

## How To Book Time Off using the App

### Step 1: Download UKG Pro

	Apple Store	Google Play
UKG Pro (UltiPro) 	<a href="https://apps.apple.com/us/app/ukg-pro-ultipro/id1146945670">https://apps.apple.com/us/app/ukg-pro-ultipro/id1146945670</a>	<a href="https://play.google.com/store/apps/details?id=com.ultimatesoftware.ultipromobile">https://play.google.com/store/apps/details?id=com.ultimatesoftware.ultipromobile</a>



### 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).

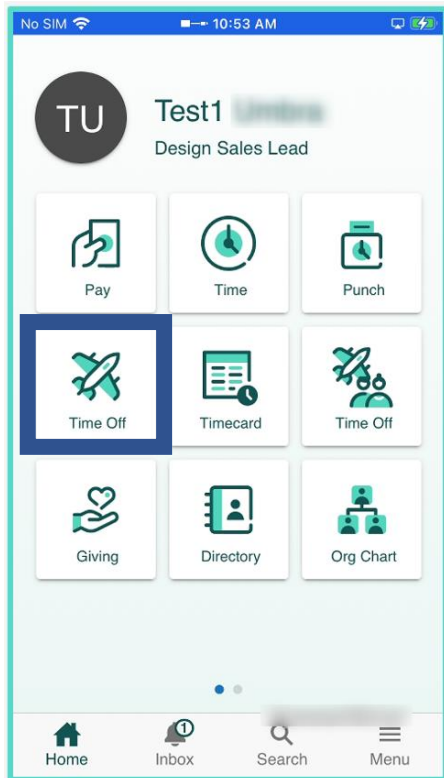
If this is your first-time logging into UKG Pro your login information is the following.

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

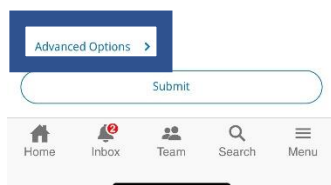
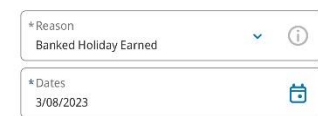
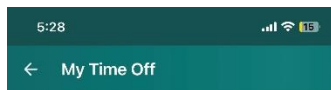
**Password:** Your date of birth **MMDDYYYY**

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**

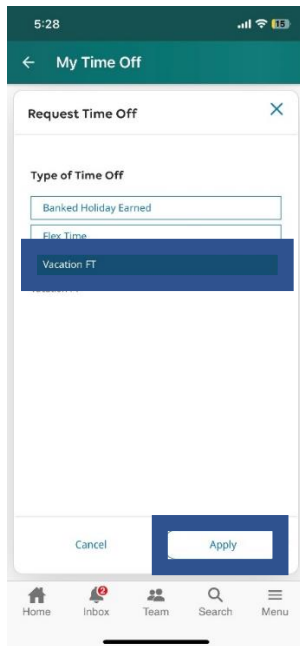


**Step 4: Click on "Advanced Options"**

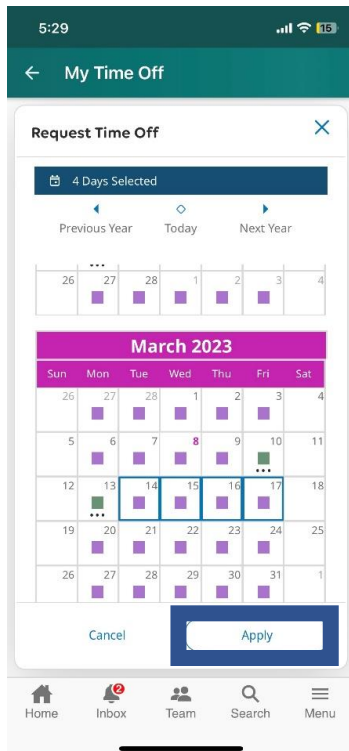




**Step 5: Click on the type of Time Off you want to Take i.e. Vacation FT; Then click Apply**

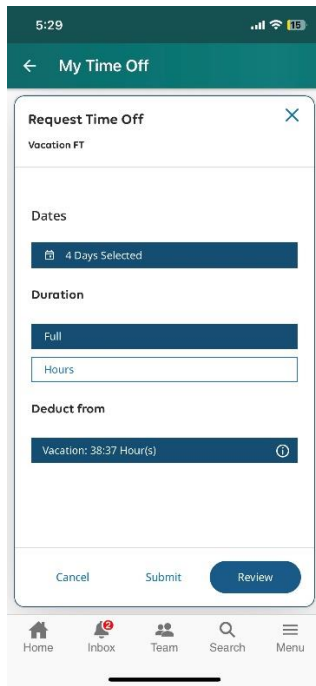


**Step 6: Select the days you want off – They will then have a blue square around them. (Green tiles mean you already have time off) → Then Click Apply**



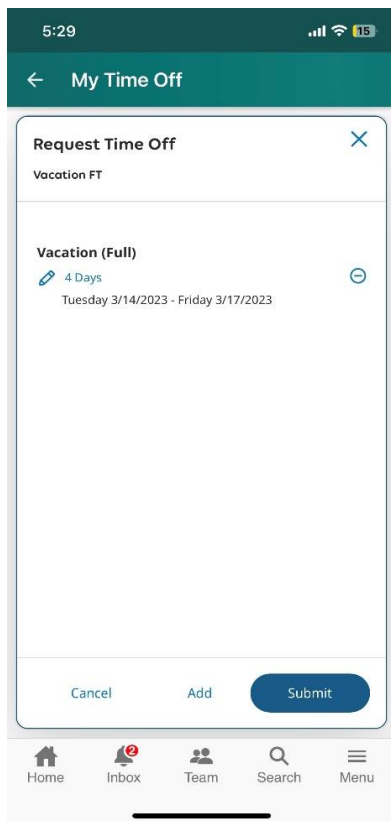


**Step 7: Click the “Review” button to review your request**

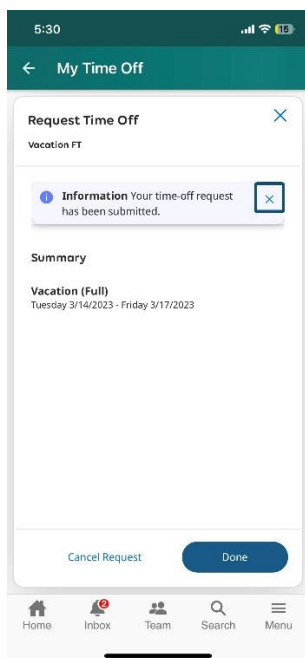




**Step 8: Click the “Submit” button to Submit your request**

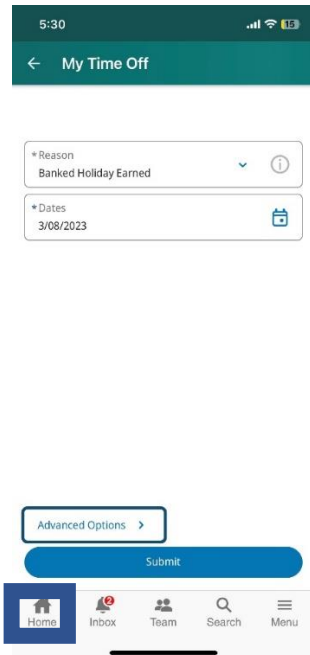


**Step 9: Click the “Done” button**





**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.**



**Congratulations! You have now booked time off!**