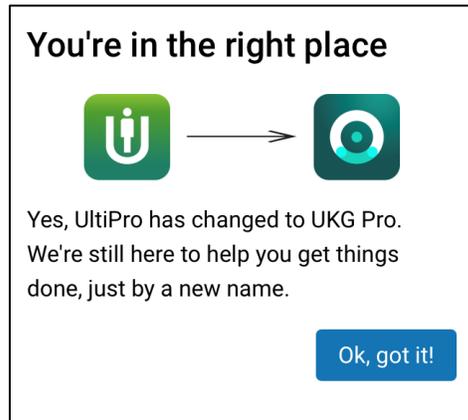


# How To Guide: Mobile App

## Logging in to UKG Pro / UltiPro Mobile App

Download the UKG Pro UltiPro App from the app store on your smartphone.



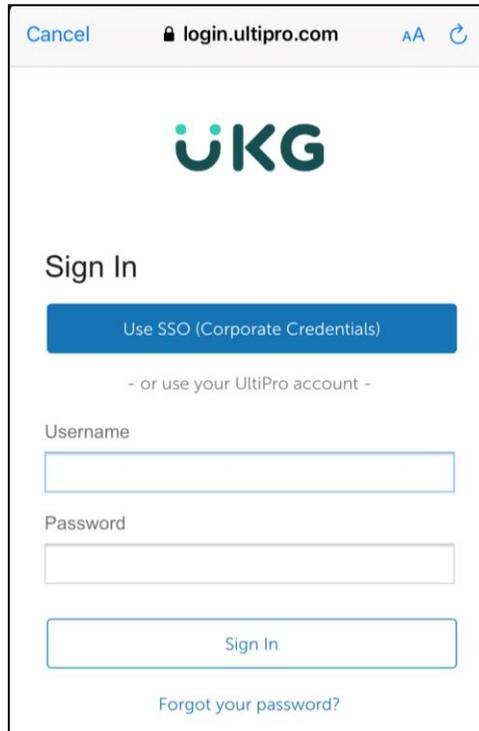
You will be required to enter a Company Access Code on the home page of the app. Your Company Code is **KSL123**



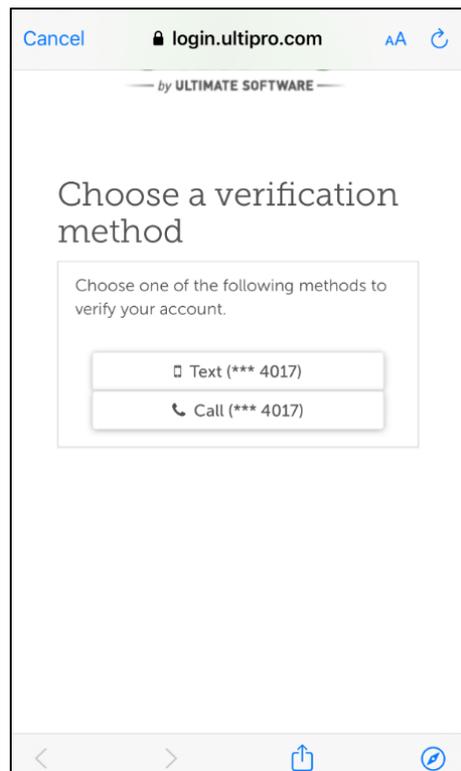
Once you have entered the Company Code you will need to sign in with your user name and password.

**Your username will be KSL and your 6 digit employee ID : KSL#####**

**Your password will be your 8 digit birthday : mmddyyyy**

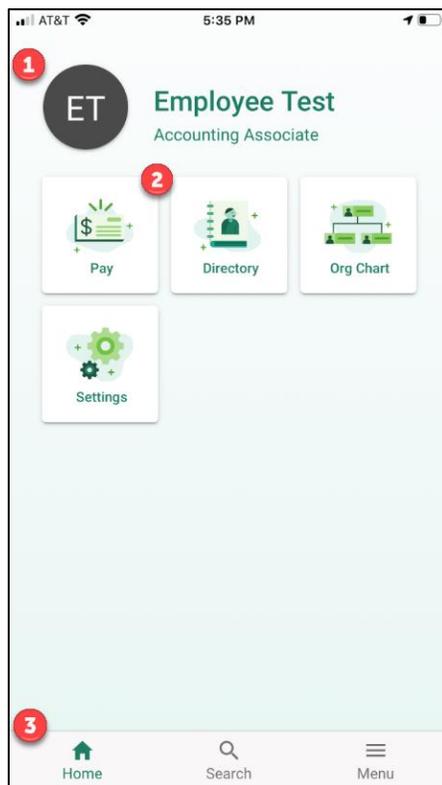


You may be required to verify your account. You can select from one of the methods indicated on your screen.

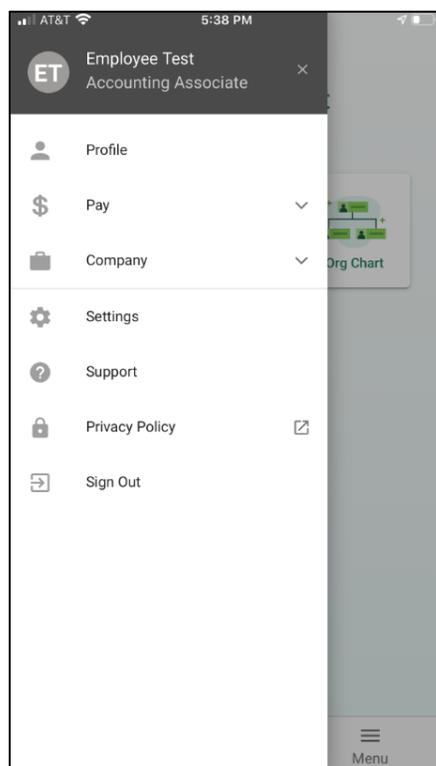


Your home page consists of the following:

1. Employee profile with your name and job
2. Quick Links to various sections of your employee record
3. Options section to navigate to the home page, conduct a search or review the menu with other options.

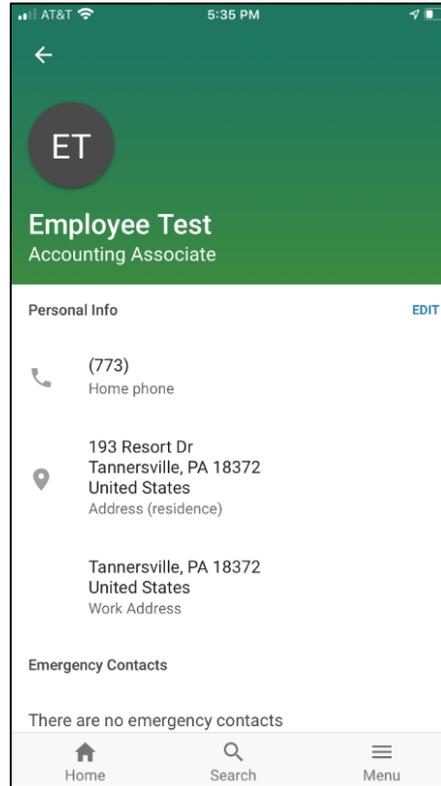


When clicking on your name on circle with your initials, you will be directed to a side menu where you can select Profile, Pay, Company, Settings, etc. Selecting the quick links on the home page will direct you to the same pages.

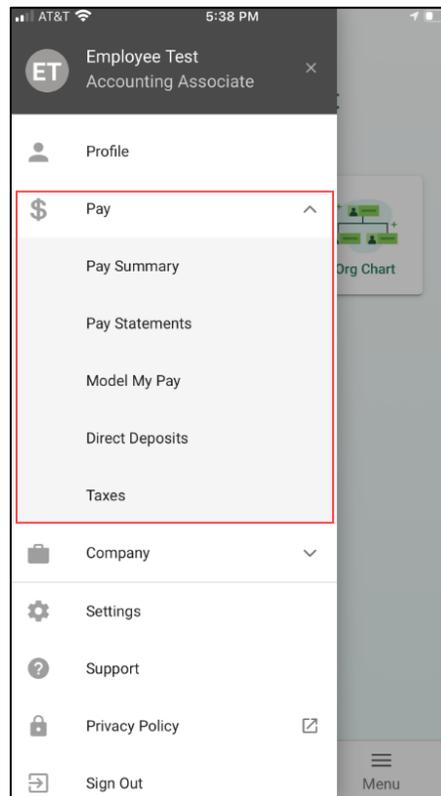


When clicking on the employee profile, you will be directed to a summary page which contains personal information. Any section that contains the Edit option indicates you have the ability to make some edits to the information listed.

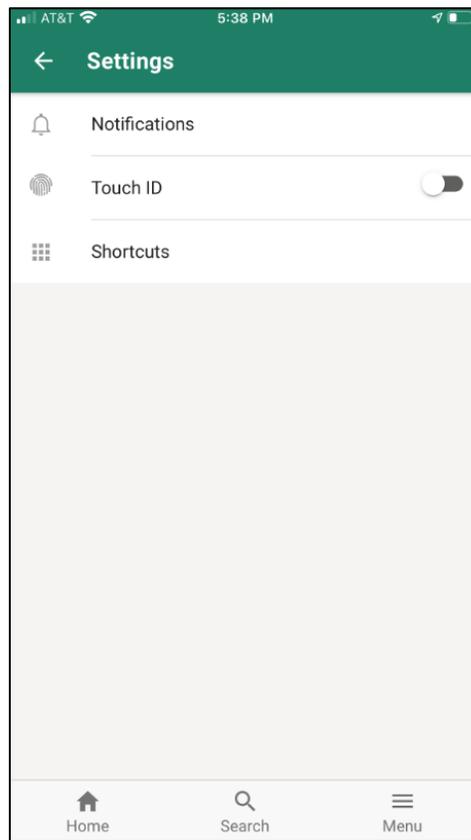
Some edits may require approval from your HR or Payroll departments. If an approval is required, you must select and approver from the list provided.



The Pay menu option bring you to the Pay page which provides a summary of your compensation, the history of your pay statements, direct deposit account information, income tax elections and Model My Pay.



Selecting Settings directs you to the settings page where you can setup notifications, touch id and shortcuts.



In order to sign out from the mobile app, click on Sign Out from the side menu.

