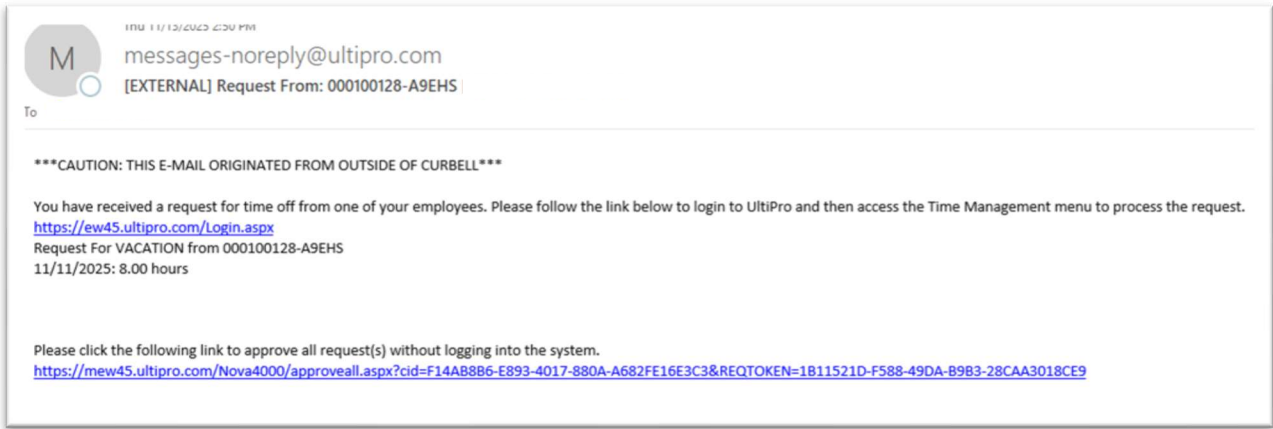


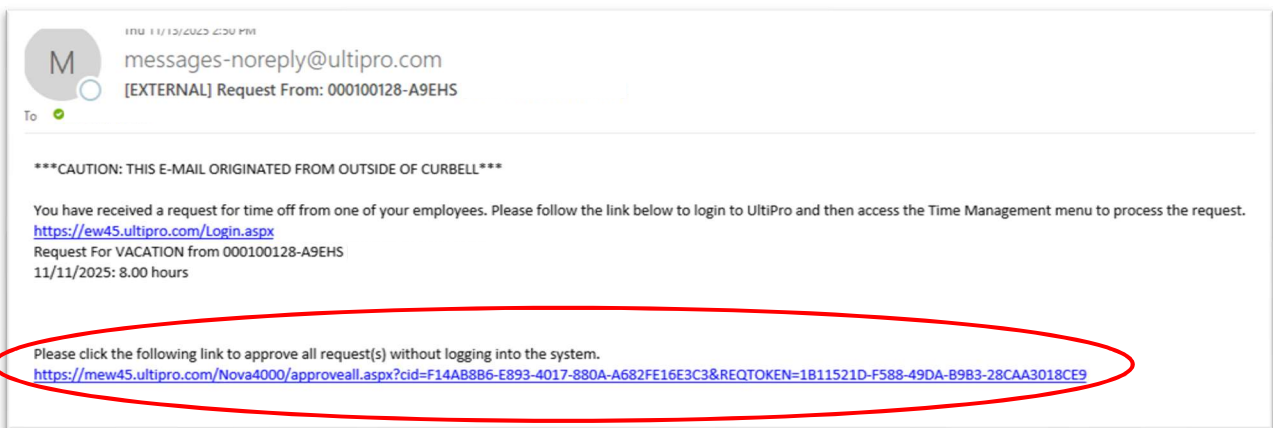
Responding to Time Off Requests in UKG

When an employee requests paid time off (ex. Vacation or Flex Bank Time), you will receive an email in your Outlook inbox from UKG that looks like this:



You can approve this time off request in a few different ways.

Option 1 - If you know that your employee has enough paid time off remaining in the requested paid time off category (ex. Vacation or Flex Bank), you can click on the second hyperlink in the email to approve the request without logging into UKG (example in red below).



Option 2 - If you prefer to utilize the UKG website to respond to the paid time off request:

- Login to UKG from your desktop.
- Under “My team” on the left side of the screen, click on “Team time” > “Time Management”.
- Click on “Scheduler”, and then select “Requests”. This page provides an overview of the requests that require action.
 - The Filter section provides functionality to view specific requests based on entered criteria.
 - The landing page displays a consolidated view of requests. Selection of a specific request opens the details of the request.

Manage Time-Off Requests

TO DO: 2 All, 2 New, 0 Modify Pending, 1 Cancel Pending

Find by: Requested Date From MM/DD/YYYY To MM/DD/YYYY Request Status Is

Result Summary: 1 Employee, 0 Approved, 2 Pending, 0 Declined, 0 Canceled

Displaying 1 to 2 of 2 record(s)

Action: Approve, Deny, Remove, Email Calendar Appointment

<input type="checkbox"/>	Name	Type	Hours Requested	Hours Available	Alerts	Comments	Date Submitted	Date Requested	Supervisor	Status	Seniority Date
<input type="checkbox"/>	▼ John Smith	VACATION	40.00	80.00			11/03/2023 09:11 AM	From: 11/27/2023 To: 12/01/2023	Paul Williams	Cancel Pending	11/01/2023
<input type="checkbox"/>		VACATION	8.00					Mon 11/27/2023		Pending	
<input type="checkbox"/>		VACATION	8.00					Tue 11/28/2023		Pending	
<input type="checkbox"/>		VACATION	8.00					Wed 11/29/2023		Pending	
<input type="checkbox"/>		VACATION	8.00					Thu 11/30/2023		Pending	
<input type="checkbox"/>		VACATION	8.00					Fri 12/01/2023	Paul Williams	Cancel Pending	
<input type="checkbox"/>	▶ John Smith	VACATION	8.00	80.00			11/02/2023 05:37 PM	From: 11/17/2023 To: 11/17/2023	Paul Williams	Pending	11/01/2023

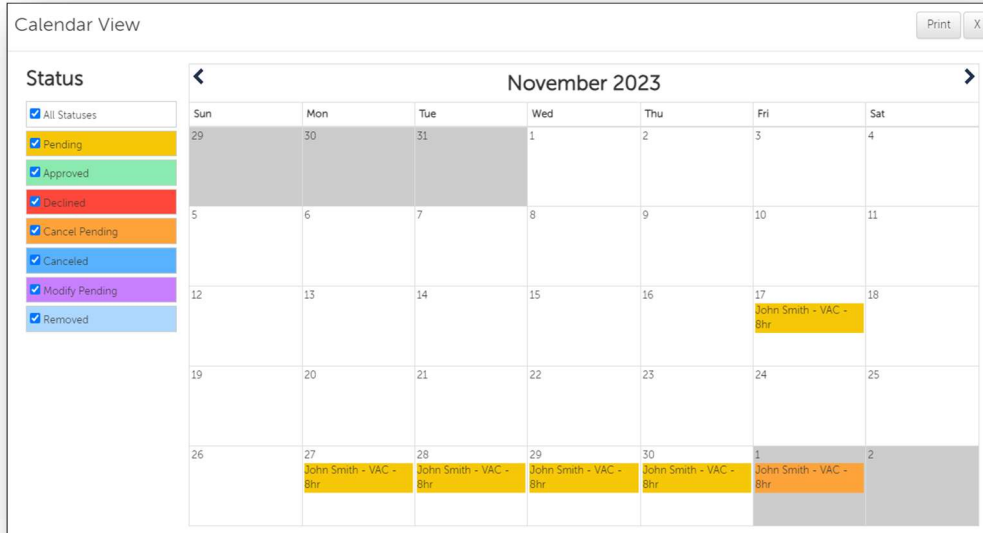
Page Size: 10

- Select the day(s) you would like to act on and select either “Approve” or “Deny”. You can approve or deny requests as a whole event or by individual day. Select the arrow to the left of the employee’s name to expand the request and see the daily detail.
- If a request is denied, you can still select it and then approve it.

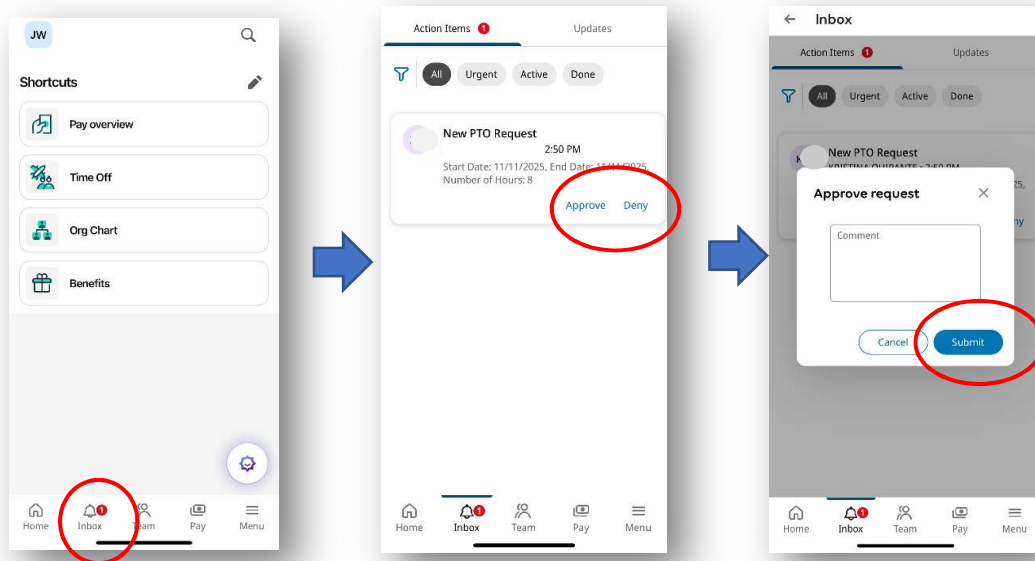
Important Selecting **Remove** deletes the request, and the hours may not be returned to the employee. Use this option only if you are certain the request was incorrect and will not need to be reapproved (for example, the employee submitted the wrong dates or the requested time off was not used).

- Select Save on the confirmation dialog. The changes are saved, and the page refreshes based on the action taken:
 - If “Approve” was selected, the request status changes to Approved or Taken, depending on if the requested date is in the past, present, or future.
 - If “Deny” was selected, the request status changes to Declined.
 - If the employee canceled a request, you may need to approve the Cancel Pending request so the status changes to Canceled.
- After any action is taken, be sure to review the timesheet and confirm the change was successful.

From the “Things I Can Do” section on the Manage Time-Off Requests page, select “View Calendar” to display your employees' requests for the month with a status color legend. On the Calendar View page, view or hide requests based on status by selecting or deselecting from the key on the left.



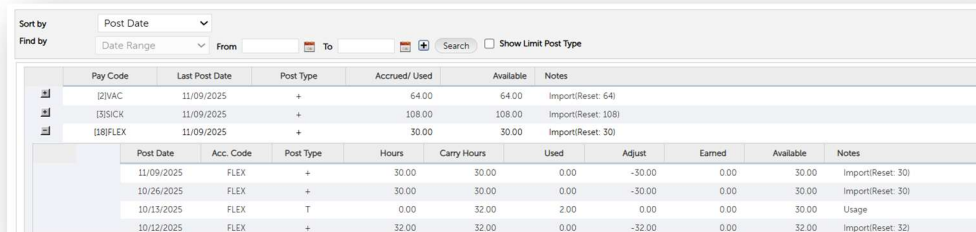
Option 3 - You can approve Time Off Requests via the UKG Mobile App as shown below:



FAQ's

1. How can I verify if my employee has enough available time before I approve the request?

Under “My team” on the left side of the screen, click on “Team time” > “Time Management”. Then click on “Accruals” > “History”. Search for your employee by last name. Click on the + next to each Pay Code to see the details for each paid time off category.

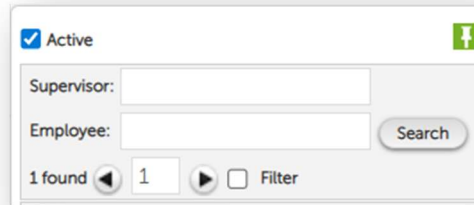


Pay Code	Last Post Date	Post Type	Accrued/ Used	Available	Notes
[2]VAC	11/09/2025	+	64.00	64.00	Import/Reset: 64)
[3]SICK	11/09/2025	+	108.00	108.00	Import/Reset: 108)
[18]FLEX	11/09/2025	+	30.00	30.00	Import/Reset: 30)

Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	Adjust	Earned	Available	Notes
11/09/2025	FLEX	+	30.00	30.00	0.00	-30.00	0.00	30.00	Import/Reset: 30)
10/26/2025	FLEX	+	30.00	30.00	0.00	-30.00	0.00	30.00	Import/Reset: 30)
10/13/2025	FLEX	T	0.00	32.00	2.00	0.00	0.00	30.00	Usage
10/12/2025	FLEX	+	32.00	32.00	0.00	-32.00	0.00	32.00	Import/Reset: 32)

2. I can't find my employee on this page if they are on a leave of absence.

Click on the box next to Active to remove the check mark. This will allow you to search for employees who are not in an active status in UKG.



Active

Supervisor:

Employee:

1 found Filter

3. How can I view my employee's timecard to ensure the paid time off request is showing accurately?

Under “My team” on the left side of the screen, click on “Team time” > “Time Management”. Then click on “Timesheets”. Search for your employee by last name. If the employee is on a leave of absence, you can click on the box next to Active to remove the check mark (same as the previous question) and then search for their name.