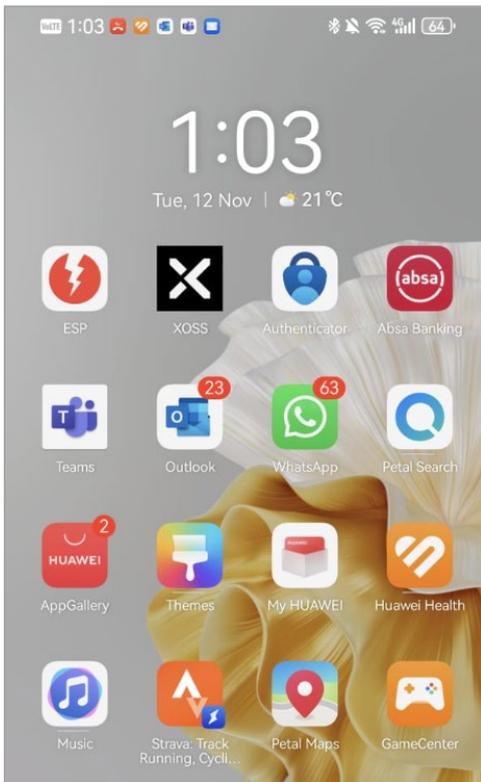


UKG PRO APP INSTALLATION AND PUNCH MANUAL (HUAWEI)

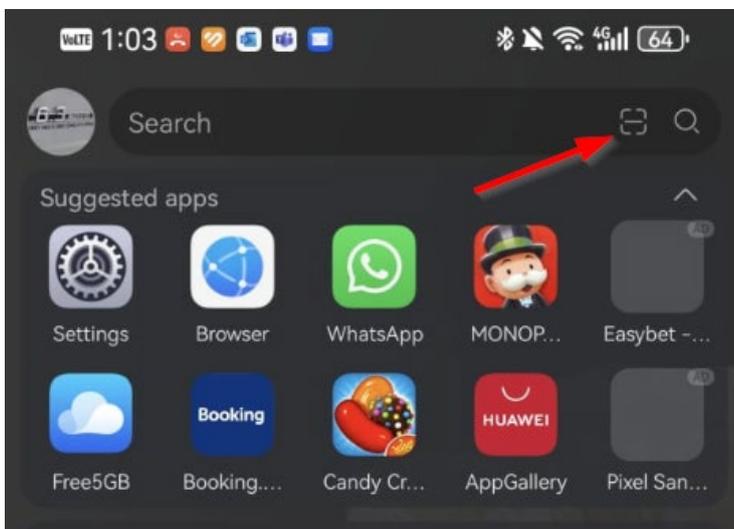
Permanent ER24 employees who are working an MHR shift and need to clock on a mobile

1. HOW TO DOWNLOAD AND INSTALL THE UKG PRO APP

Step 1: On your home screen, swipe down with your finger.



Step 2: Select the “Scan QR code” button on the top right.

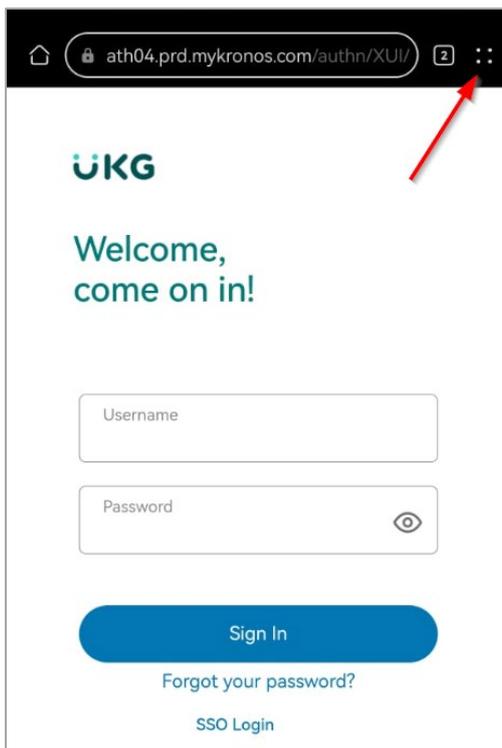


Step 3: Scan the following QR code (Please note that if you get asked to allow your camera permissions, select “Allow”).

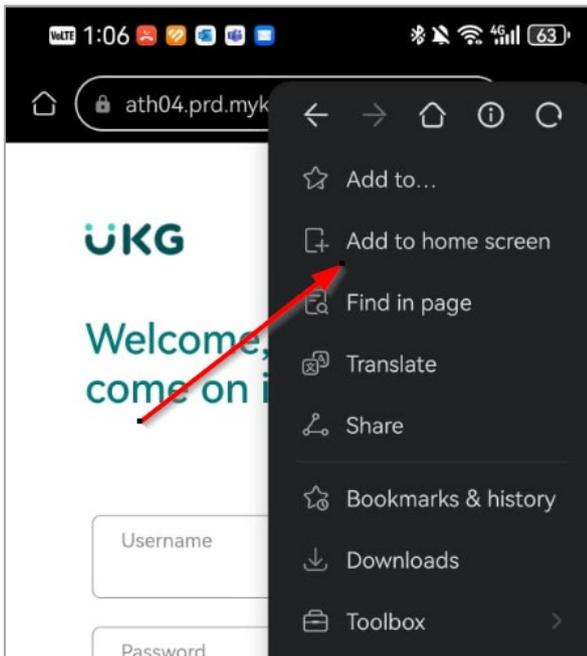


Please note: If you don't have the QR Code scanning option, you can type the following URL in the Address/search bar: <https://medicinaltron.prd.mykronos.com>

Step 4: The UKG home page will appear on your screen. Select the “4 dots” button top right.



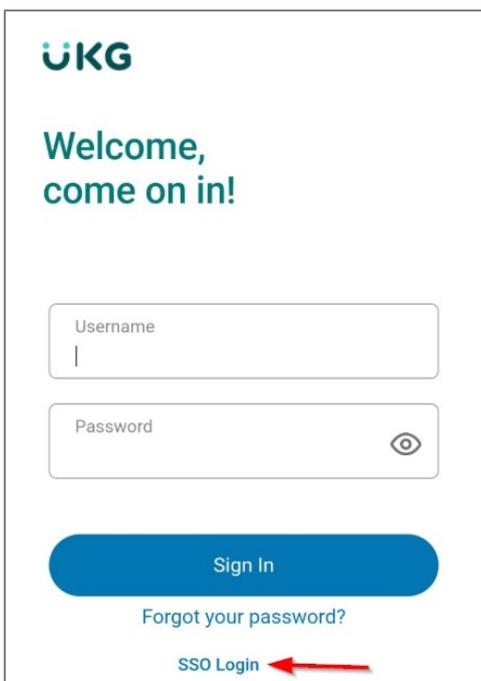
Step 5: Select “Add to home screen”.



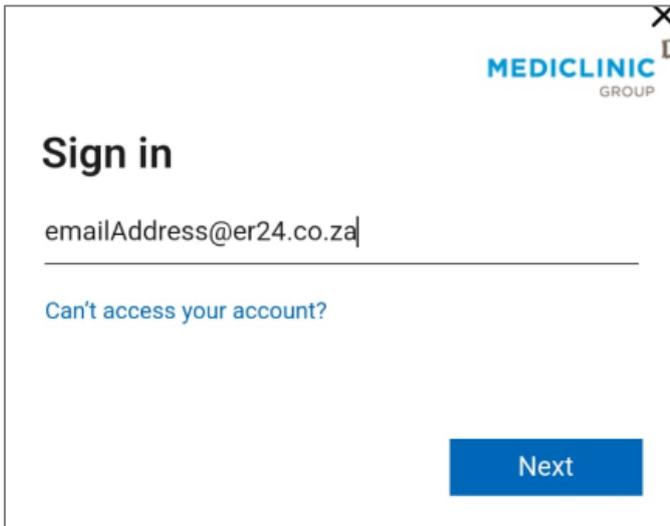
Step 6: The “Workforce Dimensions” icon will now appear on your desktop (it might show a different icon, depending on your mobile settings). Select the icon.



Step 7: Select “SSO Login”.

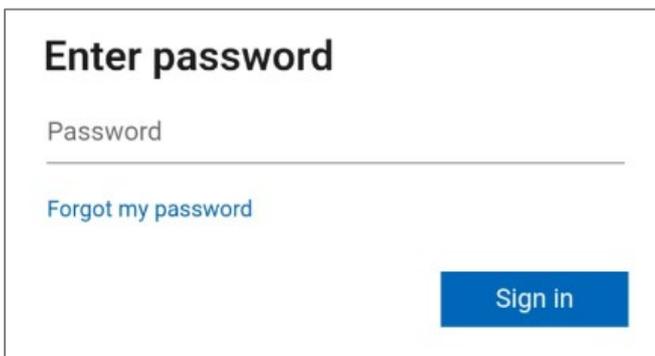


Step 8: Enter your ER24 or Mediclinic email address and select “Next”.



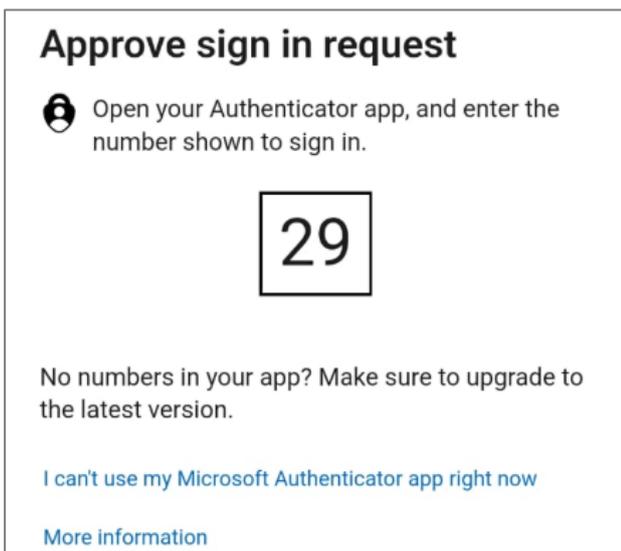
The image shows a web browser window with the Mediclinic Group logo in the top right corner. The main heading is "Sign in". Below it is a text input field containing "emailAddress@er24.co.za". Underneath the input field is a link that says "Can't access your account?". At the bottom right of the form is a blue button labeled "Next".

Step 9: Enter your Network password and select “Sign In”.

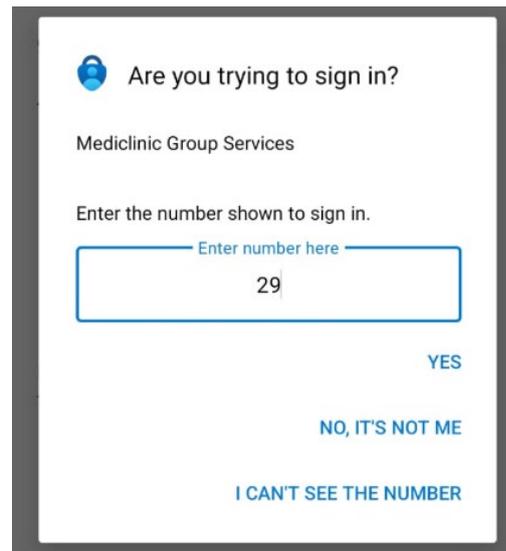


The image shows a web browser window with the heading "Enter password". Below it is a text input field labeled "Password". Underneath the input field is a link that says "Forgot my password?". At the bottom right of the form is a blue button labeled "Sign in".

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".



The image shows a screen with the heading "Approve sign in request". Below the heading is an icon of a person and the text "Open your Authenticator app, and enter the number shown to sign in." In the center of the screen is a square box containing the number "29". Below this box is the text "No numbers in your app? Make sure to upgrade to the latest version." At the bottom of the screen are two links: "I can't use my Microsoft Authenticator app right now" and "More information".



The image shows a screen with the heading "Are you trying to sign in?". Below the heading is the text "Mediclinic Group Services". Underneath is the text "Enter the number shown to sign in." followed by a text input field containing the number "29". Below the input field are three options: "YES", "NO, IT'S NOT ME", and "I CAN'T SEE THE NUMBER".

Step 11: Stay Signed in? Select “Yes”.



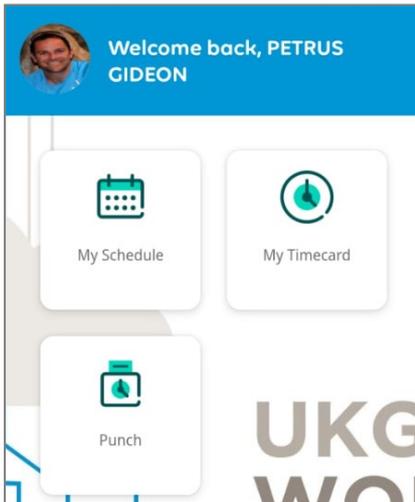
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

Step 12: You will now be logged in and see your UKG Pro home page.



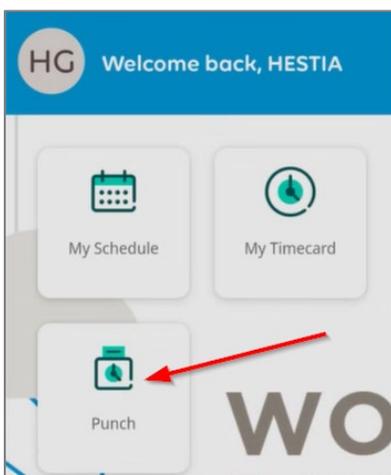
2. HOW TO PUNCH/CLOCK ON THE UKG APP USING GEO CLOCKING

Step 1: Switch on your “Location”.

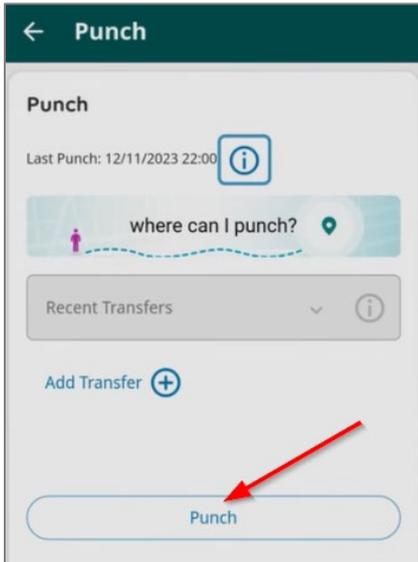


Step 2: To log in to the UKG Pro mobile application, click on “Sign In” or “SSO Login” and enter your **ER24 or Mediclinic email address** along with your **network password** if needed.

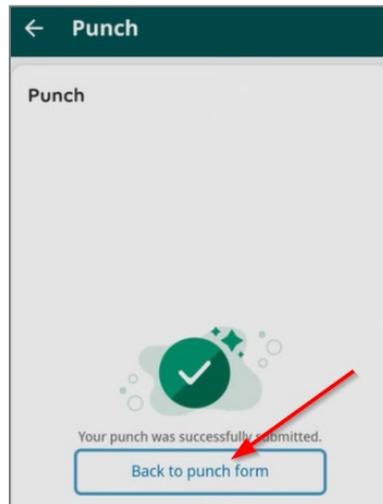
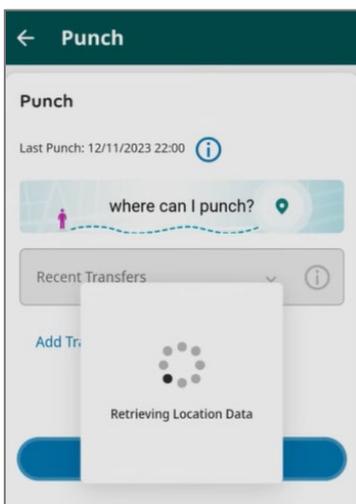
Step 3: Click on “Punch” tile on the Home page.



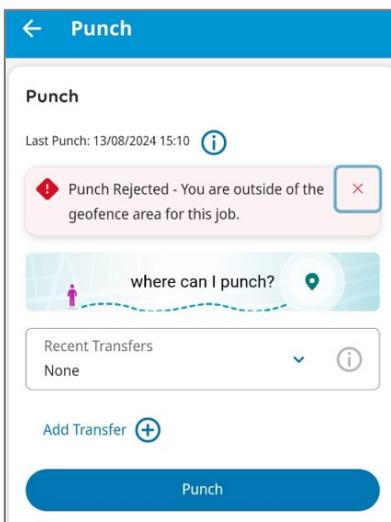
Step 4: Click on the “Punch” button.



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.

