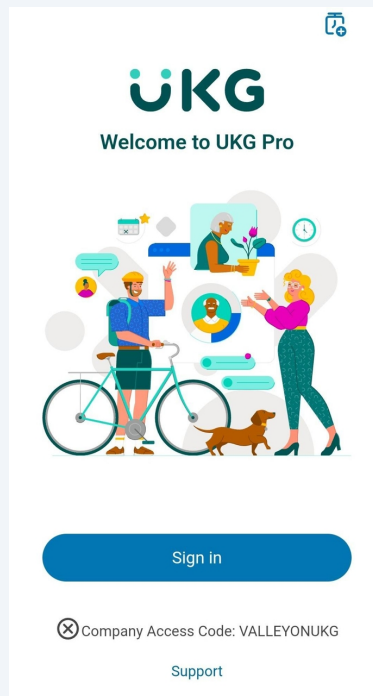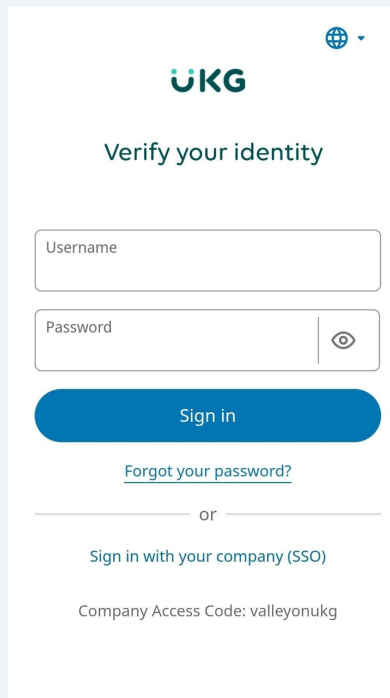# How to view your schedule on the UKG Pro App

1   Navigate to your UKG Pro App.
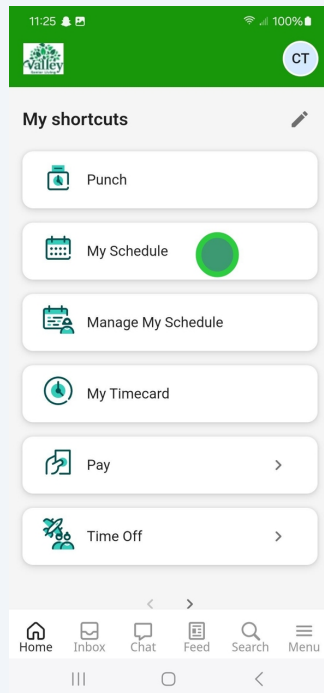
2 Begin the "Sign In" process by adding your 5-digit Employee ID and password.
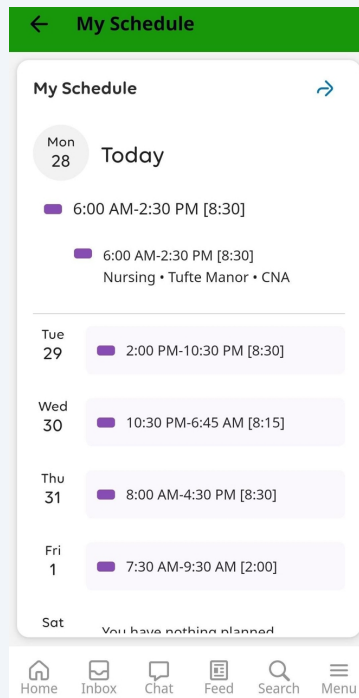

3 Locate your "My Schedule" tile in your shortcuts. If you cannot find the "My Schedule" tile, look on the second page of possible shortcuts, or locate the pencil icon to view a list of possible shortcuts.

4

Once the "My Schedule" tile is viewable, click on the tile. By doing so, you will now have the ability to view your schedule.

5

To view your schedule further, you can use the "arrow" icon in the top right, to view your schedule in a calendar format. You can then click on the applicable date(s) on the calendar to view your upcoming schedule.