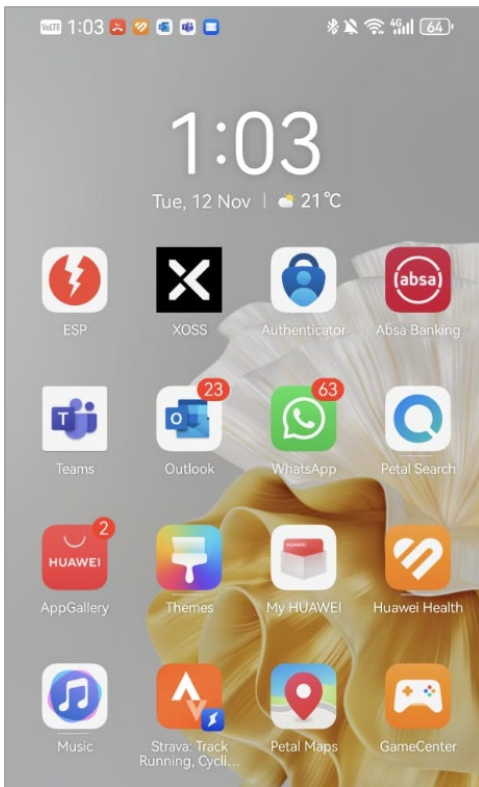# UKG PRO APP INSTALLATION AND PUNCH MANUAL (HUAWEI)

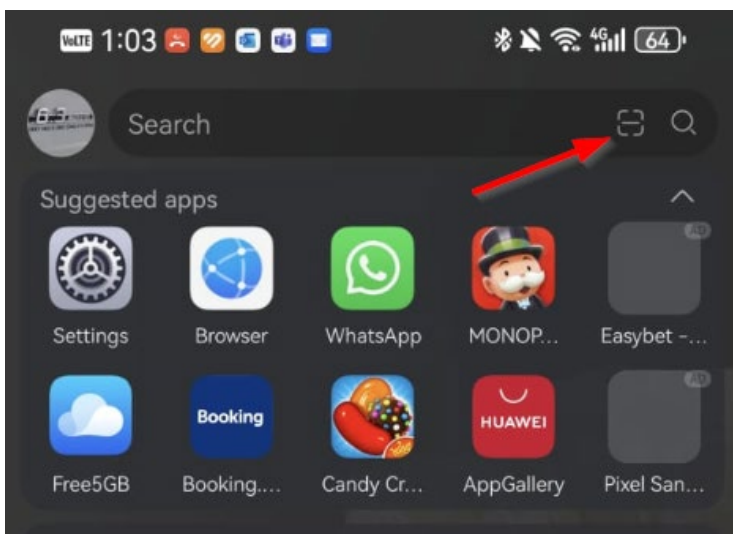**Temporary MHR ER24 employees who do not have a Mediclinic, MHR, or ER24 email address**

1. <u>**HOW TO DOWNLOAD AND INSTALL THE UKG PRO APP**</u>
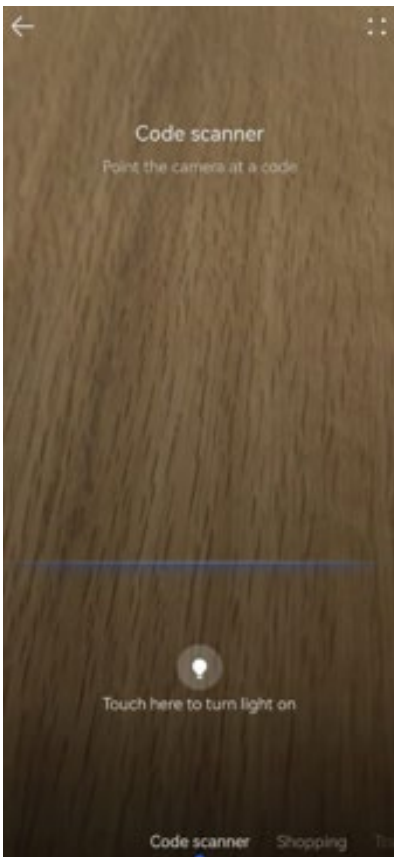
<u>**Step 1:**</u> On your home screen, swipe down with your finger.

<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").
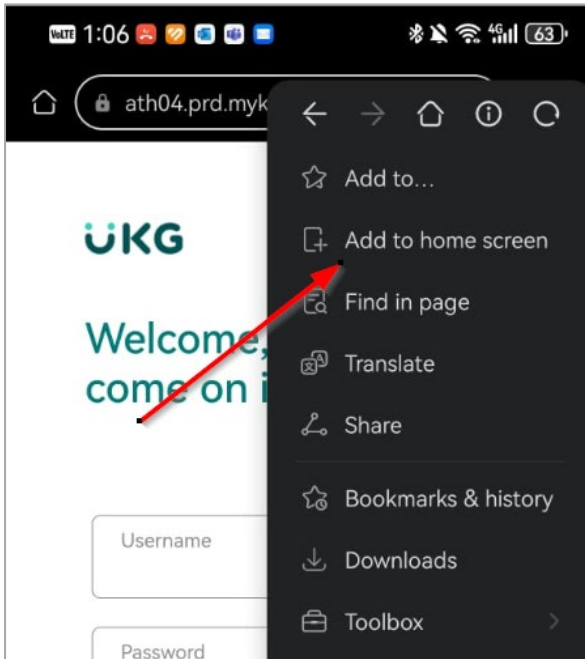

Please note: If you don't have the QR Code scanning option, you can type the following URL in the Address/search bar: https://mediclinicaltron.prd.mykronos.com

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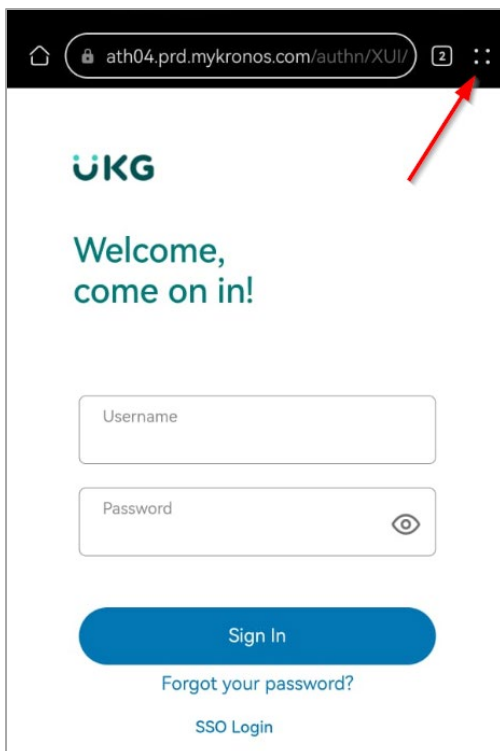
Step 5: Select "Add to home screen".

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.
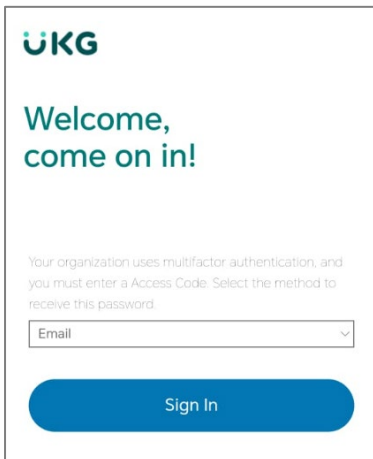

Step 7:
- Enter your **ID or Passport Number** in the "Username" field.
- Enter the following password **MHR employee number@ER24mobile**, e.g. **1234@ER24mobile** (Note that you will be prompted to change your password with your first login).
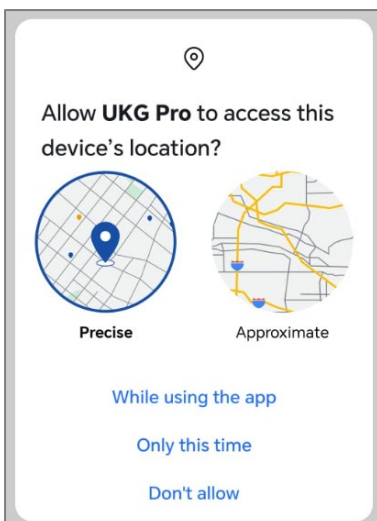
Step 8: Select **"Email"** and click on **"Sign In"**. An Access Code will be emailed to your email address.

Step 9: Check your email inbox for the access code that has been sent to you. See the example below of the email. Enter the Access Code on the UKG app and click on **"Sign In"**.
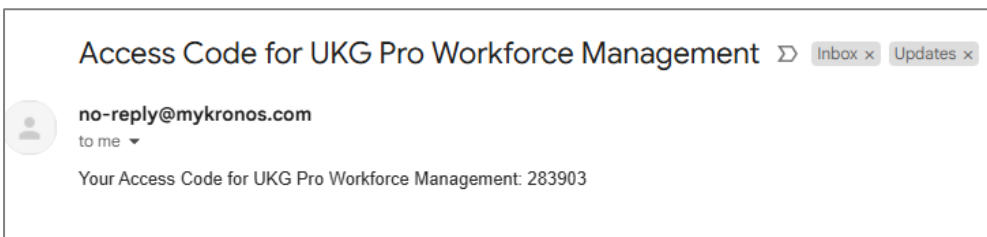
Step 10: If you get this message, *"Allow UKG Pro to access this device's Location?"*, click on **"While using the app"**.

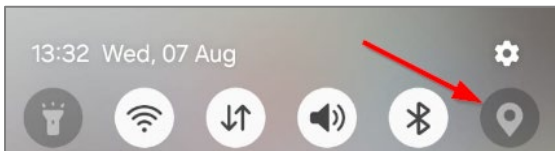**Step 11:** Stay Signed in? Select **"Yes"**.

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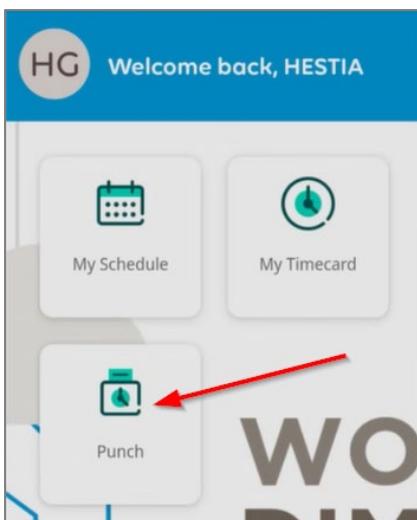

2. <u>**HOW TO PUNCH/CLOCK ON THE UKG PRO APP USING GEO CLOCKING**</u>
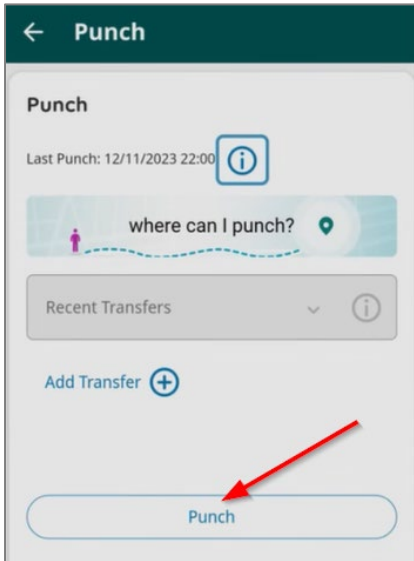
Step 1: Switch on your "Location".

Step 2: Log in to the UKG Pro mobile application by entering your **ID or Passport Number** as the "Username" and the **Password** you created during the app installation.
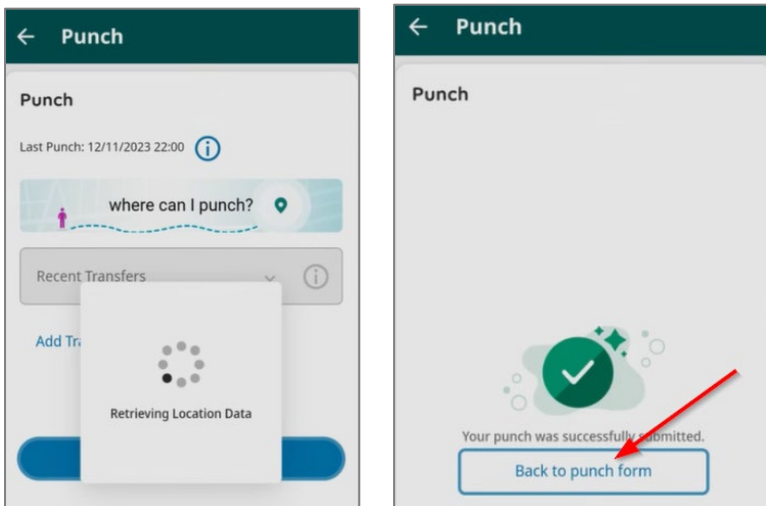
**Step 3:** Click on **"Punch"** tile on home page.

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**.
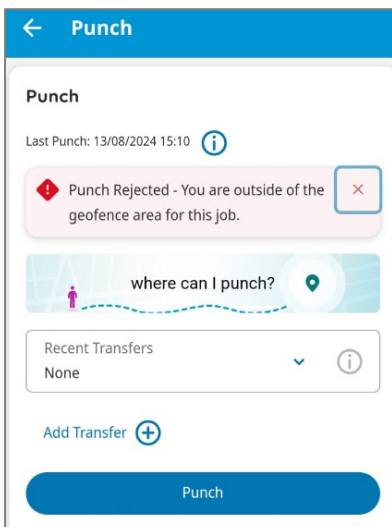
If you see the message, *"Punch rejected – No Location Data,"* log out of UKG Pro and ensure that your mobile **location** is enabled **(See Step 1)** before logging in again.