HR Corner

OPEN ENROLLMENT WINDOW

RETIREMENT BENEFITS

UKG INTEGRATION

UKG Integration for all Employees:

Welcome to the UKG Experience, our goal with this transition is to centralize our technology across or brands, create ease of use through mobile usage , and deliver a product that is scalable for our everyday functionality. Everyone will begin clocking in and out of UKG by 12/22/2024. Our legacy systems will turn off beginning 1/1/2025.

Company Short Name:
6206977

- Program Transition Steps:
  - Every employee will be sent a registration code on Thursday 12/19/24
    - Managers will have access one day prior
    - Instructions will be given to download the app and register
  - Manager Resources Become available
    - 12/23/2024-12/31/ 2024
- Key Information:
  - We want to push for 100% mobile experience when punching in and out
  - PTO Requests must be approved solely in UKG Ready starting 1/1/2025
  - First payroll pay date under UKG:
    - Catering: 1/10/2025
    - Vending: 1/15/2025

https://www.bbv-inc.com/ukg-integration

UKG Ready Registration Resources (Email from noreply@saashr.com):

Hello Employee,
Welcome to Brinton Business Ventures, Inc.! An account has been created for (Employee Name) within the Brinton Business Ventures, Inc. employee self-service portal.
To login, click the Login link.

- Username: XXXXXX
- Password: XXXXXX
- Badge ID: XXXXXX **(only needed for employees that will be clocking in via web)**

Upon logging in for the first time you will be asked to change your password. Please record your username and new password in a safe place for future use.

As an employee of our new environment, make sure to download the UKG Ready App and enter: 6206977 as the company shortname. Support our efforts by trying to clock in and out throughout the day just as you would in uAttend. Beginning January 1st, Uattend will no longer be available.

Thank you!
Daniel & Rosa | 206.737.8720

UKG Ready Mobile App Resources (After 1st registration):

https://www.bbv-inc.com/ukg-integration

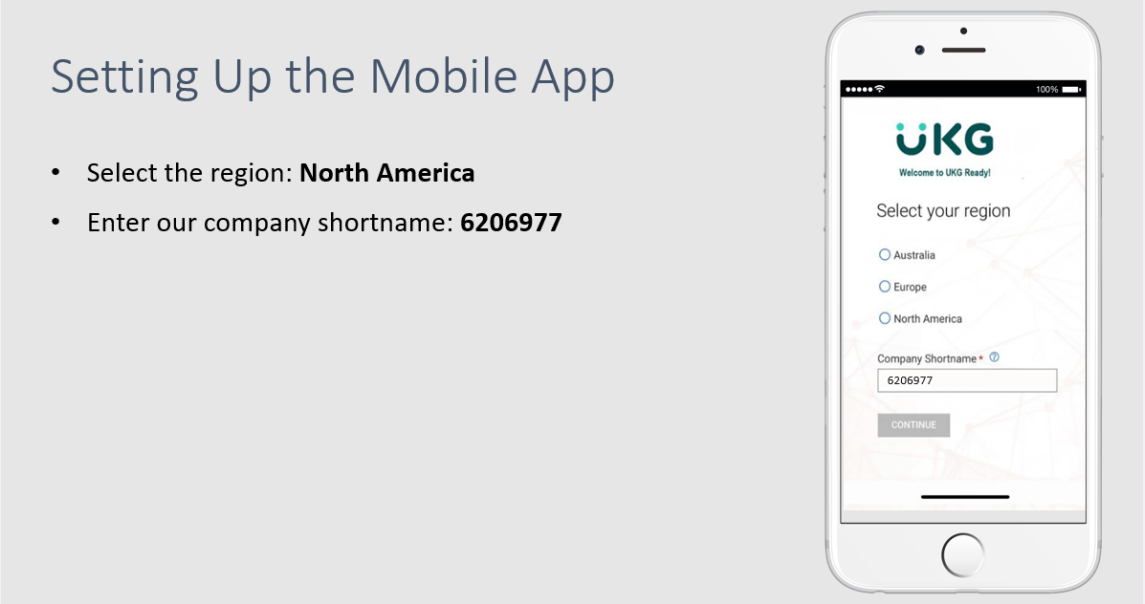
Step 1 - Download the UKG Ready Mobile app

•Play Store QR Code

•App Store QR Code

Viewing this e-mail from your mobile device?

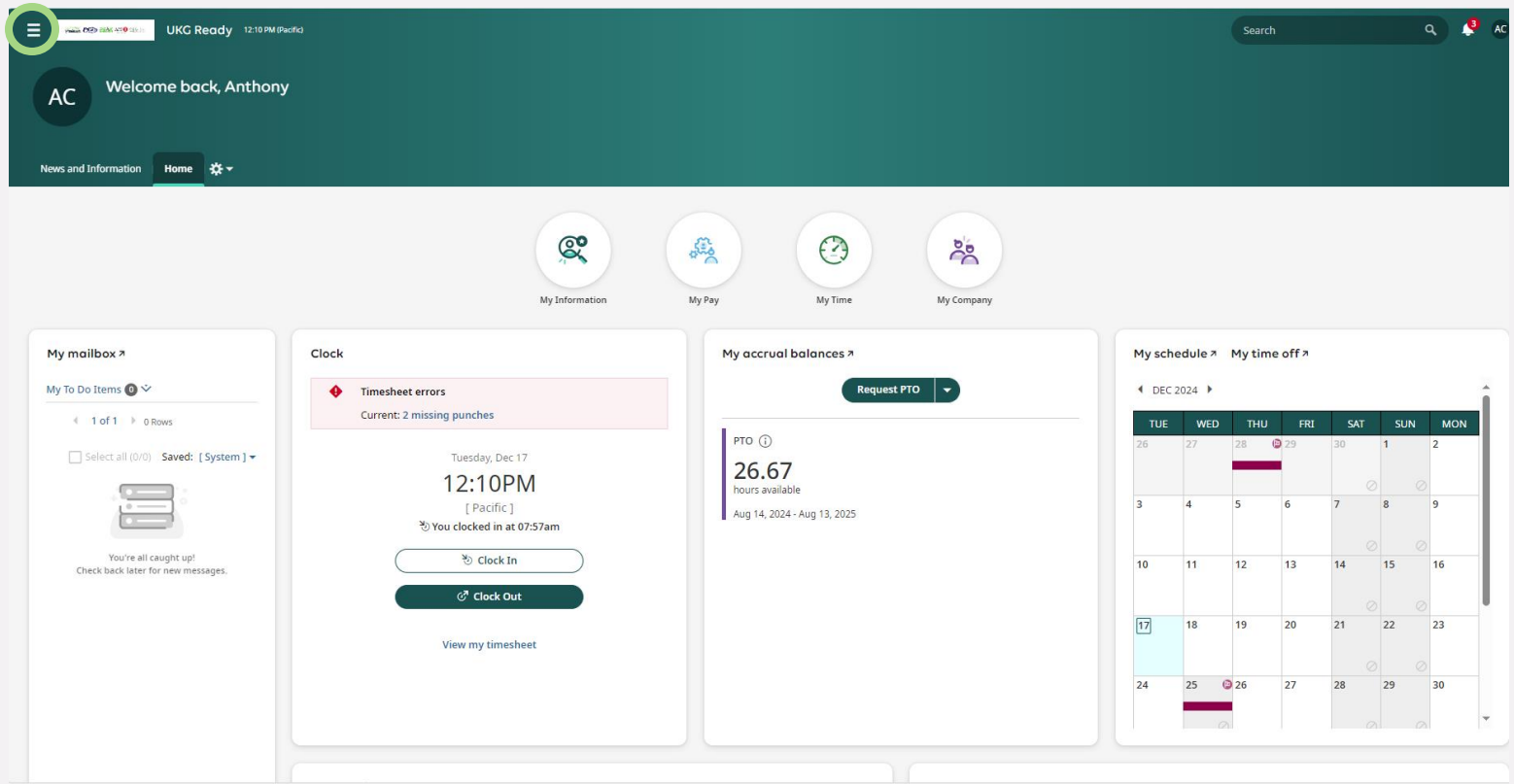
•App Store Link
•Play Store Link



UKG Visual:

UKG Website Home screen:

Hamburger button (tribar) > Team > Time > Timesheets



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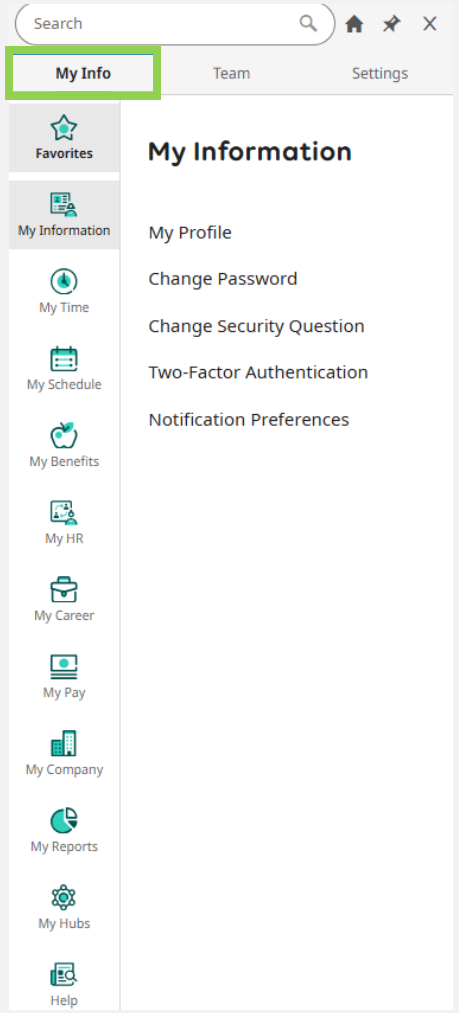
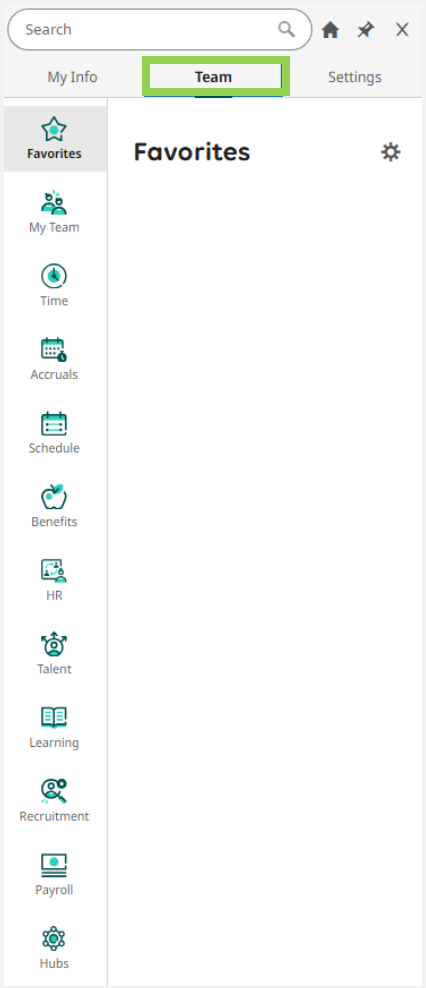
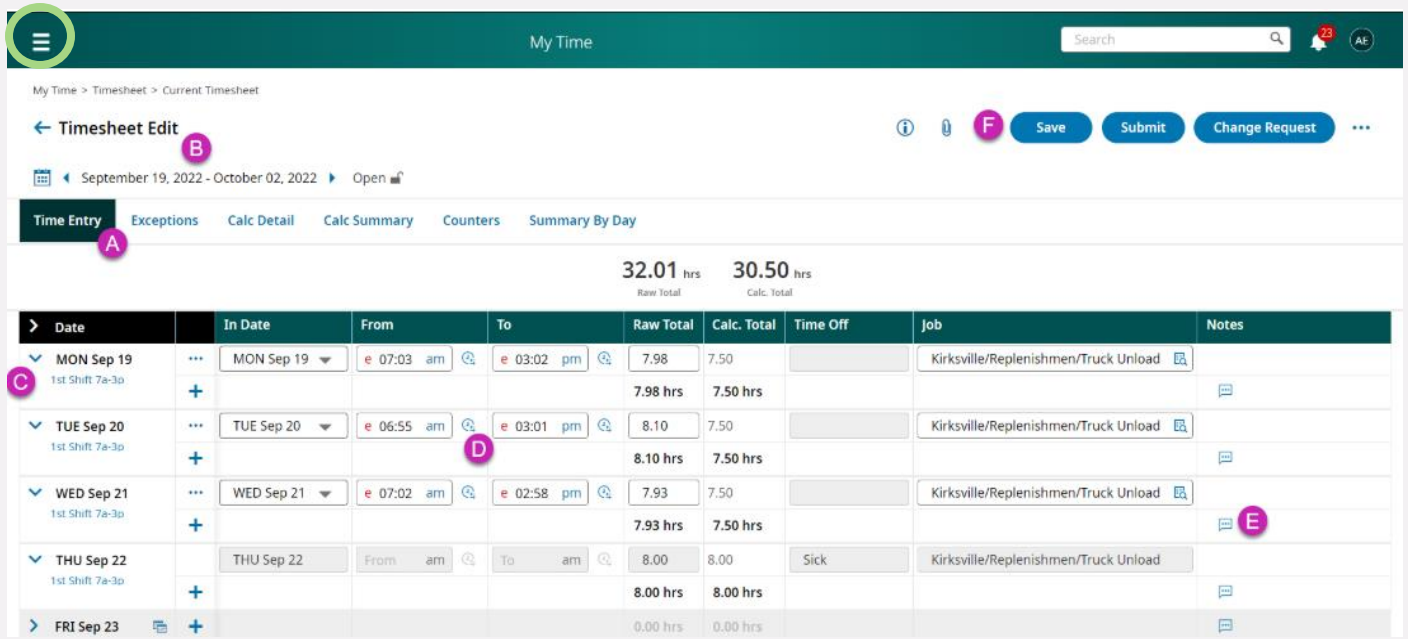




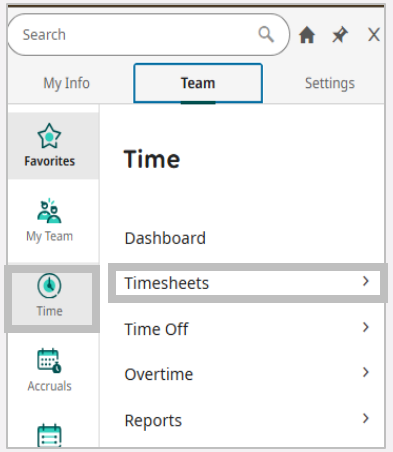
UKG Timesheets For Managers:

To Access Timesheets:

Hamburger button (tribar) > Team > Time > Timesheets



Marker	Field or Function	Description
A	Timesheet Tabs	The **Time Entry** tab displays the timesheet and all time entries for that pay period. Other tabs that may be enabled include the **Exceptions** tab and Pay Calculation tabs.
B	Pay Period	Use the arrows or the calendar icon to open a timesheet for a different pay period.
C	Daily Rows	Expand or collapse time entry information related to each day of the week.
D	Time Entries	These fields display worked time and information associated with that time such as time off or cost centers. Depending on permissions, employees may enter data directly or be required to submit a **Timesheet Change Request**.
E	Note	Select this icon to view or add notes related to the time entry or day.
F	Actions	Available actions may include **Save**, **Submit**, and **Change Request**.



From your Team's Time Menu, you can:

- Access Teams Timesheets, approve timesheets, edit time sheets
- Access Teams Time Off Requests
- Access Overtime

UKG Time-off Requests:

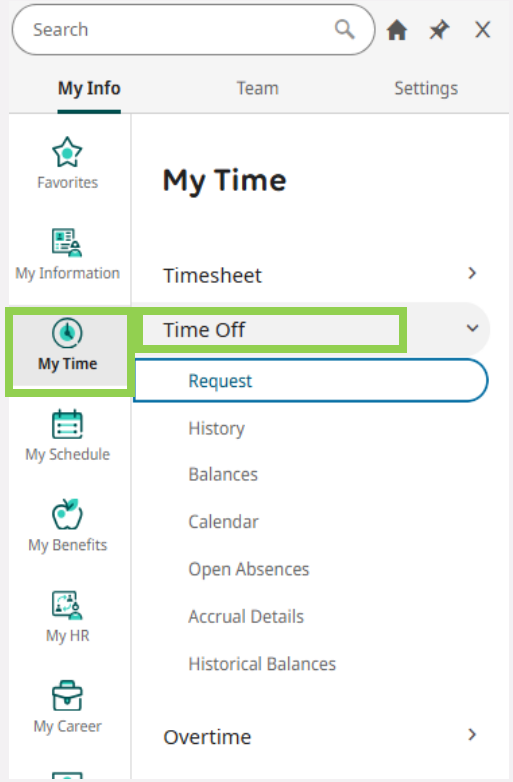
Example Scenario:

Amy would like to spend a week at the beach with family and friends. She'll submit a Time Off Request in the Time solution and wait to hear if her manager approves this time away from work.

Employee Request Process:

She easily submits this Time Off Request using her mobile device, completing fields such as the intended Time Off Type, the start and end dates of the request, and any relevant comments.

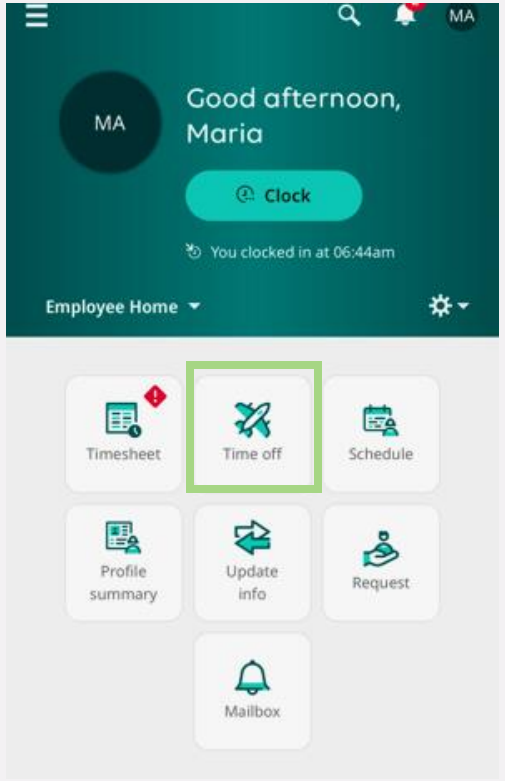
Via Web:

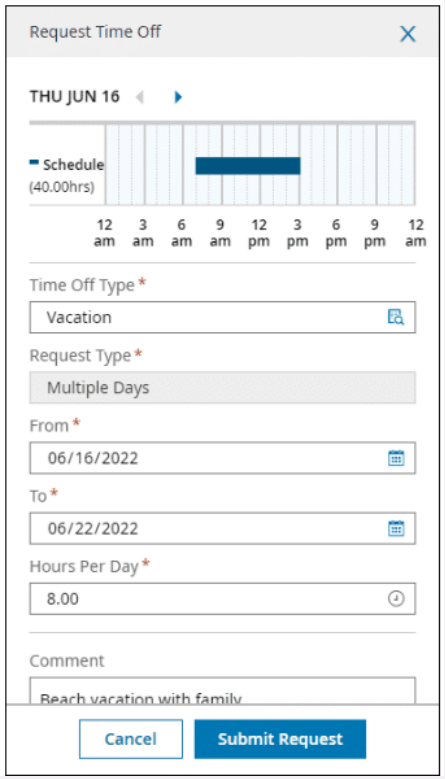


From your Time Off Request, you can:

- Choose Time Off Type
- Elect the number of Hours per day
- Select Dates
- Submit comments

Via Mobile:

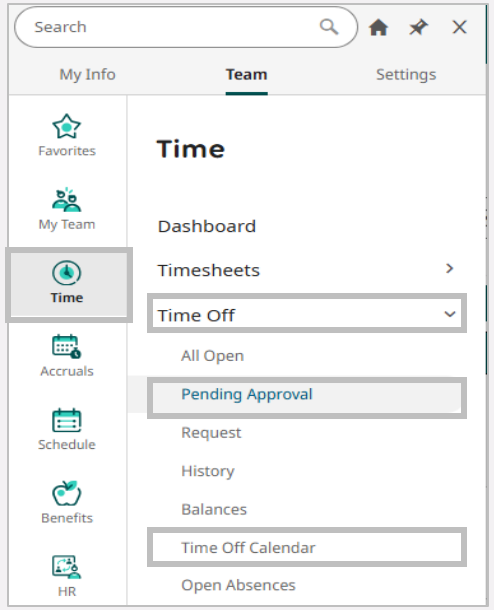


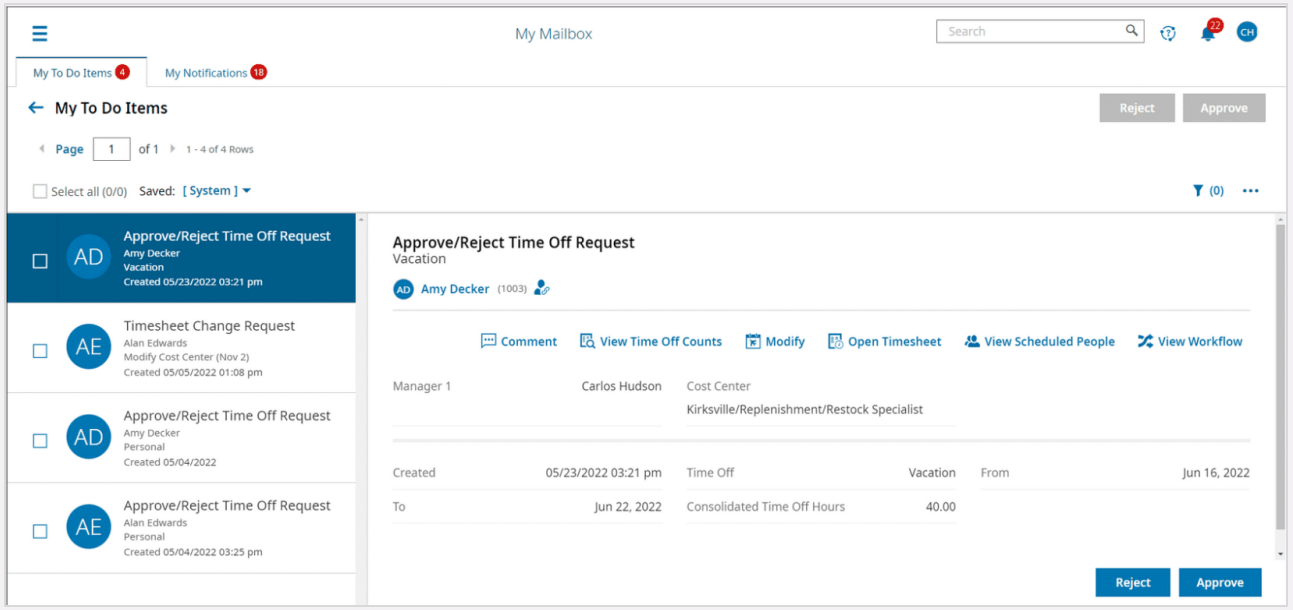


UKG Time Off in Action Manager Review:

Manager Approval

Her manager, Carlos, receives a notification of Amy's Time Off Request and opens the request details from his To Do items. After reviewing the request, he approves it.





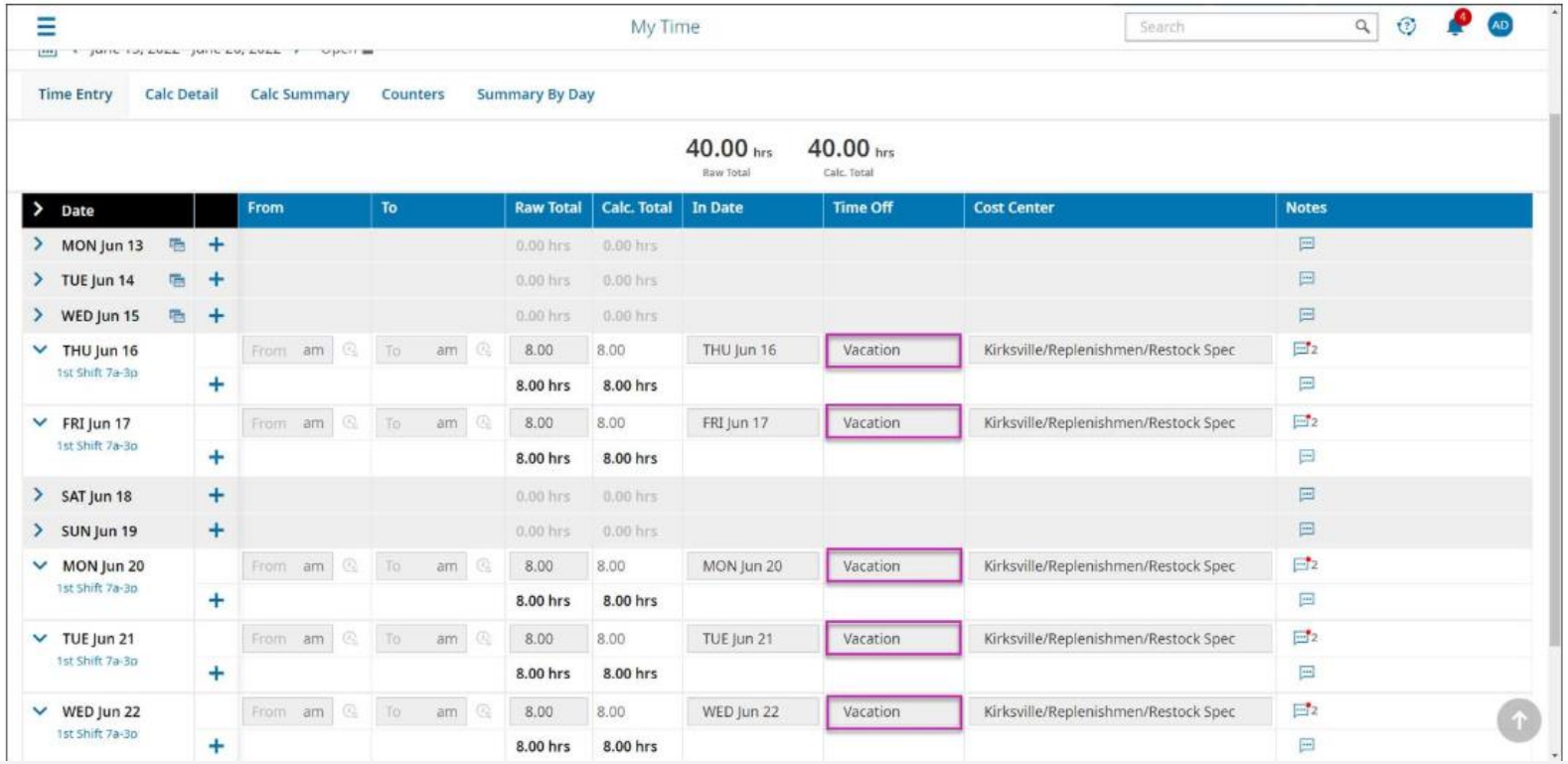
From your Team Time Off View , you can:

- Review Pending Approvals
- Review Time Off Calendars for your team
- Submit comments
- Reject/Approve

UKG Time Off Approved/Rejected view from Timesheet:

Timesheet Updated

Once approved, Amy is also able to view the scheduled Time Off on her timesheet.



Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Cost Center	Notes
MON Jun 13			0.00 hrs	0.00 hrs				
TUE Jun 14			0.00 hrs	0.00 hrs				
WED Jun 15			0.00 hrs	0.00 hrs				
THU Jun 16 1st Shift 7a-3p	From am	To am	8.00	8.00	THU Jun 16	Vacation	Kirksville/Replenishmen/Restock Spec	
			8.00 hrs	8.00 hrs				
FRI Jun 17 1st Shift 7a-3p	From am	To am	8.00	8.00	FRI Jun 17	Vacation	Kirksville/Replenishmen/Restock Spec	
			8.00 hrs	8.00 hrs				
SAT Jun 18			0.00 hrs	0.00 hrs				
SUN Jun 19			0.00 hrs	0.00 hrs				
MON Jun 20 1st Shift 7a-3p	From am	To am	8.00	8.00	MON Jun 20	Vacation	Kirksville/Replenishmen/Restock Spec	
			8.00 hrs	8.00 hrs				
TUE Jun 21 1st Shift 7a-3p	From am	To am	8.00	8.00	TUE Jun 21	Vacation	Kirksville/Replenishmen/Restock Spec	
			8.00 hrs	8.00 hrs				
WED Jun 22 1st Shift 7a-3p	From am	To am	8.00	8.00	WED Jun 22	Vacation	Kirksville/Replenishmen/Restock Spec	
			8.00 hrs	8.00 hrs				

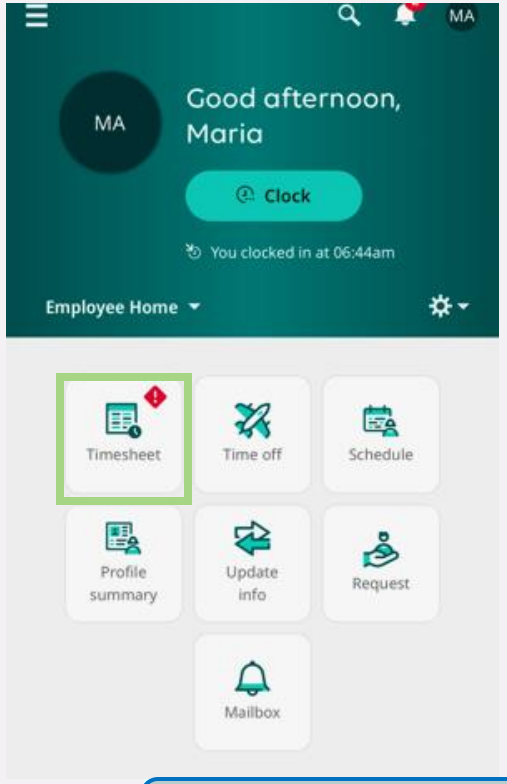
UKG Timesheet Submission and Changes:

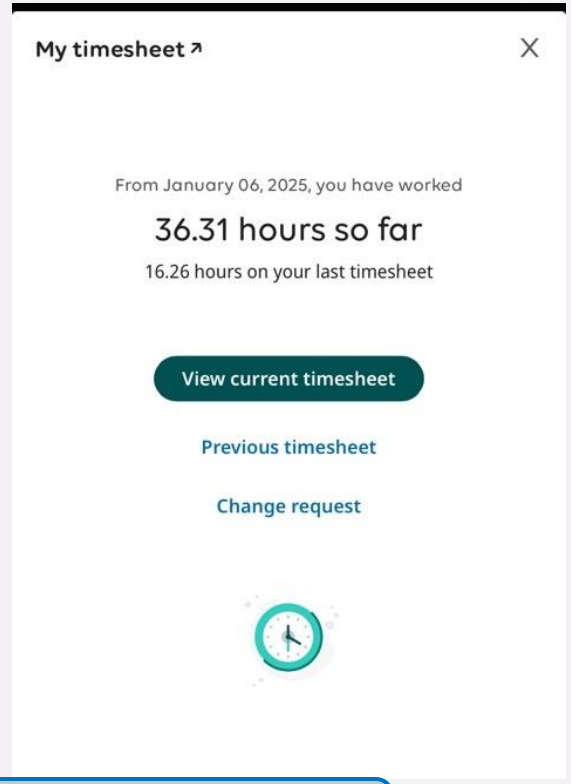
UKG Ready

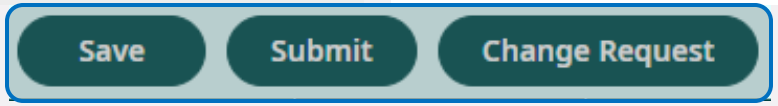
Company Short Name:6206977

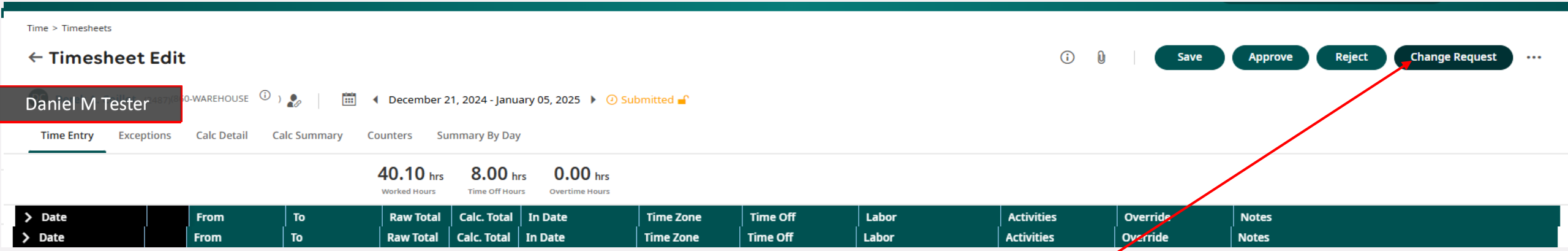
Reviewing Timesheets is simple whether on Desktop or Mobile:

- Go to My Time > Timesheets > Current Timesheet

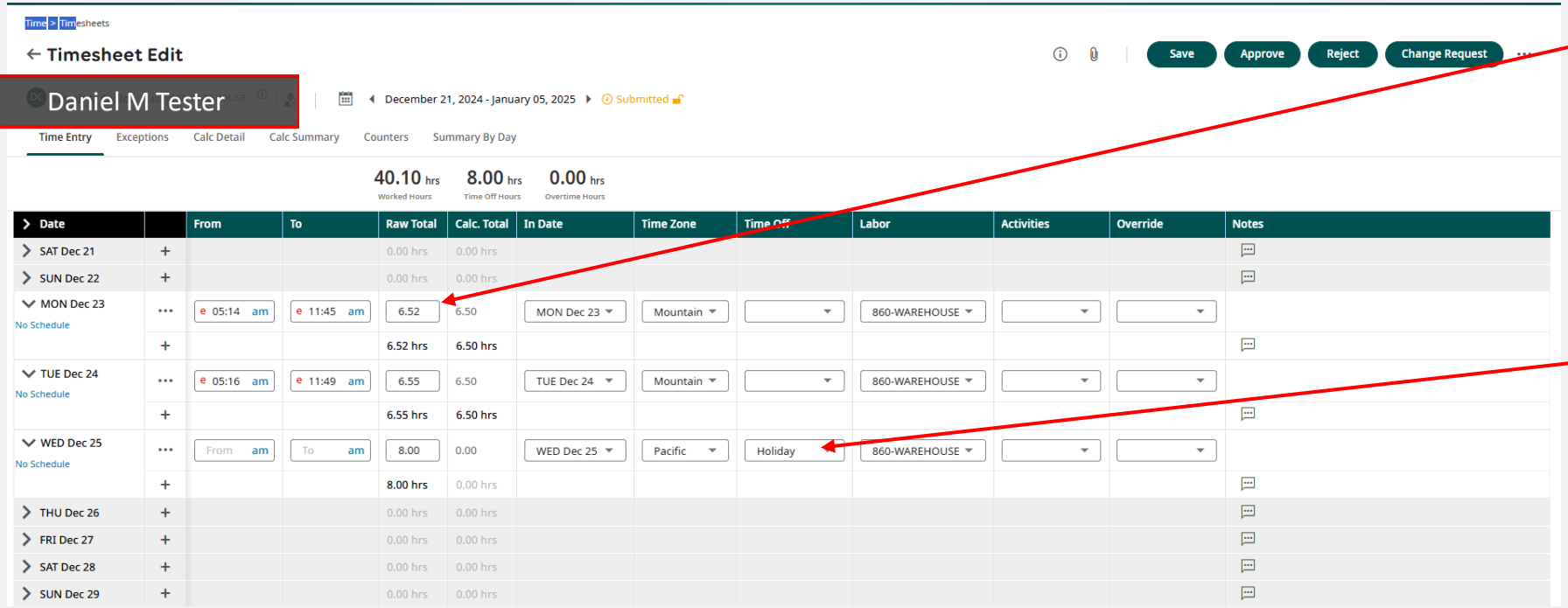








You can edit your personal timecard by clicking **Change Request**



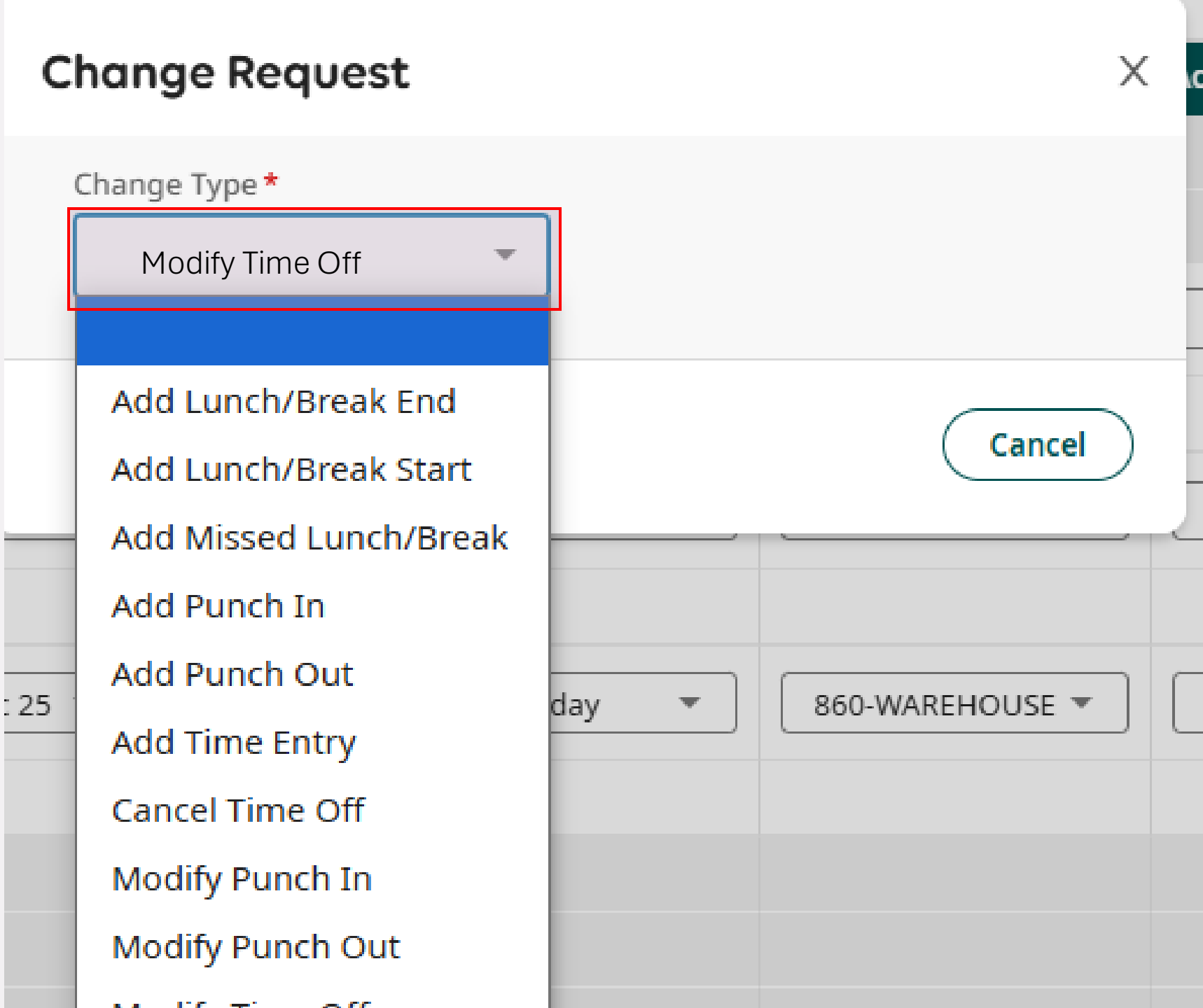
Select the desired dates and times to correct

Verify your Time Off Events Holiday/PTO/SIC

Select from a list of Changes:

MODIFY EVENTS THAT PERTAIN TO YOUR TIMECARD

A NOTIFICATION GETS SENT TO YOUR MANAGER FOR IMMEDIATE ACTION

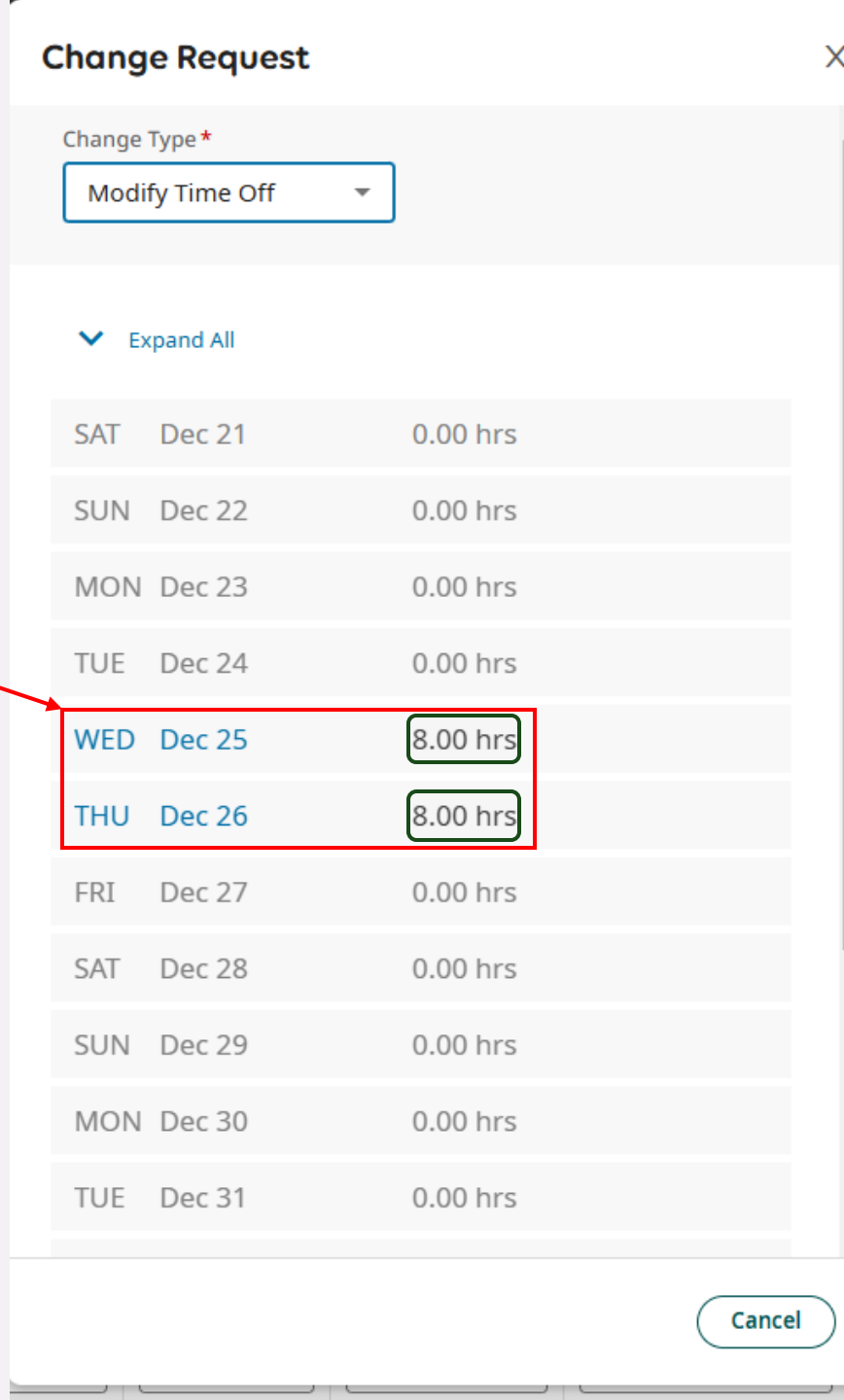


After Selecting Change Type Select Dates

EXAMPLE:

CHANGE TYPE IS MODIFY TIME OFF

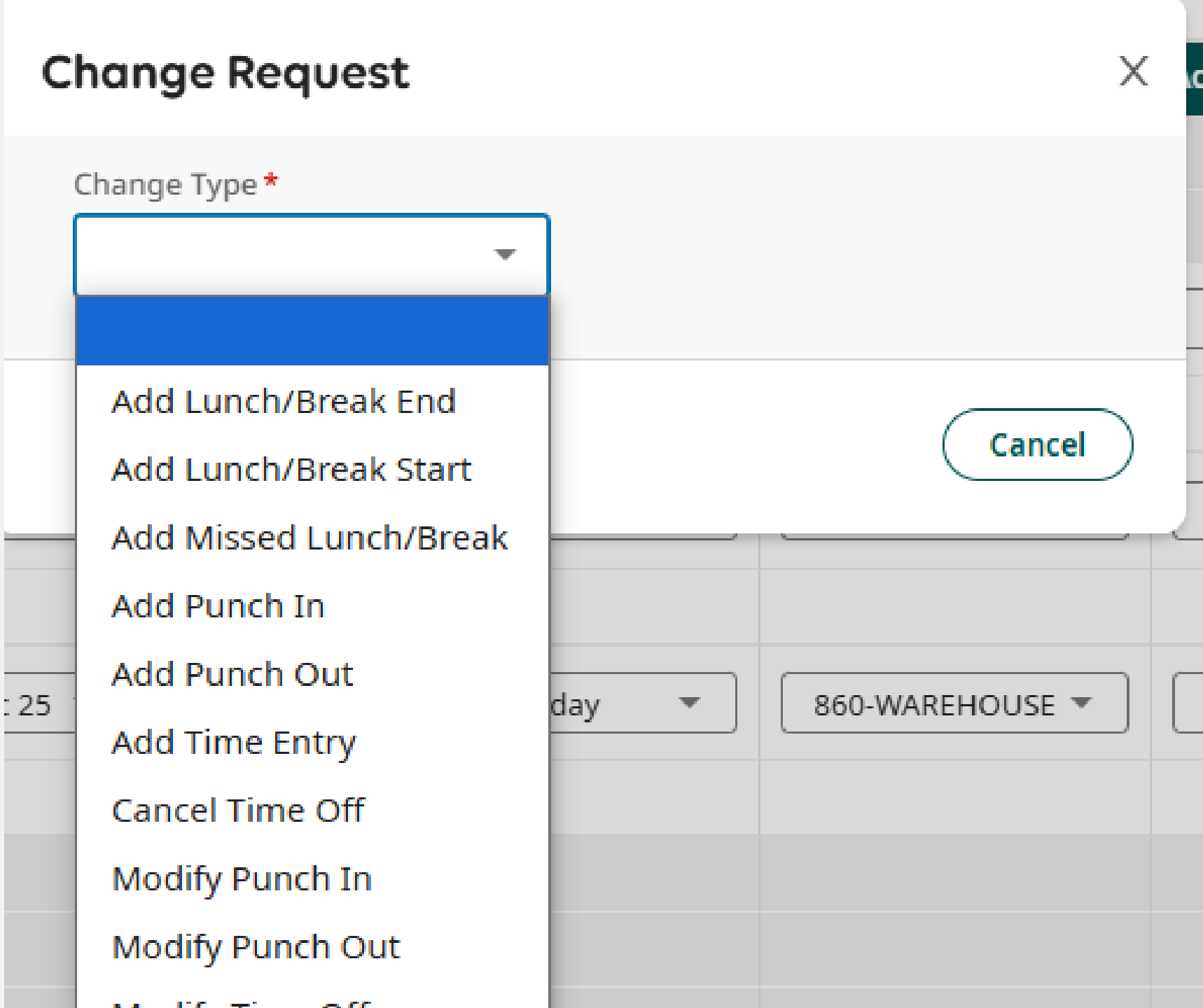
- 4 HOURS WILL BE CHANGED TO 8 HOURS



The list of change requests are many:

MODIFY ANY REQUEST THAT PERTAINS TO YOUR TIMECARD

A NOTIFICATION WILL GO TO YOUR MANAGER IMMEDIATELY FOR ACTION



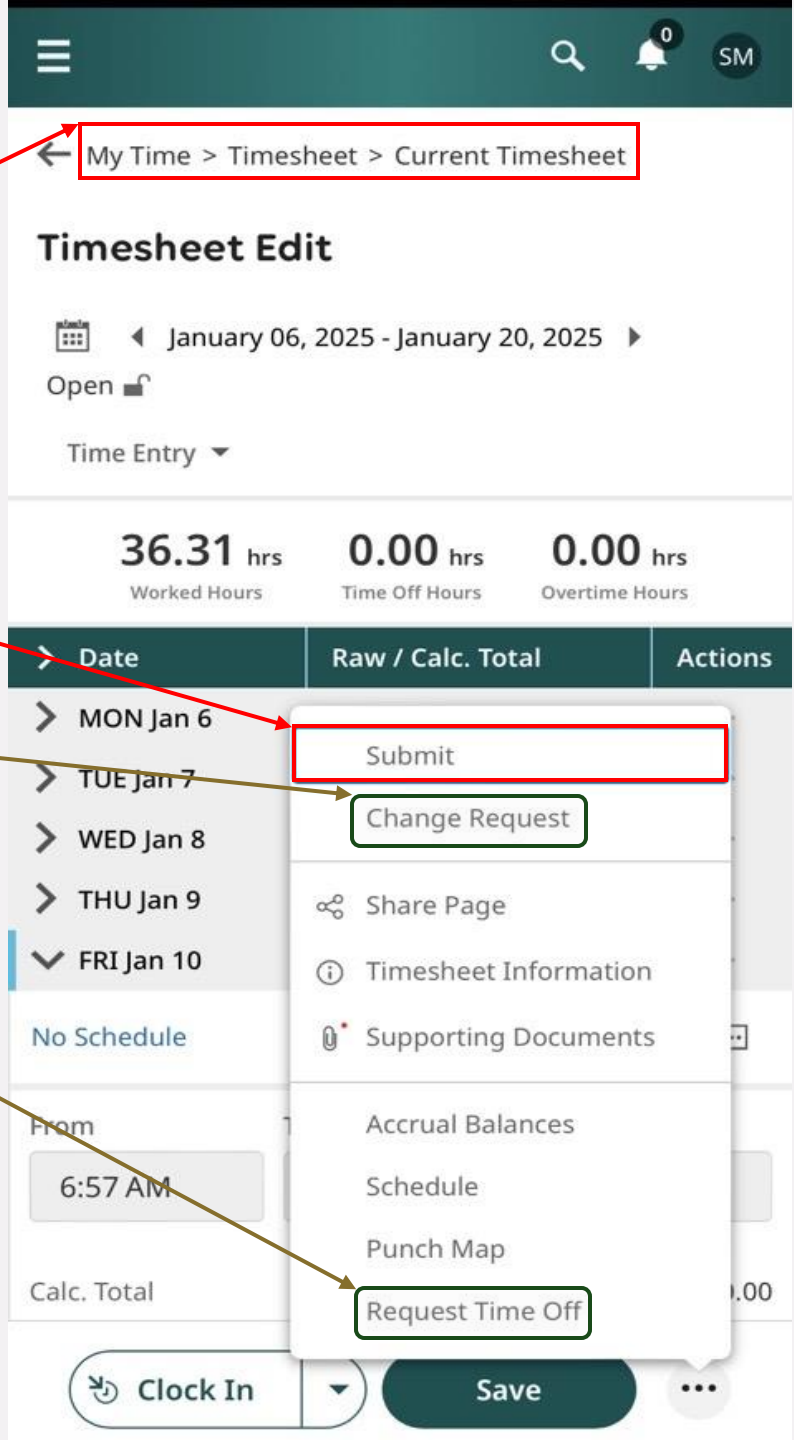
Review Your Timesheet Via App:

Click My Time > Timesheet > Current Timesheet

If no changes are necessary, click Submit

If changes are necessary, click Change Request

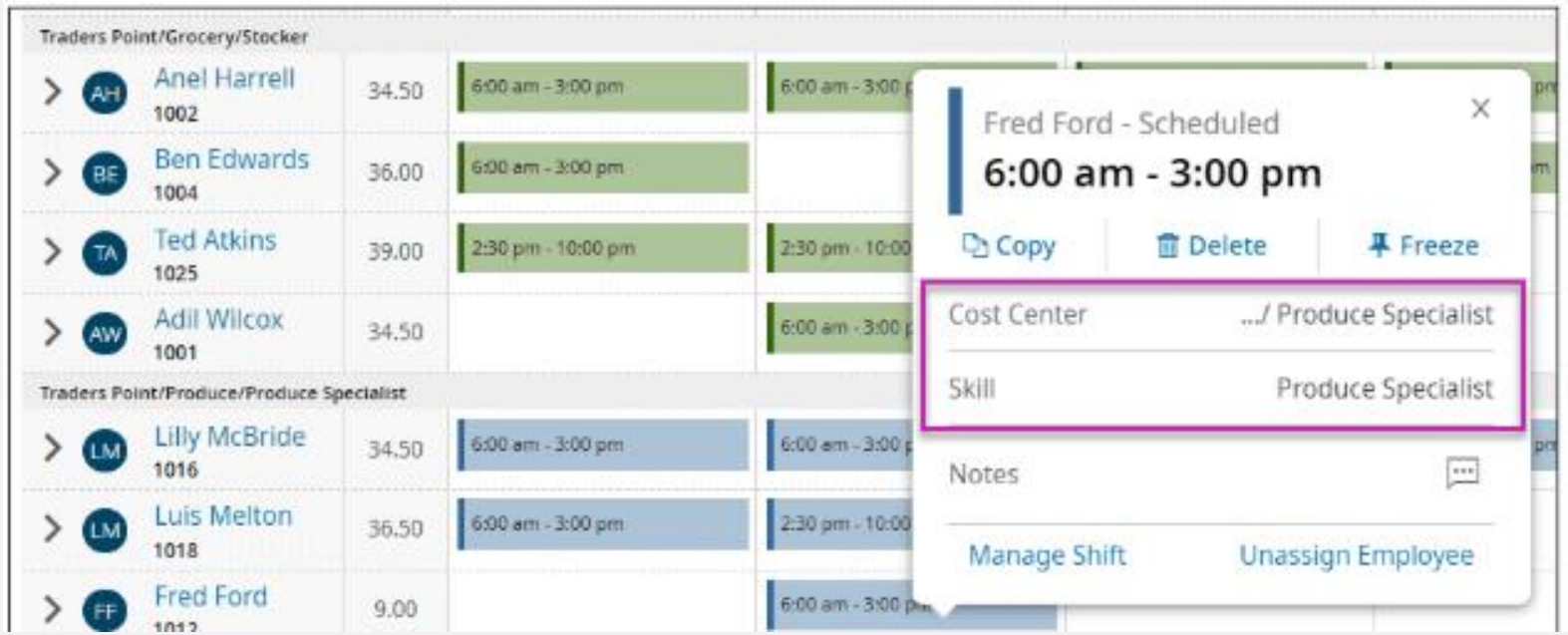
If short on hours, click Request Time Off

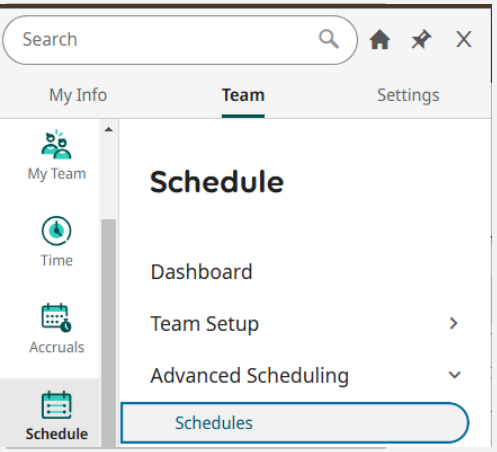


UKG Scheduler For Managers:

To Access Timesheets:

Hamburger button (tribar) > Team > Advanced Schedule > Scheduler





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