



There are **TWO** ways to quickly check for your vacation and sick time balances

Log into your UKG account and look for the Menu Button on the top left side

Follow these steps

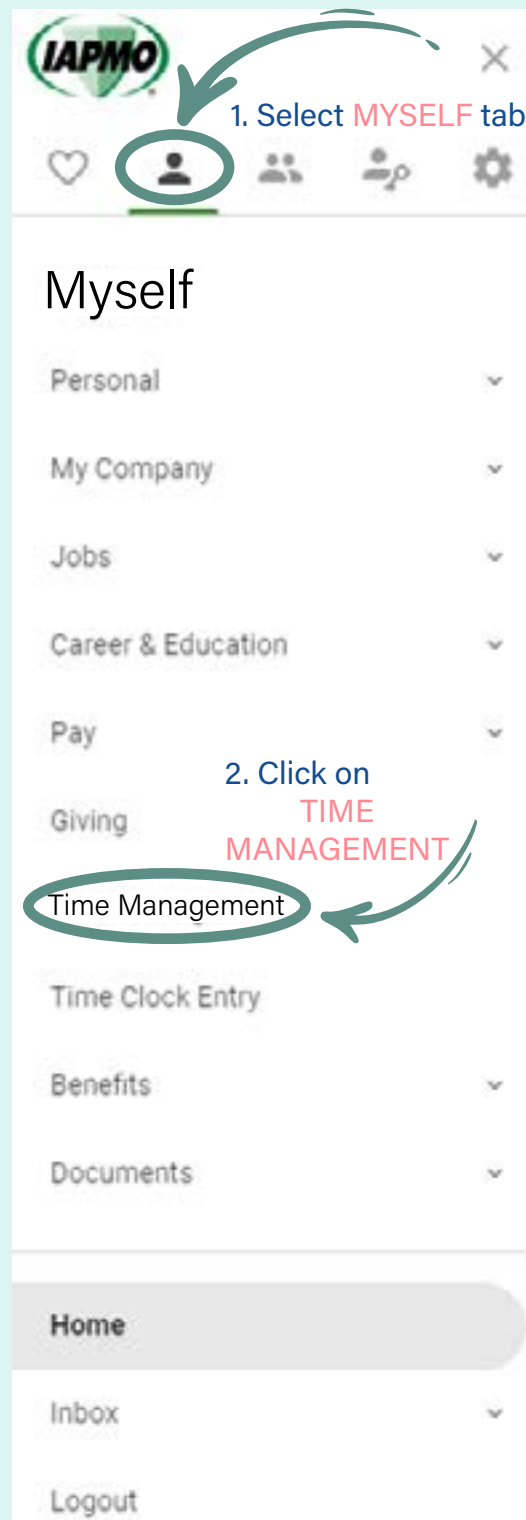
Many more useful tools are found on our IAPMO HR Website under the UKG Tab

[CLICK HERE TO VISIT HR WEBSITE](#)

## Check your Paid Time Off Balances

Log into your UKG account and click the **MENU** button on the top left corner and pick an option

### OPTION ONE

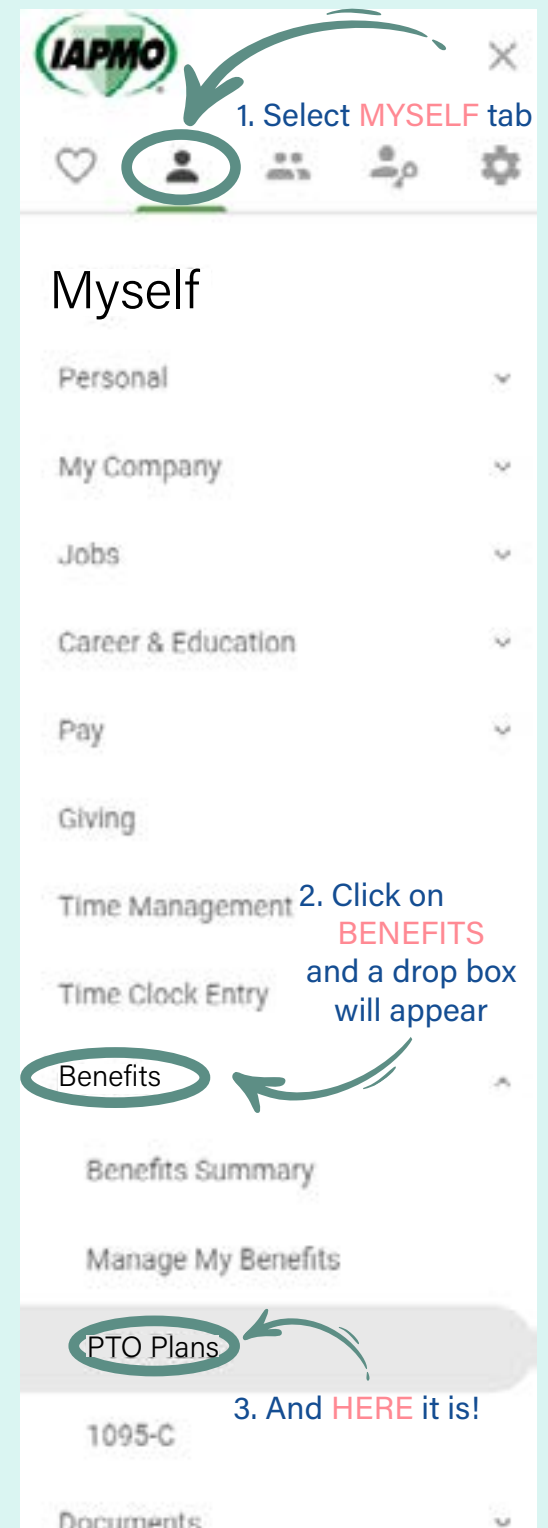


1. Select **MYSELF** tab

2. Click on **TIME MANAGEMENT**

The screenshot shows the UKG mobile app interface. At the top, the IAPMO logo is on the left and a close button (X) is on the right. Below the logo is a navigation bar with five icons: a heart, a person (circled in green), a group of people, a person with a magnifying glass, and a gear. An arrow points from the text '1. Select MYSELF tab' to the person icon. Below the navigation bar is a list of menu items: Myself, Personal, My Company, Jobs, Career & Education, Pay, Giving, Time Management (circled in green), Time Clock Entry, Benefits, and Documents. An arrow points from the text '2. Click on TIME MANAGEMENT' to the 'Time Management' item. At the bottom of the screen is a footer with 'Home', 'Inbox', and 'Logout'.

### OPTION TWO



1. Select **MYSELF** tab

2. Click on **BENEFITS** and a drop box will appear

3. And **HERE** it is!

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