

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**

Timecard Updates: 05/02 – 05/03

Crossing the 7am Day Divide

Your full shift must be in both systems if:

your Friday night shift ends after 7am on 05/03.

your Saturday day shift starts before 7am on 05/03.

If you are scheduled to start at 7am on 05/03, wait until 7am to swipe in.



4500 style readers will remain available to swipe in/out of Workforce Central (current Kronos) until 2pm on Saturday 05/03.

After that time, they will be disconnected. No swipes will be transferred to the system.



InTouch readers will be disconnected from Workforce Central (current system) start at 8am. Between 8am – 3pm, they will be migrated to UKG ProWFM (new system). Swipes after 8am will be loaded to UKG ProWFM after the reader is fully converted.

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/LO6liYkdS_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.

