

USING UKG PRO MOBILE APP – For Providers

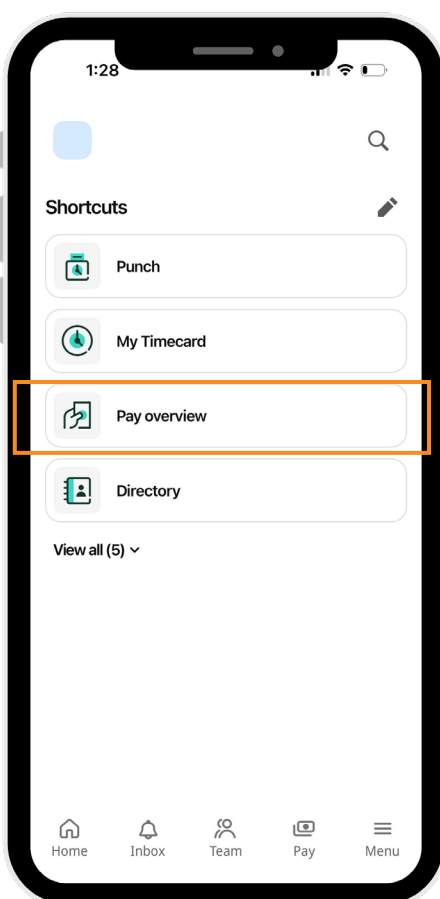


OVERVIEW:

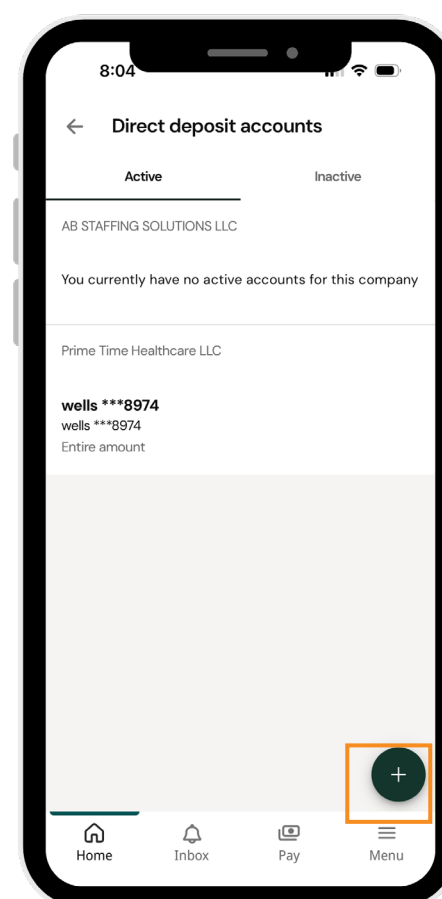
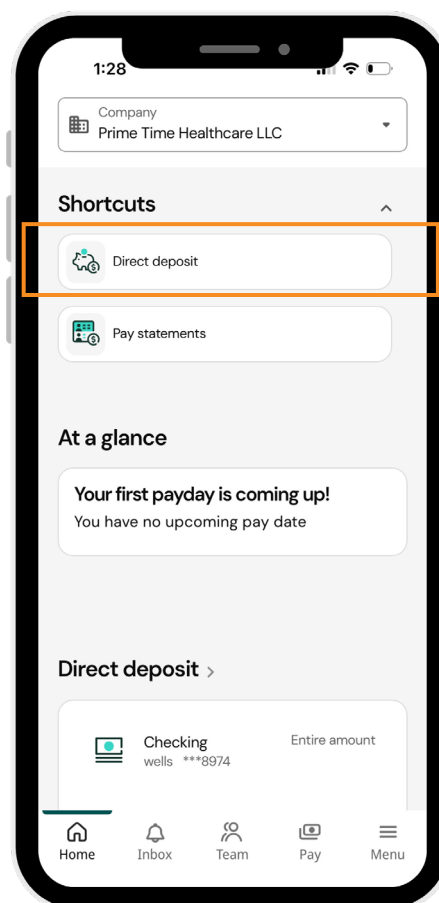
Using the mobile app will function similarly to the website but looks a little different. Let's look at the app to review how to access your timecard, punch, and view your paystubs. To enter in time details in the new UKG Pro WFM Mobile App, follow the below steps.

View Pay Information and Manage Direct Deposit

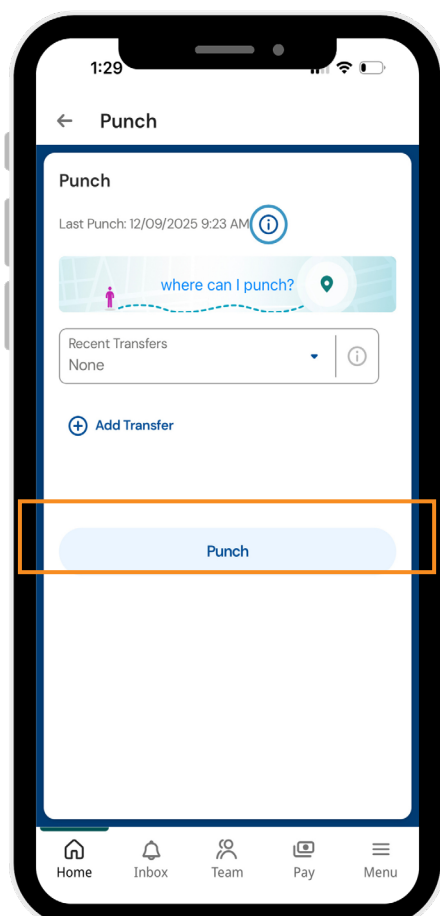
From the homepage, click on **Pay Overview** tile to see information about your pay statements and direct deposit.



You can also manage your direct deposit accounts from here. To add an account, click the direct deposit icon and then the **plus sign** at the bottom.



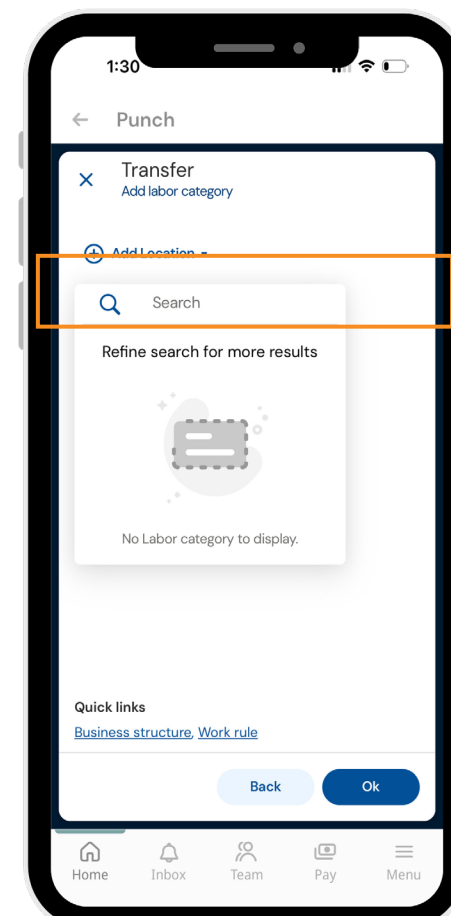
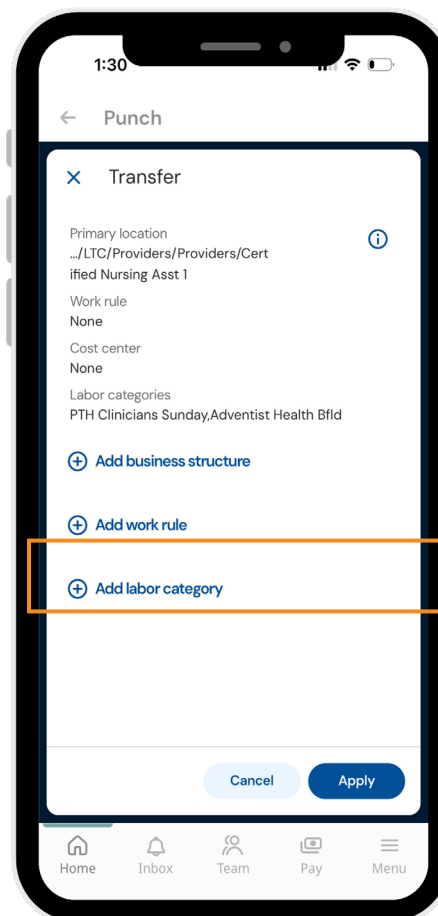
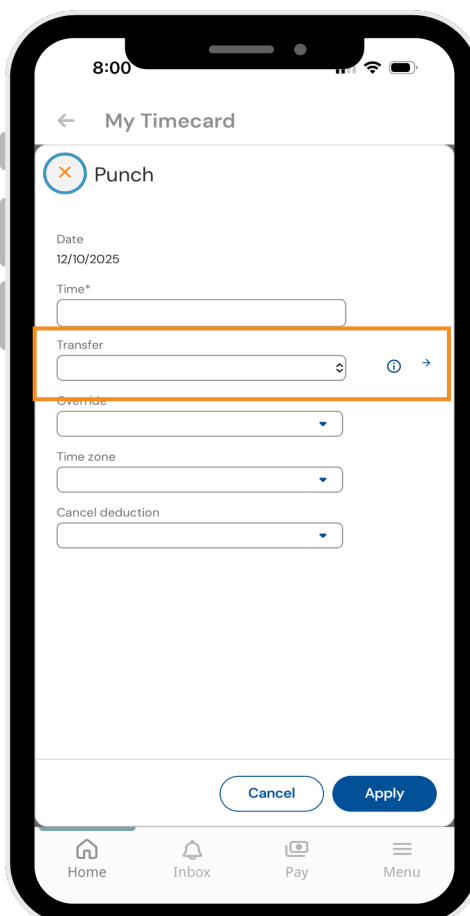
Clocking In and Adding Transfers if Floating



To punch in for your shift, click the punch tile from the home screen and click **Punch** to start your shift. You can follow the same process for breaks and the end of the shift

If floating to other facilities, you can add that transfer by:

- Clicking the Punch tile
- Select **Add Transfer**
- Tap **Add Labor Category** → **Location**
- Use the search bar to find the facility name

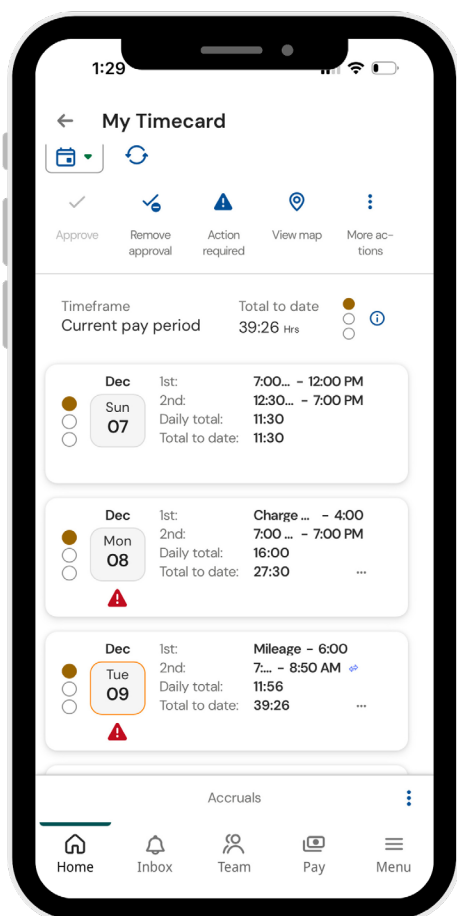


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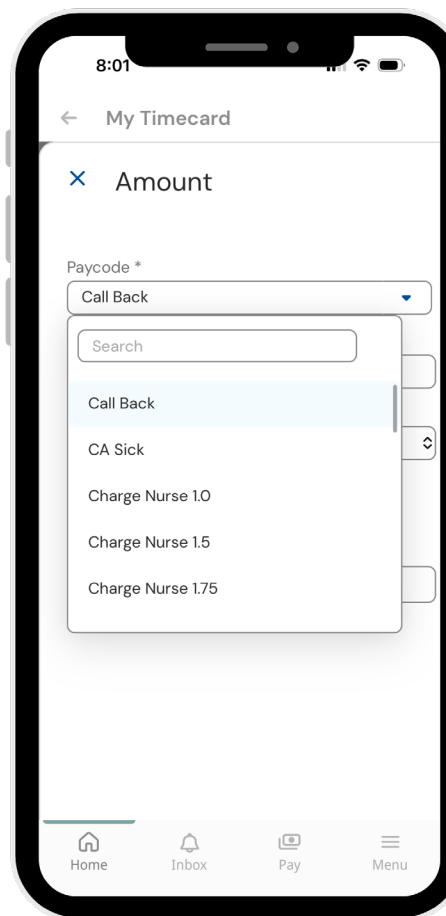


Adding Pay codes to the Timecard

Open the correct day on your timecard and click **Add Pay code**

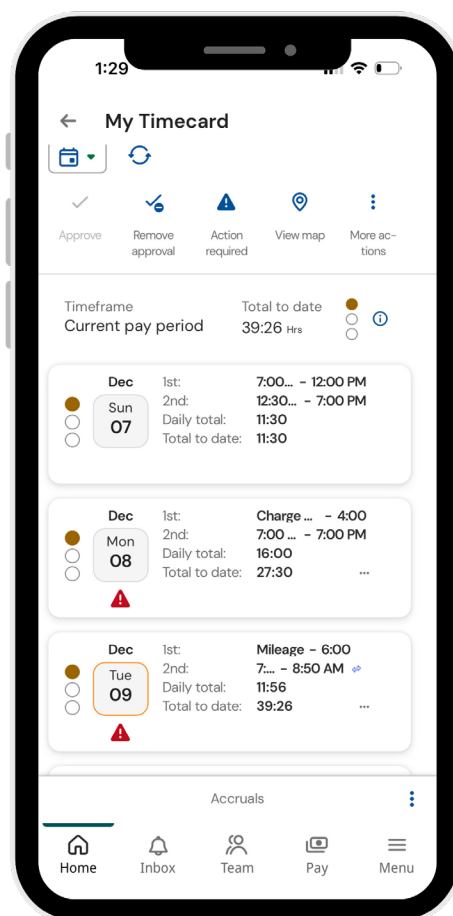


From the dropdown, select the appropriate Pay code and the correct rate

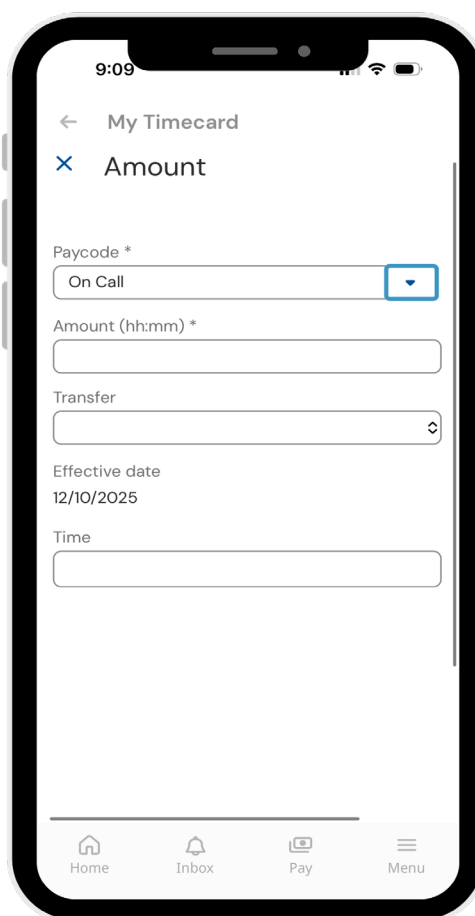


Adding On Call and Call Back Hours

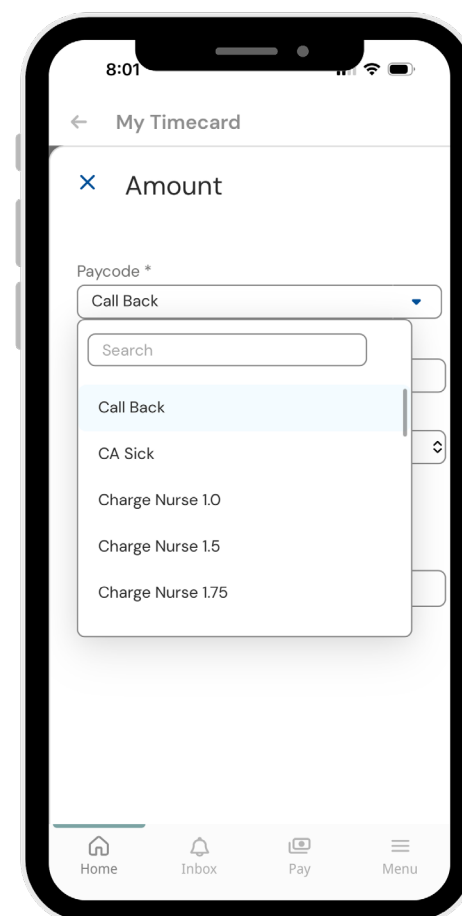
Open the correct day on your timecard and click **Add Pay code**



Select **On Call** Pay Code and enter the number of hours you were on call.



For Call Back, Select **Call Back** Pay Code and enter the number of hours you were on call.

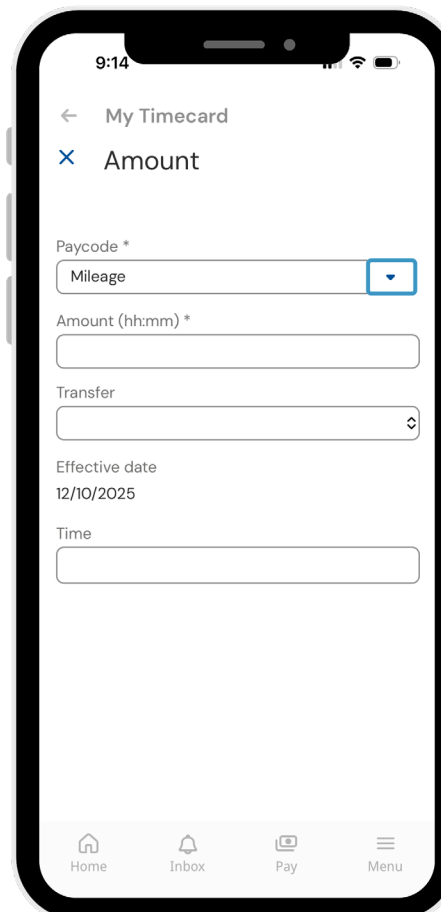
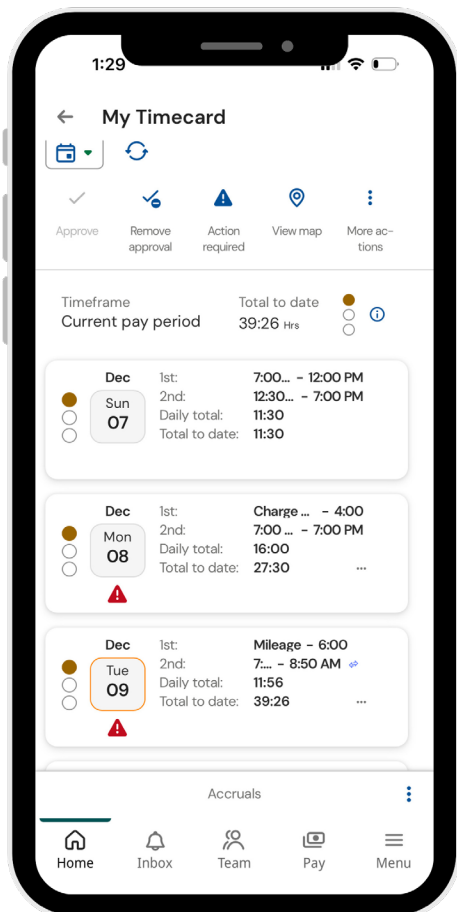


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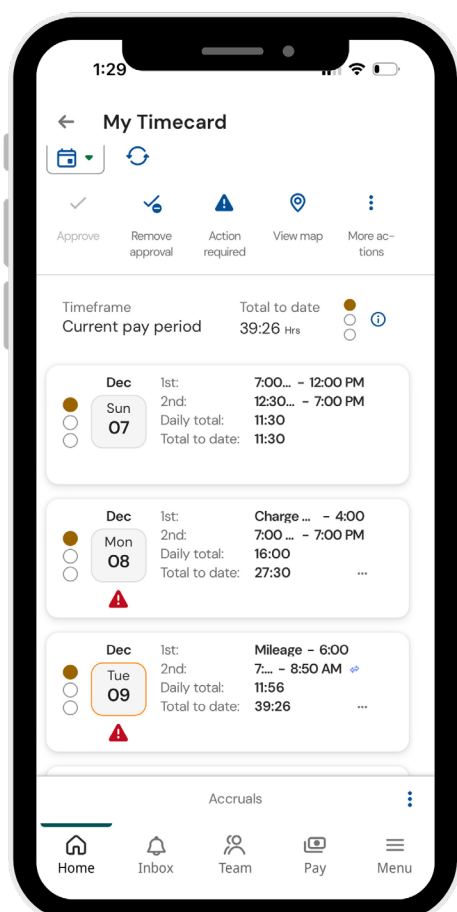
Adding Mileage to the Timecard

Open the correct day on your timecard and click **Add Pay code**



From the dropdown, select the **Mileage** Pay code and the correct rate

Reviewing and Approving Timecards



Open **My Timecard** and review all punching and pay codes. Check the running total of hours at the top of the timecard and make any needed edits before the timecard deadline. Tap **Approve** to confirm your timecard (approval is not required to submit your hours).

Need additional help? Contact your Recruiter for support.



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