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CENTRAL
MISSOURI[®]

UKG Ready (Kronos)
Mobile App Guide

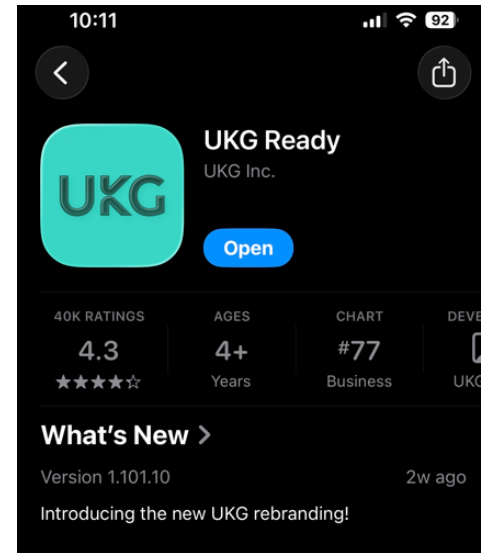
Why we're changing:

- 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.
- UKG Ready helps ensure compliance with federal and state labor regulations (such as breaks and overtime), which protects employees and the organization.

Accessing UKG with the mobile app

Go to your device's app store and search for "UKG Ready"

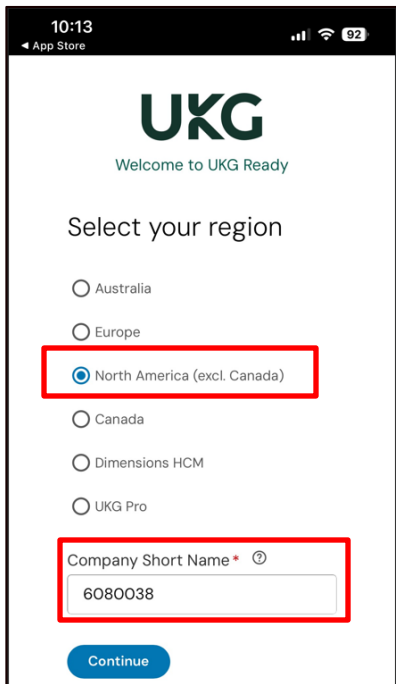
- Note: There are several UKG apps available, make sure you download the "**UKG Ready**" app:



Setting up the app for first use

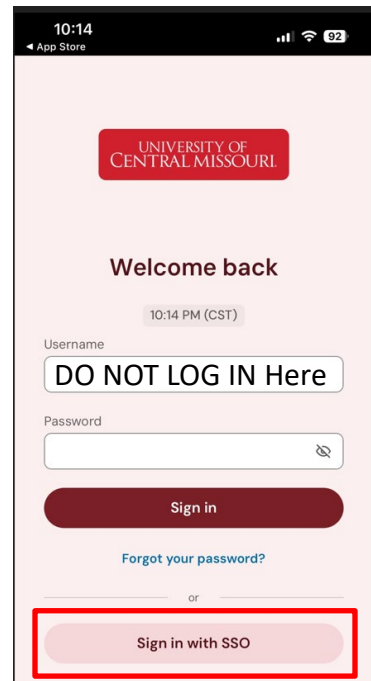
After you've installed the app, open it, and you will see this screen. The main point here is the Company Short Name.

It is 6080038.
You only have to input this once.
Then select "Continue"



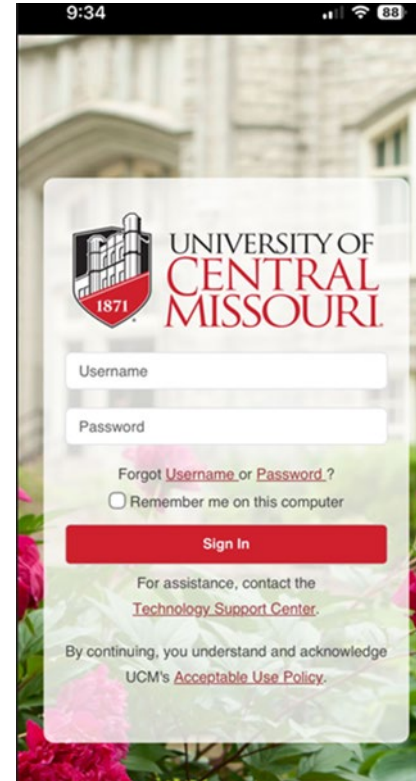
Next, you will see the screen to the right. The app has been configured for Single Sign On, so click on the **"SSO Log in"**

Do NOT log in on this screen with the Username and Password



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Next, you will see the
Single Sign-on screen.
Simply sign in with
your
Network Username
and Password.

A screenshot of a mobile device displaying the University of Central Missouri Single Sign-on screen. The screen shows the university's logo and name at the top, followed by input fields for Username and Password. Below these fields are links for 'Forgot Username or Password?', a checkbox for 'Remember me on this computer', and a red 'Sign In' button. At the bottom, there is a link to the 'Technology Support Center' and a statement about acknowledging the 'Acceptable Use Policy'. The background of the screen shows a blurred image of a building and flowers.

9:34

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Username

Password

Forgot [Username](#) or [Password](#)?

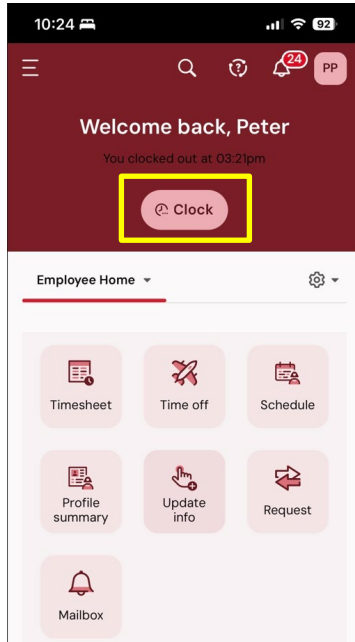
☐ Remember me on this computer

Sign In

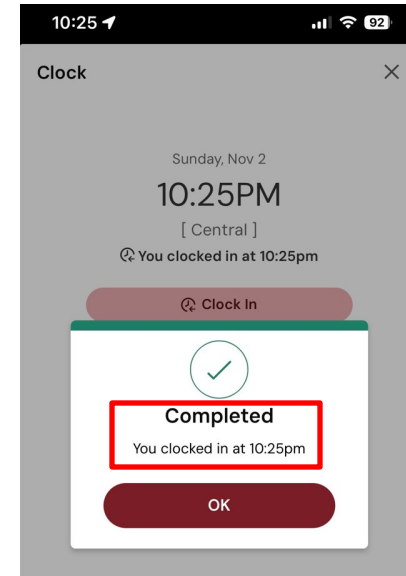
For assistance, contact the
[Technology Support Center](#).

By continuing, you understand and acknowledge
UCM's [Acceptable Use Policy](#).

You will see the screen below. Select “Clock” to clock in at the start of your shift

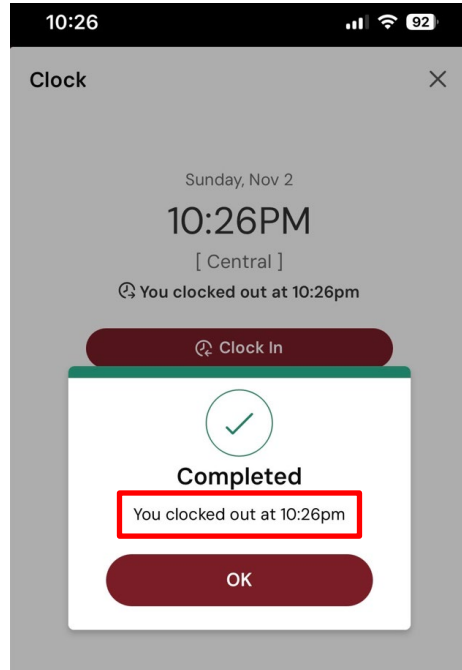


You will see the screen below confirming you have clocked in, and the time that you clocked in:

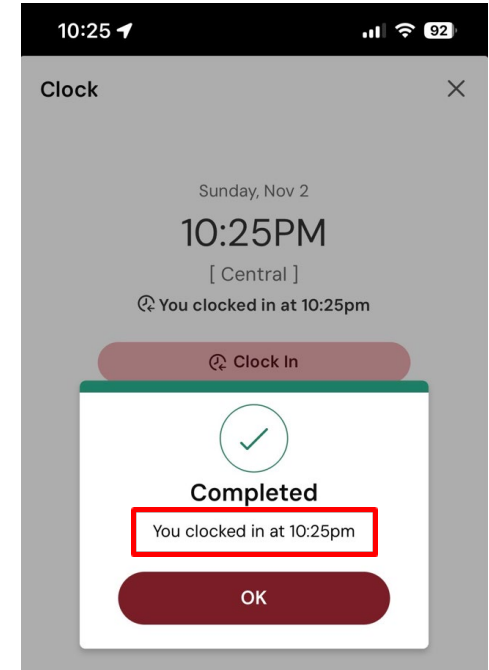


When leaving for lunch, return to the app and select “Clock”.

Then select “Clock out.” You will get confirmation that you clocked out

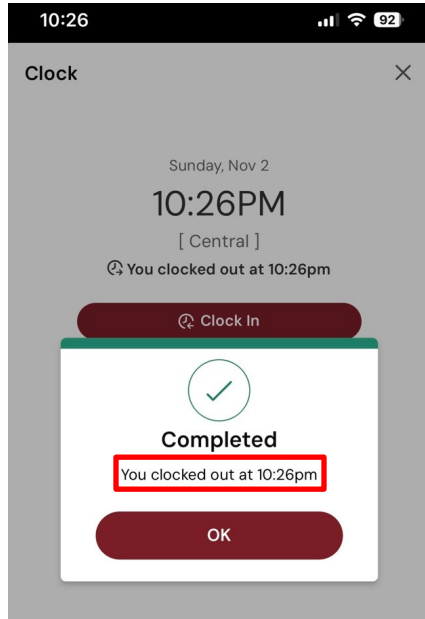


When returning from lunch, go back into the app and select “Clock”. Then select “Clock in” This will clock you in from lunch.



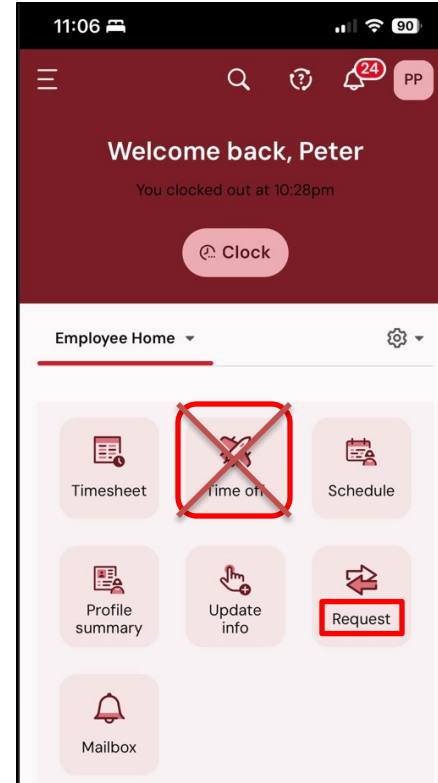
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At the end of your shift, go back into
UKG Ready, and 'Clock Out'



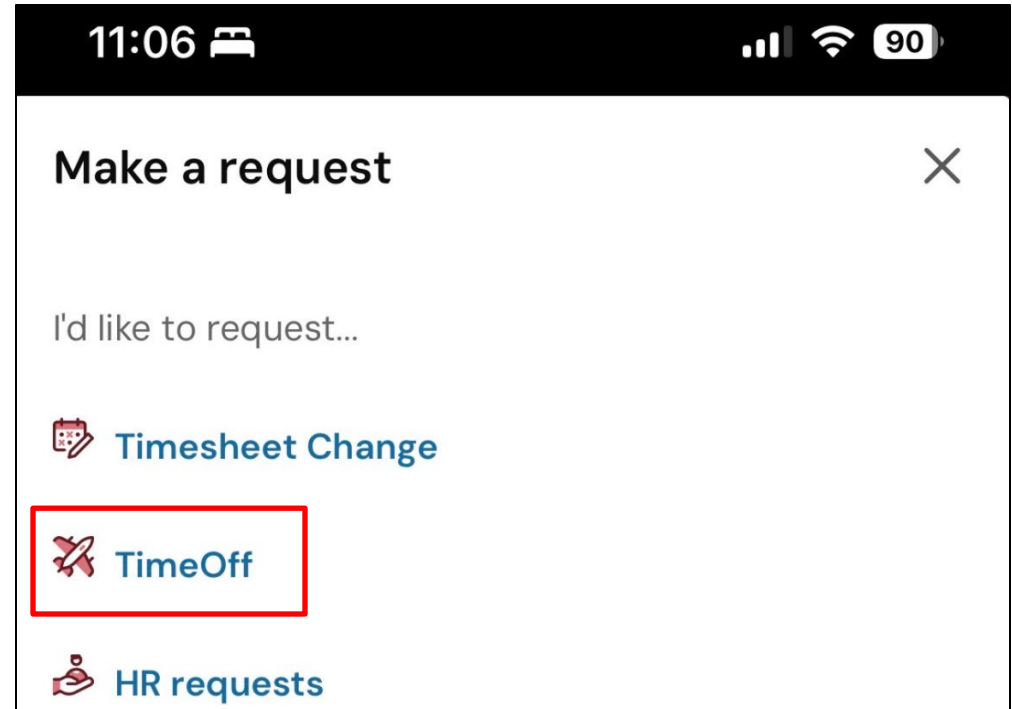
The following slides will show the steps
for a “Time off Request” in the App

Go into the UKG Ready app.
You will see the screen to the right.
Do not select the “Time off” icon.
To start a time off request, select the “Request” icon



First, we will step through requesting one day of vacation.

From the “Make a Request” screen, select “Time off”



For this example,
we will be
submitting a
request to take the
9th of December for
Vacation

Select the 9th of
December, and
“Select this Day”,
then select “Start
request”

11:08

My Time / Time Off

PP

Accrued Balances Details

Vacation

80.00 hrs
Current Accrued

42.50 hrs
Current Balance

29.00 hrs
Taken

DEC 2025 Today

Employee View Team View

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15					20
21	22					27

Start Request

Select this Day

This will bring up the
“Request Time Off” screen.
Here you can review:
Time Off Type is “Vacation”
Request Type is “Full Day”,
and the date that is being
requested off: “Dec 9, 2025”.
Select “Submit Request”

Request Time Off

TUE DEC 9

Schedu...
(0.00hrs)

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

Time Off Type *
Vacation

Request Type *
Full Day

Date *
Dec 9, 2025

Total
8.00

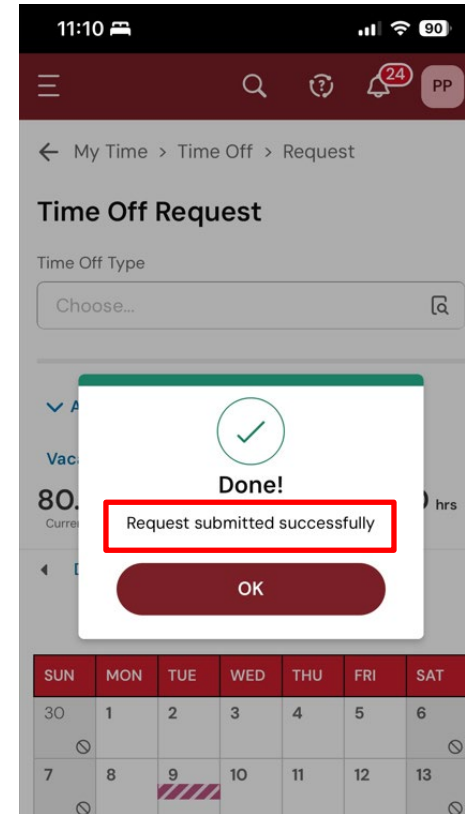
Department & Position
700140/999570-Senior Programmer

Cancel Submit Request



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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.



Next, we will step through requesting multiple days of vacation. For this example, we will submit a 'Time Off Request' to take off the 16th and 17th of December. Select either day you want to request off, select "Start this Request" :

11:10

My Time / Time Off

Time Off Type

Vacation

Accrued Balances Details

Vacation

80.00 hrs Current Accrued 34.50 hrs Current Balance 29.00 hrs Taken

DEC 2025 Today

Employee View Team View

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23				
28	29	30				

Start Request

Select this Day

This will bring up the
“Request Time Off” screen.
Here you can review your
request:
‘Time Off Type’ is “Vacation”, and
‘From’ and ‘To’ fields show the
dates being requested.
You may use the “Comment”
area, but it is not required to
submit a Time Off Request.

Select “Submit Request”

Request Time Off

×

Time Off Type *

Vacation

⊗ 🔍

Request Type *

Multiple Days

From *

Dec 16, 2025

📅

To *

Dec 17, 2025

📅

Hours Per Day *

8.00

🕒

Department & Position

700140/999570--Senior Programmer

⊗ 🔍

Comment

Cancel

Submit Request



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 they will either approve or deny the request.

You will receive an email once your request is approved or denied.

You can also see that your time-off requests are displayed on your calendar.

