Logging into UKG

UKG Website: https://crestwdbehavhealth.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

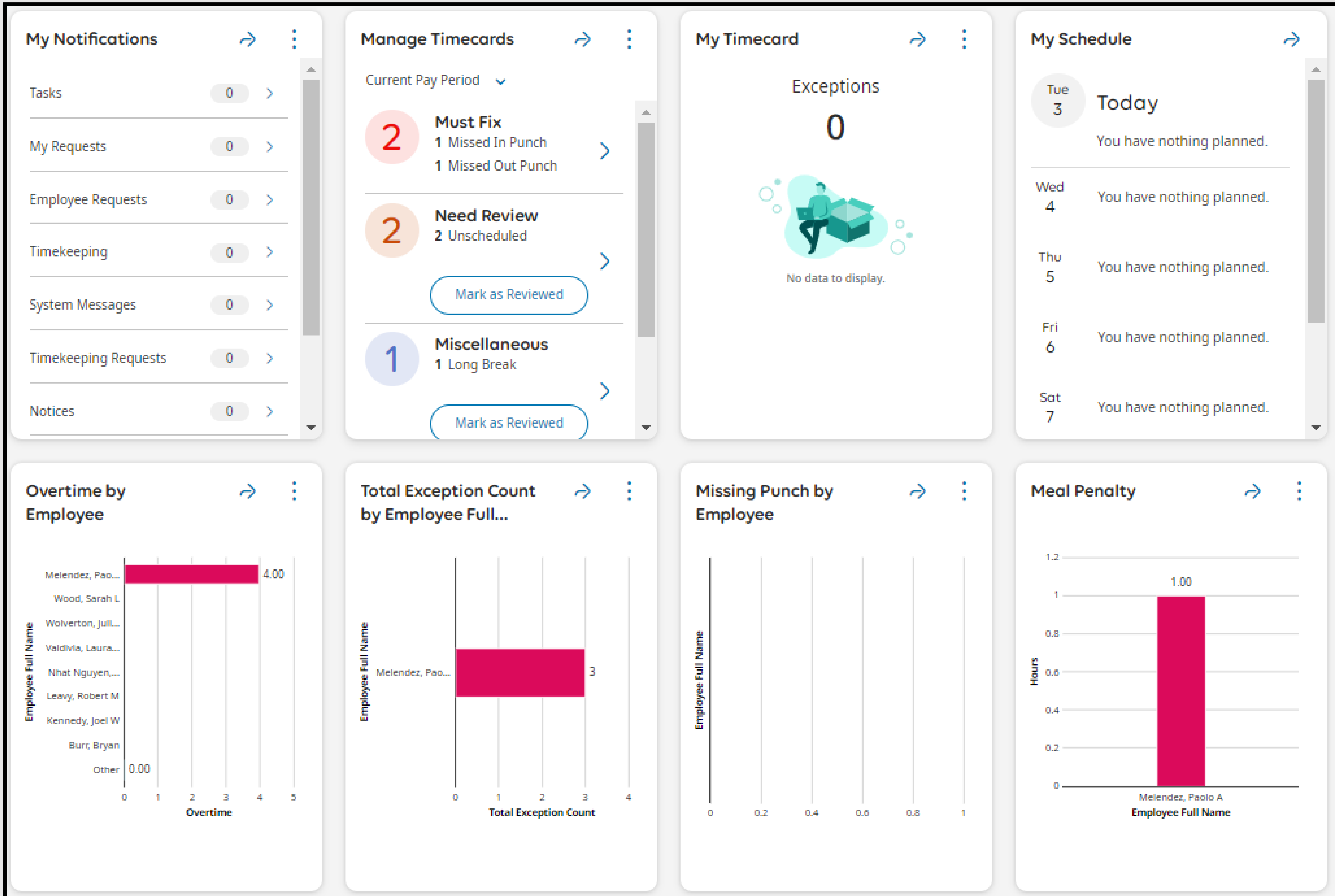
Password

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 Dashboard



Accessing Employee’s Timecards

Navigation: Main Menu > Manage Timecard Tile > All Timecards Arrow

1. Select the **Select Timeframe** drop-down list and select a timeframe.
2. **The Hyperfind** drop-down list will default to your ‘All Home’
3. View a different employee timecard using one of the following methods.
   - Select the down arrow next to the first employee’s name to open the employee list. Type in the search bar or scroll down to select a new employee.
   - Select the **Next Employee** or **Previous Employee** arrows to view the next or previous employee timecard.
4. Review or apply an action to the selected timecard.

If an employee is on LOA status but has hours in the current period, will they show up in the “All Home” query?

Navigation: Main Menu > Time > Employee Summary

1. Select the **Select Timeframe** drop-down list and select a timeframe.
2. **The Hyperfind** drop-down list will default to your ‘All Home’
3. From the **Employee Full Name** column, select the checkbox next to one or more employee names.
4. From the menu bar, select **Open Selected**.

5. Review or apply actions to the selected timecards

Note: As necessary, you can click **Refresh** from the upper right corner of the workspace to refresh the timecard data, while retaining the selected employee, timeframe, and Hyperfind. Note that if you click the browser's **Reload button**, the page returns to the default timeframe.

Timecard Views

Hourly timecard — Displays the days for the selected timeframe with columns that contain schedule, absence, and assignment information, in and out punches, transfer, paycode, and amount information, as well shift, daily, and time period totals.

Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Paycode	Amount

Project timecard — Displays projects (which consist of paycodes and transfers) for each day of the week. Weekly, and timeframe totals can also be displayed. If configured, schedules and daily totals display on a separate row.

Project	Mon	Tues	Wed	Thurs	Fri	Sat	Sun

- When there are multiple exceptions in the same timecard cell, the multiple exception icon displays, but the tool tip lists all the exceptions, for example: Short Shift, Early Out, Unscheduled Shift.

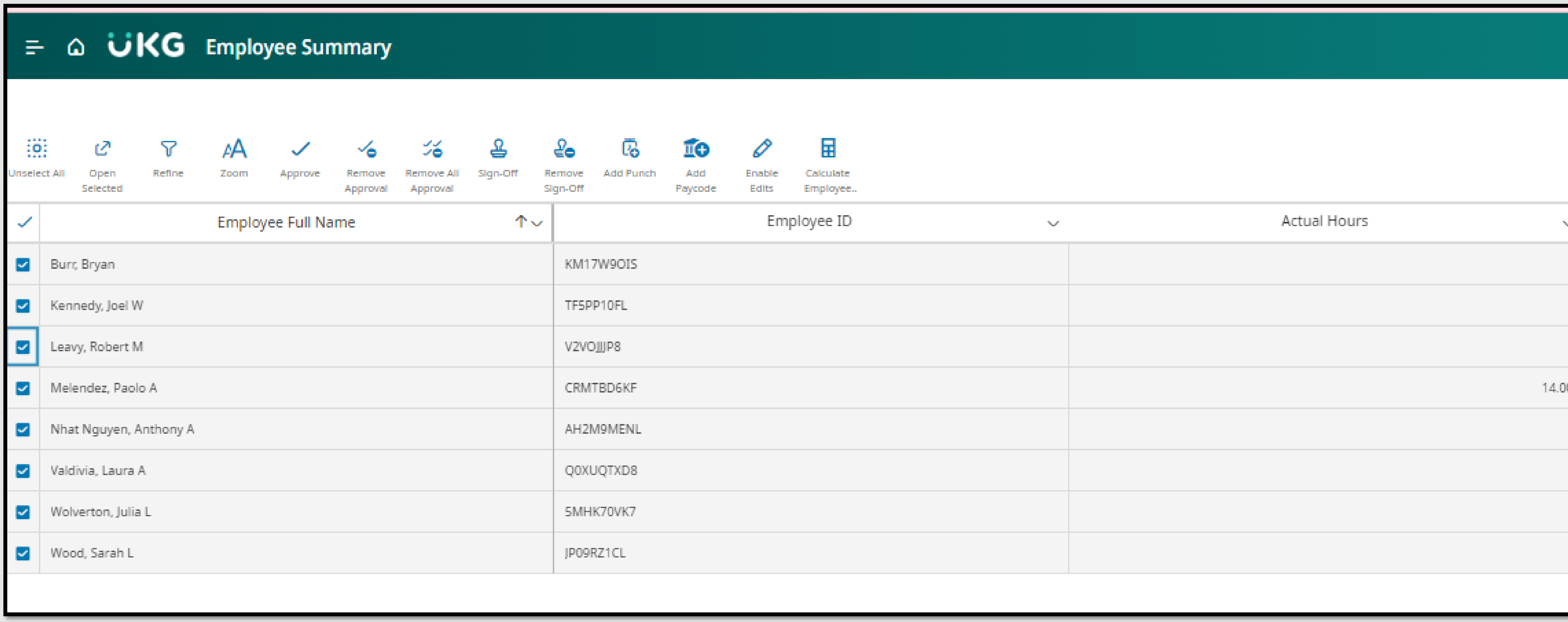
Timecard Exceptions

	The cell is solid red when there is a missed in or out punch.
	Action is required for an exception on this day.
	When the system generates an exception, the icon is red with a white line near the top. Depending on your configuration, the system might automatically add an auto-resolved paycode to the timecard if an exception occurs because of missing time, such as a late punch or absence.
	When a manager marks an exception as reviewed or justifies a missing time exception, the icon color changes to green.
	When an employee justifies a missing time exception, the icon color changes to red (with two white lines).
	If there is more than one exception, the color reflects the most severe state of all the exceptions, and the white lines are diagonal.
	If an absence has been excused, icon is blue with three horizontal lines.
	When an exception or punch is system-generated, the icon is purple with one diagonal line and the punch displays in purple.
	Holiday exceptions

Approve Timecards

From the three-lined menu option on the top left -> Time -> Employee Summary

- Approve any, if needed



Employee Timecard Approval

Background Color	Description
	Approved by employee but not by manager.
	Approved by manager but not employee.
	Approved by both employee and manager.
	Timecard has been signed off.

Timecard Approval Status Visual Cues

The background color of the timecard changes depending on who has approved it.

Approve a Single Employee Timecard

To approve a single timecard:

Main Menu > Time > Timecards

1. Select the employee to approve.
2. Select the appropriate timeframe.
3. Ensure timecard accuracy including information on the **Totals** add-on.
4. Select **Approve**.
5. Select **Save**.

Approve Multiple Employee Timecards

To approve multiple timecards at one time:

Main Menu > Time > Employee Summary

1. Select the appropriate timeframe and search criteria that you wish to approve.
2. Select checkboxes next to employee names. To select all employees, check **Select All**.
3. If you have more than 40 employees, scroll down to the bottom to ensure that you selected all employees before submitting approval.
4. Select **Approve** then Select **Yes.**

Sign-Off on Employee Timecards

Sign-off employee timecards to initiate payroll processing.

Managers cannot remove approval after the timecard is signed off unless the first sign-off is removed.

Sign-off from the Timecard Summary Page

Navigation: Main Menu> Time> Employee Summary

1. Select the Previous Pay Period.
2. Confirm that the employees' hours are accurate.
3. Select the employees to sign off.
4. If you have more than 40 employees, scroll down to the bottom to ensure that you selected all employees before submitting approval.
5. Select Sign-Off.
6. Select Yes.

**Note Do not remove sign-off after payroll has been processed.

View Sign-off Results

Navigation: Main Menu > Dataviews & Reports > Group Edit Results

1. Expand the Completed section.
2. View the Group Edit Results page.

Remove Sign-off from a Timecard

Navigation: Main Menu > Time > Timecards

1. Access the employee's timecard on which you wish to remove sign-off.
2. From the toolbar, select Remove Sign-Off.
3. In the confirmation box, select Yes.

Print an Employee's Timecard

1. Open a timecard and select a timeframe.

Note: If you use the **Hide Shift Details** option and you want the shift details to print, make sure to select **Show Shift Details** before printing.

2. Click Share > Print. The Print panel opens.
3. Optionally, select Add-ons to include in the printout.
4. Click Continue. An initial preview opens in a new browser tab.
5. Previews and printouts appear as you have the timecard displayed on your screen.
6. Press Ctrl + p.
7. Select your print options and then click Print or Save.

Employee’s Basic Schedules

Edit a schedule from the timecard

Managers can modify an employee’s schedule directly from their timecard. This may be useful, for example, when a manager needs to adjust the schedule to match the employee's actual worked time. This can also help with addressing exceptions.

To edit schedules from the timecard, you need **Edit Schedules in Timecard Editor** set to **allowed** in your function access profile.

When editing a schedule from the timecard: You can view the Schedule Actions glance which provides more information about the schedule, including shift details and business structure information.

To edit a schedule from the timecard:

In the **Schedule Actions** glance, click **Edit.**

In a timecard, right-click the schedule for the day you need to edit.

In the **Schedule Actions** glance, click **Edit.**

In the **Edit Schedule** panel, edit the **Start Time** and **End Time** as necessary. If you need to extend the shift to the next day, click the date.

Click **Apply**, and then click the X to close the **Edit Schedule** panel

View your changes, and then click **Save.**

Note: Editing a schedule from the timecard allows you to modify existing schedules, not add shifts or delete shifts. Edited shifts cannot be outside of the originally scheduled shift; the edited time must overlap the existing shift.