

UKG Communication and Training

Login, Mobile App,
Timekeeping, Pro Pay and
People Center



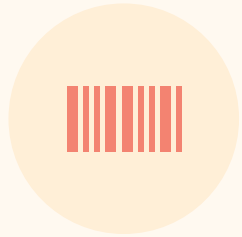
Getting Started



Logging In and the Mobile App

Login

adjoin.ukg.net



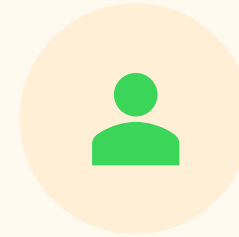
COMPANY ACCESS CODE:
ADJOIN
(IF NEEDED)



USERNAME: ADJOIN00EE##
I.E ADJOIN001234



TEMPORARY PASSWORD:
BIRTHDATE
(ONLY NUMBERS, NO
CHARACTERS I.E. 12012024)

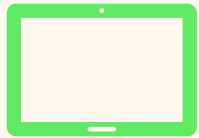


RESET PASSWORD PROMPT
15 CHARACTERS



SETUP CHALLENGE QUESTIONS

Mobile App



Initially you will need to login on to a web browser before logging in on the mobile app



Download the “UKG Pro Classic” app via your app store (Google Play or Apple App Store) or Scan QR Code



Enter Access Code

Access Code: `adjoin`

App QR Codes – UKG Pro Classic



Apple



Android

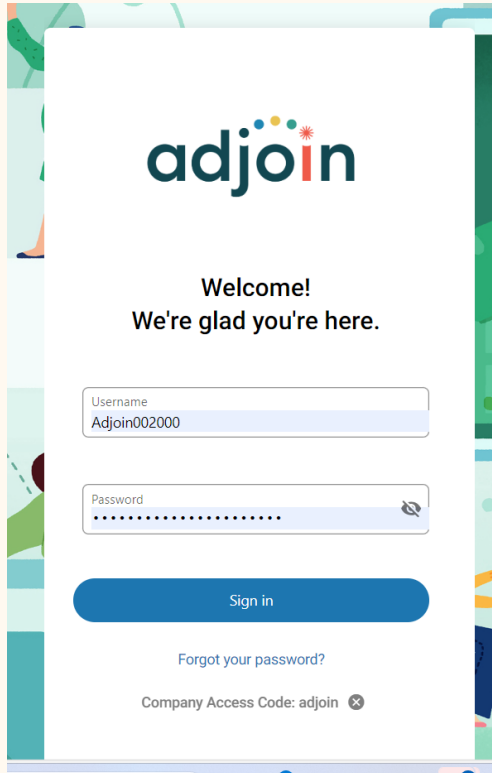


Logging In

Login Screen, Reset Password Screen, Challenge Questions Screen

Login Setup

Login Screen



The login screen for Adjoin features a white central card on a colorful, abstract background. At the top of the card is the 'adjoin' logo, which consists of the word 'adjoin' in a sans-serif font with a small graphic of colored dots above the 'i'. Below the logo, the text 'Welcome! We're glad you're here.' is displayed. The login form includes a 'Username' field with the text 'Adjoin002000', a 'Password' field with masked characters and a toggle icon, and a blue 'Sign in' button. At the bottom of the card, there is a link for 'Forgot your password?' and a 'Company Access Code' field containing 'adjoin' with a close icon.

adjoin

Welcome!
We're glad you're here.

Username
Adjoin002000

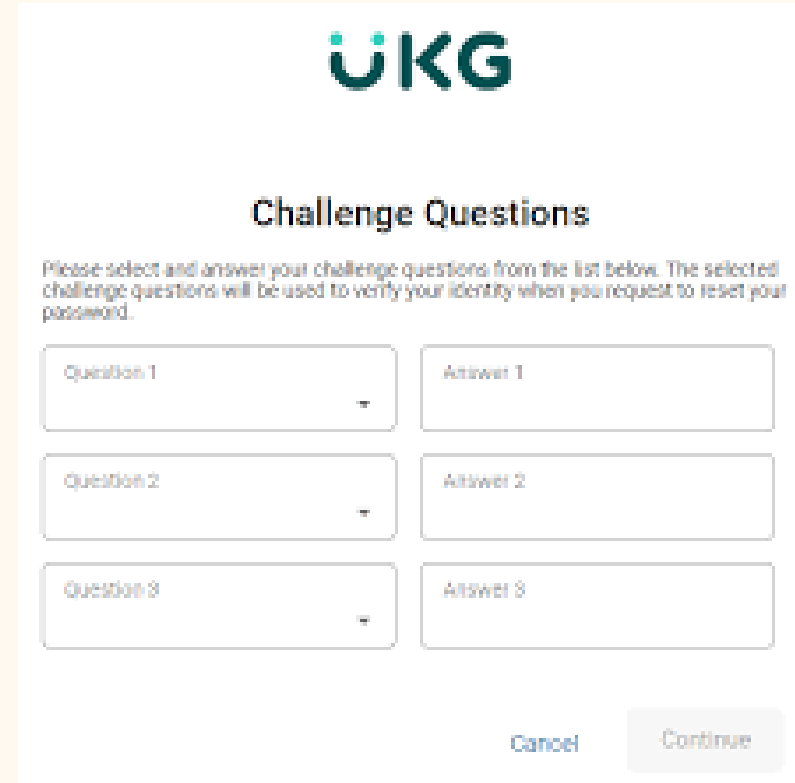
Password
.....

Sign in

[Forgot your password?](#)

Company Access Code: adjoin

Password Reset and Challenge Questions



The challenge questions screen for UKG has a white background with the UKG logo at the top. The title 'Challenge Questions' is centered. Below it, a paragraph explains that users must select and answer three challenge questions from a list to verify their identity for password resets. The interface shows three rows, each with a question dropdown and an answer text field. At the bottom right, there are 'Cancel' and 'Continue' buttons.

UKG

Challenge Questions

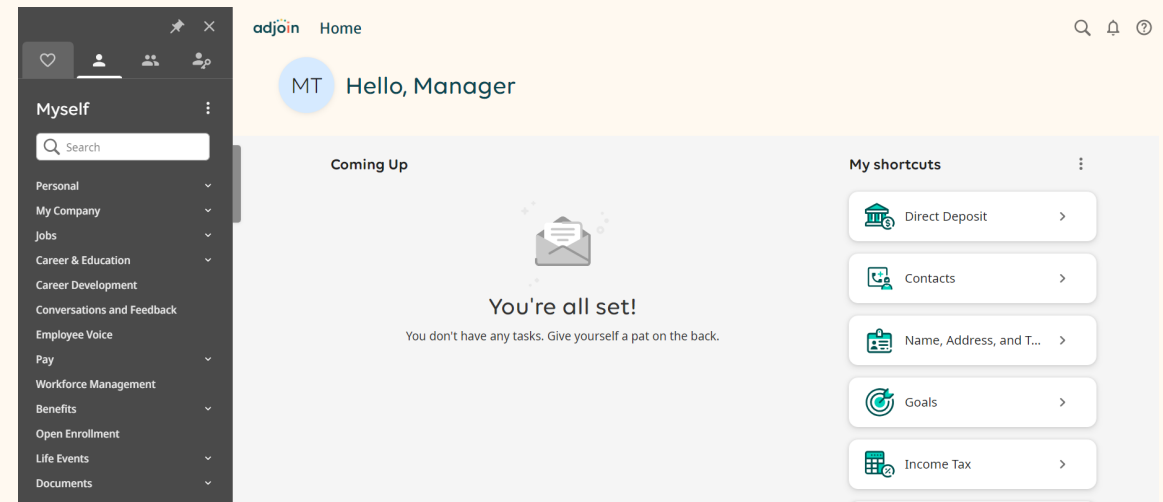
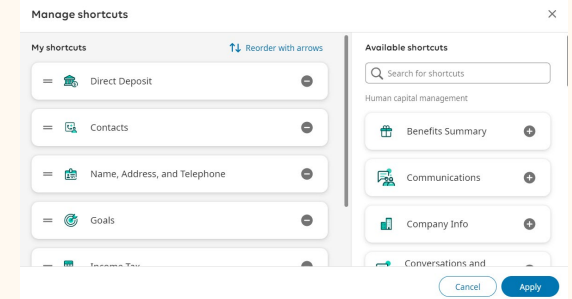
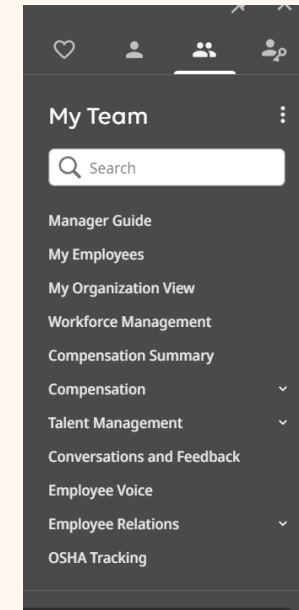
Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.

Question 1	Answer 1
Question 2	Answer 2
Question 3	Answer 3

Cancel Continue

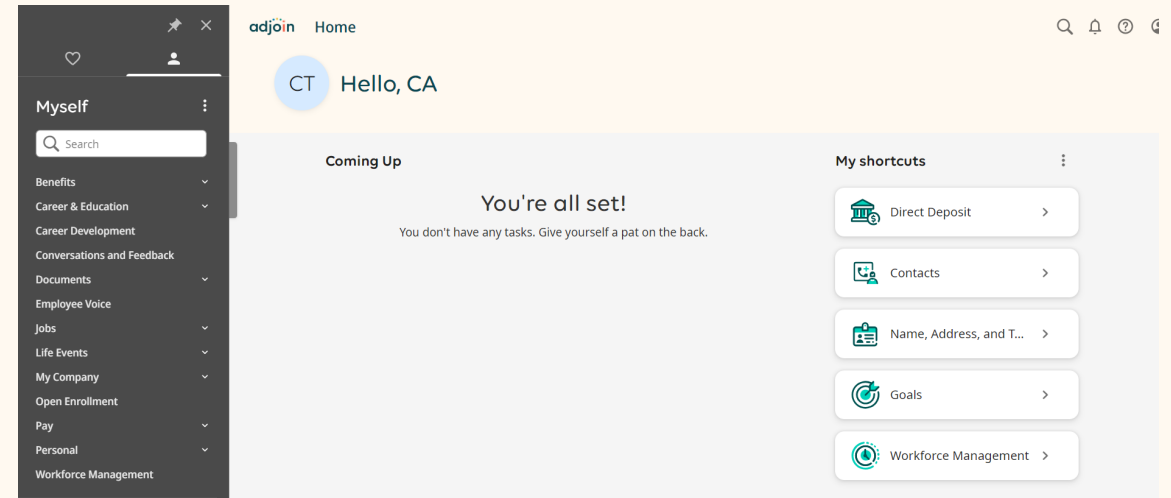
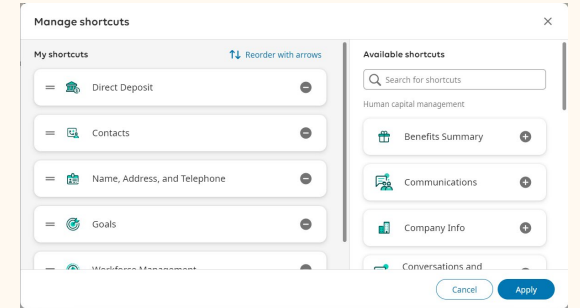
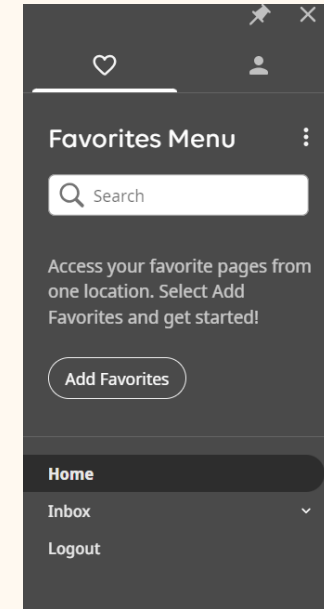
Homepage - Manager

- Icons
 - Favorites
 - Myself
 - My Team
 - Administration
- Shortcuts
 - Edit Shortcuts



Homepage - Employee

- Icons
- Favorites
- Myself
- Shortcuts
- Edit Shortcuts

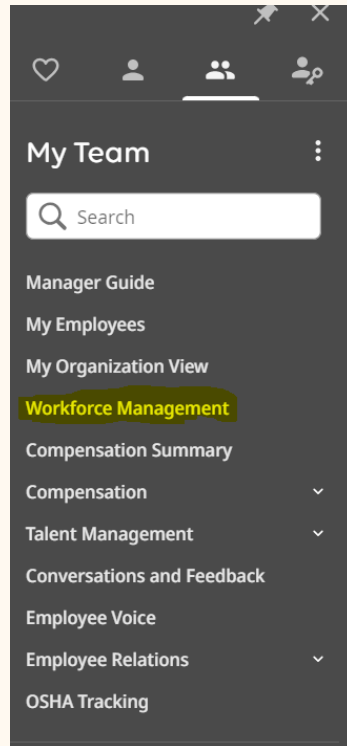


Timekeeping

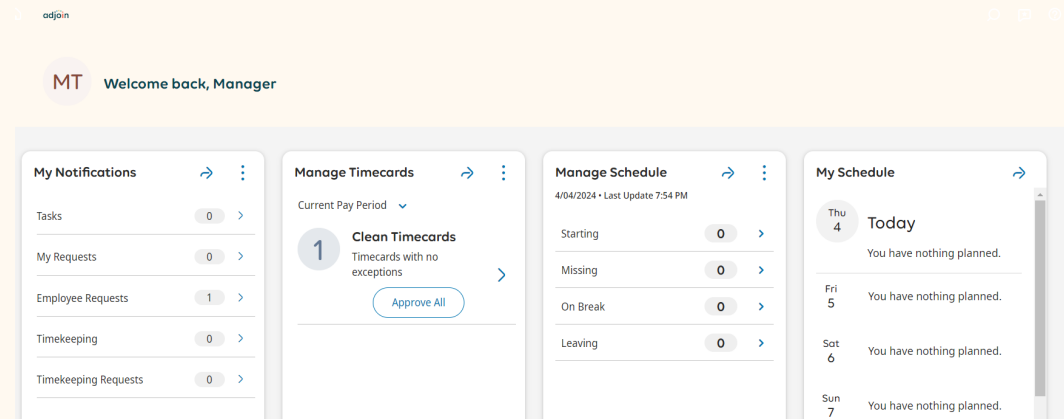
Timecards, Accruals, Requesting/Approving Time Off,

Workforce Management - Manager

Navigation: My Team > Workforce Management

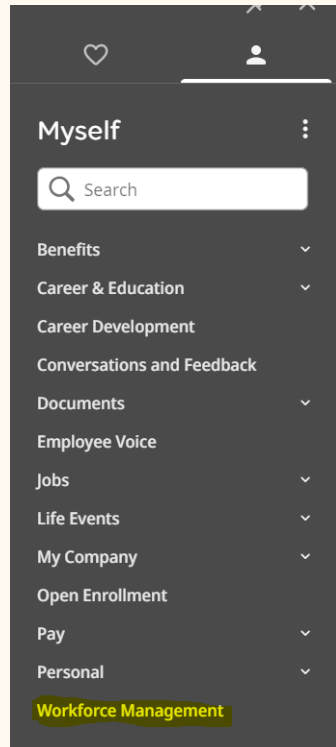


Workforce Management Homepage

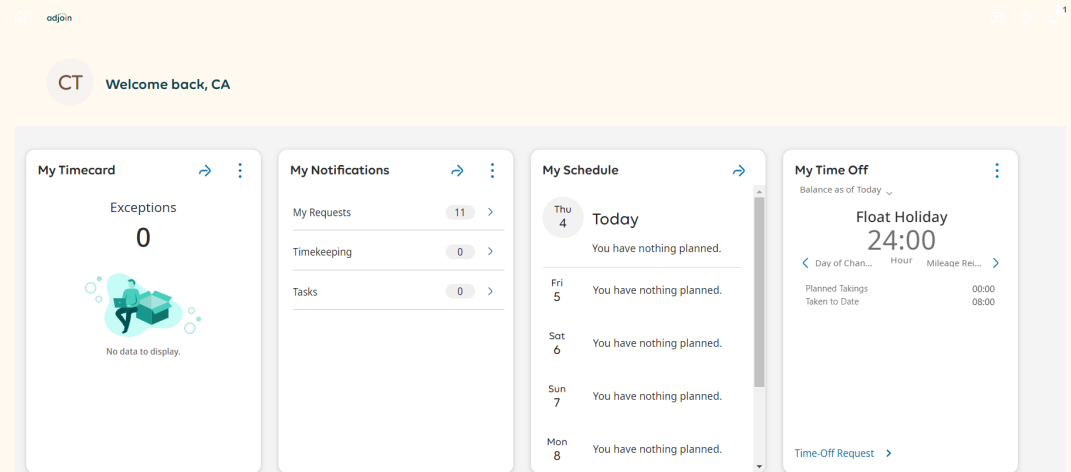


Workforce Management - Employee

Navigation: Myself > Workforce Management



Workforce Management Homepage



Punch In/Out

Navigation: Myself >
Workforce Management >
Punch

Punch

Last Punch: 4/02/2024 1:41 PM ⓘ

Recent Transfers

None

⌵ ⓘ

Add Transfer ⓘ

Clock In

Meal Break

Return from Meal Break

Clock Out

Salary Employee Timecard

- Navigation: Menu > Time > Timecards

adjoin My Timecard



Calendar icon Current Pay Period Refresh icon Loaded: 8:21 PM


List View Hide Shift Details Approve Remove Approval Share Save


		Date	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Mon 4/01		8:00 AM	12:00 PM				4:00		
+	⊖			1:00 PM	4:00 PM				3:00	7:00	7:00
+	⊖	Tue 4/02									7:00


×


MT Manager Test


Edit Profile  Sign Out 

Search 

Time 

Schedule 

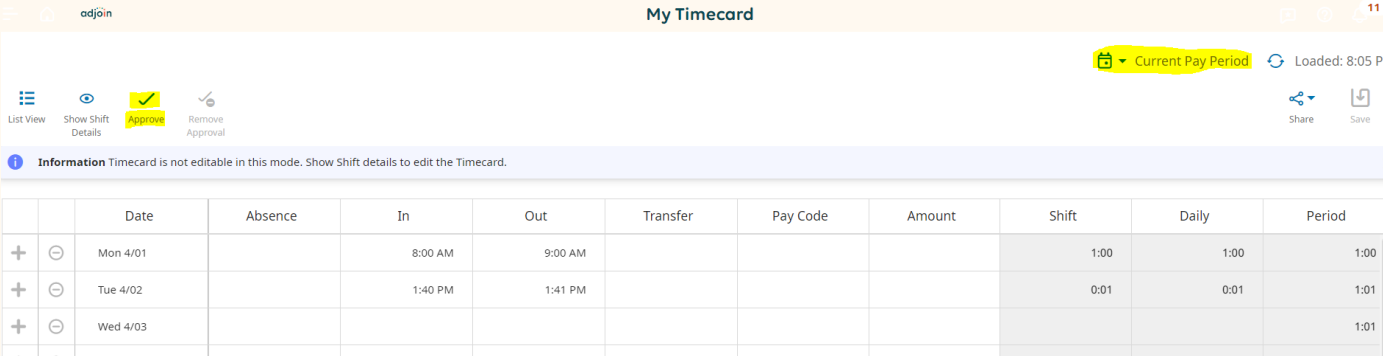
Dataviews & Reports 

My Information 

My Calendar

My Location Schedule


My Timecard





- Navigation: Main Menu > Time > Employee Summary

- MT


Manager Test

Edit Profile 

Sign Out 

Search 

Home


Time 

Employee Summary

Timecards

Overtime Group

Approvals





Schedule 

[illegible]

Timecard Approval Indicators

Table View Visual Indicators

When using Table View, the background color of the timecard changes depending on who has approved it.

Indicator	Description
	Timecard approved by employee, but not by manager.
	Timecard approved by manager but not by employee.
	Timecard approved by both employee and manager.
	Timecard has been signed off.

List View Visual Indicators

When using List View, the approval bar on the left side of the timecard changes depending on who has approved it.

Indicator	Description
	All days approved by employee
	All days approved by manager
	All days signed off

On Call

- Navigation: Myself > Workforce Management > My Timecard
1. Go to the Pay Code of the appropriate day and select On Call
 2. Enter the On Call amount in the Amount column
 3. Although a comment is not required for On Call, you are still able to enter a comment following the same procedure detailed under Mileage
 4. See images from the Mileage section

Transferring Departments/Programs

- Navigation: Myself > Workforce Management > My Timecard
- 1) Enter in time & out time
 - 2) Click on Transfer box
 - 3) Enter Transfer information

	Day	Date	Time	Notes
•	⊖	Thu 3/21	8:00 AM	Choose: ▾
•	⊖	Fri 3/22		;;211SNM;;101;;
•	⊖	Sat 3/23		;;122CRP;;101;;
•	⊖	Sun 3/24		Search...

Transfer

Labor Categories

Add Program

Search

52001101100

520 VMRC Independent Living Svs

52001104700

520 VMRC Supported Living Svs

52001105000

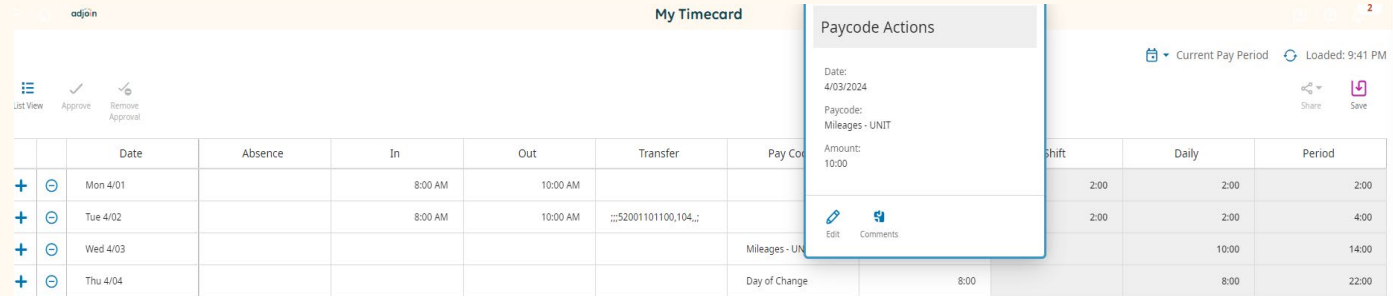
520 VMRC REST Crisis Svs

52001105800

Quick links

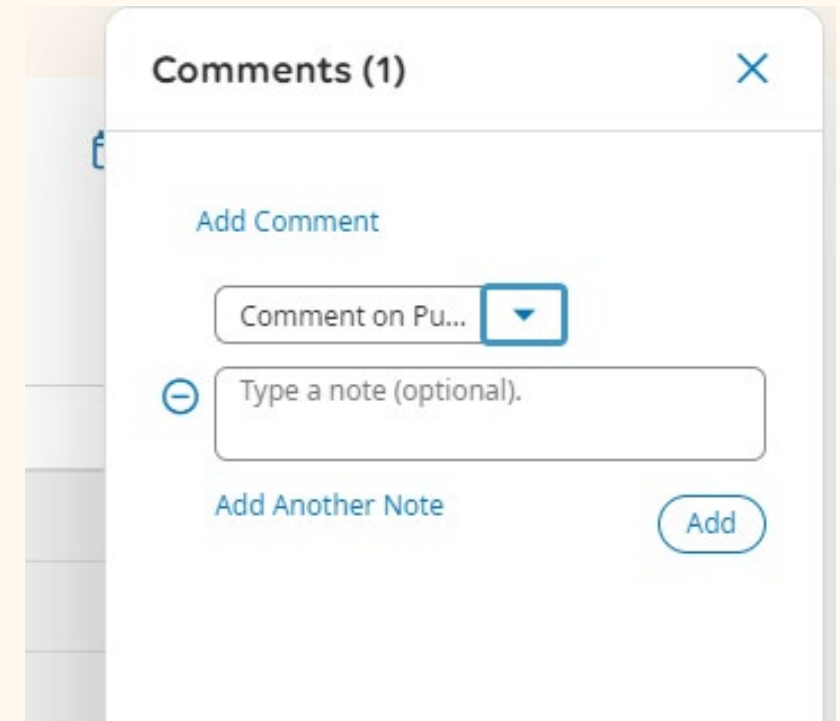
[illegible]

Mileage Reimbursement



	Date	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ ⊖	Mon 4/01		8:00 AM	10:00 AM				2:00	2:00	2:00
+ ⊖	Tue 4/02		8:00 AM	10:00 AM	52001101100,104...			2:00	2:00	4:00
+ ⊖	Wed 4/03					Mileages - UNIT			10:00	14:00
+ ⊖	Thu 4/04					Day of Change	8:00		8:00	22:00

- Navigation: Myself > Workforce Management > My Timecard
1. Go to the Pay Code of the appropriate day and select Mileage – UNIT pay code
 2. Enter the number of miles in the Amount column
 3. Right Right-click on the amount, click on the Comments box, and enter comment
 4. Select Comment on Punch, then add your comment
 5. Click Apply



Comments (1) ✕

Add Comment

Comment on Pu... ▼

⊖ Type a note (optional).

Add Another Note

Add

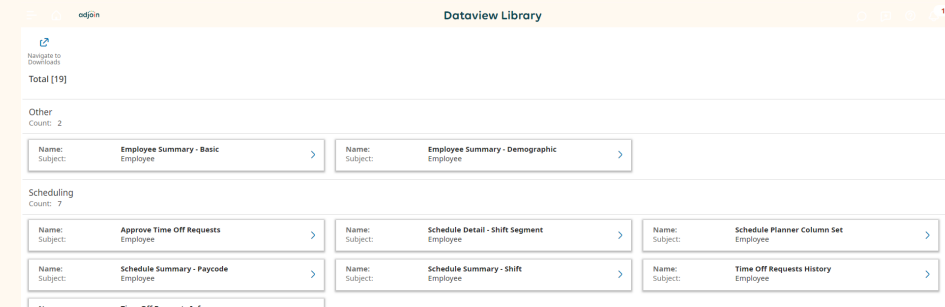
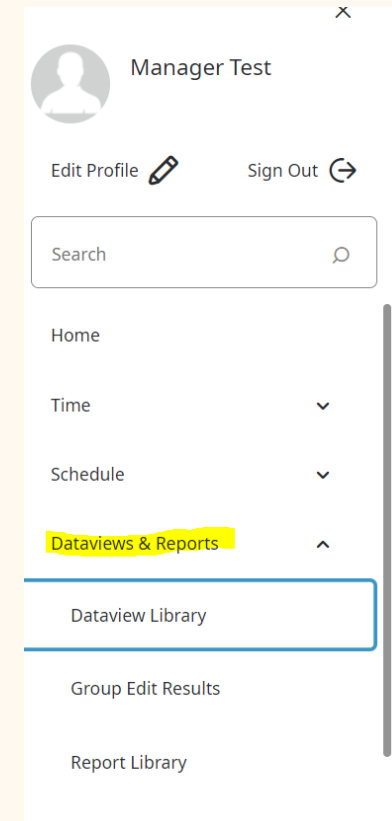
Pick Your Perk

- Navigation: Myself > Workforce Management > My Timecard
1. Go to the Pay Code of the appropriate day and select Pick Your Perk
 2. Enter the benefit amount in the Amount column
 3. Right click on the amount, and click on the Comments box and enter your comment

[illegible]

Dataviews

- Navigation: Main Menu > Dataviews & Reports > Dataview Library
- Dataviews are reporting tools that present real-time data within the UKG Workforce Management user interface.
- From a Dataview, you can take actions on one or more employees
- Actions include timecard approval, accrual balance reset, pay code edits, and much more.
- Dataviews can also be presented in a chart format on a user's home page.



Time Off Request



APPROVE TIME OFF



REQUEST TIME OFF



ACCRUAL BALANCES

Request Time Off

- Navigation: Homepage
1. From the My Time Off tile, select time off **Reason**
 2. Select dates from the calendar
 - To select more than one day, select the days
 - To remove days from the selection, deselect the selected days
 3. The Sync with My Calendar and Notify My Colleagues options are selected by default. To deselect one or both options, drag the lever to the left
 4. Select **Submit**

My Time Off

Balance as of Today ▾

Float Holiday
00:00

< Day of Chan... Hour Mileage Rei... >

Planned Takings 00:00
Taken to Date 00:00

Time-Off Request >

Request Time Off - Salary

- Navigation: Homepage
1. From the My Time Off tile, select time off **Reason**
 2. Select dates from the calendar
 - To select more than one day, select the days
 - To remove days from the selection, deselect the selected days
 3. The Sync with My Calendar and Notify My Colleagues options are selected by default. To deselect one or both options, drag the lever to the left
 4. Select **Submit**

My Time Off

Balance as of Today ▾

Float Holiday

00:00

< Day of Chan... Hour Mileage Rei... >

Planned Takings 00:00

Taken to Date 00:00

Time-Off Request >

Request Time Off

Type of Time Off

Unpaid Nonwork Time

Salary Time Off Request

Cancel Apply

Request Time Off

Time Off

Dates

4/15/2022

Duration

Full day

1st half day

2nd half day

Hours

Deduct from

Vacation: 64:00 Hour(s)

Personal: 16:00 Hour(s)

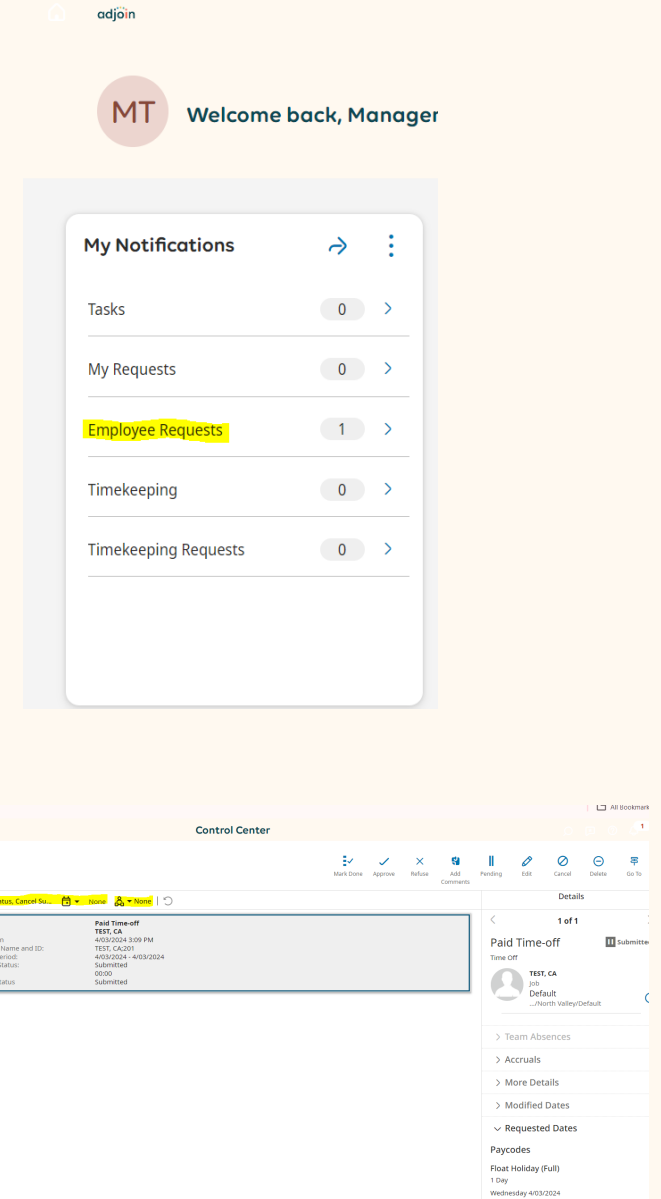
Sick: 200:00 Hour(s)

Cancel Apply

Cancel Submit Review

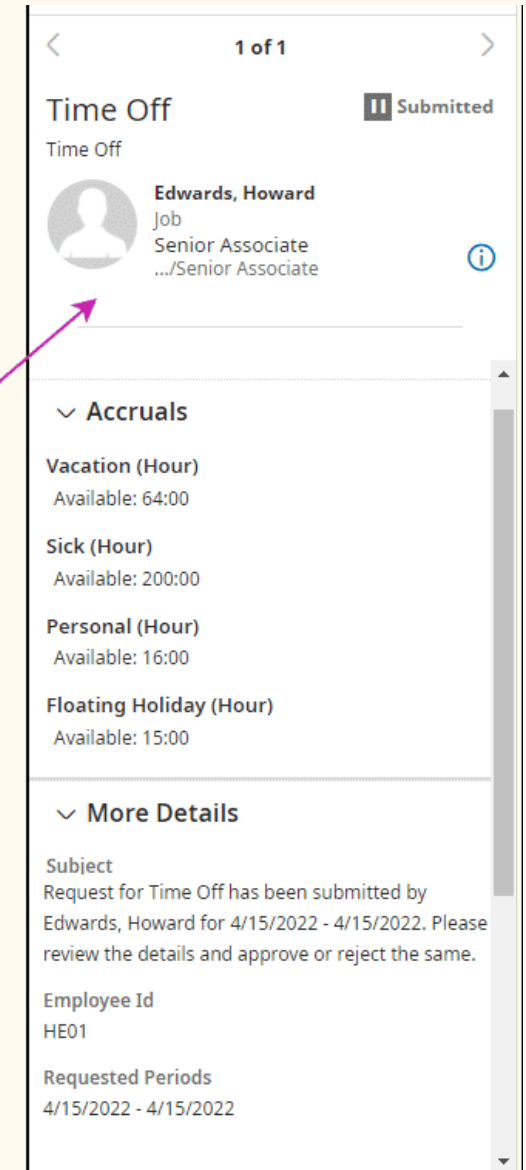
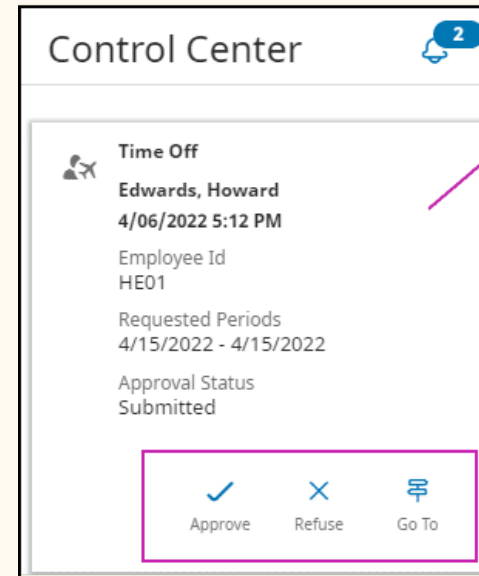
Locate Employee Time Off Requests

- Navigation: Home Page
 1. From the Home page, locate the My Notifications tile and select **Employee Requests** or select the Bell Icon and then select the **View All** button
 2. Select the **Status** filter dropdown list and then select the request status checkboxes that you wish to display.
 3. Select the **Calendar** icon to choose dates that you wish to manage. These dates apply to the date the employee submitted their request, not the dates that the employee is requesting
 4. Select the **Hyperfinds** icon to search or refine requests



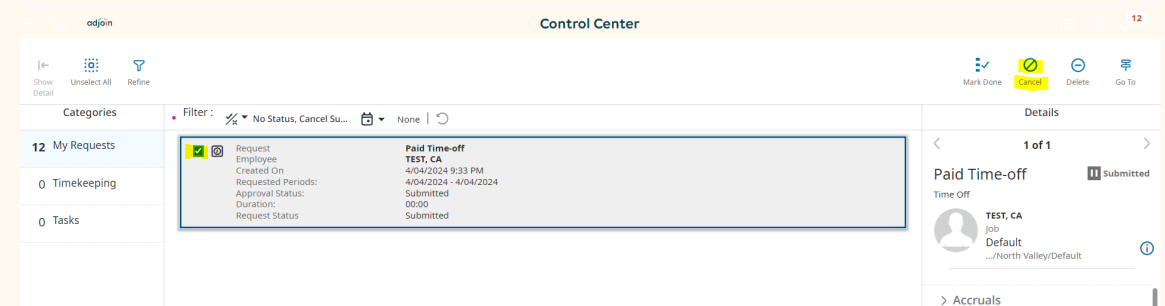
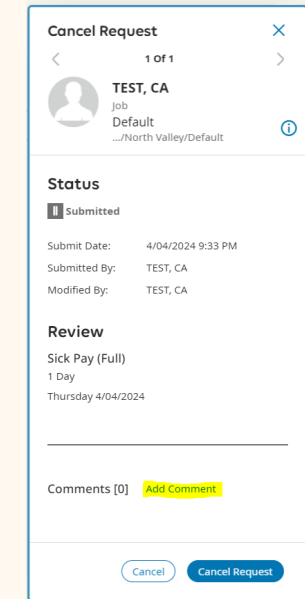
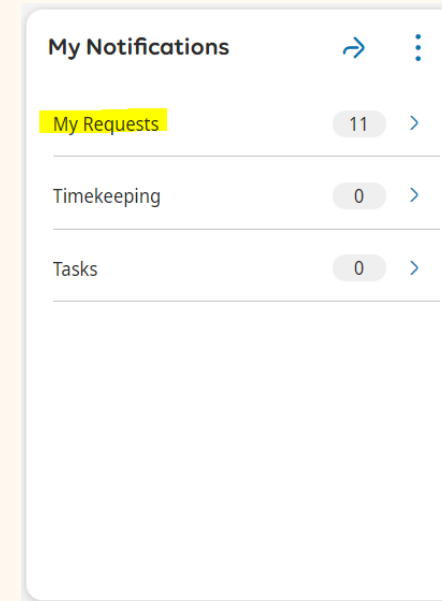
Respond to Time Off Requests using Control Center

- Navigation: Home Page > Bell Icon > View All
1. From the Control Center, review the details of each request by selecting the request and viewing the **Details** panel
 2. When you are ready to take action on a request, select the appropriate option:
 - **Mark Read** to mark the request as read with no response
 - **Approve** to approve the request
 - **Refuse** to reject a request
 - **Add Comments** to provide more information to the employee
 - **Pending** to leave the request in a pending status to come back later
 - **Edit** to make changes to the request
 - **Cancel** to cancel the request on behalf of the employee
 - **Delete** to delete the request
 - **Go To** to view this request in the employee's timecard
 3. Once you have chosen an action, a confirmation message will appear indicating that it was successful
 4. Employees and managers will receive notifications when requests change status



Time-Off Request Cancellations

- Navigation: UKG Workforce Management
- On the Home Page, from My Notifications tile, select **My Requests**
 - Select a request
 - Select **Cancel**
 - Optional: Enter comments and notes
 - Select **Cancel Request**
 - Select **Done**



Employee Timecards

MG01

<

12 of 16

>

Cur

Approval

Sign-Off

Remove Sign-Off

Analyze

View Moved ...

Accrual Actions

Go To

Schedule	Absence	In	Out	Transfer	In
7:00 AM - 4:00 PM		<div></div> 7:00 AM	<div></div> 4:00 PM		
7:00 AM - 4:00 PM		<div></div> 7:00 AM	<div></div> 4:00 PM		
7:00 AM - 6:30 PM		<div></div> 7:00 AM	<div></div> 6:30 PM		
7:00 AM - 4:00 PM		<div></div> 7:00 AM	<div></div> 4:00 PM		

<

Accrual Code Type

&u2191

Available Balance

&u2191

Accrual Reporting Period

&u2191

Open

Hour	16:00	Sat 1/01 - Sat 12/31	
Hour	16:00	Sat 1/01 - Sat 12/31	
Hour	200:00	Sat 1/01 - Sat 12/31	
Hour	64:00	Sat 1/01 - Sat 12/31	

Totals

Historical Corrections

Check Accrual Balances

- Main Menu > My Information > My Timecard

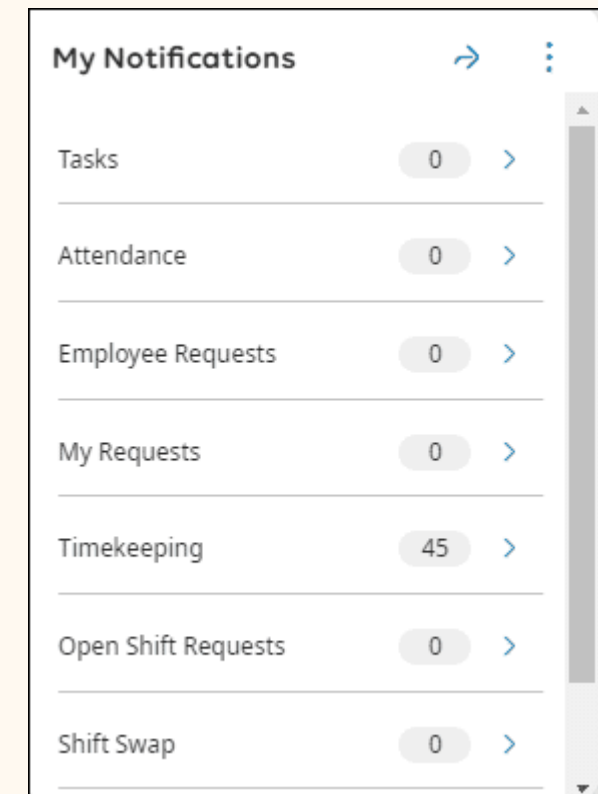
Notifications in Control Center

Home Page > Notifications > View All Notifications



Bell Icon

Home Page > My Notifications



Tasks in Control Center

- **Manager**

- View the number of notifications for each notification category, which include Employee Requests, My Requests, System Messages, Tasks, Timekeeping, Leave, and Attendance.
- Use the Hyperfind filter to include or exclude notifications based on employee filters.
- Alter how notifications appear.
- Refine the Manager View.
- Respond to employee time-off requests. A manager can approve, refuse, edit, or cancel a Time-Off request. They can also mark a request as Pending and add comments.
- Delegate system authority to another manager.
- Assign tasks to a candidate.

- **Employee**

- View the number of notifications for each notification strategy.
- View the request information for each of their requests on the Control Center page.
- Filter requests by time frame (for example, week to date) or by status (for example, Refused).
- Mark notifications as Read to clear the Bell icon.

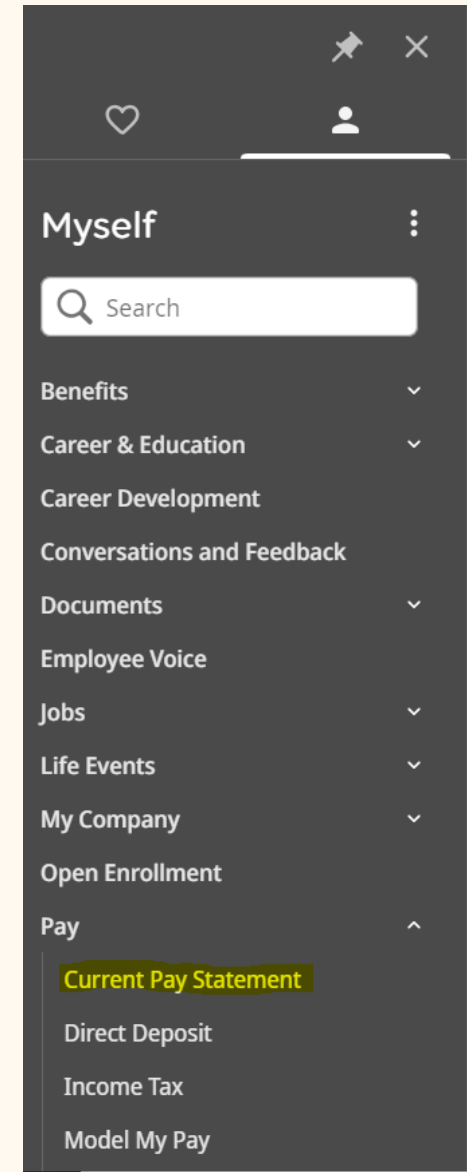
Pro Pay and People Center

Control Center, Paystub, Personal Information, Tax Forms, etc.

View Current and Historical Pay Statements

- **Navigation: Myself > Pay > Current Pay Statement**

1. Optionally download or print the statement.
2. Review Earnings Hours, Total Hours and Pay Rate for the Hours paid.
3. Review Current Pretax and Post Tax Deduction Employee Amounts deducted.
4. Review a Current Tax deducted.
5. Review Paid Time Off Taken, Current, and Balance
6. Review Pay Summary.
7. Review Net Pay. Account type will display in the event an amount went to a banking account.



View Pay History

- **Navigation:** **Navigation:**
Myself > Pay > Pay History
1. On the **Pay History** page, enter Find by criteria.
 2. Select **Search**.
 3. Select the **Pay Date** for which you want to see the pay statement
 4. Optionally download or print the pay statement

Pay History						
Select a pay date to view, download, or print a single pay statement. To download multiple pay statements, select up to 30 pays with a pay date on or after 01/04/2021. Select Download to initiate the process to receive a single file with multiple pay statements.						
Find by Date range From 01/01/2021 To 11/05/2021 Search						
Filtered by Date range is between 01/01/2021 and 11/05/2021 Clear Filters						
Displaying all records 0 record(s) select						
	Pay Date +	Document Number	Net Pay	Earnings	Employee	
					Deductions	Taxes
<input type="checkbox"/>	02/05/2021	55272	\$1,044.03	\$1,778.31	\$325.35	\$408.93
<input type="checkbox"/>	01/29/2021	55225	\$909.35	\$1,577.97	\$329.34	\$339.28
<input type="checkbox"/>	01/22/2021	55180	\$1,015.98	\$1,727.47	\$335.32	\$376.17
<input type="checkbox"/>	01/15/2021	55135	\$873.82	\$1,528.14	\$327.35	\$326.97
<input type="checkbox"/>	01/08/2021	55090	\$1,017.56	\$1,727.47	\$333.19	\$376.72
<input type="checkbox"/>	01/04/2021	55045	\$1,223.89	\$2,027.47	\$335.32	\$468.26

Personal Information and Tax Information

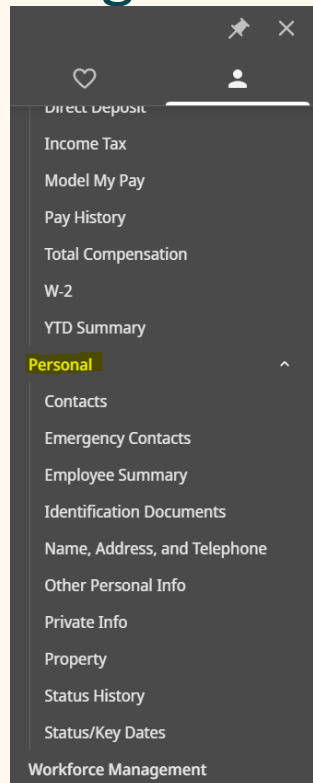
- Navigation: Myself > Personal

Able to Update/Edit/Change

Contacts

Emergency Contacts

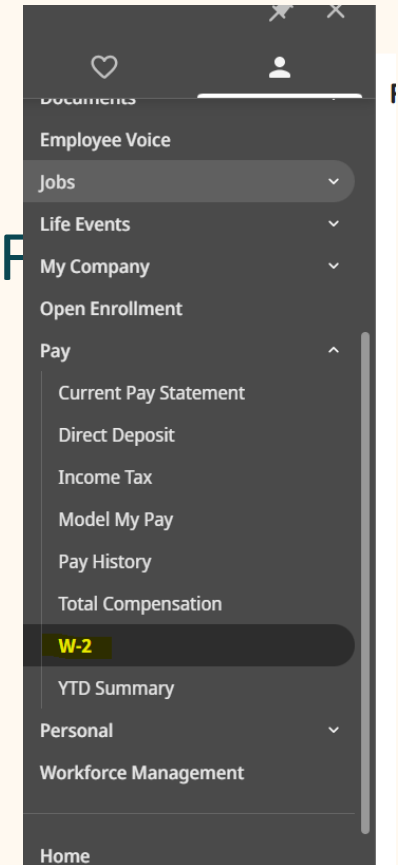
And More!



- Navigation: Myself > Pay

Able to:

- See Tax Documents
- Make changes to Tax F



Questions?

Human.Resources@adjoin.org