

From: HRWORKS

Sent: Monday, December 18, 2023 3:39 PM

To: HRWORKS <HRWORKS@pace.edu>

Subject: REMINDER: New Timesheet Compliance Requirement (Non-Exempt Staff)

Dear Colleagues,

This is a reminder notice that as a full-time non-exempt employee, you will be required to record your start and end time each day effective January 1, 2024. This will also include recording your lunch periods to support the state meal break and meal penalty requirements.

You are responsible for recording your time and will have the ability to do so from your computer or the UKG Ready mobile app. The process of reviewing and approving time each pay period will remain the same as it is today in Kronos. Your manager will continue to be required to review and approve your submitted timesheet.

The following training options are available to help with the transition:

1. Virtual instructor-led training sessions will be held throughout January. Please [register here](#) for a training session.
2. Online training videos and user guides providing an overview of the UKG Ready system, including navigation, will be available on the UKG Ready Dashboard.
3. Virtual office hours/drop-in sessions will be scheduled within the first few weeks of go-live in January. Please view available dates and registration link below:
 - Wednesday, January 3, from 10:00 a.m.-12:00 p.m. [Register here](#).
 - Tuesday, January 16, from 1:00 p.m.-3:00 p.m. [Register here](#).

Please direct any questions to HRWorks@pace.edu.

Sincerely,

HR Works Project Team