

UKG Summary

The goal of this summary is to provide new employees with an overview of the methods they will use to manage their time clocking as a Marshfield Clinic Health System employee. More information about your timekeeping process and expectations will be provided throughout your first week of employment.

The preferred methods of clocking are either via the computer with the UKG Time Stamp or via the UKG Badge Readers located in some areas of our campuses (mainly hospital). Staff not having Badge Readers or Computers available, may use the TeleTime phone system.

The Badge Readers and Timestamp provide the most accuracy in recording time, since your employee number does not need to be keyed.

Overview

UKG Badge Readers, Timestamp and TeleTime methods provide clocking functionality to all employees.

Badge Readers use the information stored on your MCHS Identification badge to verify your identity to the UKG system. You may clock in, out or transfer to different job classes, departments, and/or work rules.

The UKG Icon on your desktop will display the UKG Dimensions application. Both your Timecard and a Timestamp will display. Select the appropriate transaction and then punch. This application also allows you to fix any clocking errors.

TeleTime is available via the phone and provides voice prompts that give instructions as to what actions are available. Once the employee responds to the instructions, the response is recorded and available for viewing within the UKG application.

All clocking should be done from your work area.

Grace Period

Grace periods of 7 minutes prior to and 7 minutes following the beginning of a shift and 7 minutes prior to and 7 minutes after the end of a shift are built into the calculation of payable hours. The purpose of the grace period is to provide the employee with a “zone” of time to clock in/out without reducing pay for lateness or awarding overtime where overtime does not exist. This is for Payroll purposes only. It is expected of all employees to be on time, at their workstation, ready to work at the specified scheduled start time. Employees should be clocking in and out according to their designated schedule. Tardiness may be monitored if clocking in past your scheduled hours. Leaving early may be monitored if clocking out before your scheduled clock out time. The system has been designed to consider the time the employee is on-site. It will determine the number of hours and minutes between clock-in and clock-out transactions.

Regardless of the employee’s schedule, employees will be paid based on the actual time worked, rounded by the grace periods mentioned earlier. Grace periods are rounded at the beginning and end of shifts. The duration of the lunch hour is rounded to the nearest quarter hour not the clock “in” and “out”.

Summary

You now have the knowledge and “tools” to use the time and attendance collection system. If you have questions regarding the use of the system, please contact your immediate supervisor.

As a reminder, all clocking should be done at a badge reader, computer or phone in your work area.

Payroll Contact Information

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