



UNIVERSITY OF
CENTRAL
MISSOURI®

UKG Ready (Kronos)
Supervisor/Approver Guide

All employees must 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 manager/supervisor for approval.

This guide will walk you through approving time off requests, approving time sheets, and editing a timesheet if needed

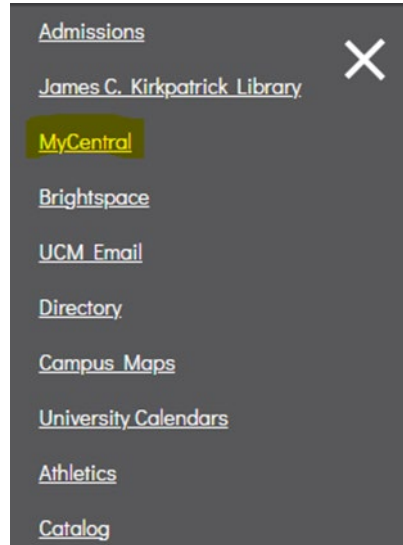


Exempt employees can access UKG Ready in two ways:
Desktop browser or Mobile app
This guide covers both methods, starting with desktop access.

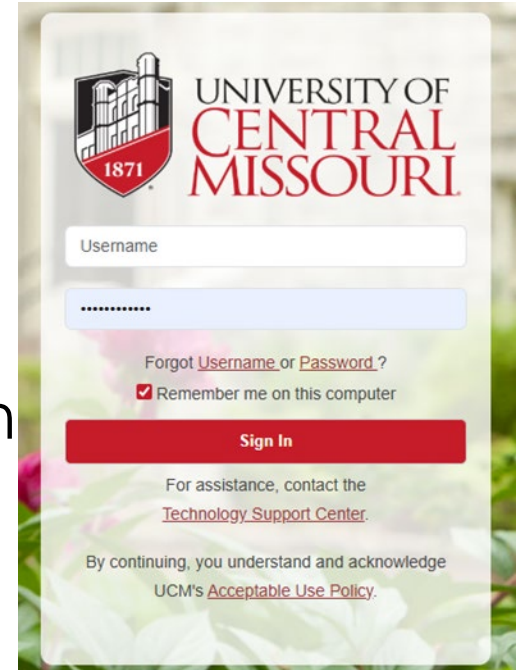
- Open a browser, and in the URL area, type “ucmo.edu”
- Next, you will need to navigate to MyCentral.
- At the top right of the UCM home page, you will see these 4 icons, select “Campus Links”:



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



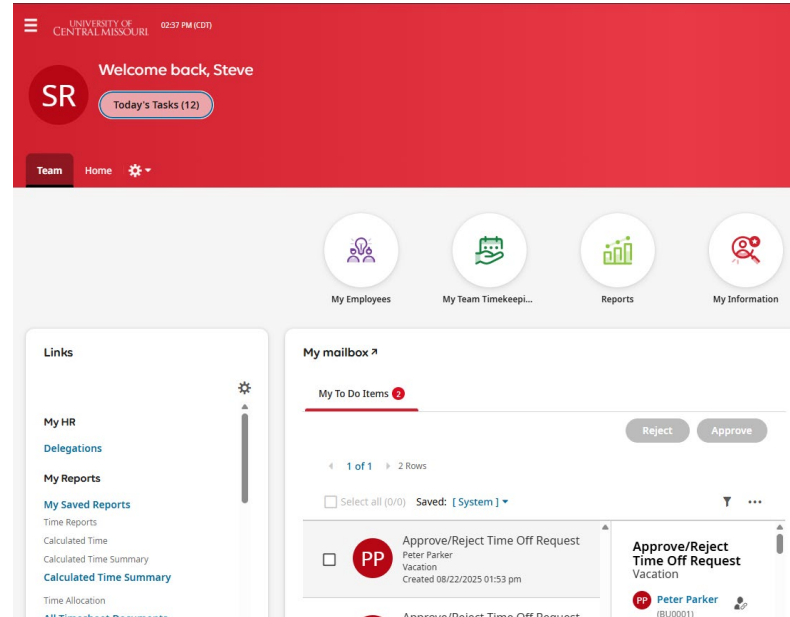
- Next you may see the Single Sign on page.
- Sign in with your network login and password:



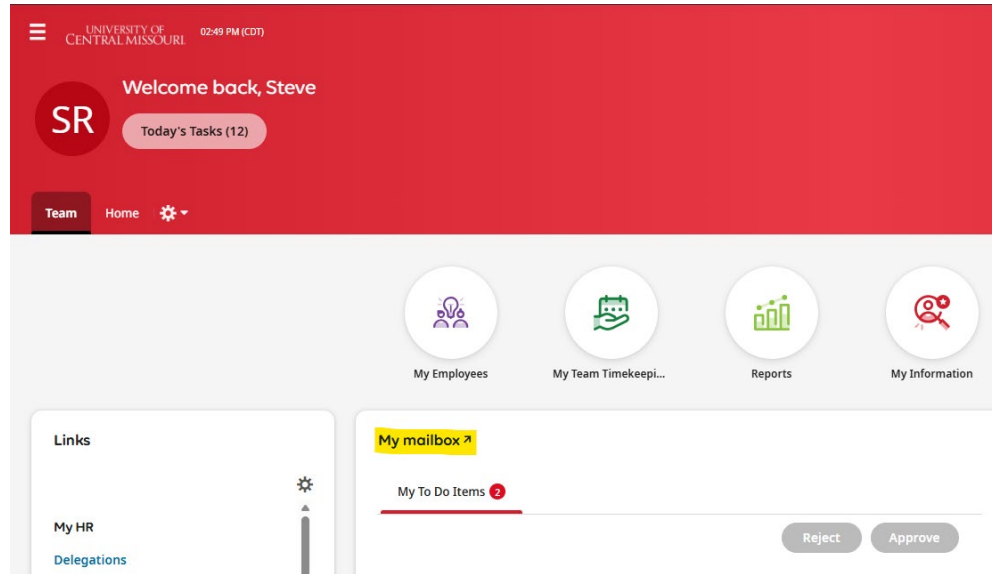
- Now that you are in MyCentral, on the Employee Resource card, select:
UKG Ready
(TimeReporting)



After clicking on “UKG Ready (TimeReporting)”,
You should see a page similar to the one below:



The first item we will step through is Time-off Requests. These will need to be viewed, then approved or rejected. Time-off Requests from employees you supervise. To do this, click on the words “My Mailbox ” to expand that area.



This will now give you the best view of “ My To Do Items. Below, we can see there are two time off requests from Peter Parker on the left. The top request is highlighted, and in the details of the request, you can see he is requesting 2 days of Vacation from 25 Sept to 26 September, and the total hours requested off.

UNIVERSITY OF
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02:59 PM (CDT)

Search

2

SR

My To Do Items 2

My Notifications 0

← My To Do Items

Reject

Approve

Page 1 of 1 1 - 2 of 2 Rows

Select all (0/0) Saved: [System]

PP

Approve/Reject Time Off Request

Peter Parker

Vacation

Created 08/22/2025 01:53 pm

PP

Approve/Reject Time Off Request

Peter Parker

Vacation

Created 08/22/2025 01:52 pm

Approve/Reject Time Off Request

Vacation

PP Peter Parker (BU0001)

View Accrual Balances

Modify

Open Timesheet

View Scheduled People

View Workflow

Manager/Supervisor

Steve Rogers

Created	08/22/2025 01:53 pm	Time Off	Vacation	From	Sep 25, 2025
To	Sep 26, 2025	Consolidated Time Off Hours	17.00		

1871

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To approve the time off request, select the box to the left of his initials. In the upper right of the screen, you will see two red buttons to either ‘Reject’ or ‘Approve’ the time off request. Select ‘Approve’.

UNIVERSITY OF
CENTRAL MISSOURI

03:08 PM (CDT)

Search

2

SR

My To Do Items 2

My Notifications 0

← My To Do Items

Reject

Approve

Page 1 of 1 1 - 2 of 2 Rows

Select all (1/2)

Saved: [System]

PP

Approve/Reject Time Off Request

Peter Parker

Vacation

Created 08/22/2025 01:53 pm

PP

Approve/Reject Time Off Request

Peter Parker

Vacation

Created 08/22/2025 01:52 pm

Approve/Reject Time Off Request

Vacation

PP

Peter Parker

(BU0001)

View Accrual Balances

Modify

Open Timesheet

View Scheduled People

View Workflow

Manager/Supervisor

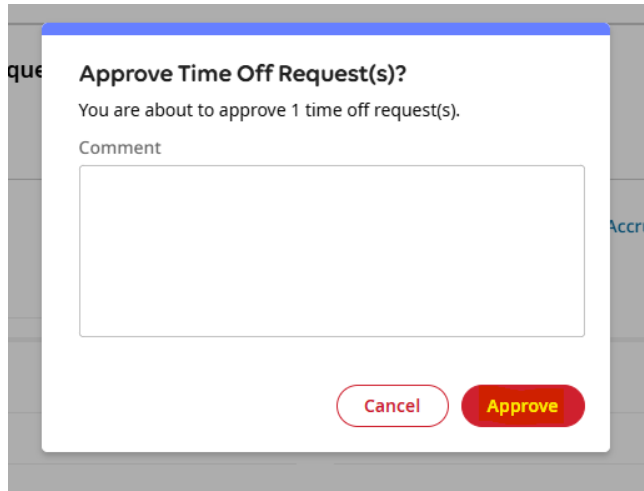
Steve Rogers

Created	08/22/2025 01:53 pm	Time Off	Vacation	From	Sep 25, 2025
To	Sep 26, 2025	Consolidated Time Off Hours	17.00		

1871

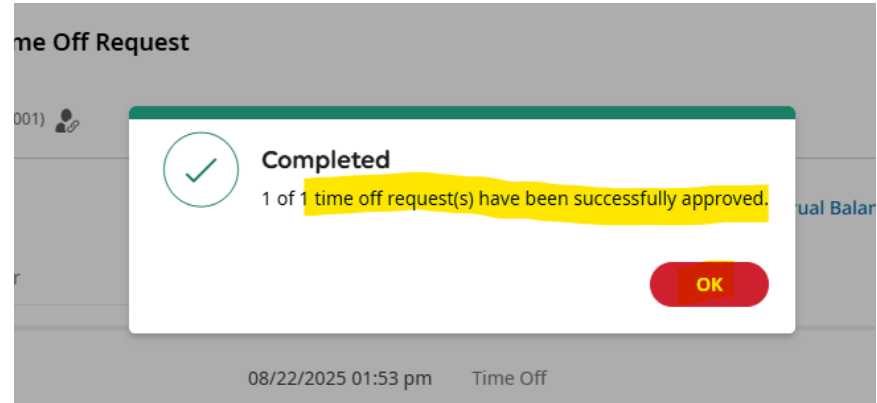
UNIVERSITY OF
CENTRAL
MISSOURI

A box will appear, confirming that you want to approve this time-off request. It also gives you the opportunity to comment, but it is not required. Select 'Approve'



The screenshot shows a modal dialog box titled "Approve Time Off Request(s)". Below the title, it says "You are about to approve 1 time off request(s)." There is a text input field labeled "Comment". At the bottom of the dialog, there are two buttons: "Cancel" and "Approve".

A confirmation box will appear, confirming that the time off request was successfully approved. The person who requested the time off will get an email letting them know it was approved.



You are then returned back to ‘My To Do Items’. Note that there is only one request left. Peter has also requested a single day of Vacation, September 30th. For this example, we will reject this time off request to show you the process.

UNIVERSITY OF
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03:31 PM (CDT)

My To Do Items 1

My Notifications 0

Search

?

1

SR

← My To Do Items

Reject

Approve

Page 1 of 1 1 - 1 of 1 Rows

Select all (0/0) Saved: [System]

PP

Approve/Reject Time Off Request

Peter Parker

Vacation

Created 08/22/2025 01:52 pm

Approve/Reject Time Off Request

Vacation

PP

Peter Parker

(BU0001)

View Accrual Balances

Modify

Open Timesheet

View Scheduled People

View Workflow

Manager/Supervisor

Steve Rogers

Created

08/22/2025 01:52 pm

Time Off

Vacation

Date

Sep 30, 2025

Total Hours

8.00

To reject this time off request, select the box to the left of his initials. In the upper right of the screen, you will see two red buttons to either ‘Reject’ or ‘Approve’ the time off request. Select ‘Reject’.

My To Do Items 1My Notifications 0

← My To Do Items

Page 1 of 11 - 1 of 1 Rows

☑ Select all (1/1) Saved: [System]

✓

PP

Approve/Reject Time Off Request

Peter Parker

Vacation

Created 08/22/2025 01:52 pm

Approve/Reject Time Off Request

Vacation

PP

Peter Parker

(BU0001)

View Accrual Balances

Modify

Open Timesheet

View Scheduled People

View Workflow

Manager/Supervisor

Steve Rogers

Created

08/22/2025 01:52 pm

Time Off

Vacation


Date

Sep 30, 2025

Total Hours

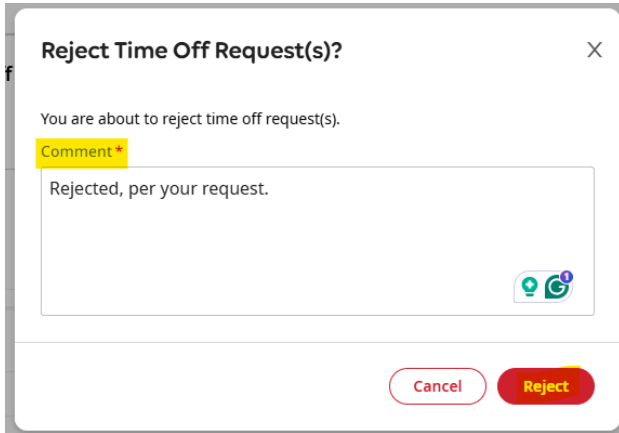
8.00

RejectApprove



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A box will appear, confirming that you want to reject this time-off request. When you reject a time off request, a comment is required. Enter reason for rejecting the request, select 'Reject'

A screenshot of a web application dialog box titled "Reject Time Off Request(s)?". The dialog has a close button (X) in the top right corner. Below the title, it says "You are about to reject time off request(s).". There is a "Comment *" label in a yellow box, followed by a text input field containing the text "Rejected, per your request.". At the bottom right of the input field are two small circular icons: one with a green plus sign and one with a green 'G' and a blue notification bubble. At the bottom of the dialog are two buttons: "Cancel" and "Reject".

Reject Time Off Request(s)?

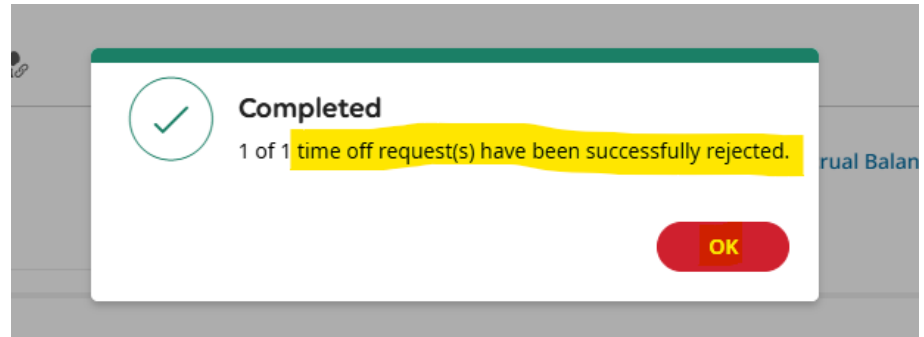
You are about to reject time off request(s).

Comment *

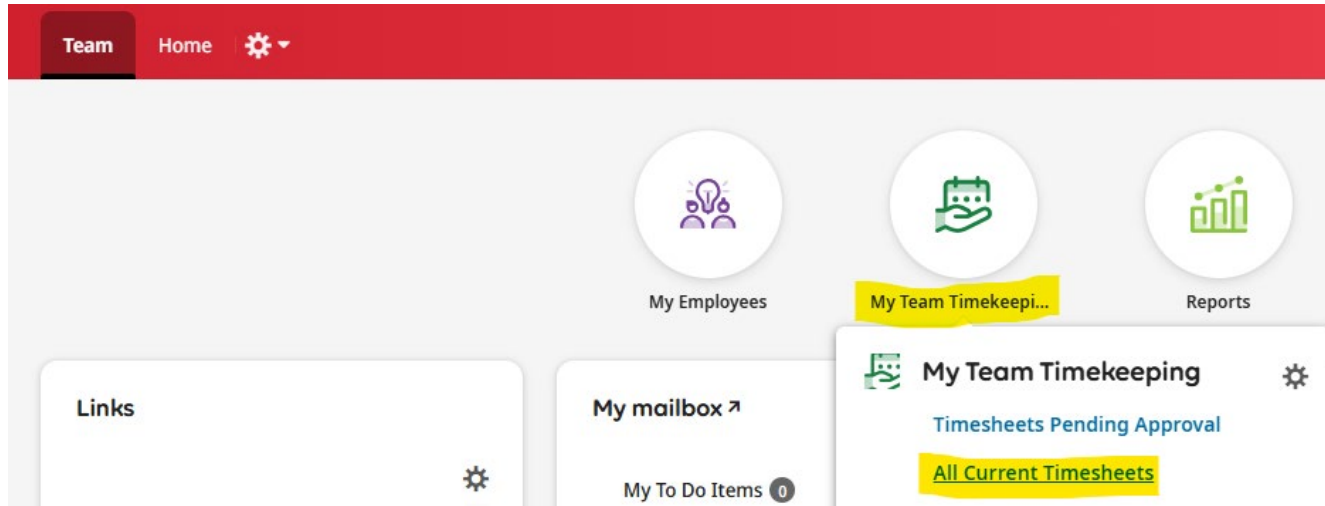
Rejected, per your request.

Cancel Reject


A confirmation box will appear, confirming that the time off request was successfully rejected. The person who requested the time off will get an email letting them know it was rejected.



All Time Off Requests should be done in advance. However, sometimes exceptions need to be made. For this example, Peter Parker called in sick on Monday, 18 August. Employees cannot edit their own timesheets, so the supervisor will go in and edit the timesheet for the day Peter was out. From the main screen, hover over “My Team Timekeeping” and select “All Current Timesheets”




This will bring up the “Timesheets (Current)” page. You will see all employees you supervise. Below you can locate Peter Parker. To edit his time sheet, select the Pencil icon to the very left of his account.




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04:30 PM (CDT)


Time > Timesheets


 **Timesheets (Current)**













 Page

1

of 1

 1 - 2 of 2 Rows

Current view 

<input type="checkbox"/>				Permission 	Approval State 	Employee Id 	First Name 	Last Name 
								
<input type="checkbox"/>				Approve	Open	BU0001	Peter	Parker
<input type="checkbox"/>				Approve	Open	BU0003	Robbie	Reyes

Page Total

Selecting the “pencil” icon from the previous slide opens the “Timesheet Edit” page for Peter Parker. We can see no time was entered for him on Monday, when he called in sick. To the right of the date, select the plus sign to add or edit time for that day.

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04:38 PM (CDT)

Time > Timesheets

← Timesheet Edit

Peter Parker (BU0001)

August 16, 2025 - August 31, 2025

Open

Time Entry
Extra Pay & Counter Adjustment
Exceptions
Calc Detail
Calc Summary
Counters
Summary By Day
More Tabs (1)

45.50 hrs

0.00 hrs

0.00 hrs

Worked Hours

Time Off Hours

Overtime Hours

> Date		From	To	Calc. Total	In Date	Time Off	Location
> SAT Aug 16	+			0.00 hrs			
v SUN Aug 17 Tu-Sa 230 PM	...	e 08:00 am	e 04:00 pm	8.00	SUN Aug 17		Choose...
	+			8.00 hrs			
> MON Aug 18	+			0.00 hrs			
v TUE Aug 19 Tu-Sa 230 PM	...	e 08:10 am	e 12:00 pm	3.83	TUE Aug 19		Choose...
	...	e 12:55 pm	e 05:00 pm	3.92	TUE Aug 19		Choose...
	+			7.75 hrs			
v WED Aug 20 Tu-Sa 230 PM	...	e 08:00 am	e 05:00 pm	9.00	WED Aug 20		Choose...
	+			9.00 hrs			



Selecting the “+” icon from the previous slide now allows you to enter his time or time off for that day.

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04:44 PM (CDT)

Time > Timesheets

← Timesheet Edit

PP Peter Parker (BU0001)

August 16, 2025 - August 31, 2025

Open

Time EntryExtra Pay & Counter AdjustmentExceptionsCalc DetailCalc SummaryCountersSummary By Day

45.50 hrs
Worked Hours

0.00 hrs
Time Off Hours

0.00 hrs
Overtime Hours

> Date		From	To	Calc. Total	In Date	Time Off
> SAT Aug 16	+			0.00 hrs		
✓ SUN Aug 17 Tu-Sa 230 PM	...	e 08:00 am	e 04:00 pm	8.00	SUN Aug 17	
	+			8.00 hrs		
✓ MON Aug 18 Tu-Sa 230 PM		From am	To am	0.00	MON Aug 18	
	+			0.00 hrs		

To enter his time for Monday, enter the time for a full day of Sick leave, and in the ‘Time off’ field, select “Sick/Sick Leave Self”. The last step is to save the timesheet, the save button is in the upper right corner. Select “Save”

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04:55 PM (CDT)

Search

Time > Timesheets

← Timesheet Edit

Save

PP Peter Parker (BU0001)

August 16, 2025 - August 31, 2025

Open

Time Entry

Extra Pay & Counter Adjustment

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

More Tabs (1)

45.50 hrs

0.00 hrs

0.00 hrs

Worked Hours

Time Off Hours

Overtime Hours

> Date		From	To	Calc. Total	In Date	Time Off	Location	Department / Position	Activities	Notes
> SAT Aug 16	+			0.00 hrs						
✓ SUN Aug 17 Tu-Sa 230 PM	...	e 08:00 am	e 04:00 pm	8.00	SUN Aug 17		Choose...	Choose...	Standby	
	+			8.00 hrs						
✓ MON Aug 18 Tu-Sa 230 PM	...	08:00 am	04:00 pm	0.00	MON Aug 18	Sick/Sick Leave Self	Choose...	Choose...	Choose...	
	+			0.00 hrs						

Supervisors/managers must approve or reject their employee(s) timesheet(s) at the end of a pay period. For this example, when you log in to UKG Ready, in the middle of the screen, in “My Mailbox,” you see a notice to Approve/Reject a timesheet.

The screenshot shows the UKG Ready dashboard for a user named Steve. The top navigation bar is red and contains the University of Central Missouri logo, the user's name, and the time (11:19 AM CDT). Below the navigation bar, there is a greeting "Good morning, Steve" and a button for "Today's Tasks (2)". The main content area is divided into four circular icons: "My Employees", "My Team Timekeepi...", "Reports", and "My Information". On the left side, there is a "Links" section with a scrollable list of items: "My HR", "Delegations", "My Reports", "My Saved Reports", "Time Reports", "Calculated Time", and "Calculated Time Summary". On the right side, there is a "My mailbox" section with a "My To Do Items" list. The list shows one item: "Approve/Reject Timesheet" by Peter Parker, dated Aug 1, 2025 - Aug 15, 2025, created on 08/26/2025 10:36 am. The item is highlighted with a yellow box.



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Just as you did for reviewing time off requests, click on the words “My Mailbox ” to expand that area.
Next click on “Open timesheet” to review it:

UNIVERSITY OF
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01:41 PM (CDT)

Search

🔍

🔔

1

SR

My To Do Items 1

My Notifications 0

← My To Do Items

Reject

Approve

Page 1 of 1 1 - 1 of 1 Rows

Select all (0/0) Saved: [System]

⌵ ...

☐

PP

Approve/Reject Timesheet
Peter Parker
Aug 1, 2025 - Aug 15, 2025
Created 08/26/2025 10:36 am

Approve/Reject Timesheet
Aug 1, 2025 - Aug 15, 2025

PP Peter Parker (BU0001)

Open Timesheet

View Workflow

Manager/Supervisor	Steve Rogers	Location	Lee's Summit	Department & Position	120010/998002-Administrative Ass
Created	08/26/2025 10:36 am	Pay Period	SM01	Date	Aug 1, 2025 - Aug 15, 2025



The timesheet is now open for review. After scrolling down to review the entire timesheet. If everything is correct, simply select the “Approve” button.

UNIVERSITY OF
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01:54 PM (CDT)

Search

Time > Timesheets

← Timesheet Edit

SaveApproveReject

PP Peter Parker (BU0001)(Lee's Summit)

August 01, 2025 - August 15, 2025

Submitted

Time EntryExtra Pay & Counter AdjustmentExceptionsCalc DetailCalc SummaryMore Tabs (3)

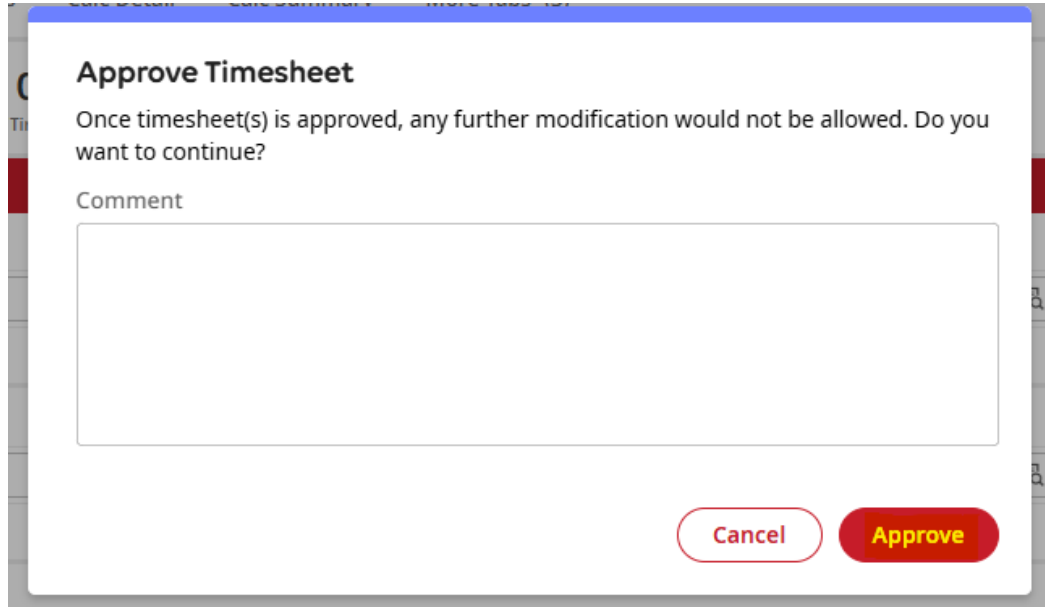
21.00 hrs
Worked Hours

0.00 hrs
Time Off Hours

0.00 hrs
Overtime Hours

> Date		From	To	Calc. Total	In Date	Time Off	Location	Department / Position
▼ FRI Aug 1 Tu-Sa 230 PM	<div><div>1 AB</div><div></div></div>	<div>From am</div>	<div>To am</div>	0.00	FRI Aug 1		Lee's Summit	120010/998002-Admin
	+			0.00 hrs				
▼ SAT Aug 2 Tu-Sa 230 PM	<div><div>1 AB</div><div></div></div>	<div>From am</div>	<div>To am</div>	0.00	SAT Aug 2		Lee's Summit	120010/998002-Admin
	+			0.00 hrs				
▼ SUN Aug 3 Tu-Sa 230 PM	<div><div>1 AB</div><div></div></div>	<div>From am</div>	<div>To am</div>	0.00	SUN Aug 3		Lee's Summit	120010/998002-Admin
	+			0.00 hrs				
▼ MON Aug 4 Tu-Sa 230 PM	<div><div>1 AB</div><div></div></div>	<div>From am</div>	<div>To am</div>	0.00	MON Aug 4		Lee's Summit	120010/998002-Admin

You will then see the following screen, letting you know that once the timesheet is approved, no changes are allowed. If you are sure, select “Approve”

A screenshot of a web application dialog box titled "Approve Timesheet". The dialog has a white background and a blue header bar. The title "Approve Timesheet" is in bold black text. Below the title, a message states: "Once timesheet(s) is approved, any further modification would not be allowed. Do you want to continue?". Underneath this message is a text input field labeled "Comment". At the bottom right of the dialog, there are two buttons: a "Cancel" button with a red border and a red "Approve" button with yellow text. The dialog is overlaid on a blurred background of a web interface.


Approve Timesheet

Once timesheet(s) is approved, any further modification would not be allowed. Do you want to continue?

Comment

[Cancel](#) [Approve](#)

You will now see on the timesheet that it shows it has been approved:



UNIVERSITY OF
CENTRAL MISSOURI

02:13 PM (CDT)

Time > Timesheets


←

Timesheet Edit


PP


Peter Parker

(BU0001)(Lee's Summit




)





◀ August 01, 2025 - August 15, 2025 ▶



Approved

Time Entry

Extra Pay & Counter Adjustment

Exceptions

Calc Detail

Calc Summary

More Tabs (3) ▾

21.00 hrs

0.00 hrs

0.00 hrs

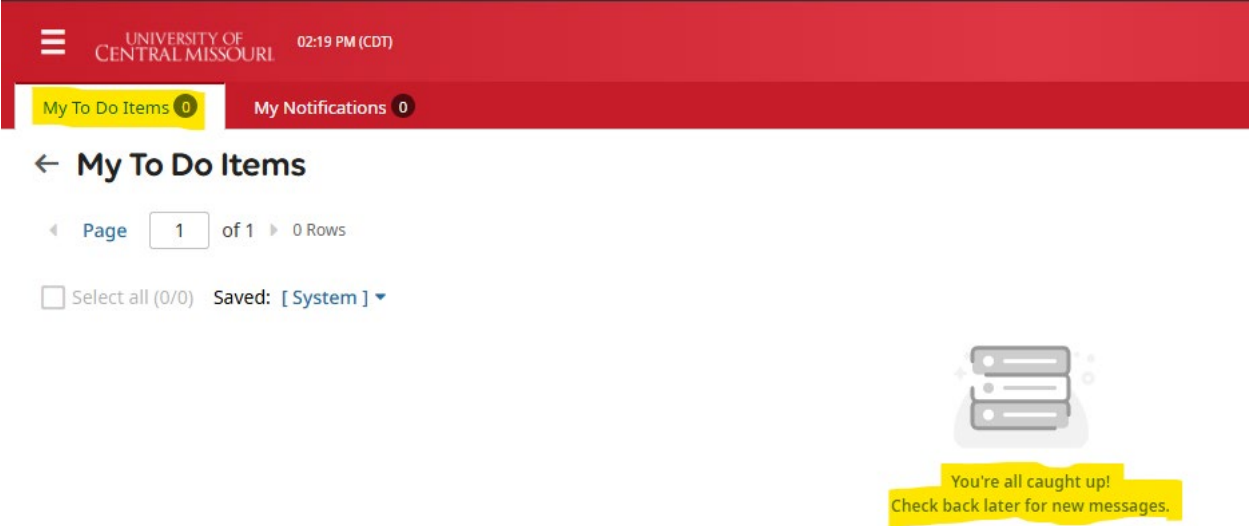
Worked Hours

Time Off Hours

Overtime Hours

▼ Date		From	To	Calc. Total	In Date	Time Off	Lo
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When you select the left arrow to back out of “Timesheet Edits”, you are back at your “My To Do Items”. Below, you can see there are no more timesheets to review. You can now sign out of UKG Ready.



If changes are required, you can make the changes necessary. If you make any changes, you MUST select the “Save” button to save the changes before selecting the “Approve” button, this timesheet is complete, you will then get a confirmation that it has been submitted successfully.

UNIVERSITY OF CENTRAL MISSOURI01:54 PM (CDT)

Search

Time > Timesheets

← Timesheet Edit

SaveApproveReject

PP Peter Parker (BU0001)(Lee's Summit)

August 01, 2025 - August 15, 2025

Submitted

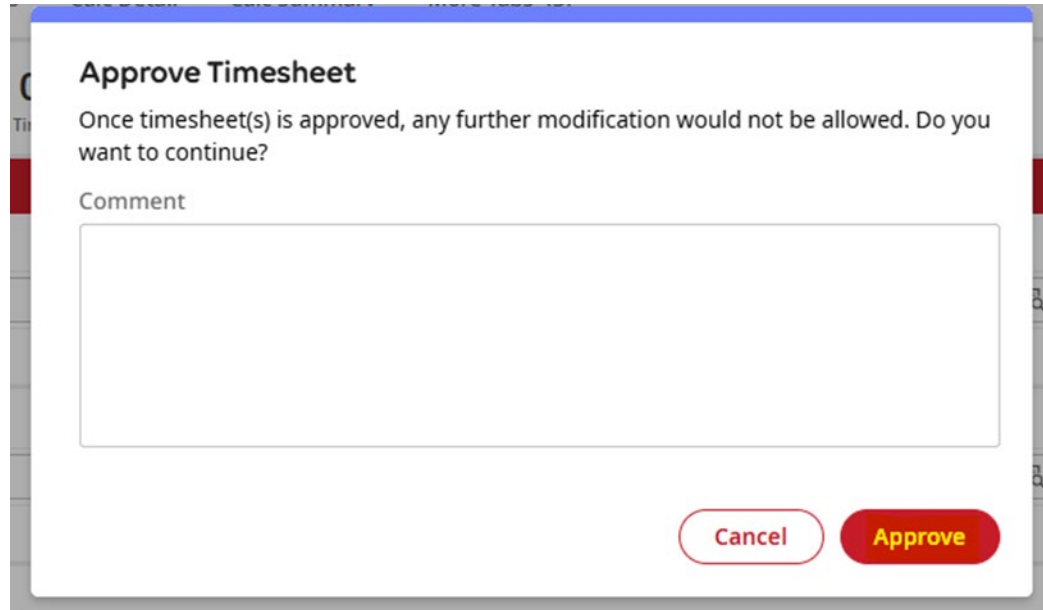
Time EntryExtra Pay & Counter AdjustmentExceptionsCalc DetailCalc SummaryMore Tabs (3)

21.00 hrs0.00 hrs0.00 hrs

Worked HoursTime Off HoursOvertime Hours

> Date		From	To	Calc. Total	In Date	Time Off	Location	Department / Position
▼ FRI Aug 1 Tu-Sa 230 PM	<div><div>1 AB</div><div></div></div>	<div>From am</div>	<div>To am</div>	0.00	FRI Aug 1		Lee's Summit	120010/998002-Admin
	+			0.00 hrs				
▼ SAT Aug 2 Tu-Sa 230 PM	<div><div>1 AB</div><div></div></div>	<div>From am</div>	<div>To am</div>	0.00	SAT Aug 2		Lee's Summit	120010/998002-Admin
	+			0.00 hrs				
▼ SUN Aug 3 Tu-Sa 230 PM	<div><div>1 AB</div><div></div></div>	<div>From am</div>	<div>To am</div>	0.00	SUN Aug 3		Lee's Summit	120010/998002-Admin
	+			0.00 hrs				
▼ MON Aug 4 Tu-Sa 230 PM	<div><div>1 AB</div><div></div></div>	<div>From am</div>	<div>To am</div>	0.00	MON Aug 4		Lee's Summit	120010/998002-Admin

You will then see the following screen, letting you know that once the timesheet is approved, no changes are allowed. If you are sure, select “Approve”




Approve Timesheet

Once timesheet(s) is approved, any further modification would not be allowed. Do you want to continue?

Comment




The image shows a software dialog box titled "Approve Timesheet". It contains a warning message: "Once timesheet(s) is approved, any further modification would not be allowed. Do you want to continue?". Below the message is a text input field labeled "Comment". At the bottom right, there are two buttons: a white "Cancel" button and a red "Approve" button.



You will now see on the timesheet that it shows it has been approved:

 UNIVERSITY OF
CENTRAL MISSOURI 02:13 PM (CDT)

Time > Timesheets

← Timesheet Edit

 **Peter Parker** (BU0001)(Lee's Summit ) 

 ◀ August 01, 2025 - August 15, 2025 ▶  **Approved**

Time Entry

Extra Pay & Counter Adjustment

Exceptions

Calc Detail

Calc Summary

More Tabs (3) ▾

21.00 hrs

0.00 hrs

0.00 hrs

Worked Hours


Time Off Hours

Overtime Hours

▼ Date	From	To	Calc. Total	In Date	Time Off	Lo
--------	------	----	-------------	---------	----------	----



When you select the left arrow to back out of “Timesheet Edits”, you are back at your “My To Do Items”. Below, you can see there are no more timesheets to review. You can now sign out of UKG Ready.

 UNIVERSITY OF
CENTRAL MISSOURI 02:19 PM (CDT)


My To Do Items 0

My Notifications 0

← My To Do Items

Page 1 of 1 0 Rows

☐ Select all (0/0) Saved: [System] ▾



You're all caught up!

Check back later for new messages.