

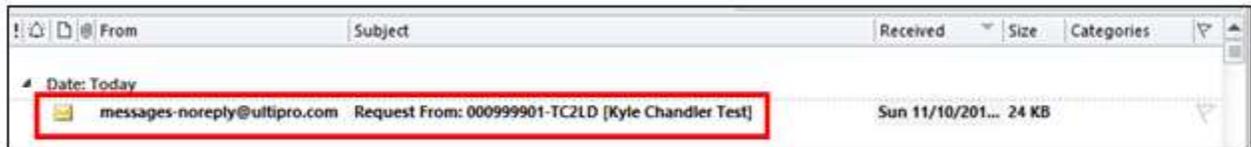
## UKG Job Aid – Paid Leave Time/Call Time Management

Supervisors and their designees log into UltiPro to review, modify, and approve Paid Leave Time (PLT)/Call Time for direct reports.

### Access Time-Off Request Management

Time-off request approvers receive an e-mail in their NCHC mailbox when a direct report submits, cancels, or modifies a time off request.

Double-click to open time off request notification e-mail.



There are TWO Time-Off Approval options from within the e-mail notification:

- Click the **first link**, login to UKG, and access Time Management menu to process the request.

OR

- Click the **second link** to approve request(s) without logging into UKG.



## UKG Job Aid – Paid Leave Time/Call Time Management

### Use Link 1 Option – Manage Time-Off Requests

When **UKG Log In** displays:

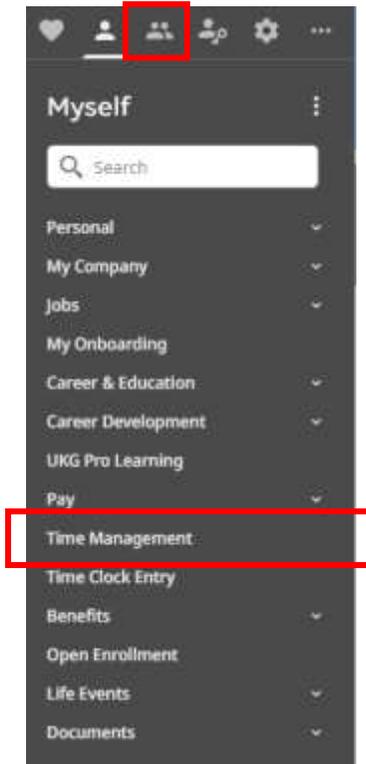
- In **Username**, type your North Central Health Care e-mail address (e.g., [name@norcen.org](mailto:name@norcen.org)).
- In **Password**, type your password.

Click **Log In**. The UKG Dashboard displays.

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

Click **MY TEAM** icon.

Click **Time Management**



UKG **Time Management** page opens.

## UKG Job Aid – Paid Leave Time/Call Time Management

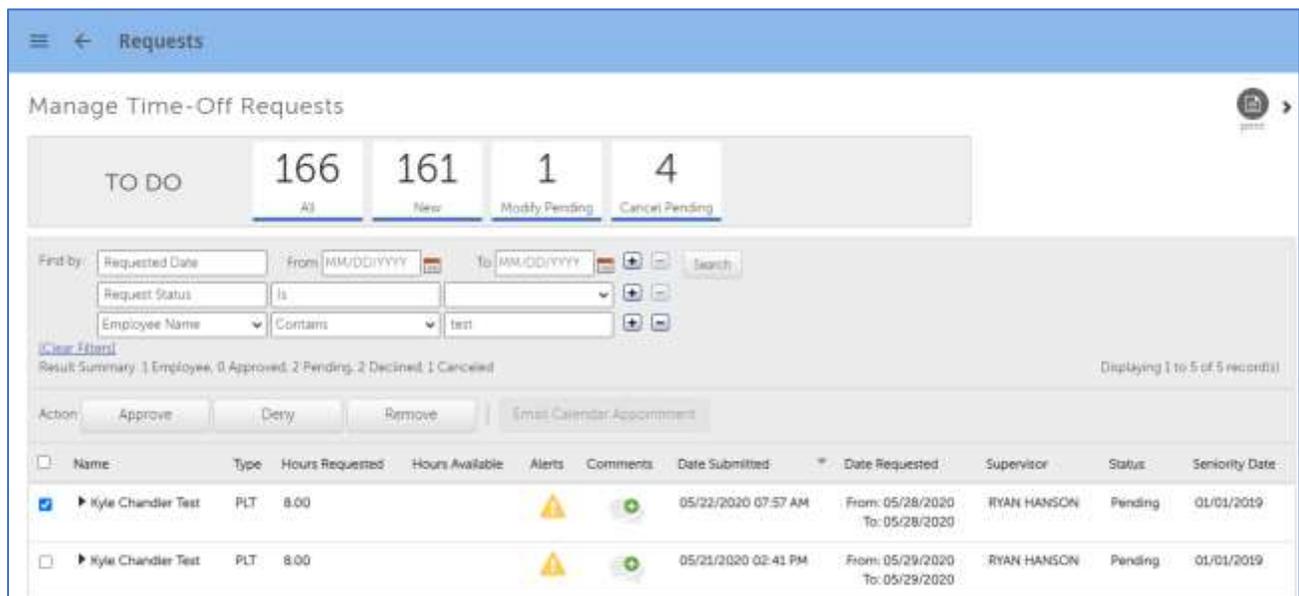
On the **Scheduler** screen, click **Requests**.



The screenshot shows the 'Overview' screen of the UKG Scheduler. The left sidebar contains a menu with the following items: Scheduler, Template Schedules, Free Form Schedules, Recap, **Requests** (highlighted with a red box), and Calendars. The main content area displays a table with the following data:

Pay Group	My Employees		Timesheet Status				Sch.Hrs	Total	Regular
	Employees	Pay Period	OPEN	SUBMIT	APPROVED	DAYROLL			
[ NCHCW ] BI Weekly	843	843	0	0	0	814	39.00	51,127.00	47,69
<b>Totals</b>	<b>843</b>	<b>843</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>814</b>	<b>39.00</b>	<b>51127.00</b>	<b>4799</b>

**Requests** screen



The screenshot shows the 'Manage Time-Off Requests' screen. At the top, there is a summary of requests: TO DO: 166 All, 161 New, 1 Modify Pending, 4 Cancel Pending. Below this, there are search filters for Requested Date, Request Status, and Employee Name. The main table displays the following data:

Name	Type	Hours Requested	Hours Available	Alerts	Comments	Date Submitted	Date Requested	Supervisor	Status	Seniority Date
<input checked="" type="checkbox"/> Kyle Chandler Test	PLT	8.00				05/22/2020 07:57 AM	From: 05/28/2020 To: 05/28/2020	RYAN HANSON	Pending	01/01/2019
<input type="checkbox"/> Kyle Chandler Test	PLT	8.00				05/21/2020 02:41 PM	From: 05/29/2020 To: 05/29/2020	RYAN HANSON	Pending	01/01/2019

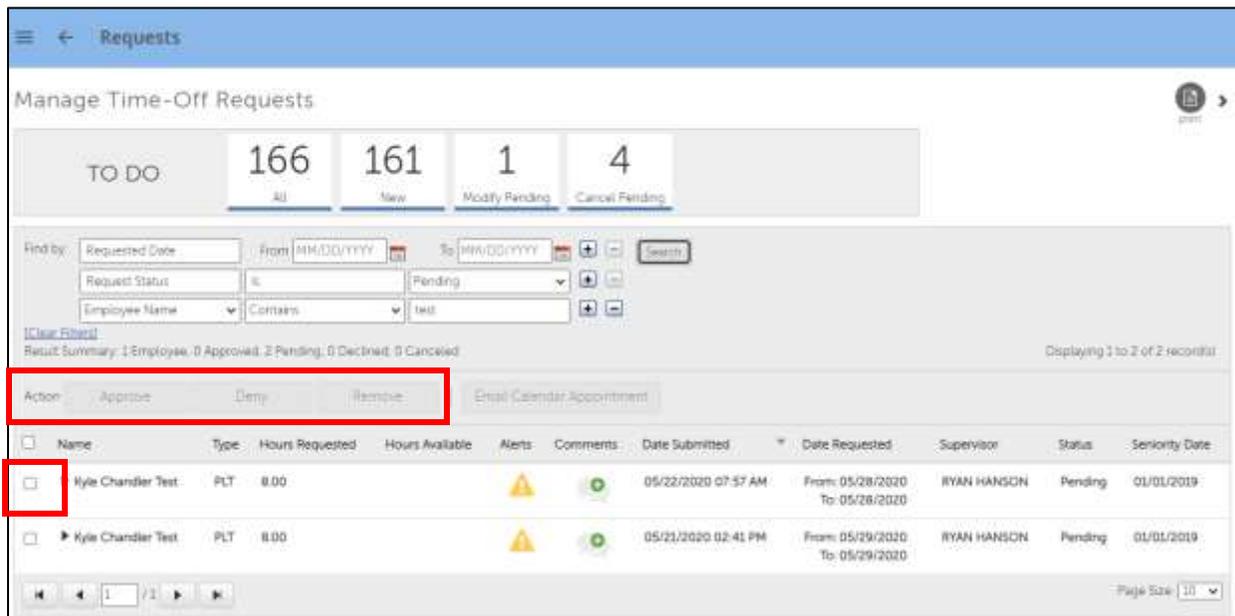
**Manage Time-Off Requests** page displays. View time off TO DO items (e.g., All, New, Modify Pending, and Cancel Pending). Approvers may also take action on time off requests (e.g., Approve, Deny, and Remove).

## UKG Job Aid – Paid Leave Time/Call Time Management

### Take Action on a Time-Off Request

Within **Time-Off Requests** page, click the check box next to time-off entry on which to take action.

Select **Action**.



Manage Time-Off Requests

TO DO: 166 All, 161 New, 1 Modify Pending, 4 Cancel Pending

Find by: Requested Date, Request Status, Employee Name

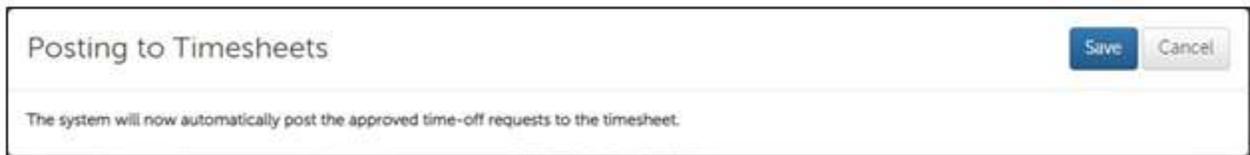
Result Summary: 1 Employee, 0 Approved, 2 Pending, 0 Declined, 0 Canceled

Name	Type	Hours Requested	Hours Available	Alerts	Comments	Date Submitted	Date Requested	Supervisor	Status	Seniority Date
<input type="checkbox"/> Kyle Chandler Test	PLT	8.00				05/22/2020 07:57 AM	From: 05/28/2020 To: 05/28/2020	RYAN HANSON	Pending	01/01/2019
<input type="checkbox"/> Kyle Chandler Test	PLT	8.00				05/23/2020 02:41 PM	From: 05/29/2020 To: 05/29/2020	RYAN HANSON	Pending	01/01/2019

Select **Approve** to approve time off submission. **Posting to Timesheets** message displays.

Click **Save**.

**Manage Time-Off Requests** page displays with approved request removed.



Posting to Timesheets

The system will now automatically post the approved time-off requests to the timesheet.

Save Cancel

- Select **Deny** to mark the time off submission as denied. **Manage Time-Off Requests** page displays with denied submission removed.
- Select **Remove** to remove an entry. **Manage Time-Off Requests** page displays with submission removed.

## UKG Job Aid – Paid Leave Time/Call Time Management

**Tip:** Apply various **Filter** options to filter time-off requests by date range, request status, request type, etc.

The screenshot shows the 'Requests' interface with a blue header. Below the header, there's a section titled 'Manage Time-Off Requests'. It features a 'TO DO' section with four buttons: 'All' (166), 'New' (161), 'Modify Pending' (1), and 'Cancel Pending' (4). Below this is a search area with a red border. It includes a 'Find by:' dropdown set to 'Requested Date', a 'From' date field (MM/DD/YYYY), a 'To' date field (MM/DD/YYYY), and a 'Search' button. There's also a 'Request Status' dropdown set to 'Is' and another dropdown. Below the search area is a 'Result Summary' showing '97 Employees, 0 Approved, 166 Pending, 0 Declined, 0 Canceled'. At the bottom, there are 'Action' buttons: 'Approve', 'Deny', 'Remove', and 'Email Calendar Appointment'.

### Use Link 2 Option – Manage Time Off Requests

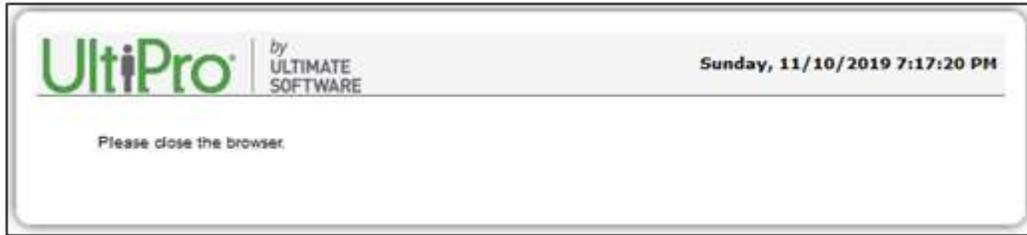
After clicking **second link** in time-off request notification e-mail, an **UltiPro/UKG** Approval page displays.

The screenshot shows the UltiPro/UKG Approval page. It has the UltiPro logo and 'by ULTIMATE SOFTWARE' on the left, and the date and time 'Sunday, 11/10/2019 7:17:23 PM' on the right. The main content area says 'You are approving the following requests for Employee 000999901-TC2LD [Test, Kyle Chandler]'. Below this is a list of requests: '1. Request for 8.00 hours of 14[PLT] on 11/27/2019'. At the bottom, there's a note: 'For any partial approvals, please log in to the system directly.' and two buttons: 'Approve' and 'Cancel'.

## UKG Job Aid – Paid Leave Time/Call Time Management

Review time off request details (e.g., employee, hours, date):

- If details are incorrect, click **Cancel**. Log into **UKG Time Management** and **Manage Time Off Request**. Close internet browser.



- If details are correct, click **Approve**. Click **OK**. Close internet browser.

