



Lundquist College of Business

Employee Guide

September 2023

Created by: CBSO Payroll Team

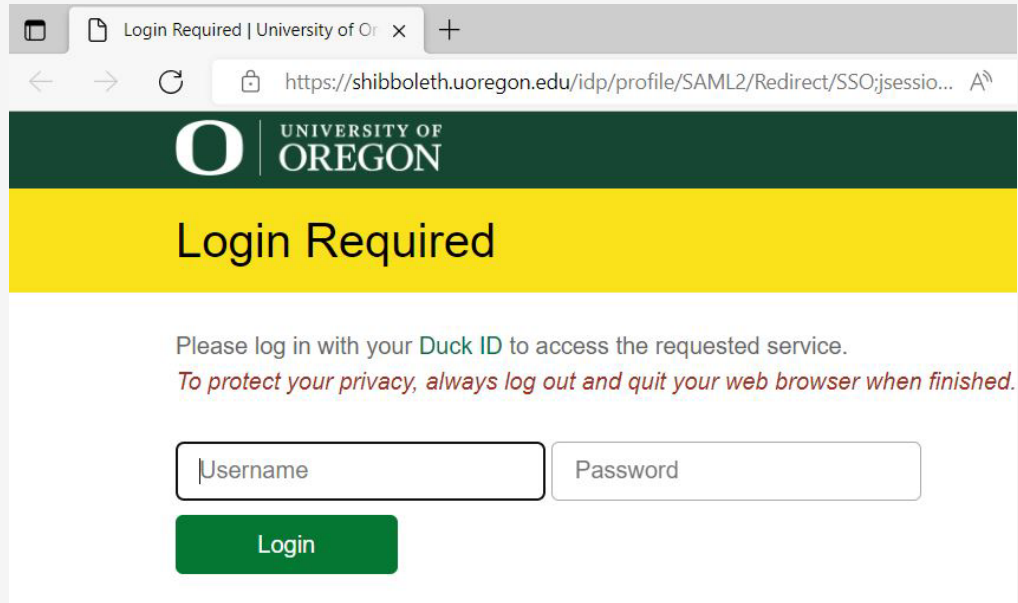


Getting Started

Logging in from Computer Using URL

Navigate to the UKG Ready Dashboard ukg.uoregon.edu

- **Pro-Tip:** Bookmark website
- Enter your DuckID and password
- Click Login
- Use DUO Authenticator to complete login



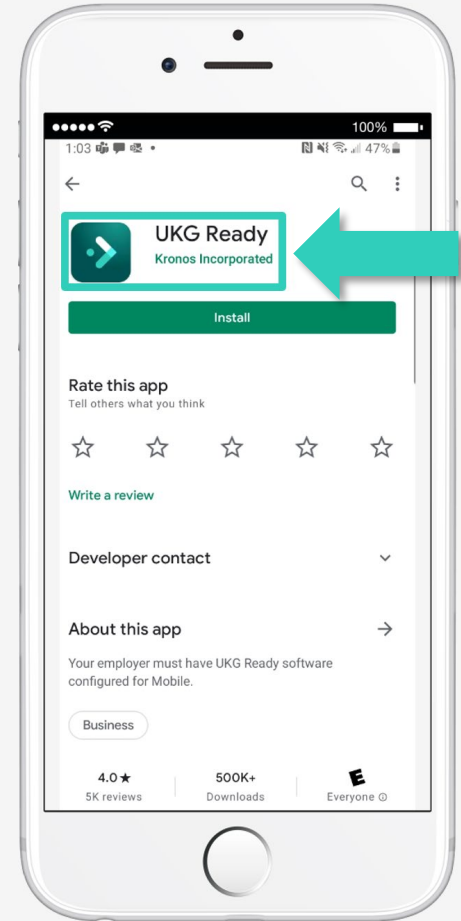
The screenshot shows a web browser window with the following elements:

- Browser tab: Login Required | University of Or x +
- Address bar: <https://shibboleth.uoregon.edu/idp/profile/SAML2/Redirect/SSO;jsessio...>
- Header: UNIVERSITY OF OREGON logo and text.
- Section: Login Required (yellow background)
- Text: Please log in with your Duck ID to access the requested service. *To protect your privacy, always log out and quit your web browser when finished.*
- Form fields: Username and Password.
- Button: Login (green background).

Downloading Mobile App

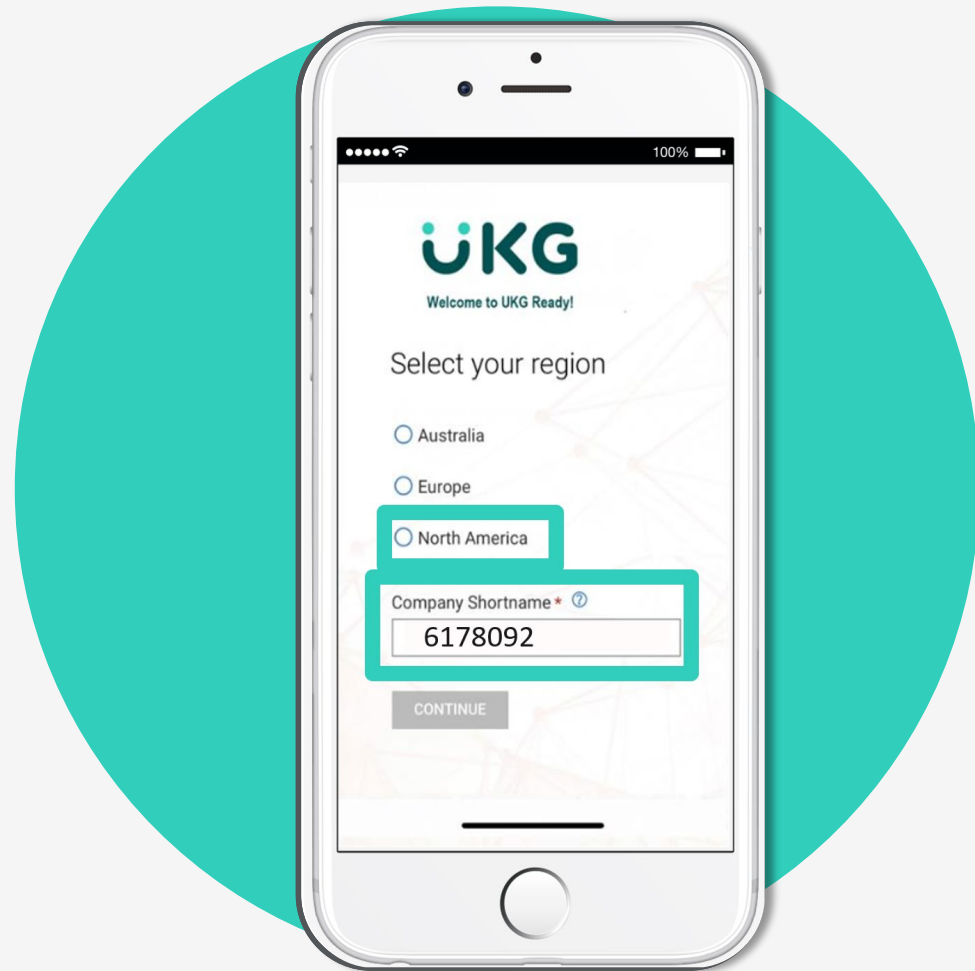
- Before downloading app, check with your Supervisor to see how they prefer you clock in and clock out
- Go to your device's app store and search for **UKG Ready**

Pro-Tip: there are several UKG apps, so make sure to download the correct one



Setting Up the Mobile App

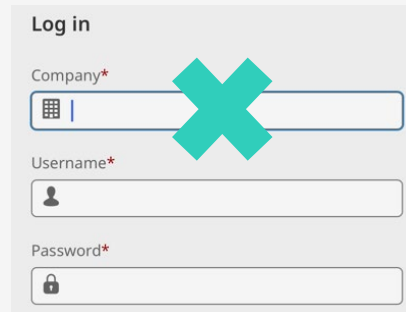
- Select your region: **North America**
- Enter our Company Shortname: **6178092**




Logging into the Mobile App

- Enter your DuckID and password
- Tap login
- Use DUO Authenticator to complete login

Pro-Tip: If this screen appears, please delete app and re-download.

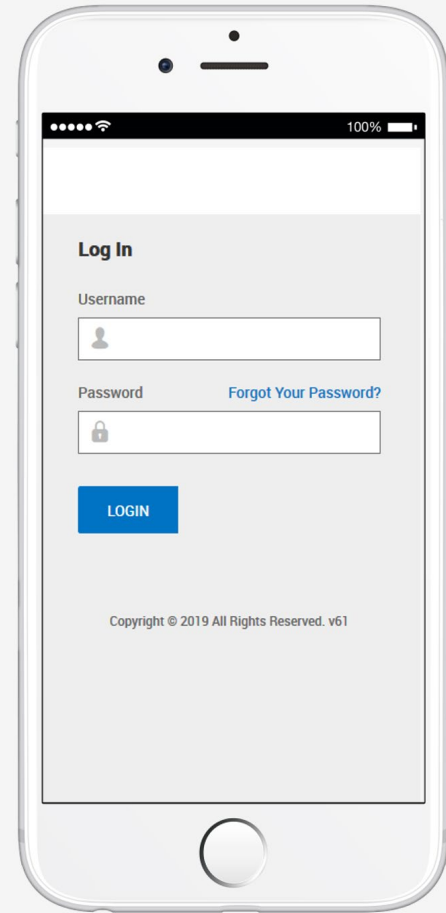


Log in

Company* 




Username*

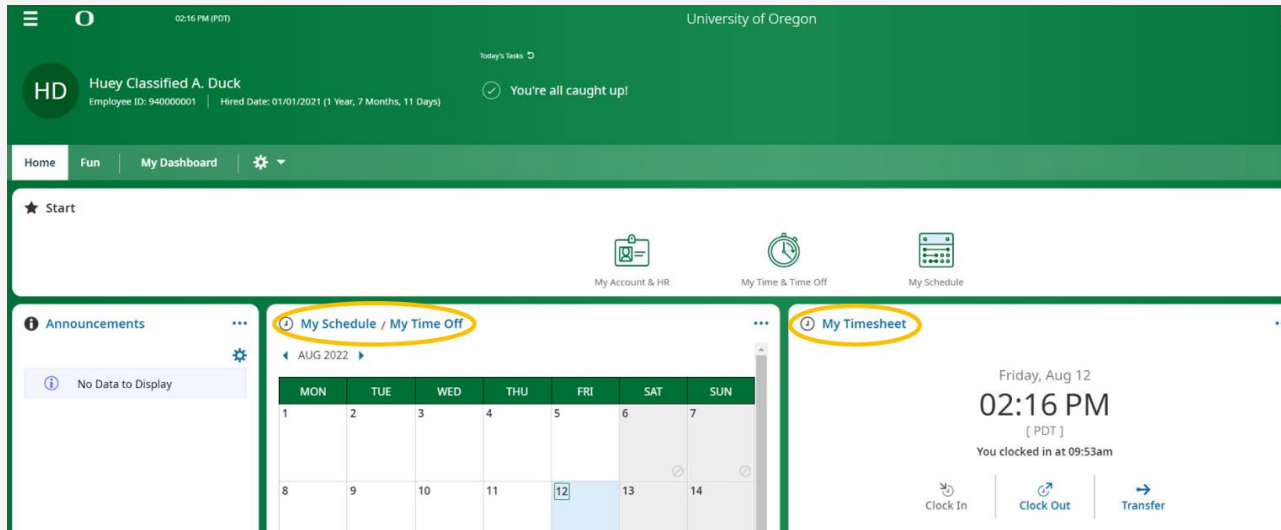
Password*



Your Dashboard

Homepage Look

- These 2 icons take you to the Homepage  
-  “Hamburger” Icon takes you to the Website Menu



The screenshot shows the University of Oregon employee homepage. At the top, the header includes the time (02:16 PM PDT), the University of Oregon logo, and the user's name (Huey Classified A. Duck) with their employee ID (94000001) and hire date (01/01/2021). A status message says "You're all caught up!". Below the header is a navigation bar with "Home", "Fun", and "My Dashboard" options. The main content area is divided into several sections: "Start" with icons for "My Account & HR", "My Time & Time Off", and "My Schedule"; "Announcements" (currently empty); "My Schedule / My Time Off" (highlighted with a yellow circle), which displays a calendar for August 2022 with the 12th highlighted; and "My Timesheet" (highlighted with a yellow circle), which shows the current date (Friday, Aug 12) and time (02:16 PM PDT), along with a clock-in status and buttons for "Clock In", "Clock Out", and "Transfer".

Clocking In and Out

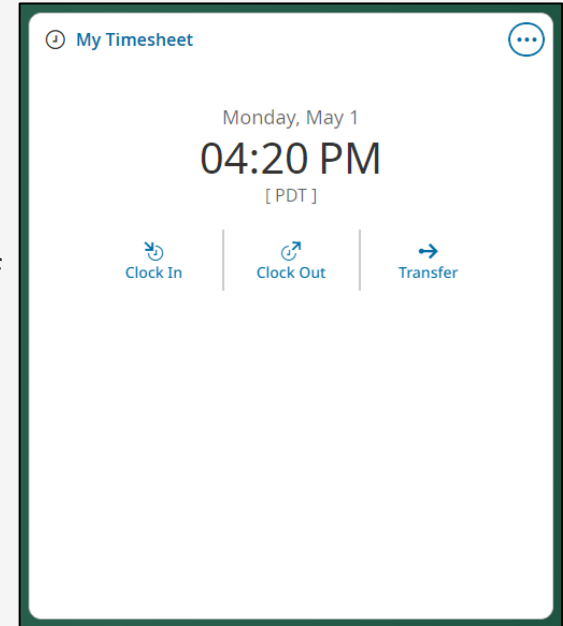
My Timesheet: Clocking

Shows a clock with the current time displayed and **three** buttons:

- **Clock In** (To **start your shift** for the day)
- **Clock Out** (To **end your shift** for the day)
- **Transfer/Select Job** (For multiple jobs)

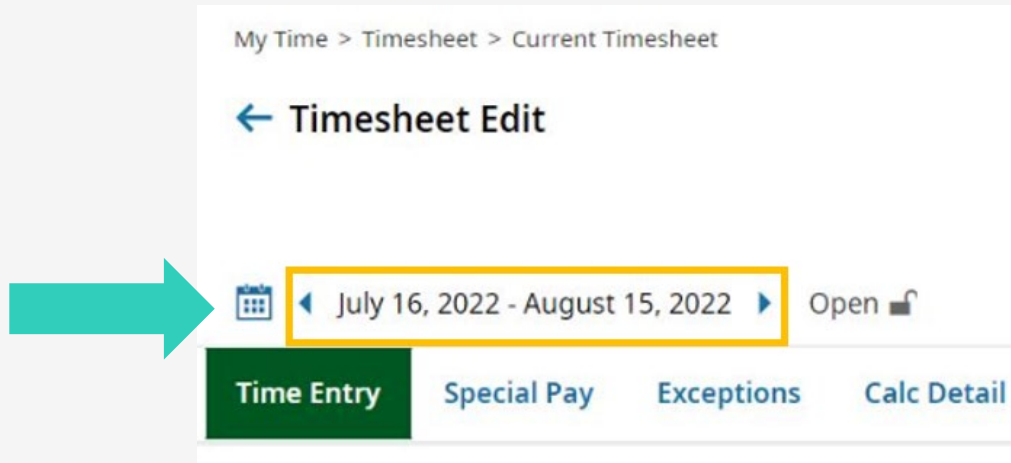
*A pop-up will confirm your clocking activity and verify the time of your punch

NOTE: Since **rest breaks are paid time**, you do not need to clock out for rest breaks



My Timesheet: Pay Periods

- Timesheet will default to the **current pay period** with dates from the 16th to the 15th
- You can use the **calendar button** or the **blue arrows** to navigate to previous timesheets or look ahead to future timesheets

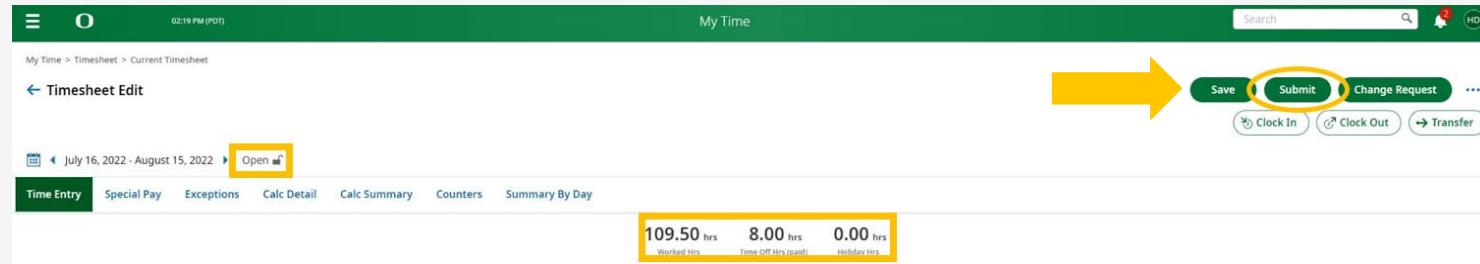


Submitting Timesheet

Submitting your Timesheet

NOTE: Timesheets can be submitted as early as the 16th but no later than the 18th of the month.

- **Save first** then click **Submit** button on the top right-hand side of the page
- **Total hours** worked and leave taken for the pay period are found in the middle of the timesheet



- The **lock icon** will close when your timesheet is submitted

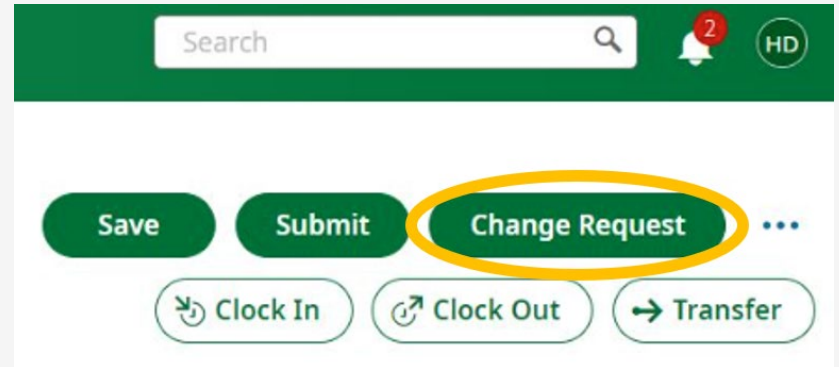
Change Request (Timesheet)

Timesheet Edit/Change Request

- Go to **Timesheet Edit** page to start a **Change Request** when making adjustments or corrections

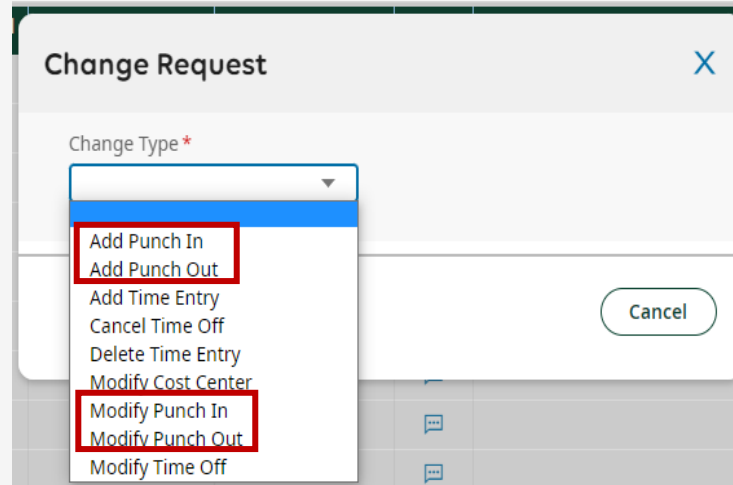
Reasons to submit a Change Request:

- Add missing clocking activity
- Correct existing clocking activity
- Modify time off requests
- Cancel time off requests



Change Request Examples

- Choose the **Change Type** from the dropdown menu
 - To **add a missing punch**, select Add Punch In or Add Punch Out
 - To **modify an existing punch**, select Modify Punch In or Modify Punch Out



Completing Change Request

- **Choose Date** of the change you're making
 - If you don't see the date you wish to change, click Cancel and navigate to the correct **Timesheet** pay period
- **From*** make adjustments to your clocking, as needed
- Add **Comment**
- Click **Submit Changes**

Change Request ✕

Change Type* Choose Date*

From* am

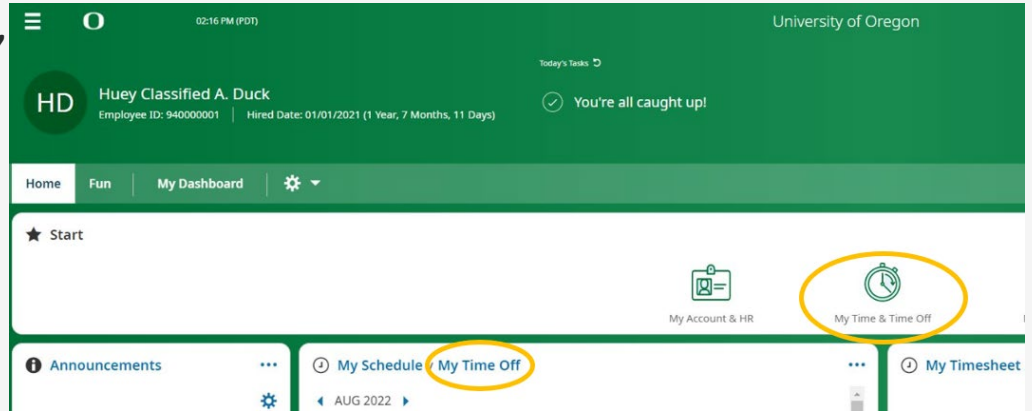
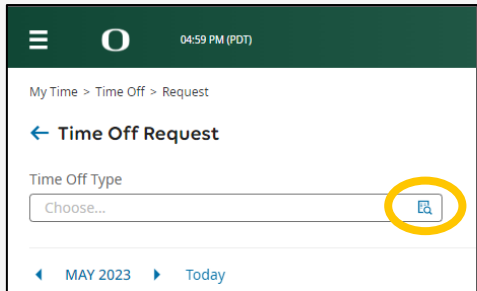
Comment

Requesting Time Off

Requesting Time Off (Sick & Vacation Leave)

Once on the Time Off Request page, use the **Time-Off Type** search bar to select the type of leave being requested

- Clicking on the blue magnifying glass icon will open the Dropdown Menu



Time Off Types from Dropdown Menu

Browse and Select ✕

Page of 1 ▶ 1 - 11 of 11 Rows Search

	Name	Full Path
<input type="radio"/>	Bereavement	Bereavement
<input type="radio"/>	COVID Leave	COVID Leave
<input type="radio"/>	Comp Time	Comp Time
<input type="radio"/>	Inclement Weather	Inclement Weather
<input type="radio"/>	Jury Duty	Jury Duty
<input type="radio"/>	Leave Without Pay	Leave Without Pay
<input type="radio"/>	Personal Leave (LTP)	Personal Leave (LTP)
<input type="radio"/>	Pre-Retirement Counseling	Pre-Retirement Counseling
<input type="radio"/>	Sick Leave	Sick Leave

Close

Selecting Date (s) in Calendar View

My Time > Time Off > Request

Time Off Type
Vacation Leave

← Time Off Request

Using the calendar, **select the day(s)** you need to request off

- Click once to highlight a single day for a single- or partial-day request
- For a multi-day request, click once on the first day of the requested time off and click a second time on the last day

Start Request

◀ MAY 2023 ▶ Today

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Completing Request Time Off

Enter the **number of Hours Per Day** that you will be using from your leave balance

- Typically, your hours per day will be based on your FTE (8.00 for 1.0 FTE, 4.00 for .5 FTE)
- Partial-day requests can be for any number of hours

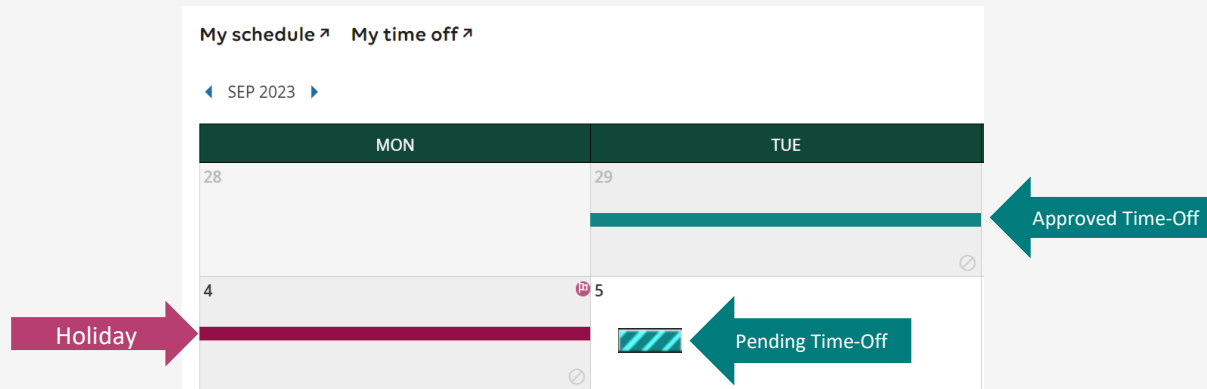
Examples:

- If you left work 2 hours early because you were sick, you would use 2.00 hours of Sick Leave.
- If you came into work 3 ½ hours late because of a DMV appointment, you would use 3.50 hours of Vacation, Comp Time, or Personal Leave

The screenshot shows a web form titled "Request Time Off" with a close button (X) in the top right corner. Below the title is a navigation bar for "THU MAY 4" with left and right arrow icons. A calendar grid shows the current date and time slots from 12 am to 12 am. A "Schedule" bar is shown with a value of "(0.00hrs)". The form contains several input fields: "Time Off Type" with a dropdown menu set to "Vacation Leave"; "Request Type" with a dropdown menu set to "Multiple Days"; "From" and "To" date pickers set to "05/04/2023" and "05/11/2023" respectively; "Hours Per Day" with a dropdown menu set to "8.00"; "Job Cost Center" with a dropdown menu set to "PAST - Human Resources C"; and "Approval/Labor Cost Center" with a dropdown menu set to "Provost Shared Admin Ser". There is also a "Comment" text area. At the bottom right, there are two buttons: "Cancel" and "Submit Request".

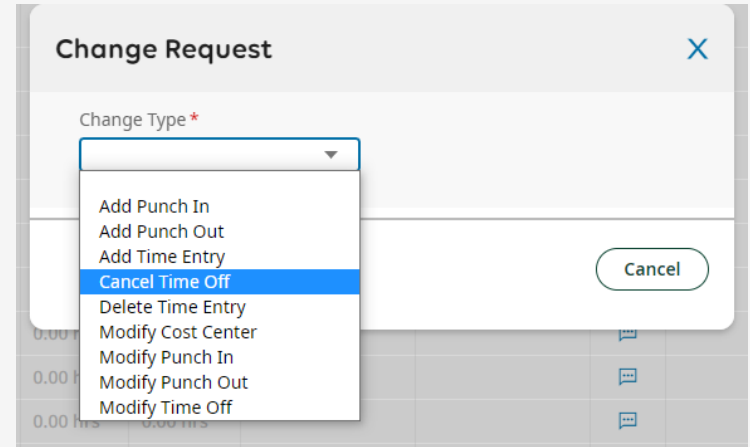
After Submitting Request

- Click **Submit Request**, then click OK. An email will be sent to your supervisor for approval.
 - Your request will appear as Pending until it is approved by your supervisor
 - Both Pending and Approved requests will appear on the [My Schedule](#) / [My Time Off](#) calendar panel on the Home tab



Cancelling or Changing Time Off

- Navigate to the **Timesheet Edit** view by clicking the **My Timesheet** link on the homepage
 - Select the timesheet date range of the request
 - Click on the **Change Request** button on the top right-hand corner
 - After you make the change, click **submit**
-
- If a request has already been **approved**, and you need to change dates, **submit a Change Request.**



Approved Time Off

After Time Off is Approved

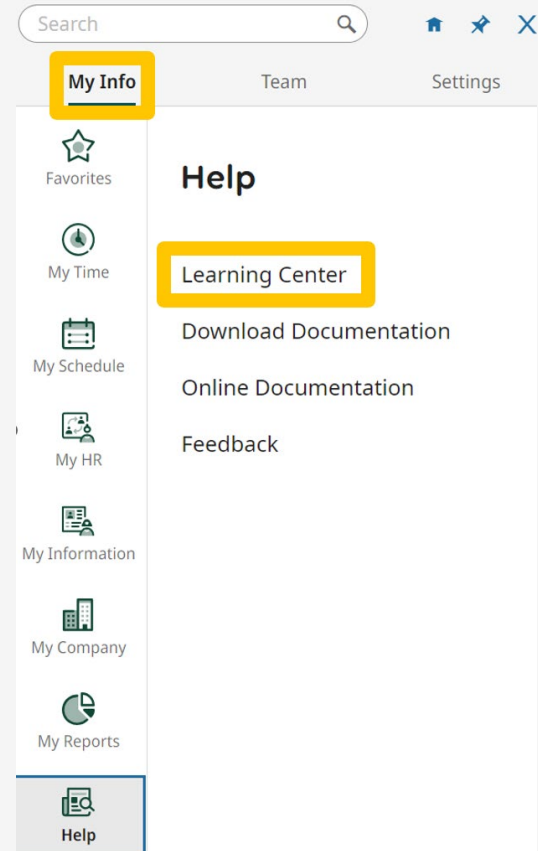
- Approved Time off Requests will **automatically populate** on your timesheet.
- The lines will change from broken to solid on your Time Off calendar view.
- By end of period, double check to make sure Time off appears on your Timesheet **BEFORE** submitting to payroll.

The screenshot displays a calendar interface for September 2023, titled "My schedule" and "My time off". The calendar shows two columns: MON (Monday) and TUE (Tuesday). On Monday, September 4th, there is a red horizontal bar representing a pending time off request. On Tuesday, September 5th, there is a solid teal horizontal bar representing an approved time off request. A teal arrow points from the text "Solid = Approved" to the teal bar. Another teal arrow points from the text "Broken=Pending" to the red bar. The calendar also shows dates 28 and 29 for the previous days.

UKG Resources

Questions or Need Help?

- **Lundquist UKG Payroll Administrators**
 - jennab@uoregon.edu (Jenna Babcock, Payroll Administrator)
 - pattim@uoregon.edu (Patti McVay, Accounting Technician)
 - civiello@uoregon.edu (Michele Civiello, Assoc. Dir. HR)
- **UO**
 - <https://ba.uoregon.edu/content/ukg-ready-time-attendance>
- **UKG Website**



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