

## Navigation

Access to UKG Pro WFM via desktop enables you to view your home page, which provides easy access to the most frequent actions you perform, visibility to high-value data and information, and rapid navigation to key pages.

### Log In to UKG Pro WFM

Access the UKG Pro WFM solution with your specific login credentials. Contact your administrator for your credentials and password requirements.

### Multi-Factor Authentication (MFA)

For security reasons, you will be required to provide additional information to verify account login in the form of Multi-Factor Authentication.

If you need MFA assistance, the following options are available to users:

- Submit a Request via Self-Service at: <https://help.houstontx.gov>
- Submit an e-mail: [houstontx@service-now.com](mailto:houstontx@service-now.com)
  - (include “Request” for HITS Kronos) in subject
- Call Client Support Help Desk at: 832-394-HITS (4487)
- Locate Job Aids and Videos at: <http://www.houstontx.gov/ara/payroll.html>

#### Navigation: Internet Browser

1. Open your internet browser.
2. Enter the URL for the UKG Pro WFM solution.
3. Enter your login credentials and then select **Sign In**.
4. Select one of the following **options** to verify your account:
  - a. Send Me a Push
  - b. Call Me
  - c. Enter a Passcode
5. (Optional) Select the box, “Remember me for 14 days”.




Sign in with your organizational account

Sign in

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For security reasons, we require additional information to verify your account (dwayne.santacruz@houston.tx.gov)



Remember me for 14 days

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## View the UKG Pro WFM Home Page

The Home page is composed of tiles that display a summary of content.

You can select a tile to perform a function such as submitting a time off request. You can also navigate to application-specific components and act on schedules, timecards, and other items that you use regularly.

### Navigation: Home Page

1. From the Home page, select the **Main Menu** icon to access information, such as timecards, schedules, and calendars.
2. From the toolbar, select an icon to access:
  - a. **Employee Search** - Search by employee name or ID
  - b. **Feedback** - Share your feedback about the page
  - c. **Help** - Access online help
  - d. **Notifications** - View alerts and notifications
3. Select the **Go To** arrow in a tile to access more information.
4. Select the **title** of a chart to view the related Dataview.
5. Select the **Tile Library (pencil)** icon to add or remove tiles from your home page.

## Log Out of UKG Pro WFM

Log out of UKG Pro WFM to close your session and prevent others from accessing your information.

### Navigation: Home Page

1. From the Home page, select **Main Menu**.
2. Select **Sign Out**.

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