

# UKG Workforce Central (Kronos) Employee Guide

## 1. Access the site

**How to Access UKG Workforce Central from a St. Joseph's Health device:**

- Utilize the **UKG Workforce Central link found on the Inside homepage under Quick Links**. In addition, when on the SJH network, UKG Workforce Central can be accessed via any internet browser via **Favorites and/or Bookmarks** under General.
- For those that use Imprivata/auto login pcs, click on to the **UKG Workforce central icon**, which can be found on the SJH computer desktop, or go to **Citrix/RACCESS**.

**How to Access UKG Workforce Central from a personal device (non St. Joseph's Health device):**

- You must log onto the **SJH web site at [www.stjosephshealth.org](http://www.stjosephshealth.org)**, and click on the employee/partner portal at the very bottom of screen. UKG Pro will appear in the list as 'UKG Pro (UltiPro)'.
- You can also utilize a mobile app on your cell phone

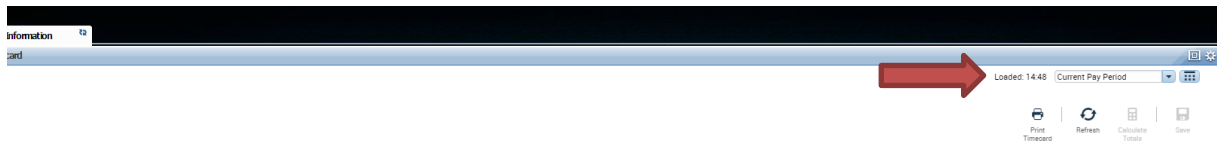
## 2. Log in

When logging in from a personal computer or using the mobile app, you will need to enter your St. Joseph's network account as your user name (i.e. [username@sjhmc.org](mailto:username@sjhmc.org)) and your network password as the UKG WFC password.

Server name for the mobile app: <https://sjhmc.kronos.net/wfc>

## 3. View timecard

By default, you will see your timecard for the current pay period after you log in.



Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 9/23									
Mon 9/24	6:35-15:05								
Tue 9/25	6:35-15:05	6:29	15:01				8.0	8.0	8.0
Wed 9/26	6:35-15:05	6:29	15:09				8.0	8.0	16.0
Thu 9/27	6:35-15:05	6:31	11:01				4.5	4.5	20.5
Fri 9/28	6:35-15:05	6:29	15:02				8.0	8.0	28.5
Sat 9/29									28.5
Sun 9/30									28.5
Mon 10/01	6:35-15:05	6:30	15:02				8.0	8.0	36.5
Tue 10/02	6:35-15:05	6:30	15:01				8.0	8.0	44.5
Wed 10/03	6:35-15:05	6:30							44.5
Thu 10/04	6:35-15:05								44.5
Fri 10/05	6:35-15:05								44.5
Sat 10/06									44.5

You can change the time frame of the timecard displayed by clicking on the down arrow next to “Current Pay Period” in the right top corner of the screen.

Pay Code	Amount	Shift	Daily
		8.0	
		8.0	
		4.5	
		8.0	
		8.0	

**IMPORTANT:** If you see any inaccuracies recorded in your timecard, contact your supervisor about it.

4. Timecard Total Hours

Expand the lower part of the screen to view total hours by clicking on an arrow with two bars at the bottom of the screen.

		Wed 9/26	6:35-15:05		6:29	15:09			
		Thu 9/27	6:35-15:05		6:31		11:01		
		Fri 9/28	6:35-15:05		6:29	15:02			
		Sat 9/29							
		Sun 9/30							
		Mon 10/01	6:35-15:05		6:30	15:02			
		Tue 10/02	6:35-15:05		6:30	15:01			
		Wed 10/03	6:35-15:05		6:30				
		Thu 10/04	6:35-15:05						
		Fri 10/05	6:35-15:05						
		Sat 10/06							

The table displays total hours grouped by Pay Code.

Totals		
Accruals		
All		
Account	Pay Code	Amount
St. Joseph Healthcare/SJHMC/FIN/NA4/109820/P941/NA7	Regular Day	64.0
St. Joseph Healthcare/SJHMC/FIN/NA4/109820/P941/NA7	Scheduled 8TB Days	8.0
St. Joseph Healthcare/SJHMC/FIN/NA4/109820/P941/NA7	Unscheduled 8TB Day	8.0

## 5. View Accruals

Accrual balances may be different on different dates. Click on the date you want to check your balances as of. In the example below, the timecard displays accruals as of 10/3.

+	×	Wed 10/03	6:35-15:05	6:30	15:01		
+	×	Thu 10/04	6:35-15:05				
+	×	Fri 10/05	6:35-15:05				
+	×	Sat 10/06					

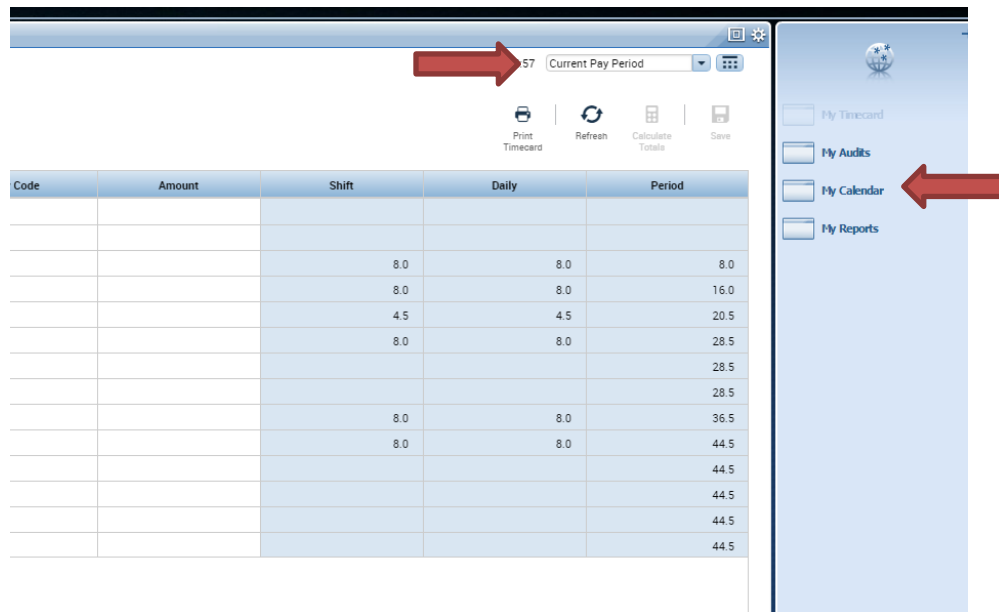
Expand the lower part of the screen by clicking on an arrow with two bars at the bottom of the screen. Then click on the Accrual tab.

+	×	Wed 10/03	6:35-15:05	6:30	15:01		
+	×	Thu 10/04	6:35-15:05				
+	×	Fri 10/05	6:35-15:05				
+	×	Sat 10/06					

Totals		Accruals			
Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period		
Benefit Time Bank	234.32	Hour	Mon 1/01 - Mon 12/31		
Benefit Time Bank Cap	480.0	Hour	Mon 1/01 - Mon 12/31		
Benefit Time PP Bank Accrual	10.47	Hour	Mon 1/01 - Mon 12/31		
Extended Sick Bank	252.6	Hour	Mon 1/01 - Mon 12/31		
Extended Sick Bank PP Accrual	0.92	Hour	Mon 1/01 - Mon 12/31		
Peterson Sick Bank	0.0	Hour	Mon 1/01 - Mon 12/31		

6. View future work schedule      In order to view your future work schedule, you can either change the time frame of the timecard or you can click on My Calendar.



Code	Amount	Shift	Daily	Period
		8.0	8.0	8.0
		8.0	8.0	16.0
		4.5	4.5	20.5
		8.0	8.0	28.5
				28.5
				28.5
		8.0	8.0	36.5
		8.0	8.0	44.5
				44.5
				44.5
				44.5
				44.5

**IMPORTANT:** If your schedule is not correct, contact your supervisor about it.

7. Logout      Remember to sign out, especially if you use a shared or public computer.

8. Support      Access issues:      Help Desk at ext. 4494.  
                          Other issues/questions:      Payroll at ext. 2192, or HR Information Systems at, ext. 4787