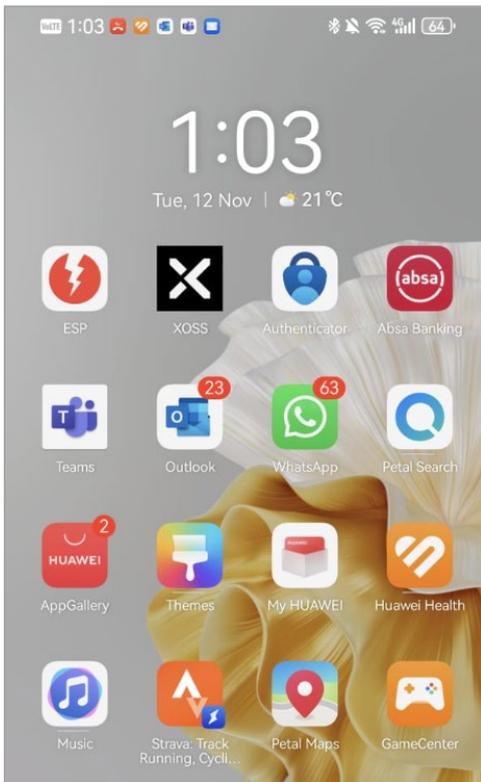# UKG PRO APP INSTALLATION AND PUNCH MANUAL (HUAWEI)
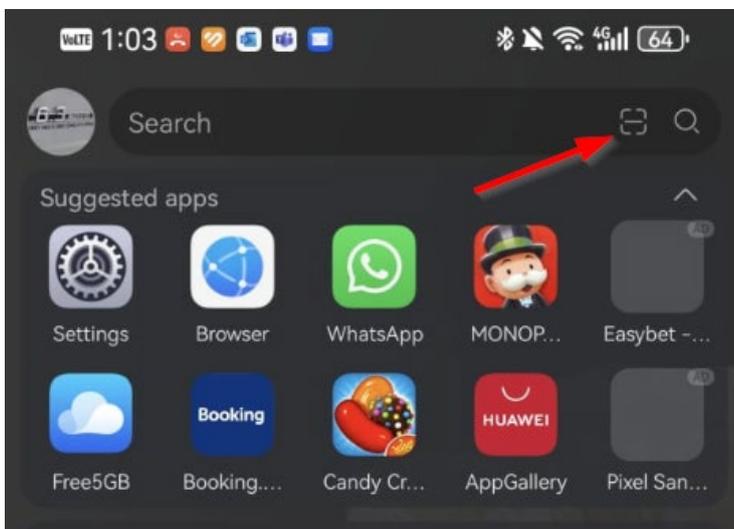
Permanent ER24 employees who are working an MHR shift and need to clock on a mobile

1. <u>**HOW TO DOWNLOAD AND INSTALL THE UKG PRO APP**</u>

<u>**Step 1:**</u> On your home screen, swipe down with your finger.

<u>**Step 2:**</u> Select the "Scan QR code" button on the top right.

Step 3: Scan the following QR code (Please note that if you get asked to allow your camera permissions, select "Allow").
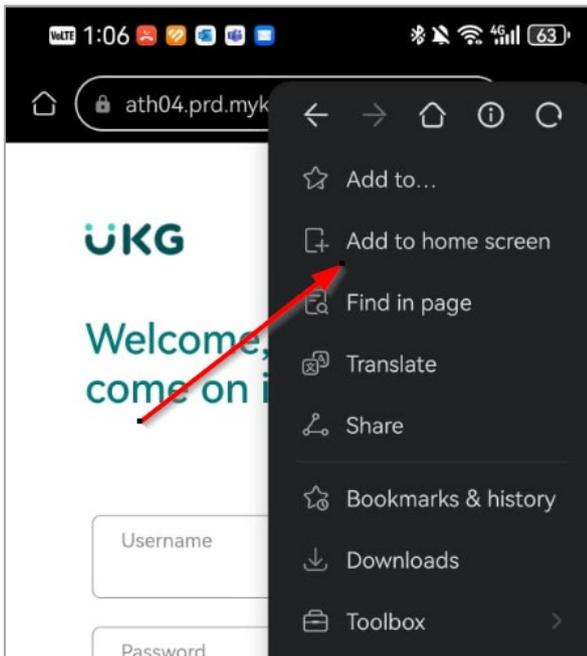

Please note: If you don't have the QR Code scanning option, you can type the following URL in the Address/search bar: https://mediclinicaltron.prd.mykronos.com

Step 4: The UKG home page will appear on your screen. Select the "4 dots" button top right.
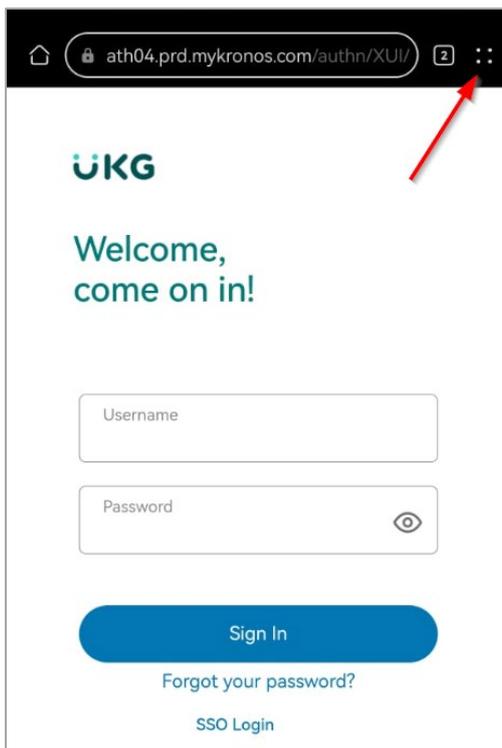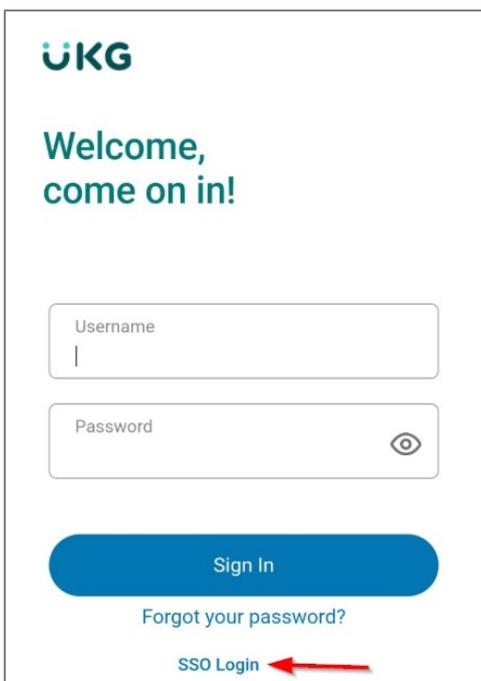
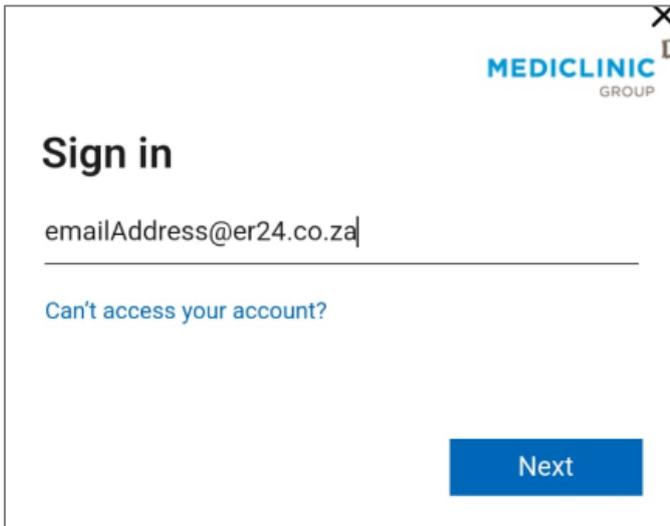**Step 5:** Select "Add to home screen".

Step 6: The "Workforce Dimensions" icon will now appear on your desktop (it might show a different icon, depending on your mobile settings). Select the icon.
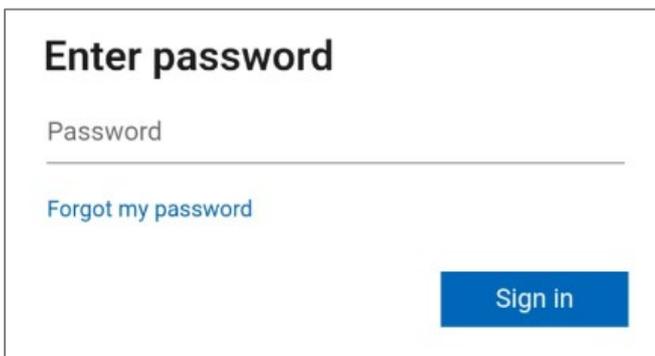

Step 7: Select **"SSO Login"**.

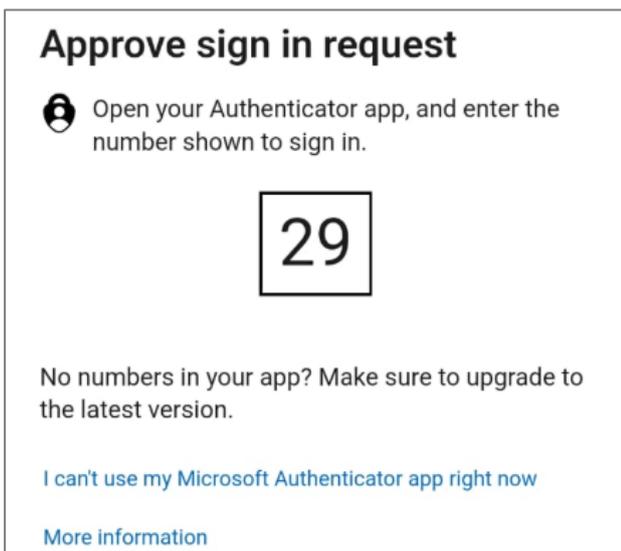**Step 8:** Enter your ER24 or Mediclinic email address and select **"Next"**.

Step 9: Enter your Network password and select **"Sign In"**.

Step 10: You will see a screen displaying a number in a box. After a few seconds, you will receive a notification on your mobile device that you need to select. You will then see an empty box where you need to enter the number you were given. After entering the number, select **"YES"**.

Step 11: Stay Signed in? Select **"Yes"**.

Step 12: You will now be logged in and see your UKG Pro home page.
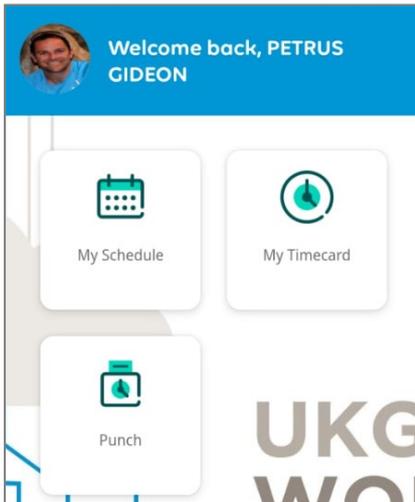
2. HOW TO PUNCH/CLOCK ON THE UKG APP USING GEO CLOCKING

Step 1: Switch on your "Location".

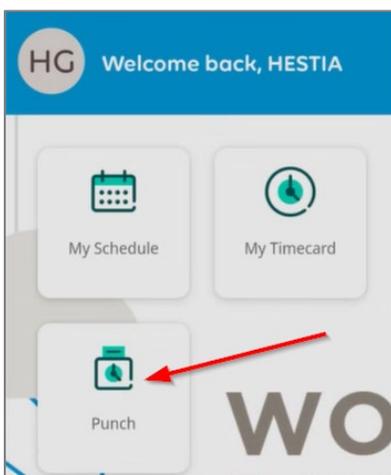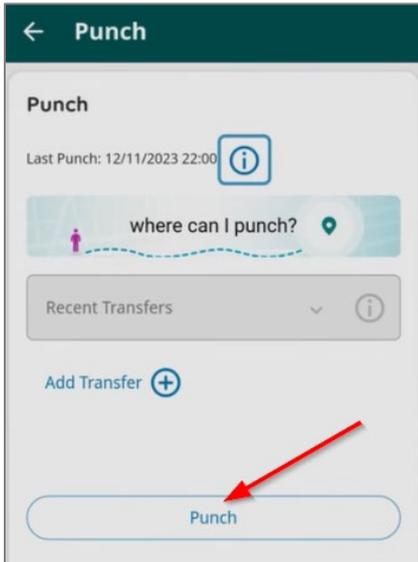**Step 2:** To log in to the UKG Pro mobile application, click on **"Sign In"** or **"SSO Login"** and enter your **ER24 or Mediclinic email address** along with your **network password** if needed.
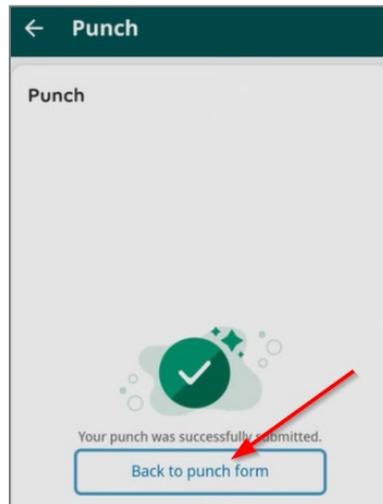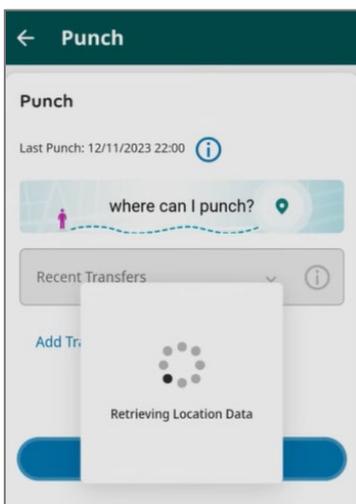
**Step 3:** Click on **"Punch"** tile on the Home page.

Step 4: Click on the **"Punch"** button.

Step 5: It will say *"Retrieving Location Data"* and then give the message *"Your Punch was successfully submitted"*. You can then click on **"Back to punch form"** or click on **"Home"** to go back to the home page.

Please note: If you don't clock within your Geo location, you will get the following message: *'Punch Rejected – You are outside of the geofence area for this job'*. **Please note that you must be within your geolocation to clock**.
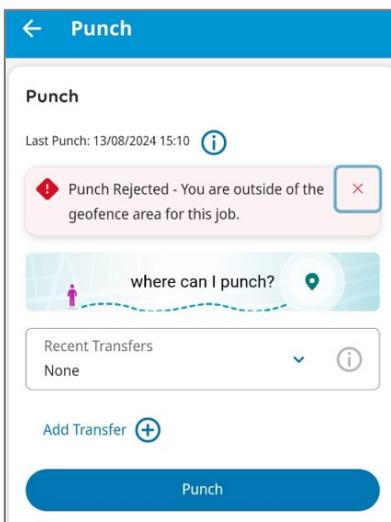
If you see the message, *"Punch rejected – No Location Data,"* log out of UKG Pro and ensure that your mobile **location** is enabled **(See Step 1)** before logging in again.