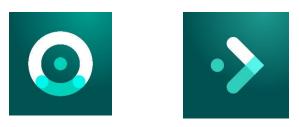
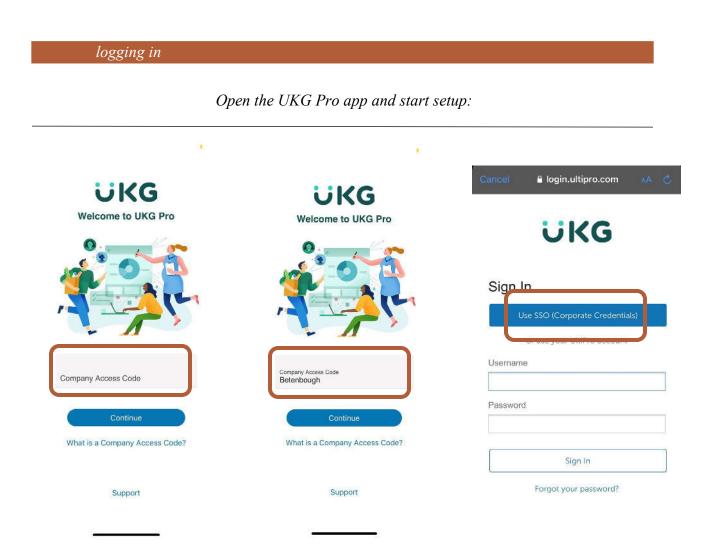
## UKG A P P | M O B I L E A C C E S S

UKG APP | You will now have two UKG apps on your phone: UKG Pro and UKG Ready.

You will ONLY need to click into the UKG Pro app for any UKG needs but leave both apps on your phone.



OUR IT TEAM HAS ALREADY UPLOADED THE NEW UKG PRO APP TO YOUR WORK PHONE.



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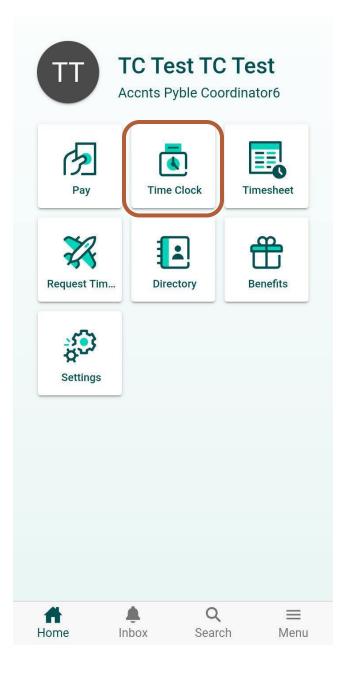
Use your Betenbough email and SSO password.

Follow the instructions from your OneLogin protect to complete sign-in.

Click "Remember Me."

## UKG PRO HOME SCREEN

This is what your UKG Pro home screen will look like!



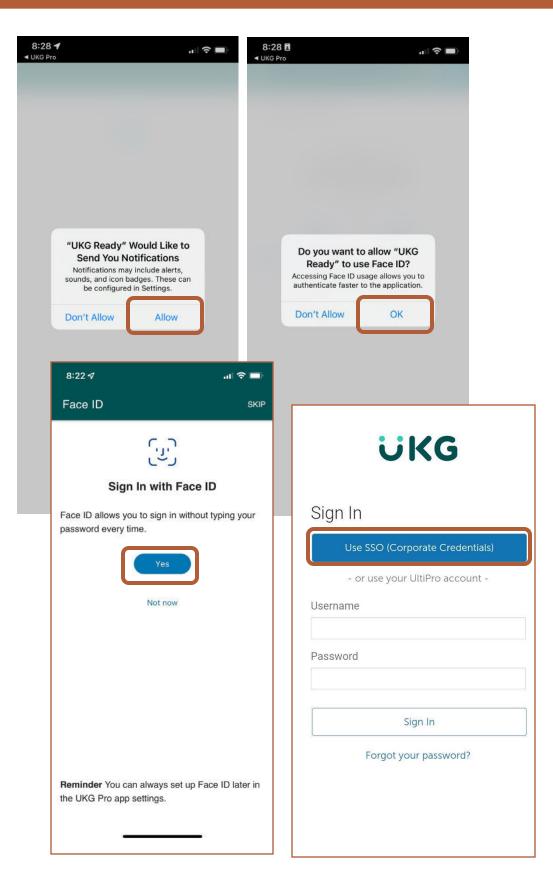
*Click on the "Time Clock" tile and follow the instructions on the next page. \*After clicking "Time Clock" you will be directed to the UKG Ready app.* 

# You will know when you have successfully signed in when your screen shows "Allow UKG Ready to use your location" screen.

\*Click "Allow While Using App" when you get to this screen

8:24 <del>?/</del>	8:28 Ē
∢ UKG Pro	
If you get a blank screen, don't fret! This is an indicator that your app is still loading. If your stuck on the blank screen for longer than 15 seconds, you may want to try signing in again.	Bar & Gnil Precise: On THIST 29THIST Walgreens O Discount Tire

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### C O M P L E T I O N

Once you have made it to these screens, you have completed your setup!

← My Time > Clock	=		
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Tuesday, Apr 5 09:58 AM	Tuesday, Apr 5 09:58 AM		
Rece Completed Biometric capabilities are turned	التي وي التي التي التي التي التي التي التي الت		
SATU on. Biometrics are now enabled for documents that support biometric signatures only.	SATURDAY, MAR 19 <sup>(27)</sup> Out Punch 06:20pm > <sup>(35)</sup> In Punch 06:20pm >		
ок TUES	TUESDAY, MAR 15		
N Punch 11:23am >			

## PLEASE REACH OUT TO YOUR IT SUPPORT TEAM AT <u>ITHELP@BETENBOUGH.COM</u> IF YOU EXPERIENCE ANY TROUBLE WITH ONELOGIN OR FACE ID.

#### PLEASE REACH OUT TO YOUR EMPLOYEE SUPPORT TEAM AT <u>EMPLOYEESUPPORT@BETENBOUGH.COM</u> IF YOU EXPERIENCE ANY TROUBLE CLOCKING IN/OUT OR HAVE ANY TIMESHEET QUESTIONS.

welcome to the family! we're so glad you're here.