

Time & Attendance (UKG)

UKG is the primary time and attendance system for Sodexo Australia. The system has many benefits to you and the organisation including scheduling, availability and leave management. These are the tools that will prepare you for your first as well as your ongoing responsibilities.

Are you ready for your first shift?

Your email and password should be emailed to you by your manager or workforce scheduler prior to your first shift.

If you don't have this, please contact your manager or workforce scheduler before contacting IT on 03 9880 6499.

Step 1	Step 2	Step 3	Step 4
Frontline employees should ask their manager how to download and install the UKG and SuccessFactors apps. (Turn on Notifications) 	The first time to login, you will need to reset up your one-time password via the QR below 	You then need to setup your Multi Factor Authentication (MFA) via the QR below. 	Once you have setup your MFA, you can link your Sodexo login to the UKG App by scanning the below QR Code. 

Now that you're set up, these are your responsibilities

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

Permanent Employees	Casual Employees
• Downloading the UKG Pro mobile app Use the mobile app to: • View your schedule • Sign 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) • Notify your manager at earliest opportunity if you forget to sign in/out of a shift.	• Downloading the UKG Pro mobile app Use the mobile app to: • View your schedule • Sign in / out at the start and end of your shift as per your schedule • Update your availability to work via UKG • Notify your manager or workforce scheduler at earliest opportunity where you forget to clock