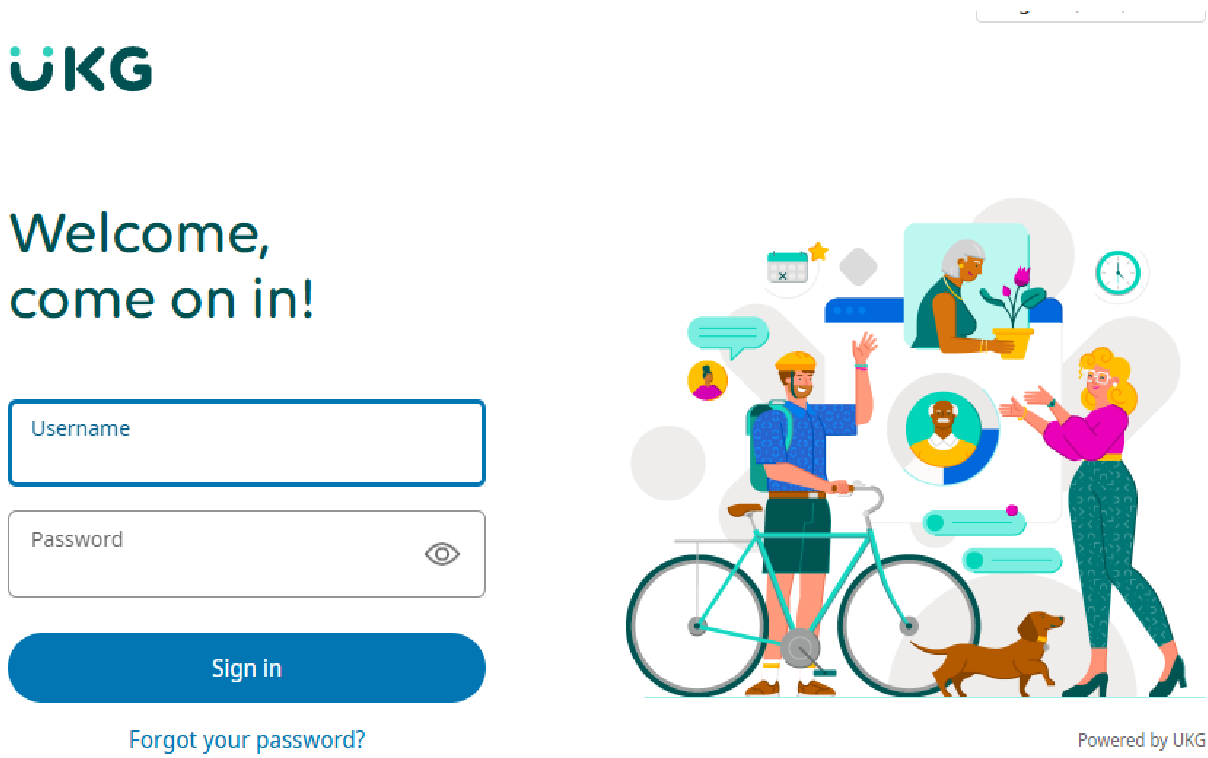
UKG User Guide – UKG Pro



UFCW
America's Food and Retail Union

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1) Introduction

1.1 Introduction

We are excited to introduce UKG (Ultimate Kronos Group) as our new Human Resource Information System (HRIS), designed to streamline our HR processes, improve accessibility, and enhance your experience with self-service features. This guide will walk you through the system's key functionalities, providing you with the resources and knowledge to navigate UKG with ease.

As part of our commitment to enhancing HR operations and employee experience, we are transitioning from our previous system, Ascentis, to UKG. While Ascentis has served us well, UKG offers a more comprehensive and user-friendly platform that will allow us to better manage our workforce, track time and attendance, handle payroll, and provide greater access to self-service features for all employees.

This guide is intended to help you understand and make the most of the new UKG system, ensuring a smooth transition and enabling you to efficiently complete everyday HR tasks. Whether you're an employee, manager, or HR staff member, you'll find step-by-step instructions, tips, and resources to help you navigate UKG with confidence.

We are excited for you to explore the new possibilities UKG offers and look forward to making this transition as seamless as possible. If you have any questions or need additional assistance, please don't hesitate to reach out to Human Resources.

1.2 Purpose of the User Guide

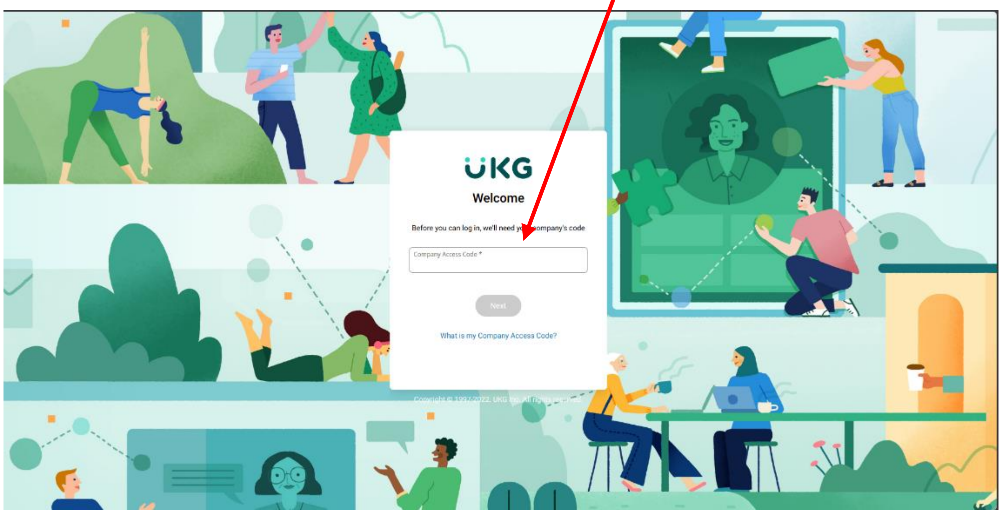
This user guide is designed to provide employees and administrators with a comprehensive understanding of the UKG system. It will outline key features, functionalities, and step-by-step instructions to navigate and utilize the system effectively and accurately. This guide also aims to support users in performing essential task .

2) Accessing UKG

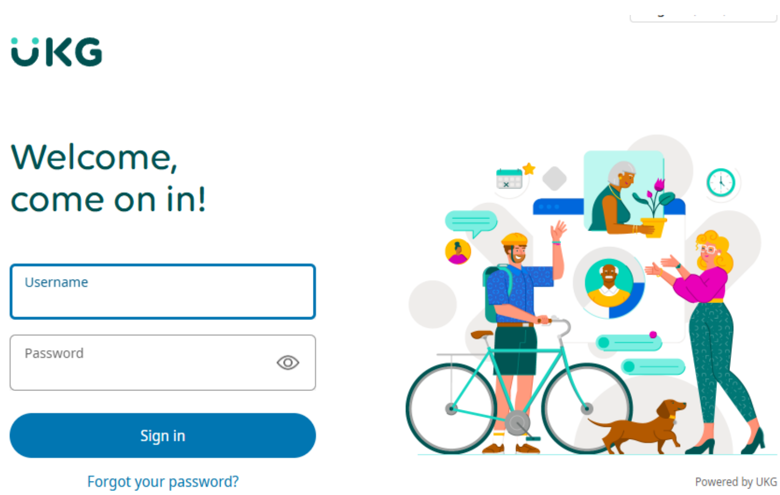
2.1 Logging into UKG

In order to access UKG you will need to open your internet browser and will navigate to https://ufcwi.ukg.net/

You will be arrive to the UKG welcome page below where it will ask you for your organizations access code. You will enter - UFCWI - below.

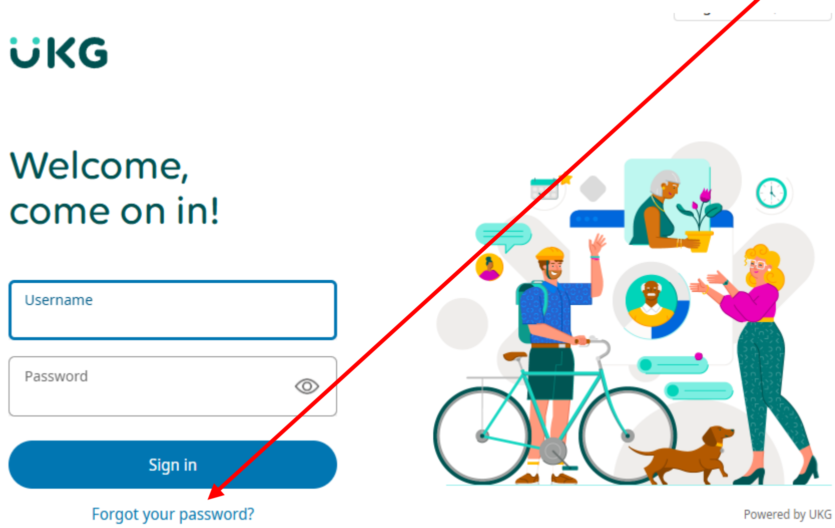


Once this has been completed you will be brought to the following page where you are able to log in for the first time using your work email in the username section and your date of birth with two digits for the month, two digits for the day, and 4 digits for the password (e.g.01011950).

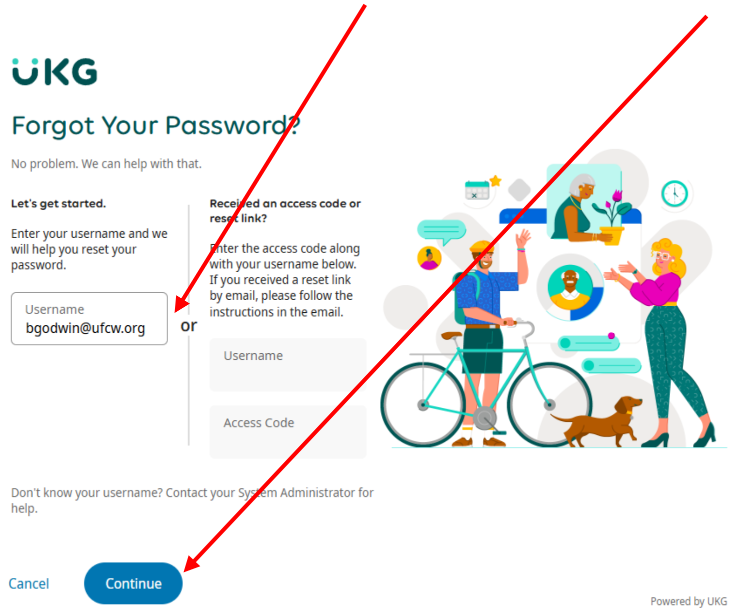


2.2 Forgot Password

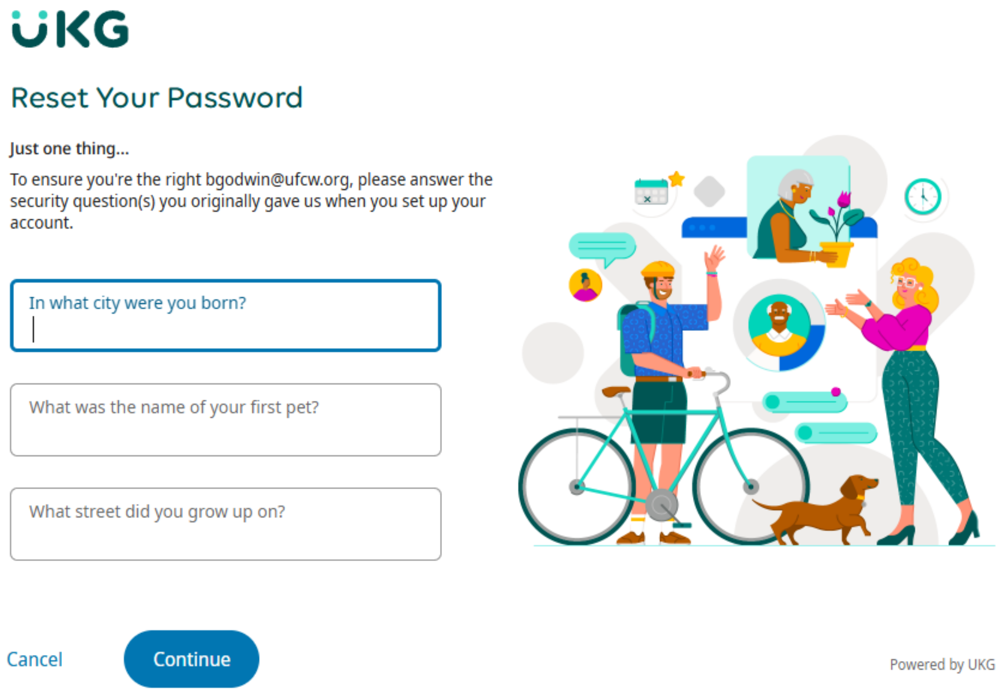
In the case that you forgot your password, you do have the option to reset your password on your own. From the login in page you will select "Forgot your password".



Clicking "Forgot your password?" will bring you to the following page. Here you will provide your username, your work email address, and select continue.



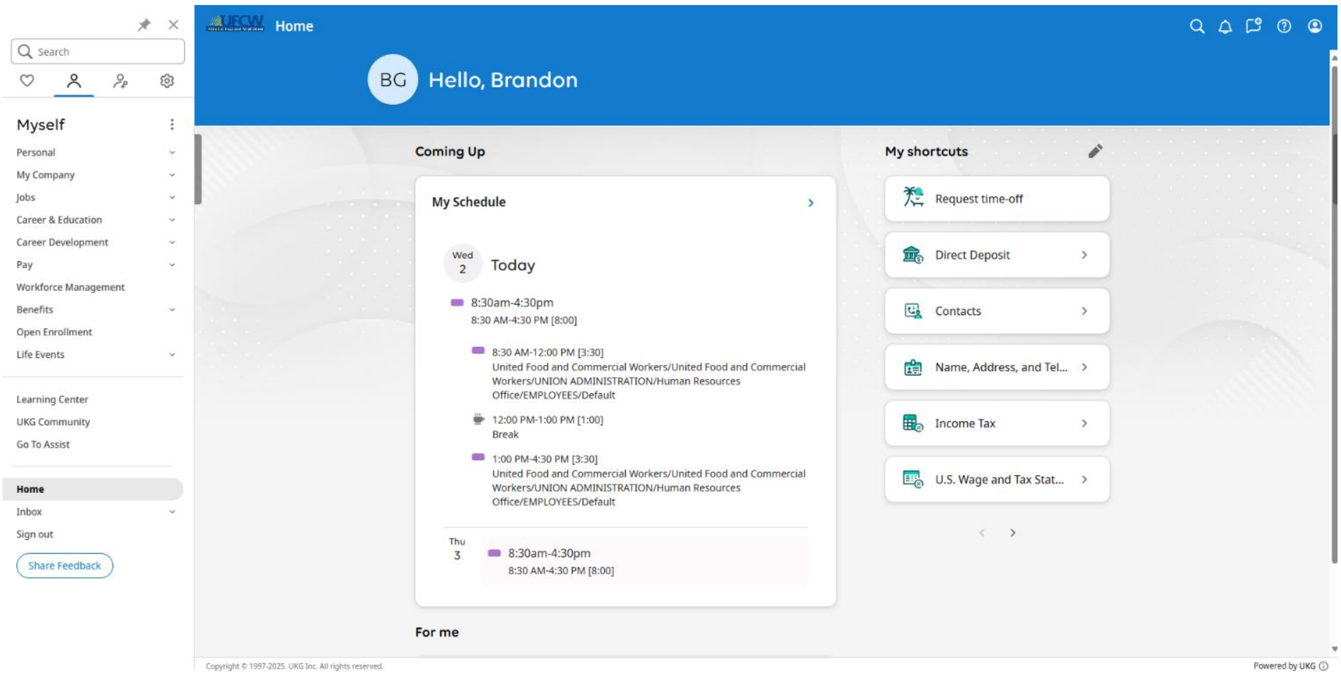
This will bring you to the next page which will ask you the security questions that you have set when you first log into your account.

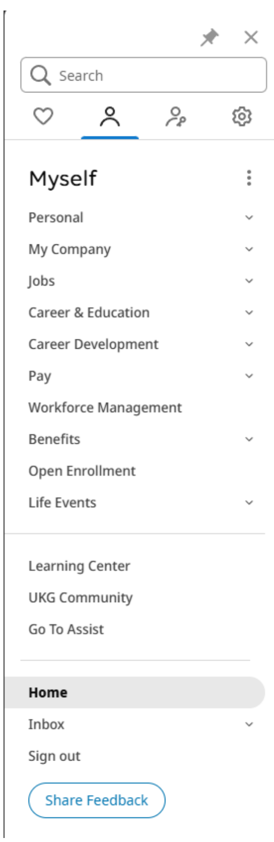


Once you have entered in your information, UKG will send you an email with a link to reset your password. Click on that link and provide a new password.

2.3 Navigating the dashboard

Once you have logged into your account you will be greeted by your dashboard with your name at the very top.





Personal – This area will provide you with information such as your employee summary, emergency contacts and other key information.

My Company – This area will provide you with news & information, employee directory, and the organization chart.

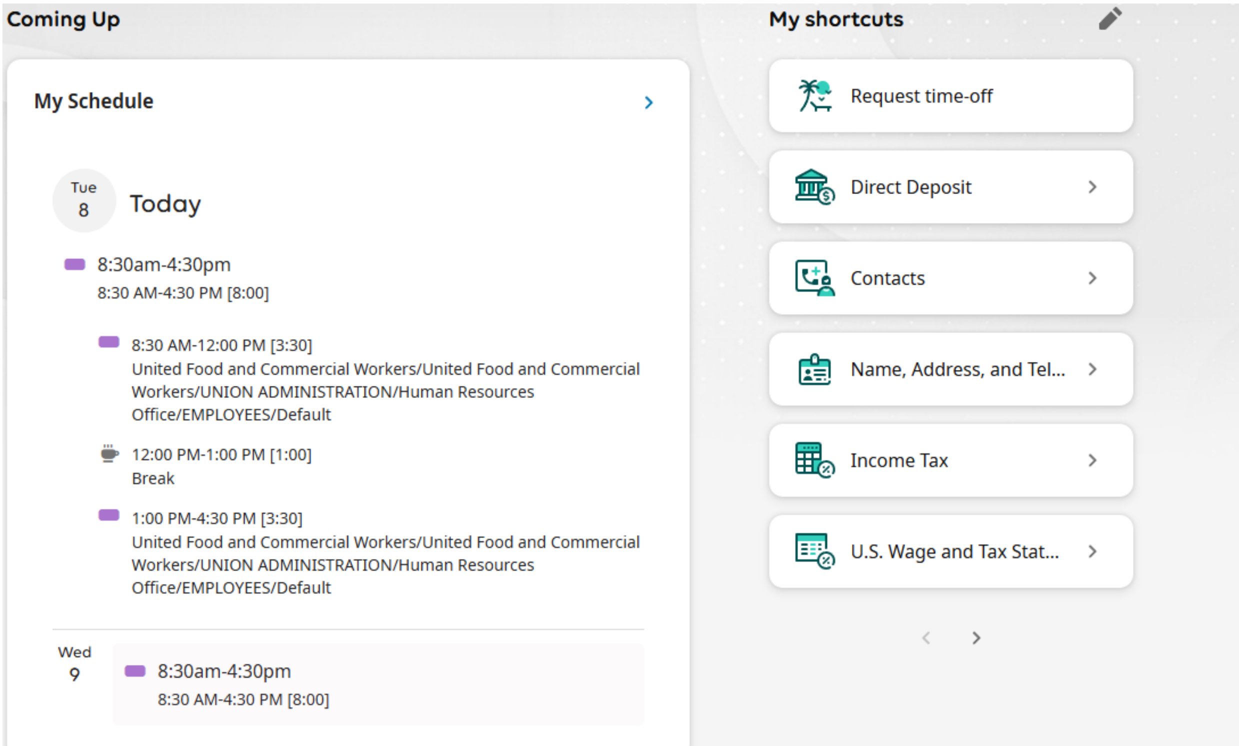
Jobs – This area will give you information pertaining to your job, compensation, job history, and your performance reviews.

Career & Education – This will provide you with a summary of your skills, awards and education.

Career Development – This area provides you with trainings that are available to you, anything that needs to be completed, and those that have already been completed.

Pay – This is the area that you can see your current pay statements, pay history, YTD summary, and your direct deposit information.

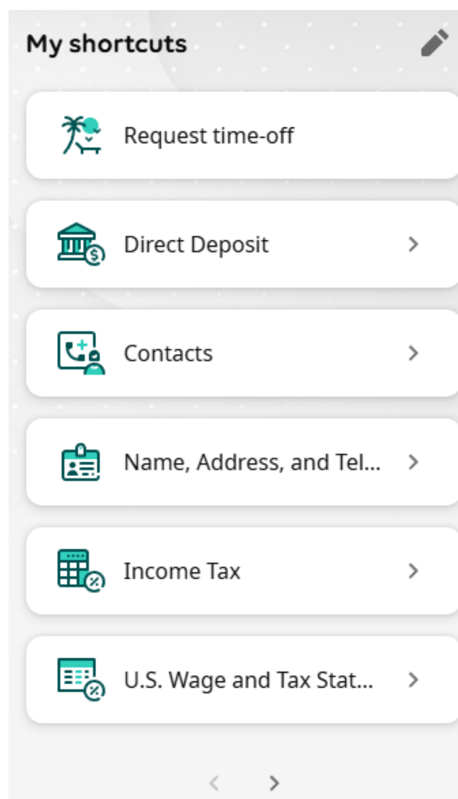
Workforce Management – This is the link you would use to get to your timesheets.



The main screen will provide each employee with what their typical schedule is based on Workforce Management.

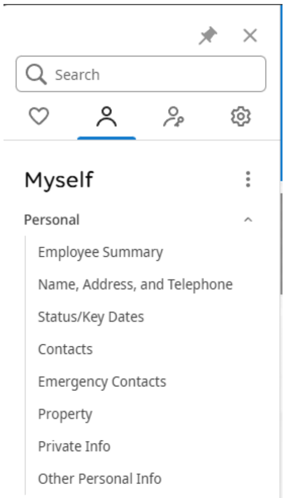
My Shortcuts

On the right side of the screen, you will see shortcuts that you can edit based on what you would like easy access to. For this example, you can see that there is a shortcut for requesting time off, direct deposit, contact, your Name, Address, and Telephone information, income tax information and U.S. Wage and Tax Statements.



3) Employee Self-Service Features

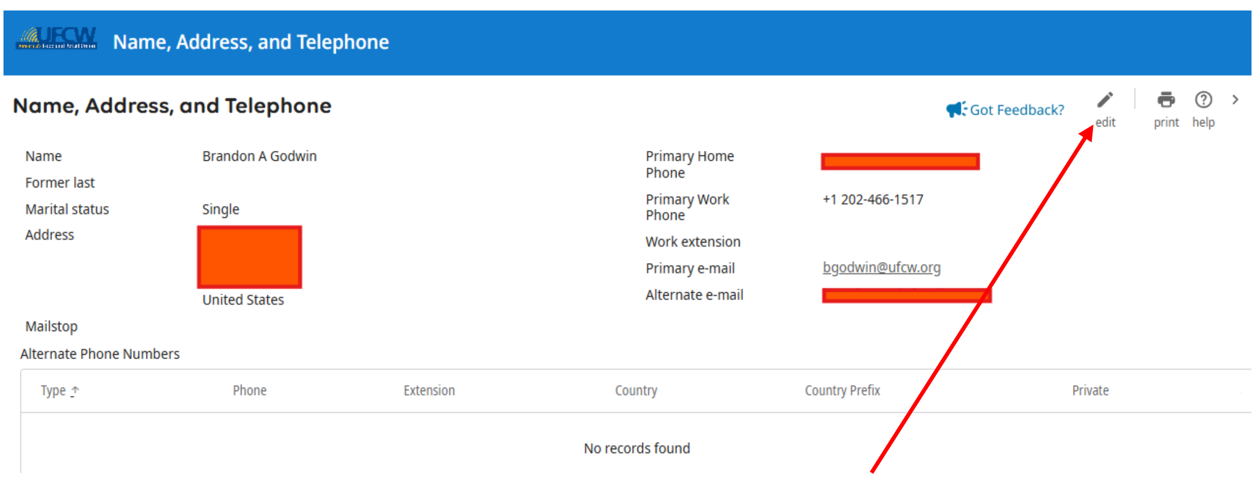
3.1 Viewing Personal Information



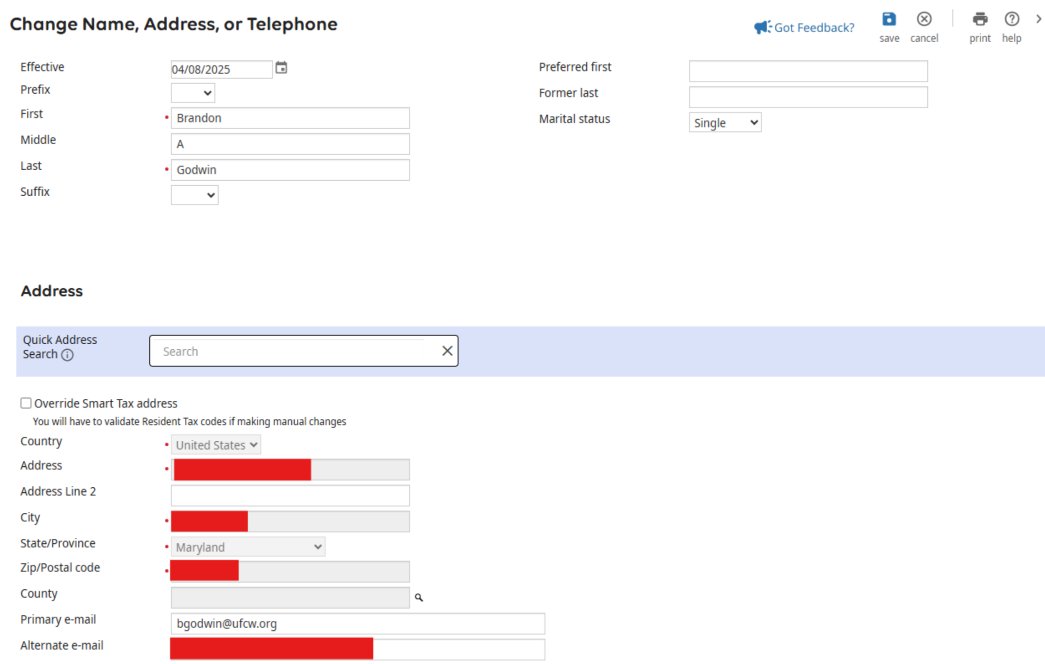
When you navigate to the right side of the dashboard, you will have the choice to view your personal information.

Employee Summary – This section provides you with all of your personal information such as your name, employee number, address, and contact information. This section also includes company information such as your seniority, and department (with department code). Finally, this section provides basic information regarding your job.

Name, Address, and Telephone – In this section of your profile you can view you're direct contact information to include your name, address, phone number, and email address.



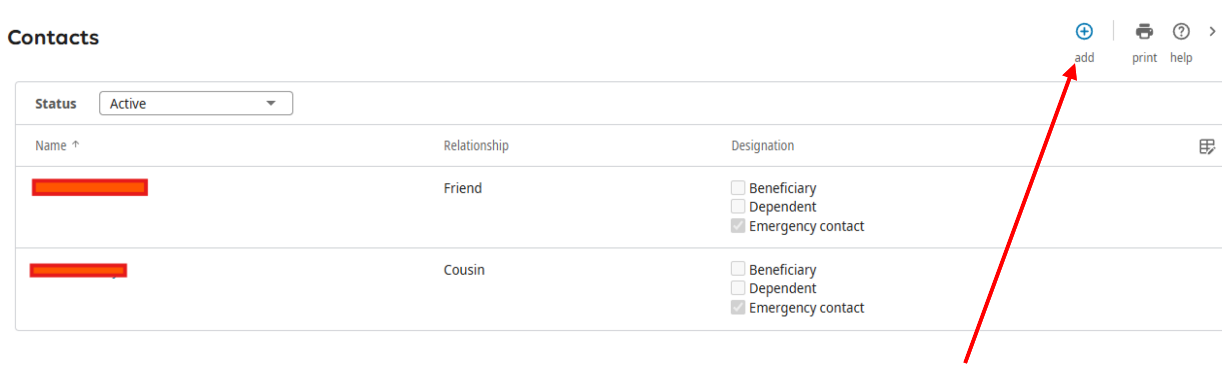
If you would like to edit this information you would select the edit icon at the top right. Right now, this feature is inactive but will be available at a later date once we are able to set it up so that it notifies the right parties before being confirmed.



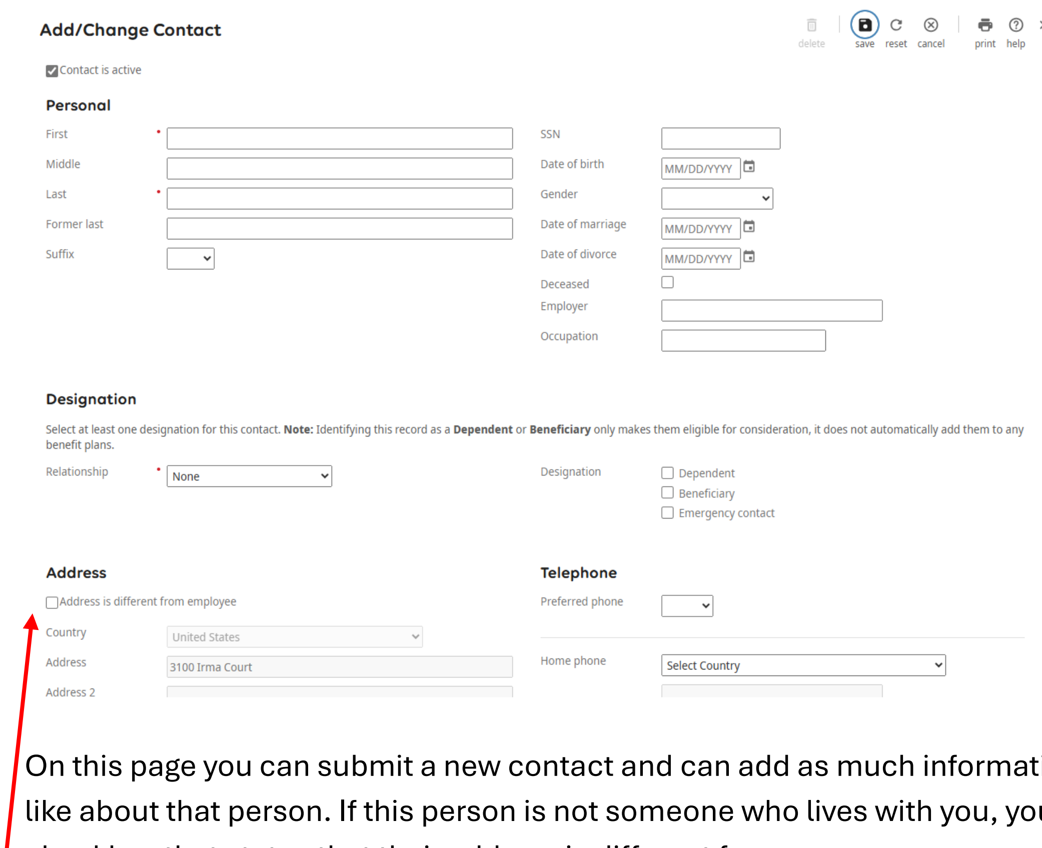
Once you get to the edit page, you will have the ability to submit a change in your Name, Address and Phone Number. **Do not forget to click "save" in the top right corner to save your changes.**

Contacts & Emergency Contacts

These two sections show the same information, your emergency contacts and/or your beneficiaries and dependents.



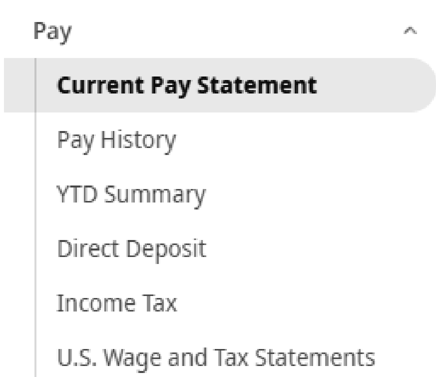
If you would like to add a new contact, you would need to select the "add" icon.



Note: The only required information (*) is the person's first and last name as well as their relationship to you.

On this page you can submit a new contact and can add as much information as you would like about that person. If this person is not someone who lives with you, you can select the checkbox that states that their address is different from yours.

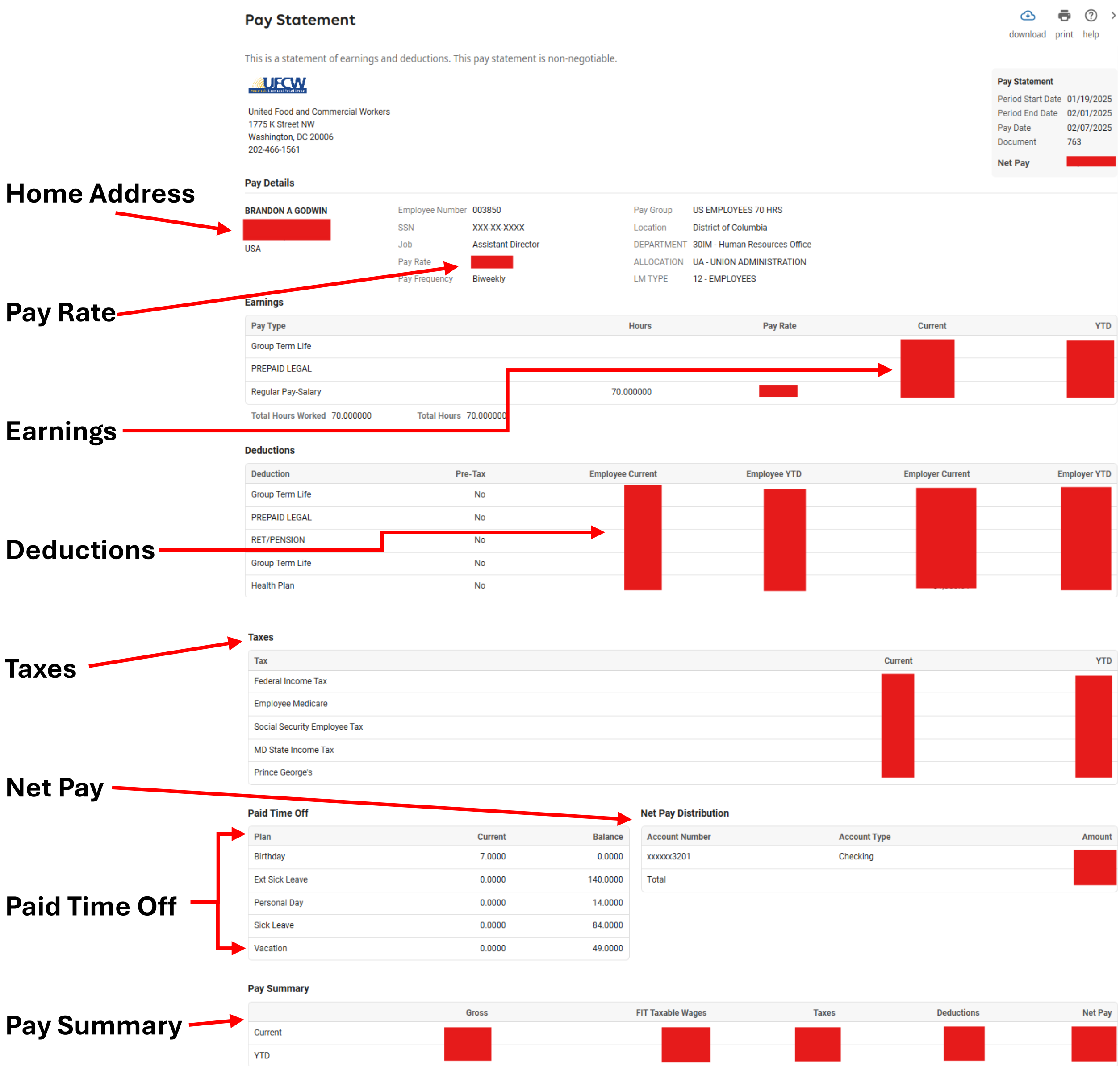
3.2 Viewing Pay Statements and Tax Information



On the main navigation bar to the right you have the option to select "Pay". This sections allows you to view your current pay statement, your Year-To-Date (YTD) summary, Direct Deposit information, your income tax summary, and the U.S. Wage and Tax Statements (also known as your W-2 information).

Current Pay Statement

Below you have a breakdown of your current pay statement. Here you can see the following;



Pay Statement

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This is a statement of earnings and deductions. This pay statement is non-negotiable.

UFCW

United Food and Commercial Workers
1775 K Street NW
Washington, DC 20006
202-466-1561

Pay Statement	
Period Start Date	01/19/2025
Period End Date	02/01/2025
Pay Date	02/07/2025
Document	763
Net Pay	[redacted]

Pay Details

BRANDON A GODWIN
[redacted]
USA

Employee Number	003850	Pay Group	US EMPLOYEES 70 HRS
SSN	XXX-XX-XXXX	Location	District of Columbia
Job	Assistant Director	DEPARTMENT	301M - Human Resources Office
Pay Rate	[redacted]	ALLOCATION	UA - UNION ADMINISTRATION
Pay Frequency	Biweekly	LM TYPE	12 - EMPLOYEES

Earnings

Pay Type	Hours	Pay Rate	Current	YTD
Group Term Life			[redacted]	[redacted]
PREPAID LEGAL				
Regular Pay-Salary	70.000000	[redacted]		

Total Hours Worked 70.000000 Total Hours 70.000000

Deductions

Deduction	Pre-Tax	Employee Current	Employee YTD	Employer Current	Employer YTD
Group Term Life	No	[redacted]	[redacted]	[redacted]	[redacted]
PREPAID LEGAL	No				
RET/PENSION	No				
Group Term Life	No				
Health Plan	No				

Taxes

Tax	Current	YTD
Federal Income Tax	[redacted]	[redacted]
Employee Medicare		
Social Security Employee Tax		
MD State Income Tax		
Prince George's		

Paid Time Off

Plan	Current	Balance
Birthday	7.0000	0.0000
Ext Sick Leave	0.0000	140.0000
Personal Day	0.0000	14.0000
Sick Leave	0.0000	84.0000
Vacation	0.0000	49.0000

Net Pay Distribution

Account Number	Account Type	Amount
xxxxxx3201	Checking	[redacted]
Total		

Pay Summary

	Gross	FIT Taxable Wages	Taxes	Deductions	Net Pay
Current	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
YTD					

<u>Note:</u> Your pay statements will now show information that has not been previously available such as accrual balances, shown as "paid time off".

Pay History

Pay history is where you will find your pay statements based on the pay period that you may want to retrieve at any time. Selecting the pay date will allow you to see a breakdown

Pay History

download print help

You can download multiple pay statements in a single file by selecting up to 30 pays on or after 01/24/2025

Find by Date range From 04/08/2024 To MM/DD/YYYY Search

Filtered by Date range on or after 04/08/2024 [Clear Filters]

Displaying **all** records | **0** row(s) selected

	Pay Date	Document Number	Net Pay	Earnings	Employee Deductions	Employee Taxes
☐	02/07/2025	763	[redacted]	[redacted]	[redacted]	[redacted]
☐	01/24/2025	436	[redacted]	[redacted]	[redacted]	[redacted]

Selecting the pay date will bring you to a summary that looks identical to your current pay statement, seen on the previous page.

Year-To-Date (YTD) Summary

The YTD summary provides employees with a simplified breakdown of all earnings, deductions, and taxes.

Pay summary

print help

Find by

Company United Food and Commercial Workers

Year 2025

Earnings

Type	Hours	Amount
Group Term Life	0.0000	[redacted]
PREPAID LEGAL	0.0000	[redacted]
Regular Pay	210.0000	[redacted]
Total	**210.0000**	[redacted]

Deductions

Type	Employee Amount	Employer Amount
Group Term Life	[redacted]	$0.00
Group Term Life	$0.00	[redacted]
Health Plan	$0.00	[redacted]
RET/PENSION	[redacted]	[redacted]
PREPAID LEGAL	[redacted]	$0.00
Total	[redacted]	[redacted]

Taxes

Type	Amount
Prince George's	[redacted]
MD State Income Tax	[redacted]
Federal Income Tax	[redacted]
Employee Medicare	[redacted]
Social Security Employee Tax	[redacted]
Total	[redacted]

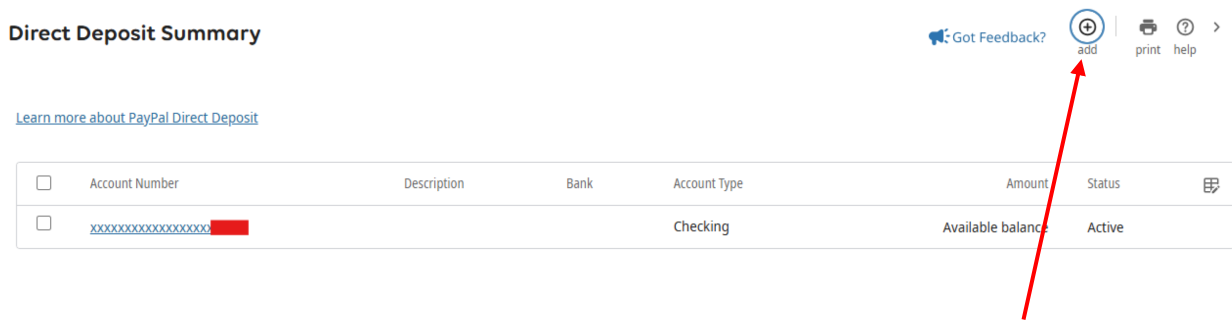
Earnings are seen in the first column and will show and will show your regular pay.

Deductions are seen in the second column and will show both employee and employer contributions

Taxes are seen in the third column and will show any City, State, and Federal taxes deducted.

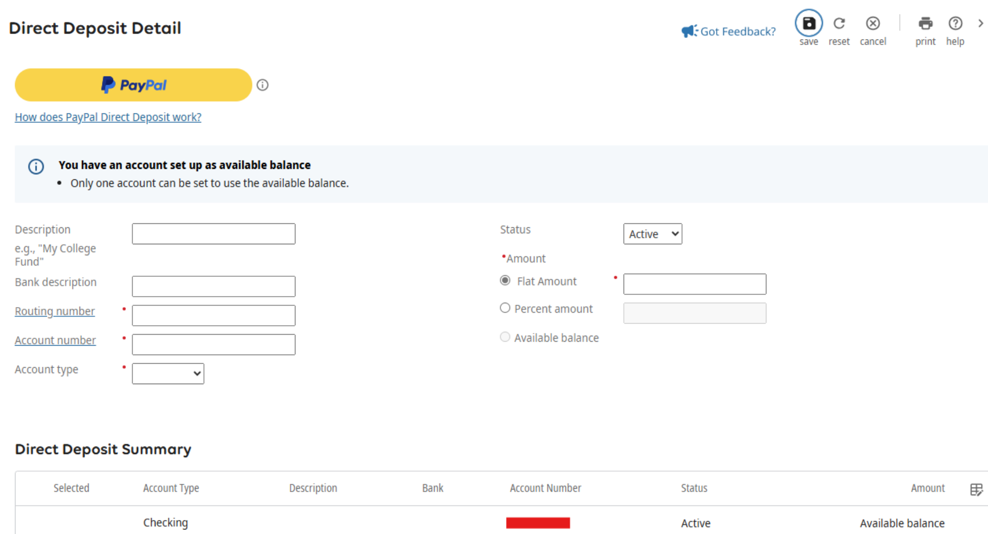
Direct Deposit

The direct deposit tab will show you any active or inactive bank accounts used to deposit paychecks, bonuses, and any other form of payment that is paid out from our payroll department.



If you would like to add another account, you can do so by selecting the "add" icon in the top right of the page.

You have a few options available to you if you wish to add any direct deposit information.



One option is to add by using the PayPal link at the top left of the screen. It is advised that you should add this information manually in the text boxes below to ensure that information is accurate and will be applied appropriately.

Note: There are four (4) sections that are required in order to move forward and apply the changes to your direct deposit information.

One thing to keep in mind is if you have more than one direct deposit account on file, you will need to select how much you would like to apply to each account. This can be done based on a flat amount or a percentage.

In order to save your data, you must click "save" in the top right corner.

Income Tax

The Income Tax area will provide the employee with all tax information related to federal, state, and local withholding.

The information that appears on this page includes all federal, state, and local income tax jurisdictions assigned to the employee.

Income Tax Summary

print help

Active Inactive

							Regular Wages					
Description	Form	History	Filing Status	Multiple Jobs	Claimed Allowances	Additional Allowances	Claimed Dependents Total	Other Income	Deductions	Additional Amount	Block Withholding	Exempt From Tax
Federal Income Tax	Paper		Single/Married filing separately				[redacted]	[redacted]	[redacted]	[redacted]		
DC Income Tax	Paper		SINGLE		[redacted]					[redacted]		
District of Columbia												
MD State Income Tax	Paper		SINGLE		[redacted]					[redacted]		
Prince George's CNTY												

If you scroll this window to the right, you will see “Block Withholding” and “Exempt From Tax”.

If the **Exempt from Tax** column is checked, the employee is configured as exempt from tax withholding for the jurisdiction and no taxes are withheld. If the employee is marked as exempt then the system will place all wages in exempt.

If the **Block Withholding** column is checked, the employee's wages and taxes are calculated as normal, but the taxes are not being taken out of the pay.

Things I Can Do

For This Page

[Add/Change Withholding Form (W-4)]

For This Tab Set

[Add Direct Deposit]

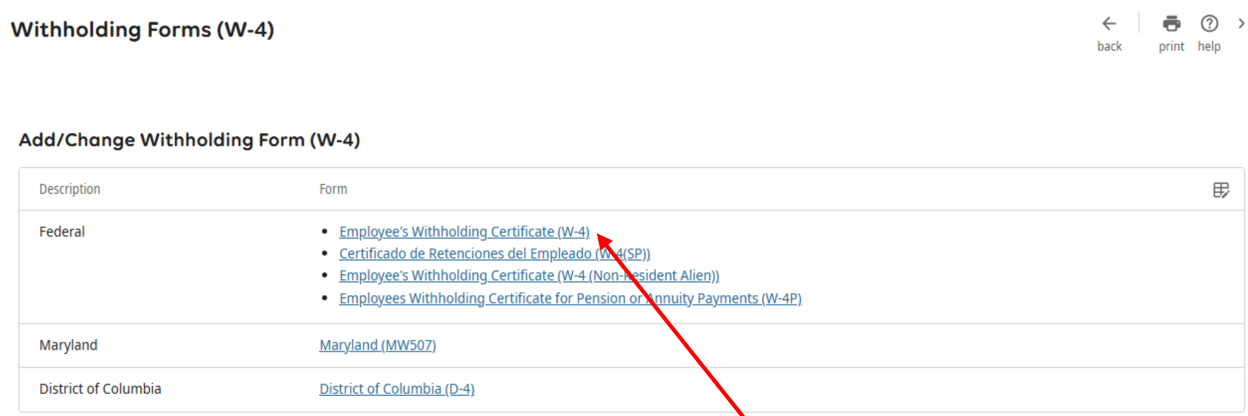
[Change Pay Statement Preference]

Learning Resources

[Pay Resources for Employees]

On the far right of the same page as your Income Tax Summary, you will notice the “Things I Can Do” area. This is what would allow you to make withholding changes and direct deposit information. “Change Pay Statement Preference” is a link that can be accessed but we have elected to not print paper direct deposit information.

Selecting "Add/Change Withholding Form (W-4)" will show the following page.



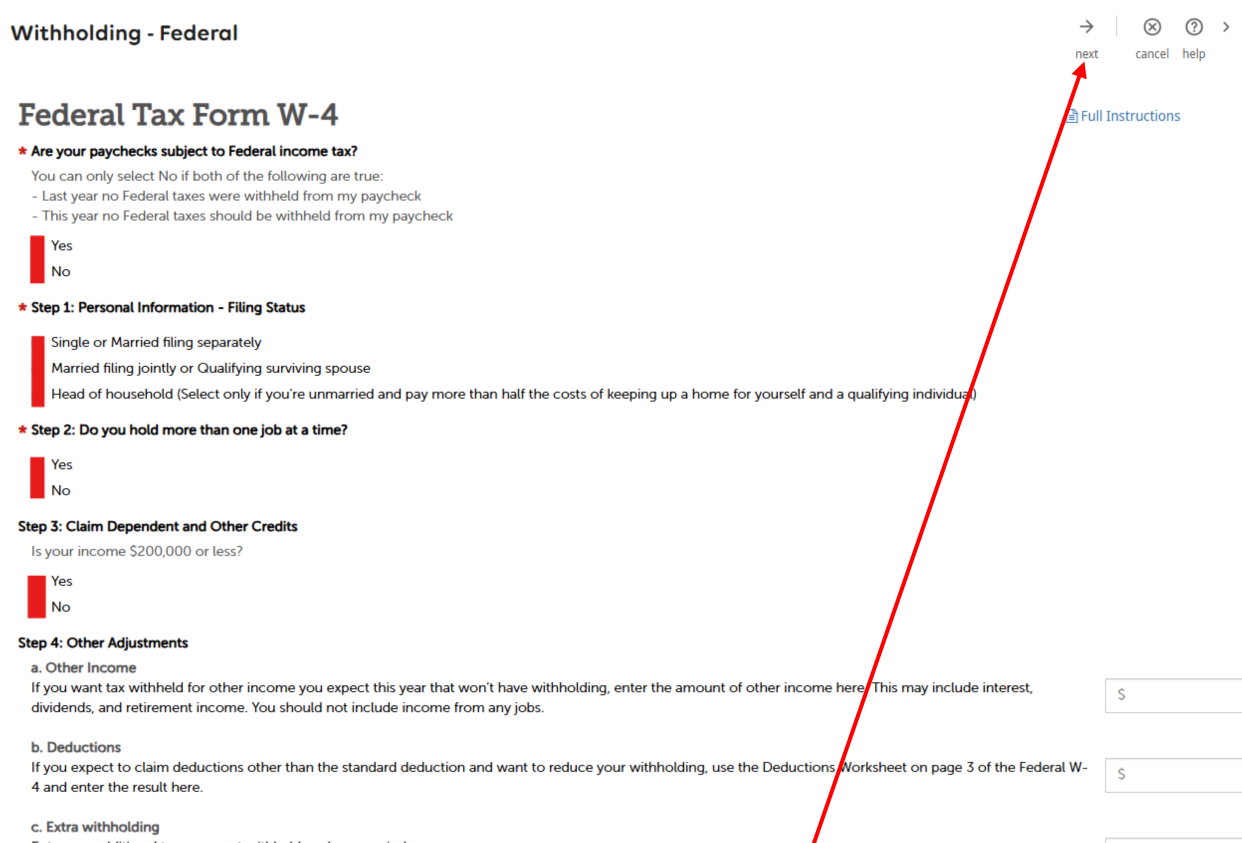
Withholding Forms (W-4)

back print help

Add/Change Withholding Form (W-4)

Description	Form
Federal	• Employee's Withholding Certificate (W-4) • Certificado de Retenciones del Empleado (W-4(SP)) • Employee's Withholding Certificate (W-4 (Non-Resident Alien)) • Employees Withholding Certificate for Pension or Annuity Payments (W-4P)
Maryland	Maryland (MW507)
District of Columbia	District of Columbia (D-4)

From here you can select the form titled "Employee's Withholding Certificate (W-4)" That will bring up a few questions that will automatically populate information into the form for you.



Withholding - Federal

next cancel help

Federal Tax Form W-4

Full Instructions

* Are your paychecks subject to Federal income tax?

You can only select No if both of the following are true:
- Last year no Federal taxes were withheld from my paycheck
- This year no Federal taxes should be withheld from my paycheck

Yes
No

* Step 1: Personal Information - Filing Status

Single or Married filing separately
Married filing jointly or Qualifying surviving spouse
Head of household (Select only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

* Step 2: Do you hold more than one job at a time?

Yes
No

Step 3: Claim Dependent and Other Credits

Is your income $200,000 or less?

Yes
No

Step 4: Other Adjustments

a. Other Income

If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs. $

b. Deductions

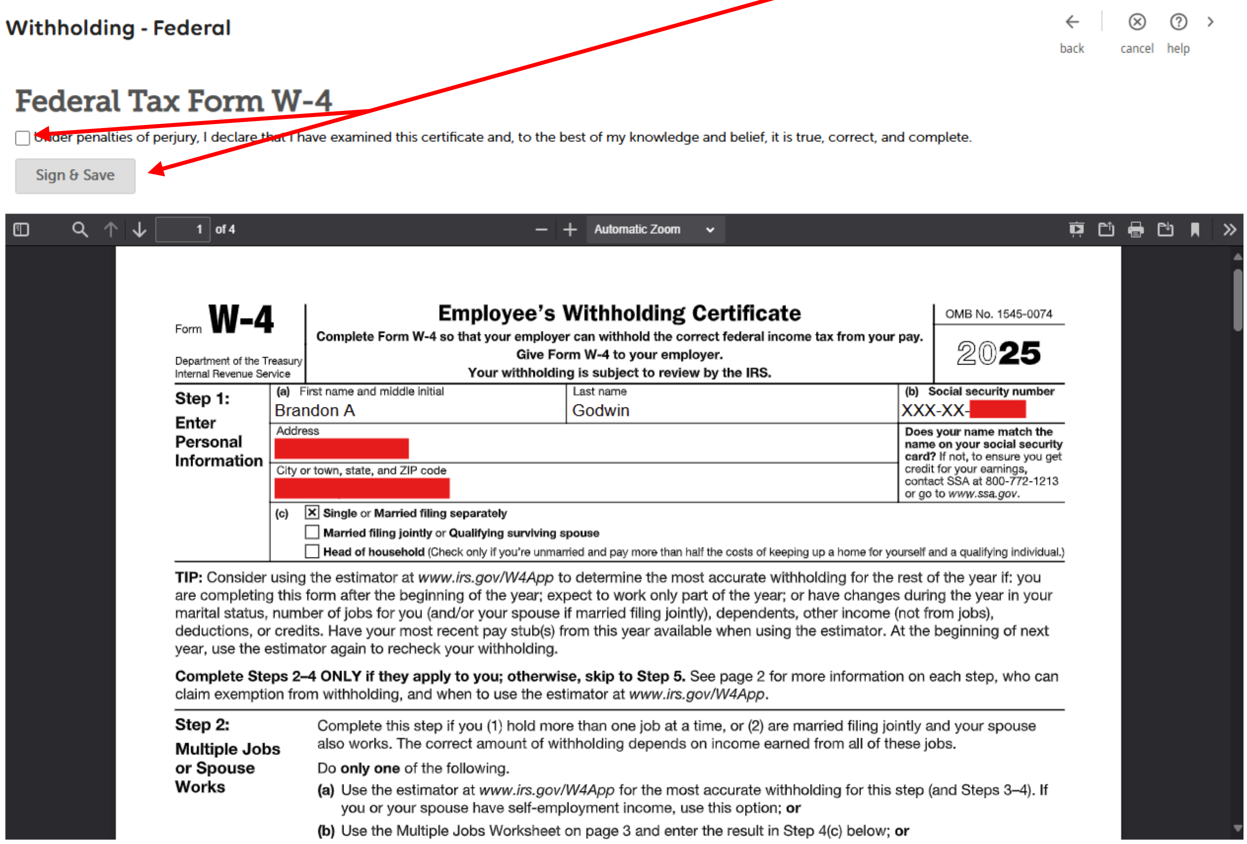
If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 of the Federal W-4 and enter the result here. $

c. Extra withholding

Enter any additional tax you want withheld each pay period.

Once you answer all required questions you will click "next".

You will now have a pre-populated W-4 Document that you will need to click the checkbox stating that you have examined the form in its entirety and certify that all information I true, correct, and complete to the best of your knowledge. Then you would select "Sign & Save"



<u>U.S. Wage and Tax Statements</u>

This section is where employees will find their W2's.

Your W2 wage and tax statement reports any wages and other compensation paid throughout the year. This form also reports income tax, Social Security taxes withheld, and earned income credit payments (if applicable).

W2 Forms can be printed directly from this area.