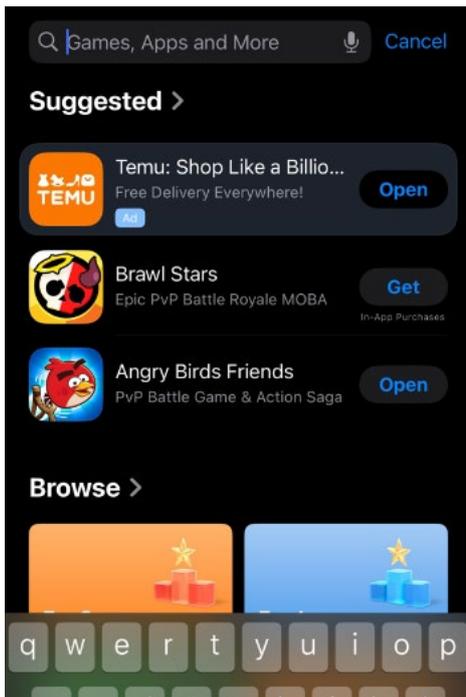


## UKG PRO APP INSTALLATION AND PUNCH MANUAL (IPHONE)

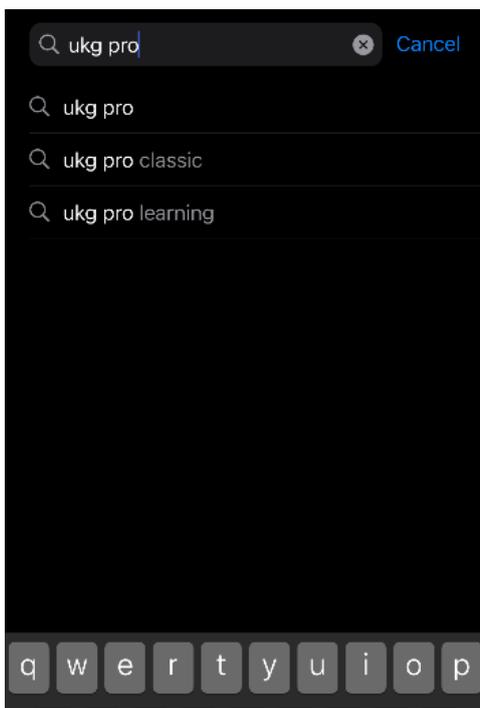
Temporary MHR ER24 employees who do not have a Mediclinic, MHR, or ER24 email address

### 1. HOW TO DOWNLOAD AND INSTALL THE UKG PRO APP

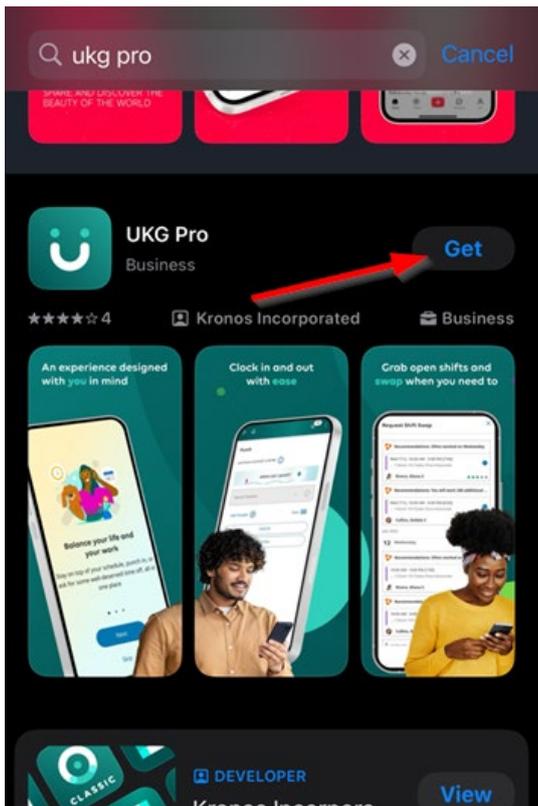
**Step 1:** Open Apple Store.



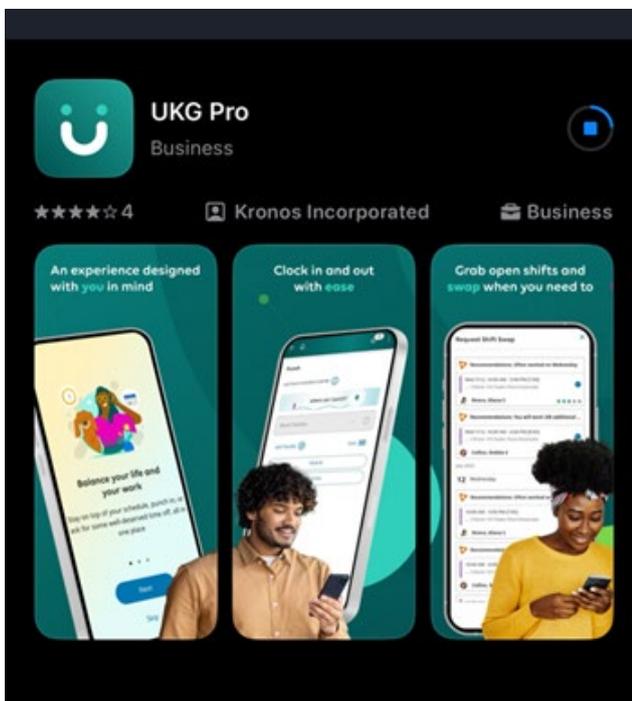
**Step 2:** Select the "Search" button and search for "UKG PRO".



**Step 3:** Select “Get” button.

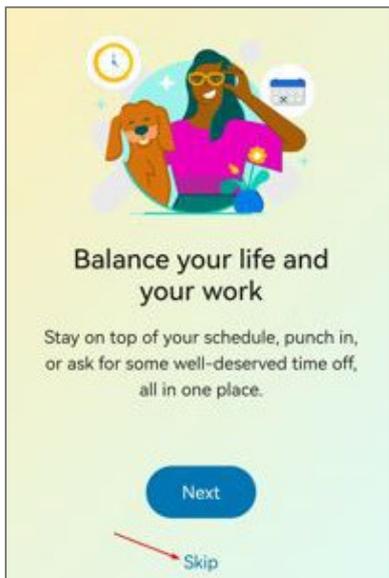


**Step 4:** Select “Install”. This will install the application on your mobile and place the icon on your desktop (**Note:** If your mobile device is set to require a password to download applications, you need to enter it first before the download and installation can proceed.)

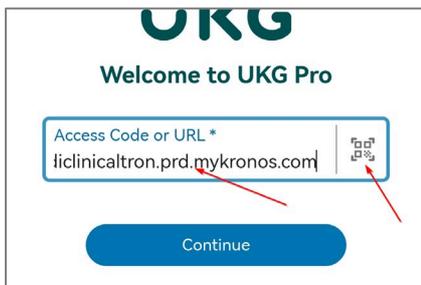


**Step 5:** On your desktop, click on the “UKG Pro” icon and/or select “Open” once installed.

**Step 6:** Log into the UKG Pro App and select “Skip” when you see the screen below:

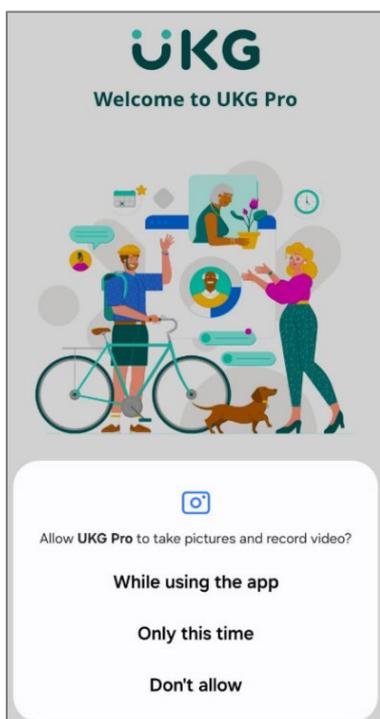


**Step 7:** Enter the following URL: <https://mediclinicaltron.prd.mykronos.com> and select “Continue”.



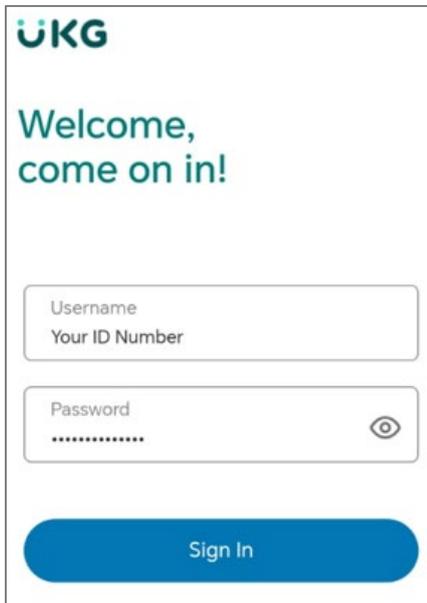
**OR**

Select the “Scan QR Code” button on the right. If you get asked to “Allow UKG Pro to take pictures...”, select “While using the app”. When the block comes up on your screen, scan the following QR code:



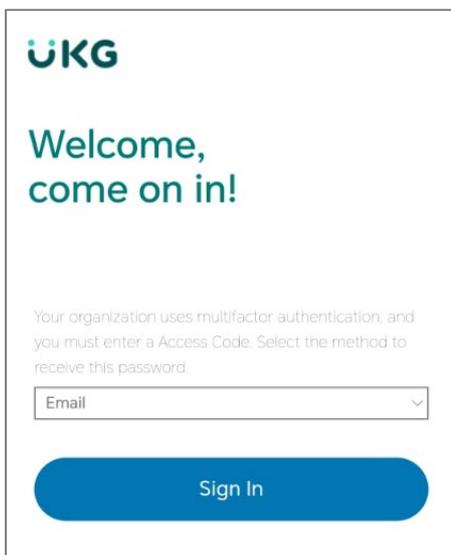
**Step 8:**

- 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).



The image shows the UKG login interface. At the top left is the UKG logo. Below it, the text "Welcome, come on in!" is displayed. There are two input fields: the first is labeled "Username" with a placeholder "Your ID Number"; the second is labeled "Password" with a placeholder of nine dots and a toggle icon. A blue "Sign In" button is at the bottom.

**Step 9:** Select “Email” and click on “Sign In”. An Access Code will be emailed to your email address.

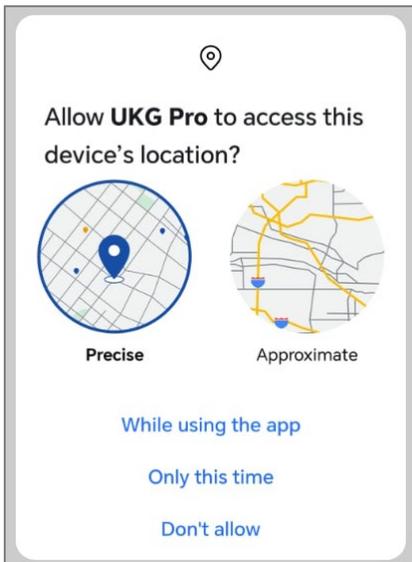


The image shows the UKG login interface after clicking "Sign In". It displays the UKG logo and "Welcome, come on in!". Below this, a message states: "Your organization uses multifactor authentication, and you must enter a Access Code. Select the method to receive this password." A dropdown menu is set to "Email". A blue "Sign In" button is at the bottom.

**Step 10:** 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 11:** If you get this message, “Allow UKG Pro to access this device’s Location?”, click on “While using the app”.



**Step 12:** Stay Signed in? Select “Yes”.



**Step 13:** You'll now be logged in and see your UKG Pro home page.



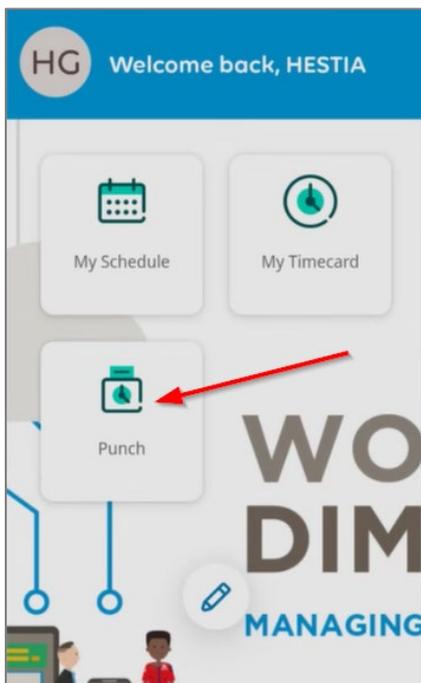
## 2. HOW TO PUNCH/CLOCK ON THE UKG PRO APP USING GEO CLOCKING

**Step 1:** Switch on your “Location”.

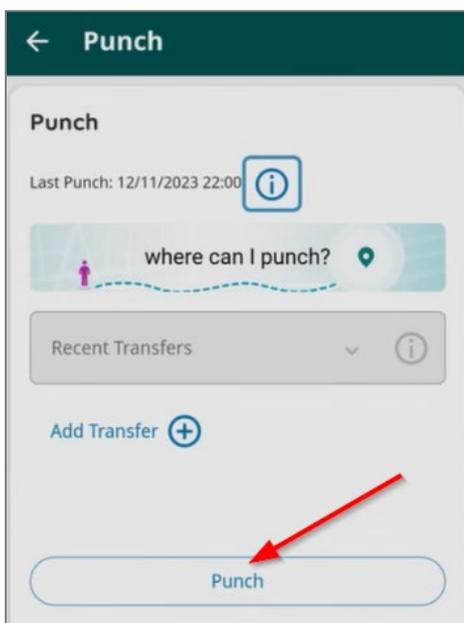


**Step 2:** Log in to the UKG Pro mobile application by entering your **ID or Passport Number** as the “Username” and the **Password** you created during the app installation.

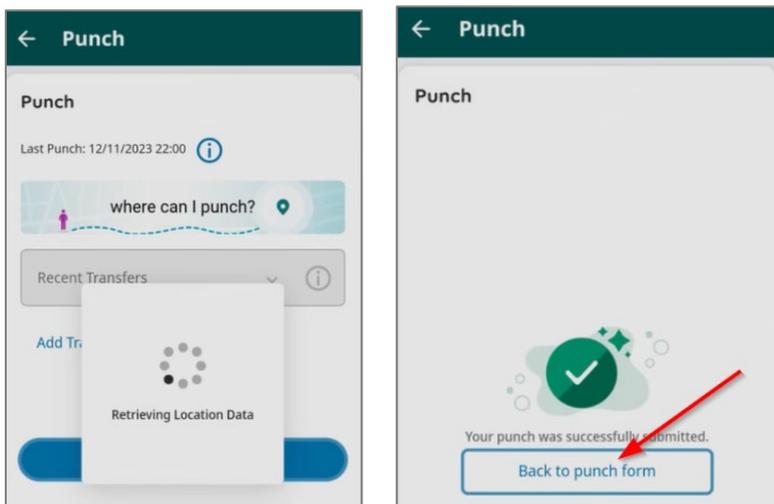
**Step 3:** Click on “Punch” tile on the Home page.



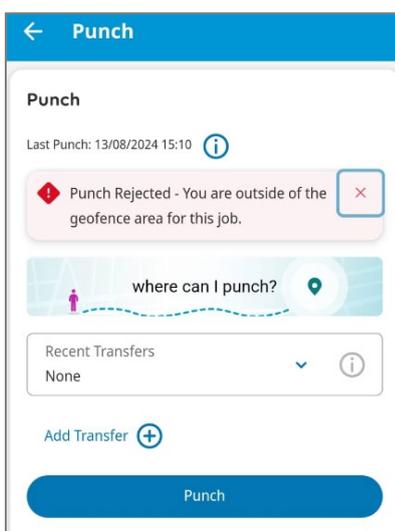
**Step 4:** Click on the “Punch” button.



**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.

