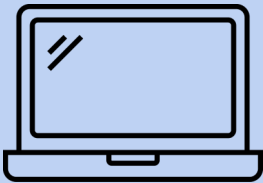


# My Time & Pay

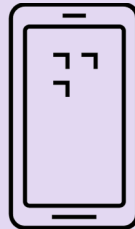
A guide to accessing K-C's time reporting and pay system, the UKG Pro portal, for the first time from a K-C computer or your personal device.

**Access the UKG Pro Portal  
from a K-C Computer**

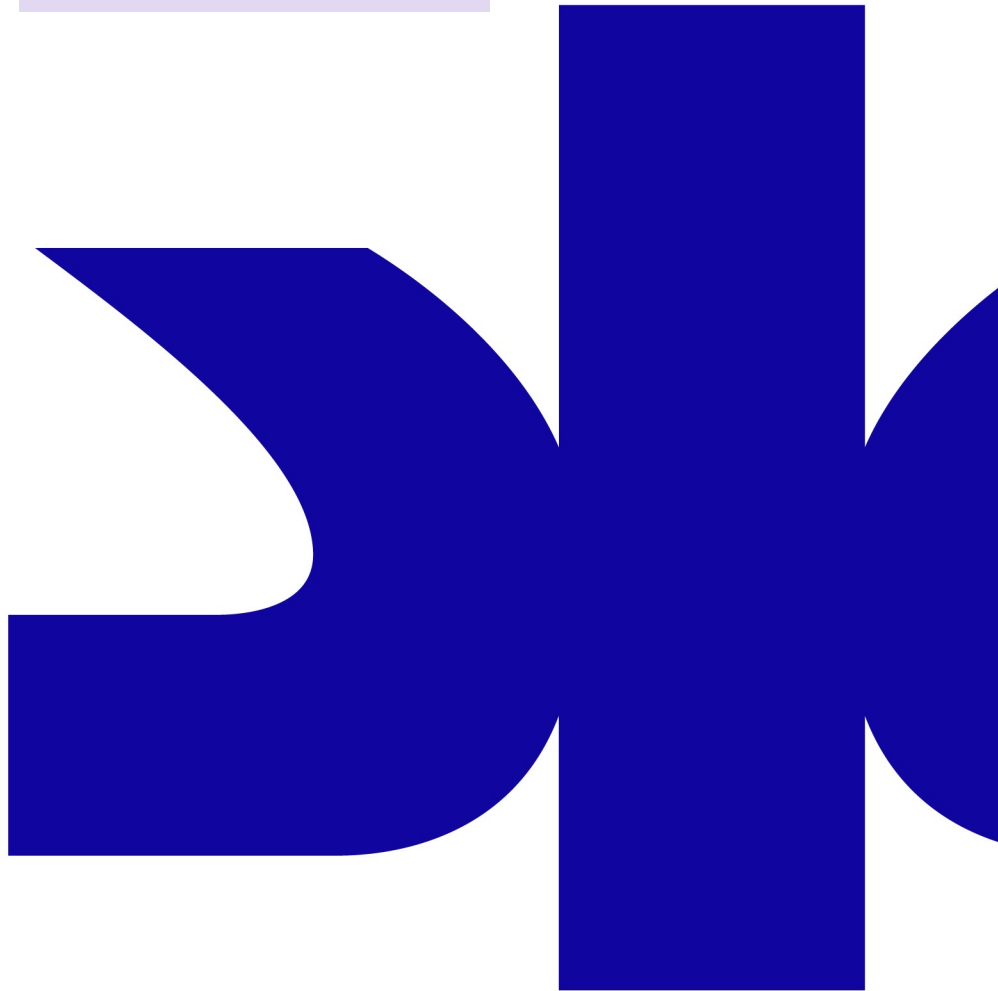


[Click here](#) for instructions.

**Access the UKG Pro Portal  
from a Personal Device**



[Click here](#) for instructions.



# UKG Pro Portal Log In from a K-C Computer

To log in to the UKG Pro portal from a K-C computer for the first time, follow the steps below.

## Access the UKG Pro portal

1. The first step is to set-up your single sign-on credentials (SSO) that will allow you to automatically sign in without entering your username and password. To get started, go to [K-C & Me](#) and then select *Time & Pay: UKG Pro* under *Quick Links*.

## Activate SSO

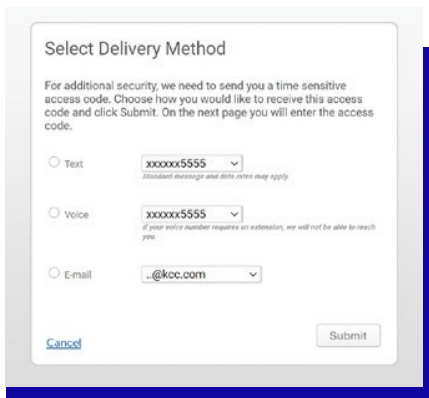
2. To activate your account using SSO, enter your K-C email address and select *OK*.



3. Within a few minutes, you'll receive a verification email to your K-C email address. 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 the 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. Don't forget to click the arrow beside of your contact information to switch to other contact options that may be available from the information you've provided in Workday.



## Reset Password

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

### Important Note



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

## Complete Account Set-up

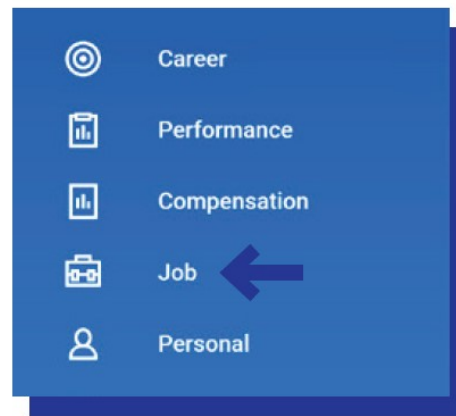
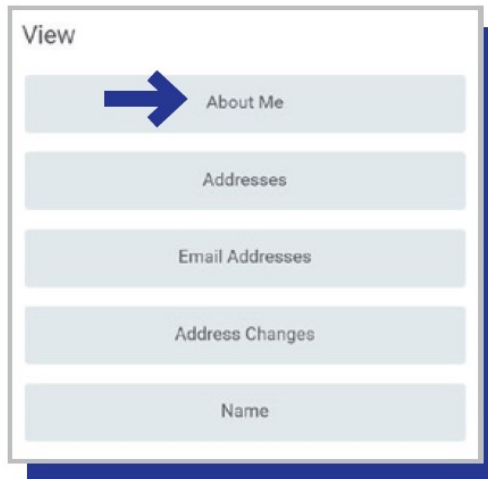
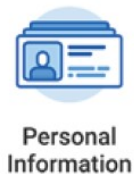
6. After selecting *Ok*, your UKG Pro portal account has been set-up with SSO at work. This means when you access the UKG Pro portal from [K-C & Me](#), you'll automatically sign in without entering your username and password. However, you'll always be required to complete additional security authentication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

# UKG Pro Log In Using Your Personal Device

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

## Find Your Workday Employee ID

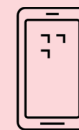
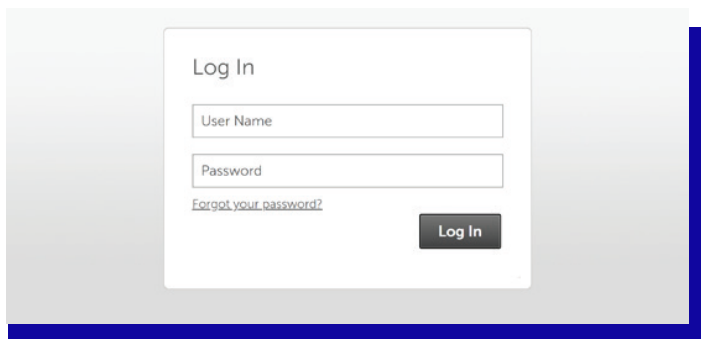
1. Your Workday Employee ID number is what you'll use as your username to access the UKG Pro portal. To find your Workday Employee ID number, go to **Workday > Personal Information > About Me > Job**. Your Workday Employee ID number will appear at the top of the page. You can also call the UKG Payroll 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](https://n12.ultipro.com) or download the UKG Pro mobile app.



## UKG Pro Mobile App

Once you download the UKG Pro mobile app, enter **kimclark** as the Company Access Code.

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

**Note:** If you know your Okta log in, you can sign in on the mobile app using those credentials and skip the remaining steps of the instructions.

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



### Important Note

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

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. Don't forget to click the arrow beside of your contact information to switch to other contact options that may be available from the information you've provided in Workday.

## Reset Password

7. After entering your access code, you'll be prompted to reset your password. Your current default password is your date of birth 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

[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 portal 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.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

[Cancel](#)

## Complete Account Set-up

9. After selecting *Continue*, your UKG Pro portal account will be set-up for access from your personal device. Moving forward, you can use your username and new password to sign in to your account online by going to [n12.ultipro.com](https://n12.ultipro.com) or by accessing the mobile app.