

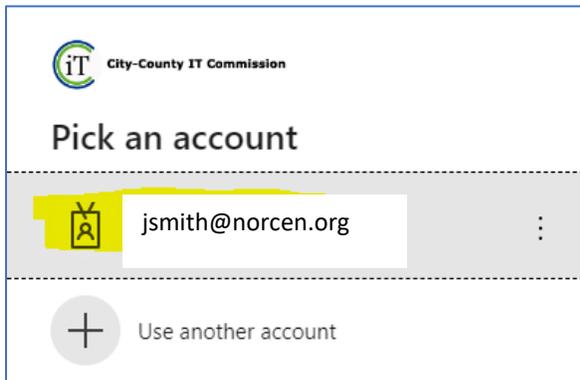
UKG Job Aid – Paid Leave Time/Call Time Requests

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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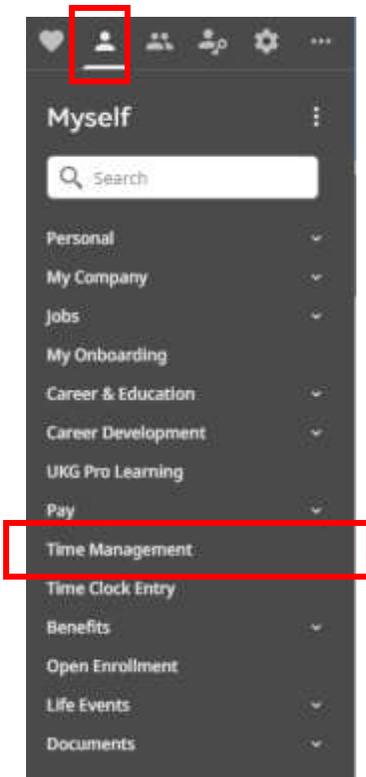
Access Time-Off Requests

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**



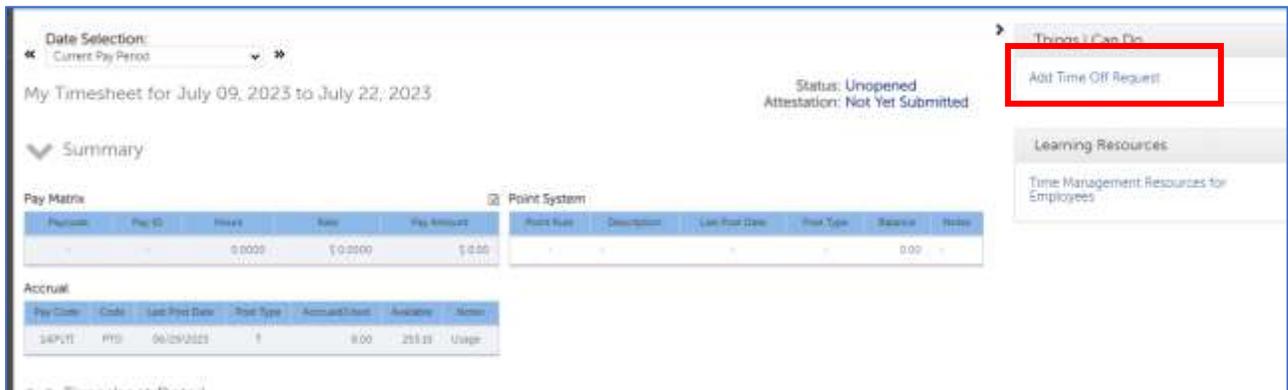
NOTE: You can make Time Management a shortcut on the UKG Dashboard.

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

UKG Job Aid – Paid Leave Time/Call Time Requests

Enter a Time-Off Request

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



The screenshot shows the UKG Time Management interface. At the top right, under the 'Things I Can Do' menu, the 'Add Time Off Request' button is highlighted with a red box. The interface also displays a 'Date Selection' dropdown set to 'Current Pay Period', a status of 'Unopened' and 'Attestation: Not Yet Submitted', and a 'Summary' section with 'Pay Matrix' and 'Point System' tables.

Pay Matrix	Pay ID	Hours	Rate	Pay Amount
		0.0000	\$10.2000	\$0.00

Point System	Point Rate	Description	Low Point Rate	Point Type	Balance	Notes
					0.00	

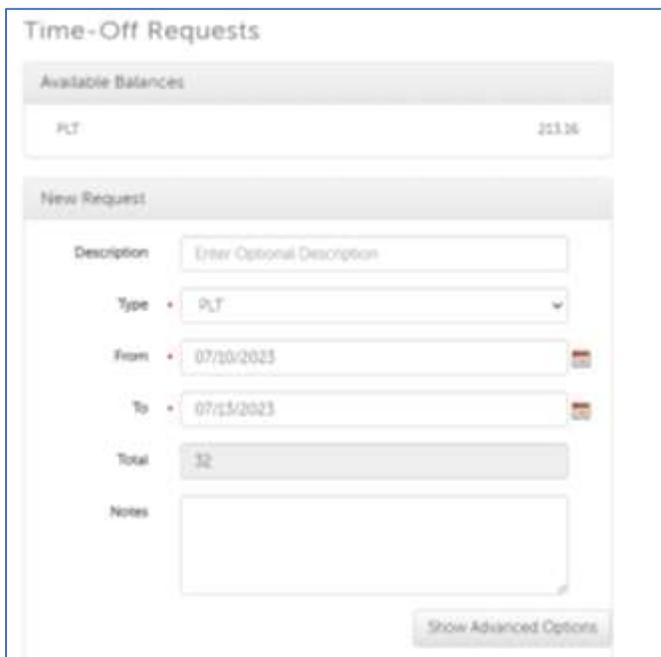
Pay Code	Code	Last Print Date	Print Type	Account Used	Available	Notes
14PCT	PTD	06/29/2023	F	0.00	253.36	Ungr

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.



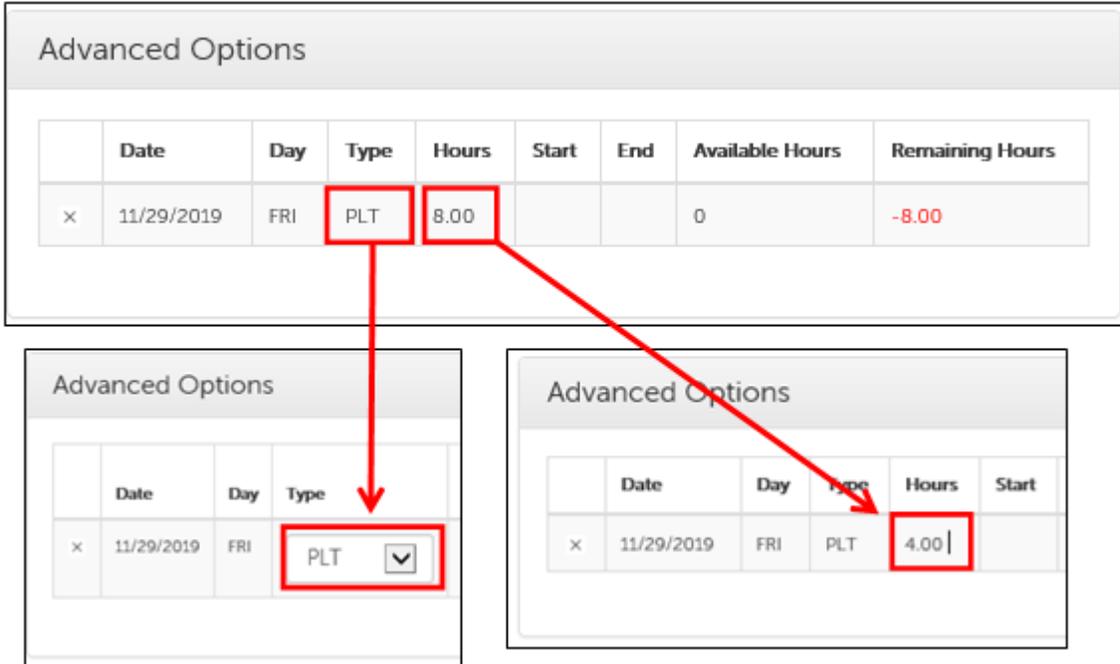
The screenshot shows the 'Time-Off Requests' form. It includes an 'Available Balances' section with a table showing 'PLT' with a balance of 253.36. Below this is a 'New Request' section with fields for 'Description', 'Type' (set to PLT), 'From' (07/10/2023), 'To' (07/13/2023), 'Total' (32), and 'Notes'. A 'Show Advanced Options' button is located at the bottom right.

Available Balances	
PLT	253.36

UKG Job Aid – Paid Leave Time/Call Time Requests

(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.



The figure consists of three screenshots of the 'Advanced Options' table, illustrating the steps to edit a time request:

- Initial State:** The table shows a request for 8.00 hours of PLT on 11/29/2019 (FRI). The 'Available Hours' is 0 and 'Remaining Hours' is -8.00. Red boxes highlight the 'Type' (PLT) and 'Hours' (8.00) fields.
- Editing Type:** The 'Type' field is expanded into a dropdown menu. A red box highlights the 'PLT' option and the dropdown arrow.
- Editing Hours:** The 'Hours' field is updated to 4.00. A red box highlights the '4.00' value.

Click **Save**.

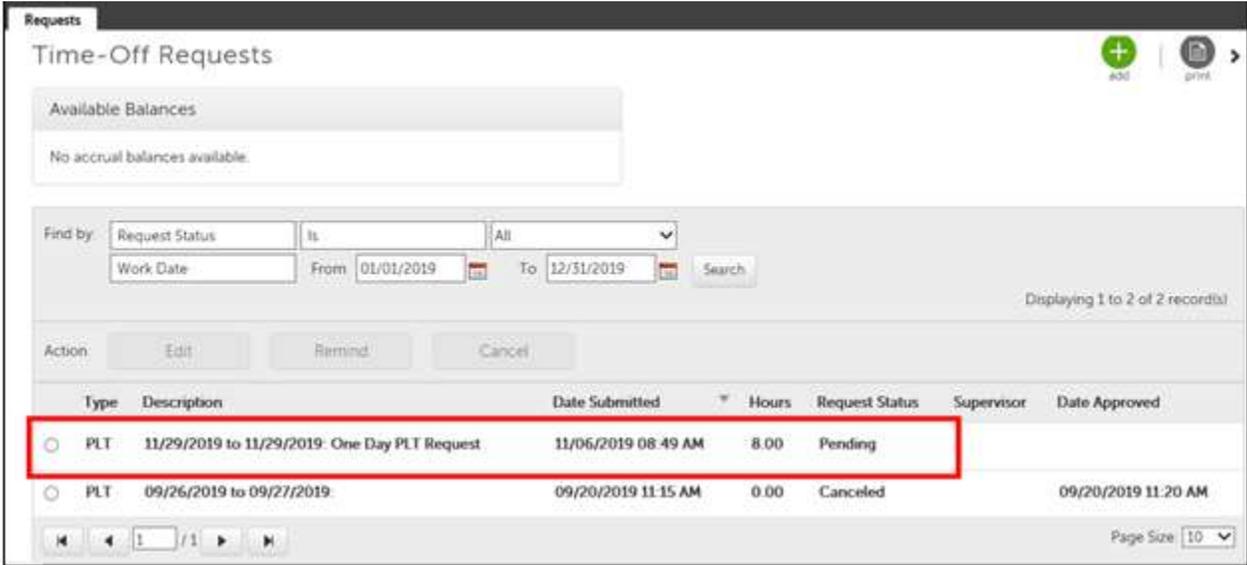
A Success confirmation message displays and an e-mail summarizing the time off request is automatically sent to the approving manager/their designee.

 **Success**

- Your new request was successfully saved and submitted. Click the + button to add additional requests.

UKG Job Aid – Paid Leave Time/Call Time Requests

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



Requests
Time-Off Requests

Available Balances
No accrual balances available.

Find by: Request Status is All
Work Date From 01/01/2019 To 12/31/2019 Search

Displaying 1 to 2 of 2 record(s)

Action Edit Remind Cancel

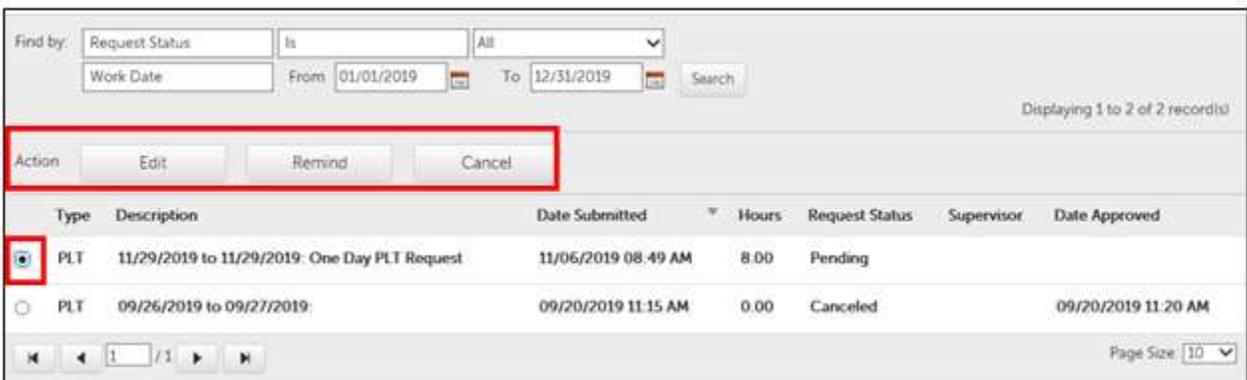
Type	Description	Date Submitted	Hours	Request Status	Supervisor	Date Approved
<input type="radio"/>	PLT 11/29/2019 to 11/29/2019: One Day PLT Request	11/06/2019 08:49 AM	8.00	Pending		
<input type="radio"/>	PLT 09/26/2019 to 09/27/2019:	09/20/2019 11:15 AM	0.00	Canceled		09/20/2019 11:20 AM

Page Size 10

Edit a Time-Off Request

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

Select **Action**



Find by: Request Status is All
Work Date From 01/01/2019 To 12/31/2019 Search

Displaying 1 to 2 of 2 record(s)

Action Edit Remind Cancel

Type	Description	Date Submitted	Hours	Request Status	Supervisor	Date Approved
<input checked="" type="radio"/>	PLT 11/29/2019 to 11/29/2019: One Day PLT Request	11/06/2019 08:49 AM	8.00	Pending		
<input type="radio"/>	PLT 09/26/2019 to 09/27/2019:	09/20/2019 11:15 AM	0.00	Canceled		09/20/2019 11:20 AM

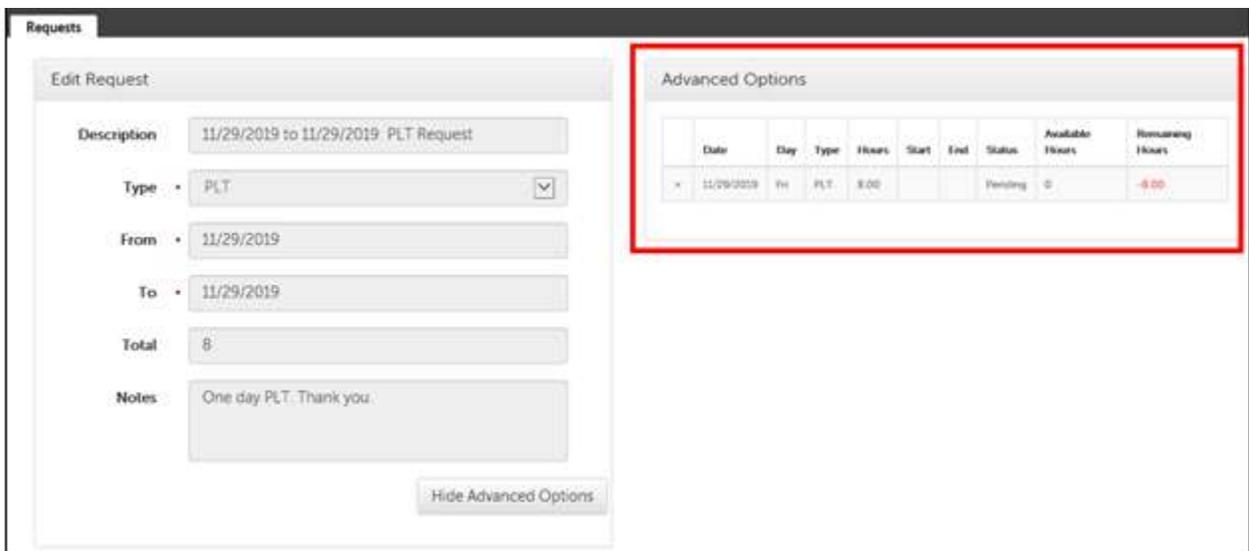
Page Size 10

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

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- ✚ (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**.



Advanced Options

Date	Day	Type	Hours	Start	End	Status	Available Hours	Remaining Hours
11/29/2019	Fri	PLT	8.00			Pending	0	-8.00

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

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



Reminder Message (optional) Remind Cancel

Hello Supervisor. I need to purchase airline tickets by Friday. Can you please approve my PLT request? Thank you!

UKG Job Aid – Paid Leave Time/Call Time Requests

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

Cancel Message (optional) **Cancel Request** **Cancel**

Hello Supervisor. Sorry, but plans with my family changed and I no longer need to take this as a PLT day. I am able to work. Thank you!

*Note: PTO cancellations do not remove events, such as meetings, from your personal and/or shared Outlook calendars. To keep your calendar(s) current, please manually delete the applicable meeting(s).

Time-Off Requests page displays.

Requests

Available Balances

No accrual balances available

Find by: Request Status: All | Work Date: From 01/01/2019 To 12/31/2019 Search

Displaying 1 to 3 of 3 records!

Action: Edit Remind Cancel

Type	Description	Date Submitted	Hours	Request Status	Supervisor	Date Approved
PLT	11/29/2019 to 11/29/2019: PLT Request	11/10/2019 04:12 PM	8.00	Pending		
PLT	11/29/2019 to 11/29/2019: One Day PLT Request	11/06/2019 08:49 AM	0.00	Removed		
PLT	09/26/2019 to 09/27/2019:	09/20/2019 11:15 AM	0.00	Canceled		09/20/2019 11:20 AM

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