Installing UKG Workforce Management Quicktimestamp

Quick timestamp (QTS) is a fast, easy way to allow your associates to clock in and out at your facility. An employee can click on the shortcut to QTS, authenticate using standard UKG credentials (user name and password), clock in, and then will be automatically logged out for the next associate. It is not a link to get access to the UKG application. It is only for clocking in and out.

It is designed to be installed on a PC, Laptop, POS machine, or tablet that is fixed at the facility. **It should not be installed on an employee or manager mobile phone** unless it is being used as an onsite, fixed time clock device.

Since this is a public device you should turn password saver off in the browser. There is a link below that explains how to turn off password saver in Chrome (the preferred browser), and instructions for making other important browser changes that will help make QTS work better.

To avoid unexpected behavior with QTS you should not be logged into UKG (the application) on the same device at the same time that Quick timestamp in running.

If Troon or Indigo IT manages the technology at your facility, they will push out the UKG QuickTime stamp shortcut to all of your POS machines on or before December 16th. If you do not see the QuickTime stamp on the POS machine it may need to be rebooted the first time for it to show up.

If Troon or Indigo does not manage the technology at your facility then you can follow the instructions below to install it on a POS machine. **Please note that the instructions are different if you are installing on a PC, or an iOS, or Android tablet**.

You can complete this installation any time prior to the 18th, but please do not clock into the new system until 12/18 (or 12/25 for weekly payrolls in NY and RI)

Support:

For support on the installation of the UKG Workforce Management Quicktimestamp URL please contact Troon Support (troonsupport@troon.com, or call 866.437.7835, 480.477.0473).

For support on the use of QTS please see materials provided in the go live guide on UKG2022.com, and articles in case management.

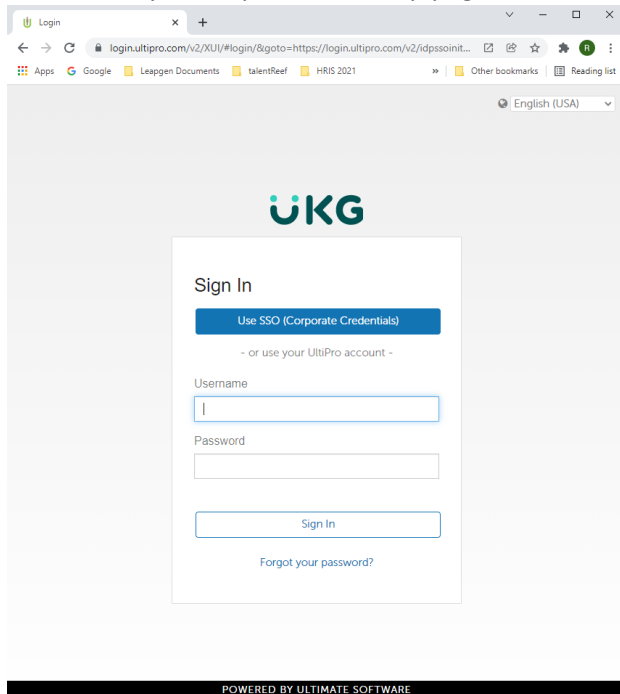**UKG Workforce Management Quicktimestamp URL:**

https://login.ultipro.com/v2/XUI/#login/&goto=https://login.ultipro.com/v2/idpssoinit?metaAlias%3D/t/tro1001troo/idpinit%26RelayState%3Dhttps://troon-SS1.prd.mykronos.com/quicktimestamp%26goto%3Dhttps://troon-ss1.prd.mykronos.com:443/%26spEntityID%3Dhttps://cust01-prd06-ath01.prd.mykronos.com/authn/troon_prd_01/hsp/16403%26realm%3Dtro1001troo%26redirected%3Dtrue&spEntityID=https://cust01-prd06-ath01.prd.mykronos.com/authn/troon_prd_01/hsp/16403&realm=/t/tro1001troo
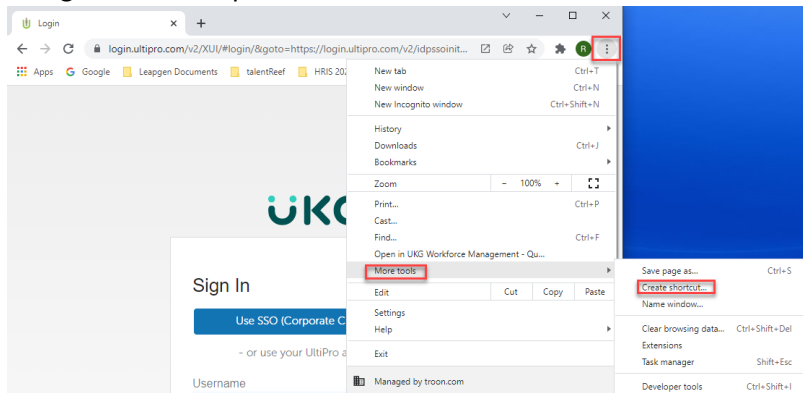
Install on a On a Windows PC or POS machine:

1. Open google chrome.
2. Adjust your browser setting (see below)
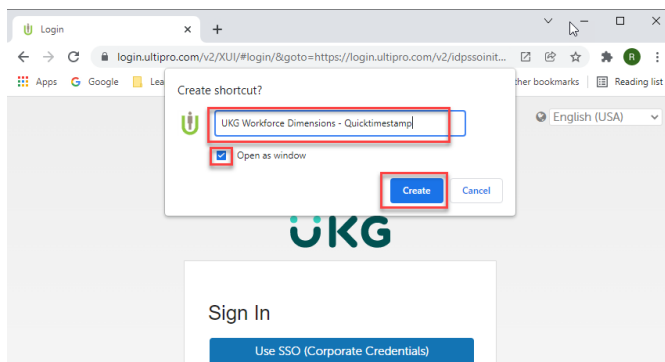3. Paste the URL above in the bowser address bar.

4. Hit enter key. The quicktimestamp page should render in chrome (below).

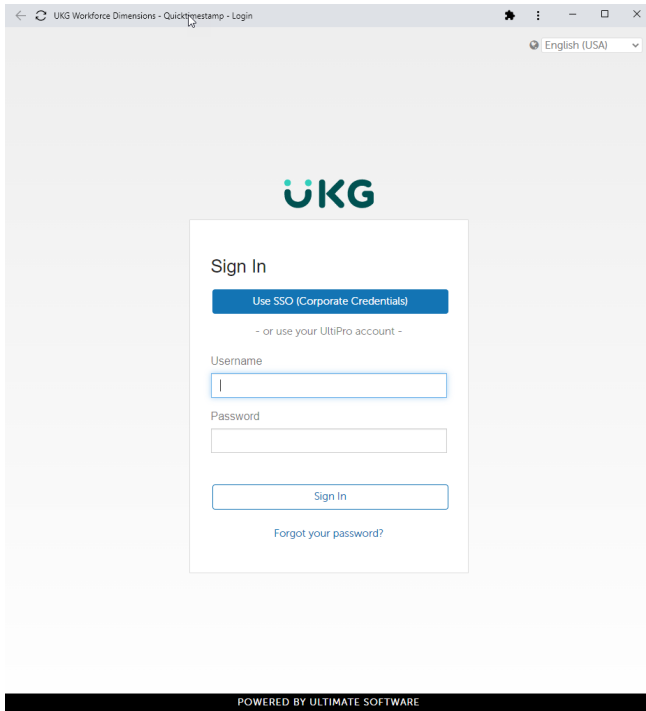
5. Navigate to the ellipsis → More tools → Create shortcut

6. Change the name of the shortcut to "UKG Workforce Dimensions – Quicktimestamp"
7. Click the flag to "Open as Window"
8. Press "Create"

9. The new shortcut will open, and will also create a shortcut on the desktop of the PC

Shortcut:

To use quick timestamp, click on the shortcut, and follow the instructions in case management for clocking in using quick timestamp https://troon.requests.hrsd.ultipro.com/article/56671488-d9f2-48db-bcae-3c9b14b35549
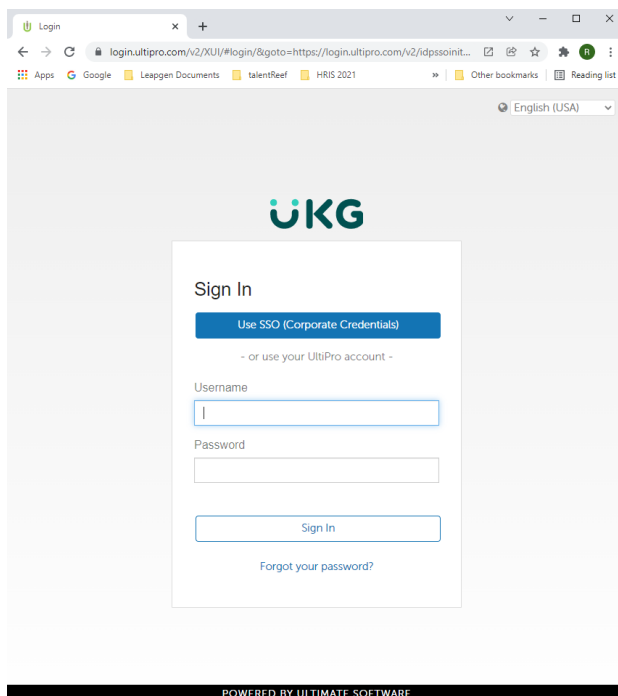
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Install on an iPad (iOS) or other tablet device:

Repeating: This is designed to be installed on a PC, Laptop, POS machine, or tablet that is fixed at the facility. **It should not be installed on an employee or manager mobile phone** unless it is being used as an onsite, fixed time clock device.

Because tablet devices can be different, and all you are essentially doing is saving a shortcut, detailed click by click instructions are not being provided. Here is the general guidance:
1. Google Chrome is the supported browser. Please be sure Google Chrome is installed on the device.
2. Send this document (or just the URL) to the device (email, text, etc)
3. Open the google Chrome bowser, and paste the link into the bowser
4. Make sure the UKG Workfoce Management Quicktimestamp
5. Save it as a favorite

Adjust your browser setting:

1. Stop browser from running in the background

   Adjust the settings in the browser to stop running in the background:

   Chrome: Settings > Privacy and security > Advanced > System > Continue running background apps when Google Chrome is closed > [OFF]

2. Turning off password saver in Chrome:

Since this is a public device password saver should be turned off in Chrome so your associates do not clock in as someone else.

The instructions are different depending on your device. Please follow device specific instructions
https://support.google.com/chrome/answer/95606?hl=en&co=GENIE.Platform%3DDesktop

Manage passwords

You can have Chrome save your passwords for different sites.

Learn more about how Chrome protects your passwords.

Computer   Android   iPhone & iPad

Start or stop saving passwords

By default, Chrome offers to save your password. You can turn this option off or on at any time.

1. On your computer, open Chrome.
2. At the top right, click Profile 👤 > Passwords 🔑.
3. Turn **Offer to save passwords** on or off.