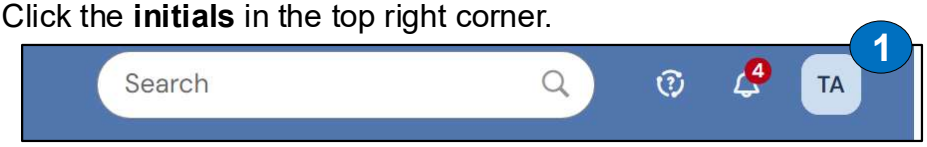
UKG QUICK REFERENCE GUIDE: Sick Leave Conversion OPT Out and Balance Review

READ BEFORE MOVING FORWARD:
This guide outlines how to opt out of SLC (sick leave conversion), review hours available for SLC and view sick time used. For any discrepances surrounding hours used, please contact your manager or timekeeper for corrections. If you do not wish to opt out, please skip to step 5.

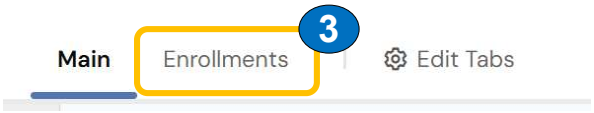
Navigating to Employees Profile

Step 1: Click the **initials** in the top right corner.



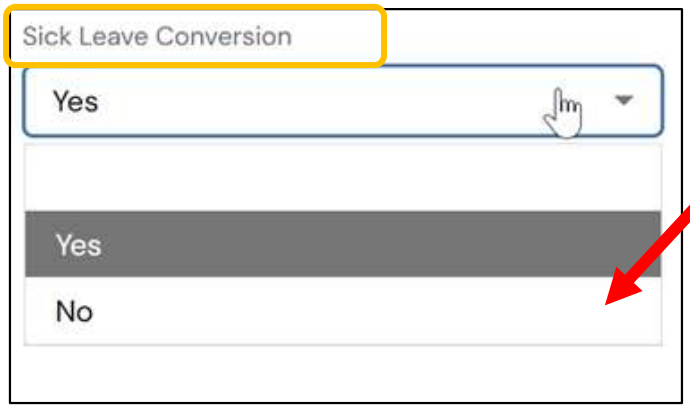
Step 2: Click on "**profile**".

Step 3: From the profile page, click on the **enrollments** tab.



Step 4: Navigate to the "**Sick Leave Conversion**" field which is defaulted to yes. If you wish to **opt out** click the drop down to change you election to **no**, then click save in the right corner.

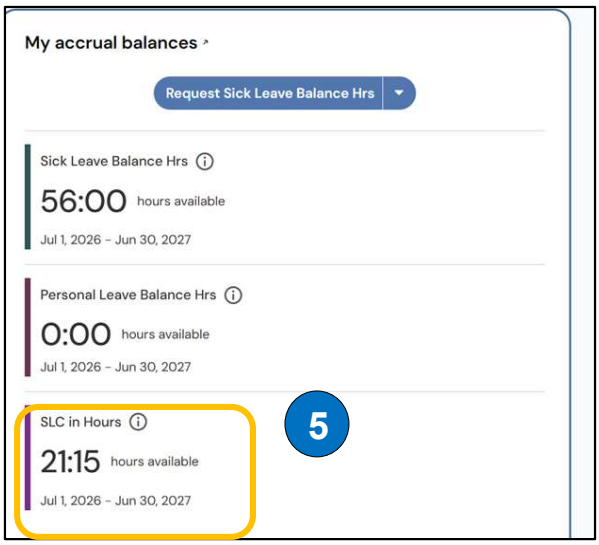




Review SLC Balance

Step 5: From UKG homepage, navigate to "**My Accruals balances**" for a display of the amounts of hours eligible for sick leave conversion.

If you have concerns about this hours displayed, please proceed to the next page to review sick hours used.

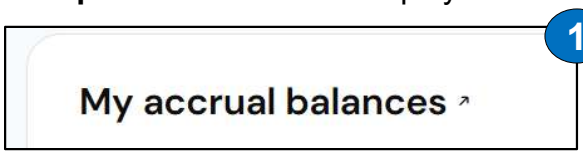


Last updated: 11/09/2026

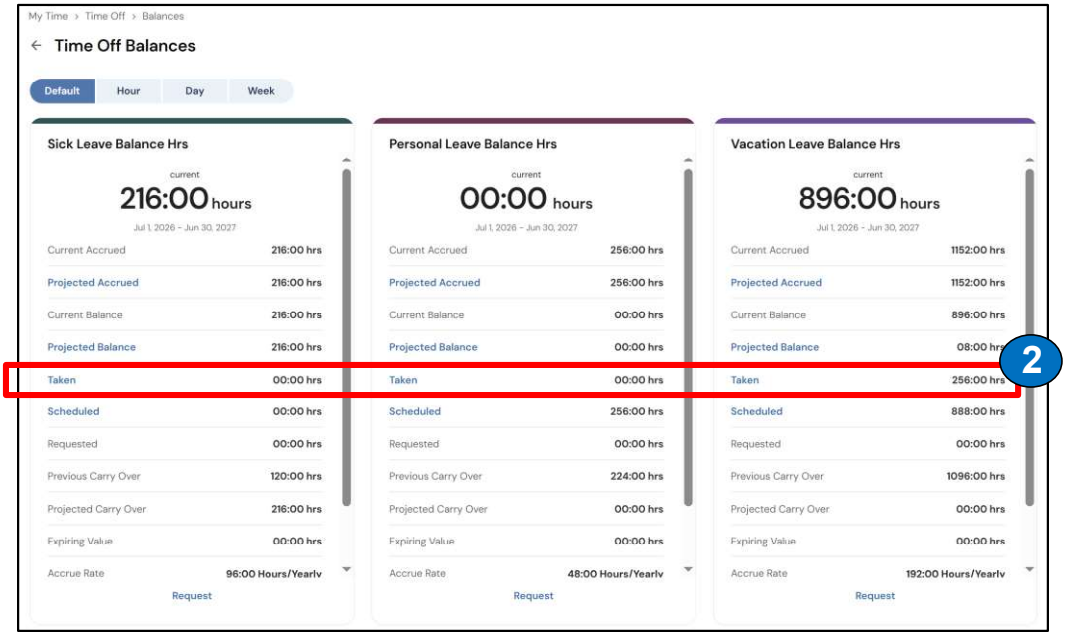
UKG QUICK REFERENCE GUIDE: Review Time Off History Used

Checking time off history.

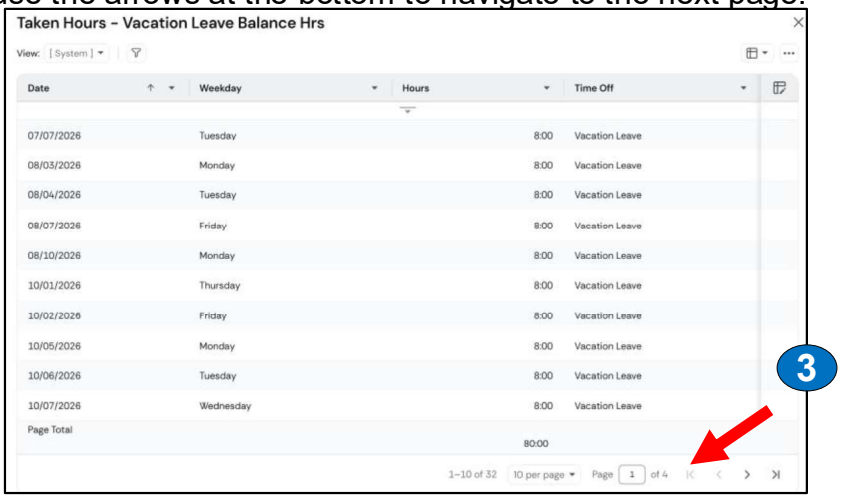
Step 1: From the UKG employee dashboard, click on "My accrual Balances"



Step 2: All time off balances available to you will be displayed. To view hours used to any time off category click taken for the applicable time off history you'd like to view.



Step 3: A history of all hours used will be displayed, if there are more than 10 records, please use the arrows at the bottom to navigate to the next page.



Last updated: 11/09/2026