

**From:** HRWORKS

**Sent:** Monday, December 18, 2023 3:31 PM

**To:** Pace Staff <allstaff@pace.edu>; Pace Faculty <allfaculty@pace.edu>

**Subject:** REMINDER: UKG Ready Go Live Set for January 1, 2024

Dear Colleagues:

This message will serve as a reminder that the following modules will be live in UKG Ready on January 1, 2024:

- **Employee and Manager Self-Service Dashboards**
- **HR Actions and Benefits**
- **Recruitment and Onboarding (live August 1, 2023)**
- **Time (replacing Kronos)**

**Please note that the Kronos system will remain accessible through January 2, 2024**, to allow users to record and approve time worked during the December 16-31, 2023 pay period. The timesheet approval deadline for that period is January 2, 2024. Kronos accrual balances (i.e., vacation and/or sick time) will be migrated to the UKG Ready platform by Monday, January 8, 2024.

To further assist employees with this transition:

1. Virtual instructor-led training sessions on Timekeeping and HR Actions (Payment Action, Separation, Employee Self-Service) will be held throughout January. Virtual office hours/drop-in sessions will also be available. Please [register here](#) to attend one of these sessions.
2. Online training videos and user guides providing an overview of the UKG Ready system, including navigation, will be available on the UKG dashboard.

Detailed information about what's changing and the timeline is available on the dedicated [HR Works for You! Project Updates](#) webpage.

Write to [HRWorks@pace.edu](mailto:HRWorks@pace.edu) to share your questions or provide feedback.

Kind regards,

HR Works Project Team