

# UKG Modules Cheat Sheet

Which module do I use for which actions?

## UKG Pro

- [UKG Pro and Workforce Management.mp4](#)
- [UKG Communication and Training.pdf](#)
- [UKG Login \(JOIN00EEID\).pdf](#)
- [UKG Workflows.pdf](#)
  - Termination
  - Job Changes
  - Salary/Pay Changes
  - Status Changes
    - LOA or Active
    - Part Time/Full Time
  - [UKG Workflows Training Video.mp4](#)
- Employee Profile
  - Uploading Licenses
    - [Training Video For Safety Officers](#)

## People Assist (Requests)

- LOA Request
  - [People Assist - General Guide.docx](#)
- Worker's Compensation
  - [Worker's Compensation - Digital Process Manager.docx](#)
- Pre-Hire Form
  - [Pre-Hire People Assist - Manager.docx](#)
- Requisition Request
  - [People Assist - General Guide.docx](#)
- Termination Request
  - [People Assist - General Guide.docx](#)
- [Video SOPs](#)

## Performance Management

- [UKG Performance Management Training](#)
- [Employee Performance Evaluation SOP.pdf](#)
- [Manager Performance Evaluations SOP.pdf](#)
- [Assignable Goals SOP.pdf](#)
- [Performance Review Resources for Managers](#)

## Recruiting Gateway

- [Recruiting SOP for Managers](#)
  - [Resume Review](#)
  - [Phone Screen](#)
  - [Interview](#)
  - [Offer Letter, PreHire Task & I-9](#)
- [UKG Recruiting and Onboarding Training for Managers](#)

## Onboarding Gateway

- [I-9 Paperwork](#)

## Document Manager (Employee Files)

- [Uploading Documents](#)
  - [Document Manager - General Guide.docx](#)
  - [Training Video For Safety Officers](#)
- [Finding Employee Documents](#)
  - [Document Manager - General Guide.docx](#)
- [Video SOPs](#)

## Workforce Management

- [UKG Employee Login and Time Keeping.pdf](#)
- [UKG Pro and Workforce Management.mp4](#)
- [UKG Communication and Training.pdf](#)
  - [Accrued Time Off](#)
  - [Time Off Requests](#)
  - [Timecard Issues](#)
  - [Mileage Reimbursement](#)
  - [Expense Reimbursement](#)
  - [Pick Your Perk](#)
- Please email Payroll for any WFM or Payroll related questions [Payroll@adjoin.org](mailto:Payroll@adjoin.org)

## UKG Resources (SOPs and Training Videos)

- [Adjoin Admin Forms](#)
- [Team Website](#)

If you still have questions or need assistance email [Human.Resources@adjoin.org](mailto:Human.Resources@adjoin.org)