

USER GROUP SESSION SUMMARY

*Accuracy with Employee Audit Reporting
in UKG Ready*

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OVERVIEW:

This User Group session focused on helping UKG Ready users to better understand which system, HR, and talent reports provide the accurate audit trails for employee data. Our presenter, Sability's Sam Sak, walked through the purpose, navigation, and best-use scenarios for each major audit-related report.

SUMMARY:

Knowing where information lives and how to access reporting tools strengthens compliance, data integrity, accountability, and visibility across HR and payroll. Key reports include:

- **Account Info** - Provides current snapshot of employee data and is ideal for questions like "What are their current pay rates?"
- **Master Data Changes** - Offers a detailed timeline of who changed what and when, supporting audits, compliance, and error investigation
- **All To Do Items** - Shows all pending tasks, helping teams manage deadlines and accountability
- **System Generated Emails** - Confirms whether automated notifications were sent
- **Mailbox** - Verifies that scheduled or manual reports were delivered successfully to users
- **Data Imported** - Acts as a "paper trail" for imports, showing what was imported, when, by whom, and whether it succeeded
- **All HR Action Requests** - Tracks lifecycle events like hires, transfers, promotions, and pay changes
- **Performance Reviews** - Helps monitor review initiation, progress, and completion across teams

PRESENTER



SAM SAK

Sability Team Lead,
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**WATCH THE
SESSION RECORDING!**

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USER GROUP:

If you're interested in participating in our next User Group session, join our LinkedIn Group "[Sability UKG User Group](#)" or reach us at customersuccess@sability.com