



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-069R

May 22, 2024

TO: All Personnel

FROM: CFO Hill, OC Russell, ITM Bowden

SUBJECT: UKG Upgrade Go-Live **REVISED**

We are about ready to launch the UKG upgrade and go-live in the new systems. The upgrade will impact our Timekeeping, Payroll, Telestaff, and HR platforms. Below is some important information regarding the go-live.

Timecards:

Timecards in the new system (UKG Pro) will go-live beginning May 21, with the June 10 paycheck being paid from the new system. While the login and navigation in UKG Pro is slightly different than what it is now, once in your timecard, the user experience will be very similar to what you are currently used to. The new shortcut will be pushed by Information Technology to the desktop on your computer. The new URL is <http://unifiedfire.ukg.net>

There is an app for UKG Pro that will allow access to pay stubs, timecards, etc.

With Kronos you used only your username and password to login. With UKG Pro you will use your entire email address and password to login.

If you are having issues logging in, please contact the help desk 801-743-7284 or create a ticket.

Operations:

For employees in Operations, approvals for the April 28 – May 21 pay cycle will need to be approved in **Kronos Workforce Central (current system)** by May 27. Your time and transfers will continue to come over from Telestaff.

Day Staff:

For employees working in Days, all time worked beginning on May 16 will need to be entered and approved in UKG Pro. The timecards will not be available until May 21 so keep track of your hours until you are able to input them. Timecards are very similar to the current Kronos system with only the transfer section slightly changing. Instead of transferring to department numbers it will be department names listed under Business Structure.

See the attached instructions to aid you in getting into the new system.

Telestaff:

Similar to UKG Pro, you will now use your entire email address and password to login to Telestaff. While the end user will not experience much by way of this upgrade, there will be some aesthetic differences. Most of the functionality will remain the same, but as we navigate some hiccups and problem solving, please be patient with the changes. Some of the aesthetics you will notice in Telestaff are some codes being renamed. For example, our Constant Manning code is currently shown as CM, or CMM for current day staff. The code will now be either CMOPS or CMDays. A few other codes will have similar changes.

Another thing to be aware of is that some of the accruals will not be carried forward. Trades for example. If you rely on Telestaff to track the trades owed, you will need to write these down and track trades owed or paybacks on your own. Telestaff will be less accurate than it is now. We are working hard behind the scenes to ensure that the impact to the end user is minimized, though we cannot project everything. As these new programs are “activated” and we begin using them, please keep track of any major differences you come across and send it up the chain of command through your Battalion Chief.