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Person centered. Outcome focused.

UKG Job Aid – Paid Leave Time/Call Time Requests

Employees log into UKG to view available Paid Leave Time (PLT) accrual balance information. Employees may also submit, view, and edit PLT/call time requests.

Log In to UKG

Click on the UKG desktop icon

.

You will be asked to "Pick an account." Your norcen.org email account should display like in the sample below. If it does not display, you will need to type it in.

The PW screen is your **Network** password. The one you log onto your computer with.

If prompted, completed the MFA (Multifactor Authentication) piece.

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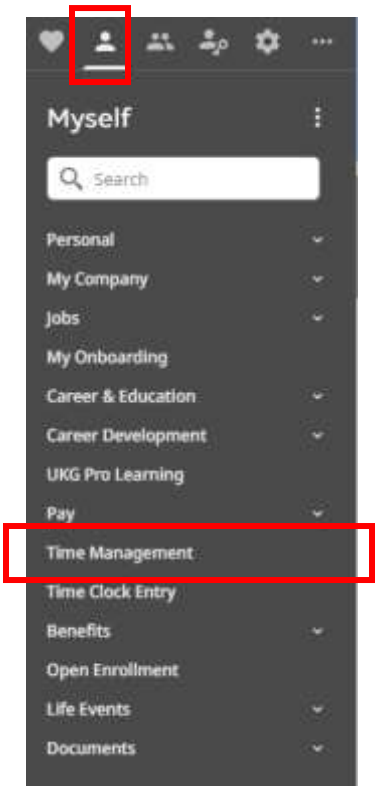
Access Time-Off Requests

UKG Dashboard displays, click **MENU.**

> **NOTE:** UKG menu options are security driven, and individuals may configure dashboards by preference; your UKG view may be different from screen shots in this document and other users.

Click **MYSELF** icon.

Click **Time Management**



> **NOTE:** You can make Time Management a shortcut on the UKG Dashboard.

UKG **Timesheets** page opens. View available PLT accrual balance information and submitted Time-Off (e.g., PLT and Call Time) requests.

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Enter a Time-Off Request

Under Things I Can Do, click on Add Time Off Request.

Select **Type** (e.g., PLT and Call Time).

Click **From Calendar** to select date on which time off request begins.

Click **To Calendar** to select date on which time off request ends.

In **Notes** field, type message regarding your time off request, which is visible to the approving manager/their designee.

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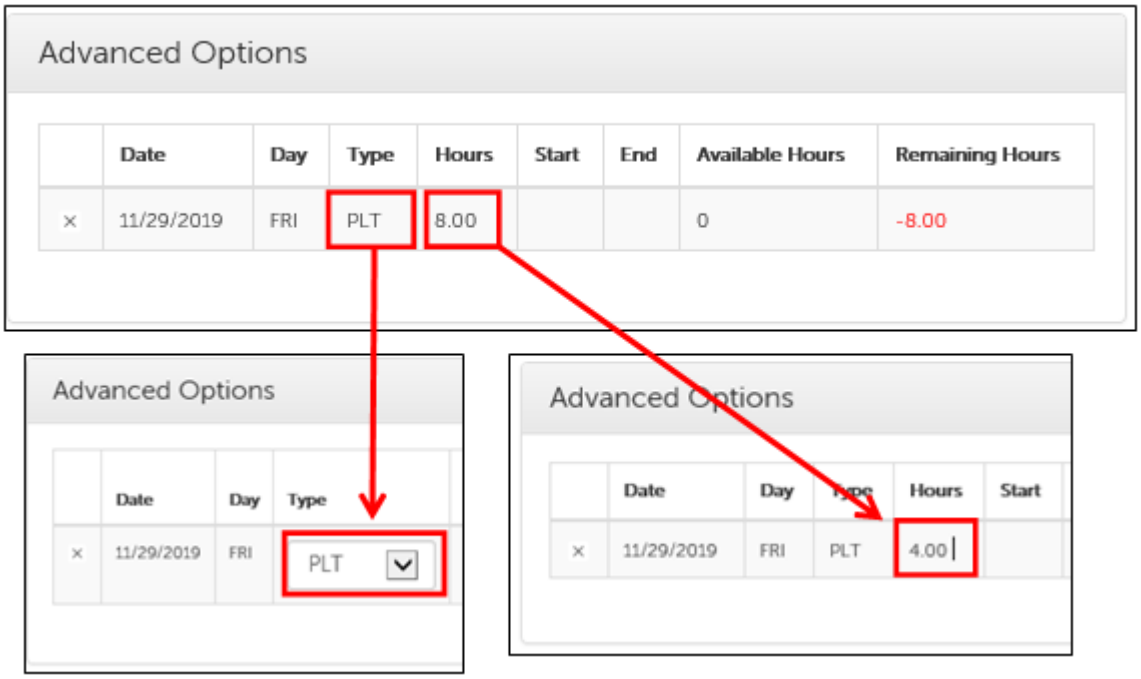
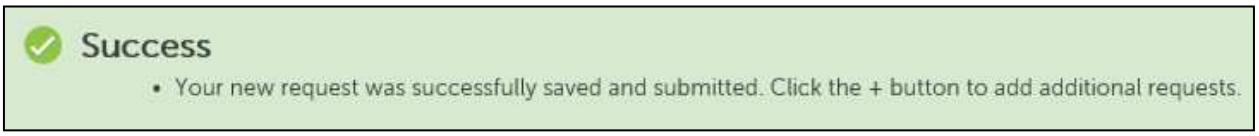
(Optional) To edit **Total** hours (e.g., from 8 to 4) OR **Type** (e.g., from PLT to Call Time), click **Show Advanced Options**.

- Click **Type** field and select **Type** from drop-down.
- Click **Hours** field and type **hours** into field.



Click **Save**.

A Success confirmation message displays and an e-mail summarizing the time off request is automatically sent to the approving manager/their designee.



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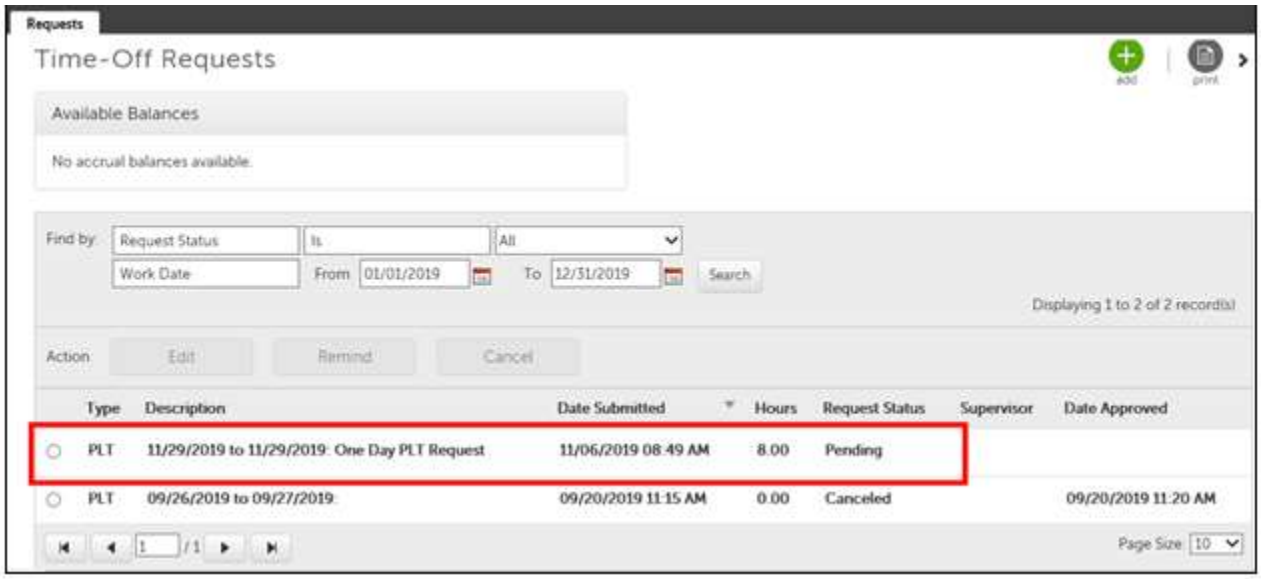
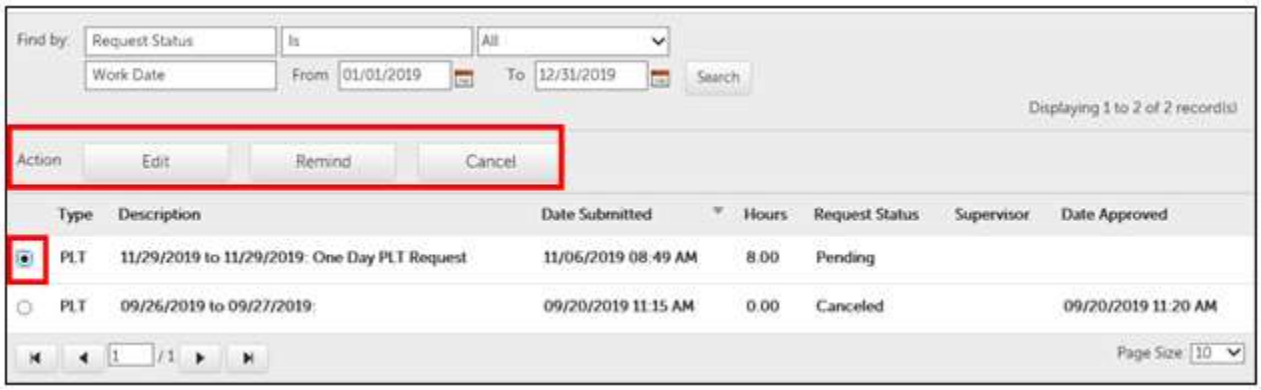
Time-Off requests page displays. View newly entered time off request (e.g., Request Status of Pending) and other time off information.



Edit a Time-Off Request

Within **Time-Off Requests** page, click ***radio button*** *next to time off entry to modify*.

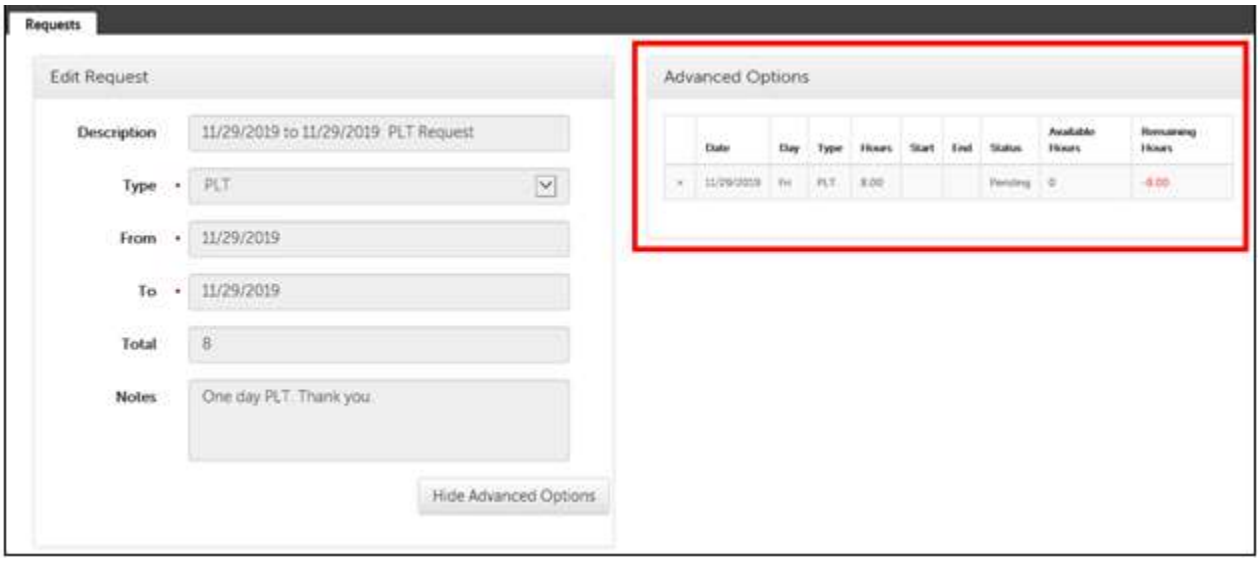
Select **Action**



- Select **Edit** to VIEW **Edit Request** form with original submitted information.

- (Optional) Within **Advance Options** pane, edit **Total** hours (e.g., from 8 to 4) OR **Type** (e.g., PLT or Call Time).
    - Click **Type** field and select **Type** from drop-down.
    - Click **Hours** field and type **Hours** into field.
    - Click **Save**.

To return to Time-Off requests page without saving, Click **Cancel** and click **OK.**



Select **Remind** to type a message in the **Reminder Message** pop-up window.

Click **Remind** to send reminder message to your supervisor/approver.

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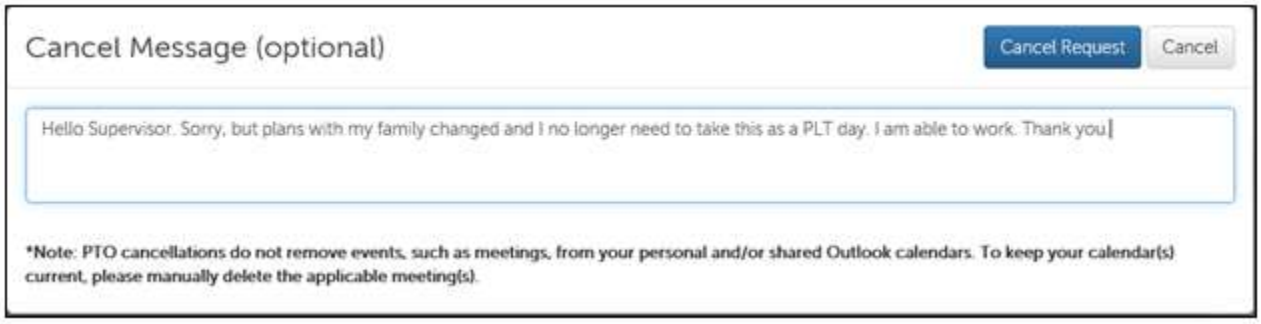
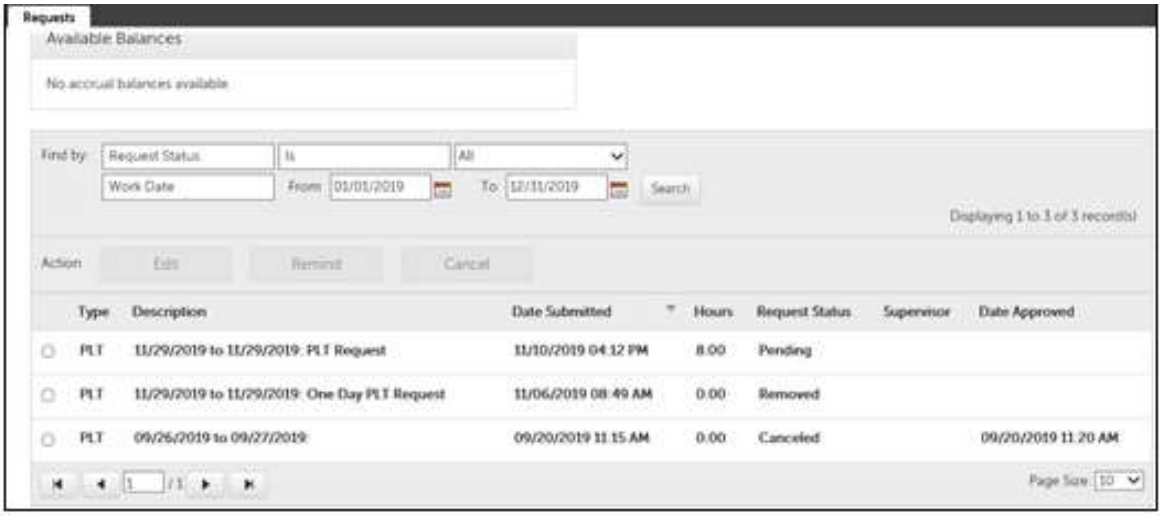
Select **Cancel** to type a message in the **Cancel Message** pop-up window. Click **Cancel Request** to send cancellation message to your supervisor/approver.



Time-Off Requests page displays.