

Student Supervisor UKG Guide

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Please reach out to studentpayroll@saic.edu with any questions about this guide.

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Getting Started

Background

Starting with summer term 2025, UKG is the timekeeping system for student employees at the School of the Art Institute of Chicago. This reference guide covers everything supervisors of student employees need to know about using UKG in their supervisory role.

The work authorization process in PeopleSoft Campus Solutions remains the starting point for student employment, and approved work authorizations will flow to UKG. Refer to the <u>Student Employment site</u> for more information.

In UKG, student employees are responsible for:

- clocking in and out of the UKG web clock at the start and end of your shift every day you work, as well any lunch breaks
- approving your timecard at the end of each pay period
- communicating any needed corrections with your supervisor(s)
- setting up your direct deposit
- making any changes to your tax setup
- submitting requests for Sick Leave, if you have an available balance you'd like to use

Supervisors of student employees are responsible for:

- ensuring student employee time is timely and correctly entered in UKG by regularly reviewing and correcting timecards
- fixing any errors such as missed punches, or punches to an incorrect assignment
- approving student employee timecards at the end of each pay period
- approving requests for Sick Leave
- communicating any issues with Student Payroll

Logging into the UKG Platform

URL: <u>ukg.artic.edu</u>

Open a web browser and navigate to ukg.artic.edu to access UKG.

• Use single-sign on to access UKG: enter your Artic email account username and password. *Note: VPN is <u>not</u> required to access UKG.*

SAIC School of the Art Institute of Chicago	RT NSTITVTE HICAGO
A service has requested you to authenticate yourself. Please enter your username and password form below.	in the
Username Password Login	
I've forgotten my password	

• You will navigate to the UKG Homepage.

Navigating My Home Page

Navigation to UKG sections and pages

1. Access the side navigation menu

You can find the menu bar in the upper left area of your main page when you log in. The icons across the top of this menu may include:

- Favorites 🔿
- Myself 🛓
- My Team 🚢
- Administration
- System Configuration

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Coming Up	My shortcuts	0 0 0			
Inbox There are 9 tasks in your inbox.	Direct Deposit	>			
	Name, Address, and Tele	>			
⑦ HR requests Manage employee HR requests assigned to you. View HR requests	Income Tax	>			
	₩-2	>			



Refer to the <u>UKG Employee Guide</u> for full details on using UKG as an employee.

Timekeeping and Time Off

Navigating to Workforce Management (WFM)

Workforce Management (WFM) is the UKG module used to manage time entry, timecards, and time off for all employees. This replaces ARTICtime.

Navigation: Menu > Myself > Workforce Management or Menu > My Team > Workforce Management

Workforce Management will open as a separate tab.

Note: if you are an hourly manager, refer to the UKG Employee Guide for directions on how to log your own time.

*	×	SAIC Home		م	. ¢ 🕫	0 9
Myself		CT Hello, Cindy Lou				
C Search Personal	J	Things to look into	My shortcu	uts i		
My Company Jobs	č		£ 5	Direct Deposit >		
Pay Current Pay Statement	^		E	W-2 >		
Pay History YTD Summary		You on't have any tasks. Give yourself a pat on the	e back.	Pay History >		
Income Tax W-2		Get the mobile app	Ê	Name, Address, and >		
Workforce Management Benefits Documents	č č	Download the mobile app from the Apple or Google Play app stores. Enter artic for the company access code. Vie	w instructions			

Workforce Management Home Screen

Main Menu: This will open the menu within WFM.

Dashboard Tiles: These tiles will allow you quick access to various functions for yourself and your team like:

- Managing your team's timecards
- Notifications
- Schedules

Search and Notification Bell: can be found in the top right corner.

	Main Main Welcome back,	Menu MGR Training			Das	hboa	ard		Se	earch & Notification Bell		
01	My Notifications	→ :	Manag	je Timecards	2	:	Manage Schedule	4	:	My Schedule	7	
00	Tasks	0 >	Previous	Pay Period V			Starting	0	,	TODAY >	(j	
1000	My Requests	0 >	1	1 Missed Out Punch		>	Missing	0	>	WED OF		
(mi) a	Employee Requests	2 >	1	Clean Timecard	s		On Break	0	>	No Event		
June 1	Timekeeping	6 >		Timecards with no exceptions		>	Leaving	0	>	THU 06 >	()	
0.	Timekeeping Requests	0 >		Approve All)					No Event		T
0						100	6			FRI 07 > No Event	()	
100										SAT 08 >	Ū,	15

- Selecting the Search icon on the top right will allow you to do an employee search by first or last name or employee ID. The WFM search will also include any student employees that you supervise.
- With the "Go To" drop-down you can open various selections for the selected employee.

Employee Search ×	Employee Search	×
Search by Employee Name or ID crete × Advanced Settings Search	Show Search Results for "crete" Unselect All Total [1] Selected [1 Tir Name Crete, Pe ID 555700 Re Bu	Go To mecard eople eports usiness Processes

Manage Timecards

Accessing Student Employee Timecards

All student employees have a default primary, generic job in UKG titled "Assignment". This job acts as a placeholder allowing students to hold several different jobs of varying lengths throughout their time at the School. **Time should never be entered on the primary "Assignment" job.** Time entered on this job is not paid.

Each real assignment held by a student employee will appear in UKG as a secondary job. These secondary jobs are created from the Work Authorization process. Student employees are required to select an assignment when they enter time, and supervisors can see which assignment is correlated to specific time entries on the student's timecard.

To access your student employees' timecards directly you can either:

1. Use the Manage Timecard tile on the main page and select the blue arrow to view all timecards.



Access your student employees' timecards from the main menu by selecting Main Menu > Time > Timecards.

	\bigotimes	۵	iinn sa	ıc					Employee Ti	mecards
MGR Training	TEST, Hrly EE Trai TRAINING2 < 1 of 2 >									
Edit Profile 🖉 Sign	nOut (→	List Vie	ew Z	AA ✓ ✓ Coom Approve Ren App	tove Analyze Rounded Punches	平 ▼ Go To				
				Date	Schedule	Absence	In	Transfer	Out	In
Search	Q	+	Θ	Mon 7/03						
		+	Θ	Tue 7/04						
Home		+	Θ	Wed 7/05						
Time	^	+	Θ	Thu 7/06						
Employee Summany		+	Θ	Fri 7/07						
Employee Summary		+	Θ	Sat 7/08						
Timecards		+	Θ	Sun 7/09						
Overtime Group	_	+	Θ	Mon 7/10						
Approvals		+	Θ	Tue 7/11						
		+	Θ	Wed 7/12						
Schedule	~	+	Θ	Thu 7/13						
Dataviews & Reports	~	+	Θ	Fri 7/14						
My Information	~	+	Θ	Sat 7/15						
		+	Θ	Sun 7/16						
Maintenance	^									

Navigate to a specific employee or use the left/right arrow at the top of the page to toggle through your employees.

=						Employee
8	TEST, Hrly EE Trai 💽 🕯 TR/	AINING2 < 1 of 2 >	-			
:=	Search	:00	₽ ▼			
List Vi	e TEST, Hrly EE Training	yze Rounded Punches	Go To			
	TEST, Salry EE Training	nedule	Absence	In	Transfer	Out

Reviewing a Timecard

The most important parts of a timecard are indicated below:

1. Employee - use this drop-down menu to select the employee timecard you wish to view. Use the back and forward buttons to toggle between employees.

- 2. Time Frame the date you are viewing on the timecard. In the drop-down, you will have multiple date options for reviewing a timecard (current pay period, previous pay period, an option to select specific dates etc.) Example: if you are approving a pay period that just ended, switch this to Previous Pay Period.
- **3. Hyperfind** this is the grouping of employees you are viewing. Example: if you supervise both staff and student employees, you may select different hyperfinds to focus on one group at a time.
- 4. Plus/Minus these buttons add or delete a row from the timecard for that day.
- 5. Date the date of the timecard row you are reviewing.
- **6. Assignment** indicates which job the corresponding time entries belong to. It is especially important that this field is accurate for student employees since they have multiple assignments.
- 7. In and Out indicates the clock-in and clock-out times for the date(s) you are reviewing.
- 8. Daily and Period indicate the total hours.
 - a. Daily shows the student's combined total for the day.
 - **b. Period** shows the student's running total for the time period selected.
- **9.** Bottom tabs selecting these tabs will display additional summary information. The information on these tabs is responsive to the date selected on the timecard.
 - a. Accruals view accrual balances as applicable to the student, such as Sick time.
 - b. Totals total hours based on the groupings you select.
 - c. **Historical Corrections** if payroll made historical corrections to the timecard, view them here.
 - d. **Audits** view any changes made to the timecard, such as time entered, timecard approvals, and sign off.

Emplo	yee	1	• 0	< 5 of 18 >						i • 3/10/2	2025 - 3/24/2025	🖧 🕶 18 En	nployee(s) Sele	cted 😏 Load	ed: 04:31 PN
List Vi	ew	AA ✓ Zoom Approve	Remove Approval	客 • Go To	7	,		7		1	2		3 ≪ - ^{Share}	View Calculate Pend 8b Totals	e Save
		Date	Schedule	Assignment	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Daily	Period	Absence
+	Θ	Mon 3/10		17 Site	09:00 AM	04:00 PM	8								
+	Θ			18 Fron	05:00 PM	07:00 PM	8						9.00	9.00	
+	Θ	Tue 3/11		18 Fron	08:59 AM	09:00 AM	٨	09:00 AM	12:29 PM	Å					
+	Θ			Student	01:00 PM	05:00 PM	8								
+	Θ			Student	06:00 PM	09:00 PM	8						10.50	19.50	
+	Θ	Wed 3/12		17 Site	01:00 PM	06:00 PM	8	_					5.00	24.50	
+	Θ	Thu 3/13		17 Site	09:00 AM	12:00 PM	8						3.00	27.50	
+	Θ	Fri 3/14		17 Site	09:00 AM	11:00 AM	8						2.00	29.50	
+	Θ	Sat 3/15												29.50	
+	Θ	Sun 3/16		17 Site	09:00 AM	11:00 AM	8						2.00	31.50	
+	Θ	Mon 3/17		17 Site	09:00 AM	02:00 PM	8						5.00	36.50	
+	Θ	Tue 3/18		18 Fron	08:59 AM	09:00 AM	8								
+	Θ			17 Site	09:00 AM	11:00 AM	8								
F	0			11 Student	02.02 DW		•	ļ,					2 00	28 20	
		9a Acci	ruals		9	b Totals			9c Histori	cal Corrections			9d Au	dits	

The Menu Bar at the top of a timecard will give you various options for reviewing and approving your employees' timecards.



Any time you make any changes to a timecard, the **Save** icon will highlight. Always be sure to **Save** after corrections are made.



Add a Punch

Managers can add a missing punch if needed. The accuracy of student employee timecards for payroll is the responsibility of the approving supervisor.

• Find the row of the desired date you want to add time.

- Select the cell in the Assignment column in the row, which will allow you to select the specific assignment you are adding time for.
 - o Note: selecting the correct assignment is critical for accurate and timely pay for the student.
- Select the cell in the In column and enter a start time for the employee's shift, and select the cell in the Out column to enter an end time for the employee's shift.
- Enter times in the standard time AM, PM, or 24-hour format.
- Select Save.

Note: if a date already has time entered, and you need to add more, you can do so by entering the time in the second In or Out columns, or by selecting the blue arrow to the left of the date to add another row to that particular date.

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out
+	Θ	Mon 6/19								
+	Θ	Tue 6/20			9:00 AM		4:00 PM			
+	Θ	Wed 6/21			9:03 AM		1:30 PM	2:00 PM		4:30 PM
+	Θ	Thu 6/22			11:45 PM					
+	Θ	Fri 6/23								
+	Θ	Sat 6/24		→						
+	Θ	Sun 6/25								

You can also right-click on the IN or OUT box and edit the punch using the Punch Actions menu by selecting Edit.

Punch Actions
Date: 11/21/2023
Time: 04:59 PM
Rounded Time: 05:00 PM
Override: Out Punch
Time Zone: (GMT -06:00) Central Time (USA; Canada)
Last Edit Date: 11/25/2023
Edit Made By: Megara, Demeter
Mark as Edit Comments Reviewed

Delete a Punch

If a punch is added in error, managers should delete the punch.

- Select the punch, and then press Delete on your keyboard.
- Select Save.
- The punch is removed from the timecard.

=	ŵ	SAIC					Employee Ti	imecards					ρι	. 0 🖓
0	TEST,	Hrly EE Trai 🔻 🕕	TRAINING2 < 1 of 2 >								🖶 👻 Previou	us Pay Period 🛛 🔒	 All Home 	Loaded: 7:36 PM
List Vi	iew	Zoom Approve Rem Appr	ove Analyze Rounded oval Punches	₽ ▼ Go To								Sha	re View C Pending	ale save
		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Daily	Period
+	Θ	Mon 6/19									Juneteenth	0.00		
+	Θ	Tue 6/20			9:00 AM		4:00 PM		PUNCH HAS BE	EN			7.00	7.00
+	Θ	Wed 6/21			9:03 AM		1:30 PM	2:00 PM	DECETED				4.50	11.50
+	Θ	Thu 6/22			11:45 PM									11.50

Add, Edit, and Delete Pay Codes

In some circumstances, supervisors may need to add a pay code to a student employee's timecard to establish a different pay type for worked or non-worked hours. Examples include:

• entering sick hours for a student if they are unable to submit a sick request

- adding a lunch adjust code if a student employee did not clock out and back in for their lunch break
- entering a flat dollar amount for specific jobs

Select the appropriate assignment in the Assignment row for the date you want to add to, then select a pay code, and the amount of time it should apply to.

Note: Pay Codes cannot be added to a row with punches. If both are needed on the same day, add a row for that day to enter the pay code information.



You can edit an existing paycode by selecting and changing it using the pay code drop-down list. Or, right-click on the cell and select edit in the *Paycode Actions* screen.



- Delete a row with a paycode by selecting the Delete icon. Or, select the pay code, then press delete on your keyboard.
- Select Save.

List Vi	ew	Zoom Approve Ren Appi	tove Analyze Rounded Punches	Go To								c<o b="" ▼<=""> Share</o>	View Calcu Pending Tot	alate als
		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Daily	Period
+	Θ	Mon 6/05	8:00 AM - 5:00 PM	i										
+	Θ	Tue 6/06	8:00 AM - 5:00 PM	i.										
+	Θ	Wed 6/07	8:00 AM - 5:00 PM	i										
+	Θ	Thu 6/08	8:00 AM - 5:00 PM		8:00 AM		5:00 PM						8.00	8.00
+	Θ	Fri 6/09	8:00 AM - 5:00 PM	i										8.00
+	Θ	Sat 6/10												8.00
+	Θ	Sun 6/11												8.00
+	Θ	Mon 6/12			12:00 AM						🕴 Paid Time	0.00		8.00

Adding a Lunch Adjust Code to Student Timecards

Student employees are required to punch in and out for lunch breaks. Unlike hourly staff, breaks are not automatically deducted from their time entered. However, if a student employee did not clock out and back in for their lunch break, you can add a "Lunch Adjustment" code to their timecard for that day.

To add a Lunch Adjust code to the timecard for your direct report, follow these steps:

1. On the employee's timecard, find the date you wish to adjust. Click the blue plus sign next to the date to add a new row to the timecard.

Note: this is an important step - you will not be able to add the paycode to the same row as the employee's logged time.

		Date
+	Θ	Mon 1/22

2. In the newly added row, find the Pay Code column. In that cell, search for and select the pay code called "Lunch Adjust".

		Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Daily
+	Θ	Mon 1/22	09:00 AM - 05:00 P	08:00 AM	04:33 PM							
+	Θ									Lunch Adjust 🗸		7.50

3. In the "Amount" column next to the Pay Code, add the number—whether positive or negative—of the amount of time you wish to adjust the employee's logged time due to their non-standard lunch.

- a. For example, if the student took a 30-minute lunch, you would add a Lunch Adjust amount of -0.5 to remove half an hour of time from their total hours for the day.
- 4. Verify that the days' time has updated accordingly. The Daily column should reflect the new total hours for the day.
- 5. Click Save when you are done.

List Vie	2W	Zoom Appr	ve R Aj	emove oproval	Remove All Approval	වූ Sign-Off	Remove Sign-Off	Q •	ze Accrual Actions	足 → Go To				≪ ▼ Share	View Calcu Pending Tot	llate als
		Date			Schedu	le	In		Out	Transfer	In	Out	Transfer	Pay Code	Amount	Daily
+	Θ	Mon 1/22			09:00 AM - 0	5:00 P	08:00 AI	М	04:33 PM							
+	Θ													Lunch Adj	0.50	8.00

Add a Flat Amount for Specific Student Jobs

Certain student jobs–RAs and F-News writers–are paid via flat amounts entered by the supervisor rather than the student clocking in and out. Only supervisors of those specific jobs should enter flat amounts.

To add a flat amount to the timecard:

- Select the appropriate assignment in the Assignment cell in the row of the correct date.
- Select the Pay Code cell and select "Student Flat Amount" from the drop-down menu.
- Enter the dollar amount in the Amount cell.
- Click Save.

		Date	Schedule	Assignment	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount
+	Θ	Mon 4/07		10 Staff Writer			8				Student Flat Amount	USD150.00

Timecard Colors

The cells and text of timecards sometimes have colors, and the colors have meanings. Below is a table of what the colors mean on the timecard.

Yellow background	Timecard approved by employee but not by manager.
Light purple background	Timecard approved by manager but not by employee. Note: If a timecard has multiple job approvers and your timecard settings are configured to only show shading for approved jobs, then only the jobs that have been approved are shaded. Jobs that have not yet been approved are not shaded.
Green background	Timecard approved by both employee and manager.
Gray crosshatch	Timecard has been signed off.
Blue background	Totals. Totals cannot be edited.
Black	Used for all events in the timecard that are not system- generated.
Purple	System-entered text that can be modified. For example, a system-entered paycode for missing time.

Resolve Timecard Exceptions

When student employees deviate from their expected time, the system generates an exception. Exceptions can be day-based or segment-level. Day-based exceptions affect the entire day. Segment-level exceptions affect only part of the day.

Common Exceptions and Visual Indicators

The following are common exceptions and their visual indicators:

	The cell is solid red when there is a missed in or out punch.
	Action is required for an exception on this day.
i	When the system generates an exception, the icon is red with a white line near the top. Depending on your configuration, the system might automatically add an auto-resolved paycode to the timecard if an exception occurs because of missing time, such as a late punch or absence.
. /	When a manager marks an exception as reviewed or justifies a missing time exception, the icon color changes to green.
F	When an employee justifies a missing time exception, the icon color changes to red (with two white lines).
8	If there is more than one exception, the color reflects the most severe state of all the exceptions, and the white lines are diagonal.
≣	If an absence has been excused, icon is blue with three horizontal lines.
1	When an exception or punch is system-generated, the icon is purple with one diagonal line and the punch displays in purple.
I	Holiday exceptions
0	Pending changes for approval or refusal

Mark Exceptions as Reviewed

You can mark an exception as reviewed to show that you know about the exception, but have decided to take no further action.

- 1. Right-click on the exception indicator.
- 2. Select Mark as Reviewed.
- 3. The color of the exception changes to green and the "Mark as Reviewed" button changes to "Unmark as Reviewed", which you can use if you need to make a correction.

Ą	Approval Punches	Punch Actions		
Date	Schedule		Out	In
Mon 6/05	8:00 AM - 5:00 PM	Date: 6/17/2023		
ūe 6/06	8:00 AM - 5:00 PM	Time: 8:45 AM		
Ved 6/07	8:00 AM - 5:00 PM	Rounded Time:		
hu 6/08	8:00 AM - 5:00 PM	8:45 AM Override:	5:00 PM	
Fri 6/09	8:00 AM - 5:00 PM	In Punch		
5at 6/10		Time Zone: (GMT -06:00) Central Time (USA; Canada)		
5un 6/11		Exceptions:		
Mon 6/12				
ue 6/13		Edit Made By:		
Ved 6/14		TEST, MGR Training		
ˈhu 6/15		₽ \$		
Fri 6/16		Mark as Edit Comments Reviewed		
at 6/17	8:30 AM - 5:30 PM	8:45 AM		
odt 0/17	8:30 AM - 5:30 PM	8:45 AIM		

Add Comments to an Exception

Comments are short, predefined descriptions that you can add to exceptions.

1. Select and right-click the exception, then select Comments.

Punch Acti	ons	
Date: 6/17/2023		
Time: 8:45 AM		
Rounded Time: 8:45 AM		
Override: In Punch		
Time Zone: (GMT -06:00) Cen	tral Time (USA; C	anada)
Exceptions: Late In		
Edit Made By: TEST, MGR Traini	ng	
₽⁄ Ø	- en	
Mark as Edit Reviewed	Comments	

- 2. On the Comments panel:
 - a. If there are multiple events in a single cell, the *Comment On* drop-down list appears.
 - b. Select an event from the list.
 - c. Select a comment from the *Select a Comment* drop-down list.
 - d. If needed, add a note in the Type a note (optional) box.
 - i. Optionally, you can select *Add Another Note*, enter a note in the text box and then select Add.
- 3. When finished, select Apply and then select Save.

		Employee Tin	necards		10 ▼ 6/0	5/2023 - 6/18/2023	Comments (0) X
						DC	Comment On Late In
In	Transfer	Out	In	Transfer	Out	Pay Code	Late In
							Add Another Note Add
8:00 AM		5:00 PM					
				/			
			/				
8:45 AM							

Comments (1) Late In	×
Comment On	
Late In	•
Add Comment	
⊖ Other ▼	
O Weather exception- Blizzard	d
Add Another Note	Add

The Comments icon in the punch or pay code cell indicates that a comment was added.



Auditing Time Entered to Generic Student Assignments

If a student employee accidentally logs time to their default primary, generic "Assignment" job in UKG, it will not be paid. These punches should be identified and corrected when reviewing the student's timecard. Additionally, you can run the dataview titled "Student Employee - Default Job Worked" to identify any instances where a student employee reporting to you mistakenly entered time to their generic assignment.

If the error is in the current pay period, correct it on the timecard by selecting the assignment, changing it to the correct job, and saving the change.

If the error is in a previous pay period, the timecard will be locked down and non-editable. Send an amendment to payroll (see <u>Requesting Historical Edits</u>).

***	Student Employee	e - Default Job Work	ed 🔻			2/01/20	25 - 2/28/2025 <	› &•	All Students Only	
Selec	tt All Refine	Zoom Track Time	Approval Attend	lance Create Notice						Details Share
~	Employ 🗸	Employ 🗸	Email 🧹	Apply D…∨	Start Ti 🗸	End Time∽	Actual Hv	Prima ♈∽	Job W 🏷	Assignmen 🗸
				2/25/2025	01:58 PM	02:59 PM	1.00	Student Wor	Student Wor	AICH/The Art In
				2/11/2025	03:00 PM	03:00 PM	0.00	Student Wor	Assignment	AICH/The Art In
				2/26/2025	05:00 PM	05:00 PM	0.00	Student Wor	Assignment	AICH/The Art In
				2/02/2025	07:00 AM	07:00 PM	12.00	Student Wor	Assignment	AICH/The Art In
				2/24/2025	04:30 PM	04:30 PM	0.00	Student Wor	Assignment	AICH/The Art In
				2/27/2025	05:00 PM	05:00 PM	0.00	Student Wor	Assignment	AICH/The Art In

How to Approve Timecards

There are two ways to approve timecards: you can review and approve your student employees' timecards one at a time or you can approve multiple timecards at one time.

Approving One Timecard at a Time

Navigation: Main Menu > Time > Timecards or click on the arrow on the Manage Timecards tile.

- 1. From the Timecards page, select the employee from the drop-down list.
- 2. Select the applicable time frame.
- 3. Check the timecard for accuracy.
- 4. Select Approve. You will be notified that the timecard has been approved.

5. If you approve a timecard in error, you can remove the approval by clicking on the Remove Approval button. This will appear after a timecard has been approved.

	TEST, I	Hrly EE Trai 🔻 🚺	TRAINING2 < 1 of 2 >								6/05/2023 - 6	/18/2023	Employee(s) Selected	Loaded: 8:20 Pf
List View	w Z	A Approve Rem Approve	Analyze Rounded roval Punches	译 • Go To						2			share View Pending	Calculate Totals
3		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Daily	Period
+	Θ	Mon 6/05	8:00 AM - 5:00 PM	i 👘										
+	Θ	Tue 6/06	8:00 AM - 5:00 PM	i i										
÷	Θ	Wed 6/07	8:00 AM - 5:00 PM	i i										
+	Θ	Thu 6/08	8:00 AM - 5:00 PM		8:00 AM		5:00 PM						8.00	8.00
÷	Θ	Fri 6/09	8:00 AM - 5:00 PM	i										8.00
÷	Θ	Sat 6/10												8.00
÷	Θ	Sun 6/11												8.00
+	Θ	Mon 6/12												8.00
+	Θ	Tue 6/13												8.00
+	Θ	Wed 6/14												8.00
+	Θ	Thu 6/15												8.00
+	Θ	Fri 6/16												8.00
+	Θ	Sat 6/17	8:30 AM - 5:30 PM		8:45 AM 😫		5:30 PM						7.75	15.75
+	0	Sun 6/18												15.75

Approving Multiple Timecards at Once

The Employee Summary page is another way of navigating to your employee timecards that allows you to do things like approve multiple timecards and mass update pay codes. Select a specific group of employees or select All and complete the necessary function.

Navigation: Main Menu > Time> Employee Summary

- 1. From the Employee Summary page, select the employees to approve by clicking the box next to each employee's name or by clicking on the Select All button.
- 2. Select the applicable pay period.
- 3. Select Approve.

	×	G	SAIC						
MGR Train TEST	ning	Unsel	ect All Open Selected	Refine	AA Zoom	Approve	Remove Approval	Co Add Punch	Add Paycode
Edit Profile 💋	Sign Out (🔶	~	Em	ployee Full	Name	\uparrow \checkmark		Emp	oloyee ID
Search	Q		TEST, Hrly EE T	raining			TRAININ	G2	
			TEST, Salry EE	Training			TRAININ	G3	
Home									
Time	^								
Employee Summary	/								
Timecards									

ב ۵	Har SAIC					Employee Summary				Q	Þ Ø	4 <mark>11</mark>
Unselect All	C V AA Open Refine Zoom A	pprove Remove Add Punct	f Add Paycode					2	Current Pay Period (🗳	All Home	🕒 Loaded :	3:26 PM
~	Employee Full Name	↑ ~		Employee ID	~	Actual Hours	~	Scheduled Hours	\sim	Projected Hours	~	7.
TES	I, Hrly EE Training	TRAI	ING2									*
TEST	T, Salry EE Training	TRAI	ING3									
			1									

4. At the confirmation box, select Yes.



5. If you approve the timecards in error, you can remove the approval by clicking on the Remove Approval button.



Punch Audit Dataview

If you prefer a more detailed view of time entries that still allows you to approve multiple timecard at once, run the dataview titled "Punch Audit".

Navigation: Workforce Management main menu > Dataviews & Reports > Dataviews Library > Punch Audit

Pu	nch Audit 🔻						Ć	Current Pay Pe	riod < 🔸	🖧 🔻 All Hom	ne 🗘 Loaded	10:43 AM
Selec	t All Refine	Zoom Track Tim	e Approval Attend	dance Create Notice						Details	Share Restore	Save
~	Empl ↑ ₁ ~	Employ 🗸	Assign 🗸	Apply↑ ₂ ~	Start … 个 ₃ ~	In Punc 🗸	In Punc 🗸	End Time∽	Out Pun…∽	Out Pun∨	Actual H	нγ
			Assignment	4/01/2024	08:30 AM			04:30 PM			7.00	
			Assignment	4/02/2024	08:30 AM			04:30 PM			7.00	
			Assignment	4/03/2024	10:00 AM			06:00 PM			7.00	
			Assignment	4/04/2024	08:30 AM			04:30 PM			7.00	

Requesting Historical Edits

It's important that student employees clock in and out for their assignments in real time. Anything missed can cause major delays in their payment. However, if they missed a punch or need an edit made to their timecard, you as their supervisor can make changes to their timecard for the current pay period.

If a change is needed to a previous pay period, the student employee and the supervisor should document the amendments needed using the <u>template linked here</u>, and send a signed PDF with the changes needed to payroll@artic.edu

Chicago Paid Sick Leave

Approving Chicago Paid Sick Leave Requests

Student employees who have accrued sick hours can request to use them in UKG. You will receive an email notification from UKG when a student submits a sick request. You need to approve the request in order for it to count towards the student's pay.

• To approve a request, find the corresponding message in UKG. You can do this on the UKG homepage by selecting the bell icon on the top right, selecting the time-off request message, and clicking "Approve".



	← In	box			גא גא
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	Time o submit	ff red ted l	que oy	est	
	Approve	Refu	se	Go To Schedule	
t ti	View Deta	ails			
Der Ad	A Time-Of 4/15/2025	f Reque	est h e rev	as been submitted l for 4/15/2025 - view the details.	by
I	Details				
	Catego	ry		Time Off	
Ta	Date Cr	eated		4/14/2025 04:20 PM	
	Paycod	e		Sick Pay(Hours)	
ige	Reques Amoun	ted t		1.0 Hour	

• Additionally, you can approve time off requests in Workforce Management through the Control Center by navigating to the My Notifications tile on your main menu, selecting the time-off request in the "Employee Requests" tab, and selecting "Approve".

I← 🔃 Show Select All Refine Detail	My Actions		Mark Done Approve Refuse Add Comments
Categories	• Filter: ½▼ 🛱 ▼ None 🖧 ▼ None 🗧	0	
0 Tasks	Request Employee	Time-Off Request	
0 My Requests	Created On Employee Name and ID:	4/14/2025 04:20 PM	
0 my requests	Request Period: Approval Status:	4/15/2025 - 4/15/2025 Submitted	
4 Employee Requests	Duration: Approver Name	1.00	
2. Timekeeping	Request Status	Submitted	
2 Timekeeping	□ 🛱 Request	Time-Off Request	
0 Timekeeping Requ	Employee Created On	3/31/2025 03:39 PM	
	Employee Name and ID: Request Period:	4/01/2025 - 4/01/2025	
0 Leave of Absence	Approval status: Duration:	Submitted 4.00	
0 Leave of Absence Requests	Request Status	Submitted	

Viewing My Team's Chicago Paid Sick Leave Balance

You can view your student employees' available Chicago Paid Sick Leave balance directly from their timecards.

• When you are on a timecard, you will see an accrual link at the bottom of the page. When you click on the link, you will then be able to view the Sick information and current balance based on the accrual policy assigned to the student employee.

List Vie	w	Zoom Approve	Remove Approval	i i i i i i i i i i i i i i i i i i i	₽ ▼ Go To							Share	U View Pending	Calculate Totals	Save
		Date		Schedul	9	Assignment	In	Out	Transfer	In	Out	Т	ransfer	Pay Co	de
+	Θ	Mon 3/24													
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s	ick			Hour		0.00		2.00	5.00		8.00			0.00	
		Accruals				Totals			Historical Corre	ctions			Audits		

Additionally, you can view all time off for your teams using Dataviews in Workforce Management.
 Navigate to: Workforce Management main menu > Dataviews & Reports > Dataviews Library and select the dataview that suits your need:

- **Time Off Request Info** and **Time Off Requests History:** shows detailed information of all time-off requests for your team members
- Approve Time Off Requests: shows any time-off requests that you have not yet approved
- PTO and Sick Balances: shows the accrual balances of all team members

\times		Datavia	ew Library
Amunet Thebes	L ² Nervisio Downloads Total [18]		
Edit Profile 🔗 Sign Out 🔿	Other Count: 2		
Search D	Name: Employee Summary - Basic Subject: Employee	Name: Employee Summary - Demographic > Subject: Employee >	
Home	Scheduling Count: 7	·	·
Time	Name: Approv. Off Requests > Subject: Employee	Name: Schedule Detail - Shift Segment > Subject: Employee >	Name: Schedule Planner Column Set > Subject: Employee >
Dataview Library	Name: Schedule Summary - Shift > Subject: Employee	Name: Time Off Requests History Subject: Employee	Name: Time Off Requests Info Subject: Employee >
Group Edit Results	Timekeeping Count: 9		
Report Library	Name: Accrual Details - Full > Subject: Employee >	Name: Delegations Dataview Subject: Employee	Name: Employee Approval Summary > Subject: Employee >
My Information	Name: Employee Hours by Labor Category Subject: Employee	Name: Exception Summary Subject: Employee	Name: Pay Period Review Subject: Employee
My Calendar	Name: Punch Audit Subject: Employee		
My Timecard			
Maintenance ^			

• In the dataview, you can change the time frame selected to any date range you'd like to view. You can also filter on any of the columns by selecting "Show filters" after clicking the filter icon on the top right of the report. More details on using dataviews can be found in the <u>Reporting</u> section.

Tir	ne Off Requests In	fo 💌												🔁 👻 Current So	chedule Period	→ & •	All Home 🕴		
Sele	t All Refine	A Or Zoom Track Time	Approval Creat Notice	te ce						ADJU	ST DATE					Deta	ils Share	€ Restore	Save Save
~	Employ 🗸	Employe~	Creator 🗸	Time-off∨	Subtype	Subtype~	Subtype 🗸	Creation~	Status 🗸	Status C 🗸	Manage 🗸	Employe~	Time-off~	Start Date~	End Date 🗸	Duration ~	Symboli 🗸	Pay~	8.
	5551000	Memphis, H																7	
	5553000	Giza, Montu																	
															FILTE	R COLUMI	NS		

Manually Adding Sick Time to a Student Employee's Timecard

If the student employee is unable to submit a time-off request and you would like to enter their used sick time for them, you can add the "Sick Pay" paycode to their timecard with the appropriate number of hours used on a specific date. Refer to the <u>Add, Edit, and Delete Paycodes</u> section for instructions.

If you do this, make sure to delete any duplicative sick requests from the student so that their balance remains accurate.

Control Center

The Control Center is where you will manage various levels of requests and notifications, including:

- Time off requests
- Timecard requests
- Tasks

There are several different ways to access the Control Center or your notifications.

1. The Bell icon indicates alerts and this icon appears in the top right corner of all pages. Selecting the Bell icon opens the Control Center panel. This view is a quick access way of managing requests. You can select View All to open the full control center.





2. You can access the control center by navigating to the My Notifications tile on your main menu. You can manage notifications in the tile by each request category, as well as your own time off requests. Clicking the arrow on the tile will open the full control center.

Note: In the example below, there are eight notifications listed in the bell icon and eight notifications in the tile. The tile will break down notifications by type.



While in the Control Center, you will review the various requests and complete the tasks assigned.

- 1. **Categories** indicates the type of request. Each category will display how many notifications you will need to review and complete.
- 2. **Requests** will be listed in the center. These requests will be listed by the employee. If an employee has multiple requests, they will display separately.
- 3. Details will give you access to various details about the request to help you review.

		Control Center	ሩ © 耳 ር
I← III V Show Select All Refine I Detail	Wy Actions		Mark Done Delete Go To
Categories 1 0 Tasks	• Filter:	_	3 Details < 1 of 1
0 My Requests 2 Employee Requests	Type Employee Created On Employee Name Employee Namber Exception Type Exception Date	Timekeeping 2 TEST, Hrly EE Training 6/23/2023 4/21 PM TEST, Hrly EE Training TRAINING2 Misseed Out Punch 6/22/2023 6/22/2023 6/22/2023	TEST, Hrly EE Training Job Technician /Technician Subject
0 Timekeeping Requests	Type Employee Created On Employee Number Exception Type Exception Date	Timekeeping TEST, Hrly EE Training 6/23/2023 12:42 AM TEST, Hrly EE Training TRAINING2 Unexcused Absence 6/09/2023	ESS / HIT JE E Halling, unseed Out Particit Of 6/22/2023 Body TEST, Hrly EE Training (TRAINING2) Missed Out Punch on 6/22/2023 Employee Name TEST, Hrly EE Training
	Type Employee Created On Employee Name Employee Number Exception Type Exception Date	Timekeeping TEST, Hrly EE Training 6/23/2023 12:42 AM TEST, Hrly EE Training TRAINING2 Unexcused Absence 6/07/2023	Employee Number TRAINING2 Exception Type Missed Out Punch Exception Date 6/22/2023

Select all will allow you to select multiple requests and approve, comment, or refuse all at once.

← III V Show Select All Refine Detail	My Actions	ding Edit Cancel Delete Go To
Categories	• Filter : ¹ / _X ▼ No Status, Cancel Su 🛱 ▼ None 🖧 ▼ None ¹	Details
0 Tasks	Request Time Off Request Employee TEST, Hrly EE Training	< 1 of 1
0 My Requests	Created On 6/23/023 132 AM Employee Name and ID: TEST, Hrty EE Training,5752 Request Period: 6/08/2023 - 6/09/2023	Time Off Request Submittee Time Off
2 Employee Requests	Approval status. Submittee Duration: 0.00 Request Status Submitted	Job
4 Timekeeping	Request Time Off Request Employee TEST Hrly EE Training	Technician /Technician
0 Timekeeping Requests	Created On 67232023 1:26 AM Employee Name and ID: TEST, Hely ET Training 5752 Request Period: 608/2023 - 609/2023 Approval Status: Submitted Duration: 0.00 Request Status Submitted	More Details Subject Training Body Request submitted by TEST, Hrly EE Training Body Request for Time Off Request, submitted by TEST, Hrly EE Training for 6/08/2023 - 6/09/2023 has been Submitted by <none>. Please review the details. Employee Name and ID: TEST, Hrly EE Training;5752 Request Period: 6/08/2023 - 6/09/2023</none>
		Approval Status: Submitted Duration: 0.00 > Modified Dates

Your employees will also receive a notification when you complete an action regarding their requests.

There is a filter section within your notification center. Each category has a specific filter toolbar based on the type of actions you complete. If you do not see a request, you may need to adjust the filter to include different statuses.



Categories	• Filter: 🛱 ▾ None 🖧 ▾ None 🖱	
0 Tasks	New ~	
0 My Requests	Done Iype Employee	Timekeeping TEST, Hrly EE Training
2 Employee Requests	Employee Name Employee Number Employee Number Exception Type	6/23/2023 4:21 PM TEST, Hrly EE Training TRAINING2 Missed Out Punch
4 Timekeeping	Exception Date	6/22/2023

Manager Delegation

Completing a Manager Delegation

There are no "alternative supervisors" in UKG. Instead, when a manager expects to be unavailable, the manager (delegator) can delegate authority to another manager (the delegate) to receive notifications and complete tasks during their absence. For example, the delegate can approve timecards and time-off requests while the regular manager is on vacation.

To delegate authority to another manager in Workforce Management, the delegator must:

 Access the My Business Processes tile on the homepage and select My Actions > Select Business Processes > Manager Delegation. Alternatively, click the My Notifications tile to access the control center, then My Actions > Business Processes > Manager Delegation.

Via the My Business Process tile:



Via the My Notifications tile:



		Control Center
l← Show Detail		
c My Actions	Ĵ - None & - None ℃	
Task Business Processes Manager Delegation My Requests Employee Requests Timekeeping		There are no new notifications to display
0 Timekeeping Requests		

- 2. In the Delegation panel, select the other manager who will take authority during your absence.
- 3. Select the Start Date and End Date from the calendars. You may select an end date far in the future if you want the delegation to last a long time.
- 4. Select "Manager Delegation Role Profile" in the Role Profile field.
- 5. Click Submit. The delegate will receive a notification asking them to accept the delegation.

Note: Only another manager can receive a delegation. If the manager you would like to delegate to is not available in the drop-down list, reach out to <u>ask hr@artic.edu</u>.

Note: Managers can access any indirect reports in their hierarchy (anyone reporting up to them via another manager on the org chart) without the need for delegation. For example, to view the timecard of an indirect report, they would change the hyperfind at the top right of the timecard to "Direct and Indirect Reports".

Manager Delegation AIC \times
New Delegation
Delegate*
Burger, Gaylene 🔹
Start Date*
3/27/2025 🔂 🔂 Clear
End Date*
3/27/2025 🔂 Clear
Role Profile*
Manager Delegation Role 🔻
Submit
Cancel

Role Profile*
Manager Delegation Role 🔻
[5earch
Manager Delegation Role Profile
Protection Services Timekeeping

Accept a Manager Delegation

When the delegate logs in to the system, they do the following:

- 1. From the My Notifications tile on the desktop, select Tasks to open the Tasks workspace.
- 2. Select the Delegate task. The applicable information is listed in the Details column.
- 3. Select Accept or Reject and optionally enter a comment.
- 4. Click Submit.

Note: the delegate must accept the delegation in order for it to be active.

Ξ Δ 🌉				Control Center ×
MT Welcome back,				Task Assignment TestPersona, Salary Manager
My Notifications A	Manage Timecards → :	Manage Schedule 🔿 🗄	My Schedule A	Task Name New Delegation Acceptance F Assignce TEST, MGR Salary
Tasks 1	Previous Pay Period 🗸	8/22/2023 • Last Update 9:45 AM	TODAY >	
My Requests 0	Timecards with no exceptions	Missing 0 >	 Manager 9:00 AM - 4:00 PM [7.00] 	50 TO

I← ピマ Show My Actions Detail			O Pelete Go To
Categories	• Filter: 台・None 人 None う		Details
1 Tasks	Active V	Ma	anager Delegation
0 My Requests	Imployee TestPersona, Salary Manager-MR7 Subject TestPersona, Salary Manager-MR7	Nev	v Delegation
18 Employee Requests	Body TestPersona, Salary Manager-MRP has started a delegation on 8/22/2023 This request has not yet been accepted. Use this task to cancel the request if d TestPersona, Salary Manager-MRP has started a delegation on 8/22/2023 This request has not yet been accepted. Use this task to cancel the request if d	Del	egator stPersona, Salary Manager-MR7
347 Timekeeping	Assignee IESS, Mork Salary Created On	Star	rt Date
0 Timekeeping Requests		End	Date
		Role	e Name
		M	anager Delegation Role Profile
		Sele	ect Action*
			Accept
		OF	Reject
		Con	nment
		Su	ubmit

Accessing the Delegator's Information

After the delegate accepts a delegation, they have to select the corresponding profile in WFM in order to access the delegator's information, such as their team's timecards.

- 1. If you just accepted the delegation, log out and log back in again.
- 2. At the top of the Main Menu, expand the Employee Settings Menu.

- 3. Expand "Switch Roles". There are two options: My Roles and Delegated Roles. To switch roles with the delegator, double-click the delegator's name and delegation dates.
- 4. The desktop refreshes and the My Profiles tile lists the delegator's information, for example, under the delegate's name, it displays "Acting As Delegator Name."
- 5. When the delegate wants to return to their own role, repeat steps 2-3.





Note: When acting as the delegate, you can review and approve timecards for the delegator's team. You can also approve time-off requests submitted by the delegator's team members by opening the Control Center, finding and selecting the outstanding time-off request under "Employee Requests", and selecting "Approve".

Canceling a Delegation

You can cancel a delegation that you submitted in Workforce Management.

If a delegation has not yet been accepted by the delegate:

- Open the Control Center and find the task showing the delegation you submitted. Select this task, and details will be displayed on the right
- Select Cancel Delegation.



If a delegation has been accepted by the delegate:

- Access the My Business Processes tile on the homepage and select My Actions > Select Business Processes > Manager Delegation.
- You'll see a panel with options to Create New Delegation or Delete Existing Delegation. Select Delete Existing Delegation.
- Select the delegation you want to delete and click Submit.



Reporting

As a supervisor, you can run several reports or dataviews that provide you with important information that helps review your team members' time entry, exceptions, accruals, and other topics.

Dataviews in Workforce Management

Navigation: Main Menu > Dataviews & Reports > Dataview Library

Choose from available dataviews to show you specific information for yourself and your team. For example, the "Approve Time Off Requests" dataview shows any time off requests submitted by your team members that you have not yet responded to.

• Once you're in a dataview, you can change the time frame by selecting the calendar icon near the top right.

		⊟ -	Next Schedule Period	$\langle \rangle$	
	Timefra	me			
	Today				
Prir	Yesterda	у			
	Tomorro	w			
	Week to	Date			
	Month to	Date			
	Last Wee	k			
	Select Ra	nge	τ		

• You can also filter the results by selecting the filter icon towards the top right of the report.

🛱 👻 N	lext Schedule Period <	> 🖧 -	All Home 🕤 Loaded 04:43 PM
		Detai	Is Share Restore Save
>	Schedule Group	~	Reports To 🗸 🗸 🕇
			Show Filters Row
			Clear All Filters
			Columns:
			✓ Employee ID
			 Employee Full Name
			 Incoming Requests Count
			✓ Hire Date
			Seniority Date
			 Primary Job
			✓ Schedule Group
			✓ Reports To

• You may also choose to export the dataview to Excel. Click Share on the top right and then Export.

Next Schedule Period	<	🔏 👻 All F	lome	Loaded	04:43
		Details	ペ ▼ Share	€ Restore	Sa
Schedule	Export			То	~ '
	Print				

Accessing the Report Library

Navigation: Main Menu > Dataviews & Reports > Report Library

The report library has additional reporting options.

1. To create a new report, Navigate to the Run Report icon. This will open a quick-access toolbar that contains all reports available to you.

	Report Library	Select Report
Reporting Select All Delete Run Report		> All
Completed [1]		> Audit
 In Progress [0] 		> Scheduler
Upcoming Reports [0]		> Timekeeping

- 2. Clicking on a report will display its description.
- 3. When you select a report, you will be navigated to the parameter selections.
- 4. Reports may have different qualifiers. Select any hyperlinks to configure a report based on your needs.

Employee Hours by Job
Description This report details out hours/amounts/wages for each job/pay code in which the employee accrued hours. Provides totals for each employee and job per employee as well as grand totals.
Timeframe*
Hyperfind *
Pay Codes* Actual Total Hours X [+1] Output Format * PDF
Cancel Run Report

- 5. Select Run Report.
- 6. Completed, In Progress, and Upcoming Reports are all reporting categories for reports that have been configured to run. You will find your report in the completed drop-down.



Using the UKG Mobile App

UKG has an optional mobile app that can be used to clock in and out, manage time off, and view pay information, among other things.

Please refer to the 😑 UKG Pro App Employee User Guide for more detailed information about using the mobile app. Below is an excerpt to help you get started:

Downloading the App

In the App Store/Google Play Store/etc., search for "UKG Pro." It is identifiable by its UKG smiley app icon:



Download and install the circled application (UKG Pro, with the "smiley" UKG icon).

Note: Do not install UKG Pro Classic. It is outdated and not compatible with our full features and configurations.

Logging In (Access Code: artic)

- 1. Open the app and click past the introductory windows. You will land on a welcome page that prompts you for your **Access Code or URL**.
- 2. The access code for the AIC UKG app is *artic*
 - a. Enter **artic** in the field and tap Continue.



3. You will then be prompted to "Use "ultipro.com" to Sign In". Tap Continue. From the landing page that generates (welcome.ultipro.com), tap "Sign in with your company (SSO)".



- 4. This will take you to sso.artic.edu, where you can enter your normal artic SSO login credentials.
- 5. You are now logged in to the UKG Pro app and will be dropped off on the grey, green, and white **homepage**. You will see a list of function shortcuts.