

## Installing The New [UKG Pro](#) Phone App

**Step 1:** Download the correct application to your phone.

On your phone's app store, the Appstore for Apple Devices and Google Play for Android devices please download the UKG Pro app. Do not download the UKG Dimensions or UKG Pro Classic app, as these will be retired in May 2024.

You can use the QR codes below to access the application on your devices store immediately.

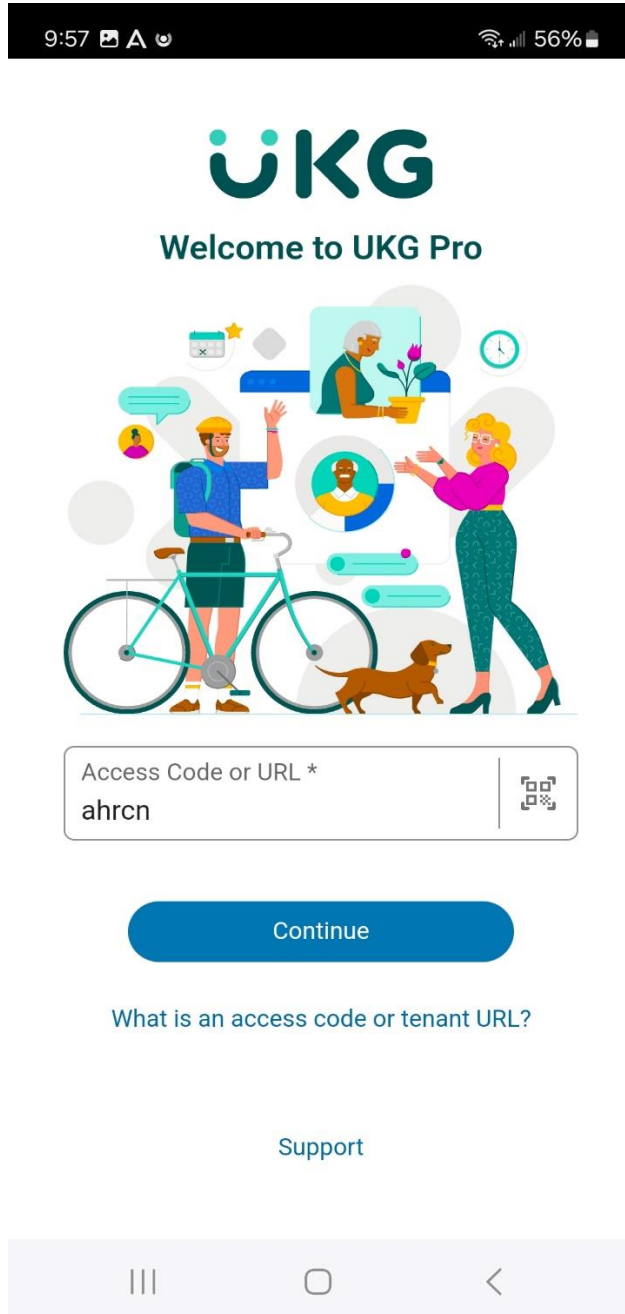
 <b><u>Apple Store:</u></b>	 <b><u>Android Store:</u></b>
	
<b><u>App Logo:</u></b>	<b><u>App Logo:</u></b>
	

Please note the logo of the application you will be downloading. If the icon for the app does not look like the one above, you are downloading the wrong app.

**Step 2:** Opening the app and adding Company Access Code:

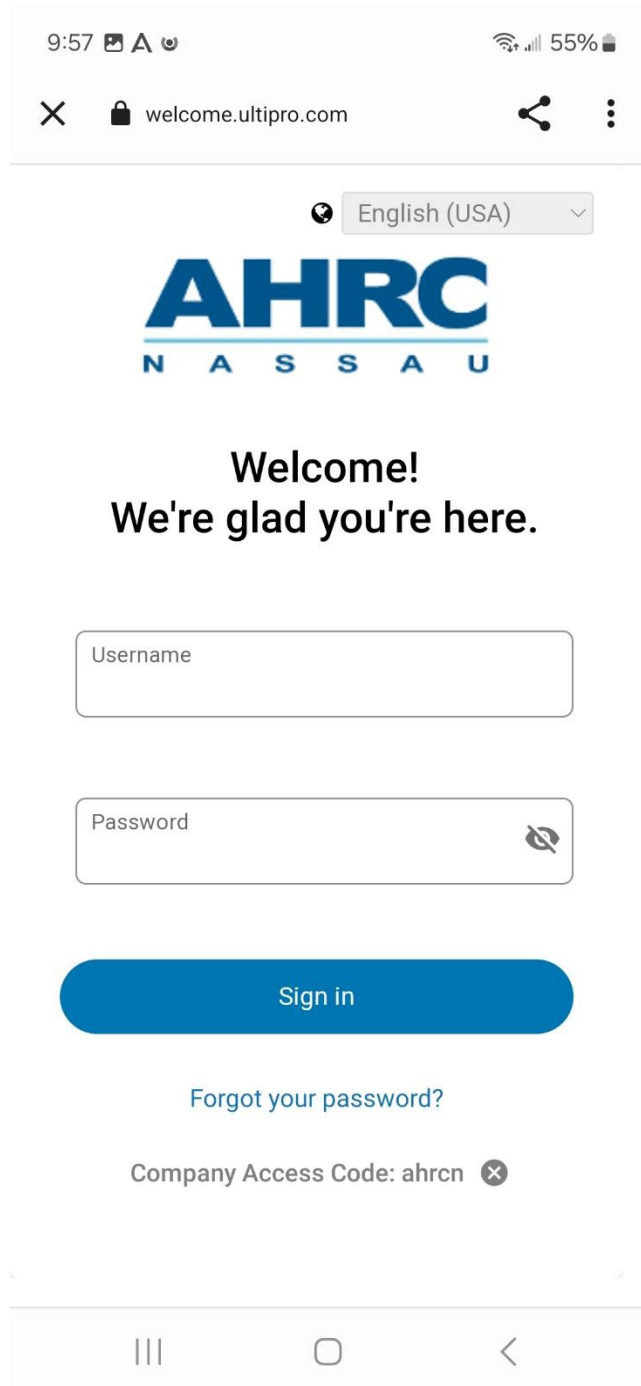
With this new app we will be using the company access code.

The access code is: **AHRCN**



**Step 3: Login**

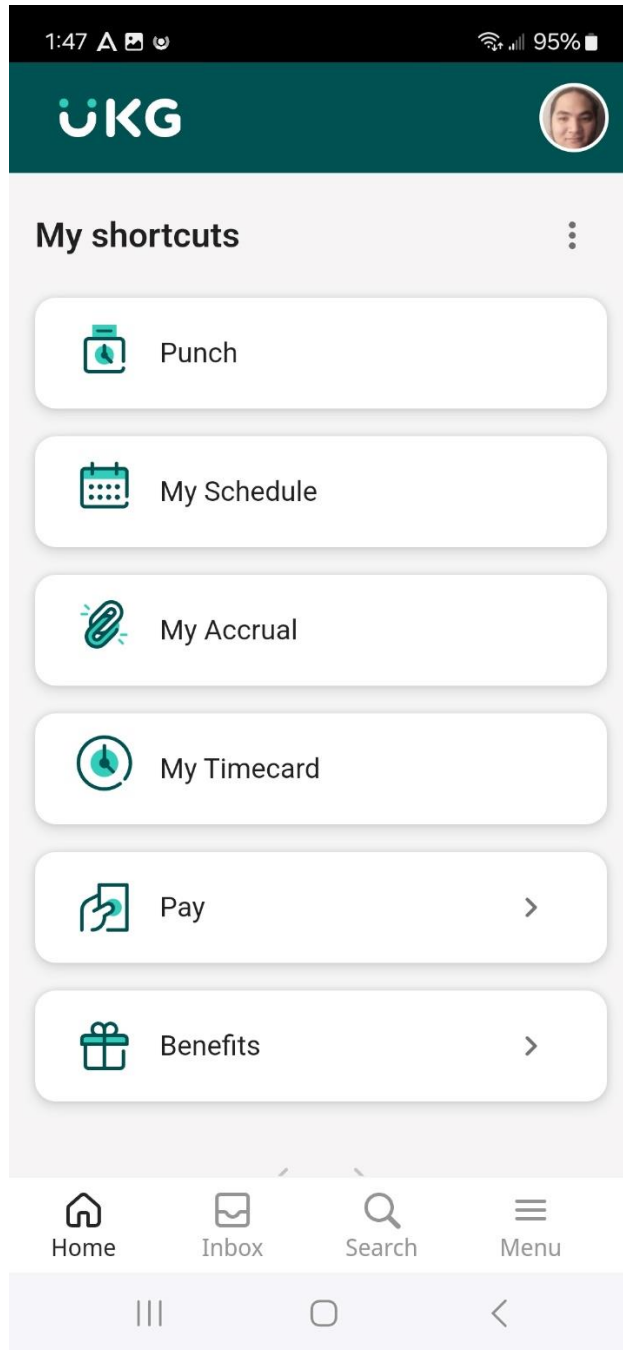
Once you have input the code it will take you to the login screen:



**Enter your UKG Pro Username and UKG Pro Password**

**Step 4: The Home Screen**

Once you logged in you should see the following home screen:

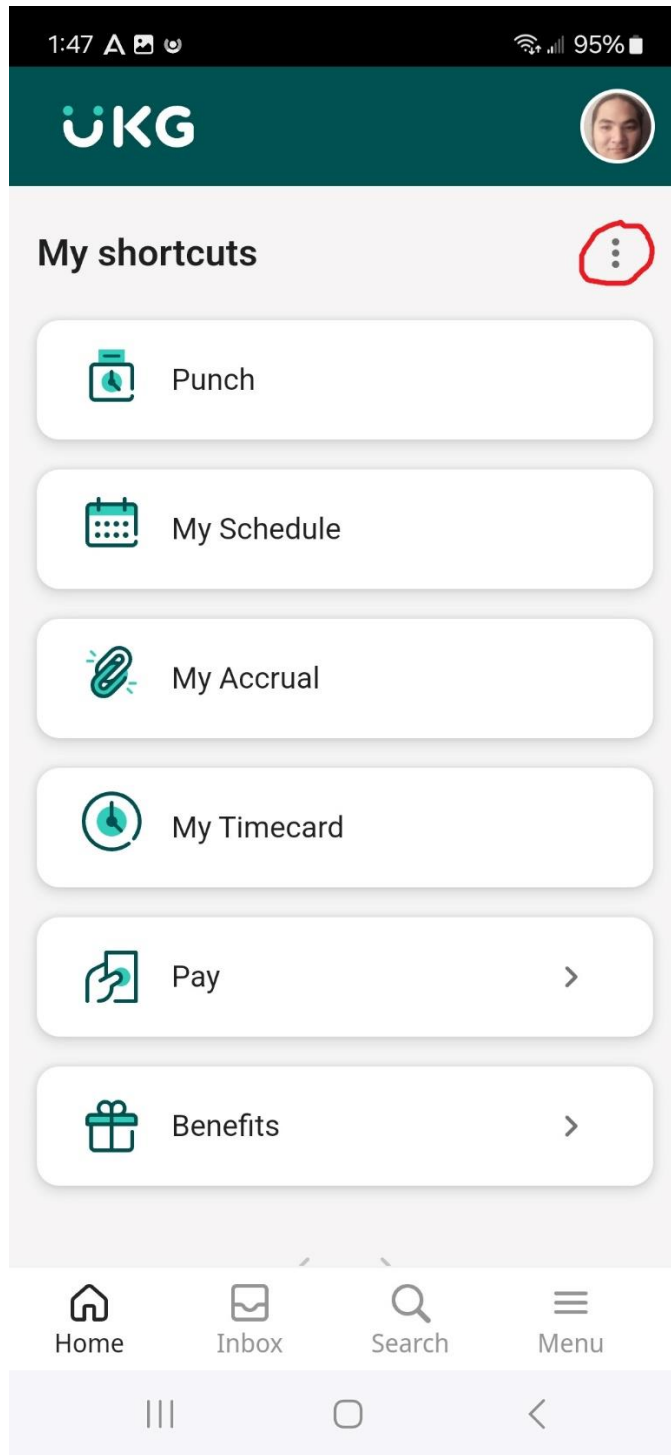


The important tiles you should have on your home screen are:  
Punch, My Schedule, My Accrual, My Notifications and My Timecard.

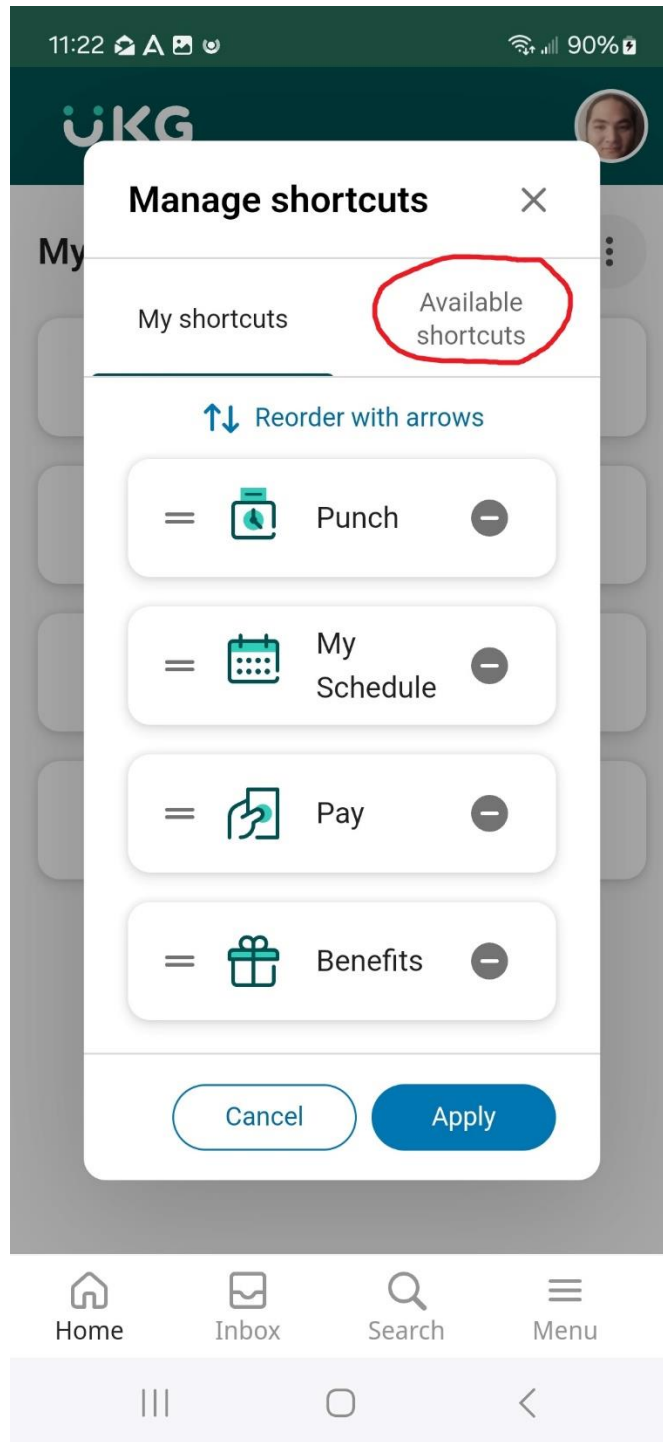
If any of these tiles are missing, please review Step 5 to add them.

**Step 5: Adding Tiles:**

On the top right of the home screen there is three dots on top of each other, shown below:

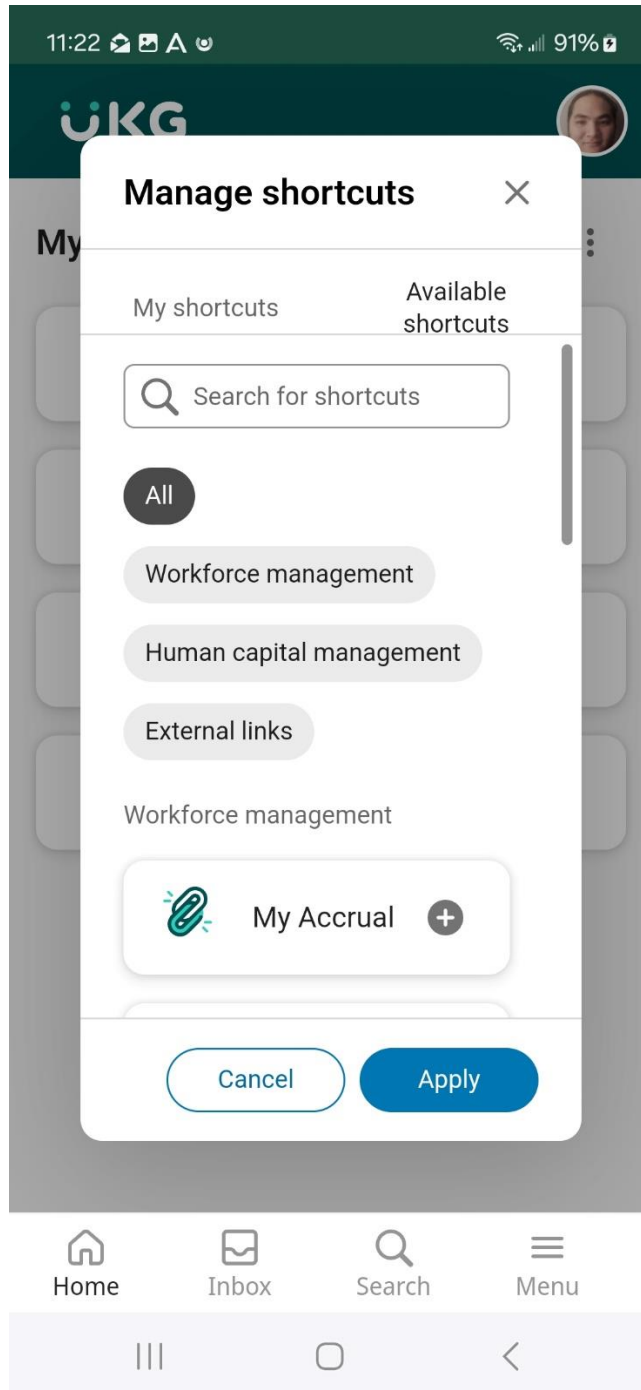


By pressing this, the manage/add shortcut options will display.



This is the manage shortcut screen, here you can add, move, and remove shortcuts from your home screen. To remove press the minus key you see next to the tile. To move you can drag on the left side or use the reorder with arrows button and the arrows that appear afterward.

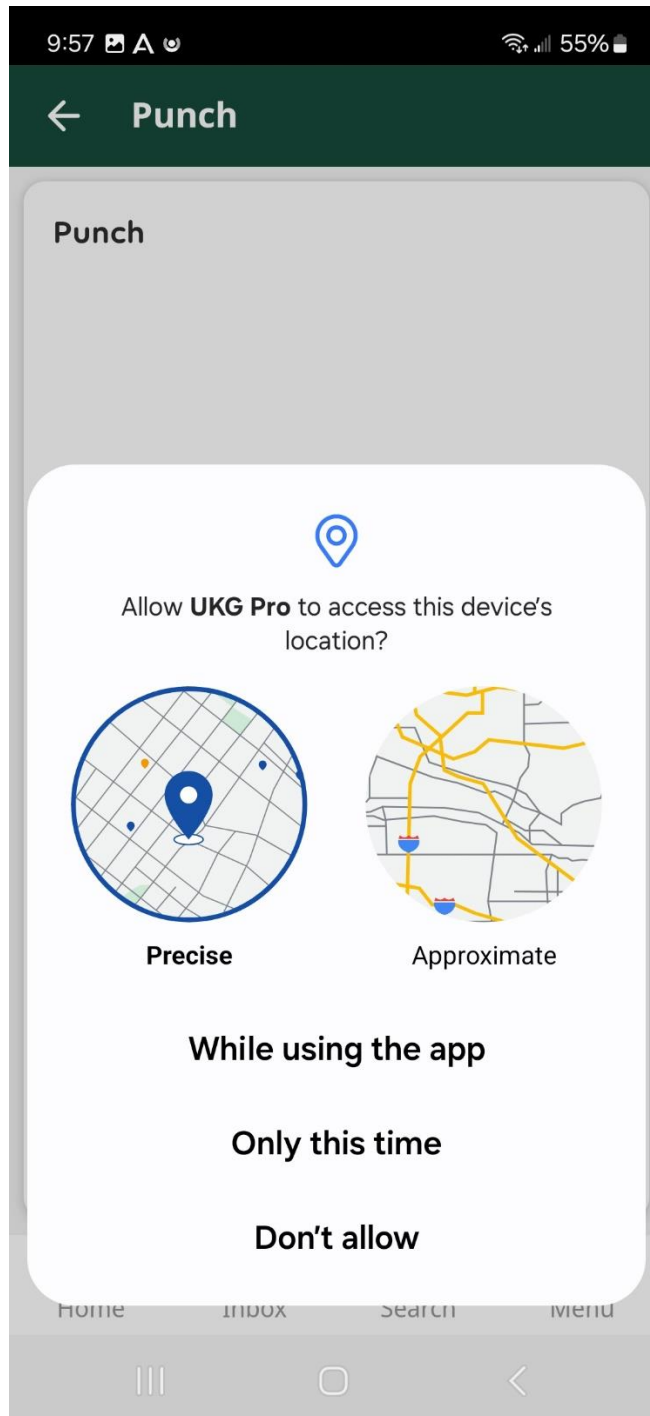
Tap the available shortcuts option highlighted in red to add new shortcuts to your home screen.



You can scroll up and down on this page to see the different shortcut options you can have on your home screen.

**Note: Punching**

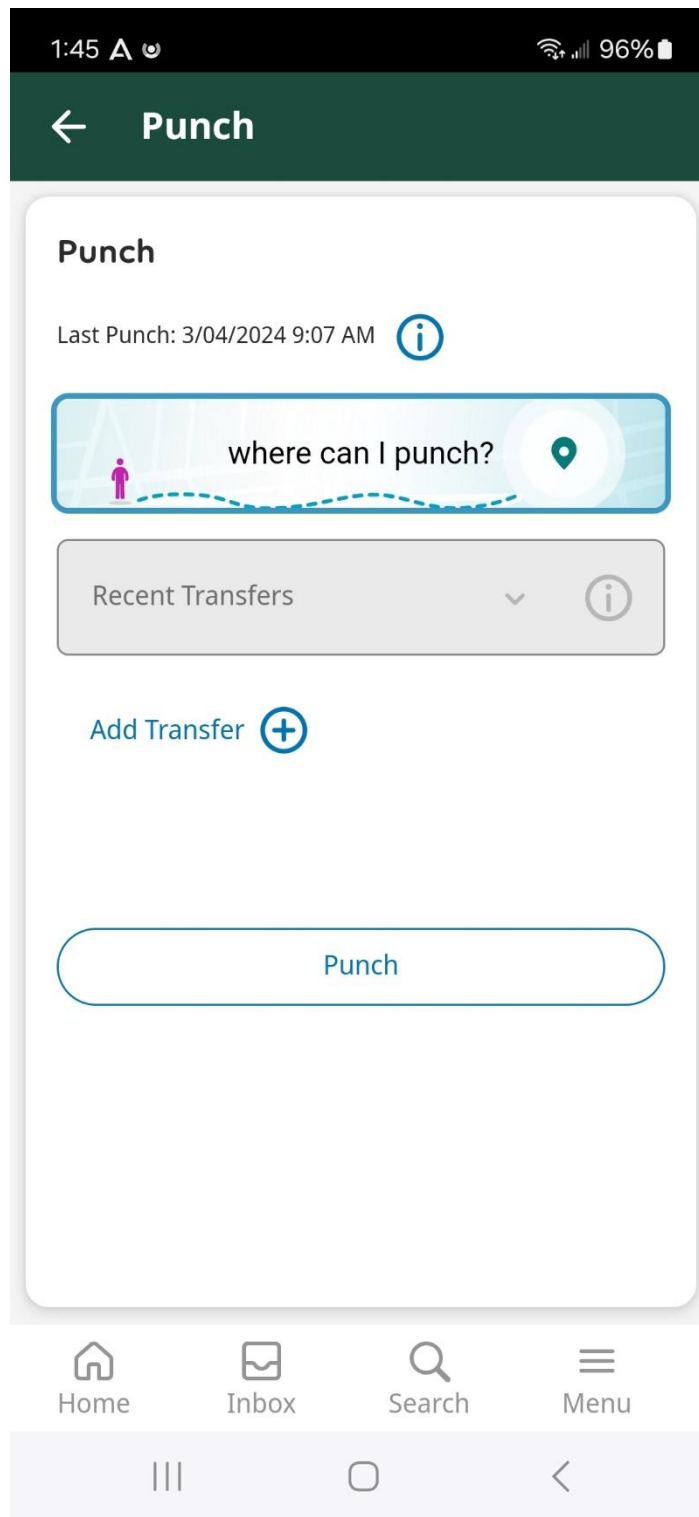
When signing into the app for the first time and pressing the punch tile it will ask you for specific settings. It should appear as follows:



Punching in and out during your working hours requires location services. As shown above you want the app to access your phone's **precise location, while using the app**. If these selections are not made you will not be able to punch.



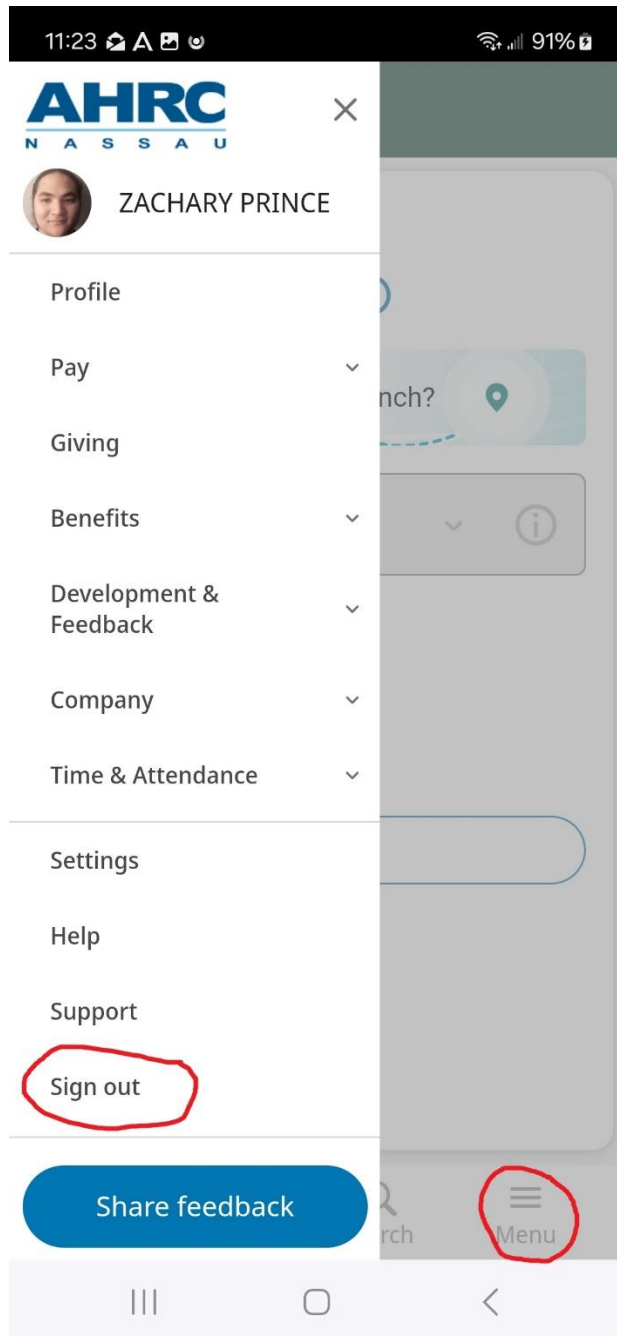
The normal punch screen will look like this.



When hitting punch, the app will take your location and verify if you are able to punch in/out for the day. Please make sure that you are on the AHRC\_Guest Wi-Fi at your site to ensure punches are recorded accurately.

**Step 6: Sign Out**

To sign out of the app press the menu option on the bottom right of the home screen and choose to sign out at the bottom of the menu options.



If you have any questions or issues with the app, please contact the Help Desk at: 516-626-1000, extension 5280.