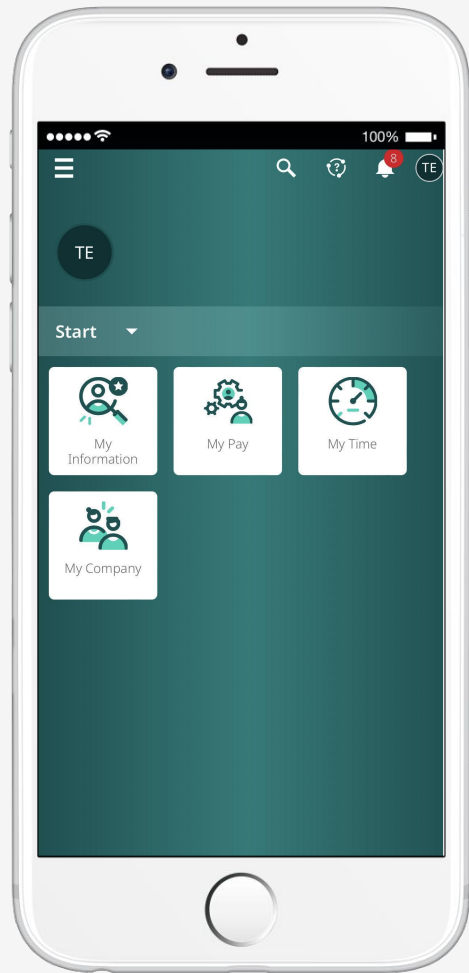


My Information: Update contact information, demographics and more

My Pay: Information on how to update direct deposit



My Time: View and enter in your current timesheet and request time off

My Company: View important company documents and announcements of upcoming events and agency happenings

Dashboard

UKG 03:29 PM (CDT) Ready

TE Test Mark Employee Non-Exempt
Employee ID: 91300 | Hired Date: 01/11/2023 (6 Months, 22 Days)

Self-Service

Important HACAP and HR documents will be available for download here.

★ Start



Company Documents



Change Password



Security Questions



HR Self Service

Announcements

Welcome to UKG Ready!!

Thank you for getting started with your new timekeeping system. Feel free to look around and explore the features.

Show More

Agency communications on program updates and events will be shared weekly in the announcements section.

My pay



No Data to Display

My timesheet

Click here to fill out your timesheet daily and track your hours along with PTO.

Wednesday, Aug 2
03:29 PM
[CDT]



Get immediate access to information wherever you are with the UKG Ready app.

Region
North America

Company Short
Name
6194759

Scan QR Code

Entering Time (screenshot on next page)

- ENTER TIME DAILY
- After entering each days time, HIT SAVE
- For those who work an 8 hour shift with a lunch break, to and lunch break, enter your morning hours, then click the small blue clock. You will see another line pop up with space to enter your afternoon hours.
- When it comes time to approve your timecard, HIT SUBMIT
- Be sure to double check your timesheet before hitting SUBMIT to make sure everything look okay.
- Questions regarding entering time can be sent to ukg@hacap.org
- **We will be entering in both systems for a period of time, please refer to map on following slides.**

My Time > Timesheet > Current Timesheet

← Timesheet Edit



Save

Submit

Change Request



August 07, 2023 - August 20, 2023 Open

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

0.00 hrs
Worked Hours

0.00 hrs
Paid Time Off

0.00 hrs
Unpaid Time Off

> Date		From	To	Raw Total	Calc. Total	In Date	Fund/Dept	Location
✓ MON Aug 7 No Schedule	...	08:00 am	12:00 pm	4.00	0.00	MON Aug 7	983 Corporate Operations/100 Admin	Linn/Corporate Office
	...	01:00 pm	05:00 pm	4.00	0.00	MON Aug 7	983 Corporate Operations/100 Admin	Linn/Corporate Office
	+			8.00 hrs	0.00 hrs			
> TUE Aug 8	+			0.00 hrs	0.00 hrs			
> WED Aug 9	+			0.00 hrs	0.00 hrs			
> THU Aug 10	+			0.00 hrs	0.00 hrs			
> FRI Aug 11	+			0.00 hrs	0.00 hrs			

UKG HACAP Rollout

August 2023

SUN	MON	TUES	WED	THU	FRI	SAT
6	7	8	9	10	11	12
	EMPLOYEE TRAINING					
13	14	15	16	17	18	19
EMPLOYEE TRAINING						
20	21	22	23	24	25	26
	ENTER TIMESHEET IN BOTH SYSTEMS (UKG & ESS)					
27	28	29	30	31	September 1-3	
ENTER TIMESHEET IN BOTH SYSTEMS (UKG & ESS)						

UKG HACAP Rollout

September 2023

SUN	MON	TUES	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23