

## UKG Workforce Central (Kronos)– Desktop – User Guide

### Introduction

Dungarvin uses **UKG Workforce Central** (formerly known as Kronos) to track employees’ hours, site location, and job so that they are paid correctly. **UKG Workforce Central** replaces the previously used Telephone Time Entry (TTE) system. Once **UKG Workforce Central** is being used throughout the entire Dungarvin Organization for clocking in and out, TTE will not be available.



These instructions are for accessing **UKG Workforce Central** on a web browser using a desktop or laptop computer. For instructions on how to use UKG Workforce Central on a mobile phone, see UKG Kronos—Mobile Phone—User Guide.



Screenshots in these instructions may look slightly different than what you see.

### Contents- click topic to jump to it

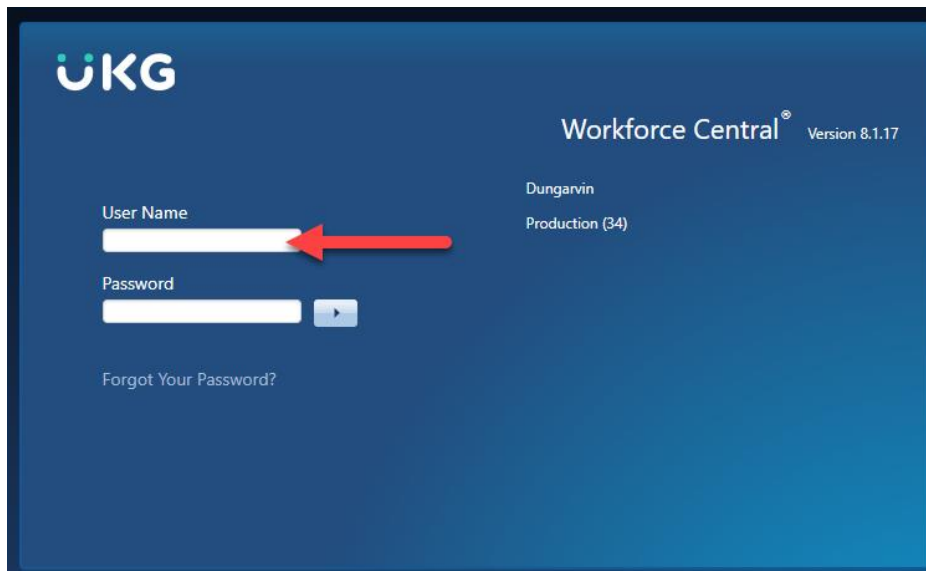
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## Setting up a UKG Workforce Central Account

1. Click the link below to open the **UKG Workforce Central** website in a web browser window.

<https://kronosmobile.dungarvin.com/wfc/htmlnavigator/logon>

2. Once the website is loaded, enter your employee number in the *User Name* field.

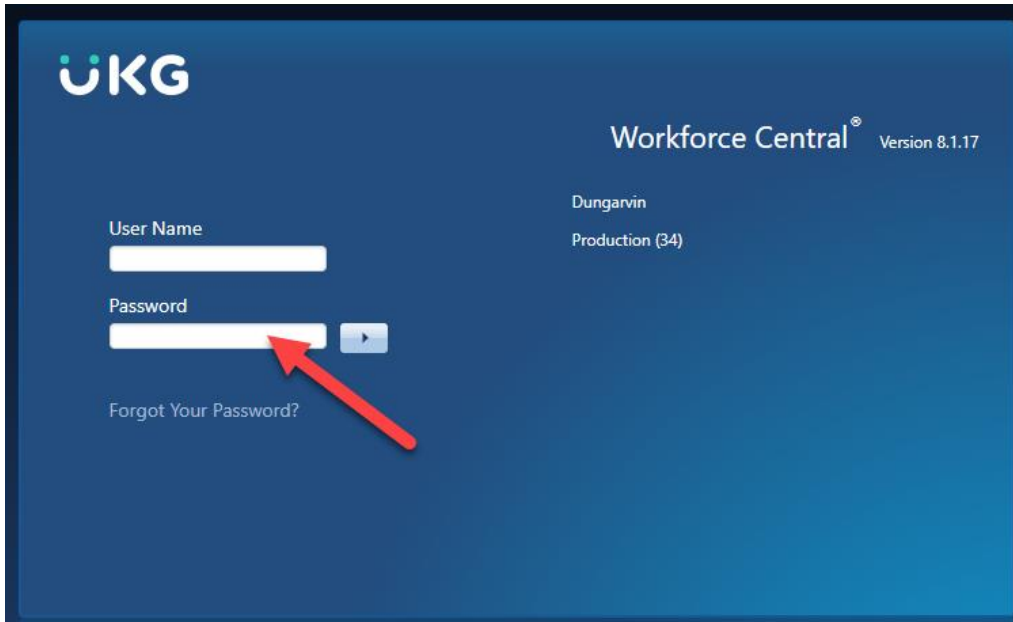


Your username is your 6-digit numeric employee number. This is the same number you have been using for TTE. If you do not know your employee number or do not have one, contact your supervisor.

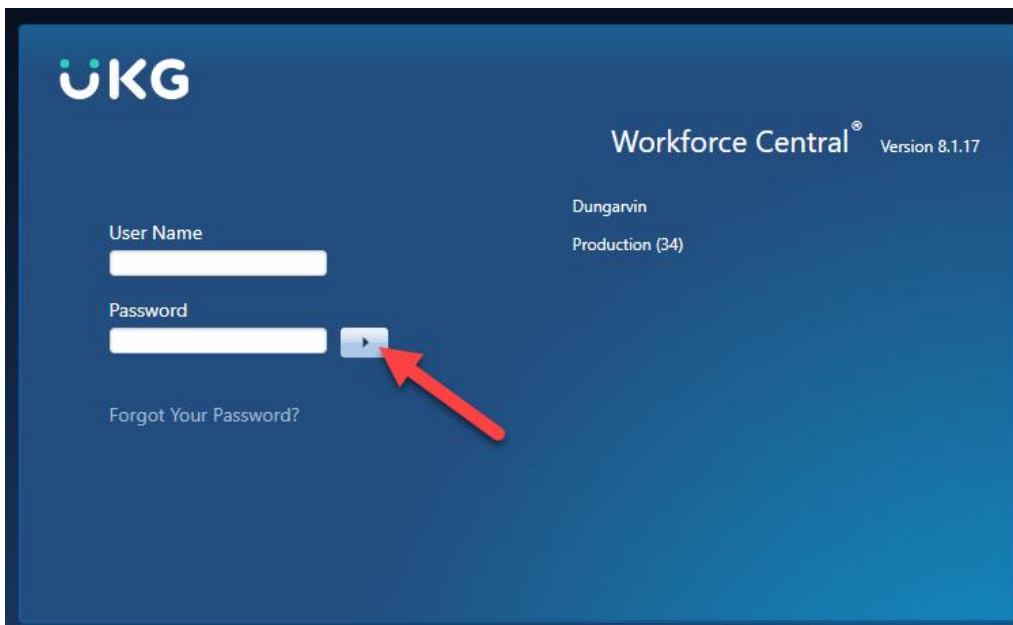
*Instructions continue on the following page.*

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3. Enter **Dungarvin1** in the *Password* field located below the *User Name* field.

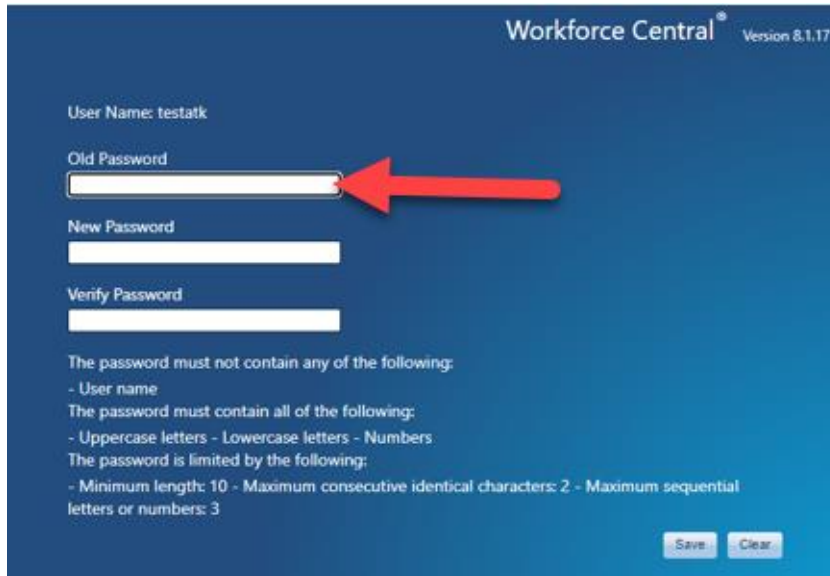


4. Click the arrow button to the right of the *Password* field.



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5. Once the new window has opened, enter **Dungarvin1** in the *Old Password* field.



Workforce Central<sup>®</sup> Version 8.1.17

User Name: testatk

Old Password

New Password

Verify Password

The password must not contain any of the following:  
- User name

The password must contain all of the following:  
- Uppercase letters - Lowercase letters - Numbers

The password is limited by the following:  
- Minimum length: 10 - Maximum consecutive identical characters: 2 - Maximum sequential letters or numbers: 3

6. Enter a new password of your choice in the *New Password* field that meets the requirements listed below. Then, enter the same new password in the *Verify Password* field.



Workforce Central

User Name: testatk

Old Password

New Password

Verify Password

The password must not contain any of the following:  
- User name



Your new password must have the following:

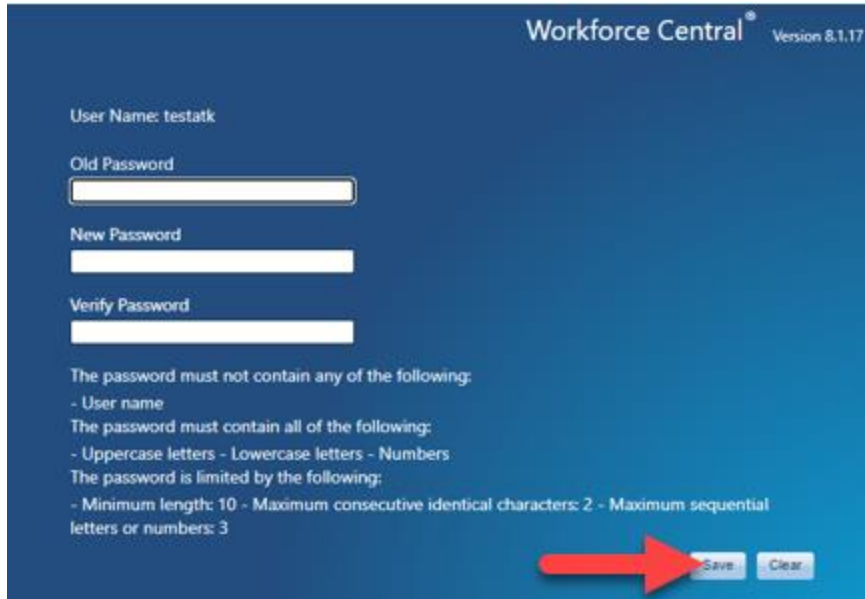
- Both upper- and lower-case letters
- One or more numbers
- No less than 10 characters long
- No more than two consecutive identical characters
- No more than three sequential letters or numbers



The system will prompt you every 90 days to reset your password.

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7. Click the *Save* button at the bottom of the window.



Workforce Central<sup>®</sup> Version 8.1.17

User Name: testatk

Old Password

New Password

Verify Password

The password must not contain any of the following:  
- User name

The password must contain all of the following:  
- Uppercase letters - Lowercase letters - Numbers

The password is limited by the following:  
- Minimum length: 10 - Maximum consecutive identical characters: 2 - Maximum sequential letters or numbers: 3

A red arrow points to the Save button.

8. Once the new window opens, choose a security question from each of the drop-down menus and enter the answers in the field below each question.



UKG Workforce Central<sup>®</sup> Version 8.1.17

User Name: testatk

Please select your security questions and type the answers in the text box.

One or more of these questions will be asked if you click Forgot Password and want to reset your password.

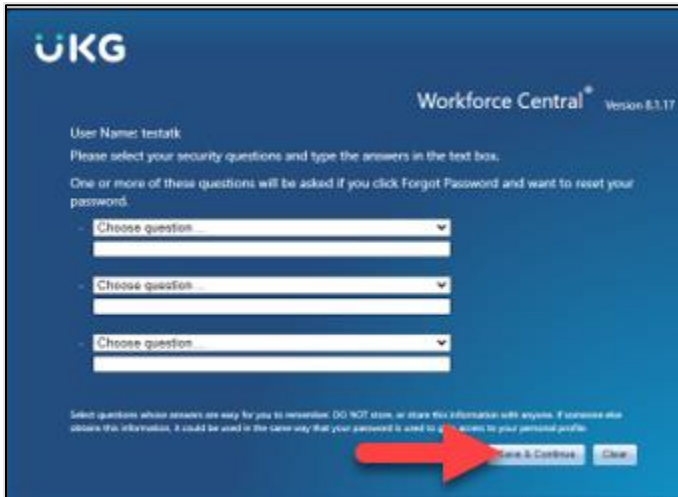
Select questions whose answers are easy for you to remember. DO NOT store or share this information with anyone. If someone else obtains this information, it could be used in the same way that your password is used to gain access to your personal profile.



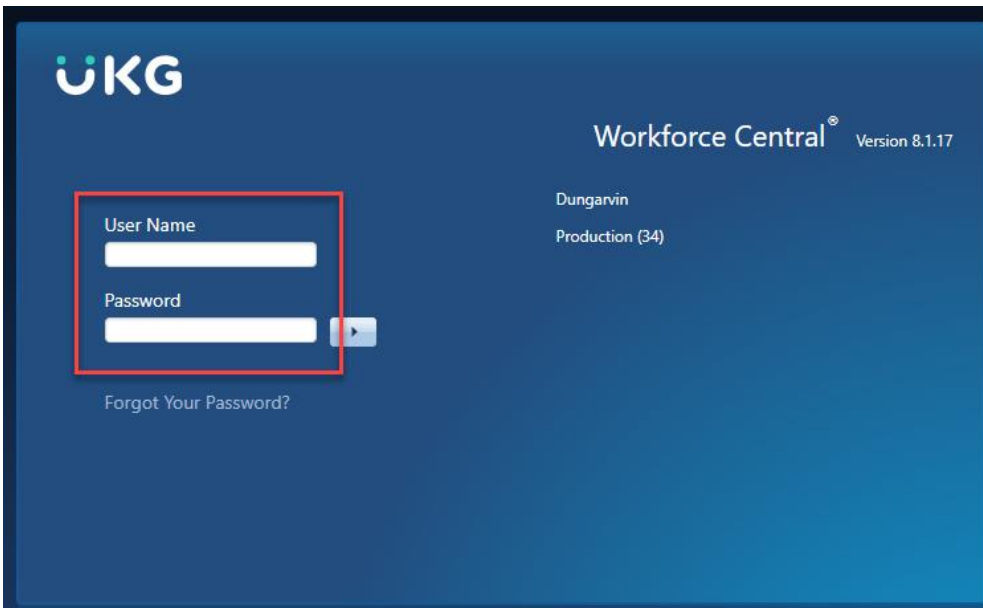
Make sure the questions and answers are easy to remember. These three questions will enable you to reset your password if you forget it. Contact your supervisor if you have problems with your password or the logging on process.

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9. Click the *Save & Continue* button located in the bottom right.



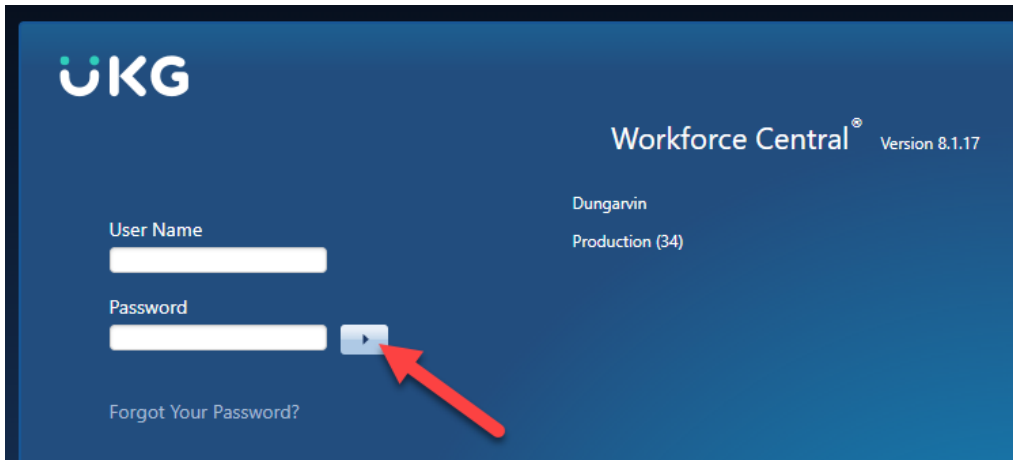
10. The log on window from the beginning of this process will appear. Enter your employee number in the *User Name* field, then enter your new password in the *Password* field.



Your username is your 6-digit numeric employee number. This is the same number you have been using for TTE. If you do not know your employee number or do not have one, contact your supervisor.

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11. Once the *User Name* and *Password* fields are filled, click the arrow to the right of the *Password* field to complete the log on process.



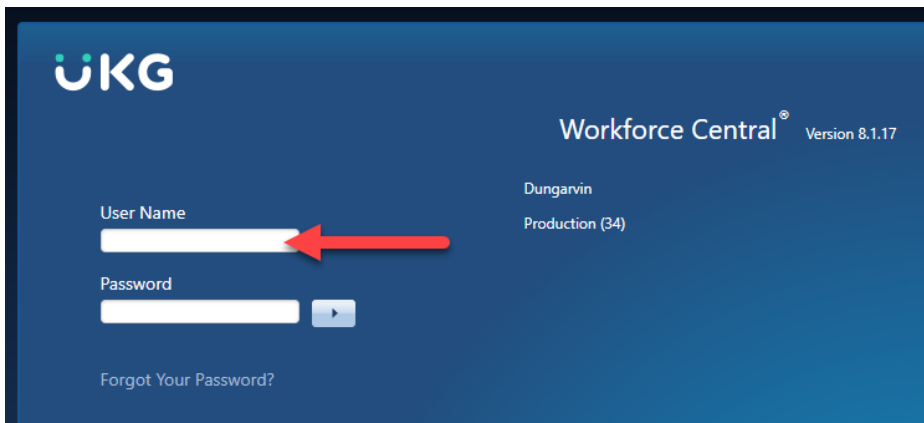
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## Logging On

1. Click the link below to open the **UKG Workforce Central** website.

<https://kronosmobile.dungarvin.com/wfc/htmlnavigator/logon>

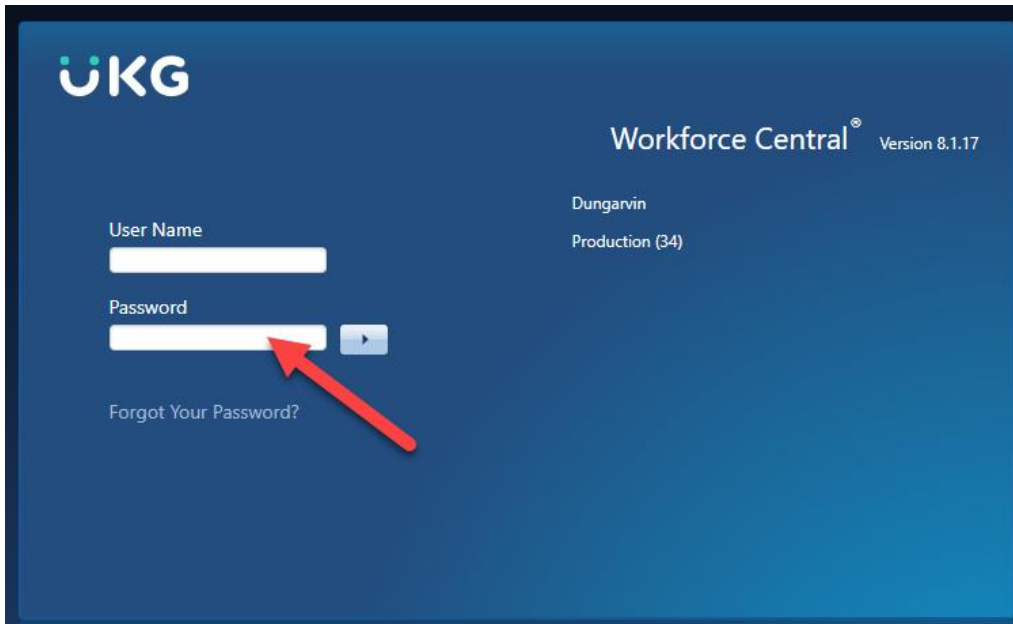
2. Once the website is loaded, enter your employee number in the *User Name* field.



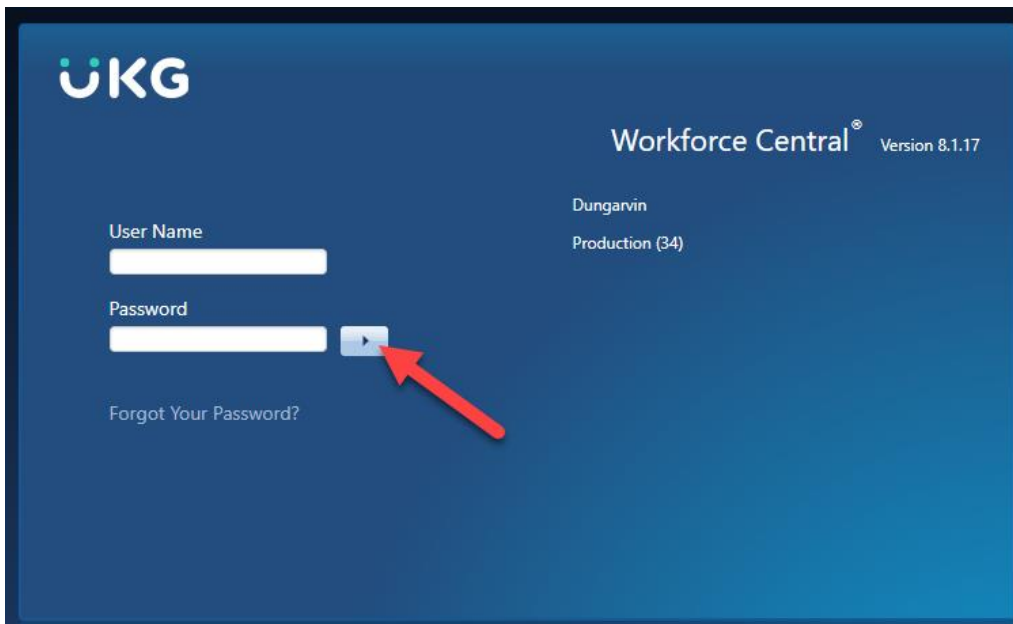
Your username is your 6-digit numeric employee number. This is the same number you have been using for TTE. If you do not know your employee number or do not have one, contact your supervisor.

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3. Enter your password in the *Password* field located below the *User Name* field.



4. Click the arrow to the right of the *Password* field to complete the log on process.



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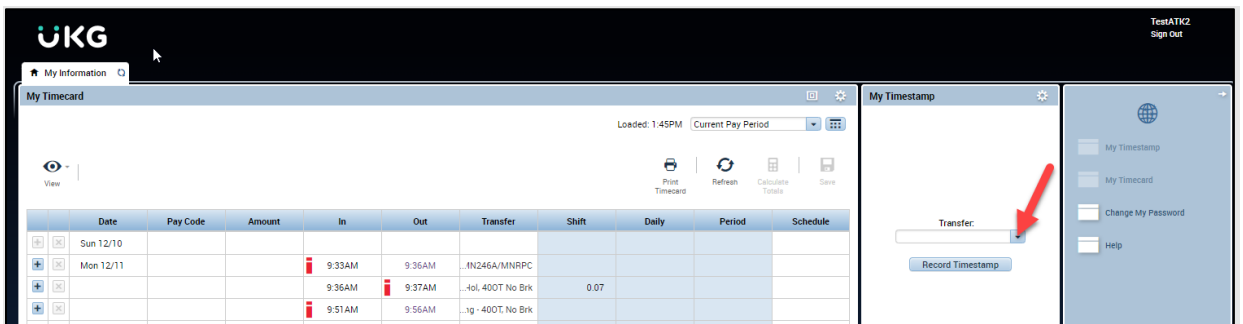
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## Clocking In

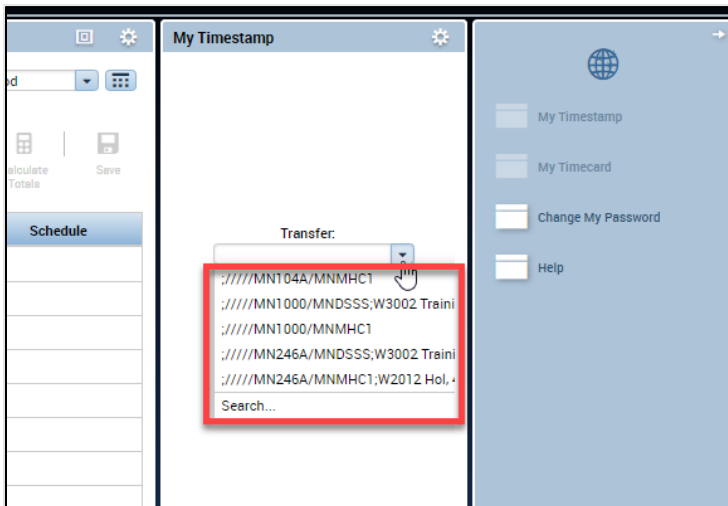


Make sure to include transfer information every time you clock in.

1. Log on to **UKG Workforce Central**.  
See the [Logging On](#) section for detailed steps.
2. In the second column from the right, labeled *My Timestamp*, click the arrow next to the blank field under *Transfer*.



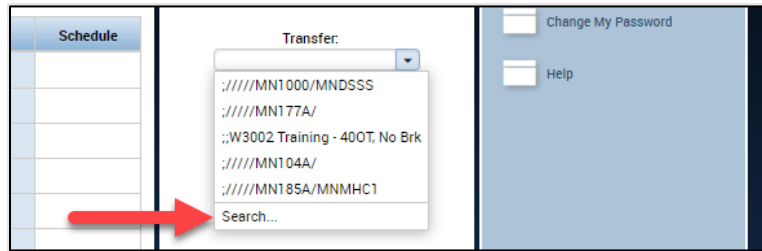
3. From the drop-down menu, select the correct job/location.



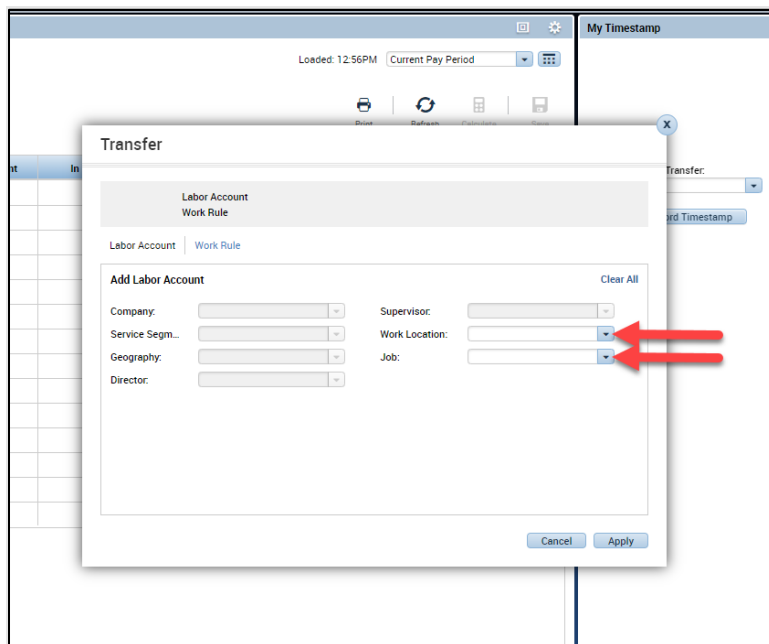
If this is your first time clocking in, you might not see your job/location listed under *Transfer*. Follow steps **a** through **c** to add the job/location.

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- a. If the correct job/location is not listed, select *Search* from the drop-down menu under *Transfer*.



- b. In the popup window, click on the down arrow to the right of *Work Location*. From the drop-down menu, click the location of work. Then, click on the down arrow to the right of *Job*. From the drop-down menu, click the job being worked.

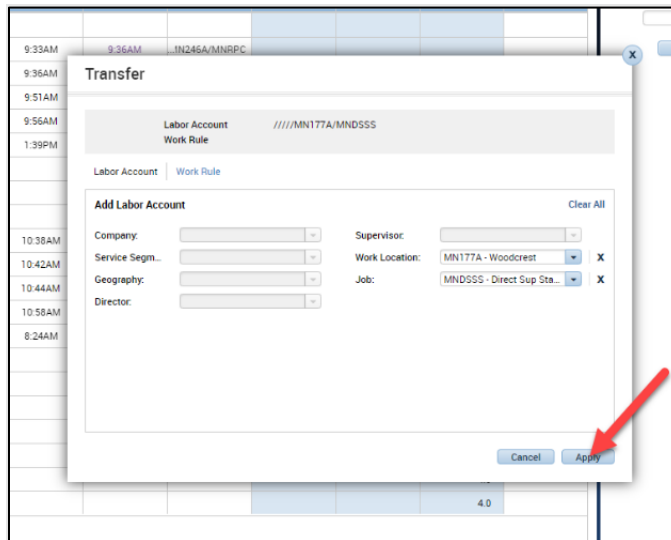


If the location where you are working is not listed, choose *XX1000 - Generic Unknown* from the *Transfer* drop-down menu. After completing the clocking in process, notify your supervisor that you used the *XX1000 - Generic Unknown* location code and inform them of the correct work location.

**This is important to do to ensure you are paid correctly.**

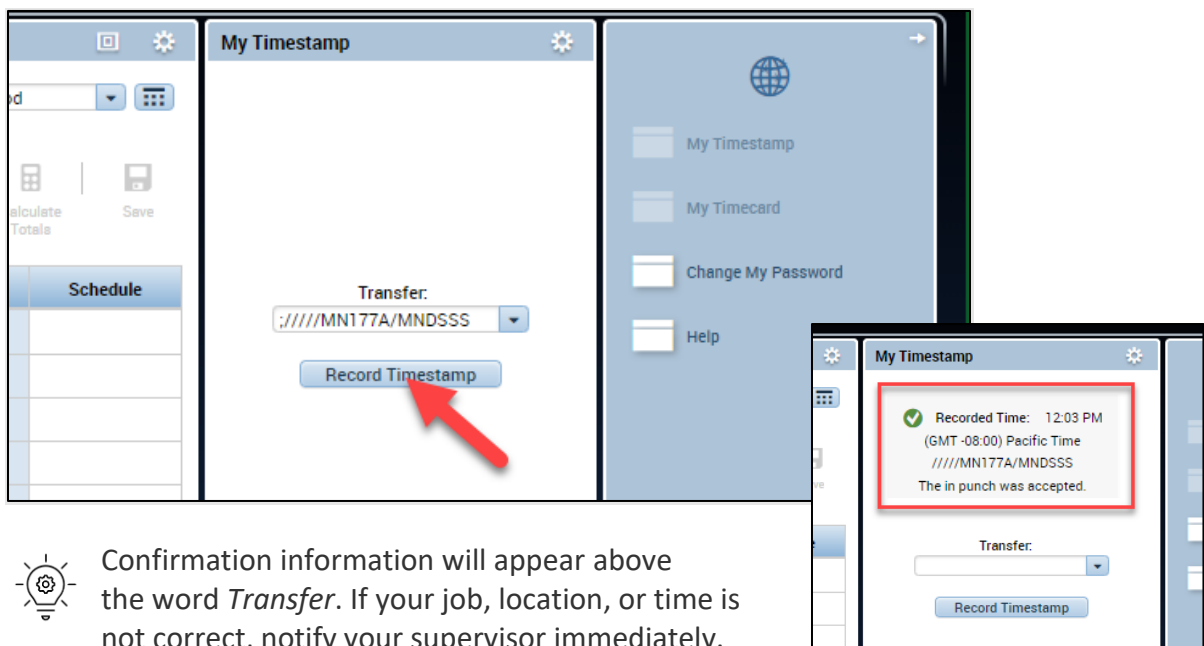
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- c. Once both the *Work Location* and *Job* fields are selected, click *Apply*.



It is very important to select the correct job and location from the Transfer list so that your time reflects accurately where you are working and what job you are doing. Both components are used to determine your pay rate.

4. Click the *Record Timestamp* button to complete the clocking in process.



Confirmation information will appear above the word *Transfer*. If your job, location, or time is not correct, notify your supervisor immediately.

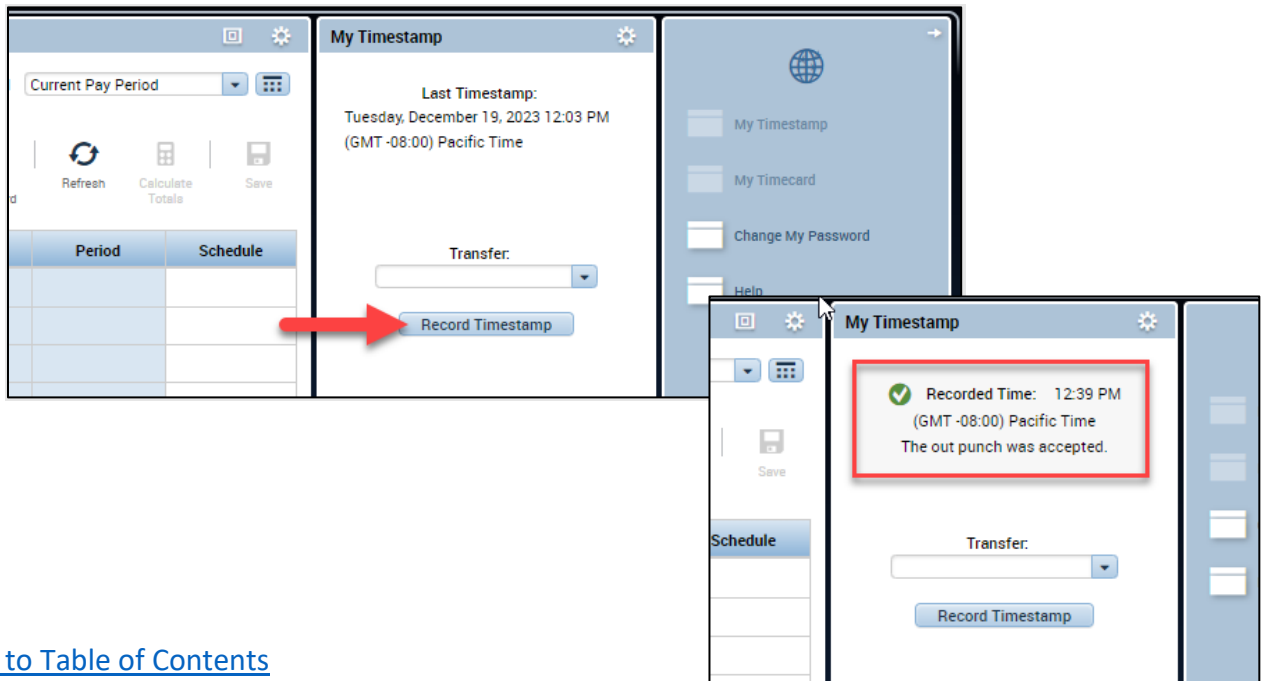
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## Clocking Out

1. Log on to **UKG Workforce Central**.  
See the [Logging On](#) section for detailed steps.
2. In the second column from the right, labeled *My Timestamp*, click the button labeled *Record Timestamp*.



Do not change or enter anything in the transfer field when clocking out.



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## Recording Time for Training, Travel, Administrative, or Respite

Use the following instructions when it is necessary to break out more detailed time records. Not all companies require this. These instructions will make sure an employee's time and activity is recorded accurately so the employee is paid correctly.

## Clocking In and Transferring In for Training, Traveling, Administrative, or Respite (Creating a Work Rule)



Make sure to include transfer information every time you clock in.

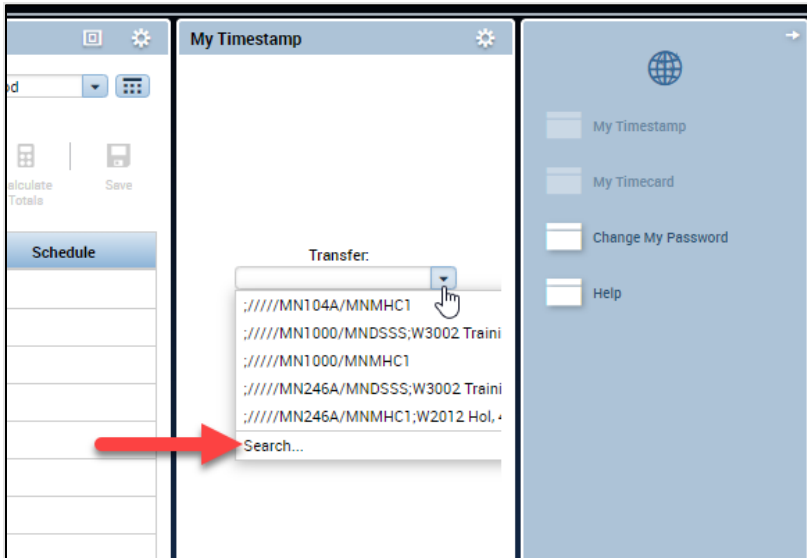


Use the following steps regardless of whether you have previously clocked in.

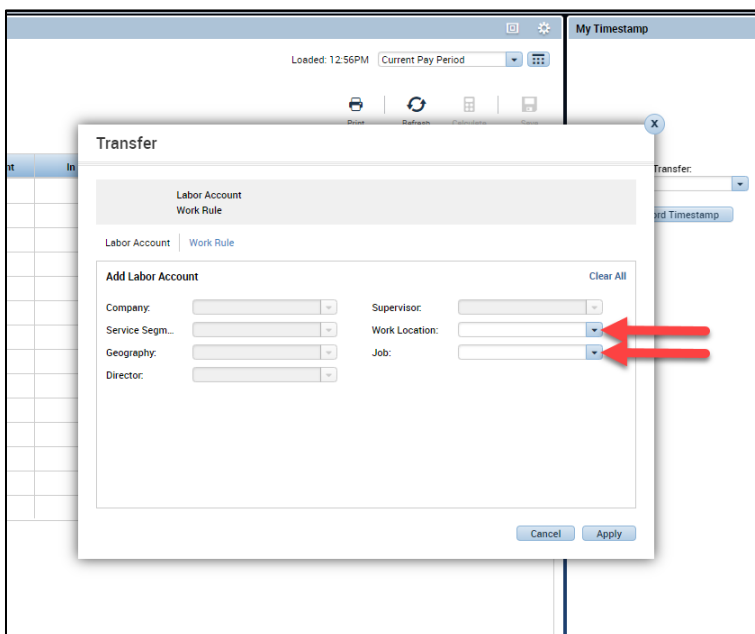
1. Log on to **UKG Workforce Central**.  
See the [Logging On](#) section for detailed steps.
2. In the second column from the right, labeled *My Timestamp*, click the arrow next to the blank field under *Transfer*.

The screenshot displays the UKG Workforce Central interface. The main area shows a 'My Timecard' table with columns for Date, Pay Code, Amount, In, Out, Transfer, Shift, Daily, Period, and Schedule. The table contains data for dates from Sun 12/10 to Tue 12/19. To the right, the 'My Timestamp' section is visible, featuring a 'Transfer:' label, a dropdown arrow, and a 'Record Timestamp' button. A red arrow points to the dropdown arrow in the 'Transfer:' field.

3. Select *Search* from the drop-down menu under *Transfer*.



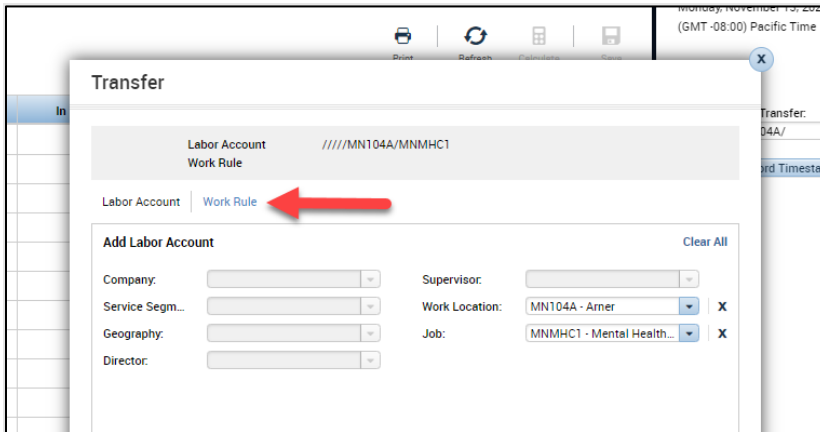
4. In the popup window, click on the down arrow to the right of *Work Location*. From the drop-down menu, click the location of work. Then, click on the down arrow to the right of *Job*. From the drop-down menu, click the job being worked.



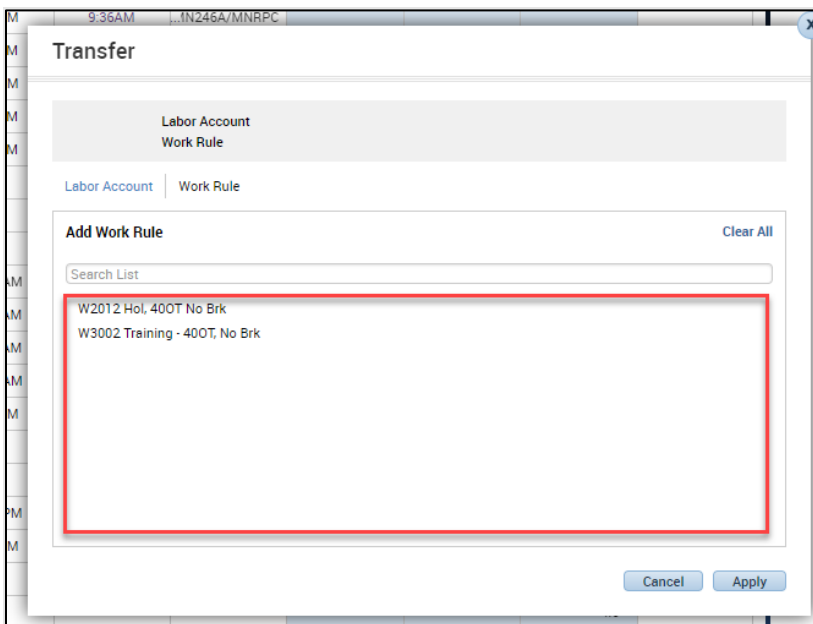
If the location where you are working is not listed, choose *XX1000 - Generic Unknown* from the *Transfer* drop-down menu. After completing the clocking in process, notify your supervisor that you used the *XX1000 – Generic Unknown* location code and inform them of the correct work location. **This is important to do to ensure you are paid correctly.**

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5. Click the tab labeled *Work Rule* located to the right of the *Labor Account* tab.



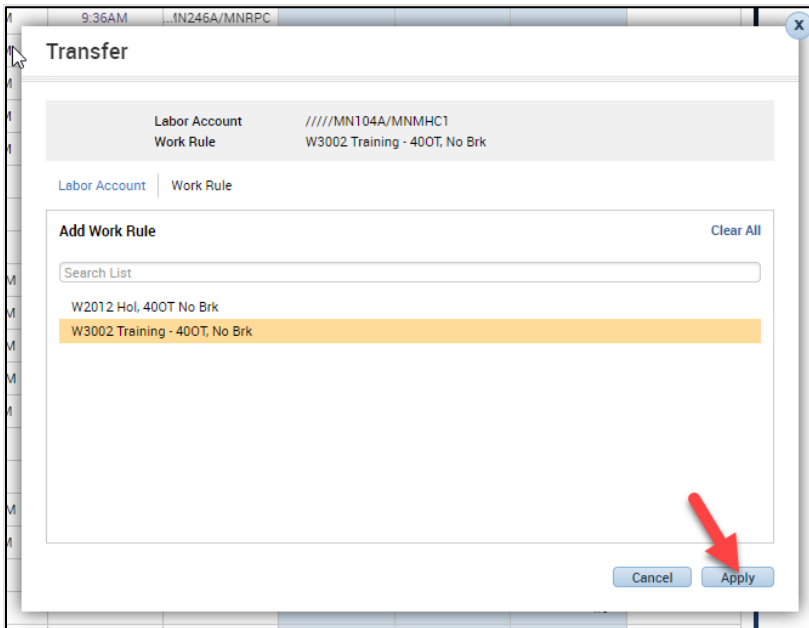
6. Click on the listing under *Add Work Rule* that best fits the activity being recorded.



*Instructions continue on the following page.*

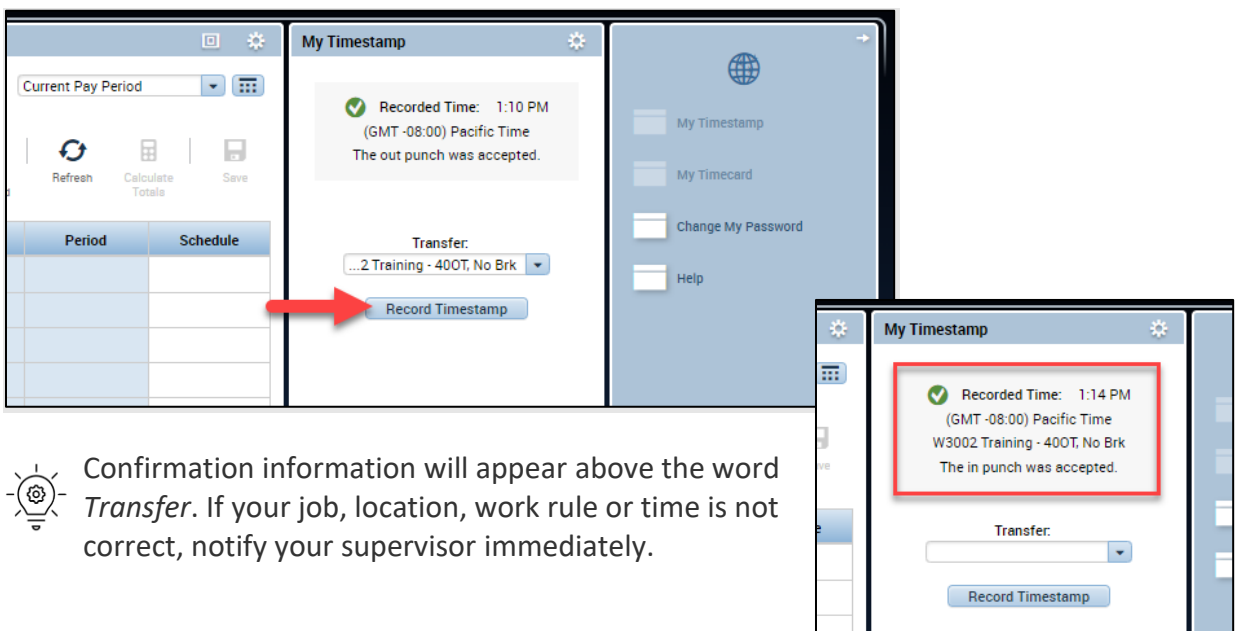
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7. Click the *Apply* button in the lower right of the popup window.



It is very important to select the correct job and location from the lists so that your time reflects accurately where you are working and what job you are doing. Both components are used to determine your pay rate.

8. Once the popup window disappears, click the *Record Timestamp* button to complete the process.



Confirmation information will appear above the word *Transfer*. If your job, location, work rule or time is not correct, notify your supervisor immediately.

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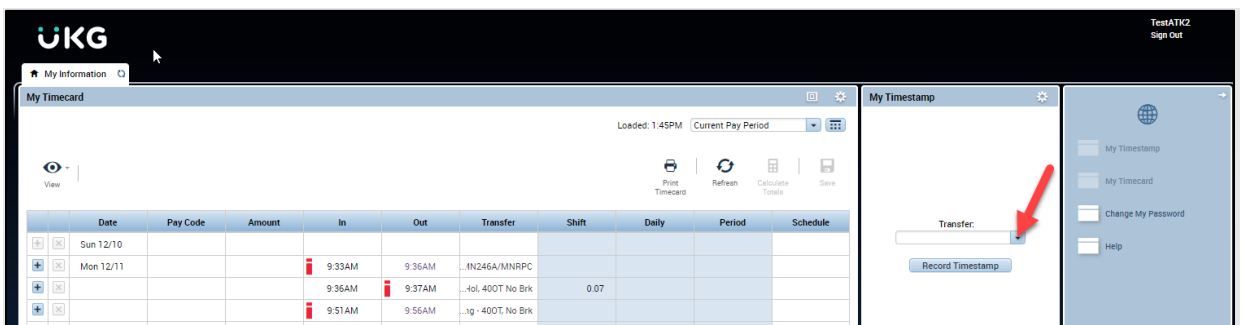


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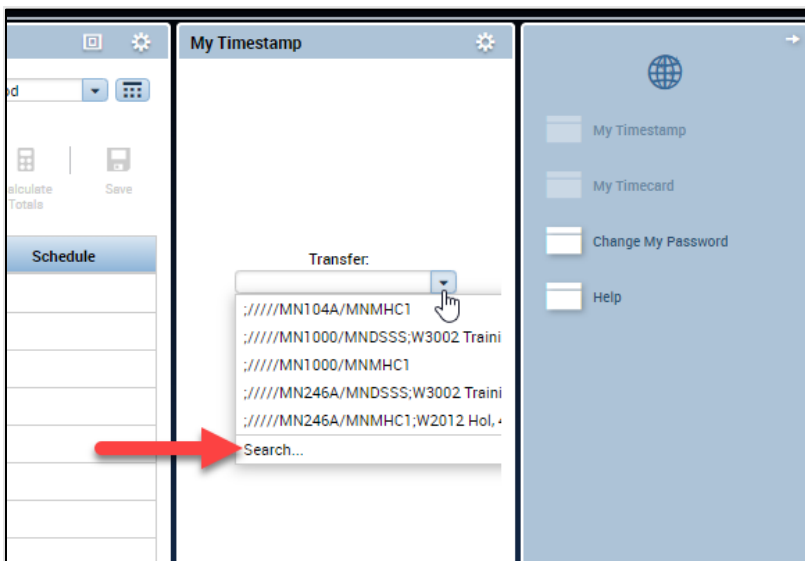
## Transferring Out of Training, Travel, Administrative, or Respite (Clearing a Work Rule)

When training, travel, administrative activities, or a respite is completed and the workday will continue, use the following steps to update the job and location.

1. Log on to **UKG Workforce Central**.  
See the [Logging On](#) section for detailed steps.
2. In the second column from the right, labeled *My Timestamp*, click the arrow next to the blank field under *Transfer*.

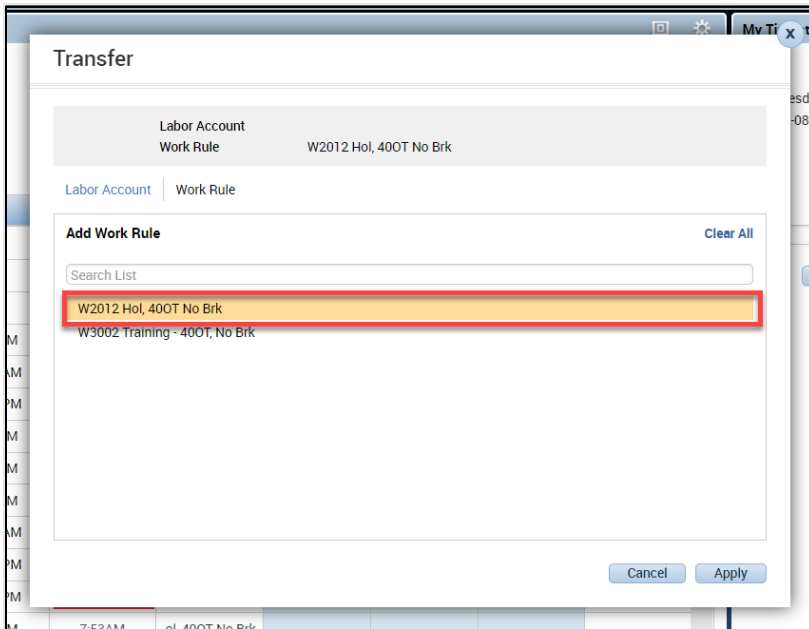


3. Select *Search* from the drop-down menu under *Transfer*.

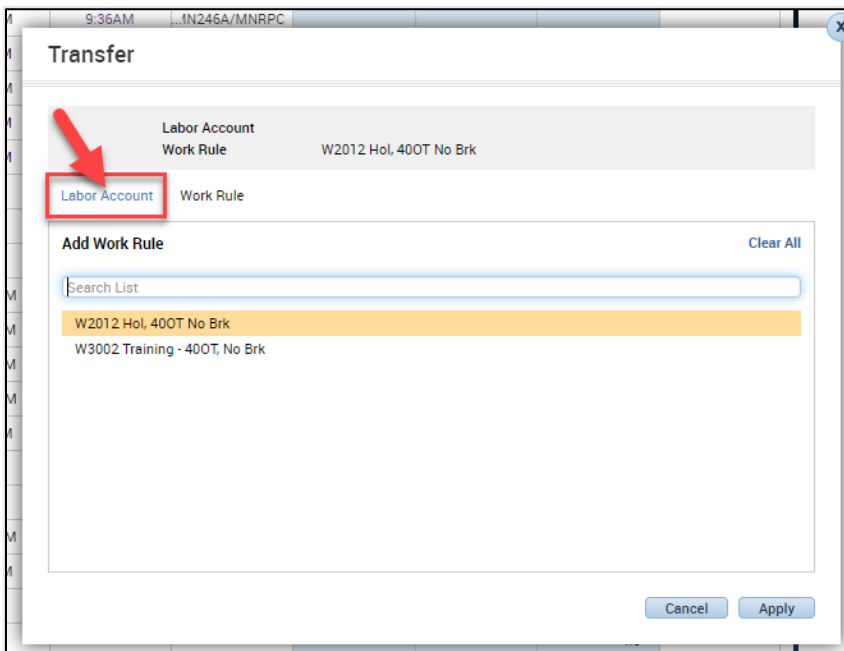


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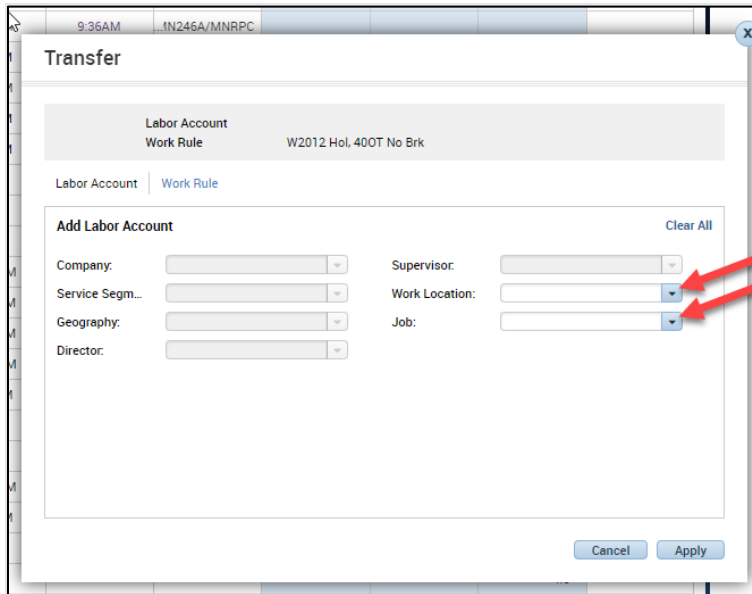
4. Under *Add Work Rule*, click on *W2012*, *W2011*, or similar so that it is highlighted.



5. Click the *Labor Account* tab.



- Click the down arrow to the right of *Work Location*. From the drop-down menu, click the location of work. Then, click on the down arrow to the right of *Job*. From the drop-down menu, click the job being worked.



The screenshot shows a 'Transfer' dialog box with the following fields and controls:

- Labor Account:** W2012 Hol, 400T No Brk
- Work Rule:** W2012 Hol, 400T No Brk
- Navigation:** Labor Account | Work Rule
- Add Labor Account:** Clear All
- Company:** [Dropdown]
- Service Segm...:** [Dropdown]
- Geography:** [Dropdown]
- Director:** [Dropdown]
- Supervisor:** [Dropdown]
- Work Location:** [Dropdown] (indicated by a red arrow)
- Job:** [Dropdown] (indicated by a red arrow)
- Buttons:** Cancel, Apply



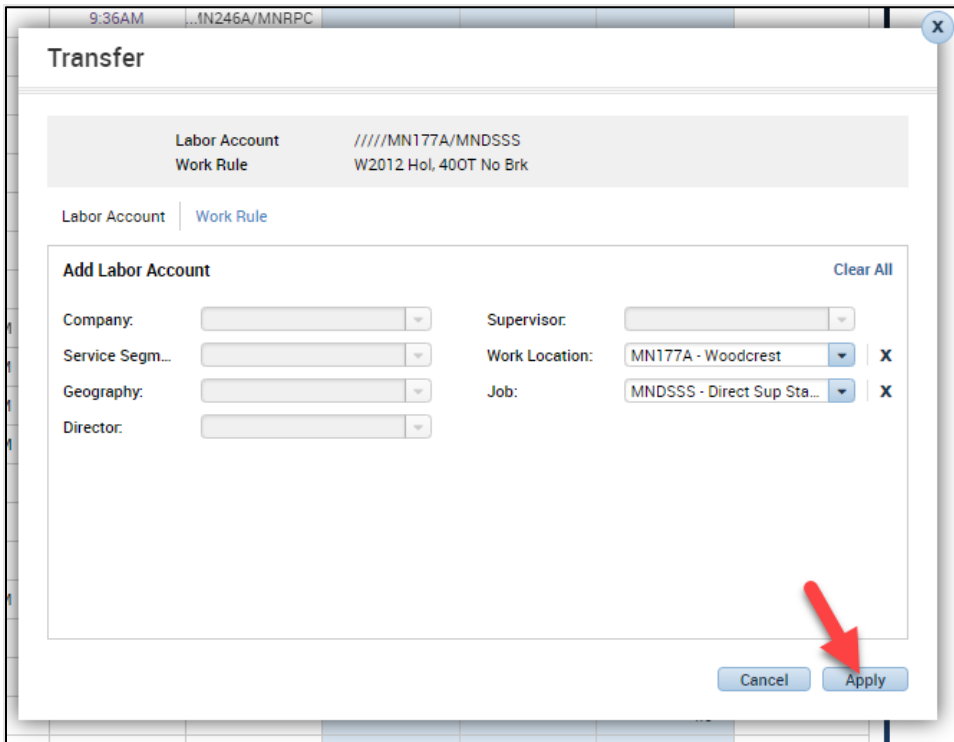
If the location where you are working is not listed, choose *XX1000 - Generic Unknown* from the *Transfer* drop-down menu. After completing the clocking in process, notify your supervisor that you used the *XX1000 – Generic Unknown* location code and inform them of the correct work location.

**This is important to do to ensure you are paid correctly.**

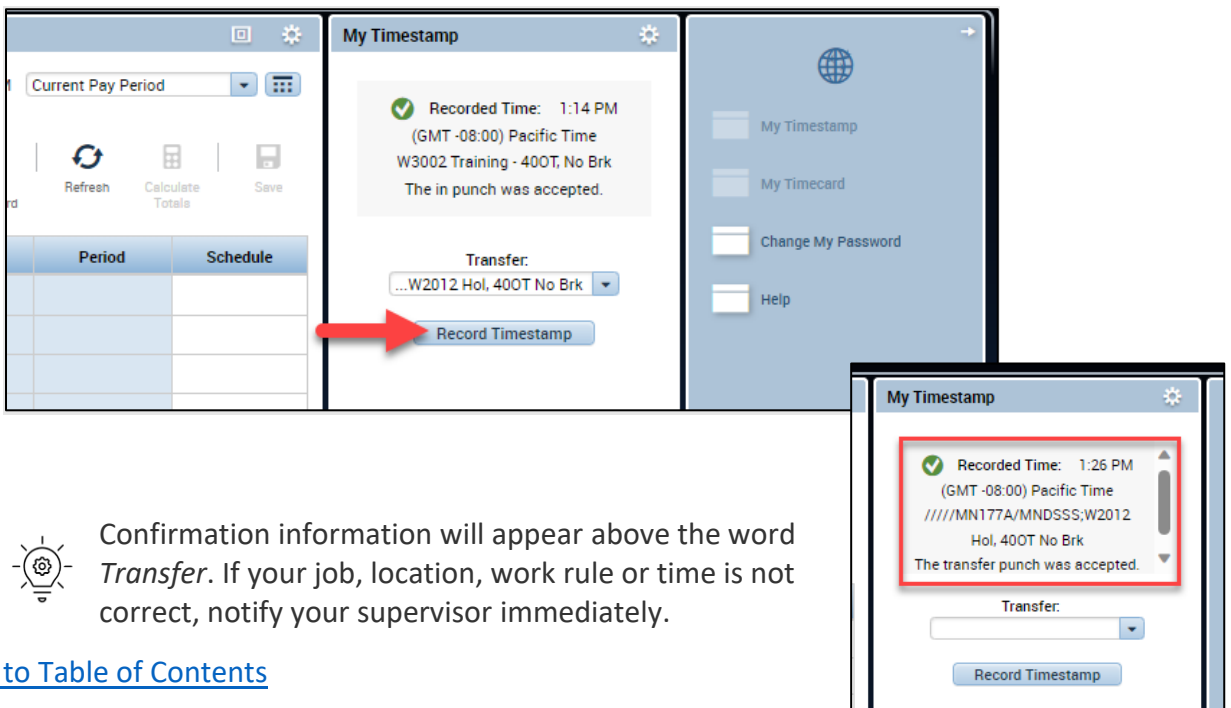
*Instructions continue on the following page.*

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7. Click the *Apply* button in the lower right of the popup window.



8. Once the popup window has disappeared, click the *Record Timestamp* button to complete the transfer.



Confirmation information will appear above the word *Transfer*. If your job, location, work rule or time is not correct, notify your supervisor immediately.

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## Clocking Out of Training, Travel, Administrative, or Respite

If it is the end of a shift and no further work will be done, complete the same steps as listed in the [Clocking Out](#) section. If you are continuing to work, use the instructions under [Transferring Out from Training, Travel, Administrative, or Respite](#).

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## Viewing Recorded Time

Reviewing time in, time out, and hours worked is encouraged. It is also encouraged to review job locations as well.



Make sure to report any issues with your timecard to your supervisor promptly. This is important to ensure you are paid correctly.

## Viewing the Current Pay Period

The current pay period will display in the browser window when you first log on.

The screenshot displays the 'My Timecard' interface. The main panel shows a table with columns for Date, Pay Code, Amount, In, Out, Transfer, Shift, Daily, Period, and Schedule. The data is organized by date, showing time in and out for each day. To the right, the 'My Timestamp' panel shows the last timestamp as 'Wednesday, November 29, 2023 12:22 PM (GMT -06:00) Central Time'. Below this, there is a 'Transfer:' dropdown menu and a 'Record Timestamp' button. A sidebar on the far right contains navigation links: My Timestamp, My Timecard, Change My Password, Help, My Inbox, My Calendar, and My Actions.

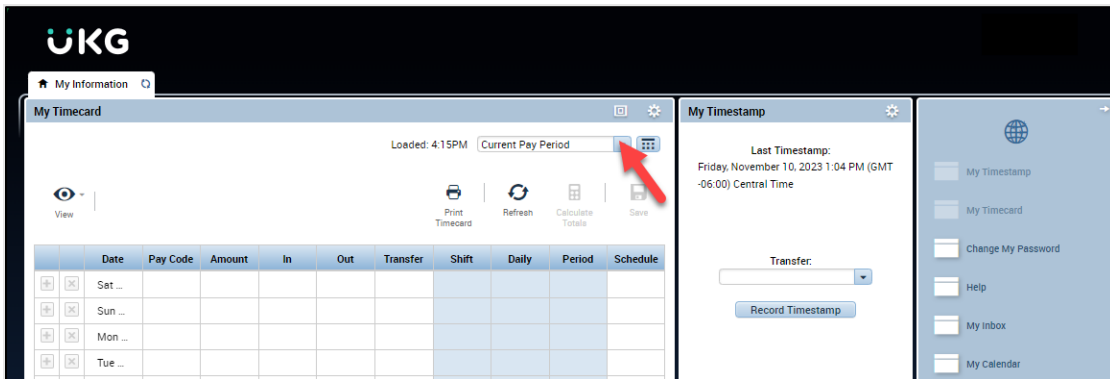
Date	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period	Schedule
Sat 11/...									
Sun 11/...									
Mon 11/...			8:23AM	12:11PM					
			12:34PM	5:05PM		8.32	8.32	8.32	
Tue 11/...			8:26AM	12:35PM					
			1:01PM	4:53PM		8.02	8.02	16.33	
Wed 11/...			8:43AM	11:48AM					
			12:22P...			3.08	3.08	19.42	
Thu 11/...								19.42	
Fri 12/...								19.42	
Sat 12/...								19.42	
Sun 12/...								19.42	
Mon 12/...								19.42	
Tue 12/...								19.42	

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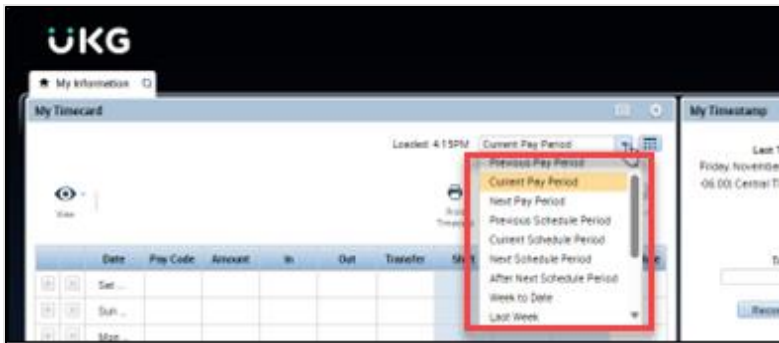
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## Viewing Past Pay Periods

1. Log on to **UKG Workforce Central**.  
See the [Logging On](#) section for detailed steps.
2. Navigate to the top right of the screen section titled *My Timecard* and click the down pointing arrow next to the field that has the words *Current Pay Period* in it.



3. Click the time period to view from the drop-down list.



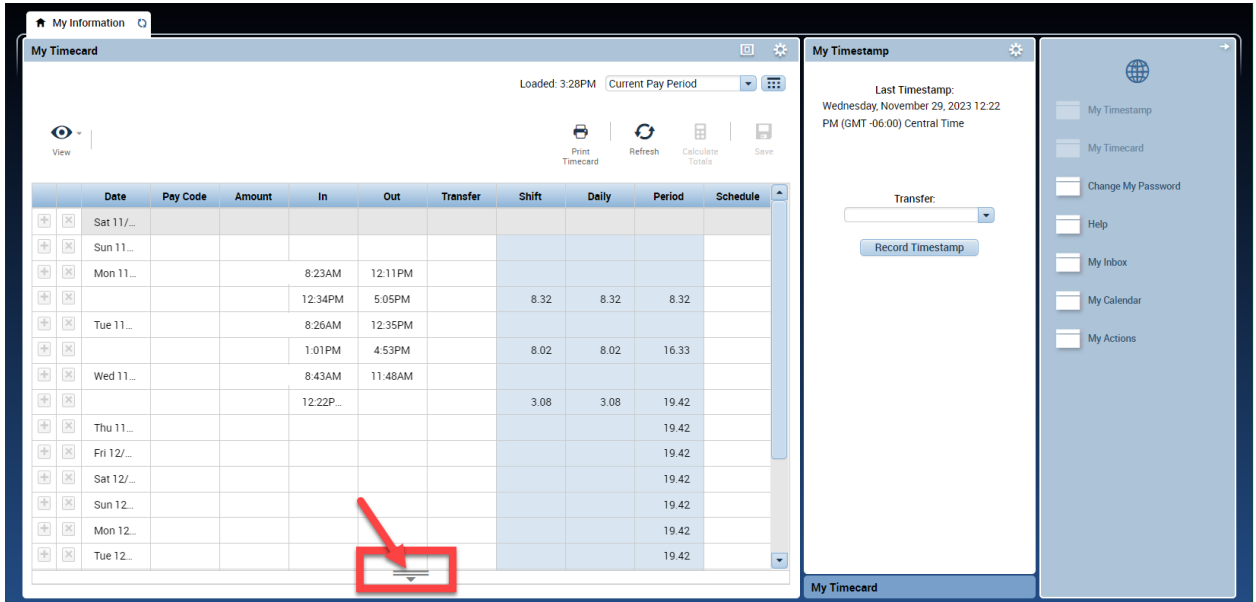
To return to your current time period when you are looking at a past pay period, click on the down arrow located in the upper right of the Timecard section of the window. Choose *Current Time Period* from the drop-down menu.

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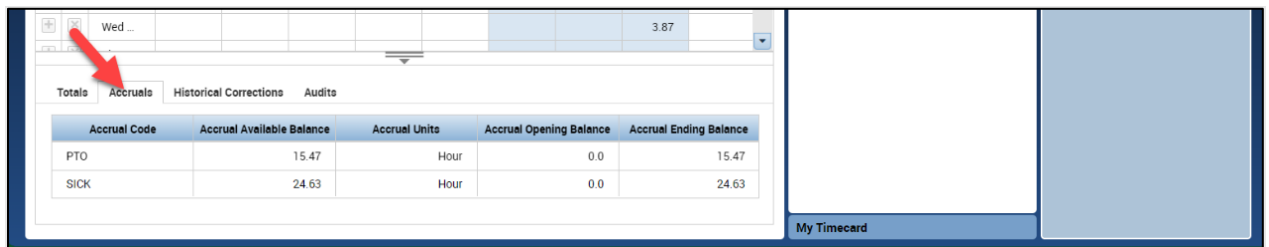
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## Viewing PTO (Paid Time Off) and Sick Time Balance


1. Log on to **UKG Workforce Central**.  
See the [Logging On](#) section for detailed steps.
2. Clicking the icon that looks like two lines above an arrow. It is located at the bottom of the *My Timecard* section.



3. Click the second tab from the left titled, *Accruals*.



 The amount of PTO and sick time in the boxes below *Actual Available Balance* is your balance as of today.

 The *Sick* time field may not be on your screen. This will only display if your company requires it.

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## Unlocking an Account

Six log on attempts may be made before an account is locked. Upon the seventh unsuccessful attempt to log on, an account will be locked. Contact a supervisor to unlock the account or wait 30 minutes to make another attempt.

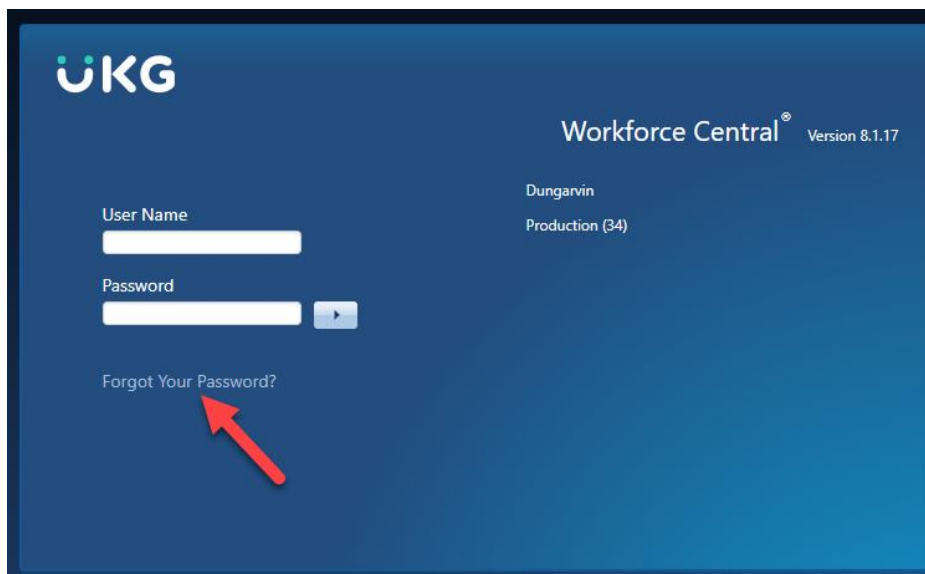
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## Resetting a Forgotten Password



If you have tried to log on more than seven times, your account will be locked and the *Forgot Your Password* option will not be available. Contact a supervisor to unlock your account or wait 30 minutes to use *Forgot Your Password*.

1. Click *Forgot Your Password?*

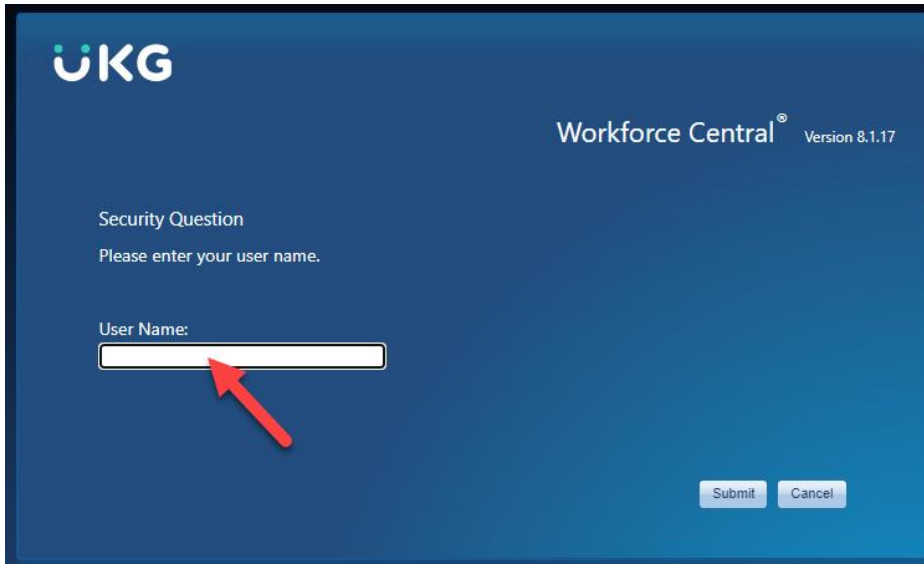


*Instructions continue on the following page.*



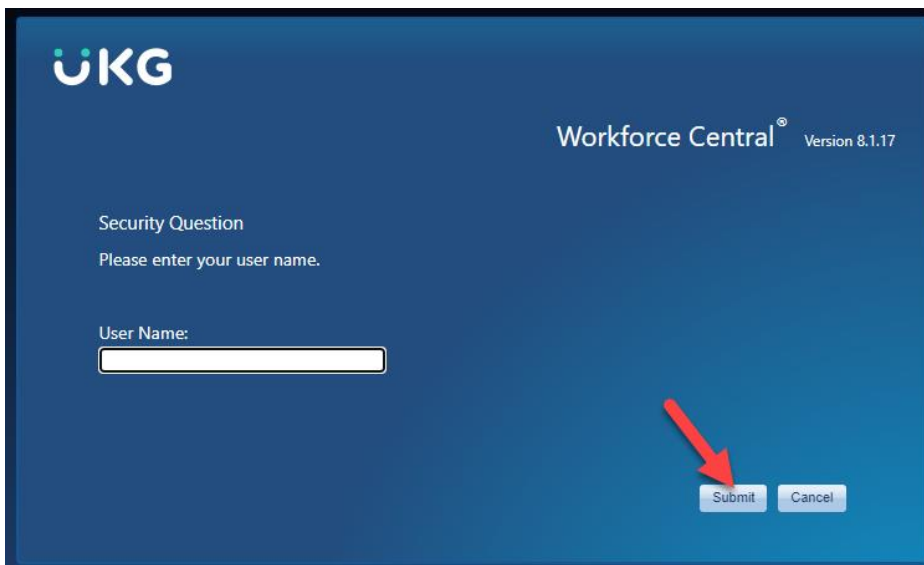
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2. Enter your employee number in the *User Name* field.



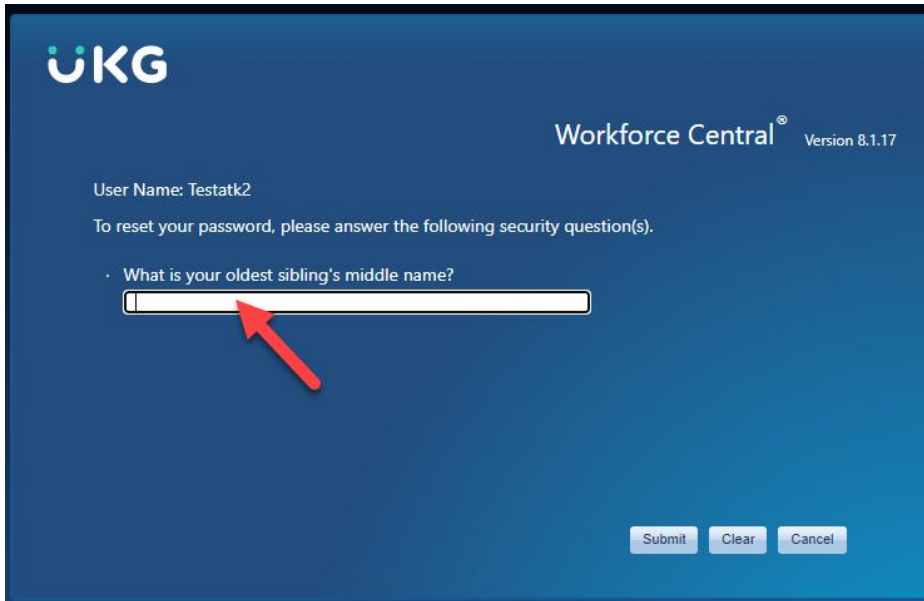
Your username is your 6-digit numeric employee number. This is the same number you have been using for TTE. If you do not know your employee number or do not have one, contact your supervisor.

3. Click the *Submit* button in the lower right corner.



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4. Entering the answer to the security question in the field below it.



UKG

Workforce Central<sup>®</sup> Version 8.1.17

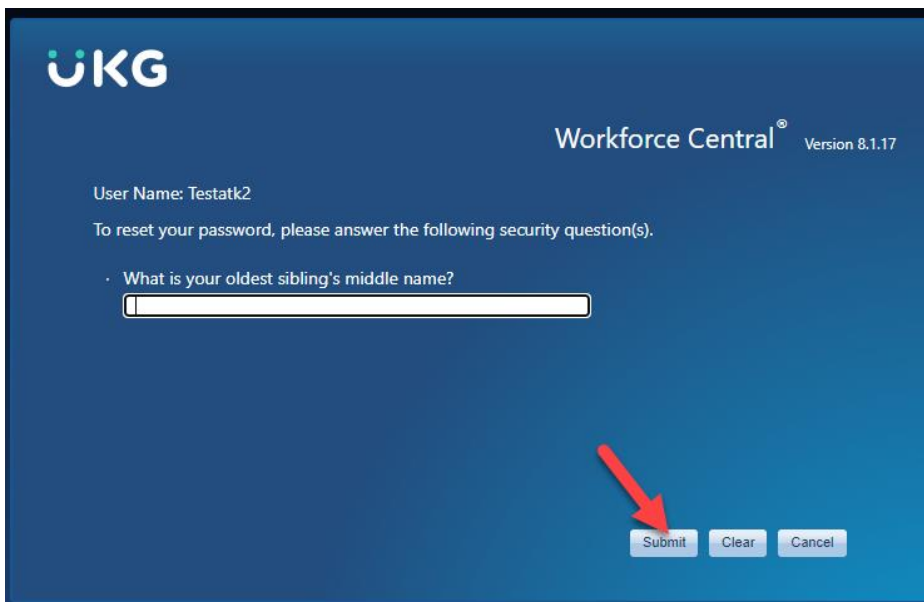
User Name: Testatk2

To reset your password, please answer the following security question(s).

- What is your oldest sibling's middle name?

Submit Clear Cancel

5. Click the *Submit* button.



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User Name: Testatk2

To reset your password, please answer the following security question(s).

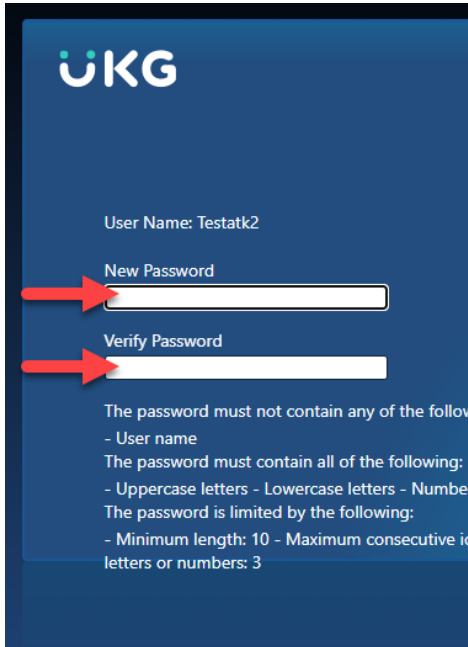
- What is your oldest sibling's middle name?

Submit Clear Cancel

*Instructions continue on the following page.*

# UKG Workforce Central (Kronos)—Desktop—User Guide

6. Enter a new password in the *New Password* field that meets the requirements listed below. Then, enter the same new password in the *Verify Password* field.



Your new password must have the following:

- Both upper- and lower-case letters
- One or more numbers
- No more than 10 characters long
- No more than two consecutive identical characters
- No more than three sequential letters or numbers

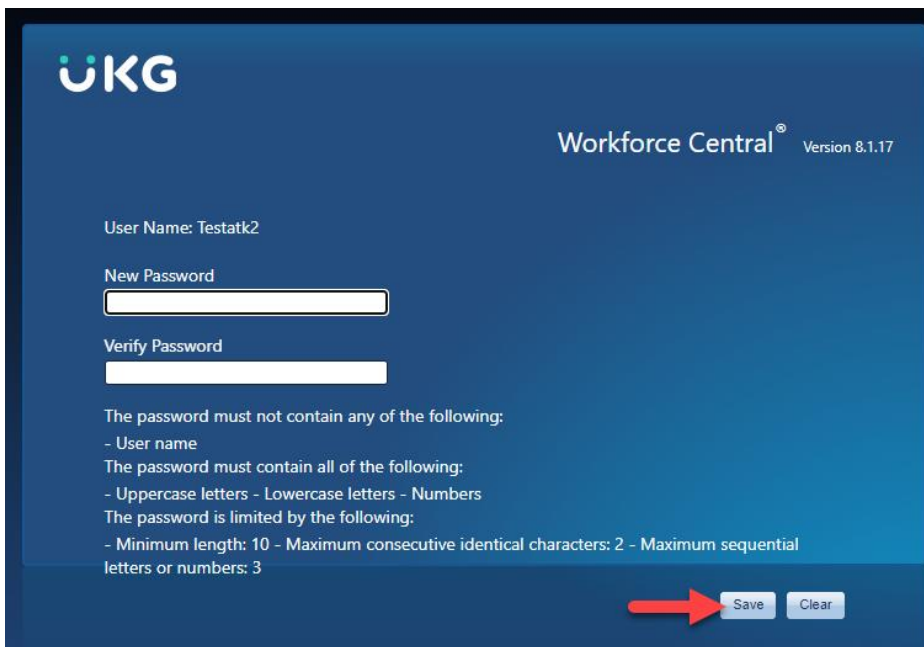


Do not reuse your last seven passwords.

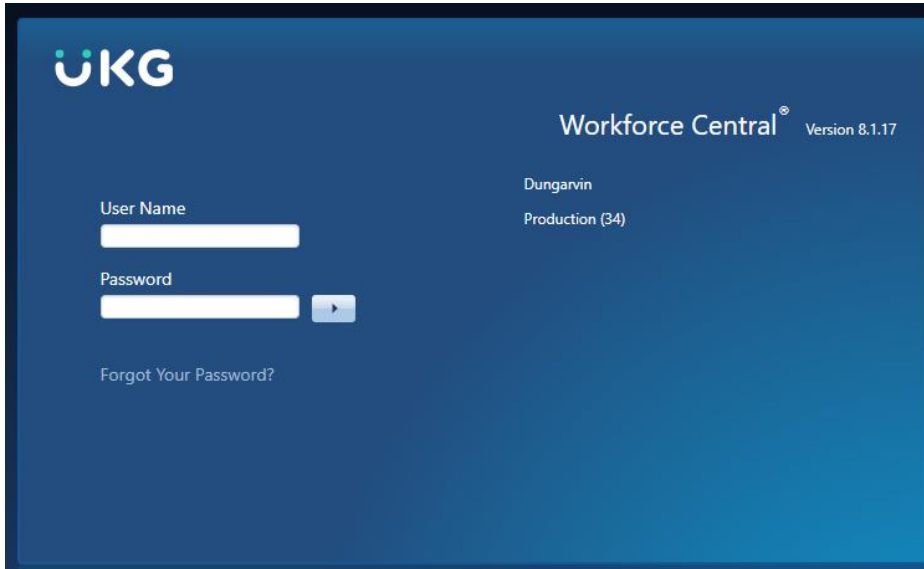


The system will prompt you every 90 days to reset your password.

7. Click the *Save* button located in the bottom right.



8. A confirmation notification will flash on the screen and then the log on screen will appear. Log on as usual. See the [Logging On](#) section for detailed steps.



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## Troubleshooting Issues

### What is my Username?

Your username is your employee number. If you do not know your employee number or have forgotten it, contact your supervisor.