

UKG Pro WFM Stabilization Checklist

Are you truly stable after go-live?

Use this short checklist to assess whether your UKG Pro WFM environment is supporting confident, fair, and compliant workforce planning – or whether hidden risks remain. Answer Yes or No to each question.

The Stabilization Checklist

- Do managers trust the schedules?
- Do you use UKG primarily for planning (not just payroll)?
- Is reporting done inside UKG (not in Excel or external tools)?
- Is ownership and accountability clearly defined?
- Do you feel there is no “favoritism” within schedules?
- Are you aware of the compliance and legal ramifications related to staffing and scheduling?

✔ 5–6 “Yes” answers – Strong foundation

You likely have a stable WFM environment with good adoption, transparency, and governance.

What this usually means:

- Managers trust and use the system
- Schedules are perceived as fair
- Data supports decision-making
- Compliance risks are understood and managed

⚠ 3–4 “Yes” answers – Partially stable

Your environment is working, but gaps may be holding you back.

What this often indicates:

- Some reliance on workarounds or Excel
- Inconsistent manager adoption
- Unclear ownership or governance
- Early warning signs of trust or fairness issues

Recommended next step:
Focus on optimization –
unlocking additional value,
efficiency, and ROI.

👉 Still unsure? A second set of
expert eyes can validate what's
working well.

Risk if left unaddressed:
Small issues can grow into
adoption problems, compliance
exposure, or frustration on the
frontline.

👉 This is the ideal moment for a
targeted “look under the hood.”

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🚩 0–2 “Yes” answers – High risk

Your WFM environment may be technically live, but not truly stable.

What we often see in this situation:

- Schedules are questioned or overridden
- UKG is mainly used for payroll, not planning
- Reporting happens outside the system
- Perceived favoritism damages trust
- Compliance risks may be unknown

Risk:
Operational inefficiency, employee dissatisfaction, and regulatory exposure.

👉 We strongly recommend a focused review to stabilize your foundation.

This checklist highlights symptoms, not root causes.

Two organizations can answer “No” to the same question — but for very different reasons:

- Configuration
- Governance
- Training
- Data quality
- Change management

That’s where expert review makes the difference.

Next step: Get a “Look Under the Hood”

If this checklist raised questions — or confirmed concerns — we can help.

Our no-obligation “Look Under the Hood” review gives you:

- An expert assessment of your current UKG Pro WFM setup
- Clear insight into what’s working and what’s not
- Practical, prioritized recommendations
- No disruption to daily operations

Request a Look Under the Hood

No cost · No commitment · Healthcare-focused

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