

How To Book Time Off using the App

Step 1: Download UKG Pro



Step 2: Log in:

You can log in to UKG Pro using SSO (single sign on) which will redirect you to OKTA. Or you can log on with your username and Password for UKG PRO (People System).

If this is your first-time logging into UKG Pro your login information is the following.

Username: FirstnameLastname (no spaces unless there is a space in your name already. i.e., JohnSmith or JohnSmith Wright)

Password: Your date of birth MMDDYYYY

Once you are logged in you can enable fingerprint or facial recognition if you wish so you don't have to log in next time.



Step 3: Click Time off Tile on Home Screen

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Pay	Time	Punch
Time Off	Timecard	Time Off
Giving	Directory	Org Chart
	••	
Home II	nbox Searc	th Menu

Step 4: Click on "Advanced Options"







Step 5: Click on the type of Time Off you want to Take i.e. Vacation FT; Then click Apply

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- My Time Off	
Request Time Off	×
Type of Time Off	
Banked Holiday Earned	
Flex Time	
Vacation FT	
Cancel	Apply
Cancel	Apply Q =

Step 6: Select the days you want off – They will then have a blue square around them. (Green tiles mean you already have time off) \rightarrow Then Click Apply





Step 7: Click the "Review" button to review your request

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← My Time	Off		
Request Time (Vacation FT	Off		×
Dates			
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Step 8: Click the "Submit" button to Submit your request

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← My Time (Off		
Request Time O	ff		×
Vacation (Full) 2 4 Days Tuesday 3/14/202	3 - Friday 3/1	7/2023	Θ
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Step 9: Click the "Done" button

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← My Time Off	
Request Time Off Vacation FT	×
Information Your time- has been submitted.	off request
Vacation (Full) Tuesday 3/14/2023 - Friday 3/17/2	223
Cancel Request	Done
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Step 10: Once you click the Done button it will take you back to the vacation request page. You can Click on the home icon at the bottom of the screen to go back to the Main Screen.

5:30	.ul 🗟 🚺	
- My Time Off		
*Reason Banked Holiday Earned	~ (j)	



Congratulations! You have now booked time off!