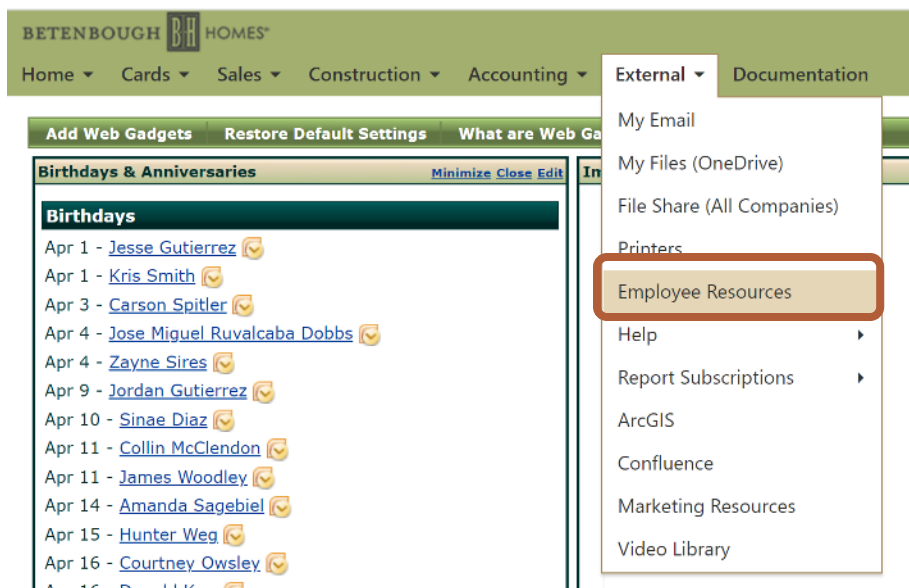


TOOLS

EMPLOYEE SUPPORT SYSTEM – UKG Pro | *Navigating and using your Employee Portal*

logging in

TO LOGIN TO UKG PRO, START AT THE LANDING PAGE: EXTERNAL>EMPLOYEE RESOURCES





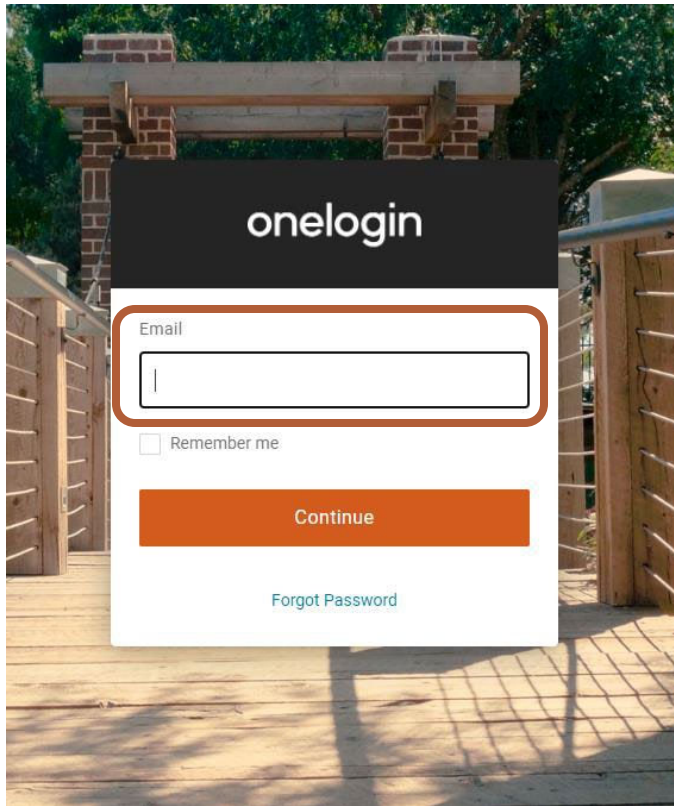
Employee Resources



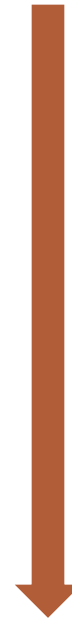
Welcome to all the resources you need as a Betenbough Companies team member!

If you do not find what you need you can email us at employeesupport@betenbough.com and we will email or give you a call back. For confidential matters, you can reach our team's leaders at confidential@betenbough.com.

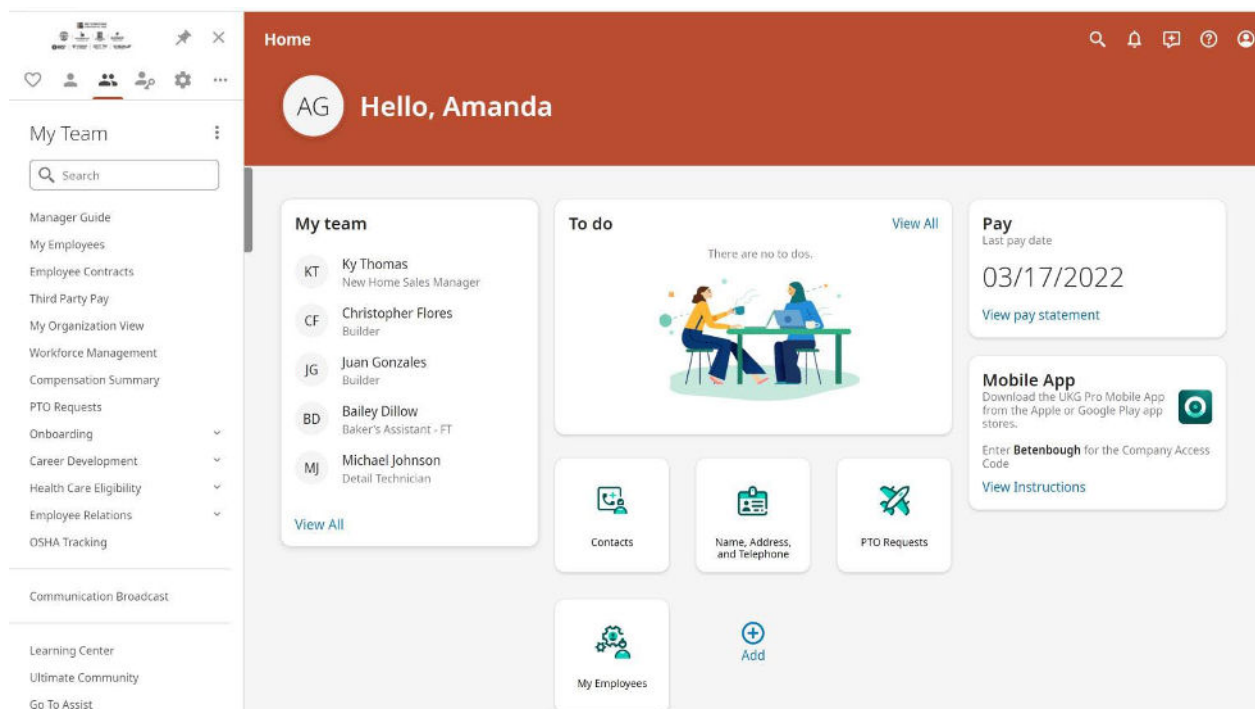
	One of your most important resources is UKG Pro → Click here to login. <ul style="list-style-type: none">• UKG (Ultimate Kronos Group) is our employee support system.• Request PTO, clock-in and out, enroll in benefits and more!
	For ease of clocking-in and out download the UKG Pro app. Having trouble with the app or clocking-in/out? Need access to a previous pay statement or W-2? Email employeesupport@betenbough.com .



Login using Single Sign On.

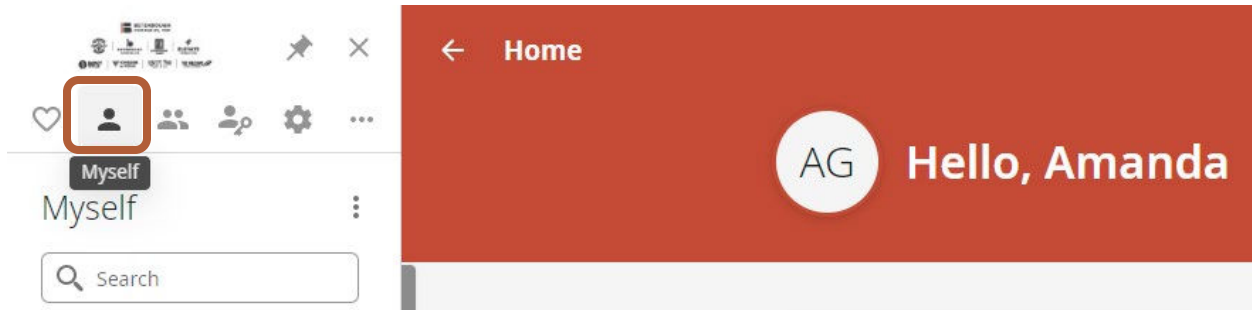


When you have successfully signed in, your UKG Pro Homepage will look like this:



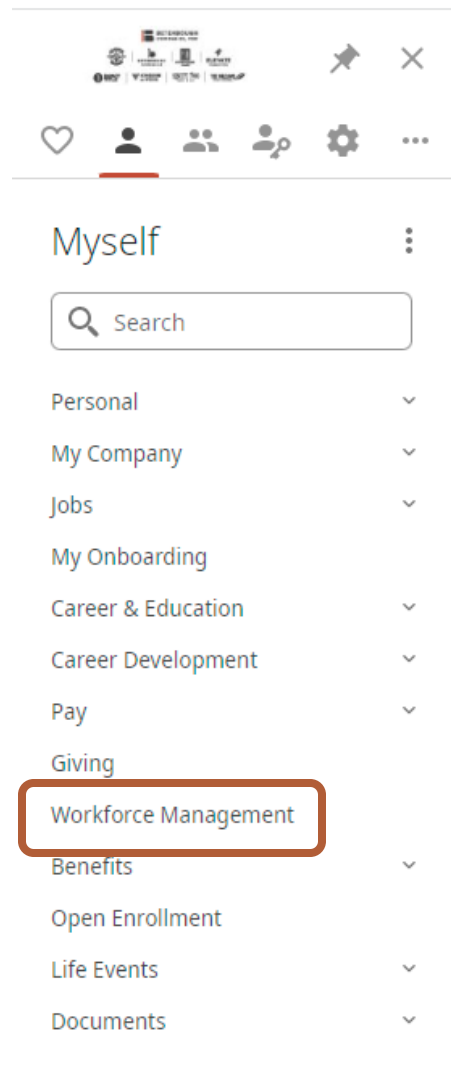
basic navigation

Click the “Myself” icon in the ribbon on the left side of the homepage:



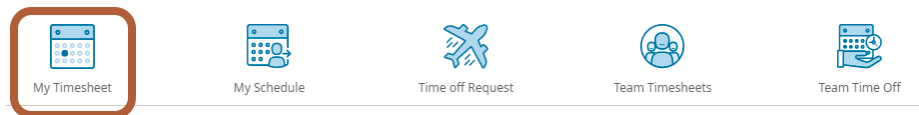
Click “Workforce Management” within the “Myself” column.

From there, you will be directed back into UKG to clock-in/out &/or request time off.



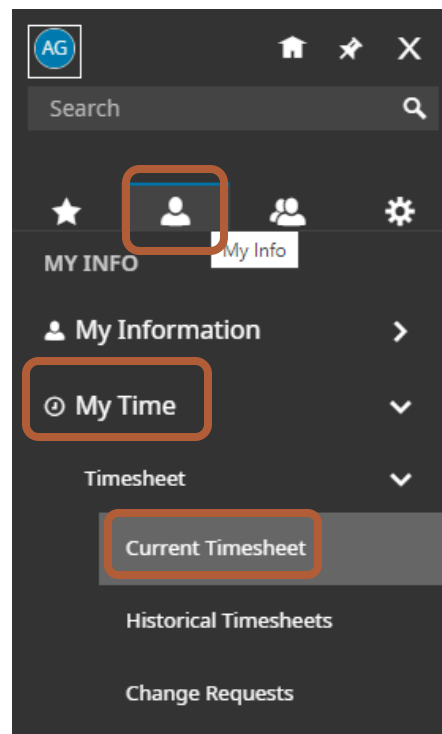
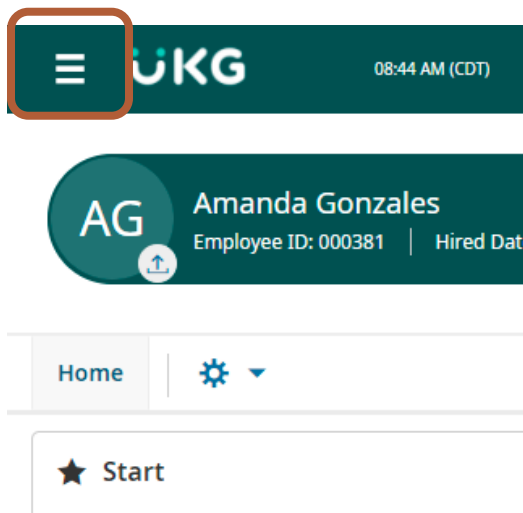
HOW TO VIEW YOUR TIMESHEET

The quickest and easiest way to view your current timesheet is by clicking the “My Timesheet” icon on your UKG screen.



Friday, Apr 29
08:42 AM
[CDT]
You clocked in at 08:05am
Clock In | Clock Out

Another way to view your current timesheet is by clicking the menu icon on your UKG home screen > My Info icon > My Time > Timesheet > Current Timesheet



HOW TO SUBMIT A TIMESHEET REQUEST

From your current timesheet view, click “Change Request”.

My Time > Timesheet > Current Timesheet

← Timesheet Edit

ⓘ

🔒

Save

Submit

Approve

Change Request

...

📅

◀ April 24, 2022 - May 07, 2022 ▶

Open

Time Entry

Extra Pay & Counter Adjustment

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

19.54 hrs

19.54 hrs

Raw Total

Clock Total

>	Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Region	Department	Notes
>	SUN Apr 24	+		0.00 hrs	0.00 hrs					
▼	MON Apr 25	...	07:38 am	12:21 pm	4.72	4.72	MON Apr 25	Consolidated	Employee Sup	
		...	01:17 pm	05:26 pm	4.15	4.15	MON Apr 25	Consolidated	Employee Sup	
		+		8.87 hrs	8.87 hrs					
▼	TUE Apr 26	...	07:47 am	10:18 am	2.52	2.52	TUE Apr 26	Consolidated	Employee Sup	
		...	01:33 pm	05:01 pm	3.47	3.47	TUE Apr 26	Consolidated	Employee Sup	
		+		5.99 hrs	5.99 hrs					
▼	WED Apr 27	...	07:00 am	To am	0.00	0.00	WED Apr 27	Consolidated	Employee Sup	
		+		0.00 hrs	0.00 hrs					
▼	THU Apr 28	...	08:03 am	To am	0.00	0.00	THU Apr 28	Consolidated	Employee Sup	
		...	11:20 am	11:20 am	0.00	0.00	THU Apr 28	Consolidated	Employee Sup	
		...	12:24 pm	05:05 pm	4.68	4.68	THU Apr 28	Consolidated	Employee Sup	
		+		4.68 hrs	4.68 hrs					
▼	FRI Apr 29	...	08:05 am	To am	0.00	0.00	FRI Apr 29	Consolidated	Employee Sup	
		📅	From am	To am	0.00	0.00	FRI Apr 29	Consolidated	Employee Sup	

For example, we are going to add the clock-out time on April 27th so the clock-in time of 7:00am has the correct clock-out time at the end of the day at 5:05pm.

The screenshot shows the 'Time Entry' application interface. At the top, there's a navigation bar with tabs: 'Time Entry', 'Extra Pay & Counter Adjustment', 'Exceptions', 'Calc Detail', 'Calc Summary', 'Counters', and 'Summary By Day'. The main area displays a table of time entries for dates from Sunday, April 24 to Thursday, April 28. Each row represents a day with a 'Date' column, a 'From' column, and a 'To' column. The 'To' column for Wednesday, April 27, is highlighted with a red box. A 'Change Request' dialog box is open in the foreground, showing a list of change types: 'Add Punch In', 'Add Punch Out', 'Add Time Entry', 'Cancel Time Off', 'Modify Cost Center', 'Modify Punch In', 'Modify Punch Out', 'Modify Shift Premium', and 'Modify Time Off'. The 'Add Punch Out' option is highlighted with a red box. A 'Cancel' button is visible in the dialog.

continued

Click Add Punch Out > Choose Date > To (type in time needing to add) > type in comment > Submit Changes

Change Request

Change Type *

Add Punch Out

Choose Date *

04/27/2022

To *

05:05 pm

Comment

Missed Punch-Out

Clear

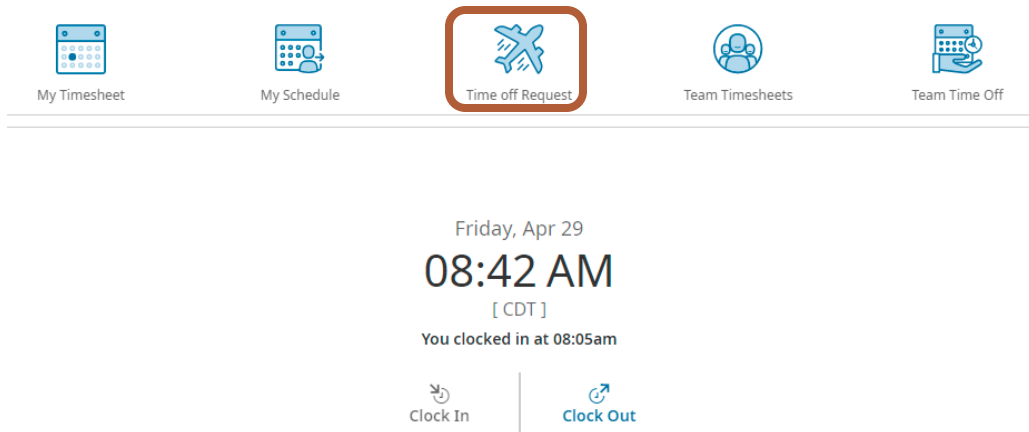
Cancel

Submit Changes

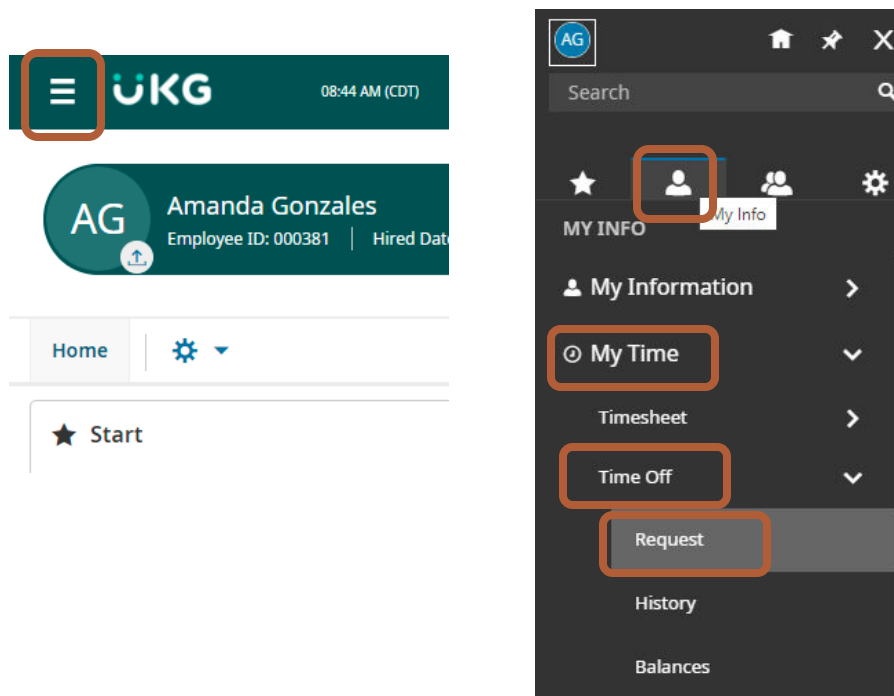
**Once you have submitted your change request, a notification will go to your leader to approve/reject your request.*

HOW TO SUBMIT A PTO REQUEST

The quickest and easiest way to view your current timesheet is by clicking the “Time Off Request” icon on your UKG home screen.



Another way to view your current timesheet is by clicking the menu icon on your UKG home screen > My Info icon > My Time > Time Off > Request



continued

Click the “list” icon under Time Off Type

My Time > Time Off > Request

← Time Off Request

Time Off Type

Choose...



A list of time off types will appear. Click the type that you’d like to request, then click “Start Request.”

Browse and Select



◀ 1 of 1 ▶ 6 Rows

Search



	Name	Full Path
<input type="radio"/>	Bereavement	Bereavement
<input type="radio"/>	Business Travel/Training – HRLY	Business Travel/Training – HRLY
<input type="radio"/>	Business Travel/Training – SAL	Business Travel/Training – SAL
<input type="radio"/>	Commission Time Off	Commission Time Off
<input checked="" type="radio"/>	Paid Time Off	Paid Time Off
<input type="radio"/>	Unpaid Time Off	Unpaid Time Off

← Time Off Request

Time Off Type

Paid Time Off



✓ Accrued Balances Details ⚙

Your balance will not reflect pending time off requests.

Paid Time Off ▼

0.00 days
Current Accrued

0.00 days
Taken

0.00 days
Current Balance

0.00 days
Scheduled

0.00 days
Pending Approval

◀ APR 2022 ▶ Today

Start Request

continued

Select the “Request Type” drop down menu, then “Full Day” or “Multiple Days”.

Double-check the date you’ve selected and that it populates in the “Date” field. Then click “Submit Request.”

Request Time Off

FRI APR 29

Schedule (0.00hrs)

Time Off Type* Request Type*

Paid Time Off

Full Day
Multiple Days
Partial Day (Bulk)

Comment

Cancel Submit Request

Request Time Off

FRI APR 29

Schedule (0.00hrs)

Time Off Type* Request Type*

Paid Time Off Full Day

Date* Total

mm/dd/yyyy 0.00

Comment

Cancel Submit Request

Request Time Off

MON MAY 2

Schedule (0.00hrs)

Time Off Type* Request Type*

Paid Time Off Full Day

Date* Total

05/02/2022 8.00

Comment

Vacation!

Cancel Submit Request

**Once you have submitted a request, a notification will go to your leader to approve/reject.*