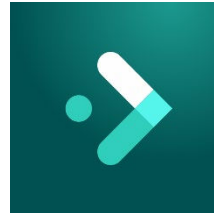
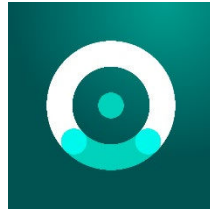


UKG APP | MOBILE ACCESS

U K G A P P | *You will now have two UKG apps on your phone: UKG Pro and UKG Ready.*

You will ONLY need to click into the UKG Pro app for any UKG needs but leave both apps on your phone.



OUR IT TEAM HAS ALREADY UPLOADED THE NEW UKG PRO APP TO YOUR WORK PHONE.

logging in

Open the UKG Pro app and start setup:

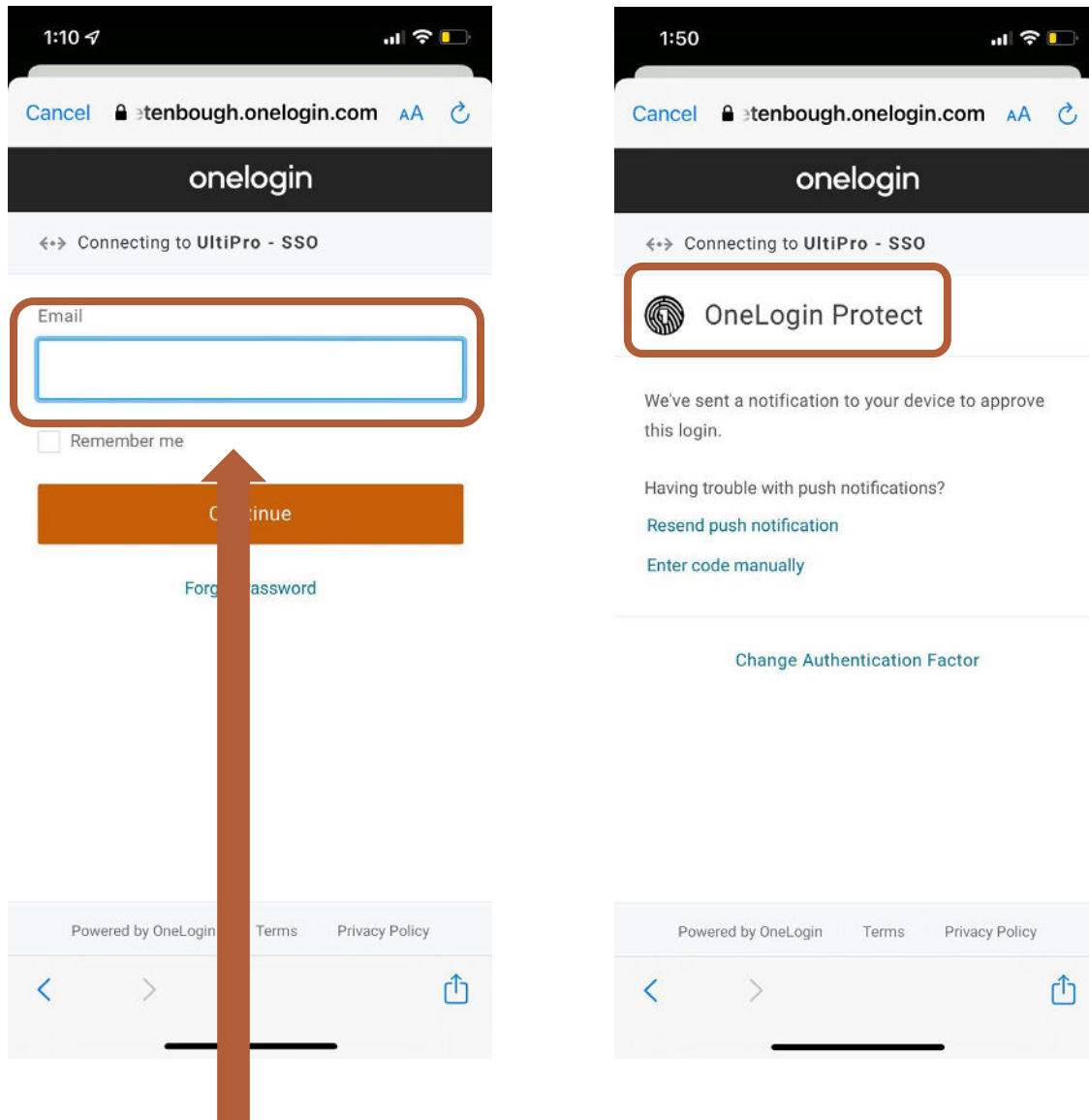
The image displays three screenshots of the UKG Pro app login process. The first two screenshots show the 'Welcome to UKG Pro' screen with a 'Company Access Code' field and a 'Continue' button. The third screenshot shows the 'Sign In' screen with a 'Use SSO (Corporate Credentials)' button, 'Username' and 'Password' fields, and a 'Sign In' button.

UKG Pro Welcome Screen (Left): The screen shows the UKG logo and the text 'Welcome to UKG Pro'. Below the logo is an illustration of four people working together. A red box highlights the 'Company Access Code' field. Below the field is a blue 'Continue' button. At the bottom, there is a link for 'Support'.

UKG Pro Welcome Screen (Middle): This screen is identical to the first one, but the 'Company Access Code' field contains the text 'Betebough'.

UKG Pro Sign In Screen (Right): The screen shows the UKG logo and the text 'Sign In'. A red box highlights the 'Use SSO (Corporate Credentials)' button. Below this are fields for 'Username' and 'Password', and a 'Sign In' button. At the bottom, there is a link for 'Forgot your password?'.

continued



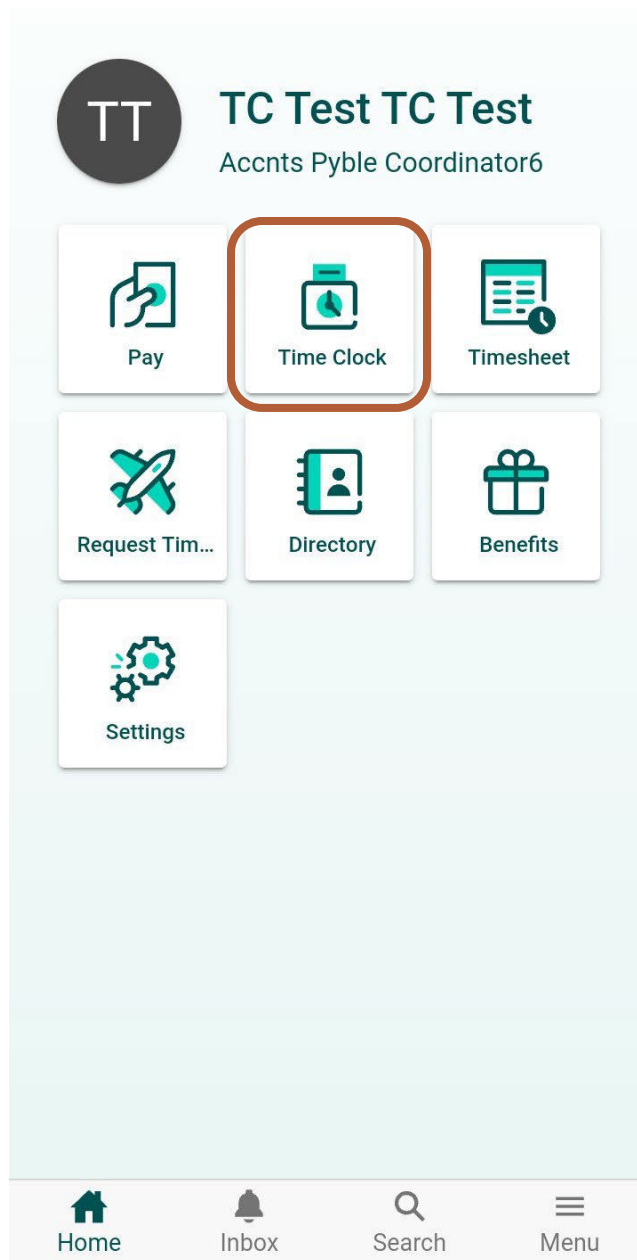
Use your Betenbough email and SSO password.

Follow the instructions from your OneLogin protect to complete sign-in.

Click "Remember Me."

UKG PRO HOME SCREEN

This is what your UKG Pro home screen will look like!



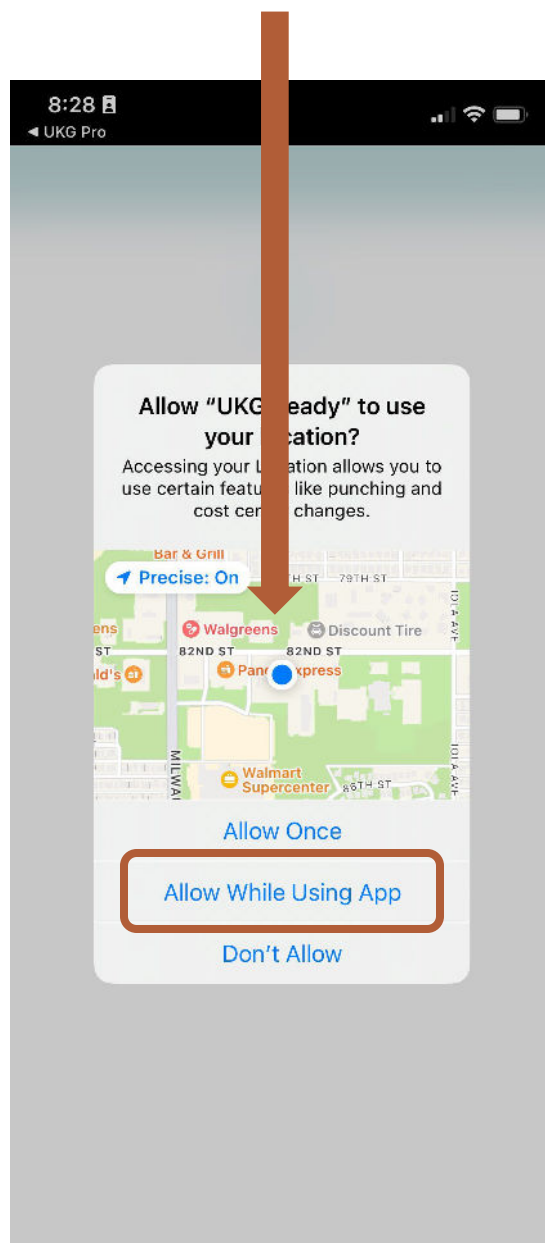
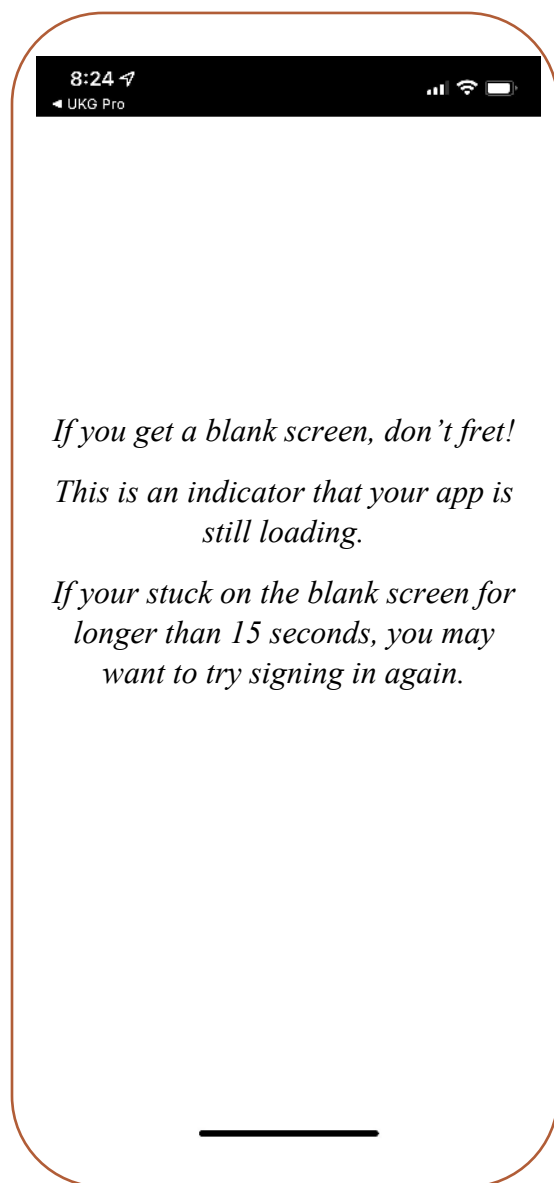
Click on the “Time Clock” tile and follow the instructions on the next page.

**After clicking “Time Clock” you will be directed to the UKG Ready app.*

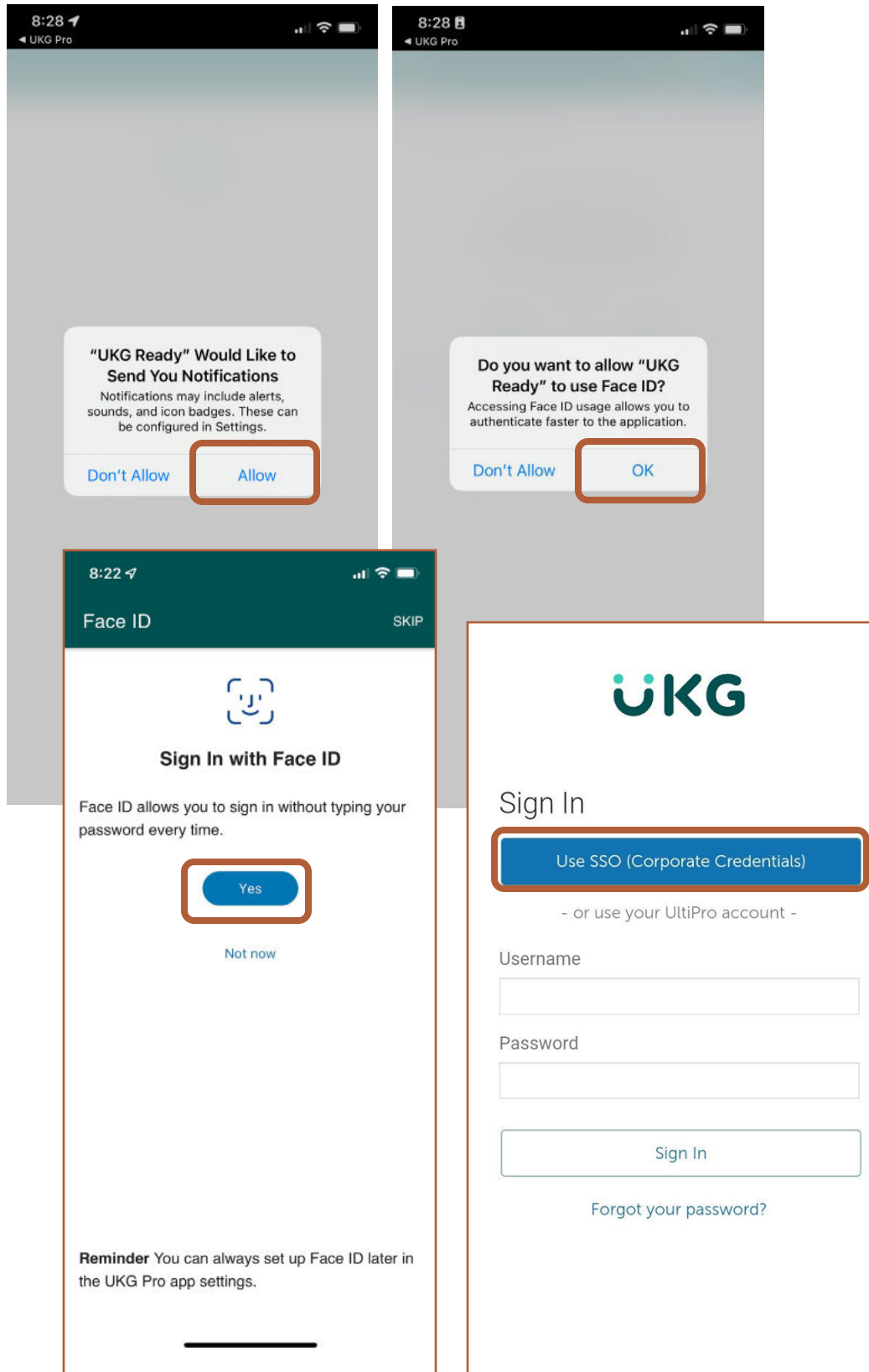
continued

*You will know when you have successfully signed in when your screen shows
“Allow UKG Ready to use your location” screen.*

**Click “Allow While Using App” when you get to this screen*

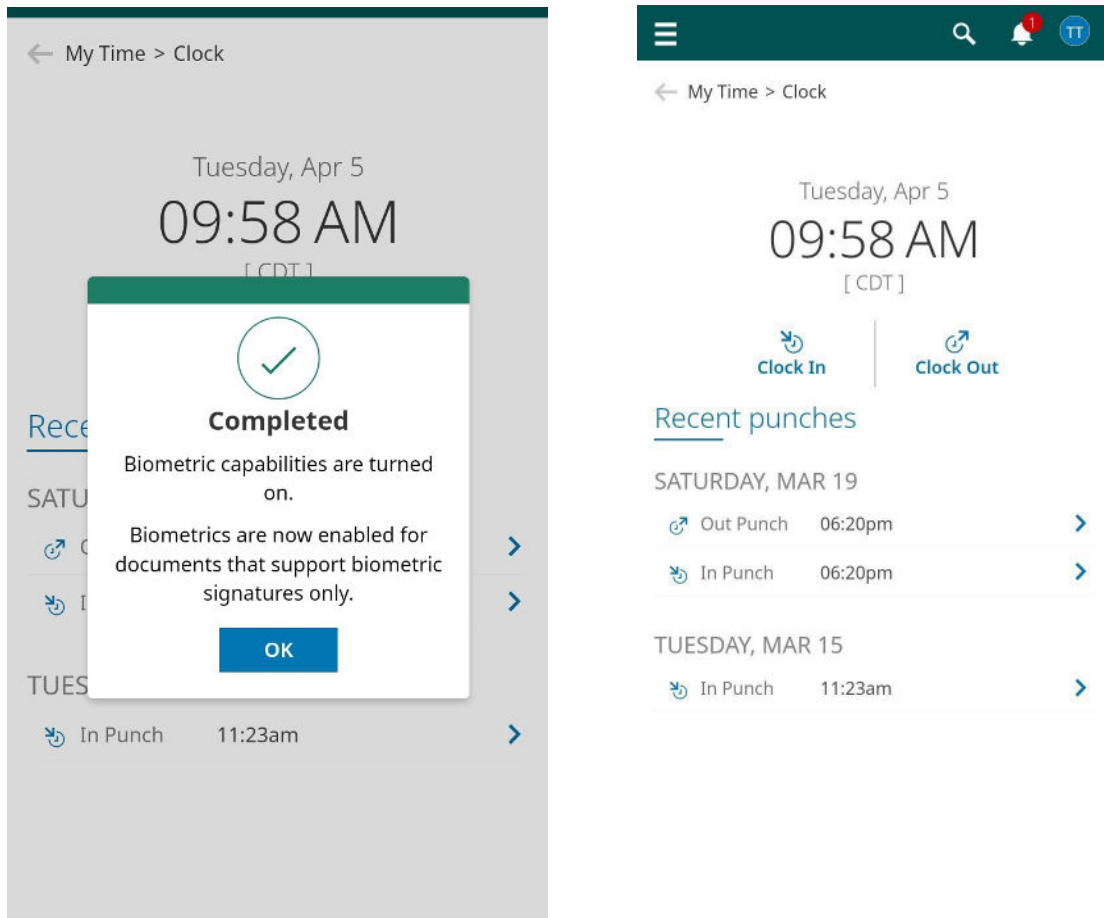


continued



COMPLETION

Once you have made it to these screens, you have completed your setup!



PLEASE REACH OUT TO YOUR IT SUPPORT TEAM AT ITHELP@BETENBOUGH.COM IF YOU EXPERIENCE ANY TROUBLE WITH ONELOGIN OR FACE ID.

PLEASE REACH OUT TO YOUR EMPLOYEE SUPPORT TEAM AT EMPLOYEESUPPORT@BETENBOUGH.COM IF YOU EXPERIENCE ANY TROUBLE CLOCKING IN/OUT OR HAVE ANY TIMESHEET QUESTIONS.

welcome to the family! we're so glad you're here.