

Menu and access options are determined by your security level and the software modules that are enabled on your system. The images are examples only and may not match your screens due to configuration differences between our Demo Company and your company. Some users will have more options and some users will have fewer options than what is shown.

### UKG Ready Mobile App Overview

Mobile users can access the system from the mobile app, which can be downloaded from the app store on their mobile device. This user interface is responsive to the mobile device in use. In other words, if you download the mobile app on a phone, the user interface will shrink-to-fit into that screen. If you download to a tablet, the user interface will expand to fit that screen. The responsive design prevents excessive scrolling allowing you to easily access the options and portions of the screen you need.

### Downloading the UKG Ready Mobile App

The mobile app can be downloaded from the App Store or Google Marketplace on your mobile device.

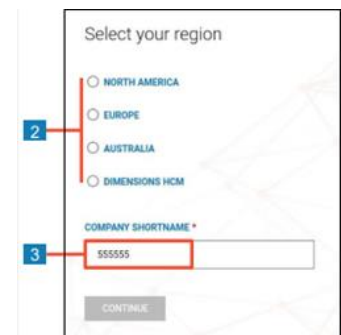
From Apple store or Google play, search for **UKG Ready**. Download and Install the application to your device



UKG Ready  
UKG Inc.  
Free

### First Login

1. Open the application, select the region from the list.
2. Input your company's short name. **8073**
3. Click Continue.



Select your region

- NORTH AMERICA
- EUROPE
- AUSTRALIA
- DIMENSIONS HCM

COMPANY SHORTNAME \*

8073

CONTINUE

### Log In

From the Log In screen, enter your company provided credentials (username and Password) that will be emailed to you and tap the Login button. Or, if Touch ID/Face ID has been enabled for you, use your registered finger or face to log in. For information on enabling biometric log in, please see the New UI Preferences information in the Security section. Home View & Widgets.



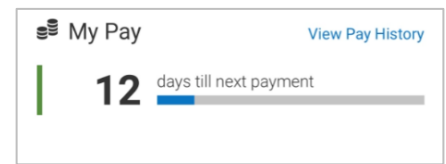
After logging in, the Dashboard or landing page will display. Your company may have information on this page, such as a welcome message or announcements. Today’s date/time will display and depending how your system has your time entry function configured, you may be able to view your timesheet, register a simple punch, punch in, punch out, or register a transfer punch.



Your company may have other options, or widgets on your dashboard such as Announcements, My Benefits, My Pay, Timesheet Chart, and Time Statistics. Many of these options contain hyperlinks that will allow you to view and perhaps take certain actions.

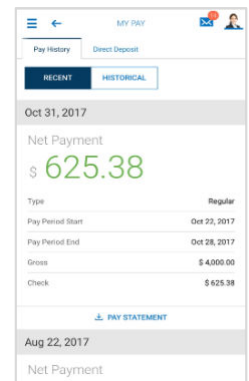
## My Pay

In the *My Pay* widget, you can see a countdown until your next pay. By tapping the View Pay History hyperlink, you can view your pay history, and if authorized, you can view and possibly add direct deposits. An e-signature agreement is located here to allow you to agree to receive your pay statement electronically.



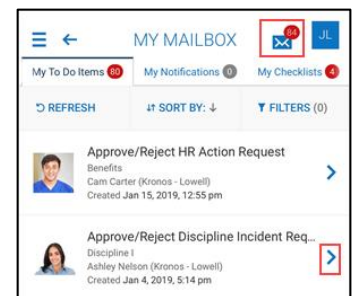
## Pay History

If authorized, you can tap the download *Pay Statement* link and the pay statement will display in PDF on a separate page. From there, you can download and save the PDF to your device. To return to your session without having to logout, tap the name of your app at the very top-left of your device.



## My Mailbox

The envelope icon is the user’s Mailbox and will display any system generated emails, checklist items, or To Do Items. Tap to open the mailbox icon and view any actions requiring your attention. This icon can be used at any time, within any menu. To return to the page you left, tap the Back arrow to return. Each tab contains a *Refresh* option, *Sort* option, and *Filters* to help shorten the list and return certain types of requests or notifications.



## My To Do Items

Under the *My To Do Items* tab are items requiring your attention. Pages containing links to additional information, forms or buttons can be used to complete tasks. A warning message will display to users who either don’t have the proper permissions to work with the To Do Item, or to inform the user if the workflow configuration is incorrect.

## Sign out

Tapping the *Sign Out* link will log you out of your current session and return you to the Log In page.

