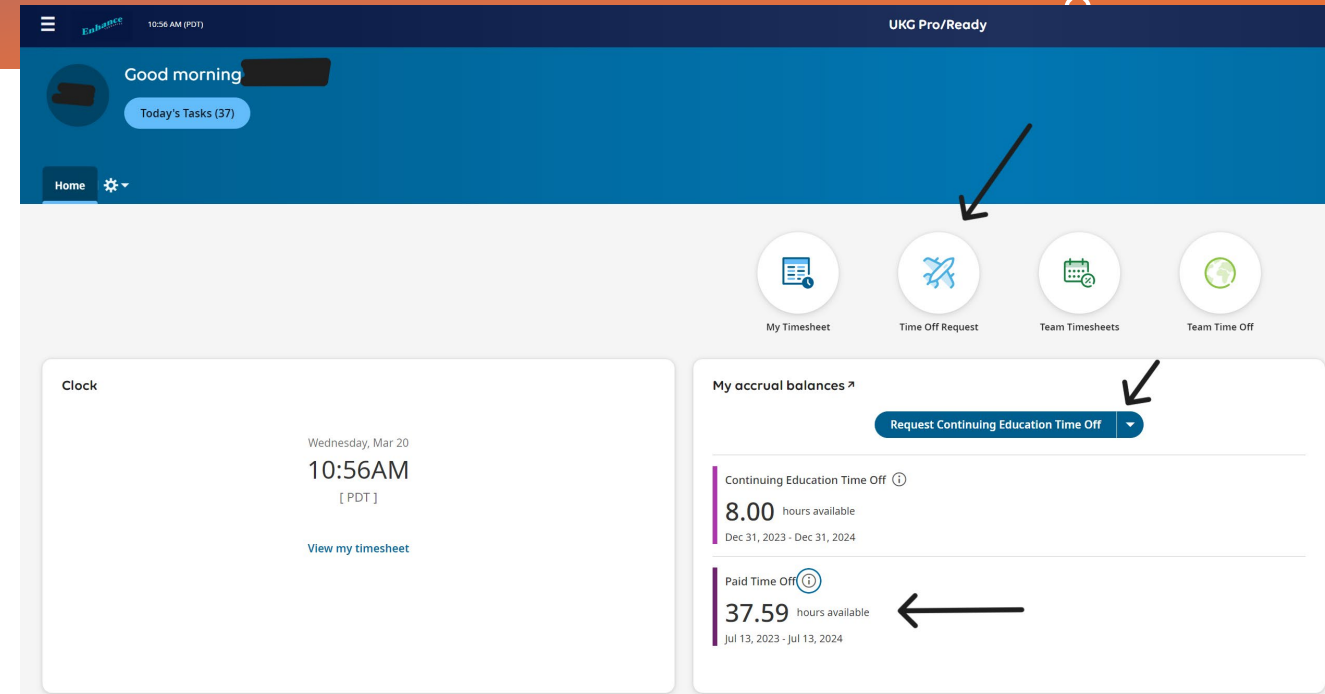
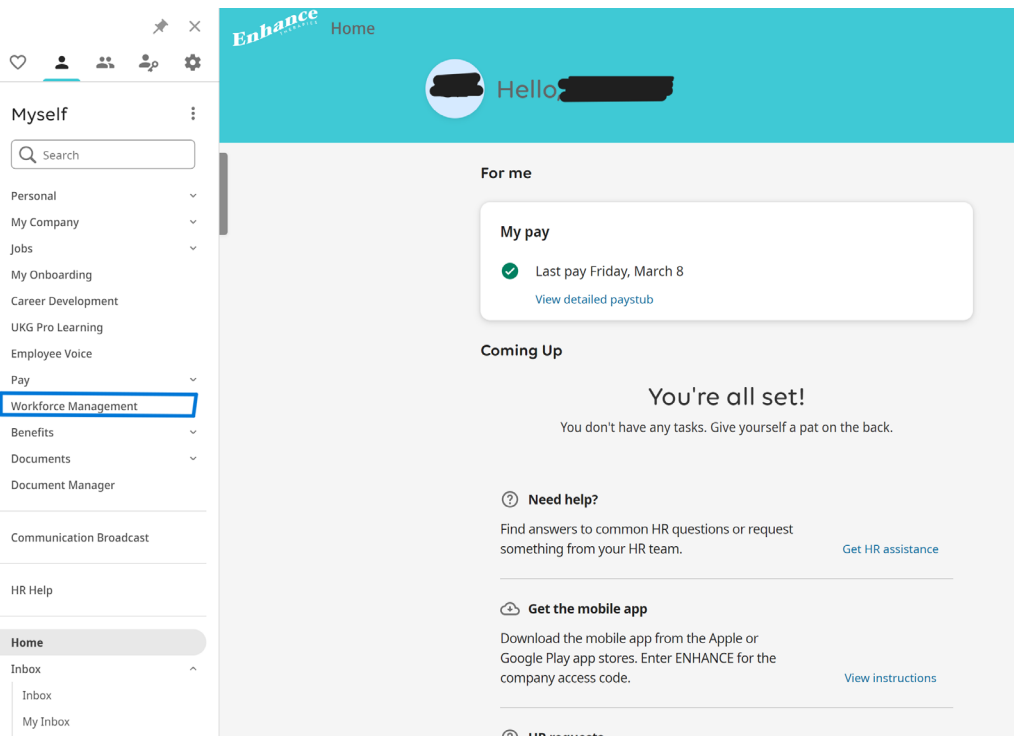


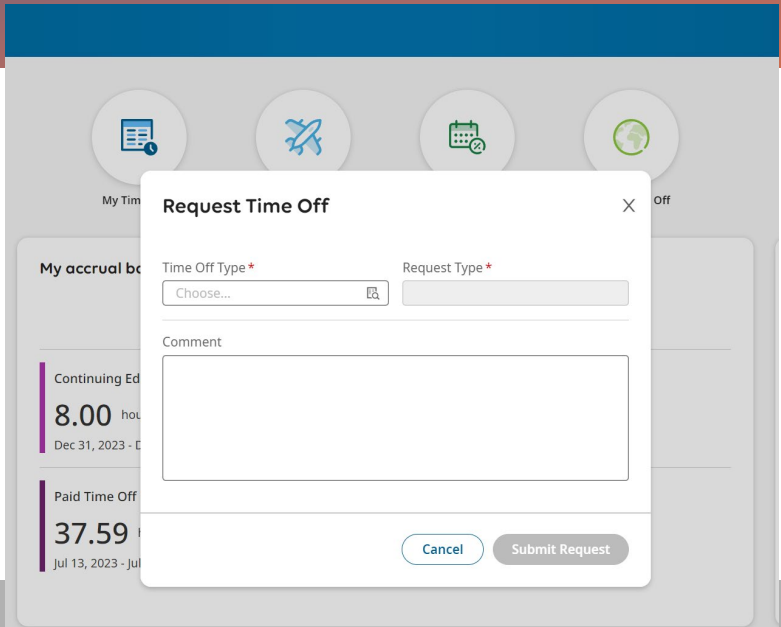
REQUESTING SICK TIME OR PTO ON UKG DESKTOP

Log on to UKG (e11.ultipro.com).
Click on Workforce Management (left side of screen).
This will open a new tab.



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.

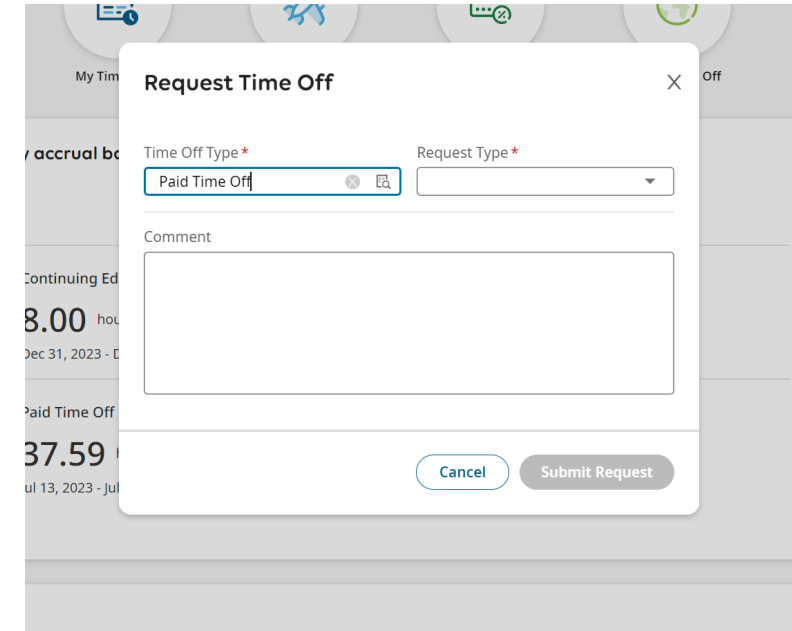
REQUESTING SICK TIME OR PTO ON UKG DESKTOP



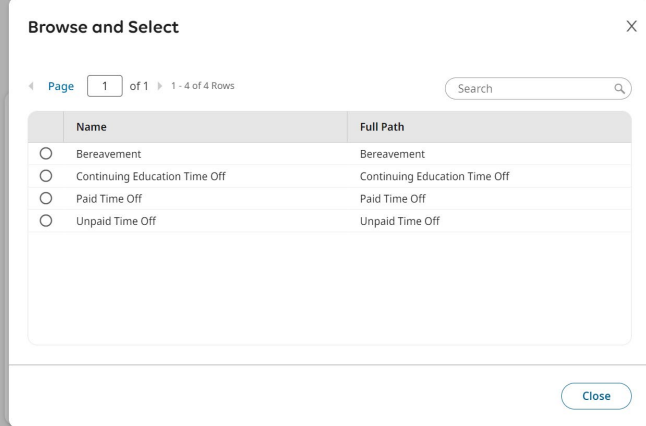
You'll be prompted to choose a type of request. Your options are dependent on your status.

Choose the type that applies to you.

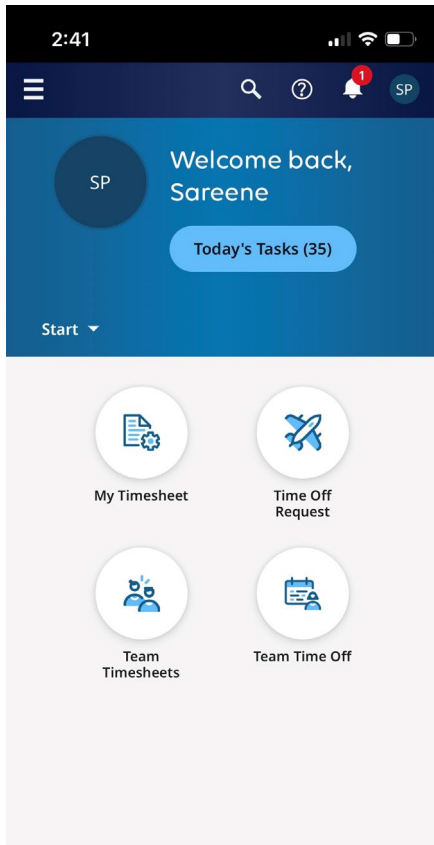
For policies on bereavement and continuing education, please reference the handbook.



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.

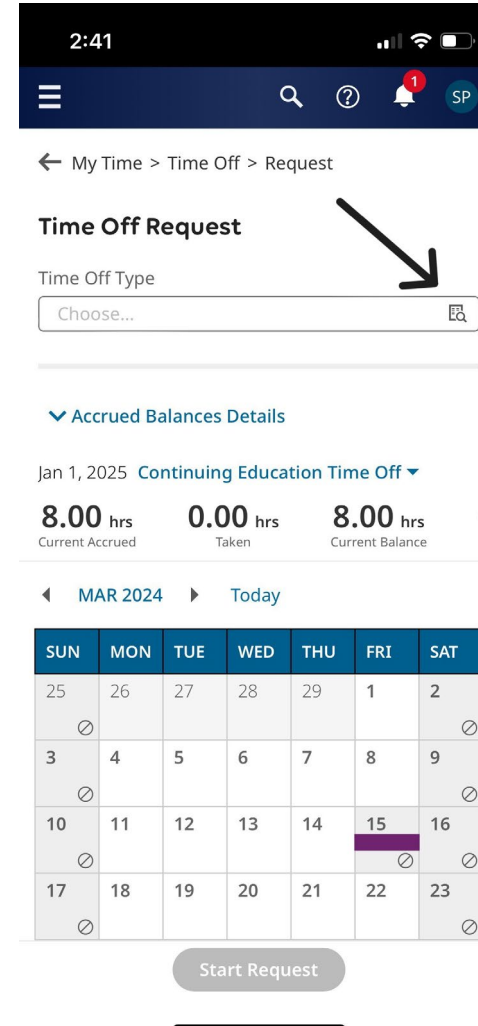


REQUESTING SICK TIME OR PTO ON UKG READY APP.



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.



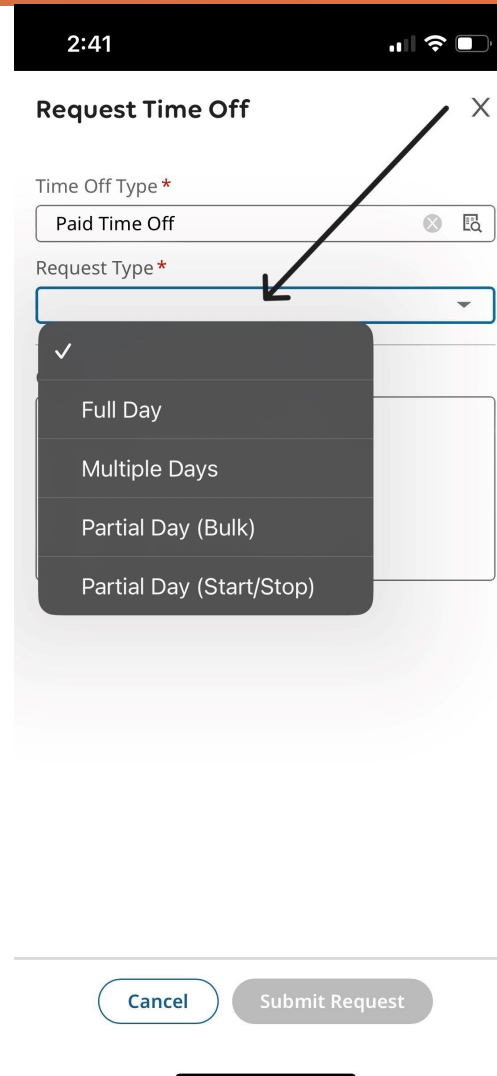
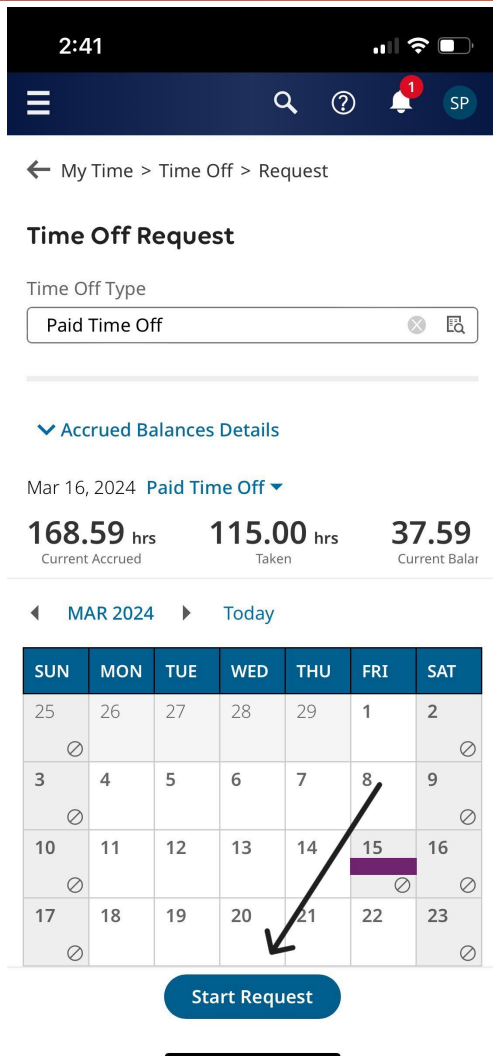
Click on the tiny magnifying glass (see arrow).

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.



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.