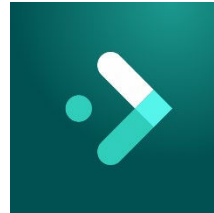
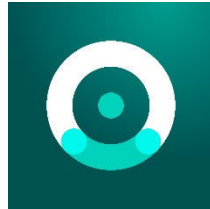


UKG APP | MOBILE ACCESS

U K G A P P | *You will now have two UKG apps on your phone: UKG Pro and UKG Ready.*

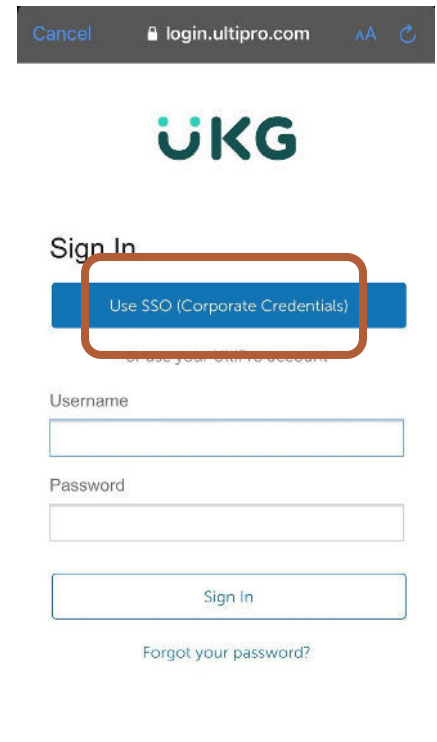
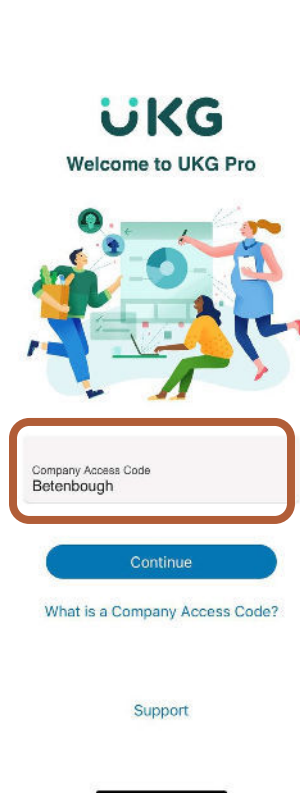
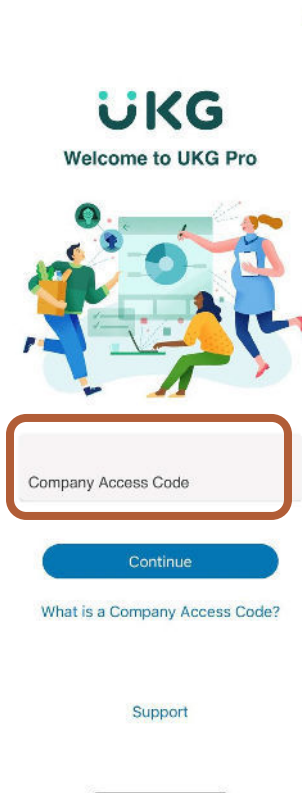
You will ONLY need to click into the UKG Pro app for any UKG needs but leave both apps on your phone.



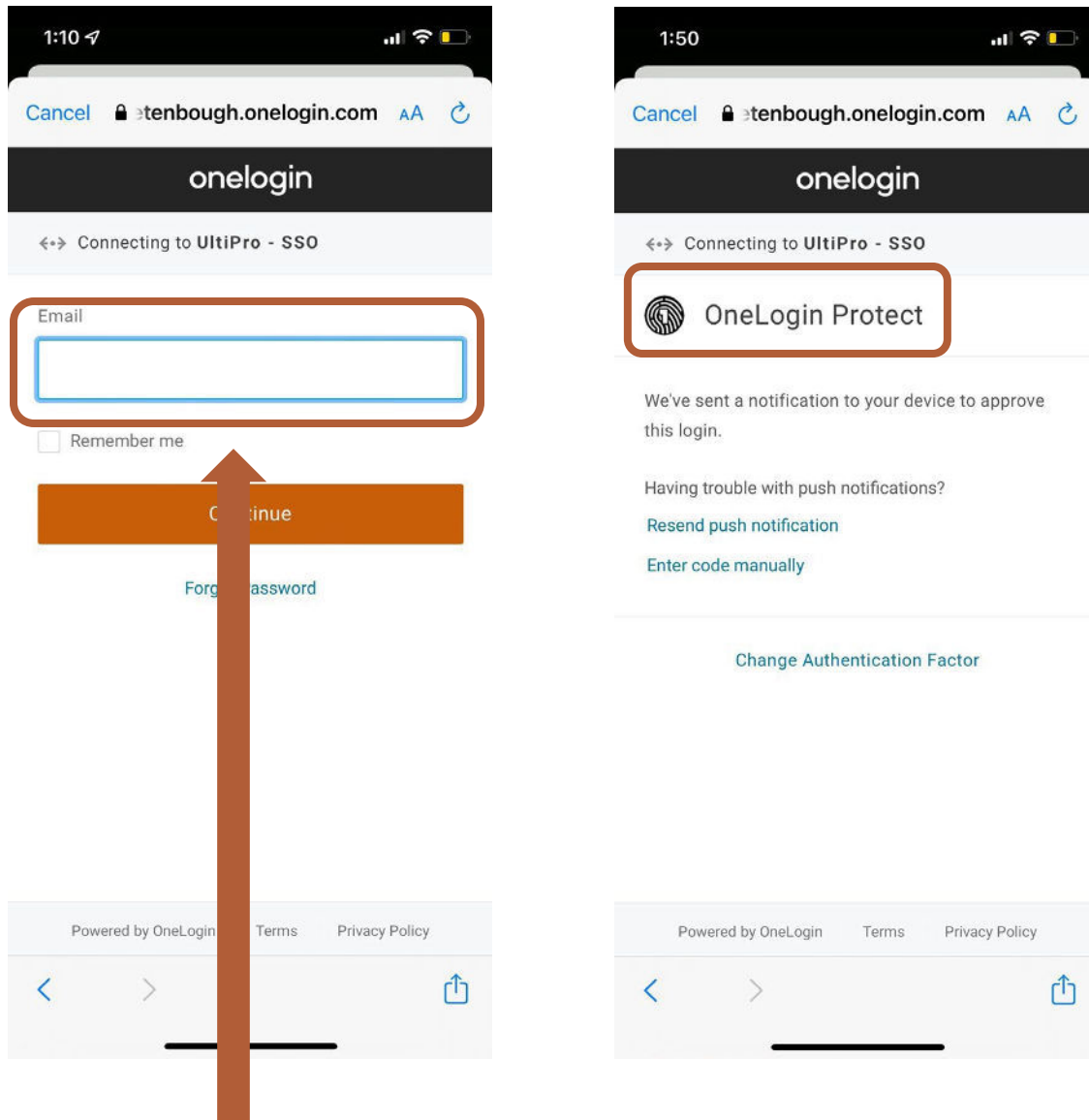
OUR IT TEAM HAS ALREADY UPLOADED THE NEW UKG PRO APP TO YOUR WORK PHONE.

logging in

Open the UKG Pro app and start setup:



continued



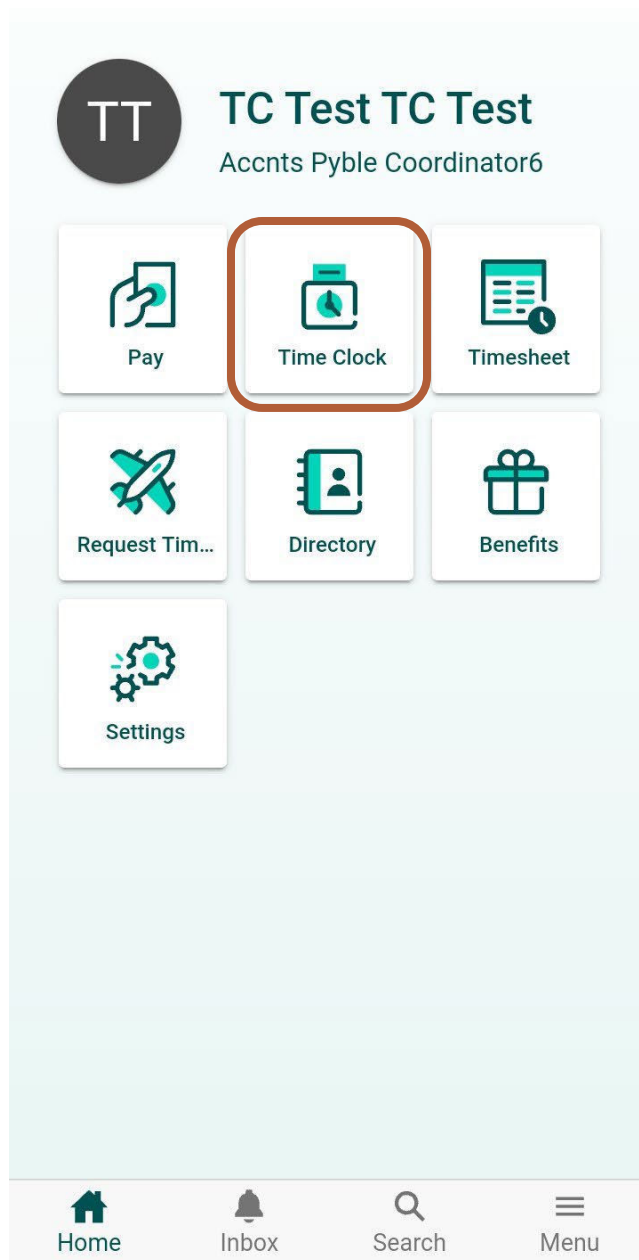
Use your Betenbough email and SSO password.

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!



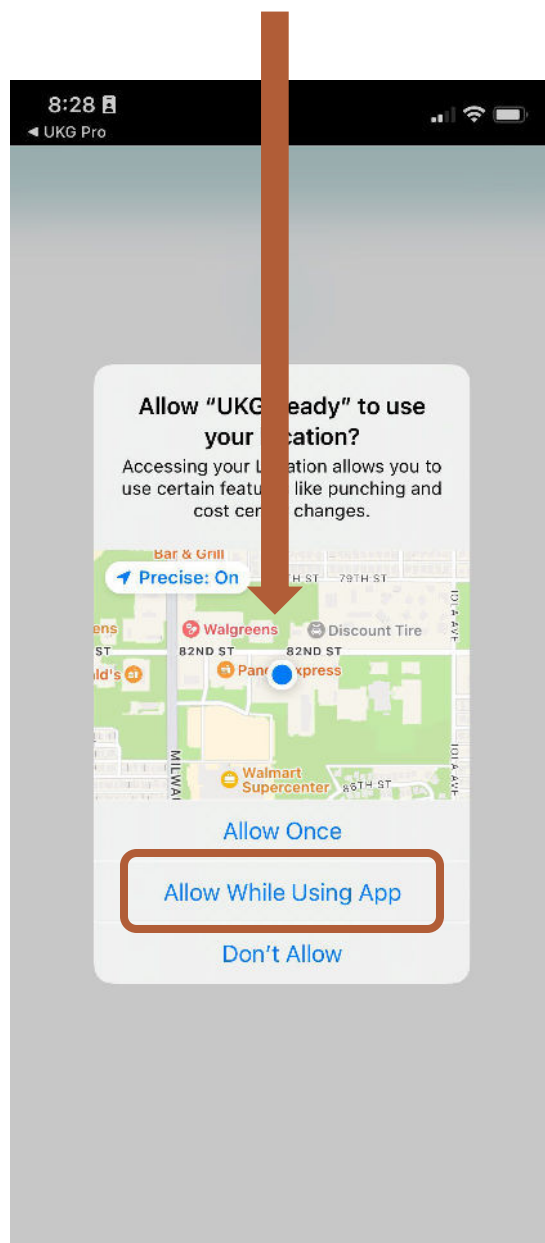
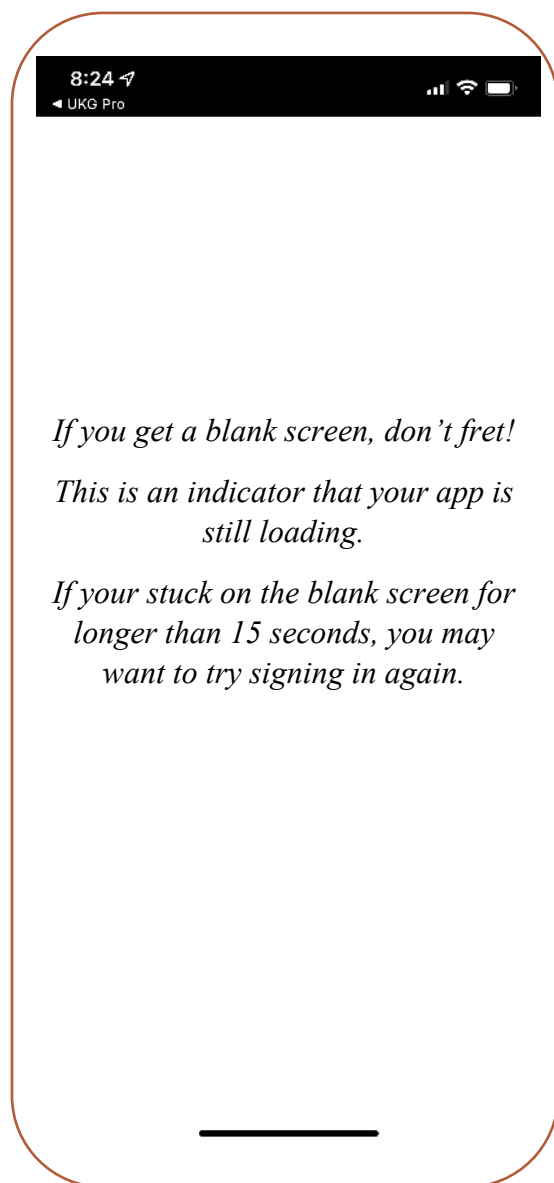
Click on the “Time Clock” tile and follow the instructions on the next page.

**After clicking “Time Clock” you will be directed to the UKG Ready app.*

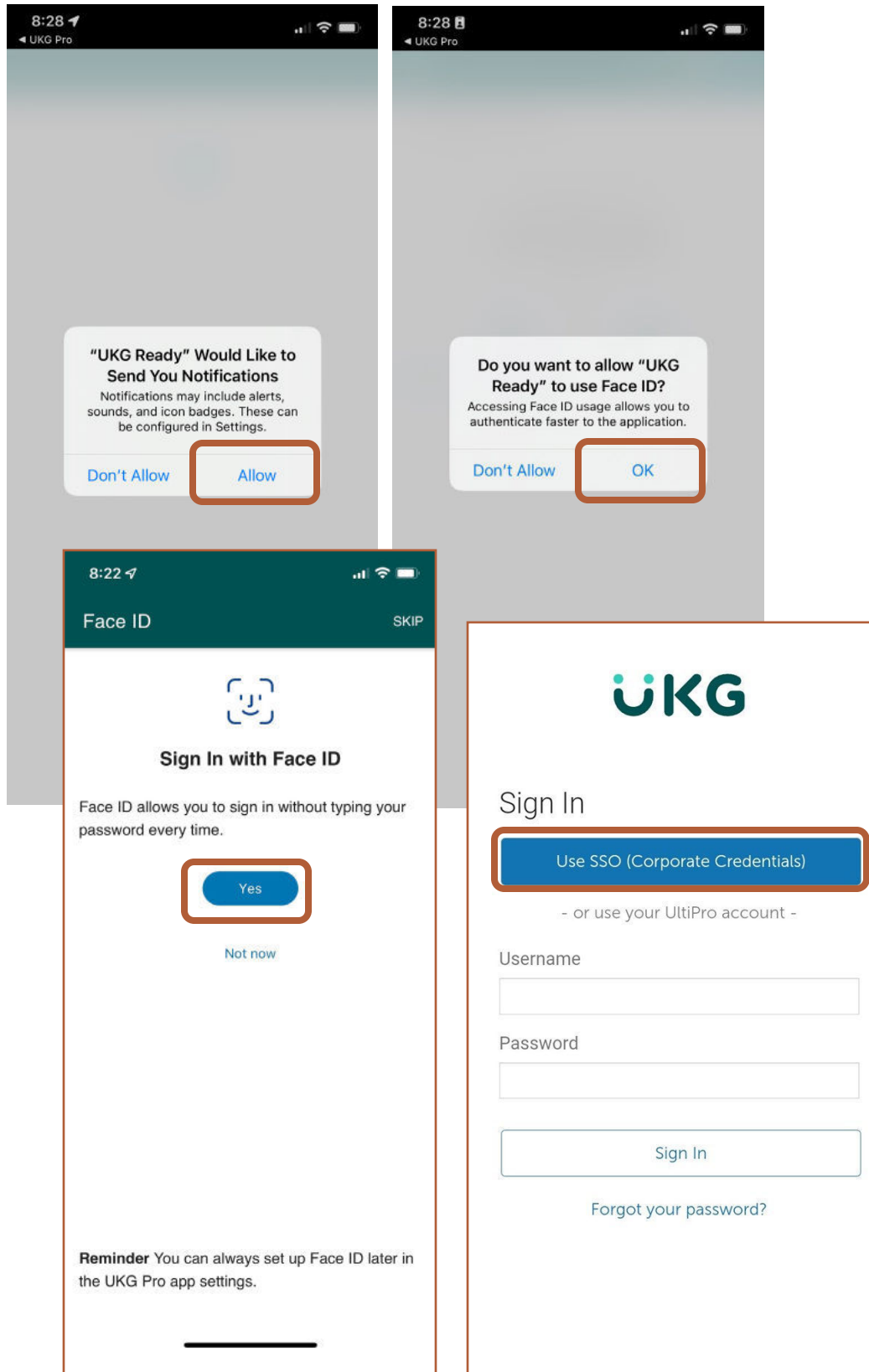
continued

*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*

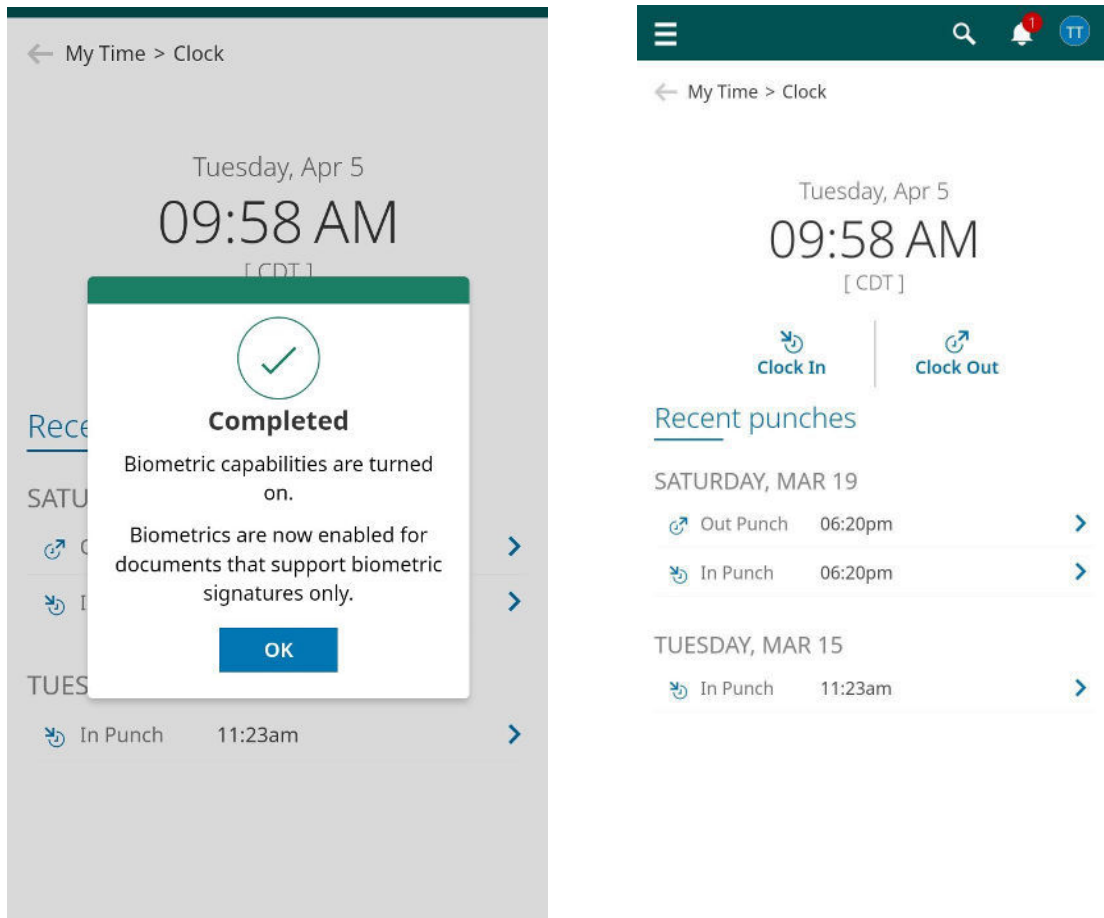


continued



COMPLETION

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



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

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

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