UKG Launch – Ready Boost

Accelerate your time to value while setting your organization up for long-term success

An efficient, but comprehensive, launch experience means that your organization can realize the value of a new HR solution faster while ensuring you have a solid foundation for the future. Partnering with a solution provider who provides a proven process, experienced people, and the right tools – is critical to a smooth launch.

At UKG, we constantly use customer feedback to enhance our launch experience and have developed Ready Boost – a specialized experience for UKG Ready®. Learn how Ready Boost accelerates your time to value and provides the foundation you need for long-term success.

Our People

Get the guidance you need with expertise specific to your organization's size

Our Process

Be confident in your journey with our thorough and proven path to success

Our Tools

Simplify the process with our intuitive tools and tech-powered approach

Our People

We share the same commitment to a successful launch as you do. Get the support you need to realize your goals and guide you smoothly through the Ready Boost launch process with:

- A comprehensive team of specialists, led by dedicated project manager
- Experts who have successfully completed intensive and ongoing training programs
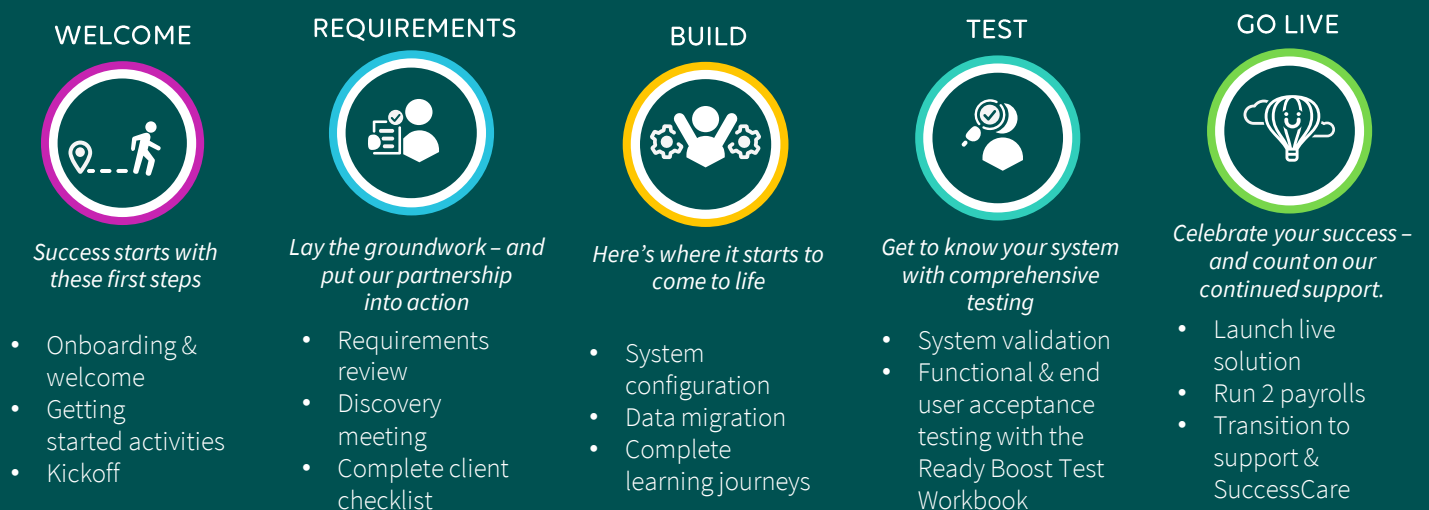- Specific expertise with organizations of your size

Our Tools

Make your launch experience easier and more intuitive with our specialized launch tools and technology:

Transparent project management tool

Model company templates

Templates for streamlined data extraction

Unlimited learning & training

Guided testing workbook

Change management tools and templates

Our Process

A proven and complete methodology that sets you up for immediate success while also ensuring your foundation is built for long-term, strategic value.

WELCOME	REQUIREMENTS	BUILD	TEST	GO LIVE
Success starts with these first steps	*Lay the groundwork – and put our partnership into action*	*Here's where it starts to come to life*	*Get to know your system with comprehensive testing*	*Celebrate your success – and count on our continued support.*
• Onboarding & welcome • Getting started activities • Kickoff	• Requirements review • Discovery meeting • Complete client checklist	• System configuration • Data migration • Complete learning journeys	• System validation • Functional & end user acceptance testing with the Ready Boost Test Workbook	• Launch live solution • Run 2 payrolls • Transition to support & SuccessCare

What's included

Achieve your organization's goals quickly with our complete suite that's backed by our innovative Ready Boost launch experience.

Time, Leave, Accruals

Rate tables (2) are used to calculate an employee's pay based on hours worked. Two rate tables are included:

- Base comp
- Differentials

Work schedules (2):

- Fixed: set a start and stop time
- Flexible: use bulk hours

Cost centers (2):

- Labor levels
- Activities

Points policies (3) can be assigned to time punches outside of what is expected and used for awarding or penalizing employees:

- Absent
- Late in
- Early out

Shift premiums (3):

- 2nd shift
- 3rd shift
- Weekends

Pay calculations (7) are the rules on how employees will be clocking IN or OUT:

- Hourly (with 4-hour guarantee for call-in)
- Hourly projected hours
- Hourly 9/80 workweek
- Salary
- Salary non-exempt

Over 30 counters that are "buckets" into which you may allocate time or dollars:

- Amount-based counters
- Quantity-based counters

- Time-based – including shifts, consecutive days, and weekends

Time off categories (10)

Time-related approval workflows (3):

- Time off requests
- Timesheet change requests
- Timesheet approvals

HR

Employer Identification Numbers (EIN) (5)

Custom HR forms (7):

- Simple acknowledgment
- Confidentiality agreement
- Policy Acknowledgement(s)
- Non-Disclosure/Non-Compete Agreement
- Pay Rate Notices
- Any other form under 5 pages

HR workflows (10) to route notifications and approvals:

- New hire
- Rehire
- Promotion, demotion, salary change
- Terminations
- Benefits change

HR checklists (5) to ensure all tasks are completed:

- Onboarding checklist
- Termination checklist

HR actions (10):

- New hire, Termination
- Transfer, pay change, job change
- Direct deposit, name change, address change

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What's included, cont.

Payroll

State tax jurisdictions (10) with up to (2) states with local tax jurisdictions

Pay cycles (5):

- Weekly, Bi-weekly, Semi-monthly, Monthly

Payroll services:

- Tax filing and deposits
- Third-party payments
- Employee direct deposit
- Employee check delivery locations (15)
- New hire reporting
- W2/1099 filing and printing
- 1095C printing

Hubs, Dashboards, and Charts

Home tab for all employees:

- Start Menu, Important Links, & Announcements
- My Schedule & My Time Off
- My Timesheet, My Mailbox, & My Saved Reports

Team Hub for your managers:

- Start Menu, Important Links, & Announcements
- My Mailbox & My Saved Reports
- Attendance Board & Missing Punches
- Timesheets Awaiting My Approval

Admin Hub for system admins:

- Start Menu, Important Links, & Announcements
- My Mailbox & My Saved Reports
- Attendance Board & Missing Punches
- Timesheets Awaiting My Approval

HR Dashboard:

- Turnover Rates Summary
- Termination Details
- Employee Information
- Pending I-9 Verifications & HR Action Requests

Benefits Dashboard:

- Employee Benefit Enrollment by Plan Type

- Benefit Change Request Summary
- Benefit New Hire & Open Enrollment Status
- Benefit Census Summary

Reports

Payroll and Timekeeping Standard Reports:

- Payroll export
- Actual vs. Scheduled hours
- Approaching OT & OT worked
- Total OT per week by seniority
- Time summary by cost center

Benefits Standard Reports:

- Dependents Report
- Benefit Plans with Premium Amounts
- Benefit Plans Report with Totals
- Medical, Dental, & Vision Enrollment

Learning Standard Reports

- Trainings/Certifications & Credentials Expiring in the Next 30, 60, 90 Days
- Expired Trainings

Onboarding Standard Reports:

- I-9s Pending Verification
- Withholding Forms Pending Approval

Recruiting Standard Reports:

- Interviews this Month
- Employee Referrals
- Incomplete Applicant Checklists
- All Applications by Job Title & Requisition
- Offer Letters & Offer Letters with No Response

Performance Standard Reports:

- Performance Reviews
- Performance Review Status Reports
- Skipped Performance Reviews

All ancillary modules and integrations will be implemented and completed post-live, including benefit feeds.