



Pick Your Perk Benefits in UKG

Process to be reimbursed for Pick Your Perk Benefits



1. Log into UKG Workforce Management

2. Go to “My Timecard” for the pay period

3. Enter “Pick Your Perk” as a paycode

The screenshot shows the 'My Timecard' interface in UKG Workforce Management. The table below represents the data shown in the interface:

		Date	Absence	In	Out	Transfer	Pay Code	Amount
+	⊖	Sat 2/01						
+	⊖	Sun 2/02						
+	⊖	Mon 2/03						
+	⊖	Tue 2/04						
+	⊖	Wed 2/05						
+	⊖	Thu 2/06						
+	⊖	Fri 2/07						
+	⊖	Sat 2/08						
+	⊖	Sun 2/09						
+	⊖	Mon 2/10						
+	⊖	Tue 2/11						
+	⊖	Wed 2/12						

The 'Pay Code' dropdown menu is open, showing the following options:

- Unpaid Bereavement
- Day of Change
- EE Referral Sign-on Bonus
- Float Holiday
- Holiday
- Jury Duty
- On Call
- Other Earnings
- Paid Admin Leave
- Paid Time Off
- Pick Your Perk**
- Sick Pay
- Taxable Gift

My Timecard

Current Pay Period | Loaded: 9:07 AM

List View | Approve | Remove Approval | Sign-Off | Remove Sign-Off | Analyze | View Moved... | Accrual Actions | Share | Calculate Totals | Save

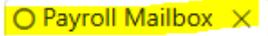
		Date	Absence	In	Out	Transfer	Pay Code	Amount	Daily	Period	Schedule
+	⊖	Sat 2/01									
+	⊖	Sun 2/02									
+	⊖	Mon 2/03									
+	⊖	Tue 2/04					Pick Your Perk	USD60.00			
+	⊖	Wed 2/05									

4. Enter the amount of the reimbursement

5. Click on “Save” at the top right corner

6. Send an email to payroll and your manager informing them of the “Pick Your Perk” reimbursement along with the receipt attached.
(Payroll will save this).

 **Send**  From: Melanie.Anda-Lacson@adjoin.org  

To   Bcc

Cc 

Pick Your Perk Reimbursement Draft saved at 9:12 AM

  
13 KB

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Hello Payroll,

Please see attached pick your perk receipt. This was entered in UKG Workforce Management on 02/04/2025. Thank you.

Melanie Anda-Lacson
Accounting Manager

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 together we **ignite** possibility 



FOR MANAGERS ONLY:

7. When reviewing timesheets, if you do see a “Pick Your Perk” reimbursement, double check to make sure a receipt was sent to Payroll before approving.

Payroll will also make sure to follow up on these if we don't have a receipt as well.

