

## UKG Pro Mobile App

The UKG Pro mobile app provides convenient access to your information in real time.

The UKG Pro mobile app is free and available on all Apple and Android devices, including phones and tablets.

## Download the UKG Pro Mobile App

To get started, download the UKG Pro mobile app from the app store on your device. The first time you log in, you'll need to enter an access code or URL from your organization.

1. From the Apple App Store or Google Play store, search for "UKG Pro."
2. Download the UKG Pro mobile app.

**Note** The mobile app requires iOS 13 or higher for iOS devices and Android 8 or higher for Android devices. If your device has an older operating system, you cannot download the mobile app.

3. On your device, open the UKG Pro mobile app.
4. Enter the access code or URL. If your organization provided you with a QR code, you can scan it to automatically enter the access code or URL.

**Note** If you have access to UKG Pro web, the access code is available from user icon > Mobile App Instructions or from the Mobile App Instructions section on the home page.

**Important** A best practice is to enable automatic updates for the UKG Pro mobile app. If you do not have the latest version of the mobile app, you may not be able to use mobile app functionality. Turn on auto updates for the mobile app in your device settings.

## Log into the UKG Pro Mobile App

Once you have set up the UKG Pro mobile app with the company access code, log in using your UKG Pro credentials or Single Sign-On (SSO). Your company may use Multi-Factor Authentication (MFA). If supported by your device, you can also enable Touch ID, Fingerprint, or Face ID sign in.

1. Log in using one of the following methods:
  - a. To log in with your UKG Pro credentials, enter your UKG Pro username and password
  - b. To log in with SSO, select Sign In with Corporate Credentials and enter your SSO username and password

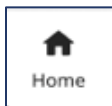
**Note** If your company uses a virtual private network (VPN), you must enable the VPN on your device.

2. If your company uses Multi-Factor Authentication (MFA), select a method to receive a secure access code. Then, enter the code.
3. If supported by your device, you can enable Touch ID, Fingerprint, or Face ID. The first time you log in, you are given the option to enable Touch ID, Fingerprint, or Face ID. You can also enable Touch ID, Fingerprint, or Face ID from the mobile app settings.

You are now logged into the mobile app and can access UKG Pro functionality from your device, based on your company configuration. If you are inactive for 20 minutes, you are logged out of the mobile app.

## Navigate the UKG Pro Mobile App

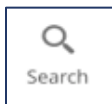
From the UKG Pro mobile app home page, you can access your profile and information. You can also access the UKG Pro mobile app from push notifications, if they are enabled. From anywhere in the mobile app, you can access icons in the bottom navigation bar:



**Home:** The home page includes tiles or shortcuts to access your information.



**Inbox:** You can review tasks from the inbox. You can also access the inbox from push notifications, if you have them enabled.



**Search:** You can use the search to find pages in the UKG Pro mobile app.



**Menu:** You can access all available pages from the menu.

# UKG Pro Mobile App Features

The UKG Pro mobile app supports the following features.

## Employees

### Profile

- View personal information

### Time Clock

- Punch in or out
- View punch details

### Timesheets

- View timesheet details

### Time Off

- Request time off
- Cancel a time off request
- View time off history
- View balances

### Schedule

- View schedule
- View calendar
- View and cancel time off requests

## Managers and Administrators

### Team Timecard

- View, edit, and approve employee timecards
- View and edit employee punches

### Team Schedule

- View, edit, and manage team schedules

### Time Off

- View and approve time off requests

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