

UKG Ready

Employee Guide To Success



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Introducing UKG Ready

UKG Ready is a software solution that helps businesses manage employee needs, including HR, payroll, time, and benefits. UKG Ready offers a variety of features to all of our HACAP employees, including:

Time & Attendance – UKG Ready is designed to streamline routine time and attendance tasks. The system automates hour tracking, time approvals, and time-off requests and sends notifications for exceptions, missing punches, overtime, and more.

All HACAP employees will enter their timesheets through UKG Ready by using any Desktop, Mobile or Tablet device.

Payroll – UKG Ready processes HACAP's payroll continuously with intuitive tools that helps guide us through the complex process to ensure that all employees are paid quickly and accurately.

All HACAP employees will have online access to all of their paystubs and W-2 forms, and can make changes to their I-9, W-4 forms or direct deposit information at any time.

HR & Benefits – UKG Ready streamlines core HR functions by centralizing employee information in a single, secure database. It also simplifies benefit administration, allowing you to easily plan, set up, and manage benefit offerings, all while automatically providing data to carriers during open enrollments and life events.

All HACAP employees can make updates to their personal information at any time, and can also complete all benefit enrollments through UKG Ready.

Talent – UKG Ready offers recruiting tools for streamlining hiring processes and capabilities for managing onboarding, compensation, performance, learning, and succession planning – supporting our people throughout their employee journey.

All newly hired HACAP employees or employees transferring into a different position will complete 30, 90 & 180 day performance reviews through UKG Ready and can also apply for other HACAP positions internally at any time.

Once you get logged into UKG Ready as a HACAP employee, please take the time to learn and familiarize yourself with the system. You will learn throughout this guide and by using the system yourself, that there's many ways to do the same tasks in UKG Ready. It's important and beneficial for all employees to learn how to navigate through the system and to figure out which way you prefer to use UKG Ready.

This guide is your official tour of UKG Ready. It will teach and show you how to utilize everything that you have access to in the system as a HACAP employee.

If you ever have any questions regarding UKG Ready that you are not able to find in this guide, please contact our UKG help inbox at **ukg@hacap.org**.

-HACAP's UKG Admin Team


Logging into UKG Ready

UKG Ready is a platform agnostic. This means that anyone can access the application through a Desktop, Mobile or Tablet Device.

Getting Started on your Computer:

Enter **tinyurl.com/mrxpd7hr** into your web browser address bar.

- Enter your username and password
- Click Login

**HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC.**

Log in

3:43 PM [CDT]

Username*

Password*

Login

Forgot your password?


You are accessing the UKG Ready application hosted by Ultimate Kronos Group. Access to this environment is limited to authorized support staff. All data within this environment is classified as Confidential. When accessing this information, you are required to maintain the security, availability and confidentiality of this information and system. In the event you identify an issue related to Security, Availability or Confidentiality of the system, please notify your System Administrator. Thank you.

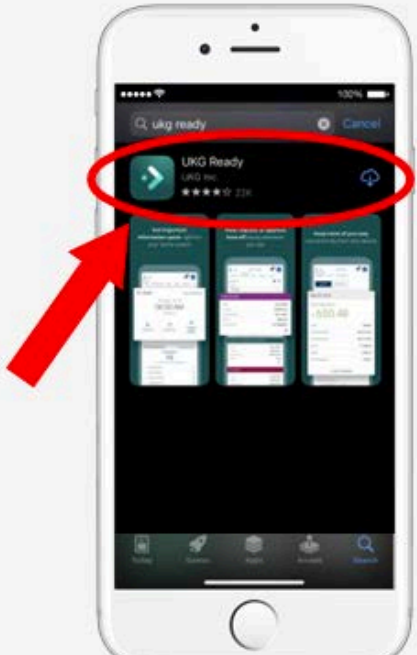
Copyright © 2024 All Rights Reserved. v94 Artifact:

Getting Started on your Phone:

Download the Mobile App

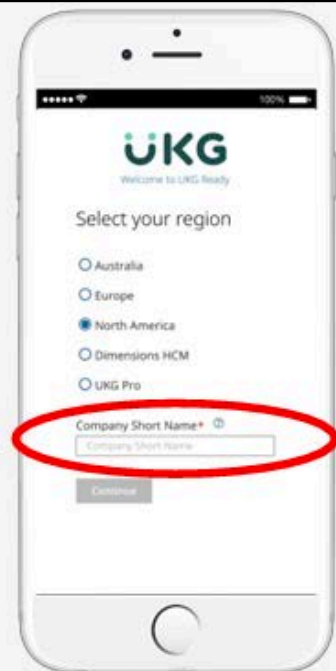
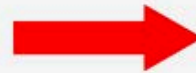
- Go to your device's app store and search for **UKG Ready**
- There are several UKG apps, so make sure to download the correct one
- The app icon will look like this:





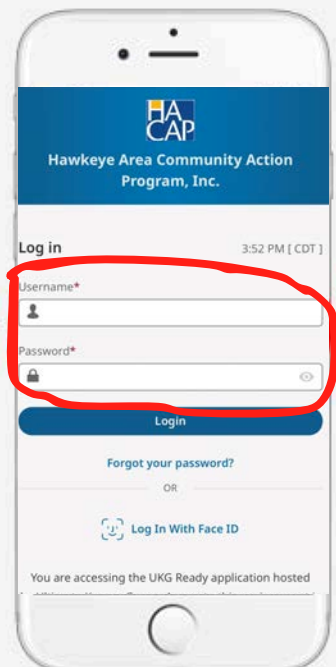
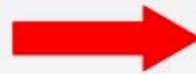
Setting Up the Mobile App

- Select the region: **North America**
- Enter our company shortname: **6194759**



Logging into the Mobile App

- Enter your username and password
- Tap login

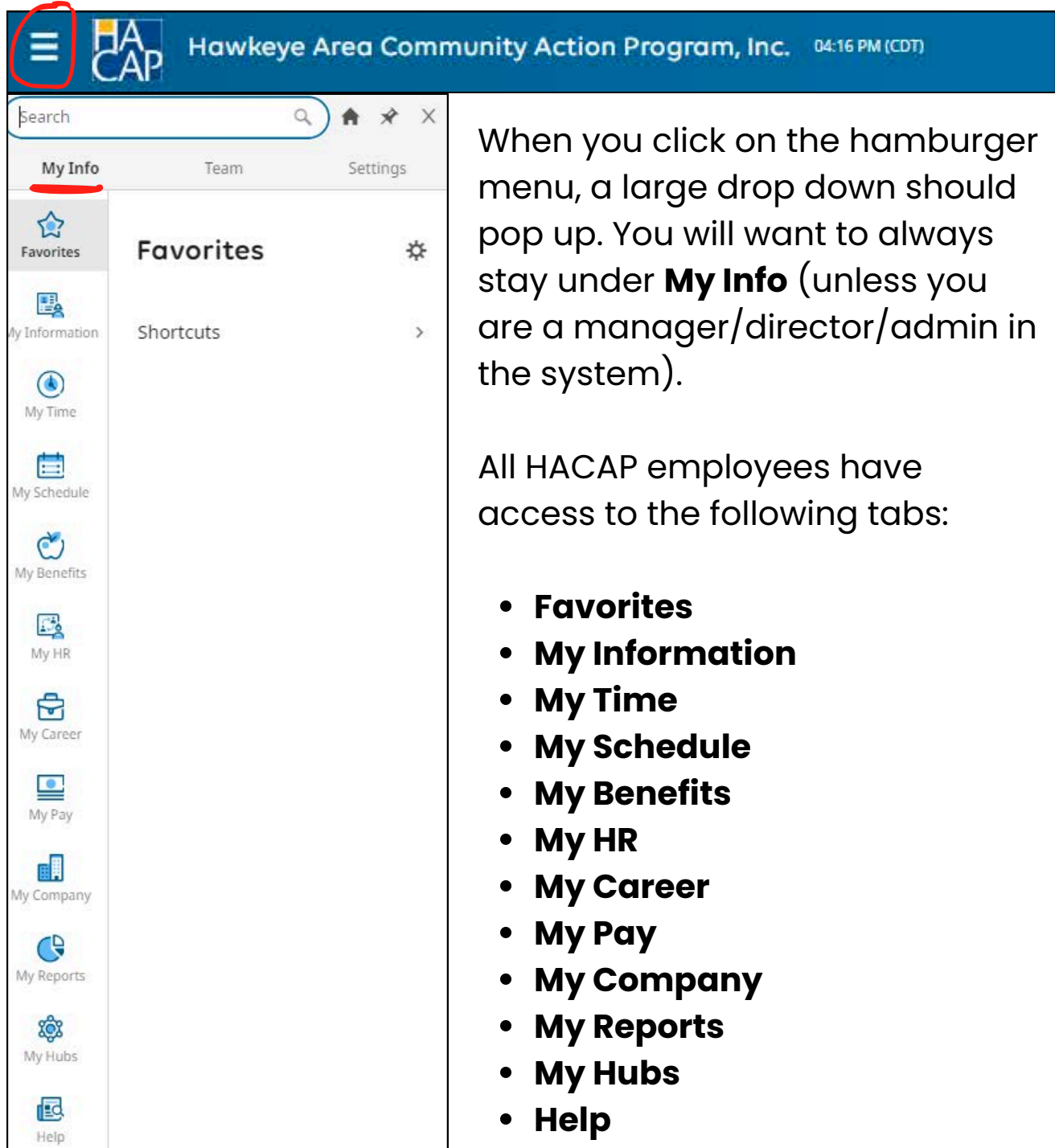


All HACAP employee usernames will be the first letter of your first name.last name unless Human Resources tells you differently.

Example: J.Doe

Getting Started

Once you are logged into UKG Ready and you are on the home page, navigate to the top left of the screen and select the hamburger menu. The hamburger menu will allow you to navigate throughout the whole system.



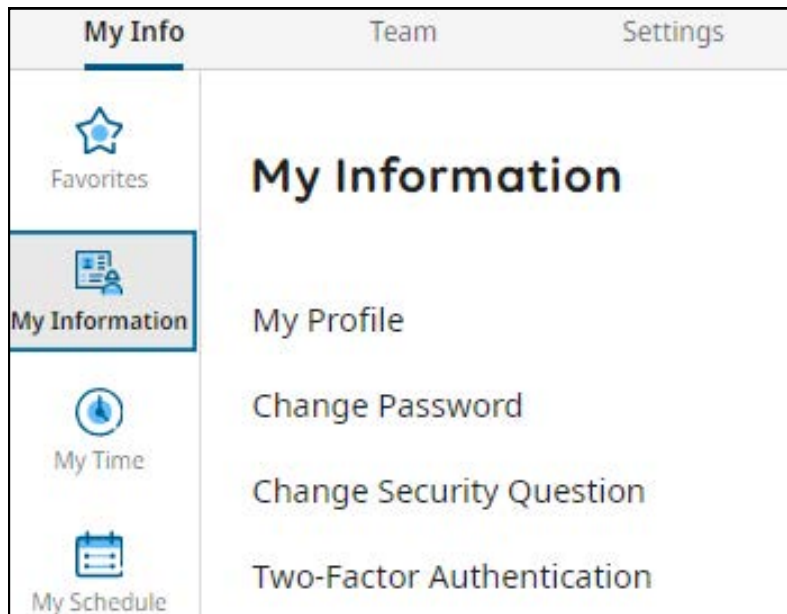
The screenshot shows the top navigation bar of the UKG Ready system. On the left, a blue header contains the HACAP logo and the text 'Hawkeye Area Community Action Program, Inc.' followed by the time '04:16 PM (CDT)'. A red circle highlights the hamburger menu icon (three horizontal lines) in the top left corner. Below the header, a search bar is visible. The main content area is divided into three tabs: 'My Info' (highlighted with a red underline), 'Team', and 'Settings'. Under the 'My Info' tab, a sidebar on the left lists various options with icons: Favorites, My Information, My Time, My Schedule, My Benefits, My HR, My Career, My Pay, My Company, My Reports, My Hubs, and Help. The main content area under 'My Info' shows a 'Favorites' section with a gear icon and a 'Shortcuts' section with a right arrow icon.

When you click on the hamburger menu, a large drop down should pop up. You will want to always stay under **My Info** (unless you are a manager/director/admin in the system).

All HACAP employees have access to the following tabs:

- **Favorites**
- **My Information**
- **My Time**
- **My Schedule**
- **My Benefits**
- **My HR**
- **My Career**
- **My Pay**
- **My Company**
- **My Reports**
- **My Hubs**
- **Help**

My Information



In **My Information**, all HACAP employees have access to the following options:

- My Profile
- Change Password
- Change Security Question
- Two-Factor Authentication

My Profile: In My Profile you can view various types of your information, such as:

- Account Information
- Personal Information
- Account Contacts
- Account Demographics
- Managers
- Base Compensation
- Benefits
- Dates
- Cost Centers

Change Password: If you need to change your password at any time in UKG Ready, you can do that here.

- **Fun Fact:** If you forgot your current password but you're already signed into UKG Ready, the system should automatically put in your current password for you when you go to change it.

Change Security Question: If you need to change your security question at any time in UKG Ready, you can do that here.

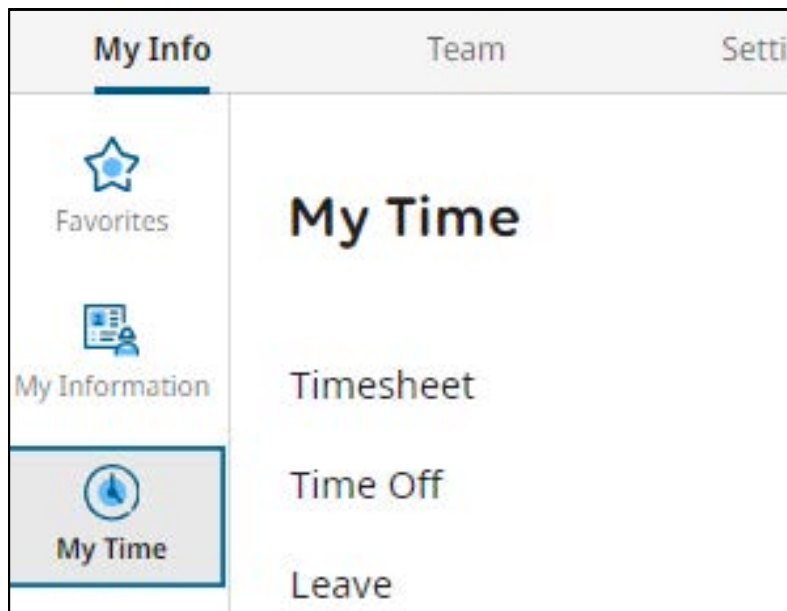
- **NOTE:** When you go to change your security question, the system won't automatically put your password in for you, so you must know what your current password is in order to change your security question.

Two-Factor Authentication: If you need to change your two-factor authentication at any time in UKG Ready, you can do that here.

If you ever forget your password or get locked out of your UKG Ready account, your manager also has the access to unlock your account for you.

If your manager is not able to assist you, please contact our UKG help inbox at ukg@hacap.org

My Time



In **My Time**, all HACAP employees have access to the following options:

- Timesheet
- Time Off
- Leave

Timesheet: In Timesheet you can view various types of information, such as:

- **Current Timesheet** – All HACAP employees must fill out their timesheets daily. Here is where you can access your current timesheet for the week.
- **Historical Timesheets** – If you ever need to see historical/previous timesheets, this is where you can access them.

Time Off: In Time Off you can view various types of information, such as:

- **Request** – Request will allow you to request paid release time at work. You will also be able to see your total amount of paid release accrued, your current paid release balance, how much paid release you have taken, how much paid release you have scheduled to take, how much paid release you have requested to take, etc.
- **History** – History will allow you to see any previous paid release time that you have used.
- **Balances** – Balances will allow you to see how much paid release time you currently have.
- **Calendar** – Calendar will give you an overview of the whole year and show you how much paid release time you have used.
- **Accrual Details** – Accrual Details will show you the amount of paid release that you accrue each pay period, along with the amount of paid release that you're using.

If you ever have any timesheet/payroll related questions that your supervisor cannot assist you with, please contact our timesheet help inbox at tsheethelp@hacap.org



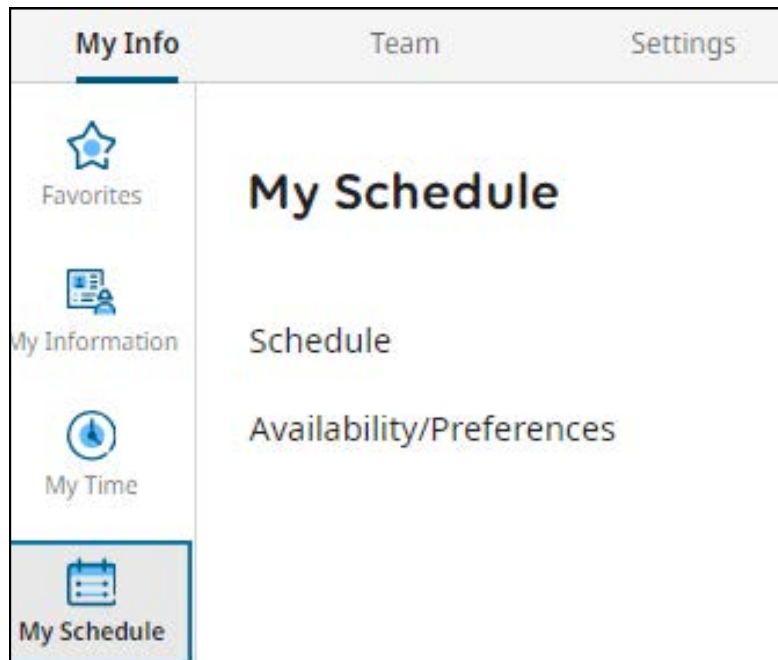
Leave: In Leave, all HACAP employees will **eventually** have access to the following options...

- Submit Leave of Absence (FMLA) Requests
- View your Leave Requests
- Fill out required Leave of Absence Forms

NOTE: The Human Resources Department is currently working on getting all FMLA and Short-Term Disability information tracked/completed through UKG Ready. Once this process is finished, a company-wide announcement will be made and this page will be updated with the correct instructions.

In the meantime, please continue to send all FMLA/Short-Term Disability inquiries to our Human Resources Team at **hresources@hacap.org**

My Schedule



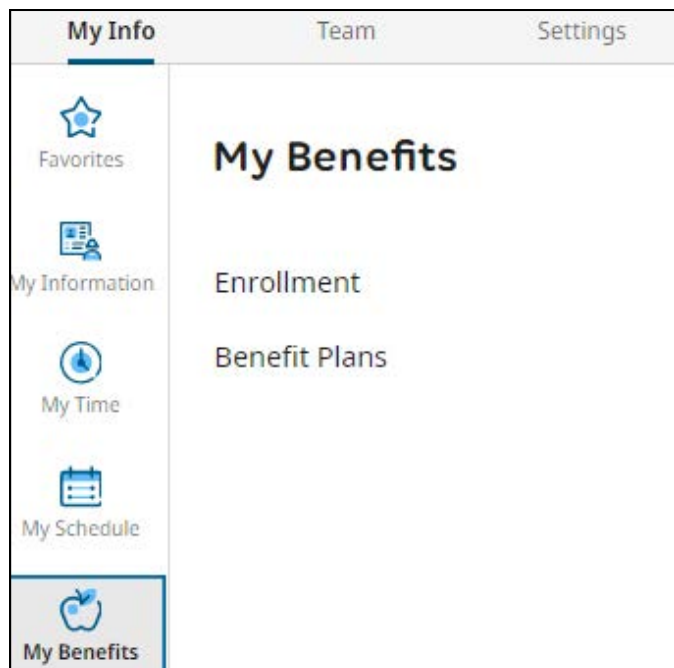
In **My Schedule**, all HACAP employees have access to the following option:

- Schedule

Schedule: In Schedule you can view various types of information, such as:

- Your shift hours that you are scheduled to work throughout the month/year
- Upcoming company holidays throughout the month/year
- Your upcoming time off throughout the month/year
- Paid or un-paid time that you've taken throughout the month/year

My Benefits



In **My Benefits**, all HACAP employees have access to the following options:

- Enrollment
- Benefit Plans

Enrollment: Enrollment is where you can enroll in HACAP benefits. You will have three different times during your employment where you can enroll in HACAP benefits:

- **New Employee Enrollment** – All new HACAP employees that are in a benefit eligible position have 30 days from their date of hire to enroll in HACAP benefits.
- **Open Enrollment** – All HACAP employees that are in a benefit eligible position are able to enroll in benefits during November of each year for the upcoming new year.
- **Life Change Event** – All HACAP employees that experience a life change event have 30 days from the date of the life change event to enroll in HACAP benefits.

New Employee Enrollment Instructions

New hires and newly eligible employees **must** complete the online enrollment, even if choosing to waive coverage in order to provide beneficiary information for your company-paid life insurance. Coverage, if elected, will become effective on the first day of the next month. **Enrollment must be completed within 30 days of your date of hire.**

In order to complete your new employee enrollment in UKG Ready, click on the top left hamburger menu and select:


My Info › My Benefits › Enrollment › New Employee Enrollment


My Benefits > Enrollment

← Enrollment

New employee enrollment

13 days left


 In progress (6 of 12)



 50%

Due: 08/21/2024

Welcome to your new job!

Let's make sure we get you covered. You have limited time to choose your benefits.



Continue  

Please try to complete your benefit enrollment within your first two weeks of employment. If your enrollment isn't submitted within 30 days, you will not be able to enroll in benefits again until our open enrollment period in November.

Open Enrollment Instructions


HACAP's annual open enrollment period is held in November of each year. All benefit eligible employees will have the chance to re-sign up for benefits for the upcoming year. During this time you can review your current benefits, make any plan changes, and update dependent and/or beneficiary information. Coverage, if elected, will become effective on the first day of the next year. **Enrollment must be completed within the required timeframe.** You can find this timeframe in your Employee Benefits Program booklet.

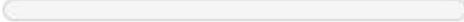
In order to complete your open enrollment in UKG Ready, click on the top left hamburger menu and select:

My Info › My Benefits › Enrollment › Open Enrollment

Open enrollment


11 days left

 Not started

 0%

Due: 11/22/2024

It's open enrollment time!
Start choosing benefits for the new plan year!



[Get started](#)

If your enrollment isn't submitted within the required timeframe, you will not be able to enroll in benefits again until our next open enrollment period in another year.

Life Change Event Instructions

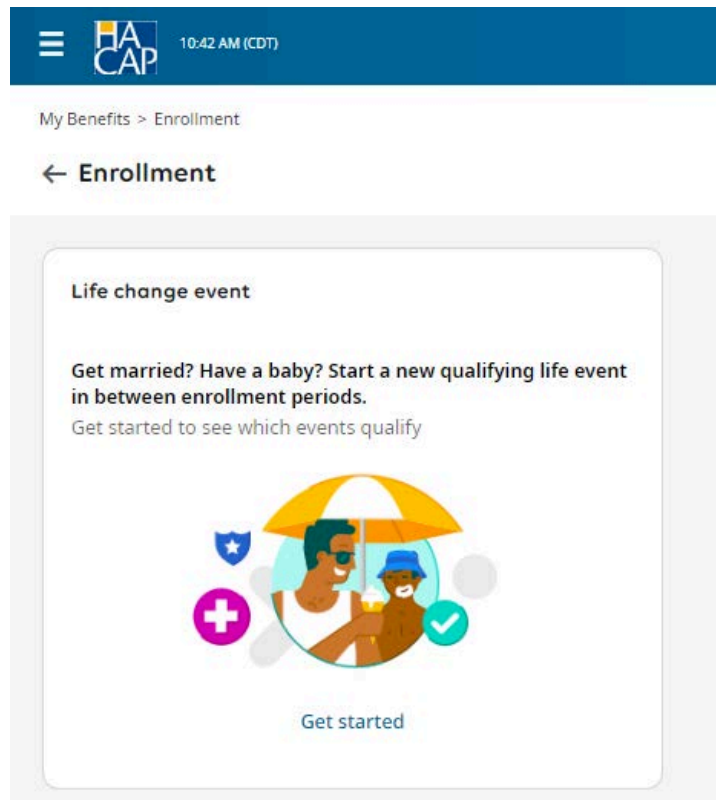
If you experience a life change event, you have the ability to log into UKG Ready and either add or drop dependents from your coverage. **You must update your elections within 30 days of your life change event** or you will not be able to make changes until the next annual open enrollment.

You will be deemed to have a life event status change if:

- Your marital status changes through marriage, the death of your spouse, divorce, legal separation, or annulment;
- Your number of dependents change through birth, adoption, placement for adoption, or death of dependent;
- You, your spouse or dependents terminate or begin employment;
- Your dependent is no longer eligible due to attainment of age;
- You, your spouse or dependents experience an increase or reduction in hours of employment;
- Gain or loss of eligibility under a plan offered by your employer or your spouse's employer;
- A change in residence for you, your spouse or your dependent resulting in a gain or loss of eligibility.

In order to complete your life change event in UKG Ready, click on the top left hamburger menu and select:

My Info > My Benefits > Enrollment > Life Change Event



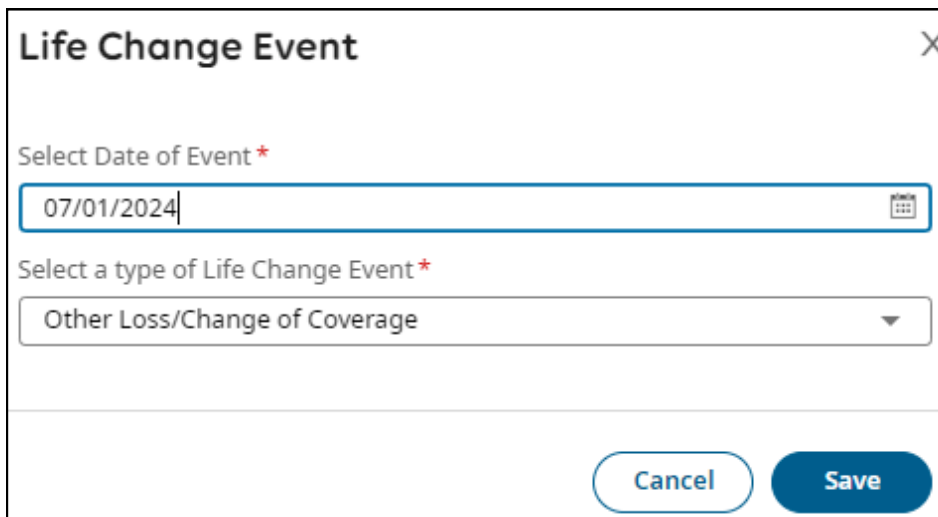
When adding or removing dependents, you are required to submit specific documentation along with your life change event. The change will be inactive until proper documentation is received and approved.

See below on the different types of documentation that you will need to provide.

Specific Life Change Event Instructions

Loss of Current Coverage:

If you had coverage elsewhere that you lost and now you need to join HACAP's insurance.



Life Change Event

Select Date of Event *

07/01/2024

Select a type of Life Change Event *

Other Loss/Change of Coverage

Cancel Save

Select **Get Started**, put in the **Date of Event** (this date needs to be the next date after the date that you lose coverage on).

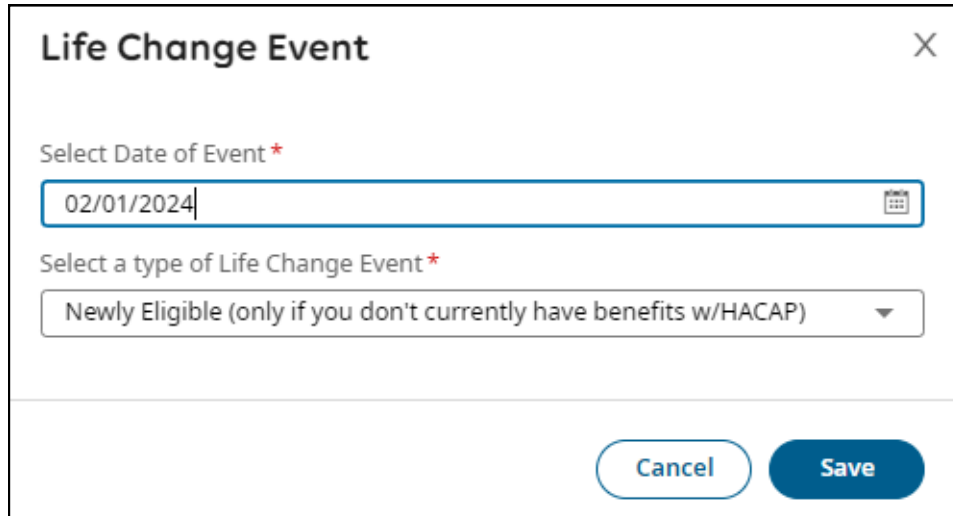
Example: If you are covered on your current insurance plan until June 30, 2024, please put the **Date of Event** as July 1, 2024.

For the **Type of Life Change Event** please select **Other Loss/Change of Coverage**. Once you submit this information, the system will walk you through the process.

NOTE: You **must** also add documentation that shows that you are losing your current coverage and it **must** include the last date that you will have coverage on. **We cannot accept your request to join HACAP's insurance unless you provide this.**

Newly Benefit Eligible:

If you were in a part-time position and now you are in a full-time position.



Life Change Event

Select Date of Event *

02/01/2024

Select a type of Life Change Event *

Newly Eligible (only if you don't currently have benefits w/HACAP)

Cancel Save

Select **Get Started**, put in the **Date of Event** (this date must be the first date that you became benefit eligible on).

For the **Type of Life Change Event** please select **Newly Eligible**. Once you submit this information, the system will walk you through the process.

If you are adding dependents to any of your benefits, all dependents must be selected for each plan chosen.

It's important that all benefit enrollments are submitted correctly in UKG Ready depending on the specific life change event.

If you have any questions that this guide did not answer, please contact Human Resources at hresources@hacap.org

Benefit Plans: Benefit Plans is HACAP's Employee Self Service for Benefits. Here you are able to view any **past, current** and **future** benefit plans that you have with HACAP. You can also see the benefits that you have previously waived.

My Benefits > Benefit Plans

← **Benefit Plans**

Welcome to the **Employee Self Service for Benefits** screen.

To get started, click on the *Start Open Enrollment*, *Start New Employee Enrollment* or *Life Change Event* button on the menu below.

Contact the HR Department if you have any questions regarding this process or your benefits.

Current All Benefits Groups

Total plans: 7

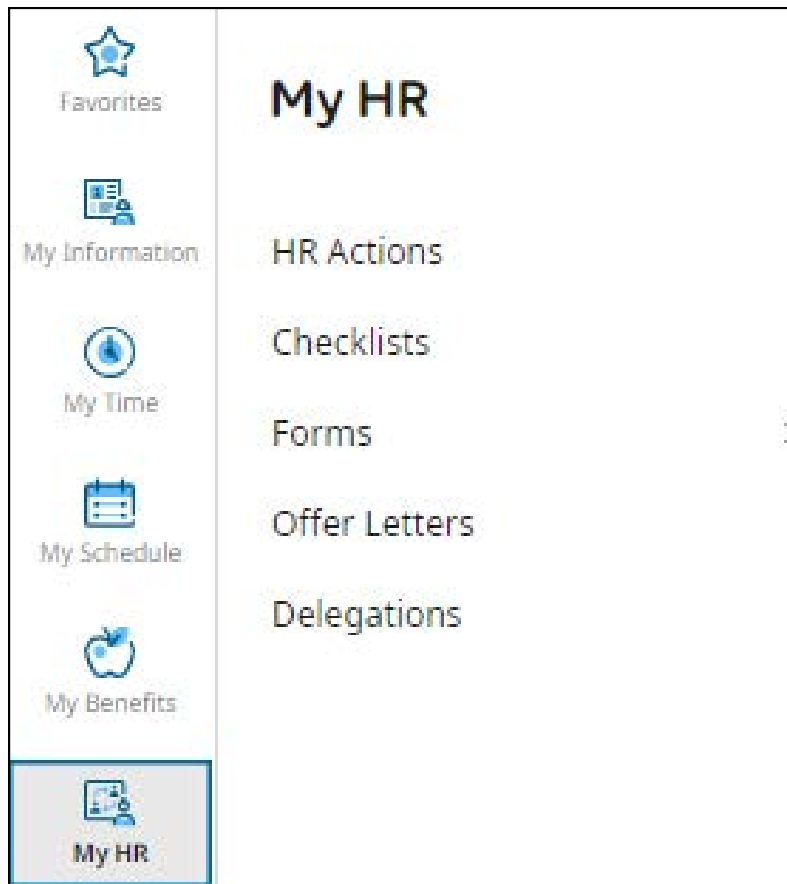
Basic Life	
Hartford Basic Life AD&D Tier 3 - all EEs	
Combined Life / AD&D	
Coverage Effective From 01/01/2025	Coverage Effective To 12/31/2025
Employee Contribution \$0.00	Taxable Income -
Employee Frequency pay period	Coverage Amount \$25,000.00
Company Contribution \$1.56	Company Frequency pay period
Deduction Effective From 01/01/2025	Deduction Effective To 12/31/2025

Details

In Benefit Plans, you can see the following information about each individual benefit plan:

- Coverage Effective From
- Coverage Effective To
- Employee Contribution
- Taxable Income
- Employee Frequency
- Coverage Amount
- Company Contribution
- Company Frequency
- Deduction Effective From
- Deduction Effective To

My HR



In **My HR**, all HACAP employees have access to the following options:

- HR Actions
- Checklists
- Forms
- Offer Letters

HR Actions: This is where all employees will go to in order to make any changes or updates to their personal information.

All HACAP employees have access to the following options in HR Actions:

- Update Personal Information
- Update Name Change / Marital Status
- Update Primary Care Provider
- Add/Change Direct Deposit Information
- Request PTO Payout

Request PTO Payout

Update: Direct Deposit

[Use this to add your direct deposit](#)
Here's what you need to do on this page

1. Tap "+ Add" in the middle of the page
2. Skip Name
3. Skip Description
4. Pick the date you want the direct deposit change to start, it has to be the day after you cancelled the current direct deposit
5. Skip Active To (leave at Dec 31, 2099)
6. Deposit Type needs to be "Direct Deposit"
7. Choose Bank Account Type
8. Choose Calculation Method

If you want your whole paycheck deposited into one bank account, choose "Entire/Remainder"

For all other calculation methods, you must enter more than 1 bank account and choose "Entire/Remainder" for the last bank account entered

9. Type your bank account number twice and your routing number
10. Tap the "Save" button

[Use this to change your direct deposit](#)
Here's what you need to do on this page

1. Tap the pencil icon next to the direct deposit you want to cancel
2. In "Active To", pick the date you want the direct deposit to end
3. Tap the "Save" Button

Then follow the steps above to add your new direct deposit account.

Update: Name Change / Marital Status

[Use this to change your Name and/or Marital Status](#)
Here's what you need to do on this page

1. Type in your Name Change.
2. Select your new Marital Status
3. You have the ability to upload a document that validates this change.
4. Tap the "Submit" Button

Please Note: This will require approval from Human Resources before the change can be made. You will need to provide Human Recourses with the following documentation prior this request being approved.

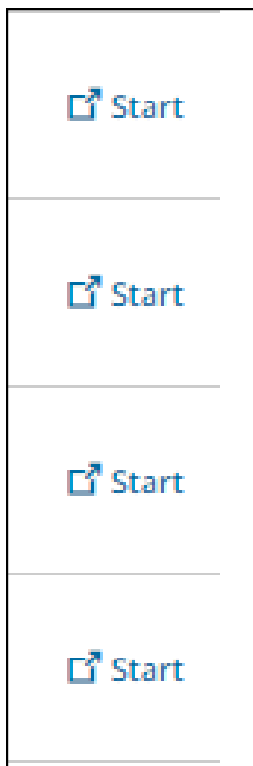
Social Security Card with new name.
Marriage Certificate / Divorce Decree

When uploading a document please select the Document Type: Name Change.
Please make sure to complete a new I-9 document

Update: Personal Information

Update: Primary Care Provider

Please fully read all of the instructions that are listed next to the HR Action that you are needing to complete.



In order start the HR Action, click on the blue **Start** button off to the right of the HR Action.

NOTE: Once you have completed any HR Action in UKG Ready, you **must** hit **Save** and then **Submit**. If you only hit Save and not Submit, your HR Action will **not** go through the system and HR will **not** be notified that you have an HR Action pending.

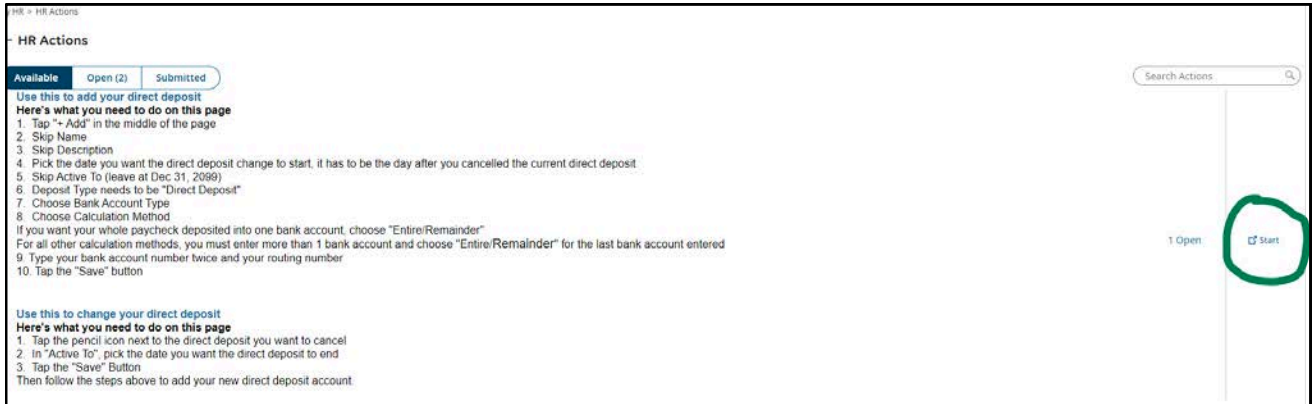


In order to make sure your HR Action was submitted correctly, you can go back into the HR Actions screen and look under **Open** and **Submitted**.

- **If your HR Action is under Open:** You did not fully submit the HR Action request. Please open it back up and hit **Submit** at the top right of the screen.
- **If your HR Action is under Submitted:** Your HR Action has been submitted successfully.

Add/Change Direct Deposit Information

Step One:



HR Actions

Available Open (2) Submitted

Use this to add your direct deposit

Here's what you need to do on this page

1. Tap "+ Add" in the middle of the page
2. Skip Name
3. Skip Description
4. Pick the date you want the direct deposit change to start, it has to be the day after you cancelled the current direct deposit
5. Skip Active To (leave at Dec 31, 2099)
6. Deposit Type needs to be "Direct Deposit"
7. Choose Bank Account Type
8. Choose Calculation Method

If you want your whole paycheck deposited into one bank account, choose "Entire/Remainder"

For all other calculation methods, you must enter more than 1 bank account and choose "Entire/Remainder" for the last bank account entered

9. Type your bank account number twice and your routing number
10. Tap the "Save" button

Use this to change your direct deposit

Here's what you need to do on this page

1. Tap the pencil icon next to the direct deposit you want to cancel
2. In "Active To", pick the date you want the direct deposit to end
3. Tap the "Save" Button

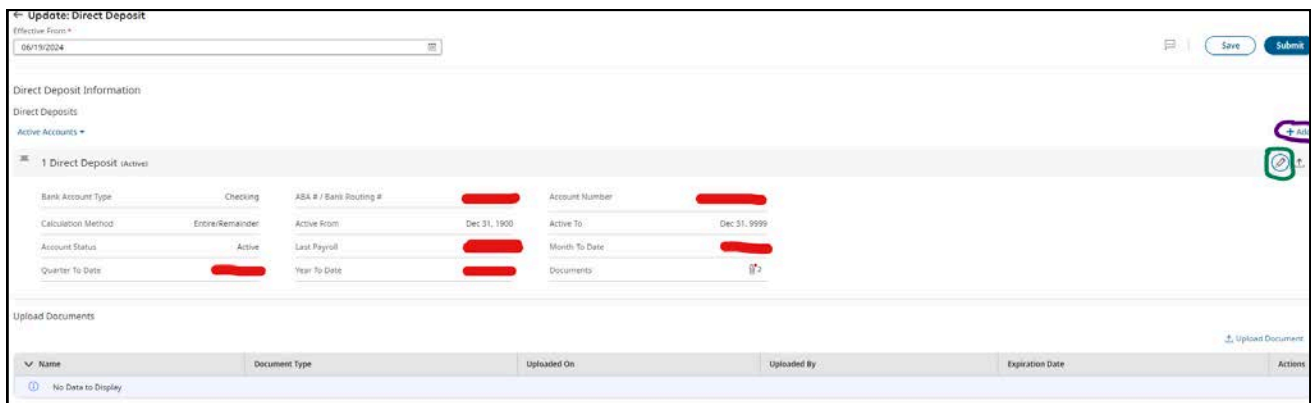
Then follow the steps above to add your new direct deposit account

1 Open **Start**

In order to add or change your direct deposit information in UKG Ready, click on the top left hamburger menu and select:

My Info > My HR > HR Actions > Available > Update: Direct Deposit > Start

Step Two:



Update: Direct Deposit

Effective From: 06/19/2024

Save Submit

Direct Deposit Information

Direct Deposits

Active Accounts

1 Direct Deposit (active)

Bank Account Type	Checking	ABA # / Bank Routing #		Account Number	
Calculation Method	Entire/Remainder	Active From	Dec 31, 1900	Active To	Dec 31, 9999
Account Status	Active	Last Payroll		Month To Date	
Quarter To Date		Year To Date		Documents	

Upload Documents

Upload Documents

Name	Document Type	Uploaded On	Uploaded By	Expiration Date	Actions
No Data to Display					

Option 1: If you are only wanting to add an additional bank account to your direct deposit information and also keep your current one on file, all you need to do is hit the purple circled **+Add** button off to the right.

Option 2: If you are needing to delete your current active direct deposit information, you must click on the green circled pencil icon and inactive your active one first.

Please change the **Active To** date to today's date. Once you hit save, it will inactivate that account and you can now click on the purple circled **+Add** button and enter your new direct deposit information into **UKG Ready**.

Step Three:

My HR - All Actions

← Update: Direct Deposit

Effective From #
06/19/2024

Save Submit

Direct Deposit Information

Direct Deposits

Active Accounts ▾

+ Add

1 Direct Deposit (active)

Bank Account Type: Checking ABA # / Bank Routing #: [redacted] Account Number: [redacted]

Calculation Method: Entire/Reminder Active From: Dec 31, 1900 Active To: Dec 31, 9999

Account Status: Active Last Payroll: [redacted] Month To Date: [redacted]

Quarter To Date: [redacted] Year To Date: [redacted] Documents: [redacted]

Upload Documents

Upload Documents

Name	Document Type	Uploaded On	Uploaded By	Expiration Date	Actions
No Data to Display					

Once you have added your new direct deposit information, you **must** upload either a copy of a voided check or a bank statement/letter that has your routing and account number on it. **You cannot make any changes to your direct deposit information unless you upload this documentation.**

You **must** upload the documentation at the bottom right of the page where it's circled in green. If you upload it where it's underlined in black, it will **NOT** work this way.

Step Four:

My Info > My Pay > Direct Deposits

← Update: Direct Deposit

Effective From *
06/19/2024

Direct Deposit Information

Direct Deposits

Active Accounts ▾

1 Direct Deposit (Active)

Bank Account Type	Checking	ABA # / Bank Routing #	[Redacted]	Account Number	[Redacted]
Calculation Method	Entire/Remainder	Active From	Dec 31, 1905	Active To	Dec 31, 9999
Account Status	Active	Last Payroll	[Redacted]	Month To Date	[Redacted]
Quarter To Date	[Redacted]	Year To Date	[Redacted]	Documents	2

Upload Documents

Name	Document Type	Uploaded On	Uploaded By	Expiration Date	Actions
No Data to Display					

Once you have added your direct deposit documentation, **YOU MUST HIT THE SUBMIT BUTTON** at the top right in order for it to process correctly. **If you only hit save and not submit, it will not go through.**

To make sure that your new direct deposit information processed correctly, you can go to:

My Info > My Pay > Direct Deposits

← Direct Deposits

Active Accounts ▾

Direct Deposit transactions will process in the order listed below.

1 Direct Deposit (Active)

Bank Account Type	Checking	ABA # / Bank Routing #	[Redacted]	Account Number	[Redacted]
Calculation Method	Flat \$ Amount	Active From	Jun 18, 2024	Active To	Dec 31, 2099
Amount	[Redacted]	Account Status	Active	Pre-Note Status	[Redacted]
Last Payroll	[Redacted]	Month To Date	[Redacted]	Quarter To Date	[Redacted]
Year To Date	[Redacted]				

Please allow the system a few minutes to make the updated changes to your direct deposit information.

If you have any questions regarding submitting your direct deposit information correctly, please contact ukg@hacap.org. All HACAP employees are required to submit their own direct deposit information through UKG Ready.

Checklists: Throughout your employment with HACAP, you may be assigned Checklists in UKG Ready that will need to be completed.

Some of these checklists can include...

- Completing your New Hire Paperwork
- Submitting your Benefit Enrollment
- Completing Questionnaires

If Human Resources ever assigns a checklist to you that needs to be completed, you will receive an email **and** a notification through UKG Ready letting you know this.

Forms: If an employee ever needs to view or update any employment forms with HACAP, they can do so here.

- **Government Forms** – Government Forms will allow you to view your **1095-C, I9, W2** and **Withholding (W-4)** Forms.

All HACAP employees have the option to make changes to any of their employment forms at any time through UKG Ready.

Please follow the full instructions listed for updating specific forms, or else the form may not be submitted correctly.

Updating your I9 Form

Step One:

The screenshot shows the UKG Ready interface for managing I-9 forms. At the top, there's a breadcrumb trail: "My Info > My HR > Forms > Government Forms > I9s". Below this, there's a table with columns: Status, Work Authorization, Expiration Date, and Created. A red circle highlights the "Add New" button in the top right corner.

In order to make any changes to your I9 form in UKG Ready, click on the top left hamburger menu and select:

My Info > My HR > Forms > Government Forms > I9s > Add New

Step Two:

The screenshot shows the USCIS Form I-9, Employment Eligibility Verification. The form is divided into several sections. Section 1, Employee Information and Attestation, includes fields for Last Name, First Name, Middle Initial, Other Last Names Used, Address, Apt. Number, City or Town, State, ZIP Code, Date of Birth, U.S. Social Security Number, Employee's Email Address, and Employee's Telephone Number. Section 2, Employer Review and Verification, includes fields for Document Title, Issuing Authority, Document Number, and Expiration Date for three documents. The form also includes a certification statement and a signature line for the employer or authorized representative.

Employees **must** fill out all of the required fields on the form:

- Last Name
- First Name
- Middle Initial (if any)
- Other Last Names Used (if any)
- Address
- Apt. Number (if any)
- City or Town
- State
- ZIP Code
- Date of Birth
- U.S. Social Security Number
- Employee's Email Address
- Employee's Telephone Number
- Citizenship or Immigration Status

Step Three:

USCIS Form I-9
OMB No. 1615-0047
Expires 07/31/2026

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [USCIS Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Notice. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) (1) First Name (Given Name) (1) Middle Initial (if any) (1) Other Last Names Used (if any) (1)

Address (Street Number and Name) (1) Apt. Number (if any) (1) City or Town (1) State (1) ZIP Code (1)

Date of Birth (mm/dd/yyyy) (1) U.S. Social Security Number (1) Employee's Email Address (1) Employee's Telephone Number (1)

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions):

☒ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See Instructions, 1.)

☐ 3. A lawful permanent resident (Enter USCIS or A-Number.) N/A

☐ 4. A noncitizen (other than item numbers 2 and 3, above) authorized to work until exp. date, if any, (mm) (dd) (yy)

If you check item Number 4, enter one of the following:

USCIS A-Number (1) Form I-94 Submission Number (1) Foreign Passport Number and Country of Issuance (1)

N/A N/A N/A

Signature of Employee (1) Today's Date (mm/dd/yyyy) (1)

If a new employer and/or employee assist you in completion Section 1, that person MUST complete the Employer and/or Employee Certification on Page 3.

View Instructions Download PDF **Submit**

Once you have the required fields filled out, select **Submit** at the top right of the screen.

Step Four:

Submit

Please type your full name to confirm: [Redacted]

By clicking 'I agree', I am confirming that I have read the attestation below and am also agreeing to electronically sign the form I-9.

Full Employee Name *

☐ I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. *

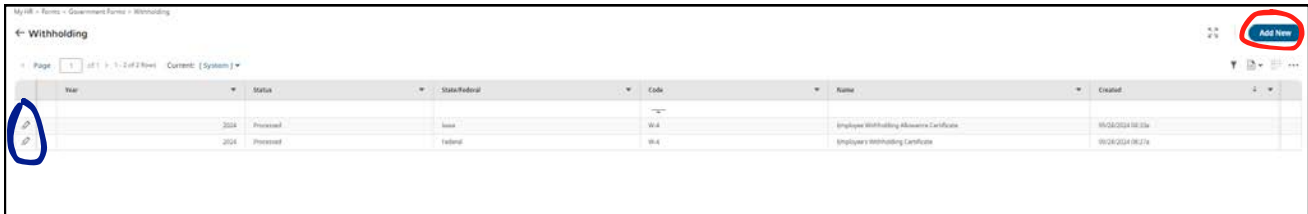
Cancel I Agree

You will then be prompted to **electronically sign** the form I-9 and select **I Agree**.

Once you have completed these steps, the I-9 Form has successfully been submitted.

Updating your Withholding Forms

Step One:



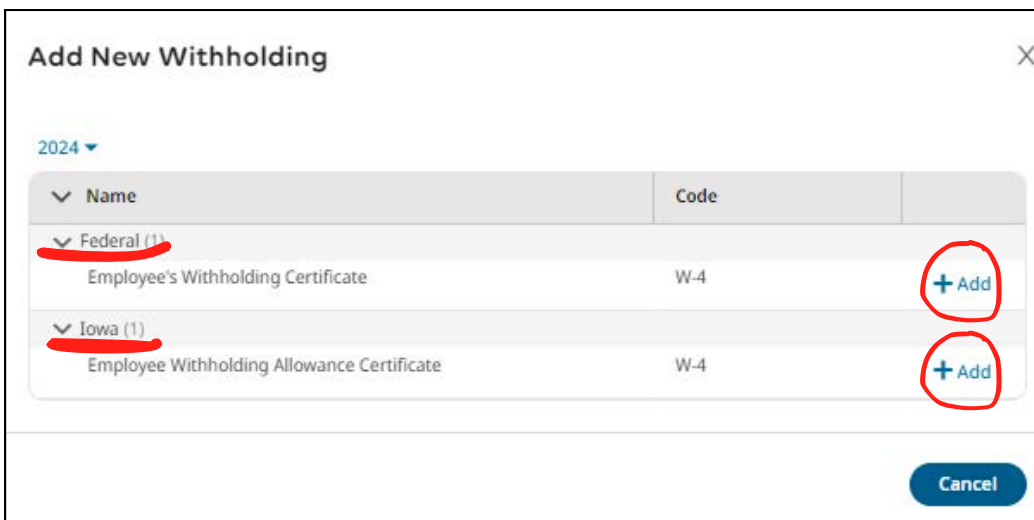
In order to make any changes to your W4 forms in UKG Ready, click on the top left hamburger menu and select:

My Info > My HR > Forms > Government Forms > Withholding

This screen will show you the current withholding that you have on file for your Federal and State forms. In order to see this information more in depth, you can click on the pencil icon off to the left by the form that you want to view.

If you are wanting to make changes to either your Federal or State form, please click on **Add New** at the top right of the screen.

Step Two:



Select **+Add** by the form that you would like to make changes to

Step Three:

A screenshot of a web application showing a W-4 form. The title bar at the top reads "W-4 (Federal Employee's Withholding Certificate)". Below the title bar, there is a "Status: New" indicator. The main content area is titled "Instructions" and contains text from the Department of the Treasury Internal Revenue Service, including "Form W-4 (OMB No. 1545-0047) 2024" and a link to "Download instructions (PDF)". At the bottom right of the form, there are two buttons: "Save" and "Review", which are circled in red.

Once you have made the changes to your form, you **must** select:

Save › Review › Sign & Submit

If you only hit save and not submit, it will not go through.

If you do not follow all of these steps in order, Human Resources will **not** be notified that there are pending W-4 form changes in the system.

Once you make changes to any of your withholding forms, please check your next paystub to verify that the correct amount of taxes is being taken out of your paycheck.

If you have any questions regarding your withholding forms, please contact Human Resources at hresources@hacap.org

W2 Enrollment in Electronic Consent

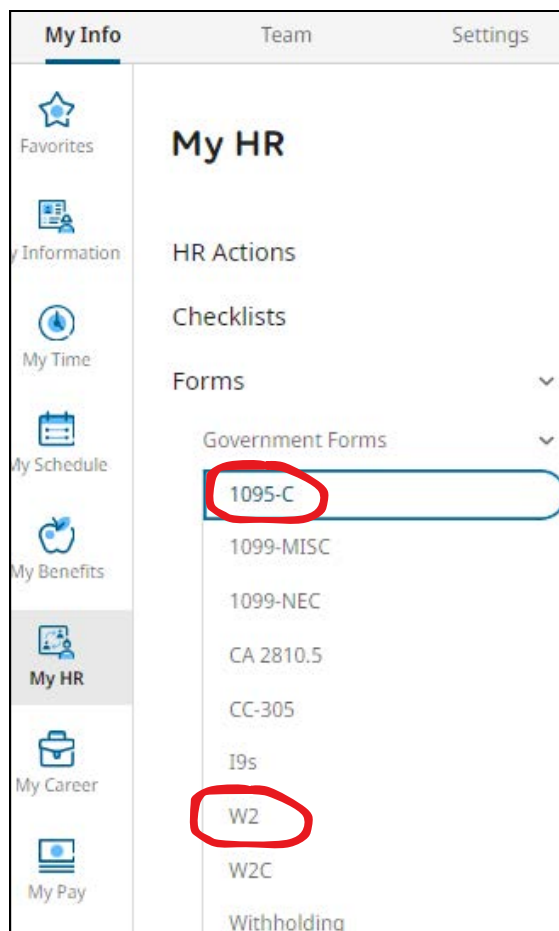
Why Electronic Consent?

Electronic consent allows you to easily and quickly access your forms for filing. It also provides added security, as your social security number and address are not traveling through the mail system on a paper form.

How to Activate Electronic Consent:

To give your consent to receive the form electronic only and not have a paper form mailed, click on the top left hamburger menu and select:

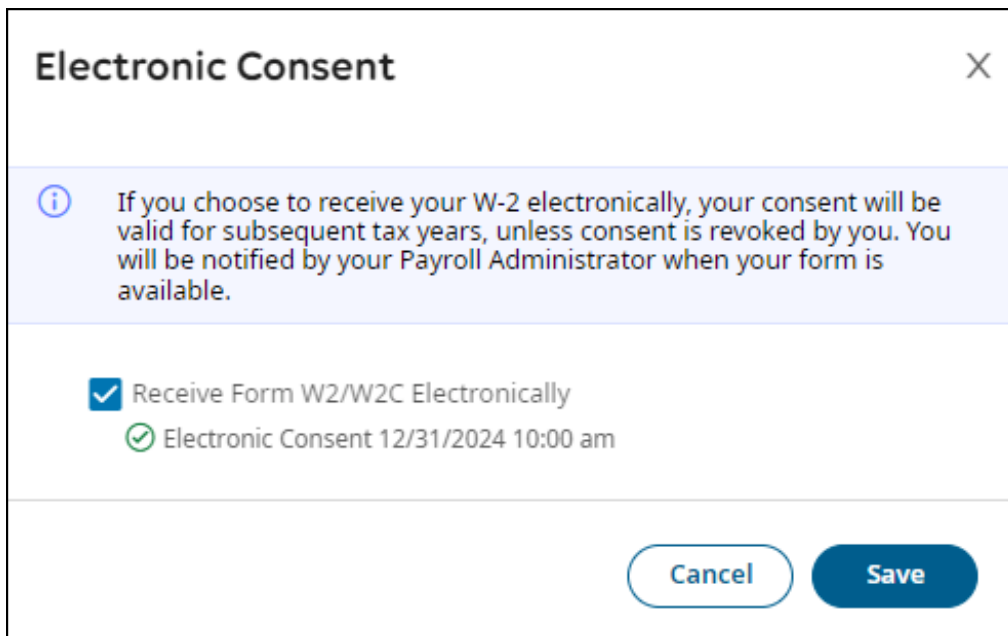
My Info > My HR > Forms > Government Forms



Select the form that you would like to receive electronically through UKG Ready (1095-C or W2).

Electronic Consent

At the top right of the screen, there will be a button that says **Electronic Consent**.

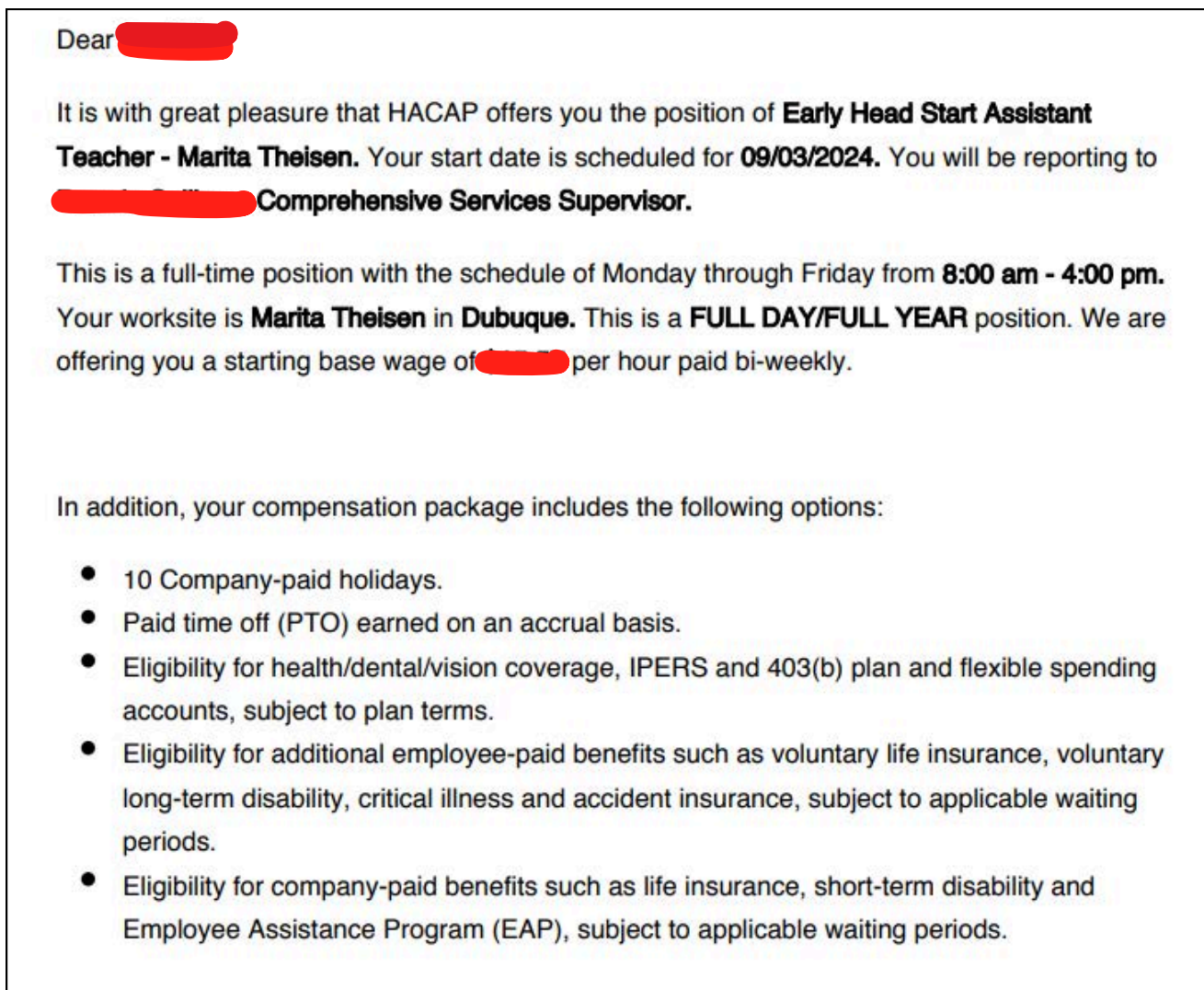
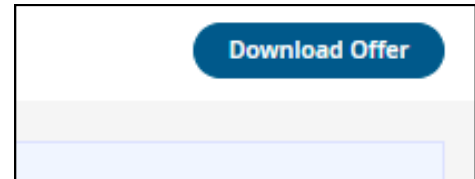
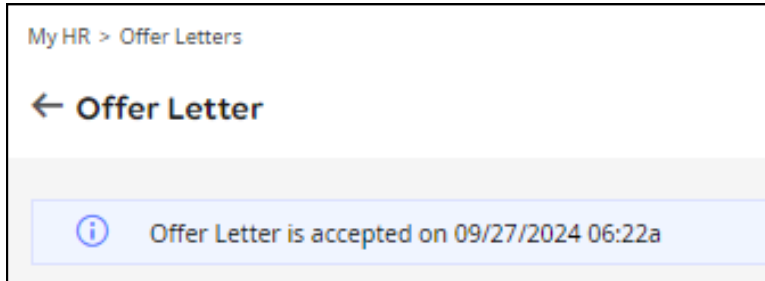


The screenshot shows a pop-up window titled "Electronic Consent" with a close button (X) in the top right corner. Inside the window, there is an information icon (i) followed by a text block: "If you choose to receive your W-2 electronically, your consent will be valid for subsequent tax years, unless consent is revoked by you. You will be notified by your Payroll Administrator when your form is available." Below this, there is a checked checkbox labeled "Receive Form W2/W2C Electronically" and a green checkmark icon followed by the text "Electronic Consent 12/31/2024 10:00 am". At the bottom right of the window, there are two buttons: "Cancel" and "Save".

Once you select **Electronic Consent**, a pop up window will appear. Check the box that says **Receive Form Electronically** and then hit **Save**.

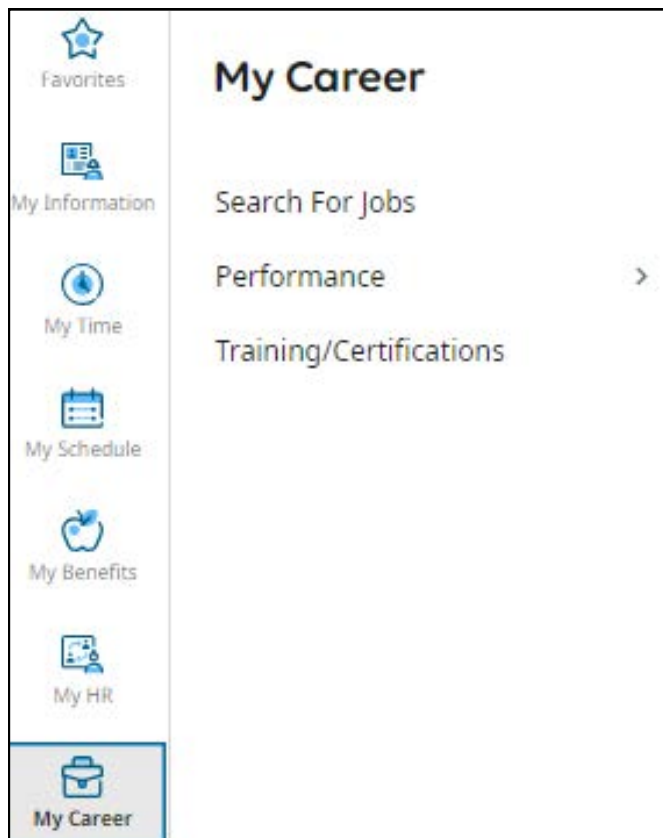
Once you enroll in receiving these forms electronically, you will receive a notification through UKG Ready once your form is ready to view. You can then download/save these forms at any time!

Offer Letters: Offer Letters will let employees view all of the offer letters that you have ever received during your employment with HACAP (when hired through UKG Ready).



You can download a copy of any of your offer letters at any time!

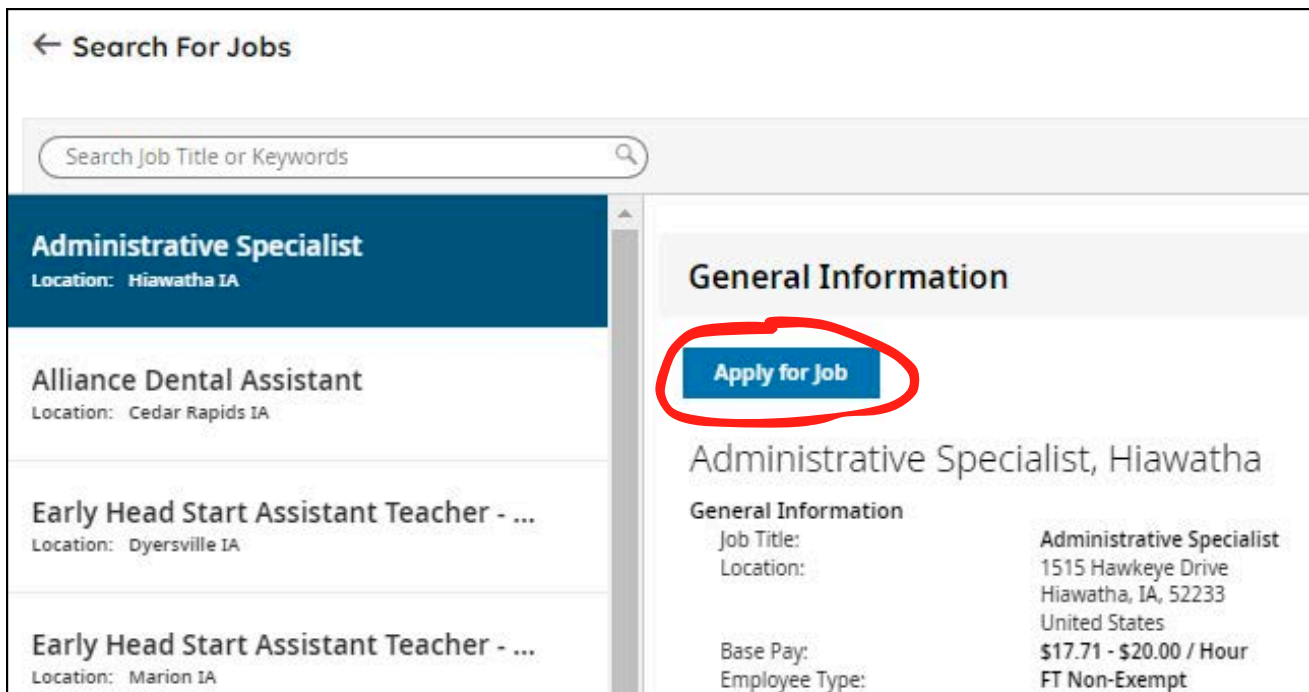
My Career



In **My Career**, all HACAP employees have access to the following options:

- Search for Jobs
- Performance
- Training/Certifications

Search for Jobs: Welcome to our very own HACAP Internal Job Board! Here you can see all of the jobs that HACAP is currently hiring for.



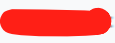


If you see a position that interests you and you are wanting to apply for it, you can easily click on the **blue Apply for Job** button and this will allow you to apply for the position internally!

NOTE: If you are a bargaining unit employee, you can also put in a transfer request by emailing Human Resources at hresources@hacap.org

Performance: All new and rehired employees, or currently employed persons transferring into a position requiring a different classification description, must serve the first 180 calendar days of that position on a probationary basis. During the probationary period, the employee will be evaluated by the supervisor at **30, 90** and **180** days.

All Performance Reviews will be completed in UKG Ready going forward. In order to view your **upcoming** and **past** performance reviews done through UKG Ready, you can find these under:

My Info > My Career > Performance > Performance Reviews

	Name	Status
	 First Probationary (2024/10/09)	Finalized
	 First 90 Day Probationary Review (2024/12/08)	Scheduled
	 First 180 Day Probationary Review (2025/03/08)	Scheduled

This page will show you the scheduled performance reviews that you have along with the status of them being completed.

If you have a review that has been finalized and you are wanting to download a copy of it, you can do this at any time. Just click on the magnifying glass off to the left by the review that you would like to download.

NOTE: The Performance Review **must** be finalized first in order to be able to download a copy of it.

You can find more in depth instructions on how to complete Performance Reviews in UKG Ready on our Core Docs page.

If you have any questions regarding Performance Reviews in UKG Ready, please contact Human Resources at hresources@hacap.org

Training/Certifications: Any trainings or certifications that you receive or submit during your employment with HACAP will be stored in UKG Ready. You can view this information under:

My Info > My Career > Training/Certifications

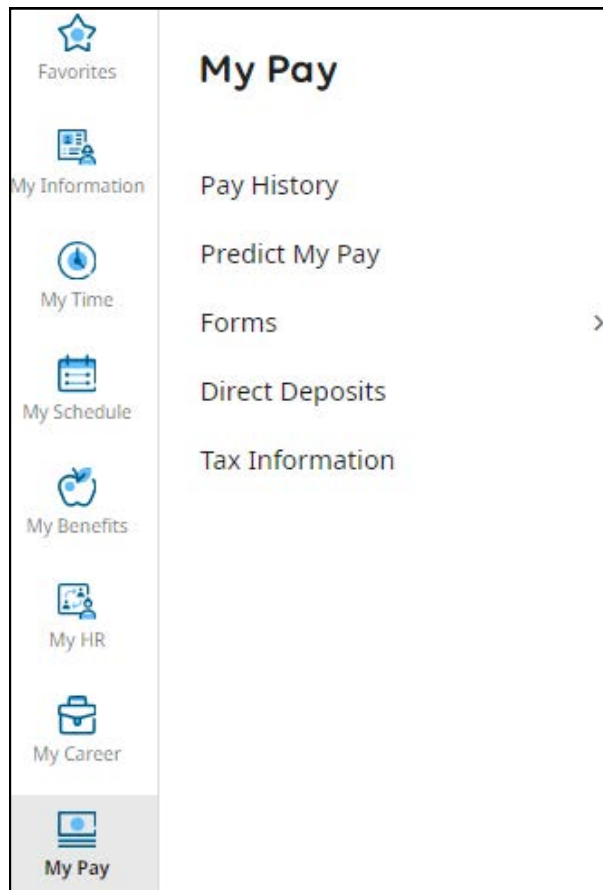


NOTE: The Human Resources Department is currently in the process of transitioning all of our employee documents to be available to all employees electronically through UKG Ready. This is a new process for us as all documents have always been stored as paper copies.

If you are looking for a specific piece of documentation for yourself that isn't uploaded into your UKG Ready account, it means that we have the paper copy of it and we just haven't been able to upload it electronically yet.

Please reach out to the Human Resources Department if you need a piece of documentation that hasn't been uploaded into your UKG Ready account yet.

My Pay



In **My Pay**, all HACAP employees have access to the following options:

- Pay History
- Predict My Pay
- Forms
- Direct Deposits
- Tax Information

Pay History: Pay History is where you can view various types of options such as:

- **Recent Pay History** – Recent will show you your three most recent pay statements.

- **Historical Pay History** – Historical will show you all of your older pay statements. When you select a Pay Statement, it will show you the Pay Period, Pay Date, Earnings, Deductions, Company Paid Benefits, Tax Allowance Settings, etc.

Predict My Pay: Predict My Pay is a paycheck simulator in UKG Ready that helps employees understand how changes to their pay or hours will affect their paychecks. It's based on the user's most recent paycheck, and you can adjust the pay, withholdings, and hours to see how it will affect your final pay.

Forms: Forms allows employees to download copies their W2 forms and allows you to make changes to your Withholding forms at any time.

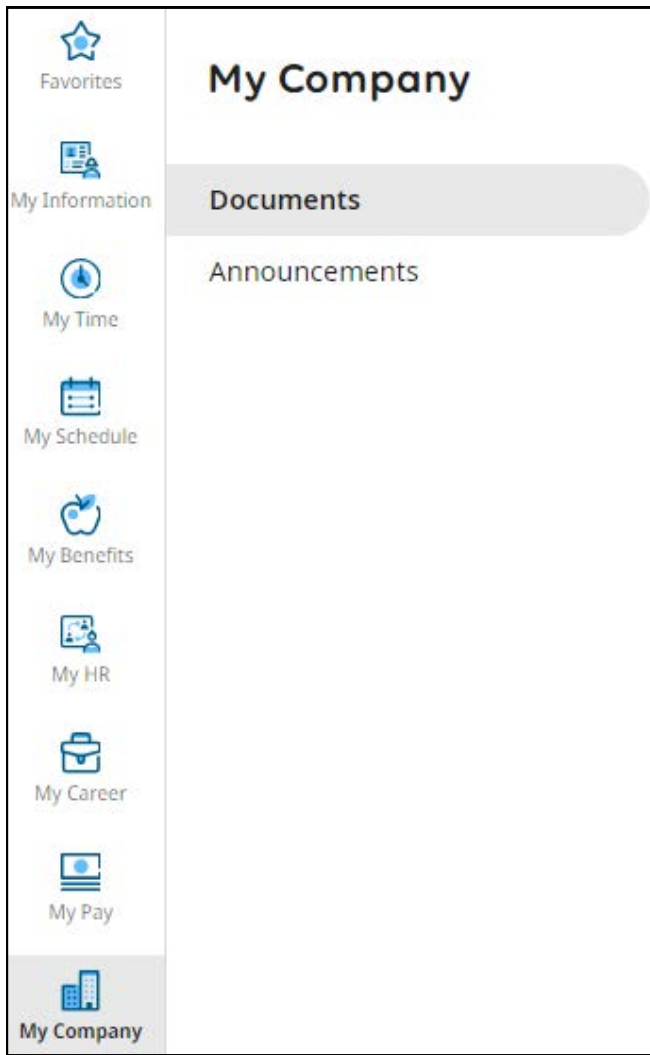
Direct Deposits: Direct Deposits will show you the current direct deposit information that HACAP has on file for you.

Tax Information: Tax Information will show you how HACAP is processing your taxes (due to what the employee filled out on their withholding forms).

If you ever have any payroll related questions, please always send those questions to tsheethelp@hacap.org

If you ever have any Withholding/Tax related questions, please always send those questions to hresources@hacap.org

My Company























In **My Company**, all HACAP employees have access to the following options:

- Documents
- Announcements

Documents: HACAP employee documents and company-wide documents will be stored in UKG Ready.

Some of these company-wide documents include:

- Employee Birthday/Work Anniversary Calendars
- HACAP's Company Policies Relating to Payroll
- HACAP's Retirement Plan Enrollment Information
- HACAP's Head Start Health Assessment Form
- United Way Donation Forms

		IPERS_beneficiary_form.pdf
		IPERS_Opt_Out.pdf
		UKG_NewHire_Packet.pdf
		- _Child_Care_Provider_Physical_Examination_Report_Rev_012023.pdf
		Principal_403B_Enrollment_instructions.pdf
Category		
		October Birthdays
		October Work Anniversaries
		September Birthday Calendar
		September Work Anniversaries Calendar
		August Birthdays
		August Work Anniversaries
		July Birthdays
		July Anniversaries
		June Employee Birthdays
		June Employee Anniversaries
		Designation Notice FMLA
		FMLA Notice of Rights and Responsibilities
		FMLA - Employee
		Jury Duty Policy #303
		Bereavement Policy #302


All HACAP employees have the option to download any company-wide documents in UKG Ready at any time!

If you ever think of any company-wide documents that you think would be beneficial for all HACAP employees to have access to, please send your ideas to **hresources@hacap.org**


Announcements: Announcements is where you can view any company-wide announcements that are currently posted live in UKG Ready by HACAP's administrative team.

Announcements		
Page:	1 of 1	Current: [System]
	Headline	Body
	Join Us in Making a Difference: United Way Campaign	Chance to win additional PTO and Gift Cards! Read Below! HACAP annually participates in the United Way Company Campaign, and we need your support! This is a wonderful opportunity for us to give back to our communities and help those in need. We believe in the mission of United Way and the positive impact it has on individuals and families throughout our service areas. By contributing, we can support essential programs and initiatives that make a real difference in people's lives. Attached to this announcement, you'll find fillable pledge forms broken out by county. We encourage everyone to consider a donation, no matter the size. Every contribution counts. Important: Please return your completed forms to Chris Ackman at cackman@hacap.org by November 1st. As a token of appreciation for your generosity, all submitted forms will be entered into a drawing for additional PTO AND gift cards! Thank you for your commitment to making a difference. Together, we can create a brighter future for those we serve.

1 of 1



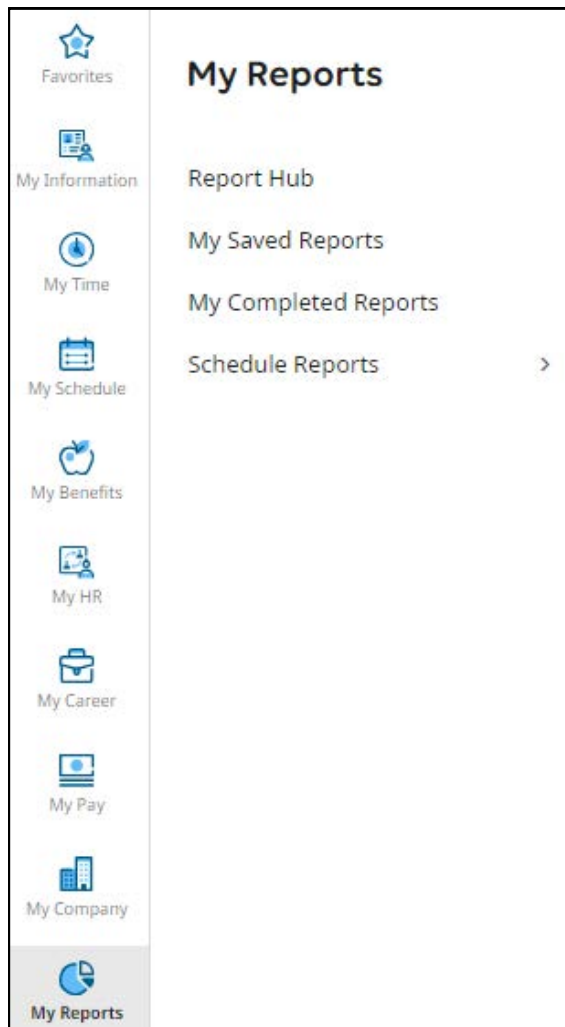
Christopher Ackman
Active 10/23/2024 to 11/02/2024



Chance to win additional PTO and Gift Cards! Read Below!
HACAP annually participates in the United Way Company Campaign, and we need your support! This is a wonderful opportunity for us to give back to our communities and help those in need. We believe in the mission of United Way and the positive impact it has on individuals and families throughout our service areas. By contributing, we can support essential programs and initiatives that make a real difference in people's lives.

Any live announcements in UKG Ready will always be a pop up when you first log in, and they will also be located on your home screen as well!

My Reports

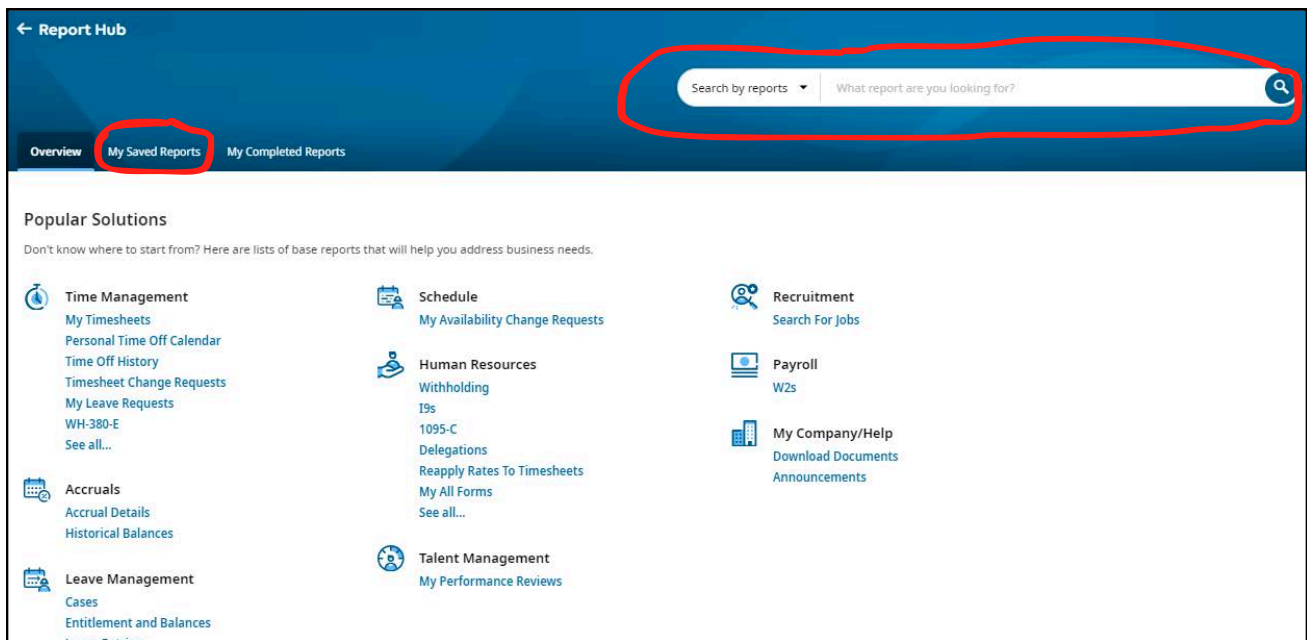


In **Report Hub**, all HACAP employees have access to the following options:

- Report Hub
- My Saved Reports

Report Hub: Report Hub is mainly used by Managers or Admin's at HACAP, but all employees are also able to use it in order to view various types of their own personal information as well.

NOTE: Report Hub is another way for employees to access/view different types of their own personal information. Stated earlier in this guide, there are multiple ways to view the same types of information in UKG Ready. Everything that is in Report Hub you can also find in different ways through UKG Ready, and those ways have also already been listed throughout this guide.

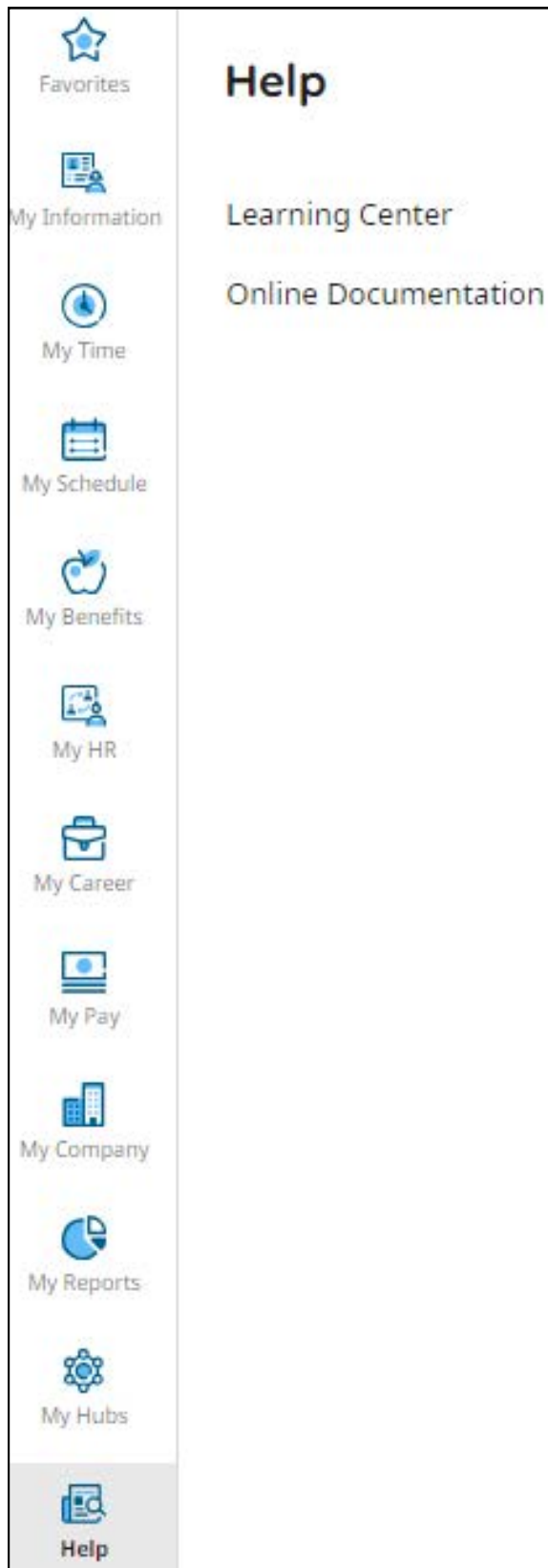


My Saved Reports: If you come across a certain report in Report Hub that you are wanting to save, you can save them under My Saved Reports. There's also a search option as well if you are looking to find a specific type of report.

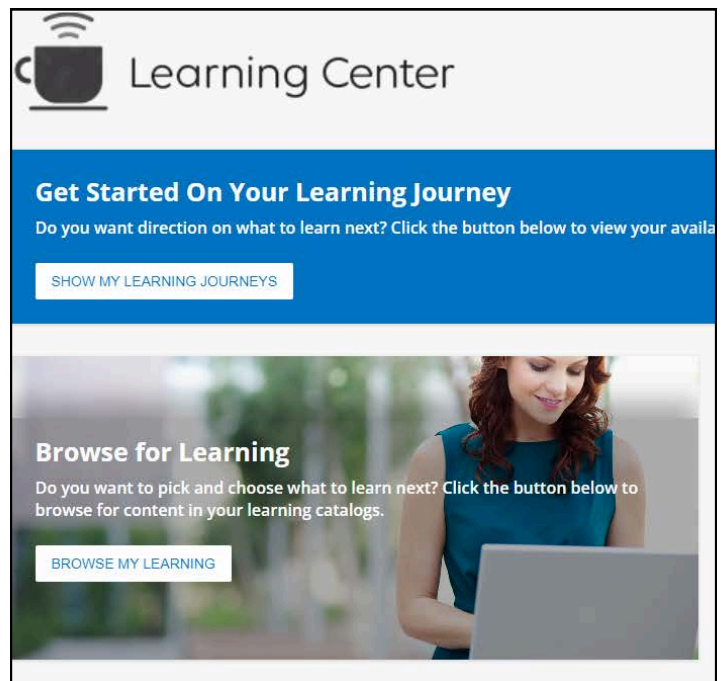
Managers: Keep a lookout in the future for additional trainings from Human Resources on how you can all utilize the Report Hub in UKG Ready.

It can be a great tool that will track all different types of employee data.

Help



Help: All HACAP employees have a UKG Ready resource available to them if you would like to have extra training regarding UKG Ready and how to utilize the system.



In the Learning Center, you are able to enroll in courses that will help you learn how to navigate the system and how to get the most benefit from using UKG Ready as a HACAP employee!