adjoin together we ignite possibility

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

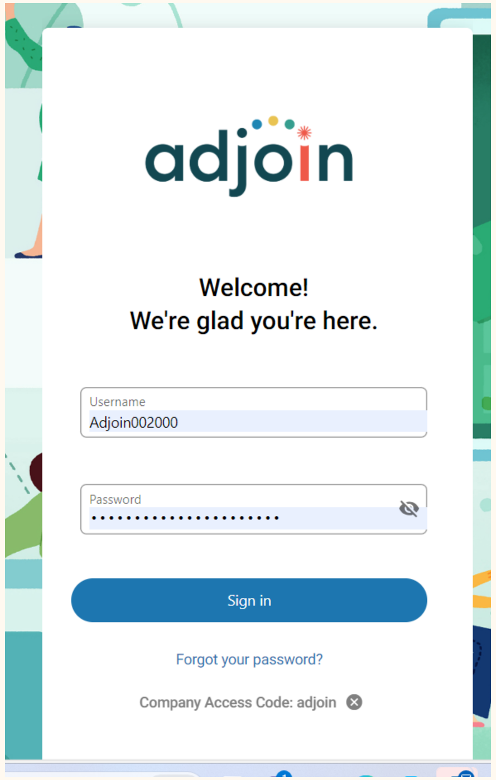
Android

Logging In

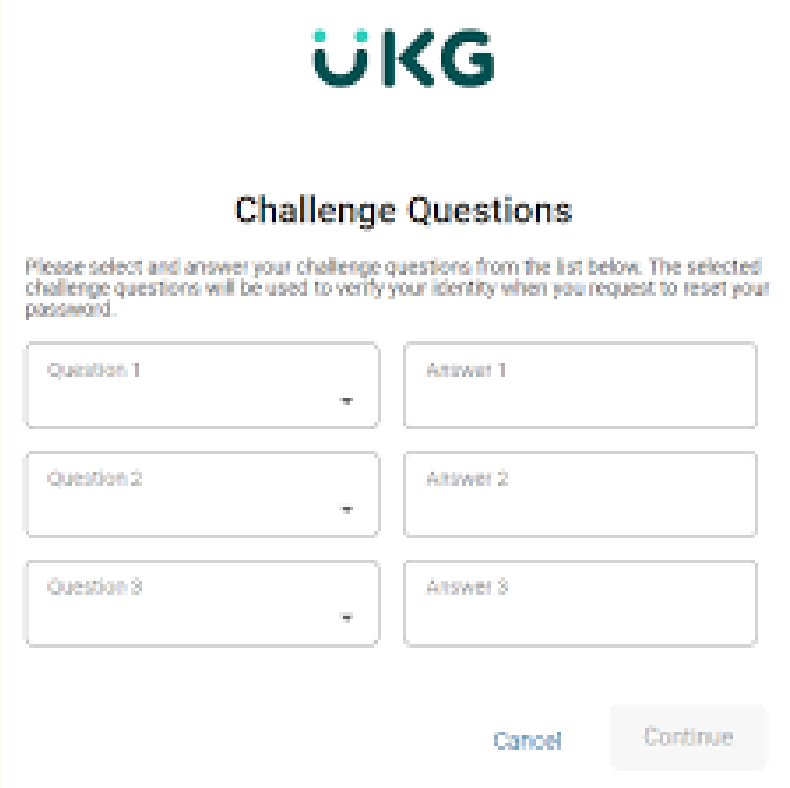
Login Screen, Reset Password Screen, Challenge Questions Screen

Login Setup

Login Screen

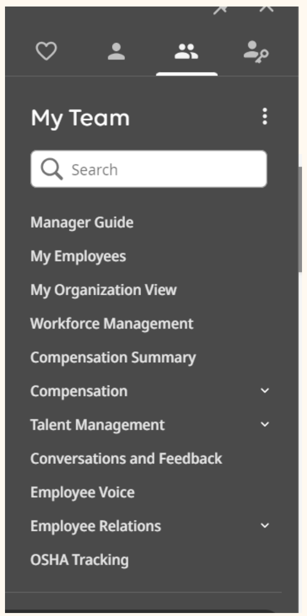


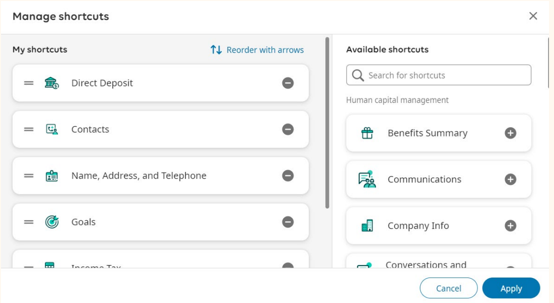
Password Reset and Challenge Questions

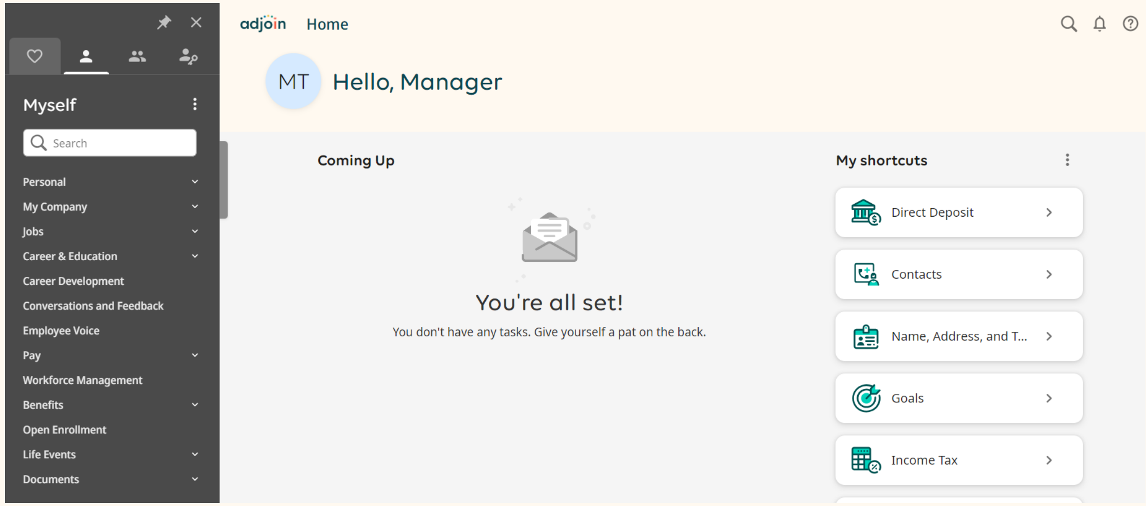


Homepage - Manager

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

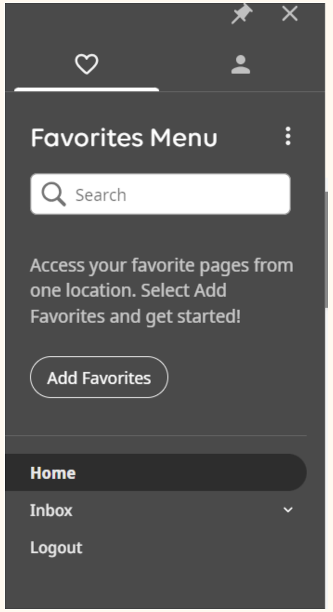


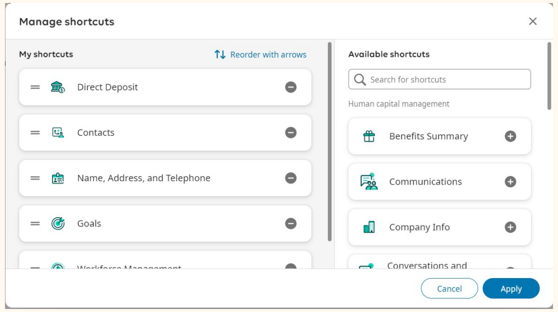


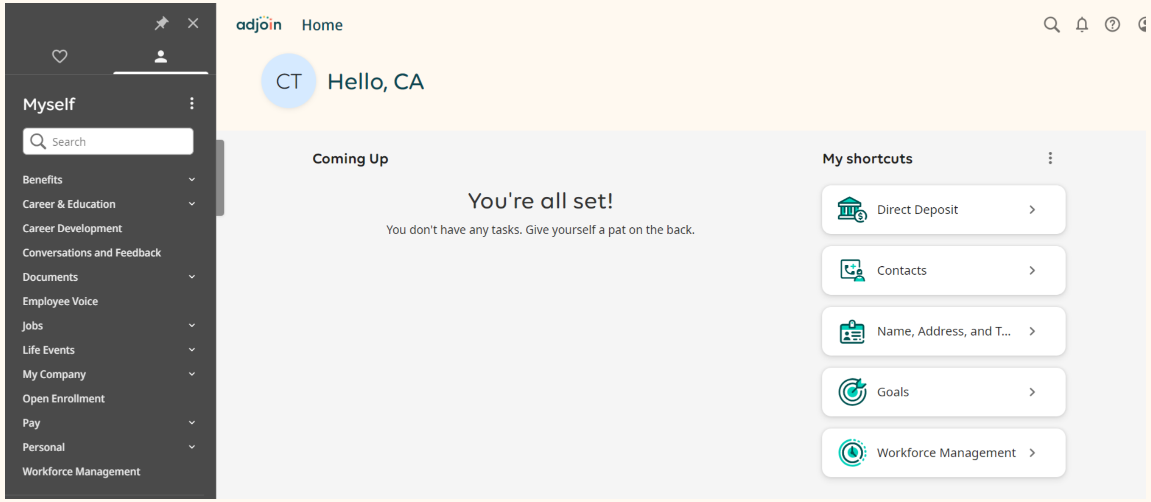


Homepage - Employee

- Icons
  - Favorites
  - Myself
- Shortcuts
  - Edit Shortcuts





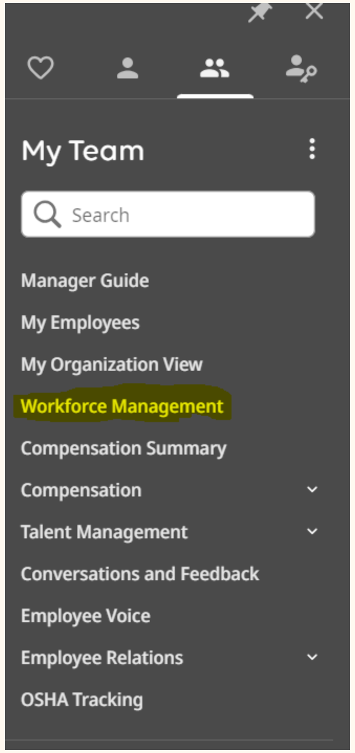


Timekeeping

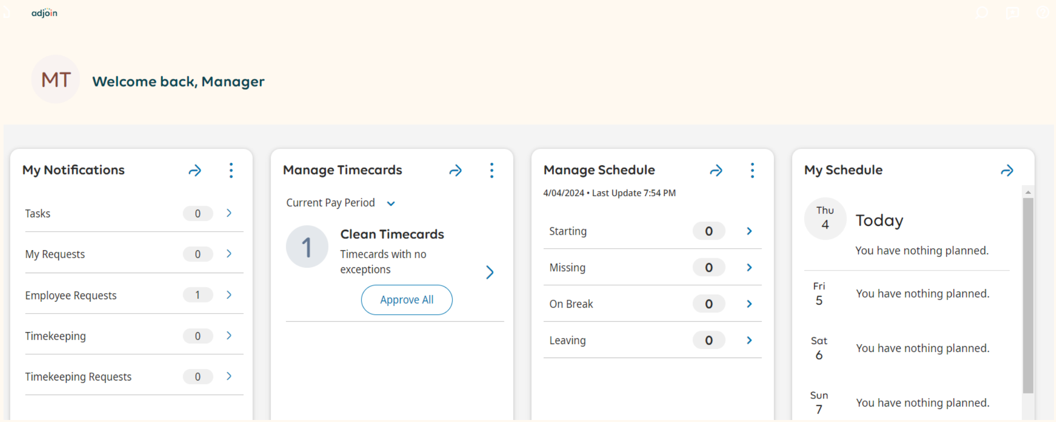
Timecards, Accruals, Requesting/Approving Time Off,

Workforce Management - Manager

Navigation: My Team > Workforce Management

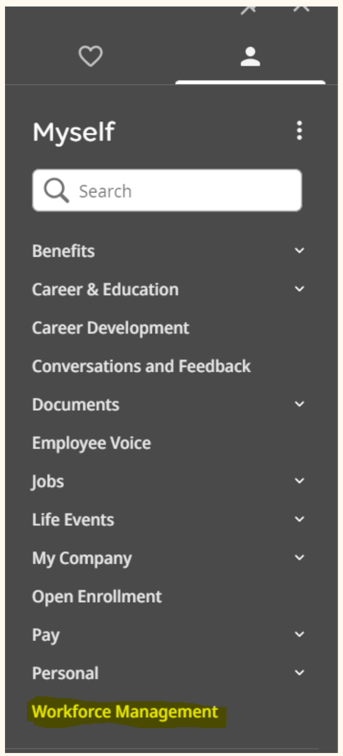


Workforce Management Homepage

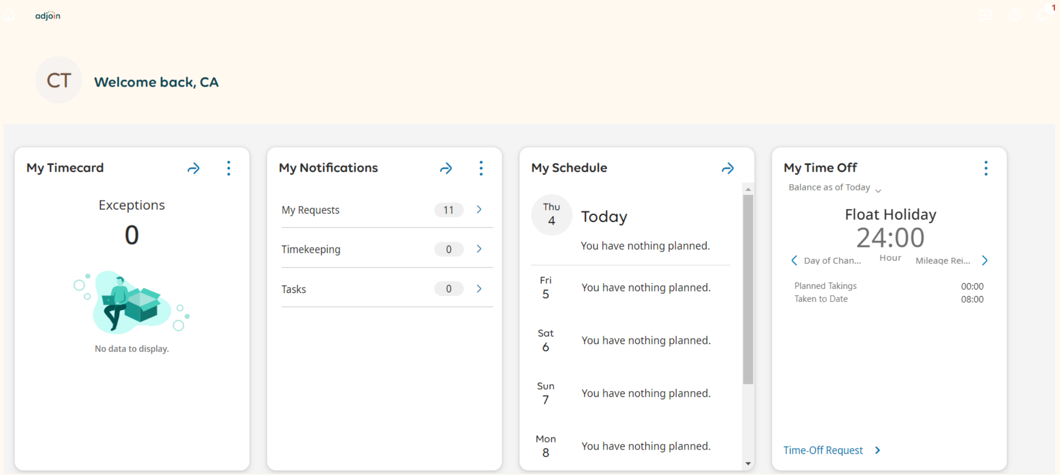


Workforce Management - Employee

Navigation: Myself > Workforce Management

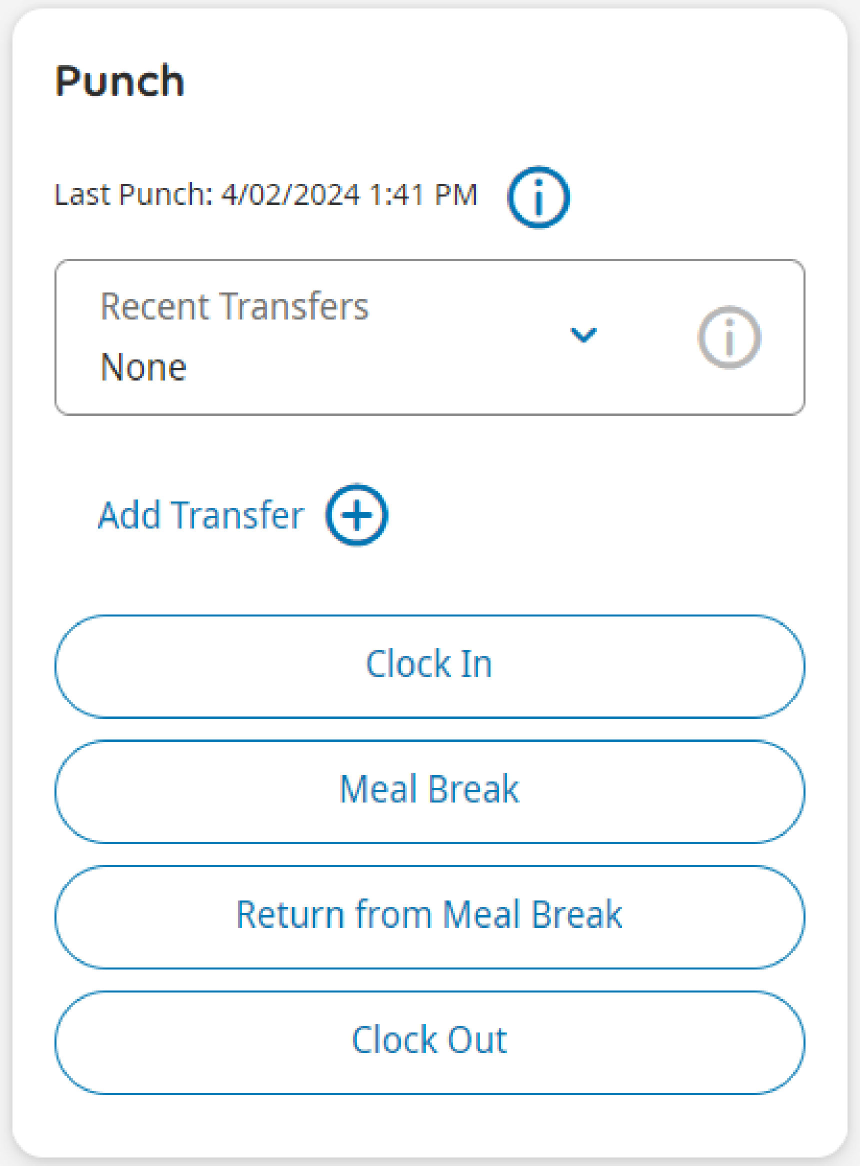


Workforce Management Homepage



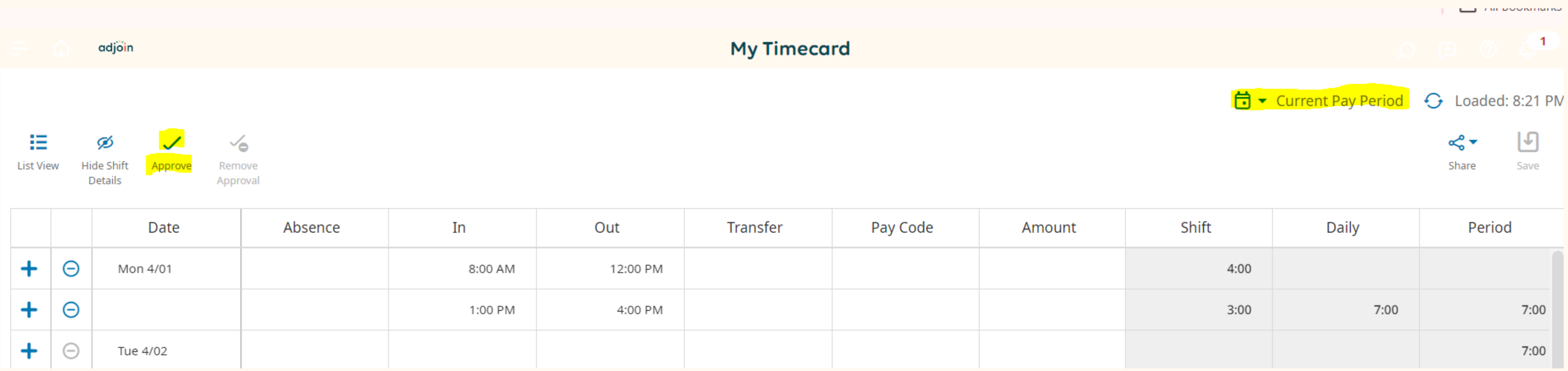
Punch In/Out

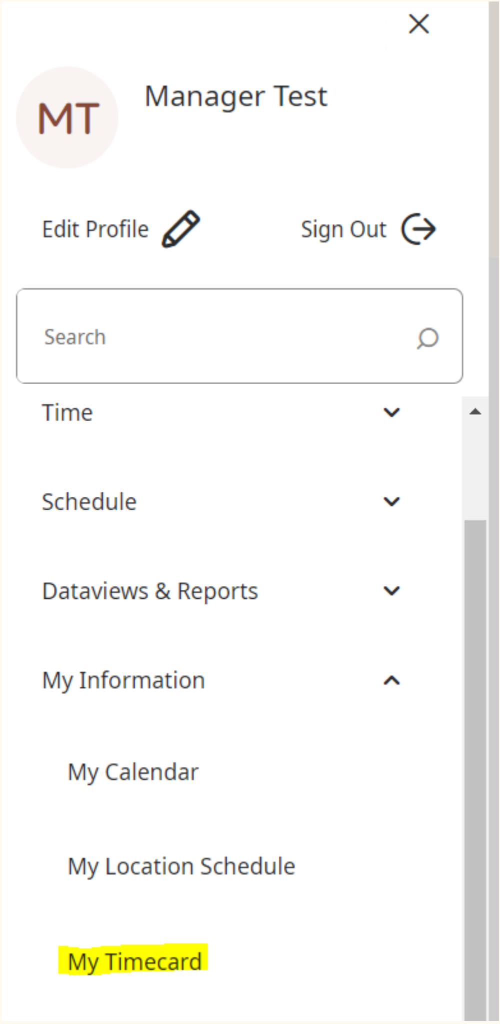
Navigation: Myself > Workforce Management > Punch



Salary Employee Timecard

- Navigation: Menu > Time > Timecards

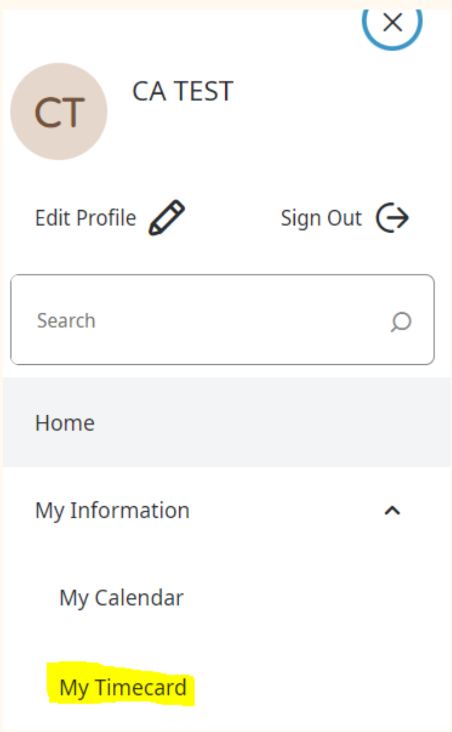


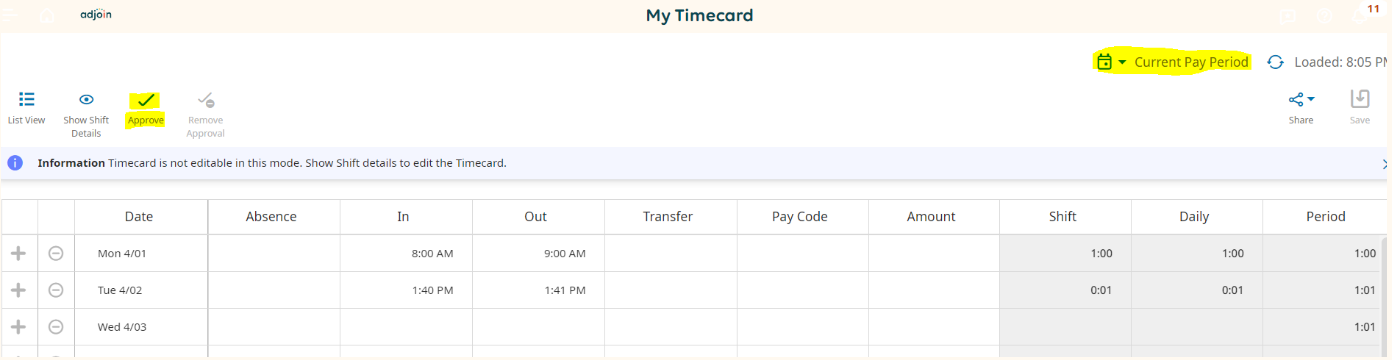


Approve Your Timecard – Employee

- Navigation: Main Menu > My Information > My Timecard

1. From **Select Timeframe**, select the applicable timeframe to approve
2. Review the timecard and correct any exceptions as needed
3. From the toolbar, select **Approve**

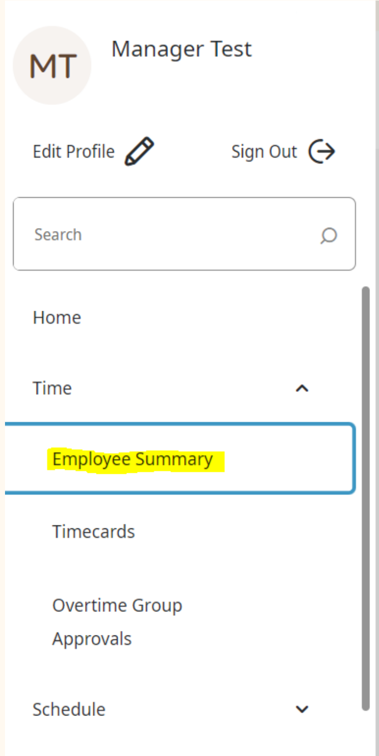


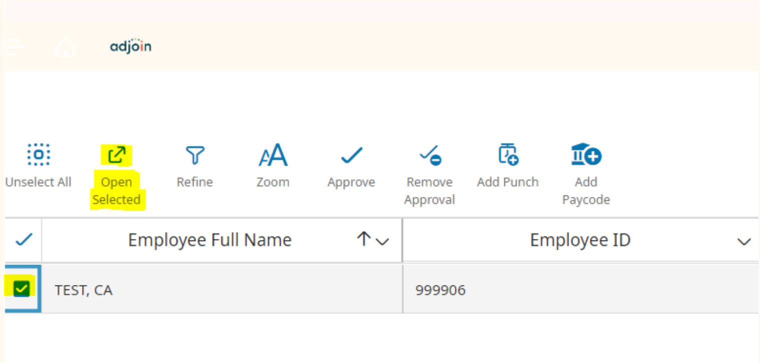


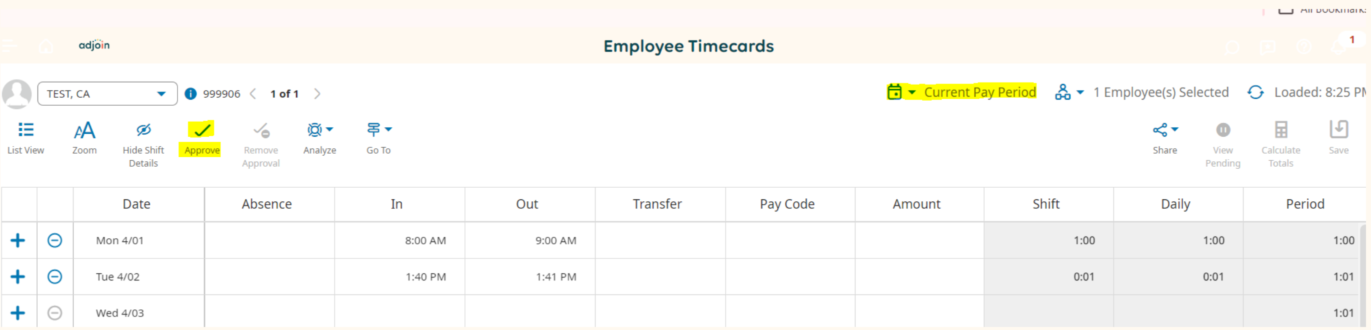
Approve Employee Timecard

- Navigation: Main Menu > Time > Employee Summary

1. Select employees and then select **Open Selected**
2. Select the appropriate timeframe
3. Ensure timecard accuracy including information on the **Total** add ons
4. Select **Approve**







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.

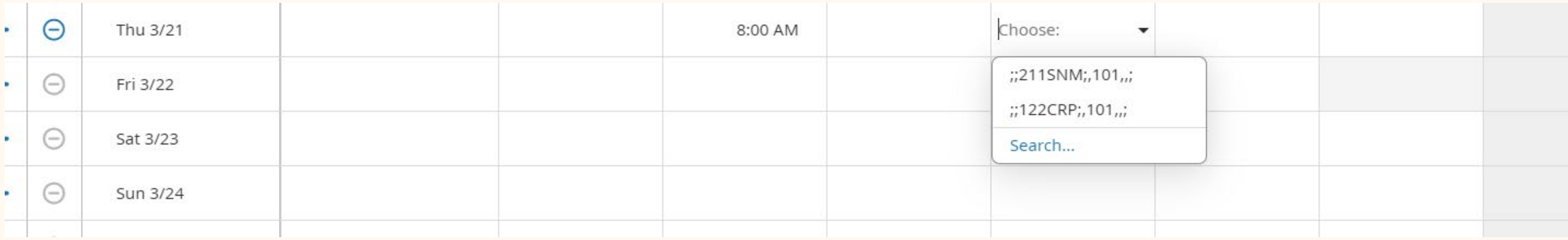
Indicator	Description
	All days approved by employee
	All days approved by manager
	All days signed off

On Call

- Navigation: Myself > Workforce Management > My Timecard

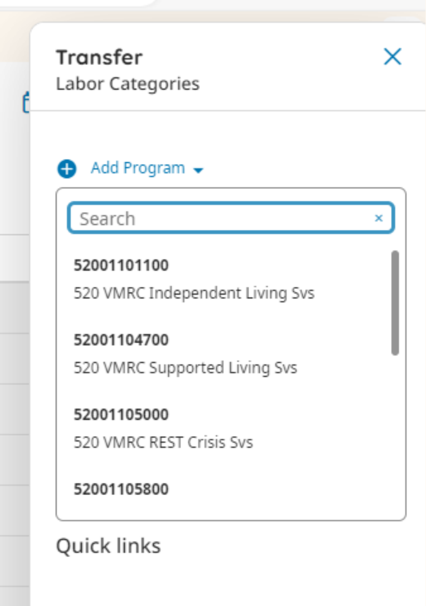
1. Go to the Pay Code of the appropriate day and select On Call
2. Enter the On Call amount in the Amount column
3. Although a comment is not required for On Call, you are still able to enter a comment following the same procedure detailed under Mileage
4. See images from the Mileage section

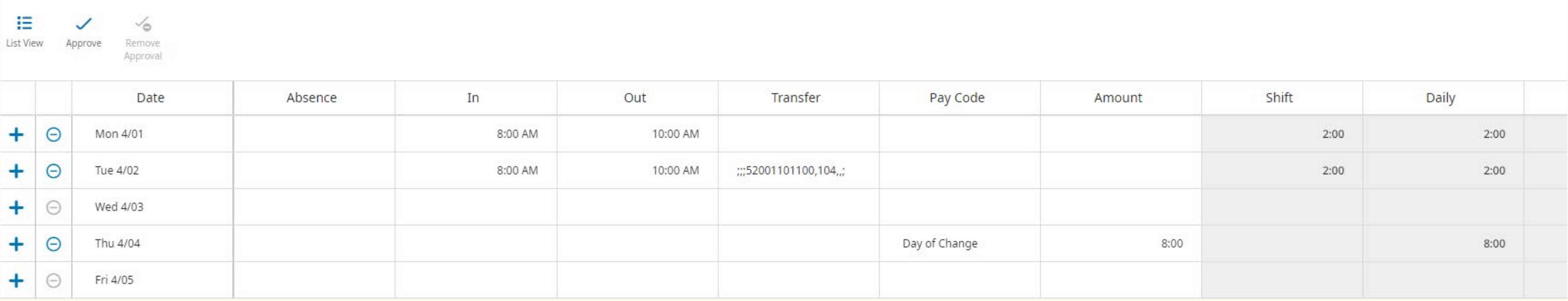
Transferring Departments/Programs



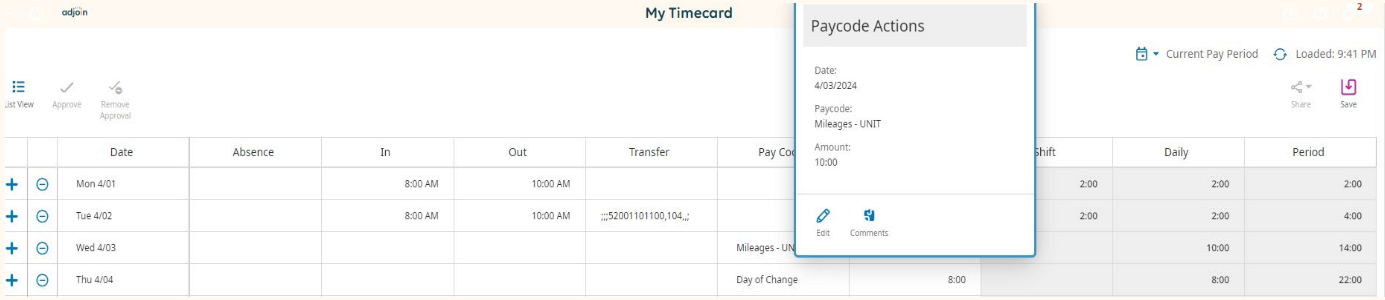
- Navigation: Myself > Workforce Management > My Timecard

1) Enter in time & out time
2) Click on Transfer box
3) Enter Transfer information



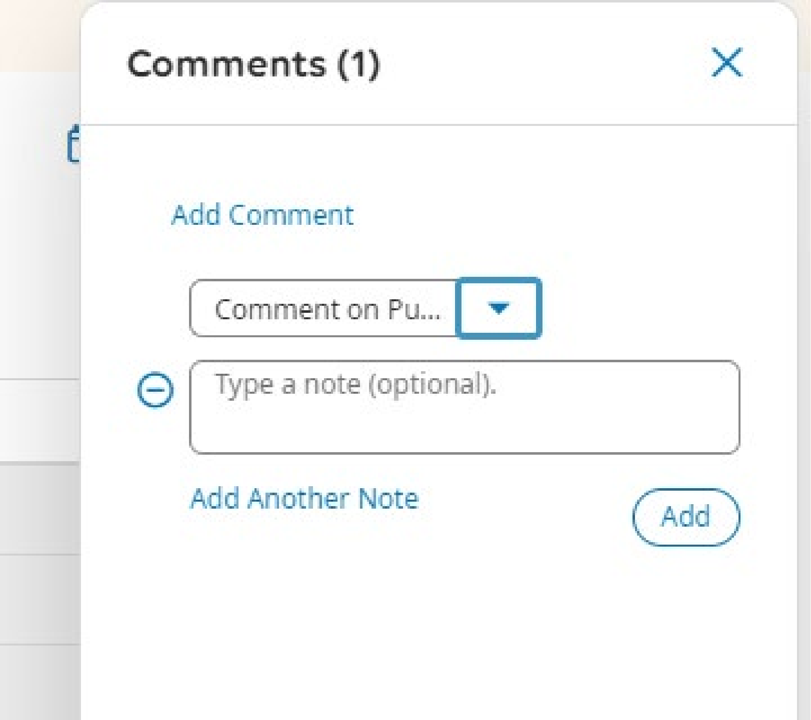


Mileage Reimbursement



- Navigation: Myself > Workforce Management > My Timecard

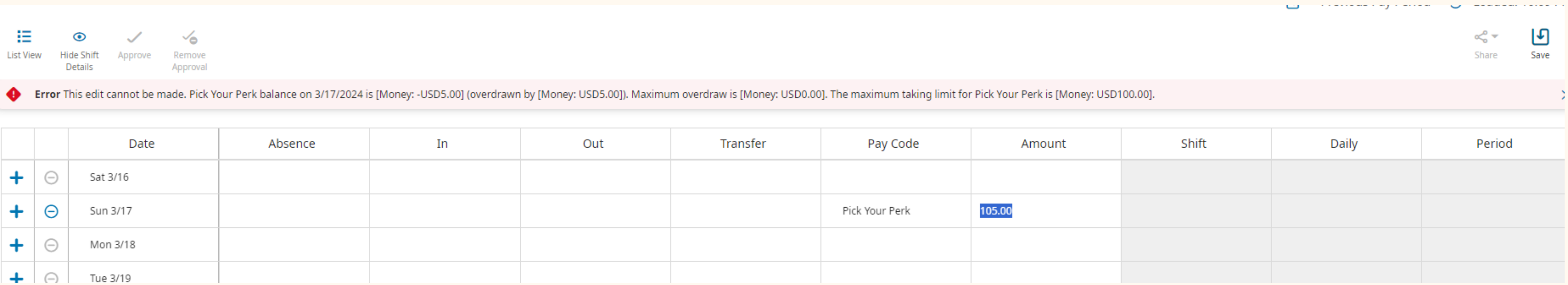
1. Go to the Pay Code of the appropriate day and select Mileage – UNIT pay code
2. Enter the number of miles in the Amount column
3. Right Right-click on the amount, click on the Comments box, and enter comment
4. Select Comment on Punch, then add your comment
5. Click Apply



Pick Your Perk

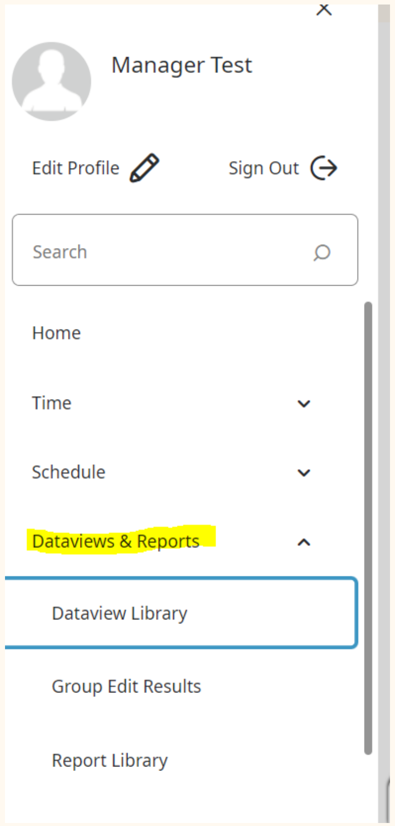
- Navigation: Myself > Workforce Management > My Timecard

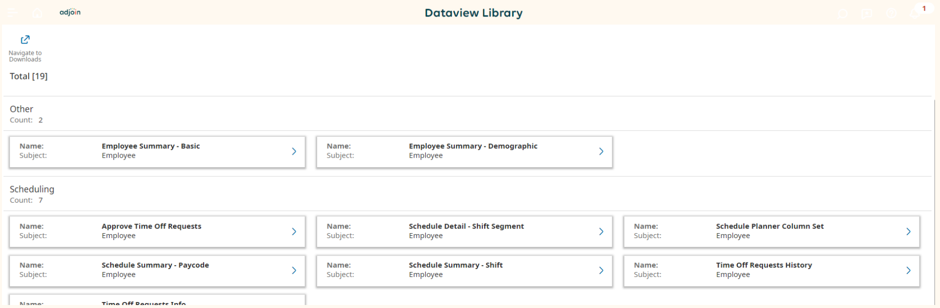
1. Go to the Pay Code of the appropriate day and select Pick Your Perk
2. Enter the benefit amount in the Amount column
3. Right click on the amount, and click on the Comments box and enter your comment



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

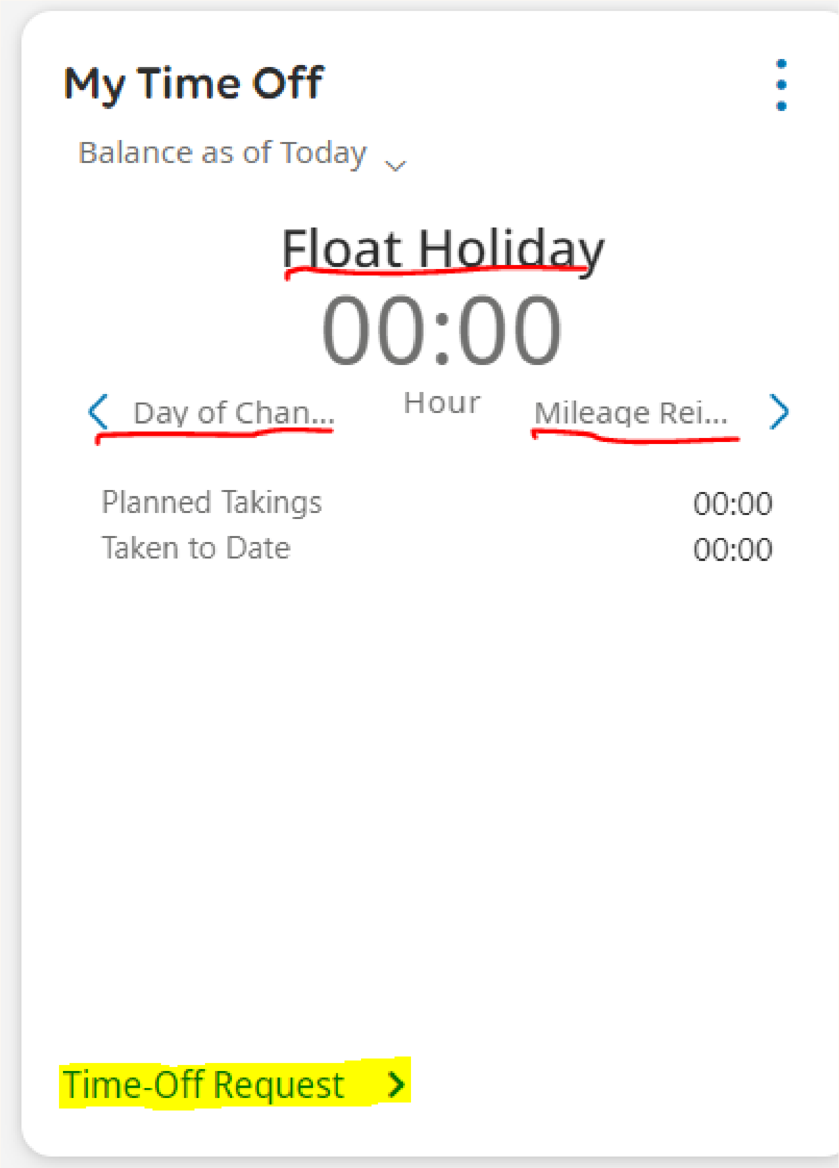
REQUEST TIME OFF

ACCRUAL BALANCES

Request Time Off

- Navigation: Homepage

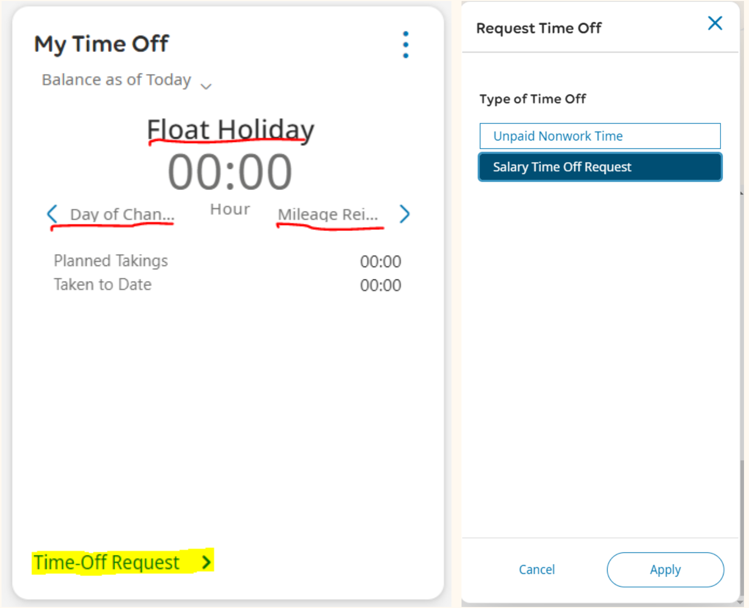
1. From the My Time Off tile, select time off **Reason**
2. Select dates from the calendar
   - To select more than one day, select the days
   - To remove days from the selection, deselect the selected days
3. The Sync with My Calendar and Notify My Colleagues options are selected by default. To deselect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

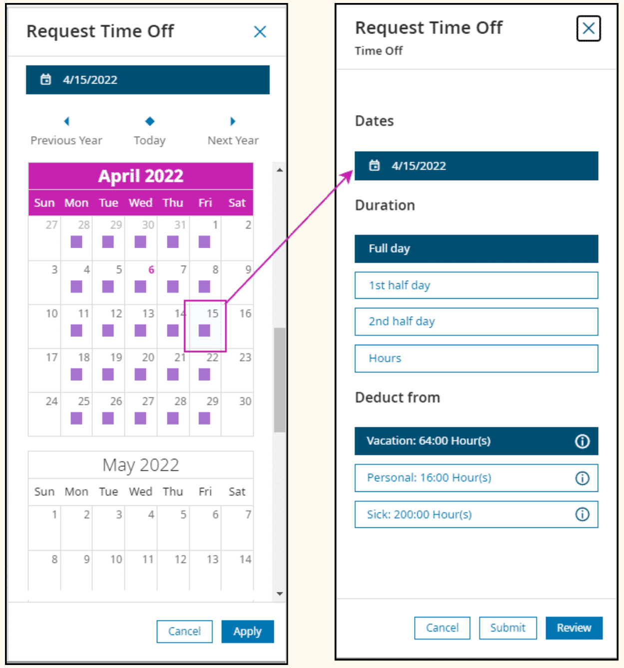


Request Time Off - Salary

- 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**

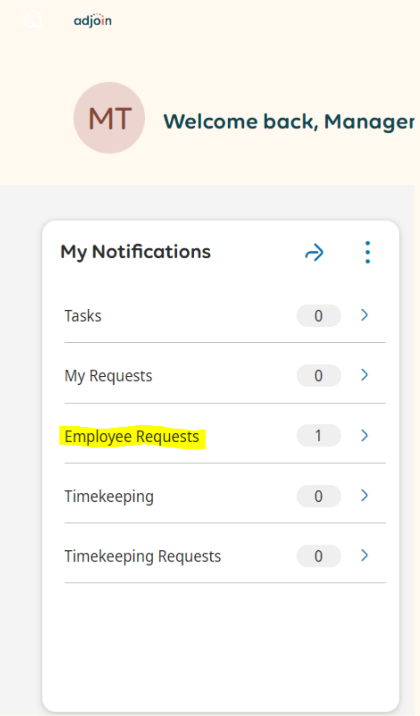


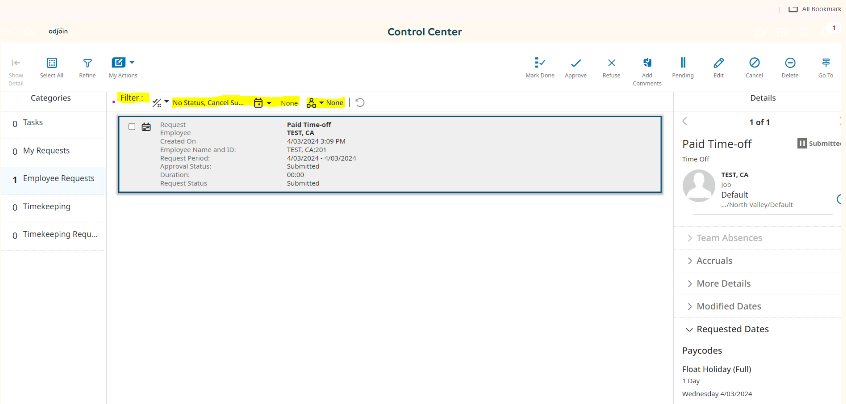


Locate Employee Time Off Requests

- 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

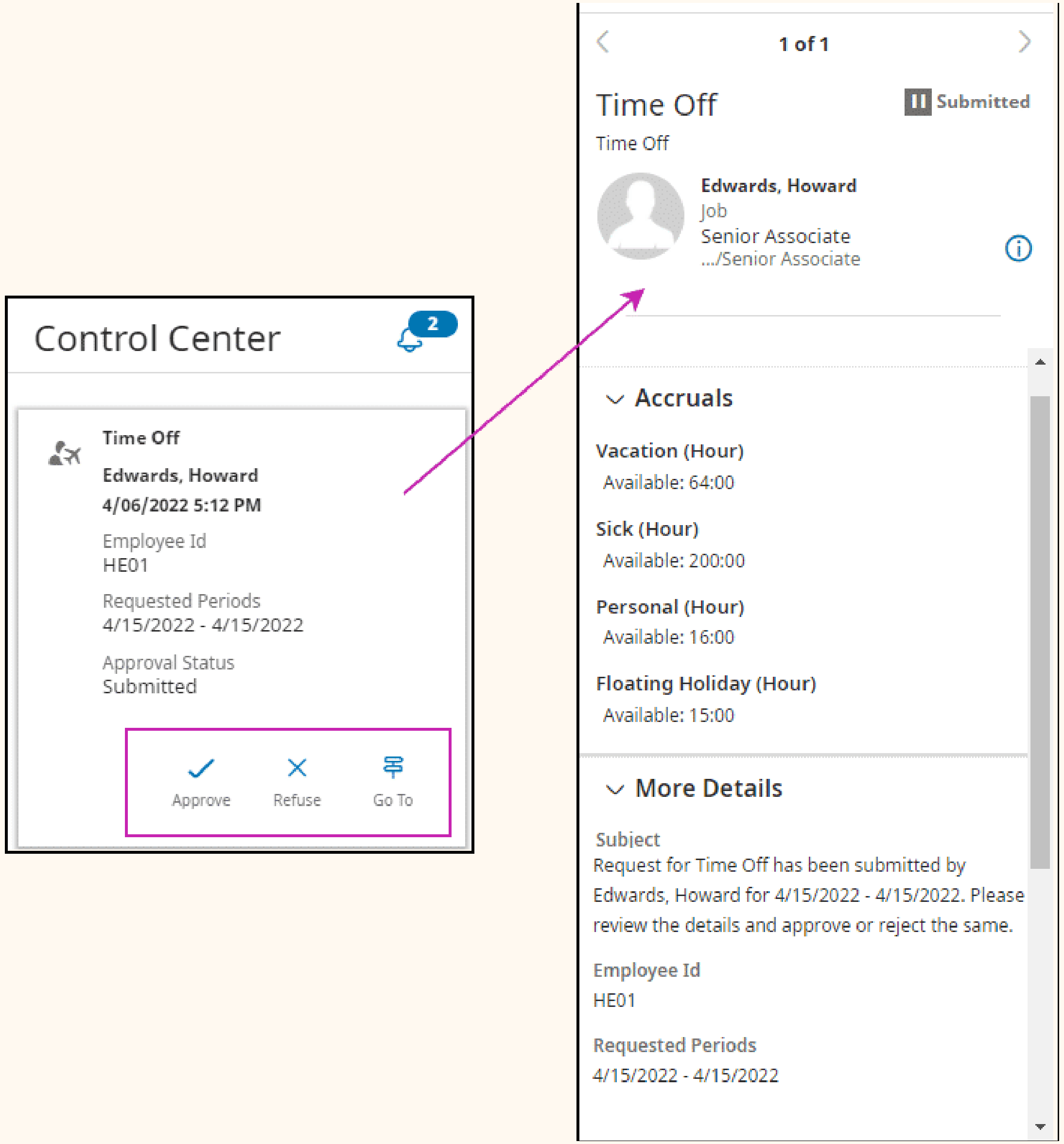




Respond to Time Off Requests using Control Center

- Navigation: Home Page > Bell Icon > View All

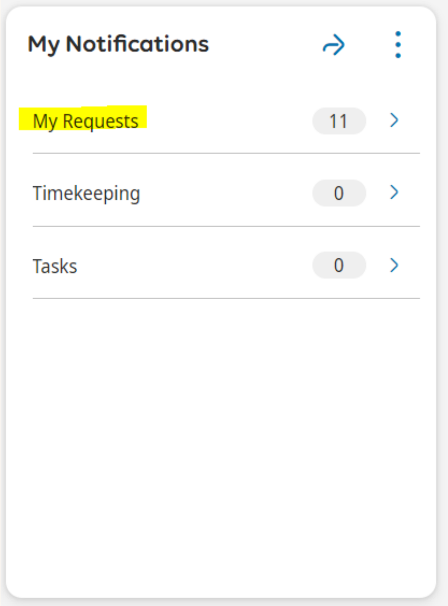
1. From the Control Center, review the details of each request by selecting the request and viewing the **Details** panel
2. When you are ready to take action on a request, select the appropriate option:
   - **Mark Read** to mark the request as read with no response
   - **Approve** to approve the request
   - **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

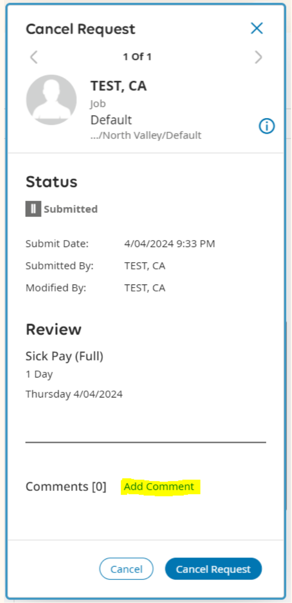


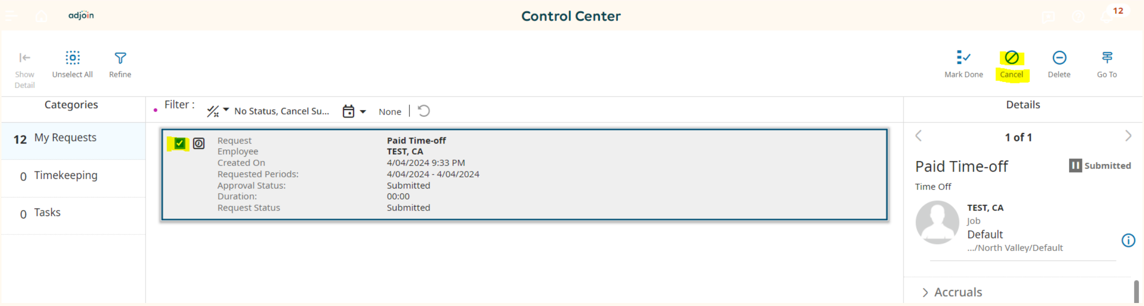
Time-Off Request Cancellations

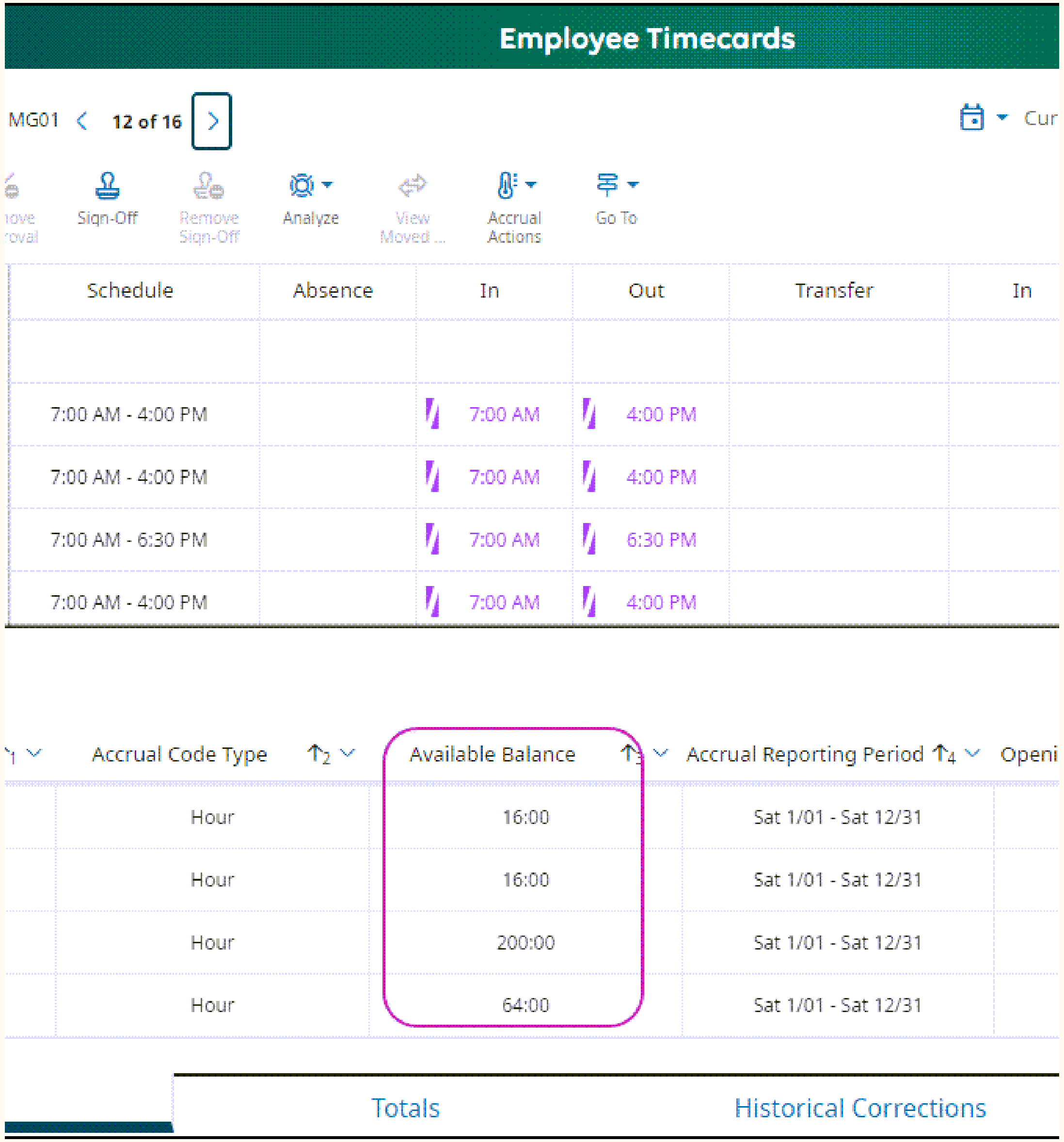
- Navigation: UKG Workforce Management

1. On the Home Page, from My Notifications tile, select **My Requests**
2. Select a request
3. Select **Cancel**
4. Optional: Enter comments and notes
5. Select **Cancel Request**
6. Select **Done**







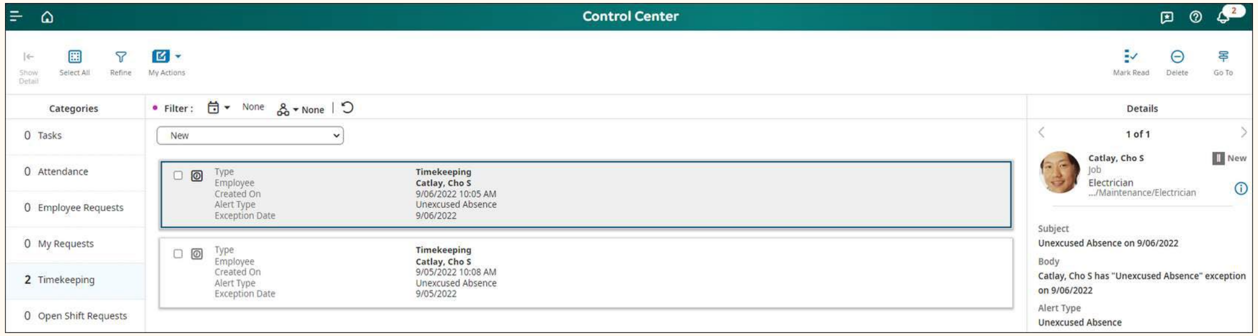


Check Accrual Balances

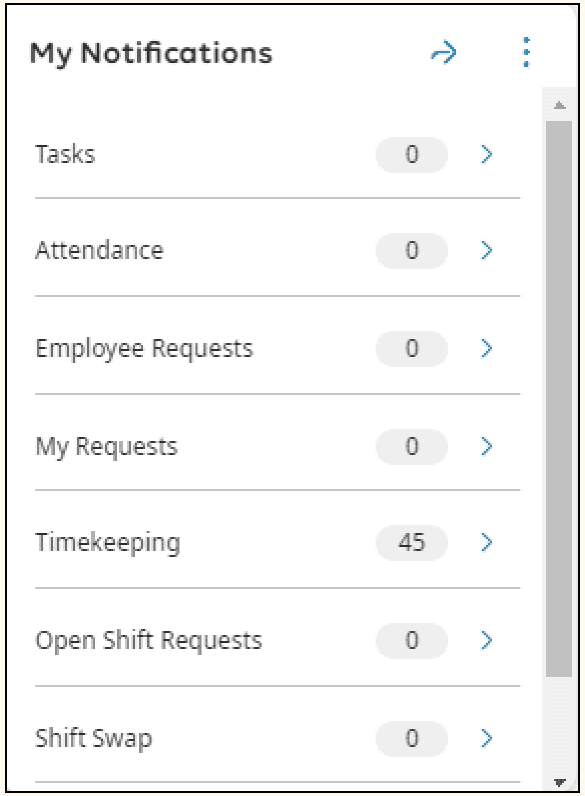
- Main Menu >My Information > My Timecard

Notifications in Control Center

Home Page > Notifications > View All Notifications



Home Page > My Notifications



Bell Icon

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.

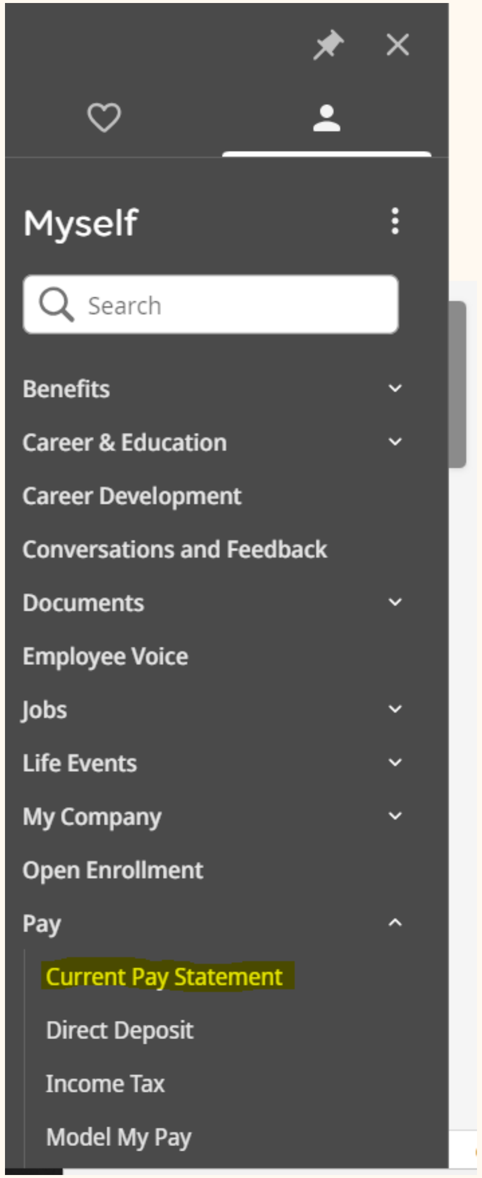
Pro Pay and People Center

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

View Current and Historical Pay Statements

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

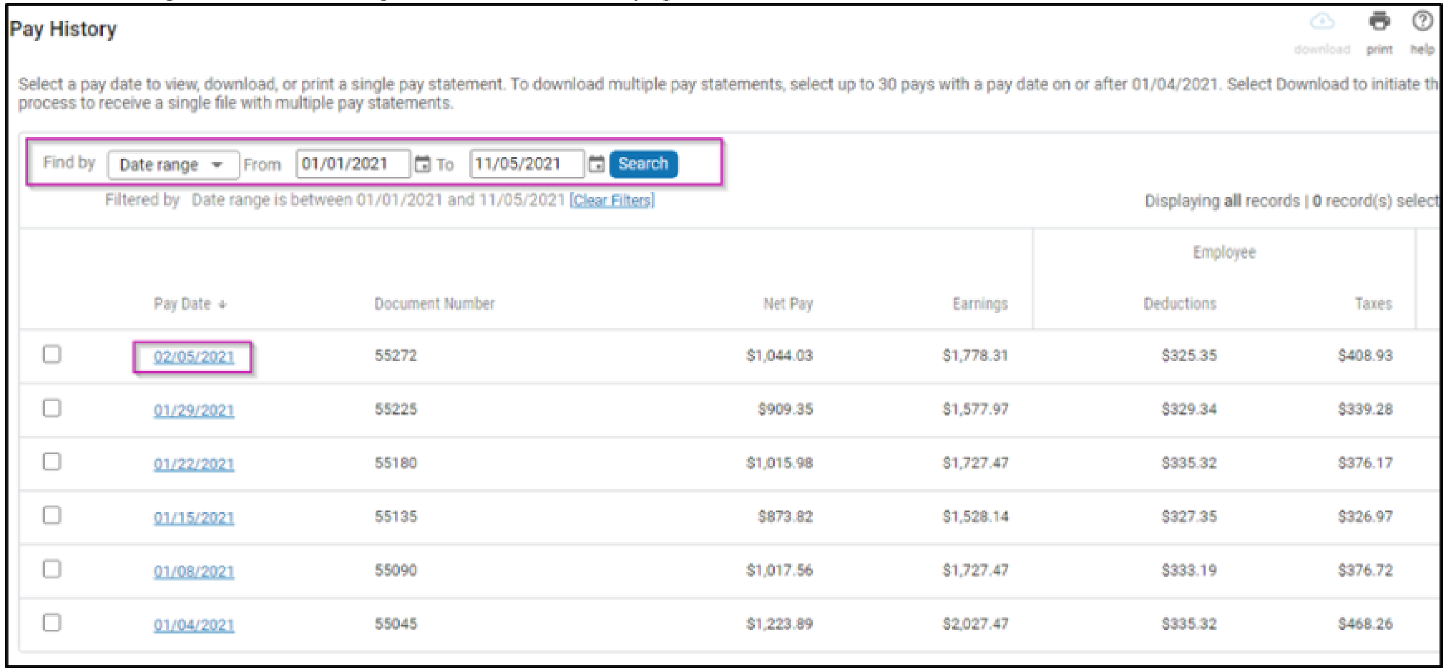
1. Optionally download or print the statement.
2. Review Earnings Hours, Total Hours and Pay Rate for the Hours paid.
3. Review Current Pretax and Post Tax Deduction Employee Amounts deducted.
4. Review a Current Tax deducted.
5. Review Paid Time Off Taken, Current, and Balance
6. Review Pay Summary.
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 whcih you want to see the pay statement
4. Optionally download or print the pay statement



					Employee	
	Pay Date	Document Number	Net Pay	Earnings	Deductions	Taxes
☐	02/05/2021	55272	$1,044.03	$1,778.31	$325.35	$408.93
☐	01/29/2021	55225	$909.35	$1,577.97	$329.34	$339.28
☐	01/22/2021	55180	$1,015.98	$1,727.47	$335.32	$376.17
☐	01/15/2021	55135	$873.82	$1,528.14	$327.35	$326.97
☐	01/08/2021	55090	$1,017.56	$1,727.47	$333.19	$376.72
☐	01/04/2021	55045	$1,223.89	$2,027.47	$335.32	$468.26

Personal Information and Tax Information

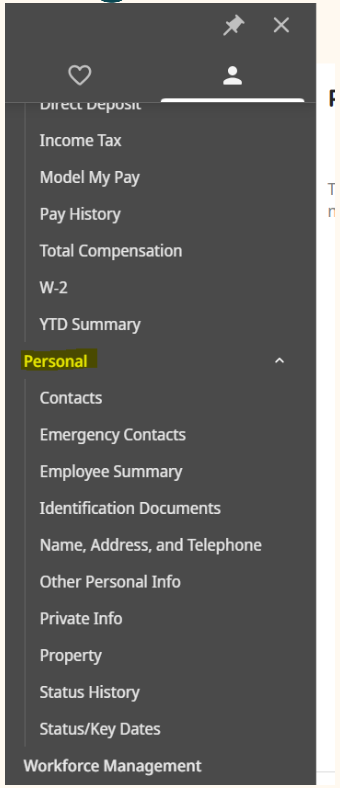
- Navigation: Myself > Personal

Able to Update/Edit/Change

Contacts

Emergency Contacts

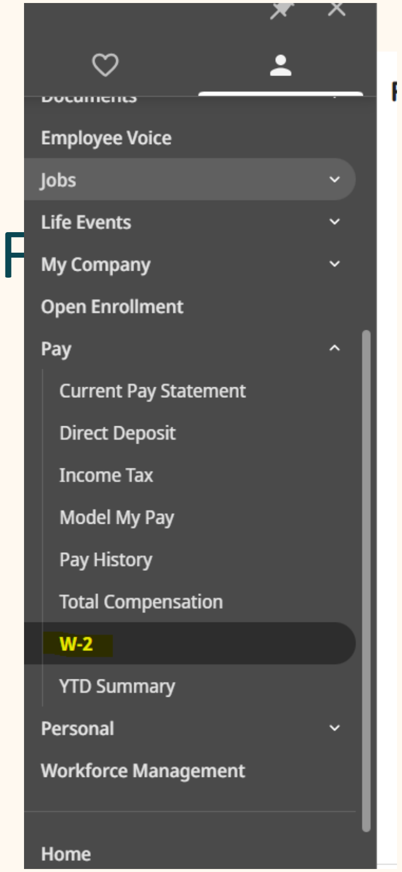
And More!



Navigation: Myself > Pay

Able to:

- See Tax Documents
- Make changes to Tax F



Questions?

Human.Resources@adjoin.org