



# UKG Ready: Employee Profile



# New Employee Profile: Overview



# Previewing the new Employee Profile

The image displays two versions of the UKG Employee Profile interface side-by-side to illustrate a UI update.

**Left Panel (Classic View):**

- Header:** UKG logo, time 3:40 PM (Eastern), and "MY TEAM" label.
- Navigation:** A left sidebar with a "Main" tab selected. Other tabs include "Payroll", "HR", "Schedules", and "Edit Tabs".
- Buttons:** A top bar contains "SAVE", "ADD NOTE", "UTILITIES", and "DOWNLOAD PDF". A yellow "Try the New Look" button is highlighted with a green box.
- Content:** A list of profile sections: "Account Information", "Dates", "Profiles", "Personal Information", and "Pay Information".

**Right Panel (New Look):**

- Header:** UKG logo, time 1:26 PM (Eastern), and "MY TEAM" label.
- Navigation:** A top bar with "Main", "Payroll", "HR", "Schedules", and "Edit Tabs" tabs. The "Main" tab is selected.
- Buttons:** A top bar contains "UTILITIES", "DOWNLOAD PDF", and "SAVE". A yellow "Back to Classic" button is highlighted with a green box.
- Content:** The "Employee Profile" page for Jacob Hayes (Employee ID: AA156). It includes a "Jump To" sidebar with links to "Account Information", "Dates", "Personal Information", "Pay Information", "Checklists", "Employee Documents", and "Job Change History". The main area shows a list of profile sections: "Account Information", "Dates", "Personal Information", "Pay Information", "Checklists", "Employee Documents", and "Job Change History". The right sidebar shows "Profiles" with "Simple Profiles" and various selection options like "Access", "Accruals", "Bradford Factor", "Competency", "Demographic", "Holiday", "Labor Distribution", and "Leave of Absence".

To preview and take a test-drive of the new Employee Profile, click on the “Try the New Look” and to go back to the classic view click “Back to Classic”



# Employee Profile: New View

UKG

1:26 PM (Eastern)

MY TEAM

Live Chat (Offline)

Feedback

88

Employee Profile

Jacob Hayes

Employee ID: AA156 | Hired Date: 13 Nov, 2018 (2 Years, 2 Months, 8 Days) | Job Title: Engineer, Kronos - Lowell

UTILITIES

DOWNLOAD PDF

SAVE

Back to Classic

Search Widget Names

Main

Payroll

HR

Schedules

Edit Tabs

Jump To

Expand All

Account Information

Dates

Personal Information

Pay Information

Checklists

Employee Documents

Job Change History

Profiles

Simple Profiles

Access

Choose...

Accruals

Choose...

Bradford Factor

Choose...

Competency

Choose...

Demographic

Choose...

Holiday

Holiday Table

Labor Distribution

Choose...

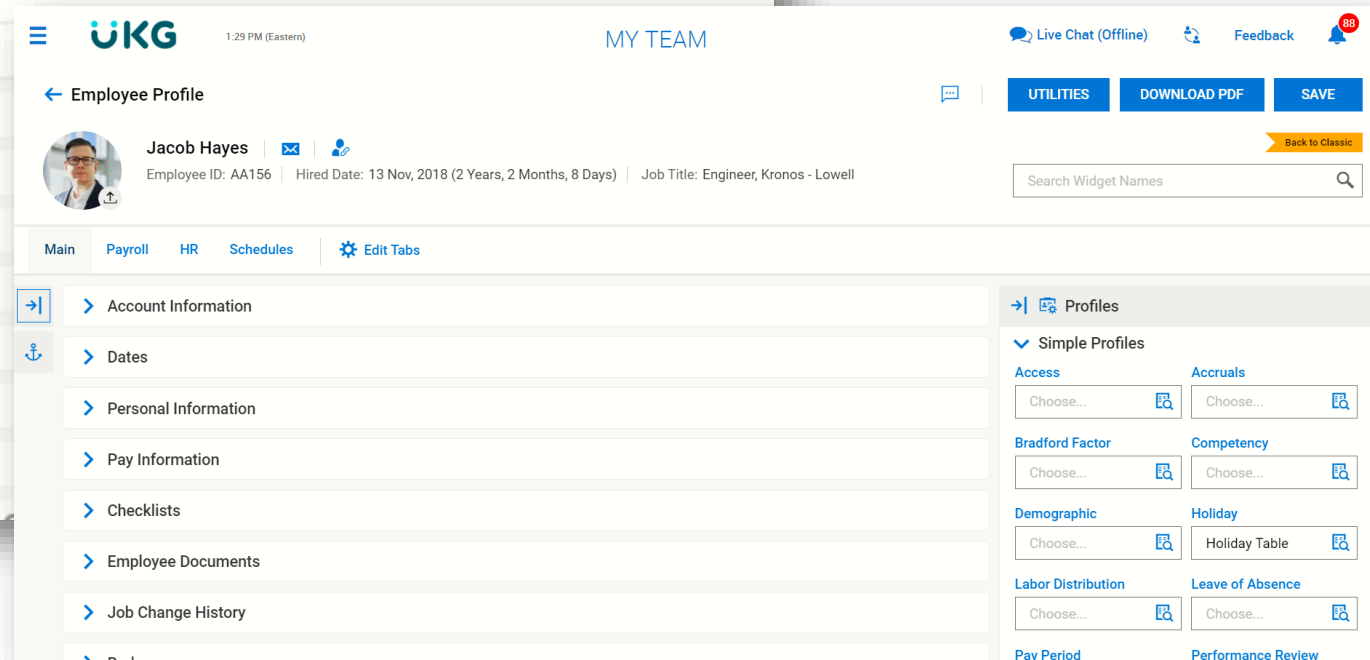
Leave of Absence

Choose...

UKG



# Employee Profile: Jump To links



Expand or collapse the **Jump To** links

\*If you decided to close the Jump To links those will remain closed until you decide to open the panel again.

To open the panel, click on the Anchor icon



# Employee Profile: Widgets

The image displays two overlapping screenshots of the UKG Employee Profile interface. The left screenshot shows the 'Employee Profile' page with a sidebar menu. The right screenshot shows the same page with the 'Jump To' sidebar expanded, displaying a list of widgets like 'Account Information', 'Dates', 'Personal Information', 'Pay Information', and 'Checklists'. The main content area shows the 'Account Information' widget with fields for EIN, Username, Salutation, First Name, Last Name, etc.

**Employee Profile: Widgets**

Expand or collapse the **Widgets** you need to use

\*If you decided to close the Jump To links those will remain closed until you decide to open the panel again.



# Employee Profile: Widgets

The image displays three overlapping screenshots of the UKG Employee Profile interface, demonstrating how the layout of widgets changes based on the screen resolution. Each screenshot shows the profile for Jacob Hayes (Employee ID: AA156, Hired Date: 13 Nov, 2018, Job Title: Engineer, Kronos - Lowell).

- Top Screenshot (Laptop):** Shows a wide layout with multiple columns of widgets. The left sidebar is collapsed. The main content area is divided into several sections, including Account Information, Dates, Personal Information, Pay Information, Checklists, Employee Documents, and Job Change History. The right sidebar contains a search bar and a list of widgets.
- Middle Screenshot (Tablet):** Shows a medium layout with widgets arranged in two columns. The left sidebar is partially visible. The main content area is divided into sections, including Account Information, Dates, Personal Information, Pay Information, Checklists, Employee Documents, and Job Change History. The right sidebar contains a search bar and a list of widgets.
- Bottom Screenshot (Mobile):** Shows a narrow layout with widgets arranged in a single column. The left sidebar is fully visible. The main content area is divided into sections, including Account Information, Dates, Personal Information, Pay Information, Checklists, Employee Documents, and Job Change History. The right sidebar contains a search bar and a list of widgets.

Depending on your screen size you can have it set to show 1, 2, or 3 rows of Widgets.

\*Screenshots were taken from a traditional laptop screen with the Resolution of 1920x1008.

768-1280 = 1 column with panels collapsed

1281-1680 = 1 column with panels opened

1681-2560 = 2 columns

2560 and up = 3 columns



# Employee Profile: Profiles

The screenshot displays the UKG Employee Profile interface for Jacob Hayes. The main content area is titled 'Employee Profile' and includes a navigation sidebar on the left with categories like 'Main', 'Payroll', 'HR', 'Schedules', and 'Edit Tabs'. The 'Profiles' panel is highlighted in the sidebar and expanded in a central modal window. This panel contains a search bar and a list of widgets including 'Simple Profiles', 'Attestation', 'Benefit', 'Counter Distribution', 'Data Retention', 'Employee Perspectives', 'Dashboard Layout', 'Pay Calculation', and 'Pay Prep'. To the right of the main profile area, there is a 'MY TEAM' section with a search bar and a 'Back to Classic' button. The bottom right corner shows a detailed view of the 'Profiles' panel with various sub-sections like 'Access', 'Accruals', 'Bradford Factor', 'Competency', 'Demographic', 'Holiday', 'Labor Distribution', 'Leave of Absence', 'Pay Period', 'Performance Review', 'Points', 'PST Population', 'Role', 'Scheduler', 'Security', 'Succession', 'Timesheet', 'TS Auto Population', 'Training', 'Attestation', and 'Benefit'.

Expand or collapse the **Profiles** panel.

\*If you decided to close the panel those will remain closed until you decide to open it again



# Employee Profile: Expand and Collapse Profiles and Jump To links

The image displays three screenshots of the UKG Employee Profile interface, illustrating how to manage the visibility of profile sections.

**Top Left Screenshot:** Shows the 'Employee Profile' page for Jacob Hayes. The 'Main' tab is selected. The 'Jump To' icon (a blue square with a white right-pointing arrow) is highlighted with a red box. The 'Account Information' section is expanded.

**Top Right Screenshot:** Shows the 'Employee Profile' page for Jacob Hayes. The 'Main' tab is selected. The 'Jump To' icon (a blue square with a white right-pointing arrow) is highlighted with a red box. The 'Account Information' section is expanded.

**Bottom Left Screenshot:** Shows the 'Employee Profile' page for Jacob Hayes. The 'Main' tab is selected. The 'Jump To' icon (a blue square with a white right-pointing arrow) is highlighted with a red box. The 'Jump To' menu is open, showing options to 'Expand All', 'Collapse All', and 'Jump To' specific sections like 'Account Information', 'Personal Information', 'Checklists', and 'Employee Documents'.

**Bottom Right Screenshot:** Shows the 'Employee Profile' page for Jacob Hayes. The 'Main' tab is selected. The 'Jump To' icon (a blue square with a white right-pointing arrow) is highlighted with a red box. The 'Jump To' menu is open, showing options to 'Expand All', 'Collapse All', and 'Jump To' specific sections like 'Account Information', 'Personal Information', 'Checklists', and 'Employee Documents'.

**Text Overlay:**

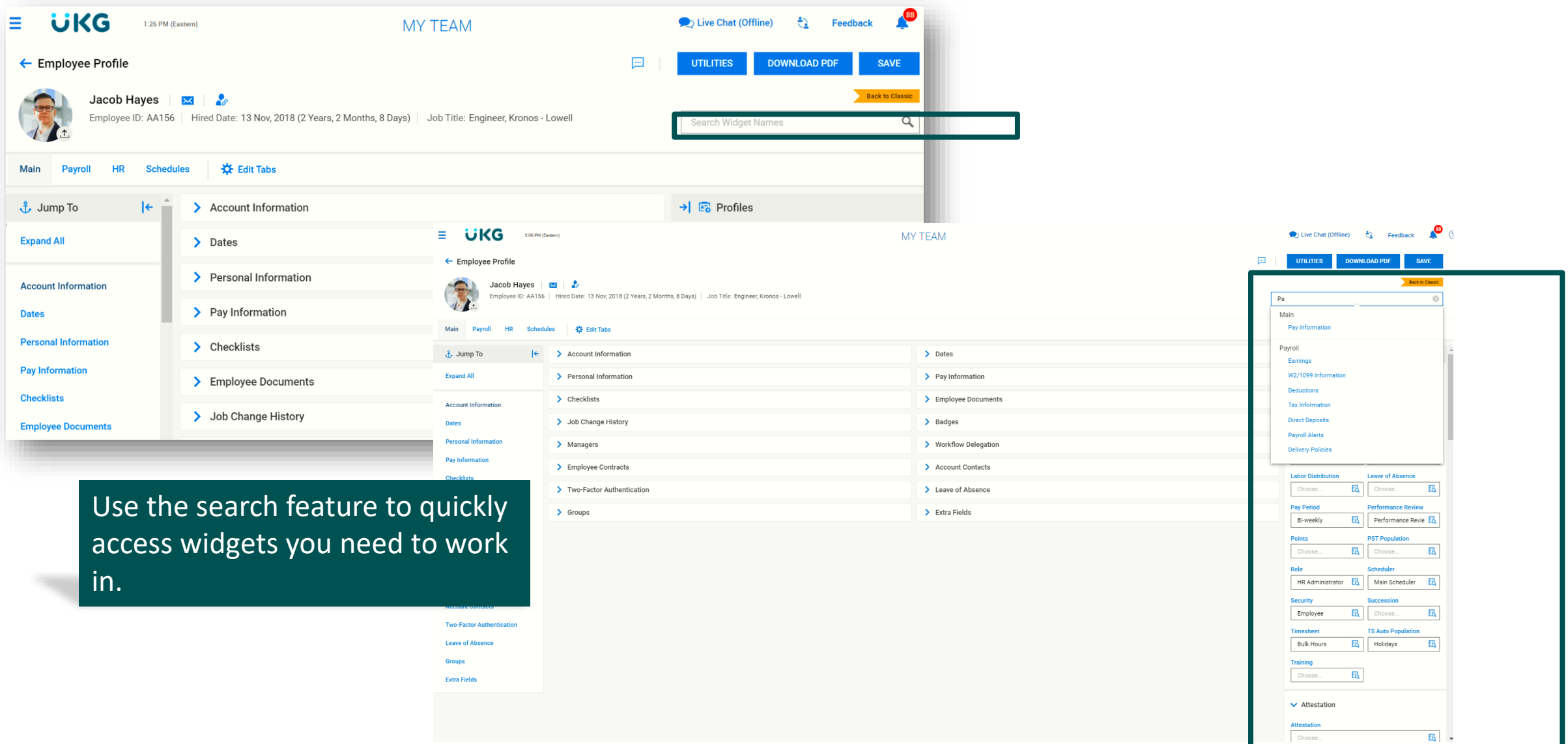
When the **Jump To** and **Profiles** are closed you can always expand them for quick access by clicking on the highlighted icons.

When you click on the icons the panels will expand out as an overlay as seen in the bottom screenshots

**UKG**



# Employee Profile: Search





# Employee Profile: Quick Links

The screenshot displays the UKG Employee Profile interface for Jacob Hayes. The top navigation bar includes the UKG logo, time (1:26 PM Eastern), and 'MY TEAM'. The main header shows 'Employee Profile' with a back arrow. The profile card for Jacob Hayes includes his photo, name, Employee ID (AA156), Hire Date (13 Nov, 2018), and Job Title (Engineer, Kronos - Lowell). A 'UTILITIES' button is highlighted with a red box. Below the profile card, there are tabs for Main, Payroll, HR, Schedules, and Edit Tabs. A 'Jump To' sidebar on the left lists various sections like Account Information, Dates, Personal Information, Pay Information, Checklists, and Employee Documents. A modal window titled 'Employee Quick Links' is open, showing a list of links for Jacob Hayes, including Account Audit Trail, Availability/Preferences, Current Timesheet, View ACA History, View Organization Chart, All Timesheets, Create Open Absence, Edit Schedule, and View Benefits Statement. The modal has a 'CLOSE' button. In the background, a search bar for 'Search Widget Names' and a 'Back to Classic' button are visible.

Employee Profile

Jacob Hayes | Employee ID: AA156 | Hire Date: 13 Nov, 2018 (2 Years, 2 Months, 8 Days) | Job Title: Engineer, Kronos - Lowell

UTILITIES | DOWNLOAD PDF | SAVE

Search Widget Names

Jump To

Expand All

Account Information

Dates

Personal Information

Pay Information

Checklists

Employee Documents

Employee Quick Links

Jacob Hayes (Kronos - Lowell)  
Job: Engineer Employee ID: AA156

Account Audit Trail	All Timesheets
Availability/Preferences	Create Open Absence
Current Timesheet	Edit Schedule
View ACA History	View Benefits Statement
View Organization Chart	

CLOSE

Use either highlighted icon to access Employee Quick Links



# Employee Profile: Notes

The screenshot displays the UKG Employee Profile interface. A 'Notes' modal is open, showing a list of notes. A green callout box highlights the icon in the top right corner of the modal, stating: "The highlighted icon provides access to add or view Notes".



# Employee Profile: Email

The screenshot displays the UKG Employee Profile interface for Jacob Hayes. The top navigation bar includes the UKG logo, the time (1:26 PM Eastern), and the section title 'MY TEAM'. The profile header shows a back arrow, the name 'Jacob Hayes', a red box highlighting an email icon, and a person icon. Below the name, it lists 'Employee ID: AA156', 'Hired Date: 13 Nov, 2018 (2 Years, 2 Months, 8 Days)', and 'Job Title: Engineer, Kronos - Lowell'. On the right, there are buttons for 'UTILITIES', 'DOWNLOAD PDF', and 'SAVE', along with a 'Back to Classic' link and a search bar for 'Search Widget Names'. A left sidebar contains a 'Jump To' section with an 'Expand All' link and a list of categories: Account Information, Dates, Personal Information, Pay Information, Checklists, Employee Documents, and Job Change History. The main content area shows a list of these categories with expandable arrows. A right sidebar contains various widgets like 'Bradford Factor', 'Competency', 'Demographic', 'Holiday', 'Labor Distribution', and 'Leave of Absence', each with a 'Choose...' button and a magnifying glass icon.

Employee Profile

Jacob Hayes

Employee ID: AA156 | Hired Date: 13 Nov, 2018 (2 Years, 2 Months, 8 Days) | Job Title: Engineer, Kronos - Lowell

Main Payroll HR Schedules Edit Tabs

Jump To

Expand All

Account Information

Dates

Personal Information

Pay Information

Checklists

Employee Documents

Job Change History

UTILITIES DOWNLOAD PDF SAVE

Back to Classic

Search Widget Names

Choose... Choose...

Bradford Factor Competency

Choose... Choose...

Demographic Holiday

Choose... Choose...

Labor Distribution Leave of Absence

Choose... Choose...

If you have this option configured use the highlighted icon to email the employee



# Employee Profile: Download

The screenshot shows the UKG Employee Profile interface for Jacob Hayes. The top navigation bar includes the UKG logo, the time (1:26 PM Eastern), and the user's name (MY TEAM). On the right, there are links for Live Chat (Offline), Feedback, and a notification bell with 88 alerts. Below the navigation bar, the page title is 'Employee Profile'. The main content area displays the employee's name, ID (AA156), hire date (13 Nov, 2018), and job title (Engineer, Kronos - Lowell). A sidebar on the left contains a 'Jump To' section with a list of profile categories: Account Information, Dates, Personal Information, Pay Information, Checklists, Employee Documents, and Job Change History. On the right side of the profile, there are three buttons: 'UTILITIES', 'DOWNLOAD PDF' (which is highlighted with a red box), and 'SAVE'. Below these buttons is a search bar labeled 'Search Widget Names'. At the bottom right, there is a grid of widgets including Bradford Factor, Competency, Demographic, Holiday, Labor Distribution, and Leave of Absence, each with a 'Choose...' button and a magnifying glass icon.

Use the highlighted area to download the Employee Profile information to a PDF



# Employee Profile: Edit Tabs

UKG

1:26 PM (Eastern)

MY TEAM

Employee Profile

Jacob Hayes

Employee ID: AA156

Hired Date: 13 Nov, 2018 (2 Years, 2 Months, 8 Days)

Job Title: Engineer, Kronos - Lowell

Utilities

Download PDF

Save

Back to Classic

Main

Payroll

HR

Schedules

Edit Tabs

Jump To

Expand All

Account Information

Dates

Job Change History

Click the Edit Tabs to configure the windows you would like to see on each tab

UKG

3:54 PM (Eastern)

Tabs Configuration: Employee Information

Save

Add Tab

Reset Windows

My Tabs

Main

Payroll

HR

Schedules

+

Tab Name

Main

Selected

Account Information

Dates

Personal Information

Pay Information

Checklists

Employee Documents

Job Change History

Badges

Show Profiles Panel

Available Windows

ACA Summary

ACA Timeline

ACA Timeline Exceptions

Access Control Settings

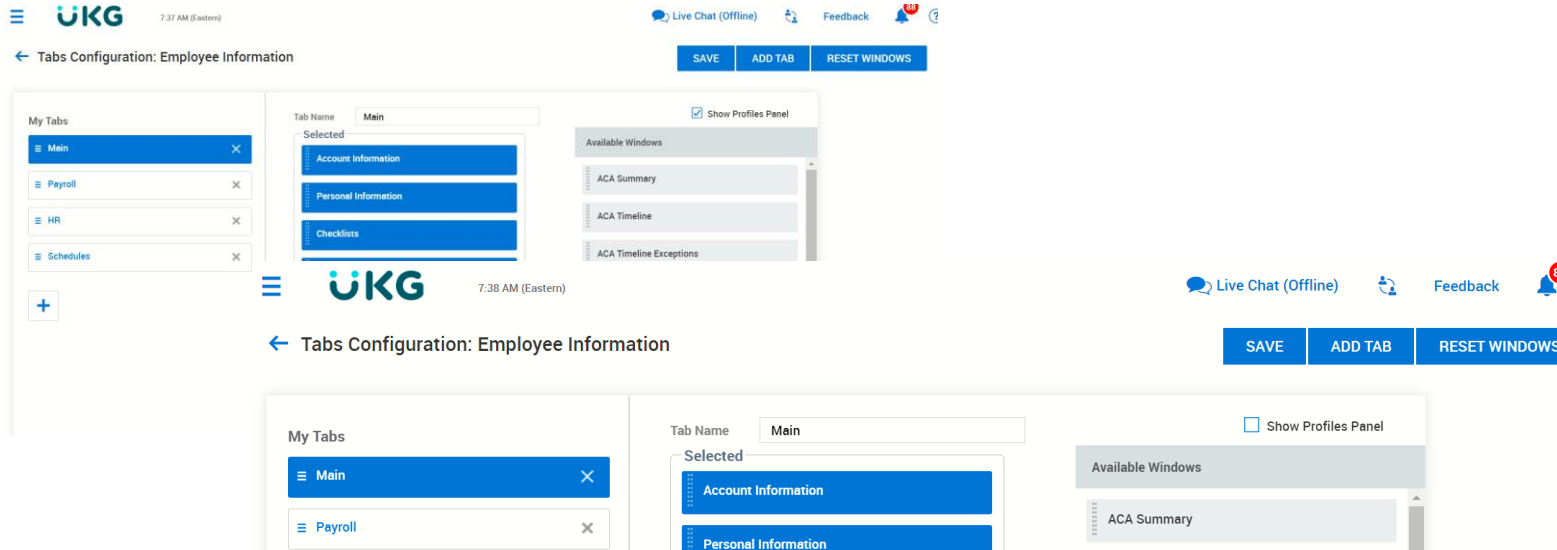
Account Demographics

Account Succession Plans

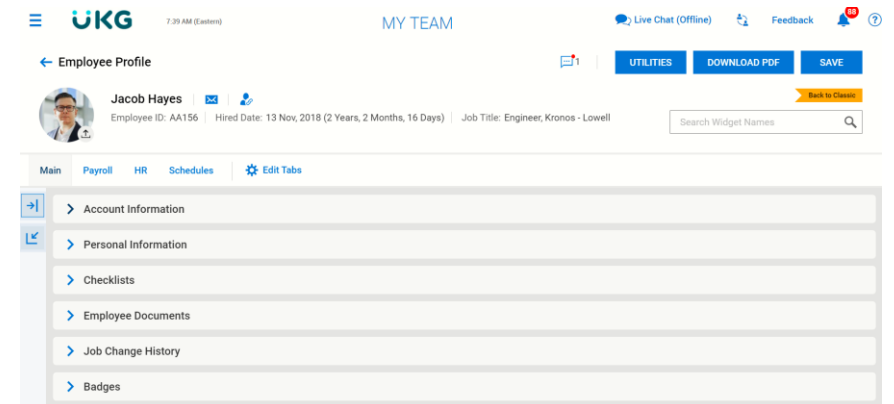
Accruals



# Employee Profile: Hide Profiles

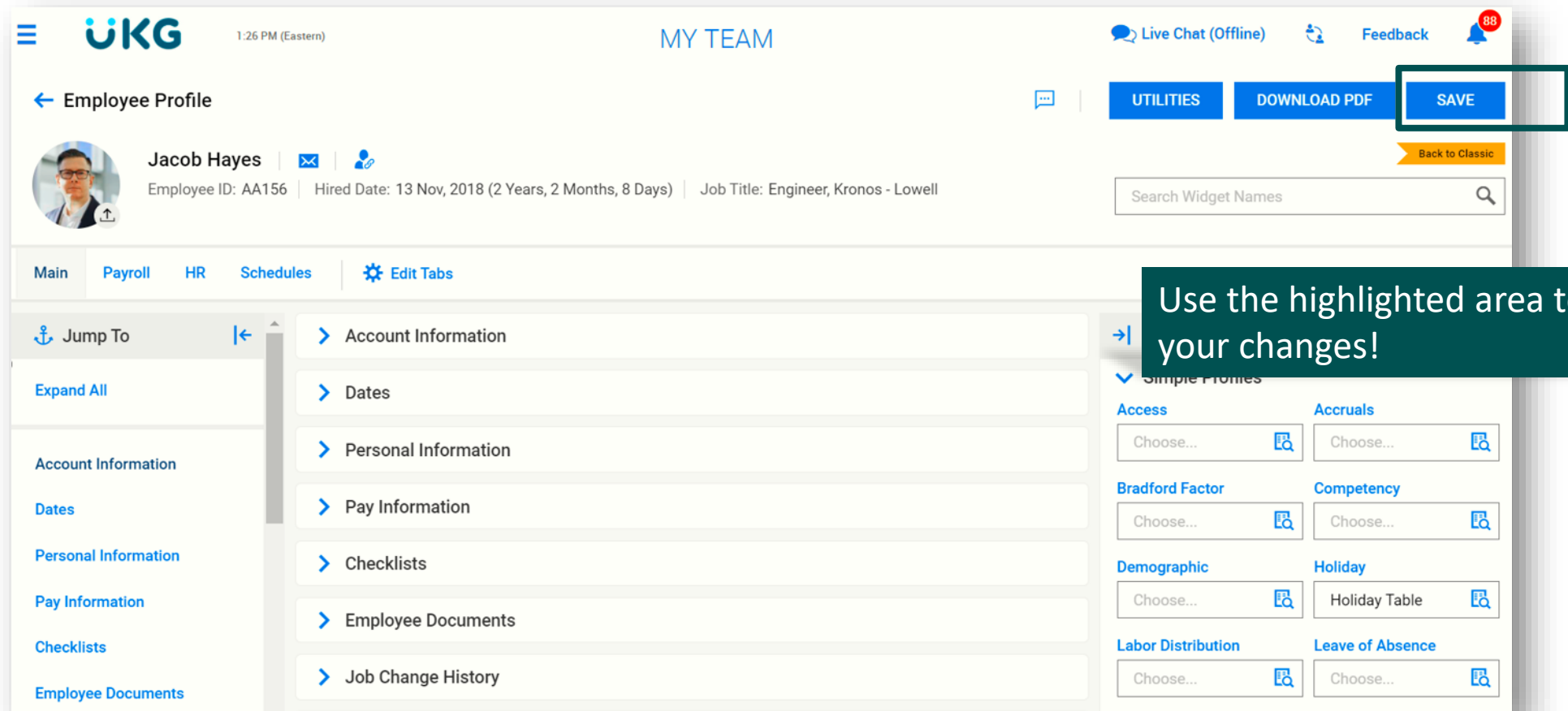


Click the **Edit Tabs** to remove or add the Profiles Panel to the Employee Profile





# Employee Profile: Save



The screenshot shows the UKG Employee Profile page for Jacob Hayes. The page includes a header with the UKG logo, time (1:26 PM Eastern), and 'MY TEAM' label. A navigation bar at the top right contains 'Live Chat (Offline)', 'Feedback', and a notification bell with 88 alerts. Below the header, the 'Employee Profile' section displays the employee's name, ID (AA156), hire date (13 Nov, 2018), and job title (Engineer, Kronos - Lowell). A 'SAVE' button is highlighted with a red box. A search bar for 'Search Widget Names' is also visible. The main content area is divided into tabs: Main, Payroll, HR, Schedules, and Edit Tabs. The 'Main' tab is active, showing a list of sections: Account Information, Dates, Personal Information, Pay Information, Checklists, Employee Documents, and Job Change History. A sidebar on the left allows users to 'Jump To' or 'Expand All' sections. A dark green callout box with white text is overlaid on the right side of the page, stating: 'Use the highlighted area to save your changes!'.

UKG 1:26 PM (Eastern) MY TEAM

← Employee Profile

UTILITIES DOWNLOAD PDF **SAVE**

Back to Classic

Search Widget Names

Main Payroll HR Schedules Edit Tabs

Jump To |←

Expand All

Account Information

Dates

Personal Information

Pay Information

Checklists

Employee Documents

Job Change History

Use the highlighted area to save your changes!