

# UKG Ready Mobile Instructions —An Employee’s Guide

This guide was created for employees who would like using the mobile app. as a tool for information and use in clocking time. Please follow these instructions to get started downloading the **UKG Ready** background app.

**\*\*\* PLEASE NOTE:** If you currently are not using the UKG app. but wish to, you will need to download both apps. The Ready app. will not replace the UKG app. Please see instructions for the UKG Mobile app. first.

You will be asked to authenticate the app. through OneLogin Protect so make sure you refer to the OneLogin guide from Brantley Fryfogle’s email, sent on 9/14/2021, about Multi-Factor Authentication if you have not set that up.

## FINDING UKG READY

### Step One

### Download the Mobile Application

The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application.

### Access the application

1. On your mobile device, open Google Play or the Apple App Store.



2. Search for UKG Ready Mobile.

← ukg ready ×

 UKG Ready

3. Install the application



**UKG Ready**  
Kronos Incorporated

Uninstall

Open

## Step Two

### Application setup

4. Open the application on your device.

5. Select your **region** from the list.

*For this app., that is UltiPro.*

6. Leave the **Company Shortname** blank. Hit **Continue**.



## Step Three

### Application setup continued...

7. When you get to this screen, close the Ready App. and Open the UKG Pro App. on your phone.



**UKG Pro (UltiPro)**  
The Ultimate Software Group, Inc.



## Step Four

### Application setup

8. Click the Blue SSO button and wait for the next log-in screen. Your log-in screen will look like the screens below.

9. Enter your full Carey email address and OneLogin password. (If you have facial recognition or Biometrics, you can set that up.)

William Carey Email Address:

Remember me

Continue

Password

Continue

[Need help?](#) | [Forgot Password](#)

Please click here:

Sign In

Use SSO (Corporate Credentials)

- or use your UltiPro account -

Username

Password

Sign In

[Forgot your password?](#)

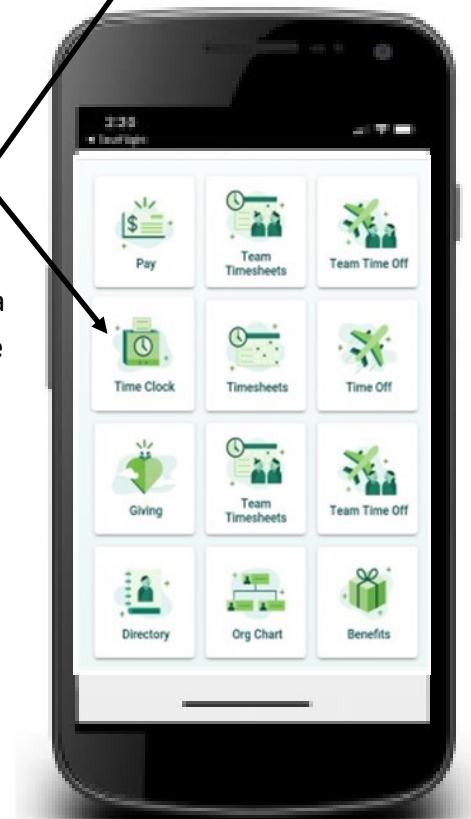
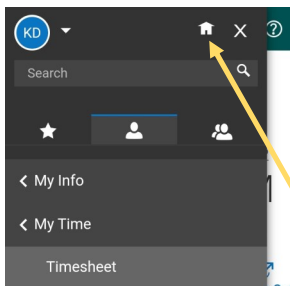
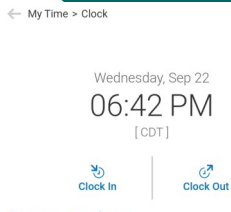
## Step Five

### Application setup continued...

10. When you get into the app., there will be buttons. Look for a timeclock button like this. You may need to scroll through the apps. to find it.

11. When you click this button, it will take you back into the Ready app. If your phone asks if you want to open with an app., click the Ready symbol and say "always." If not, you will be at a login page. **You will select USE SSO on the blue button.** It will ask you to enter your OneLogin information. Accept location permission for Ready.

12. Once accepted and on the Ready time clock, you only have to access UKG and click this timeclock button from now on. You can click the three lines on the top left to open the menu and hit the home button to go to your dashboard.



**The UKG primary app. is now linked to your UKG Ready background app. You will only need to access the UKG app. from this point for your daily attendance routines. Do not delete the UKG Ready app. after this set-up or the link will be broken. You will begin clocking in UKG for the updated system on October 1st.**

# Additional Notes:

- ⇒ **If you have an iPhone, we recommend you turning off your WIFI while using our mobile app.**
- ⇒ **If you see a white screen while setting up your UKG Ready app, turn off your WIFI.**