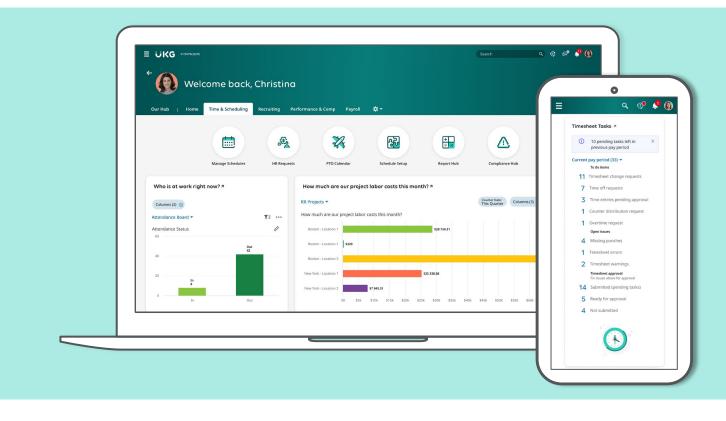# UKG

Time

Streamline time tracking with **consistent, fair rules.**

UKG Ready® Time enables organizations to simplify and automate routine tasks, including approving timesheets, correcting exceptions, responding to time-off requests, and managing schedules with flexible workflows. A robust pay calculation engine, automated notifications, configurable reports, and real-time access to accurate time information help you minimize compliance risk.

Consistent, Fair Rules

With UKG Ready Time, our robust pay calculation engine provides a comprehensive set of rules to easily model your current policies and align with federal and state regulations. This ensures your policies are enforced consistently and fairly across all your employees, minimizing compliance risk.

Accurate Data Capture

Collect data from a variety of sources, including timeclocks, telephony, web entry, and mobile. Whether you have a dispersed workforce or all your employees in one location, you can mix and match how you collect data based on your organization's needs.

Real-Time Visibility

An easy-to-use, configurable dashboard allows managers to track key data and perform common tasks on one screen, driving more-informed decision making. A consolidated timesheet task list also provides additional visibility into actions that need to be taken in order to align with operational goals and stay on track.

Key benefits

For HR Professionals and Managers

Drive efficiencies by simplifying routine time and attendance tasks

Improve compliance and mitigate risk with automatic updates to available pay rules

Reduce the administrative burden of managing employee attendance and accruals

Assign and track employees' schedules with ease

Gain strategic insights through real-time reporting at the click of a button

Stay ahead of the curve with proactive notifications and a consolidated list of timesheet tasks to help you stay on track and align with organizational goals

Easily and quickly make historical timesheet changes, triggering the retro pay processes

Avoid timesheet errors and payroll delays with Continuous Timesheet Readiness Processing constantly running in the background and notifying managers of potential timesheet errors prior to the due date

For Employees

Get easy, instant access to important information, including timesheets and schedules

Enjoy multiple user-friendly ways to enter and review time information, including by timeclock, web, and mobile

Easily manage time-off requests, schedules, timecards, overtime requests, and more via a curated employee portal

Conveniently clock in or launch routine tasks in the mobile app with the tap of a smartphone using NFC tags

Allow your people to care for each other by donating needed time off to an individual or a pool with Peer-to-Peer Time Off Donations

Key features of UKG Ready Time

- Drag and drop custom workflows
- Robust pay calculation engine
- Exception management
- Continuous Timesheet Readiness Processing
- Automated points tracking
- Open absence tracking
- Timesheet management
- Flexible, configurable time allocation
- Mass editing tools
- Robust, real-time reporting with auto-distribution
- Comprehensive, configurable dashboard

- Multiple, user-friendly timesheet formats
- Data collection via timeclock, telephony, web, and mobile
- Geofencing capabilities
- Offline punch capture
- Schedule creation manager
- Automated, proactive SMS, email, and in-application push notifications
- Peer-to-Peer Time Off Donations
- Mobile-friendly employee and manager self-service
- Historical timesheet changes and retro pay

UKG

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