

# Mobile Application Job Aid

## UKG Workforce Management Timekeeping - Ready

### Introduction:

This job aid is intended to assist employees who are current users of the UKG Pro mobile application on a company device. This job aid includes additional steps to take with the Workforce Management “Ready” timekeeping implementation.

The Ready mobile app is necessary if you plan to use the Ready timekeeping features. (Punching time, PTO requests, etc.) All payroll and other core UKG features will remain available within the core UKG Pro application.

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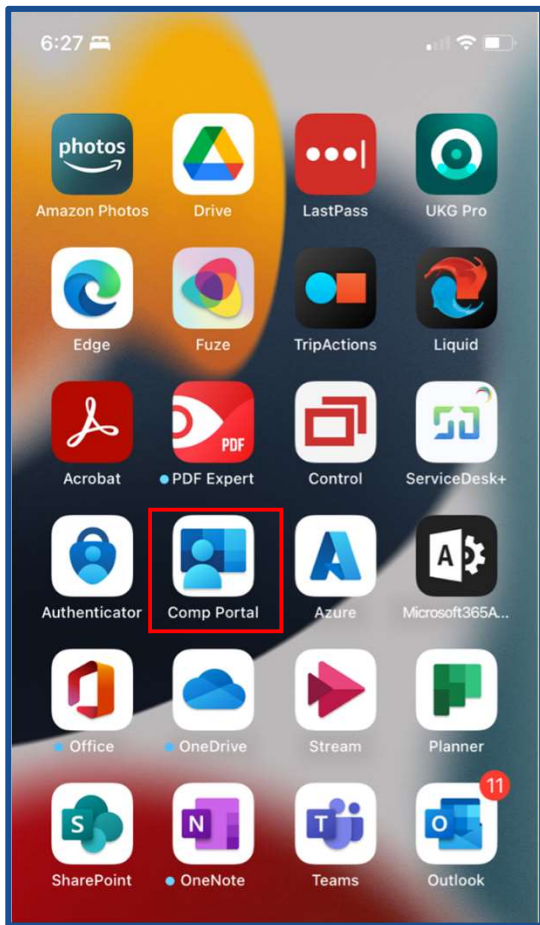
### Key Contacts:

- **Payroll:** [payroll@nsm-seating.com](mailto:payroll@nsm-seating.com) or [Paola.Pineros@nsm-seating.com](mailto:Paola.Pineros@nsm-seating.com) (423-756-2268 x4937)
- **Payroll Leads:** [Leslie.Hargis@nsm-seating.com](mailto:Leslie.Hargis@nsm-seating.com) (423-756-2268 x0570) & [Holly.Chandler@nsm-seating.com](mailto:Holly.Chandler@nsm-seating.com) (423-756-2268 x0670)
- **HR:** [HR@nsm-seating.com](mailto:HR@nsm-seating.com)
- **HR Lead:** [Katie.Xiong@nsm-seating.com](mailto:Katie.Xiong@nsm-seating.com) or 423-355-8538
- **Regional HR Business Partners:** As always, please reach out to your regional HR Business Partner for assistance and guidance.

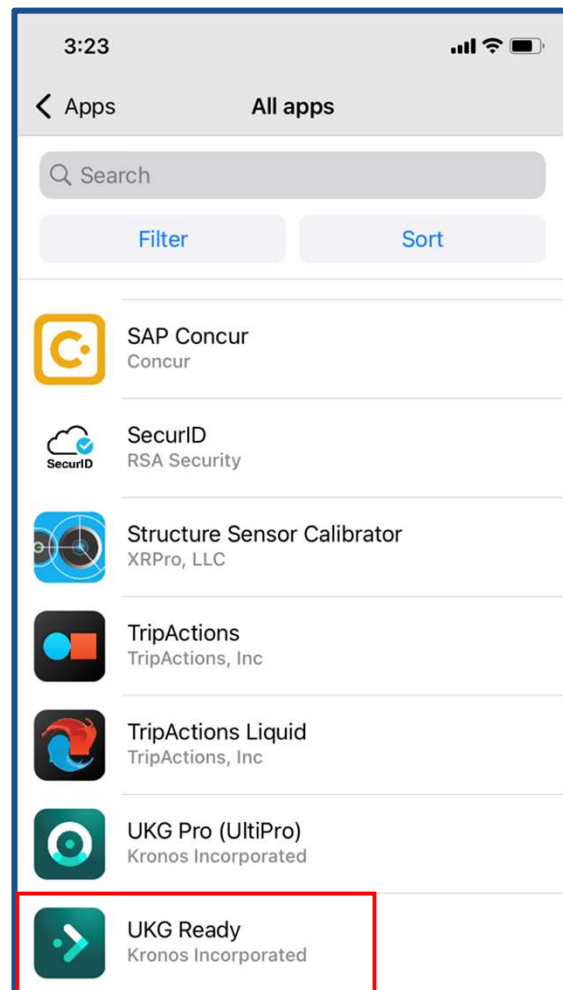
# UKG Ready – Mobile Application Job Aid

## UKG Ready Mobile Application Download:

**Step 1** - On your company device, open the **Company Portal**.

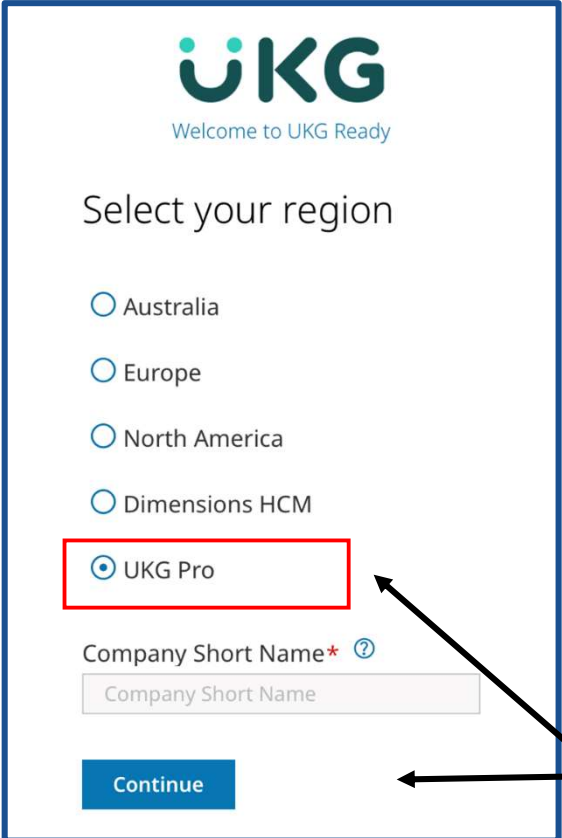


**Step 2** - Scroll or search to find UKG Ready.  
Download the **UKG Ready** application.



# UKG Ready – Mobile Application Job Aid

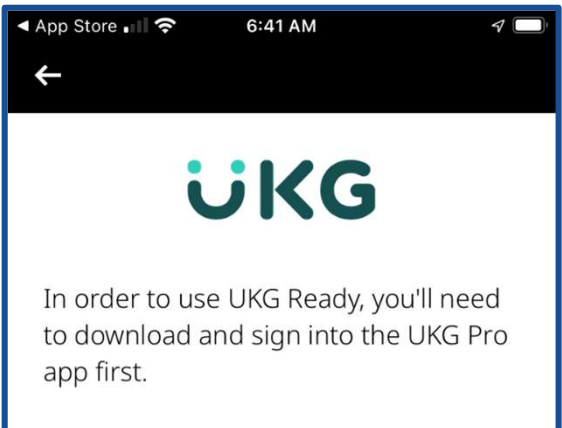
**Step 3** - Open the **UKG Ready** application on your device. When prompted to select your region, select UKG Pro and click continue. (No need to fill in the company short name. Leave that blank.)



The screenshot shows the UKG Ready mobile application interface. At the top is the UKG logo and the text "Welcome to UKG Ready". Below this is the heading "Select your region". There are five radio button options: Australia, Europe, North America, Dimensions HCM, and UKG Pro. The "UKG Pro" option is selected and highlighted with a red rectangular box. Below the radio buttons is a text input field labeled "Company Short Name\*" with a question mark icon. The input field contains the placeholder text "Company Short Name". At the bottom left is a blue "Continue" button. A black arrow points from a circle containing the number "3" to the "Continue" button.

**Step 4** – You will see a message that you should now switch over to the **UKG Pro** app. We will open this app in the next step.

From here forward you can start with, and primarily use, the **UKG Pro** application. Ready will need to remain on your phone, but it should sync seamlessly in the background.



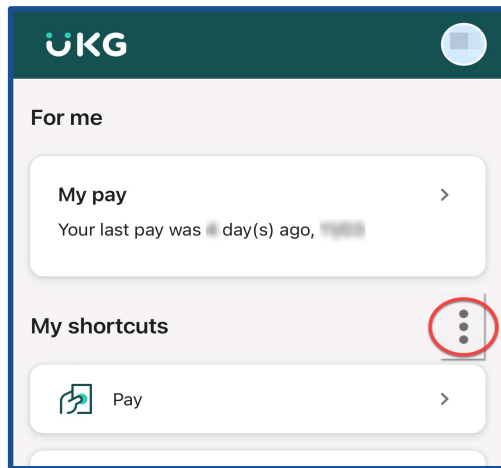
The screenshot shows the UKG Ready mobile application interface. At the top is the UKG logo. Below the logo is a message: "In order to use UKG Ready, you'll need to download and sign into the UKG Pro app first." A black arrow points from a circle containing the number "4" to the message text.

# UKG Ready – Mobile Application Job Aid

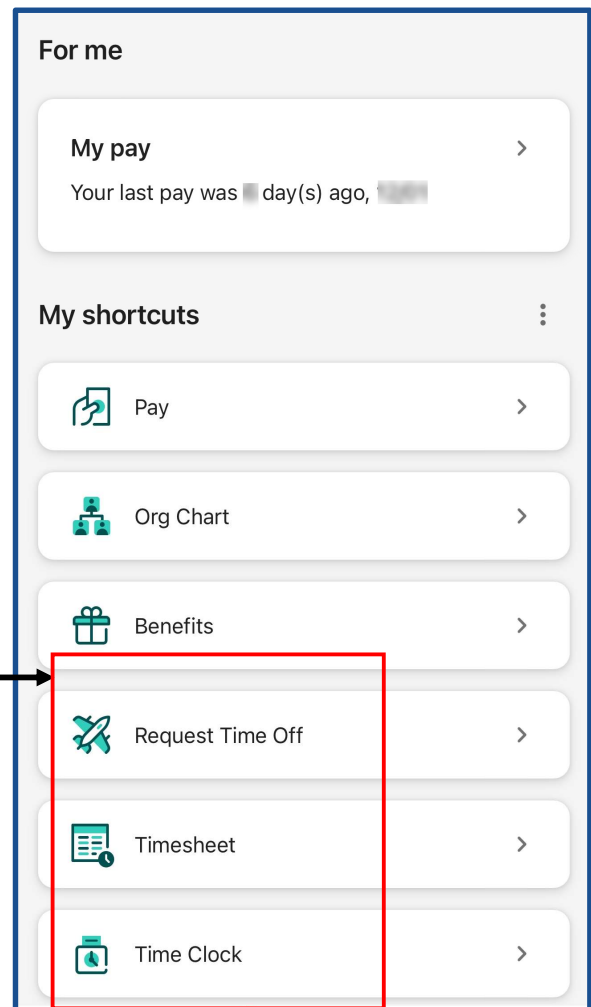
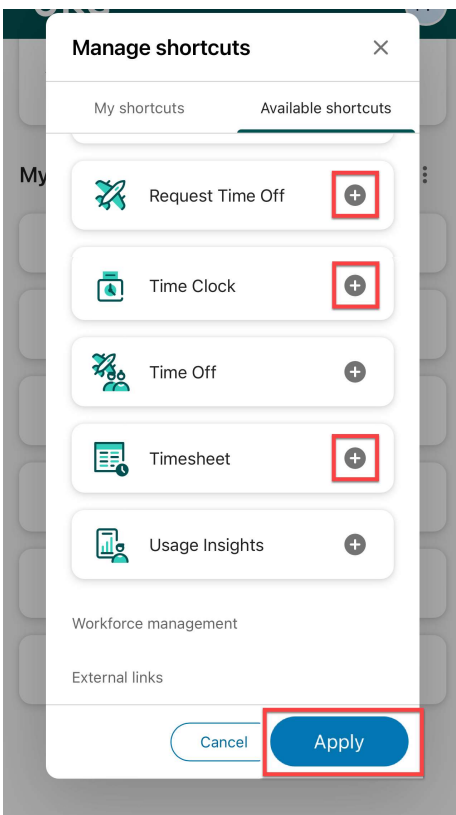
**Step 5** - Open the **UKG Pro** application.



**Step 6** - Once on the UKG Pro app, you may add the time related buttons to connect you to the UKG Ready Mobile App; add **Request Time Off**, **Timesheet** and **Time Clock** to your shortcuts.



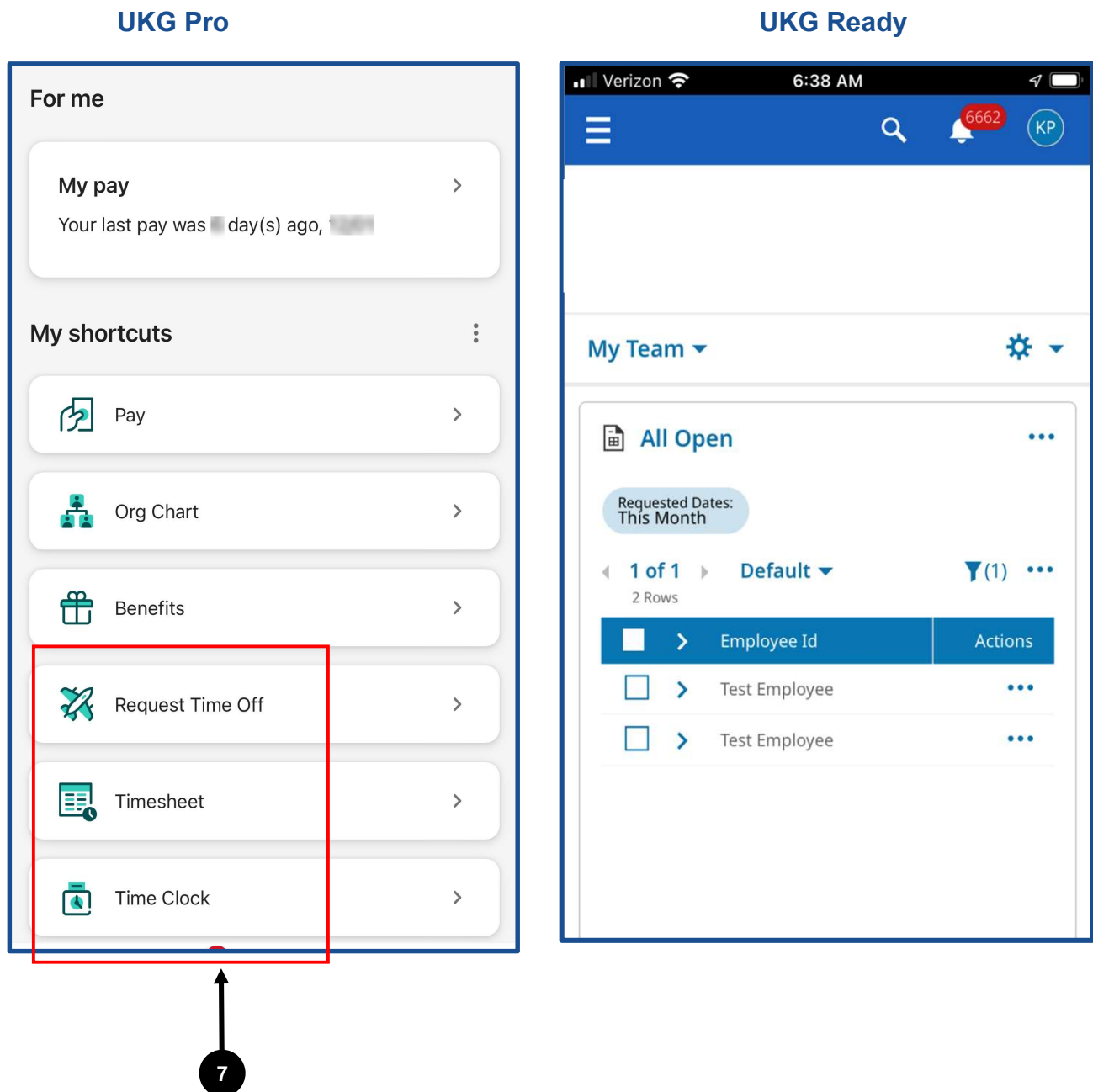
Select the **Edit shortcuts** icon.  
The **Manage shortcuts** window appears.  
You can remove shortcuts, reorder shortcuts, search for available shortcuts, and add shortcuts.



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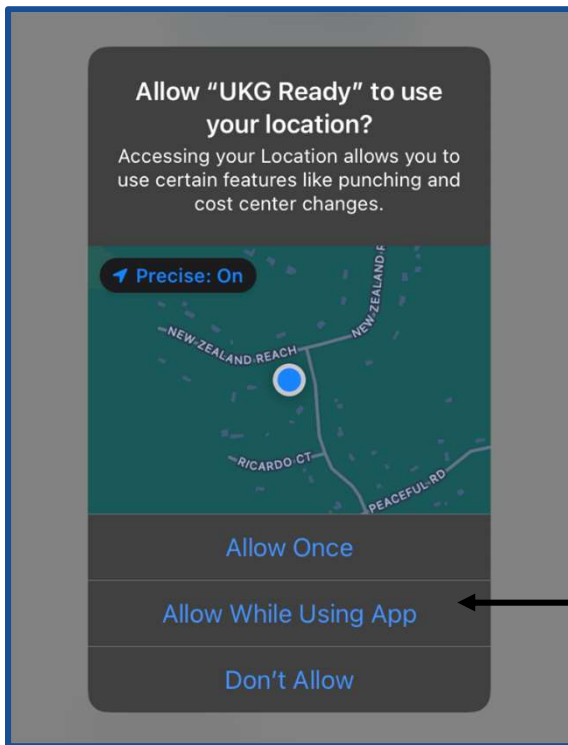
**Step 7 -** Click on the time related buttons in your shortcuts and the system will automatically connect you to Ready.

You'll notice a color scheme change from green to blue as you switch to Ready. You'll also notice that the screens in the Ready mobile app look exactly the same as they do on the computer. Same look and functionality.

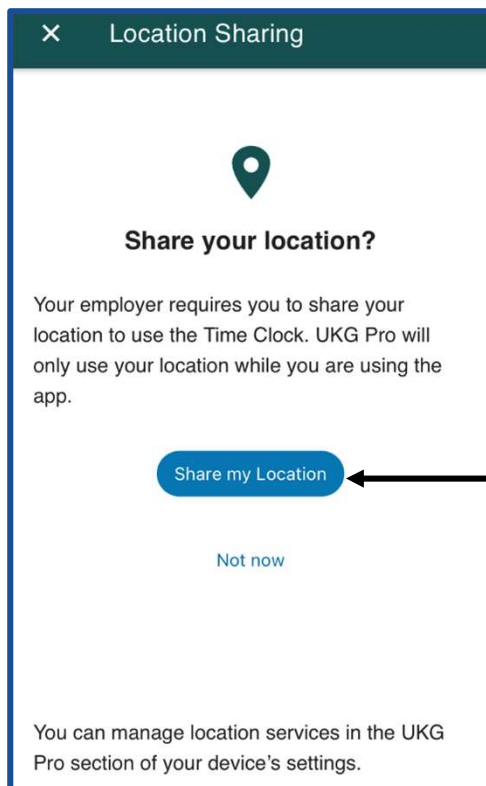


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**Step 8** – When prompted, you are required to allow UKG Pro and UKG Ready to **use your location** if you punch in and out on a mobile device.



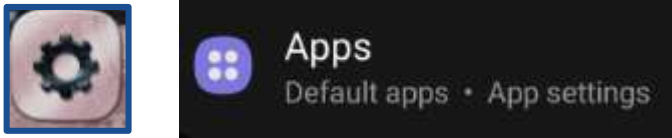
- Or -



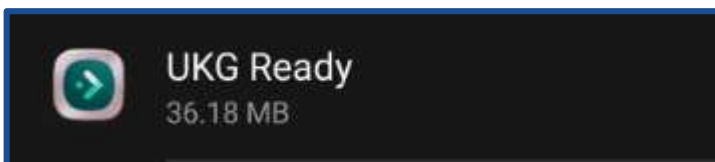
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**Notes for Android Devices** – If you are experiencing any difficulty with the steps listed above, please go through the list below to ensure your app settings are enabled.

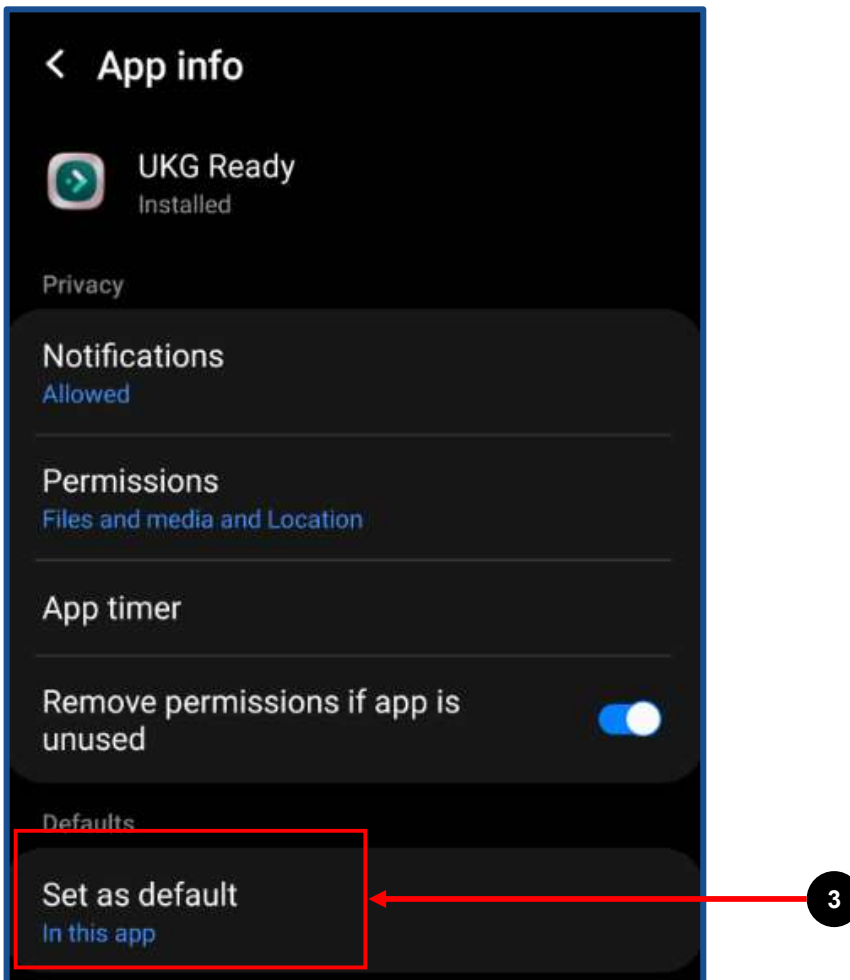
- **Step 1** - Go to Settings > Apps



- **Step 2** - Scroll down the list of applications until you find UKG Ready. Click to open the settings.

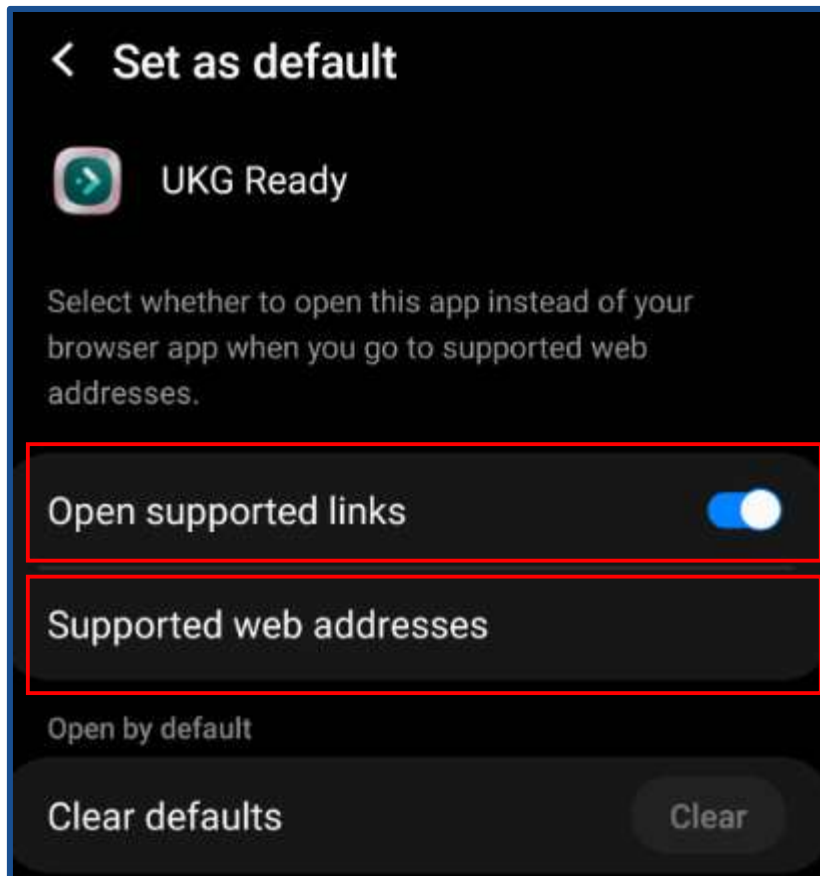


- **Step 3** - From the UKG Ready App Info Page, click on **Set as Default**.



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- **Step 4** – Enable the **Open Supported Links** by ensuring it is toggled to the right.
- **Step 5** – Click **Supported Web Addresses**.



- **Step 6** – If your device shows individual URL toggles, ensure that each one is toggled to the right. (Note – Not all devices will have toggles for each individual address.)
- **Step 7** – Close both UKG Pro and UKG Ready mobile applications. Relaunch and contact [HR@nsm-seating.com](mailto:HR@nsm-seating.com) if you continue to experience any difficulty.

