



How To Check your Schedule 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)

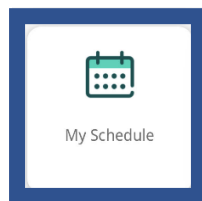
Password: Your date of birth **MMDDYYYY**

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.

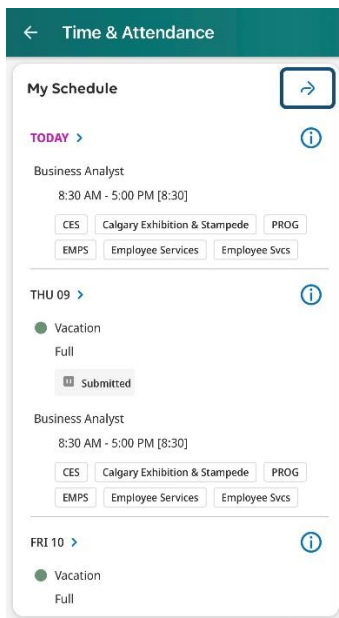
Step 3: Click the Time & Attendance Tile on the Home Screen.




Step 4: Click My Schedule

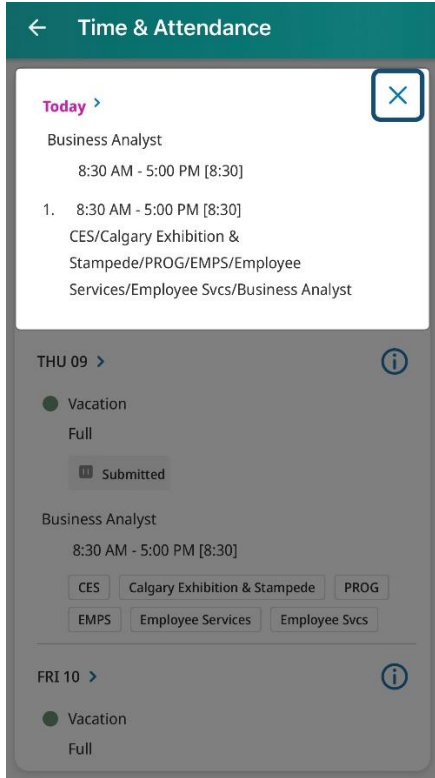



Step 5: You will then see this Screen.

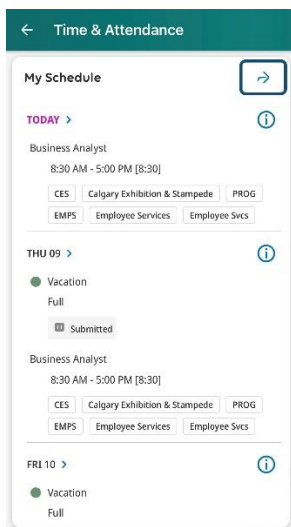




Step 6: If you click the  you will be able to see the location and the job you are scheduled to work. You can then click the X to go back to the main schedule screen.

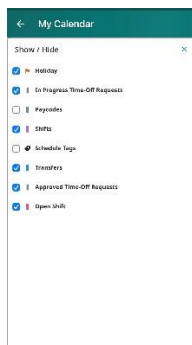


Step 7: On the main Schedule Screen if you click the  you will be able to see your “My Calendar” view.

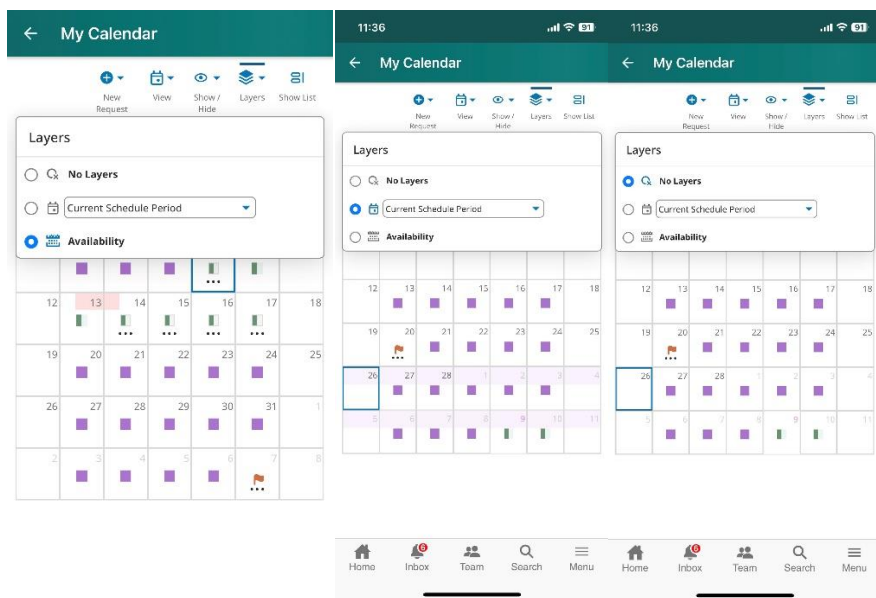




Step 8: If you click the Show/ Hide button at the top of the My Calendar screen, you will be able to see the legend of what you are viewing on your calendar and add or remove different items if you wish.

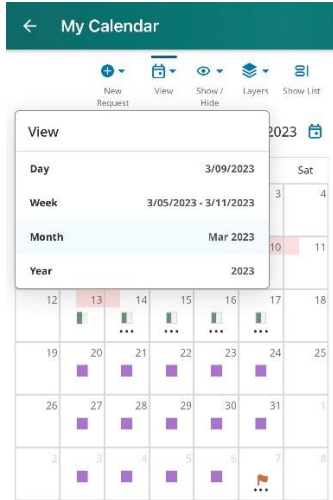



Step 9: If you click the “Layers” icon at the top of the My Calendar screen. You can change what you are looking at on your Calendar, (i.e. Availability will show when you are and are not available, Current schedule Period will highlight the current period in Purple (you can change this by clicking the down arrow. No layers will show your basic calendar with shifts).

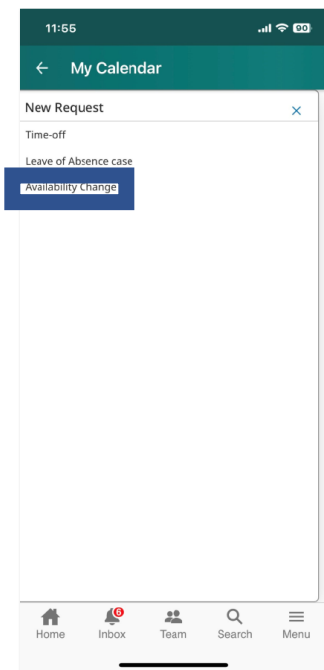




Step 10: If you Click the “View”  Button on the My Calendar Screen you can change the view of the Calendar.

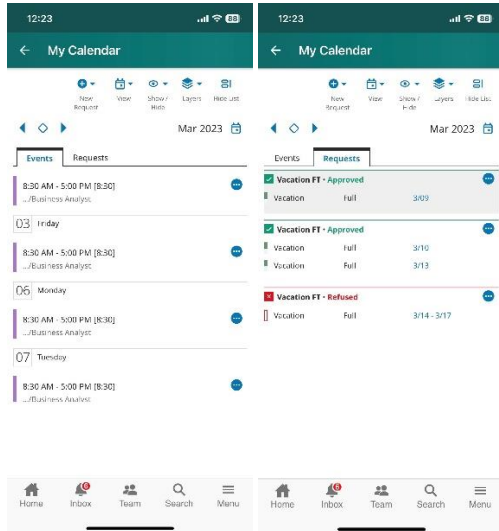




Step 11: If you Click the “New Request”  Button on the My Calendar Screen you can Submit a Time off Request or Update your Availability. (See how to book time off and change availability how to guides and follow steps after your selection. Click the X to exit.





Step 12: If you Click the “Show List” ^{Show List} Button on the My Calendar Screen you will be able to see your scheduled shifts in a list view. You then can click “Hide List” to go back to the calendar view.



Step 13: To get back to your schedule you can click the back arrow  My Calendar  or you can click the home button to go back to your home page.

Congratulations! You have now viewed your schedule!