



UKG PRO/READY

# What is UKG?

This is Westmont College's new time keeping and payroll system.

**UKG has two components:**

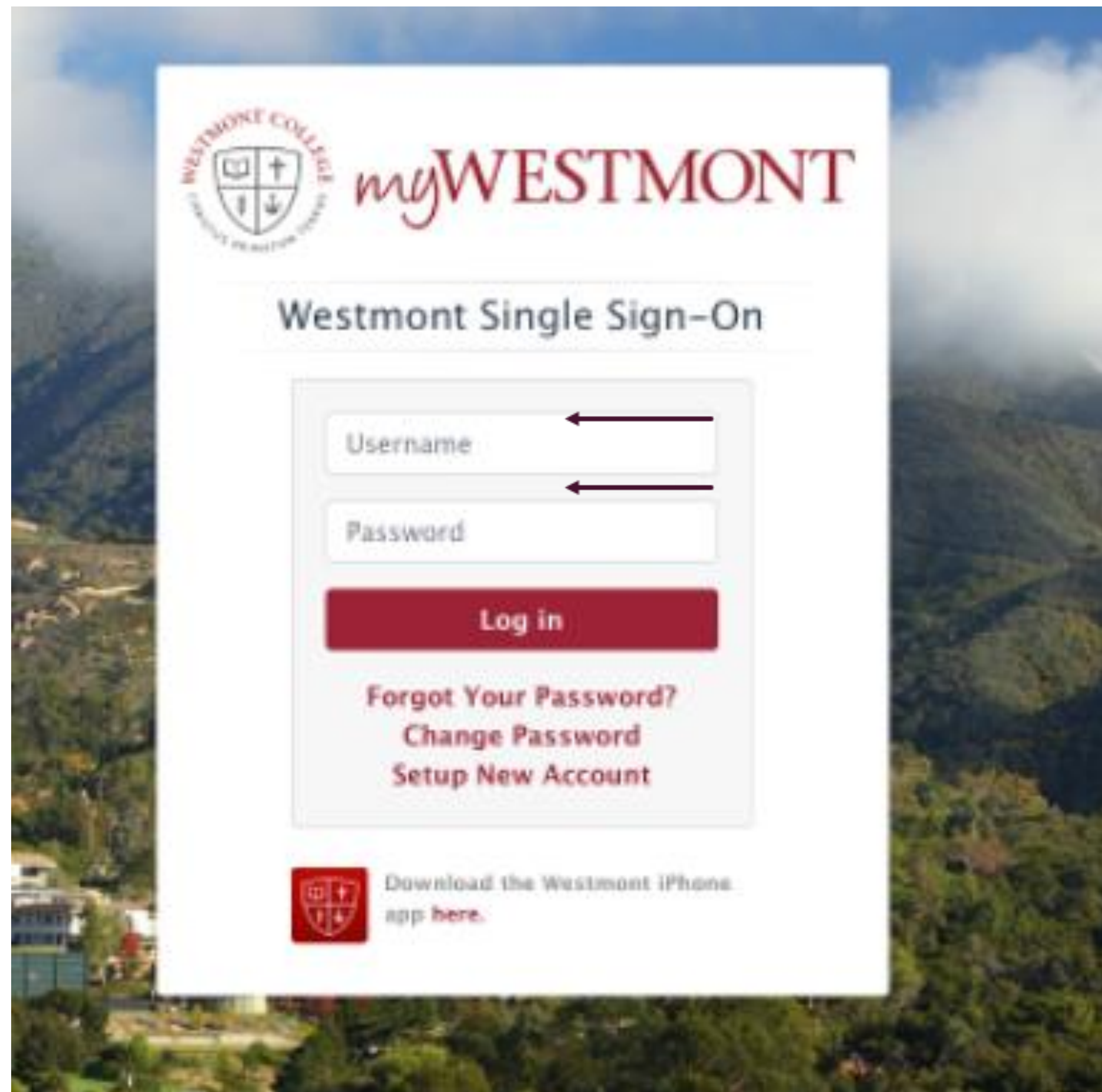
**PRO** – Human Resources, Payroll management, including access to your student pay stubs.

**READY** - Time/Leave Management aka your “Timecard”



HOW TO LOG IN

Navigate to <http://my.westmont.edu>

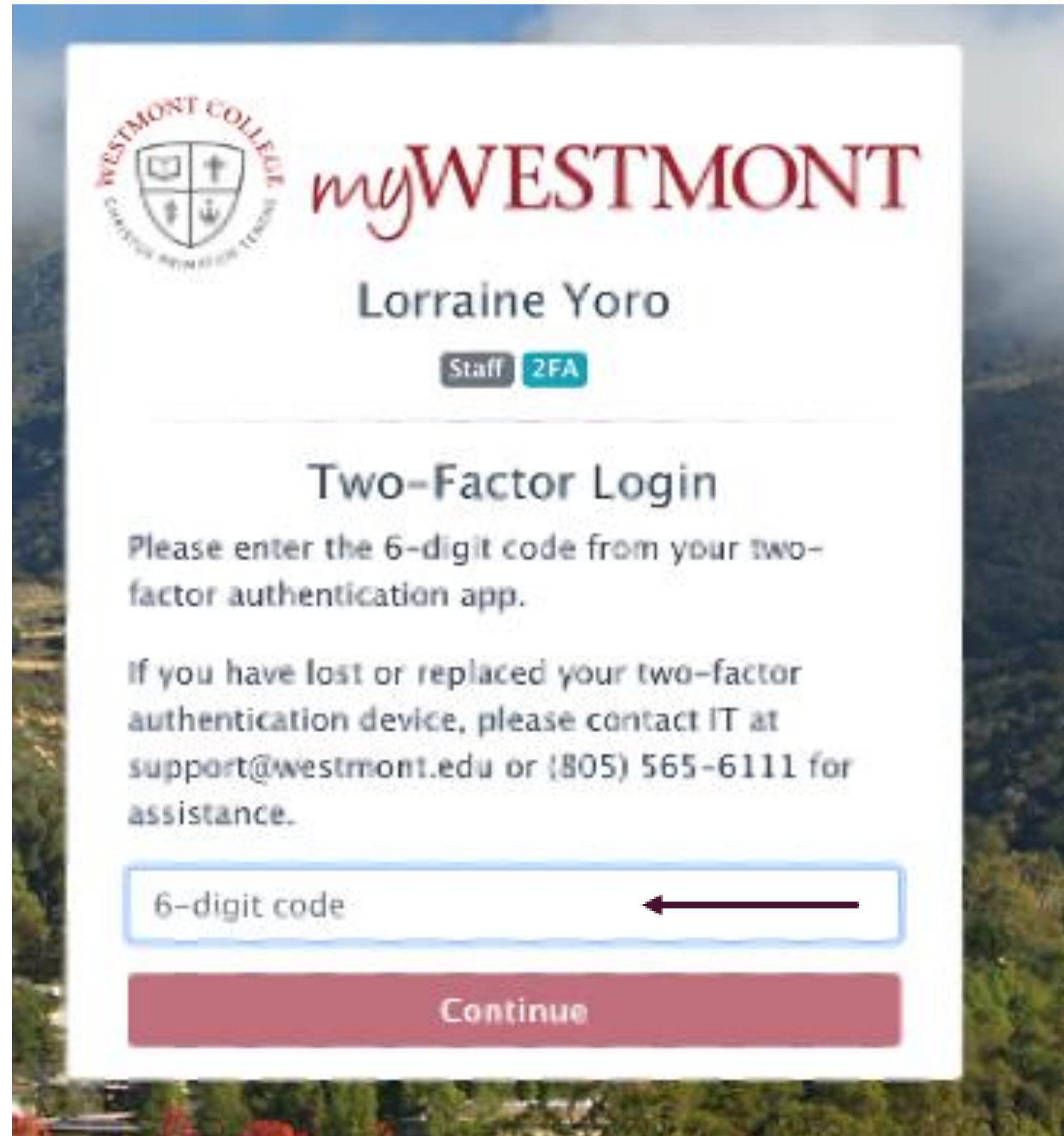


The image shows a screenshot of the Westmont Single Sign-On login page. At the top left is the Westmont College logo, which is a shield with a cross and four quadrants, surrounded by the text "WESTMONT COLLEGE" and "1863". To the right of the logo is the text "myWESTMONT" in a stylized font. Below the logo and text is the heading "Westmont Single Sign-On". Underneath the heading are two input fields: "Username" and "Password". Two red arrows point to the right from the end of each input field. Below the input fields is a red button with the text "Log in". Under the button are three links: "Forgot Your Password?", "Change Password", and "Setup New Account". At the bottom left of the page is a small red square icon with a white shield, followed by the text "Download the Westmont iPhone app here."

**Use your Westmont credentials to  
Authenticate via SSO.**

<http://my.westmont.edu>

## Two-Factor Login



If you haven't already, you will need to download **Google 2 Step Authentication** app for your mobile device.

This app will provide the 6 digit code used to complete the Two Factor authentication and gain access to the my.westmont portal and UKG **READY/PRO**.

<http://my.westmont.edu>

**Search the myWestmont Portal**

Search for canvas, advising, directory, etc.

 Directories

 UKG

← **Click here to access UKG**

 Add Favorite

 **WESTMONT WARRIORS**

**Women's Basketball vs William Jessup Westmont**  
January 6th, 5:30pm - 8:30pm

 **WESTMONT WARRIORS**

**Men's Basketball vs William Jessup Westmont**  
January 6th, 7:30pm - 10:30pm



**New Student Orientation Spring 2022**  
January 8th - January 9th 2022

 **WESTMONT WARRIORS**

**Women's Swimming Concordia Invitational Irvine**  
January 8th, 10am - 1pm

# Your UKG Account

## ACTIVATE YOUR ACCOUNT

### New User Activation

Welcome to the Single Sign On activation page.

Enter Date of Birth:

Example: mm/dd/yyyy (slashes required)

Enter Your First Name:

Example: Christopher

OK


Please activate your account by entering the following information and selecting "OK".

# Your UKG account

**NEXT STEPS:  
PLEASE VERIFY YOUR ACCOUNT TO ACTIVATE**

## New User Activation

Check your email to verify your identity.

 **Account verified**  
- Your activation is almost complete. Please check your email for next steps.

OK

Finish activating your account (Do not reply) External Inbox x



**noreply@ultipro.com**  
to me ▾

Please select the link below to complete your account activation.  
[Click here](#) to complete your account activation

← Reply

→ Forward

Click here to complete your account activation.



# Landing Page - UKG PRO

WESTMONT

Home

Search

Helen Park

HP Hello, Helen Park

Pay  
Last pay date  
03/03/2022  
[View pay statement](#)

To do  
View All  
There are no to dos.

News & Information

Standard Reports

Business Intelligence

Employee Directory

Mobile App  
Download the UKG Pro Mobile App from the Apple or Google Play app stores.  
Enter **WEST955** for the Company Access Code  
[View Instructions](#)

Workforce Management

Once your account has been activated, you will be taken to the **PRO** landing page, click on Workforce Management in order to access **READY** for your timecard

# UKG Ready - Time & Leave Management

HP Helen H. Park  
Employee ID: 0313241 | Hired Date: 07/09/2008 (13 Years, 7 Months, 9 Days)

Today's Tasks  
★ 1 Employee Anniversaries  
🎂 2 Employee Birthdays

Home | My Dashboard | Team | Time | Accruals | Schedule | ⚙️

★ Start

My Timesheet | My Schedule | Time Off Request | Team Timesheets

🕒 My Timesheet  
Friday, Feb 18  
**12:36 PM**  
[ Pacific ]  
You clocked in at 08:07am  
🕒 Clock | ➔ Change Job

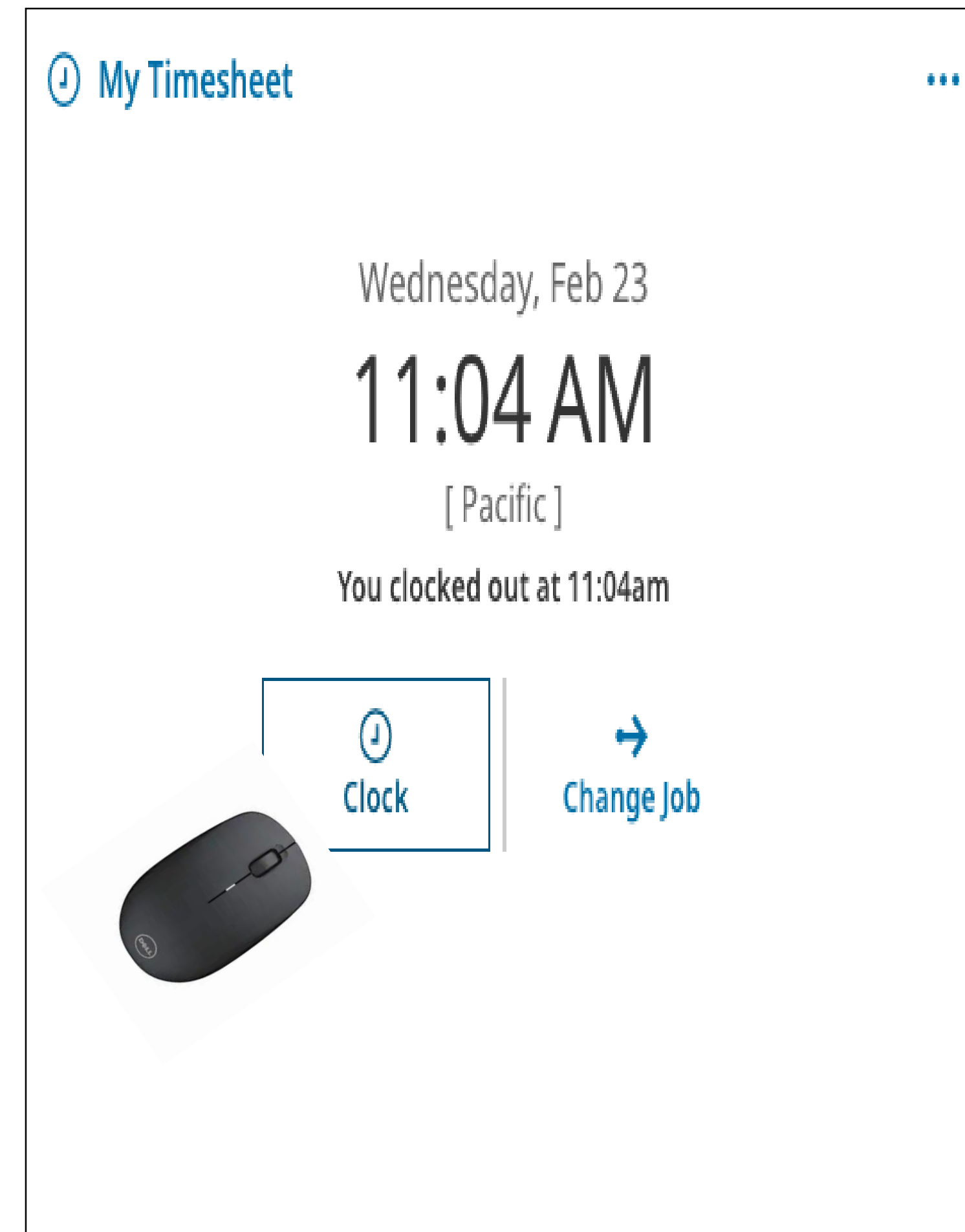
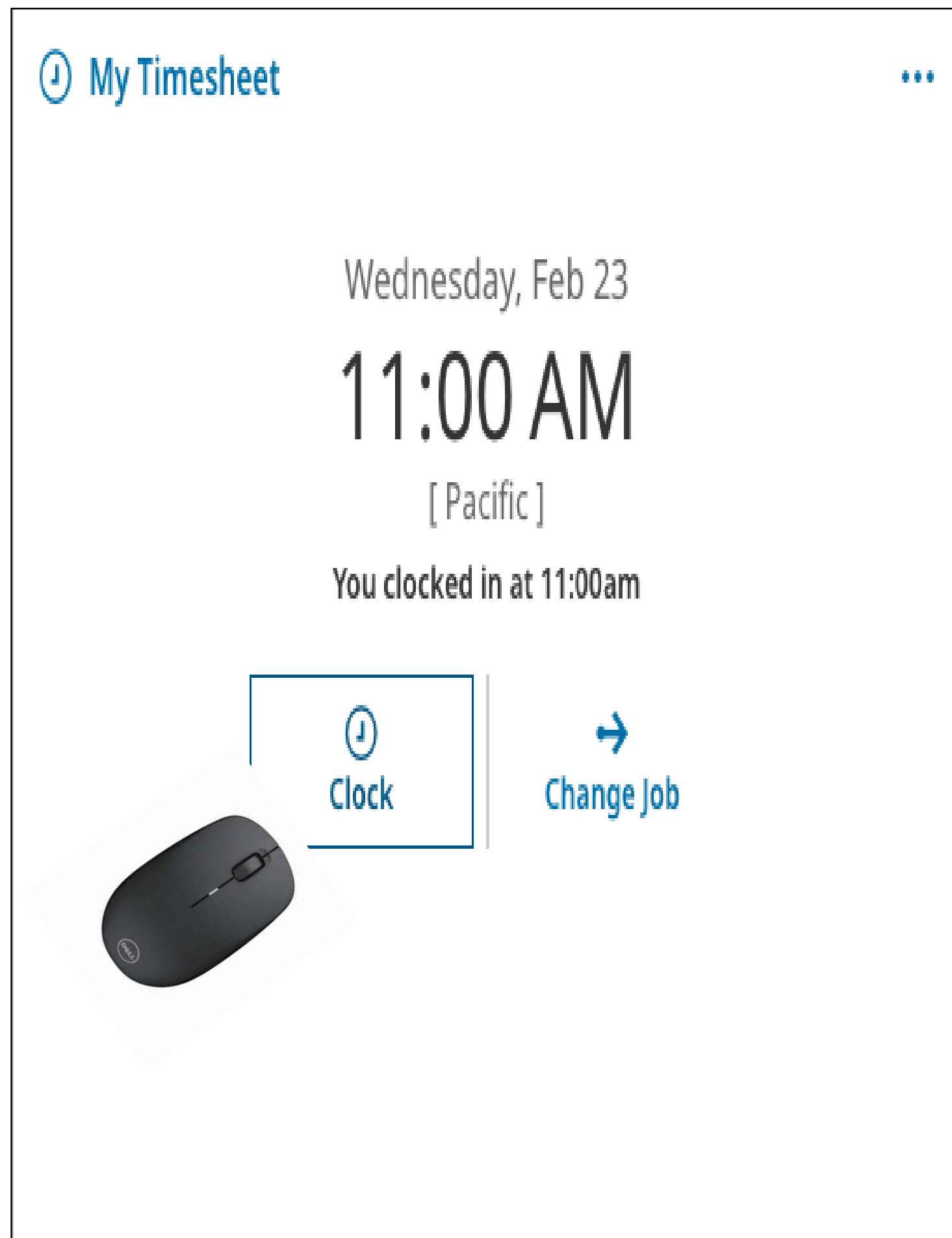
🕒 My Time Statistics  
**18.55** HRS PERIOD TOTAL  
**0.00** HRS ACCRUAL VACATION

Welcome to your **READY** dashboard. From here you can view announcement and action items along with navigating your timecard.

You can customize your dashboard by clicking on the edit mode.

Notice the Time Clock under My Timesheet. This is where you will clock in and out for each of your work shifts. All punches (clocking in/out) are done in real time.

# UKG Ready - Time & Leave Management



**READY** requires you to clock **in** and **out** at the start and end of each shift. For those with a lunch break, you will clock out at the start of your meal break and clock in when you return. Just click on the CLOCK icon

## UKG Ready - Time & Leave Management



You can also take advantage of the **READY** time clock kiosks located at the Physical Plant. These consoles offer both facial and fingerprint recognition. Your supervisor will need to manually set up your access to the Time clock kiosks.

# Your **READY** time card

My Time > Timesheet > Current Timesheet

← Timesheet Edit



SAVE

SUBMIT

APPROVE

CHANGE REQUEST



CLOCK

CHANGE JOB

February 13, 2022 - February 26, 2022 Open

Time Entry Calc Detail Calc Summary Counters Summary By Day Shift Premium Summary

76.06 hrs

Calc. Total

Date		From	To	Raw Total	Calc. Total	In Date	Time Off	Fund	Department	Job	Notes
> SUN Feb 13	+			0.00 hrs	0.00 hrs						
> MON Feb 14	+			0.00 hrs	0.00 hrs						
▼ TUE Feb 15	...	07:57 am	12:32 pm	4.58	4.58	TUE Feb 15		Budgeted Ops	Human resour	Asst Director of HR	
No Schedule	...	01:14 pm	e 05:00 pm	3.77	3.77	TUE Feb 15		Budgeted Ops	Human resour	Asst Director of HR	
	+			8.35 hrs	8.35 hrs						

- Time punches are reflected in real time, down to the minute.
- You can view all punches for current pay period.
- Click on the **blue +** for more detail on a time punch.
- Students with more than one job can use the Change Job function to enter time for an alternate job. Each job has a specific job code and title. This can be found

# Submitting your time card

My Time > Timesheet > Current Timesheet

← Timesheet Edit



SAVE

SUBMIT

APPROVE

CHANGE REQUEST



CLOCK

CHANGE JOB

February 13, 2022 - February 26, 2022 Open

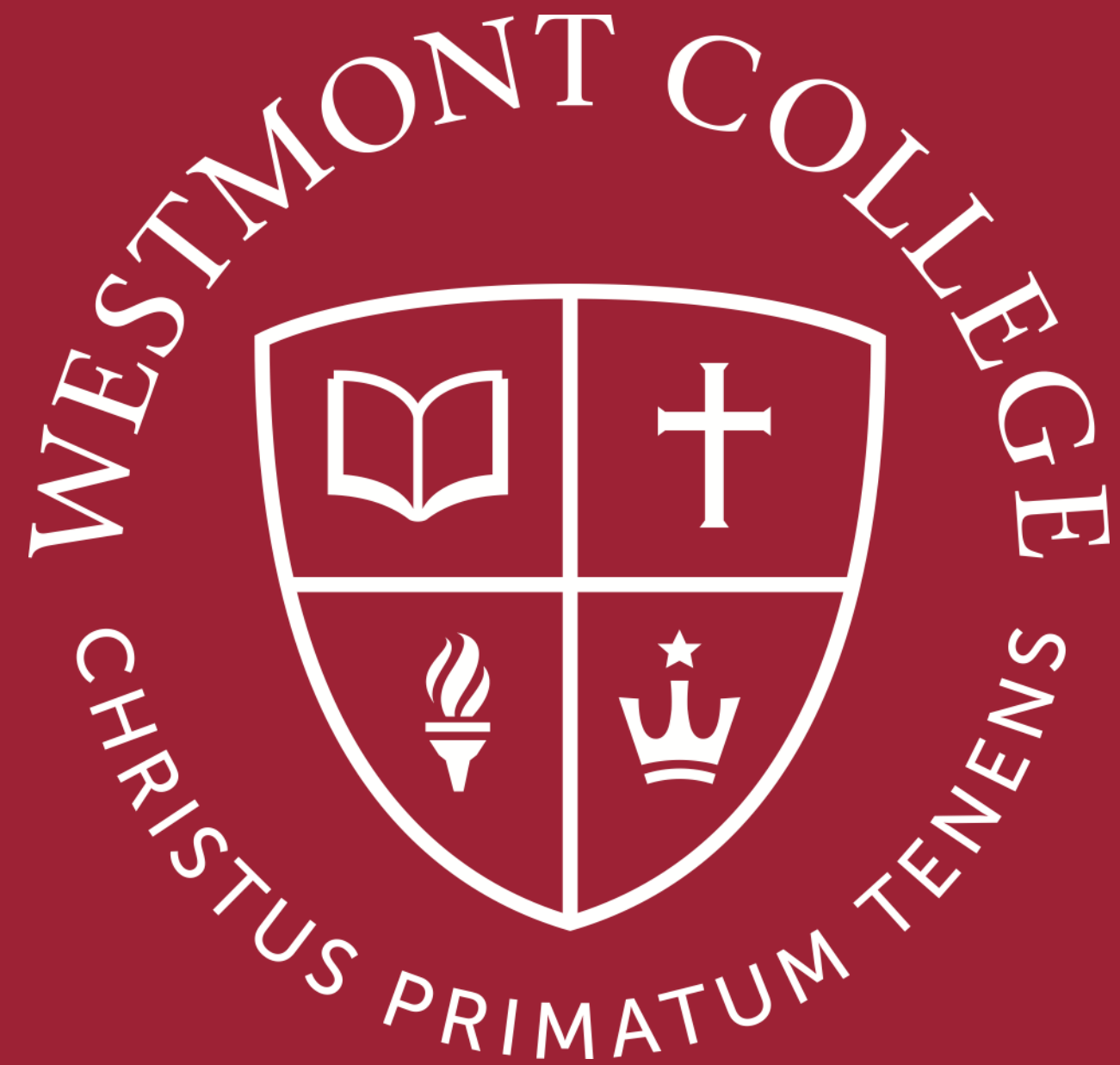
Time Entry Calc Detail Calc Summary Counters Summary By Day Shift Premium Summary

76.06 hrs

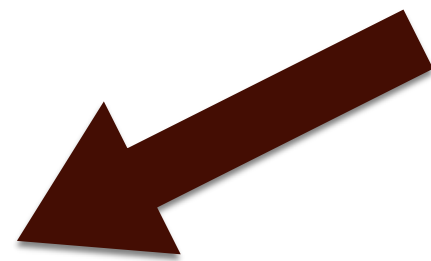
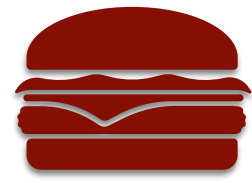
Calc. Total

> Date		From	To	Raw Total	Calc. Total	In Date	Time Off	Fund	Department	Job	Notes
> SUN Feb 13	+			0.00 hrs	0.00 hrs						
> MON Feb 14	+			0.00 hrs	0.00 hrs						
✓ TUE Feb 15 No Schedule	...	07:57 am	12:32 pm	4.58	4.58	TUE Feb 15		Budgeted Ops	Human resour	Asst Director of HR	
	...	01:14 pm	e 05:00 pm	3.77	3.77	TUE Feb 15		Budgeted Ops	Human resour	Asst Director of HR	
	+			8.35 hrs	8.35 hrs						

You will want to confirm that your time punches are accurate and reflect all days worked. Be sure and click SAVE after making any changes. At the end of the two week pay period, simply click on SUBMIT and your time card will be automatically sent to your supervisor.



# TIMESHEET CHANGE REQUEST



Today's Tasks ↻

HP

Search

MY INFO

- My Information >
- My Time v
- Timesheet v
- Current Timesheet
- Historical Timesheets
- Change Requests

If you miss or forget to punch in/out, you can make an adjustment to your time card through a **Timesheet Change Request**.

Click on the three lines (aka hamburger) in the upper left corner. Navigate to **My Info - My Time- Timesheet- Current Timesheet**



# Change Request Types

From the Change Request drop down list, select the type of change request you need. Missed a punch in or out? Select Add Punch In, Add Punch out.

In order to make an adjustment to an *entire day/shift* entry select Add Time Entry. This will allow you to enter all missed punches for that day/shift. Your supervisor will need to approve these changes in order to process your timecard.

The screenshot shows a timecard interface with a 'Change Request' dialog box overlaid. The dialog box has a title bar with a close button (X) and a 'Change Type' dropdown menu. The dropdown menu is open, showing a list of options: 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 In' option is highlighted with a pink bar and a checkmark. In the background, a table shows timecard entries with columns for shift, hours, and date.

Shift	Hours	Date
pm	4.00	
pm	3.00	
pm	8.30	
pm	5.97	WED Feb 16
pm	2.50	WED Feb 16
	8.47 hrs	8.47 hrs

# Time Change Requests

Select the appropriate date for your timecard change request and make the necessary edits in the time fields.

You can also add a note or comment for your supervisor. Click **SUBMIT CHANGES** to finalize.

A screenshot of a web form titled 'Change Request'. At the top right is a close button (X). Below the title are two required fields: 'Change Type \*' with a dropdown menu showing 'Add Time Entry', and 'Choose Date \*' with a date input field showing '02/13/2022' and a calendar icon. Below these are two rows of time entry fields. Each row has a 'From' field (with a dropdown arrow), a 'To' field (with a dropdown arrow), and a 'Total \*' field. The first row shows '08:00 am' to '12:00 pm' with a total of '4.00'. The second row shows '01:00 pm' to '05:00 pm' with a total of '4.00'. Below the rows is a blue '+ ADD TIME ENTRY' button. Underneath is a 'Comment' section with a text area containing the text 'I forgot to clock in/out for working on Sunday.' and a green circular 'Clear' button. At the bottom of the form are two buttons: 'CANCEL' and 'SUBMIT CHANGES'.

← Timesheet Edit

February 13, 2022 - February 26, 2022

Time Entry Calc Detail Calc Summary Counters Sum

All changes/edit to your time sheet will be noted with a small red 'e'

SAVE SUBMIT APPROVE CHANGE REQUEST CLOCK CHANGE JOB

80.91 hrs Calc. Total

Table with columns: Date, From, To, Raw Total, Calc. Total, In Date, Time Off, Fund, Department, Job, Notes. Includes time entries for SUN Feb 13, MON Feb 14, TUE Feb 15, and WED Feb 16.



**MULTIPLE JOBS**

# Time cards for multiple jobs

UKG 12:36 PM (Pacific) Pod60 UKG Pro/Ready Search 1136 HP

HP Helen H. Park  
Employee ID: 0313241 | Hired Date: 07/09/2008 (13 Years, 7 Months, 9 Days)

Today's Tasks  
★ 1 Employee Anniversaries  
🎂 2 Employee Birthdays

Home | My Dashboard | Team | Time | Accruals | Schedule

★ Start

My Timesheet My Schedule Time Off Request

🕒 My Timesheet

Friday, Feb 18  
12:36 PM  
[ Pacific ]  
You clocked in at 08:07am

🕒 Clock [→ Change Job](#)

🕒 My Time Statistics

18.55 HRS PERIOD TOTAL

0.00 HRS ACCRUAL VACATION

🕒 No Data to Display

If you hold more than one job on campus, you will need to note hours worked separately for each job. You can do this by using the 'Change Job' function on your **READY** dashboard. Time card submissions will be sent to the direct supervisor for each job held.

# Time cards for multiple jobs

Alternate jobs can also be accessed through the 'change job function' on your timesheet. You will want to be sure that you select the appropriate job title from the drop down list under the Jobs header.

My Time > Timesheet > Current Timesheet

← Timesheet Edit



SAVE

SUBMIT

APPROVE

CHANGE REQUEST



CLOCK

→ CHANGE JOB

February 13, 2022 - February 26, 2022 Open

Time Entry Calc Detail Calc Summary Counters Summary By Day Shift Premium Summary

76.06 hrs  
Calc. Total

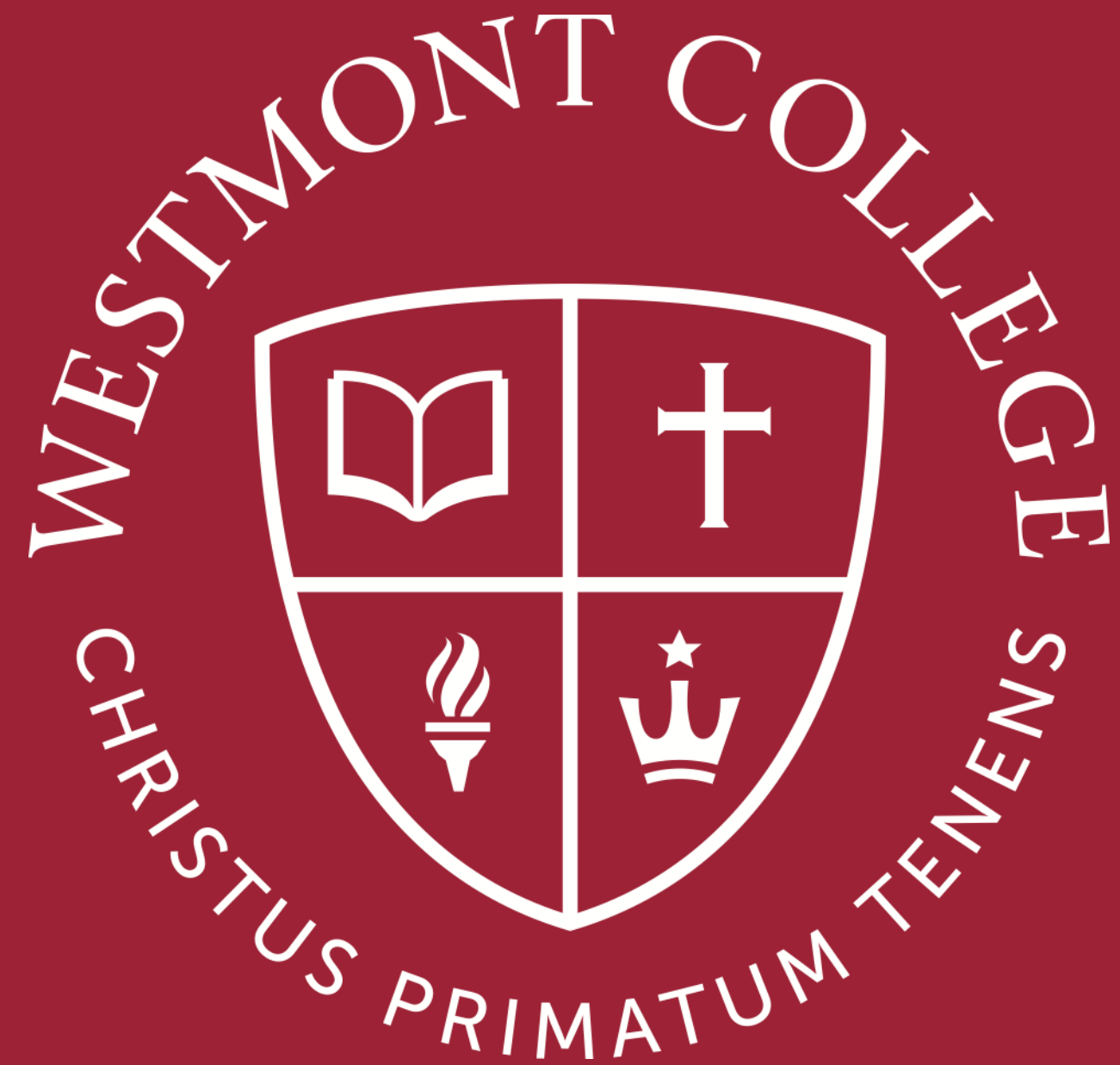
Date		From	To	Raw Total	Calc. Total	In Date	Time Off	Fund	Department	Job	Notes
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> MON Feb 14	+			0.00 hrs	0.00 hrs						
▼ TUE Feb 15 No Schedule	...	07:57 am	12:32 pm	4.58	4.58	TUE Feb 15		Budgeted Ops	Human resour	Asst Director of HR	
	...	01:14 pm	e 05:00 pm	3.77	3.77	TUE Feb 15		Budgeted Ops	Human resour	Asst Director of HR	
	+			8.35 hrs	8.35 hrs						

# Time cards for multiple jobs

You can also select your specific job from the Job List View. Search for your specific job and job code. All student jobs begin with "3".

The screenshot displays a software interface with a 'List View' tab selected. Below the tab, there are navigation controls: 'Page 1', '1 - 10 Rows', and 'Saved: Default'. A table lists jobs with columns for 'External Id' and 'Cost Full Name'. A search filter 'starts with' is applied to the 'External Id' column. The job '3PPSDISP' is selected, and its corresponding 'Cost Full Name' is '955 Driver Dispatcher'. A callout box points to the selected job with the text: 'You can also select your specific job from the Job List View. Search for your specific job and job code. All student jobs begin with "3".'

External Id	Cost Full Name
starts with	starts with
3PPSDISP	955 Driver Dispatcher
1ALMAST	A & PR Assistant
3MUSACPT	Accompanist
1BUSMGR	Accountant & PR Mgr
1ADMMGR	Adm Events Manager & Tech
3ADMGINT	ADM Graphics Intern
1ADMASYS	ADM Info System Admin
1ADMADAS	Administrative Assistant
1ADMCOUN	Admissions Counselor
1ADMCUTR	Admissions Counselor, Tr

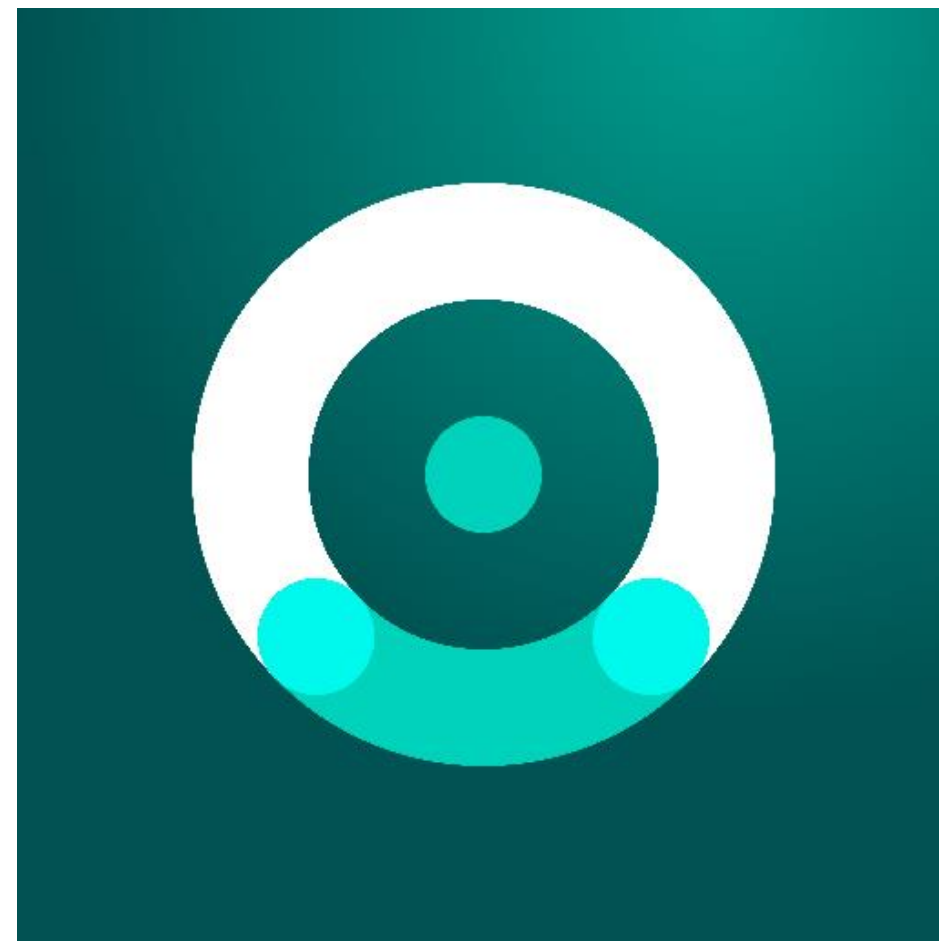


# HOW TO LOG IN - MOBILE APPS



# How to Log In - Mobile Apps

Download Two Apps:



**UKG Pro**



**UKG Ready**

Company Access Code:  
**WEST955**

The mobile app is free, available for both Apple and Android, and can be downloaded from the Apple App Store or the Google Play Store.

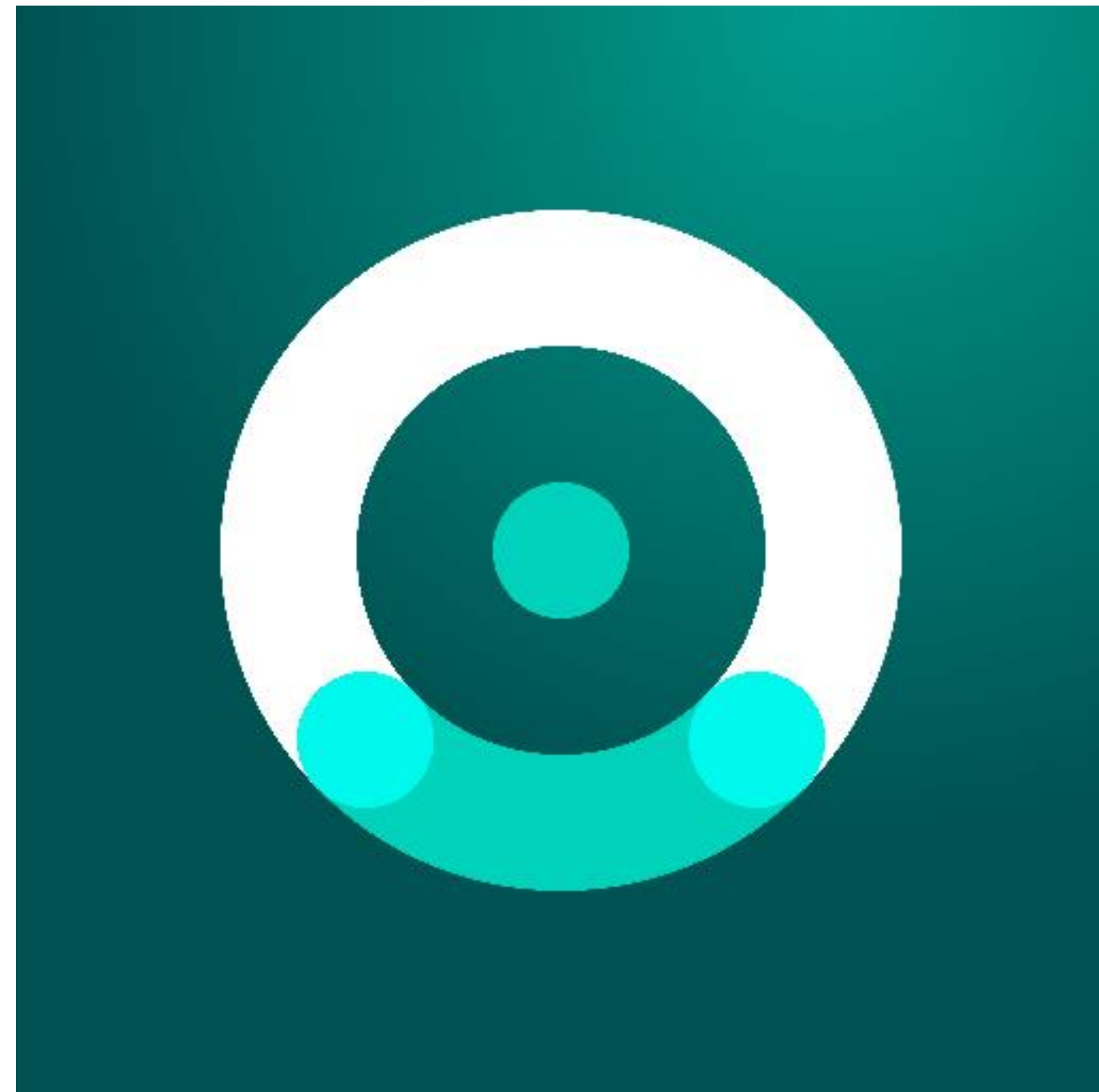
The mobile app requires iOS 11 or higher for iOS devices and Android 6 or higher for Android devices.

You may use Touch ID, Fingerprint, and Face ID (however you log into your own device) to log into the **PRO** mobile app **ONLY**.  
UKG Ready does not have this function.

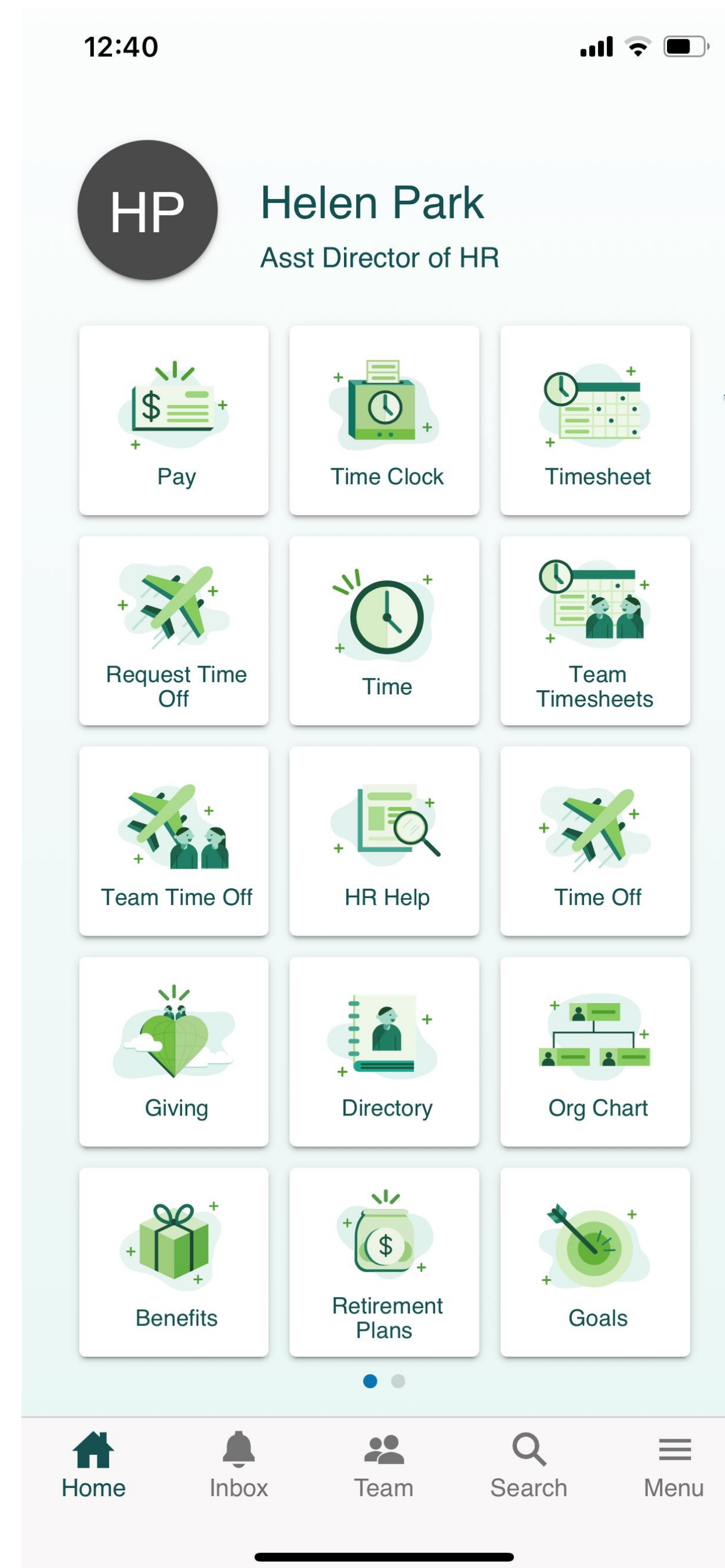
For Android users, if your device supports fingerprint functionality and your manufacturer is connected to the latest google APIs, fingerprint access is available for Android device.

For security reasons, the mobile app logs you out after 20 minutes of inactivity.

# Mobile Apps



UKG Pro



Through the PRO mobile app, you can access **READY** (Timecards).

Click on “Time Clock”. to punch in and out and more. You can also check your pay stubs or make change requests.

# Mobile Apps



## UKG Ready



Sign In

Use SSO (Corporate Credentials)

- or use your UltiPro account -

Username

Password

Sign In

[Forgot your password?](#)

Use your Westmont credentials and Single Sign On to access the **READY** (Timecards) app.



← My Time > Clock

Friday, Feb 18

12:41 PM

[ Pacific ]

You clocked out at 12:39pm



→  
Change Job

Recent punches

FRIDAY, FEB 18

🔗 Out Punch 12:39pm >

🕒 In Punch 08:07am >

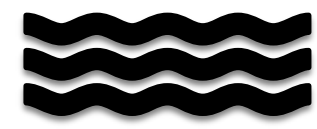
Click on CLOCK to punch in and out



HOW TO CHANGE TIMESHEET - MOBILE APP

# Change Requests - Mobile App

UKG Ready



My Info

My Time

Timesheet

FROM: [ ] TO: [ ] Raw Total: 0.00

Calc. Total: 0.00

Time Off

Fund

Department

Job

WED Feb 23

THU Feb 24

FRI Feb 25

SAT Feb 26

Submit

Approve

Change Request

Timesheet Information

Supporting Documents

Time Off Counts

Schedule

Edit Schedule

Timesheet Audit Trail

Exception Entries Audit Trail

Reprocess Punches

Create Open Absence

Request Time Off

CLOCK

SAVE

4:09

LTE

Change Request

Change Type\*

✓

Add Punch In

Add Punch Out

Add Time Entry

Cancel Time Off

Modify Cost Center

Modify Punch In

Modify Punch Out

Modify Shift Premium

Modify Time Off

# Change Requests

### Change Request

Change Type \*  
Add Time Entry

Choose Date \*  
02/13/2022

From	To	Total *
08:00 am	12:00 pm	4.00
01:00 pm	05:00 pm	4.00

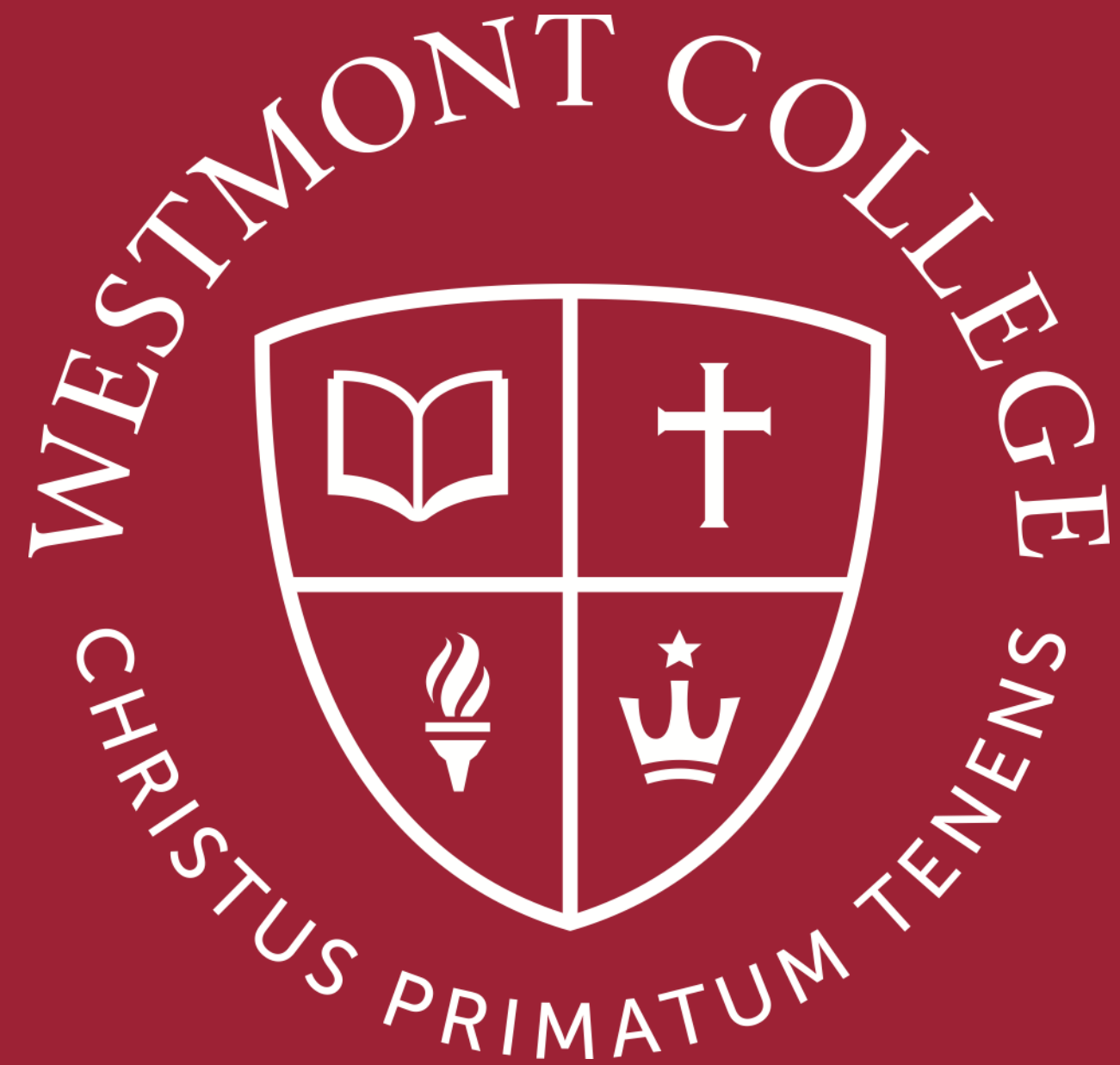
+ ADD TIME ENTRY

Comment

I forgot to clock in/out for working on Sunday.

Clear

CANCEL SUBMIT CHANGES



# HOW TO VIEW PAY STATEMENT

# Important Webpage - UKG

## HOW TO ACCESS YOUR PAY DETAIL

UKG

Personalize  
Your  
Favorites

Home

Search

Lorraine Yoro

LY

Hello, Lorraine Yoro

Pay

Last pay date

01/06/2022

[View pay statement](#)

To do

There are

Mobile App

Download the UKG Pro  
Mobile App from the Apple  
or Google Play app stores.



Enter **WEST955** for the Company  
Access Code

[View Instructions](#)

To access your current pay stub,  
**CLICK HERE**

*Please keep in mind that PTO Accruals and  
Payroll History will be live in the next  
month.*

For now, to review your Vacation and Sick  
Balances, please visit [WebAdvisor](#).

Please be advised there will be a delay in  
PTO information on WebAdvisor as we  
transition to UKG.

Myself

Personal

My Company

Jobs

Career & Education

Career Development

Pay

Workforce Management

Benefits

Open Enrollment

Life Events

Documents

Learning Center

Ultimate Community

Go To Assist





DEAeUSPro Master Company  
2000 Ultimate Way  
Weston, FL 33326  
415-223-8500 Ext 7441

SAMPLE

Pay Statement  
Period Start Date 05/25/2020  
Period End Date 05/31/2020  
Pay Date 06/04/2020  
Document 155873  
Net Pay \$241.19

Pay Details

MULTILOCWKLY WEEKLY TIPCREDIT 200 HARBOR DR SAN DIEGO, CA 92101 USA	Employee Number 00748488 SSN XXX-XX-XXXX Job SERVER DIRECT Pay Rate \$2.13 Pay Frequency Weekly	Pay Group Cur US Payroll 1 Location Chgnts KY1 No LMW
--	---	--

Earnings

Pay Type	Week	Job	Hours	Pay Rate	Current	YTD
STURRegular Pay	1	SERVER DIRECT	40.0000	\$2.13	\$85.20	\$2,544.80
TIP MAKEUP PAY	1	SERVER DIRECT	0.0000	\$0.00	\$104.80	\$4,710.40
TIPPY	1	SERVER DIRECT			\$100.00	\$100.00

Total Hours 40.0000

Employer Tip Credit

Week	State	Location	Pay Rate	Hours	Tip Credit Rate	Tip Credit	Effective Pay Rate
1	KY	Chgnts KY1 No LMW	\$2.13	40.0000	\$2.50	\$100.00	\$7.25

Deductions

Deduction	Based On	Pre-Tax	Employee		Employer	
			Current	YTD	Current	YTD
No records found						

Taxes

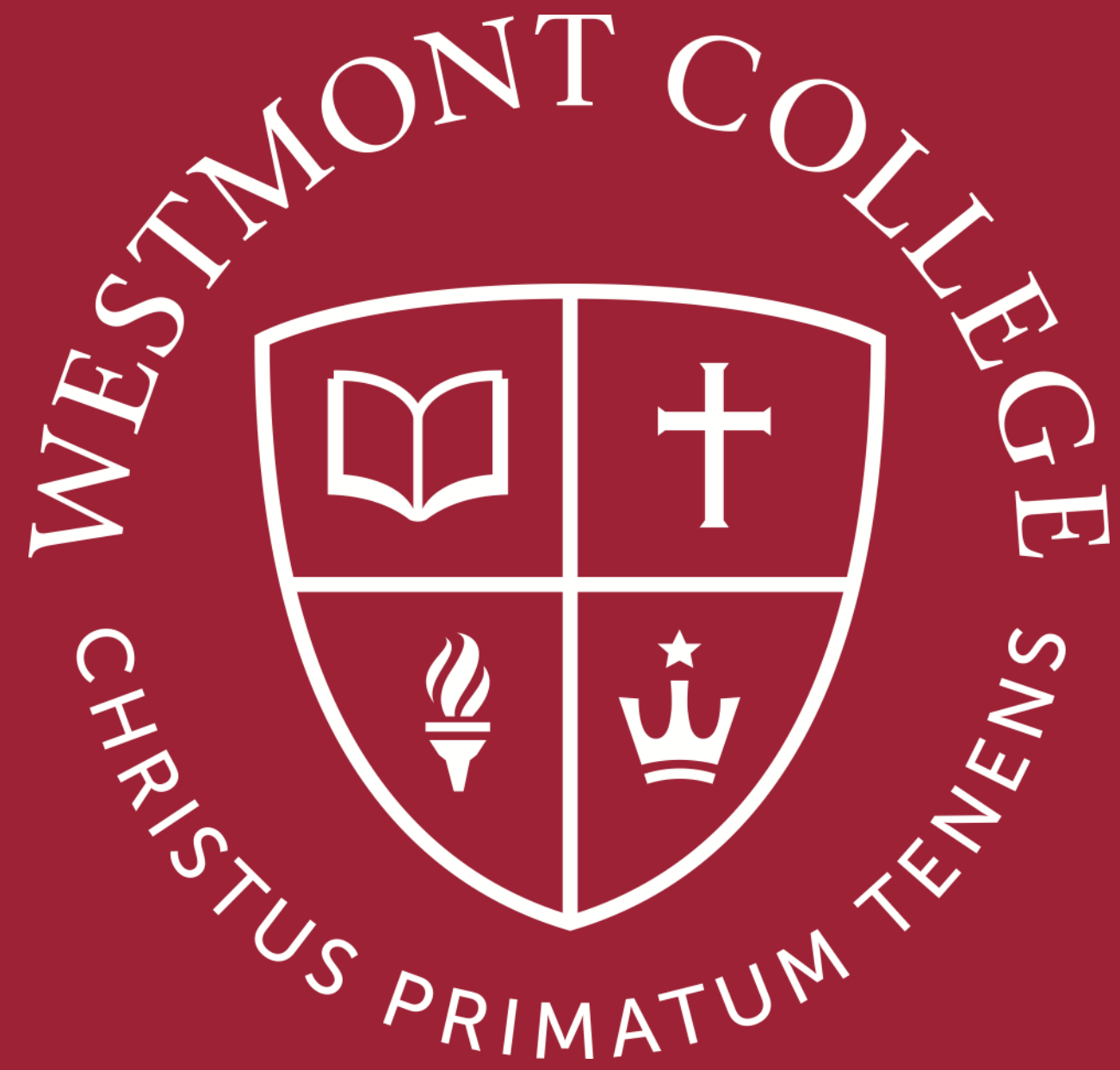
Tax	Based On	Current	YTD
Federal Income Tax	\$290.00	\$5.12	\$145.88
Employee Medicare	\$290.00	\$4.20	\$100.92
Social Security Employee Tax	\$290.00	\$17.58	\$431.52
KY State Income Tax	\$290.00	\$11.95	\$286.80
Florence City	\$290.00	\$5.80	\$139.20
Boone City Occupational	\$290.00	\$2.32	\$55.68
Boone Mental License Fee	\$290.00	\$0.44	\$10.56

Paid Time Off

Plan	Current	Balance	Net Pay Distribution		
			Account Number	Account Type	Amount
No records found			Check amount		\$241.19
			Total		\$241.19

Pay Summary

	Gross	FIT Taxable Wages	Taxes	Deductions	Net Pay
Current	\$290.00	\$290.00	\$45.81	\$0.00	\$241.19
YTD	\$6,855.20	\$6,960.00	\$1,171.56	\$0.00	\$5,683.64



QUESTIONS?