



UNIVERSITY OF  
CENTRAL  
MISSOURI®

UKG Ready (Kronos)  
Exempt Employee Guide

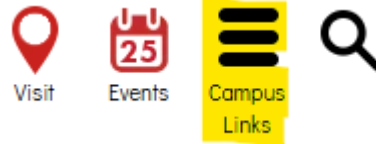
All exempt employees will submit Time Off Requests for all time off. The request(s) go to the manager/supervisor for approval.

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

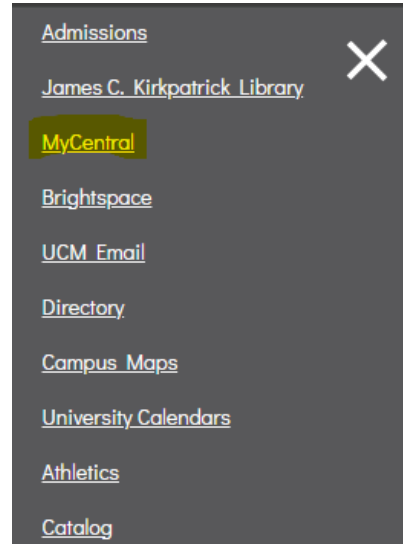
The employee does not need to take further action.

Exempt employees can access UKG Ready in two ways:  
Desktop browser or Mobile app  
This guide covers both methods, starting with desktop access.

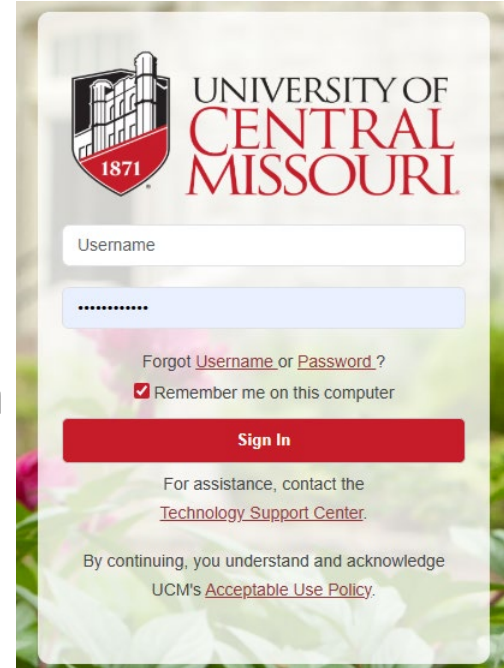
- Open a browser, and in the URL area, type “ucmo.edu”
- Next, you will need to navigate to MyCentral.
- At the top right of the UCM home page, you will see these 4 icons, select “Campus Links”:



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



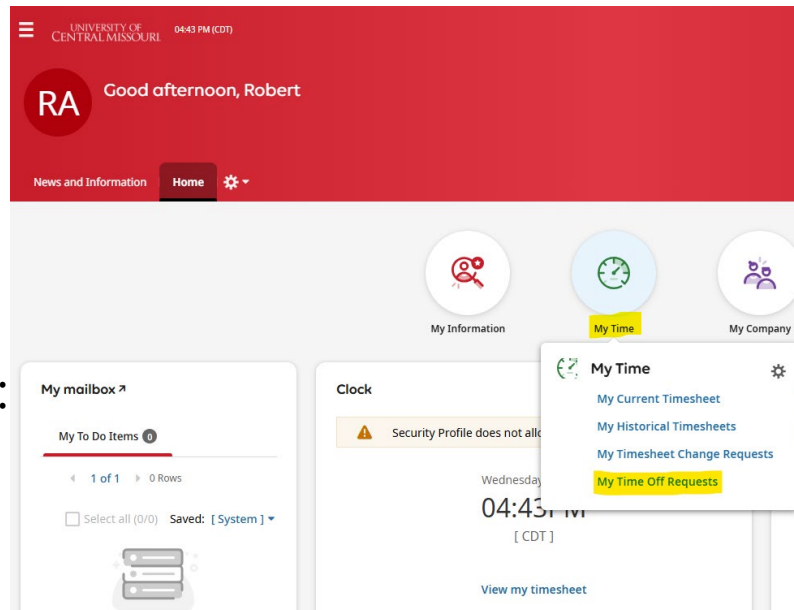
- Next you may see the Single Sign on page.
- Sign in with your network login and password:



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



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



To request time off,  
select “My Time”, and  
you will then select “My  
Time off Requests”

You will now see the Time Off Request screen. In the “Time Off Type” area highlighted, Select the “Browse” icon:

UNIVERSITY OF  
CENTRAL MISSOURI

06:04 PM (CDT)

Search

My Time > Time Off > Request

← Time Off Request

Time Off Type

Choose...

Browse...

SEP 2025Today

Employee ViewTeam View

SUN	MON	TUE	WED	THU	FRI
31	1	2	3	4	5
7	8	9	10	11	12

This will bring up the “Browse and select” screen. It lists the different types of time off. For this example, scroll down and select “Vacation”:

Browse and Select

X

Page

1

of 1

1 - 13 of 13 Rows


Search

	Name	Full Path
<input type="radio"/>	Personal Leave	Personal Leave
<input type="radio"/>	Prof Leave	Prof Leave
<input type="radio"/>	Sick FMLA	Sick/Sick FMLA
<input type="radio"/>	Sick Family	Sick/Sick Family
<input type="radio"/>	Sick Leave Self	Sick/Sick Leave Self
<input checked="" type="radio"/>	Vacation	Vacation
<input type="radio"/>	Vacation FMLA	Vacation/Vacation FMLA
<input type="radio"/>	Vacation Transition Taken	Vacation/Vacation Transition Taken
<input type="radio"/>	Workers Comp DOI	Workers Comp DOI

Close



After selecting the “Time off type” that you are requesting, that window will close, and in the “Time off Type” window, you will now see that it shows “Vacation”:

UNIVERSITY OF  
CENTRAL MISSOURI06:22 PM (CDT)

Search

My Time > Time Off > Request

← Time Off Request

Time Off Type

Vacation

SEP 2025Today

Employee ViewTeam View

SUN	MON	TUE	WED	THU	FRI
31	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19

First we will step through requesting one day of vacation. Select the day you want to request (it will turn light blue), We will be using the 8<sup>th</sup> for this example, and select the red button to the right labeled “Start Request”:

UNIVERSITY OF  
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06:34 PM (CDT)

Search

My Time > Time Off > Request

← Time Off Request

Time Off Type

Vacation

Start Request

SEP 2025

Today

Employee View

Team View

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

This will bring up the “Request Time Off” screen. Here you can review your request:

Time Off Type is “Vacation”,  
Request Type is “Full Day”, and  
the date that is being requested  
off: 8 September.

You may use the “Comment”  
area, but it is not required to  
submit your request.

Select “Submit Request”

Request Time Off

X

MON SEP 8

Schedule  
(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 \*

09/08/2025

Total

8.00

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 either approve or deny the request.

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


The screenshot displays the 'Time Off Request' interface of the University of Central Missouri. At the top, a red header bar contains the university's name and the current time, 06:45 PM (CDT). Below the header, the breadcrumb 'My Time > Time Off > Request' is visible. The main heading is '← Time Off Request'. Underneath, there is a 'Time Off Type' dropdown menu with 'Choose...' selected. Below this, navigation links for 'SEP 2025' and 'Today' are present, along with tabs for 'Employee View' (selected) and 'Team View'. A calendar grid shows dates from Sunday to Thursday. A yellow highlight is placed on the date '8' in the Monday column, with a tooltip indicating 'Vacation (8.00 hrs)'. A white modal dialog box with a green border is overlaid on the calendar, displaying a green checkmark icon, the text 'Done!', and 'Request submitted successfully'. An 'OK' button is located at the bottom right of the modal.





SUN	MON	TUE	WED	THU
31	1	2	3	4
7	8 Vacation (8.00 hrs)	9	10	11
14	15	16	17	18



Next, we will step through requesting multiple days of vacation.

For this example, we will submit a 'Time Off Request' to take the 17<sup>th</sup> through the 19<sup>th</sup> of September off. Select the first day you want to request off (it will turn light blue), hold down the "Shift" button on your keyboard, and select the last day requested. The 3 days will be highlighted in blue, and select the red button to the right labeled "Start Request":



 UNIVERSITY OF CENTRAL MISSOURI 07:07 PM (CDT)

Search    

My Time > Time Off > Request

**← Time Off Request**

Time Off Type

Vacation  

**Start Request**

SEP 2025 Today **Employee View** Team View

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8 Vacation (8.00 hrs)	9	10	11	12	13
14	15	16	17	18	19	20



This will bring up the  
“Request Time Off” screen.

Here you can review your  
request:

Time Off Type is “Vacation”,  
The request type is “Multiple  
Days”, and the “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

WED SEP 17

Schedule  
(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 \*

Multiple Days

From \*

09/17/2025

To \*

09/19/2025

Hours Per Day \*

8.00

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 either approve or deny the request.

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

The screenshot displays the 'Time Off Request' interface for the University of Central Missouri. The header includes the university logo, the time '07:27 PM (CDT)', and a search bar. The breadcrumb trail shows 'My Time > Time Off > Request'. The main heading is '← Time Off Request'. Below this, there is a 'Time Off Type' dropdown menu with 'Choose...' selected. The calendar view is set to 'SEP 2025' and 'Today'. The 'Employee View' tab is active, showing a calendar grid. A modal dialog box is overlaid on the calendar, displaying a green checkmark icon, the text 'Done!', and 'Request submitted successfully', with an 'OK' button. The calendar shows dates from Sunday, September 31, to Friday, September 19. A vacation request for 8.00 hours is visible on Monday, September 8, and another for 24.00 hours is visible on Wednesday, September 17.

SUN	MON	TUE	WED	THU	FRI
31	1	2			5
	7	8	9		12
	14	15	16	17	19



If a time off request is not submitted  
due to unforeseen circumstances,  
You must contact your approver,  
and the approver will enter the appropriate hours  
before they approve your timesheet for processing



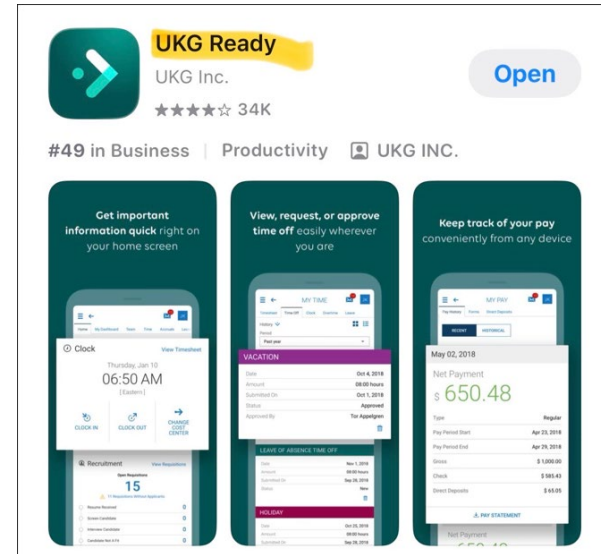
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# The second option for accessing UKG is with the mobile app

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:

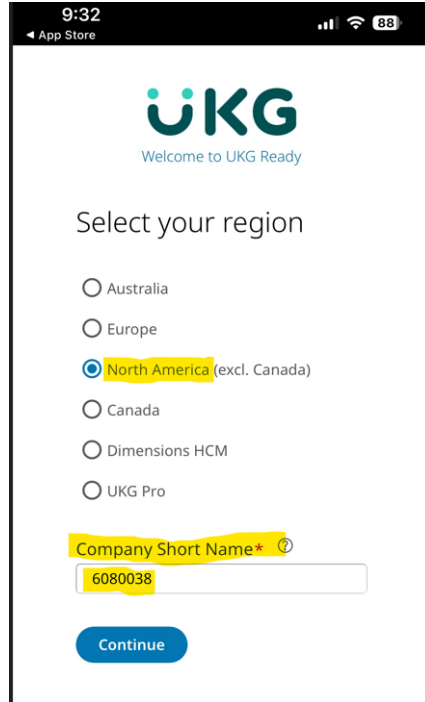


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# Setting up the app for first use

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"



9:32  
App Store

**UKG**  
Welcome to UKG Ready

Select your region

☐ Australia

☐ Europe

☒ North America (excl. Canada)

☐ Canada

☐ Dimensions HCM

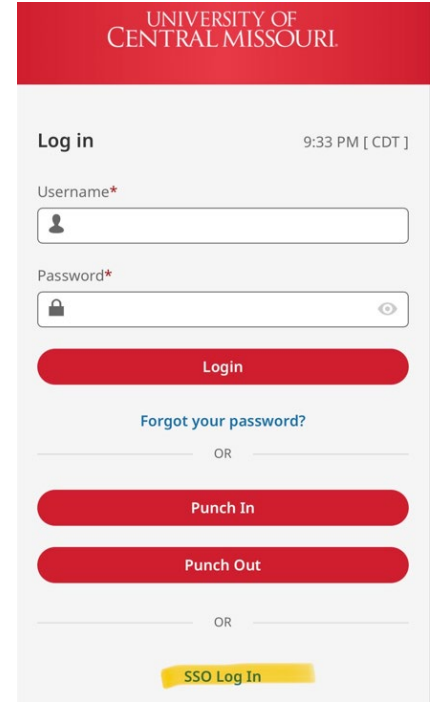
☐ UKG Pro

Company Short Name\* ⓘ

6080038

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"**



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Log in 9:33 PM [ CDT ]

Username\*

Password\*

Login

Forgot your password?

OR

Punch In

Punch Out


OR

SSO Log In



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Next, you will see the familiar Single Sign-on screen, like you've seen on your desktop. Simply sign in with your Network Username and Password.



9:34

UNIVERSITY OF  
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1871

Username

Password

[Forgot Username or Password?](#)

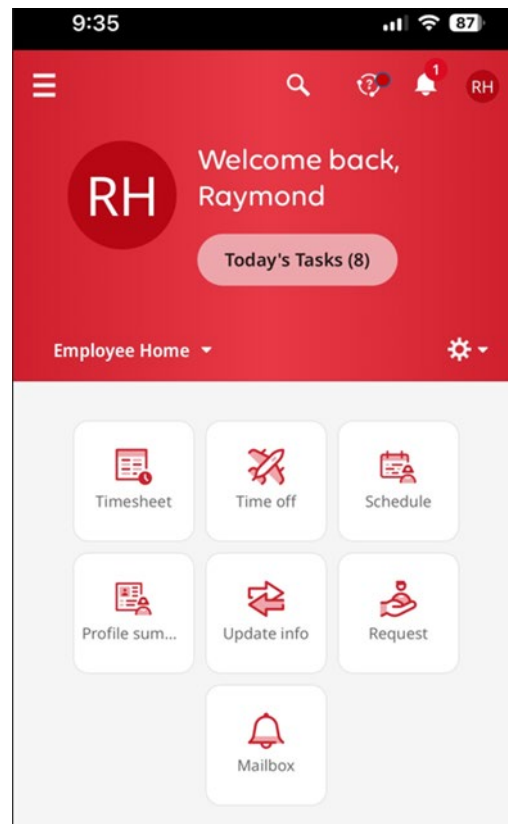
☐ Remember me on this computer

**Sign In**

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

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

You are now in the UKG Ready system. You will see the screen to the right. From here, you will next click on the “Request” icon to request time off.



9:35

Welcome back,  
Raymond

Today's Tasks (8)

Employee Home

Timesheet

Time off

Schedule

Profile sum...

Update info

Request

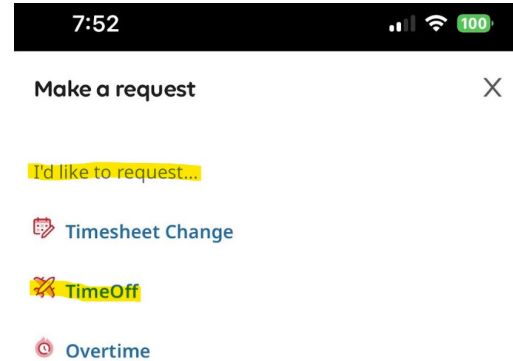
Mailbox



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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 25<sup>th</sup> of August for Vacation.

Select the 25<sup>th</sup> of August, and the dropdown to the right will appear. Select “Start request”

7:54

My Time > Time Off > Request

Time Off Request

Time Off Type  
Vacation

AUG 2025 Today

Employee View Team View

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					5	6

Start Request

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: 25 August. You may use the “Comment” area, but it is not required to submit a Time Off Request. Select “Submit Request”

7:54

Request Time Off

MON AUG 25

Schedule (0.00hrs)

Time Off Type\*  
Vacation

Request Type\*  
Full Day

Date\*  
Aug 25, 2025

Total  
8.00

Comment

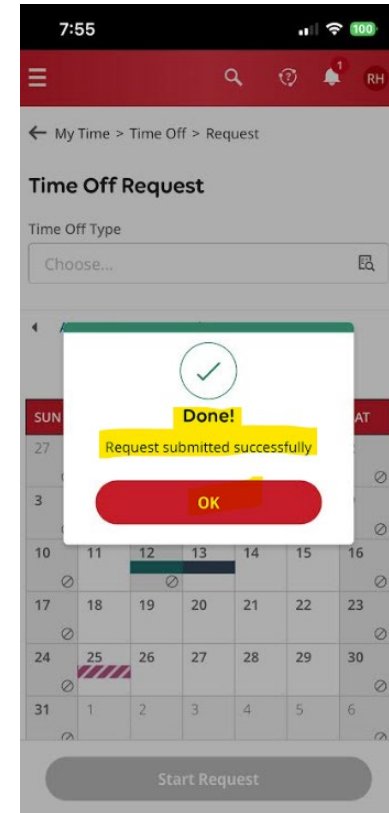
Cancel Submit Request



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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.



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Next, we will step through requesting multiple days of vacation.

For this example, we will submit a 'Time Off Request' to take off the 23rd and 24<sup>th</sup> of September.

Select the first day you want to request off, the 23rd (it will turn light blue),

Select "Select this day" then select the 24<sup>th</sup> and again say "Select this day". Both days will be highlighted in blue, and select "Start Request":

The screenshot shows the mobile app interface for requesting time off. At the top, the status bar shows 8:33 and 100% battery. The app header is red with a menu icon, search, and notification icons. Below the header, the breadcrumb trail reads "My Time > Time Off > Request". The title "Time Off Request" is highlighted in yellow. Under "Time Off Type", a dropdown menu shows "Vacation" selected. Below this, a calendar for September 2025 is displayed. The calendar has tabs for "Employee View" (selected) and "Team View". The dates 23 and 24 are highlighted in blue. A pop-up menu appears over these dates with options "Start Request" and "Select this Day" (highlighted in yellow). At the bottom, a red button labeled "Start Request" is visible.

8:33

My Time > Time Off > Request

**Time Off Request**

Time Off Type

Vacation

SEP 2025 Today

Employee View Team View

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				

TUE SEP 23

Start Request

Select this Day

Start Request



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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”

7:57

Request Time Off

TUE SEP 23

Schedule  
(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\*

From\*

Sep 23, 2025

To\*

Sep 24, 2025

Comment

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.

