

UKG Manager User Guide

Manager Training Materials

Introduction

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What is UKG?

UKG is our new HRIS system designed to streamline and enhance how we manage employee time, scheduling, pay, and performance, all in one place.

Why the Change?

We're implementing UKG to modernize our systems, reduce manual processes, improve accuracy, and provide a more intuitive experience for both employees and managers.

Benefits

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Key Benefits for Managers:

- Real-time visibility into team timecards, schedules, and attendance
- Easy approval workflows for time off, punches, and performance reviews
- Accurate data and reports to support decision-making
- Fewer administrative burdens, allowing more time to focus on your team

Key Benefits for Your Staff:

- Simplified clock-in/out and time-off requests
- Transparent access to pay and schedule information
- Improved performance review process with clearer goals and feedback
- Enhanced mobile access for on-the-go use

Logging In & Getting Started

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You will receive an **email from UGK** to get started. Look for an email from **noreply@saashr.com**

Initial Log In Reminders:

- You must use the link provided in the email to get started
- EPPA's OKTA Authentication will be required

[Getting Started FAQs](#)

Available Training Documents:

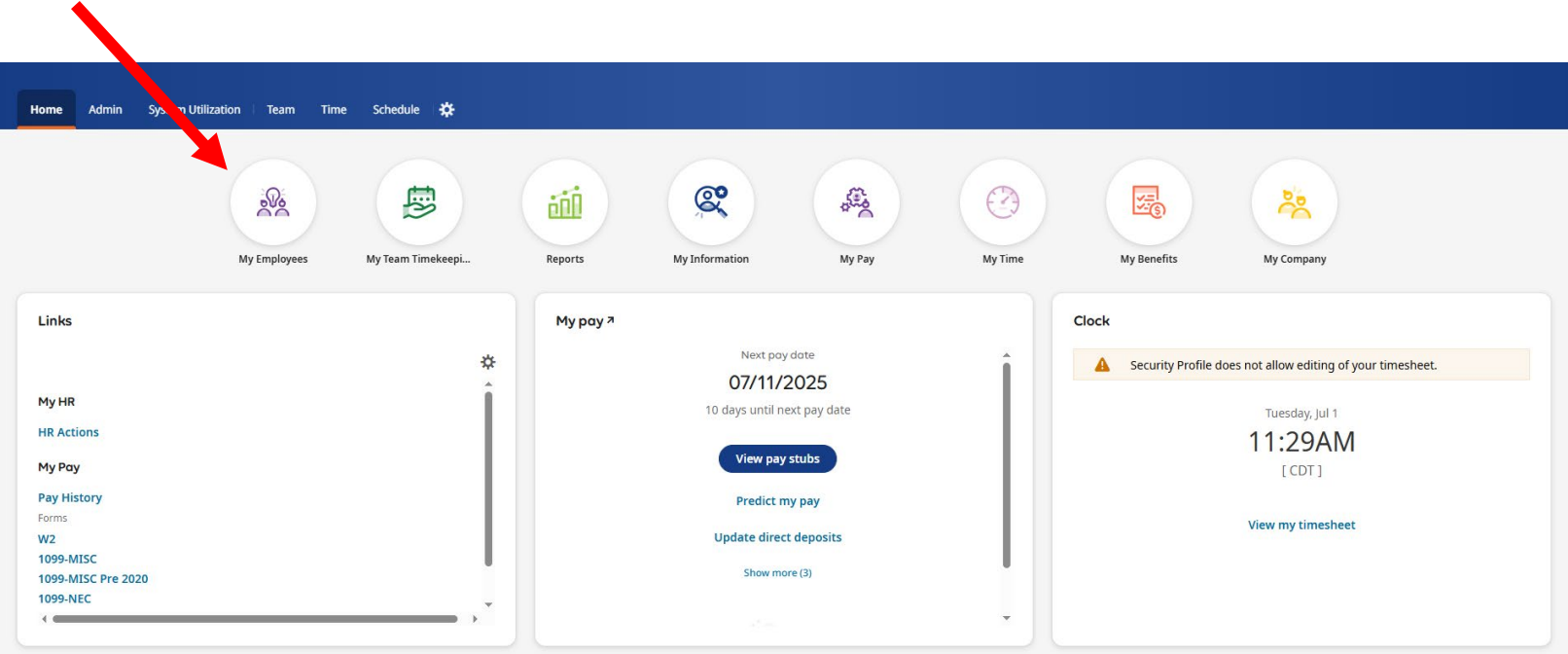
- [Logging In and Authenticating with OKTA](#)
- [Downloading The UKG Mobile App](#)
- [Navigating the Mobile App](#) **(Video)**

UKG Home Page

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Your UKG home page will be set up to your specific role. The home page features a dashboard that includes Today's Tasks, which helps managers quickly identify and address their most pressing responsibilities.

Quick Links



Time & Attendance

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There are multiple documents available to help you manage and process your employee's time and attendance within UKG.

Available Training Documents:

- [View Employee Timesheet](#)
- [Approving Employee Timecards](#)
- [Adding a Time Entry](#)
- [Timesheet Adjustments & Extra Pay](#)
- [Request Time Off for an Employee](#)
- [Split Time Allocation](#)
- [Mass Time Entry](#)
- [Change a Punch Interpretation on a Timesheet](#)
- [Managing Exceptions on a Timesheet](#)
- [Approving Time-Off Requests](#)
- [Time Reports](#)
- [Creating and Saving Reports](#)

Questions or Assistance?

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Please take some time to become familiar with this new platform. There are a multitude of benefits to you as an employee, and we are hopeful this is a welcomed change.

We are here to support you through this transition. Please refer to the UKG Learning Library for additional information and FAQs for navigating the system as an employee.

Please don't hesitate to reach out for further support. Contact the help desk at servicedesk@eppahealth.com