

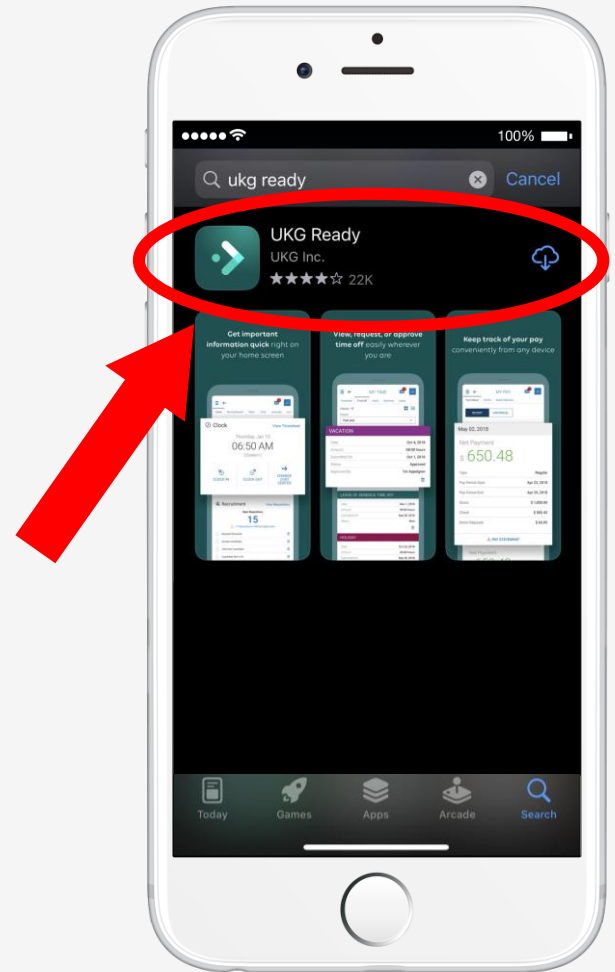


**EMPLOYEE TRAINING:**

# **Getting Started on your Phone**

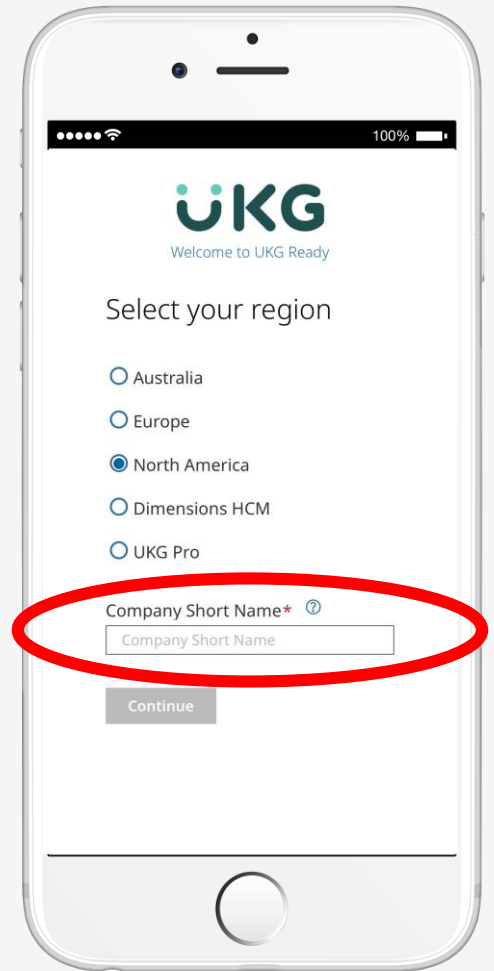
# Download the Mobile App

- 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:



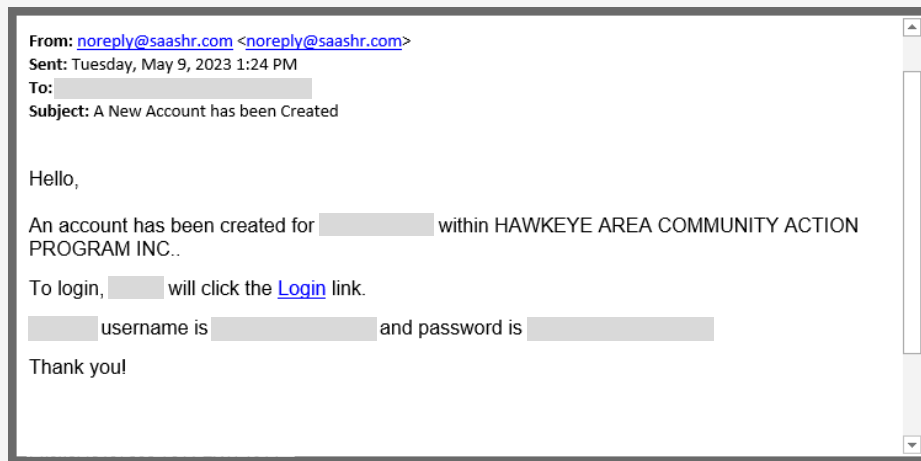
# Setting Up the Mobile App

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



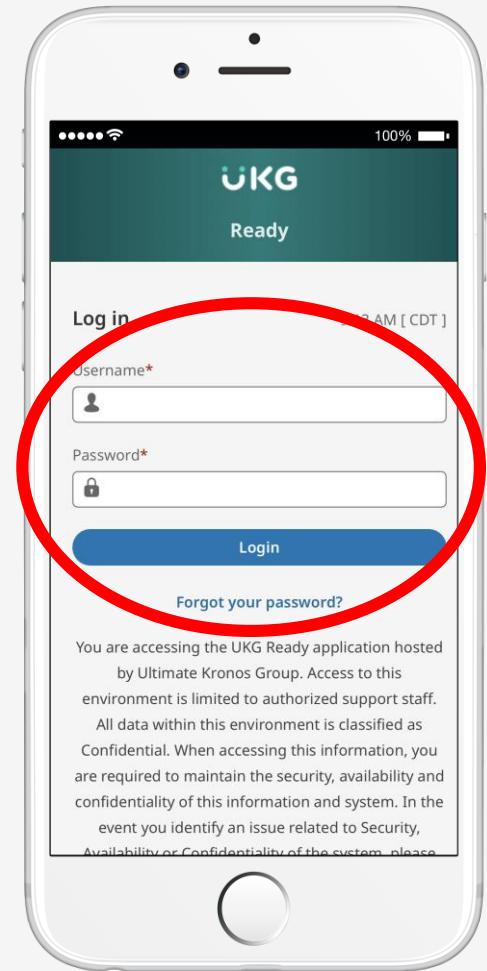
# Logging into the Mobile App

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



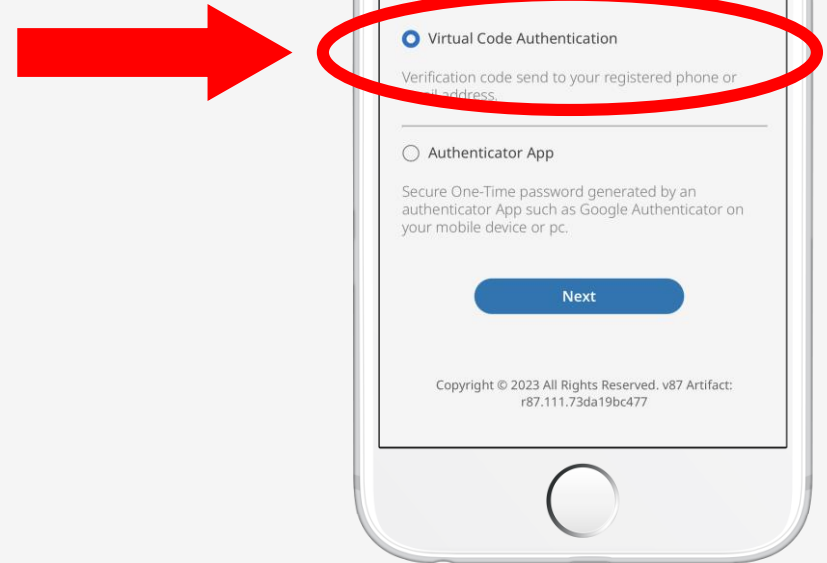
# Logging into the Mobile App

- Enter your username and password
- Tap login



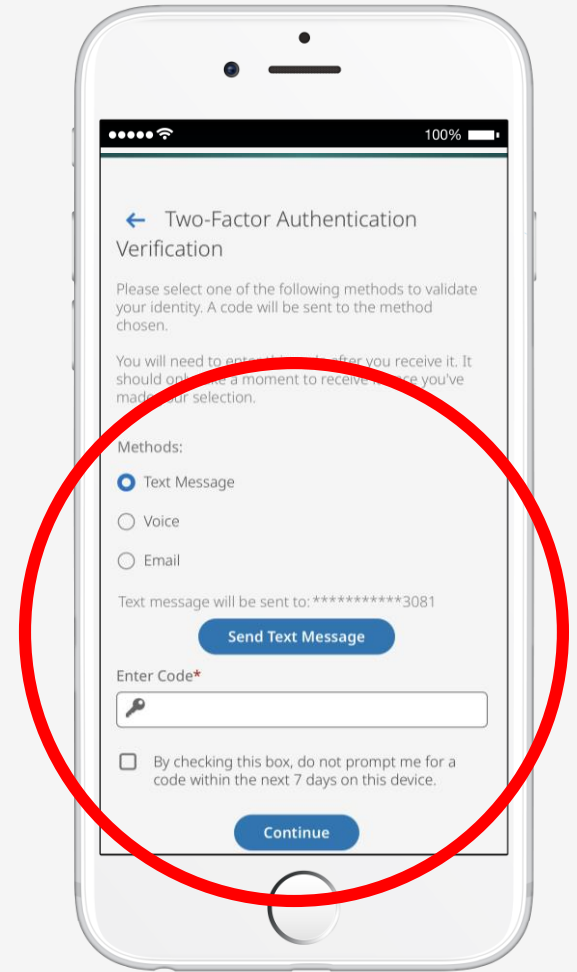
# Two-Factor Authentication

- 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

**Change Password**

1 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\*

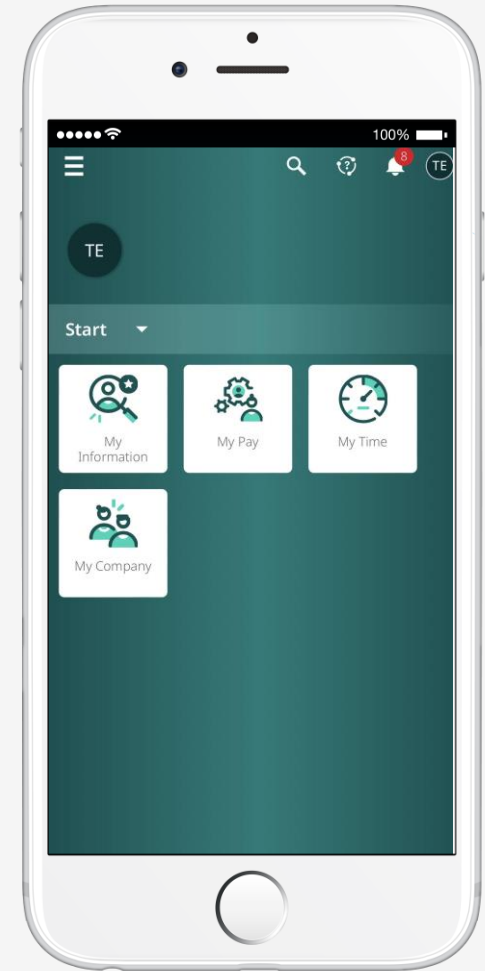
Confirm New Password\*

Change



# 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](mailto:ukg@hacap.org) for support.

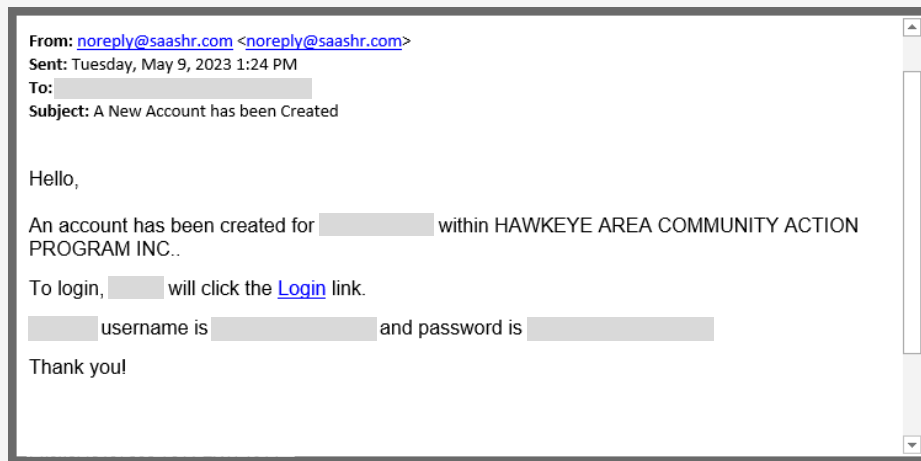


**EMPLOYEE TRAINING:**

# **Getting Started on your Computer**

# Username and Password

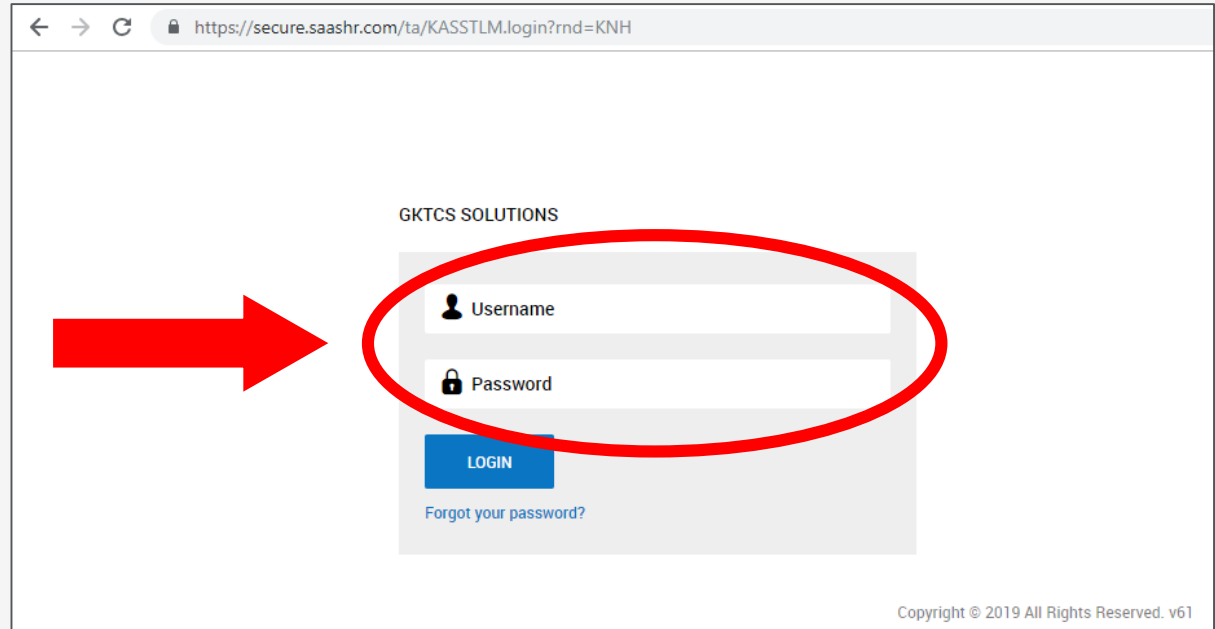
- You will receive an email from the following address [noreply@saashr.com](mailto:noreply@saashr.com) containing your username and password
- **THIS IS NOT JUNK.** Please do not mark as junk, phishing, or delete this message



# Logging in from your web browser

Enter [tinyurl.com/mrxpd7hr](https://secure.saashr.com/ta/KASSTLM.login?rnd=KNH) in your web browser address bar or click on the link.

- Enter your username and password
- Click Login



The screenshot shows a web browser window with the address bar displaying <https://secure.saashr.com/ta/KASSTLM.login?rnd=KNH>. The page content includes the heading "GKCS SOLUTIONS" and a login form. A large red arrow points from the left towards the login form, which is highlighted with a red oval. The login form contains the following elements:


- A "Username" input field with a user icon.
- A "Password" input field with a lock icon.
- A blue "LOGIN" button.
- A link labeled "Forgot your password?" below the login button.

At the bottom right of the page, there is a copyright notice: "Copyright © 2019 All Rights Reserved. v61".

# Two-Factor Authentication

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



  
Ready

Select Two-Factor Authentication Preferred Option

The options available will be limited by your user profile and company configuration.

☒ Virtual Code Authentication

Verification code send to your registered phone or email address.

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☐ Authenticator App

Secure One-Time password generated by an authenticator App such as Google Authenticator on your mobile device or pc.

Next

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# Two-Factor Authentication

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

A screenshot of a mobile app's 'Two-Factor Authentication Verification' screen. The screen is titled 'Two-Factor Authentication Verification' with a back arrow. It instructs the user to select a method to validate their identity. Three methods are listed: 'Text Message' (selected with a blue dot), 'Voice', and 'Email'. Below this, it says 'Text message will be sent to: \*\*\*\*\*3081' and has a 'Send Text Message' button. There is a text input field labeled 'Enter Code\*' with a key icon. At the bottom, there is a checkbox for 'By checking this box, do not prompt me for a code within the next 7 days on this device.' and a 'Continue' button. A large red circle is drawn around the 'Methods' section, the 'Text Message' button, the 'Enter Code\*' field, and the 'Continue' button.

# 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](mailto:ukg@hacap.org) for support.

# Dashboard

  03:29 PM (CDT)

Ready

Search    

 **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

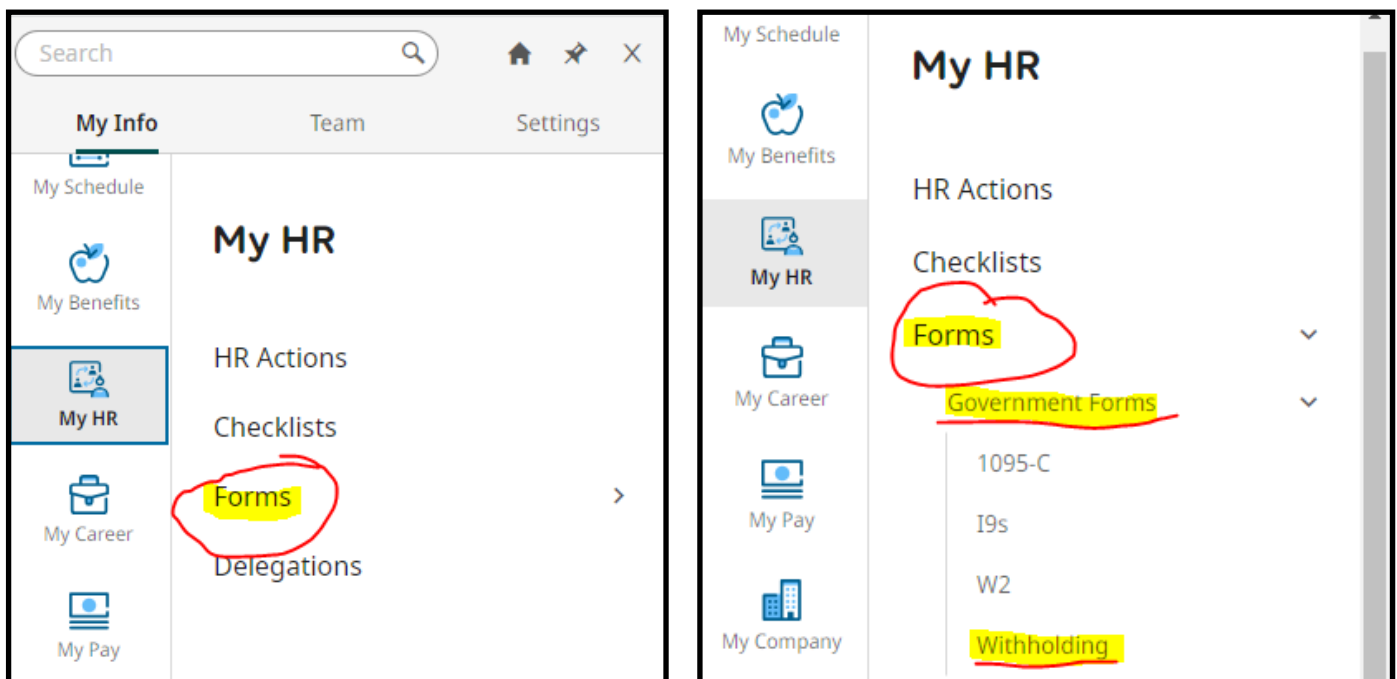
Scan QR Code

# MAKING CHANGES TO YOUR w-4 FORMS IN UKG

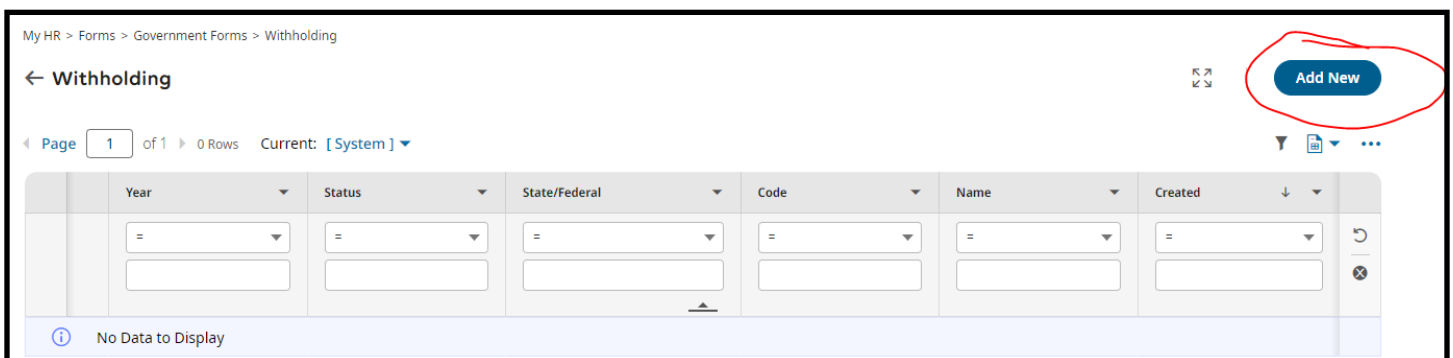
In order to make changes to either your federal or state W-4 forms in UKG, please log into the UKG system and click on the top left menu icon.



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

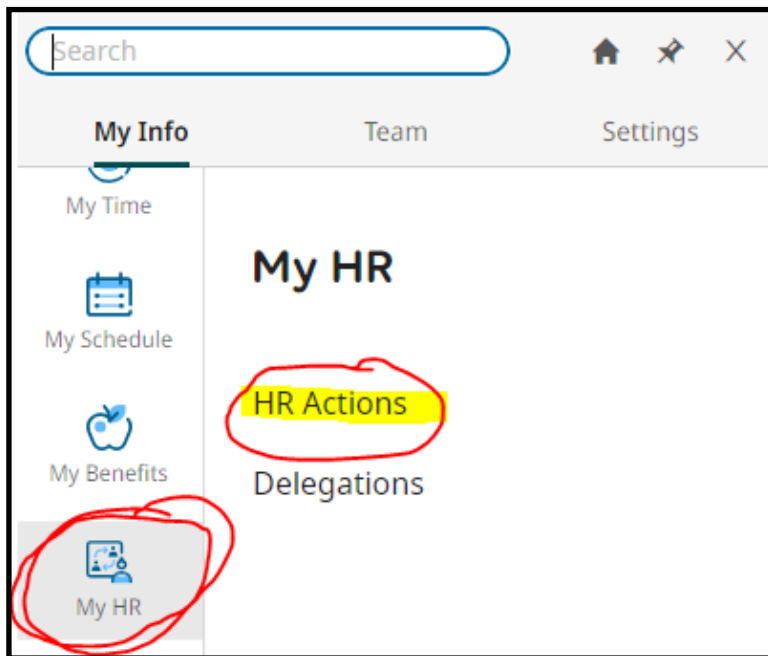


Once you get to the withholding section, go to the top right and click on Add New. Your federal and state forms should pop up. Click on add next to the form you would like to make changes to.



# 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**

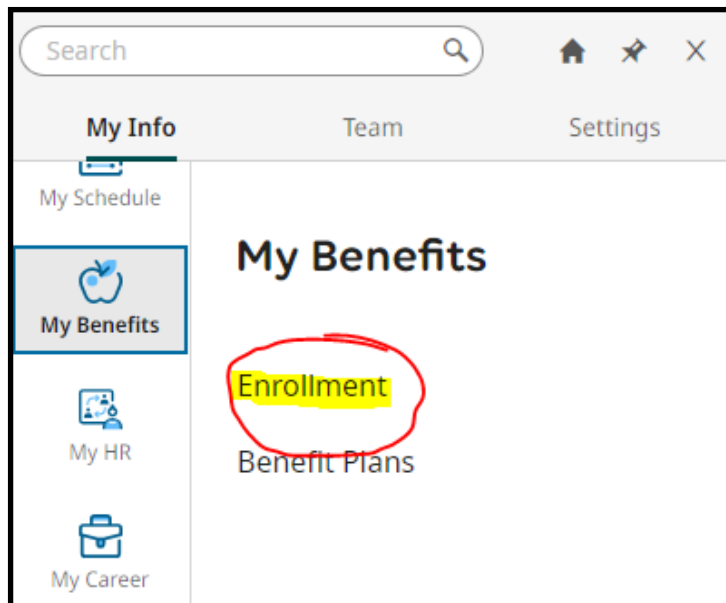
1. Tap the pencil icon next to the direct deposit you want to cancel
2. In "Active To", pick the date you want the direct deposit to end
3. Tap the "Save" Button

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.

