UKG Ready

Platform Features

UKG Ready Platform Features

Introduction

This centralised resource shows how the different features across UKG Ready® fit together within a cohesive, unified platform. You can quickly look through to see the full scope of what UKG Ready can do and learn about specific features within the product's modules.

Table of Contents

UKG

UKG Ready HR

Onboarding

New hire checklist/welcome/workflow

Personal information

Employee self-service

Property allocation

HR document and forms creator (custom forms)

HR Resource

Document storage

Document retrieval tracking

Employee directory

Employee self-service

Organisational charts

Company news and events

HR documents and forms creator (custom forms)

Incident Tracking

Incident-based email notifications

Case tracking/reporting and workflow

Supporting document storage

Points tracking and escalation

Training & Certification Management

Skills tracking

Course management

Certification tracking

Expirations

Positions

Positions management

Position hierarchy

Position budgeting

Incident Tracking

Request and approve time off

Attendance tracking (attendance hooks to the Timekeeping module)

Asset Management

Company property management

Vehicle management

Insurance and warranty-related contract

Offboarding

Termination details/history/checklist

Exit interview

Notification of termination

Forms

Engagement surveys

Employee award nominations

Policies agreements

Employee initiated request

Compensation Base

Job/position/cost-centre history

Salary history

Pay grades/steps

UKG Ready Talent Acquisition

Talent Acquisition
Internal and external job acquisitions
Free and/or premium job board integration
Configurable and online applications
Candidate self-service
Pre-screening questions
Resume parsing
Applicant/interview notifications and tracking
Recruiting insights (trends and visual metrics based on current workforce data)
Recruiting insights (trends and visual metrics based on current workforce data)

UKG Ready Performance Management

Performance Management
Performance development (continuous feedback and goals tracking)
Configurable performance appraisals
Define and measure competencies, goals & core values
Prior and current performance reporting
Employee self-assessment
Multiple manager assessment
Review workflow
Succession planning
Peer Review

UKG Ready Compensation Management

Compensation Management
Total compensation analysis
Compensation cycles with budget data
Worksheets for managers to model increases
Staff increases modelled and proposed by managers are routed and approved via configurable workflows
Merit matrix links performance ratings to compensation

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UKG Ready Time Keeping

Labour Management

Employee/manager self-service

Timesheet approval workflow

Mass edit capabilities

Import/export utility

Exception handling

Document storage (receipts, company handbook, etc.)

Automated points tracking (attendance trends)

Temporary manager (backup) assignment

Employee self-service time off request tool and manager approval workflow

Scheduling

Daily, weekly, or configurable recurring patterns

On-the-fly entries/edits for day-to-day changes

Dynamic time off durations based on scheduled hours

Visibility into employee timesheet

Assign employees to schedules or schedules to employees

Assign two schedules per employee per day

View schedule, location, department, job, etc.

Security

Permanent, detailed audit trail

IP address and/or punch restriction

Application manager/user access profiles

Single Sign-On (SSO)

User/manager configurable user interface

Pay Rules

Location

Cost centre (nine cost centres with up to 10 levels each)

Shift differentials

Pay rule priority

Auto-populated holidays

Multiple pay periods (weekly, monthly, etc.)

Time zones

Non-standard pay periods

Employee contract-based pay rules

Automatic deductions (breaks, meals)

Paid meals

Annualisation tracking

Flat pay

Extra time and guaranteed minimum time

Grace and rounding

Holiday pay

Overtime

Data Collection

Ethernet-based clocks

Mag stripe, proximity, and bar code badges

Biometric verification and identification

Remote hardware management

Remote punch via mobile app

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UKG Ready Time Keeping (continued)

Reports

Over 50 built-in standard reports

Custom/ad hoc reports

Ability to export to five formats (CSV, Excel, PDF, HTML, XML)

Daily email summary report

Daily email summary report

Saving and sharing reports with quick link access

Attendance board

Exception reporting

Time off calendar and roster

Dynamic drill-down capabilities

Security profile settings for defining access

Points history

Notifications, Alerts, Reminders

Standard time off request, rejection, and approval

Standard timesheet request, rejection, and approval

Beginning and end of period manager/employee notifications

Accrual balance notifications*

Exception notifications

Point notifications

Company-wide announcements

Mobile Application

Timesheet (completion, submission, correction, manager approvals)

Accruals (balances and history)*

Schedule

Time off requests (submission, balances, history, manager approvals)

Overtime requests

Time off calendar

Punch in/out

Offline punch

GPS punch tracking/geofencing

Job/cost centre transfer

Piecework collection

Reports access (read only)

Employee attendance tracking

Rate Tracking

Job costing

Pay categories (such as direct, indirect)

Multipliers, special rates

Effective dating

Counter value calculations

Piece rate quantity tracking (units, miles, etc.)

Pay rate per piece/piece rate requirements

*UKG Ready Accruals is an add-on module.

UKG Ready Advanced Scheduler

Build
Workload planning* — automatically generate shifts based on imported business data
Optimised schedule generation — take a step beyond simply meeting constraints and achieve business goals such as lowering cost, reducing overtime, meeting employee preferences and much more
Budget and workload definition
Shift and schedule definition
Schedule rule and constraints definition
Manual schedule planning and editing
Schedule pattern templates

Fill
Schedule groups or individuals
Schedule to skill and proficiency
Open-shift visibility
Automatic shift assignment — have the system automatically assign shifts based on several important factors such as availability, skills, location, and much more
Colour-coded availability
Drag-and-drop fill

Manage
Schedule change alerts and notifications
Skill tracking
Credential and certification tracking*
Staff management drag-and-drop shift transfer
Call list
Employee availability and preferences
Fatigue management
Open-shift management — automatically displays the available employees who meet shift criteria, allowing the shift to be offered and accepted by those employees within a predefined time frame
Employee self-service: request coverage
Employee self-service: shift swap
Employee self-service: request open shift
Timesheet sync** — ensure schedules are posted to employees' timesheets
Employee self-service — approve schedule changes (where secure scheduling ordinances apply)

Measure
Reporting
Coverage graph and metrics
Detailed audit trails
Planned-to-actual schedule metrics

*UKG Ready Accruals is an add-on module.

**Applicable only if the Time Keeping module is being licensed

UKG

UKG Ready Advanced Scheduler (continued)

Mobile Application
View schedule
Swap shifts (peer approvals available)
Coverage requests
Open shift requests

Measure
Reporting
Coverage graph and metrics
Detailed audit trails
Planned-to-actual schedule metrics

Notifications
Schedule changes
Shift swap requests
Coverage requests
Open shifts posted
Open shifts requested

UKG Payroll, by Payroll Metrics

Payroll
Automatic pay run and month end reports
Single Touch Payroll (STP) compliant
Optional bank and DMS transfer gateways
Automatic bank transfers
API integration with Salary Packagers and other third party applications
Date effective Payroll
Termination calculator
Australian and New Zealand payroll processing within a single database
Compliant with the interpretation and application of the NZ Holidays Act

Streamlined deduction management:
- Maintained holiday dates, tax tables, NES & LSL Rules by state, Superannuation thresholds and caps, Superannuation funds list
- KiwiSaver opt-in/out and contributions management

Payday Filing compliant

Reporting
Easy-to-use, on screen custom report writer
General Ledger reporting
Report management repository
Comprehensive audit history

UKG Ready Leave Accruals

Accrual Settings

System-maintained values — accrual balances will be calculated automatically in system

User-maintained values — accrual balances will be manually updated by the system administrator

Imported values — accrual balances will be calculated externally and imported to the system on a regular basis

Tenure changes — will be shown if tenure changes in the middle of an accrual period

Maximum accrued amount (per accrual year) — maximum hours that can be accrued based on tenure

Maximum running balance — maximum balance that an employee can have at any given time

Balance move — move any excess accrued amounts to a specific bucket

Utilisation — order in which different time-off buckets are used

Accrual day — first or last day of month

New-hire accruals — when and how much a new hire starts accruing his or her first month

Sick time compliance

Waiting period schedule — schedule on which an employee will accrue after the waiting period settings have been reached

Processing accruals — amount and frequency accruals are calculated (automatically, manually, individual users, multiple users, all users)

Accrual termination — allows for multiple options to pay out accrual balances upon termination of an employee

Accrual Management

Modify accrual balances

Zero out accrual balances

Import accrual balances

Modify employee hours taken

Test accruals

Mobile Application

View accruals balance

Request time off

Approve time off

Employee Self-Service

View accrual balances

Request time off — automatically updates accrual balances

Time-off balance report

Notifications

Negative balances

End of waiting period

UKG Ready Attestation

Device Support
UKG InTouch® time clock
Timesheet clock
Web clock

Workflows
Attestation questionnaire
Attestation manager change request
Cascading prompts when responses may trigger follow-up questions or requests
Generation of email to employees or manages notifying of to-do item

Employee Actions
Attestation approval
Attestation rejection
Cancel/postpone attestation
Cancellation/postponing of attestation — Note that can reject or approve
Reason code included

Employee Prompts
End of shift (daily)
Timesheet submission
Configurable questions
Configurable response choices
At every punch — requires custom configuration

Reports
Attestation audit report
Attestation summary report
Attestation summary dashboard widget

Notifications & To-Do's
Missed attestation to-do
Rejected attestation email notification
Approved attestation email notification

UKG Ready Cross-Platform Features

Employee Perspectives

- Delivers an at-a-glance view of employee data that can serve as a scorecard of key employee metrics
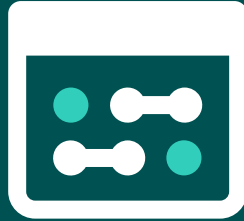
UKG Ready Mobile App

- Compatible with Apple and Android devices

- Download free from your device's app store

Integration Hub

- Supports integration of your Workforce Ready solution with any combination of cloud, Software-as-a-Service (SaaS), or on-premise applications

UKG Ready People Analytics

- Gather: Gain detailed workforce and process insights across your organisation with real-time reports

- Visualise: Focus on the facts that matter to make quick decisions using charts and dashboards

- Predict: Use people data to proactively manage workforce trends through Employee Perspectives, UKG Ready Scheduler, and Succession Planning

- Drive business outcomes by connecting to curated views of your workforce data delivered by a dedicated analytics services team

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About UKG

At UKG (Ultimate Kronos Group), Our Purpose Is People. Built from a merger that created one of the largest cloud companies in the world, UKG believes organisations succeed when they focus on their people. As a leading global provider of HCM, payroll, HR service delivery, and workforce management solutions, UKG's award-winning Dimensions and Ready solutions help tens of thousands of organisations across geographies and in every industry drive better business outcomes, improve HR effectiveness, streamline the payroll process, and help make work a better, more connected experience for everyone. UKG has more than 12,000 employees around the globe and is known for its inclusive workplace culture. The company has earned numerous awards for its culture, products, and services, including consecutive years on Fortune's 100 Best Companies to Work For list.
To learn more, visit www.ukg.com.au.

Our Purpose Is People

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