



# WVU Research Corp.

## Reviewing Funding Renewal Date in UKG

WVU Research Corp. employees can now review their position funding renewal date at any time under the Personal Info section of UKG.

To do so, please log in to your UKG account then follow the below steps.

- 1 Select the person icon at the top-left of your screen.
- 2 Select the *Personal* dropdown option.
- 3 Select *Other Personal Info*.
- 4 Review your *Funding Renewal Date* on the right-side of your screen.

The screenshot shows the UKG employee portal interface. At the top left, there is a heart icon and a person icon (1). Below the person icon is a search bar (2) and a dropdown menu with 'Personal' selected (2). Below the dropdown menu is a list of options: 'Employee Summary', 'Name, Address, and Telephone', 'Status/Key Dates', 'Contacts', 'Property', 'Private Info' (3), 'Other Personal Info' (3), 'My Company', 'Jobs', 'My Onboarding', 'Career & Education', 'Career Development', 'Pay', 'Time Management', 'Benefits', 'Open Enrollment', 'Life Events', 'Training', and 'Documents'. On the right side, the 'Other Personal Information' section is displayed (4). Under 'Personal Information', the 'Funding Renewal Date' is listed as 08/15/2022. Other information includes LOA Start Date, FSA Employee Identifier, FMLA End Date, and Telecommuting Agreement. The footer of the page reads 'Copyright © 1997-2023. UKG Inc. All rights reserved.'