

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

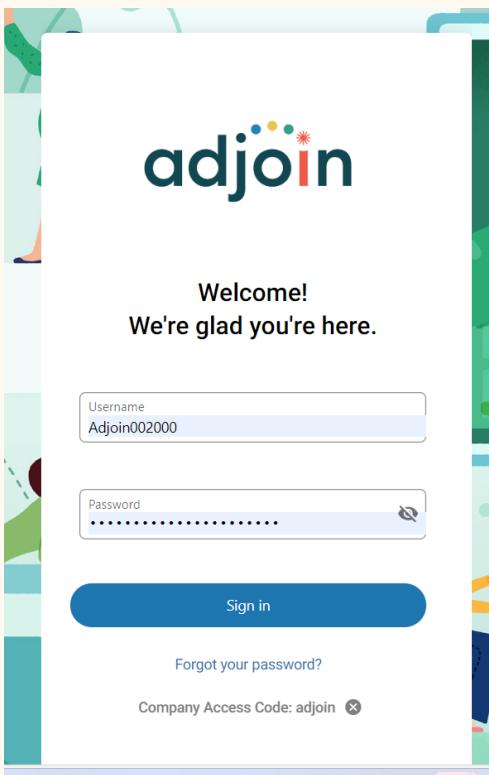


Logging In

Login Screen, Reset Password Screen, Challenge Questions Screen

Login Setup

Login Screen



Password Reset and Challenge Questions

UKG

Challenge Questions

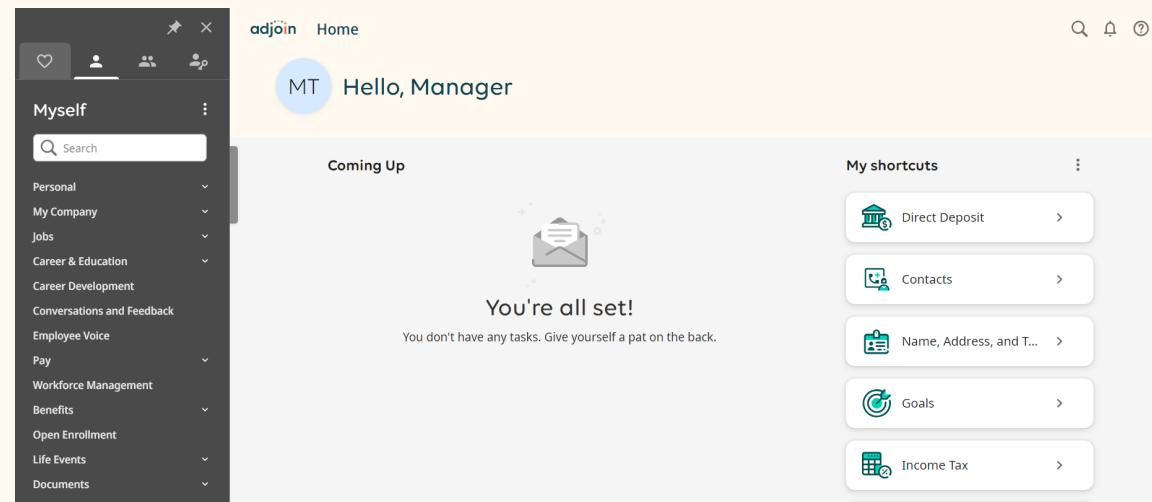
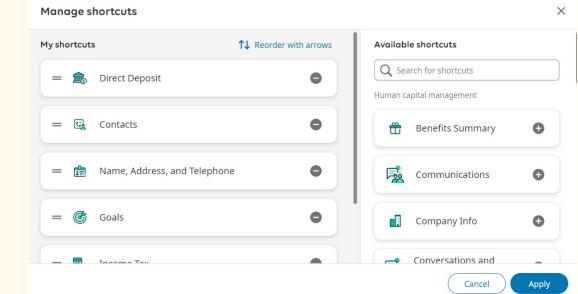
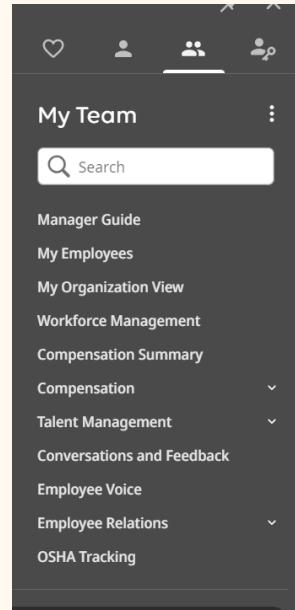
Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.

| | |
|------------|----------|
| Question 1 | Answer 1 |
| Question 2 | Answer 2 |
| Question 3 | Answer 3 |

Cancel Continue

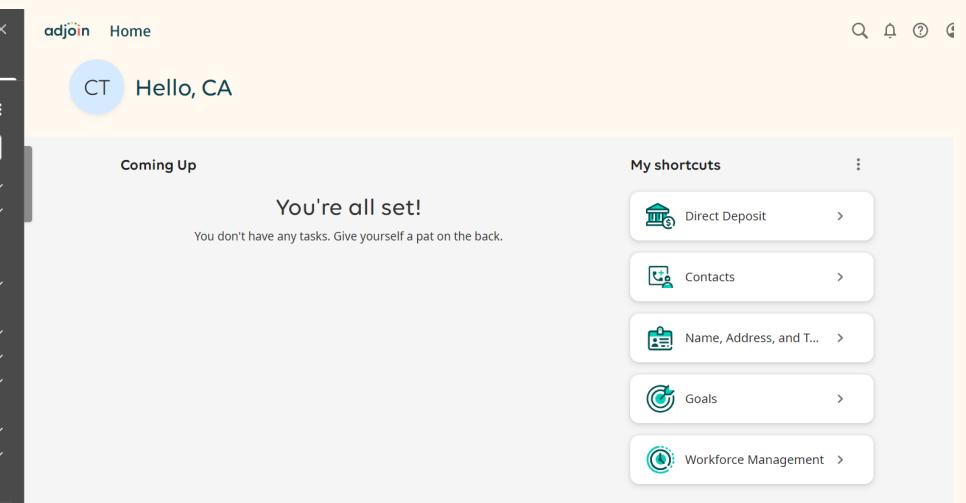
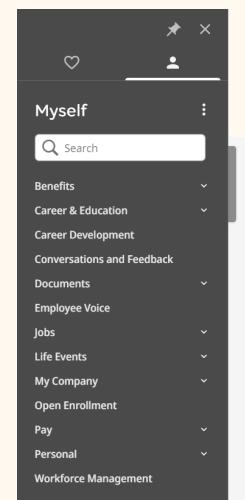
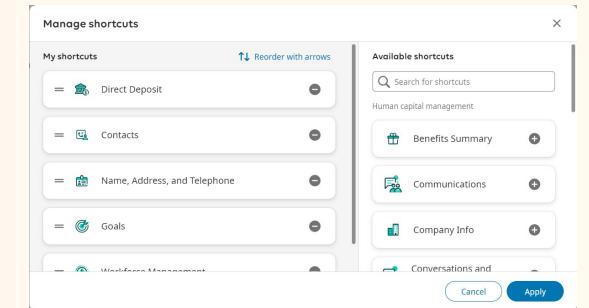
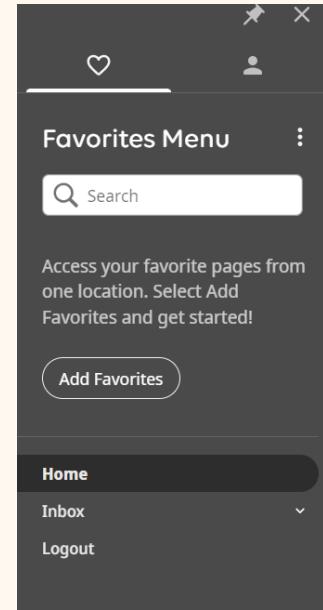
Homepage - Manager

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



Homepage - Employee

- Icons
- Favorites
- Myself
- Shortcuts
- Edit Shortcuts

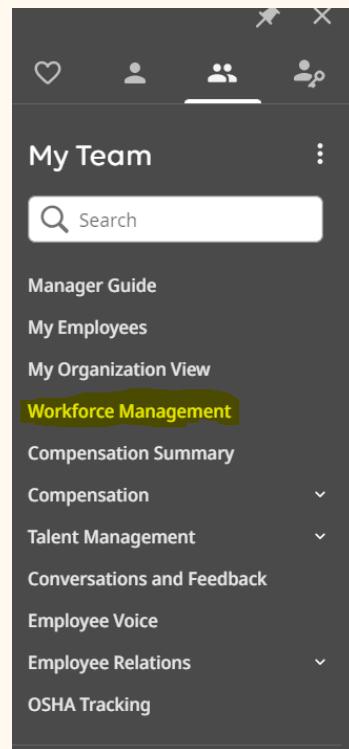


Timekeeping

Timecards, Accruals, Requesting/Approving Time Off,

Workforce Management - Manager

Navigation: My Team > Workforce Management

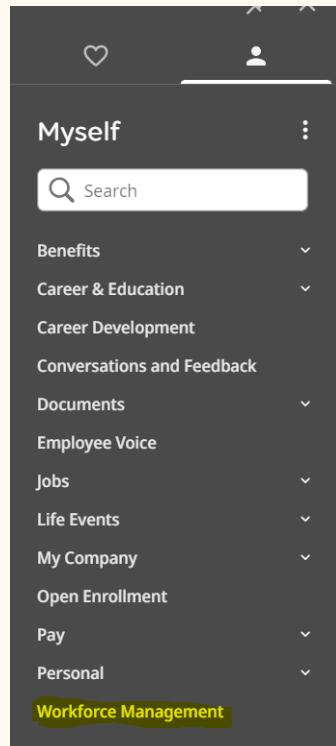


Workforce Management Homepage

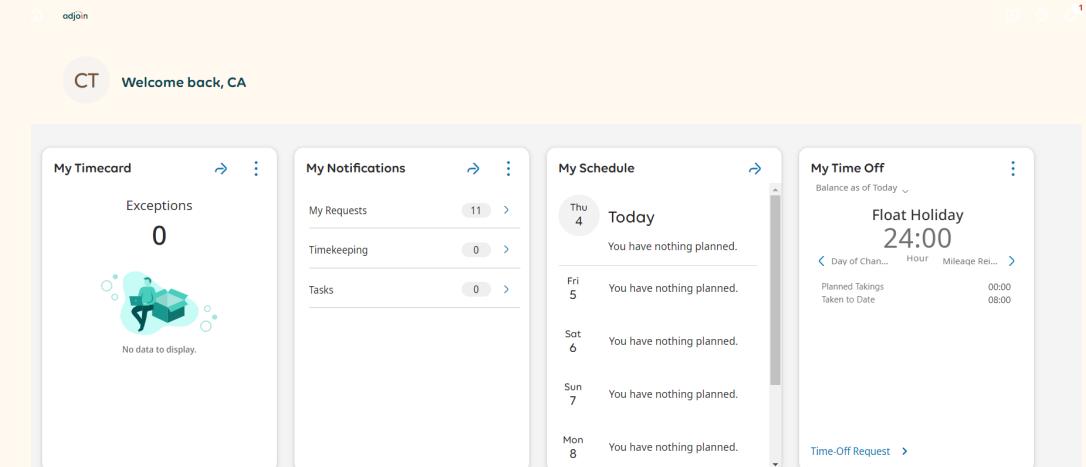
A screenshot of the Workforce Management homepage. At the top, it says 'MT Welcome back, Manager'. The page is divided into several sections: 'My Notifications' (Tasks: 0, My Requests: 0, Employee Requests: 1, Timekeeping: 0, Timekeeping Requests: 0), 'Manage Timecards' (Current Pay Period: 4/04/2024 - Last Update: 7:54 PM, Clean Timecards: 1 timecard with no exceptions, Approve All button), 'Manage Schedule' (Starting: 0, Missing: 0, On Break: 0, Leaving: 0), and 'My Schedule' (Today: You have nothing planned, Fri 5: You have nothing planned, Sat 6: You have nothing planned, Sun 7: You have nothing planned). The sidebar on the left is identical to the one in the navigation screenshot.

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 (i)

Recent Transfers (i)

None

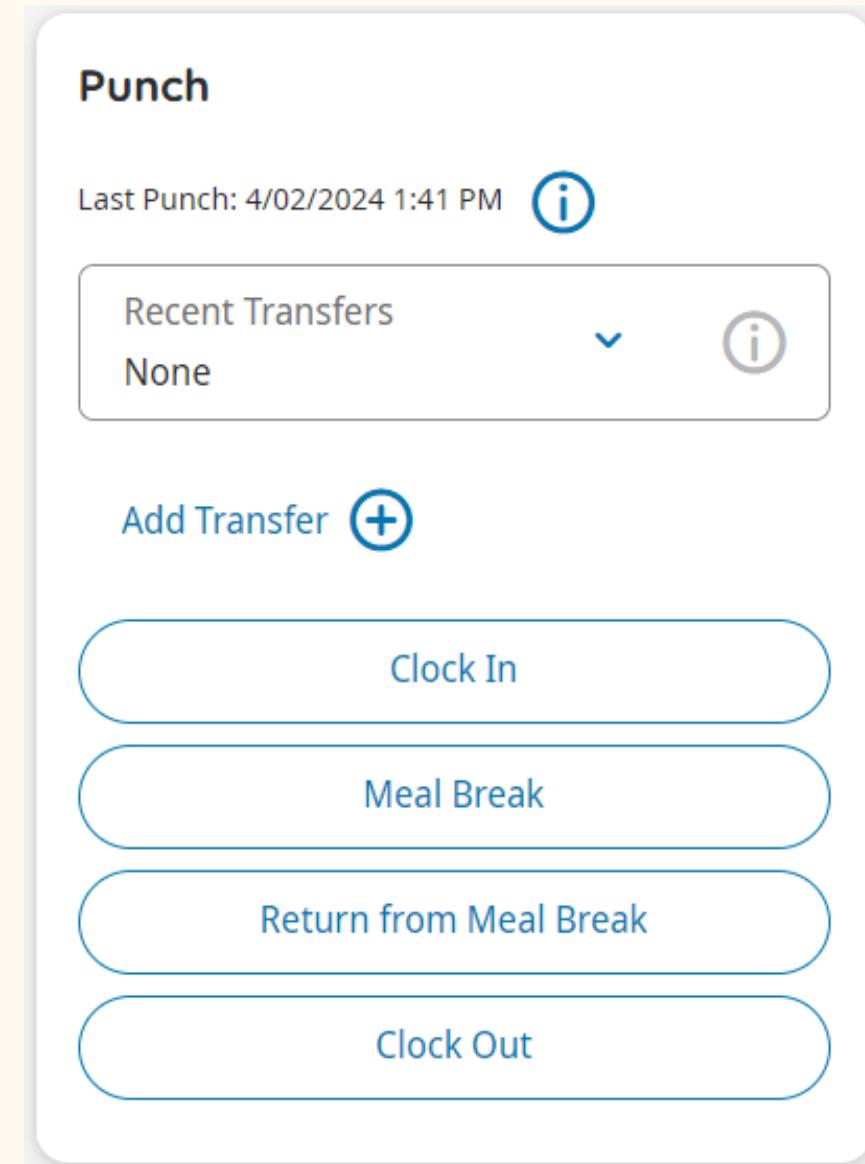
Add Transfer (+)

Clock In

Meal Break

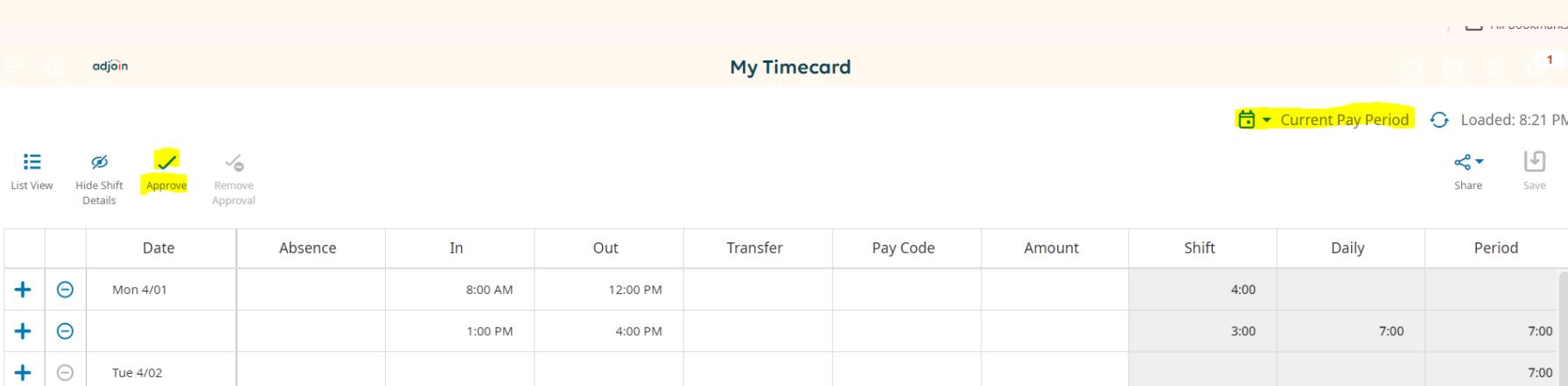
Return from Meal Break

Clock Out



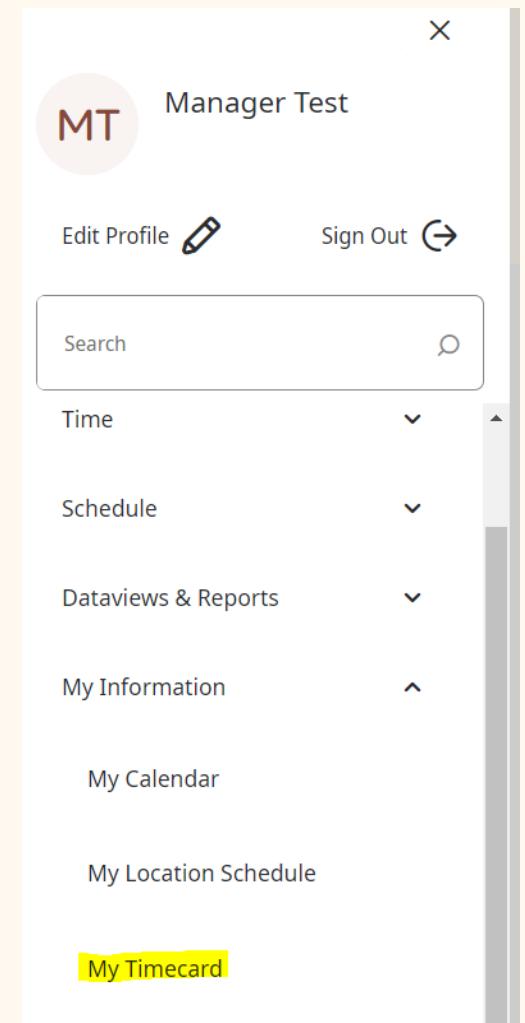
Salary Employee Timecard

- Navigation: Menu > Time > Timecards



The screenshot shows the 'My Timecard' interface. At the top, there are navigation icons for 'List View', 'Hide Shift Details', 'Approve' (highlighted in yellow), and 'Remove Approval'. Below this is a table with the following data:

| | 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 |



The sidebar shows the following sections:

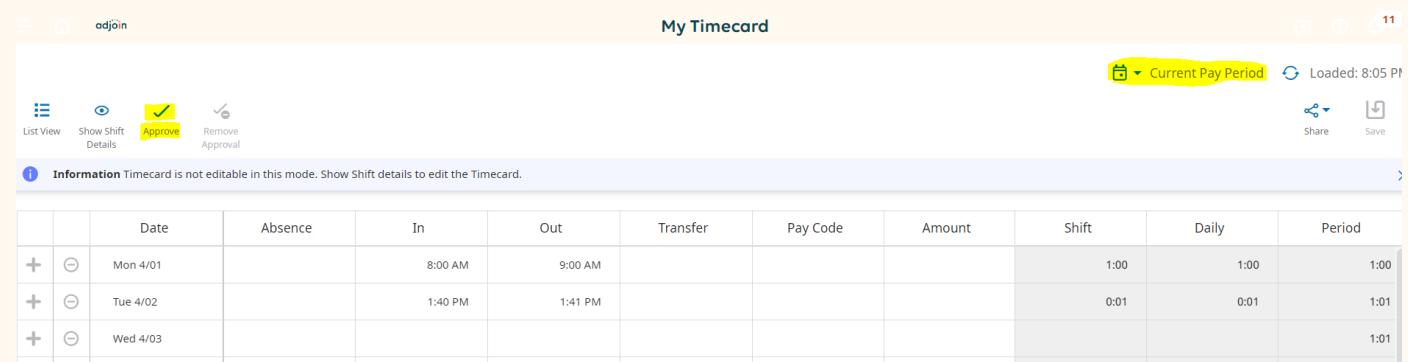
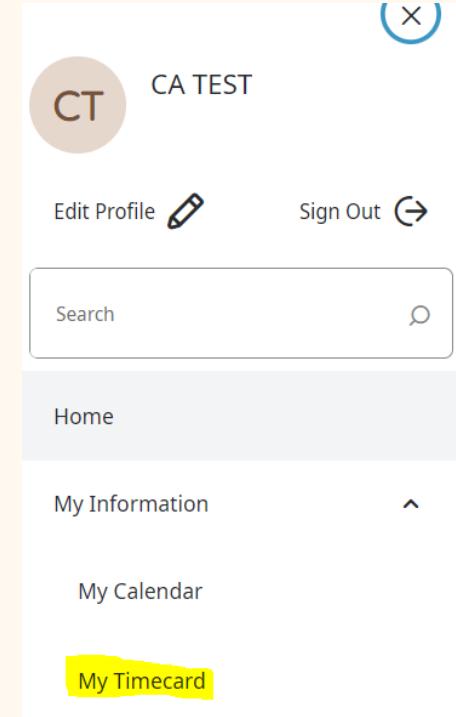
- Manager Test (Profile picture: MT)
- Edit Profile (pencil icon)
- Sign Out (arrow icon)
- Search (input field with magnifying glass icon)
- Time (dropdown)
- Schedule (dropdown)
- Dataviews & Reports (dropdown)
- My Information (dropdown)
- My Calendar
- My Location Schedule
- My Timecard (highlighted in yellow)

Approve Your Timecard

– Employee

- Navigation: Main Menu > My Information > My Timecard

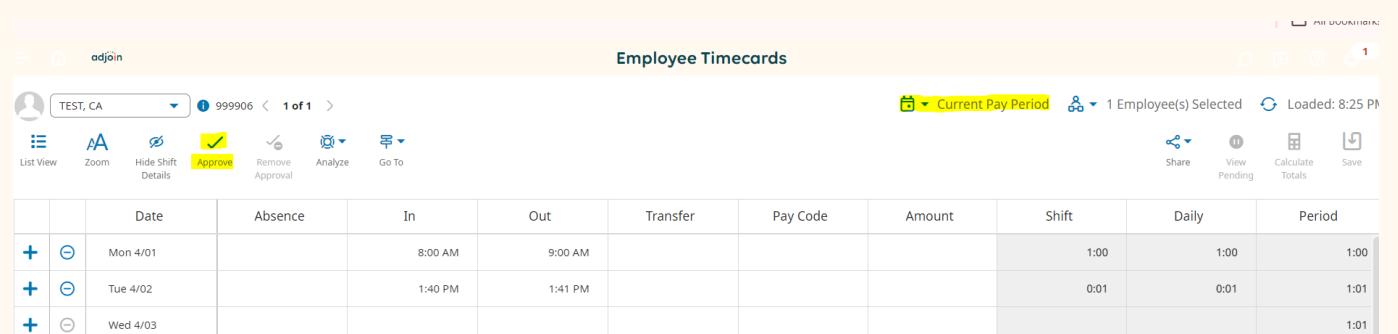
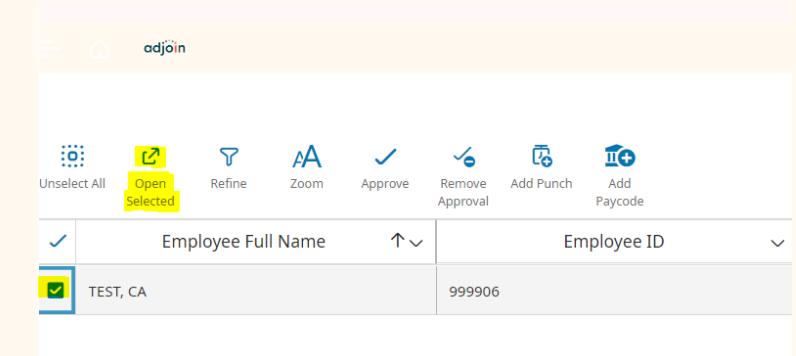
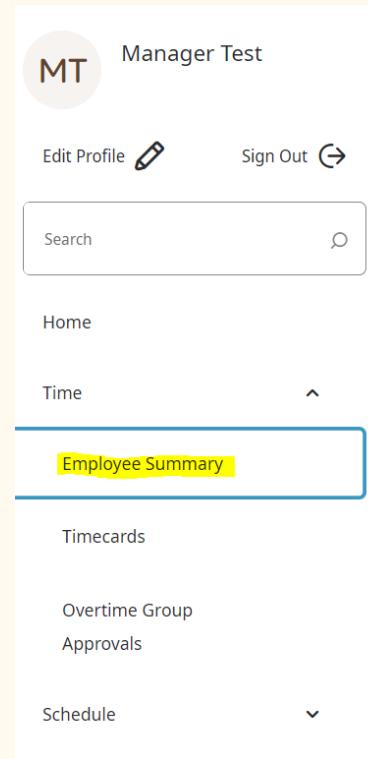
1. From **Select Timeframe**, select the applicable timeframe to approve
2. Review the timecard and correct any exceptions as needed
3. From the toolbar, select **Approve**



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**

A screenshot of the "Employee Timecards" table. The top navigation bar shows "TEST, CA" and "999906". The toolbar includes "List View", "Zoom", "Hide Shift Details", "Approve" (which is highlighted with a yellow box), "Remove Approval", "Analyze", and "Go To". The table has columns for Date, Absence, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. Three rows of shift data are listed: Mon 4/01 (In: 8:00 AM, Out: 9:00 AM), Tue 4/02 (In: 1:40 PM, Out: 1:41 PM), and Wed 4/03.

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

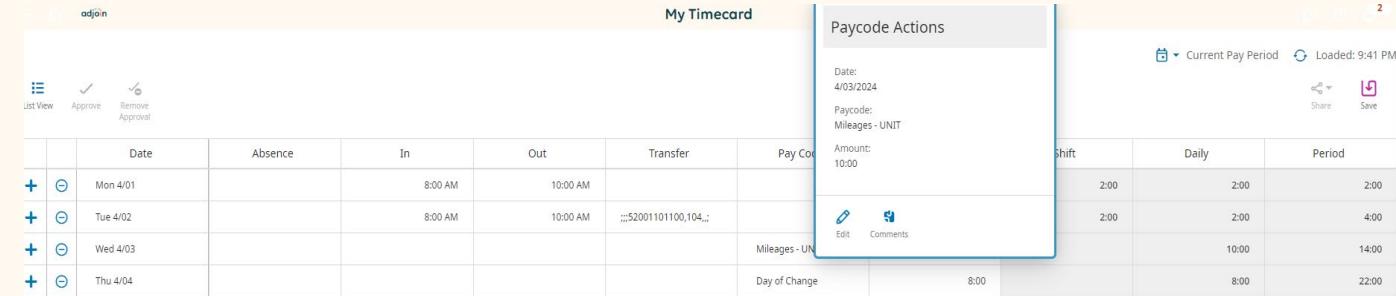
When using List View, the approval bar on the left side of the timecard changes depending on who has approved it.

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

On Call

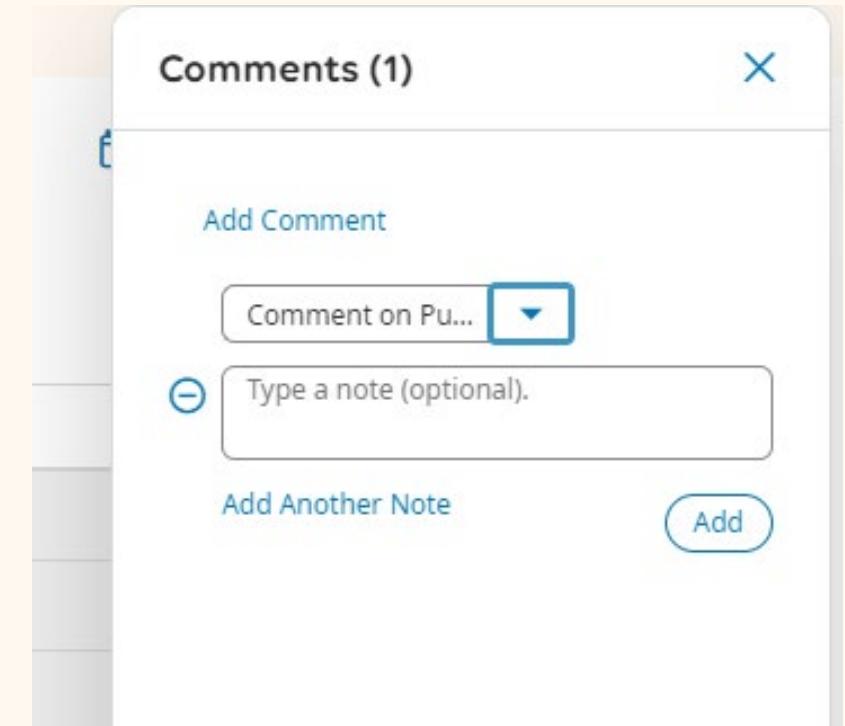
- Navigation: Myself > Workforce Management > My Timecard
 1. Go to the Pay Code of the appropriate day and select On Call
 2. Enter the On Call amount in the Amount column
 3. Although a comment is not required for On Call, you are still able to enter a comment following the same procedure detailed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

Mileage Reimbursement



| Date | Absence | In | Out | Transfer | Pay Code |
|----------|---------|---------|----------|-------------------|---------------|
| Mon 4/01 | | 8:00 AM | 10:00 AM | | |
| Tue 4/02 | | 8:00 AM | 10:00 AM | 52001101100,104,- | |
| Wed 4/03 | | | | | Mileages - UN |
| Thu 4/04 | | | | | Day of Change |

- 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 Click on the amount, click on the Comments box, and enter comment
- 4. Select Comment on Punch, then add your comment
- 5. Click Apply



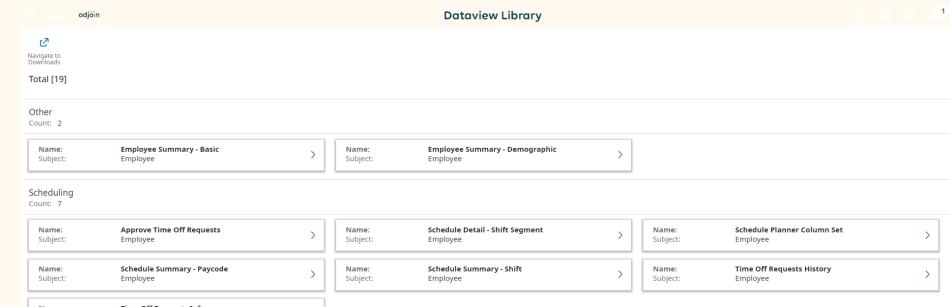
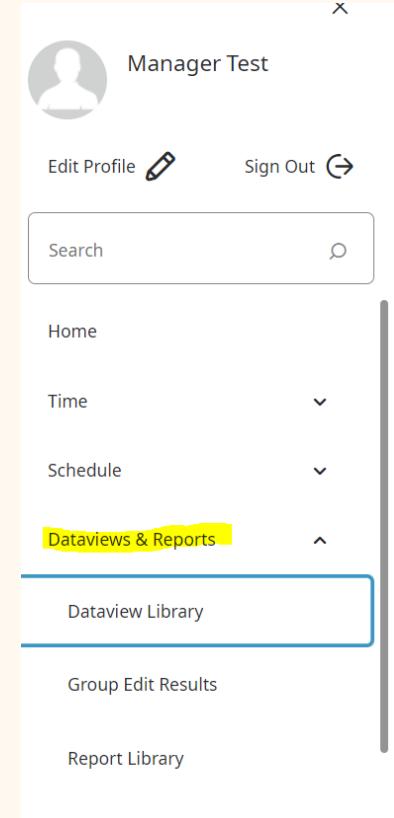
Pick Your Perk

- 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

| List View | Hide Shift Details | Approve | Remove Approval | Share | Save |
|---|--------------------|---------|-----------------|----------|--|
| ! Error This edit cannot be made. Pick Your Perk balance on 3/17/2024 is [Money: -USD5.00] (overdrawn by [Money: USD5.00]). Maximum overdraw is [Money: USD0.00]. The maximum taking limit for Pick Your Perk is [Money: USD100.00]. | | | | | |
| Date | Absence | In | Out | Transfer | Pay Code |
|   Sat 3/16 | | | | | |
|   Sun 3/17 | | | | | Pick Your Perk  |
|   Mon 3/18 | | | | | |
|   Tue 3/19 | | | | | |

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

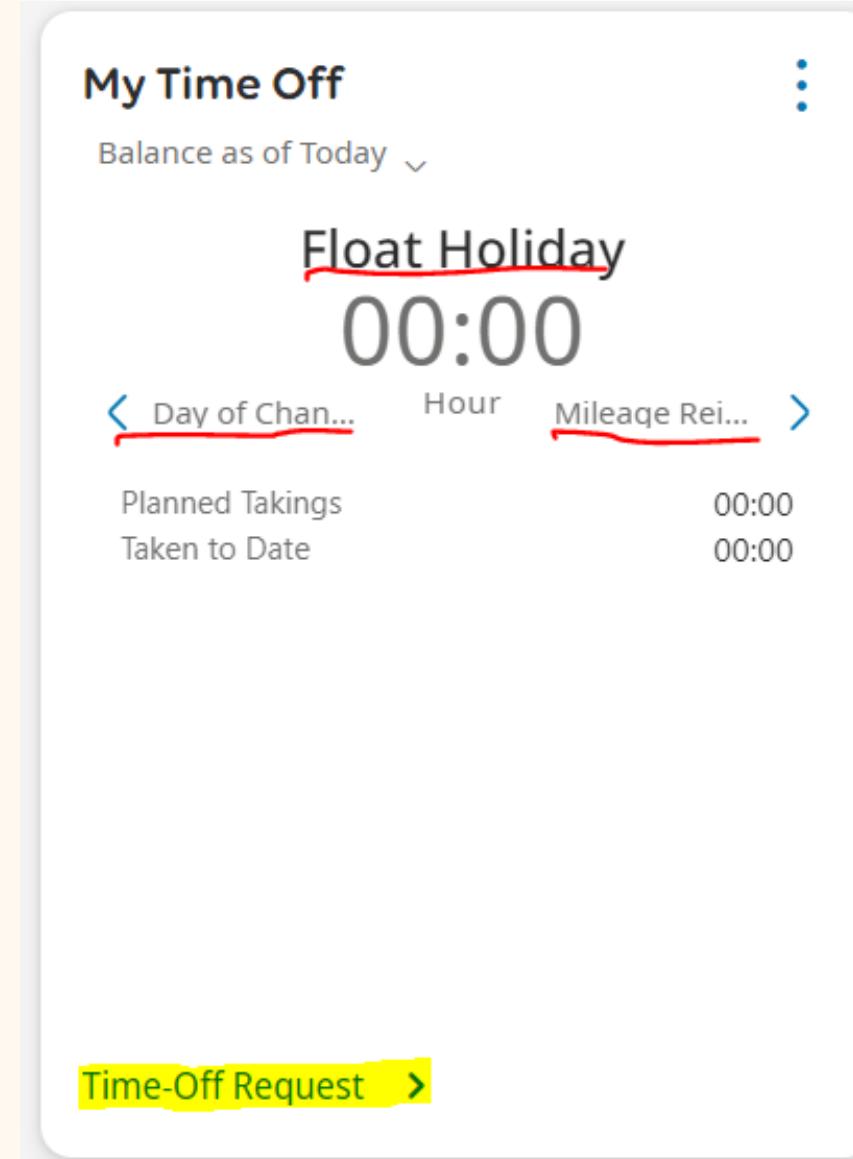


ACCRUAL BALANCES

Request Time Off

- Navigation: Homepage

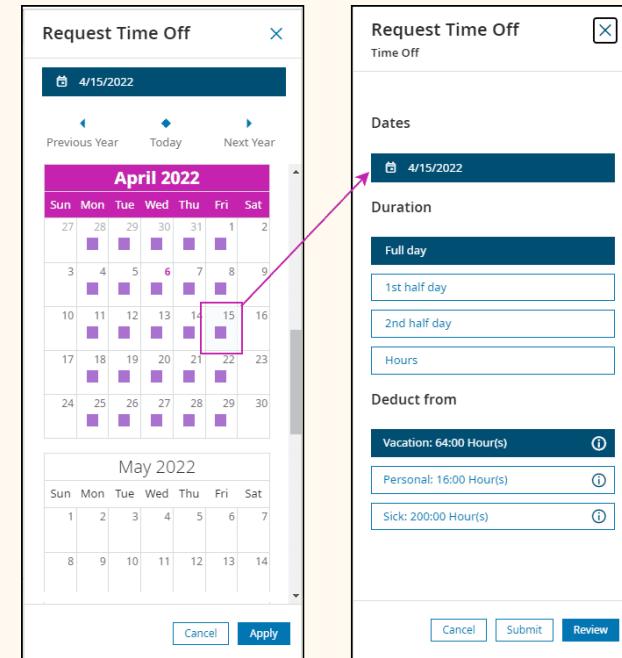
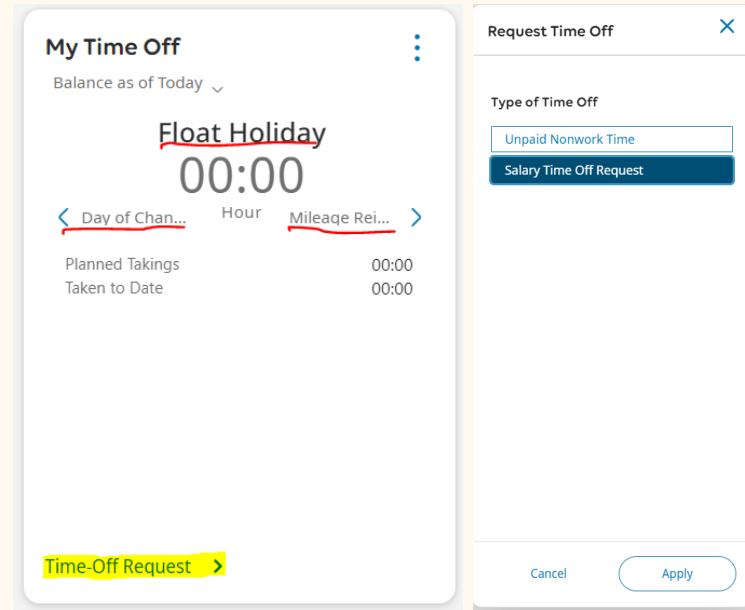
1. From the My Time Off tile, select time off **Reason**
2. Select dates from the calendar
 - To select more than one day, select the days
 - To remove days from the selection, deselect the selected days
3. The Sync with My Calendar and Notify My Colleagues options are selected by default. To deselect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



Request Time Off - Salary

- Navigation: Homepage

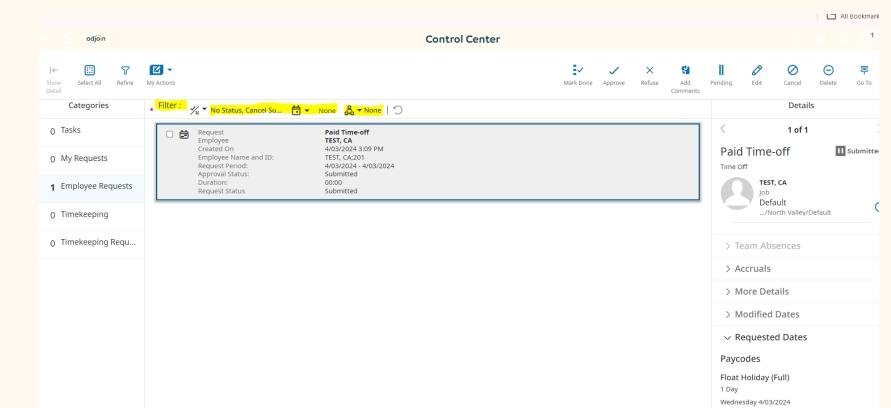
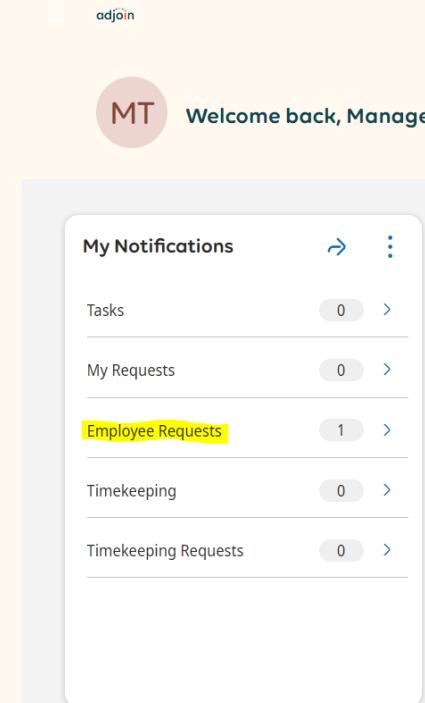
1. From the My Time Off tile, select time off **Reason**
2. Select dates from the calendar
 - To select more than one day, select the days
 - To remove days from the selection, deselect the selected days
3. The Sync with My Calendar and Notify My Colleagues options are selected by default. To deselect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



Locate Employee Time Off Requests

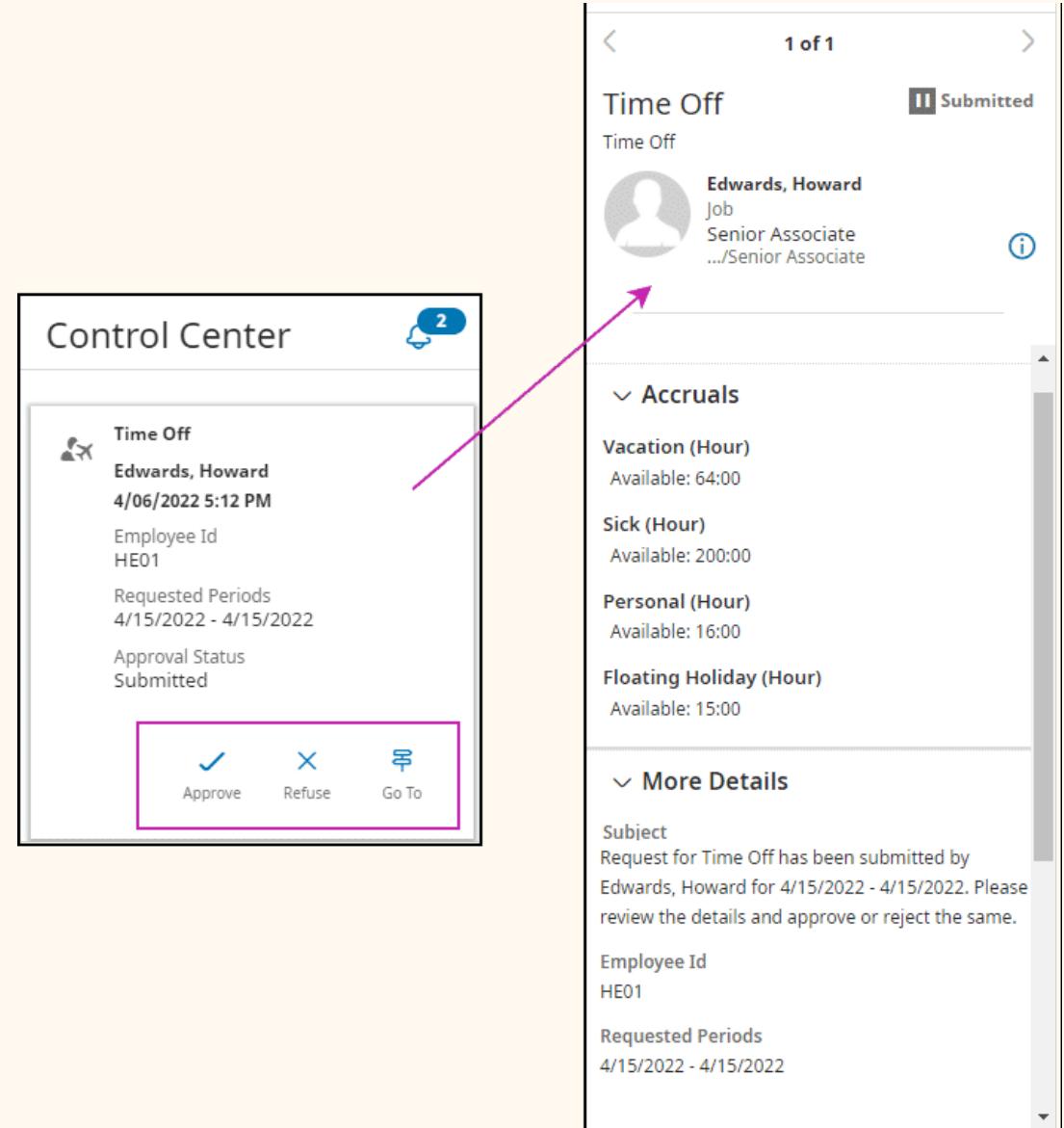
- Navigation: Home Page

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 **Hyperfins** 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

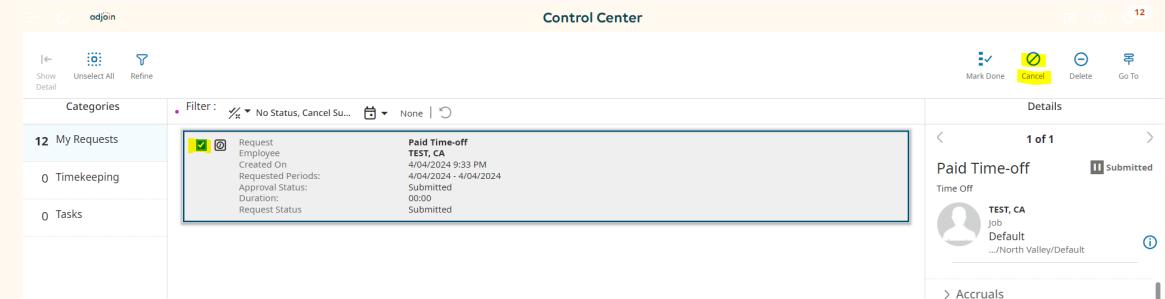
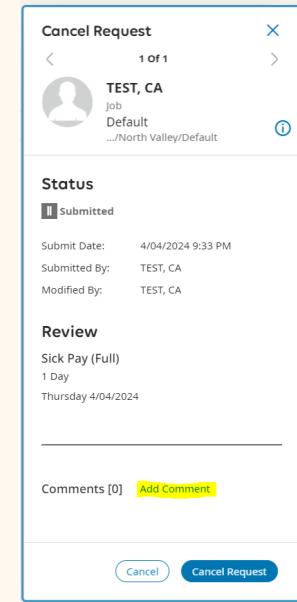
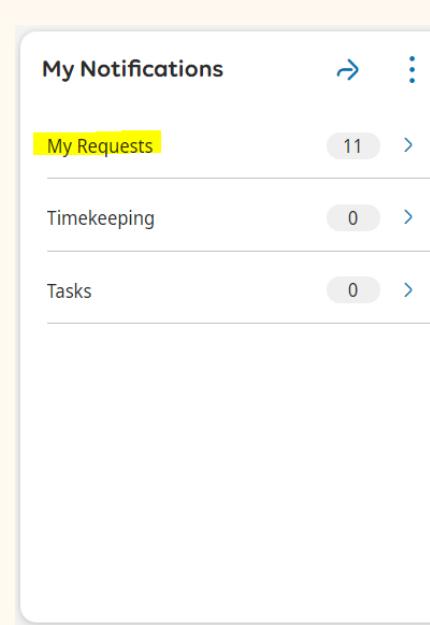


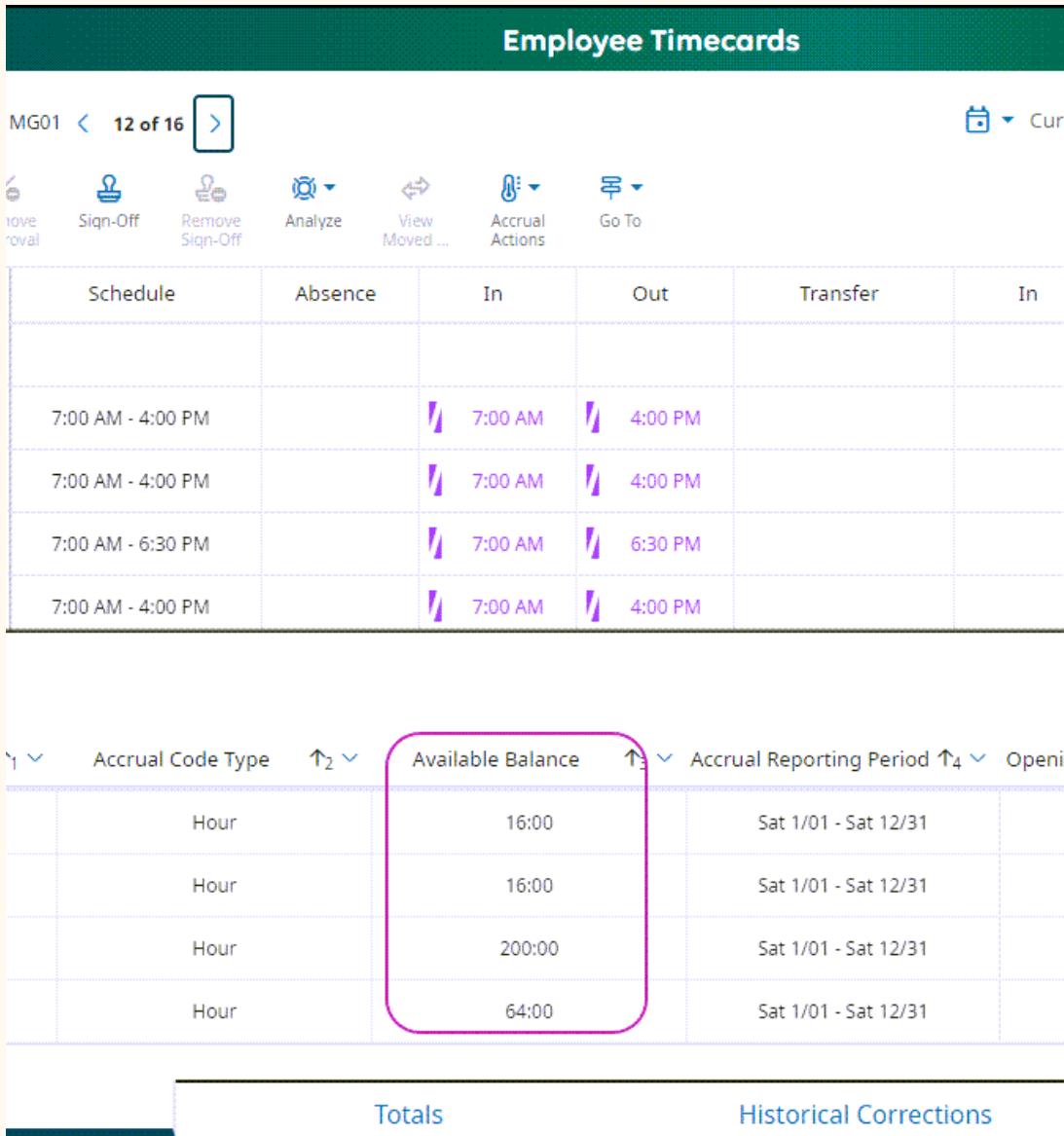
The image shows two overlapping interface panels. The top panel is a 'Time Off' details view for an employee named Edwards, Howard. It shows the employee's profile, job title (Senior Associate), and a note indicating the request is 'Submitted'. Below this are sections for 'Accruals' (Vacation, Sick, Personal, Floating Holiday) and 'More Details' (Subject, Employee Id, Requested Periods). A pink arrow points from the 'Control Center' panel to the employee's profile in the details view. The bottom panel is the 'Control Center' itself, showing a list of time off requests. One request for Edwards, Howard is highlighted, showing details like the request type (Time Off), date (4/06/2022 5:12 PM), employee ID (HE01), requested periods (4/15/2022 - 4/15/2022), and approval status (Submitted). Below the details are three buttons: 'Approve' (with a checkmark icon), 'Refuse' (with a cross icon), and 'Go To' (with a person icon). The 'Approve' button is highlighted with a pink box.

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**



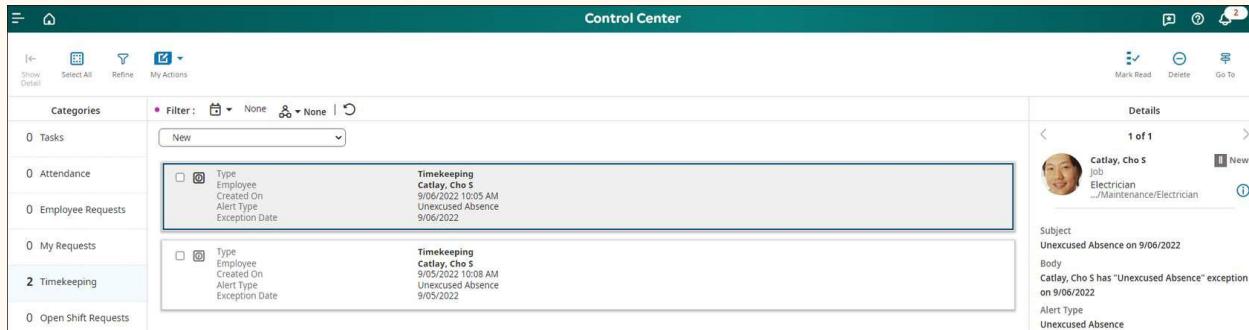


Check Accrual Balances

- Main Menu >My Information > My Timecard

Notifications in Control Center

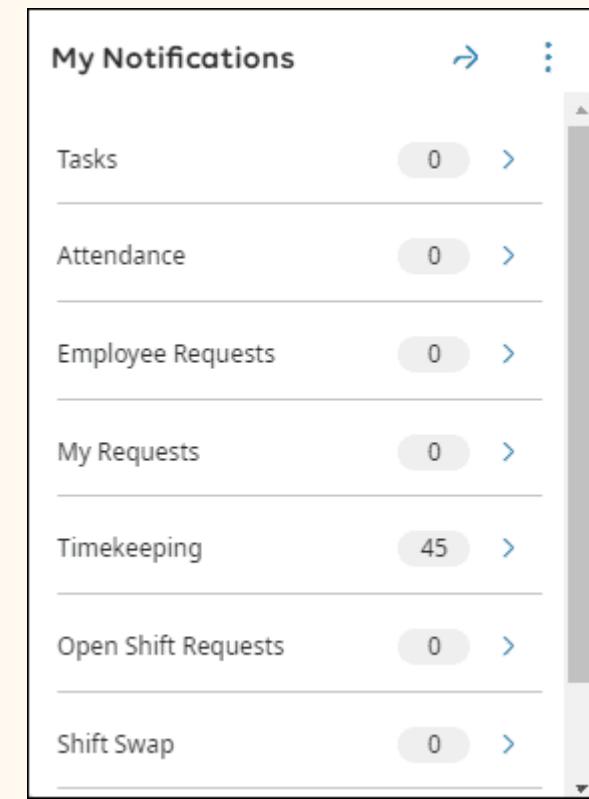
Home Page > Notifications > View All Notifications



The screenshot shows the Control Center interface. On the left, there is a sidebar with categories: Tasks (0), Attendance (0), Employee Requests (0), My Requests (0), Timekeeping (2), and Open Shift Requests (0). The main area displays two notifications under the Timekeeping category. The first notification is for 'Timekeeping' for 'Catay, Cho S' on 9/06/2022 at 10:05 AM, with an 'Unexcused Absence' exception. The second notification is for 'Timekeeping' for 'Catay, Cho S' on 9/05/2022 at 10:08 AM, with an 'Unexcused Absence' exception. A large bell icon with the number '4' is overlaid on the left side of the screen.

Bell Icon

Home Page > My Notifications



The screenshot shows the 'My Notifications' interface. It lists categories with their respective notification counts: Tasks (0), Attendance (0), Employee Requests (0), My Requests (0), Timekeeping (45), Open Shift Requests (0), and Shift Swap (0). Each category has a blue 'View' button to the right.

Tasks in Control Center

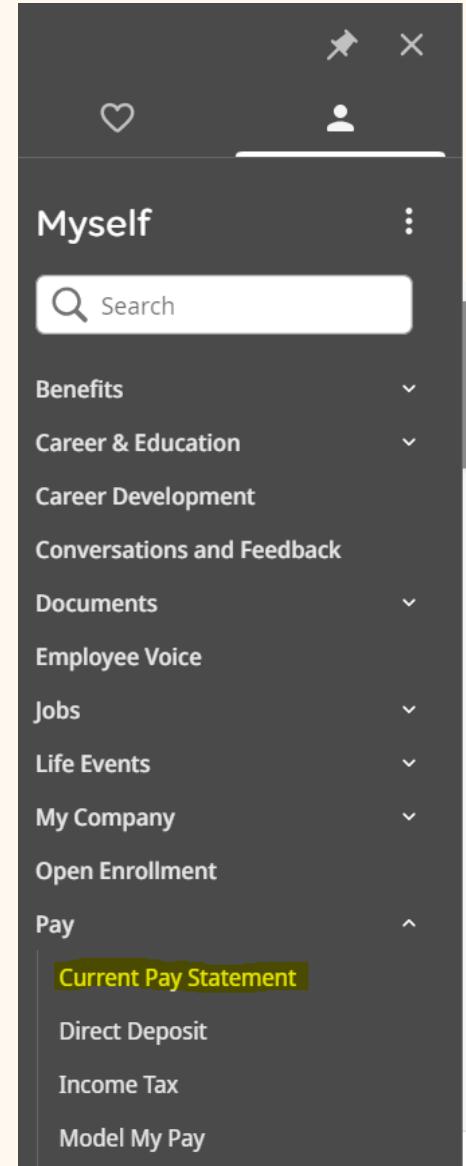
- **Manager**
 - View the number of notifications for each notification category, which include Employee Requests, My Requests, System Messages, Tasks, Timekeeping, Leave, and Attendance.
 - Use the Hyperfind filter to include or exclude notifications based on employee filters.
 - Alter how notifications 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

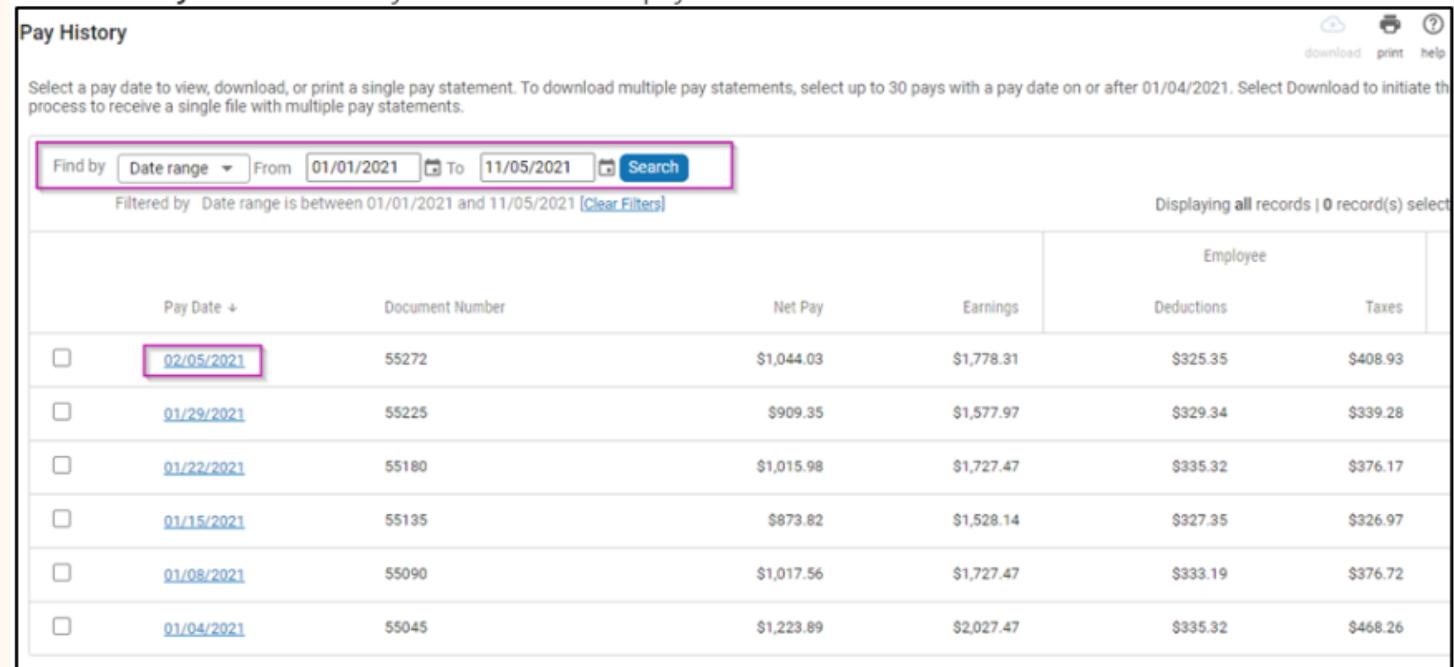
- **Navigation: Myself > Pay > Current Pay Statement**
 1. Optionally download or print the statement.
 2. Review Earnings Hours, Total Hours and Pay Rate for the Hours paid.
 3. Review Current Pretax and Post Tax Deduction Employee Amounts deducted.
 4. Review a Current Tax deducted.
 5. Review Paid 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:** **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



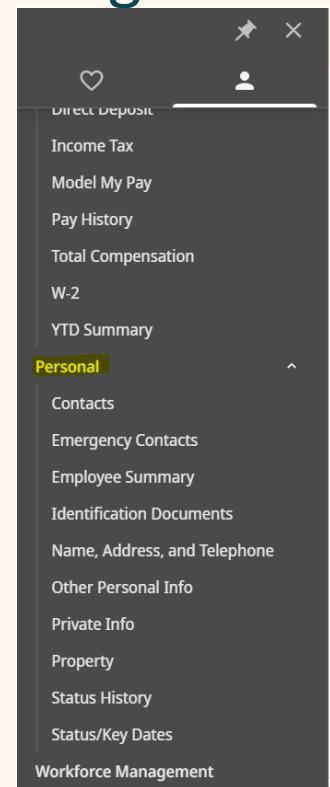
The screenshot shows a 'Pay History' page with a search interface. The search bar includes a 'Date range' dropdown set to '02/05/2021', a 'From' field with '01/01/2021', a 'To' field with '11/05/2021', and a 'Search' button. Below the search bar, a message says 'Filtered by Date range is between 01/01/2021 and 11/05/2021 [Clear Filters]'. The table displays six rows of pay statement data, each with a checkbox, a pay date, a document number, net pay, earnings, deductions, and taxes. The pay date '02/05/2021' is highlighted with a pink box.

| | Pay Date | Document Number | Net Pay | Earnings | 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

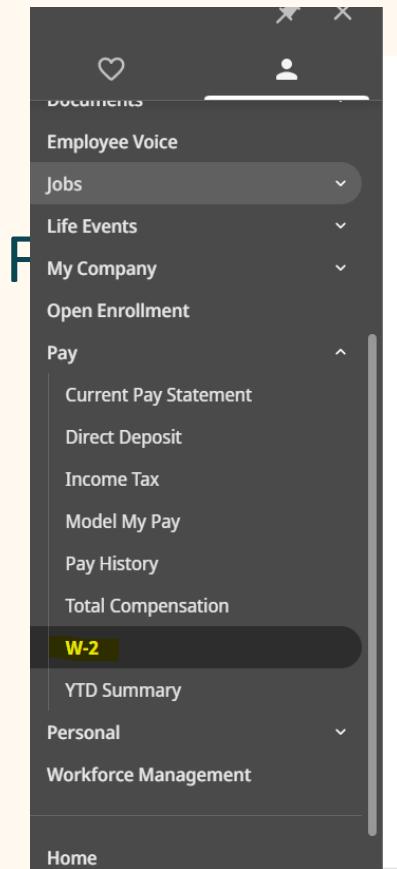
Able to Update/Edit/Change
Contacts
Emergency Contacts
And More!



- Navigation: Myself > Pay

Able to:

- See Tax Documents
- Make changes to Tax F



Questions?

Human.Resources@adjoin.org