

## FAQs for Managers

### How do I use the manager training website?

A: Your manager training website breaks down the key components within the My Team tab in UKG. This is the tab you will use to perform actions for your team. Click here: <https://www.eppahealth.com/eppa-ukg-training-library-for-managers/>

### What is the notification bell?

A: Your notification is located in the top right-hand corner of your dashboard. The system will alert you with important information for necessary for your review. **It is strongly recommended that you review your notifications multiple times throughout the day.** In the notification page you will have three tabs, My To Do Items, My Notifications and My Checklists.

### Is there a general overview for completing timesheets as a manager?

Yes, in addition to the time section within the training site there is a [General Guide for Timesheet Management](#).

### What am I responsible for as a manager who approves timesheets?

A: As a manager you are responsible for reviewing your timecards for accuracy, making edits or correcting punches and approving timesheets -by the approval deadline on payroll Monday.

There are additional reminders and best practices to assist you as it relates to policies and procedures for overtime, time off requests, meals and breaks etc.

### How do I reset and unlock my employees' passwords?

A: You can reset/unlock your teams passwords a few ways. Remember you can only reset/unlock YOUR team.

Navigate to the Team tab > HR > Employee Maintenance

This information is also included in the default Favorites section under My Employees.

**How do I run reports?**

A: You can run a number of reports in the UKG system. Reports will allow you easy access to all the information you are looking for. You can run reports in various sections in UKG.

Navigate to Team > Favorites > Reports. You will see My Saved Reports, Detailed Hours, Detailed Hours Overview, Calculated Time Summary, Time Off Calendar by Month, and Exceptions.

**How do I complete change requests to HR?**

A: Status change requests will take place in the HR Actions section within UKG.

Navigate to Team > My HR > HR Actions

From here you click through the tabs (Available/Open/Submitted) start the process for the following :

Involuntary Termination

Voluntary Termination

Status Change Forms

Hire Employees

Uploading Documents to Human Resources