

CCHCS UKG Employees Checklist

Employees tasks to complete prior to the UKG Go-Live

This checklist is designed to guide Employees through the key preparation activities required for the UKG system go-live. It outlines the critical tasks and when they should be completed, so employees are equipped effectively during the transition.

UKG Go-Live Date: 2/8/2026

Date	Activity
By January 23, 2026	☐ Review your role-specific “What’s Changing” guides to understand what’s changing and what this means for your day-to-day experience. ☐ Watch this short overview video for a first look at the new system in action. ☐ Access your existing schedules to make any final edits before the cutover.
By February 7, 2026	☐ Access ULearn and complete your assigned UKG lessons: ☐ UKG: Basic Scheduling Employee: This path is for staff who only use UKG (formerly Kronos) view their schedules & timecards and to submit PTO (estimated duration is 40 minutes). ☐ UKG: Advanced Schedule Employee: This path is for staff who are scheduled using the Advanced Schedule functionality, who are not managing an Advanced Schedule, and do not have direct reports. This learning path includes the Basic Schedule Employee courses as well (estimated duration is 75 minutes). ☐ Plan to take lessons over several days/weeks (each lesson is 10 minutes or less). ☐ Retake lessons as a refresher closer to go-live if needed. ☐ Be aware that managers will monitor weekly completion progress. ☐ Access to UKG Pro WFM requires completion of all assigned learning. ☐ Bookmark the UKG Project Site to stay update on news, updates and available resources. ☐ Review the Frequently Asked Questions (FAQ) document for quick answers to common questions about the new system. If you have any additional questions, please submit a ServiceNow ticket, reach out to your manager or Change Agent Network representative.
On February 9, 2026	☐ Access the new UKG Workforce Management system to ensure you have access and familiarize with the new features and look and feel. ☐ Start using the new UKG Workforce Management system (desktop and mobile) to record worked time, request time off, and view schedules. ☐ Review Quick Reference Guides during and after go-live for daily support. ☐ Know where to go for help (Manager, ServiceNow ticket, HR support, available resources).

CCHCS UKG Managers Checklist

Managers tasks to complete prior to the UKG Go-Live

This checklist is designed to guide Managers through the key preparation activities required for the UKG system go-live. It outlines the critical tasks and when they should be completed, so leaders are equipped to support their teams effectively during the transition.

UKG Go-Live Date: 2/8/2026

Date	Activity
By January 23, 2026	❑ Review your manager-specific “What’s Changing” guides to understand what’s changing and what this means for your day-to-day experience. ❑ Watch this short overview video for a first look at the new system in action. ❑ Access your team’s existing schedules to make any final edits before the cutover. ❑ Review role-based learning paths in ULearn so you understand what your team will be required to complete.
By February 7, 2026	❑ Access ULearn and complete your assigned UKG lessons: ❑ UKG: Basic Scheduling Manager: This path is for leaders with direct reports, focusing on timecard changes, timecard approvals, & PTO approval. This learning path includes the Basic Schedule Employee courses as well. PLEASE NOTE: Leaders who Manage Advanced Schedules should also take the courses in that learning path (estimated duration is 105 minutes). ❑ UKG: Managing Advanced Schedules: This path is for staff who manage an Advanced Schedule. It includes leaders as well as non-leaders (such as Charge Nurses). This learning path includes the Basic Schedule Employee courses as well. PLEASE NOTE: Leaders who have direct reports should also take the courses in the Basic Scheduling Manager learning path (estimated duration is 4 hours). ❑ Plan to take lessons over several days/weeks (each lesson is 10 minutes or less). ❑ Retake lessons as a refresher closer to go-live if needed. ❑ Access to UKG Pro WFM requires completion of all assigned learning. ❑ Bookmark the UKG Project Site to stay update on news, updates and available resources. ❑ Review the Frequently Asked Questions (FAQ) document for quick answers to common questions about the new system. If you have any additional questions, please submit a ServiceNow ticket, reach out to your Change Agent Network representative. ❑ Encourage your team to take lessons over several days/weeks (each lesson is 10 minutes or less). ❑ Monitor training completion percentages weekly and follow up with employees who may need support or reminders. ❑ Reach out to the UKG Project Team if you need help tracking progress or identifying employees who may be falling behind. ❑ Reinforce key messages during team meetings.
On February 9, 2026	❑ Access the new UKG Workforce Management system to ensure you have access and familiarize with the new features and look and feel. ❑ Start using the new UKG Workforce Management system (desktop and mobile) to approve timecards, take action on exceptions, and manage schedules. ❑ Confirm that team members have completed training, as access to UKG Pro WFM is contingent on training completion. ❑ Remind employees they can retake lessons as a refresher post-go-live and use Quick Reference Guides after launch. ❑ Know where to go for help (ServiceNow ticket, HR support, available resources). ❑ Escalate issues promptly to avoid downstream payroll impacts.

CCHCS UKG Schedulers Checklist

Schedulers tasks to complete prior to the UKG Go-Live

This checklist is designed to guide Schedulers through the key preparation activities required for the UKG system go-live. It outlines the critical tasks and when they should be completed, so schedulers are equipped effectively during the transition.

UKG Go-Live Date: 2/8/2026

Date	Activity
By January 23, 2026	☐ Review your role-specific “What’s Changing” guides to understand what’s changing and what this means for your day-to-day experience. ☐ Watch this short overview video for a first look at the new system in action. ☐ Access your existing schedules to make any final edits before the cutover.
By February 7, 2026	☐ Access ULearn and complete your assigned UKG lessons: ☐ UKG: Managing Advanced Schedules: This path is for staff who manage an Advanced Schedule. It includes leaders as well as non-leaders (such as Charge Nurses). This learning path includes the Basic Schedule Employee courses as well (estimated duration is 4 hours). ☐ Plan to take lessons over several days/weeks (each lesson is 10 minutes or less). ☐ Retake lessons as a refresher closer to go-live if needed. ☐ Be aware that managers will monitor weekly completion progress. ☐ Access to UKG Pro WFM requires completion of all assigned learning. ☐ Bookmark the UKG Project Site to stay update on news, updates and available resources. ☐ Review the Frequently Asked Questions (FAQ) document for quick answers to common questions about the new system. If you have any additional questions, please submit a ServiceNow ticket, reach out to your manager or Change Agent Network representative.
On February 9, 2026	☐ Access the new UKG Workforce Management system to ensure you have access and familiarize with the new features and look and feel. ☐ Start using the new UKG Workforce Management system (desktop and mobile) to build and maintain schedules using enhanced automation and forecasting features. ☐ Review Quick Reference Guides during and after go-live for daily support. ☐ Know where to go for help (Manager, ServiceNow ticket, HR support, available resources).

CCHCS UKG Timekeepers / Payroll Checklist

Timekeepers / Payroll roles tasks to complete prior to the UKG Go-Live

This checklist is designed to guide Timekeepers / Payroll roles through the key preparation activities required for the UKG system go-live. It outlines the critical tasks and when they should be completed, so Timekeepers / Payroll roles are equipped effectively during the transition.

UKG Go-Live Date: 2/8/2026

Date	Activity
By January 23, 2026	☐ Review your role-specific “What’s Changing” guides to understand what’s changing and what this means for your day-to-day experience. ☐ Watch this short overview video for a first look at the new system in action. ☐ Access your existing schedules to make any final edits before the cutover.
By February 7, 2026	☐ Access ULearn and complete your assigned UKG lessons: ☐ UKG: Basic Scheduling Manager: This path is for leaders with direct reports, focusing on timecard changes, timecard approvals, & PTO approval. This learning path includes the Basic Schedule Employee courses as well (estimated duration is 105 minutes). ☐ Plan to take lessons over several days/weeks (each lesson is 10 minutes or less). ☐ Retake lessons as a refresher closer to go-live if needed. ☐ Be aware that managers will monitor weekly completion progress. ☐ Access to UKG Pro WFM requires completion of all assigned learning. ☐ Bookmark the UKG Project Site to stay update on news, updates and available resources. ☐ Review the Frequently Asked Questions (FAQ) document for quick answers to common questions about the new system. If you have any additional questions, please submit a ServiceNow ticket, reach out to your manager or Change Agent Network representative.
On February 9, 2026	☐ Access the new UKG Workforce Management system to ensure you have access and familiarize with the new features and look and feel. ☐ Start using the new UKG Workforce Management system (desktop and mobile) to monitor timecard accuracy and finalize payroll with improved validation tools and fewer manual adjustments. ☐ Review Quick Reference Guides during and after go-live for daily support. ☐ Know where to go for help (Manager, ServiceNow ticket, HR support, available resources).