



# UKG Time Off Request!

As part of our business strategy, we are introducing a new feature for requesting accrued time off in the UKG system

## WHEN AND WHY?

### WHEN?

- Non-Exempt Employees will be able to start accessing the Time Off Request Tile in UKG **March 30, 2026**

### WHY?

- The new TOR system within UKG will provide Employees and Managers with a paperless submission and approval process
  - Accrual balances are viewable by Employees
  - Automatic Email notifications for submissions
  - Automatic schedules updates with Time Off Request

## WHAT'S NEW?

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- Proper approval workflow of your teams' requests
- Electronic records for audit and retention
- Ability to view the status of requests via UKG Timecard, UKG Schedule, or Mobile App

### MANAGERS

- View the status of all your employee's request – submitted, pending, and approved in their Timecard or Schedule
- Ability to review, cancel, and approve employee requests in UKG or Mobile App
- Electronic Record of Request at your fingertips

# Logging into UKG

UKG Website: <https://crestwdbbehavhealth.prd.mykronos.com/wfd/home#/>

## Sign onto UKG as normal

### Username

Your username will be the first part of your email address.

*Example: [Jane.Doe@cbhi.net](mailto:Jane.Doe@cbhi.net)*

Username: Jane.Doe

*Example: [JDoe@cbhi.net](mailto:JDoe@cbhi.net)*

Username: JDoe

### Password

If you need a password reset for UKG, please click on “Forgot your Password” on the sign in page. You will receive an email with a link to reset your password.

### Help

If you are having issues in UKG, please reach out to Payroll Systems at [payrollsystemsteam@cbhi.net](mailto:payrollsystemsteam@cbhi.net).



# How it Starts

- Employees log in to UKG or UKG Mobile App to submit a request for time off using the “My Time Off” tile
  - Once they click “Submit” an email will automatically be sent from [noreply@mykronos.com](mailto:noreply@mykronos.com) to Reports To Manager and Campus Payroll Support
    - The email includes a link to UKG that will automatically navigate you to the Schedule Planner where you can review the details and take action to Approve, Refuse, Add a Comment, or put in pending status

Time off request submitted by [REDACTED]

 noreply@mykronos.com  
To

  Reply  Reply All  Forward  

Thu 3/12/2026 3:40 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Request for time off, submitted by [REDACTED] for 3/16/2026 - 3/16/2026 has been Submitted . Please review the details.

One-click navigation  
<https://crestwdbbehavhealth.prd.mykronos.com/navigateToControl?redirectUrl=manageEmployee%3A%2Fwd%2Fess%2Fmyschedule&endDate=2026%2D03%2D16T00%252B00%253A00&employeeId=14160&peopleIdList=14160&startDate=2026%2D03%252B00%253A00>

 UKG Schedule Planner

View by Employee ▾

 Quick Actions  Show / Hide  Table View  Zoom  Tools  Generate Schedule

Mon 3/16 - Mon 3/16

	8A	9A	10A	11A	12P	1P	2P	3P	4P
<input checked="" type="checkbox"/> Name [1/1] ▾									
<input checked="" type="checkbox"/> [REDACTED]	Vacation [8.00]								4:00 PM - 5:00 PM



# Other Ways to Review and Approve

- Two additional places for you to find received request in UKG:
  1. My Notifications tile under Employee Request
  2. UKG Control Center

1

The screenshot shows a UKG dashboard with several tiles. The 'My Notifications' tile is highlighted with a green border and contains a list of notification categories: Tasks (0), My Requests (0), Employee Requests (3), Timekeeping (0), System Messages (2), Timekeeping Requests (0), and Notices (0). The 'Employee Requests' category is highlighted with a red box. A blue arrow points from this box to a zoomed-in view of the 'My Notifications' tile on the right, where the 'Employee Requests' category is circled in red.

2

**UKG Control Center**  
Bell icon in the right corner of the sign on page



# Review and Approval

1. Click on the request you want to review
2. Review the details on the right of the screen
  - a) Date(s)
  - b) Hours
3. Select your decision

The screenshot displays the UKG Control Center interface. At the top, there is a navigation bar with the UKG logo and 'Control Center' text. Below this is a toolbar with various icons for actions like 'Mark Done', 'Approve', 'Refuse', 'Add Comments', 'Pending', 'Edit', 'Cancel', 'Delete', and 'Go To'. A green circle with the number '3' highlights this toolbar.

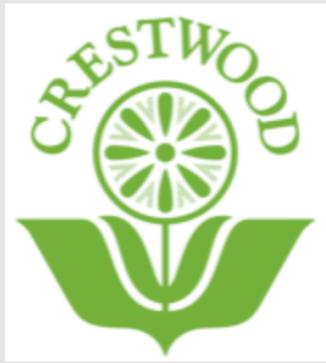
The main content area is divided into two sections. On the left is a 'Categories' sidebar with a list of items: 0 Tasks, 4 My Requests, 1 Employee Requests (highlighted), 45 Timekeeping, 5 System Messages, 0 Timekeeping Requ..., 0 Notices, 0 Leave of Absence Requests, and 0 Leave of Absence. A green circle with the number '1' highlights the '1 Employee Requests' item.

The central area shows a list of requests. The first request is highlighted with a green circle '1'. It is a 'Vacation Request' created on 3/23/2026 at 12:13 PM. The request period is 4/03/2026 - 4/03/2026, the approval status is 'Submitted', and the duration is 8.00 hours. The second request is also a 'Vacation Request' created on 3/05/2026 at 5:15 PM, with a request period of 3/19/2026 - 3/19/2026, an approval status of 'Pending', and a duration of 3.00 hours.

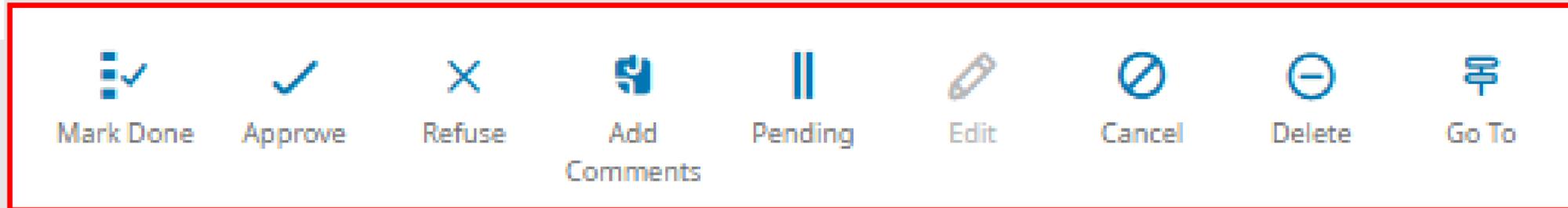
On the right side, there is a 'Details' panel for the selected request. It shows '1 of 1' request, 'Vacation Request', and 'Time Off' status as 'Submitted'. Below this, there are sections for 'Team Absences', 'Accruals', 'More Details', and 'Modified Dates'. A green circle with the number '2' highlights the 'Requested Dates' section, which shows 'Paycodes' and 'Vacation (Hours)' for Friday 4/03/2026 from 8:00 am to 4:00 pm.

The status of the request will update from Submitted once you take action





# Actions Defined



**Mark Read/Done:** Marks the request as read with no response

**Approve:** Approves the request

**Refuse:** Rejects the request

**Add Comments:** Use for partial day approvals

**Pending:** Updates status to Pending so you can make a final decision later

**Edit Not an available option at this time**

**Cancel:** Cancels the request on behalf of the employee

**(\*Employee initiated cancellations need to be approved to be removed from schedule)**

**Delete:** Deletes the request

**Go To:** Automatically routes you to the Schedule view

**This comes in handy when you want to see all your non-exempt employees who have time off requested or submitted within a defined time period.**

# Reviewing Request in the Schedule

Click **Go To**

*It will take you to the schedule planner with absence calendar view*



UKG Schedule Planner with Absence Calendar

View by Employee ▾

Current Schedule Period: All Home

Loaded 8:50 AM

Quick Actions Show / Hide Gantt View Zoom Tools Generate Schedule

Name [0/1]	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28
<input type="checkbox"/> Mickey Mouse		8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM Vacation Request Pilot Pending	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	

Schedule view allows you to view all your non-exempt employees within a defined time period, making it easier to spot potential coverage issues.



# Approving Request in the Schedule

1. Right Click on the status of the request
2. Scroll down to review the details of the request
3. Make your decision

The screenshot displays the UKG Schedule Planner interface. At the top, it says 'UKG Schedule Planner with Absence Calendar'. Below this, there are navigation options like 'View by Employee', 'Current Schedule Period', and 'Loaded 8:50 AM'. A calendar grid shows dates from Sun 2/22 to Sat 3/21. A red box highlights a 'Vacation Request' status on the calendar for Mickey Mouse on Wed 2/25. A green circle with the number '1' is placed over this status. To the right, a detailed view of the 'Vacation Request' is shown. It includes the employee name 'Mickey Mouse', the status 'Submitted', and a list of 'Approvers [5]'. A green circle with the number '2' is placed over the details view. At the bottom of the details view, a yellow bar contains six action buttons: 'Approve' (with a checkmark icon), 'Refuse' (with an X icon), 'Edit' (with a pencil icon), 'Reevaluate Approvers' (with a person icon), 'Cancel' (with a slash icon), and 'Add Comment' (with a speech bubble icon). A green circle with the number '3' is placed over the 'Approve' button.



# View of a Final Approved Request

In Schedule

The screenshot shows the UKG Schedule Planner interface. The header includes the UKG logo and the title 'Schedule Planner with Absence Calendar'. Below the header, there are navigation icons and a search bar. The main area displays a calendar grid for the period from Sun 2/22 to Sat 3/21. A specific employee, Mickey Mouse, is selected, and their schedule is shown. A vacation request for 8.00 hours is visible, spanning from Wed 2/25 to Thu 2/26. The request is marked as 'Approved' with a green checkmark.

In Timecard

The screenshot shows the UKG Employee timecards interface. The header includes the UKG logo and the title 'Employee timecards'. Below the header, there are navigation icons and a search bar. The main area displays a table of timecard entries for the employee Mickey Mouse. The table has columns for Date, Schedule, Absence, In, Out, Transfer, In, Out, Transfer, Pay code, and Amount. A vacation entry is visible for Wed 2/25 and Thu 2/26, with a pay code of 'Vacation' and an amount of 8.00.

		Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount
+	⊖	Sun 2/22										
+	⊖	Mon 2/23	- 5:00 PM	█								
+	⊖	Tue 2/24	- 5:00 PM	█								
+	⊖	Wed 2/25			8:00 AM						Vacation	8.00
+	⊖		- 5:00 PM	█								
+	⊖	Thu 2/26			8:00 AM						Vacation	8.00
+	⊖		- 5:00 PM	█								
+	⊖	Fri 2/27	- 5:00 PM	█								



# Partial day Time Off Requests

There is a special procedure to follow when you have a partial day request.

To approve partial day requests, Managers will need to add a **comment** showing the request is **“Approved”** and mark the request as **Pending**.

This lets both the requestor and the Campus Payroll Support know this is approved and pending adjustment for final hours taken.

Once the actual time taken is recorded, the Campus Payroll Support will update the request with the **actual** time taken and close the request by selecting **“Approved”**. This locks the request and Managers will give a final review when approving the timecard for the pay period.

## 1. Click **“Add Comments”**

The screenshot shows the UKG Control Center interface. The top navigation bar is purple and contains the UKG logo, 'Control Center', and search, help, and notification icons. Below the navigation bar is a toolbar with icons for 'Show Detail', 'Select All', 'Refine', 'My Actions', 'Mark Done', 'Approve', 'Refuse', 'Add Comments' (highlighted with a red circle and the number 1), 'Pending', 'Edit', 'Cancel', 'Delete', and 'Go To'. The main content area is divided into three sections: 'Categories' on the left, a central list of requests, and 'Details' on the right. The 'Categories' section shows '0 Tasks', '7 My Requests', and '1 Employee Requests'. The central list shows a single request: 'Sick Request' for 'Mouse, Mickey', created on 3/09/2026 at 12:53 PM, with an approval status of 'Submitted' and a duration of 2.00. The 'Details' section shows the request is 'Submitted' and the requestor is 'Mouse, Mickey' with the job 'Default'.



# Partial hours requested for appointments

2. Click the arrow next to “Add Comment”
3. Scroll down and select “Comment”
4. Type “Approved” in the “Type a Note (optional).” box
5. Click the “Add” button
6. Click the “Pending” button

The screenshot shows the 'Add Comments' interface. At the top, there's a header with a close button and a user profile. Below that, the 'Status' section shows 'Submitted' with a submit date of 3/23/2026 12:13 PM. There are expandable sections for 'Modified Dates' and 'Requested Dates'. The 'Comments [0]' section contains a dropdown menu with 'Comment' selected. Below the dropdown is a text input field for 'Type a note (optional)'. At the bottom, there are three buttons: 'Pending', 'Refuse', and 'Approve'. The 'Approve' button is crossed out with a red circle. Green callout boxes with numbers 2 through 6 point to the dropdown arrow, the 'Comment' option, the note input field, the 'Add' button, and the 'Pending' button respectively.

