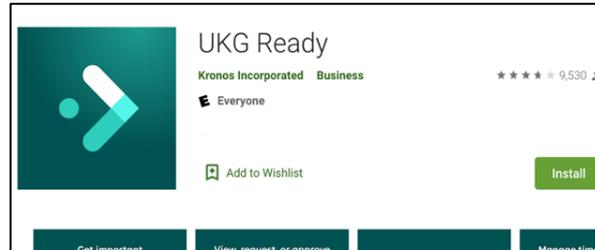
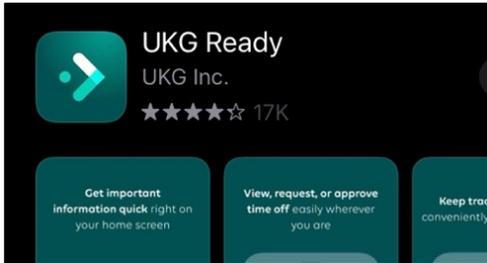


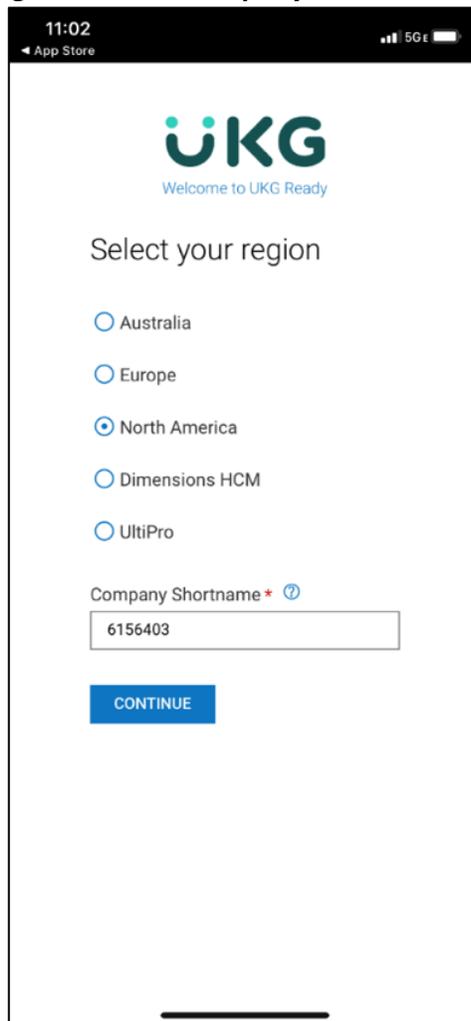
UKG Ready (Kronos) Mobile App Download

UKG Ready available for Apple App Store (iPhone) & Google Play App Store (Android):



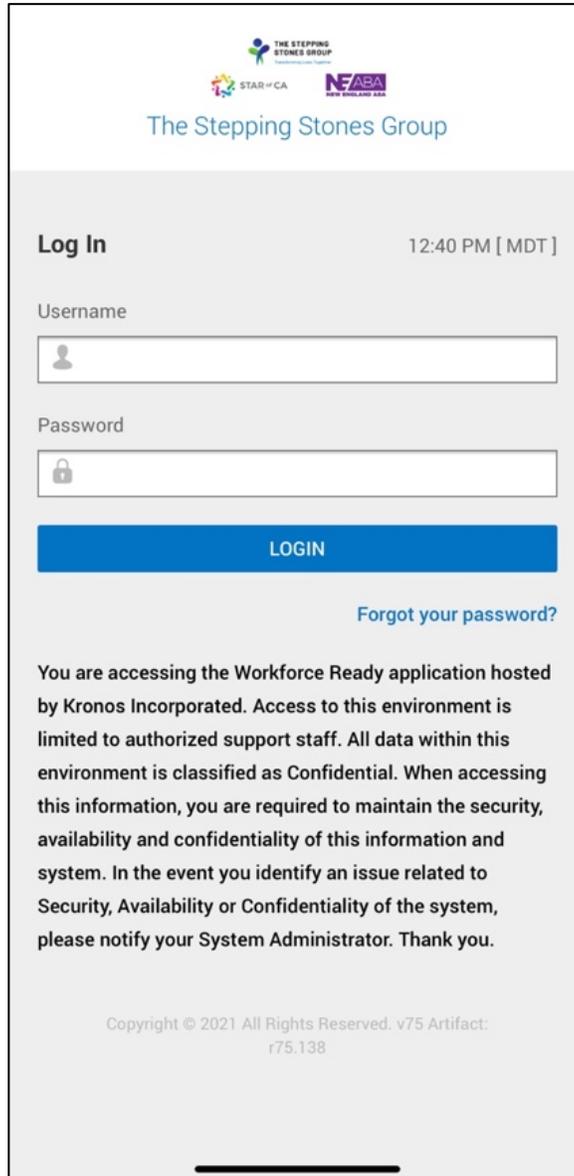
UKG Ready Mobile App- Initial 1st Screen

(Select Region & Enter Company Shortname: **6156403**)



UKG Login Screen (after entering Company Shortname on 1st Login)

(With The Stepping Stones Group name & logo):



The screenshot shows a mobile login interface. At the top, there are logos for 'THE STEPPING STONES GROUP', 'STAR of CA', and 'NFABA'. Below the logos is the text 'The Stepping Stones Group'. The main section is titled 'Log In' with a timestamp '12:40 PM [MDT]'. There are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A blue 'LOGIN' button is positioned below the fields. A link for 'Forgot your password?' is located below the button. A disclaimer paragraph follows, stating that the application is hosted by Kronos Incorporated and that access is limited to authorized support staff. At the bottom, there is a copyright notice: 'Copyright © 2021 All Rights Reserved. v75 Artifact: r75.138'.

Log In 12:40 PM [MDT]

Username

Password

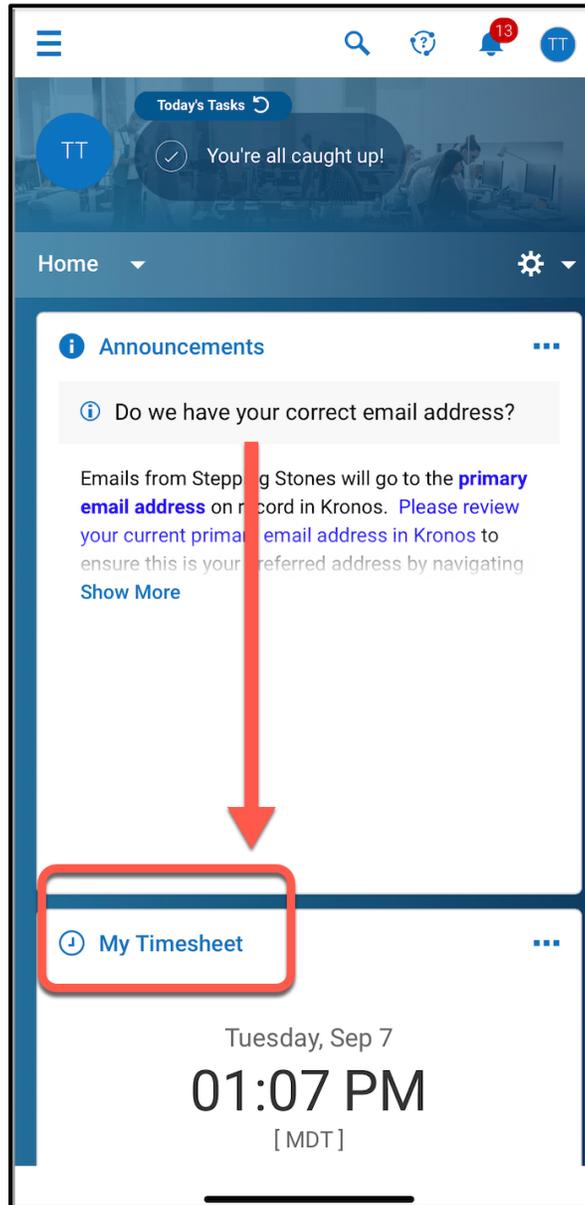
LOGIN

[Forgot your password?](#)

You are accessing the Workforce Ready application hosted by Kronos Incorporated. Access to this environment is limited to authorized support staff. All data within this environment is classified as Confidential. When accessing this information, you are required to maintain the security, availability and confidentiality of this information and system. In the event you identify an issue related to Security, Availability or Confidentiality of the system, please notify your System Administrator. Thank you.

Copyright © 2021 All Rights Reserved. v75 Artifact:
r75.138

UKG Mobile Homepage View (Access to Kronos Timesheet)



Timesheet View (2-Wk Pay Period Glance, Timesheet Status, & SAVE button):

My Time > Timesheet > Current Timesheet

Timesheet Edit

September 05, 2021 - September 18, 2021

Open

Time Entry Timesheet Pay Period Date Range

Timesheet Status (Open, Submitted, or Approved) **0.00** hrs Raw Total **0.00** hrs Calc. Total

Date	Raw / Calc. Total	Actions
> SUN Sep 5	0.00 / 0.00	+
> MON Sep 6	0.00 / 0.00	+
> TUE Sep 7	0.00 / 0.00	+
> WED Sep 8	0.00 / 0.00	+
> THU Sep 9	0.00 / 0.00	+
> FRI Sep 10	0.00 / 0.00	+
> SAT Sep 11	0.00 / 0.00	+
> SUN Sep 12	0.00 / 0.00	+
> MON Sep 13	0.00 / 0.00	+
> TUE Sep 14	0.00 / 0.00	+
> WED Sep 15	0.00 / 0.00	+
> THU Sep 16	0.00 / 0.00	+

SAVE button (entering mid-pay period)

SAVE

4-Hour Workday Entry Example (From, To, and Raw Total + SAVE Button):

My Time / Timesheet

Date	Raw / Calc. Total	Actions
SUN Sep 5	0.00 / 0.00	+
MON Sep 6	4.00 / 0.00	+

4 Hour Workday

From	To	Raw Total
8:00 AM	12:00 PM	4.00

Calc. Total 0.00

In Date: MON Sep 6

Evaluations: 0

Time Off: [Dropdown]

Cost Centers: Alabama/Birmingham

Discipline: 26 Speech Therapists

From	To	Raw Total
		0.00

Calc. Total 0.00

SAVE

**8-Hour Workday Entry w/30-Minute Unpaid Lunch Break Example
(8:00AM-12:00PM & 12:30PM-4:30PM):**

My Time / Timesheet

MON Sep 6 8.00 / 0.00

From	To	Raw Total
8:00 AM	12:00 PM	4.00

Calc. Total 0.00

In Date MON Sep 6

Evaluations 0

Time Off

Cost Centers Alabama/Birmingham

Discipline 26 Speech Therapists

From	To	Raw Total
12:30 PM	4:30 PM	4.00

Calc. Total 0.00

In Date MON Sep 6

Evaluations 0

Time Off

Cost Centers Alabama/Birmingham

Entering/Selecting Time Off Options on Timesheet (Sick, Scheduled School Closure, Unscheduled School Closure, General Unpaid Time Off):

1) Click on Time Off Drop Down and click "Browse":

The screenshot shows a mobile application interface for entering time on a timesheet. At the top, it says "My Time / Timesheet". Below that, there's a header for "MON Sep 6" with a total of "4.00 / 0.00". The main section has three columns: "From", "To", and "Raw Total". The "From" field contains "8:00 AM", the "To" field contains "12:00 PM", and the "Raw Total" field contains "4.00". Below this, there's a "Calc. Total" field with "0.00".

Further down, there are several fields: "In Date" set to "MON Sep 6", "Evaluations" set to "0", and "Time Off" which is currently empty. The "Time Off" field is highlighted with a red rectangle, and its dropdown arrow is also circled in red. Below "Time Off" are "Cost Centers" set to "Alabama/Birmingham" and "Discipline" set to "26 Speech Therapies".

At the bottom, there's another section with "From", "To", and "Raw Total" fields, all currently empty, with "Raw Total" showing "0.00". A "Done" button is visible in the bottom right corner of the main form area.

A modal menu is open at the bottom of the screen, listing several options: "Browse..." (circled in red), "Unscheduled School Closure", "General Unpaid Time Off", "Sick", and "Scheduled School Closure".

2) Select Time Off Option Using:

Browse and Select

Search

1 of 1 6 Rows

	Name	Full Path
<input type="radio"/>	General Unpaid Time Off	General Unpaid Time Off
<input type="radio"/>	Scheduled School Closure	Scheduled School Closure
<input type="radio"/>	School Closure for COVID-19	School Closure for COVID-19
<input type="radio"/>	Sick	Sick
<input type="radio"/>	Spring Break - School Closed	Spring Break - School Closed
<input type="radio"/>	Unscheduled School Closure	Unscheduled School Closure

3) Enter in Total Time Off Type Hours in Raw Total Box & Click SAVE button:

My Time / Timesheet

MON Sep 6 4.00 / 0.00

4 Hour Workday

From 8:00 AM To 12:00 PM Raw Total 4.00

Calc. Total 0.00

In Date MON Sep 6

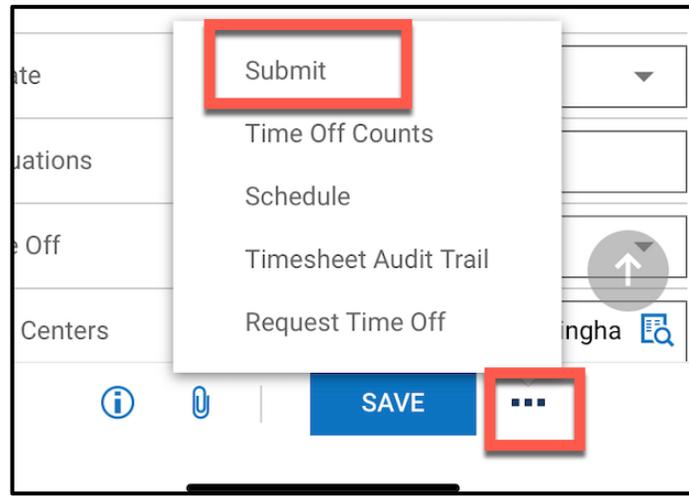
Evaluations 0

Time Off Scheduled School C

Cost Centers Alabama/Birmingham

Discipline 26 Speech Therapis

After ALL the 2-Week Pay Period Hours are Entered, Click on 3-dot icon next to SAVE and select "SUBMIT" (Clicking Submit locks your timesheet for review & payroll processing):



Submit too soon?

Reach out to your SSG Manager and ask them to "Reject" your submitted timesheet. This will unlock the timesheet and allow edits/hours to be added.