

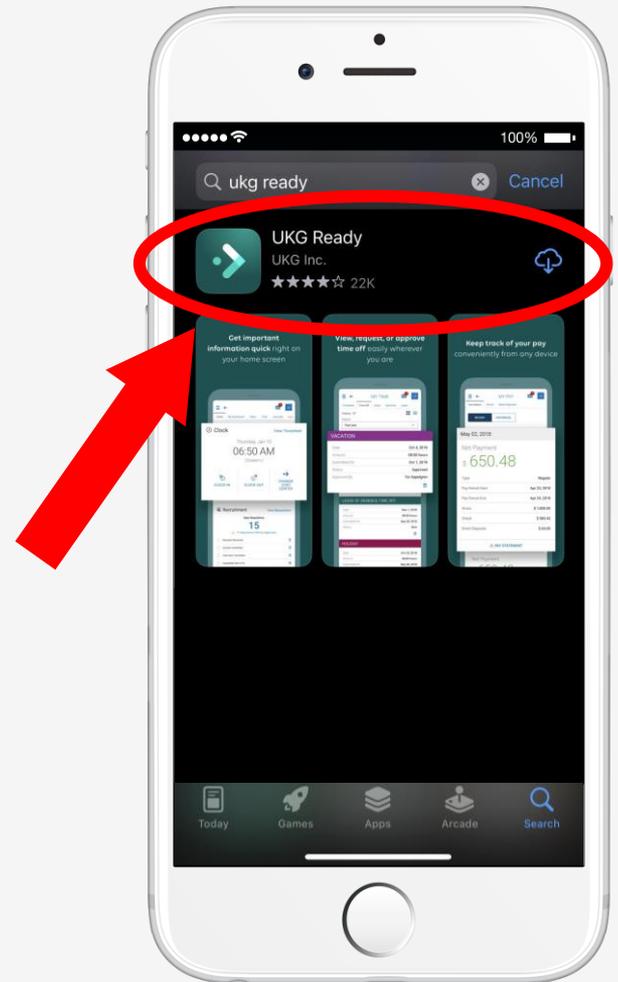


EMPLOYEE TRAINING:

Getting Started on your Phone

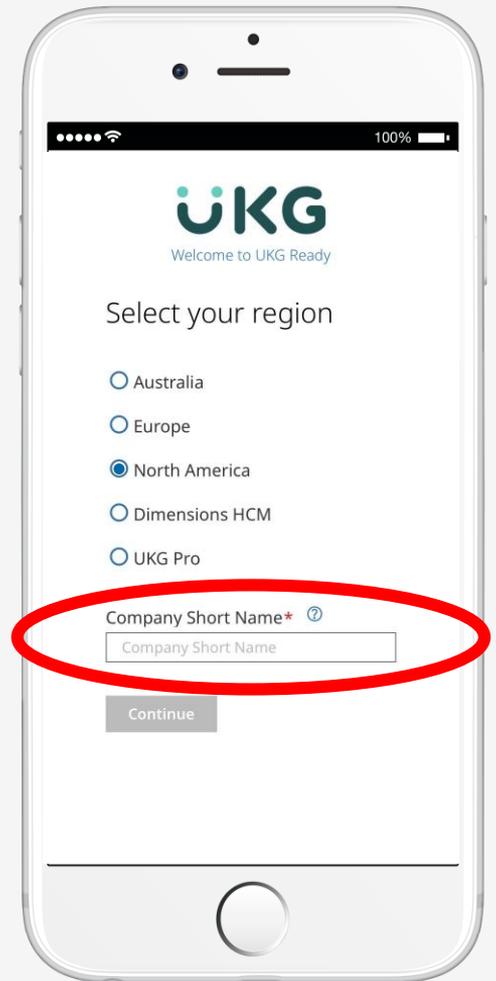
Download the Mobile App

- Go to your device's app store and search for **UKG Ready**
- There are several UKG apps, so make sure to download the correct one
- The app icon will look like this:



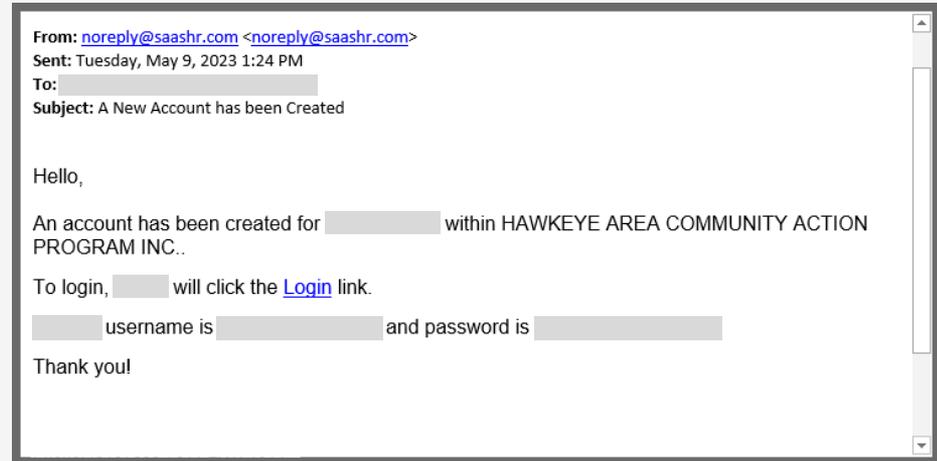
Setting Up the Mobile App

- Select the region: **North America**
- Enter our company shortname: **6194759**



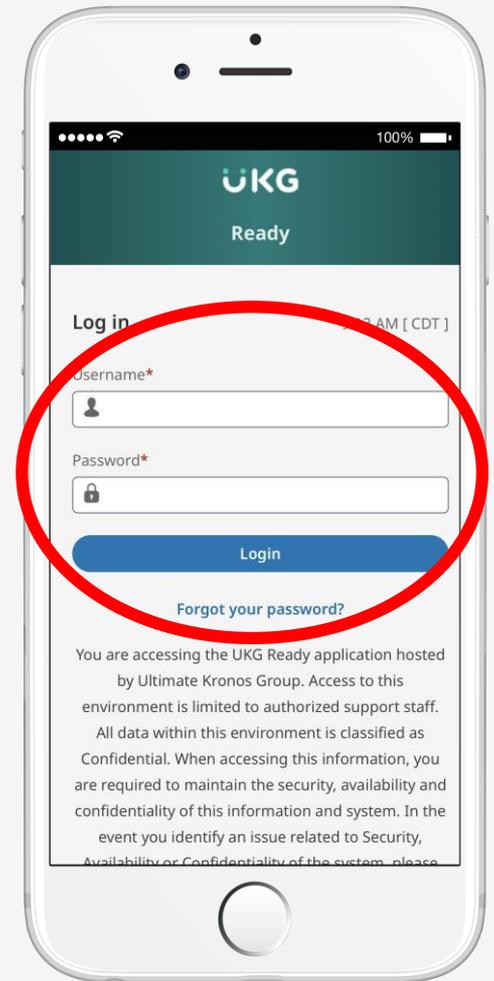
Logging into the Mobile App

- You will receive an email from the following address noreply@saashr.com containing your username and password
- **THIS IS NOT JUNK.** Please do not mark as junk, phishing, or delete this message



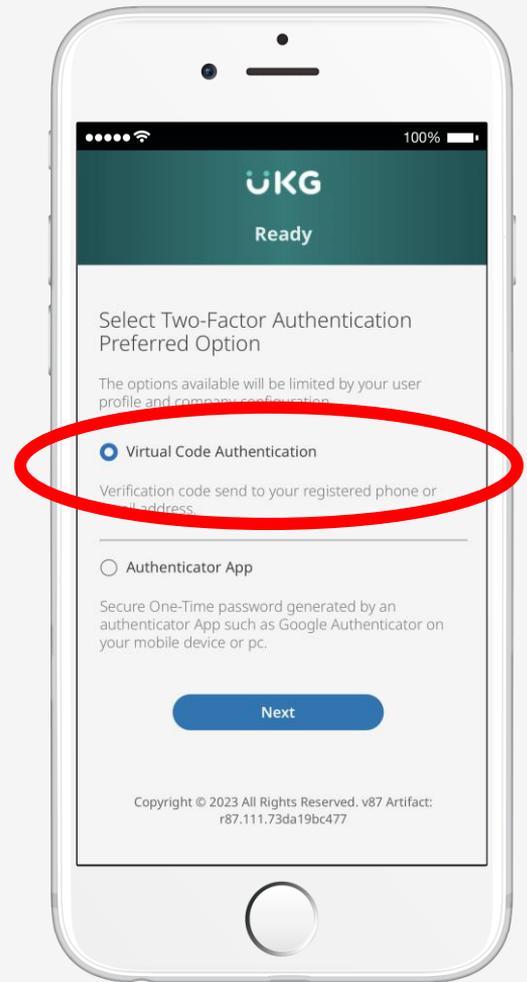
Logging into the Mobile App

- Enter your username and password
- Tap login



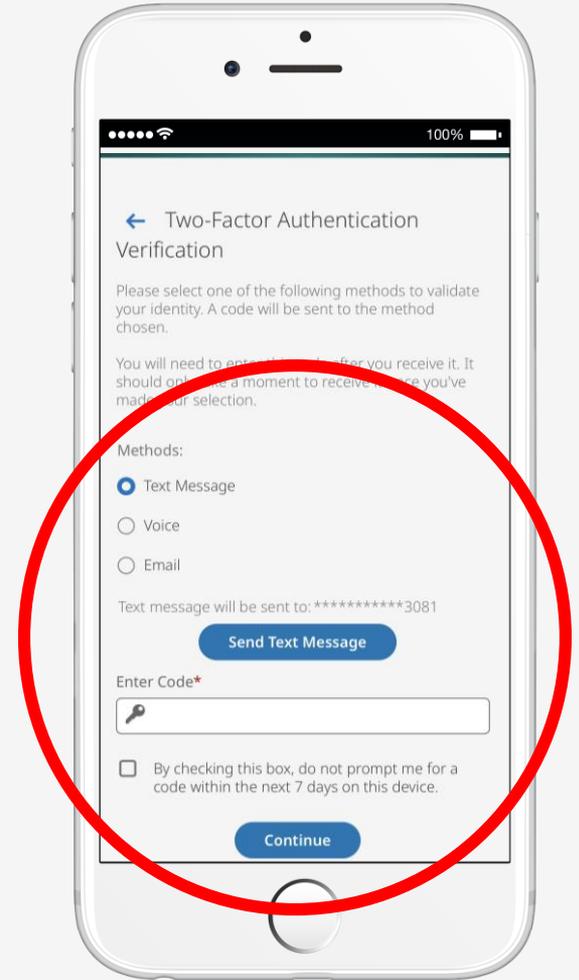
Two-Factor Authentication

- Select: **Virtual Code Authentication**
- *Managers & Supervisors may only have the option for an authenticator App*
- Tap next



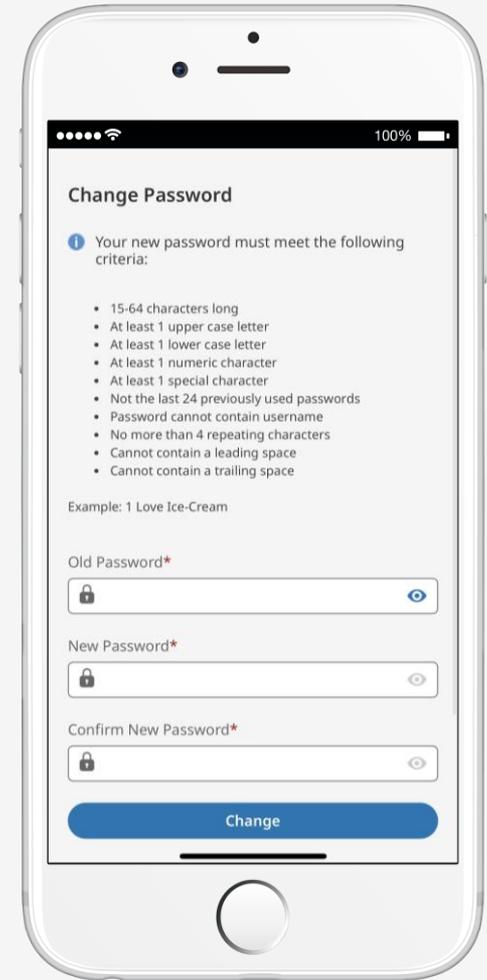
Two-Factor Authentication

- Select a two-factor authentication method: text message, voice, or email
- Enter code once received



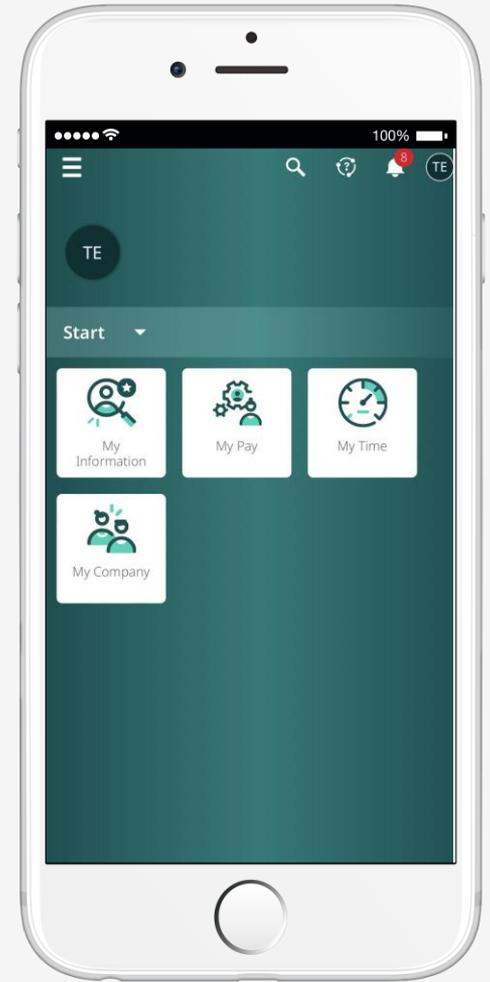
Reset Your Password

- After logging in, change password
- **Make sure to write down your new password**
- Tap change



Home Menu

- Once your password has been changed you will see this screen as the main menu



Questions

- For issues logging in, contact ukg@hacap.org for support.

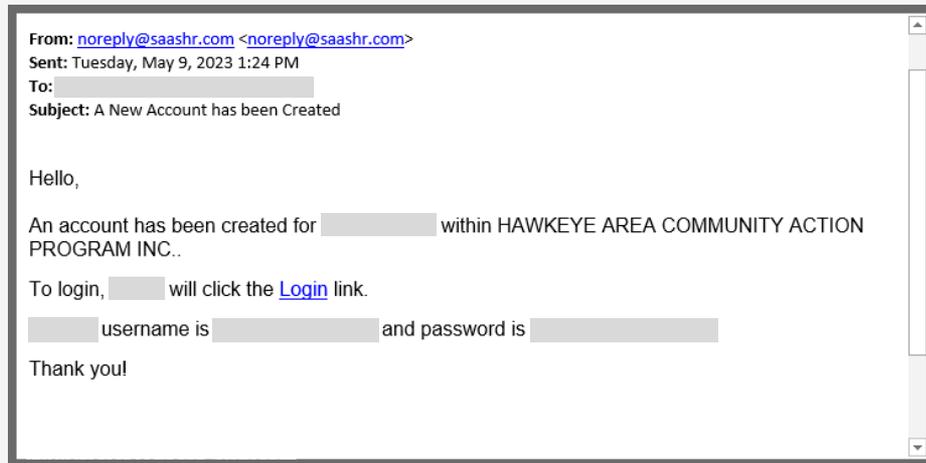


EMPLOYEE TRAINING:

Getting Started on your Computer

Username and Password

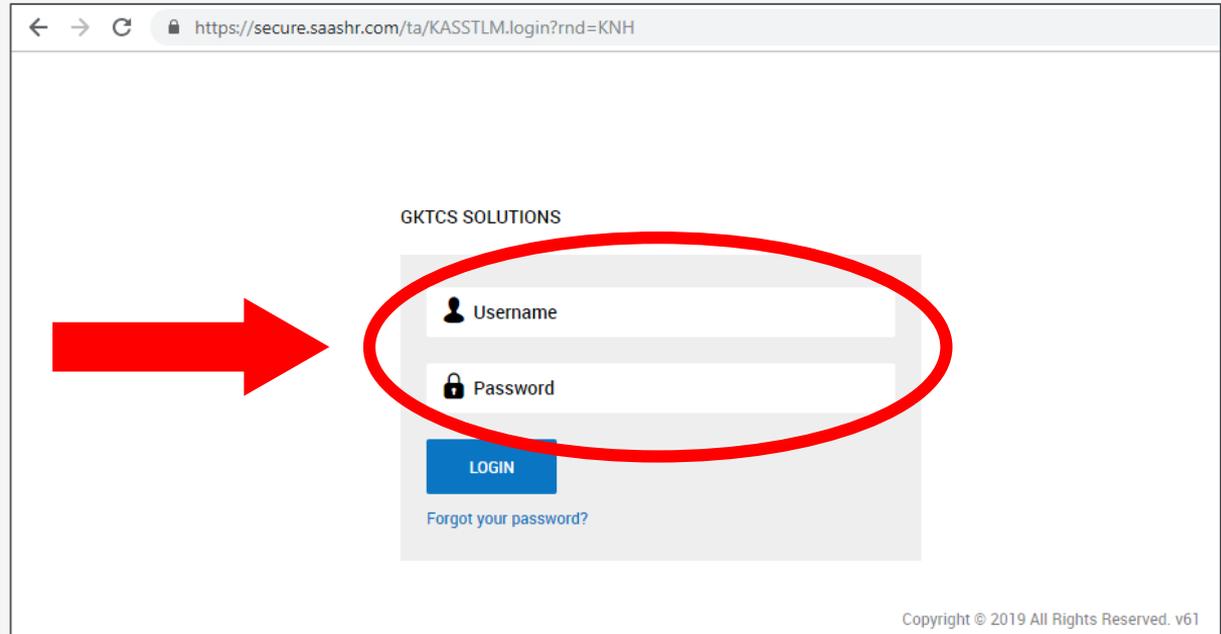
- You will receive an email from the following address noreply@saashr.com containing your username and password
- **THIS IS NOT JUNK.** Please do not mark as junk, phishing, or delete this message



Logging in from your web browser

Enter tinyurl.com/mrxpd7hr in your web browser address bar or click on the link.

- Enter your username and password
- Click Login



← → ↻ <https://secure.saashr.com/ta/KASSTLM.login?rnd=KNH>

GKTCS SOLUTIONS

Username

Password

LOGIN

[Forgot your password?](#)

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Two-Factor Authentication

- Select: **Virtual Code Authentication**
- *Managers & Supervisors may only have the option for an authenticator App*
- Tap next

A screenshot of the UKG Two-Factor Authentication selection screen. The screen has a dark teal header with the UKG logo and the word 'Ready'. Below the header, the text reads 'Select Two-Factor Authentication Preferred Option'. A smaller line of text states: 'The options available will be limited by your user profile and company configuration.' There are two radio button options: 'Virtual Code Authentication' (which is selected and circled in red) and 'Authenticator App'. Below the 'Authenticator App' option, there is a description: 'Secure One-Time password generated by an authenticator App such as Google Authenticator on your mobile device or pc.' At the bottom of the screen, there is a blue 'Next' button. The footer contains the copyright information: 'Copyright © 2023 All Rights Reserved. v87 Artifact: r87.111.73da19bc477'.

Two-Factor Authentication

- Select a two-factor authentication method: text message, voice, or email
- Enter code once received



← Two-Factor Authentication Verification

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code when you receive it. It should only take a moment to receive once you've made your selection.

Methods:

- Text Message
- Voice
- Email

Text message will be sent to: *****3081

[Send Text Message](#)

Enter Code*

By checking this box, do not prompt me for a code within the next 7 days on this device.

[Continue](#)

Reset Your Password

- After logging in you may be asked to change your password
- **Make sure to write down your new password**
- Tap change

Ready

Change Password

i Your new password must meet the following criteria:

- 15-64 characters long
- At least 1 upper case letter
- At least 1 lower case letter
- At least 1 numeric character
- At least 1 special character
- Not the last 24 previously used passwords
- Password cannot contain username
- No more than 4 repeating characters
- Cannot contain a leading space
- Cannot contain a trailing space

Example: 1 Love Ice-Cream

Old Password*

New Password*

Confirm New Password*

Change

Questions

- For issues logging in, contact ukg@hacap.org for support.

Dashboard



TE

Test Mark Employee Non-Exempt

Employee ID: 91300 | Hired Date: 01/11/2023 (6 Months, 22 Days)

Self-Service



★ Start



Company Documents



Change Password



Security Questions



HR Self Service

Announcements

Welcome to UKG Ready!!

Thank you for getting logged into our new timekeeping and payroll system. Feel free to look around.

Show More

My pay

No Data to Display

My timesheet

Wednesday, Aug 2
03:29 PM
[CDT]

Get UKG Ready mobile app



Get immediate access to information wherever you are with the UKG Ready app.

Region
North America

Company Short
Name
6194759

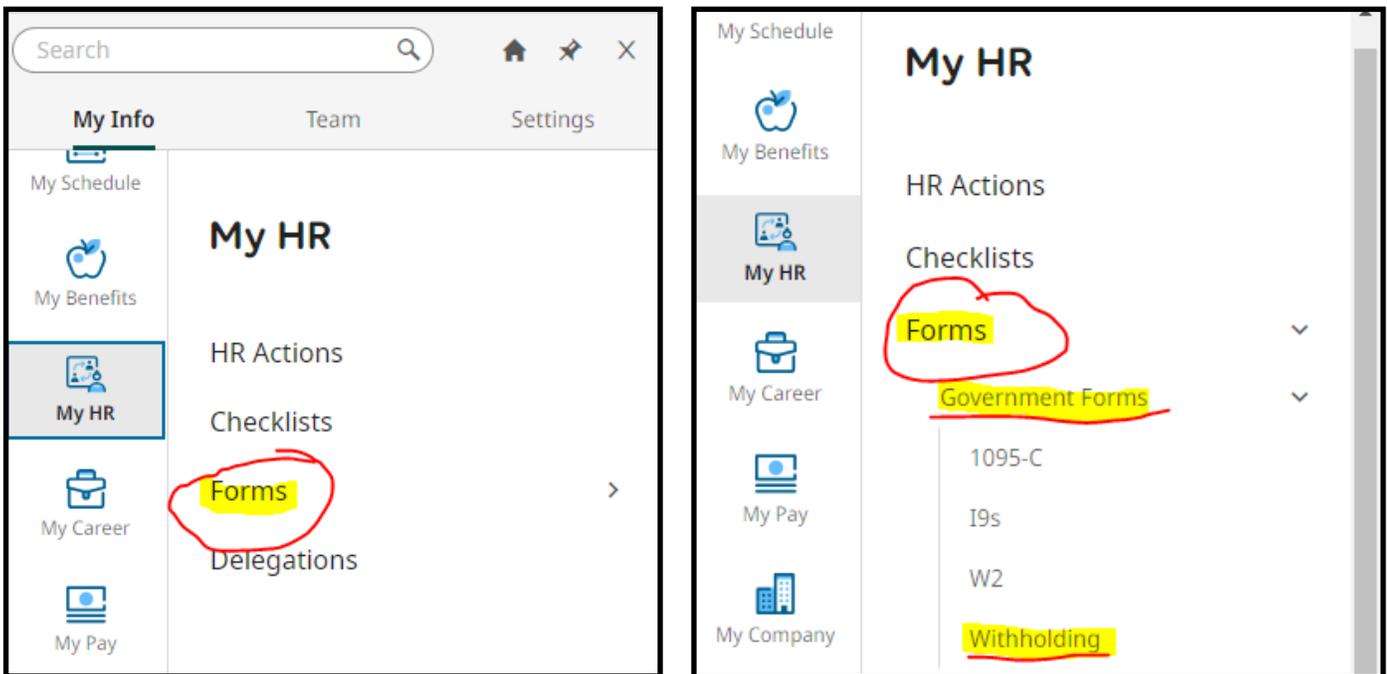
Scan QR Code

MAKING CHANGES TO YOUR w-4 FORMS IN UKG

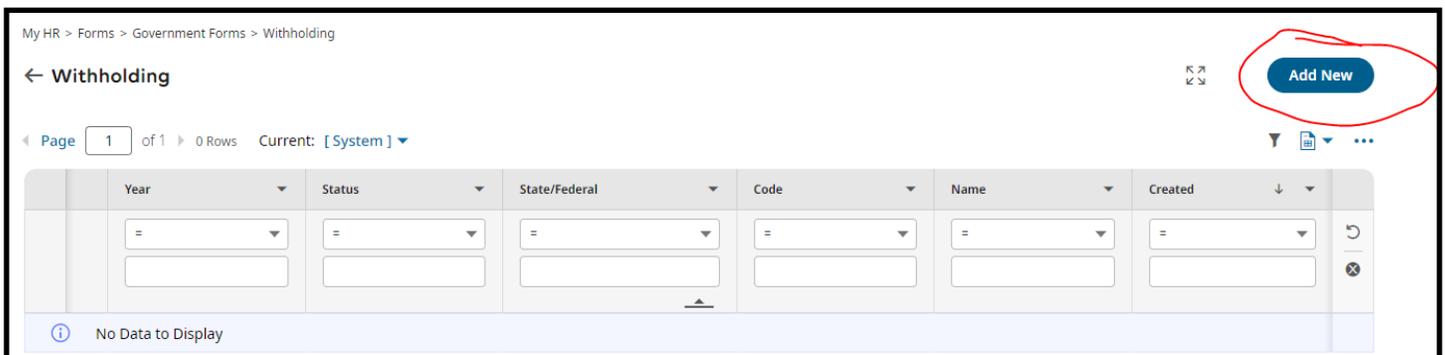
In order to make changes to either your federal or state W-4 forms in UKG, please log into the UKG system and click on the top left menu icon.



Once you select the menu icon, you will go to **My HR > Forms > Government Forms > Withholding**

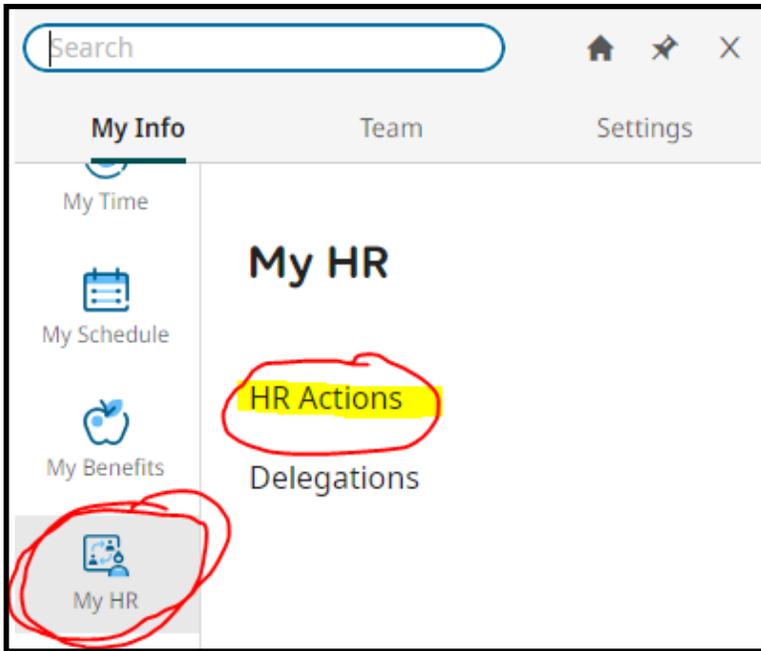


Once you get to the withholding section, go to the top right and click on Add New. Your federal and state forms should pop up. Click on add next to the form you would like to make changes to.



ADD/CHANGE DIRECT DEPOSIT IN UKG

Go to the top left menu icon and select **My Info > My HR > HR Actions > Add/Change Direct Deposit.**



Use this to add your direct deposit
Here's what you need to do on this page

1. Tap "+ Add" in the middle of the page
2. Skip Name
3. Skip Description
4. Pick the date you want the direct deposit change to start, it has to be the day after you cancelled the current direct deposit
5. Skip Active To (leave at Dec 31, 2099)
6. Deposit Type needs to be "Direct Deposit"
7. Choose Bank Account Type
8. Choose Calculation Method

If you want your whole paycheck deposited into one bank account, choose "Entire/Remainder"
For all other calculation methods, you must enter more than 1 bank account and choose "Entire/Remainder" for the last bank account entered

9. Type your bank account number twice and your routing number
10. Tap the "Save" button

1 Open 

Use this to change your direct deposit
Here's what you need to do on this page

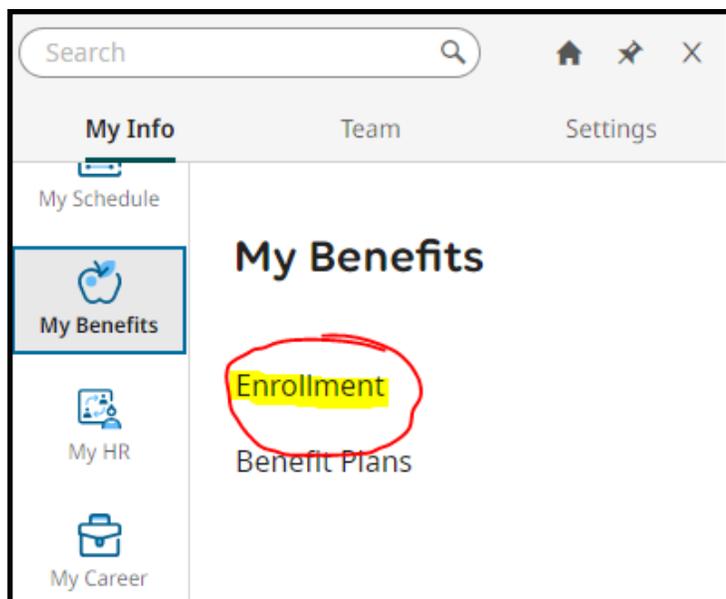
1. Tap the pencil icon next to the direct deposit you want to cancel
2. In "Active To", pick the date you want the direct deposit to end
3. Tap the "Save" Button

Then follow the steps above to add your new direct deposit account.

Please enter your direct deposit information and also include documentation of either a voided check or a bank statement/letter that shows your routing and account number on it.

LIFE CHANGE EVENT IN UKG

Go to the top left menu icon and select My Info > My Benefits > Enrollment



A life change event option should pop up on this screen. Select Get Started and it should walk you through the process.

