

Caltech Timekeeping (UKG) Quick Guide

On December 1st, Timekeeping (Kronos) will be replaced with Timekeeping (UKG), an upgraded tool that offers greater flexibility:

1

Log in Using [access.caltech](https://access.caltech.edu)

On your [access.caltech](https://access.caltech.edu) account, click Timekeeping (UKG). You will be prompted to enter your Caltech credentials.

2

New Options on Your Homepage

The home page now displays "tiles" that organize all of your important information. Employees have multiple ways of entering their time (including paid time off). Ask your supervisor which option is the preferred time entry method.

My Schedule

Wed 12 Today

[Approved] Time Off Request - PTO (7:00 AM-8:00 AM)

8:00 AM-3:30 PM [7.50]
01-Dining Room Services

8:00 AM-11:30 AM [3.50]
Caltech/AUXILIARY OPERATIONS/ATHENAEUM GROUP/AUX-ATHEN/Athenaeum/Athenaeum Dining Room/Dining Room Services

Check your weekly schedule, including approved time-off requests.

My Accruals

Balance as of Today

Sick 29.00

Personal Ho... Hour Vacation

Planned Takings 9.00
Taken to Date 21.00

Time-Off Request

View your accruals and send time-off requests to your manager.

Punch

Last Punch: 11/04/2025 9:23 PM

* Assignment 01-Dining Room Services

.../Dining Room Services

Clock In

Start Meal Period

Return from Meal Period

Clock Out

Enter your punches with the push of a button. View your assignments from the drop-down menu first.

3

Add Entries and Approvals Using the My Timecard Tile

Type your punches directly (including time off) or swipe your ID on a campus time clock. Ask your supervisor which option is the preferred time entry method.

- At the end of the pay period, use the checkmark icon to approve the timecard.

- Type your punches directly (including time off) or swipe your ID on a campus time clock.

- Employees with multiple assignments simply click the assignment column to select the appropriate job for each shift.

Caltech My Timecard

9/22/2025 - 10/05/2025 Loaded: 8:55 PM

List view Approve Remove approval

		Date	Schedule	Assignment	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period	Absence
+	⊖	Mon 9/22														
+	⊖	Tue 9/23	7:00 AM - 4:00 PM	01-Dini...			7:00 AM		12:00 PM	12:30 PM		4:00 PM	8.50	8.50	8.50	
+	⊖	Wed 9/24	7:00 AM - 4:00 PM	01-Dini...			7:00 AM		12:00 PM	12:30 PM		4:00 PM	8.50	8.50	17.00	
+	⊖	Thu 9/25	7:00 AM - 4:00 PM	01-Dini...			7:00 AM		12:00 PM	12:30 PM		4:00 PM	8.50	8.50	25.50	
+	⊖	Fri 9/26	7:00 AM - 4:00 PM	01-Dini...			7:00 AM		12:00 PM	12:30 PM		4:00 PM	8.50	8.50	34.00	
+	⊖	Sat 9/27	7:00 AM - 4:00 PM	01-Dini...			7:00 AM		12:00 PM	12:30 PM		4:00 PM	8.50	8.50	42.50	
+	⊖	Sun 9/28													42.50	

Contact Information:

Technical issues: help@caltech.edu | Paycheck inquiries: Payroll@caltech.edu | Edits for previous pay period: contact your supervisor/payroll activity monitor