



UNIVERSITY OF
CENTRAL
MISSOURI®

UKG Ready (Kronos)
Supervisor/Approver Guide

Ensuring the accuracy of your employees' time reporting is a key responsibility of being a supervisor.

This guide will walk you through the process of approving time entries for both hourly and exempt employees, as well as approving and editing timesheets as needed.

All UCM employees must submit Time Off Requests to their supervisors for all time off. The supervisor then approves or rejects the time off requests.

The UKG Ready Mobile application

If an employee needs access to the UKG Mobile App for clocking purposes because they are working off-campus, the supervisor will need to contact their HR partner to obtain additional information on the "Exception" request process for using the UKG Ready Mobile Application.

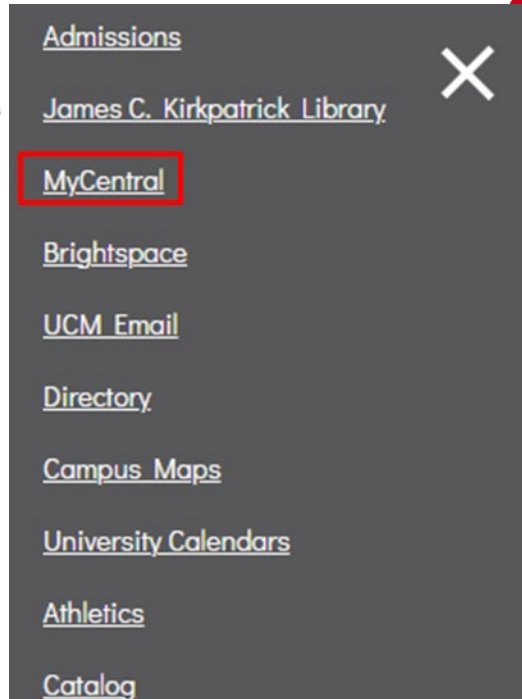
The UKG Ready mobile app is unavailable to UCM employees unless they have an exception request.

UKG Ready can be accessed via a desktop/laptop browser

- Open a browser, and in the URL area, type “ucmo.edu”
- Next, you will need to navigate to MyCentral.
- At the top right of the UCM home page, you will see these 4 icons, select “Campus Links”:



- Next, you will see the following:
- Select “My Central”



Next you may see the Single Sign on page.

Sign in with your network login and password:

The image shows the University of Central Missouri Single Sign On page. At the top is the university's logo, which includes a shield with a building and the year '1871', followed by the text 'UNIVERSITY OF CENTRAL MISSOURI'. Below the logo are two input fields: 'Username' and a password field represented by a series of dots. To the right of the password field is a link: 'Forgot Username or Password?'. Below these fields is a checkbox labeled 'Remember me on this computer' which is checked. A prominent red button labeled 'Sign In' is positioned below the checkbox. At the bottom of the form, there is a line of text: 'For assistance, contact the Technology Support Center.' and another line: 'By continuing, you understand and acknowledge UCM's Acceptable Use Policy.'

- Now that you are in MyCentral, on the Employee Resource card, select:
UKG Ready
(TimeReporting)



Once in the system, your default view should look similar to the one below:

The screenshot displays the user interface of the University of Central Missouri system. At the top, a dark red header bar contains the university's name, the current time (02:55 PM Central), a search bar, and user profile icons. Below the header, a welcome message 'Welcome back, A' is shown next to a user card labeled 'AC' and a 'Today's Tasks (3)' button. The main content area features a navigation bar with 'Team', 'Home', and a settings icon. Below this, four large icons represent 'My Team Timek...', 'Reports', 'My Information', and 'My Time'. The dashboard is divided into three main sections: 'Links' on the left with a list of 'My HR', 'Delegations', and 'My Reports'; 'My mailbox' in the center, which includes a 'My To Do Items' section showing '1 of 1' item and a 'Select all (0/0)' option; and 'My saved reports' on the right, featuring a table with columns 'Saved As Name' and 'Description'.

UNIVERSITY OF
CENTRAL MISSOURI 02:55 PM (Central)

Search

AC

AC

Welcome back, A

Today's Tasks (3)

Team Home | Settings

My Team Timek... Reports My Information My Time

Links

My HR
Delegations
My Reports

My mailbox ↗

My To Do Items 0

1 of 1 0 Rows

Select all (0/0) Saved: [System]

My saved reports ↗

Default 2

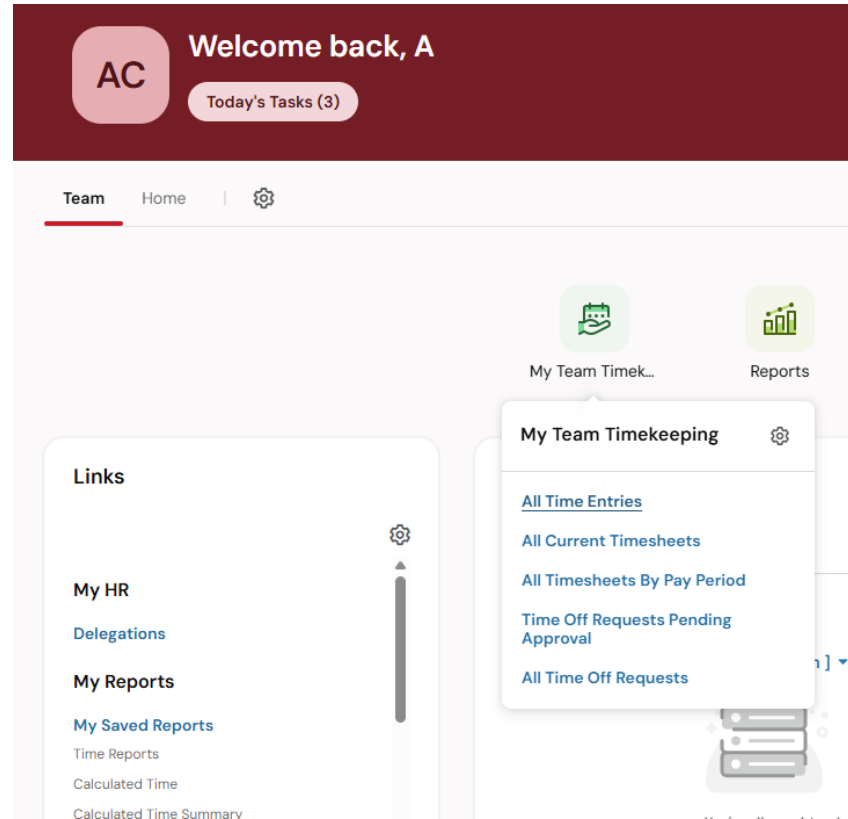
Others' Settings Columns (1)

Saved As Name	Description
---------------	-------------

First, let's go over the steps to approve the time entries for your hourly employees (if you have hourly employees).

Hover over the "My Team Timekeeping" icon, and you will see the options to the right.

Select "All Time Entries"



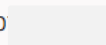
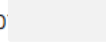
You will now see the “All Time Entries” screen. Here you will see the time entries for your hourly employees. In this example, the supervisor only has one hourly employee. You can see the date of the time entry, and the Status is “New” because they haven’t been reviewed yet.

 UNIVERSITY OF
CENTRAL MISSOURI 03:11 PM (Central)

Time > Timesheets

← All Time Entries

Current view ▾ |  2 Timesheet Dates: Today Show My Timesheets Only ⊗

☐	Employee Id ▾	First Name ▾	Last Name ↑ ▾	Date ▾	Status ▾	Location Full Path
☐	 700 	C	P	11/07/2025	New	Warrensburg
☐	 700 	C	P	11/07/2025	New	Warrensburg



Because both of the time entries are from the same day, you can review them both on the employee's timesheet before approving. Select the boxes on the far left. Then, click on the icon immediately to the right, which resembles a piece of paper and a clock. This will take you to the employee's timesheet.

← All Time Entries

Current view ▾

2

Timesheet Dates: Today

Show My Timesheets Only ⓧ

☑	Employee Id ▾	First Name ▾	Last Name ↑ ▾	Date ▾	Status ▾	Location Full Path
☑	700	C	P	11/07/2025	New	Warrensburg
☑	700	C	P	11/07/2025	New	Warrensburg

A few things to note when viewing the employee's timesheet: you can see the entire time period, the days and times that the employee worked, and you can also see the time period and the “Worked Hours” for the week. For this example, we are reviewing Friday, the 7th. We see his clocked times, and the calculated hours for the day are 8.00 hours, so this is correct.

Time > Timesheets

← Timesheet Edit

ⓘ

📎

Save

Submit

CP C

ⓘ

👤

📅

November 01, 2025 - November 15, 2025

Open 🗂

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

More Tabs (1) ▾

40.00 hrs

0.00 hrs

0.00 hrs

Worked Hours

Time Off Hours

Overtime Hours

✓ FRI Nov 7	...	05:53 am 🔍	10:30 am 🔍	4.62	4.50	FRI Nov 7 ▾	▾	Warrensburg ⓧ 🔍	600385/999001-Custo ⓧ 🔍
	...	10:58 am 🔍	02:30 pm 🔍	3.53	3.50	FRI Nov 7 ▾	▾	Warrensburg ⓧ 🔍	600385/999001-Custo ⓧ 🔍
	🗑	From am 🔍	To am 🔍	0.00	0.00	FRI Nov 7 ▾	▾	Warrensburg ⓧ 🔍	600385/999001-Custo ⓧ 🔍
	+			8.15 hrs	8.00 hrs				



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Now the screen looks the same, but the status has changed from “New” to “Approved”

← All Time Entries

Approved 2 time entries.

Current view ▾

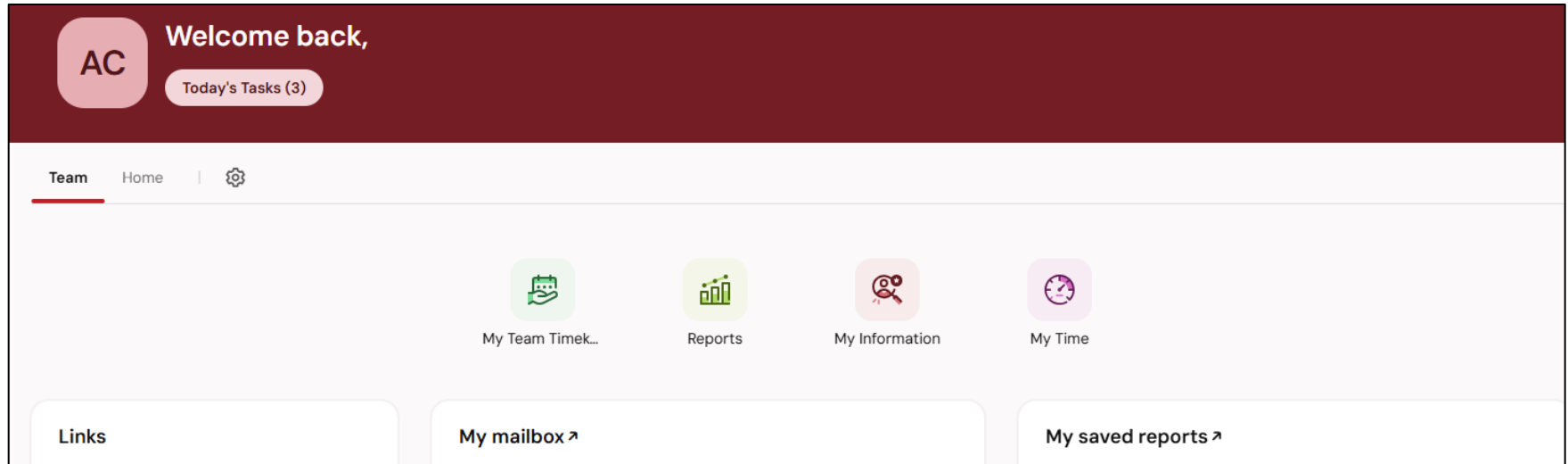
2

Timesheet Dates: Today

Show My Timesheets Only ⊗

☐	Employee Id ▾	First Name ▾	Last Name ↑ ▾	Date ▾	Status ▾	Location Full Path ▾
☐	700	C	P	11/07/2025	Approved	Warrensburg
☐	700	C	P	11/07/2025	Approved	Warrensburg
Page Total						

Select the back arrow in the upper left to exit the time entries screen and return to the “Main Page”:



Time-off Requests – All employees must submit a time-off request for any time off.

While the steps are the same to approve Time-Off, there are differences at the end of the pay period between exempt and nonexempt employees' timesheets.

Exempt – If all Time Off Requests have been submitted and approved during the pay period, or if no time was taken, **no action is required** from the supervisor. The system will automatically submit the timesheet the day after the pay period ends.

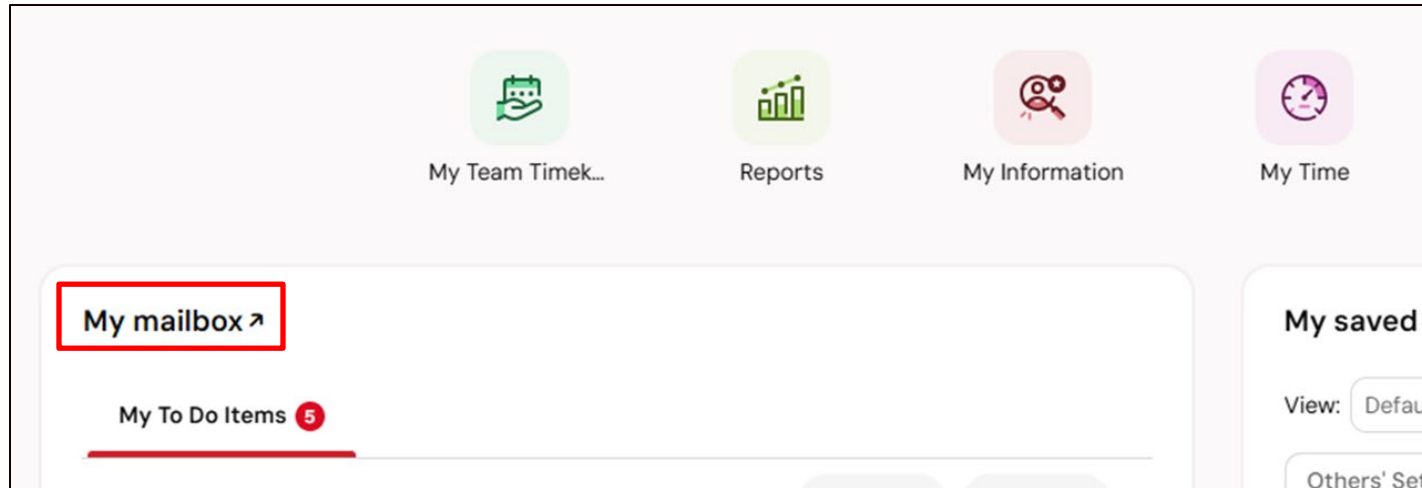
Non-Exempt – All Time Off Requests must be submitted and approved during the pay period. Also, all daily time entries must be approved and submitted, which will be covered in the following slides.



Time-off Requests – All employees must submit a time-off request for any time off.

The steps to this process are the same for both exempt and hourly employees.

Requests must be viewed, then approved or rejected. To do this,
click on the words “My Mailbox ” to expand that area.



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This will now give you the best view of “My To Do Items”.

We can see there are two time-off requests from Peter Parker.

The top request is highlighted, and in the details of the request, you can see he is requesting 2 days of Vacation from 15 December to 16 December, and the total hours requested off.

☐

PP

Approve/Reject Time Off Request
Peter Parker
Vacation
Created 10/18/2025 08:56 pm

☐

PP

Approve/Reject Time Off Request
Peter Parker
Sick Leave Self
Created 10/18/2025 08:55 pm

Approve/Reject Time Off Request
Vacation

PP **Peter Parker** (BU0001)

[View Accrual Balances](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

Manager/SupervisorSteve RogersLocationLee's SummitDepartment & Position120010/998002-Administrative Ass

Suffix00

Created10/18/2025 08:56 pmTime Off

Vacation

FromDec 15, 2025

ToDec 16, 2025

Consolidated Time Off Hours16.00

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To approve the time off request, select the box to the left of his initials. In the upper right of the screen, you will see two red buttons to either 'Reject' or 'Approve' the time off request. Select the 'Approve' button in the upper right of the screen.

← My To Do Items

Page

1

of 1

1 - 2 of 2 Rows

☐

Select all (1/2) Saved: [System] ▾

↓

↑

☒

PP

Approve/Reject Time Off Request

Peter Parker

Vacation

Created 10/18/2025 08:56 pm

↓

↑

☐

PP

Approve/Reject Time Off Request

Peter Parker

Sick Leave Self

Created 10/18/2025 08:55 pm

Approve/Reject Time Off Request

Vacation

PP

Peter Parker

(BU0001)

View Accrual Balances

Modify

Open Timesheet

View Scheduled People

View Workflow

Manager/Supervisor

Steve Rogers

Location

Lee's Summit

Department & Position

120010/998002-Administrative Ass

Suffix

00

Created

10/18/2025 08:56 pm

Time Off

Vacation

From

Dec 15, 2025

To

Dec 16, 2025

Consolidated Time Off Hours

16.00

1871

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A box will appear, confirming that you want to approve this time-off request. Select 'Approve'

Are you sure you want to approve this Time Off?

PP Peter Parker

Date	Amount	Time Off
Dec 15 - Dec 16, 2025	16.00 hrs	Vacation

Comment

A confirmation box will appear, confirming that the time off request was successfully approved. The person who submitted the time off will get an email letting them know it was approved.

 **Completed**
Time Off request has been successfully approved

You are then returned back to ‘My To Do Items’. Note that there is only one request left. Peter has also requested a single future day of “Sick Leave”, December 10th. For this example, we will reject this time off request to show you the process.

☐

PP

Approve/Reject Time Off Request
Peter Parker
Sick Leave Self
Created 10/18/2025 08:55 pm

Approve/Reject Time Off Request
Sick Leave Self

PP Peter Parker (BU0001) 

[View Accrual Balances](#)

[Modify](#)

[Open Timesheet](#)

[View Scheduled People](#)

[View Workflow](#)

Manager/Supervisor

Steve Rogers

Location

Lee's Summit

Department & Position

120010/998002-Administrative Ass

Suffix

00

Created

10/18/2025 08:55 pm

Time Off

Sick Leave Self

Date

Dec 10, 2025

Total Hours

8.00

To reject this time off request, select the box to the left of his initials.
In the upper right of the screen, For this example, select 'Reject'.

← My To Do Items

Page 1 of 1

1 - 1 of 1 Rows

☒ Select all (1/1) Saved: [System]

↓

☑

PP

Approve/Reject Time Off Request
Peter Parker
Sick Leave Self
Created 10/18/2025 08:55 pm

Approve/Reject Time Off Request
Sick Leave Self

PP Peter Parker (BU0001)

View Accrual Balances

Modify

Open Timesheet

View Scheduled People

View Workflow

Manager/Supervisor

Steve Rogers

Location

Lee's Summit

Department & Position

120010/998002-Administrative Ass

Suffix

00

Created

10/18/2025 08:55 pm

Time Off

Sick Leave Self

Date

Dec 10, 2025

Total Hours

8.00

Reject

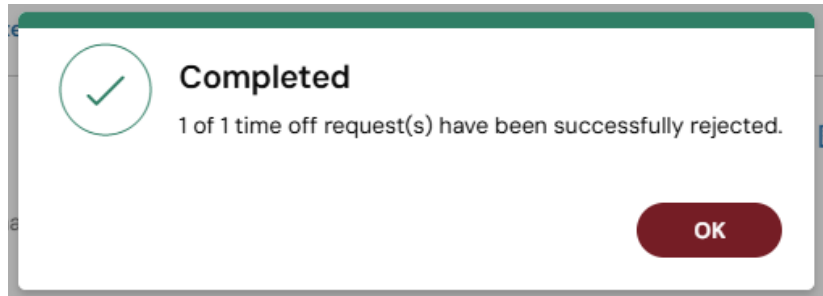
Approve

A box will appear, confirming that you want to reject this time-off request. When you reject a time off request, a comment is required. Enter reason for rejecting the request, select 'Reject'



The screenshot shows a dialog box titled "Reject Time Off Request(s)?" with a close button (X) in the top right corner. Below the title, it says "You are about to reject time off request(s)." There is a text input field labeled "Comment *" with a red box around it. Inside the field, the text "Example of rejecting a time off request|" is visible. At the bottom right of the field is a green speech bubble icon. At the bottom of the dialog box are two buttons: "Cancel" and "Reject", with the "Reject" button highlighted by a red box.

A confirmation box will appear, confirming that the time off request was successfully rejected. The person who requested the time off will get an email letting them know it was rejected, along with the reason it was rejected.



The screenshot shows a confirmation box with a green checkmark icon in a circle on the left. To the right of the icon, the word "Completed" is displayed in bold. Below it, the text "1 of 1 time off request(s) have been successfully rejected." is shown. At the bottom right of the box is a red "OK" button.

*All Time Off Requests should be made in advance. However, sometimes exceptions need to be made. For this example, Peter Parker called in sick on Monday, 3 November. When he returns to work, he can submit a time off request himself, and the request will be sent to you for approval. This request is approved the same as other time off requests:

← My To Do Items

Reject Approve Communicate

Page 1 of 1 1 - 5 of 5 Rows

Select all (1/3) Saved: [System]

☒

PP

Approve/Reject Time Off Request
Peter Parker
Sick Leave Self
Created 11/03/2025 09:46 pm

☐

PP

Approve/Reject Time Off Request
Peter Parker
Vacation
Created 11/02/2025 11:12 pm

☐

PP

Approve/Reject Time Off Request
Peter Parker
Vacation
Created 11/02/2025 11:10 pm

☐

PP

Timesheet Change Request
Peter Parker
Cancel Time Off (Dec 15)

Approve/Reject Time Off Request
Sick Leave Self

PP Peter Parker (BU0001)

Comment

View Accrual Balances

Modify

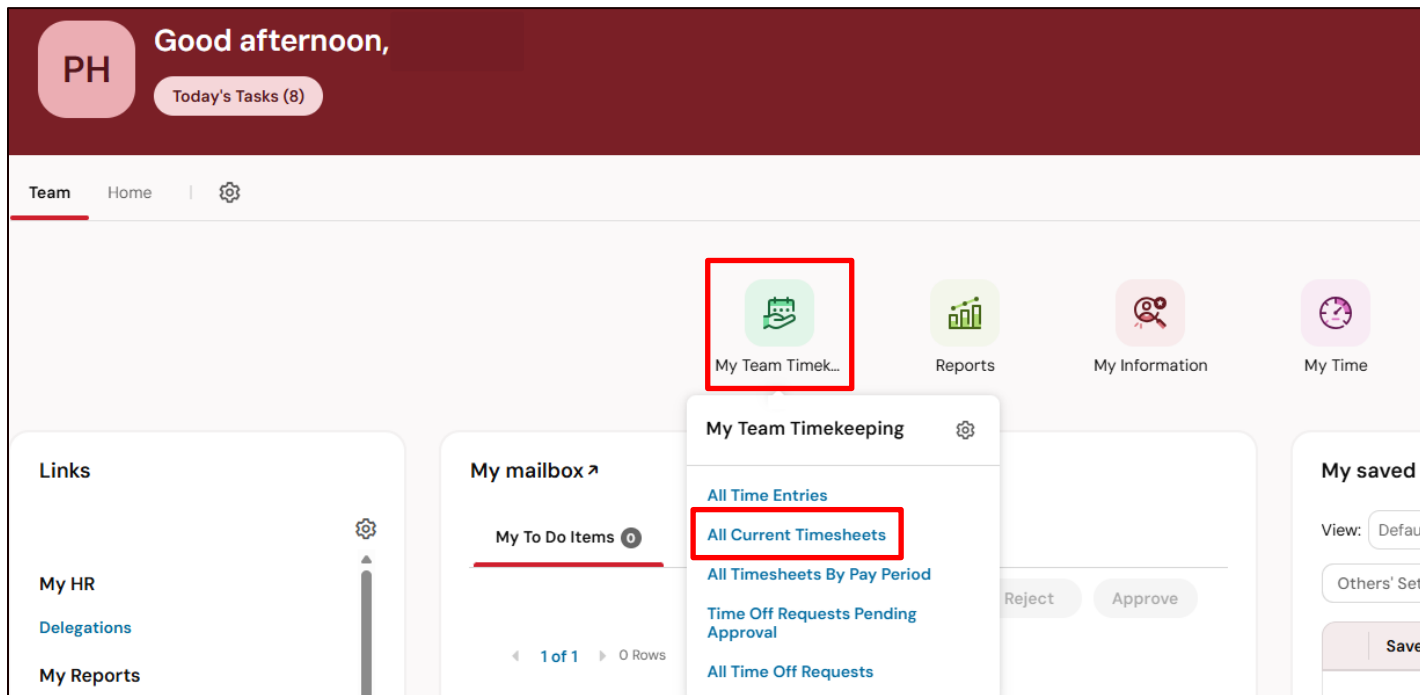
Open Timesheet

View Scheduled People

View Workflow

Manager/Supervisor	Steve Rogers	Location	Lee's Summit	Department & Position	700140/999570-Senior Programmer
Suffix	00				
Created	11/03/2025 09:46 pm	Time Off	Sick Leave Self	Date	Nov 3, 2025
Total Hours	8.00				

Next we will go through the process of approving timesheets at the end of a pay period. We will again hover over the “My Team Timekeeping”, and select “All Current Timesheets”



You can now see all of your employees, and their timesheet. Select a timesheet of an employee for a final review before approving it. It's best to select the icon that looks like a pencil, as it will allow you to make any changes to the timesheet before approving, then submitting it. You can also see the "Approval State" of the timesheets, which is currently "Open"

Time > Timesheets

← Timesheets (Current)

Current view ▾ | 2 | Date: 11/08/2025 | Show My Timesheets Only ⓘ

☐					Permission ▾	Approval State ▾	Employee Id ↑ ▾	First Name
☐					View Only	Open	700	JL
☐					View Only	Open	700	Ja
☐					View Only	Open	700	M
☐					View Only	Open	700	Ki

Below is a partial view of an hourly employee’s timesheet. You can review their daily time worked, their total worked hours, time off hours, and overtime hours.

← Timesheet Edit

KS

KI

🕒

👤

📅

October 16, 2025 – October 31, 2025

📄

📧

💬 3

Save

Reject

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

72.00 hrs

24.00 hrs

0.00 hrs

Worked Hours

Time Off Hours

Overtime Hours

> Date		From	To	Raw Total	Calc. Total	In Date	Time Off	Location	Department / Position	Activities	Notes
▼ THU Oct 16	***	08:02 am	12:00 pm	3.97	4.00	THU Oct 16		Warrensburg	502100/999334-Accou	Choose...	
	***	01:00 pm	05:03 pm	4.05	4.00	THU Oct 16		Warrensburg	502100/999334-Accou	Choose...	
	+			8.02 hrs	8.00 hrs						
▼ FRI Oct 17	***	From am	To am	8.00	8.00	FRI Oct 17	Holiday	Warrensburg	502100/999334-Accou	Choose...	
	+			8.00 hrs	8.00 hrs						
> SAT Oct 18	+			0.00 hrs	0.00 hrs						
> SUN Oct 19	+			0.00 hrs	0.00 hrs						
▼ MON Oct 20	***	08:00 am	12:01 pm	4.02	4.00	MON Oct 20		Warrensburg	502100/999334-Accou	Choose...	1
	***	01:06 pm	05:02 pm	3.93	4.00	MON Oct 20		Warrensburg	502100/999334-Accou	Choose...	
	+			7.95 hrs	8.00 hrs						

1871

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If changes are required, you can make the necessary changes. **If you make any changes, you MUST select the “Save” button to save the changes.** Then select the back arrow in the upper left of the screen to take you back to the “Timesheets” page.

←

PP Peter Parker (BU0001)

Time Entry

Save

Submit

Change Request

> Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Location	Department / Position	Activities	Notes
> SUN Nov 2	+		0.00 hrs	0.00 hrs						
▼ MON Nov 3 Salaried 8 Hour	*** e 08:00 am	e 12:00 pm	4.00	4.00	MON Nov 3		Lee's Summit	700140/999570-Senio	Choose...	
	*** e 12:58 pm	e 04:57 pm	3.98	4.00	MON Nov 3		Lee's Summit	700140/999570-Senio	Choose...	
	+		7.98 hrs	8.00 hrs						
▼ TUE Nov 4 Salaried 8 Hour	*** e 08:00 am	e 12:00 pm	4.00	4.00	TUE Nov 4		Lee's Summit	700140/999570-Senio	Choose...	
	*** e 01:00 pm	e 05:00 pm	4.00	4.00	TUE Nov 4		Lee's Summit	700140/999570-Senio	Choose...	
	+		8.00 hrs	8.00 hrs						
▼ WED Nov 5 Salaried 8 Hour	*** e 01:02 am	e 05:03 am	4.02	4.00	WED Nov 5		Lee's Summit	700140/999570-Senio	Choose...	
	*** e 07:59 am	e 12:01 pm	4.03	4.00	WED Nov 5		Lee's Summit	700140/999570-Senio	Choose...	
	+		8.05 hrs	8.00 hrs						
▼ THU Nov 6 Salaried 8 Hour	*** e 08:01 am	e 11:59 am	3.97	4.00	THU Nov 6		Lee's Summit	700140/999570-Senio	Choose...	
	*** e 01:00 pm	e 05:00 pm	4.00	4.00	THU Nov 6		Lee's Summit	700140/999570-Senio	Choose...	
	+		7.97 hrs	8.00 hrs						
▼ FRI Nov 7 Salaried 8 Hour	*** From am	To am	8.00	8.00	FRI Nov 7	Sick	Lee's Summit	700140/999570-Senio	Choose...	
	+		8.00 hrs	8.00 hrs						



Select the record again in the box on the far left, and at the top of the screen to the right, you can now select the “Approve” Button.

← Timesheets (Current)

Current view ▾

2

Date: 11/08/2025

Show My Timesheets Only ⓘ

View

Submit

Approve

☒			Permission ▾	Approval State ▾	Employee Id ↑ ▾	First Name ▾	Last Name ▾	Raw Hours ▾	# Records ▾	# Unapproved Time Entries ▾	Timesheet S		
☒					Approve	Open	BU0001	Peter	Parker	40.00	9	9	11/01/2025
Page Total									40.00	9	9		

You can now see on the timesheet that it shows it has been approved for the current time period:

← Timesheet Edit

PP

Peter Parker (BU0001)(Lee's Summit ⓘ) ⓘ

📅

◀ November 01, 2025 – November 15, 2025 ▶

✔

Approved 🔒

Time Entry

Extra Pay & Counter Adjustment

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

32.00 hrs

Worked Hours

8.00 hrs

Time Off Hours

0.00 hrs

Overtime Hours

✔

Approved 🔒

The final step after reviewing and approving the timesheets is to submit them. From the “Timesheets” screen, you will now need to select the timesheet again and select “Submit”. This will submit the timesheet to Payroll for processing.

← Timesheets (Current)

View

Submit

Approve

Current view

2

Date: 11/08/2025

Show My Timesheets Only

☒				Permission	Approval State	Employee Id	First Name	Last Name	Raw Hours	# Records	# Unapproved Time Entries	Timesheet	
☒					Approve	Submitted	BU0001	Peter	Parker	40.00	9	9	11/01/2025

You will see a warning that once the timesheet is submitted, you will no longer be able to make changes. Select “Submit”.
(If changes are absolutely required, reach out to Payroll as soon as possible)

Submit timesheet(s) for approval?

You are about to submit timesheet(s) for approval. Once timesheet(s) are submitted for approval, any further modification would not be allowed.

Comment

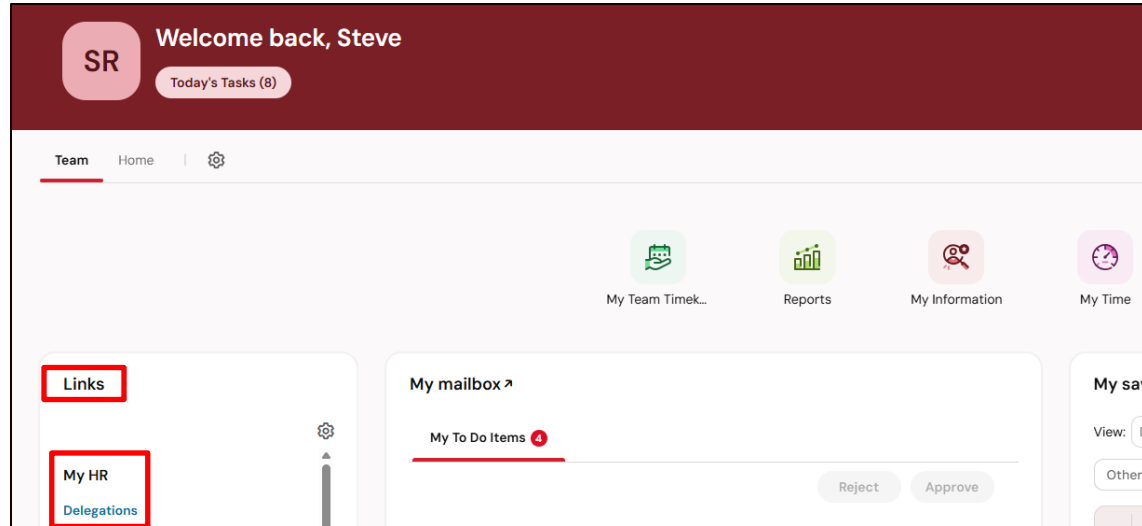
Cancel

Submit



Delegations – formerly known as “Proxies”

If you will be on vacation or away from work for any length of time, you must set up a “Delegate” to approve time-off requests, approve time entries, and approve/submit timesheets for your employees. From the main page, on the left side in the “Links” area, select “Delegations”.



At the “Delegations” screen below, if you have any delegates set up in the system, they will be listed here. This user has no delegates yet. To add a delegate, in the upper right corner, select “Add New”.

My HR > Delegations

← Delegations

Add New

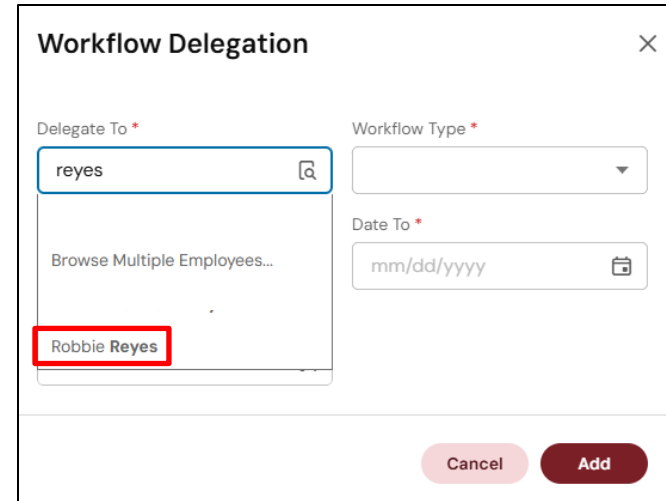
View: [System]

2

Columns (2)

Employee Id	Username	First Name	Last Name	Employee Status	Workflow Type	Date From	Date To
starts with	=	starts with	starts with	!= Terminated	=	=	=

You will see the workflow Delegation window below. Here you can choose who you want to delegate your UKG manager responsibilities to during your absence. For this example, we want to make Robbie Reyes our delegate. In the “Delegate to” box, type his last name, and you will see UCM employees with that last name.



The image shows a 'Workflow Delegation' window with a close button (X) in the top right corner. It contains three main input fields: 'Delegate To *', 'Workflow Type *', and 'Date To *'. The 'Delegate To *' field has a search icon and a dropdown menu showing 'Robbie Reyes' highlighted with a red box. Below the search field is a link that says 'Browse Multiple Employees...'. The 'Workflow Type *' field is a dropdown menu. The 'Date To *' field has a date format 'mm/dd/yyyy' and a calendar icon. At the bottom right, there are two buttons: 'Cancel' and 'Add'.

Workflow Delegation

Delegate To *

Workflow Type *

Date To *

mm/dd/yyyy

Cancel Add

The next required box is Workflow Type. Select “All Workflows”

Workflow Delegation

Delegate To *

Robbie Reyes

Date From *

mm/dd/yyyy

Workflow Group

Workflow Type *

Time Off Request

Timesheet

Timesheet Change Request

All Workflows

The final steps are to enter the dates you want the delegate to have access and select “Add”.

Workflow Delegation

×

Delegate To *

Robbie Reyesⓧ🔍

Workflow Type *

All Workflows▼

Date From *

mm/dd/yyyy📅

Date To *

mm/dd/yyyy📅

Workflow Group

Choose...🔍

Cancel

Add