



# UKG Attestation Tool Kit

## Key benefits

- **Empowers employees**  
by enabling review and verification of timecards at UKG InTouch and 4500 terminals, and mobile devices
- **Simplifies compliance**  
by streamlining communication between employees and managers
- **Delivers actionable information** to help managers ensure policy adherence
- **Provides a complete process** for maintaining meal and break audit documentation
- **Improves fairness**  
by supporting consistent application of wage and hour policies

Minimize compliance risk and increase workforce productivity

Failing to comply with government labor regulations and collective bargaining agreements can lead to serious financial consequences and other repercussions:

- Noncompliance lawsuits
- Audits by the Department of Labor and other agencies
- Reputational damage
- Union grievances
- Employee relations problems

The UKG Attestation Tool Kit gives both managers and employees the tools needed to make it easier to comply with state, local, union, and organization policies.

### Empower your employees

Providing employees with the ability to access, review, and approve or reject their timecards supports your organization's compliance needs while also improving employee engagement by empowering your employees.

Employees can view and attest to the accuracy of all time changes and totals as presented on their timecards before actual approvals are accepted. Information can be accessed and printed directly from UKG Workforce Central™ as well as from UKG InTouch™ and 4500 terminals, and the UKG Workforce Mobile™ application.

Employee self-service features allow workers to approve timecard edits as well as access and print time-off balances, schedules, and more without having to ask a manager or human resources for help. For example:

- **Missed Punch Entry:** Employees can enter missed punch information for selected dates in the current pay period.
- **Daily Timecard Edit Approval:** Employees can review and approve or reject any changes made by their managers during the current pay period.
- **Pay Period Approval:** Employees can review and approve or reject their timecards for previous pay periods.

Employees can access all of these features from UKG InTouch and 4500 terminals, via the web, or from a mobile device.

### Capture responses from employees on meals

Included in the tool kit is a set of Smart View™ and web forms that enables employees to designate, as they punch out, whether or not they took their lunch. If an employee registers their punch with the "No Lunch" flag, the automatic lunch deduction is canceled for the day and the supervisor is notified. This allows employees to "opt in" for their automatic meal deduction and eliminates the question of whether the meal was taken.

The flexible, intelligent time-stamp feature can also be configured to block employees from returning early from their meals, effectively eliminating the meal premiums related to the early return, and can be tailored to allow employees to opt out of meal penalties as well.

### Engage your employees

Beyond meal compliance, the Attestation Tool Kit can ask questions concerning paid breaks and injuries on the job, as well as require periodic acceptance of standard policies and even gauge employee engagement.

### Compliance reports for managers

The Attestation Toolkit provides you with the audit trail and reporting you need to understand your compliance exposure as well as feedback from employees.

- **Daily Approval and Pay Period Compliance:** Shows at a glance which employees have approved, rejected, or not taken action within a pay period or specified time frame
- **Meal Compliance:** Shows at a glance how employees have answered the meal question and calculates the percentage of missing meals
- **Detail Reports:** Shows all questions and responses as well as the time taken to respond. Punch restrictions can also be recorded
- **Summary Reports:** Show the questions and answers with the counts and Shows all questions with the counts and ratios of responses — allowing managers to take action as trends develop



Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Thu 10/01		8:33AM	8:35AM						
		8:37AM	8:42AM						
		8:52AM	8:53AM				0:15	0:15	12:15
Fri 10/02									12:15
Sat 10/03	7:00AM-7:30PM	7:00AM	7:30PM				12:00	12:00	24:15
Sun 10/04	7:00AM-7:30PM	7:00AM	7:30PM				12:00	12:00	36:15
Mon 10/05		2:40PM	3:17PM				0:30	0:30	39:45
Tue 10/06		2:10PM							36:45
Wed 10/07		1:54PM	11:21PM				9:15	9:15	46:00
Thu 10/08		9:21AM	9:22AM						46:00
Fri 10/09									46:00

  

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
FMLA Leave	480.00	Hour	Thu 1/01 - Thu 12/31	480.00	480.00
Floating Holiday	16.00	Hour	Thu 1/01 - Thu 12/31	0.00	16.00
Personal	16.00	Hour	Thu 1/01 - Thu 12/31	0.00	16.00

Employees attest to whether or not they got their full meal. If they answer “No” they must confirm whether or not it was their choice. Missed and taken meals can be viewed in timecard.



Our purpose is people

Connect with us online @UKG.com