



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-096

July 3, 2024

TO: All Personnel

FROM: Payroll

SUBJECT: UKG Payroll Update

Thank you for your patience as we work through several issues with the UKG Integration. Our primary goal is always to get all employees paid timely and accurately. We wanted to give you a short update as to where we are in the process.

1. UKG went live on the 6/10 payroll, and both 6/10 and 6/25 pay periods have been posted and transmitted.
2. Timecards were processed this morning for the 7/10 paychecks and there were only three employees with issues, which we were able to resolve 2 of those and are waiting on contact from the third individual.
3. UKG has corrected the license issue so all should have their correct access. Thanks to the multiple employees who have logged in and have reached out previously, which allowed us to isolate the exact issue and get it resolved. If anyone is still having an issue, please reach out to Payroll@unifiedfire.org so we can provide instructions or correct, if necessary.
4. Regarding leave accruals, UKG brought over balances as of the date of the first pay period processed in Pro (platoons 4/28/24; days 5/16/24). However, we are seeing some discrepancies if leave time was used during that first pay period. Rest assured, we are currently auditing leave balances and will get balances aligned by the end of the month.

We are working long hours, weekends, etc. to get this all resolved as quickly as possible and reduce errors or issues on the employees' end.

Please let us know by email if you see anything of concern.