



UNIVERSITY OF
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MISSOURI®

UKG Ready (Kronos)
Hourly Employee Guide

Why we're changing:

- UKG Ready aims to improve accuracy, consistency, and fairness for everyone. It reduces the risk of missed or misremembered hours.
- Previously, time was reported manually at the end of the day, week, or pay period. Clocking in and out ensures that everyone's time is recorded correctly, pay is calculated accurately, and no one is shorted or overpaid by mistake.
- Helps ensure compliance with federal and state labor regulations (such as breaks and overtime), which protects both employees and the organization.



Web time through MyCentral will no longer be a method of time reporting for the University. The new time and attendance system for the University will be UKG Ready (Kronos)

All hourly employees will Clock in/Clock out daily:
A “normal” work day will have the following:

- ‘Clock In’ when you arrive at work
- ‘Clock Out’ when you leave for lunch
- ‘Clock In’ when you return from lunch
- ‘Clock Out’ when you leave at the end of your shift



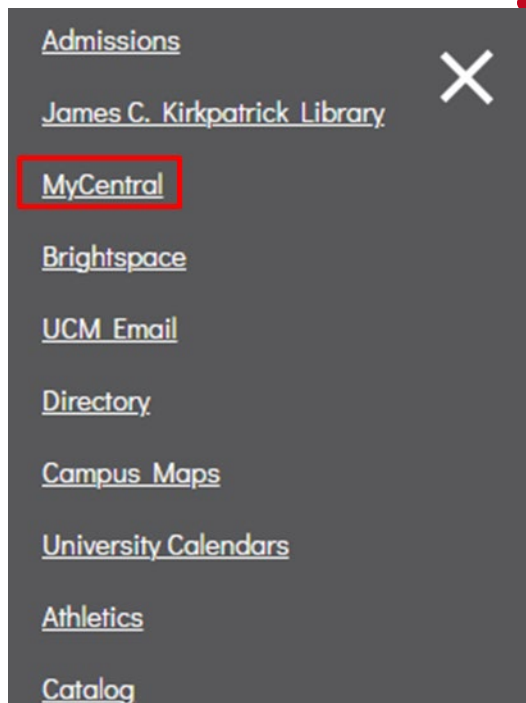
Hourly employees can access UKG Ready in two ways:
Web browser or Timeclock

This guide covers both methods, starting with web browser access.

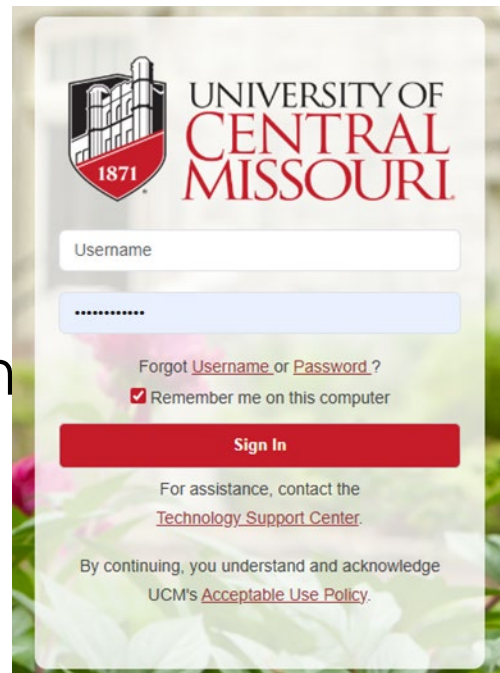
- Open a browser, and in the URL area, type “ucmo.edu”
- Next, you will need to navigate to MyCentral.
- At the top right of the UCM home page, you will see these 4 icons. Select “Campus Links”:



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



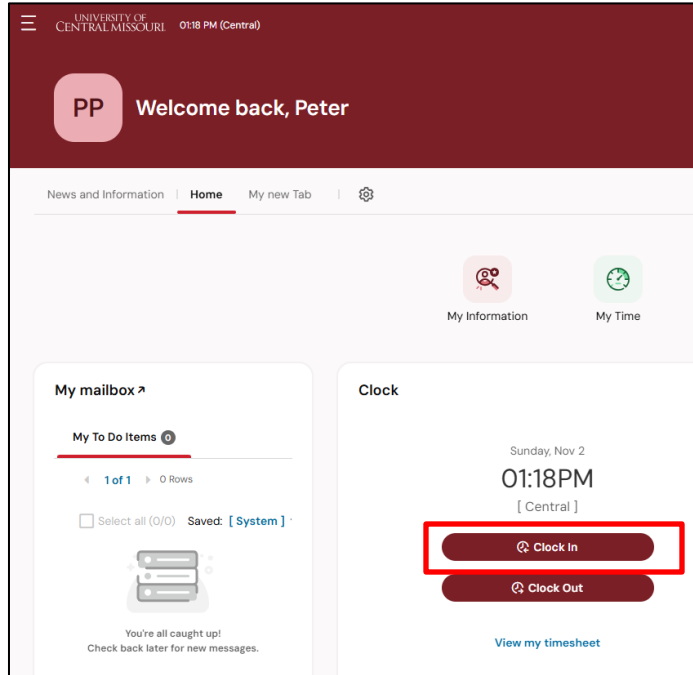
Next you may see the Single Sign on page. Sign in with your network login and password:



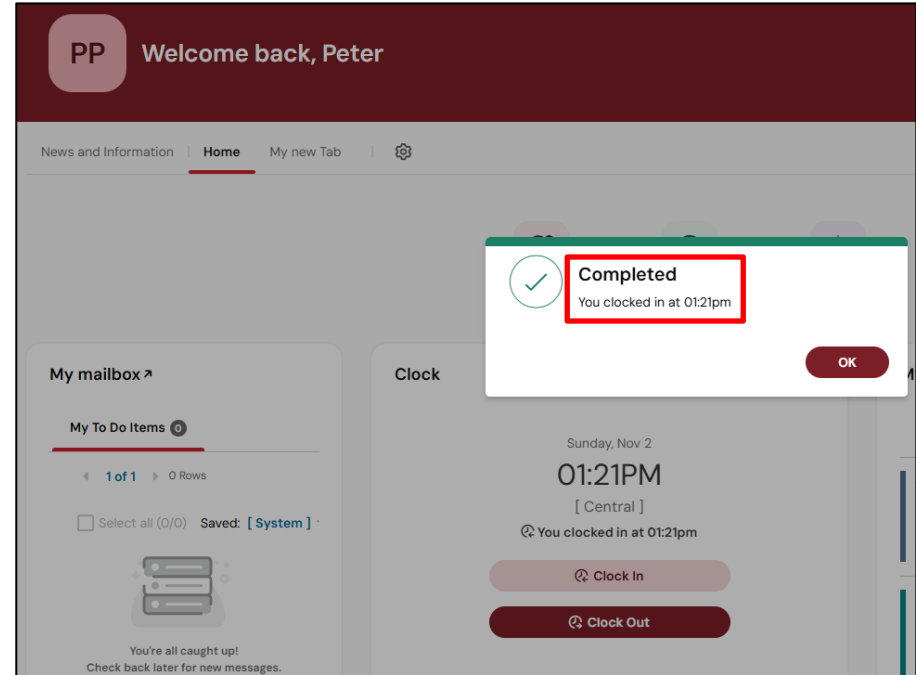
- Now that you are in MyCentral, on the Employee Resource card, select:
UKG Ready
(TimeReporting)



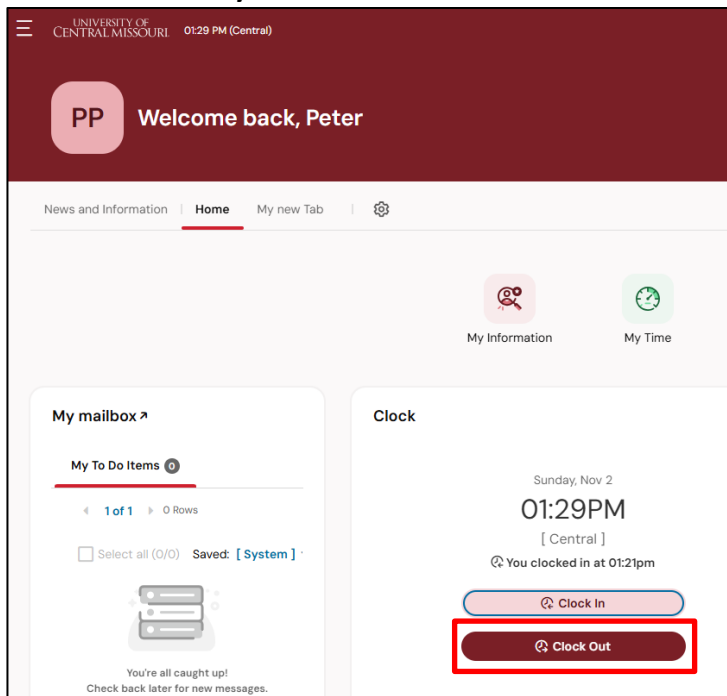
Your first punch will be at the start of your shift. In the “Clock” area. Select “Clock in”



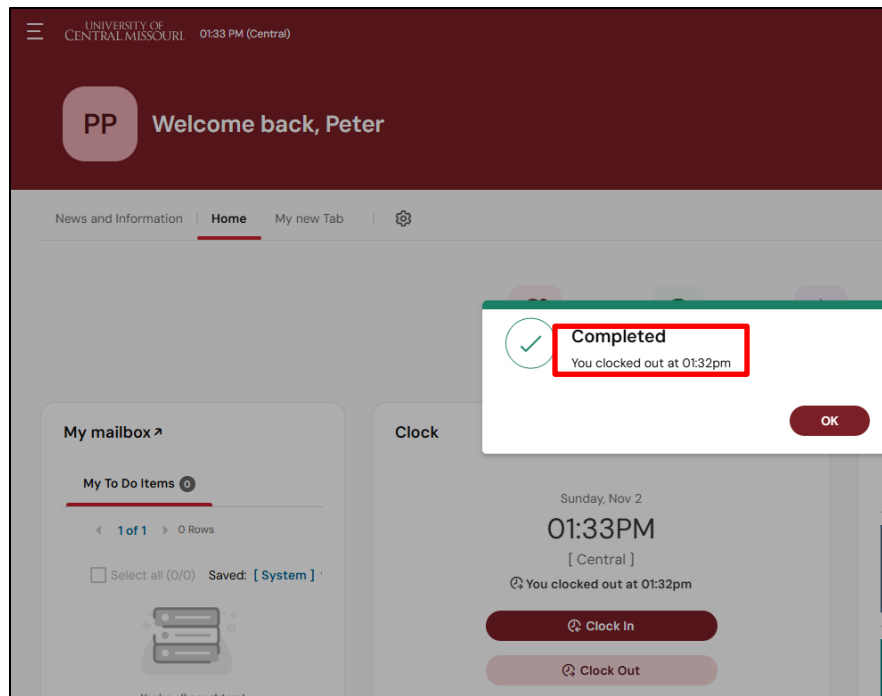
You will get a confirmation that you clocked in. Click ‘ok’. Your next punch will be when you leave for lunch



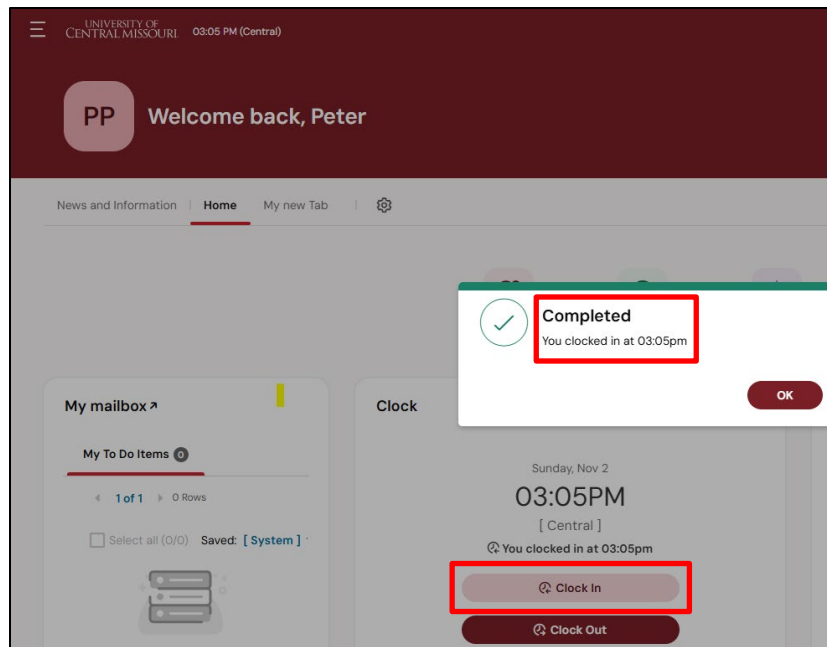
Same steps as earlier to access UKG Ready, but select 'Clock Out'



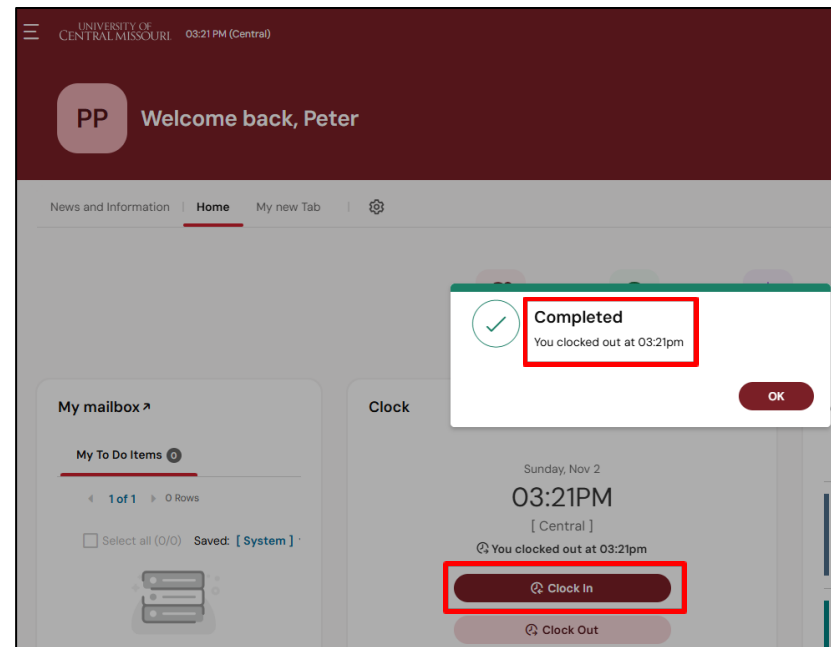
You will get a confirmation that you clocked out and the time. Click 'ok'.



When you return from lunch, go back into UKG Ready, and 'Clock in'



At the end of your shift, go back into UKG Ready, and 'Clock Out'



All employees must submit a Time Off Request for any planned or unplanned absence. The request(s) are sent to your manager for approval. When the supervisor approves or rejects the Time Off Request, you will receive an email notification to inform you of the approval.

At the end of the pay period, all time entries are automatically sent to the supervisor for approval and submission.

The employee does not need to take further action.

Clocking In/Out Frequently Asked Questions

There is no “set” number of times you can clock in and out daily.

When you want to put in a Time Off Request,
you have a couple of options:

- You can put in the time off request while you are in UKG Ready, after you punch in or out
- You can put in a time off request at any time by going back into MyCentral, and selecting UKG Ready (Time Reporting) on the Employee Resource card

After clicking on “UKG Ready (Time Reporting)”, on the right side of the screen, you will see your “Accrual Balances”; it will look similar to this:

The screenshot displays the UKG Ready (Time Reporting) interface. At the top, a dark red header bar contains a profile icon labeled 'PP' and the text 'Good afternoon, Peter'. Below this is a navigation bar with 'News and Information', 'Home' (highlighted with a red underline), 'My new Tab', and a settings gear icon. The main content area features three large, rounded square icons: 'My Information' (pink), 'My Time' (green), and 'My Company' (purple). Below these icons are three panels. The left panel, 'My mailbox', shows 'My To Do Items' with a '1 of 1' indicator and a 'Select all (0/0)' checkbox. The middle panel, 'Clock', displays the date 'Sunday, Nov 2', the time '05:28PM', the time zone '[Central]', and a status 'You clocked out at 03:21pm'. The right panel, 'My accrual balances', is highlighted with a red border and contains a 'Request Vacation' button. Below this button, it shows 'Vacation' with an information icon, a large number '42.50', and the text 'hours available'.

PP Good afternoon, Peter

News and Information | **Home** | My new Tab | ⚙️

My Information My Time My Company

My mailbox ▶

My To Do Items 0

◀ 1 of 1 ▶ 0 Rows

☐ Select all (0/0) Saved: [System]

Clock

Sunday, Nov 2

05:28PM

[Central]

🕒 You clocked out at 03:21pm

My accrual balances ▶

Request Vacation ▼

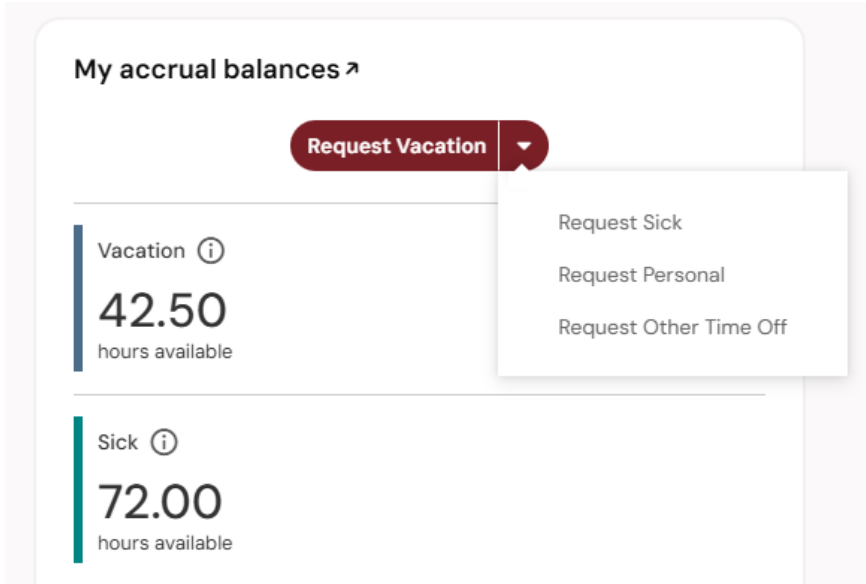
Vacation ⓘ

42.50

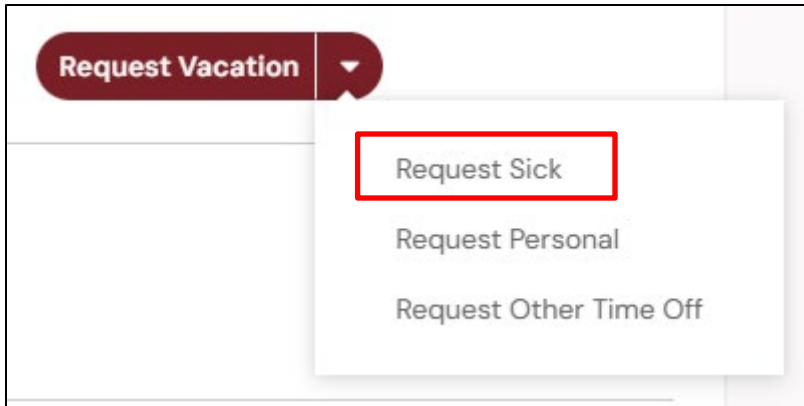
hours available



- The “My accrual balances” area serves two main purposes:
 1. To display your current time-off balances.
 2. 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.



For the single day example, we will request a single day of “Sick leave” for a future doctor’s appointment.



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

A screenshot of a web application form titled "Request Time Off" with a close button (X) in the top right corner. The form displays the date "SUN NOV 2". Below the date is a calendar grid showing a single day. A legend indicates that the selected day is "Schedu... (0.00hrs)". Below the calendar grid, there are two dropdown menus: "Time Off Type *" and "Request Type *". The "Time Off Type *" dropdown has a "Choose..." option and a magnifying glass icon. The "Request Type *" dropdown is empty with a downward arrow.

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”.

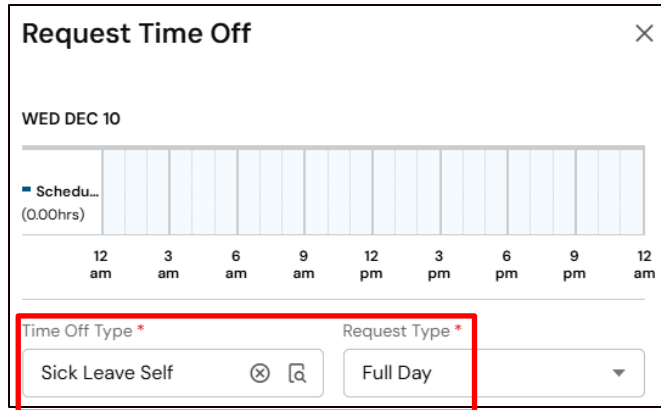
Browse and Select

◀ Page 1 of 2 ▶ 1 – 20 of 24 Rows

	Name
☐	Retro No Encumbrance Hours
☐	Retro Pay Hours
☐	Retro Pay Student
☐	Sick FMLA
☐	Sick Family
☒	Sick Leave Self
☐	Vacation
☐	Vacation FMLA
☐	Vacation Transition Taken

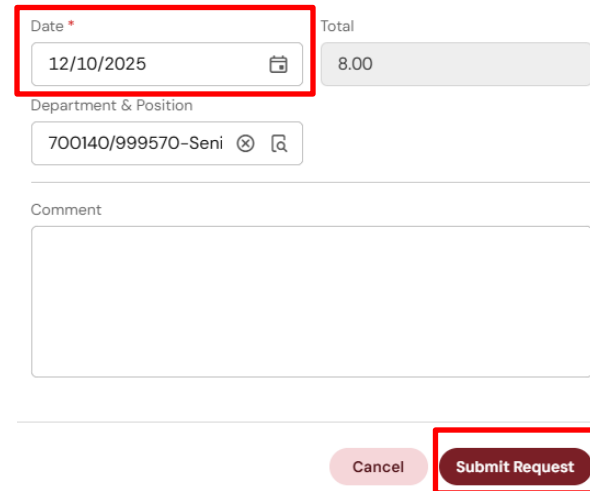


Selecting the time off type will return you to the “Request time off” box. The time off type field has been populated. In the “Request Type” field, from the drop-down, select “Full day” to populate that field.



The image shows a modal window titled "Request Time Off" with a close button in the top right corner. Inside the modal, the date "WED DEC 10" is displayed above a calendar grid. The grid shows a schedule for the day, with a blue bar indicating a scheduled time from 12 am to 12 pm. Below the calendar, there are two fields: "Time Off Type *" and "Request Type *". The "Time Off Type *" field has a dropdown menu with "Sick Leave Self" selected. The "Request Type *" field has a dropdown menu with "Full Day" selected. Both fields are highlighted with a red box.

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”.

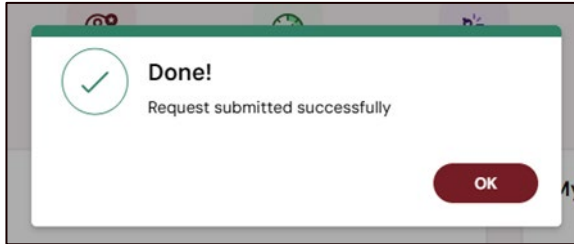


The image shows a form for requesting time off. The "Date *" field is highlighted with a red box and contains the date "12/10/2025" and a calendar icon. To the right of the date field is a "Total" field showing "8.00". Below the date field is the "Department & Position" field, which contains "700140/999570-Seni" and a search icon. Below that is a "Comment" text area. At the bottom right of the form are two buttons: "Cancel" and "Submit Request". The "Submit Request" button is highlighted with a red box.

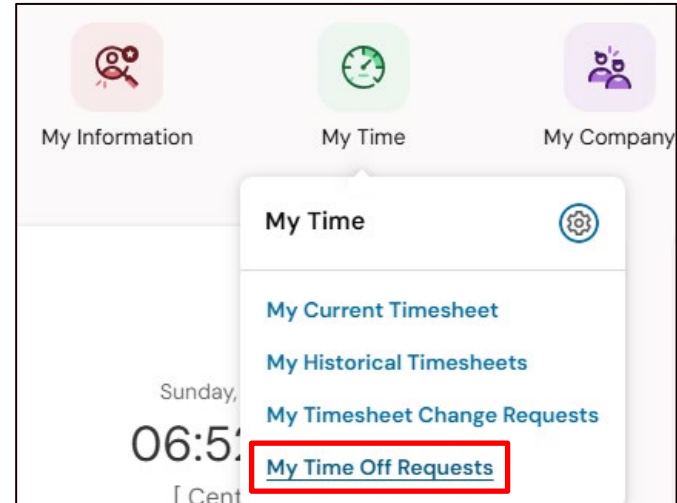


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You will see a confirmation box showing that the request was submitted successfully. The request then goes to your supervisor, and they will approve or reject the time off request.



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”



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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:

10	Sick Leave Self DEC 10, 2025 ⌚	×
	Modify Delete	...
17	Submitted On NOV 2, 2025	
	Status New	
24	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”

Modify Time Off

WED DEC 10

Schedu...
(0.00hrs)

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

Time Off Type *

Sick Leave Self

Request Type *

Full Day

Date *

12/10/2025

Total

8.00

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

The screenshot shows a web form for modifying a request. A red box highlights the 'Date' field, which contains '12/09/2025' and a calendar icon. Another red box highlights the 'Modify Request' button at the bottom right. The form also includes a 'Total' field with '8.00', a 'Department & Position' field with '700140/999570-Seni', and a 'Comment' text area.

Date *
12/09/2025

Total
8.00

Department & Position
700140/999570-Seni

Comment

Cancel Modify Request

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.

The screenshot shows a calendar interface. A confirmation box with a green checkmark and the text 'Done! Request modified successfully' is overlaid on the calendar. The calendar shows a grid with days 2, 3, 4, 9, 10, and 11. On the 9th, there is a request entry 'Sick Leave Self (8.00 hrs)' which is highlighted with a red box. The calendar header shows 'TUE' and '0.00 hrs Scheduled'.

0.00 hrs
Scheduled

Team View

TUE

2 3 4

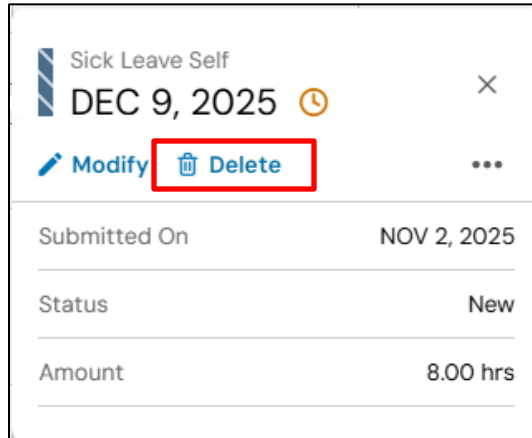
9 10 11

Sick Leave Self (8.00 hrs)

Done!
Request modified successfully

OK

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

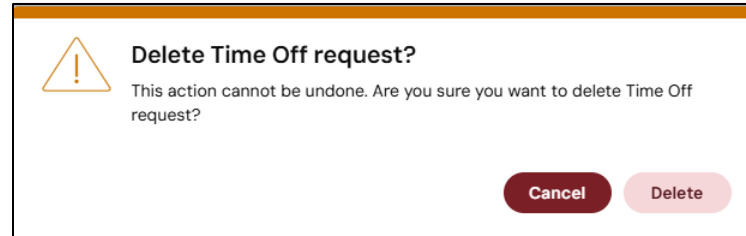
[Modify](#) [Delete](#)

Submitted On NOV 2, 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”.

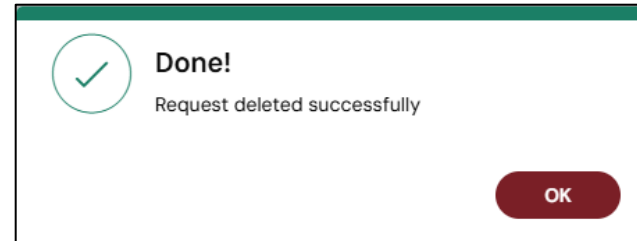


Delete Time Off request?

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

[Cancel](#) [Delete](#)

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.

My accrual balances ↗

Request Vacation ▼

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

The screenshot shows a web form titled "Request Time Off" with a close button (X) in the top right corner. Below the title, the date "SUN NOV 2" is displayed. A horizontal bar represents a 24-hour timeline from 12 am to 12 am, with labels at 12 am, 3 am, 6 am, 9 am, 12 pm, 3 pm, 6 pm, 9 pm, and 12 am. A small blue square labeled "Schedu... (0.00hrs)" is positioned at the beginning of the timeline. Below the timeline, there are two dropdown menus: "Time Off Type *" and "Request Type *". The "Time Off Type" dropdown has a "Choose..." option and a magnifying glass icon. The "Request Type" dropdown is currently empty. Below these is a "Department & Position" field containing the text "700140/999570-Seni" followed by a magnifying glass icon and a close icon. At the bottom right, there are two buttons: "Cancel" and "Submit Request".



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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”.

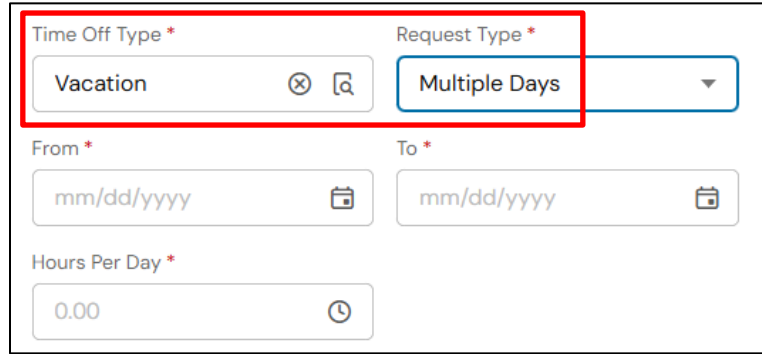
Browse and Select

◀ **Page** 1 of 2 ▶ 1 – 20 of 24 Rows

	Name
☐	Retro No Encumbrance Hours
☐	Retro Pay Hours
☐	Retro Pay Student
☐	Sick FMLA
☐	Sick Family
☐	Sick Leave Self
☒	Vacation
☐	Vacation FMLA
☐	Vacation Transition Taken

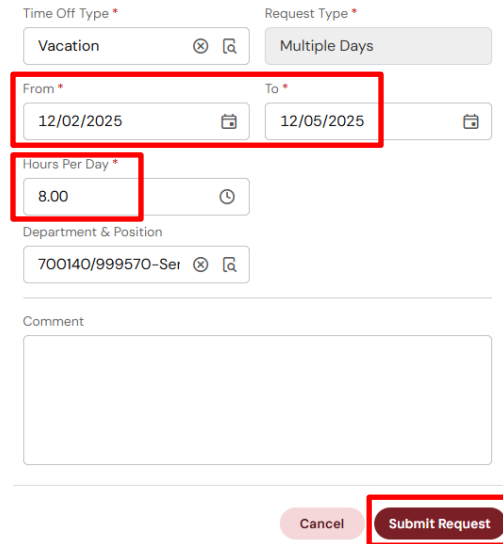


Selecting “Vacation” will return you to the “Request time off” box. The time off type field has been populated. In the “Request Type” field, from the drop-down, select “Multiple Days”.



A screenshot of the 'Request time off' form. The 'Time Off Type' field is set to 'Vacation' and the 'Request Type' field is set to 'Multiple Days'. Both fields are highlighted with a red rectangle. Below these fields are 'From' and 'To' date pickers, both showing 'mm/dd/yyyy', and an 'Hours Per Day' field set to '0.00'.

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.

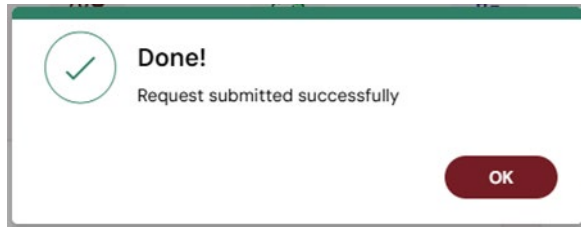


A screenshot of the 'Request time off' form. The 'Time Off Type' field is set to 'Vacation' and the 'Request Type' field is set to 'Multiple Days'. The 'From' date is set to '12/02/2025', the 'To' date is set to '12/05/2025', and the 'Hours Per Day' is set to '8.00'. These three fields are highlighted with a red rectangle. Below these fields are 'Department & Position' (set to '700140/999570-Ser') and a 'Comment' text area. At the bottom right, there are 'Cancel' and 'Submit Request' buttons, with the 'Submit Request' button highlighted by a red rectangle.



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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 would need to contact the Payroll office to have the
time adjusted..

The other option for accessing UKG is with a time clock
The time clocks are touchscreens

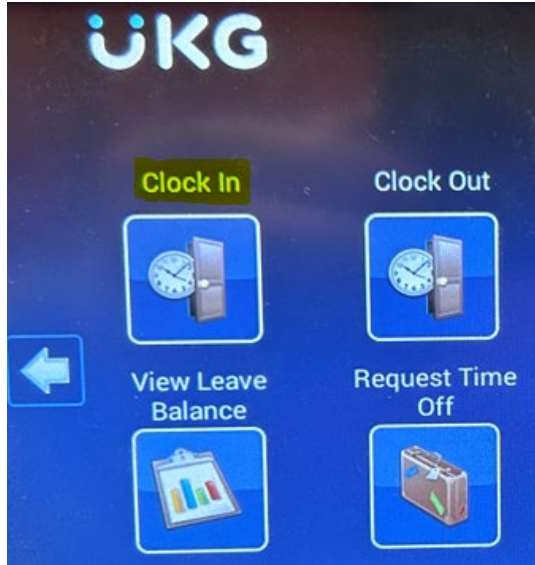


If you have a badge for the time clocks, you can easily swipe your badge to clock in and clock out.

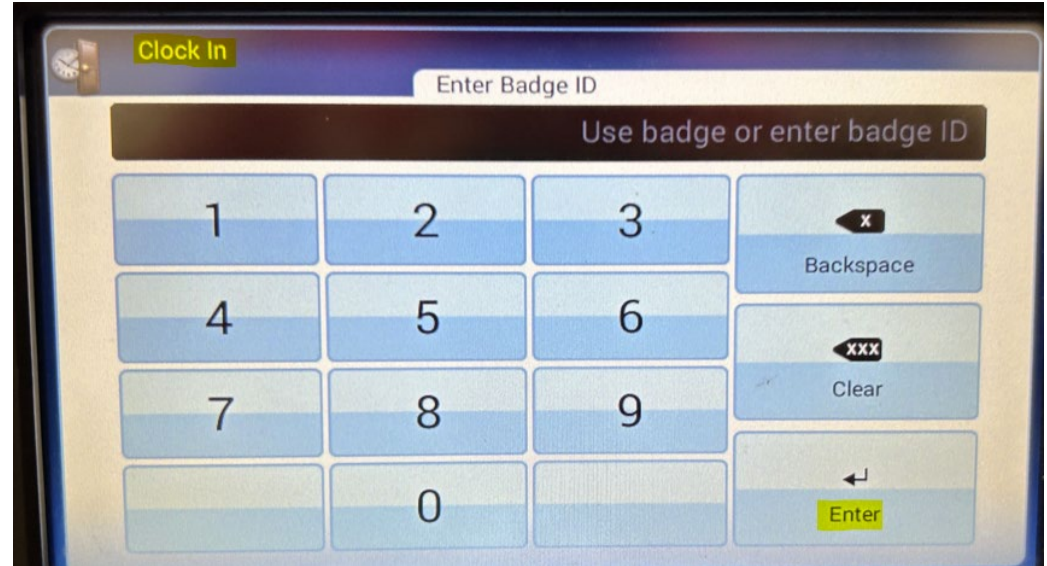
If you forget/lose your time clock badge, you will still need to clock in and out. Use the process on the following slides, using your 700# until your badge is replaced.



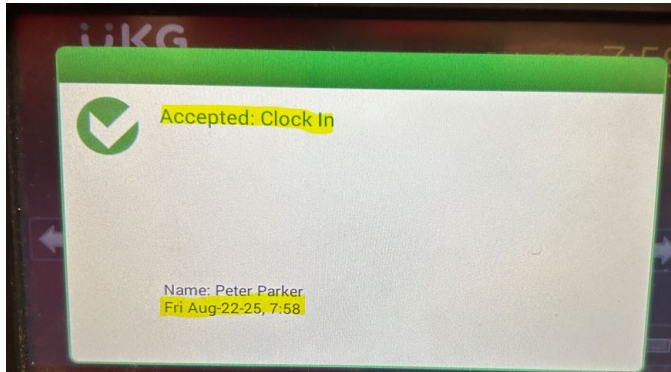
At the start of your shift, at the clock, select “Clock in”



You will then enter your 700#, and select “Submit”



You will see the screen below that confirms your clock-in:

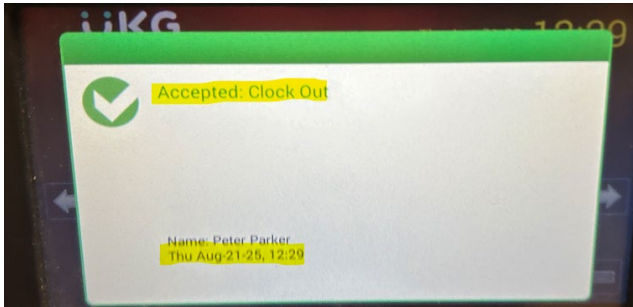


Your next punch will be a clock-out when you leave for lunch. At the clock, select 'Clock Out'

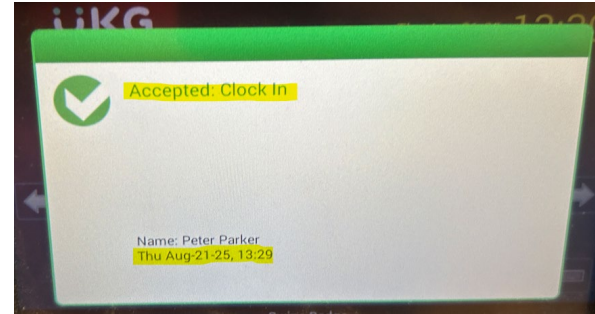


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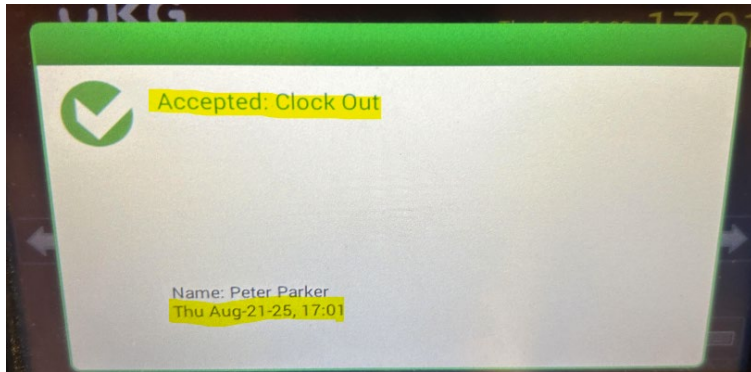
You will then enter your 700#, and select “Submit”. You will see the confirmation screen showing you clocked out and the time.



When you return from lunch, you will select the ‘Clock in’ button. You will then enter your 700#, and select “Submit”. You will see the confirmation screen showing you clocked in and the time.



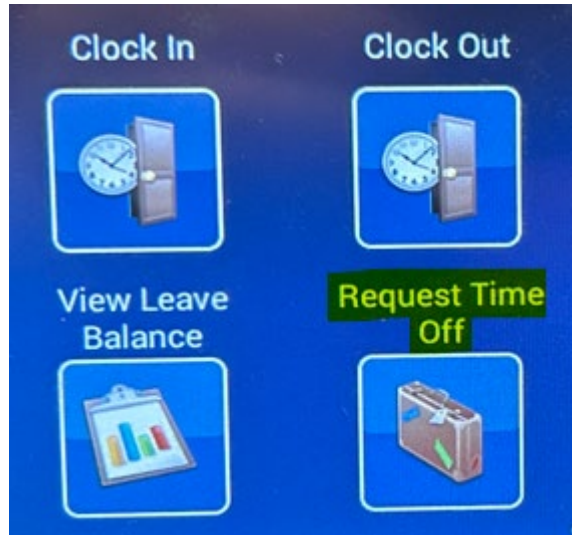
At the end of your shift, at the clock, select “Clock out” You will then enter your 700#, and select “Submit”. You will see the confirmation screen showing you clocked out and the time.



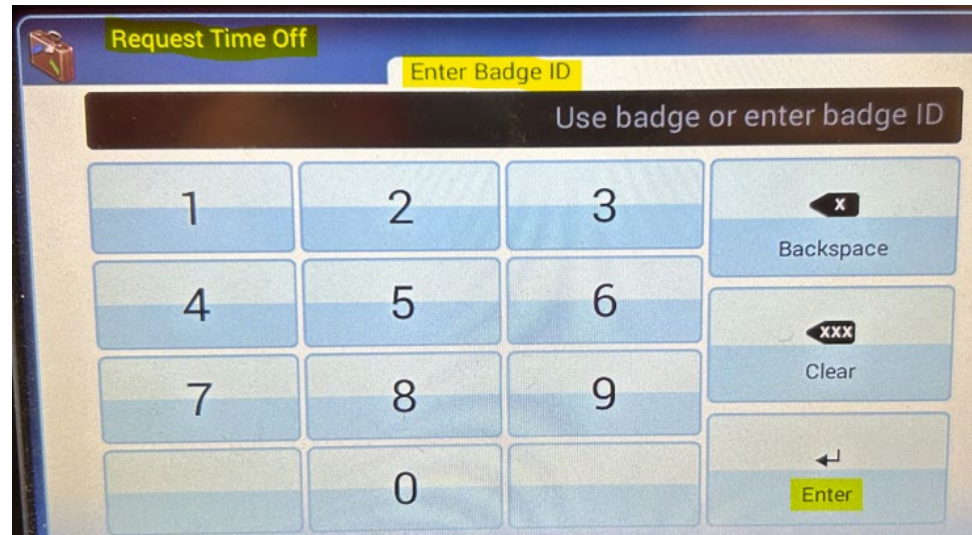
The previous steps were the 4 punches required on days you work.

The following slides will step through how to put in a Time-off Request. First is be requesting a single-day request, followed by a multiple-day request

To start a time off request,
Select “Request time off”



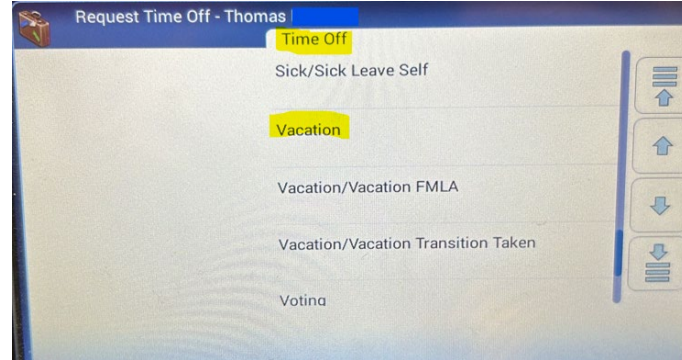
On the screen below, enter
your 700#, and select “Enter”



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You will now see the screen below.
It lists the different types of time off. For this example, we will be putting in a request for a single day of Vacation

The list is alphabetical. In the screenshot to the left, you will see that the down arrow is highlighted. This is how you will scroll down until you see Vacation. Select 'Vacation'



You next see the calendar below.
Select the day off you are
requesting, in this example, 19
August and select “Done”

Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	1	2	3	4	5	6	

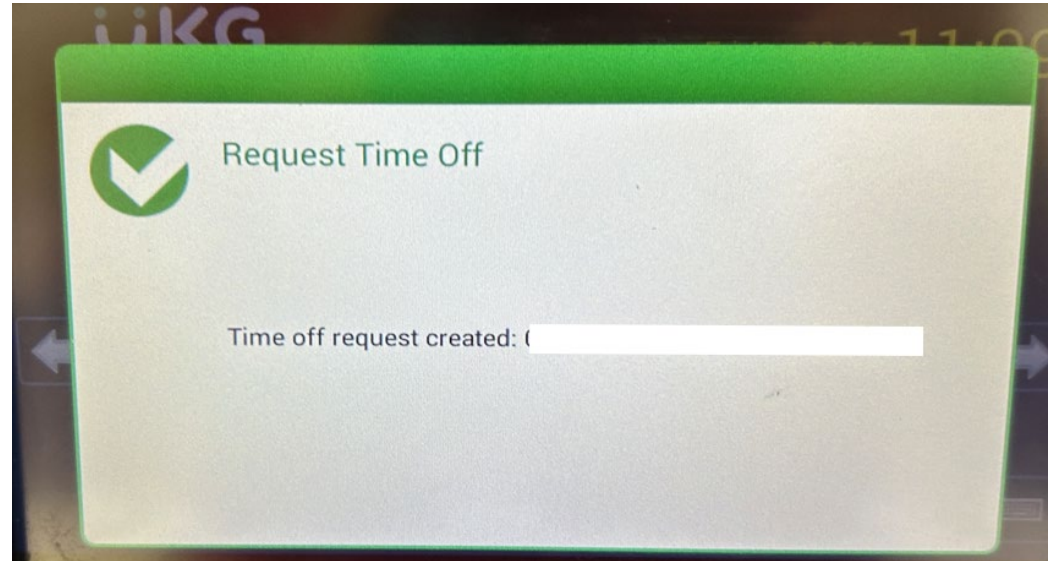
This screen is for reviewing your
Time off Request” If it is correct,
Select “Accept”

Date	Comment
09/08/2025	

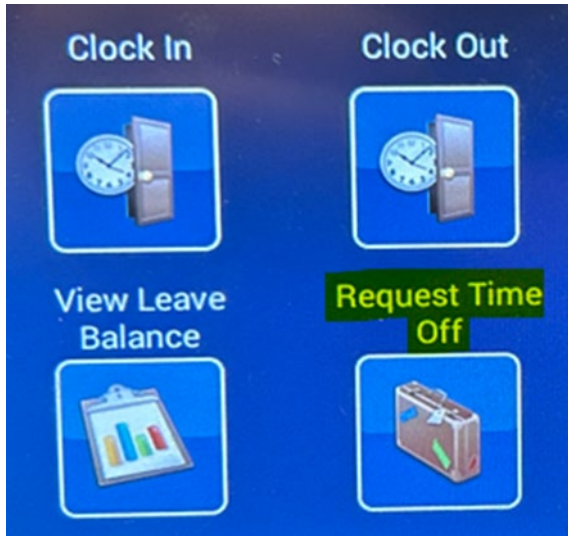
You will now see a box stating,
“Request submitted successfully.”

The request then goes to your
supervisor/manager for approval.
Your approver will receive an email
with your requested time off and
either approve or deny the request.
You will receive an email once your
request is approved or denied.

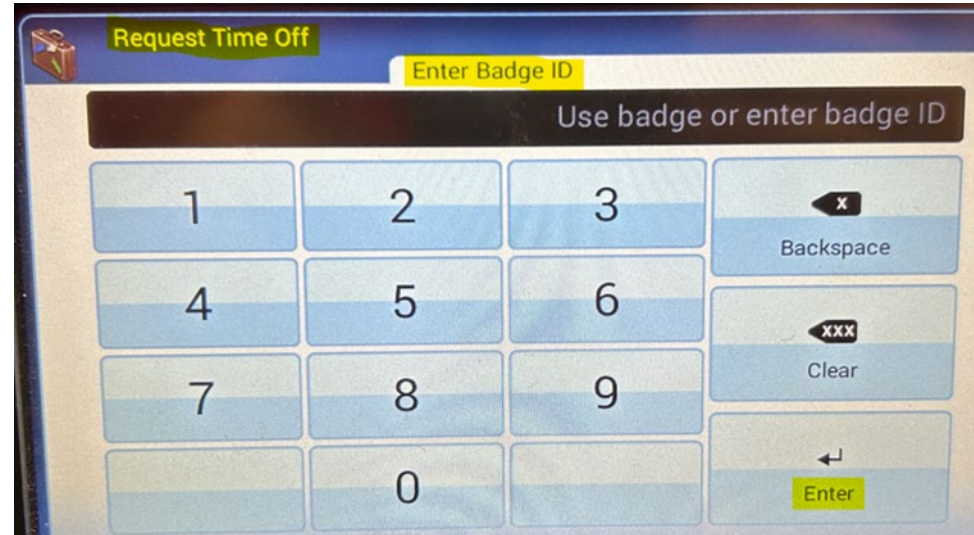
The next slide begins the steps to
Submit a Time off Request for
multiple days



To start a time off request,
Select “Request time off”



On the screen below, enter
your 700#, and select “Enter”

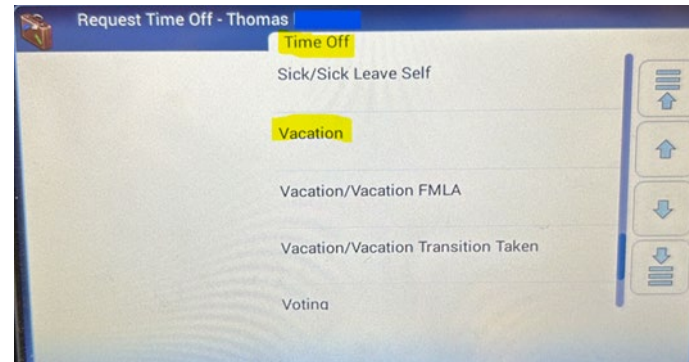


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You will now see the screen below.
It lists the different types of time off. For this example, we will be putting in a request for multiple days of Vacation



The list is alphabetical. In the screenshot to the left, you will see that the down arrow is highlighted. This is how you will scroll down until you see Vacation. Select 'Vacation'



You next see the calendar below. Select the first day off you are requesting. For this example, that date is 28 September. This will automatically put that date in the “Date From” field, select the last day you are requesting, in this example, 30 September:

Request Time Off - [Redacted]

Date To: Sep 2025

Date From: 09/28/2025

Date To: [Empty]

Total Hours Per Day: [Empty]

Comment: [Empty]

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

After selecting the last day, it will automatically populate the “Date to” field below. It will then prompt you to enter how many hours per day you work daily. In this example, it’s 8 hours, and select “Enter”

Request Time Off - Thomas Loggins

Total Hours Per Day: 8:00

Date From: 09/28/2025

Date To: 09/30/2025

Total Hours Per Day: [Empty]

Comment: [Empty]

8:00

1 2 3

4 5 6

7 8 9

0

Backspace

Clear

Enter



You will now see a box stating,
“Request submitted successfully.”

The request then goes to your
supervisor/manager for approval.
Your approver will receive an email
with your requested time off and
either approve or deny the request.
You will receive an email once your
request is approved or denied.

