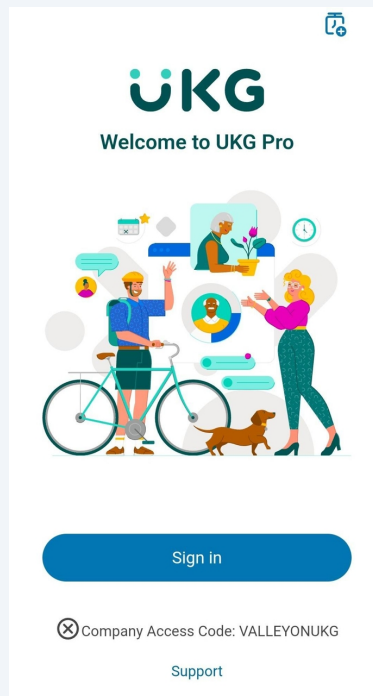


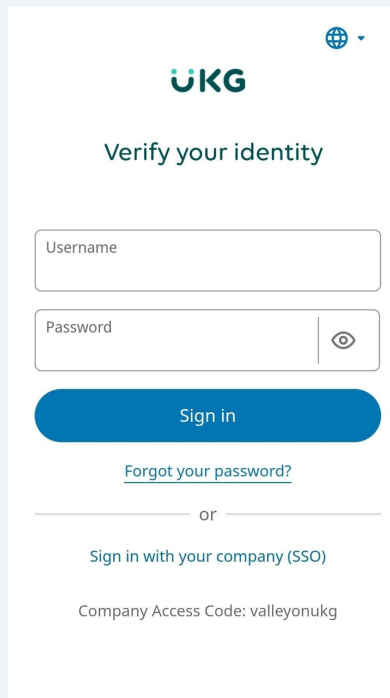
How to view your schedule on the UKG Pro App



- 1 Navigate to your UKG Pro App.

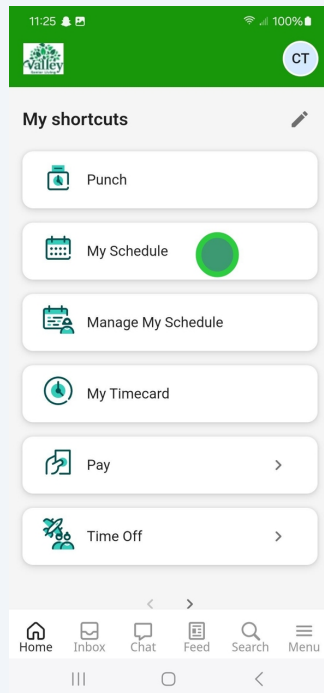


- 2 Begin the "Sign In" process by adding your 5-digit Employee ID and password.



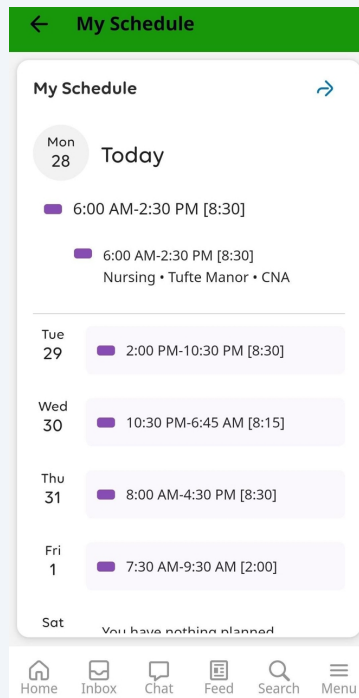
The image shows a mobile application sign-in screen for UKG. At the top, the UKG logo is displayed in green, with a globe icon and a dropdown arrow to its right. Below the logo, the text "Verify your identity" is centered. There are two input fields: "Username" and "Password". The "Password" field has a toggle icon (an eye) to its right. Below the input fields is a blue "Sign in" button. Underneath the button is a link that says "Forgot your password?". Below this is a horizontal line with the word "or" centered. Underneath the line is the text "Sign in with your company (SSO)". At the bottom, it says "Company Access Code: valleyonukg".

- 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.

