

Casey Bowden - IT
Debbie Cigarroa - Payroll
Unified Fire Authority
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UKG Pro Sign-in Workstation Instructions

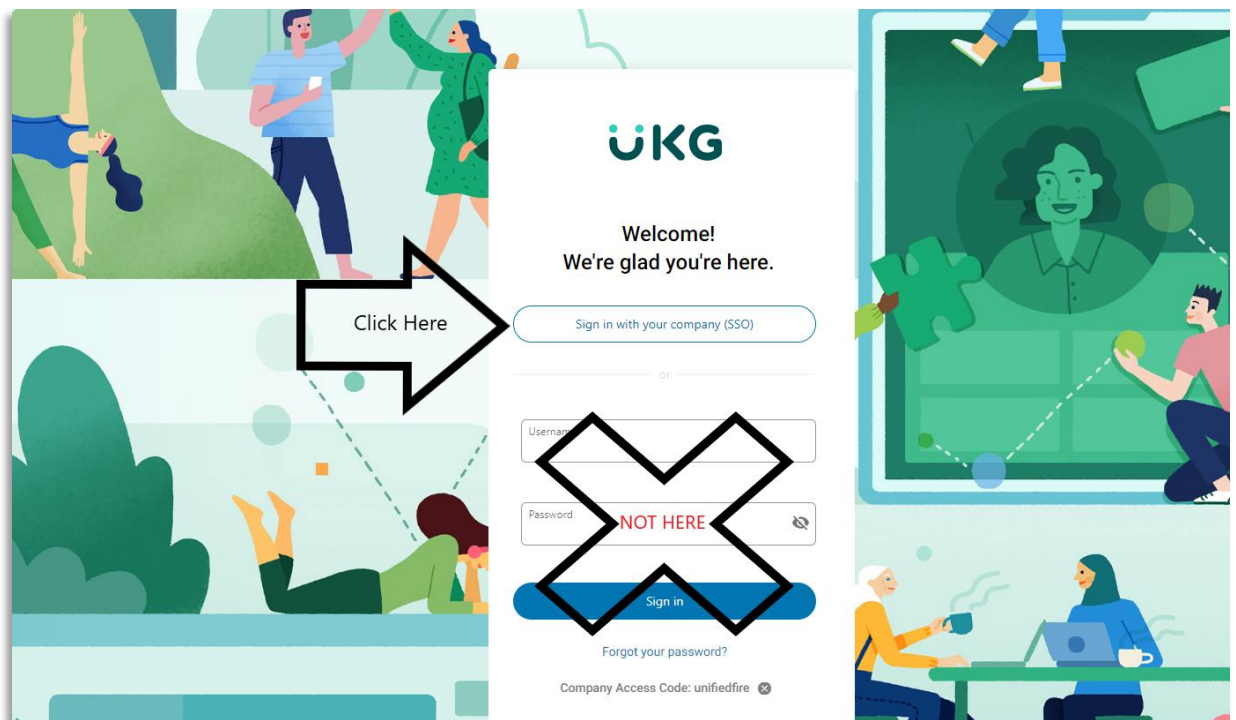
The URL for UKG Pro is <https://unifiedfire.ukg.net> . Please do not bookmark any other URLs.

URL: <https://unifiedfire.ukg.net>

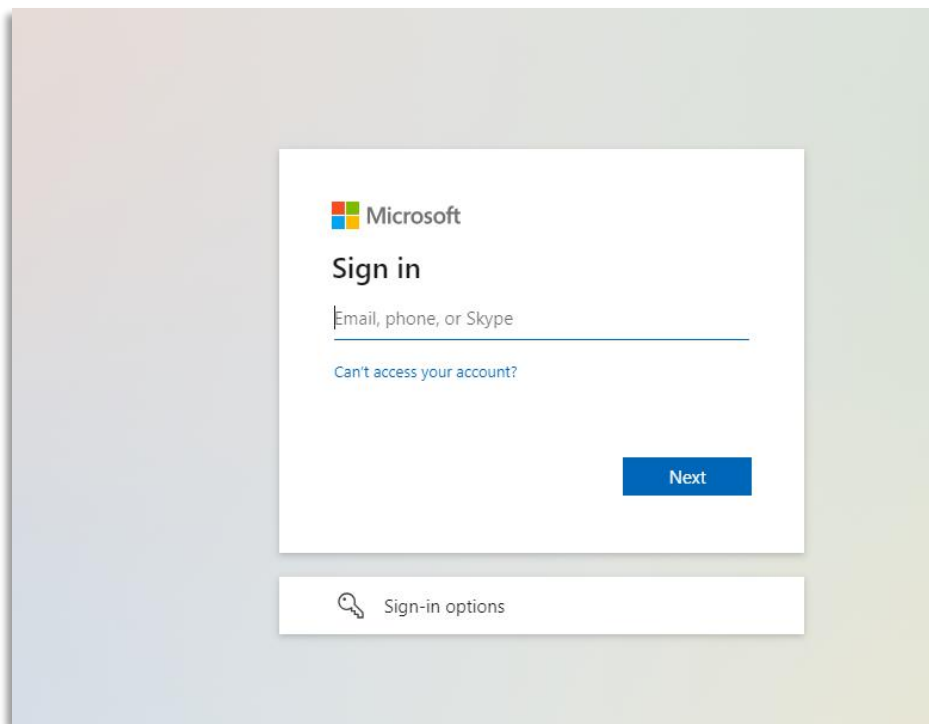
Company Access Code: unifiedfire

Users sign-in to UKG Pro using their email address and password. The sign-in process is similar to other SSOs, such as KnowBe4, PowerDMS, and others. However, if you are using a shared device, you need to sign out when you are done using UKG Pro. Closing the browser is not sufficient.

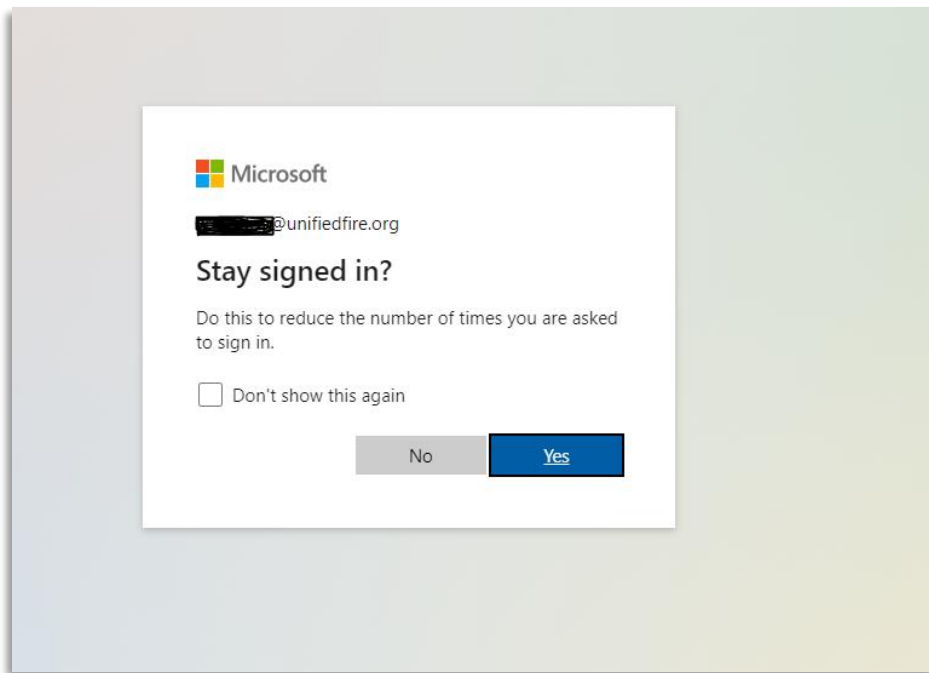
1. Open a browser or an incognito browser tab, and go to <https://unifiedfire.ukg.net>



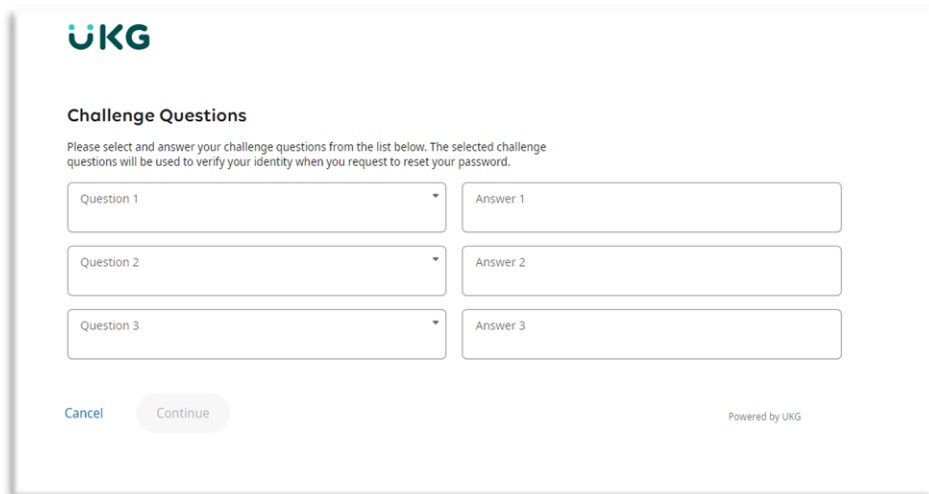
2. Enter your email address and email password.



3. If you are on a shared device, select "No"

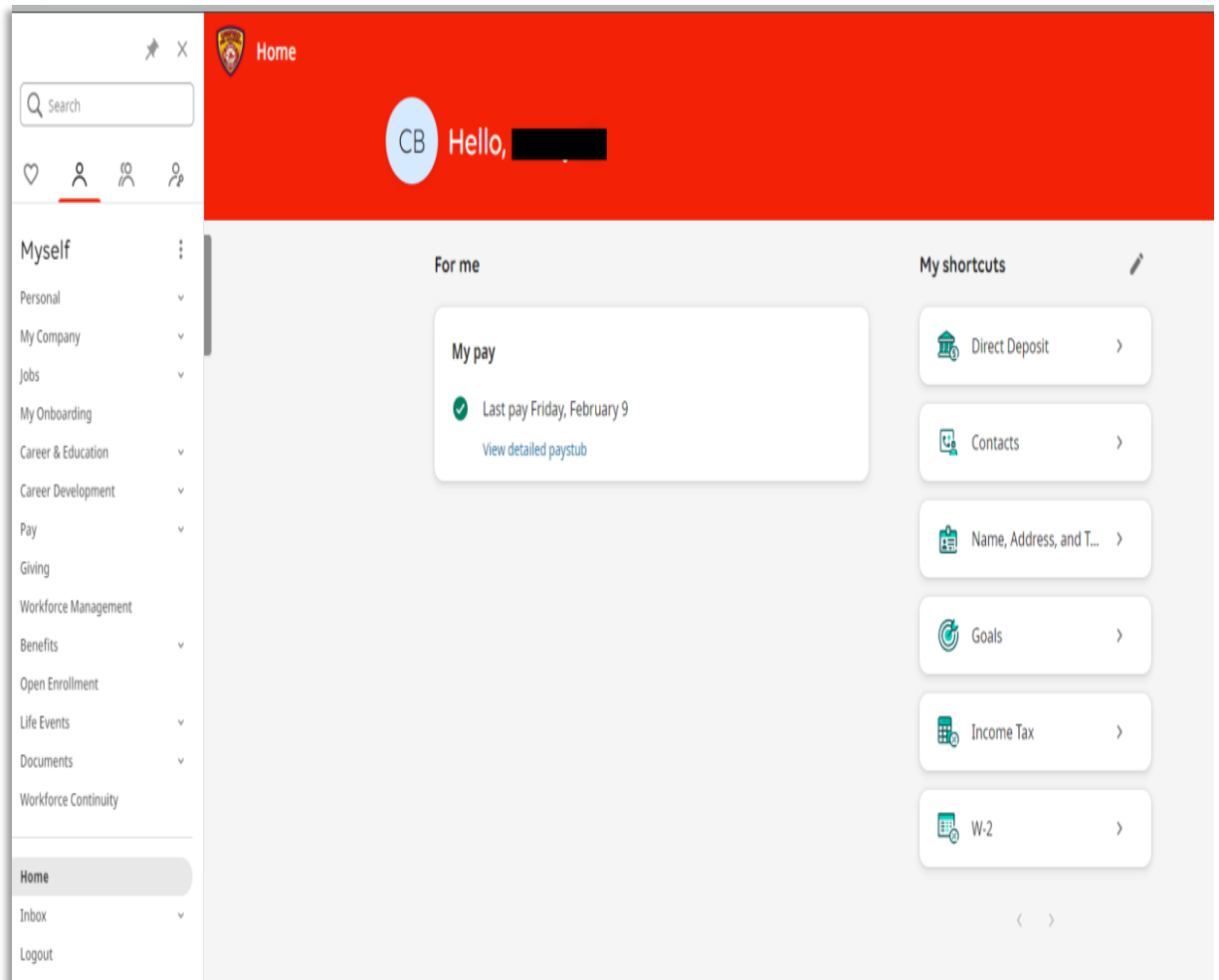


4. If this is your first time signing in, you will be asked the following questions.



The image shows a web interface for UKG's Challenge Questions. At the top left is the UKG logo. Below it is the heading "Challenge Questions" followed by a sub-heading: "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." There are three rows of input fields. Each row consists of a dropdown menu on the left labeled "Question 1", "Question 2", and "Question 3" respectively, and a text input field on the right labeled "Answer 1", "Answer 2", and "Answer 3" respectively. At the bottom left, there are two buttons: "Cancel" and "Continue". At the bottom right, it says "Powered by UKG".

5. You will see the following screen, after successful login.

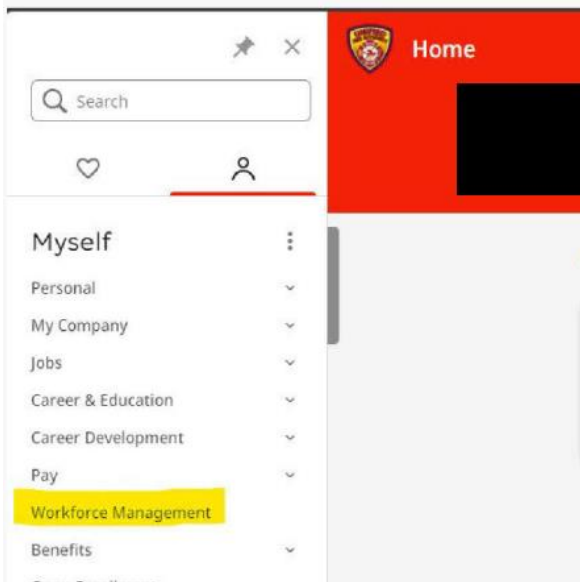


The image shows a UKG Home dashboard. The top navigation bar is red and contains a search bar, a "Home" button with a house icon, and a user profile section with a blue circle containing "CB" and the text "Hello, [redacted]". Below the navigation bar is a sidebar menu on the left with categories like "Myself", "Personal", "My Company", "Jobs", "My Onboarding", "Career & Education", "Career Development", "Pay", "Giving", "Workforce Management", "Benefits", "Open Enrollment", "Life Events", "Documents", "Workforce Continuity", "Home", "Inbox", and "Logout". The main content area is divided into three sections: "For me" which displays a "My pay" card with a green checkmark and the text "Last pay Friday, February 9" and a link to "View detailed paystub"; "My shortcuts" which lists "Direct Deposit", "Contacts", "Name, Address, and T...", "Goals", "Income Tax", and "W-2", each with a right-pointing arrow; and a bottom navigation bar with left and right arrows.

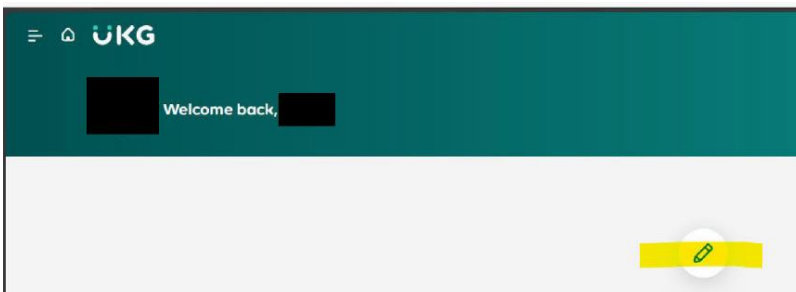
6. If you get an error, please create a ticket at <https://support.unifiedfire.org>
 - a. Information Technology | IT | Applications
7. There is a bug in UKG; you cannot reset your password through UKG. This will be corrected in future releases.
8. On the left side of the screen is a list of menu options. You can see your personal information, job information, compensation summary and history, benefits summary, direct deposits, and much more. You should review this information for accuracy.

Timecard Entry and Approval

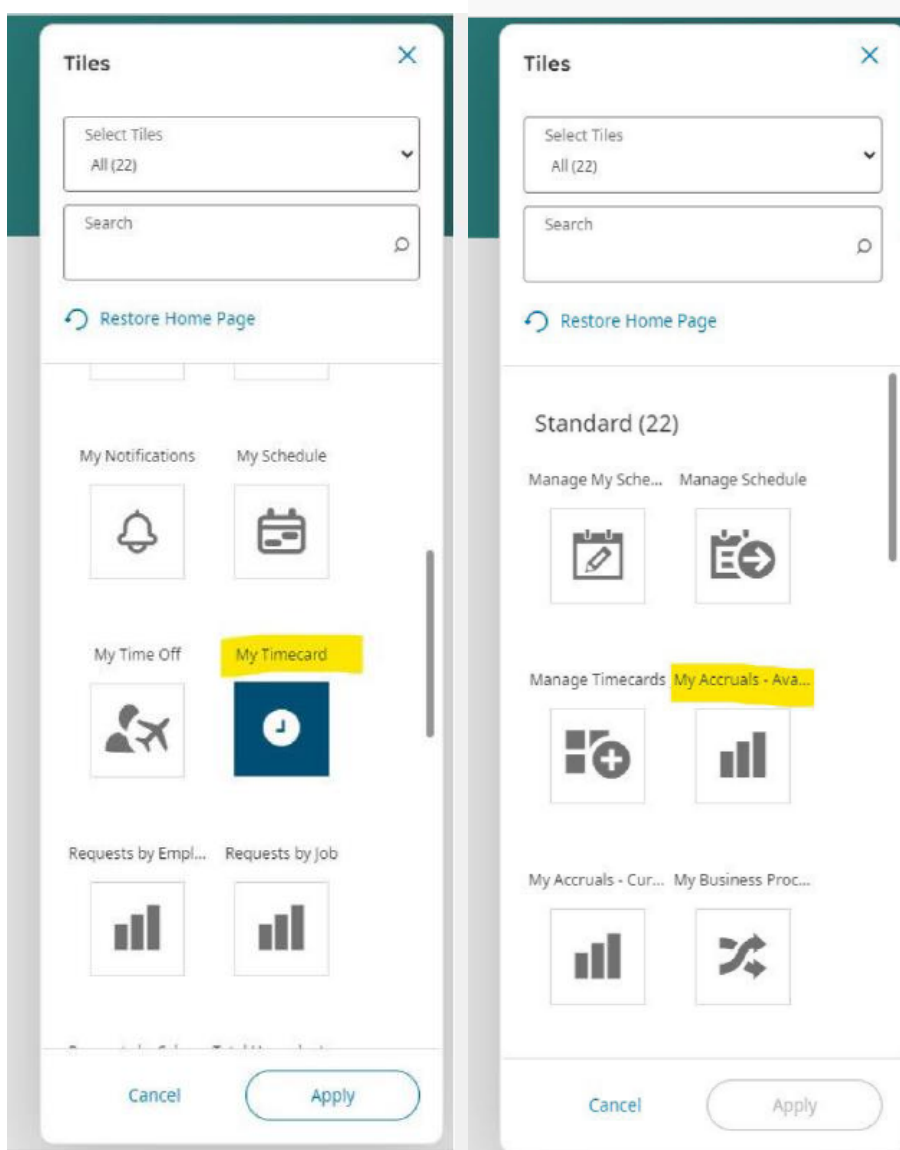
1. On the menu options on the left side, click Workforce Management. This will give you access to the timekeeping system.



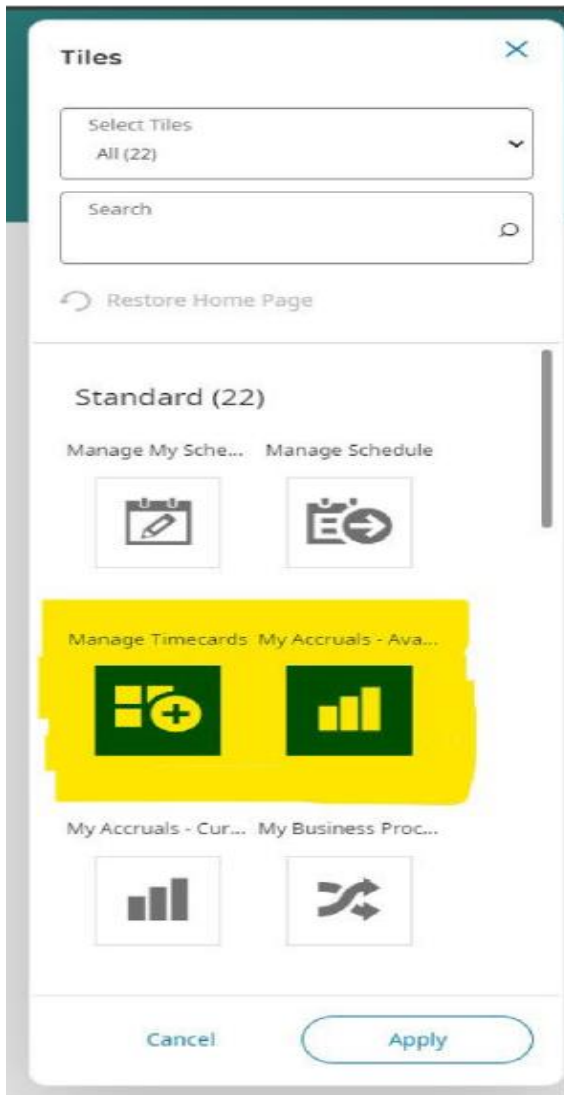
2. The first time you login, you will want to select the tiles for information you would like to have on your home screen. Click on the pencil to edit your home screen.



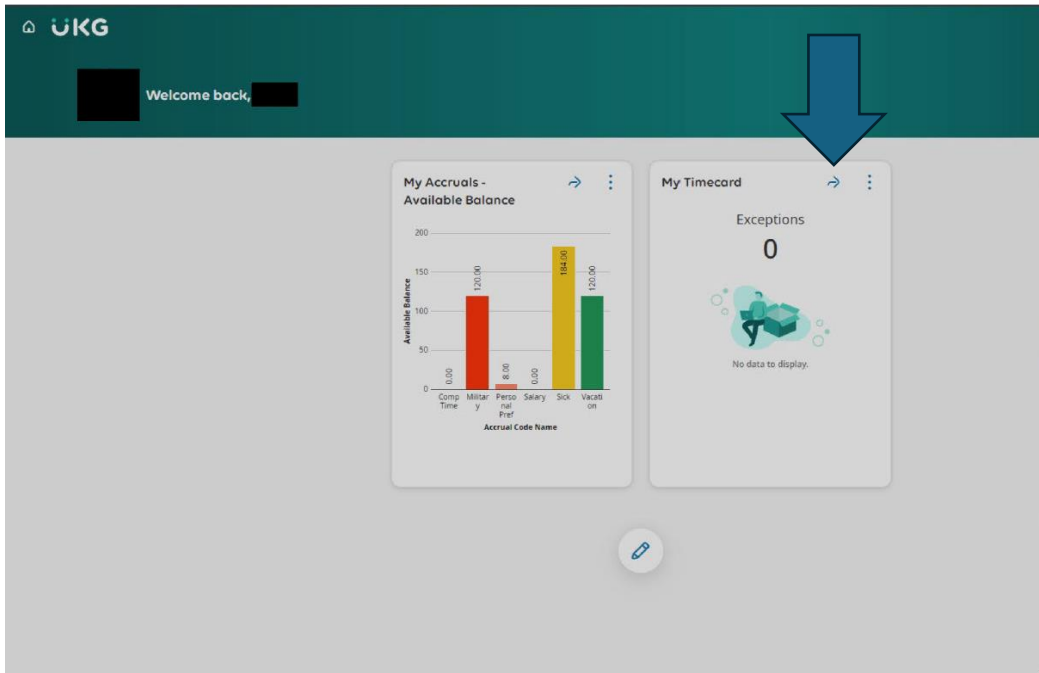
- Next you will want to choose the tiles that pertain to the information you will need to see. For employees you will want My Timecard and My Accruals Available.



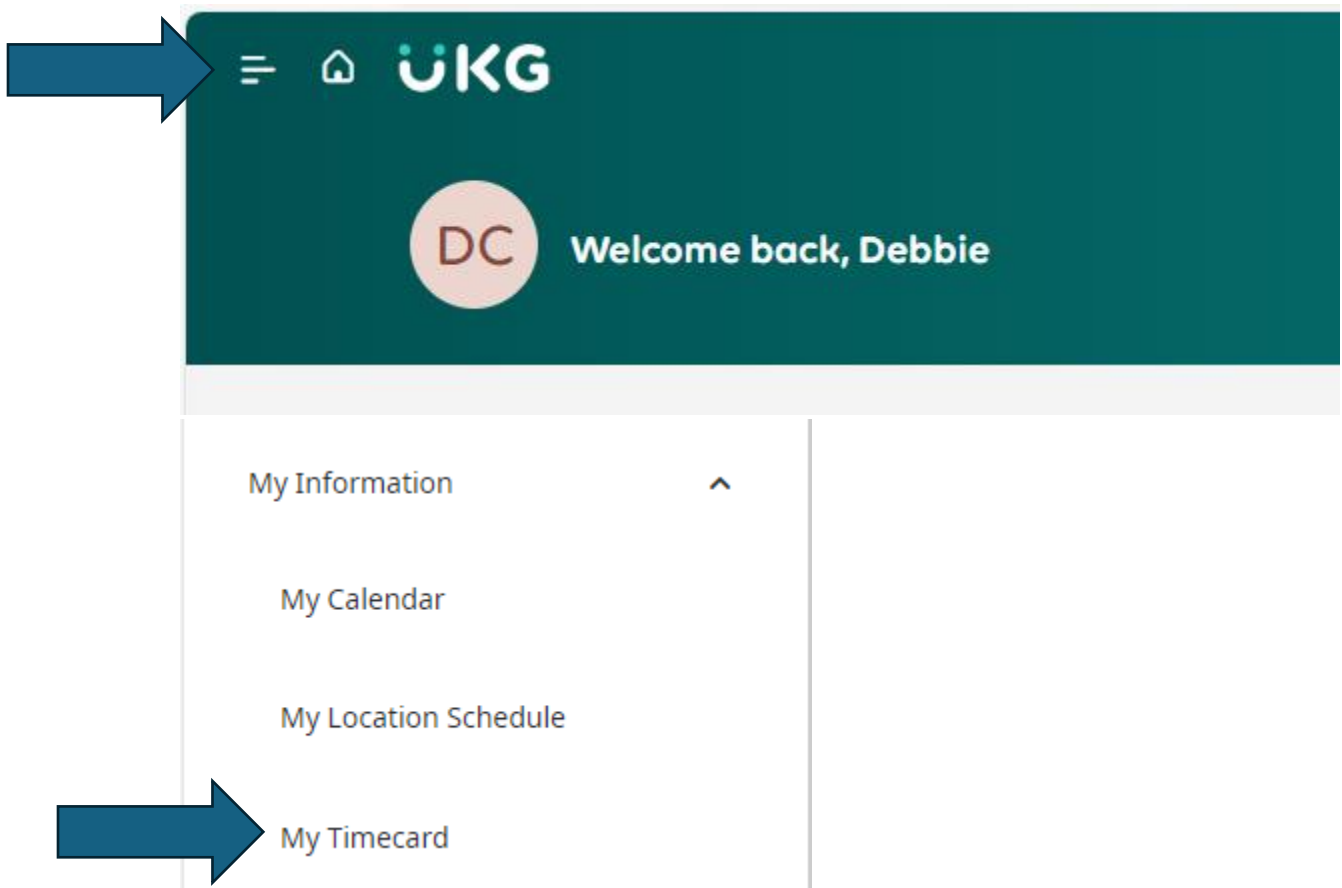
4. Managers will also need to add the tile for Manage Timecards.



5. To see your time card, you can select the tile on your home screen and click on the arrow next to My Timecard.



6. You can also get to your time card by clicking on the 3 bars in the upper left hand corner. Then click on my time card.



- Next you will see your time card. Day staff will need to enter in and out times for all time worked. For Operations, time will flow into the timecard from Telestaff. This is the same process we currently do in Kronos. The approval icon is in the upper left hand corner.

My Timecard

Current Pay Period | Loaded: 1:50 PM

Approve | Remove Approval | Sign-Off | Remove Sign-Off | Analyze

	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ ⊖	Wed 5/01										
+ ⊖	Thu 5/02										
+ ⊖	Fri 5/03										
+ ⊖	Sat 5/04										
+ ⊖	Sun 5/05										
+ ⊖	Mon 5/06										
+ ⊖	Tue 5/07										
+ ⊖	Wed 5/08										
+ ⊖	Thu 5/09										
+ ⊖	Fri 5/10										
+ ⊖	Sat 5/11										
+ ⊖	Sun 5/12										
+ ⊖	Mon 5/13										
+ ⊖	Tue 5/14										
+ ⊖	Wed 5/15										

Accruals | Totals

- You can also review your accruals and totals hours worked on the bottom of this screen.

Employee Timecards

Previous Pay Period | 1 Employee(s) Selected | Loaded: 2:07 PM

Zoom | Approve | Remove Approval | Remove All Approval | Sign-Off | Remove Sign-Off | Analyze | View Moved... | Accrual Actions | Go To

	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ ⊖	Tue 4/23			8:00 AM	4:00 PM				8.00	8.00	48.00
+ ⊖	Wed 4/24			8:00 AM	4:00 PM				8.00	8.00	56.00
+ ⊖	Thu 4/25			8:00 AM	4:00 PM				8.00	8.00	64.00
+ ⊖	Fri 4/26			8:00 AM	4:00 PM				8.00	8.00	72.00
+ ⊖	Sat 4/27										72.00

Accrual Code Name	Accrual Code Type	Available Balance	Taken to Date	Current Vested Balance	Planned Takings
Comp Time	Hour	0.00	0.00	0.00	0.00
Military	Hour	120.00	0.00	120.00	0.00
Personal Pref	Hour	8.00	0.00	8.00	0.00
Salary	Hour	86.67	260.00	0.00	1,386.67
Sick	Hour	180.00	0.00	180.00	0.00
Vacation	Hour	114.00	0.00	114.00	0.00

- You will also see the Pay by Schedule Salary. This will indicate the 86.67 or 121.75 which is the amount of hours that are used to calculate your salary regardless of the number of hours you worked during the pay period.

The screenshot displays the UKG Employee Timecards interface. At the top, there is a navigation bar with the UKG logo and the title 'Employee Timecards'. Below this, there are several icons for actions like List View, Zoom, Approve, Remove Approval, Sign-Off, Analyze, View Moved, Accrual Actions, Go To, Share, View Pending, Calculate Totals, and Save. The main area shows a weekly timecard grid with columns for Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The grid shows data for the week of April 23rd to April 30th, with daily hours of 8.00 and a total of 88.00 hours for the week. Below the grid, there is a summary table with columns for Location, Job, Cost Center, Labor Category, Pay Code, Amount, and Wages. The summary table shows two rows: 'Pay by Schedule Salary' with an amount of 86.67 and 'Regular Pay Salary' with an amount of 88.00.

Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Tue 4/23			8:00 AM	4:00 PM				8.00	8.00	48.00
Wed 4/24			8:00 AM	4:00 PM				8.00	8.00	56.00
Thu 4/25			8:00 AM	4:00 PM				8.00	8.00	64.00
Fri 4/26			8:00 AM	4:00 PM				8.00	8.00	72.00
Sat 4/27										72.00
Sun 4/28										72.00
Mon 4/29			8:00 AM	4:00 PM				8.00	8.00	80.00
Tue 4/30			8:00 AM	4:00 PM				8.00	8.00	88.00

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
UFA/Unified Fire Authority/General...	Manager			Pay by Schedule Salary	86.67	
UFA/Unified Fire Authority/General...	Manager			Regular Pay Salary	88.00	

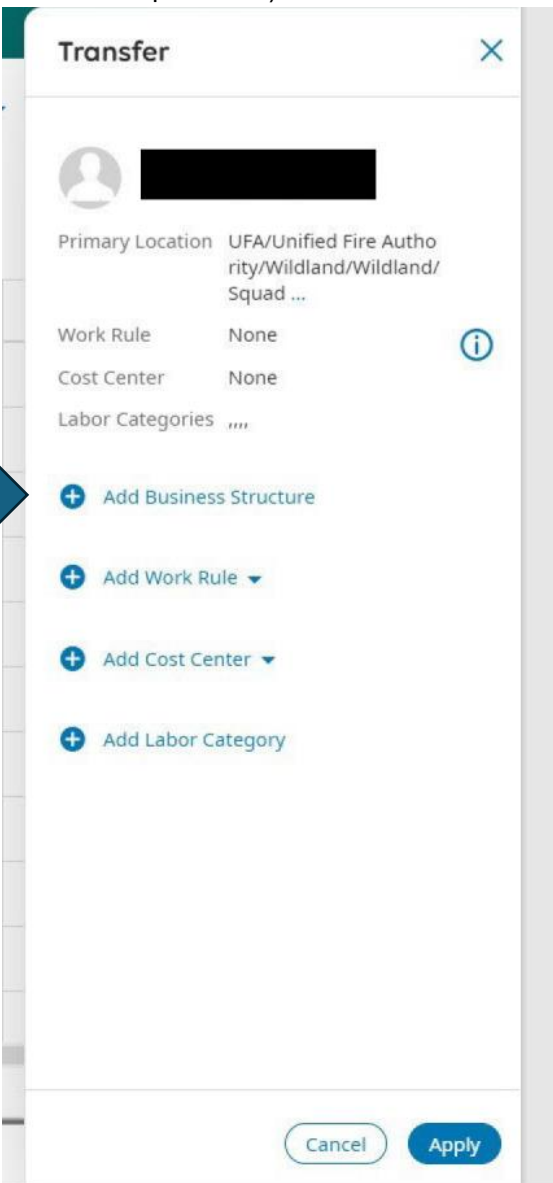
- You will still be able to add notes/commetns on your timecard. You will need to hit save after entering your time before adding a note. If you don't, you may lose the data you've already entered.

Transfers (Day Staff Only)


1. Transfers work a little different in UKG Pro vs Kronos. You still select the transfer box next to the shift you want to transfer.

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift
+	⊖	Mon 4/01			8:00 AM	12:00 PM	<input type="text"/>			4.00
+	⊖				12:30 PM	6:30 PM				6.00

2. Once you select the transfer it will pop up a tab to choose the Business Structure (previous fund and department) You will click on Business Structure.



Transfer [X]

 [Redacted Name]

Primary Location UFA/Unified Fire Authority/Wildland/Wildland/Squad ...

Work Rule None ⓘ

Cost Center None

Labor Categories ,,,

Add Business Structure

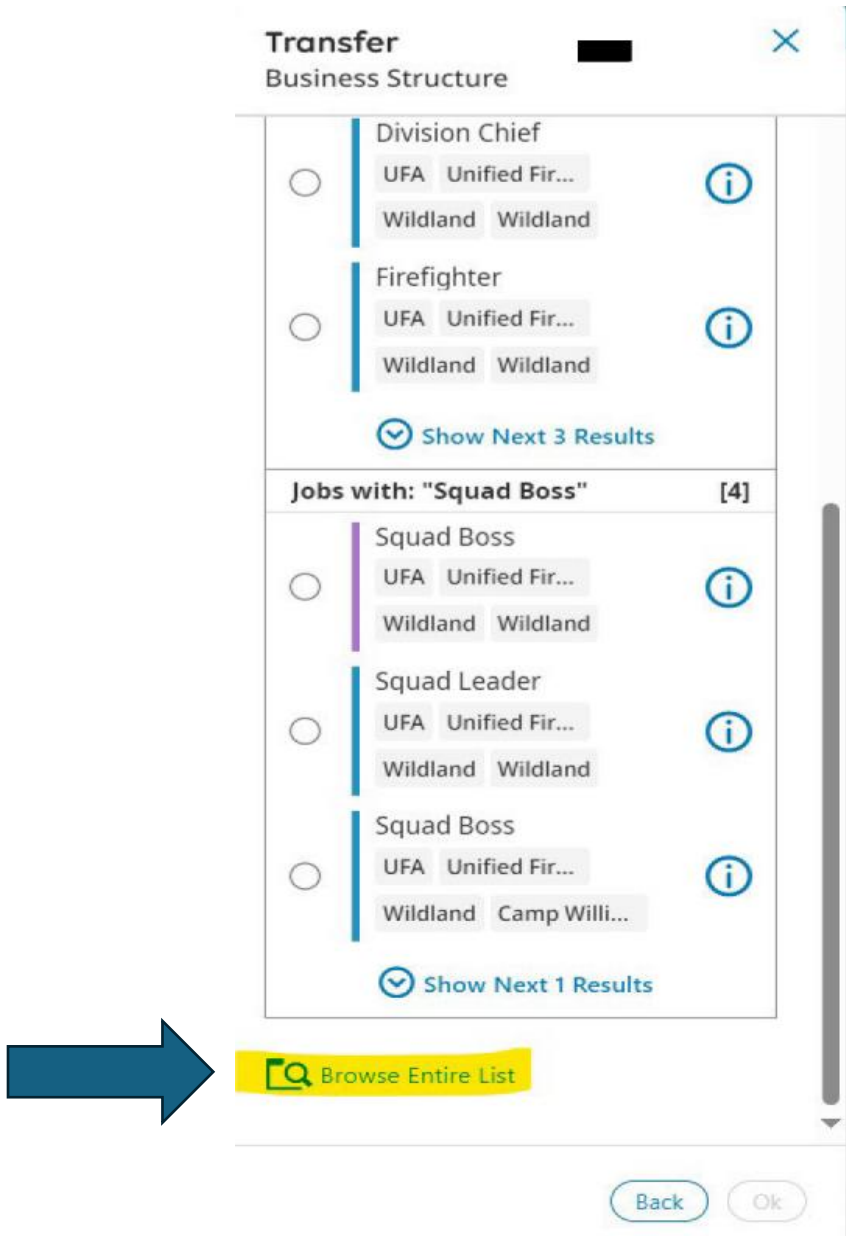
Add Work Rule ▾

Add Cost Center ▾

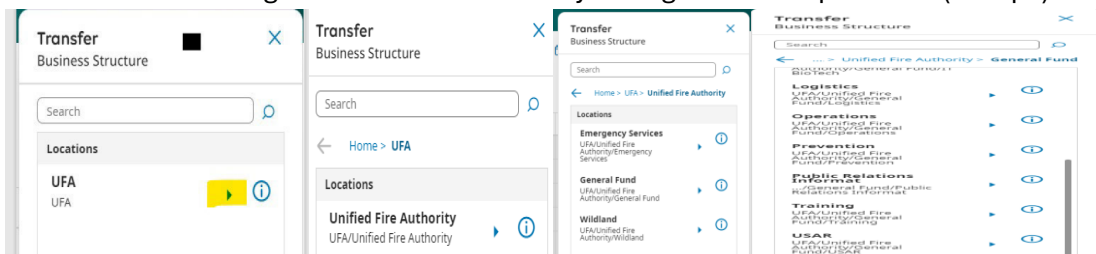
Add Labor Category

Cancel Apply

- Once you click on Business Structure scroll down to the bottom and select Browse Entire List.



- Then you will need to select each item to drill down to the department you want this shift transferred to starting with UFA and all the way through till the Department (4 steps).



5. If you need to transfer to a project (previously named activity) there is one more step. Back at the Transfer screen, click Add Labor Category.

The screenshot shows a mobile application window titled "Transfer" with a close button (X) in the top right corner. Below the title bar, there is a profile icon and a name field. The main content area displays the following information:

- Primary Location: UFA/Unified Fire Authority/Wildland/Wildland/Squad ...
- Work Rule: None (with an information icon)
- Cost Center: None
- Labor Categories:

Below this information, there are four buttons with plus signs and dropdown arrows:

- + Add Business Structure
- + Add Work Rule
- + Add Cost Center
- + Add Labor Category (highlighted in yellow)

A large blue arrow points from the right towards the "Add Labor Category" button. At the bottom of the screen, there are "Cancel" and "Apply" buttons.

6. Add Project.

The screenshot shows a mobile application window titled "Transfer Labor Categories" with a close button (X) in the top right corner. Below the title bar, there is a profile icon and a name field. The main content area displays the following information:

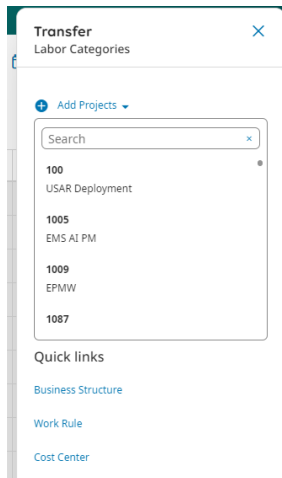
- + Add HR Job
- + Add Cost
- + Add Projects (highlighted in yellow)

A large blue arrow points from the right towards the "Add Projects" button. Below this, there is a "Quick links" section with the following items:

- Business Structure
- Work Rule
- Cost Center

At the bottom of the screen, there are "Back" and "Ok" buttons.

7. Find the project you want to use.



8. Click apply. This has transferred the shift. It will keep the last few transfers in your drop down so if you use the same one often it should be in your listing when you click on the transfer column. If you use a Work Rule, the process hasn't changed.

The screenshot shows the 'Employee Timecards' interface. The main table has columns for 'In', 'Out', 'Transfer', and 'Pay Code'. A dropdown menu is open under the 'Transfer' column, showing a list of transfer options including 'Extra Hours Platoon-Operations', 'UFA/Unified Fire Authority/General Fund/Training', 'Constant Man - Merit', 'Physical Exam', and 'Extra Hours'. The right sidebar shows the 'Transfer' details for a selected employee, including Primary Location, Work Rule, Cost Center, and Labor Categories.

	In	Out	Transfer	Pay Code
e	8:00 AM	12:00 PM	Choose:	
	12:30 PM	6:30 PM	;Extra Hours Platoon-Operations;;	
	8:00 AM	12:00 PM	UFA/Unified Fire Authority/General Fund/Training/...	
	12:30 PM	6:30 PM	;Constant Man - Merit;;	
	8:00 AM	12:00 PM	;Physical Exam;;	
	12:30 PM	6:30 PM	;Extra Hours;;	
	8:00 AM	12:00 PM	Search...	
	12:30 PM	6:30 PM		
	8:00 AM	12:00 PM		
	12:30 PM	6:30 PM		

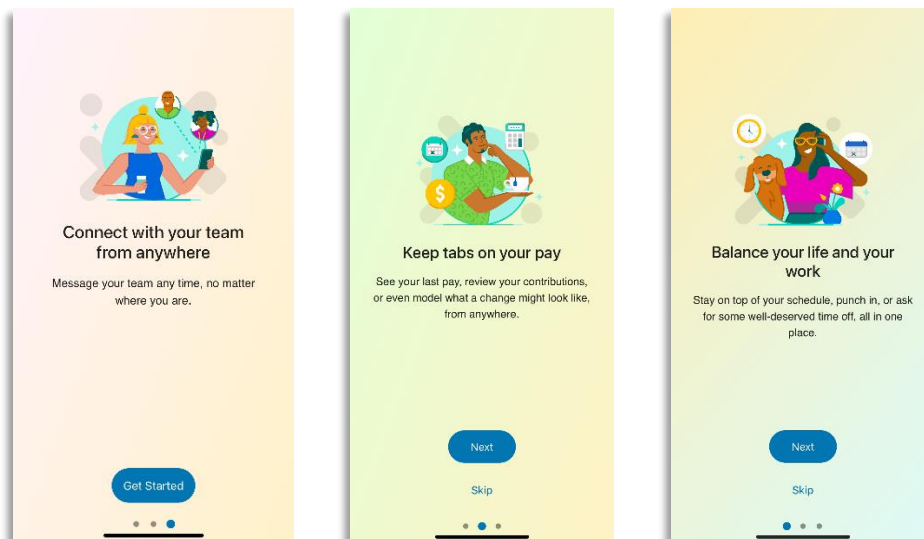
UKG Pro Mobile

All users have access to the UKG Pro mobile app from the Apple App Store and Google Play Store.

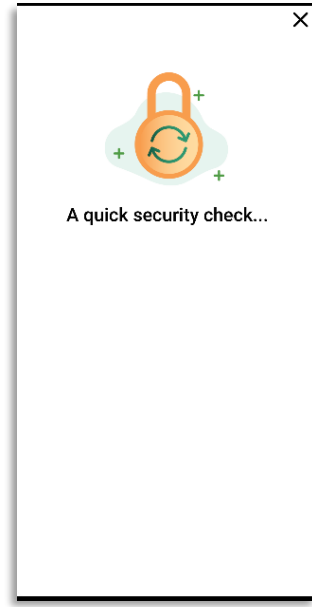
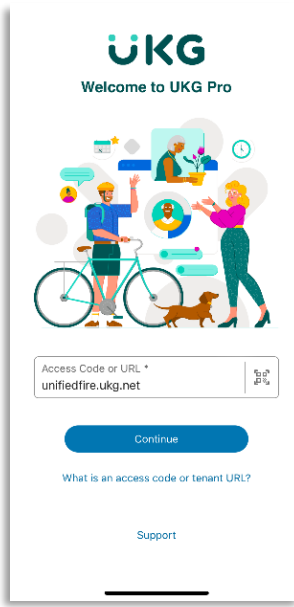
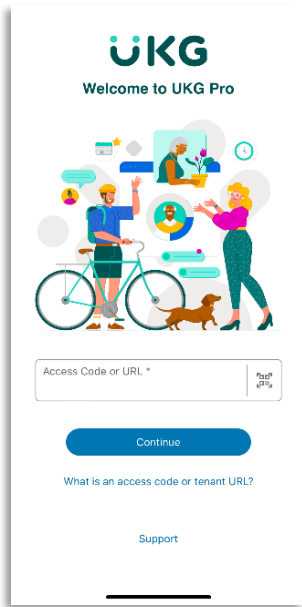
1. The app will have the following icon.



2. After Launching the App, review the following.



3. Enter the URL of <https://unifiedfire.ukg.net> or the Code is: unifiedfire



4. Enter your email address and email password.

