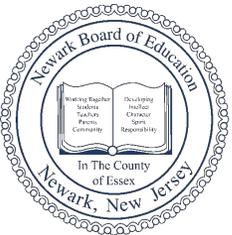


UKG Ready Leave Guide for Employees



Newark
Board of Education

Roger León, Superintendent Where Passion Meets Progress

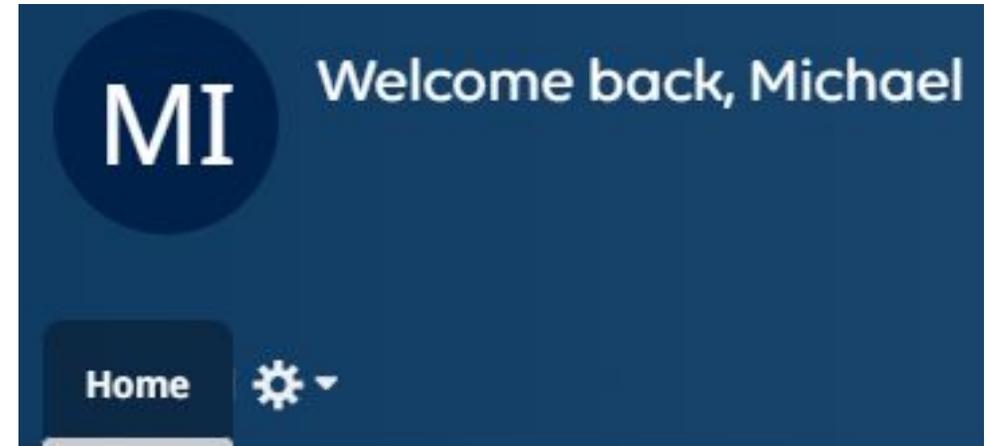
ESS and Ready Dashboard

You can access Ready by either logging into Employee Self Service (ESS) or using the following links

[Employee Self Service](#)



UKG link: [UKG Ready](#) or <http://ukgready.nps.k12.nj.us>



Employee Only

Home Dashboard – Accruals

The screenshot shows the Newark Board of Education Home Dashboard. At the top, there is a navigation bar with the Newark Board of Education logo, the name 'Newark Board of Education', the time '02:58 PM (EDT)', a search bar, and user profile icons. Below the navigation bar, the user's name 'JT' and a greeting 'Good afternoon, Janie' are displayed. A 'Home' button with a settings icon is also visible.

In the center of the dashboard, there are two circular icons: 'My Account' and 'My Time'. Both are circled in red. Below these icons, there is a 'Clock' widget showing the date 'Thursday, Aug 7' and the time '02:58PM [EDT]'. To the right of the clock is a 'My accrual balances' widget, also circled in red. This widget lists three categories of accruals:

Category	Hours Available	Period
Personal Day	32.50	Jul 1, 2025 - Jun 30, 2026
Sick Pay	136.50	Jul 1, 2025 - Jun 30, 2026
Donor Sick Received	0.00	Jul 1, 2025 - Jun 30, 2026

Below the clock widget is a link to 'View my timesheet'. On the right side of the dashboard, there is a text box with the following content:

When you log into UKG Ready you will see the **My Account** link where you will be able to submit a leave of absence request.

You will also see the **My Accrual Balances** link which will let you know how much time you have if you want to take a paid leave of absence.

Home Dashboard – Accruals

The screenshot shows the 'My Time' section with a 'My Time' icon circled in red. Below it is the 'My accrual balances' section, also circled in red. This section contains three rows of accrual data:

Category	Hours Available	Period
Personal Day	0.00	Jul 1, 2025 - Jun 30, 2026
Sick Pay	289.18	Jul 1, 2025 - Jun 30, 2026
Donor Sick Received	0.00	Jul 1, 2025 - Jun 30, 2026

To view your **My Accrual Balances** in days, click on **Day** and the system will show your accrual balances in days instead of hours.

The screenshot shows the 'Time Off Balances' page with the 'Day' tab selected, indicated by a red arrow. The page displays four categories of accruals:

Category	Current	Period
Personal Day	1.00 days	Jul 1, 2025 - Jun 30, 2026
Sick Pay	8.00 days	Jul 1, 2025 - Jun 30, 2026
Donor Sick Received	0.00 days	Jul 1, 2025 - Jun 30, 2026
Donor Sick Given	0.00 days	Jul 1, 2025 - Jun 30, 2026

Below the current values, detailed breakdowns are provided for each category:

Category	Item	Value
Personal Day	Current Accrued	5.17 days
	Projected Accrued	5.17 days
	Current Balance	1.17 days
	Projected Balance	1.17 days
Sick Pay	Taken	4.00 days
	Scheduled	0.00 days
	Current Accrued	20.41 days
	Current Balance	8.41 days
Donor Sick Received	Taken	0.00 days
	Scheduled	0.00 days
	Previous Carry Over	0.00 days
Donor Sick Given	Taken	0.00 days
	Scheduled	0.00 days

New For All Employees/ Request Leave of Absence

The screenshot shows the Newark Board of Education employee portal. At the top, the user is identified as 'Janie' with the initials 'JT'. The main navigation area contains two primary links: 'My Account' and 'My Time'. The 'My Account' link is circled in red, and a red arrow points to the 'Request Leave Of Absence' option in its dropdown menu. To the right, a text box provides instructions: 'Click on the My Account link and select Request Leave of Absence.' The main content area displays a clock for Thursday, Aug 7 at 03:01 PM [EDT], and a summary of leave balances: Personal Day (32.50 hours available), Sick Pay (136.50 hours available), and Donor Sick Received (0.00 hours available).

Newark Board of Education 03:01 PM (EDT)

Search

JT Good afternoon, Janie

Home

My Account My Time

My Account

My Profile

Request Leave Of Absence

Clock

Thursday, Aug 7
03:01 PM
[EDT]

View my timesheet

Personal Day ⓘ
32.50 hours available
Jul 1, 2025 - Jun 30, 2026

Sick Pay ⓘ
136.50 hours available
Jul 1, 2025 - Jun 30, 2026

Donor Sick Received ⓘ
0.00 hours available
Jul 1, 2025 - Jun 30, 2026

3:01 PM 8/7/2025

My Time > Leave > Request

← Leave of Absence Request

View History Submit

Jump to

- Do I Qualify?
- Leave of Absence Request
- Recent Requests

Do I Qualify?

Do I Qualify For Leave of Absence/FMLA?

Leave of Absence Request

Reason* Start Date* Estimate Return Date*

mm/dd/yyyy mm/dd/yyyy

- Care of a spouse / child / parent
- Illness Leave
- Maternity Leave
- Military Leave
- Paternity Leave
- Personal Leave

Recent Requests

Page 1 of 1 0 Rows

Workflow Status	Start Date	End Date	Date Submitted	Attached Documents	Actions
-----------------	------------	----------	----------------	--------------------	---------

1. Complete the **Do I Qualify?** Questionnaire
2. Select the **Reason** for the LOA request.
3. Enter the **Start Date** and **Estimated Return Date**

Attaching Documents to a Leave Case



View History Submit

Supporting Documents

Upload Document
Choose

File 1
Leave Test Doc.Docx

Display Name: Leave Test Doc.docx

Document Type: [Dropdown]

Cancel Save

Supporting Documents

Upload Document
Choose

File 1
Leave Test Doc.Docx

Display Name: Leave Test Doc.docx

Document Type: [Dropdown]

- Employee LOA Documents
- Leave Extension
- Leave Requests
- LOA Documents
- Manager Specific
- Open Visibility
- Return to Work

1. Click on the **Paperclip** on the top right corner
2. Click **Choose**
3. Select the document to attach
4. Select **Document Type**
5. Click **Save**

Recent Requests
Page 1 of 1 1 - 6 of 6 Rows

Workflow Status	Start Date	End Date	Date Submitted	Attached Documents	Actions
-----------------	------------	----------	----------------	--------------------	---------

Leave of Absence Request

The screenshot shows the 'Leave of Absence Request' form in the Newark Board of Education system. The form includes sections for 'Intermittent Weekdays', 'Comments', and 'Custom Fields'. The 'Custom Fields' section has a dropdown menu for 'Leave Questionnaire Completion' with 'Yes' selected. A 'Submit' button is located in the top right corner. A 'Recent Requests' table is visible at the bottom, showing a single request with the status 'Created'.

Submitting the Request

1. In the **Custom Fields** section, select **Leave Questionnaire Completion** and choose **Yes**
2. Click **Submit**

IMPORTANT
You must complete the **Leave Questionnaire** in order to submit your leave case for review/approval. You can see all of your leave cases including the status of your request in **Recent Requests**.

Workflow Status	Start Date	End Date	Date Submitted	Attached Documents	Actions
Created	09/02/2025	11/03/2025	08/07/2025 03:51p		

Leave of Absence Request

My Notifications



01:55 PM (EDT)



My To Do Items 0

My Notifications 2

← My Notifications

Delete Mark as Read Mark as Unread Forward

Page 1 of 1 1 - 2 of 2 Rows

Select all (2/2) Saved: [System]

<input checked="" type="checkbox"/>	Leave of Absence Request - Acknowle... • noreply@saashr.com 06/12/2025 02:22 pm
<input checked="" type="checkbox"/>	FMLA Application • noreply@saashr.com 06/04/2025 02:02 pm

FMLA Application

06/04/2025 02:02 pm
noreply@saashr.com

Dear Test617Security Security,

- You may be eligible for FMLA leave. Please complete and upload any medical documentation and submit for review and approval.

Once you have submitted your application, you will receive an email notification to your district email and a notification in UKG Ready confirming the application has been submitted to the Leave of Absence team.

Filter 1

Leave of Absence Request

My Notifications

Newark Board of Education 04:11 PM (EDT) Search ? 5 TN

My To Do Items 1 My Notifications 4

← My Notifications

Delete Mark as Read Mark as Unread Forward

Page 1 of 1 1 - 4 of 4 Rows

Select all (0/4) Saved: [System]

- Leave of Absence Request - Acknowledge...
noreply@saashr.com
08/07/2025 03:50 pm
- FMLA Application
noreply@saashr.com
08/07/2025 03:33 pm
- Timesheet Change Request Approved
noreply@saashr.com
01/15/2025 02:26 pm
- Timesheet Change Request Approved
noreply@saashr.com
01/15/2025 02:25 pm

Leave of Absence Request - Acknowledgement Receipt

08/07/2025 03:50 pm
noreply@saashr.com
Hi TestNTUTeacher,

The Office of Human Resource Services is in receipt of your request for a leave of absence. If this is a medically related leave you should have received the medical certification form in a prior email. If it has been completed, please upload it to your UKG leave case. If you have already uploaded your medical certification, please disregard this instruction. Once all of your medical documentation has been received, the Office of Health Services will review it for approval.

Below is a list of the different types of leaves and the documentation that needs to be completed. You can download each form here: <https://www.nps.k12.nj.us/departments/human-resources/employee-services/>.

- FMLA (Self, Maternity):** Download the Employee-Certification-of-Health-Care form. Please note that section 2 of form WH-380E must be completed by a medical provider. Once the form is fully completed, upload the completed form within the **Collect Documents To Do Items** that has already generated in your **My To Do Items/Mailbox**.
- FMLA/NJFLA (Family, Paternity and Baby Bonding):** Download the Family-Member-Certification-of-Health-Care form. Please note that section 3 of form WH-380F must be completed by a medical provider. Once the form is fully completed, upload the completed form within the **Collect Documents To Do Items** that has already generated in your **My To Do Items/Mailbox**.
- Non-medical leaves:** Download the Leave-of-Absence-Without-Pay-Personal-Military-Marriage-etc. form. Once the form is fully completed, upload the completed form within the **Collect Documents To Do Items** that has already generated in your **My To Do Items/Mailbox**.

Contact leaveofabsence@nps.k12.nj.us if you have any questions.

You will receive an **Acknowledgement Receipt** after the application has been submitted to Health Services for review.



02:23 PM (EDT)



My To Do Items 0

My Notifications 3

My Notifications

Delete Mark as Read Mark as Unread Forward

Page 1 of 1 1 - 4 of 4 Rows

Select all (0/4) Saved: [System]

Return To Work Notification
noreply@saashr.com
06/30/2025 01:01 am

Collect Leave Document Requested
noreply@saashr.com
06/13/2025 04:24 pm

Acknowledgement Notice
noreply@saashr.com
06/13/2025 04:20 pm

Leave of Absence Request - Acknowle...
noreply@saashr.com
06/13/2025 04:19 pm

Acknowledgement Notice

06/13/2025 04:20 pm
noreply@saashr.com

Hello TestLocal32 Local 32,

This email serves as confirmation in receipt of your documentation. Your paperwork will be reviewed by the Office of Health Services. Once a determination is made, you will receive notification via District email regarding your leave status.

If you have any questions, please contact Leave of Absence at email leaveofabsence@nps.k12.nj.us.

You will receive an **Acknowledgement Notice** once all of the required documentation is received to your district email and in **My Notifications** in UKG Ready.



Leave of Absence Request Uploading Documents My To Do Items

Newark Board of Education
Roger León, Superintendent

01:23 PM (EDT)

Search

My To Do Items **1** My Notifications **4**

← My To Do Items

Page 1 of 1 1 - 1 of 1 Rows

Select all (0/0) Saved: [System]

Collect Documents
TestCASACO TestCASA Central Office
Leave of Absence Request
Created 06/13/2025 02:55 pm

Collect Documents
Leave of Absence Request

TT TestCASACO TestCASA Central Office (999123421)

Documents View Leave of Absence Request View Workflow

Submit

5

1. Click the **5**
2. Select **My To Do Items**
3. Click **Documents**

IMPORTANT: You will receive an email requesting documentation even if you have already submitted it. You do not need to re-submit them, however, you must click **SUBMIT** in order for your application to be processed.

LOA Request Uploading Documents

1. Click on Documents
2. Choose the document you want to upload in the pop up window
3. Click Save
4. Click Submit

Supporting Documents
A maximum of 5 files are allowed to be selected per upload.
Upload Document
Choose No file chosen
Cancel Save

Collect Documents
Leave of Absence Request
TestNTUTeacher NTU Teacher (999123498)

Created 08/07/2025 03:51 pm Type Continuous Dates Sep 2, 2025 - Nov 3, 2025
Reason Illness Leave

Documents View Leave of Absence Request View Workflow

Done!
Documents have been successfully submitted.
OK

Collect documents?
You are about to submit documents for the Leave of Absence Request.
Cancel Submit

My To Do Items My Notifications

Page 1 of 1 1 - 1 of 1 Rows

Select all (0/0) Saved: [System]

Collect Documents
TestNTUTeacher NTU Teacher
Leave of Absence Request
Created 08/07/2025 03:51 pm

If you did not upload documentation to your leave case before submission, you will receive a **Collect Documents** notification.

Reject Approve

My To Do Items 1 My Notifications 4

Documents View Leave of Absence Request View Workflow

Submit

Uploading Documentation Existing Leave Case

This screenshot shows the user interface of the Newark Board of Education system. At the top left, a hamburger menu icon (three horizontal lines) is circled in red. Below it, the user's profile is visible with the initials 'TN' and the name 'Good morning, TestNTUTeacher'. A search bar is located at the top right of the main content area. On the left side, there is a vertical navigation menu with several categories: Favorites, My Information, My Time (highlighted), My Schedule, My Company, and My Reports. Under the 'My Time' category, there are sub-items: Timesheet, Time Off, Overtime, Leave (highlighted with a blue border), Request, History (circled in red), and Forms. At the bottom of the menu, 'Points Balance' is also visible.

This screenshot shows the 'My Leave Requests' history page. The breadcrumb trail at the top reads 'My Time > Leave > History'. The page title is 'My Leave Requests'. Below the title, there is a pagination control showing 'Page 1 of 1' and '1 - 1 of 1 Rows'. A table with the following columns is displayed: Workflow Status, Start Date, End Date, and Date Submitted. The table contains one row with the following data: Workflow Status is 'Created', Start Date is '09/02/2025', End Date is '11/12/2025', and Date Submitted is '08/14/2025'. A pencil icon, used for editing, is circled in red in the first column of the table row.

Workflow Status	Start Date	End Date	Date Submitted
Created	09/02/2025	11/12/2025	08/14/2025

1. Click on **Hamburger Menu** 
2. Under **My Info**, select **My Time - Leave - History**
3. Click the **Pencil** 

Uploading Documentation to an Existing Leave Case

My Time > Leave > Request

← Leave of Absence Request



View History

- Jump to
- Leave of Absence Request
- Custom Fields
- Recent Requests

Leave of Absence Request

Reason * Start Date * Estimate Return Date *

Illness Leave 09/02/2025 11/12/2025

Request Type

Continuous

Schedule Type

Monday-Friday

Duration Type

Custom

Intermittent

Intermittent Weekdays

Comments

--

Supporting Documents

i A maximum of 5 files are allowed to be selected per upload.

Upload Document

Choose No file chosen

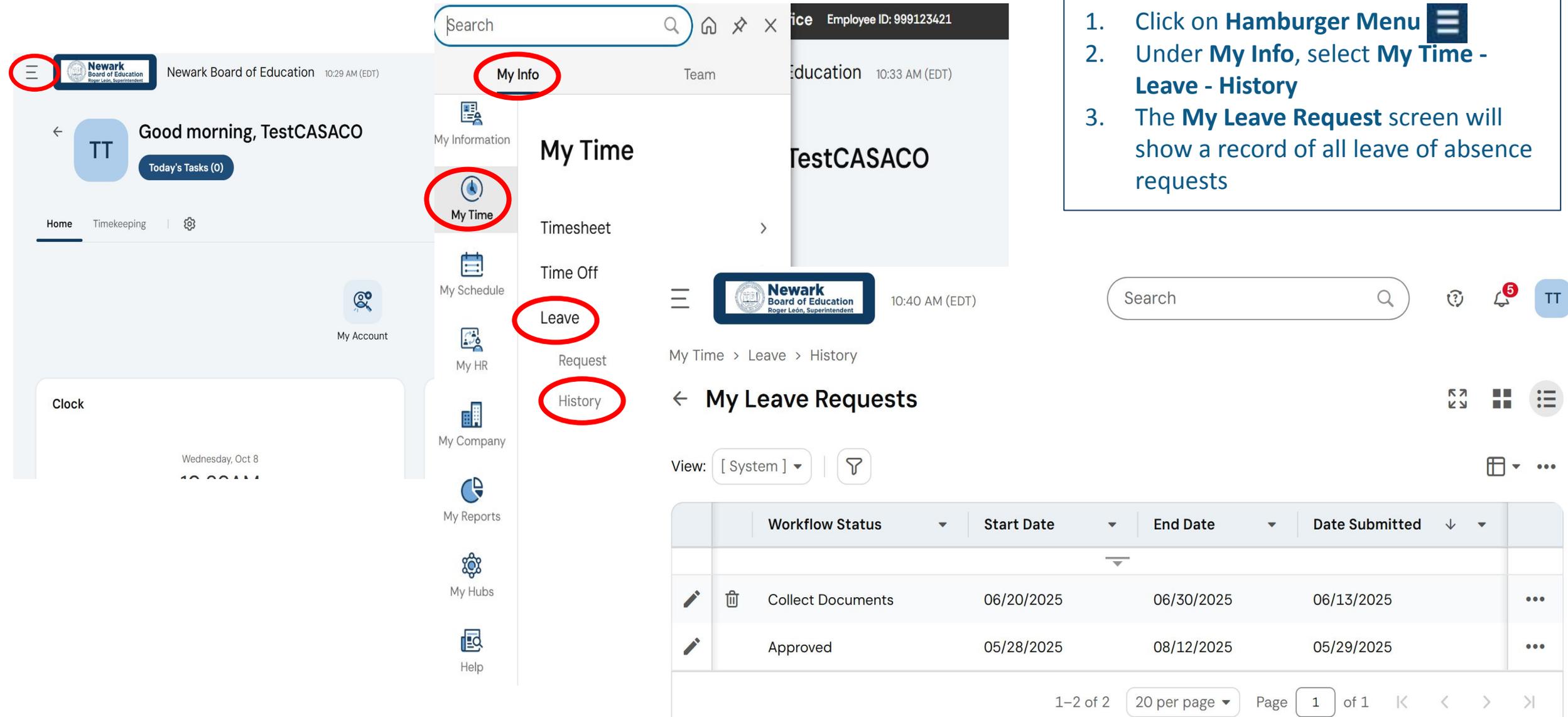
Cancel

Save

1. Click the **Paper Clip**
2. Choose your document to upload
3. Click **Save**

My Leave Requests

1. Click on **Hamburger Menu** 
2. Under **My Info**, select **My Time - Leave - History**
3. The **My Leave Request** screen will show a record of all leave of absence requests



The screenshot shows the Newark Board of Education mobile app interface. The navigation path to view leave requests is highlighted with red circles: Hamburger Menu (top left), My Info (top of the side menu), My Time (middle of the side menu), Leave (bottom of the side menu), and History (bottom of the side menu). The main screen displays the 'My Leave Requests' page with a table of requests.

	Workflow Status	Start Date	End Date	Date Submitted	
	 Collect Documents	06/20/2025	06/30/2025	06/13/2025	...
	Approved	05/28/2025	08/12/2025	05/29/2025	...

Page 1 of 1

Return to Work

01:28 PM (EDT)

Search

My To Do Items 1 **My Notifications 4**

My Notifications

Page 1 of 1 1 - 4 of 4 Rows

Select all (0/4) Saved: [System]

Notification Title	Sender	Time
Return To Work Notification - 9991234...	noreply@saashr.com	08/12/2025 01:01 am
FMLA Application	noreply@saashr.com	07/23/2025 07:28 pm
Leave of Absence Request - Acknowle...	noreply@saashr.com	06/13/2025 02:54 pm
FMLA Application	noreply@saashr.com	

You will receive an **Return to Work Notification ONE WEEK** prior to your scheduled return to work date.

Delete Mark as Read Mark as Unread Forward

1. Click on **My Notifications**
2. Select the **Return to Work Notification**
3. Click **Save**

Return To Work Notification - 999123421

08/12/2025 01:01 am
noreply@saashr.com

Hi TestCASACO TestCASA Central Office,

Tomorrow is TestCASACO TestCASA Central Office 's leave case end date, 08/12/2025.

[Login](#)

Thank you!

Return to Work

The screenshot shows a user interface for a 'Return to Work' notification. At the top, a dark blue header contains the Newark Board of Education logo, the time '11:34 AM (Eastern)', and navigation icons. Below the header, a notification banner reads: 'You will receive an Return to Work Notification ONE WEEK prior to your scheduled return to work date.' To the left, a 'My To Do Items' section is highlighted with a red circle, showing a notification count of 1. Below this, a 'My To Do Items' list is visible, with 'Page 1 of 1' and '1 - 1 of 1 Rows'. A 'Collect Documents' card is also present, showing 'TestNTA NTA Leave of Absence Case' created on 11/26/2025 at 11:33 am. A 'Supporting Documents' pop-up window is open, displaying 'Upload Document' and 'Choose' buttons. A red arrow points from the 'Documents' link in the main interface to the 'Supporting Documents' window. The 'Supporting Documents' window has a 'Save' button circled in red. Below the main interface, a 'Collect documents?' dialog box asks 'You are about to submit documents for the Leave of Absence Request.' and has 'Cancel' and 'Submit' buttons. A red arrow points from the 'Submit' button in the dialog to the 'Submit' button in the main interface. A 'Done!' message box at the bottom left states 'Documents have been successfully submitted.' and has an 'OK' button. A red arrow points from the 'Submit' button in the dialog to the 'Done!' message box. A list of instructions is on the left: 1. Select My To Do Items, 2. Choose the document you want to upload in the pop up window, 3. Click Save, 4. Click Submit.

My To Do Items 1 My Notifications 3

My To Do Items

Page 1 of 1 1 - 1 of 1 Rows

Select all (0/0) Saved: [System]

Collect Documents
TestNTA NTA
Leave of Absence Case
Created 11/26/2025 11:33 am

Collect Documents
Leave of Absence Case
TestNTA NTA (999123429)

Supporting Documents

A maximum of 5 files are allowed to be selected per upload.

Upload Document

Choose No file chosen

Cancel Save

Documents Comment View Workflow

Created 11/26/2025 11:33 am Type Continuous Dates Sep 8, 2025 - Oct 24, 2025

Reason Illness Leave

Collect documents?
You are about to submit documents for the Leave of Absence Request.

Cancel Submit

Done!
Documents have been successfully submitted.

OK

1. Select **My To Do Items**
2. Choose the document you want to upload in the pop up window
3. Click **Save**
4. Click **Submit**



Welcome ▾ Benefits ▾ Pension ▾ Other Benefits ▾ Leaves ▾ ES ▾ Payroll Know More ▾

Welcome to the Newark BOE HRS Portal!



This website provides a one stop shop for all of your needs, including benefits, wellness programs, pension, leaves, payroll, escrow, and much more! Our mission is clear, empowering you to “Know More. Choose Better. Live Well.”

Please use the search tool, or click on the tiles below for additional details.

New hires please take a moment to read this [summary](#).

Congratulations!



**Congratulations Newark Board of Education
for winning GOLD!**

For more details please visit:

<https://nboehrs.com/eligibility/#AboutUs>

Have questions? Visit www.nboehrs.com/leaves for more information on:

- Leave Of Absence
 - FMLA
 - NJFLA
 - LOA FAQ

There is also information on the following topics:

- 504 ADA Accommodation
- Health Benefits while on Leave
- Voluntary Benefits Insurance Options

Need assistance? Contact us at leaveofabsence@nps.k12.nj.us or at 973-733-7336.