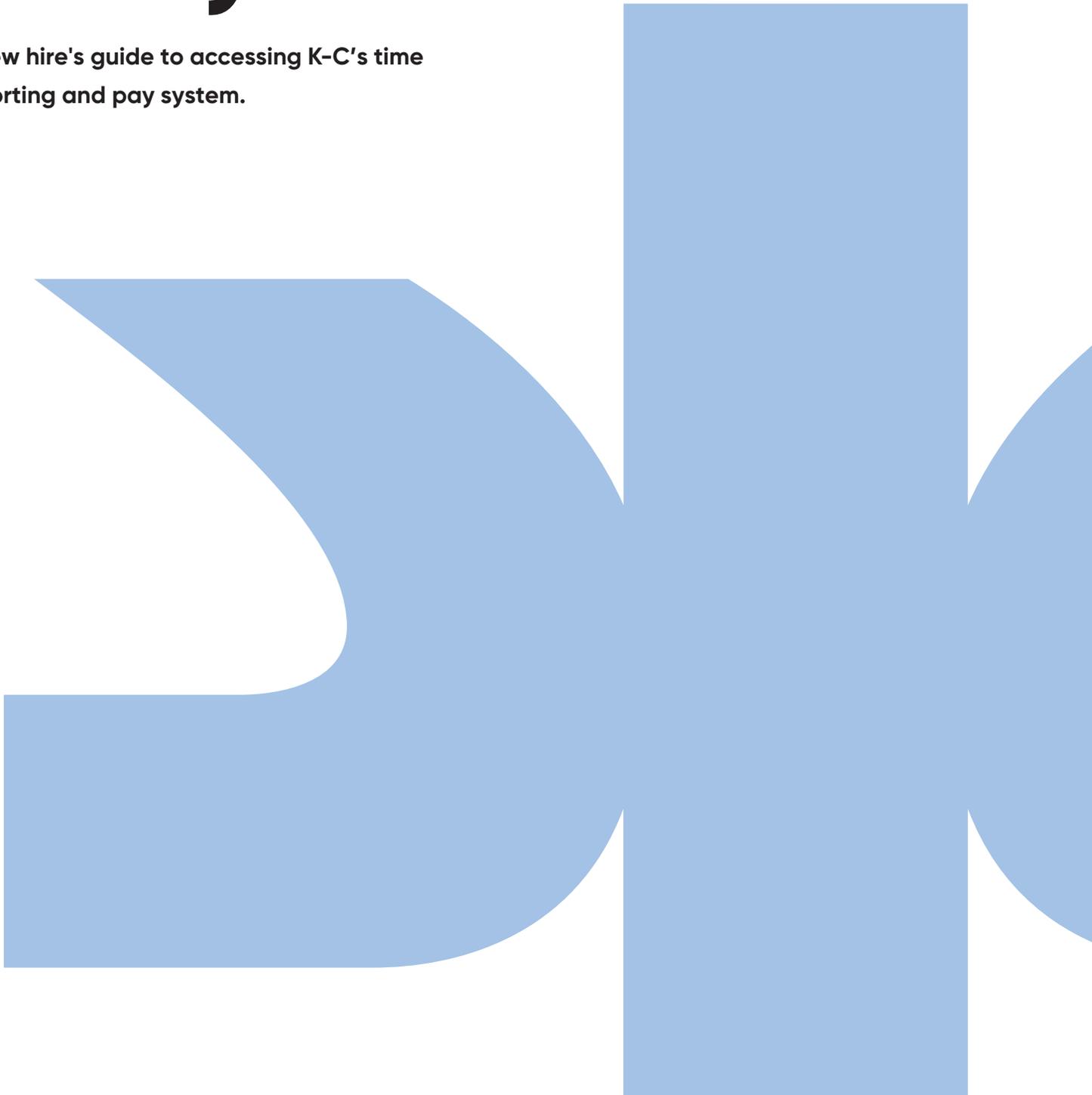**Kimberly-Clark**

My Time & Pay

A new hire's guide to accessing K-C's time reporting and pay system.

My Pay

Accessing your Time & Pay Information

The UKG Pro portal is the new website you'll use to view your time and pay information. You'll be able to access the UKG Pro portal using a K-C or personal computer.

UKG Pro Log-In from a K-C Computer

To log in to the UKG Pro portal from work for the first time, follow the steps below.

Access UKG Pro

1. You'll be able to connect to UKG Pro from work once you setup your single sign-on credentials (SSO). This will allow you to automatically sign in without entering your username and password. To get started, go to **K-C & Me** and then select the *Time & Pay* under *Quick Links*.

Activate SSO

2. To activate your account using SSO, enter your K-C email address and select *OK*.

New User Activation

Welcome to the Single Sign On activation page.

Employee Email Address:

Example: jdoe@mycompany.com

OK

3. Within a few minutes, you'll receive a verification email to your K-C email address from **noreply@ultipro.com**. Click the link in the email to complete the activation process for SSO.

Complete Additional Security Authentication

4. After you activate your UKG Pro SSO, you'll be prompted to complete an additional security authentication by receiving another access code. You can receive your access code by text, voice, or email. The contact options shown in the drop-down menu come directly from the personal information you've entered into Workday.

Reset Password

5. After entering your access code, you'll be prompted to reset your password. Your current default password is your birthday as MMDDYYYY (e.g., 01012020). After entering your default password, you can create a new password using the password requirements.

If you already accessed UKG Pro using your personal computer and created your own password, you won't be prompted to reset your password when accessing UKG Pro from work for the first time. Simply, sign-in using your default username and the password you've created.

Complete Account Set-up

6. After selecting *Ok*, your UKG Pro account has been set-up with SSO at work. This means when you access the UKG Pro portal from **K-C & Me**, you'll automatically sign in without entering your username and password. However, you'll alwaysbe required to complete additional security authentication as part of the UKG Proportal's security requirements.

UKG Pro Log-In Using Your Personal Computer

To log in to the UKG Pro portal for the first time using your personalcomputer, follow the steps below.

Find Your Workday Employee ID

1. Your Workday Employee ID number is what you'll use as your username to access the UKG Pro portal. To find your Workday Employee ID number, go to **Workday** > Personal Information > About Me > Job. Your Workday Employee ID number will appear at the top of the page. You can also call the UKG Payroll Service Center at **833-442-5275** to get your Workday Employee ID.
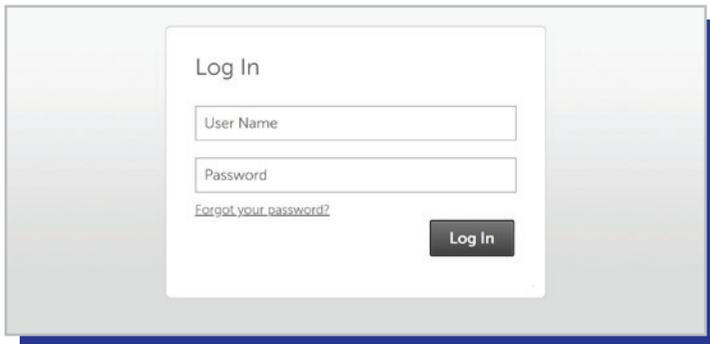

Note: Your Workday Employee ID is a different number than your K-C ID (e.g., K12345). You cannot access the UKG Pro portal using your K-C ID.
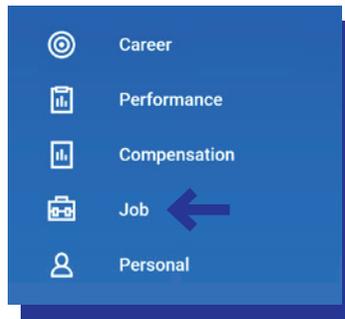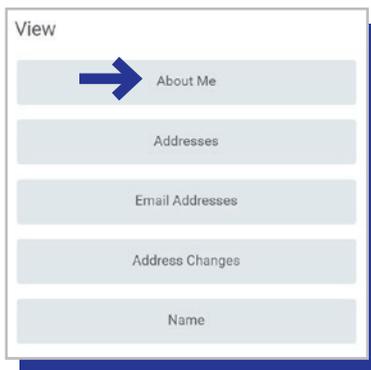
Access UKG Pro

2. Go to **n12.ultipro.com**.

3. Enter kcsi00 followed by your Workday Employee ID as your username (e.g., kcsi00123456). Kcsi00 + your Workday Employee ID will be your permanent username for UKG Pro, so it's important to document it somewhere safe so you don't forget it.

4. If this is your first time accessing the UKG Pro portal, enter your birthday as your default password as MMDDYYYY (e.g., 01012020).

5. Select log in to access the UKG Pro portal.

Complete Security Authentication

6. When you log in to your account, you'll be asked to authenticate by receiving an access code by phone, text, or email.

   The contact options shown in the drop-down menu come directly from the personal information you've entered into Workday.

Select Delivery Method

For additional security, we need to send you a time sensitive access code. Choose how you would like to receive this access code and click Submit. On the next page you will enter the access code.

- Text   xxxxxx5555
  Standard message and data rates may apply.

- Voice   xxxxxx5555
  If your voice number requires an extension, we will not be able to reach you.

- E-mail   ..@kcc.com

Cancel   Submit

Reset Password

7. After entering your access code, you'll be prompted to reset your password. Your current default password is your birthday as MMDDYYYY (e.g., 01012020). After entering your default password, you can create a new password using the password requirements.

Change Password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:

Password length: 10-50
Letters: 2
     Uppercase: 1
     Lowercase: 1
Numbers: 1
Special characters: 1 *(Examples: !@#$%^&*()_-+={[}]* /|.;'"`<,>.?/~ `
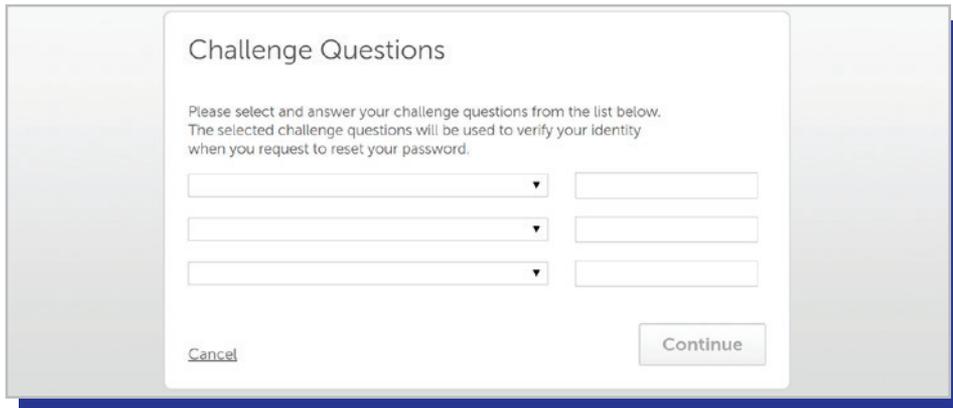
Current Password

New Password

Confirm Password

OK   Cancel

Set Security Questions

8. After changing your default password, you'll be asked to select three security questions from the drop-down menu to answer. These questions/answers will be used if you forget your UKG Pro username and password.

Challenge Questions

Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.

Cancel   Continue

Complete Account Set-up

9. After selecting *Continue*, your UKG Pro account will be set-up for access from your personal computer. Moving forward, you can use your default username andnew password to sign-in into your account online by going to **n12.ultipro.com**.

Kimberly-Clark