

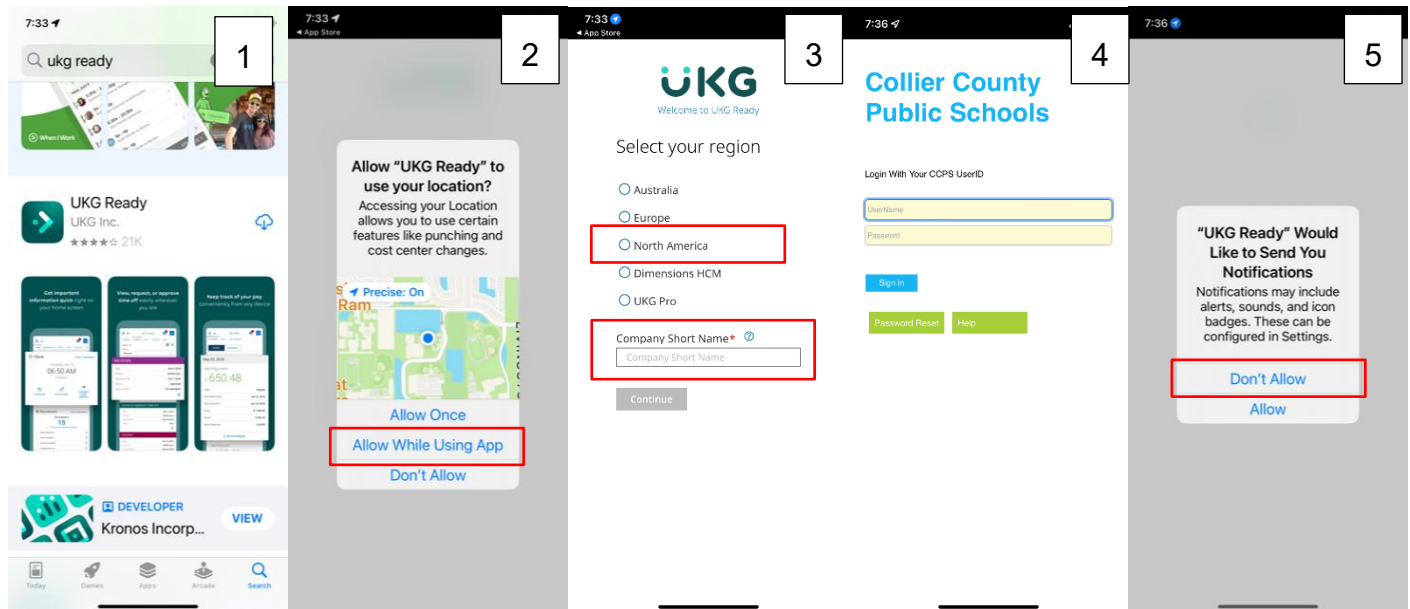
Kronos: UKG Ready Mobile App

The CCPS UKG Ready mobile app provides secure mobile access to Kronos. The app can be accessed from any location, however, geofencing requirements apply when clocking in and out.

Install and Sign In

1. Download the **UKG Ready** app from the App Store or Google Play Store.
2. When prompted:
 - a. **Allow UKG Ready to use your location:** Select **Allow While Using App**.
 - b. **UKG Ready Would Like to Send You Notifications:** Select **Don't Allow**.
3. Complete the initial setup:
 - a. Region: **North America**
 - b. Company Short Name: **6024629**
4. Click **Continue**.
5. Enter your CCPS network username and password.
6. Click **Sign In**.

Tip: Location services must be enabled for the app to support geofencing when clocking in and out.



Geofencing and Clock In/Out

The UKG Ready mobile app uses geofencing to verify your location when you clock in or out. Although you can access the app from anywhere, you must be within approximately 750–1,000 feet of an approved CCPS location to record a time punch successfully.

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Clock In or Out

1. Open the **UKG Ready** app.
2. Sign-in.
3. Tap **Clock In** or **Clock Out**.
4. Wait for the confirmation message.
5. Tap **OK**.

Your punch is automatically saved.

Reminder: You must be within the approved geofencing range of a CCPS location to successfully clock in or clock out.

Location Error (Geofencing)

A Location Error message may appear if you are attempting to clock in or out while outside the approved geofencing range of your default cost center.

If you receive a location error:

1. Select **Change Punch Location**.
2. Tap the **Location** drop-down and select **Browse**.
3. A list of nearby approved locations will be displayed.
4. Tap the location where you are working.
5. Tap **Select**.
6. Tap **OK** to complete your clock in.

Note: Your selected location is saved and will be used for future punches until you change it.

If you continue to receive a location error while you are at an approved CCPS location, verify that **Location Services** are enabled for the UKG Ready app and that the app has permission to access your location. If the issue persists, contact your supervisor or the CCPS Help Desk for assistance.

Session Time-Out

For security, Kronos automatically monitors your session for inactivity.

- After **10 minutes of inactivity**, a session expiration message appears. Tap **Continue** to remain logged in.
- If no action is taken, you will be signed out automatically, and any unsaved data will be lost.
- If your session expires while using the mobile app, tap OK to return to the login screen.

