



How To Clock in Using the App

Step 1: Download UKG Pro

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



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).

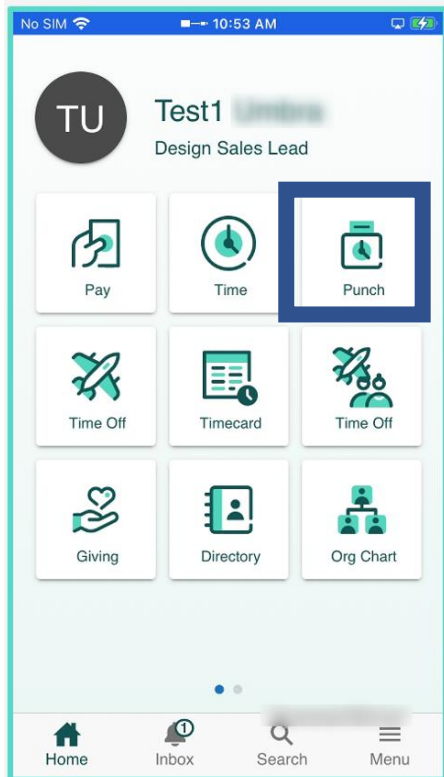
If this is your first-time logging into UKG Pro your login information is the following.

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

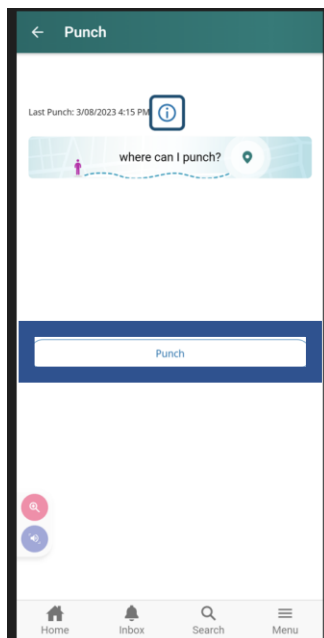
Password: Your date of birth **MMDDYYYY**

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.

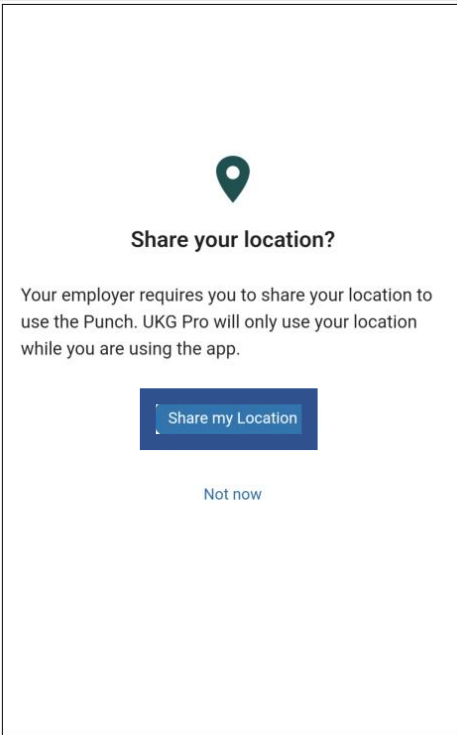
Step 3: Push the Punch Tile



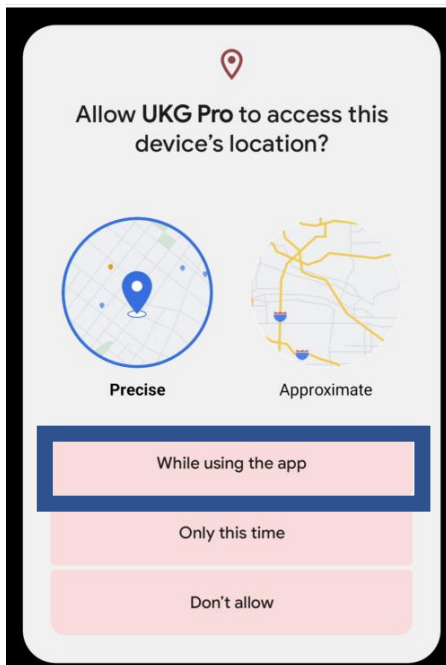
Step 4: Push the Punch Button



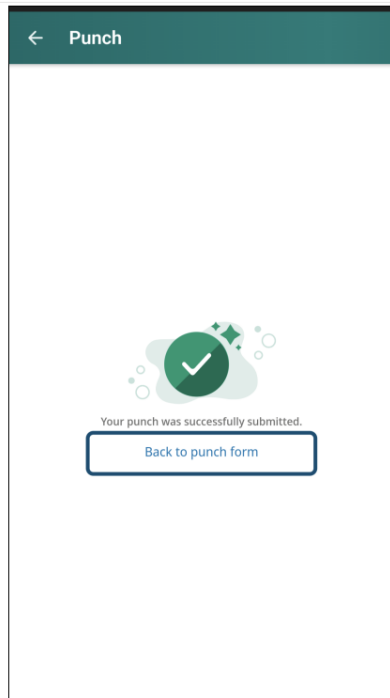
Step 5: Click the Share my Location Button



Step 6: Click “While using the app”



Step 7: Click “Back to Punch form”



Congratulations! You have now clocked in!