

Logging into UKG

UKG Website: <https://crestwdbbehavhealth.prd.mykronos.com/wfd/home#/>

Username

Your username will be the first part of your email address.

Example: Jane.Doe@cbhi.net
Username: Jane.Doe

Example: JDoe@cbhi.net
Username: JDoe

Password

Your default password is (Welcome1!) and you will be prompted to change your password once you get logged in. UKG does use two-factor authentication, and you will need to verify with a code via email/text message.

Help

If you are having issues logging into UKG, please reach out to Payroll Systems at payrollsystemsteam@cbhi.net.



Welcome to your UKG Dashboard

Punch

Last Punch: 2/25/2025 2:00 AM ⓘ

Begin Shift

Begin Meal

End Meal

End Shift

My Timecard

Edited Tue 2/25 by Johnson, Leah M

Exceptions

4

Actual Hours	17.67 Hrs
Week to Date	17.67 Hrs

My Schedule

→

Tue 25 Today

- 8:00 AM-5:00 PM [9.00]
- 8:00 AM-5:00 PM [9.00]
CBHI/Corporate
Office/Corporate/Corporate
Office/ACCOUNTING-
PAYROLL/Default

Wed 26

- 8:00 AM-5:00 PM [9.00]

Thu

My Notifications

→

Tasks	0
My Requests	0
Timekeeping	0
Timekeeping Requests	0
System Messages	0

Quick Links

- Financial Planning
Fidelity
- Crestwood employee center
Employee Center
- Sign In | ADP WFNPORTAL
ADP WFN

Punch

Last Punch: 2/25/2025 2:00 AM ⓘ

Begin Shift

Begin Meal

End Meal

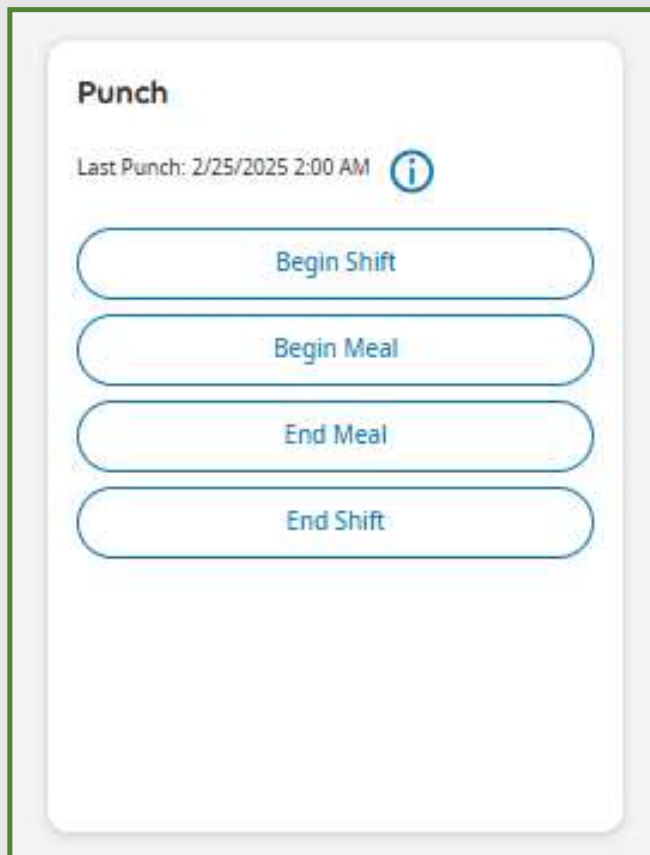
End Shift





How to record your time in UKG

The 'Punch' Tile on your dashboard is where you can clock in and out with UKG Kronos.



Begin Shift: Ready to start your day!

Begin Meal: Enjoy your break!

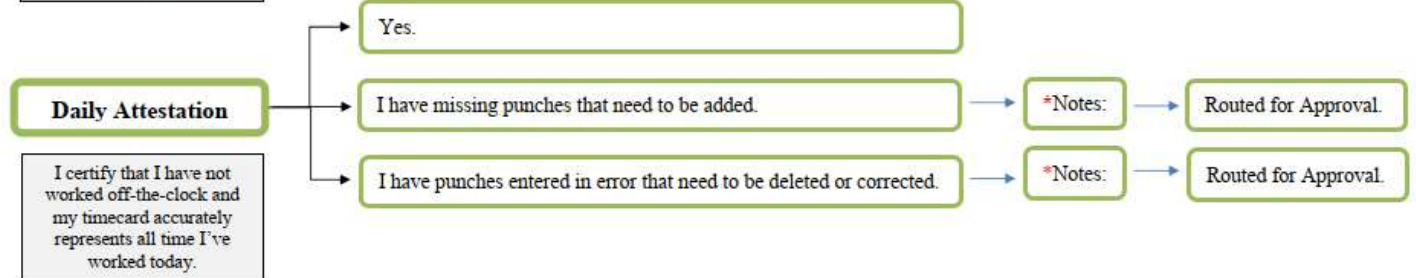
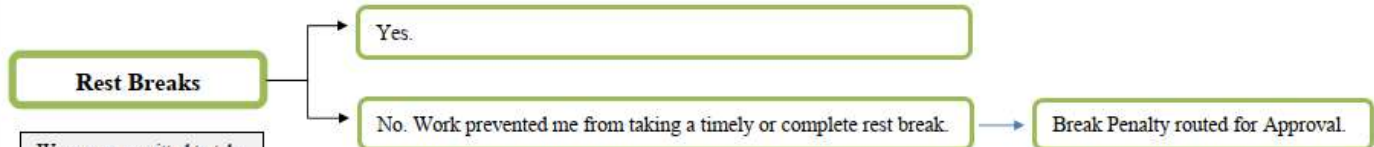
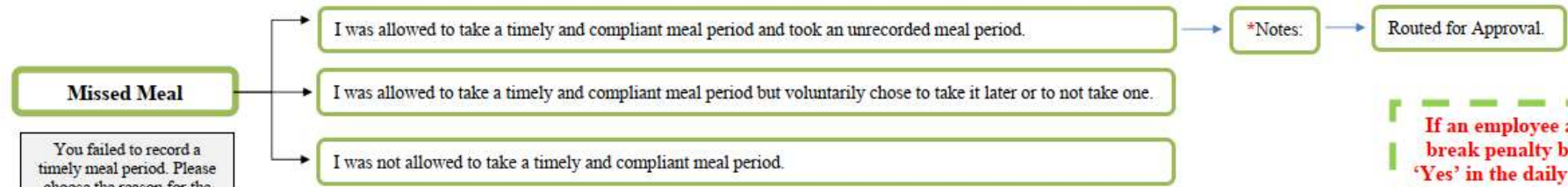
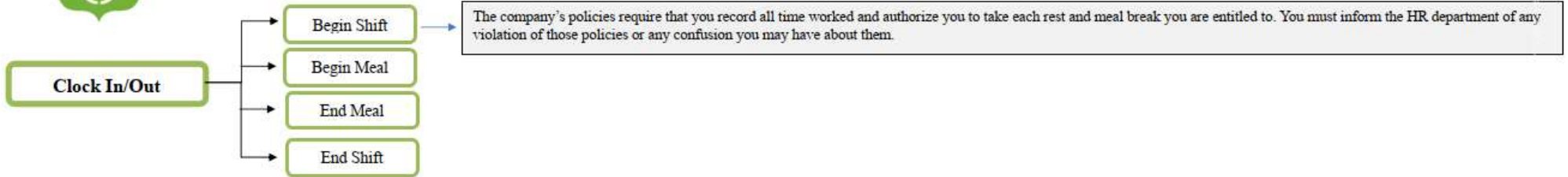
End Meal: Welcome back!

End Shift: See you next shift! 😊





ATK Decision Tree



If an employee adds a note or break penalty but also selects 'Yes' in the daily approval, then they will receive the below notice. The punch is still accepted.

Punch

Last Punch: 2/03/2025 1:13 PM ⓘ

⚠ Timecard cannot be approved as there are pending changes in the selected period - 2025-02-03 - 2025-02-03. ✕

****Notes are available to communicate the need for punch corrections and are routed for approval.**





Viewing your timecard

My Timecard → ⋮
Edited Tue 2/25 by Johnson, Leah M

Exceptions
4

Actual Hours 17.67 Hrs
Week to Date 17.67 Hrs

The 'My Timecard' Tile on your dashboard is where you can get to your timecard

If you want to view a different period, you can change the date range here.

If you want to print your timecard. Click on share and then print.

Your schedule

Each clock in/out

Time Off Entered

Current Pay Period [Calendar Icon] Loaded: 7:47 AM

List View Approve Remove Approval

		Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ ⊖		Sun 2/23													
+ ⊖		Mon 2/24	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	8.00
+ ⊖		Tue 2/25	8:00 AM - 5:00 PM		7:57 AM	12:00 PM		1:00 PM	4:57 PM				8.00	8.00	16.00
+ ⊖		Wed 2/26	8:00 AM - 5:00 PM		8:00 AM	12:00 PM		12:30 PM	5:00 PM				8.50	8.50	24.50
+ ⊖		Thu 2/27	8:00 AM - 5:00 PM		8:00 AM	11:00 AM		11:30 AM	5:00 PM				8.50	8.50	33.00
+ ⊖		Fri 2/28	8:00 AM - 5:00 PM								Vacation	8.00		8.00	41.00

