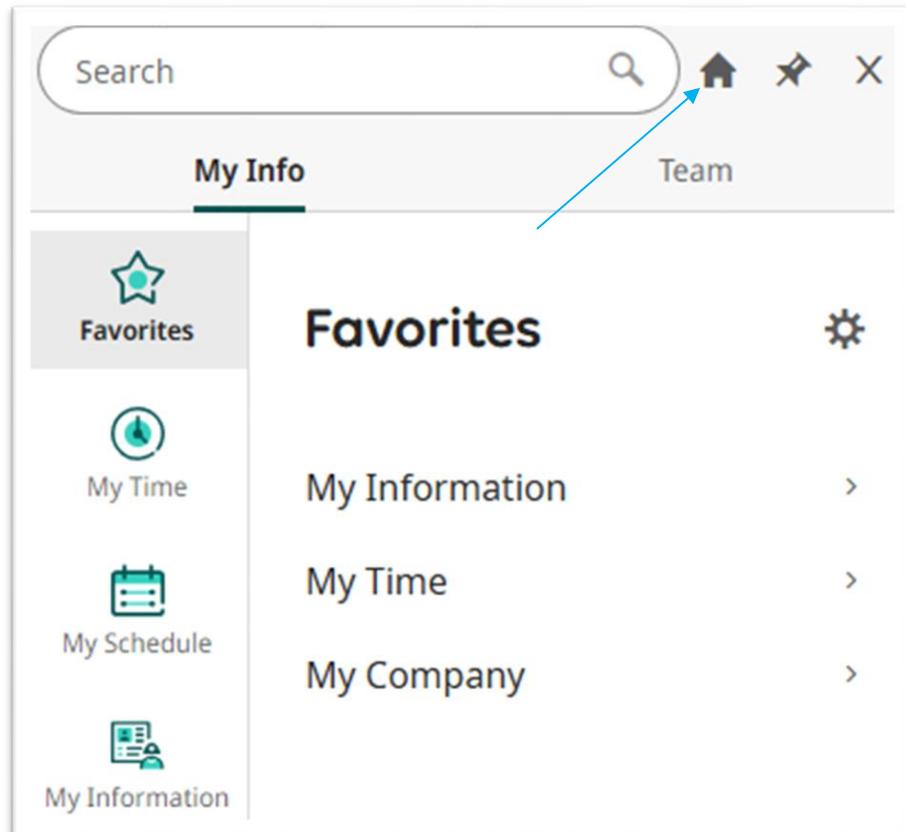
You can also use the search bar in the top right corner of your screen to find for what you are looking for.



2.UKG Ready

Navigating UKG

To return to your homepage go to the Menu  and press the home icon  .



3.UKG Ready

My Timesheet

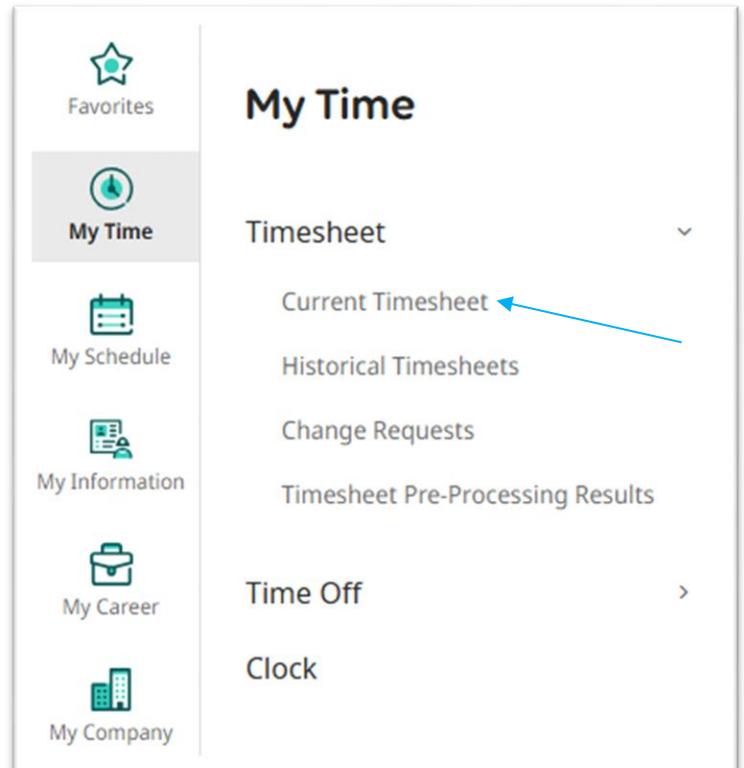
Viewing Your Timesheet

On your home screen press the icon in the top left corner of your screen  .

Press **My Time** and **Timesheet** to see the following dropdown menu.

Press **Current Timesheet**.

In the dropdown menu press **Current Timesheet**.



3.UKG Ready

My Timesheet

The screenshot shows the UKG My Timesheet interface. At the top, there is a navigation bar with the UKG logo and the time 03:39 PM (EDT). Below the navigation bar, the breadcrumb path is "My Time > Timesheet > Current Timesheet". The main heading is "← Timesheet Edit".

A date range selector shows "September 07, 2025 - September 13, 2025" with a calendar icon and an "Open" button. Below this are several tabs: "Time Entry", "Extra Pay & Counter Adjustment", "Exceptions", "Calc Detail", "Calc Summary", "Counters", and "Summary By Day".

Summary statistics are displayed: Regular (00:00 hrs), Overtime (00:00 hrs), Time Off (00:00 hrs), and Total Hours (00:00 hrs).

▼ Date		From	To	Raw Total	Calc. Total	In Date	Location	Department	Activities	Notes
> SUN Sep 7	+			00:00 hrs	00:00 hrs					⋮
> MON Sep 8	+			00:00 hrs	00:00 hrs					⋮
> TUE Sep 9	+			00:00 hrs	00:00 hrs					⋮
> WED Sep 10	+			00:00 hrs	00:00 hrs					⋮
> THU Sep 11	+			00:00 hrs	00:00 hrs					⋮
> FRI Sep 12	+			00:00 hrs	00:00 hrs					⋮
> SAT Sep 13	+			00:00 hrs	00:00 hrs					⋮

A tooltip for Thursday, September 11, shows the scheduled hours: "8:30AM-5PM".

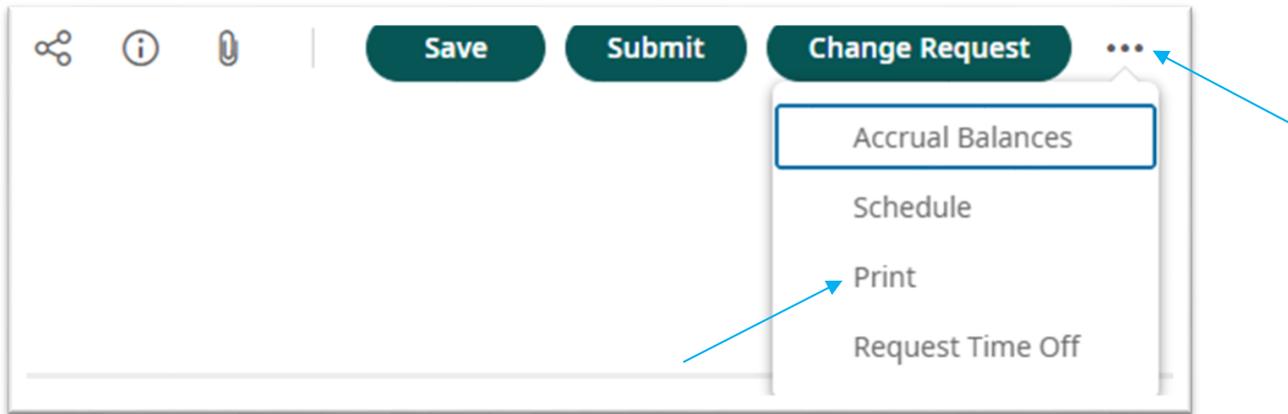
Use the calendar icon  and arrows to view other pay periods.

Use the comment icon  to add daily notes.

Press  to view your scheduled hours for that day.

3.UKG Ready

My Timesheet



Press **⋮** and **Print** to print your timesheet.

Press **Save** to save any changes.

3. UKG Ready

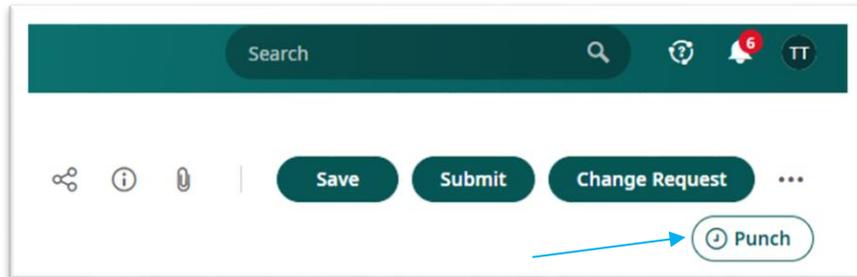
My Timesheet Punching In and Out

Go to your **Current Timesheet**.

Press **Punch** which is in the top right corner of your timesheet page.

Your punch will now show on your timesheet.

Repeat this process to punch out.



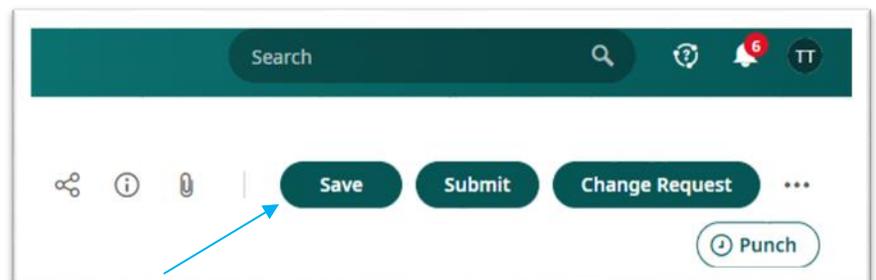
Entering Your Hours

Go to your **Current Timesheet**

Enter your hours worked in the section shown below for the proper date.

Time Off	Location	Department	Activities	SUN Sep 7	MON Sep 8	TUE Sep 9	WED Sep 10	THU Sep 11	FRI Sep 12	SAT Sep 13	Raw Total	
	FIN	1217	Choose...								00:00	
				00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	

Press **Save**.



3.UKG Ready

My Timesheet Canceling Lunch Deductions

Go to your **Current Timesheet**.

Under Activities press the browse icon  for the proper date.

Date		From	To	Raw Total	Calc. Total	In Date	Location	Department	Activities	Notes
> SUN Sep 7	+			00:00 hrs	00:00 hrs					
> MON Sep 8	 +			00:00 hrs	00:00 hrs					
> TUE Sep 9	 +			00:00 hrs	00:00 hrs					
> WED Sep 10	 +			00:00 hrs	00:00 hrs					
> THU Sep 11	 +			00:00 hrs	00:00 hrs					
▼  FRI Sep 12 8:30AM-5PM		LI								
		11:31 am 	To am 	00:00	00:00	FRI Sep 12	Choose...	Choose...	Choose... 	
	+			00:00 hrs	00:00 hrs					
> SAT Sep 13	+			00:00 hrs	00:00 hrs					

Press the circle next to **Cancel Lunch**.

Browse and Select Cost Centers			
Cost Full Name		Cost Description	
<input type="radio"/> Advanced Class			
<input type="radio"/> ARGO			
<input checked="" type="radio"/> Cancel Lunch			

Cancel Lunch will now show under activities for that day.

MON Sep 15	Choose...	Choose...	Cancel Lunch  	
------------	-----------	-----------	--	---

3.UKG Ready

My Timesheet

Your total hours for the day will be adjusted and there will be no lunch deduction.

For employees entering bulk hours simply input the total amount of hours that you worked.

There will be no lunch deduction on the bulk hours you enter.

3.UKG Ready

My Timesheet Change Requests

Go to your **Current Timesheet**.

To request changes to your timesheet press **Change Request**.

Select the type of change and choose the date to be changed.

When adding a punch enter the time of the punch that was missed

When modifying a punch, select the punch to be modified and enter the time that it should be changed to.

Enter any necessary comments.

Press **Submit Changes**.

The screenshot shows the UKG Change Request interface. At the top, there is a dark teal header with a search bar and navigation icons. Below the header, a toolbar contains 'Save', 'Submit', and 'Change Request' buttons. The 'Change Request' button is highlighted with a blue arrow. A modal window titled 'Change Request' is open, showing a form with the following fields:

- Change Type ***: A dropdown menu with 'Add Punch In' selected. A blue box highlights this field, with a blue arrow pointing to the text 'Select the type of change and choose the date to be changed.'
- Choose Date ***: A date picker showing '09/07/2025'. A blue box highlights this field, with a blue arrow pointing to the same text.
- From ***: A time picker showing '08:30 am'. A blue box highlights this field, with a blue arrow pointing to the text 'When adding a punch enter the time of the punch that was missed'.
- Comment**: A text area for entering comments. A blue arrow points to this field with the text 'Enter any necessary comments.'
- Submit Changes**: A dark teal button at the bottom right. A blue arrow points to this button with the text 'Press Submit Changes.'

3.UKG Ready

My Timesheet

Submitting Your Timesheet

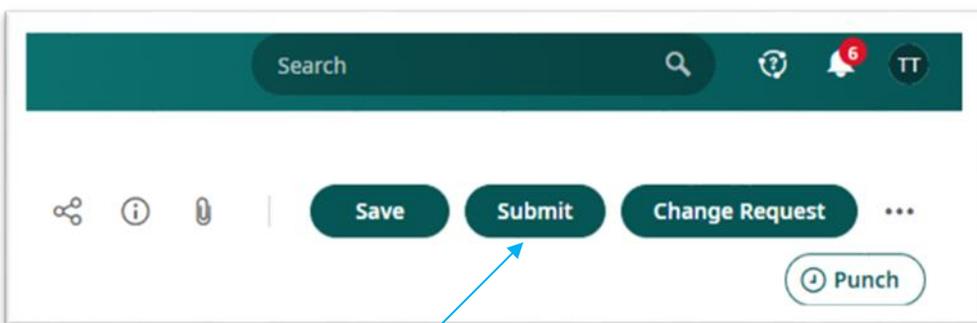
At the end of each week be sure to request any necessary changes in order to make your timesheet for that week accurate.

Rather than approving your timesheet as done on UKG Workforce Central, you now must submit your timesheet for approval.

Employees must submit their timesheets by closing time on Monday and managers must approve timesheets by closing time on Tuesday.

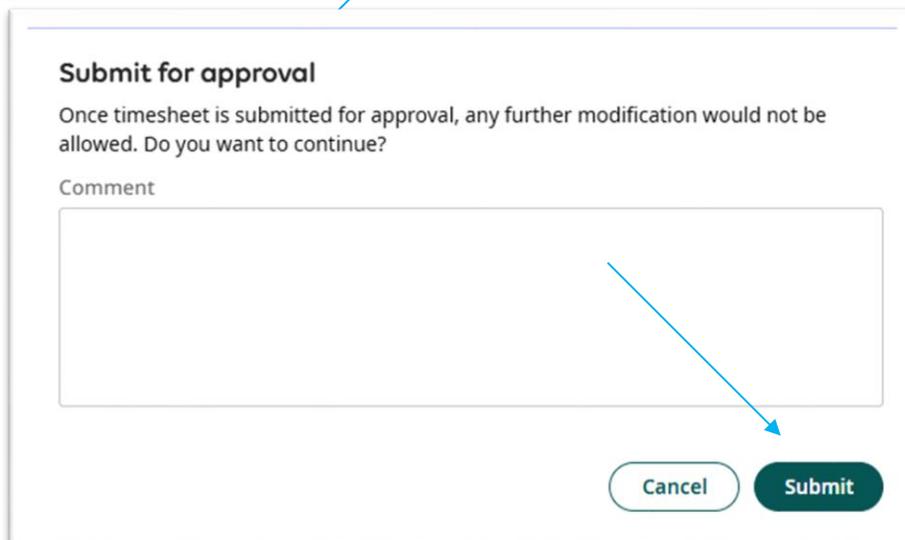
Open your **Current Timesheet**.

When your timesheet is accurate press **Submit**.



Add any necessary comments and press **Submit**.

Timesheets can't be reopened for changes once they have been approved by the manager.



For any unanswered questions reach out to your manager.

4. UKG Ready

Time off

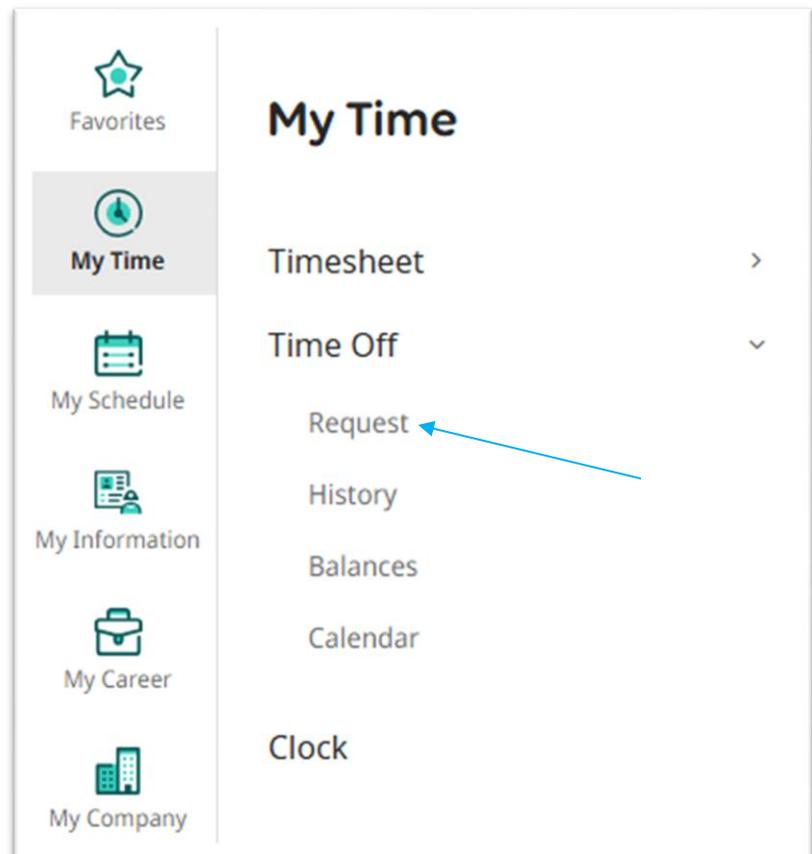
Requesting Time Off

On your home screen press the icon in the top left corner of your screen  .

Press **My time** and **Time Off** to see the following dropdown menu.

Here you can view your history of time off requests, balances, and your time off calendar.

To request time off press **Request**.



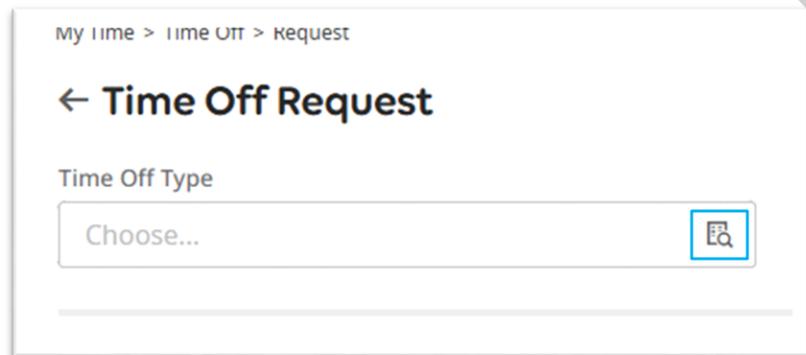
4. UKG Ready

Time off

Select the type of time off you will be using by pressing the browse icon  .

Choose the type of time off and press **Close**.

Press **Start Request**.

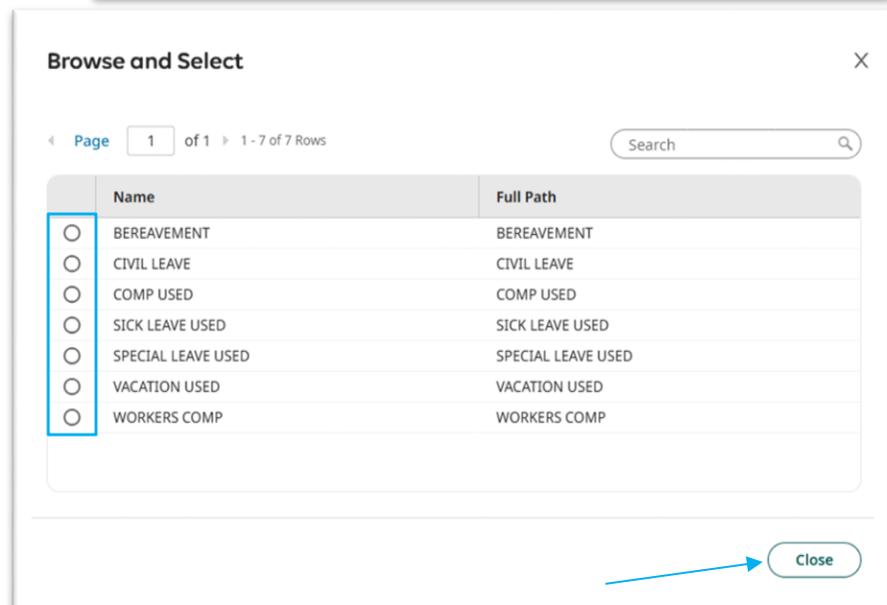


My Time > Time Off > Request

← Time Off Request

Time Off Type

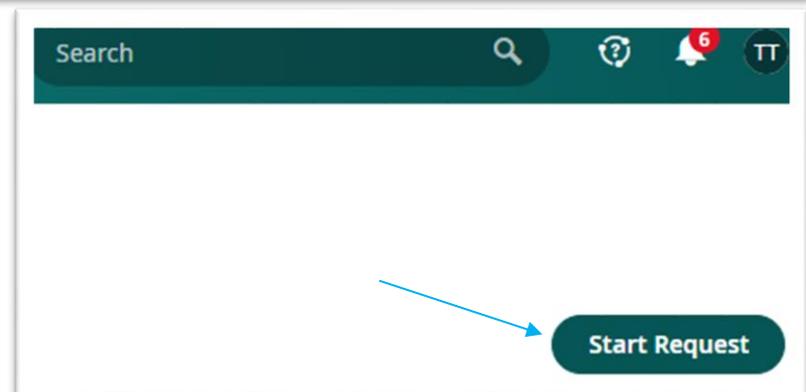
Choose... 



Browse and Select ×

Page 1 of 1 1 - 7 of 7 Rows

	Name	Full Path
<input type="radio"/>	BEREAVEMENT	BEREAVEMENT
<input type="radio"/>	CIVIL LEAVE	CIVIL LEAVE
<input type="radio"/>	COMP USED	COMP USED
<input type="radio"/>	SICK LEAVE USED	SICK LEAVE USED
<input type="radio"/>	SPECIAL LEAVE USED	SPECIAL LEAVE USED
<input type="radio"/>	VACATION USED	VACATION USED
<input type="radio"/>	WORKERS COMP	WORKERS COMP



Search    

4. UKG Ready

Time off

Select either **Full Day**, **Multiple Days**, or **Partial Day** under Request Type.

Choose the date or dates that you are requesting off using the calendar icon 📅 .

Your schedule and total hours for the days you are requesting off will be shown at the top of your screen.

Enter the hours per day that you are taking off.

To see your before and after balance for the type of time off you are using press **Calculate**.

Enter any necessary comments and press **Submit Request**.

Any approved requests will appear on your time off calendar.

Request Time Off

THU SEP 18

Schedule (17:00hrs)

12 am 3 am 6 am 9 am 12 pm 3 pm 6 pm 9 pm 12 am

Time Off Type * VACATION USED

Request Type * Multiple Days

From * 09/18/2025

To * 09/19/2025

Hours Per Day * 08:30

Projected balance

Start Balance --

End Balance --

Calculate

Comment

Cancel Submit Request

4.UKG Ready

Time off

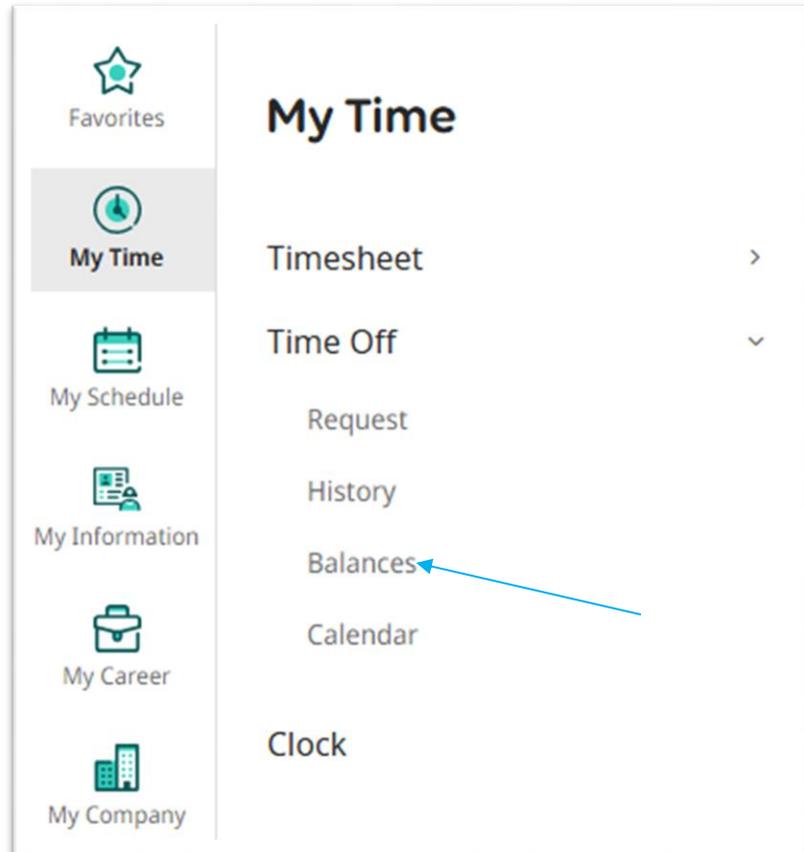
Time Off Balances

On your home screen press the icon in the top left corner of your screen  .

Press **My time** and **Time Off** to see the following dropdown menu.

To view your time off balances press **Balances**.

This will show your balances for different types of time off such as vacation, comp time, etc.



4.UKG Ready

Time off

The screenshot shows the UKG Time Off Balances dashboard. The header includes the UKG logo, the time 09:17 AM (EDT), and a search bar. The main content is divided into four columns, each representing a different type of time off:

- Vacation:** Current balance is 35:00 hours. Projected balance is 93:40 hours. Current accrued is 47:00 hours.
- Sick:** Current balance is 16:18 hours. Projected balance is 53:06 hours. Current accrued is 33:48 hours.
- Comp Time:** Current balance is 02:00 hours. Projected balance is 02:00 hours. Current accrued is 02:00 hours.
- Special Leave:** Current balance is 08:00 hours. Projected balance is 08:00 hours. Current accrued is 08:00 hours.

Each category also shows 'Taken' and 'Scheduled' time as 00:00 hours. A 'Requested' field is present for each category, with values: 12:00 hrs (Vacation), 17:30 hrs (Sick), 00:00 hrs (Comp Time), and 00:00 hrs (Special Leave). 'Previous Carry Over' and 'Projected Carry Over' values are also listed for each category. A 'Request' button is located at the bottom of each category card. A 'Wellness Credit' section is partially visible at the bottom left.

You can see your current and projected balance, along with requested, scheduled, and taken time off.

For any unanswered questions please reach out to your manager.

5.UKG Ready

My Schedule

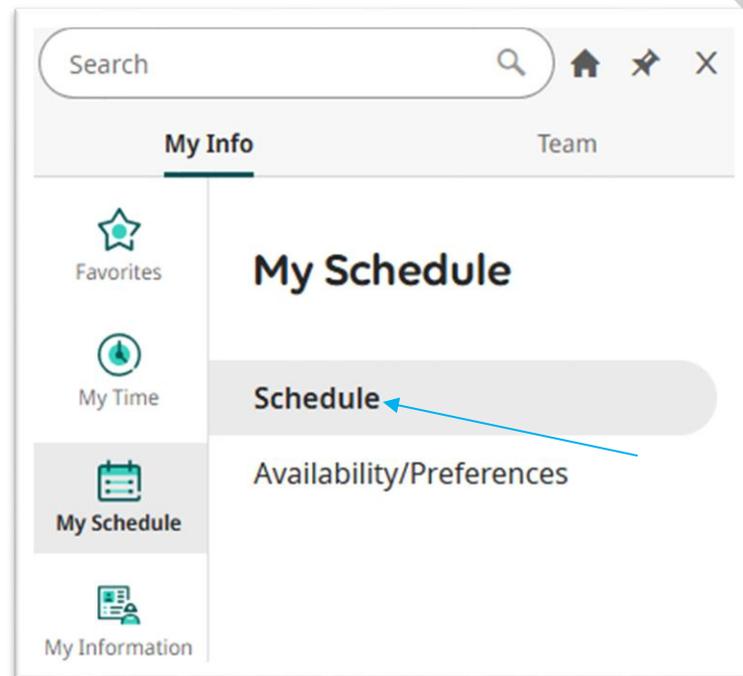
Viewing your Schedule

On your home screen press the icon in the top left corner of your screen .

Press **My Schedule** and **Schedule** on the following dropdown menu.

This will show your scheduled hours, holidays, and time off.

Use the calendar icon  and arrows to see different months.



My Schedule > Schedule

← Schedule

◀ Sep 2025 ▶ Today SEP 12

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

📅 Sep 1 MON

Shift
8:30AM-5PM

From
08:30a

To
05:00p

▼ Details

Holiday
Labor Day

Time off
HOLIDAY CREDIT

Sep 2 TUE

Shift
8:30AM-5PM

From
08:30a

To
05:00p

▼ Details

For any unanswered questions please reach out to your manager.

6. UKG Ready

Manager Functions

Employee Timesheets

In the event that an employee's timesheet needs to be changed the employee can send a change request for you to accept or reject, or you can simply go into their timesheet and edit it.

To find employee timesheets go to your homepage and hold your pointer over **My Team Timekeeping** and press **All Current Timesheets**.

The screenshot displays the UKG Ready Manager interface for Accomack County. The top navigation bar includes the UKG logo, user name 'Test', and time '03:21 PM (EDT)'. A search bar is located in the top right. Below the navigation bar, a 'Welcome back, Test' message is shown with a 'Today's Tasks (0)' indicator. The main dashboard features several icons: 'My Employees', 'My Team Timekeeping...', 'Reports', 'My Information', 'My Time', and 'My Company'. A dropdown menu is open over the 'My Team Timekeeping...' icon, listing: 'Timesheets Pending Approval', 'All Current Timesheets' (highlighted with a blue arrow), 'Time Off Requests Pending Approval', and 'All Time Off Requests'. The 'My mailbox' section shows 'My To Do Items' with a count of 16. Below this, there are two 'Approve/Reject Time Off Request' items for 'Test TLM 3' and 'Test TLM 5'. The 'My saved reports' section shows a table with columns 'Saved As Name', 'Description', and 'Actions'. The table contains three rows: 'Employee Skills Report', 'Employee Accrual Details', and 'Timesheet Approval History'. The 'Announcements' section shows 'No Data to Display'.

Saved As Name	Description	Actions
Employee Skills Report		...
Employee Accrual Details	Calendar year employee accrual details	...
Timesheet Approval History		...

6.UKG Ready Manager Functions

← Timesheets (Current) View Submit Approve Reject ...

Page 1 of 1 - 8 of 8 Rows Current view Date: 09/12/2025

Permission	Approval State	Employee Id	First Name	Last Name	Raw Hours	# Records	# Unapproved Time Entries	Timesheet Start	Timesheet End
Approve	Open	TEST TLM 2	Test	TLM 2	-	-	-	09/07/2025	09/13/2025
Approve	Open	TEST TLM 4	Test	TLM 4	-	-	-	09/07/2025	09/13/2025
Approve	Open	TEST TLM 5	Test	TLM 5	-	-	-	09/07/2025	09/13/2025
Approve	Open	TEST TLM 6	Test	TLM 6	8:00	1	1	08/31/2025	09/13/2025
Approve	Open	TEST TLM 7	Test	TLM 7	-	-	-	09/07/2025	09/13/2025
Approve	Open	TEST TLM 9	TEST	TLM 9	-	-	-	09/07/2025	09/13/2025
Approve	Open	TEST_TLM 3	Test	TLM 3	-	-	-	09/07/2025	09/13/2025
Approve	Open	TEST_TLM 8	Test	TLM 8	-	-	-	09/07/2025	09/13/2025

Page Total 8:00 1 1

You will now see a list of employees.

Flip through the pages to find the correct employee by pressing the arrows next to the page number.

Press the Pencil icon  to edit their timesheet.

← Timesheet Edit Save Submit Change Request ...

Test TLM 2 (TEST TLM 2) September 07, 2025 - September 13, 2025 Open

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

00:00 hrs Regular 00:00 hrs Overtime 00:00 hrs Time Off 00:00 hrs Total Hours

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Location	Department	Activities	Notes
> SUN Sep 7	+		00:00 hrs	00:00 hrs						...
> MON Sep 8	+		00:00 hrs	00:00 hrs						...
> TUE Sep 9	+		00:00 hrs	00:00 hrs						...
> WED Sep 10	+		00:00 hrs	00:00 hrs						...
> THU Sep 11	+		00:00 hrs	00:00 hrs						...
✓ FRI Sep 12 8:30AM-5PM	From am	To am	00:00	00:00	FRI Sep 12		Choose...	Choose...	Choose...	...

Input any necessary changes and press **Save**.

6.UKG Ready

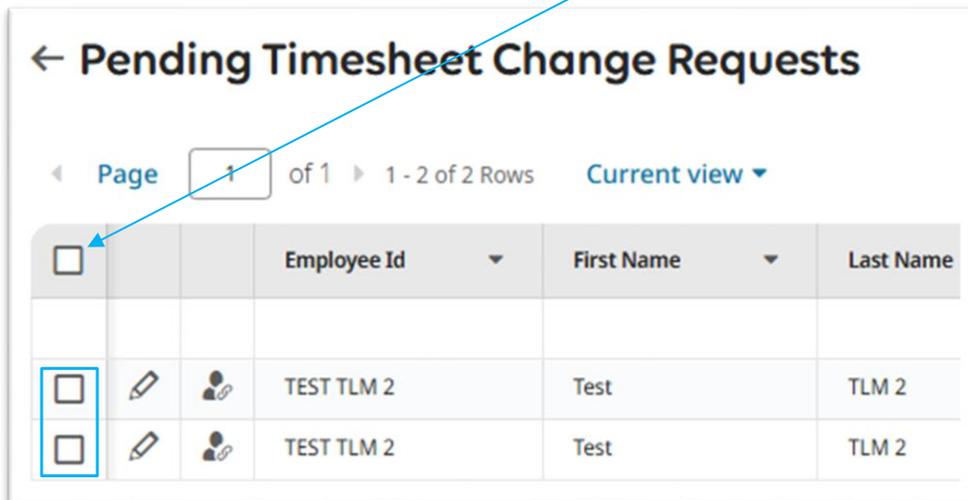
Manager Functions

To approve or reject change requests press the menu button .

Under **Team** press **Time**, **Timesheets**, **Change Requests**, and **Pending Timesheet Change Requests**.

Click on the box of the change request you are approving/rejecting.

If you want to approve all or reject all requests use the select all box.

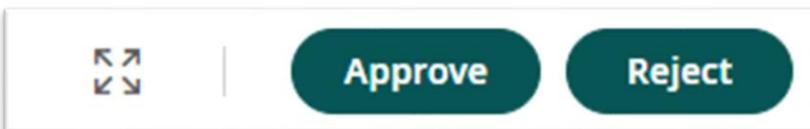


← Pending Timesheet Change Requests

Page 1 of 1 1 - 2 of 2 Rows Current view ▾

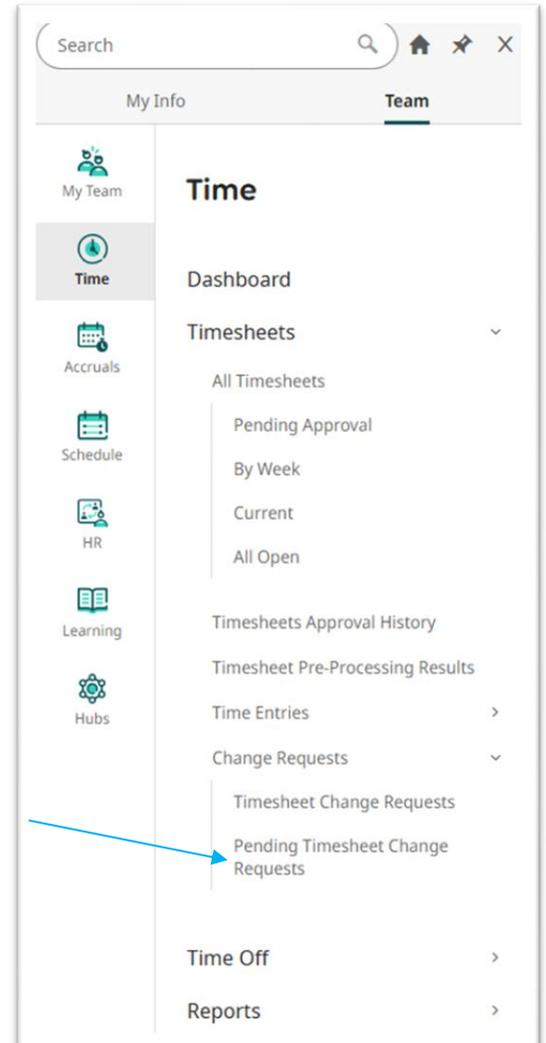
<input type="checkbox"/>			Employee Id ▾	First Name ▾	Last Name
<input type="checkbox"/>			TEST TLM 2	Test	TLM 2
<input type="checkbox"/>			TEST TLM 2	Test	TLM 2

Press **Approve** or **Reject**.



Add any necessary comments and Press **Approve/Reject**.

You can also Approve and Reject change requests directly from your homepage under My To Do Items.



6.UKG Ready

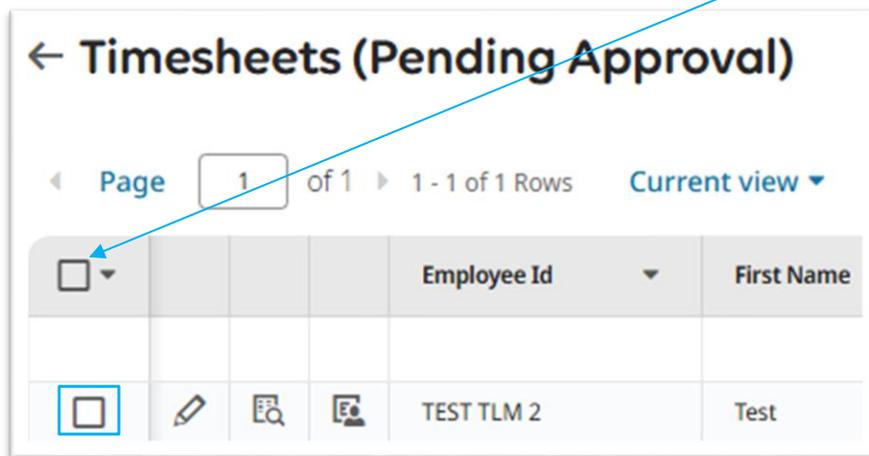
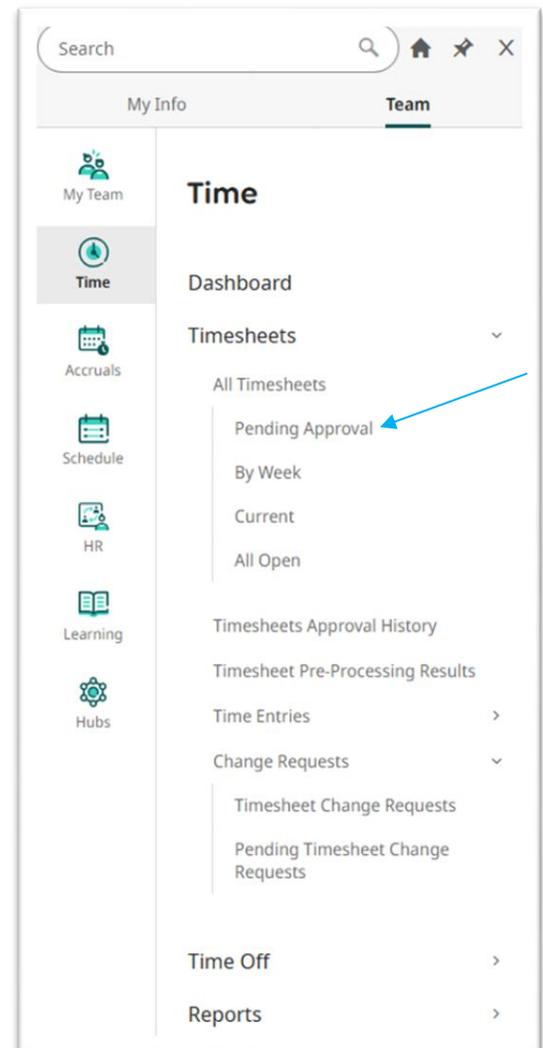
Manager Functions

To Approve a time sheet press the menu button .

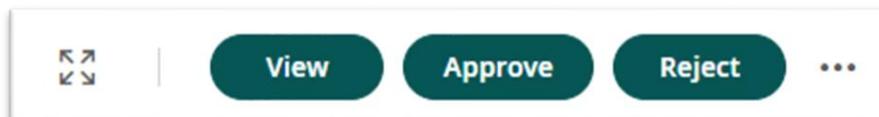
Under **Team** press **Time**, **Timesheets**, and **Pending Approval**.

Click on the box of the timesheet you are approving or rejecting.

If you are approving all or rejecting all timesheets then press the select all box.



Press **Approve** or **Reject**.



Add any necessary comments and press **Approve/Reject**.

You can also Approve and Reject timesheets directly from your homepage under My To Do Items.

6.UKG Ready

Manager Functions

Delegations

To give an employee temporary access to certain workflows press the menu button  in the top left corner of your screen.

Under **My Info** Press **My HR** and **Delegations**.

Press **Add New** in the top right corner of your screen.

Choose the employee or employees being given this access.

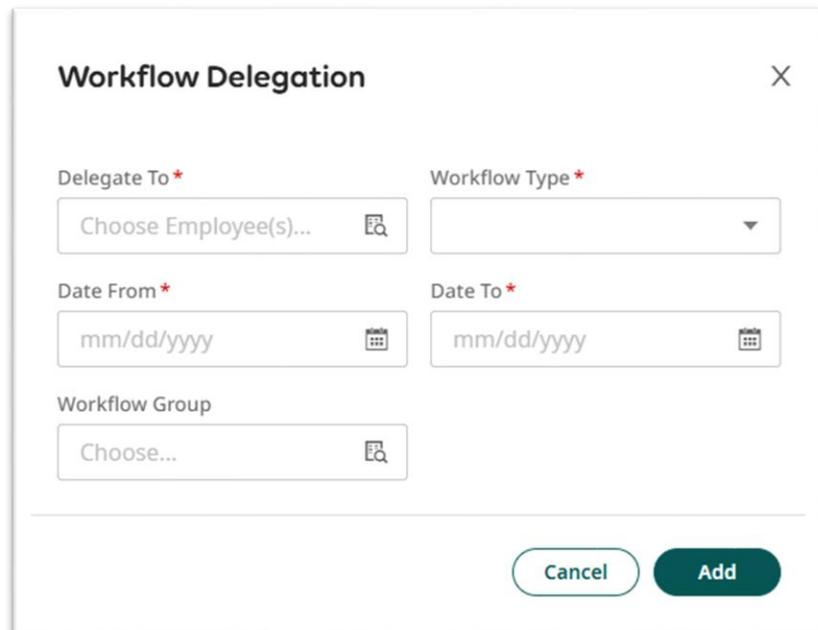
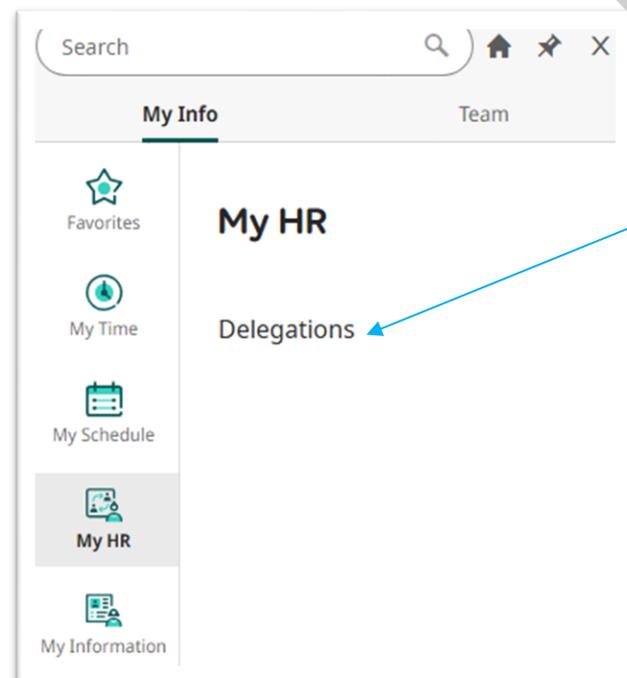
Select the type of workflow they will be given access to.

Input the time period that they will have this access.

Choose the workflow group they will have access to.

Press the browse icons  and drop down arrow to see the list of employees, workflow groups, and workflow types to chose from.

Press **Add**.

A screenshot of the 'Workflow Delegation' form. The form has a title bar with 'Workflow Delegation' and a close button. It contains several input fields: 'Delegate To *' with a search icon and the text 'Choose Employee(s)...'; 'Workflow Type *' with a dropdown arrow; 'Date From *' with a calendar icon and the text 'mm/dd/yyyy'; 'Date To *' with a calendar icon and the text 'mm/dd/yyyy'; and 'Workflow Group' with a search icon and the text 'Choose...'. At the bottom right, there are two buttons: 'Cancel' and 'Add'.

6. UKG Ready

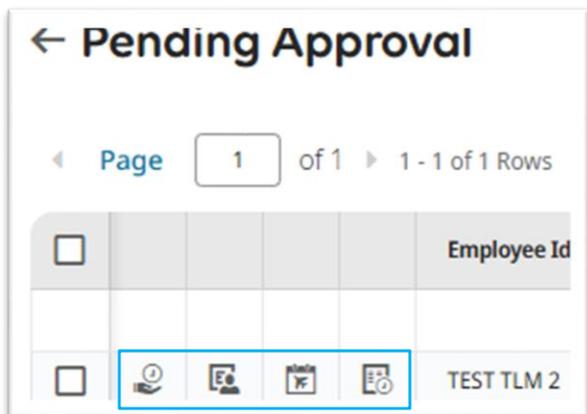
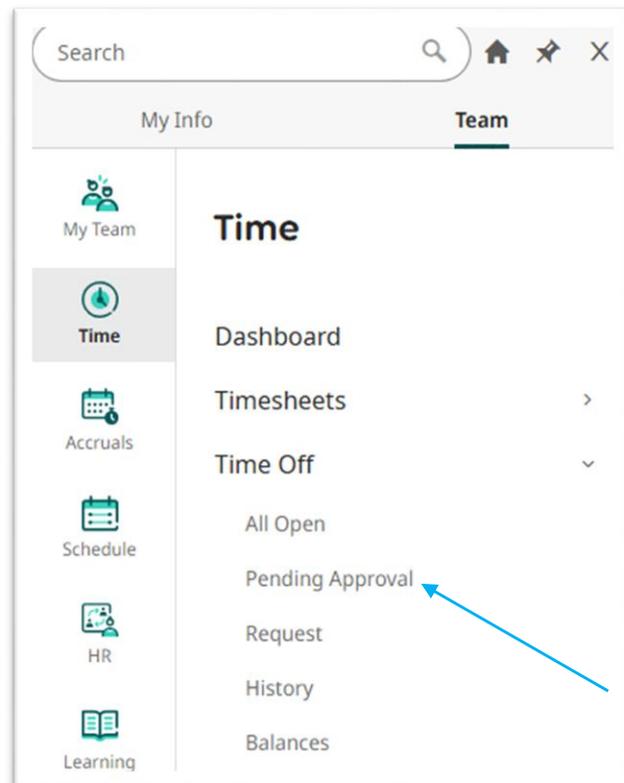
Manager Functions

Approving and Rejecting Time Off Requests

Press the menu button in the top left corner of your screen .

Under **Team** press **Time**, **Time Off**, and **Pending Approval**.

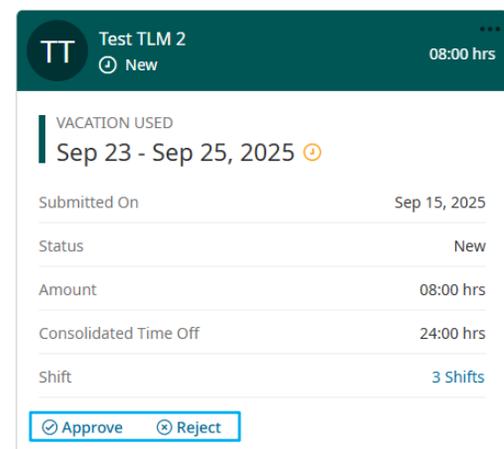
Use the following buttons to view the employee's accrual balances, view employee's information, modify the time off request, and view the employee's timesheet.



To change the view of the time off request press  in the top right corner of the screen.

You can now see the date the request was submitted, the dates of the time off, the hours per day, the total hours, and the number of shifts.

Press **Approve** or **Reject** and add a comment.



6.UKG Ready

Manager Functions

Schedules

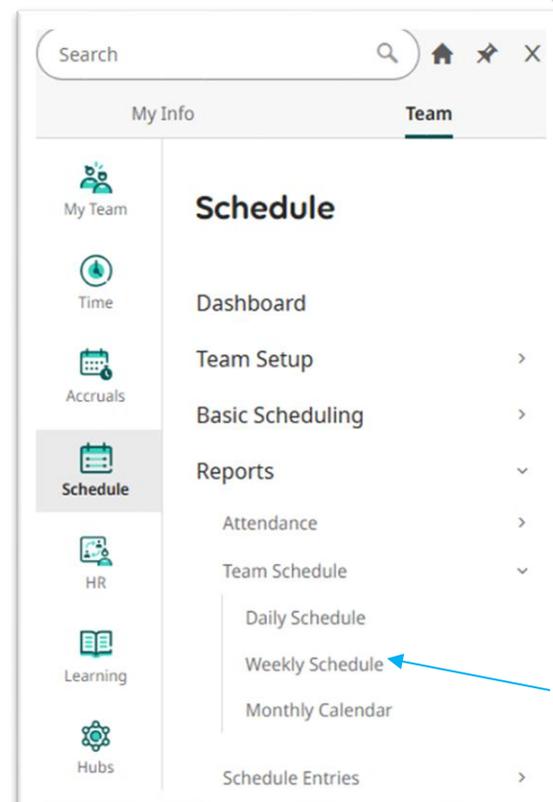
To view and add/change employee schedules press the menu button in the top left corner of your screen .

Under **Team** press **Schedule, Reports,** and **Team Schedule.**

Monthly Calendar will show who is scheduled for each day of the month along with their scheduled hours.

Press **Weekly Schedule.**

Here you will be able to add or change employee schedules.



← Weekly Schedule Add Schedules Replace Schedules

Page 1 of 1 - 1 - 9 of 9 Rows Current: Weekly Schedule Date Range: This Week Additional Options (4) Columns (1) 6

	Employee Id	First Name	Last Name	Employee Status	Is Scheduler?	Schedule Sun Sep 14	Schedule Mon Sep 15	Schedule Tue Sep 16	Schedule Wed Sep 17
<input type="checkbox"/>	starts with	starts with	starts with	In Terminated	All	=	=	=	=
<input type="checkbox"/>	TEST TLM 1	Test	TLM 1	Not In Payroll	N		8:30AM-5PM	8:30AM-5PM	8:30AM-5PM
<input type="checkbox"/>	TEST TLM 2	Test	TLM 2	Not In Payroll	N		8:30AM-5PM	8:30AM-5PM	8:30AM-5PM

Press the box next to the employee that you are adding or changing a schedule for.

Once the employee is selected Press **Add Schedules** or **Replace Schedules** in the top right corner of your screen.

6.UKG Ready

Manager Functions

When adding a schedule the following pop up will show on your screen.

Add Schedules [X]

Shift (Template)

Shift Type
Choose...

Please select days on which you want to generate schedules.

Note: 1 employees will be affected.

Date(s)*

- 09/14/2025 (Sunday)
- 09/15/2025 (Monday)
- 09/16/2025 (Tuesday)
- 09/17/2025 (Wednesday)
- 09/18/2025 (Thursday)
- 09/19/2025 (Friday)
- 09/20/2025 (Saturday)

Cancel Generate

Add Schedules [X]

Shift (Template)

Shift Type
8:30AM-5PM

Start Date*
Mon

From*
08:30 am

To*
05:00 pm

Standard Total Hours
08:00

Has Lunch
 Yes No

Location
Department

Scheduler
Activities

Convenience Center
Scheduler Location

Overrides
Is Scheduled Off
No

Breakdown

Please select days on which you want to generate schedules.

Cancel Generate

Select the days that the employees will be scheduled for by clicking the boxes next to each day.

Once you have selected the shift type fill in any required fields and press **Generate**.

Replacing a schedule will be the same process but it is for employees that are already scheduled for that week.

6. UKG Ready

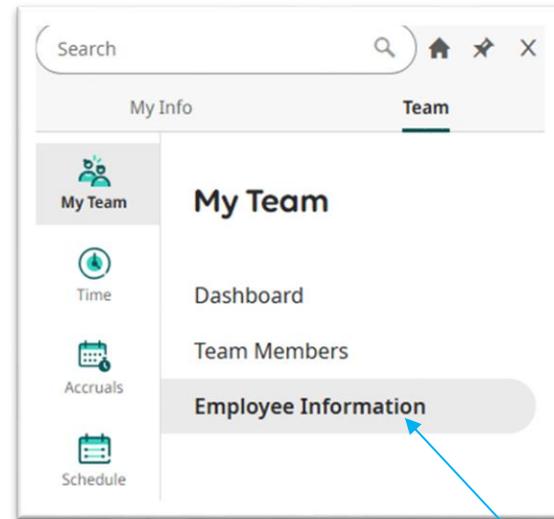
Manager Functions

Employee Information

Press the menu button in the top left corner of your screen .

Under **Team** press **My Team** and **Employee Information**.

This will show a list of employees.



← Employee Information

Page 1 of 1 | 1 - 8 of 8 Rows | Current: Employee Information ▾

<input type="checkbox"/>		Username ▾	First Name ▾	Last Name ▾	Employee Id ▾	In Payroll ▾	Locked ▾
		<input type="text" value="="/> ▾	<input type="text" value="starts with"/> ▾	<input type="text" value="starts with"/> ▾	<input type="text" value="starts with"/> ▾	<input type="text" value="All"/> ▾	<input type="text" value="All"/> ▾
<input type="checkbox"/>		TEST TLM 3	Test	TLM 3	TEST_TLM 3	No	No
<input type="checkbox"/>		TEST TLM 2	Test	TLM 2	TEST TLM 2	No	No
<input type="checkbox"/>		TEST_TLM 8	Test	TLM 8	TEST_TLM 8	No	Yes

Press the employee information icon .

Test TLM 2 | Employee ID: TEST TLM 2 | Hired Date: 01 Sep, 1999 (26 Years, 14 Days)

Main | Schedules | Edit Tabs

Jump To | Collapse all widgets

Account Information

Username *	Nickname
TEST TLM 2	--
First Name *	Middle
Test	--
Last Name *	Suffix
TLM 2	--
Locale (Language & Format)	Time Zone
Company Default	Eastern

Managers

Supervisor 1	Supervisor 2
Test TLM 1	--

Profiles

Simple Profiles

Access	Holiday
--	Standard
Pay Period	Security
Custom Period	Employee
Timesheet	TS Auto Population
Salary Non-Exempt	Holidays

6.UKG Ready

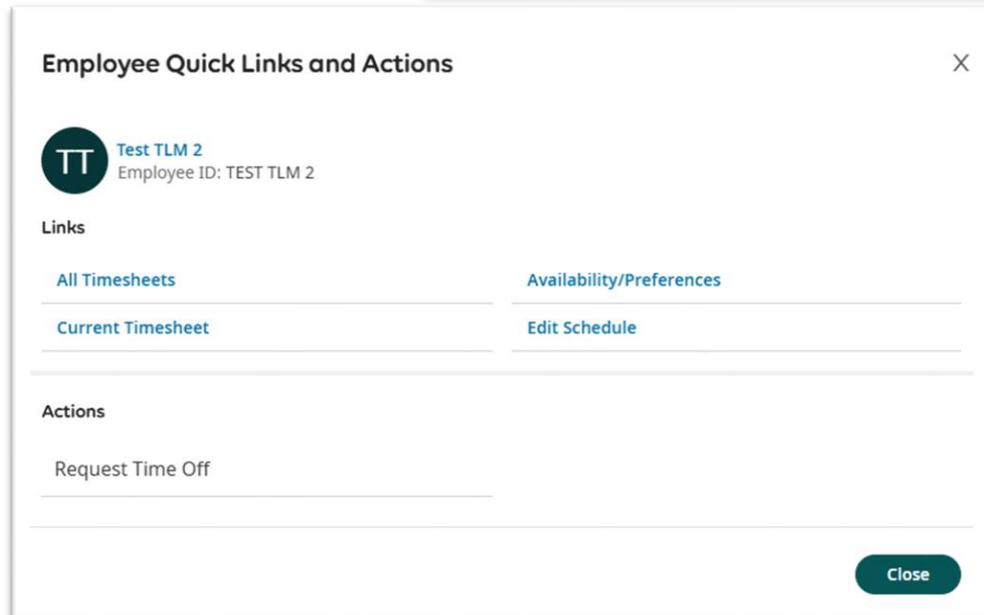
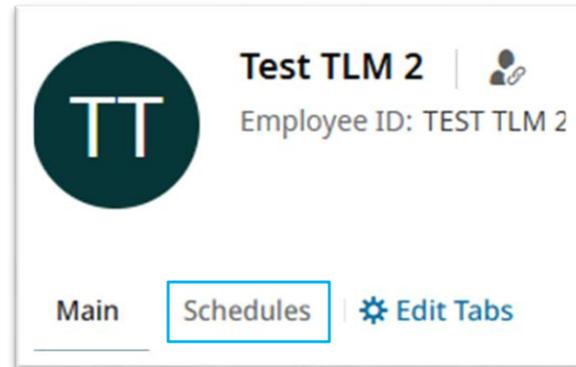
Manager Functions

You can now see their Employee profile.

Scroll down to see account information, managers, cost centers, accruals personal information, etc.

Press **Schedules** to see their previous or upcoming shifts.

Press **Utilities** to view their timesheets, to view their availability/preferences, to edit their schedule, and to put in a time off request for them.



For any unanswered questions please contact ukghelp@co.accomack.va.us.

7.UKG Ready

InTouch DX

The InTouch DX is an easy-to-use time clock device that communicates with UKG Ready.

Certain employees will use this device to punch in and out rather than using the UKG Ready website.

Every function of the InTouch DX will require the user to enter their badge number to verify their identity.

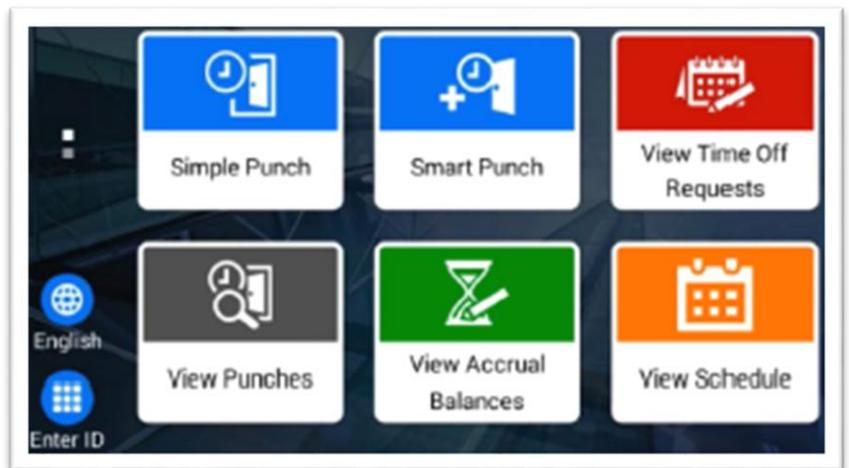
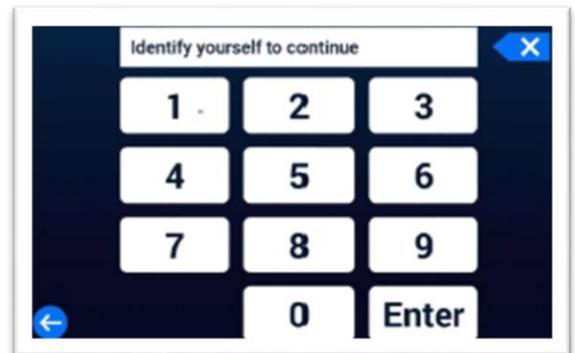
The devices home screen will show different functions including **Simple Punch, View Punches, View Time Off Requests, etc.**

To see functions not shown on the screen scroll down on the screen with your finger by swiping up.

Use the **Simple Punch** button to Punch in and out.

Use the **Smart Punch** button to add a missed Punch.

Use the **View Punch** button to see previous punches.



7.UKG Ready

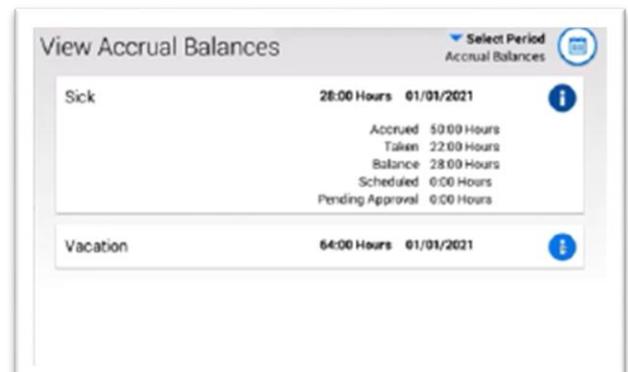
InTouch DX

Use the **View Accrual Balances** button to see your accrual balances along with accrual time taken, scheduled, and pending approval.

Use the **View Schedule** button to see your current pay period and the days that you are scheduled to work.

Use the **Request Time Off** button to request time off and choose the type of time off along with the amount of days being taken off.

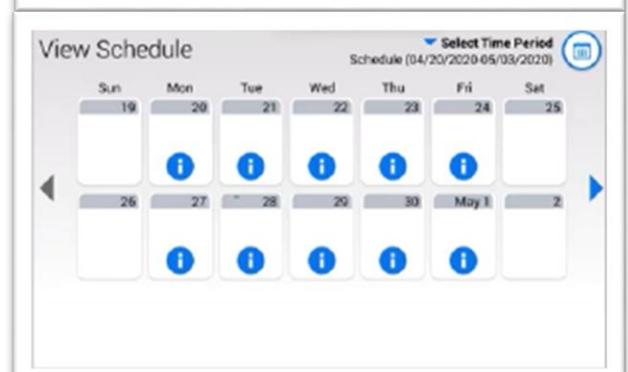
Use the **View Time Off Request** button to see the details of your time off requests.



View Accrual Balances Select Period Accrual Balances

Sick	28:00 Hours	01/01/2021	i
	Accrued	50:00 Hours	
	Taken	22:00 Hours	
	Balance	28:00 Hours	
	Scheduled	0:00 Hours	
	Pending Approval	0:00 Hours	

Vacation	64:00 Hours	01/01/2021	i
----------	-------------	------------	----------------



View Schedule Select Time Period Schedule (04/20/2020 05/03/2020)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
19	20	21	22	23	24	25
	i	i	i	i	i	
26	27	28	29	30	May 1	2
	i	i	i	i	i	



Time Off

Floating Holiday

Personal

Sick

Vacation

← Select



Request Type

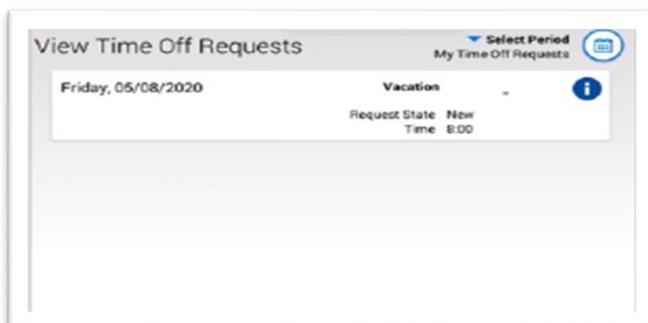
Full Day

Partial Day (Start/Stop)

Partial Day (Bulk)

Multiple Days

← Select



View Time Off Request Select Period My Time Off Requests

Friday, 05/08/2020 Vacation i

Request State: New
Time: 8:00

8. UKG Ready

UKG Ready Mobile App

Download the UKG Ready Mobile App.

For assistance logging in contact the IT department.

Using the Mobile App

The steps on the mobile app will be similar to using the version online. Please refer to previous sections for further instructions on how to navigate UKG Ready.