UKG Workforce Pro



Guide for All Staff

September 2026

Maryland-National Capital Park and Planning Commission

Table of Contents

How can I get help? 3

Section 1. Mastering the Basics 4

How do I log in? 4

How do I log out of UKG? 6

Section 2. Taking Action on Your Timecard 7

How do I find my Timecard? 7

How do I add or update my Timecard? 9

How do I add a new Project to my Timecard so that I can add time to it? 11

How do I review my Timecard? 15

How do I submit my Timecard? 16

Oops! I just noticed something that isn't quite right after I approved my Timecard. 16

Oops! I was out on leave and couldn't submit my Timecard on time. 17

Section 3. Printing Your Timecard for Your Records 18

How do I print my Timecard? 18

Section 4. Requesting Time Off 19

How do I request Time-Off (or leave) and review its approval status? 19

Oops! I need to change my Time-Off Request. 22

Section 5. Additional Features 24

How do I add frequently used pages to Favorites? 24

How do I use the Bryte A.I. Search and Navigation Feature? 25

Glossary 26

How can I get help?

Submit a ticket on ONPOINT for UKG/Kronos issue. Once you complete the ticket, your information will be sent immediately to the correct office to address your problem or issue.

How to complete an ONPOINT ticket:

1. Go to https://mncppconpoint.service-now.com/mncppc
2. Next, click on the ONPOINT icon on the right side of the page.
3. Then, click Create Ticket.
4. Select Category UKG/Kronos.
5. Your subcategory selection will be based on your issue, whether it's something broken, like a clock, or whether you are requesting something new, such as a request for reports.
6. Fill in Title of Issue.
7. Finally, complete Description of Issue.

Section 1. Mastering the Basics

How do I log in?

Find the UKG icon either on your Desktop or on InSite at **https://mncppc.sharepoint.com/sites/Insite**.



—or—

Copy and paste your URL. If you are prompted to enter credentials, enter your email address and password.

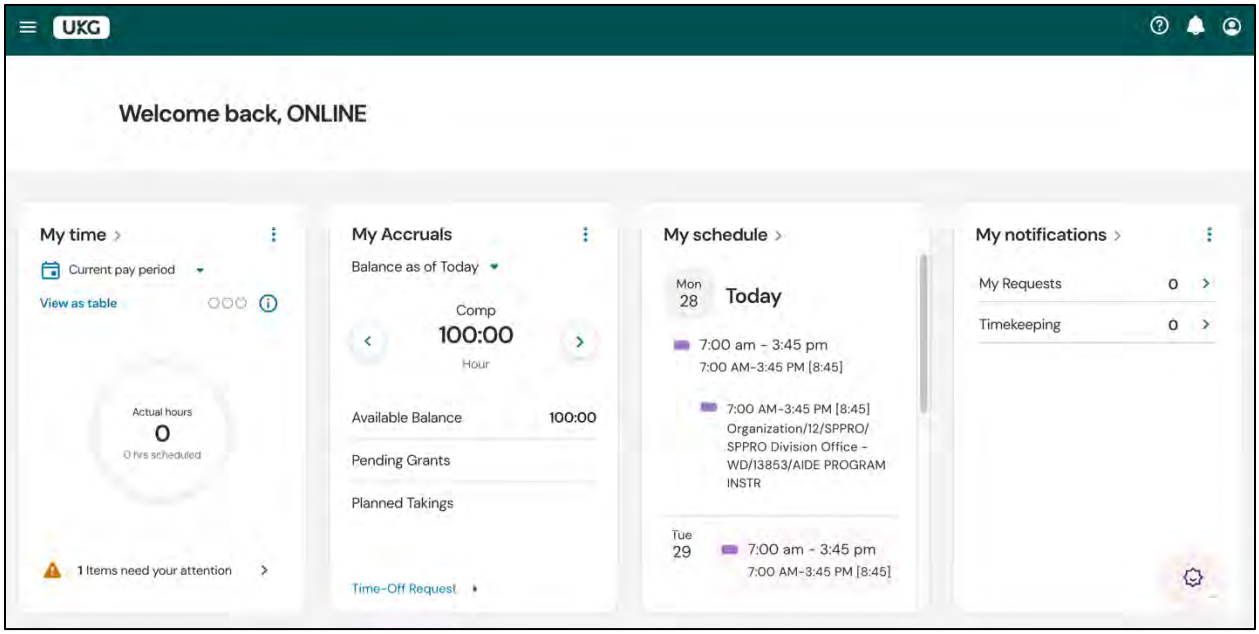


Tip

Most M-NCPPC staff have a single sign-on (SSO) and will not need to enter credentials.

On the Home page, you will see multiple features.

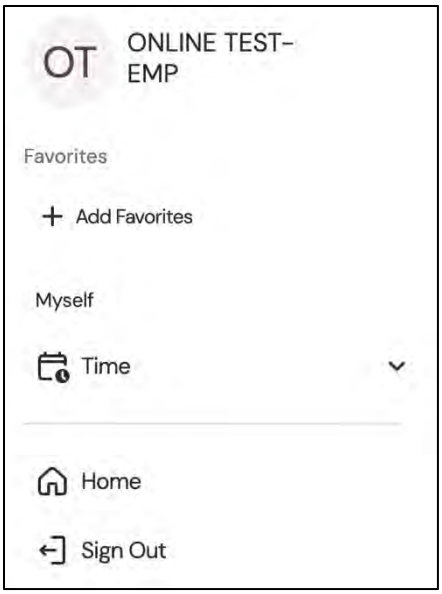
- On the top left, you see 3 lines. Those 3 lines are your **Main Menu.**
- Next to the **Main Menu** is the UKG icon, which is the Home button.
- On the top right, you see a question mark where you can get UKG's online help.
- Next to the question mark, you see the Alert icon.
- The white boxes on the Home page are called tiles. In this screenshot, you see tiles for **My time**, **My accruals, My schedule**, and **My notifications**. Employees with Manager access will see additional tiles.



How do I log out of UKG?

Go to the Main Menu on the upper left.

From the pop-up menu, click on **Sign Out** at the bottom of the menu.



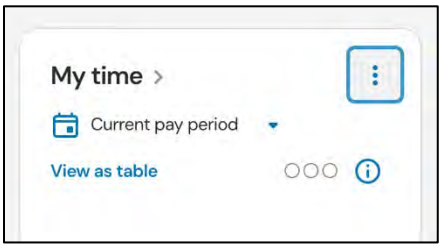
Tip

Sign out of UKG Workforce Pro every time you finish your work.

Section 2. Taking Action on Your Timecard

How do I find my Timecard?

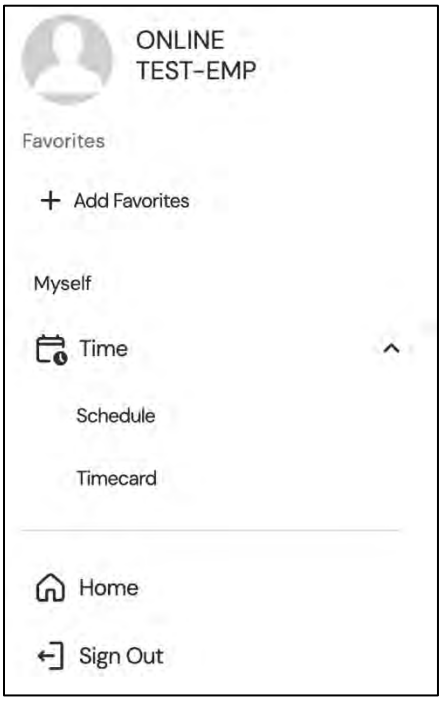
You will see the My time tile on your Home page. Click on the title **My time** to open your Timecard.



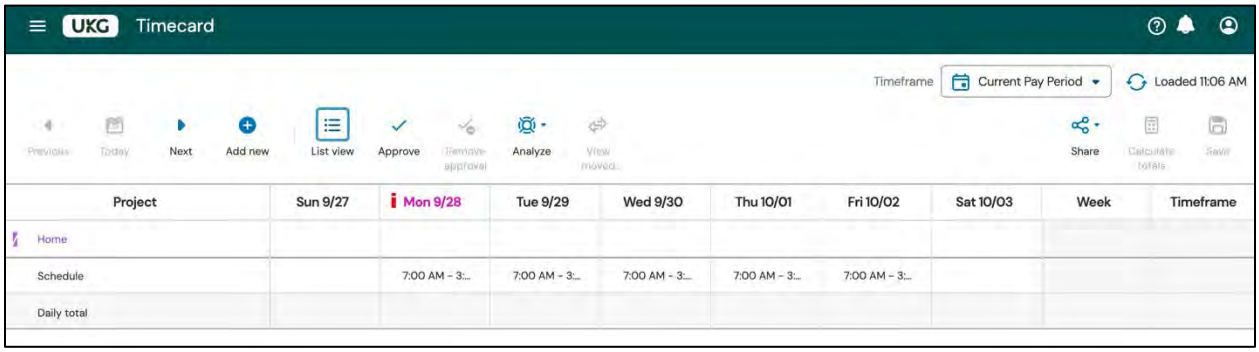
Tip

Depending on your role in the system, you may see multiple tiles on your Home page. All staff will see **My time, My Accruals, My schedule,** and **My notifications**. Managers/Time Approvers will also see additional tiles: **Manage Timecards, Manage Schedules,** and possibly **SMS Shift Fill.**

You can also access your Timecard from the Main Menu. Click on **Time** to expand the options, then select **Timecard**.



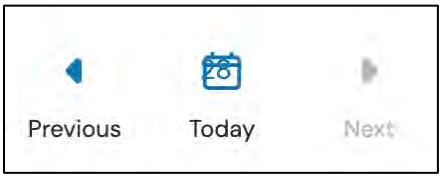
On the **Timecard** screen, you will see either week 1 or week 2 of the current pay period, depending on when you are logging in. The current date will be highlighted.



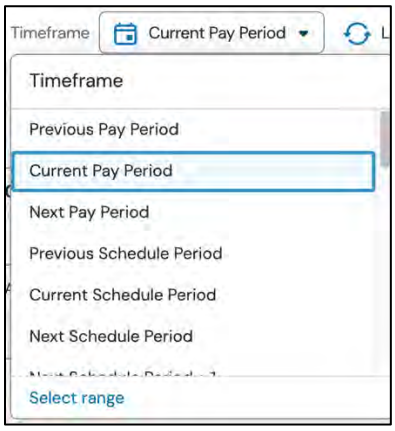
Tip

You can only see one week of the pay period at a time.

If you need to change the week you see on your screen, use the Previous or Next buttons on the top left of your screen.



You can also change the **Timeframe** by clicking on the **Current Pay Period** down arrow on the top right of the screen and making your selection.



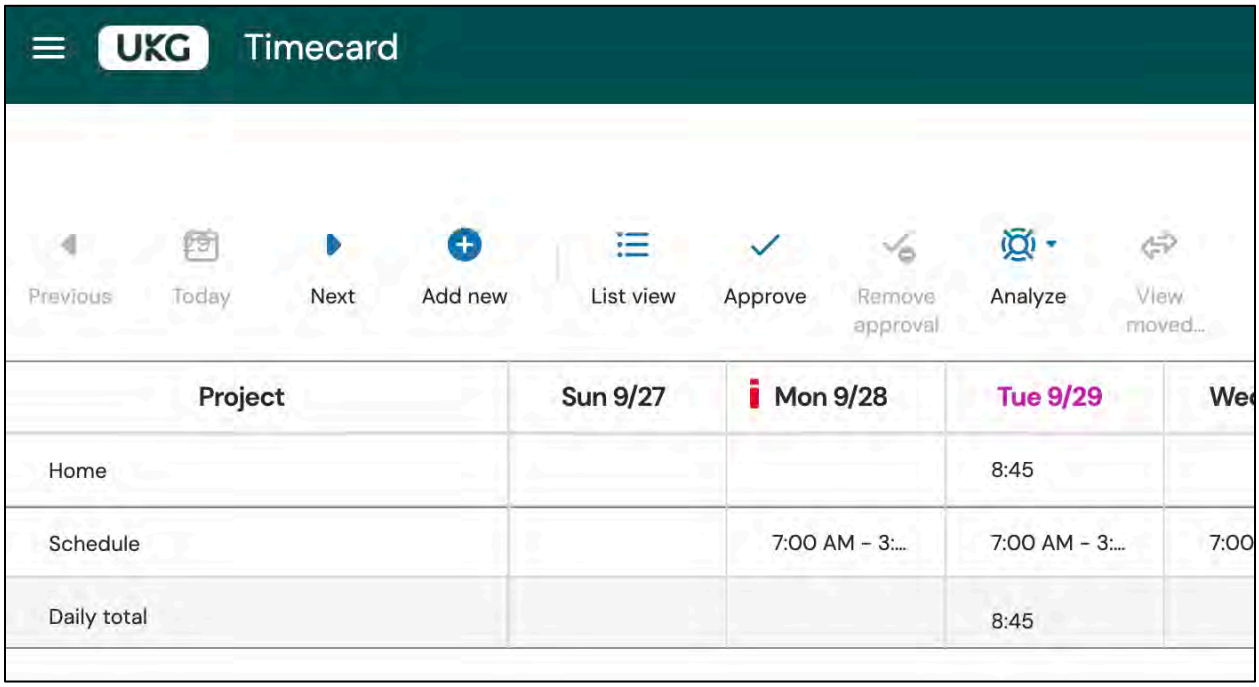
Tip

Need to go backwards? You can go to a Prior Pay Period and enter time if the Pay Period is not yet Signed-Off.

Need to work ahead? You can enter time into a Timecard for up to 365 days in advance.

How do I add or update my Timecard?

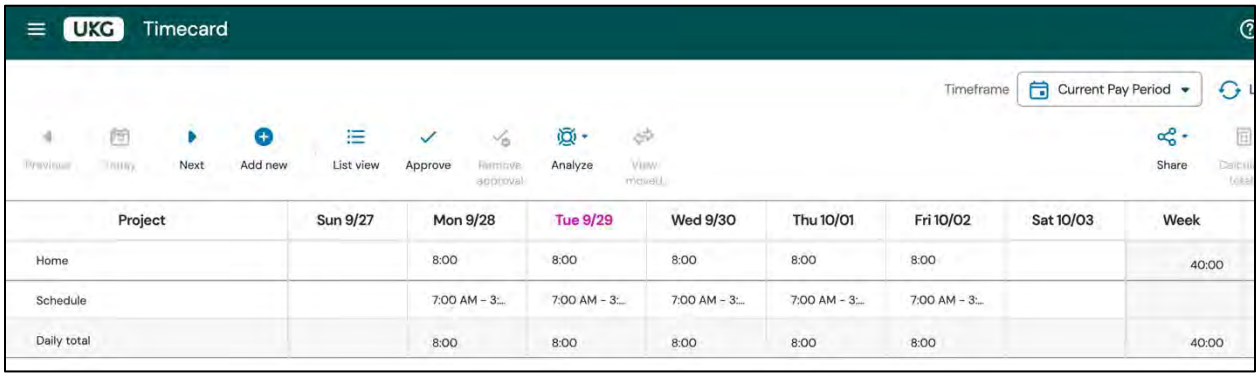
Now that you are in the week of the Timecard you want to add time to (or edit), click on the cell for the date and **Project** you want to add or edit, and type the number of hours into the cell.



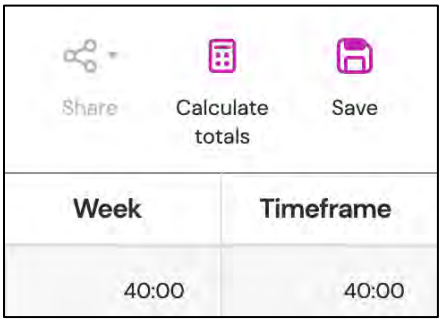
Tip

The Project column on the left is where Paycode and Transfers now show. Employees who have schedules in UKG will see them on their timecards.

Repeat until you have entered your time for the full pay period.



When you are finished with the week, click **Save** to see the totals for the **Week** and the **Timeframe**.



Tip

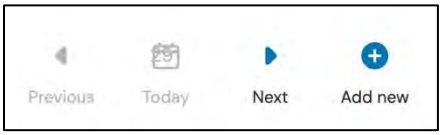
Always remember to save your work.

How do I add a new Project to my Timecard so that I can add time to it?

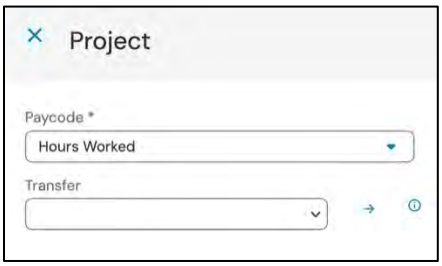
Tip

Project can mean the following: Adding a Pay Code and a Transfer (Transferring hours to an Account Unit and / or Activity Code), to your Timecard for you to add time in this Timeframe or in the future.

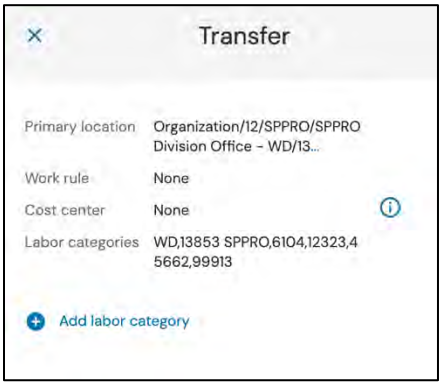
Click on the **Add New** icon on the top left.



A pop-up will appear on the right called **Project**. You will see two boxes: one for **Paycode** and one for **Transfer**. Use the down arrow to make your selections. (Note: The first time you log into the system, you will need to click the blue arrow to see Transfer Categories.)



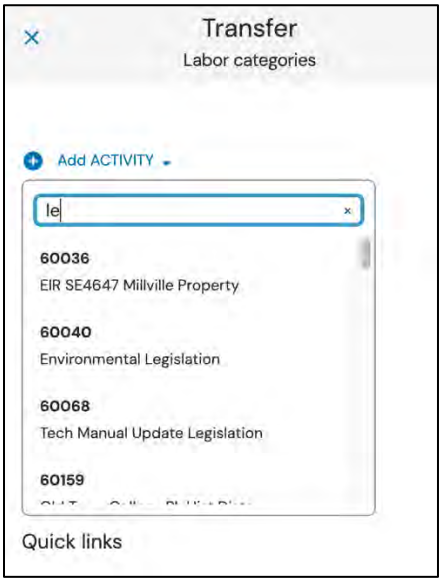
If you use the **Transfer** down arrow to choose another **Project,** you will see a dropdown menu of **Transfer** Categories. To add a new **Transfer** Category, click on the blue arrow to the right of the small blue *i* with a circle around it to access the **Transfer** Categories. Click **Add labor category**.



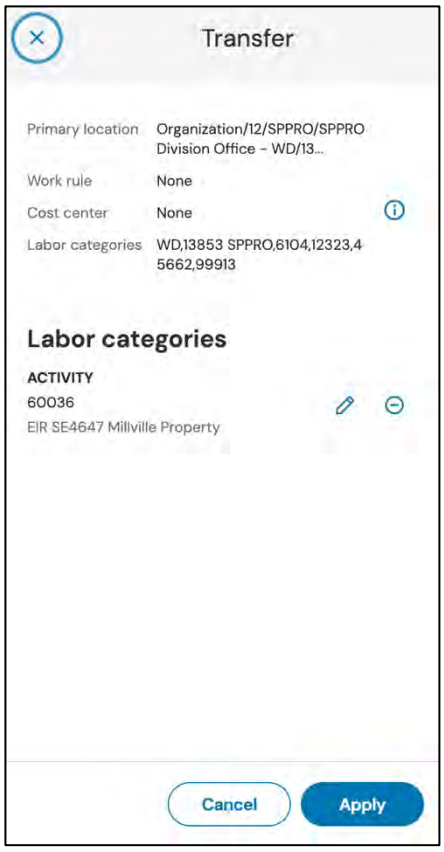
Tip

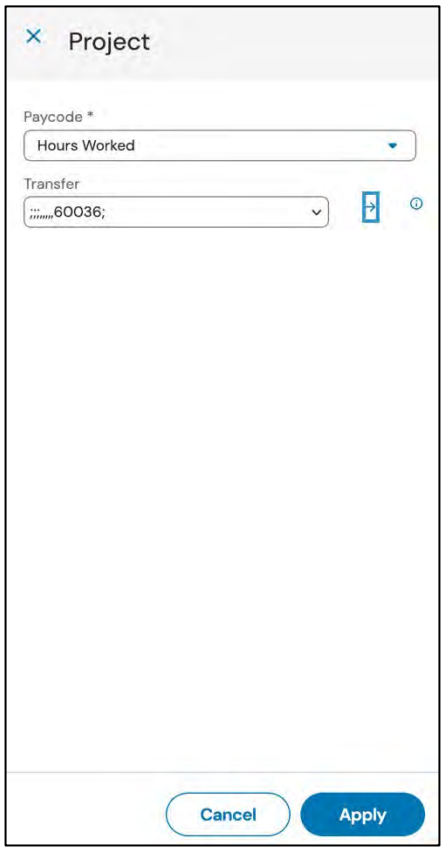
The Labor Categories for Transfers is generally for Program Activities.

On the next screen, click **Add Activity**. Use the **Search** function to find the **Activity** code. Select the code and click the **OK** button in the lower right corner of the screen.

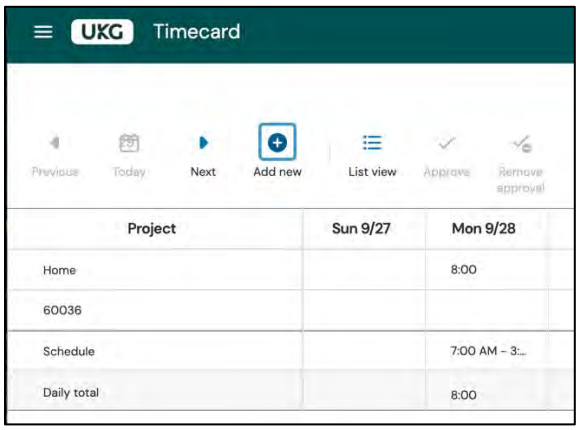


Review the information you selected and then click **Apply** in the lower right corner of the screen. The **Project** is now included in the drop-down list for **Transfer**. Select **Apply**.





Now you will see a new **Project** row on your Timecard, and you can add time to it.



Tip

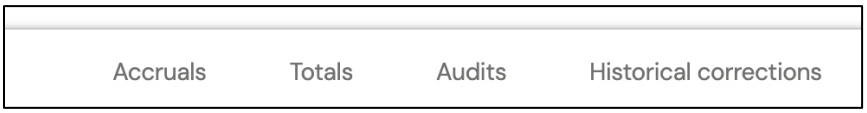
Good news: once you add this **Project** and have time on it, it will carry over to your next pay period Timecard. Labor Categories used in the Previous Pay Period will carry over to the Current Pay Period. If you do not use a Labor Category from the Previous Pay Period in the Current Pay Period, it will not carry forward to the next.

How do I review my Timecard?

Tip

At the end of the pay period (or when you finish your work within that pay period), review your totals before you submit.

Click on the **Totals** tab at the bottom of your screen so you can look at the **Totals** for the full pay period.



If you see anything you need to fix (add, edit, etc.), fix it in the weekly timecard grid where you added your time. Again, click **Save** when finished.

How do I submit my Timecard?

To submit your Timecard, click on **Approve** (the check mark).

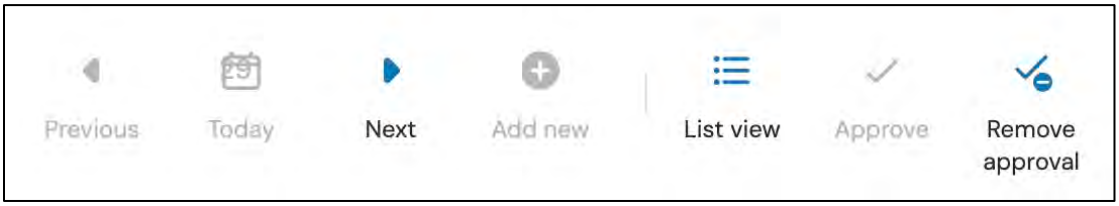


Tip

In the system, the **Approve** command is how you submit your Timecard. You are approving your own Timecard so it can go to Manager for review.

Oops! I just noticed something that isn't quite right after I approved my Timecard.

If your Manager has **not** reviewed and approved it yet, you can click **Remove Approval**, edit your time in the timecard grid, and click **Save**. Of course, you'll want to review the **Totals** again and then click **Approve** to resubmit.



If your Manager has reviewed and approved your Timecard, you will need to contact your Manager to make any changes. Only a Manager or Time Admin can make changes after Manager approval.

Your Timecard may be different colors, depending on the approval status. These colors are a signal to you and vary depending on whether you work one job or multiple jobs. The table below will help you understand what the colors are indicating.

Yellow background	If you work one job, a yellow background indicates that either you or your Manager have approved the Timecard, but not both of you.
Green background	If you work one job, a green background indicates that both you and your Manager have approved the Timecard.
Light purple background	If you have multiple jobs, a light purple background indicates that the Timecard has been approved by your Manager but not you. If you see cells without shading at all, then one or more of your Managers have not yet approved that time.
Gray crosshatch	For everyone, gray crosshatches indicate that the Timecard has been Signed-Off by a Time Admin.

Oops! I was out on leave and couldn't submit my Timecard on time.

If you are out of the office unexpectedly, a Manager will enter time for you so you can get paid (*Note: if only the Manager approves a Timecard, it will remain yellow in the system*).

Tip

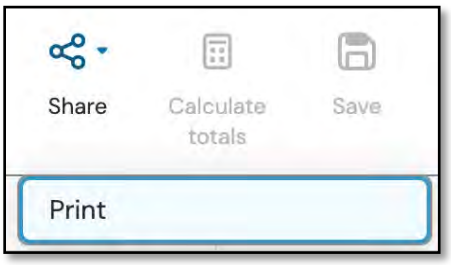
All full-time career employees in active status must have 80 hours of time entered per pay period, either work or leave.

Section 3. Printing Your Timecard for Your Records

How do I print my Timecard?

Navigate to your Timecard.

You will see an option there to **Share** with a down arrow. When you click the **Share** down arrow, you can choose to **Print**.



You can **Print** any Timeframe or multiple Timeframes for your records.

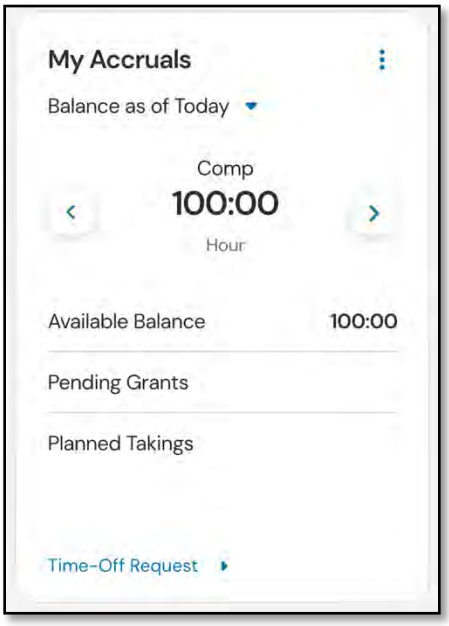
Tip

You can only print one year of attendance at a time.

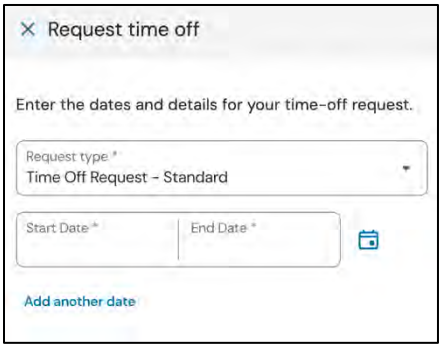
Section 4. Requesting Time Off

How do I request Time-Off (or leave) and review its approval status?

You will see a **My Accruals** tile on the Home page. Go to **Time-Off Request** at the bottom.

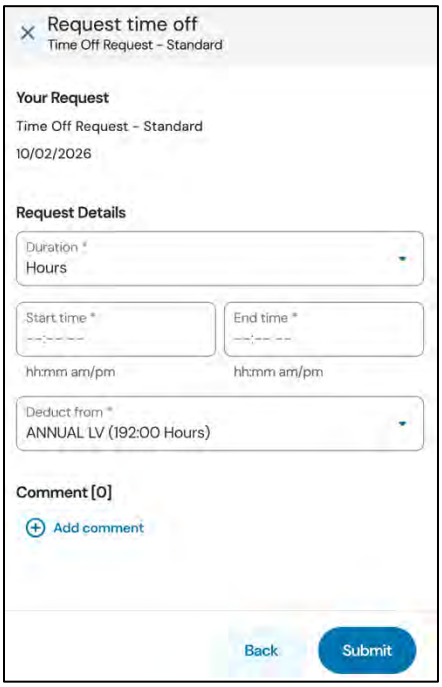


A new screen will pop up on the right. Use the **calendar icon** to enter the **Start Date** and **End Date** for your Time-Off Request. Then, click the **Next** button.



On the next screen, enter your **Start time** and **End time** of your leave.

In the **Deduct From** box, click the down arrow to see the list of leave plans and balances. Then, select the plan you are deducting from.

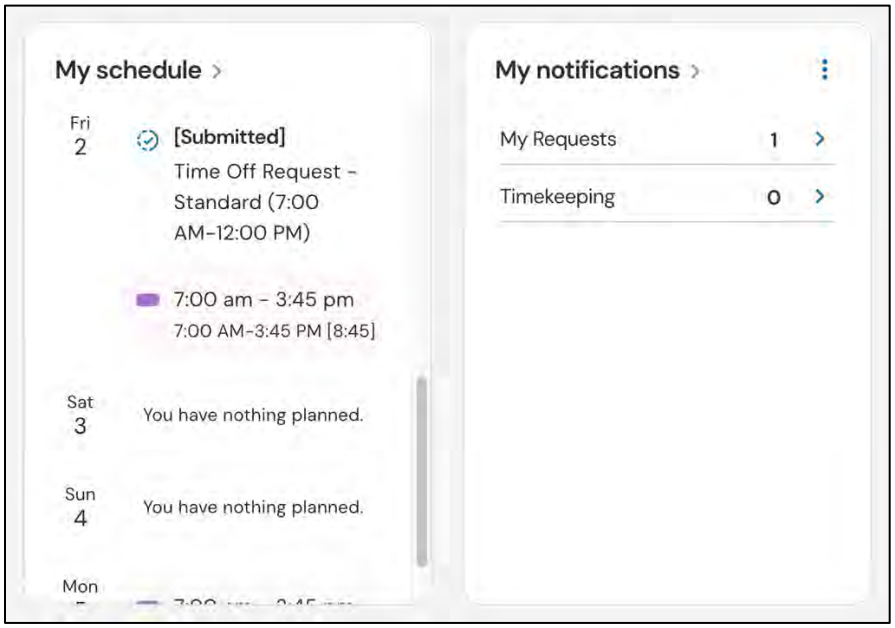


After selecting a plan, you can add an optional comment by selecting **Add comment**, or you can click **Submit**. Your request will be sent to your Manager.

Tip

Only include your scheduled paid work hours, not scheduled unpaid lunch.

Your submitted request will appear in the **My schedule** tile as a submitted request and on your **My notifications** tile in the category of **My Requests**.



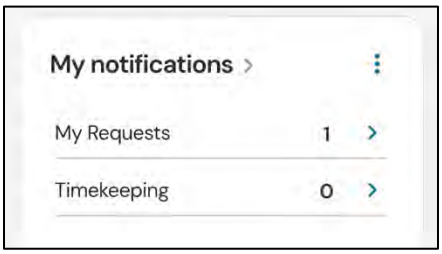
Once it is approved, you will see the status of your Time-Off Request change from **Submitted** to **Approved** on your **My schedule** tile.

Tip

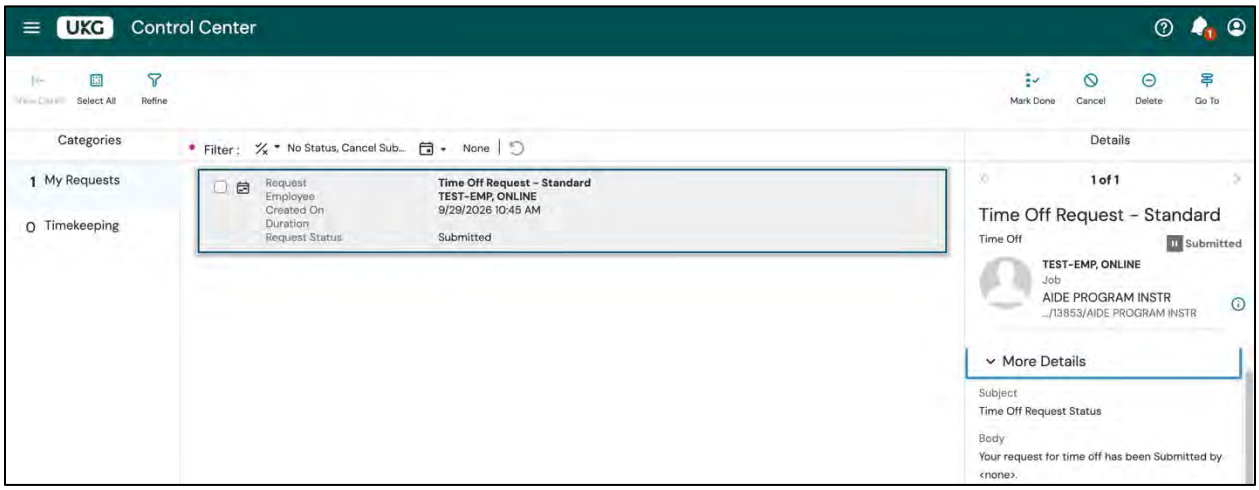
The approved hours will also be displayed on your Timecard.

Oops! I need to change my Time-Off Request.

Click on the **My Requests** link in the **My notifications** tile.



You will see your Time-Off Request and its status in the **Control Center**.



Tip

When you look at the summary of your Time-Off Request, you will see a **Created On** date. Please understand that that date is not the date of your leave; it is the date you requested leave. To see the leave dates, you can view additional information in the **Details** on the right.

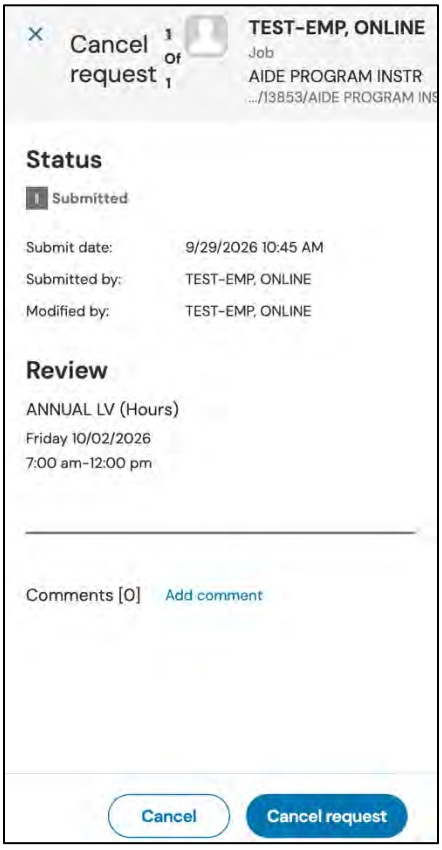
If you want to *cancel* your Time-Off Request, you can do it either before or after your Manager approval by selecting the request (i.e., put a checkmark in the select box of the request), then clicking **Cancel** at the top of the **Details** panel.



Tip

The delete action does not cancel a Time-Off Request. You can use the delete action to clear Your **Notifications** inbox of processed (Approved/Cancelled/Pending/Refused) Time-Off Requests.

You will see a pop-up asking you to confirm you want to **Cancel request**.



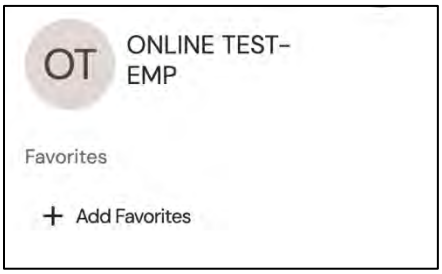
If you want to *modify* your submitted request, first check the status to see if you have Manager approval. If your Manager approved the request, you will need to contact your Manager outside the system to request a change. If your Manager has not yet approved the request, you can cancel it and then create a new request.

Section 5. Additional Features

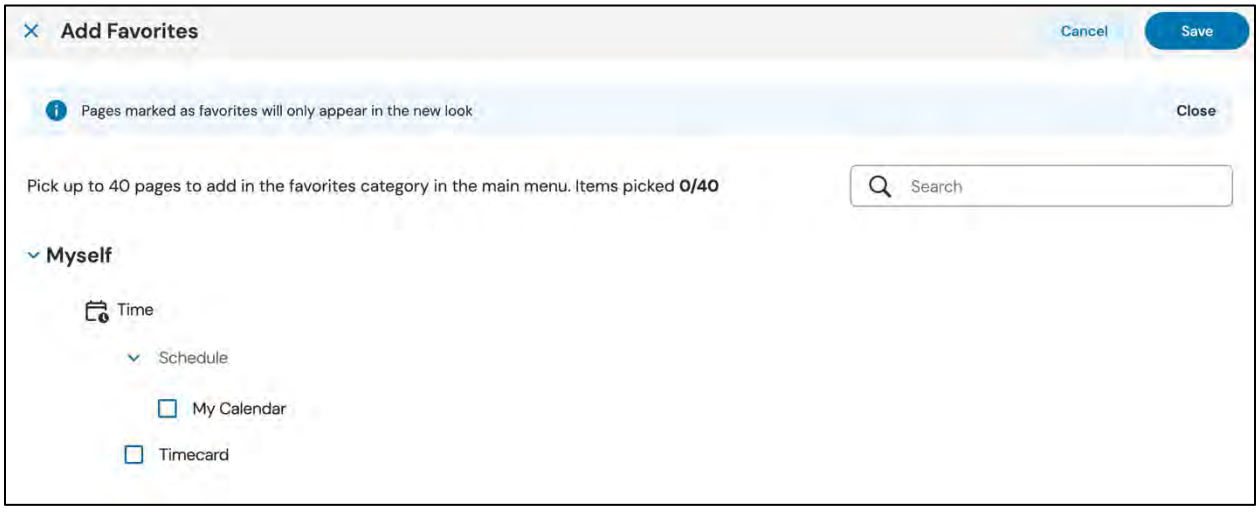
How do I add frequently used pages to Favorites?

You can personalize your Main Menu by adding your most frequently used pages to Favorites. Favorites provide quick access to multiple pages within the system.

To add a page to **Favorites**, select the **Main Menu**, then click on **Add Favorites** under the Favorites option.



Expand the menu subcategories to see available options. Select the **checkbox** next to each item you would like to add to **Favorites**. Then select **Save**.



The item will now appear on the **Main Menu** under **Favorites**.

How do I use the Bryte A.I. Search and Navigation Feature?

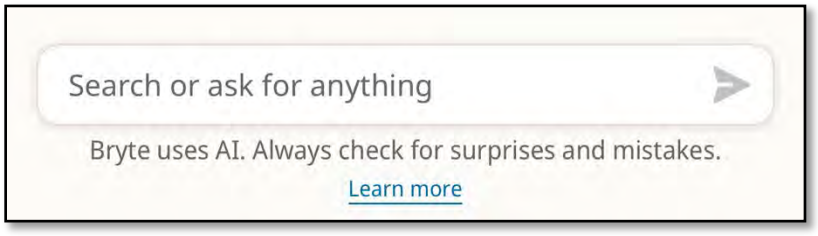
The **Bryte A.I. Search and Navigation action button** appears in the lower right corner of the screen on most pages in the system. You can use the system to help you quickly get to any area of the system or ask a question to find information, such as:

- Open my timecard.
- Where can I enter a time-off request?
- What is my schedule this week?

To launch the Bryte A.I. feature, select the **button** in the lower right corner of the screen.



In the **Search or ask for anything** text box at the bottom of your screen, enter your request, then select the **Search Arrow**.



Glossary

- **Accruals**: Amount of time off an employee has earned but not yet used.
- **Activity Code**: A code used to track a project or program tasks and time spent on them.
- **Approval**: The final step in timecard submission, indicating confirmation of hours by the employee or Manager/Time Approver.
- Bryte A.I.: A search and navigation feature that uses artificial intelligence to assist with routine tasks and answer questions within the UKG application.
- **Favorites**: A feature that allows a user to add frequently used items for quick and easy access.
- **Grand Total**: The total number of hours recorded on a timecard summarized by pay code and labor categories.
- **Labor Category**: A way to organize information about what an employee has worked on (i.e., job, employee's assigned job location, and so on).
- **Labor Code**: A code used to track project or program tasks and time spent on them.
- **Manager/Time Approver**: Individual with the authority to approve other employee's Timecards.
- **Pay code/Pay Code**: Codes used to classify types of hours worked, such as regular, overtime, or holiday hours.
- **Pay Code Total**: The total number of hours associated with a specific pay code on a Timecard.
- **Pay Period**: The recurring schedule by which employees are paid biweekly.
- **Schedule**: Displays an employee's assigned work shifts, including start and end time, locations, and assignment (if applicable).
- **Single Sign-On (SSO)**: Allows employees to log in to the UKG system using the same credentials as their email account.
- **Tile**: A visual, clickable element on the UKG landing page or homepage that provides quick access to key features, tools, or information – such as Timecards, Schedules, or Accruals.

- **Time Administrator/Time Admin**: An individual authorized to finalize time records within the timekeeping system.
- **Time Approver**: Individual with the authority to approve other employee's Timecards.
- **Timecard**: A digital record of hours worked by an employee.
- **Time-Off Request**: Allows an employee to request planned absences such as vacation, sick leave, or personal days through an online form. The request is routed to the appropriate Manager/Time Approver for approval.
- **Totals Tab**: A section where cumulative hours or pay period summaries are displayed.
- **Transfer Code**: Employees use transfer codes to accurately allocate time work to the appropriate Position, Account unit, and Activity.
- **UKG (Ultimate Kronos Group)**: The company that provides workforce management and human resource management services.