

UKG Employee User Guide

End-Level User Training Materials

Introduction

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What is UKG?

UKG is our new system for managing your time, schedules, pay, and more—all in one easy-to-use platform.

Why are we switching?

We're moving to UKG to make things simpler, faster, and more accurate for everyone. From clocking in to requesting time off, this system will improve your day-to-day experience.

Benefits

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What's in it for you?

- **Easier clock in/out**, including facial recognition for UR employees, mobile access for scribes, and desktop access for corporate employees
- **Quick and transparent time-off requests**
- **Schedule viewing and pay information anytime**
- **Faster support and fewer errors** in timekeeping and payroll
- **Streamlined performance review experience** in the future
- **Integrated LMS system** to come in future phases

Training Materials

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[EPPA Training Library](#)

EPPA has created a full list of training materials for you to utilize. All training materials are stored here: [EPPA Training Library](#)

Training materials will be provided through various outlets; however, the online training library is one resource for all job classes, including office, Urgency Rooms, and scribes.

Please reference this library when looking for helpful tools and information about navigating the UKG system

Logging In & Getting Started

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You will receive an **email from UKG** 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
- The link is only valid for **THREE (3) days**
 - You must log in before the link expires
- 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 \(Video\)](#)

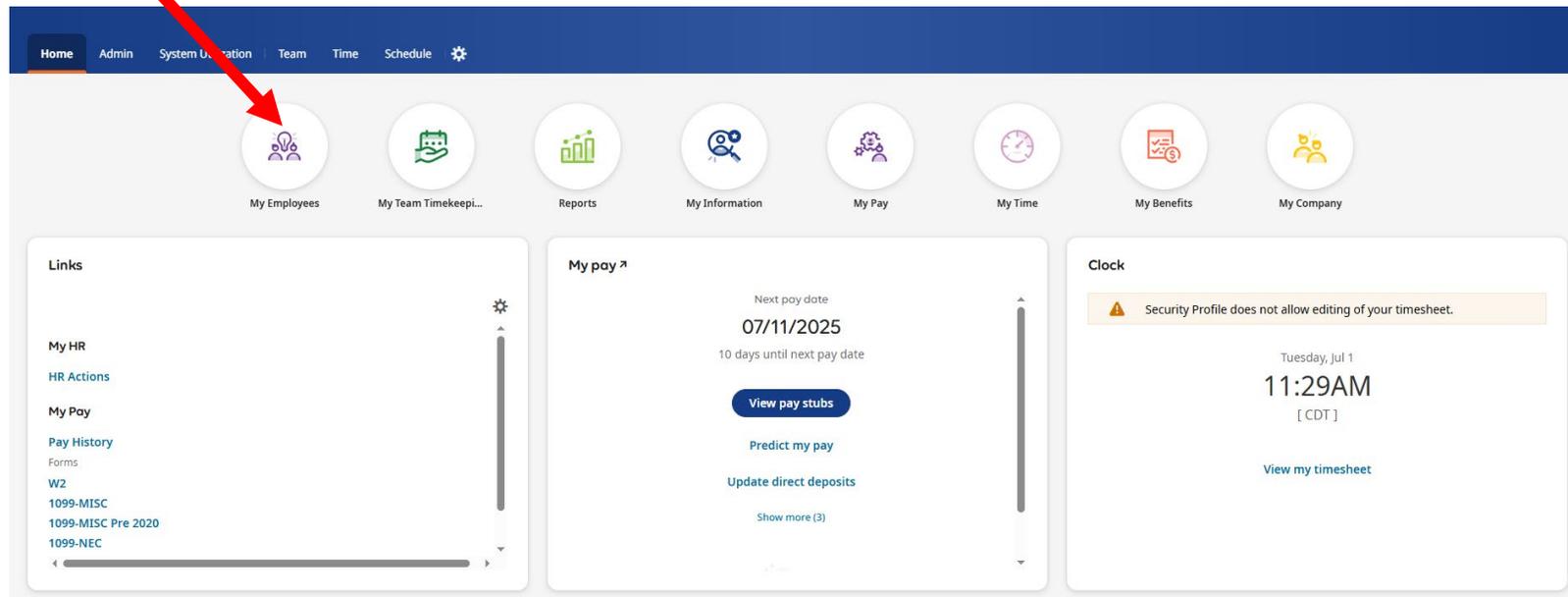
UKG Dashboard

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Once you have successfully logged in you can view your UKG Dashboard.

Your dashboard will be set up to your specific role. The dashboard features include Today's Tasks, Responsibilities, or announcements. Quick links are available for easy access to the information you use most.

Quick Links



Click here for more information on your UKG dashboard:

[Understanding Your UKG Dashboard.](#)

Clocking In & Out

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Employees will clock in and out differently depending on role and employee class. Please find the following tools to assist in time entry.

Available Training Documents:

Clocking In & Out

- [Clocking In and Out –Desktop](#)
- [Clocking In and Out –Mobile](#)
- [Clocking In and Out –Urgency Rooms](#)

Training Videos:

- [Clocking In and Out -Mobile](#)

Time & Attendance

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There are multiple documents available to help you understand your time and attendance within UKG.

Available Training Documents:

- [View My Timesheet](#)
- [Timesheet Change Requests](#)
- [Request Time Off \(PTO/ESST/Floating Holidays\)](#)
- [View My Schedule](#)
- [Update Cost Center](#)
- [Customize Schedule Views](#)
- [View My Accrual Balances](#)
- [View My Time Off Request History](#)

Training Videos:

- [Timesheets](#)
- [Schedules](#)

Payroll & Pay Statements

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[EPPA Training Library](#)

The following information is available to help you learn about Payroll and Pay Statements functionality within UKG:

Available Training Documents:

- [Modify My Tax Information](#)
- [View My Compensation Statement](#)
- [View My Form W2s](#)
- [View and Update My Direct Deposits](#)
- [View My Pay Statements](#)

Training Videos:

- [Pay Information -Mobile](#)
- [Direct Deposit -Mobile](#)

Benefits & Enrollment

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Viewing and Accessing Your Benefits:

Open Enrollment Information:

- Stay tuned for information regarding open enrollment

General Assistance

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Use the information below to find useful information when navigating the UKG System:

Available Training Documents:

- [View Org Chart](#)
- [View Company Events](#)
- [View Announcements](#)
- [View My Profile](#)
- [Change My Password](#)

UKG FAQs

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[EPPA Training Library](#)

EPPA has created several FAQs to assist in your UKG onboarding journey. All FAQs can also be found in the EPPA Training Library.

[General UKG FAQs](#)

[Getting Started FAQs](#)

[Clocking In & Out -Desktop](#)

[Clocking In & Out -Mobile](#)

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 don't hesitate to reach out to your supervisor or manager or the help desk at servicedesk@eppahealth.com