

Overview of UKG and your responsibilities

UKG is the primary time and attendance system for Sodexo Australia. The system has many benefits to the organisation including scheduling and leave management. The UKG system is maintained by a number of functions including local operators, payroll, and workforce planning. It is important to note that UKG is NOT a payroll system, however, the time and attendance data captured is used to facilitate payment, via integration to the HRIS & Payroll system (Employee Central & Employee Central Payroll).

The benefits of using UKG as a Sodexo employee



SIMPLE.

Efficient and straight forward processes.



MOBILE.

No more paper. Access information on your device.



ACCURATE.

Check in and out on the go. No more errors.



REAL TIME.

Get data around labour costs right then and there.



TRANSPARENT.

Access to all your information at your finger tips.

- [Clock in and out](#) online - **no more paper timesheets**
- [View your schedule / roster](#) online at your fingertips
- [View your leave balances, apply for leave](#) and receive approval online - no need to submit a form
- Ability to access your details on your personal device **anytime, anywhere** through a **mobile app**

Your responsibilities as a Sodexo employee

As a Sodexo employee, you are responsible for performing the following actions in UKG:

Permanent Employees	Casual Employees
<ul style="list-style-type: none"> • Downloading the UKG Pro mobile app <p>And using the mobile app to:</p> <ul style="list-style-type: none"> • View your schedule • Clock in / out at the start and end of your shift as per your schedule • Apply for time-off requests (leave) in UKG • Submit personal leave or other leave where absent (full days or part days) • Justify your exceptions (late in, early out) on travel days • Notify your manager at earliest opportunity where you forget to clock 	<ul style="list-style-type: none"> • Downloading the UKG Pro mobile app <p>And using the mobile app to:</p> <ul style="list-style-type: none"> • View your schedule • Clock in / out at the start and end of your shift as per your schedule • Update your availability to work • Notify your manager at earliest opportunity where you forget to clock