# UKG Pro Login (App)

UKG Pro serves as our human resources and payroll system, containing essential employee information such as demographics, benefits, and pay history. This document provides instructions for employees to download and log in to the mobile app.

Instructions

Download the UKG Pro mobile app

Navigate to the Apple Store or Android Store app.
1. Search for the **UKG Pro**.
2. Select and download the app.
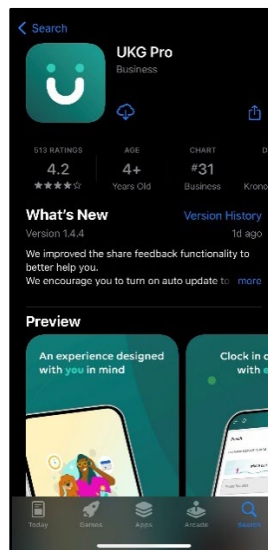
First Time Login

Navigate to the UKG Pro mobile app
1. Enter in the Company Access Code: **17948**
2. Click on **Continue**.
3. Enter your **Username**, which is your work or personal email address.
4. Enter your **Default Current Password**, which is your birthdate in **MMDDYYYY** format.

Need help? Email Payroll at payroll@swhealth.com

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Changing Your Password

Upon your first login, you will be asked to change your password.
1. Enter your **Default Current Password**, which is your birthdate in **MMDDYYYY** format.
2. Enter your **New Password** and retype it to confirm it. The new password must meet the specified password requirements.
3. Click **OK**. Your password is changed, and you will be asked to set up **Challenge Questions**.

Challenge Questions

Challenge questions are used to verify your identity if you need to reset your password.
1. Select **Challenge Questions** from the drop down.
2. Provide answers.
3. Click **Continue**. You will be asked to log into the system with your Username and Password.

Setting Up Biometric Identification and Notification

Upon logging in to UKG Pro mobile app, you will be asked to set up biometric identification and notification.
1. Click **Yes** to set up your Face ID and Touch ID on your mobile device.
2. Click **Allow**.
3. Another pop up will appear to allow **Notifications** to be set up on the UKG Pro mobile app.
4. Click **Allow**.

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Face ID   SKIP

Sign In with Face ID

Face ID allows you to sign in without typing your password every time.

Yes **1**

Not now

Reminder You can always set up Face ID later in the UKG Pro app settings.

Face ID   SKIP

Sign In with Face ID

Face ID allows you to sign in without typing your password every time.

Do you want to allow "UKG Pro" to use Face ID?
Allow the app access to Face ID for local authentication.

Don't Allow   Allow

2

Reminder You can always set up Face ID later in the UKG Pro app settings.

ÜKG   MM

My shortcuts   ⋮

Pay   >

"UKG Pro" Would Like to Send You Notifications
Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.

Don't Allow   Allow   **3**

Home   Inbox   Search   Menu

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