

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.

UKG Pro WFM Desktop Access

Desktop access to UKG Pro WFM 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
 - (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>



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

© 2016 Microsoft



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

Settings

Send Me a Push

Call Me

Enter a Passcode

Remember me for 14 days

© 2016 Microsoft

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**.

© 2024 UKG Inc. All rights reserved. For a full list of UKG trademarks, visit www.ukg.com/trademarks. All other trademarks, if any, are the property of their respective owners. No part of this document or its content may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of UKG Inc. ("UKG"). Information in this document is subject to change without notice. The document and its content are confidential information of UKG and may not be disseminated to any third party. Nothing herein constitutes legal advice, tax advice, or any other advice. All legal or tax questions or concerns should be directed to your legal counsel or tax consultant.

Liability/Disclaimer

UKG makes no representation or warranties with respect to the accuracy or completeness of the document or its content and specifically disclaims any responsibility or representation for other vendors' software. The terms and conditions of your agreement with us regarding the software or services provided by us, which is the subject of the documentation contained herein, govern this document or content. All company, organization, person, and event references are fictional. Any resemblance to actual companies, organizations, persons, and events is entirely coincidental.