

Mobile Application Job Aid

UKG Workforce Management Timekeeping - Ready

Introduction:

This job aid is intended to assist employees who are new users of the UKG Pro and UKG Ready mobile applications.

The UKG Pro mobile application is where core features of the system can be found. This includes your paycheck data.

The UKG Ready mobile application is necessary if you plan to use the Ready timekeeping features. (Punching time, PTO requests, etc.). This app will automatically connect in the background when you log into the UKG Pro app.

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Key Contacts:

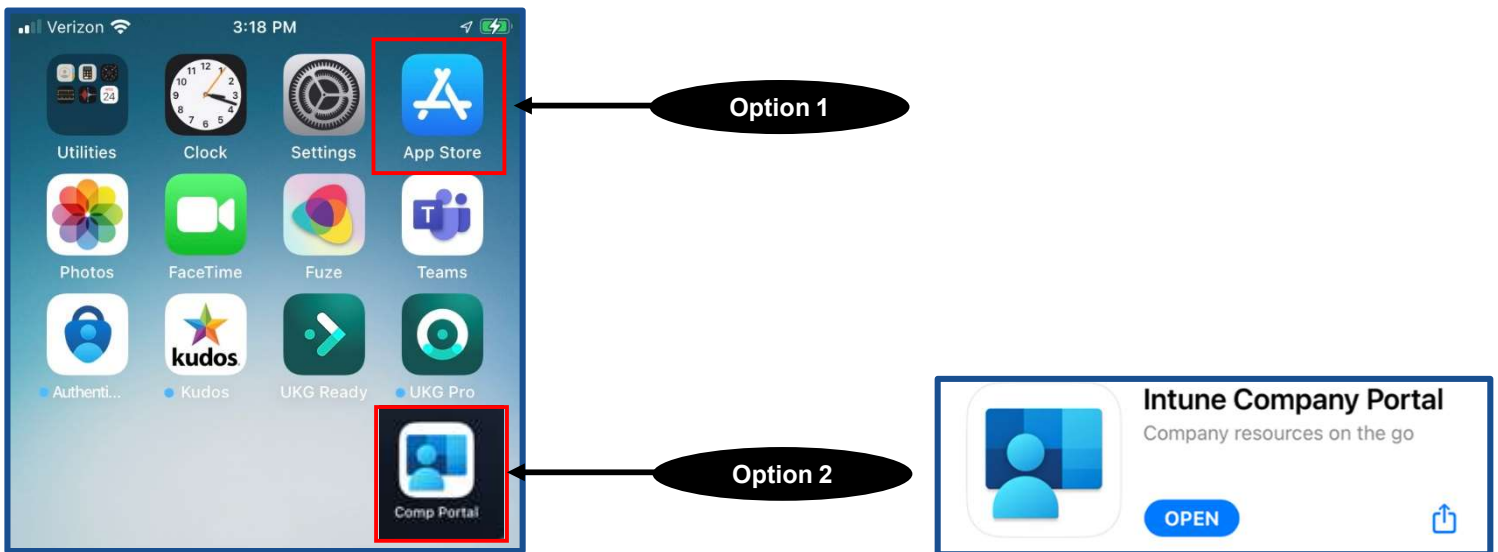
- **Payroll:** payroll@nsm-seating.com or Paola.Pineros@nsm-seating.com (423-756-2268 x4937)
- **Payroll Leads:** Leslie.Hargis@nsm-seating.com (423-756-2268 x0570) & Holly.Chandler@nsm-seating.com (423-756-2268 x0670)
- **HR:** HR@nsm-seating.com
- **HR Lead:** Katie.Xiong@nsm-seating.com or 423-355-8538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

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UKG Ready & UKG Pro Mobile Application Download:

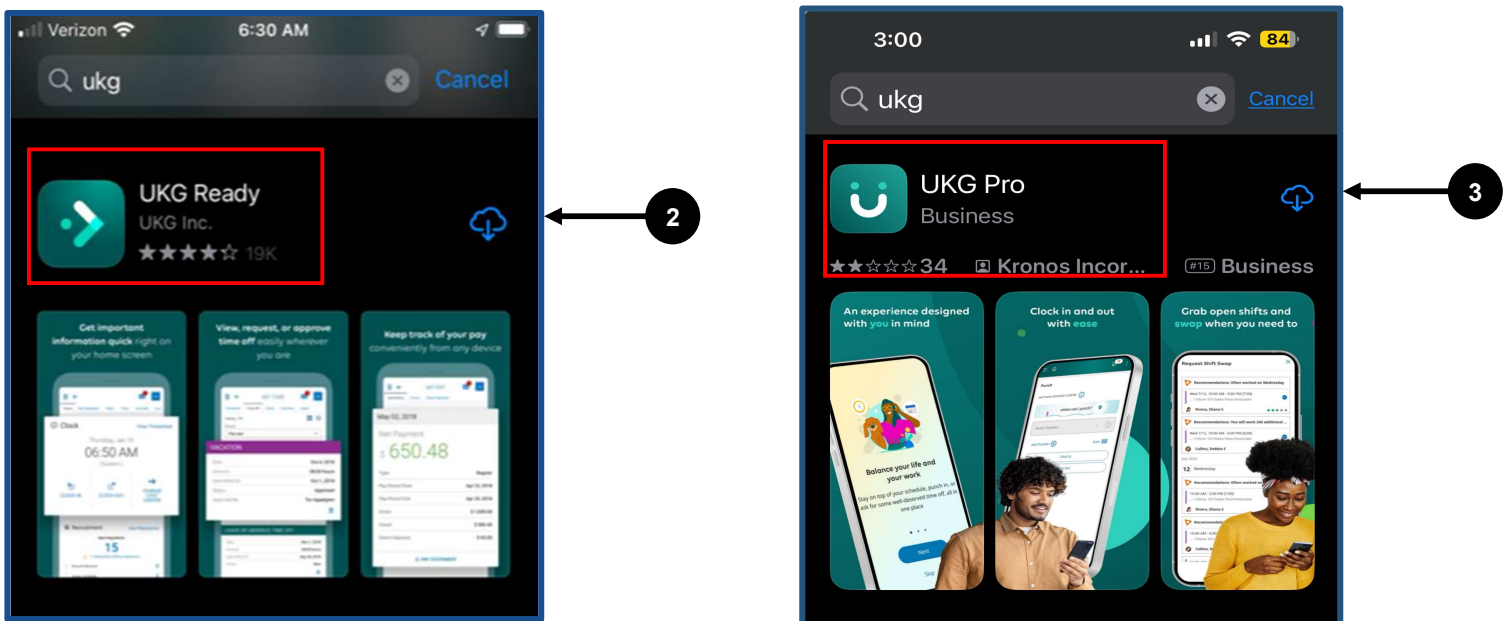
Step 1 - Go to the [App Store](#) on your device and download the [Ready](#) application.

Or *option 2*, if you have a company device, download the applications from the [Intune Company Portal](#).



Step 2 - Download the [UKG Ready](#) application.

Step 3 - Download the [UKG Pro](#) application.



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Step 4 - Open the **UKG Ready** application on your device. Check off UKG Pro and click continue. (No need to fill in the company short name. Leave that blank.)

UKG
Welcome to UKG Ready

Select your region

☐ Australia

☐ Europe

☐ North America

☐ Dimensions HCM

☒ UKG Pro

Company Short Name* ?

Company Short Name

Continue

Step 5 – 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.

App Store 6:41 AM

UKG

In order to use UKG Ready, you'll need to download and sign into the UKG Pro app first.

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Step 6 - Open the **UKG Pro** application.



Step 7 - The first time you login, enter **NSMinc** as the Company Access Code and click continue.

A diagram illustrating the UKG Pro login process. It shows three screens. The first screen is the 'Welcome to UKG Pro' screen, which has the UKG logo at the top, an illustration of people working, a text input field for 'Company Access Code', a blue 'Continue' button, and a link 'What is a Company Access Code?'. A black arrow points from a black circle with the number '7' to the 'Company Access Code' input field. To the right of this screen is a blue box containing the text 'Company Access Code: NSMinc' and '*this is case sensitive'. Below this is a white input field with the text 'Access Code or URL *' and 'NSMinc', and a QR code icon to its right. Below the input field is a blue 'Continue' button. The second screen is the 'Sign In' screen, which has the UKG logo at the top, the text 'Sign In', a blue button labeled 'Use SSO (Corporate Credentials)', and the text '- or use your UKG Pro account -'. Below this are input fields for 'Username' and 'Password', and a 'Sign In' button. A black arrow points from a black circle with the number '8' to the 'Use SSO (Corporate Credentials)' button. The third screen is a mobile app interface with a dark grey bar at the bottom containing navigation arrows and a share icon.

Step 8 - Click **Use SSO (Corporate Credentials)**.

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Step 9 - Next, you will be prompted to authenticate your **Single Sign On (SSO)** credentials. Enter your **email address**.

Step 10 – Enter your SSO **password** (this is your NSM work password).

Sign in

someone@nsm-seating.com

[Can't access your account?](#)

[Back](#) [Next](#)

National Seating and Mobility

← klombardo@nsm-seating.com

Enter password

.....

[Forgot my password](#)

[Sign in](#)

Step 11 - Proceed through the **Microsoft Authenticator** process.

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

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No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

National Seating and Mobility

Are you trying to sign in?

National Seating & Mobility

Enter the number shown to sign in.

App: UltiPro
Location: TN, United States

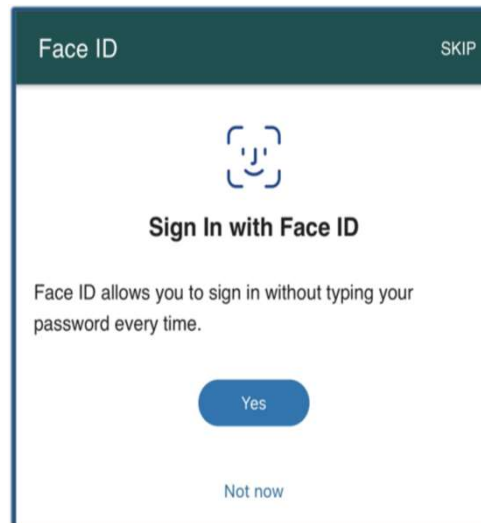
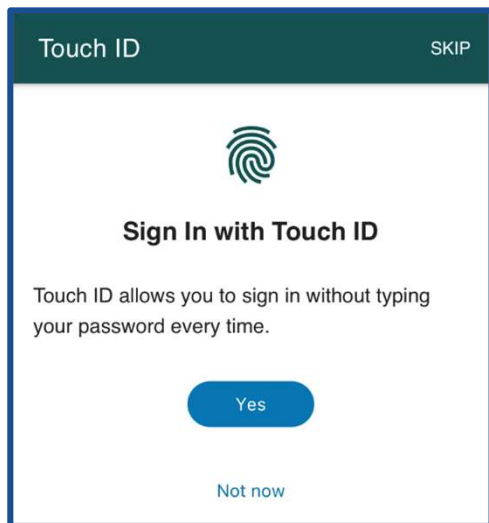
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[No, it's not me](#)

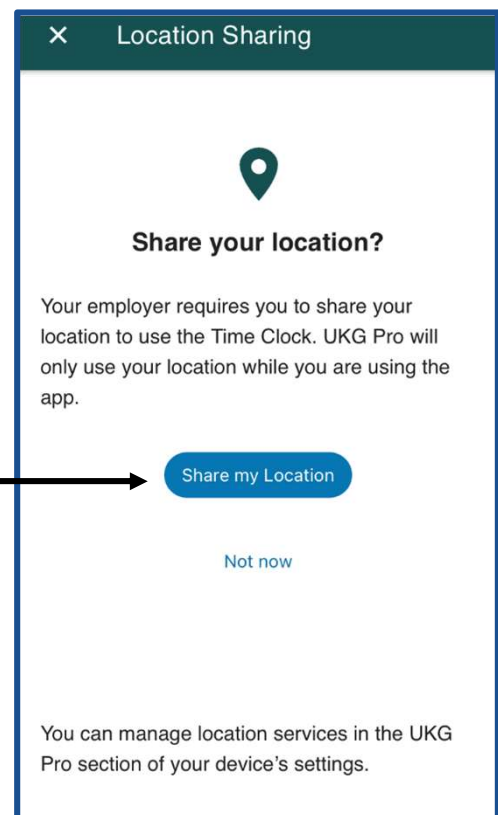
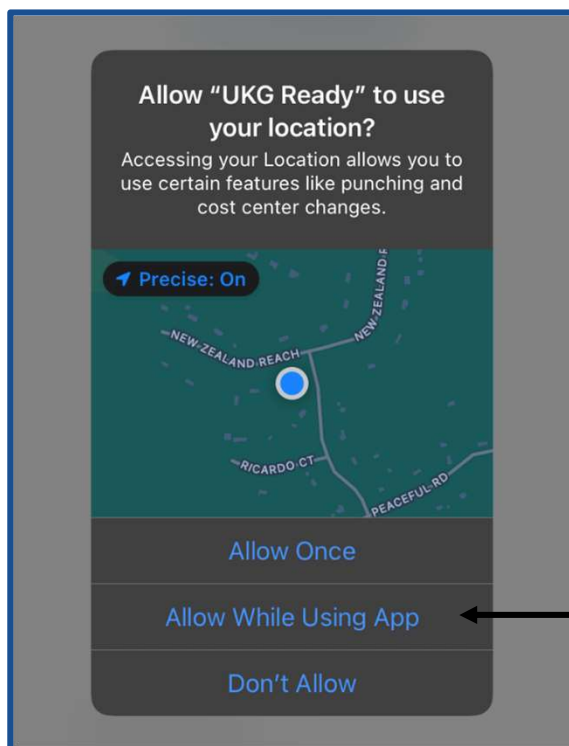
[Yes](#)

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Step 12 - Optional – You may enable Touch ID or Face ID so you can login without typing your password.

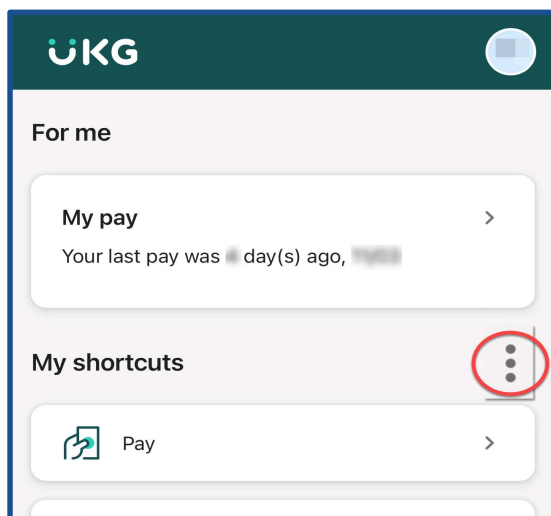


Step 13 – Required for those who punch in and out on a mobile device – You must allow UKG Pro and UKG Ready to **use your location**.

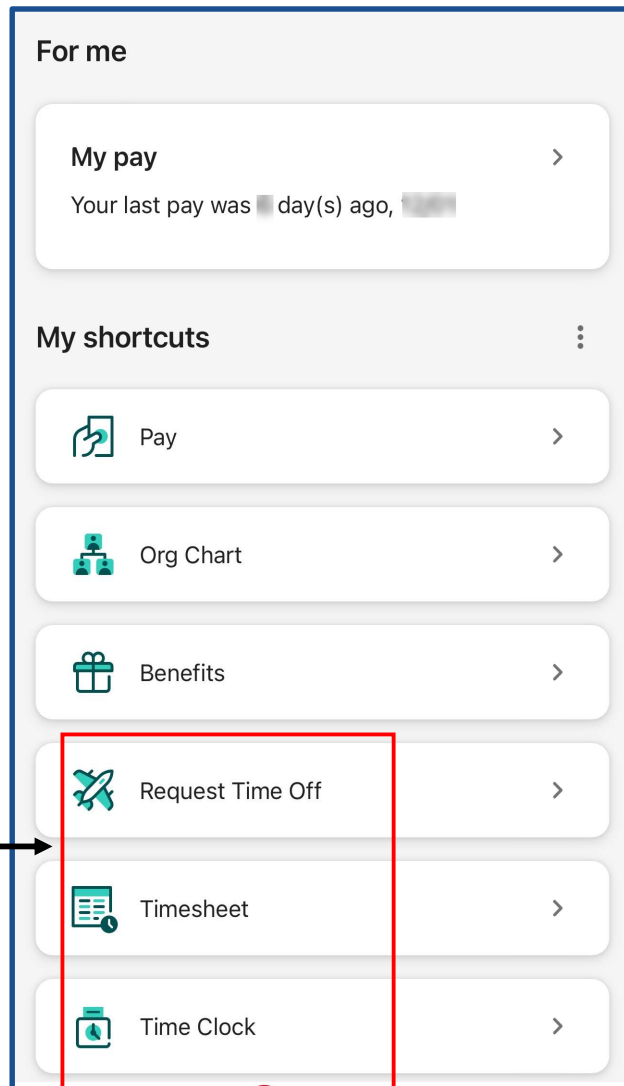
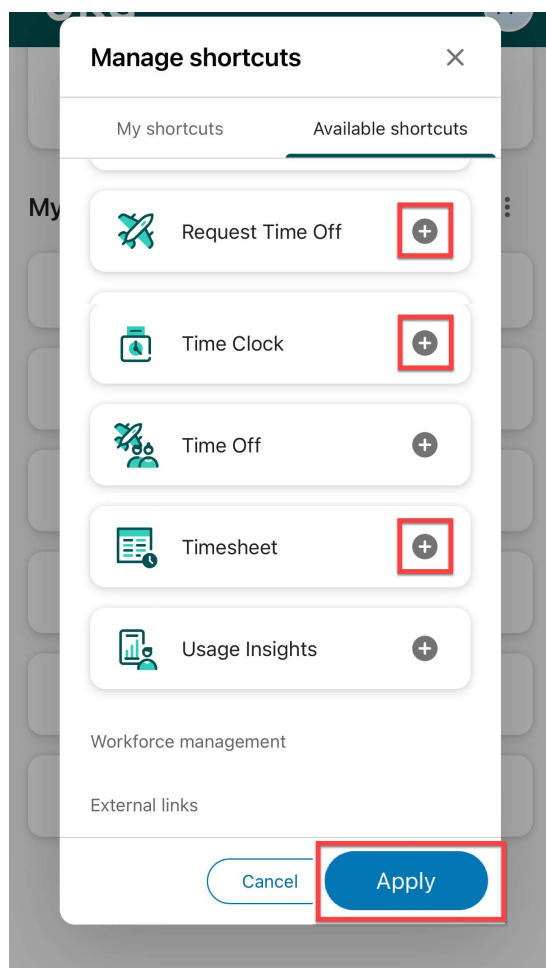


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Step 14 - Once on the UKG Pro app, you may add the time related buttons to connect you to the UKG Ready Mobile App; add **Request Time Off**, **Timesheet** and **Time Clock** to your shortcuts.



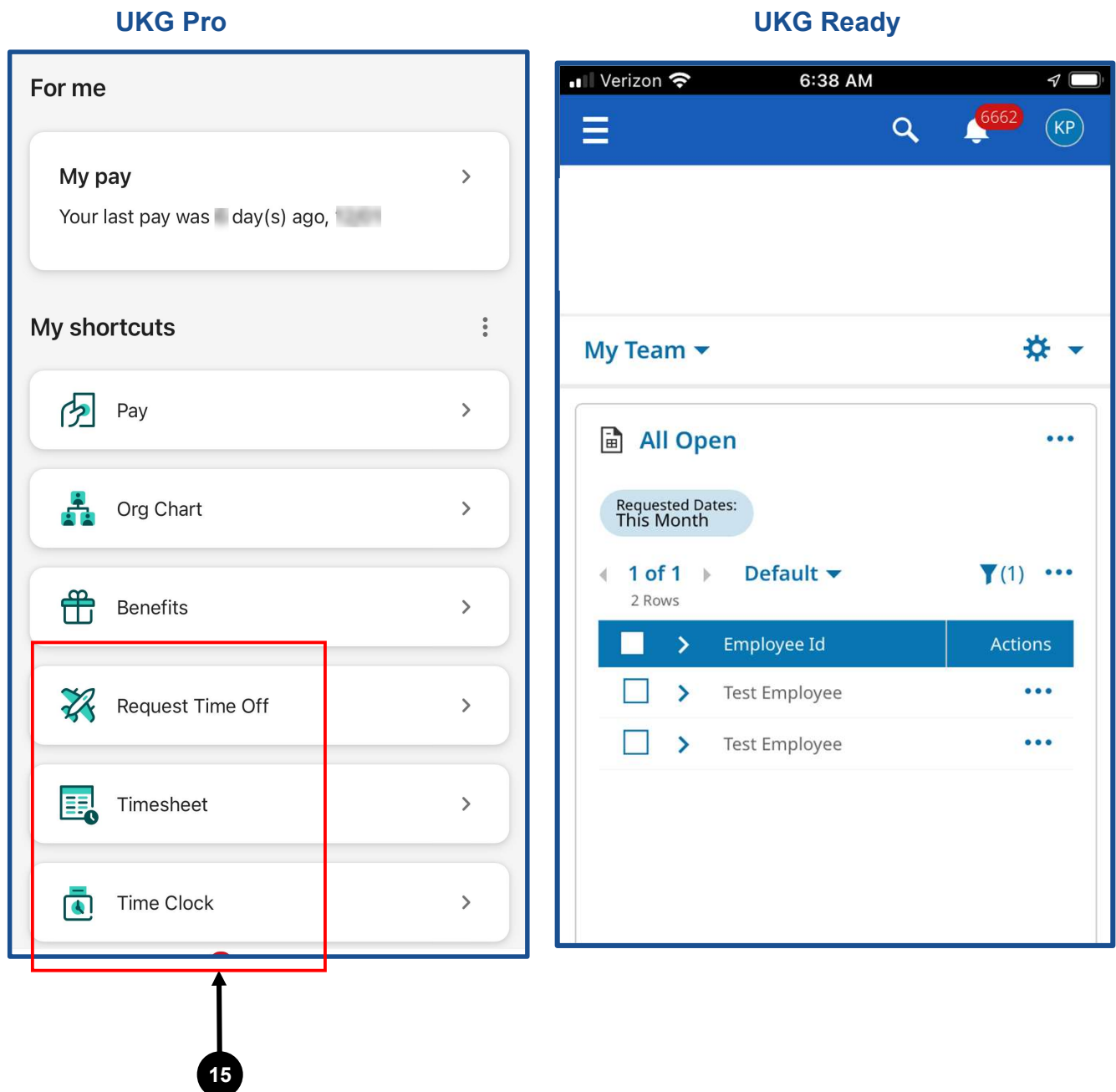
Select the **Edit shortcuts** icon. The **Manage shortcuts** window appears. You can remove shortcuts, reorder shortcuts, search for available shortcuts, and add shortcuts.



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Step 15 - Click on the time related buttons in your shortcuts and the system will automatically connect you to Ready.

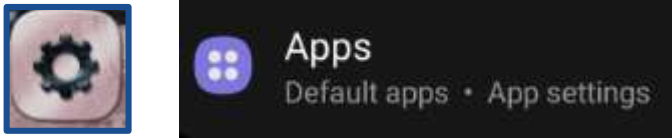
You'll notice a color scheme change from green to blue as you switch to Ready. You'll also notice that the screens in the Ready mobile app look exactly the same as they do on the computer. Same look and functionality.



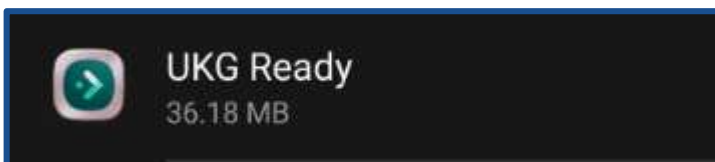
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Notes for Android Devices – If you are experiencing any difficulty with the steps listed above, please go through the list below to ensure your app settings are enabled.

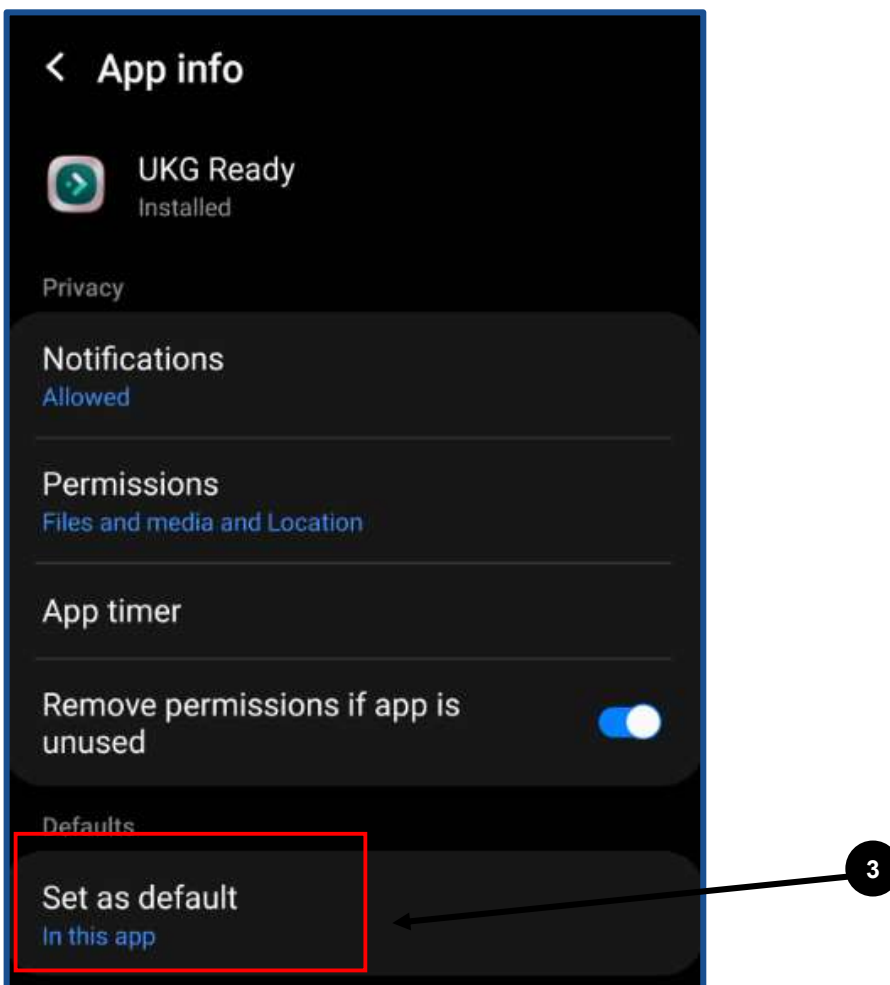
- **Step 1** - Go to Settings > Apps



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

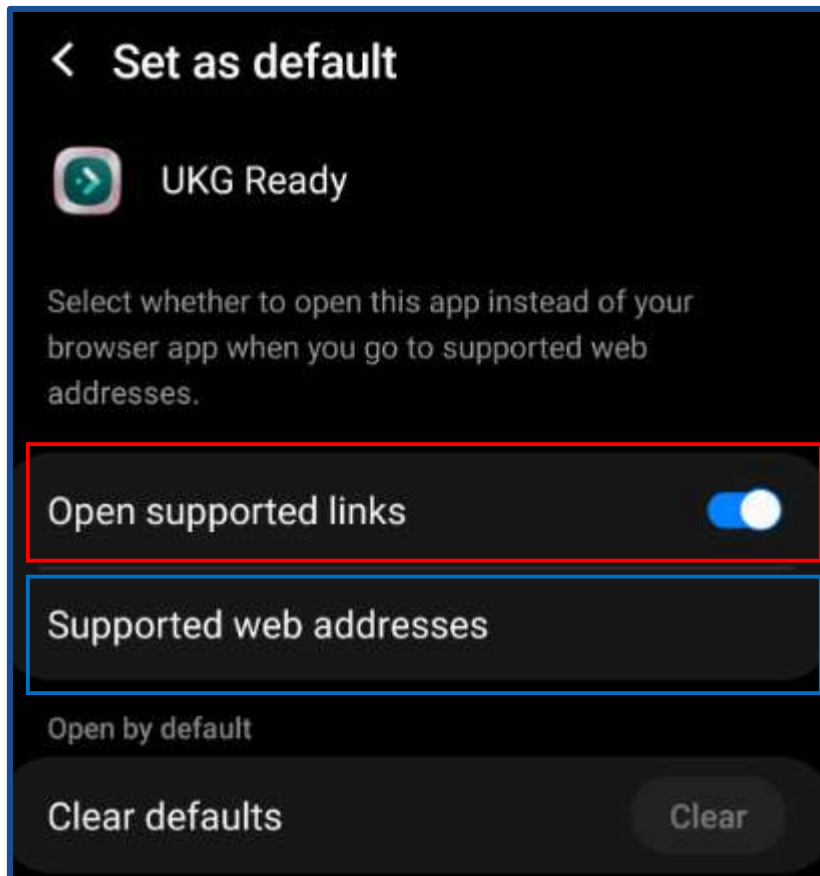


- **Step 3** - From the UKG Ready App Info Page, click on **Set as Default**.



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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 if you continue to experience any difficulty.

