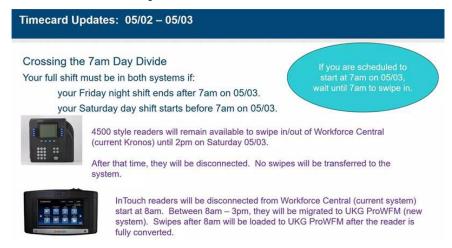# UKG Pro WFM (Kronos Upgrade)

Please check the Learning Hub for Mandatory training that needs to be completed by May 2

First punch in on UKG will start on **May 3rd**

Important things to know:

- You will need to sign off/approve your own timecards at the end of each pay period. All staff have an obligation to ensure their timecard and pay are accurate. Your supervisor can approve your timecard if you don't sign off however the system will not issue any paid correction if there is an employee error. You will need to wait until the next pay period.
    - https://players.brightcove.net/777704725001/LO6IiYkdS_default/index.html?videoId=6265736075001

- Ways to punch in and out:
    - InTouch reader -if available however, not available at all bases
    - Base desktop computer
    - Mobile application: Quick Link Mobile app instructions_03.05.pdf (Please note this link is not live yet) This application can be used anywhere however, the punching in and out function will only be available when on the Allian Wi-Fi network.

- You will need to fix your own missed punches, enter your own time off, fix your cost center, work rule and other time management tasks. In theory, we will be ending our timecard adjustment forms.