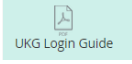




Employee Training Recap

The full Employee Training video is now available on the [IAPMO HR Website](#). The beginning of the training is a site overview. The specific focus on Time Management starts at **31:00 mins** and covers clocking in/out, time off requests etc. Whether you were unable to make the Employee Training or you wanted a summary of the meeting, here is what you need to know. If you haven't already..

1. Bookmark these important sites:
 - a. UKG (for the HR system): <https://nw15.ultipro.com/Login>
 - b. IAPMO HR Site (for links and training materials) <https://www.iapmohr.org/>
2. Log into the UKG system as soon as possible. Need help? You can access a short training video and a pdf guide on the [IAPMO HR website here](#).
 - c. For the UKG Login pdf Guide  click [here](#) and look under the *Quick Guides*
 - d. The "How to Log Into UKG" video is in our *Training Videos* Library [here](#).
 - e. Reach out to HRDept@iapmo.org if you need help.



Your action Item checklist:

- Non-exempt begin clocking in/out on 12/29
 - For training on how to clock in see our "UKG Employee Training" on the [IAPMO HR website](#) under our *Training Videos* Library. You can fast forward to the **31:00 min** marker where we start to talk about Time Management & Time Clocks.
- ALL Time off request need to be requested through UKG beginning 12/29. Future dated requests will not transfer over, so be sure to re-enter them into UKG. For access the **"Requesting Time off"** training it can be found on the [IAPMO HR website](#) under our *Time Management Training Guides*.

The logo looks like this!



- Download all your pay statements and W2's since 2017. [Click here](#) for a guide on how to do that.
- Review all training materials on the [IAPMO HR website here](#).



Reminders:

- ✓ Sick/Vacation balances will be transferred over on 1/31/2021
- ✓ Review all training materials on the [IAPMO HR website](#)
- ✓ W2's – 2020 W2's will be available in Paychex by 1/21/20 not in UKG

Be sure to email HRDept@iapmo.org if you have any questions.