UKG QUICK REFRENCE GUIDE FOR EMPLOYEES

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FIRST TIME LOGIN

- **https://secure6.saashr.com/ta/6164776.login?rnd=UUK**
- Username is First Initial Last Name Last Two of Social (i.e. John Doe – **JDoe34**)
- First Time Password: **Last 4 of your social**


CLOCK IN/OUT

- The home screen will appear once the application is open.
- You will see a time clock like the one below.
- All employees except those who are exempt will clock in only one time a day the remaining hours for the day will auto populate.
- True hourly employees will clock in/out each day.
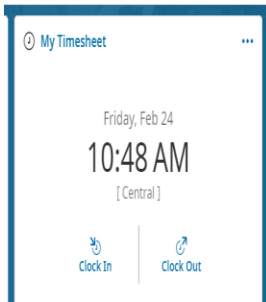
Links

- **On the home screen you will notice a links box.**
- **This box was designed to help you navigate to what is beneficial for your needs within the software.**
- **Below is a screenshot of how it appears.**
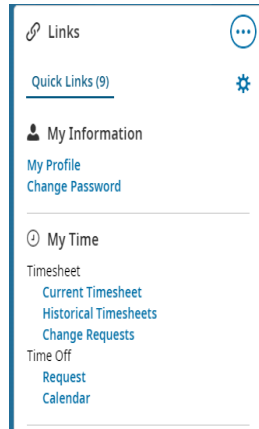
TIME OFF REQUESTS

- Navigate to **Time Off Request, in the Links section.**
- Click the **Time Off Type** drop-down and select desired Time Off Type (vacation, sick, etc.).
- Select the date being requested by clicking that date on the calendar. If multiple days, click the first day of the date range and then the last day of the date range to select all days within the range.
- Click **Start Request**. The Time Off type is auto-populated from your selection in step 2.

TIME OFF REQUESTS

- **Click the Request type drop-down and select from the following:**
- **Full Day**
- **Partial Day (first half or Second half)**
- Note: If you have a Ready Sub account all the time off request should be entered through Ready Sub. accrual balances will also be viewable in Ready Sub.
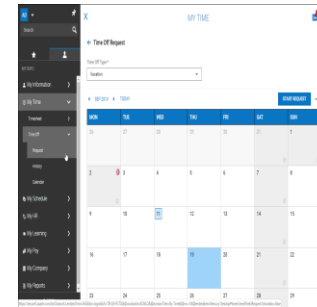
SUBMITTING TIME SHEET

- Navigate to the Link section..
- Click current timesheet
- Review the timesheet to make sure it is correct.
- Click **Submit in the upper right corner.**
- If there is a discrepancy within your timesheet see your supervisor for correction.

DOWNLOAD THE APP!

APPLE   ANDROID

Company Short name: **6164776**

For UKG system related questions please contact:
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