UKG USER GUIDE

BBNC Human Resources

Outline:

Logging in to UKG:

- Credentials
- Mobile App
- Desktop

Verification/Change Password

Login Issues

Access Checklist(s)

Employee Self-Service

Submitting Timesheets

Benefits of UKG Ready

Support Contacts

Credentials:

An email was sent containing Login credentials from hr@BBNC.net – please note this email is not a spam!

Subject: UKG Login Credentials – BBAT

Hi BBAT TEST,

Welcome to Bristol Bay Alaska Tourism, LLC! An account has been created for BBAT TEST TEST-DATE within the Bristol Bay Native Corporation employee self-service portal.

To login the **UKG Ready** and access you onboarding documents, click this link. Or download the UKG Ready mobile app.

- Username: BTEST-DATE
- Password: zPR5zalH
- Region: North America (excl. Canada)
- Company short name: 6207545

Upon logging in for the first time you will be asked to change your password. Please record your username and new password in a safe place for future use.

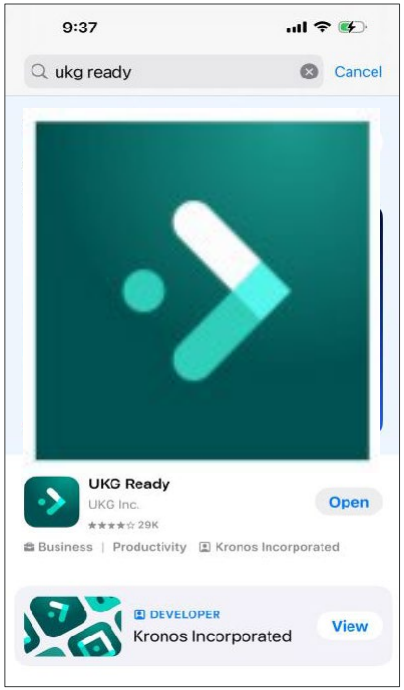
Thank you!

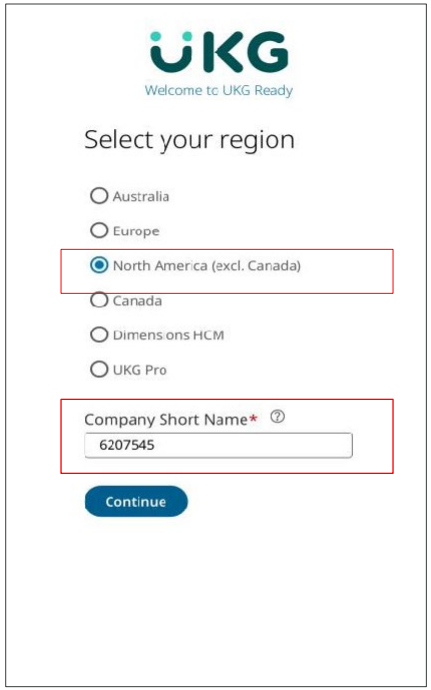
Logging in to UKG Mobile App:

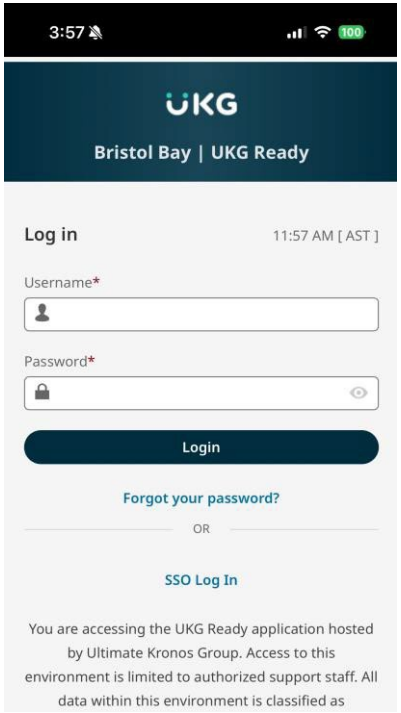
Available on iOS & Android – Download from App Store or Google Play

Mobile App:
https://play.google.com/store/apps/details?id=com.kronos.workforceready&hl=en_NZ Submit

Be sure to copy and paste you're your username and password provided in the "Credentials" email. Company short name: 6207545



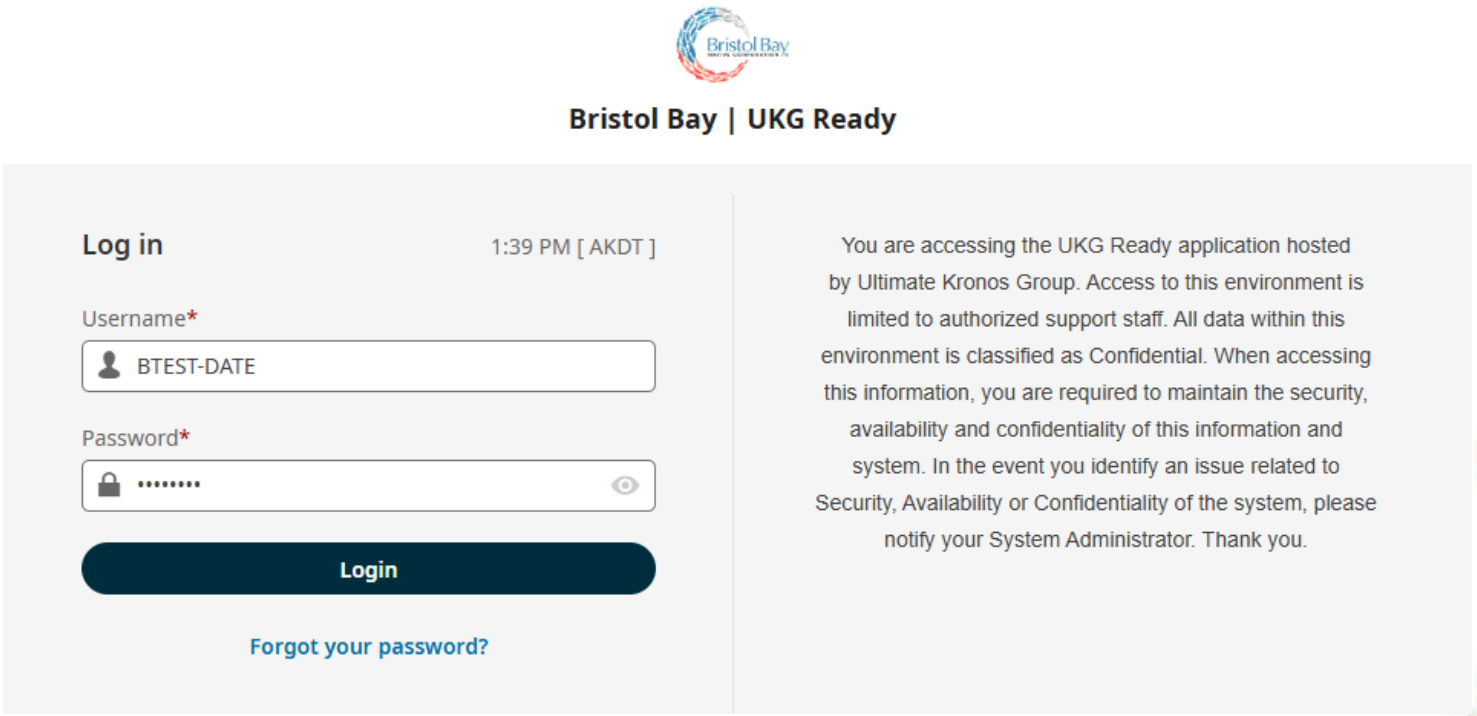




Tip: Do not use "SSO login"

Logging in to UKG Desktop:

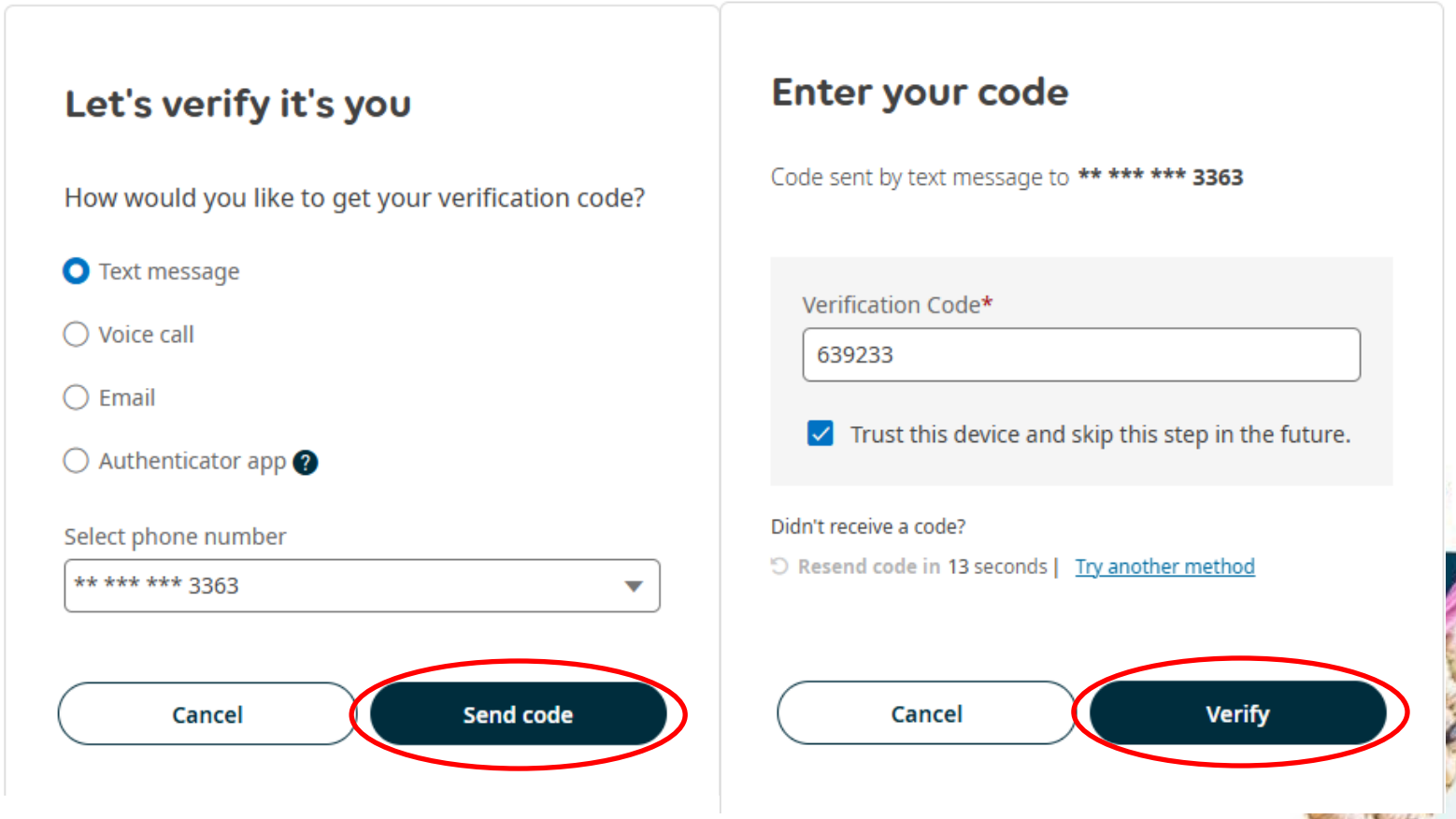
Desktop Link: https://secure7.saashr.com/ta/6207545.login?NoRedirect=1
Be sure to copy and paste you're your username and password provided in the "Credentials" email.



📌 **Tip:** Do not use "SSO login"

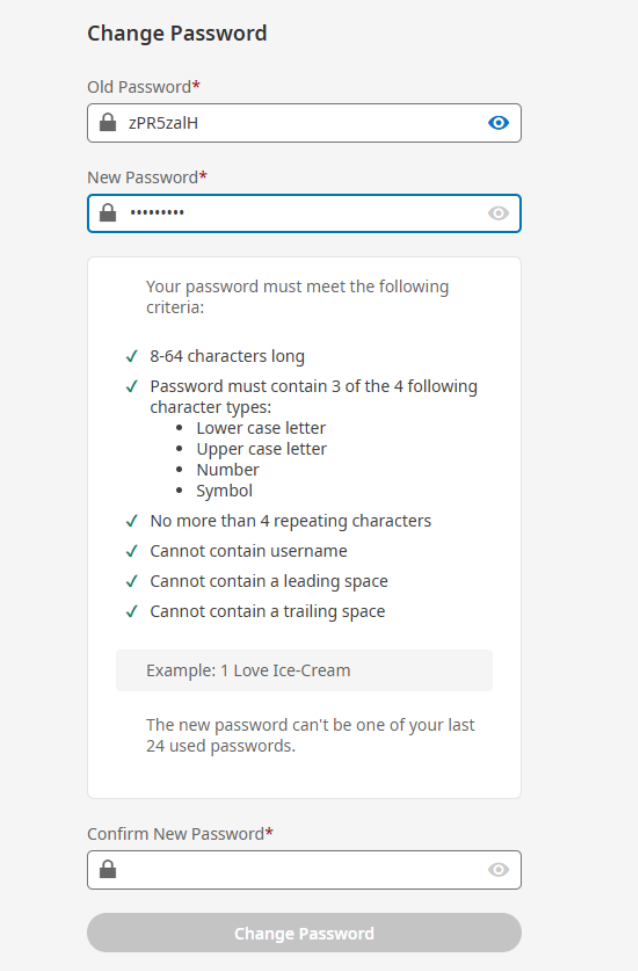
Verification:

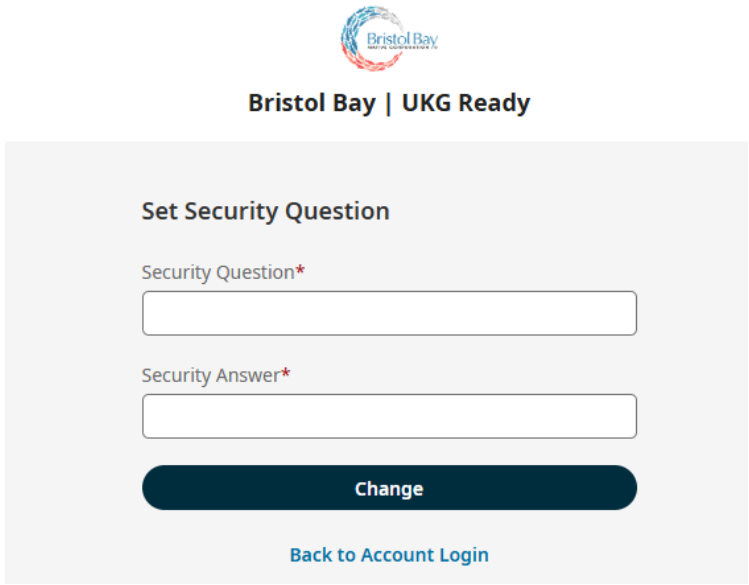
Select from the following options:



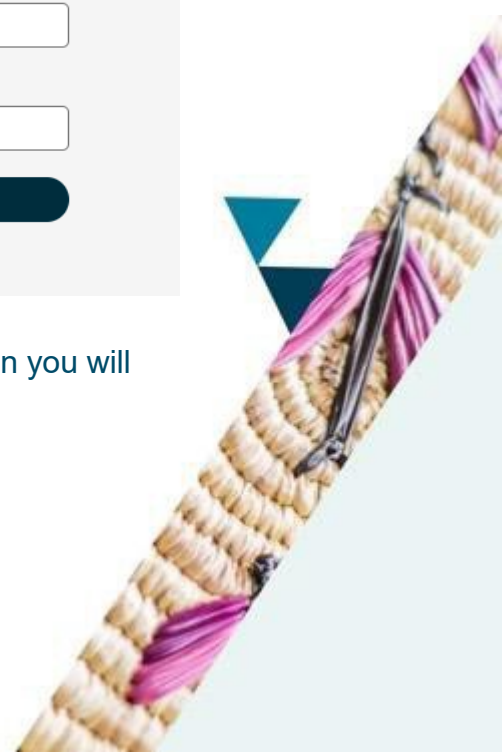
Changing Your Password

You will be prompted to reset your password upon initial login:



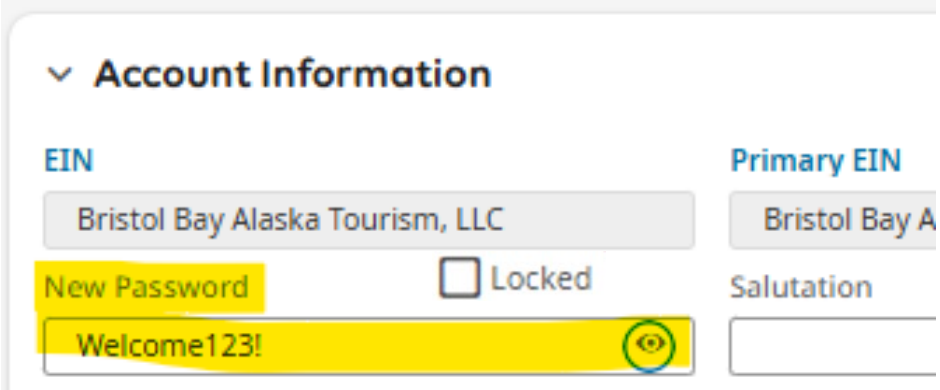


Make sure to set up a security question you will remember!



Login Issues:

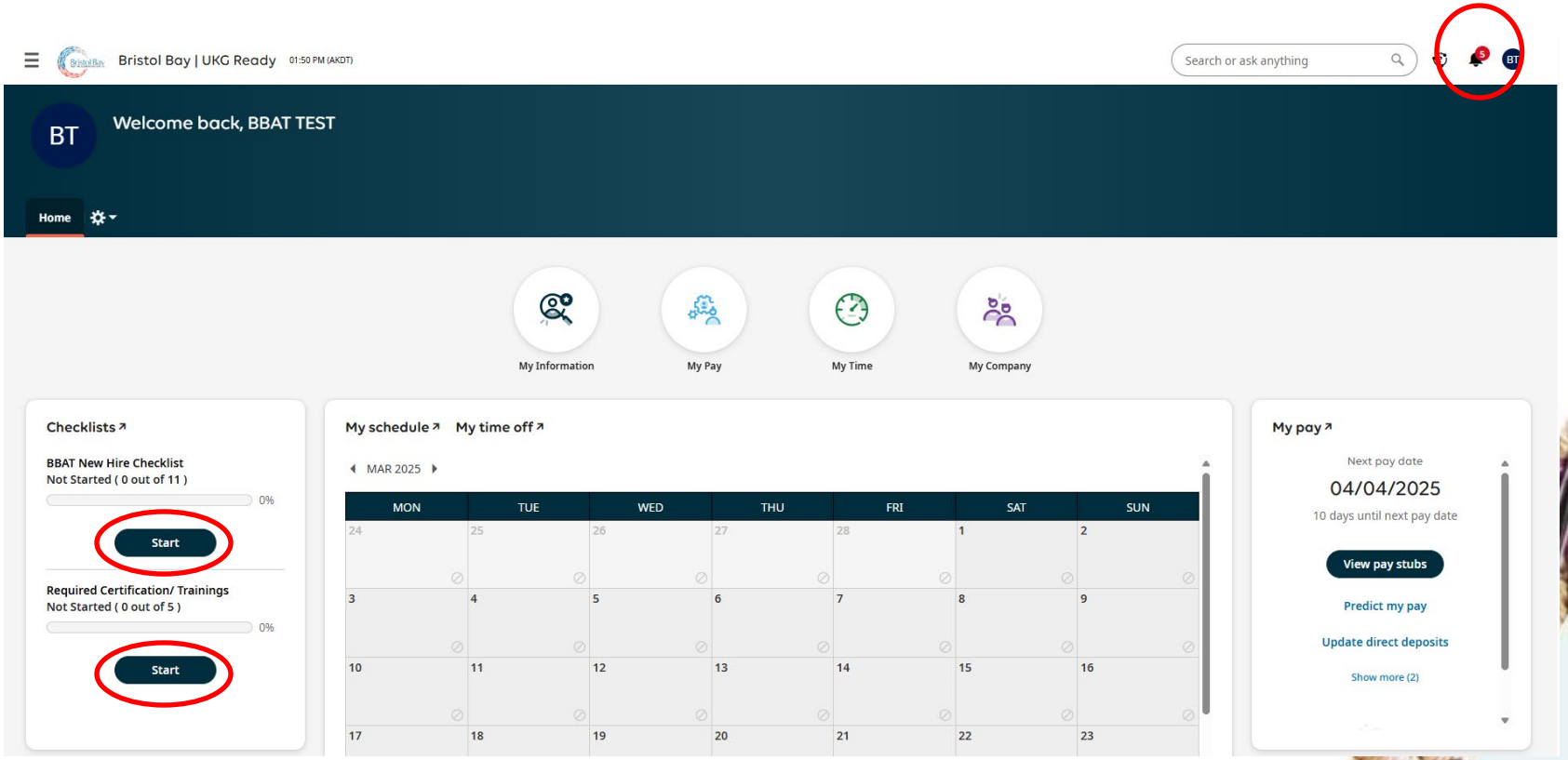
Email Human Resources at ethompson@BBNC.net or hr@BBNC.net to get help resetting your account and/or unlocking it!



Too many failed attempts will result in UKG automatically locking your account:

Access Checklist:

Access Checklist from home screen.
or
Click the bell icon in the upper right corner and open checklist.

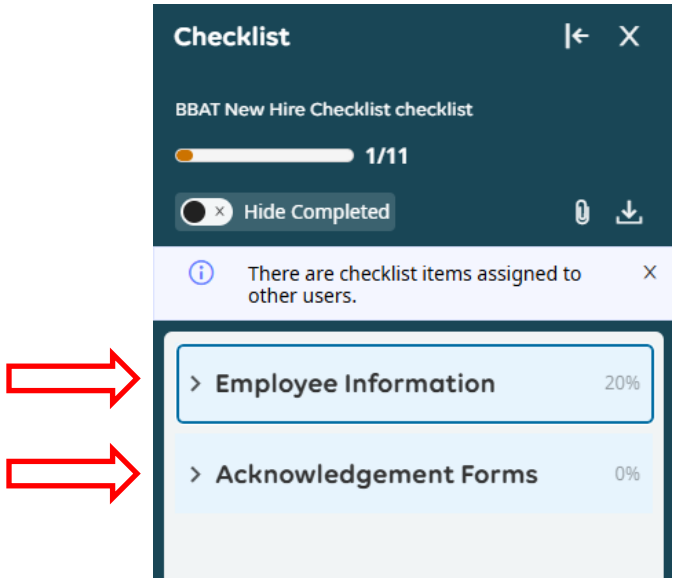


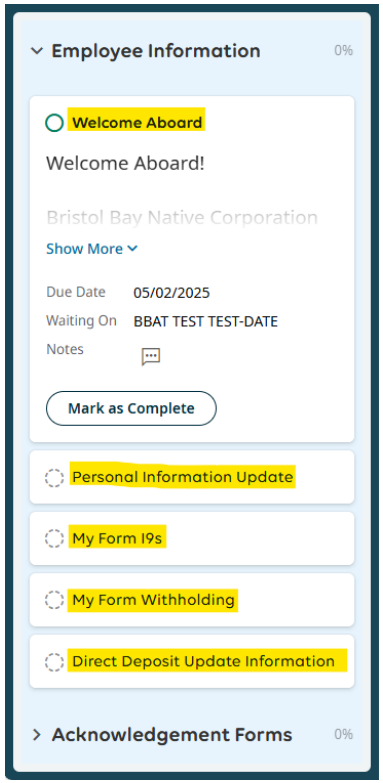
Complete Your Checklist:

💰 You will earn **$100 Onboarding Incentive** if you complete this checklist before your start date!!!

Please note you must verify your I-9 with HR to receive incentive.

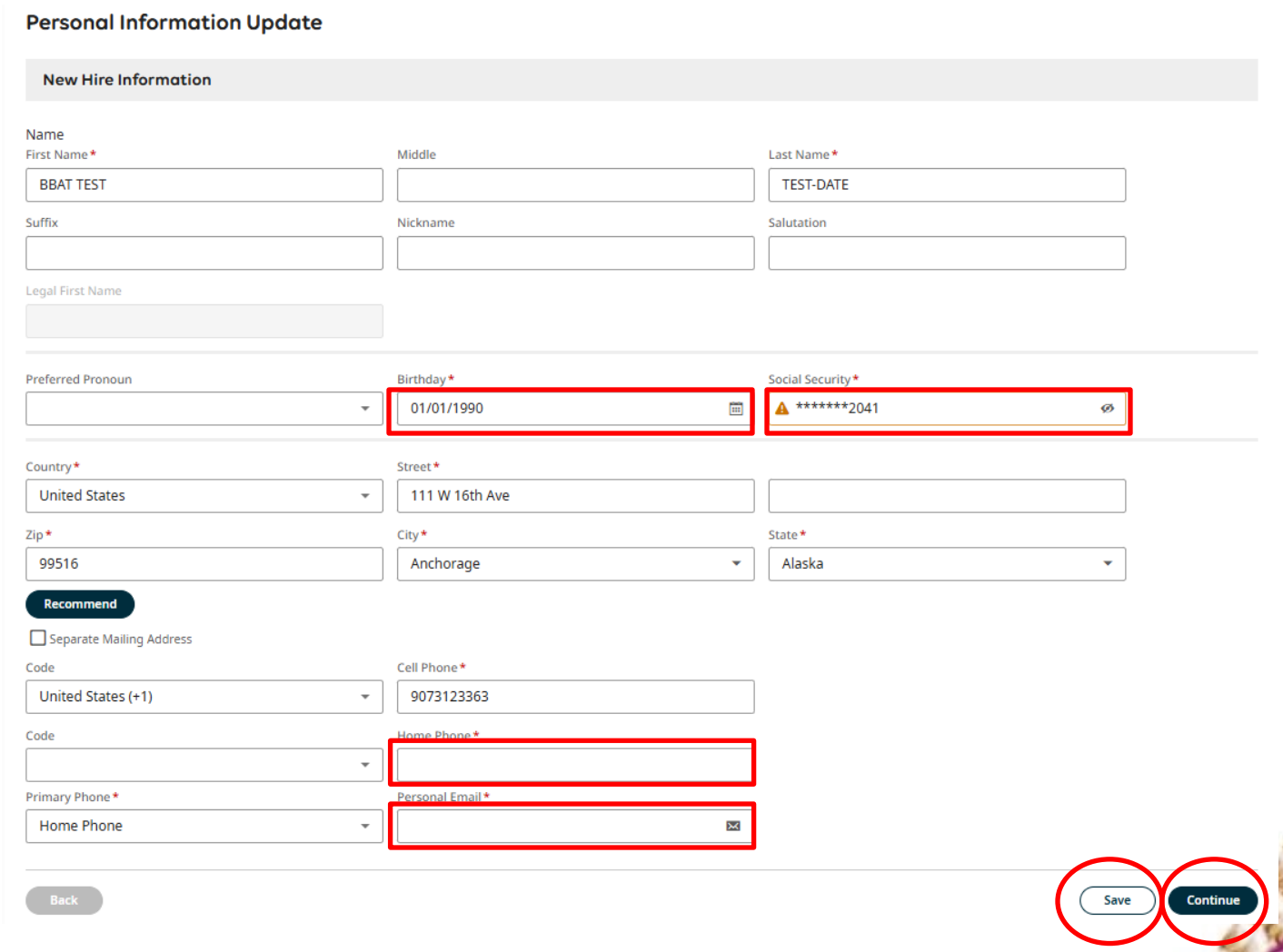
This should take **10-15 minutes.**





📌 **Tip:** Make sure to complete all sections.

Update Important Profile Demographics:



Updating Personal Information:

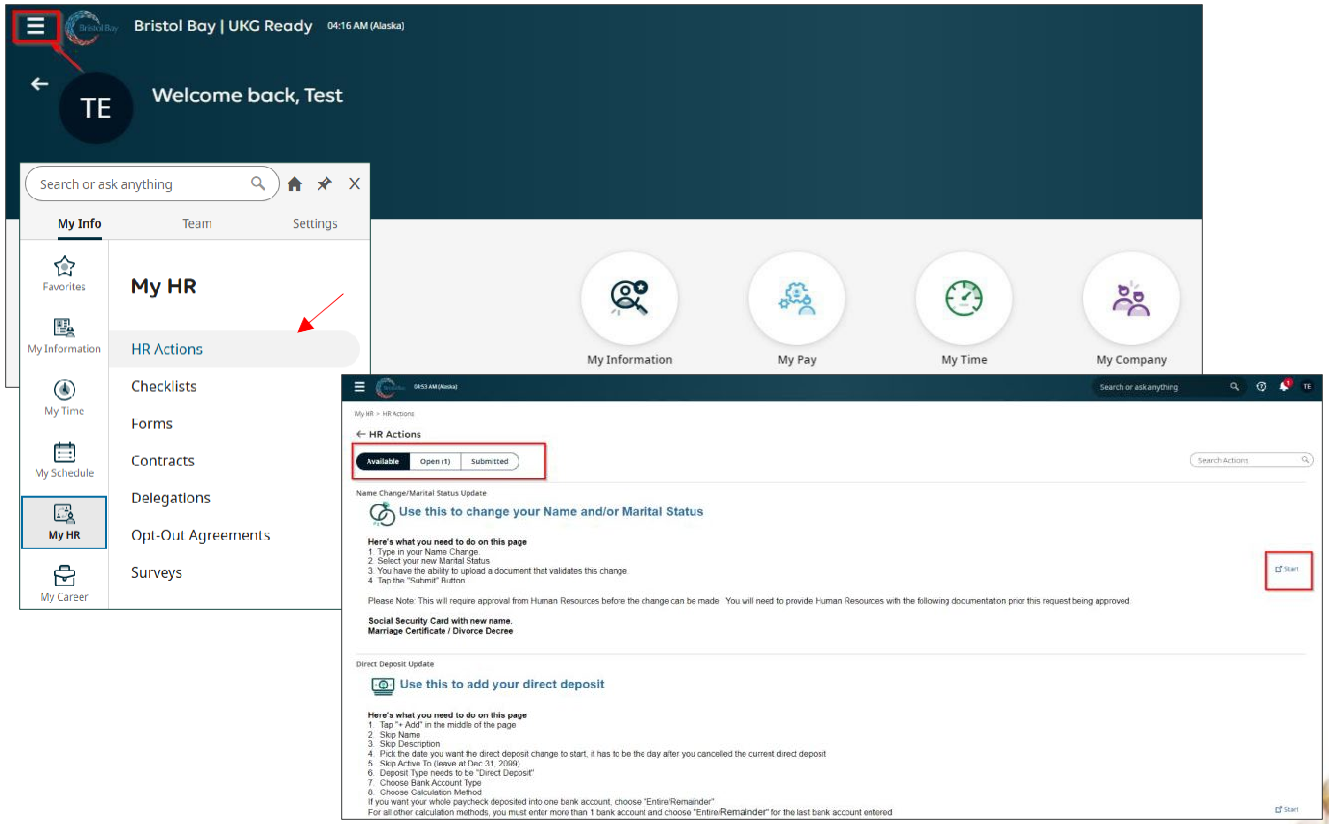
Edit Personal Details - Address, phone, emergency contacts

Direct Deposit & Tax Updates - Update banking & tax withholding info

401K & Roth 401K Deferral - Update deferral rates for your 401K elections

(Changes take effect in the next payroll cycle)

Reminder - Keep your information updated to avoid payroll issues



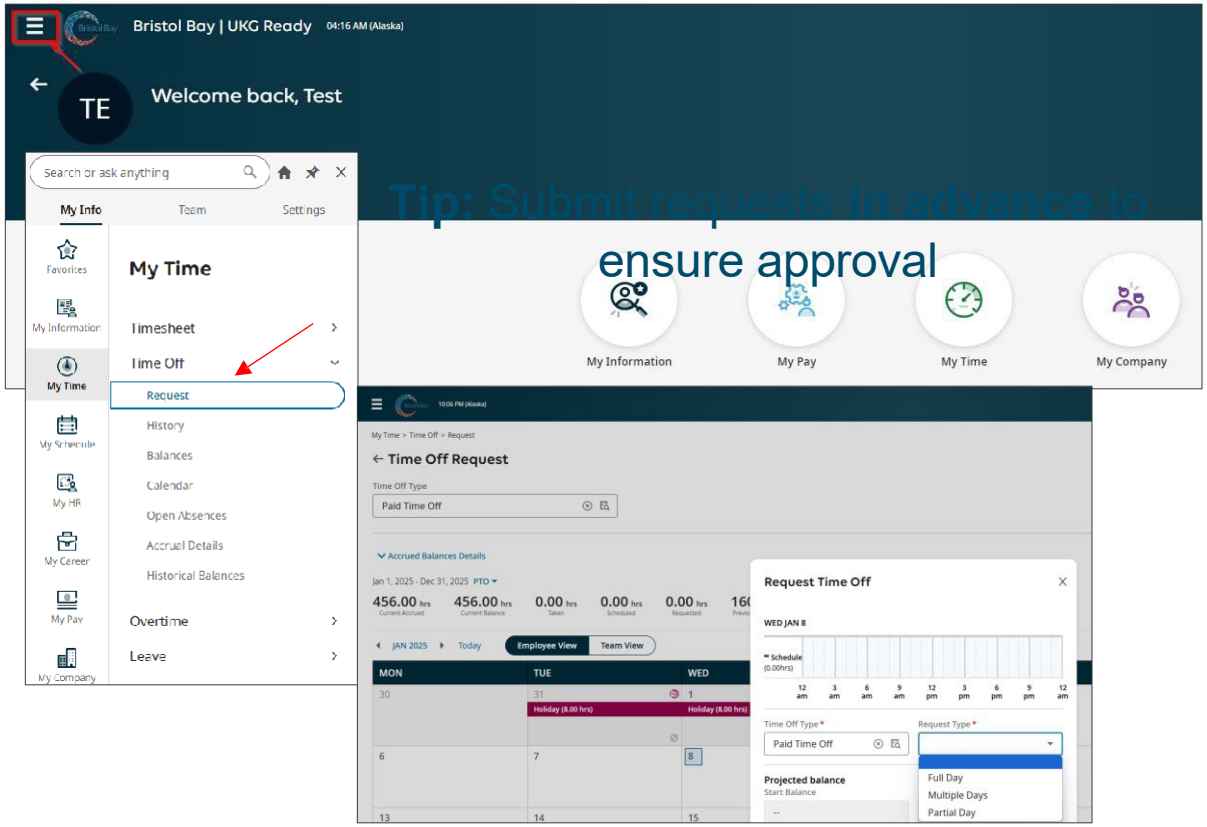
Requesting & Entering Time Off:

(Does **NOT** apply to Seasonal Employees):

Submit PTO, Sick Leave, and other leave requests

Track your PTO balance

Cancel or edit requests before approval, Manager approval is required



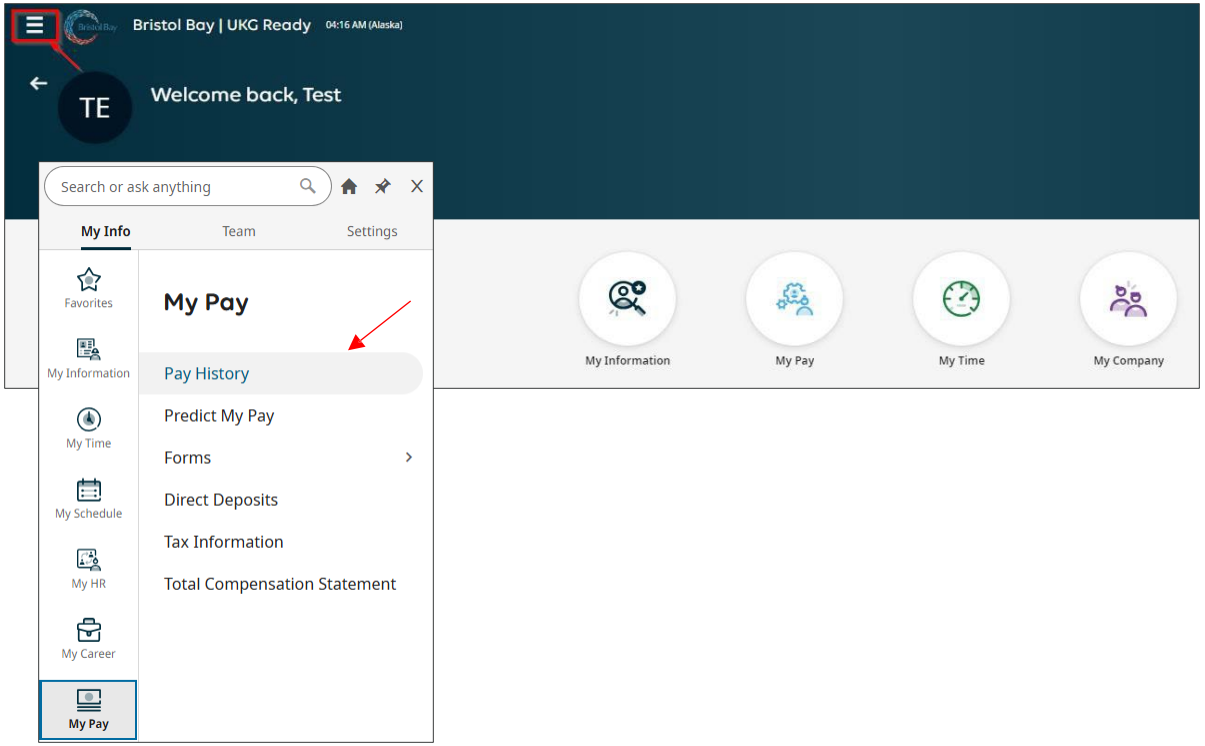
Tip: Submit requests **in advance** to ensure approval

View Pay Statements:

Navigate to Payroll > Pay Statements

View current & past pay periods

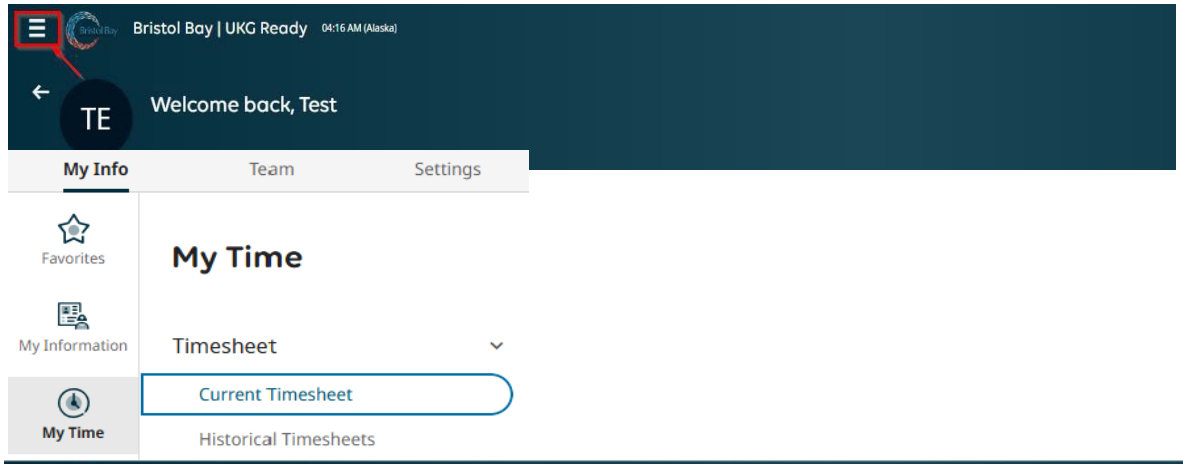
Download and print pay statements

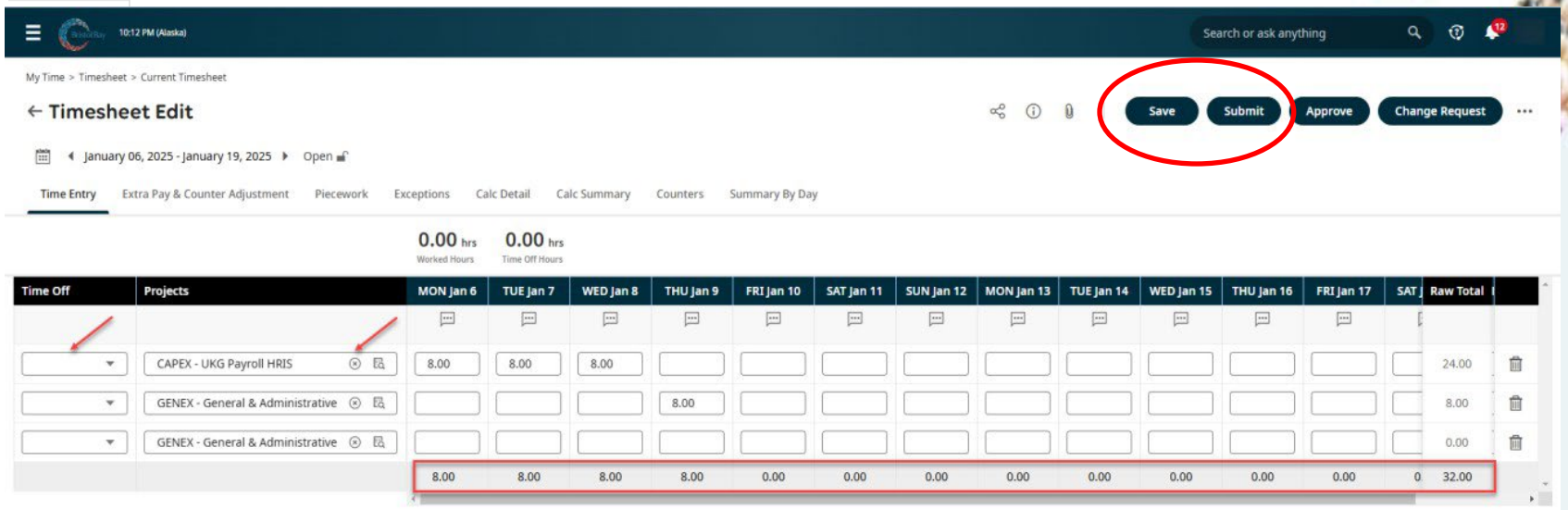


Tip: Review deductions and earnings to ensure accuracy.

Submitting Timesheets:

Deadline: Submit timesheets **by 5:00 PM every other Friday**
Enter time accurately if you do not have the correct project codes assigned reach out to:
ovi.sofron@bristoladventures.com or sheila.hidalgo@bristoladventures.com
Timesheets must be approved by managers by 10:00 AM every other Monday.



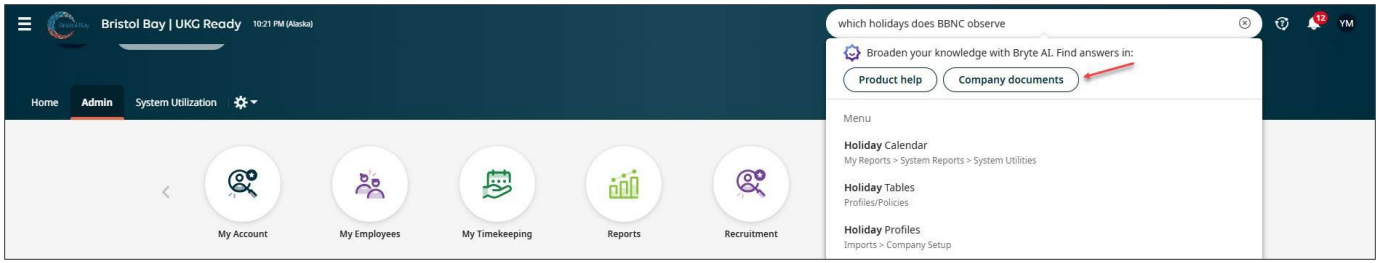


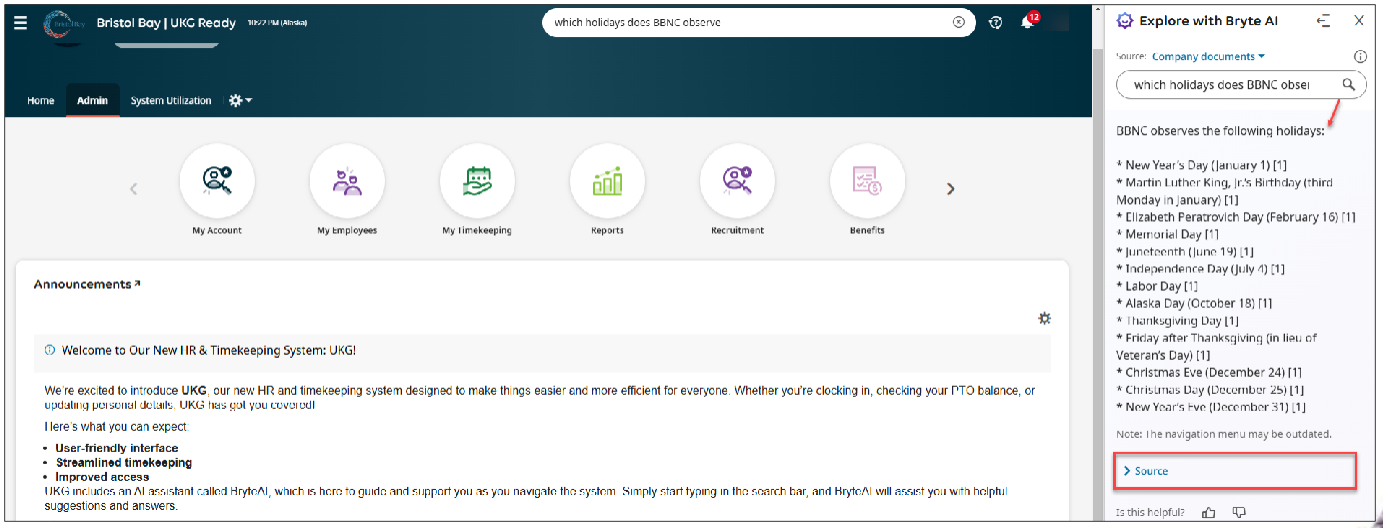
Benefits of UKG Ready:

One Unified System – HR, Payroll, Self-Service, Time Entry

Employee Self-Service – Manage personal info, pay statements, PTO

AI-Powered Assistance – BryteAI for instant HR & payroll questions





Support Contacts:

HR Support

Emily Thompson, HR Business Partner: ethompson@bbnc.net
Tamrit Howell, HR Manager: thowell@bbnc.net
Tony Brothers, SVP Human Resources: tbrothers@bbnc.net
Jim Rogacki, Director Corporate Benefits: jrogacki@bbnc.net

Timesheets Support

Kinka Parker-Aposik, Accountant: kparker@bbnc.net
Donniece Hoskins, Project Manager: dhoskins@bbnc.net

Payroll Support

Direct Deposit, Tax Withholdings, Pay: payroll@bbnc.net

System Support

Login & System Access Issues: Emily, Tamrit, or Donniece

Tip: Use **BryteAI** for quick HR & Payroll-related questions

We will continue improving UKG Ready to better serve you!

THANK YOU

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