

Accessing the Mobile Application

The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application.

Google Android

- 1 Access **Google Play**.
- 2 Search for **UKG Ready**.
- 3 **Download** and **install** the application to your device.

Apple iOS

- 1 Access the **Apple App Store**.
- 2 Search for **UKG Ready**.
- 3 **Download** and **install** the application to your device.

Setting up the mobile application for the first time

- 1 Open the **mobile application** on your device.
- 2 Select your **region** from the list.
- 3 Input your **company's short name**.

St Clair County short name:
6122315
- 4 Press **Continue**.
- 5 Input your **username** and **password**.
- 6 Press **Sign In**

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Clocking In the Mobile App

Once in the Mobile App you can do most tasks available from the computer application and timeclock. Look for the clock options to be able to clock in/out or perform a job transfer.

Setting Your Time Zone (Skip this step if yours is correct)

- 1 Click on **your initials** in the top right corner.
- 2 Scroll down until you see **Account Information** and click on it.
- 3 At the bottom of this menu you will see **Time Zone**.
- 4 Change to **Central**.
- 5 Click **Save**.
- 6 You may have to exit the app and sign back in to see the change.

Clocking in the App

- 1 Look for the section on your screen titled **Clock**.
- 2 Use the appropriate button for the **Type of Punch** you want to make.
- 3 The **Clock button** will let the system decide if your punch is an in punch or out punch or you can specify which type it is by using the **Clock In** or **Clock Out** buttons.
- 4 You will use the **Transfer** button to initiate a transfer to another job. If transferring fill in the required information by clicking in each box and selecting **browse**. That will pull up submenus for you to choose your transfer job location and type of job transfer. When done click **Save**.

