



UKG Mobile App is here!

As part of our business strategy, we're introducing a new
UKG Mobile App

WHEN AND WHY?

WHEN?

- Employees will be able to access UKG's mobile APP starting on **March 30, 2026**

WHY?

- The new mobile app provides best-in-class functionality, enhancing our employees' experience
- Enhance Work-life balance through convenient self-service tools

WHAT'S NEW?

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- **Easy Access to most UKG features through UKG's mobile app.** Some of the functionalities are:
 - View your timecard
 - View schedules
 - View accrual balances
 - Request time off and view your approvals
 - Hot link to access WFN/ADP to view statement of earnings, etc.



UKG Pro Mobile Access – Download App

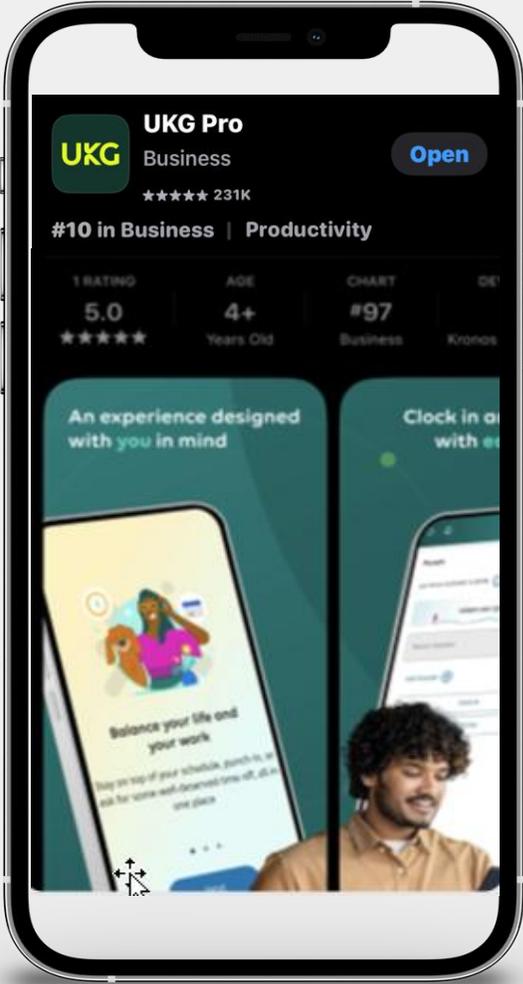
1

Scan the QR below to download the UKG Pro app choosing the correct one for your device

Apple Store

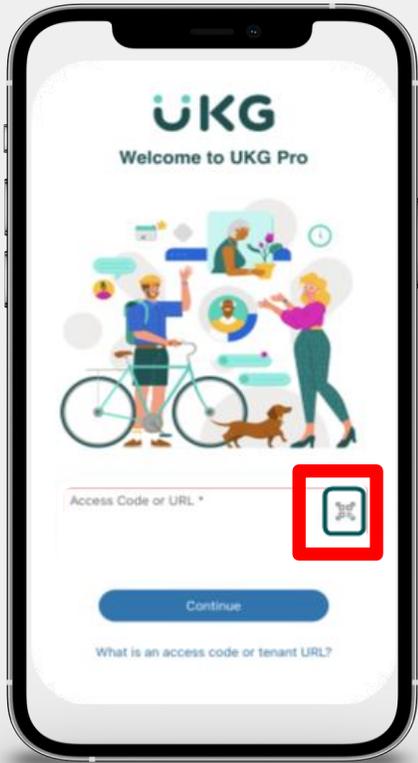


Google Play





Login to the UKG Mobile App



Select the tenant below to register the tenant to the mobile app

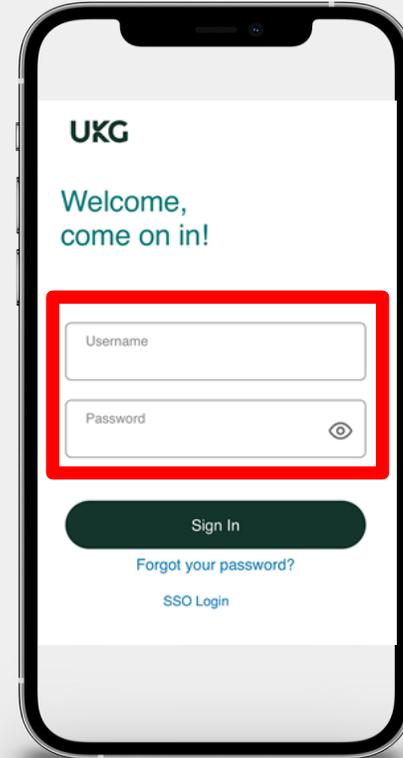
UKG Production Tenant



2

Click the QR scanner in the red box above

Scan the UKG Production Tenant



4

During the sign on process, you will be required to go thru authentication.

You can choose EMAIL or SMS to receive the applicable code.

Note: you can only use SMS if you have your cell phone number identified in WFN/ADP

Once you receive the code, enter it in the field on your device.

3

Login using your UKG Username and Password

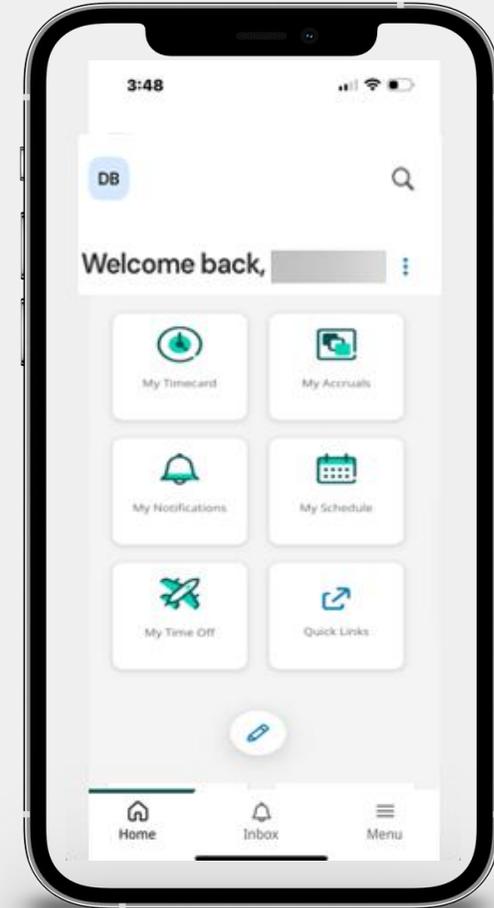
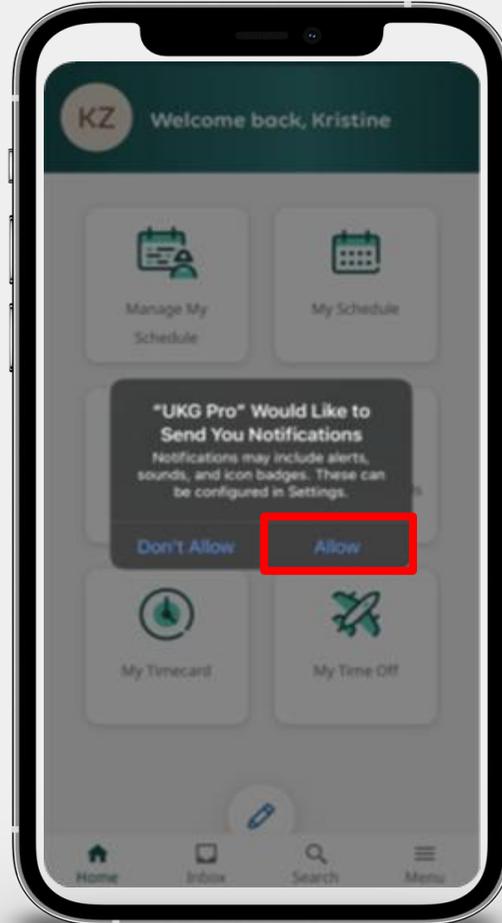
You can choose to use the “face recognition” on your device to sign on in the future



Login to the UKG Mobile App

5

You must select **Allow** to receive UKG system push notifications.



Using UKG Pro Mobile

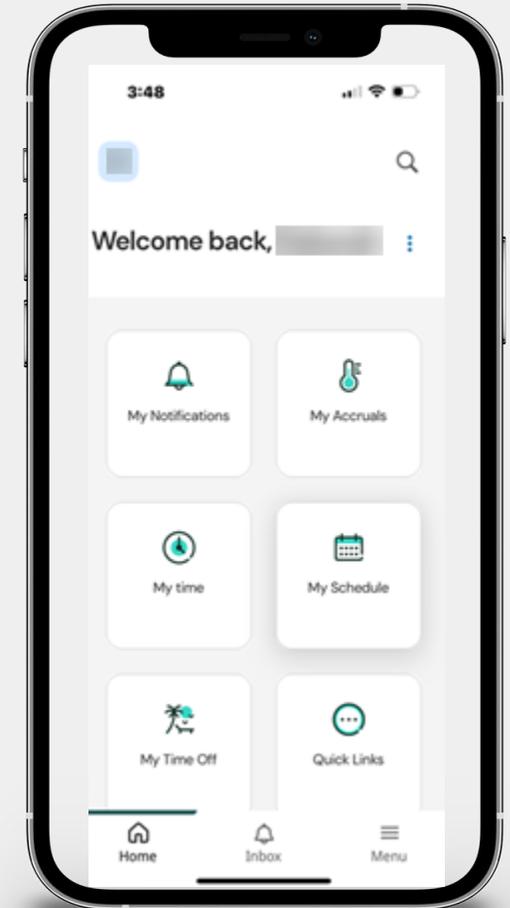
SUMMARY

In the mobile app, you will have access to your tiles where you can view:

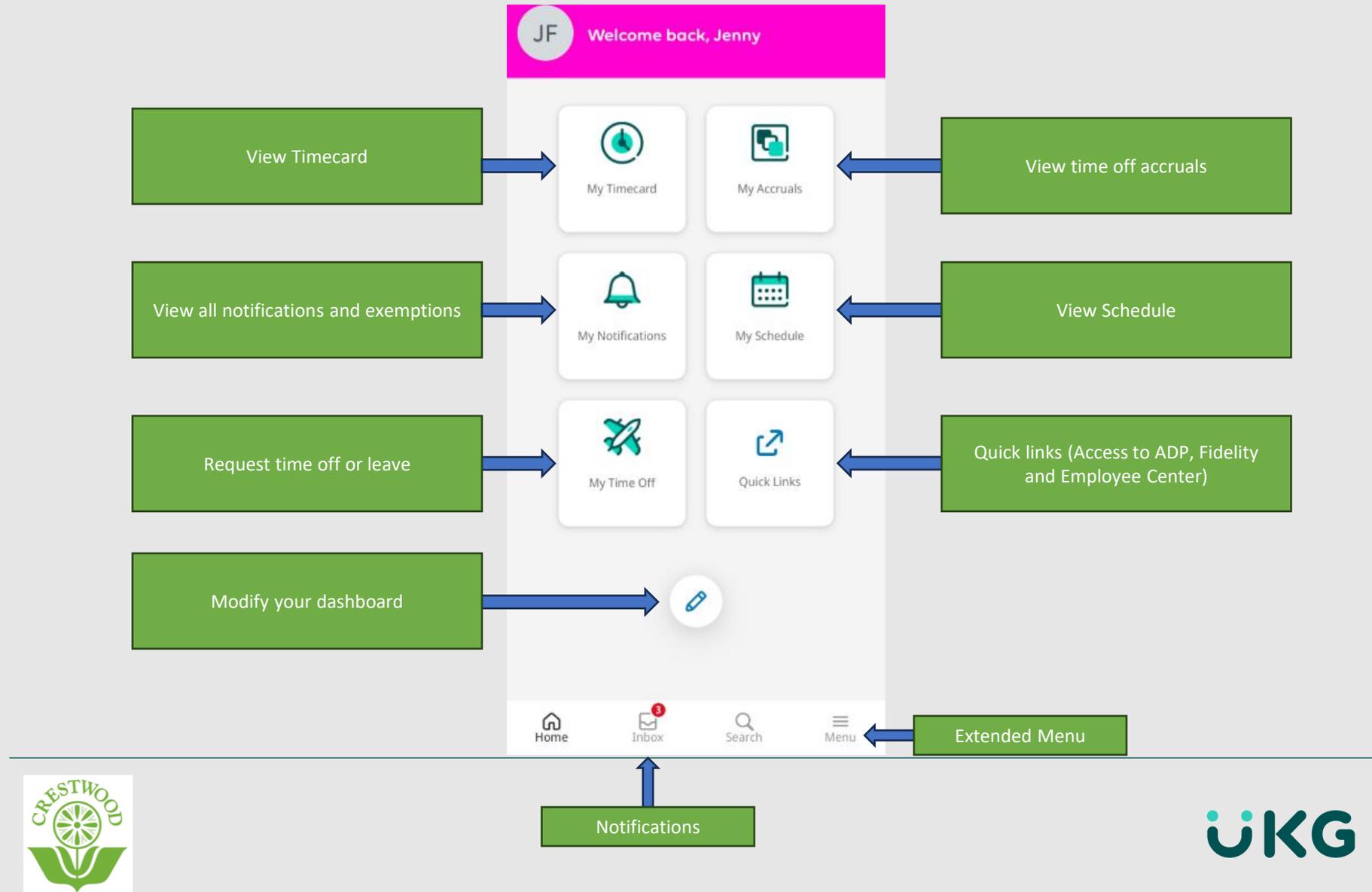
- Your **timecard** (punches and hours for current and past pay periods) as well as **approve your timecard**
- Your **accrual balances**
- Your **schedule**
- **Request Time Off** (Vacation, Sick and Birthday (if applicable))

Please note: your **“punch” tile will not be available** in the mobile app. All punches will continue to be captured at the clock or on timestamp on the computer.

Managers UKG security is the same with the mobile app.....



What can you do in the Mobile APP?



Welcome to UKG Mobile APP

