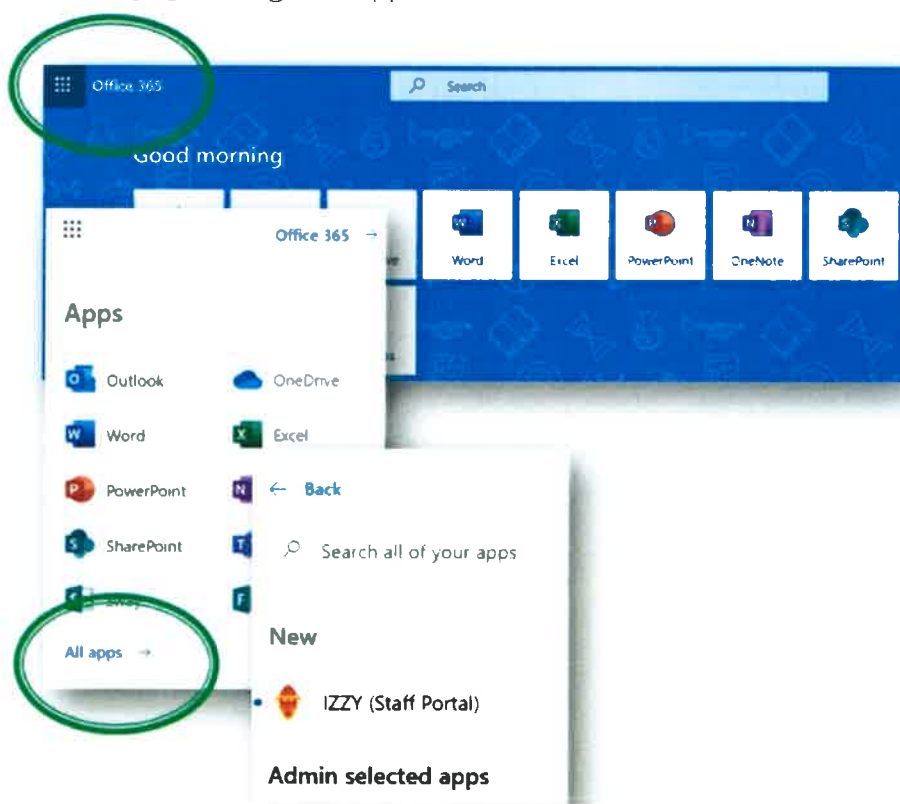




# How to Access IZZY

Once you are logged into your archdiocesan account, you can access IZZY, our archdiocesan intranet, in a number of ways:

- **Direct:** [izzy.archchicago.org](http://izzy.archchicago.org) or [archchicago.org/izzy](http://archchicago.org/izzy)
- **[archchicago.org](http://archchicago.org):** in the "About Us" section and in the footer (bottom of the website) you will see IZZY Staff portal listed.
- **Office 365:** through the app "waffle" ...



## How to Access Training Resources and FAQs for the New Payroll/Time & Attendance System

On the IZZY homepage, you will find a row of red boxes. These are quick links to frequently visited pages. Click on the box labeled "New Payroll/Time & Attendance site" to access training information and resources, frequently asked questions and more.



Also, whenever you are visiting the IZZY website, you will see another option at the top to navigate to the Payroll site:

IZZY Topics Roles **HRT (Payroll)** Priest Corner ICS





# Top 10 Q&A About the Change to UKG

## 1. What is changing?

On September 25, the archdiocese and all of our parishes, schools and agencies will begin using a new HR Payroll/Time and Attendance system called UKG.

## 2. Why are we making this change?

UKG will be better connected with other archdiocesan systems for the future and will have all of your personal information in one place for you to access, review and update. We're making the change now because our current payroll provider decided to cease providing payroll services this year.

## 3. What's the benefit of UKG for me?

With the new system, you will be able to:

- View and update personal information (e.g., address, phone, emergency contact, certifications, etc.)
- Enter time online via internet on computer or your mobile device
- View paystubs and W-2s
- Update banking information and more

## 4. Do I need to use UKG?

Yes! Everyone will use UKG. This will be the place to update your personal information, clock in and out (if you are an hourly-paid employee), as well as submit timesheets, request time off, and more.

## 5. How is my day-to-day work going to change with the new system?

The impact of the new system and ways of working will depend on your role. Hourly employees will use the new system each day of work, while salaried employees may use it less frequently. Supervisors will use the system to view and approve their employees' timesheets, requests for time off, etc.

## 6. When will I start using UKG?

Employees will begin using the new system on September 25. On that day, hourly employees will begin using the new system to clock in and out, while salaried employees will begin using the new system to report paid time off, etc. At the end of each pay period, beginning October 7, all employees will use the new system to confirm their timesheets.

## **7. Will I be trained on how to use UKG?**

Yes! All clergy and employees will receive training on how to use the new system. Training is based on your role and how you will need to use the new system. Training includes:

- Live and recorded training sessions and video tutorials
- Job aids (also known as quick reference guides) with illustrative, step-by-step instructions on how to use the new system via desktop, laptop and mobile devices.
- Payroll administrators and supervisors will help employees learn how to complete the steps in UKG with direct support and coaching.
- Ongoing support will be provided by the UKG Employee Engagement Center if employees encounter any difficulties with the new system.

## **8. What can I do now to get ready?**

- UKG will require regular use of your archdiocesan account, so take time now to confirm that your archdiocesan account (your @archchicago.org account) is active and that you know your password and can access your archdiocesan account. The use of an archdiocesan email address to access the system is necessary to keep our data secure.
- Participate in the training sessions for your role. See the IZZY homepage or the Training page for all the dates and times training will be offered, as well as the resources that will be posted there for ongoing reference.

## **9. Will my pay stubs look the same or different with UKG?**

Pay stubs will look different but will contain most of the same content. As a part of training for the new system, the HR and Payroll teams will develop a sample pay stub with descriptions for each line item that you can refer to when you have questions.

## **10. Do I need to make changes to my direct deposit?**

You do not need to make any changes to your direct deposit information. Your pay each pay period will continue to be deposited as it is currently.

Have more questions? Check out the FAQs. Don't see your question there? Submit it to the team at **HROperations@archchicago.org**.



# Learn to use UKG

and be ready for your  
**new payroll/time and attendance system!**

- **Participate in live training sessions**
- **View instructional videos**
- **Use step-by-step guides to complete your tasks**

You'll need to use your archdiocesan account to access UKG, so make sure you know your archdiocese username and password.

Sign up for training and view training resources at **[archchicago.org/izzy](https://archchicago.org/izzy)**.





# Meet UKG!

## Your new time and attendance system.

With UKG you can ...

### **View your information**

- View your personal, job and payroll data
- Make updates to your own info, such as address and bank account

### **Track your time**

- Track your time worked
- Submit time-off requests

**... and do it all via mobile app or website.**

You'll need to use your archdiocesan account to access UKG, so make sure you know your archdiocese username and password.

For more information, visit IZZY, our archdiocesan intranet at **[archchicago.org/izzy](https://archchicago.org/izzy)**.





# Want to get paid after September 25?

If yes, there are two things you need to do now, because on **September 25** we're switching to a new payroll/time and attendance system called **UKG**.

Here's what you need to do:

- 1. Log in to YOUR archdiocesan account (e.g., name@archchicago.org).** Everyone will need to use their archdiocesan account to use UKG. Don't know your account username or your password has expired? Talk to your supervisor and contact **ITServiceCenter@archchicago.org** or **312.534.5227** for help.
- 2. Participate in UKG training.** The new UKG payroll/time and attendance system is a new way of tracking time worked, accessing/updating personal information and more. Everything is done online (desktop, laptop, tablet or mobile device). See links to training sessions, video tutorials and job aids at **archchicago.org/izzy**.



**UKG is coming and it's going to be great.  
Get ready to get paid!**