

## Human Resources

**SOP HR #25**

**MY HR ACTION: Annual Campaign Pledge Form**

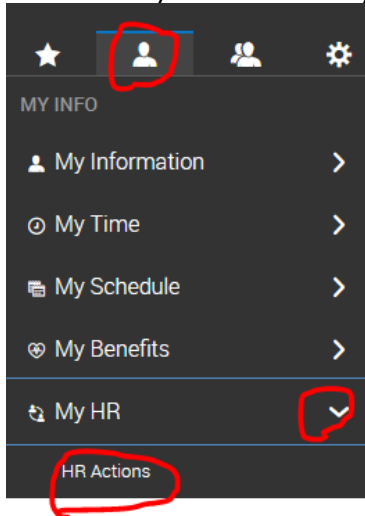
**Effective Date:  
3/10/2021**


**SOP Purpose:** To inform employees how to complete a **MY HR ACTION: Annual Campaign Employee Pledge Form** in UKG (Kronos). This HR Action may be completed on a desktop, or from the mobile app.

**Applicability:** All Employees

### Procedures:

1. Login to UKG/Kronos
2. Navigate to MY HR ACTIONS
  - a. You may do this by searching HR Actions in the search box:
  - b. You may also do this by navigating to MY HR, HR Actions:



3. You will then view all your MY HR ACTION options. You will be able to view your available MY HR ACTIONS to complete, ones you have open and did not submit, and your past submitted actions.
4. Click  **Start** on the far right of the Action to begin.
5. Read **ALL** instructions on the form prior to completing and submitting. Complete all required fields, and click the Sign button (which will prompt you to enter your UKG/Kronos password) after you have completed all other fields on the form:

Employee Signature \*

**SIGN**

6. When completed, click SAVE first, and then SUBMIT.

SAVE

SUBMIT

You will receive a message pop up that you have submitted the form successfully.

**\*\* You will receive a confirmation from [hr@ymcafoxcities.org](mailto:hr@ymcafoxcities.org) when you form has been processed by the Human Resource Department.** If you do not receive an email confirming your form has been processed within a couple of days, please double check you have submitted your form, and reach out to HR with any questions.