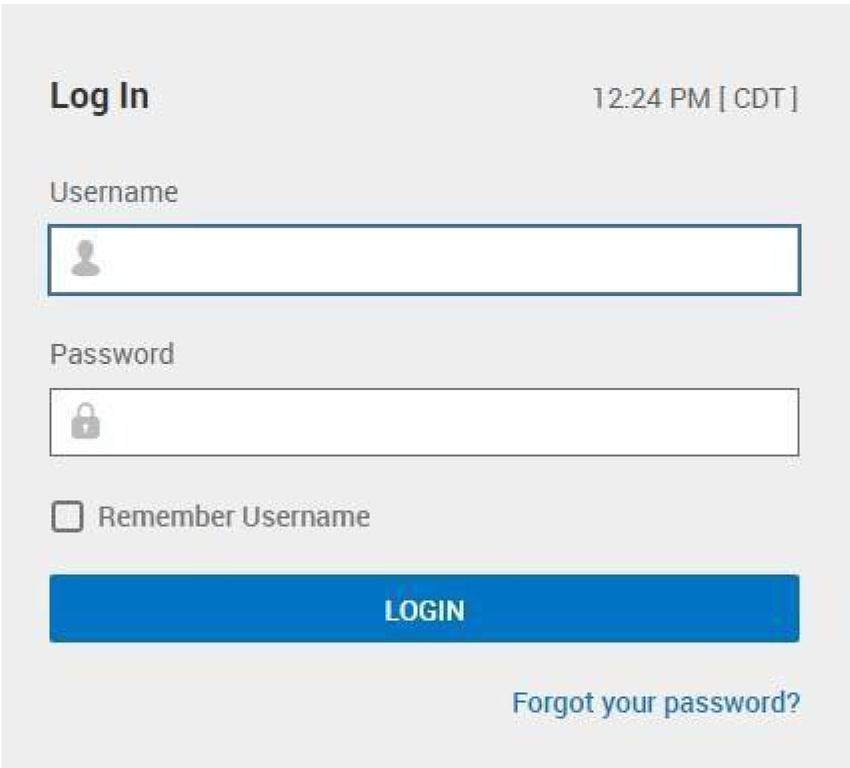
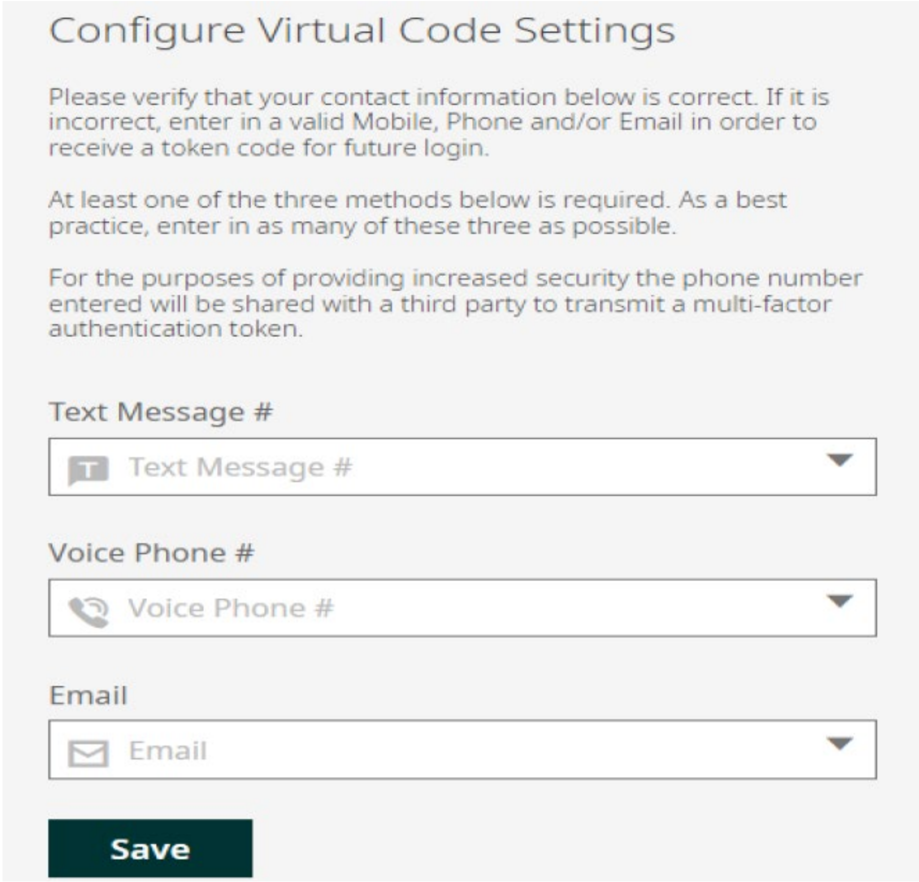
Open your browser and enter this path in the address bar:
https://secure2.saashr.com/ta/105751.login
***Bookmark or save the above address, so you can easily return to the time portal.**

Logging in the First Time



1. Type in your username which will be your first initial and your last name altogether, for example, Fred Smith would be fsmith. If you provided an email, you will receive an email that your account has been created. Your initial password is **NationalPsych123!**
2. Once logged in, it will prompt you to change your password, please do so by using the temporary password from step 1, or from your account created email notification (if you received an email).
3. Your new password must contain a minimum of 15 characters and include at least one of the following:
    a. Uppercase Letter
    b. Lowercase Letter
    c. Number
    d. Symbol
    e. An example would be: TempPassword123$
4. After changing the password to the required settings, you will be prompted to configure the Multi-Factor Authentication Settings. Up to four methods can be configured for receiving the code, as follows:
    a. **SMS Mobile #** : Will be used to send codes via text message (preferred method)
    b. **Email** : Will be used to send codes via email address

c. **Voice Phone #** : Will be used to send codes via phone call



d. **TOTP Authentication**: From your app store (Google Play for Android), download a TOTP app such as Google Authenticator. Once you download it and open it, you will be ready to activate it.

   i. Once you have downloaded and installed the TOTP Authenticator app, click **Begin** and select the option to "Scan a Barcode."
   ii. Log into UKG Ready® with your username and password.
   iii. Users who have the "Clear TOTP Setting" checkbox enabled will see a popup with instructions on how to configure the app.
   iv. With your app, scan the QR code or type in the code provided.
   v. Enter the digits displayed on the authenticator in the **Enter Verification Code** field.
   vi. Click the Change/Login button.
   vii. You should be logged in.

The system will have pre-filled any phone or email that is already listed in your account; however, if you want to use another phone/email for the purpose of receiving the code, those fields can be overwritten with new information. When done, click save. Once this step is completed, you will be logged in to the system. (If you change your email or phone number in this process, it will not replace or update information entered in your employee profile, this is used strictly for code authentication).

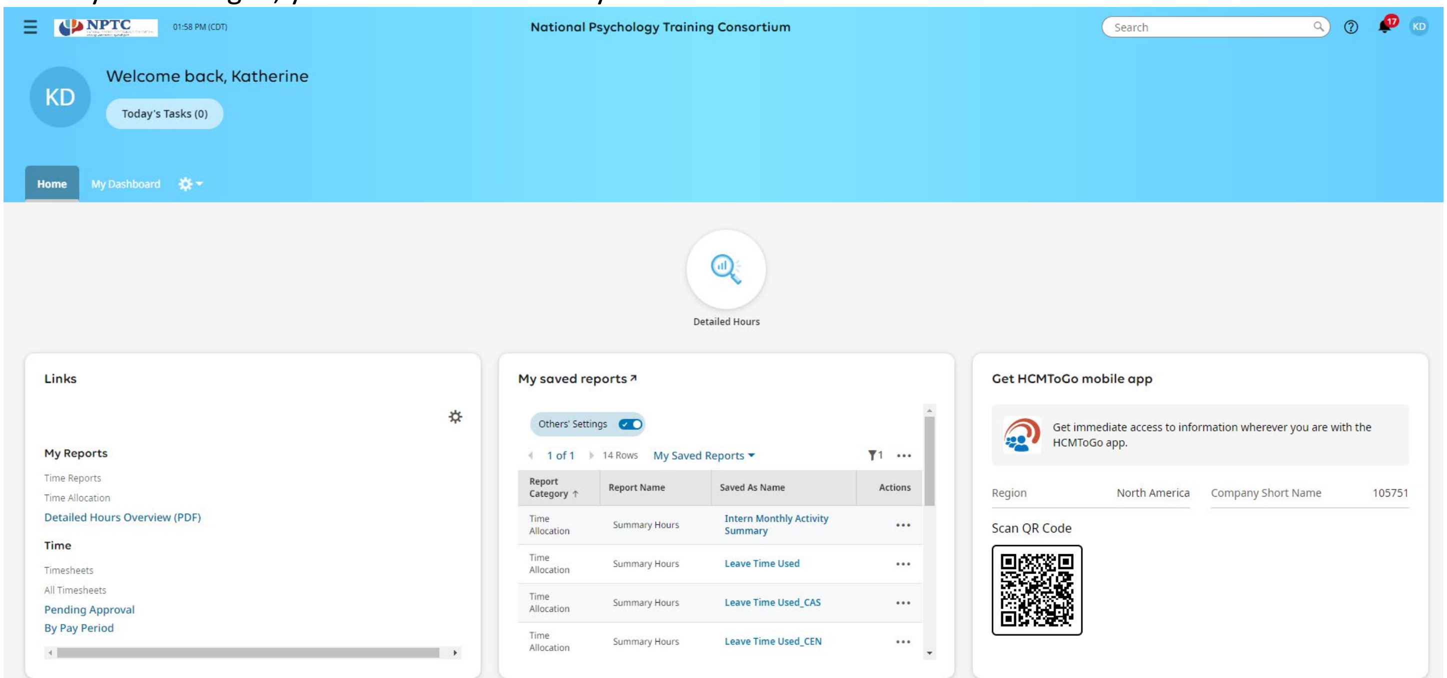
Next time you log in, the system will list the methods you have selected in the setup process, you will be able to select one of those. The system will generate a random 6 digit code and send it to you, after entering the code; the system will validate the number and grant access to the application.

Important: If this is your office or home computer that you will use in the future to login, you should check the box *"Remember This Device,"* this will avoid some of the code requirements on future logins from "this computer". *Please note*, due to the security settings at some sites and on the website, you may be required to request a code each time you log in.

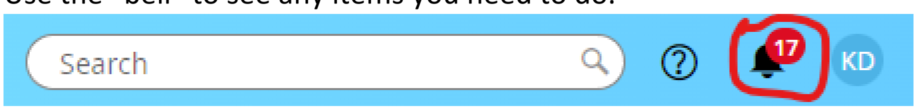
Navigating the Time Tracking System

The following screenshots are to help orient you to the website in general and where you go to complete various tasks. Please also feel free to contact us if you need any assistance with navigating the webpage.

When you first log in, you should be taken to your **Home** tab. It should look similar to below.



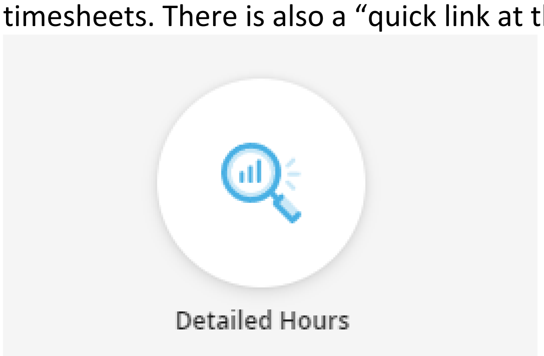
Use the "bell" to see any items you need to do.



HOME TAB

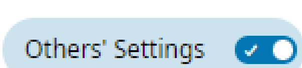
Links:

These are the "quick links" that give you access to the "Detailed Hours Overview (PDF)" and timesheets. There is also a "quick link at the top for the report.



My saved reports:

This is where you go to see the reports that have been shared with you to help keep track of intern progress. Make sure the "Others' Settings" is checked.



Get HCMToGo mobile app:
This is a QR Code that you can use to get the Mobile app.

My sticky notes:
You can make notes here.

Fun:
You can feed the turtles (or buffalo) if you want. Click the gear wheel to change or remove it if you want.

My Mailbox:
This is a list of your "My To Do Items"

Timesheet Tasks:
This your current open tasks for the current timesheet period.

HAMBURGER MAIN MENU OPTIONS
Use the hamburger menu to see the Menu Options.

You will have access to two tabs, **My Info** and **Team**.

My Info: For the most part, the only section you make use on this tab is the link to *My Reports*. This is just another way to access reports or create your own.

Team: This is another way for you to access timesheets and reports. The two links are *Time* and *Hubs*.

- *Time* is another way to access intern timesheets. From here you can see all timesheets pending approval, view all intern timesheets, and check for intern change requests.
- *Hubs* is another way to access the Report Hub.

Manage Timesheets

To access the current timesheets from the **Home** tab, look for the *Links* section. You can view the timesheets by selecting "Pending Approval" or "By Pay Period." ***Timesheets views on "Pending Approval" will always default to Last and Current Months timesheets that have been submitted for review and approval. Timesheet views on "By Pay Period" will default to the current pay periods timesheets.***

Pending Approval Quick Link
This link will take you to the PREVIOUS pay period's timesheets submitted for approval. To review the timesheet prior to approval, you can either click on the edit icon for each timesheet individually, or if you approve timesheets for multiple interns, you can bulk select intern timesheets by selecting the boxes for all timesheets and clicking on the View Timesheets button in the top right-hand corner.

In order to "View," "Approve," or "Reject." You will need to check the box in front of the timesheet(s) you want to approve and then select the appropriate button in the upper right-hand corner.

Once you are ready to approve, you can either click on Approve in the upper right corner of each individual timesheet, or you can bulk approve by going back to the Pending Approval page and selecting all timesheets and clicking Approve. Please note you will no longer be able to edit timesheets once they are approved. Please contact Operations Support to have the timesheet reopened if needed.

If there are errors with a timesheet that need to be corrected by the intern, select ***Reject*** and add a note for what the intern needs to correct before submitting again. Once this happens the intern will receive an email stating their timesheet has been rejected and the reason it has been rejected.

By Pay Period Quick Link

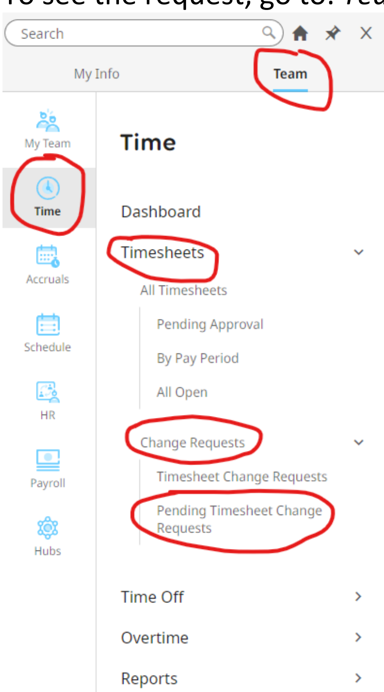
This link takes you to the current pay periods timesheets. To edit the timesheet, click on the Edit icon on the far left of the employee's name. These would be the timesheets that the interns are currently working on.

To enter or edit times on the timesheet, either enter times in the "From" and "To" columns on the appropriate days or add total hours in the Raw Total column and be sure to click on Save in the upper right of the timesheet. To add *Reports*, add a number in the # of Reports column. Interns can also edit their timesheets as long as they have not be submitted for review and approval.

Approve Timesheet Change Requests

If an intern forgets to enter an activity after they have submitted their timesheet, they can submit a timesheet change request, as long as the timesheet has not been approved by the supervisor. Once the intern submits the request, the Supervisor will get an email prompting them to login to review and either approve or reject this change request.

To see the request, go to: *Team>Time>Timesheets>Change Request>Pending Timesheet Change Requests*



To approve or reject, click on the box on the left of the specific request and then click on "Approve Checked Requests" or "Reject Checked Requests" in the upper right as needed.