Custodial UKG Guidelines

Red Rover Integration

You are responsible for reporting all absences in Red Rover. Absences entered in Red Rover will be applied to your timesheet in UKG. Therefore, if they are not entered in Red Rover, you will not be paid for your leave time.

If you need to make a correction to the absence, the current procedure still applies, and you should contact Carla Saavedra in Human Resources for assistance.

Midnight shift – when choosing the date of your absence, be sure to select the date at the end of your shift. For example, if your shift begins on Sunday night at 10pm and you will be absent, select the date for Monday when entering your absence in Red Rover.

Timesheet Review

A consistent review of your timesheet is highly recommended during the pay period.

Timesheet Change Request

You must submit a timesheet change request for missing or modifying punches, adding time entries and modifying cost centers. You must add a comment after selecting the corrections.

- Missing punch – add punch in or out to create a new punch where no punch exists.
- Modify punch – to change a current punch in or out that already exists and is incorrect.
- Add time entry – add a punch in and out that was completely missed for the shift or day.
- Modify cost center – to correct an erroneous job/position selection or default for employees who work multiple positions, buildings, or function areas. This option can also be used to request an Activity.

Working Outside Regular Location/Position

If you are working outside your regular location, you will select Change Cost Center and then browse available cost centers and select the correct one BEFORE clocking in.

Overtime

If you are working overtime in your building, you will simply clock in upon arrival and clock out when you end work.

If you are working overtime in a different building, you will select Change Cost Center and then browse available cost centers and select the correct one BEFORE clocking in.

You will not be paid for travel time and must clock in and out between buildings.

Temporary Head Custodians

Select Change Cost Center and then browse available cost centers and select the correct one BEFORE clocking in.

Athletic Events

If you are working at an athletic event, you will select Change Cost Center and then browse available cost centers and select the correct one BEFORE clocking in.

Activities

Certain time entries may need to be assigned to an Activity in order for the time to calculate correctly. Employees cannot select an Activity when they clock in/out. However, you can submit a "Modify Cost Center" Timesheet Change Request to do so after the fact. A comment is required. You must use a desktop computer or phone app.

Call In (hours worked outside of regular schedule)

Clock in upon arrival and clock out when you end work for an alarm call or building check. Afterwards, you would need to submit a "Modify Cost Center" Timesheet Change Request. Under the "Activities" drop-down menu, you would need to select "Browse" and then select "Call In" and provide a comment as to why you are requesting the change. Once submitted, the change request will be routed to Frank/Jeff/Maria for review and approval. Once approved, you will see an update to your timesheet that reflects two hours of work. The "Call In" Activity provides guaranteed pay of 2 hours for an alarm call.

Cancel Lunch

When this activity is selected, an employee's automatic lunch deduction is cancelled. This option can be selected when an employee works through their lunch. Employees should NOT routinely work through their lunch. This activity should be used sparingly and on an exception basis only.

UKG Resources

UKG Support Hub

https://chippewavalleyschools.my.canva.site/cvs-ukg-support-hub

UKG Quick Start Guides

https://www.canva.com/design/DAGe1H88G4E/V5ClIUoTtNwSk_7q2M8nIg/edit

UKG Website

https://secure6.saashr.com/ta/6191652.home?rnd=WHG&showAdmin=1&Ext=login&sft=AJTVDLQQVX&ActiveSessionId=29372061686

Timeclock Policy

https://chippewavalley-cdn.fxbrt.com/downloads/beenfitspayroll/timeclock_policy_05.13.25.pdf

To unlock your account, reset your password, or update your two-factor authentication contact information (phone number), please contact the Payroll Department at 586-723-2140 or at cvsbenefits@cvs.k12.mi.us