



UNIVERSITY OF
CENTRAL
MISSOURI®

UKG Ready (Kronos)
Exempt Employee Guide

All exempt employees will submit Time Off Requests for all time off. The request(s) go to the manager/supervisor for approval.

At the end of the pay period, all timesheets are automatically sent to the supervisor for approval.

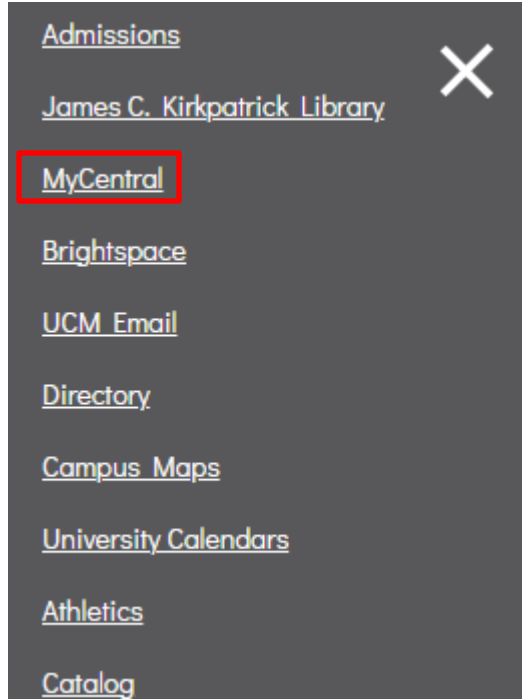
The employee does not need to take further action.

Exempt employees can access UKG Ready via web access:

- 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:



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

Employee Resources



Employee Dashboard



Instructions: Student Time
Sheet Reporting



View and Pay My Bill



UKG Ready (Time Reporting)

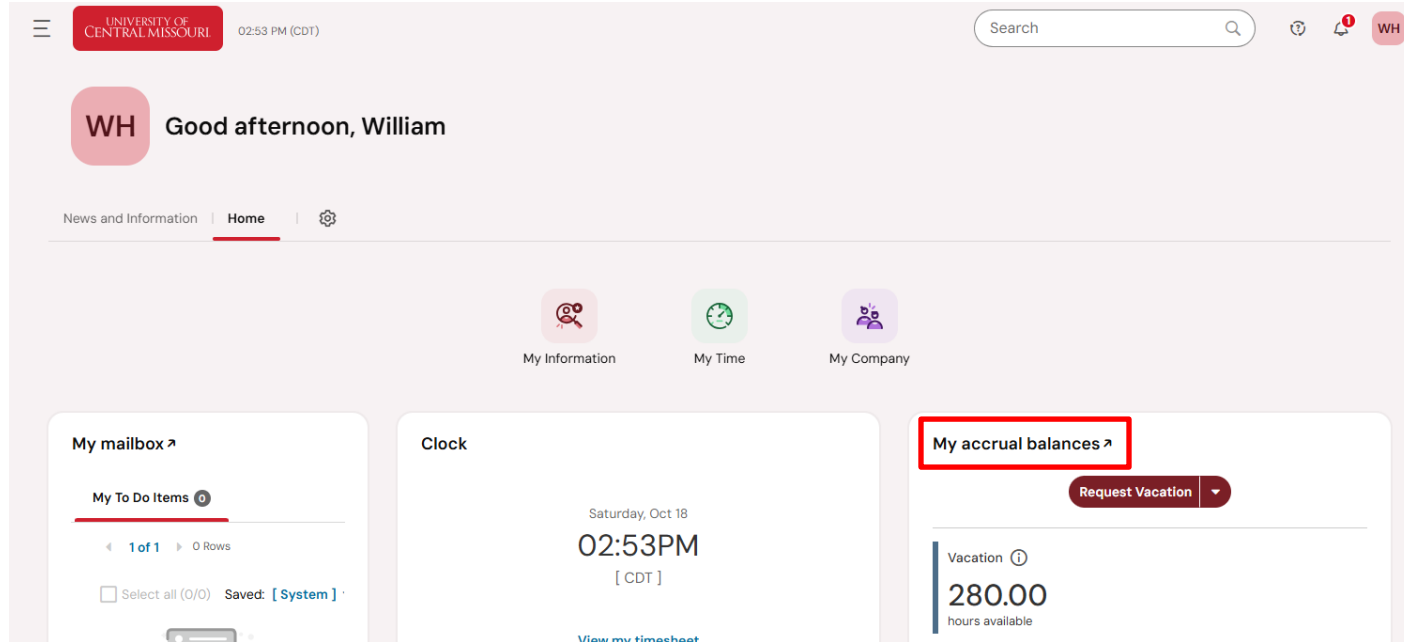


How to View Additional Life
Insurance Coverage



UNIVERSITY OF
CENTRAL
MISSOURI

After clicking on “UKG Ready (Time Reporting)”, You will see a page similar to this:



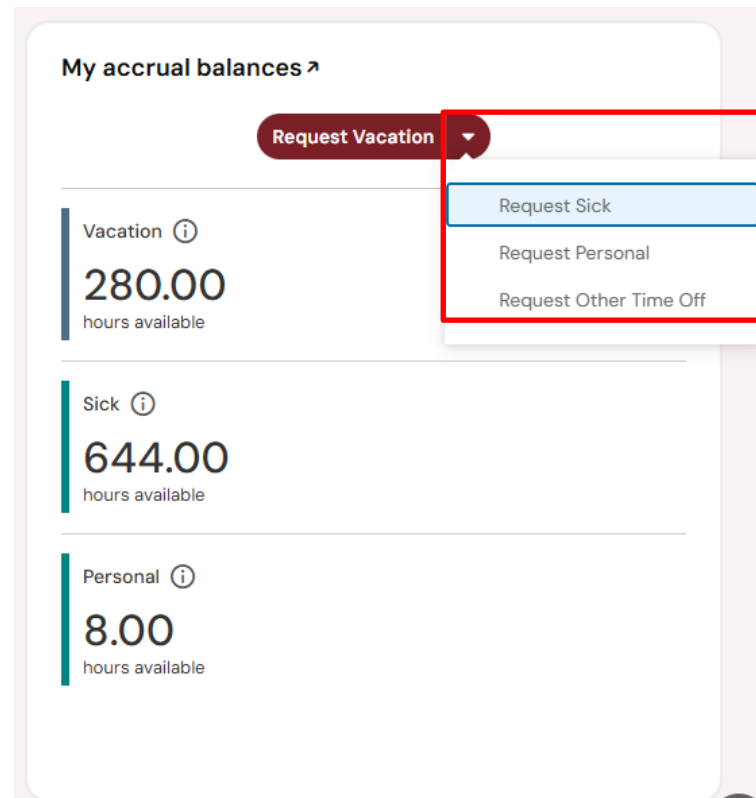
On the right side of the screen, you will see “Accrual Balances”

The “My accrual balances” area serves two main purposes:

- To display your current time-off balances.
- To allow you to start a time-off request.

At the top of this panel, you’ll see the Request Vacation button. Clicking the drop-down arrow to the right of the button lets you select different types of time off.

Next, we’ll walk through the process of submitting a single-day request, followed by how to request multiple days off.



A screenshot of a web application interface. At the top, there is a dark red button labeled 'Request Vacation' with a white downward-pointing arrow. Below this button, a white dropdown menu is open, displaying three options: 'Request Sick' (highlighted with a light blue background), 'Request Personal', and 'Request Other Time Off'. The background of the page is a light gray with a subtle grid pattern.

Request Time Off

SAT OCT 18

■ Schedu...
(0.00hrs)

12 am	3 am	6 am	9 am	12 pm	3 pm	6 pm	9 pm	12 am

Time Off Type * Request Type *

Choose... 🔍

Cancel Submit Request

Inside the “Time off type” box, on the right side, is an icon that looks like a magnifying glass: 

Selecting the icon brings up the “Browse and Select” box, which shows the different types of time off. For this example, select “Sick Leave Self”.

Browse and Select

◀ Page 1 of 1 ▶ 1 – 14 of 14 Rows

	Name
☐	Bereavement
☐	Crisis Leave
☐	Holiday
☐	Jury Duty
☐	Personal Leave
☐	Prof Leave
☐	Sick FMLA
☐	Sick Family
☒	Sick Leave Self



Selecting the time off type will return you to the “Request time off” box. The time off type field has been populated. In the “Request Type” field, from the drop-down, select “Full day” to populate that field.

Request Time Off

SAT OCT 18

Schedu...
(0.00hrs)

12 am3 am6 am9 am12 pm3 pm6 pm9 pm12 am

Time Off Type *

Sick Leave Self

Request Type *

Full Day

Date *

mm/dd/yyyy

Total

0.00

Next is the “Date” box. You can either type in the date using the format shown in the box, or by clicking the calendar icon to select the day you want to request off. After populating the “Date” field, select “Submit Request”.

Time Off Type *

Sick Leave Self

Request Type *

Full Day

Date *

12/10/2025

Total

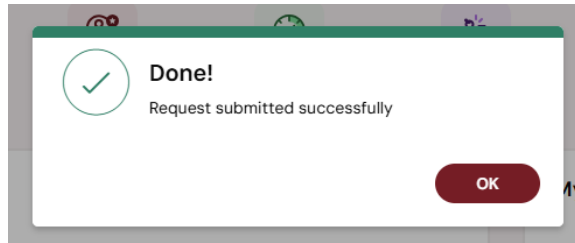
8.00

Comment

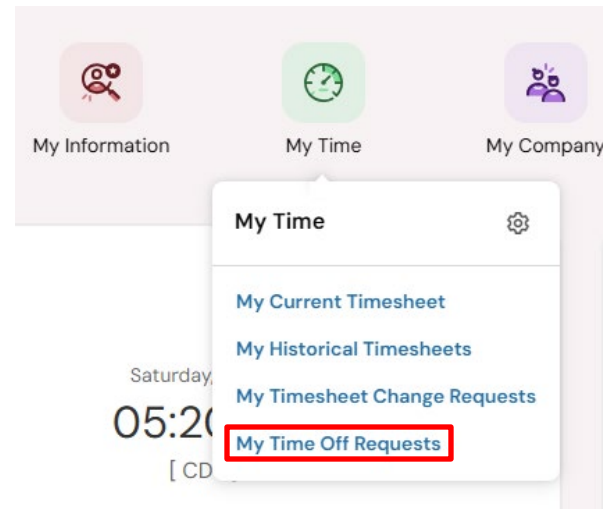
Cancel

Submit Request

You will see a confirmation box showing that the request was submitted successfully. The request then goes to your supervisor, and they will approve or reject the time off request.



After submitting a time off request, sometimes the details of the time off request change. From the main screen, hover over the “My Time” widget, and select “My Time Off Requests”



Selecting “My Time Off Requests” brings up the “Time Off Request” screen.

A monthly calendar that you can scroll forward or back to see your time off requests.

You can see the “Sick Leave” we submitted earlier for 10 December. The broken line around the request is an indicator that the supervisor has not approved this time-off request yet.

◀ DEC 2025 ▶ Today Employee View Team View					
SUN	MON	TUE	WED	THU	FRI
30	1	2	3	4	5
7	8	9	10 Sick Leave Self (8.00 hrs)	11	12
14	15	16	17	18	19

Selecting the time off request from the calendar will show the following: you can now “Modify” or “Delete” the request. Let’s modify this request. Select Modify:

The screenshot shows a calendar with dates 10, 17, and 24. A pop-up window for 'Sick Leave Self' is displayed for DEC 10, 2025. The pop-up includes a 'Modify' button (pencil icon) and a 'Delete' button (trash icon), both of which are highlighted with a red rectangular box. Below the date, the following details are shown: Submitted On: OCT 18, 2025; Status: New; Amount: 8.00 hrs.

Selecting modify will bring up the “Modify Time Off” box. For this example, the doctor’s appointment has been changed from December 10th to December 9th. Select the “Date”

The 'Modify Time Off' dialog box is shown with a close button (X) in the top right corner. It displays 'WED DEC 10' and a calendar grid for the week of December 8th to 14th, 2025. The 'Sick Leave Self' request is highlighted in blue on Wednesday, December 10th. Below the calendar, the 'Time Off Type' is set to 'Sick Leave Self' and the 'Request Type' is set to 'Full Day'. The 'Date' field is highlighted with a red rectangular box and shows '12/10/2025'. The 'Total' field shows '8.00'.



Change the date from 10 December to 9 December, and select “Modify Request”

Time Off Type * Request Type *

Sick Leave Self Full Day ▼

Date * Total

12/09/2025 8.00

Comment

A confirmation box shows that the request was successful. Also note that the request now shows on the 9th on the calendar. The change goes to your supervisor for approval.

0.00 hrs Scheduled

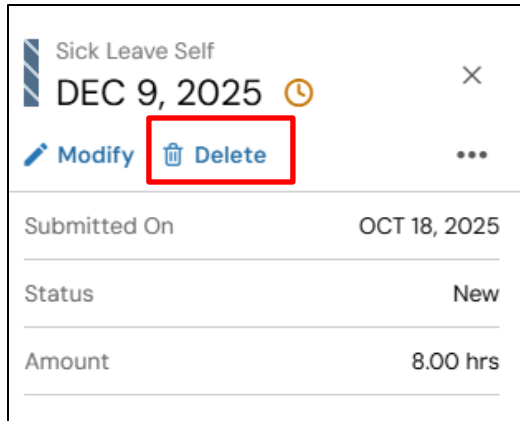
Done! Request modified successfully

OK

TUE			
2	3	4	
9 Sick Leave Self (8.00 hrs)	10	11	

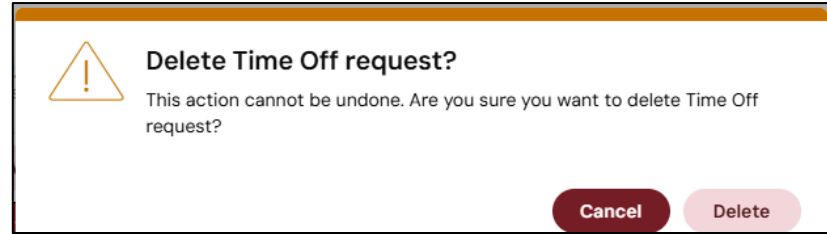


Previously, it was shown that selecting the time off request from the calendar showed the options to “Modify” or “Delete” the time off request. We covered how to modify a request, now let’s go over how to delete a time off request:



Sick Leave Self		×
DEC 9, 2025		🕒
Modify	Delete	...
Submitted On	OCT 18, 2025	
Status	New	
Amount	8.00 hrs	

Select “Delete”. A box will pop up asking you to confirm that you want to delete the request. Select “Delete”.

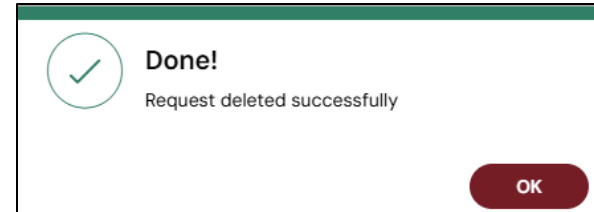


**Delete Time Off request?**

This action cannot be undone. Are you sure you want to delete Time Off request?

CancelDelete

A box will pop up confirming that you deleted the request successfully.



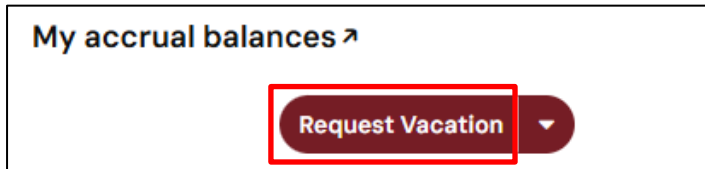
**Done!**

Request deleted successfully

OK

Many of the steps for submitting a multiple-day time-off request are the same as those for a single-day request; however, there are a few key differences. In this example, the employee wants to take a Vacation for the period of December 2nd through December 10th.

***IMPORTANT** - Because this spans across the weekend, separate time-off requests will need to be made, so that the weekend hours are not counted.



Selecting any time off option will bring up the “Request Time off” box below:

A screenshot of a "Request Time Off" form. At the top right is a close button (X). Below the title is a calendar view for "SAT OCT 18" showing a grid of hours from 12 am to 12 am. A blue bar labeled "Schedule (0.00hrs)" is visible. Below the calendar are two dropdown menus: "Time Off Type" with a magnifying glass icon and "Request Type" with a downward arrow. At the bottom right are two buttons: "Cancel" and "Submit Request".

Inside the “Time off type” box, on the right side, is an icon that looks like a magnifying glass: 

Selecting the icon brings up the “Browse and Select” box, which shows the different types of time off. For this example, select “Vacation”.

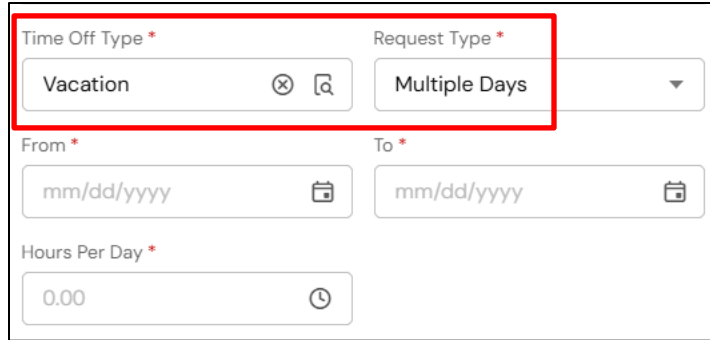
Browse and Select

◀ Page 1 of 1 ▶ 1 - 14 of 14 Rows

	Name
☐	Holiday
☐	Jury Duty
☐	Personal Leave
☐	Prof Leave
☐	Sick FMLA
☐	Sick Family
☐	Sick Leave Self
☒	Vacation
☐	Vacation FMLA

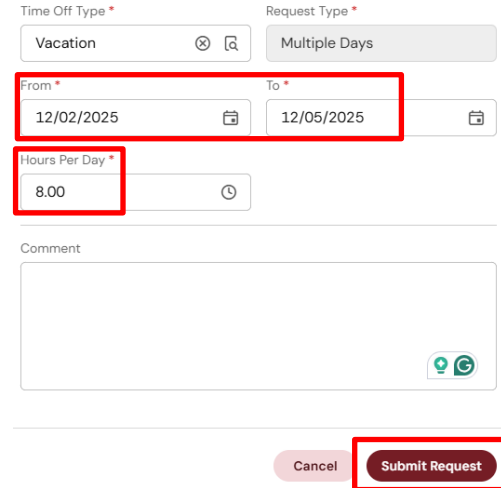


Selecting “Vacation” will return you to the “Request time off” box. The time off type field has been populated. In the “Request Type” field, from the drop-down, select “Multiple Days”.



The screenshot shows a form titled "Request time off". A red rectangular box highlights the "Time Off Type" and "Request Type" fields. The "Time Off Type" field is a text input containing "Vacation" with a clear (X) and search (magnifying glass) icon. The "Request Type" field is a dropdown menu showing "Multiple Days". Below these are fields for "From" and "To" dates, both with placeholder text "mm/dd/yyyy" and calendar icons. At the bottom is a "Hours Per Day" field with a placeholder "0.00" and a clock icon.

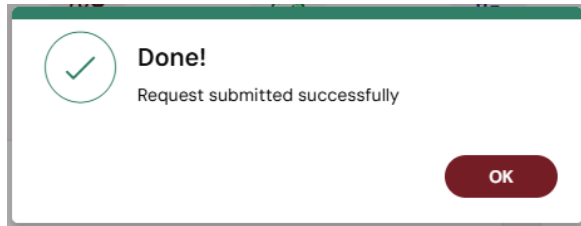
Now, there are “From”, “To”, and “Hours per Day” fields. Use the format examples for the dates to put in the days off you are requesting. “Hours Per Day” will be “8”. Select “Submit Request”. This is the first time off request for 2-5 December.



The screenshot shows the same form as the previous one, but with a red rectangular box highlighting the "From", "To", and "Hours Per Day" fields. The "From" field contains "12/02/2025" and the "To" field contains "12/05/2025", both with calendar icons. The "Hours Per Day" field contains "8.00" and a clock icon. Below these fields is a "Comment" text area with a green speech bubble icon. At the bottom right are two buttons: "Cancel" and "Submit Request", with the "Submit Request" button highlighted by a red rectangular box.



You will see a confirmation box showing that the request was submitted successfully. The request then goes to your supervisor, and they will approve or reject the time off request.



Repeat the same steps from the first request to submit the second time-off request for 8-10 December, excluding the weekend.

*The steps to modify or delete a multiple-day time-off request are the same as those used for single-day time-off requests.

If a future time off request HAS been approved by a supervisor, you cannot put in a “modify” request, only delete. If you need a modification, request that the existing request be deleted, and submit a new one.

If, due to unforeseen circumstances (illness, etc)
You are unable to submit a time off request before the time off begins.
You can submit your time off request upon your return.
If the time off is after the end of the timesheet submission date, your supervisor will have to add the time off to your timesheet before approving it. If the supervisor has already approved the timesheet, the supervisor will need to contact the Payroll office to have the time adjusted.