# REQUESTING SICK TIME OR PTO ON UKG DESKTOP •

Log on to UKG (e11.ultipro.com). Click on Workforce Management (left side of screen).

This will open a new tab.

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Myself	*	Hello	
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Personal	~		
My Company	~	My nav	
Jobs	~	, p,	
My Onboarding		Last pay Friday, March 8	
Career Development		View detailed paystub	
UKG Pro Learning			
Employee Voice		Coming Up	
Pay	~		
Workforce Management		You're all set!	
Benefits	~	You don't have any tasks. Give yourself a pat on the back.	
Documents	~		
Document Manager		⑦ Need help?	
Communication Broadcast		Find answers to common HR questions or request something from your HR team. Get HR assistance	
HR Help		Get the mobile app	
Home		Download the mobile app from the Apple or	
Inbox	^	Google Play app stores. Enter ENHANCE for the	
Inbox		company access code. View instructions	
My Inbox			



On the Workforce Management page you'll see the total number of hours you have for PTO (FT or PT staff) or sick time (per diem staff).

Click on the blue "Request" button. Depending on your status, you will have the arrow to change from ConEd to Paid Time Off, or it will be Sick Time only.

## REQUESTING SICK TIME OR PTO ON UKG DESKTOP •

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Continuing Ed 8.00 hou Dec 31, 2023 - E Paid Time Off			
<b>37.59</b> Jul 13, 2023 - Jul		Cancel Submit Request	
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0	Bereavement	Bereavement	
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Close

You'll be prompted to choose a type of request. Your options are dependent on your status.

Choose the type that applies to you.

For policies on bereavement and continuing education, please reference the handbook.

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Time Off		
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You'll be able to choose full day, partial day, or multiple days. If you are requesting fewer than 8 hours, request a partial day. If you are requesting multiple days during which a weekend is involved and you do not work weekends, make sure to put in multiple requests to avoid using PTO on days you don't work.

## REQUESTING SICK TIME OR PTO ON UKG READY APP.



### Make sure you have the UKG Ready app.

If you don't have the app, you'll need to download both UKG Pro and UKG Ready apps. You'll log in to UKG Pro first, then use the ULG Ready app.

On the app, click on the airplane icon.



← My Time > Time Off > Request

Time Off Request		
Time Off Type	7	
Choose		

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#### ✓ Accrued Balances Details

### Jan 1, 2025 Continuing Education Time Off 🔻

8.00 hrs 0.00 hrs 8.00 hrs Current Accrued Taken Current Balance

#### MAR 2024 Today



Click on the tiny magnifying glass (see arrow).

This will give you the options, if any, you may have for requesting time off.

### REQUESTING SICK TIME OR PTO ON UKG READY APP.

Once you choose the type of off, the "Start Request" button will be blue. Click on that.

← My Time > Time Off > Request

#### Time Off Request

Time	Off	Туре
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Paid Time Off 🛛 🕺 🖪

#### ➤ Accrued Balances Details

#### Mar 16, 2024 Paid Time Off -

168.59 hrs 115.00 hrs 37.59 Current Accrued Taken Current Balar

#### MAR 2024 Today





Choose the type of request. If you are requesting fewer than 8 hours, request a partial day. If you are requesting multiple days during which a weekend is involved and you do not work weekends, make sure to put in multiple requests to avoid using PTO on days you don't work.

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