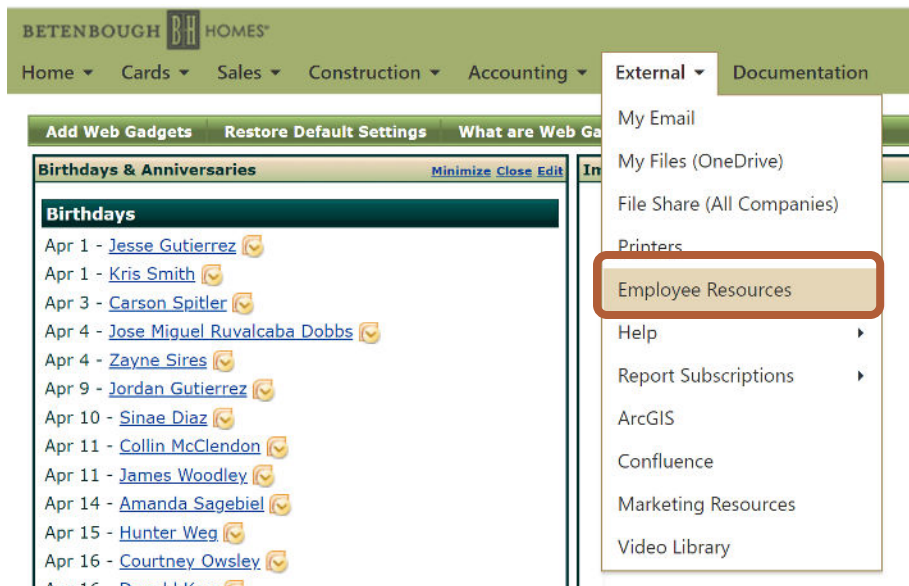


TOOLS

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



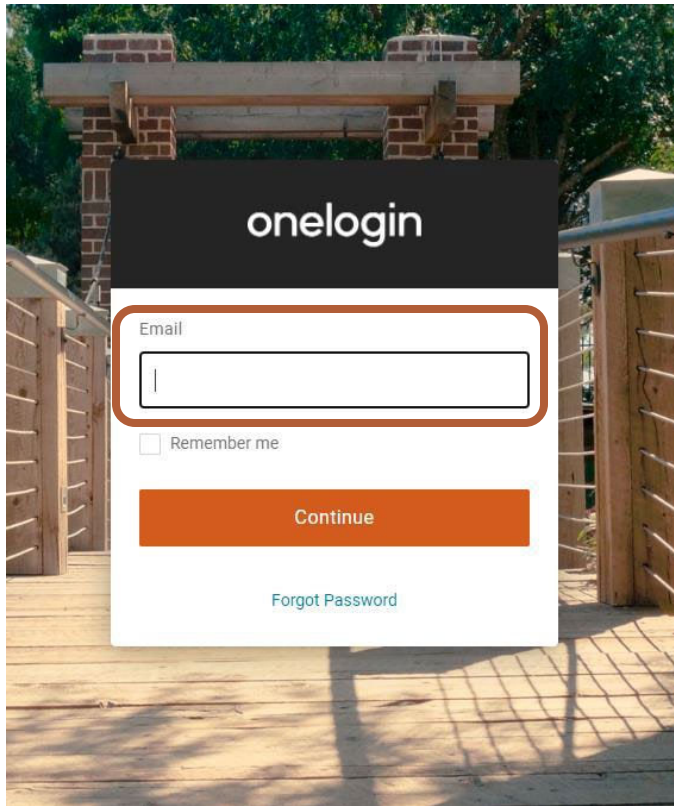
Employee Resources



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.

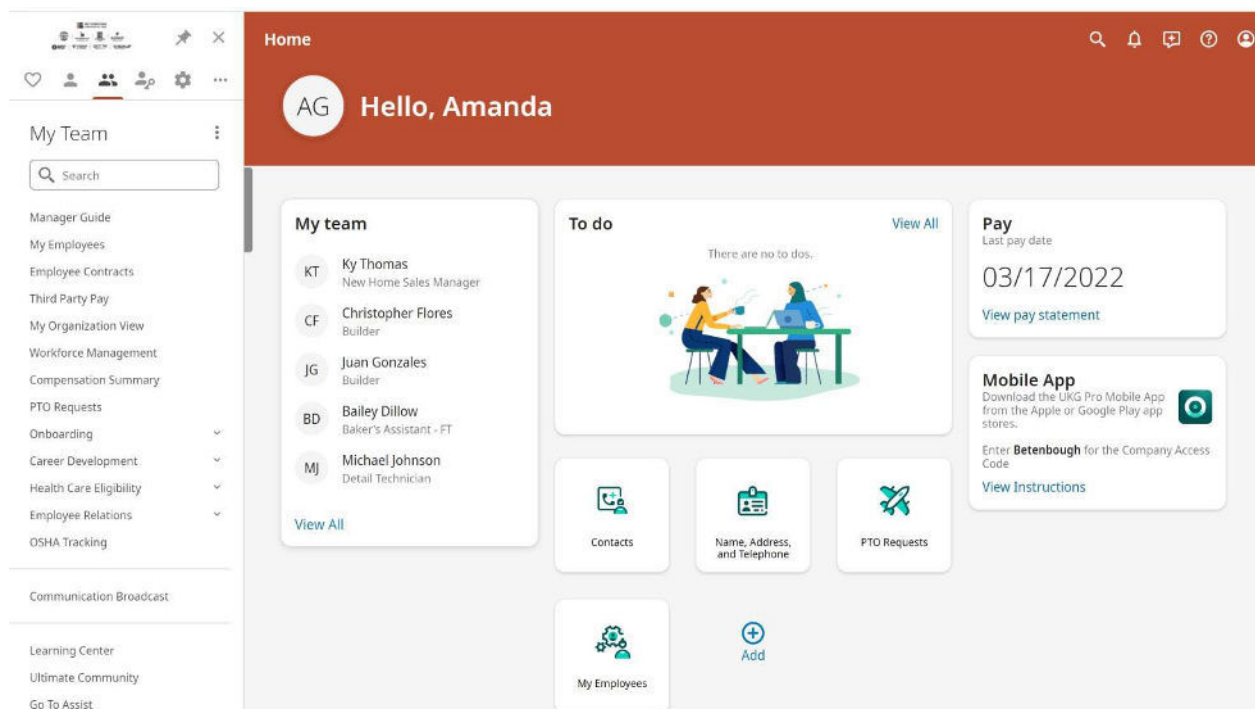
	One of your most important resources is UKG Pro → Click here to login. - UKG (Ultimate Kronos Group) is our employee support system. - Request PTO, clock-in and out, enroll in benefits and more!
	For ease of clocking-in and out download the UKG Pro app. Having trouble with the app or clocking-in/out? Need access to a previous pay statement or W-2? Email employeesupport@betenbough.com .



Login using Single Sign On.

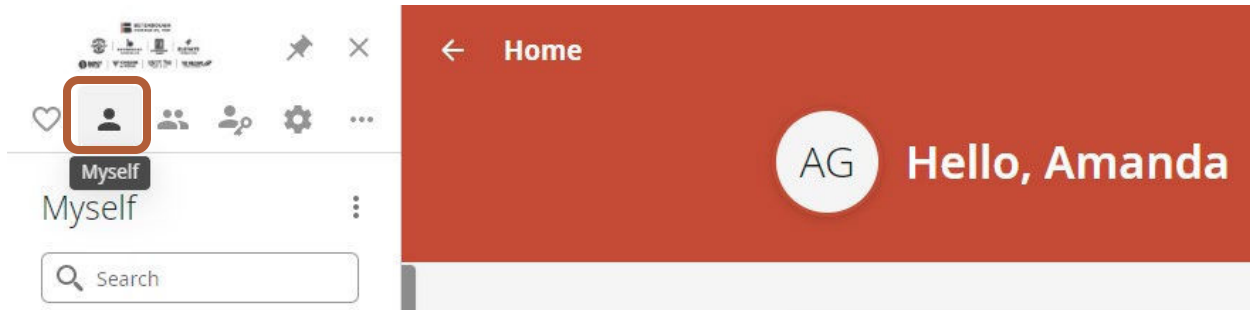


When you have successfully signed in, your UKG Pro Homepage will look like this:



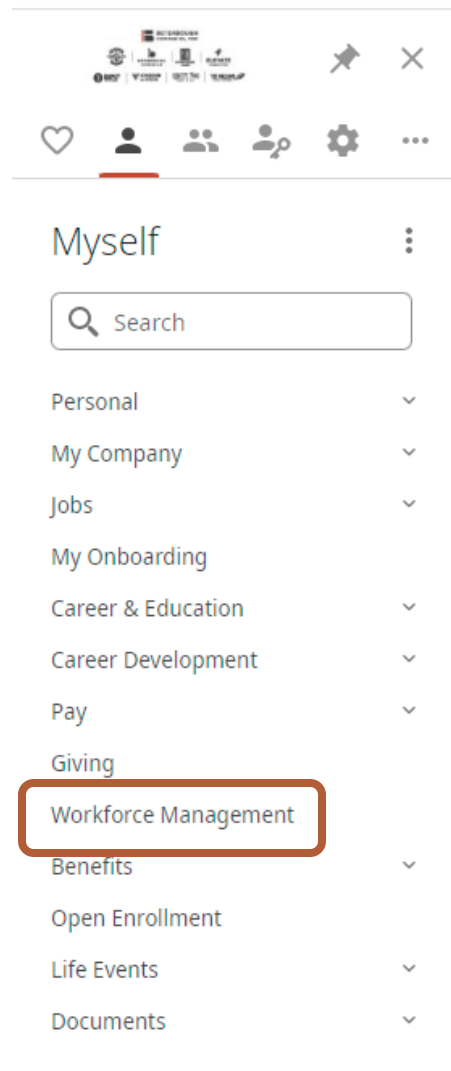
basic navigation

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



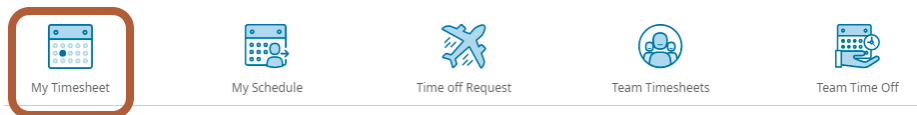
Click “Workforce Management” within the “Myself” column.

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



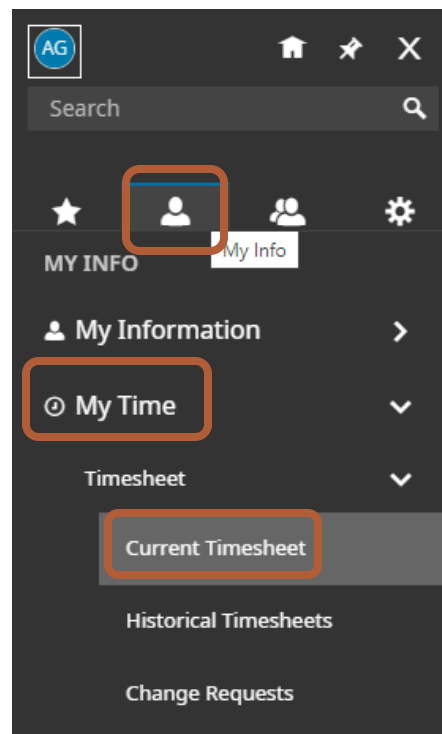
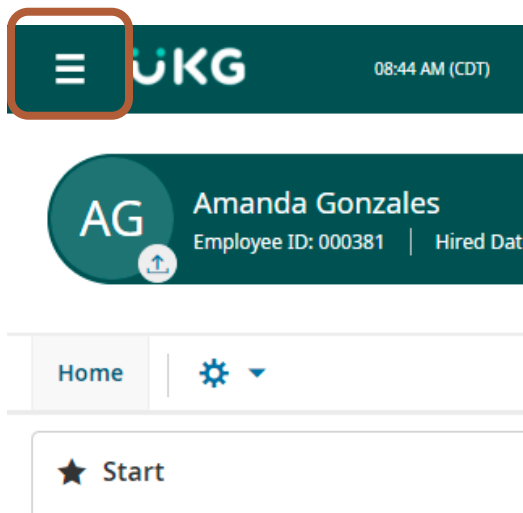
HOW TO VIEW YOUR TIMESHEET

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 > Timesheets > Current Timesheet

← Timesheet Edit

Save Submit Approve **Change Request** ...

Clock In Clock Out

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

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 No Schedule	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 No Schedule	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 No Schedule	07:00 am	To am	0.00	0.00	WED Apr 27		Consolidated	Employee Sup	
			0.00 hrs	0.00 hrs					
THU Apr 28 No Schedule	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 No Schedule	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.

April 24, 2022 - May 07, 2022 Open

Time Entry Extra Pay & Counter Adjustment Exceptions Calc Detail Calc Summary Counters Summary By Day

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

Cancel

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Region	Department	Notes
SUN Apr 24									
MON Apr 25 No Schedule	07:38 am	12:21 pm							
	01:17 pm	05:26 pm							
TUE Apr 26 No Schedule	07:47 am	10:18 am							
	01:33 pm	05:01 pm							
WED Apr 27 No Schedule	07:00 am	To am			WED Apr 27			Consolidated	
THU Apr 28 No Schedule	08:03 am	To am			THU Apr 28			Consolidated	
	11:20 am	11:20 am			THU Apr 28			Consolidated	
	12:24 pm	05:05 pm	4.68	4.68	THU Apr 28			Consolidated	
			4.68 hrs	4.68 hrs					

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

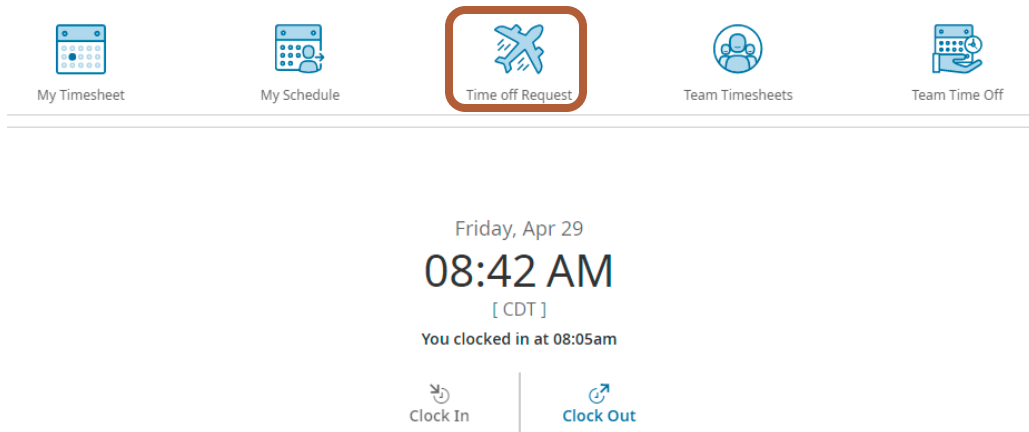
Cancel

Submit Changes

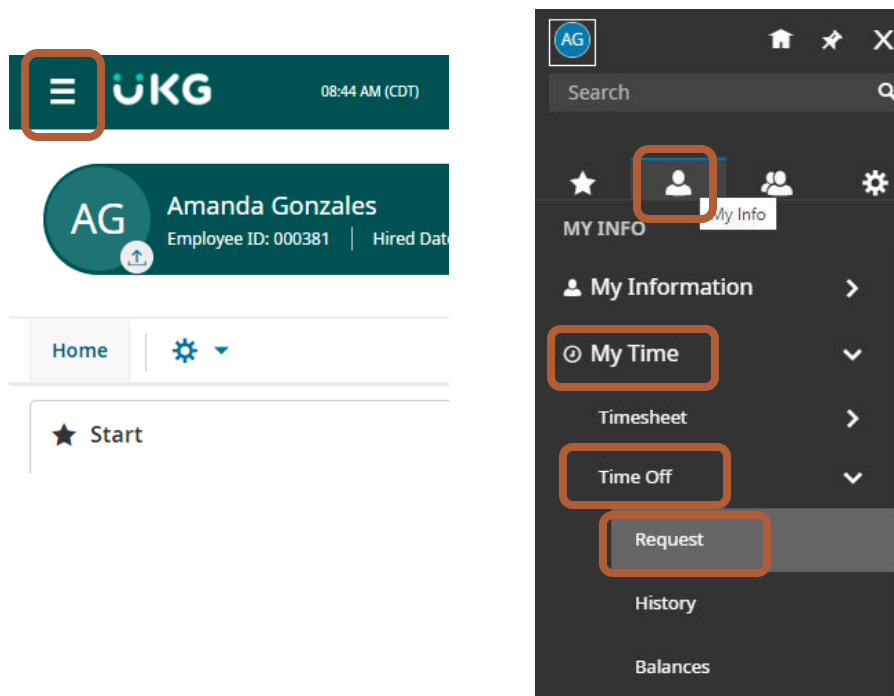
**Once you have submitted your change request, a notification will go to your leader to approve/reject your request.*

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
☐	Bereavement	Bereavement
☐	Business Travel/Training – HRLY	Business Travel/Training – HRLY
☐	Business Travel/Training – SAL	Business Travel/Training – SAL
☐	Commission Time Off	Commission Time Off
☒	Paid Time Off	Paid Time Off
☐	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

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

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.*