## Caltech Timekeeping (UKG) Quick Guide

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

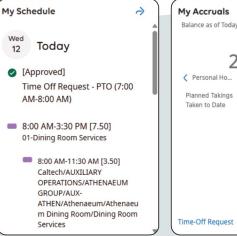
Log in Using access.caltech

On your access.caltech account, click Timekeeping (UKG). You will be prompted to enter your Caltech credentials.

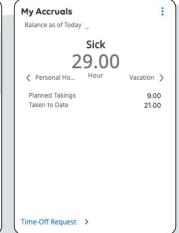
 $2_{N}$ 

## **New Options on Your Homepage**

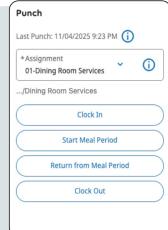
The home page now displays "tiles" that organize all of your important information. Employees have multiple ways of entering their time (including paid time off). Ask your supervisor which option is the preferred time entry method.







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



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.

