



UNIVERSITY OF
CENTRAL
MISSOURI®

UKG Ready (Kronos)
Hourly Employee Guide

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 have four 'Punches' daily:

- '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



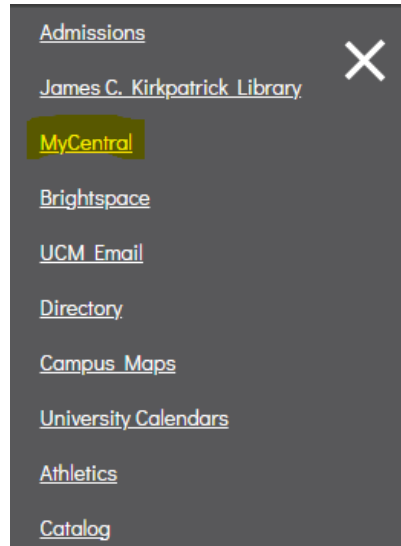
Hourly employees can access UKG Ready in three ways:
Desktop browser, Mobile app, or Timeclock

This guide covers all methods, starting with desktop access.

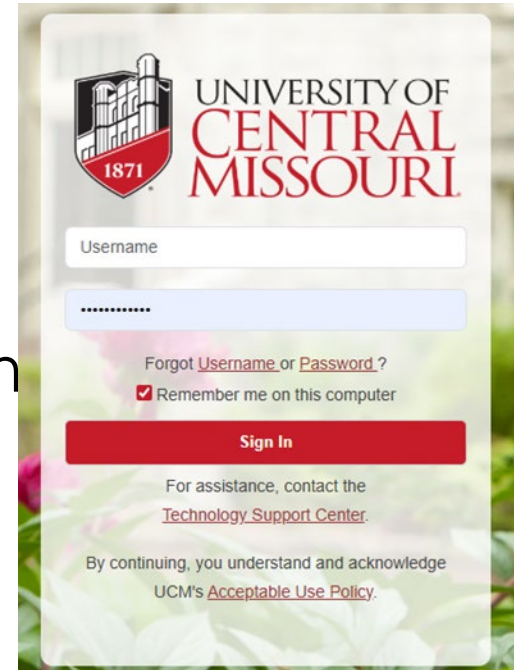
- Open a browser, and in the URL area, type “ucmo.edu”
- Next, you will need to navigate to MyCentral.
- At the top right of the UCM home page, you will see these 4 icons. Select “Campus Links”:



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



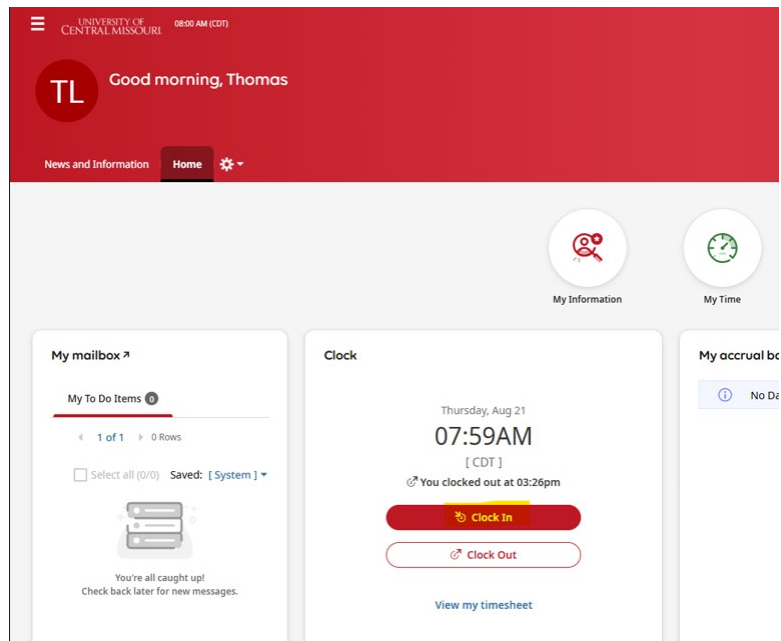
- Next you may see the Single Sign on page.
- Sign in with your network login and password:



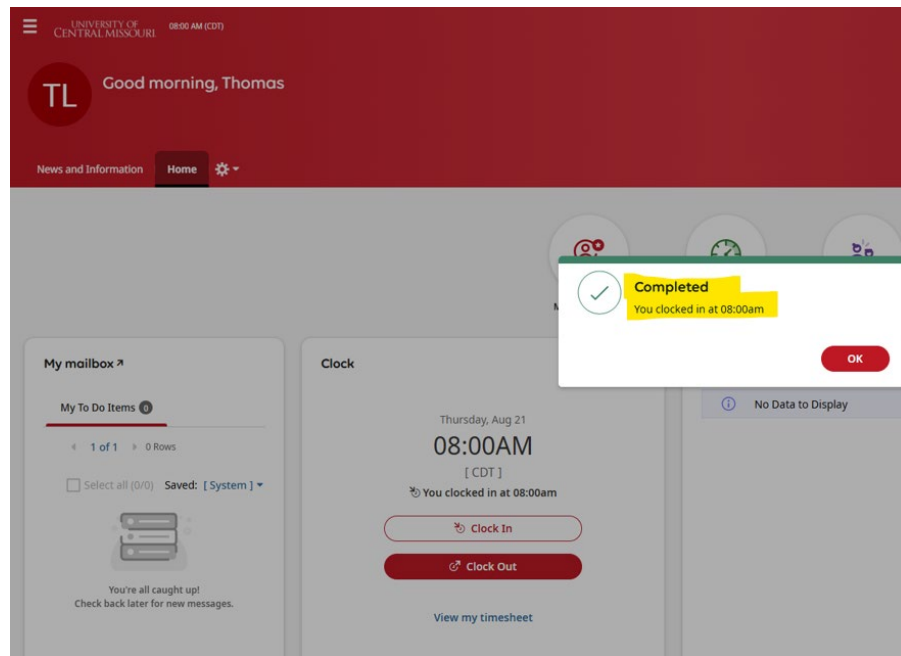
- Now that you are in MyCentral, on the Employee Resource card, select:
UKG Ready
(TimeReporting)



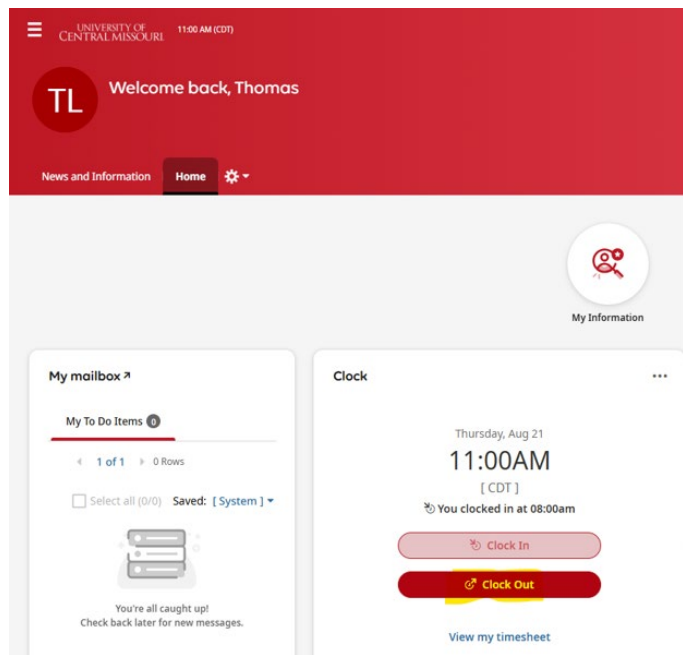
Your first punch will be at the start of your shift. In the “Clock” area. Select “Clock in”



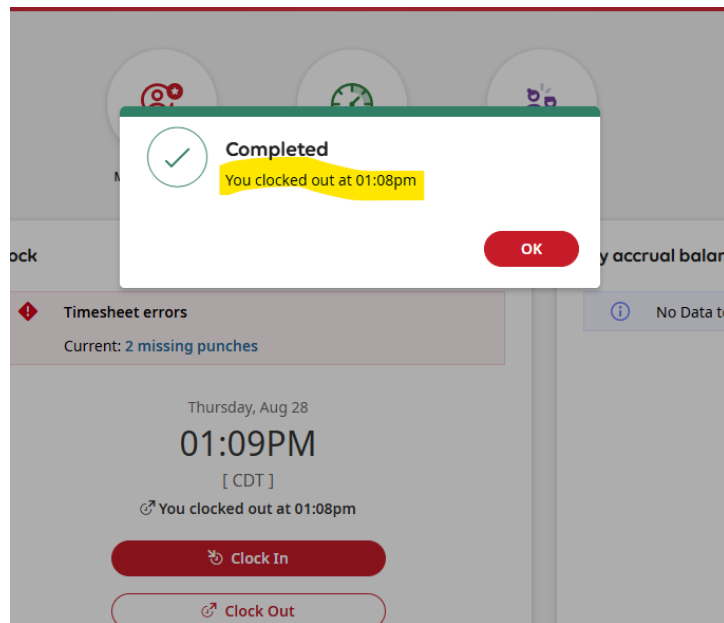
You will get a confirmation that you clocked in. Click ‘ok’. Your next punch will be when you leave for lunch



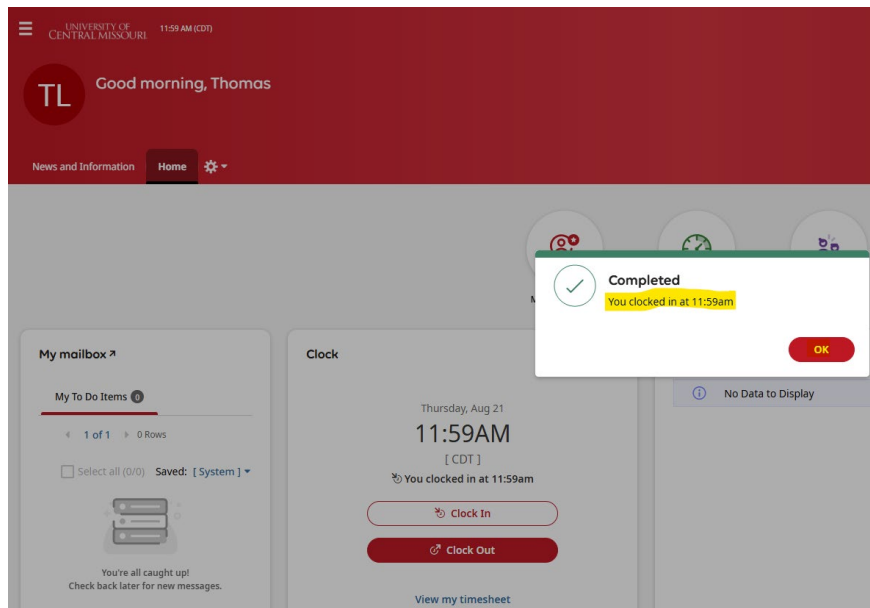
Same steps earlier to get back to UKG
Ready, select 'Clock Out'



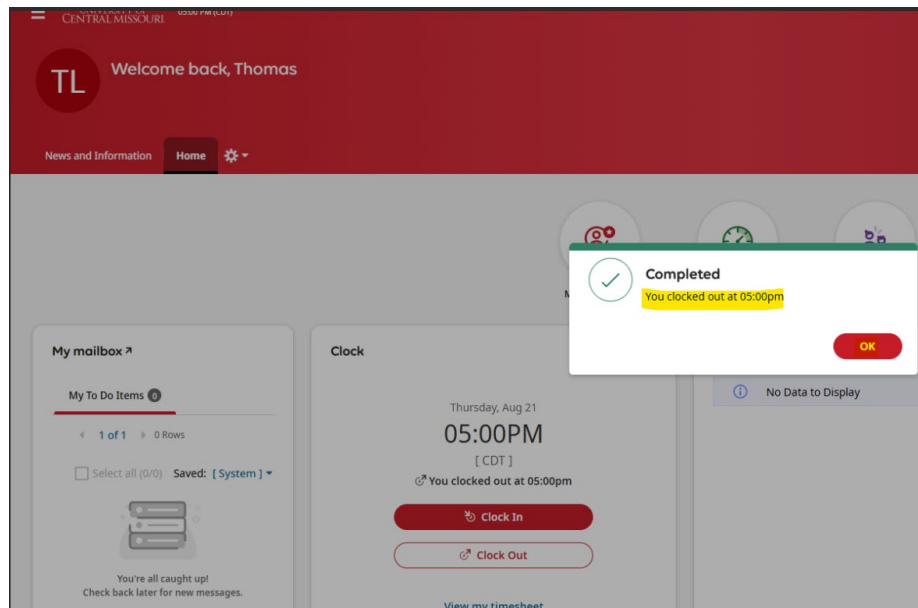
You will get a confirmation that you
clocked out, and the time. Click 'ok'.



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 hourly employees will submit Time Off Requests for all time off.

The request(s) are sent to the manager/supervisor for approval. When the approver approves or rejects the Time Off Request, you will receive an email notification to inform you of the approval.

If any time off or punches are missed during the pay period, you will need to communicate those missing entries to your approver prior to them approving your timesheet.

At the end of the pay period, all timesheets are automatically sent to the supervisor to be approved/submitted.

- When you want to put in a Time Off Request,
you have a couple of options:
- You can put in the request while you are in UKG Ready,
after you punch in or out
- Or you can put in a time off request at any time by going back into
MyCentral, and on the Employee Resource card, select: UKG Ready
(Time Reporting)



To request time off,
select “My Time”, and
at the bottom
of the list, select
“My Time off Requests”

The screenshot displays the University of Central Missouri employee portal. At the top, a red header bar contains the university logo, the text "UNIVERSITY OF CENTRAL MISSOURI", the time "07:01 PM (CDT)", and a user profile for "TL" with the greeting "Good evening, Thomas". Below the header, a navigation bar includes "News and Information", "Home", and a settings icon. The main content area features three circular icons: "My Information", "My Time" (highlighted with a yellow background), and "My Company". The "My Time" dropdown menu is open, showing a list of links: "My Current Timesheet", "My Historical Timesheets", "My Timesheet Change Requests", and "My Time Off Requests" (highlighted with a yellow background). On the left, the "My mailbox" section shows "My To Do Items" with 0 items. The "Clock" section displays the current time as "07:01PM [CDT]" and indicates the user clocked out at "05:00pm". It includes "Clock In" and "Clock Out" buttons. At the bottom right, there is a link to "View my timesheet".



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

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06:04 PM (CDT)

Search

My Time > Time Off > Request

← Time Off Request

Time Off Type

Choose...

Browse...

SEP 2025

Today

Employee View

Team View

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

This will bring up the list of different time off titled “Browse and select”. For this example , scroll down and select “Vacation”:

Browse and Select

X

Page 1 of 2 1 - 20 of 23 Rows

Search

	Name	Full Path
<input type="radio"/>	Retro No Encumbrance Hours	Retro No Encumbrance Hours
<input type="radio"/>	Retro Pay Hours	Retro Pay Hours
<input type="radio"/>	Retro Pay Student	Retro Pay Student
<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

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”:

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06:22 PM (CDT)

Search

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
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 8th for this example, and select the red button to the right labeled “Start Request”:

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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: 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 a Time Off 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 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 Monday, September 8th, with a label 'Vacation (8.00 hrs)'. A white modal box with a green border and a checkmark icon is overlaid on the calendar, displaying the text 'Done! Request submitted successfully' and an 'OK' button.



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

For this example, we will submit a 'Time Off Request' to take the 17th through the 19th 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
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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”,
and “From” and “To” fields
showing 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 *

Request Type *

Vacation

×

🔍

Multiple Days

From *

To *

09/17/2025

📅

09/19/2025

📅

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 date '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 interface features a calendar view for 'SEP 2025' with tabs for 'Employee View' and 'Team View'. The calendar shows dates from Sunday, September 31, to Friday, September 19. A confirmation modal is overlaid on the calendar, displaying a green checkmark icon, the text 'Done!', and 'Request submitted successfully', with an 'OK' button. The calendar also shows existing vacation requests: 'Vacation (8.00 hrs)' on Monday, September 8, and 'Vacation (SEP 17 - SEP 19, 24.00 hrs)' on Wednesday, September 17.

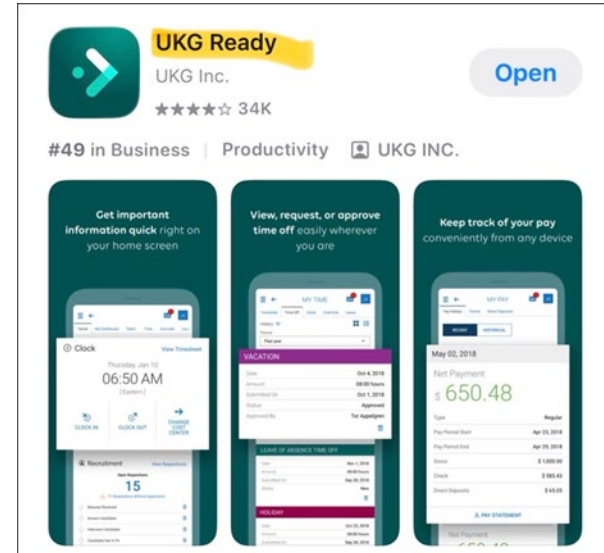


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The second option for accessing UKG is with the mobile app

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:

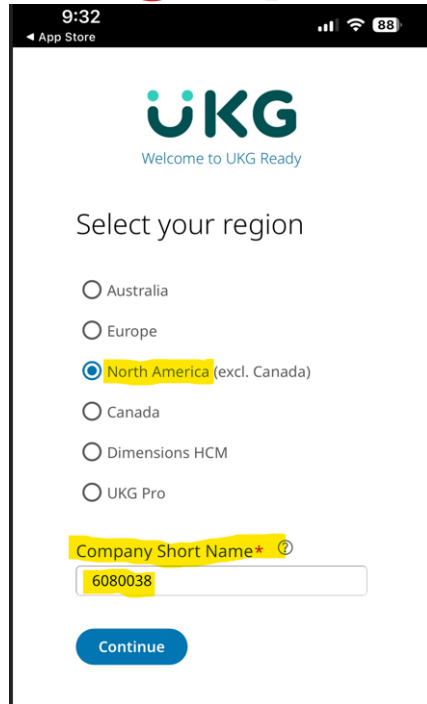


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Setting up the app for first use

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

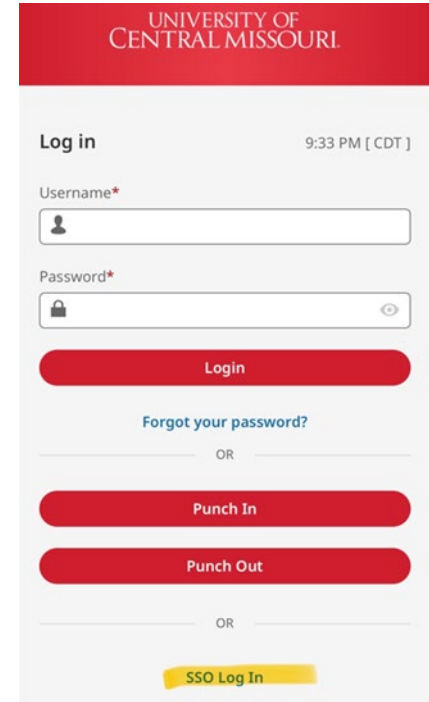
☐ UKG Pro

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

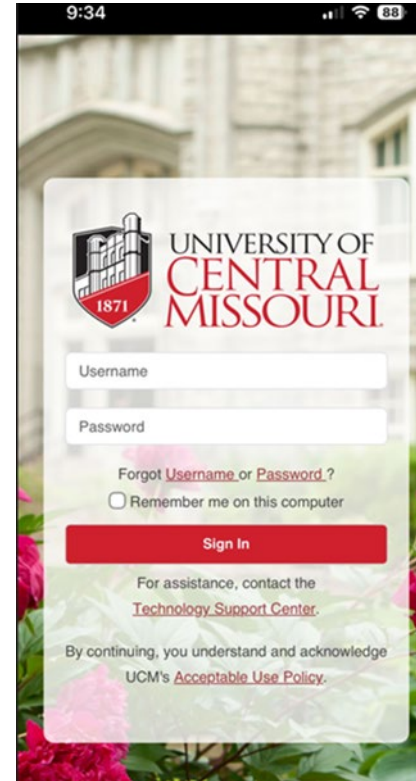
OR

SSO Log In



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

A mobile screenshot of the University of Central Missouri Single Sign-on screen. The screen shows the university's logo and name at the top. Below that are input fields for 'Username' and 'Password'. There is a link for 'Forgot Username or Password?' and a checkbox for 'Remember me on this computer'. A red 'Sign In' button is prominently displayed. At the bottom, there is a disclaimer: 'By continuing, you understand and acknowledge UCM's 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](#)?

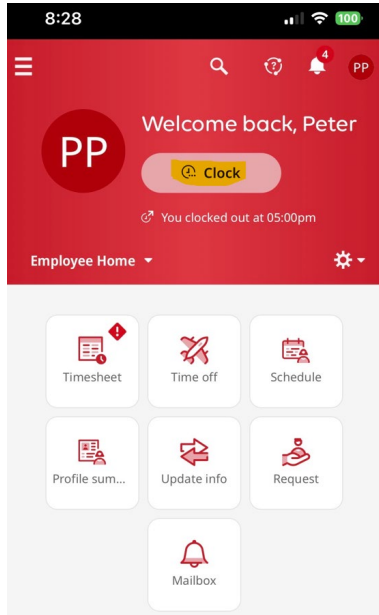
☐ Remember me on this computer

Sign In

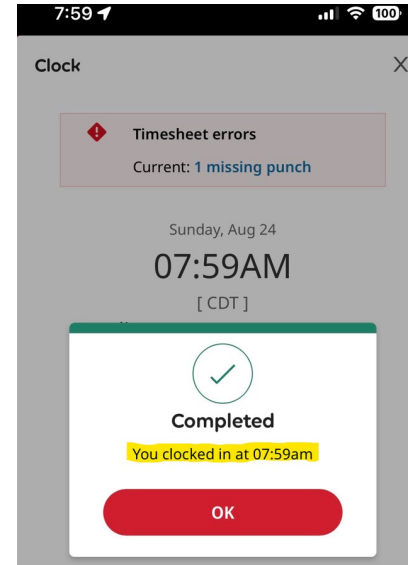
For assistance, contact the
[Technology Support Center](#).

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

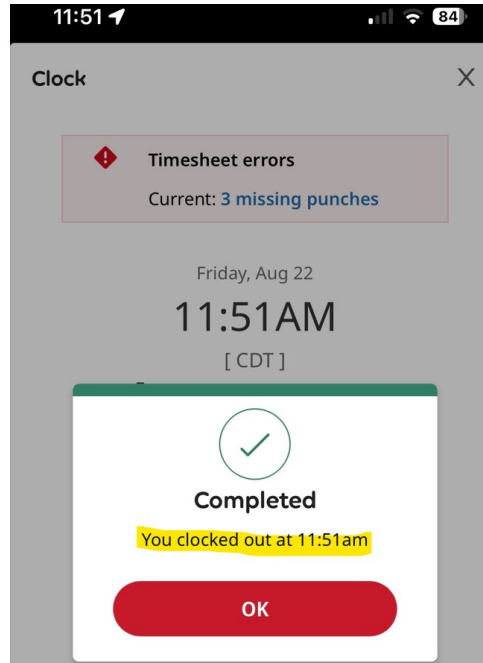
You will see the screen below. Select “Clock” to clock in at the start of your shift



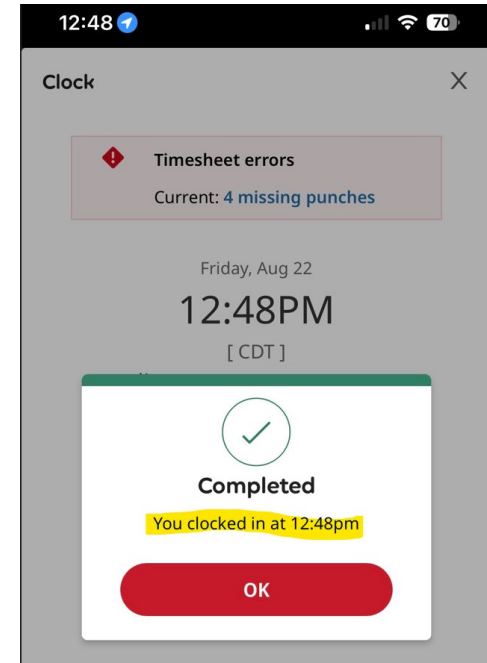
You will see the screen below confirming you have clocked in, and the time that you clocked in:



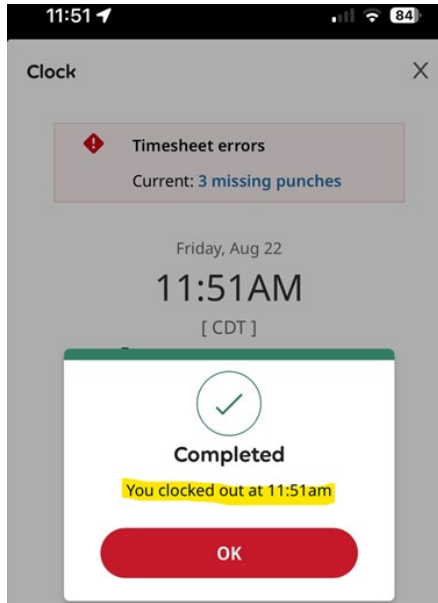
When leaving for lunch, go back into the app and select “Clock”. Then select “Clock out” This will clock you out.



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

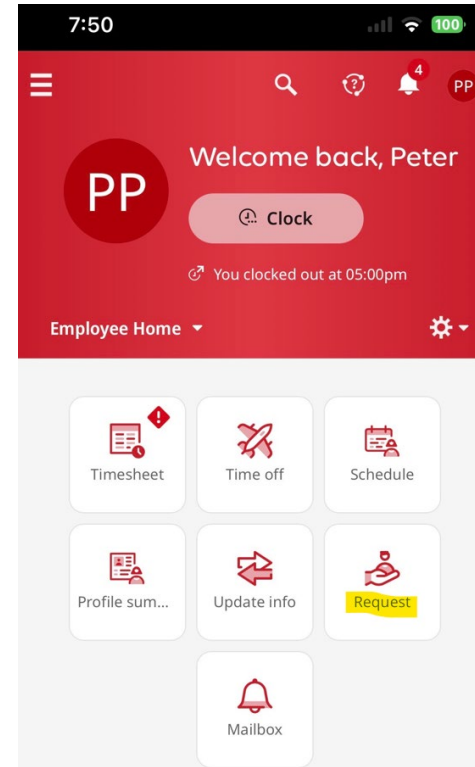


At the end of your shift, go back into
UKG Ready, and 'Clock Out'



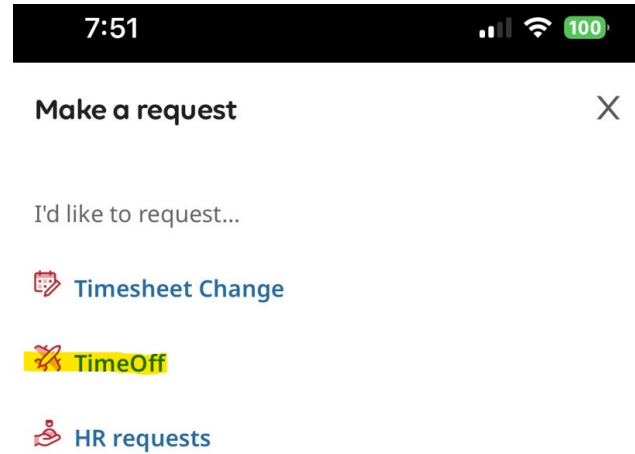
The following slides will show the steps
for a “Time off Request” in the App

Go back into the UKG Ready app. You will see the screen to the right. From here, you will next click on the “Request” icon to request time off.



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 4th of September for Vacation

Select the 4th of September, and the dropdown to the right will appear. Select “Start request”

7:52

My Time / Time Off

Accrued Balances Details

Vacation

0.00 hrs Current Balance 0.00 hrs Taken 0.00 hrs Scheduled 0.00 hrs Remaining

SEP 2025 Today

Employee View Team View

SUN MON TUE WED THU FRI SAT

31 1 2 3 4 5 6

7 12 13

14 19 20

21 22 23 24 25 26 27

28 29 30 1 2 3 4

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: “Sept 4, 2025”. You may use the “Comment” area, but it is not required to submit a Time Off Request. Select “Submit Request”

Request Time Off

THU SEP 4

Schedule (8.50hrs)

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 *

Sep 4, 2025

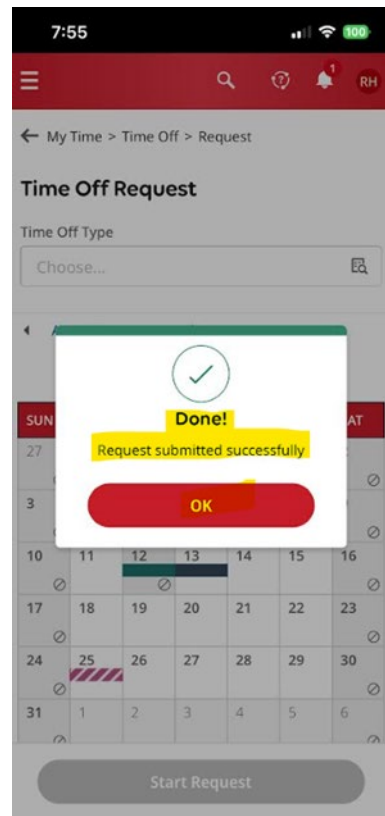
Total

8.50

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.



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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 24th 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 24th and again say "Select this day". Both days will be highlighted in blue, and select "Start Request":

The screenshot shows the 'Time Off Request' screen in a mobile app. At the top, the status bar shows 8:33 and 100% battery. The app header is red with a menu icon, search, and notification bell. Below the header, the breadcrumb 'My Time > Time Off > Request' is visible. The title 'Time Off Request' is highlighted in yellow. Under 'Time Off Type', a dropdown menu shows 'Vacation' selected. Below this, navigation arrows show 'SEP 2025' and 'Today'. Two tabs, 'Employee View' and 'Team View', are present. A calendar grid for September 2025 is displayed, with days 23 and 24 highlighted in blue. A context menu is open over these days, showing 'Start Request' and 'Select this Day' (highlighted in yellow). At the bottom, a red button labeled 'Start Request' is visible.

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				



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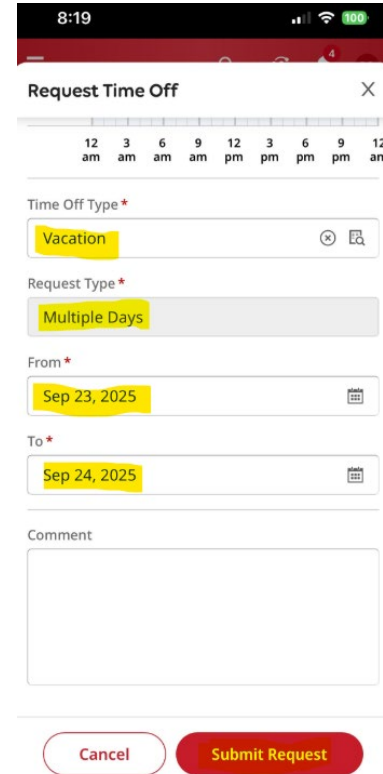
This will bring up the
“Request Time Off” screen.

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”



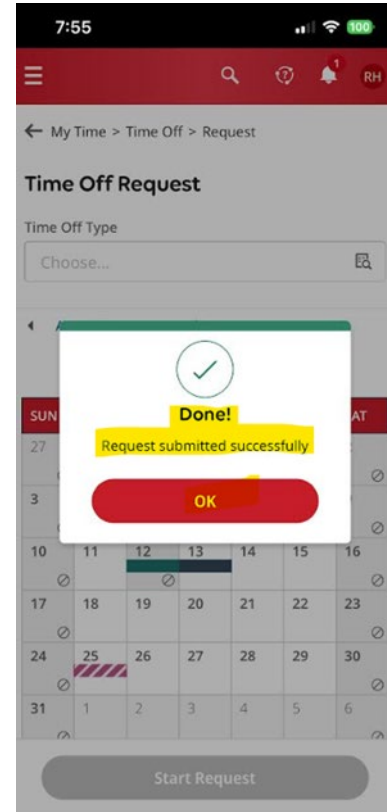
The screenshot shows a mobile application interface for requesting time off. At the top, the status bar displays the time 8:19, signal strength, and battery level at 100%. The app title is "Request Time Off" with a close button (X) in the top right corner. Below the title is a horizontal timeline showing dates from 12 am to 12 am. The "Time Off Type" field is set to "Vacation". The "Request Type" field is set to "Multiple Days". The "From" field shows "Sep 23, 2025" and the "To" field shows "Sep 24, 2025". There is a "Comment" text area below these fields. At the bottom, there are two buttons: "Cancel" and "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.



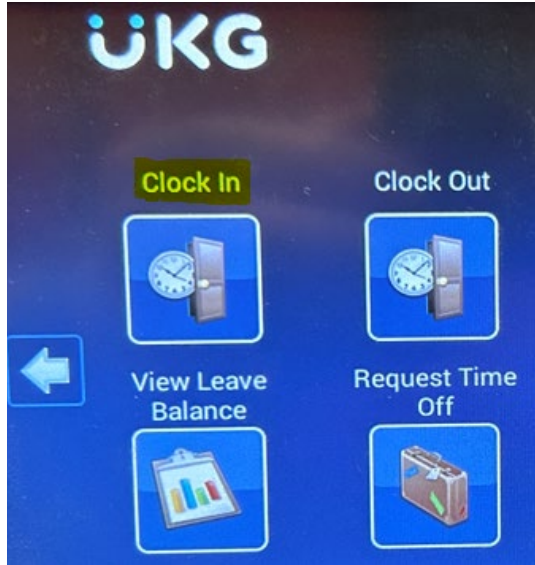
The third option for accessing UKG is with a time clock
The time clocks are touchscreens



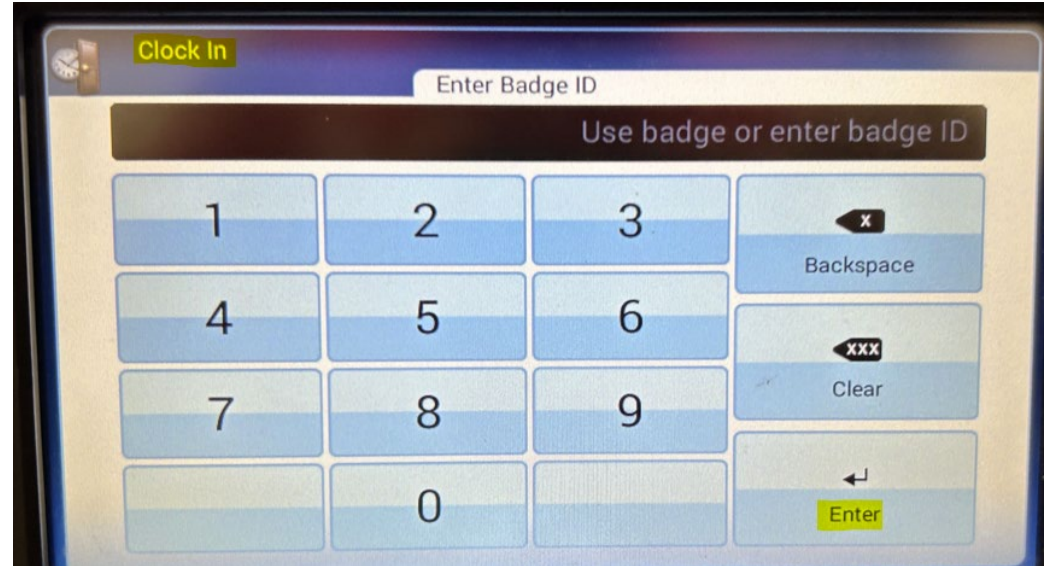
If you have a badge for the time clocks, you can easily swipe your badge to clock in and clock out.

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.

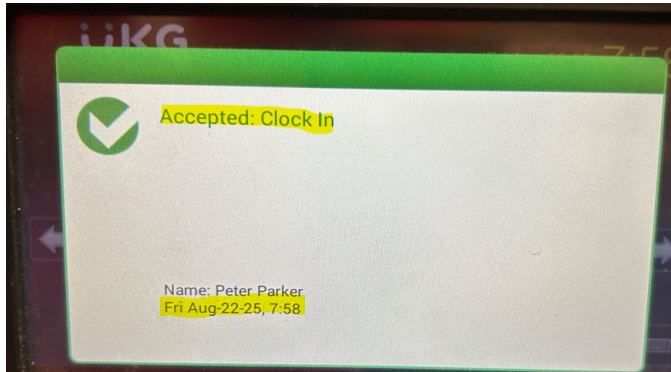
At the start of your shift, at the clock, select “Clock in”



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



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

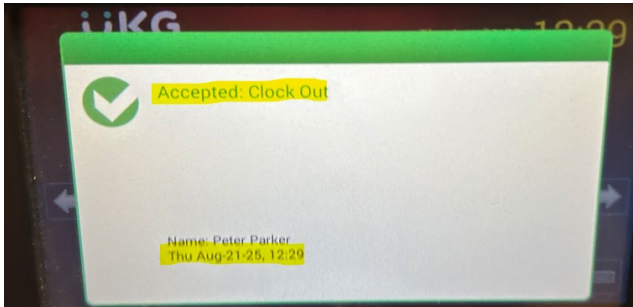


Your next punch will be a clock-out when you leave for lunch. At the clock, select 'Clock Out'

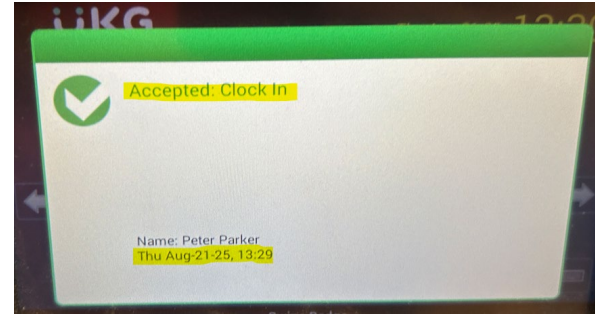


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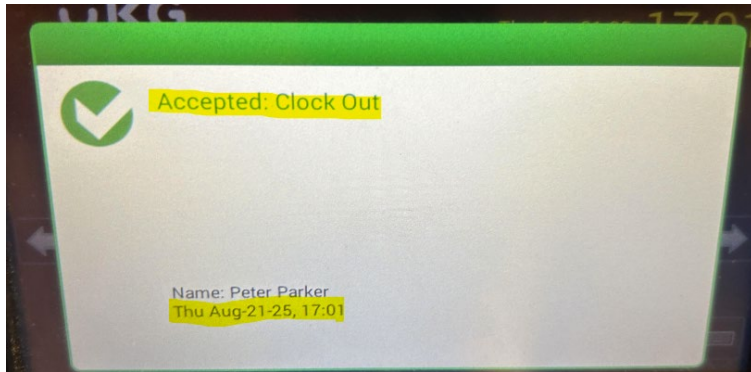
You will then enter your 700#, and select “Submit”. You will see the confirmation screen showing you clocked out and the time.



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.



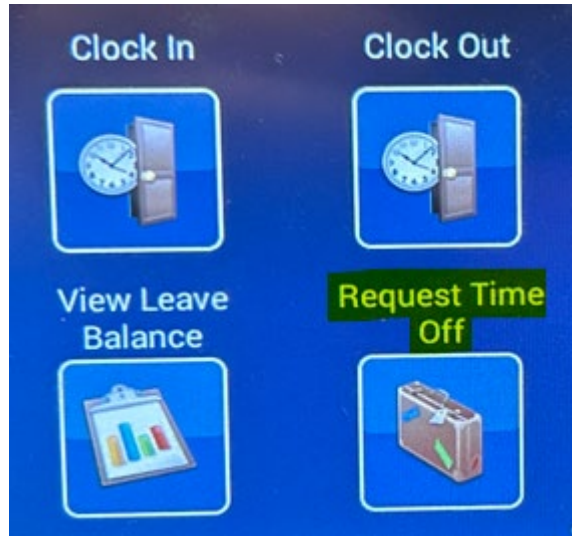
At the end of your shift, at the clock, select “Clock out” You will then enter your 700#, and select “Submit”. You will see the confirmation screen showing you clocked out and the time.



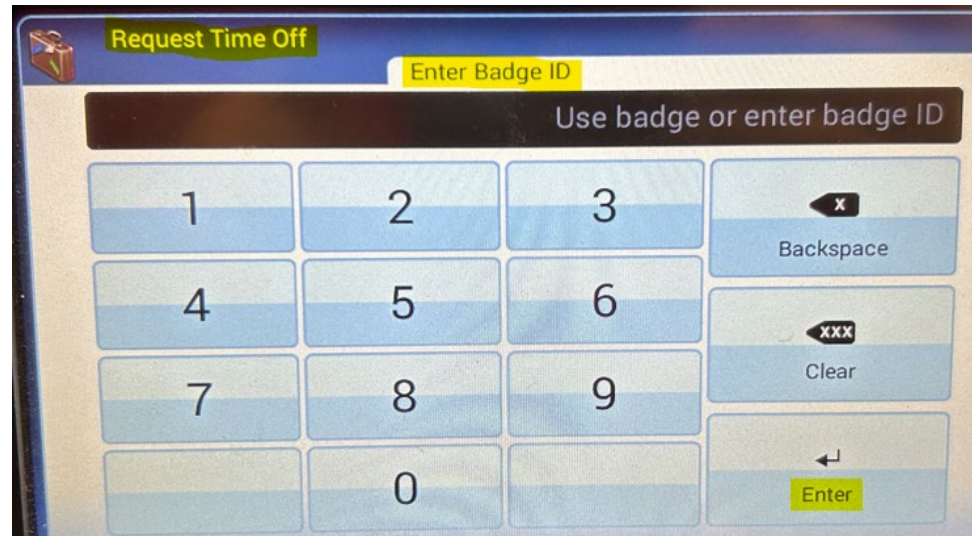
The previous steps were the 4 punches required on days you work.

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”



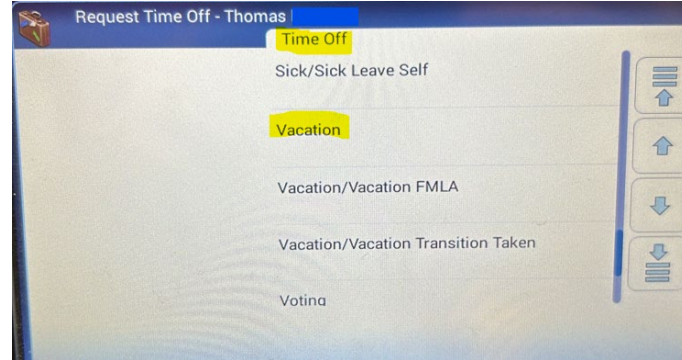
On the screen below, enter
your 700#, and select “Enter”



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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”

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

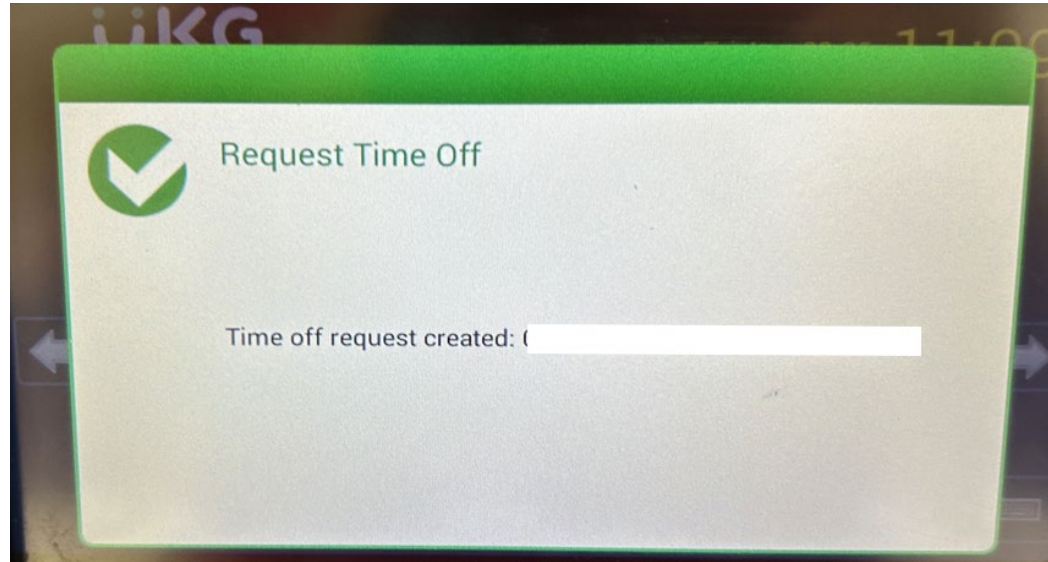
This screen is for reviewing your
Time off Request” If it is correct,
Select “Accept”

Date	Comment
09/08/2025	

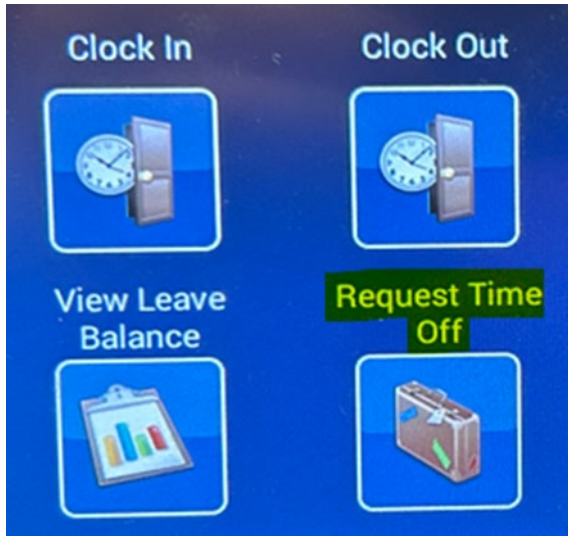
You will now see a box stating,
“Request submitted successfully.”

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.

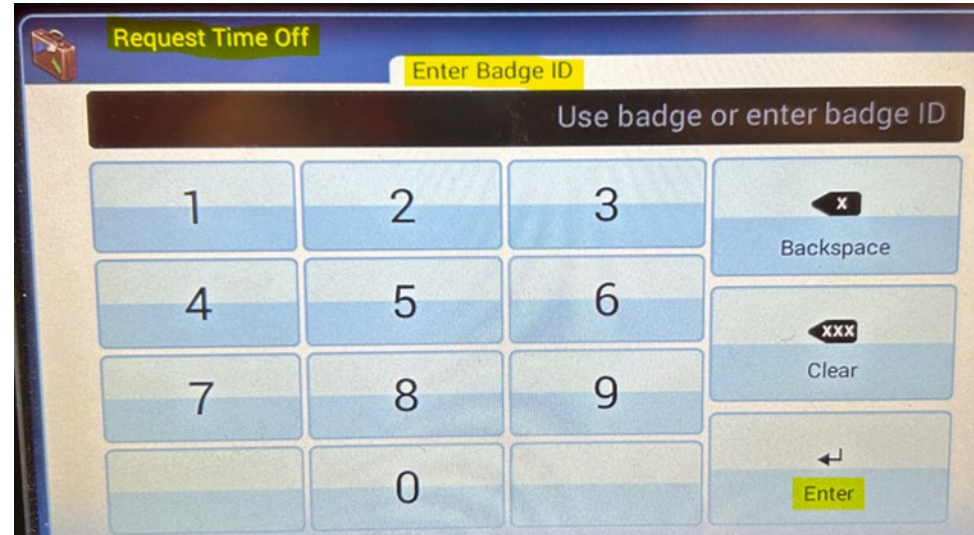
The next slide begins the steps to
Submit a Time off Request for
multiple days



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



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

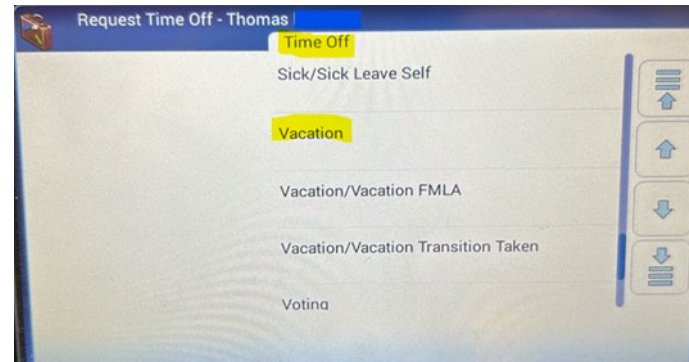


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You will now see the screen below.
It lists the different types of time off. For this example, we will be putting in a request for multiple days of Vacation



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: [Green Highlight]

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: [Green Highlight]

Comment: [Empty]

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.

